AGENDA

CITY OF CAMDEN

CITY COUNCIL REGULAR MEETING

June 14th, 2022 – 5:00 p.m.

Honorable Angel Fuentes, Council President
Honorable Sheila Davis, Vice-President
Honorable Marilyn Torres
Honorable Felisha Reyes-Morton
Honorable Shaneka Boucher
Honorable Chris Collins
Honorable Nohemi Soria-Perez

Honorable Victor Carstarphen, Mayor

Michelle Spearman, City Attorney
Howard McCoach, Counsel to Council

Luis Pastoriza, Municipal Clerk

CITY COUNCIL AGENDA

JUNE 14TH, 2022 – 5:00 P.M.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

STATEMENT OF COMPLIANCE

NOTICE OF MEETING

APPROVAL OF MINUTES

COMMUNICATIONS

Department of Finance

1. Check registers of the City of Camden for the period of 4/27/2022 to 5/26/2022

2. Payroll register summary for the City of Camden for the pay period of 4/29/2022, 5/13/2022 and 5/27/2022

Department of Administration

~~3. State and Harrison Presentation~~

OLD BUSINESS

Department Of Public Works

1. Ordinance Amending Chapter 840 Of The Code Of The City Of Camden Entitled "Water"

Office Of City Council

2. An Ordinance Establishing Chapter 283 Of The City Of Camden Code Prohibiting Harassment, Intimidation Or Bullying Of Minors In The City Of Camden

3. Ordinance Authorizing The Establishment Of The Multicultural Heritage Advisory Board By The City Of Camden

Department of Health & Human Services

4. Resolution Amending Resolution #MC-22:8266 Adopted On December 28, 2021 Authorizing The Acceptance Of A Grant In The Amount Of $150,000.00 From The County Of Camden And New Jersey Division Of Family Development For The 2021-2022 Code Blue Warming Centers

ORDINANCES – FIRST READING

Office of the City Attorney

1. Ordinance authorizing the removal of deed restrictions and reversionary language on 950 Pine Street

Department of Administration

2. An Ordinance Further Amending And Supplementing An Ordinance Entitled, "An Ordinance Fixing The Salary Ranges To Be Paid To Certain Officers And Employees In The Unclassified Service Of The City Of Camden" Adopted December 23rd, 1982 (MC-1917)

3. An Ordinance Further Amending And Supplementing An Ordinance Entitled, "An Ordinance Fixing The Salary Ranges To Be Paid To Certain Officers And Employees In The Unclassified Service Of The City Of Camden" Adopted December 23rd, 1982 (MC-1917) (contract settlement)

ORDINANCES – SECOND READING & PUBLIC HEARING

Department Of Development & Planning

1. Ordinance Authorizing The Street Vacation For Spectrum Capital Camden, LLC For Block 110, Lots 11, 16, 49, 51 (Qualifier) B-01 And 67, 1107 Penn Street, NS AD Wilson 74 E Of 11th Street, 1182 Linden Street, 1112-1156 Linden Street And SS Linden 418 E. 11th Street As More Particularly Set Forth In The Attached Metes And Bounds Descriptions Pursuant To And In Accordance With N.J.S.A. 40:67-1, ET SEQ.

Department Of Public Works

2. A Fully Funded Capital Ordinance Providing For Water Utility Capital Improvements, Parkside Water Treatment Plant Improvement Project, In And By The City Of Camden, In The County Of Camden, New Jersey, And Appropriating $11,000,000 Therefore From The Grant Fund, Reserve For Coronavirus Local Fiscal Recovery Fund

RESOLUTIONS

Office of City Council

1. Resolution in memoriam of Thomas E. May

2. Resolution Recognizing MI CASITA DAY CARE CENTER on its 50th Anniversary

3. Resolution Re-Appointing Jose Javier Ramos to serve as Commissioner of the Camden Redevelopment Agency in the City of Camden, for 5-Year Term, Beginning June 15, 2022 and expiring June 14, 2027

Office of the Municipal Clerk

4. Resolution Authorizing the City of Camden to apply for a 2022 New Jersey Historic Trust License Plate Fund Grant in the Amount of $5,000.00

Office of the City Attorney

~~5. Resolution Authorizing the Discharge of Mortgage against 919 N. 20th Street, (Block 853, Lot 56) Camden, New Jersey~~

6. Resolution authorizing extensions of time to complete foreclosure

7. Resolution authorizing amendment #1 to contract #04-21-121 between the City of Camden and Worknet Occupational Medicine

8. Resolution authorizing the settlement of litigation

9. Resolution authorizing extensions of time to complete foreclosure

10. Resolution authorizing the discharge of mortgage against 919 N. 20th Street, (Block 853, Lot 56) Camden, New Jersey

Department of Administration

11. Resolution of the City of Camden, County of Camden, State of New Jersey, providing that the Camden Business Improvement ("CBID") District Budget be read by title only

12. Resolution adopting the 2022 budget for the Camden Business Improvement District (CBID)

13. Resolution Authorizing the City of Camden's Insurance Commission and the City Attorney to Settle Certain Claims

14. Resolution Authorizing a Contract under New Jersey State Contract #40116 to GOVCONNECTION

15. Resolution Requesting the City to Dispose of Outdated Fire Equipment at No Cost to the City

16. Resolution Authorizing a Contract under OMNIA PARTNERS, Public Sector Cooperative Purchasing Contract #R211402 to GLOBAL INDUSTRIAL, 11 Harbor Park, Port Washington, NY

17. Resolution authorizing the City of Camden to enter into a memorandum of agreement with CWA Local 1014 supervisory and non-supervisory

18. Resolution ratifying the agreement between the City of Camden and CWA Local 1014 School Crossing Guards Unit

19. Resolution appointing Jose Brito to the Zoning Board of Adjustment of the City of Camden

20. Resolution appointing Deputy Chief, Jesse Flax, fire department for a three (3) year term as Deputy Emergency Management Coordinator

21. Resolution re-appointing Deputy Emergency Management Coordinator for a three (3) year term as the City of Camden

22. Resolution re-appointing Keith Walker for a three year term as the City of Camden Emergency Management Coordinator

23. Resolution appointing Safiyyah Pease to the Affirmative Action Review Council of the City of Camden for a two (2) year term

24. Resolution appointing Stephanie Crawley to the Affirmative Action Review Council of the City of Camden for a two (2) term, expiring June 13, 2024

25. Resolution authorizing a contract to Concept Printing, Inc. 40 Lydecker Street, NYACK, NY 10960 to provide the purchase & delivery of promotional items for the City of Camden

26. Resolution authorizing a contract to Drew & Rogers, Inc., 30 Plymouth Street, Fairfield, NJ 07004 to provide the purchase & delivery of promotional items for the City of Camden

Department of Planning & Development

27. Resolution Authorizing a License Agreement with GOLD STAR HOLDINGS, LLC for the Purpose of a Driveway

28. Resolution Authorizing a License Agreement with Mechelle Jones for the Purpose of a Driveway

29. Resolution Authorizing the Denial of a License Agreement between the City of Camden and Giancarlo Peralta-Perez (Yennifer Diaz) at 452 Rand Street for the purpose of a Curb Cut/Driveway

30. Resolution Authorizing an Application to the New Jersey Department of Transportation for the Consideration of FY 2023 TTFA Municipal Aid Funding for Resurfacing of Various Streets in the City of Camden

31. Resolution Approving the Release of Maintenance Guarantee in the Amount of $11,439.00 for CAMDEN DOLLAR GENERAL, LLC, Ferry Avenue and East Davis Street, Block 1394, Lot 2.03 for the Completion of the Project

32. ~~Resolution Authorizing Amendment #1 to Contract #12-20-208 between the City of Camden and CAMDEN LUTHERAN HOUSING, INC.~~

33. Resolution Approving Amendment #1 to Contract #05-21-1565 with BUCHART HORN, INC. for General Engineering Services for the City of Camden's Water and Sewer System

Department of Finance

34. Resolution Authorizing a Refund to Lien Holder PINE VALLEY ONE REAL ESTATE, LLC

35. Resolution Authorizing the Refund of Unapplied Cash (Code 46) to CORELOGIC COMMERCIAL REAL ESTATE SERVICES, INC

36. Resolution Authorizing the Refund of Unapplied Cash to Trishanda Russell, Property Owner

37. Resolution Authorizing a Refund to Lien Holder PRO CAP 8, LLC

38. Resolution authorizing the cancellation of tax sale certificate No. 18-02231 and refund lien holder

39. Resolution to refund lien holder Pedro Garcia and cancel tax sale certificate Nos. 902032 and 3-1779

40. Resolution authorizing the refunding of a lien payment to TD Bank for 566 Berkley Street Block/Lot-1410/16

41. Resolution authorizing the cancellation of property taxes due to homeowner approved for 100% Veteran exemption

42. Resolution requesting authorization to cancel the revenue and spending reserves for the NJDOT River Road Cramer Hill project

43. Resolution authorizing a refund to lien holder FIG NJ19, LLC

44. Resolution approving the reduction of municipal lien value down to the fair market value of 1093 MacArthur Drive per recommendation of Lien Review Committee

Department of Health & Human Services

45. Resolution Authorizing the City of Camden to Submit an Application to STEP INTO SWIM FOUNDATION for the Youth swimming Lesson Program

46. Resolution Authorizing the Acceptance of a Grant in the Amount of $9,116.00 from STEP INTO SWIM FOUNDATION / EVERY CHILD A SWIMMER

47. Resolution Authorizing the Insertion of a Grant Line Item in the FY'22 Budget from the STEP INTO SWIM / EVERY CHILD A SWIMMER in the Amount of $9,116.00

48. Resolution Accepting a Grant from the State of New Jersey Department of Agriculture, Bureau of Child Nutrition in the Amount of $274,039.05 for the 2022 Summer Food Service Program

49. Resolution Authorizing the Insertion of a Special Item of Revenue in the FY'22 Budget of the City of Camden Pursuant to N.J.S.A. 40A:4-87 in the Amount $274,039.0

50. Resolution authorizing the rejection of Bid #22-04 contract to provide Summer Food Service Program for the City of Camden

Office of City Council

51. Resolution Reappointing Jasper Kane-Muhammad To Serve As Commissioner On The Parking Authority Of The City Of Camden For A Term Of Five (5) Years

Walk-ons

Department of Administration

52. Resolution re-appointing Johanna S. Conyer-Harris, Director of Finance as a commissioner to the Municipal Insurance Fund Commission

53. Resolution determining that the Northgate Preservation Urban Renewal LLC Project provides for and meets the affordable housing need of the City of Camden

Department of Health & Human Services

54. Resolution authorizing an execution of an agreement between the City of Camden and the County of Camden and New Jersey Division of Family

Development for the 2021-2022 Code Blue Warming Centers within the City of Camden

55. Resolution authorizing the insertion of a special item in the FY'22 budget from the County of Camden/New Jersey Division of Family Development for the Code Blue warming shelters in the amount of $155,000.00

Office of City Council

56. Resolution establishing an anti-bullying task force to examine harassment, intimidation and bullying and make recommendations to the anti-bullying advisory board when fully constituted

57. Resolution in support of the ability of municipalities to adopt regulations to protect public health, safety, and welfare from threats of flooding

Department of Administration

58. Resolution for a closed session to discuss contract negotiations

PUBLIC COMMENT

ADJOURNMENT

Please note summary of Public Decorum rules below.

Rule XVII: Decorum

Any person who shall disturb the peace of the Council, make impertinent or slanderous remarks or conduct himself in a boisterous manner while addressing the Council shall be forthwith barred by the presiding officer from further audience before the Council, except that if the speaker shall submit to proper order under these rules, permission for him to continue may be granted by a majority vote of the Council.

City Council meetings shall be conducted in a courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free of slander, threats of violence or the use of Council as a forum for politics. Sufficient warnings may be given by the Chair at any time during the remarks and, in the event that any individual shall violate the rules of decorum heretofore set forth, the Chairperson may then cut off comment or debate. At the discretion of the Chairperson, light signals may be used to display the commencement of the time for speaking and a warning light may be flashed to show that the appropriate time has passed. A red light will signal that there is no longer time.

Communications

VICTOR CARSTARPHEN
MAYOR

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MEMORANDUM

June 14th

To: Honorable Angel Fuentes, City Council President
Luis Pastoriza, Municipal Clerk

From: Johanna S. Conyer Harris, Director of Finance

Date: May 25, 2022

Subject: **Check Register-Communications for Forthcoming City Council Meeting- June 14, 2022**

Attached, please find the Check Register for the City of Camden for the period of 4/27/2022 to 5/26/2022 .

The Check Registers represent the checks written from various funds of the City.

Please include this communication in the Agenda for the forthcoming Council Meeting to be voted on for approval.

Please contact me at extension 7582, if you have any additional questions.

JCH/mr

Attachments

cc: Honorable Victor Carstarphen, Mayor

Range of Checking Accts: First to Last Range of Check Dates: 04/27/22 to 05/26/23
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
PNC TMP WTR SWR	PNC Tmp Wtr/Swr 80-1210-9405					
200006	04/29/22	CIT9808	City of Camden TD Temp Wtr	5,944,497.98		17783
200007	04/29/22	CIT9809	City of Camden TD Temp Swr	3,966,783.42		17783
200008	05/16/22	CIT9808	City of Camden TD Temp Wtr	869,088.89		17896
200009	05/16/22	CIT9809	City of Camden TD Temp Swr	541,037.58		17896

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	11,321,407.87	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	11,321,407.87	0.00

TD 3RD PARTY 21	TD 3rdPrtyLien 2021 4308903552					
48447	04/27/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	16,273.46		17720
48448	04/27/22	LN-40082	FIG CUST FOR FIG NJ18 LLC	1,880.52		17721
48449	04/27/22	LN-50028	BIANCA RIVERA	19,242.22		17722
48450	04/27/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	3,255.42		17723
48451	04/27/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,048.29		17724
48452	04/27/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,730.66		17725
48453	04/27/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	370.42		17726
48454	04/27/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,803.17		17727
48455	04/27/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,398.92		17728
48456	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,878.06		17729
48457	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,286.69		17730
48458	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,348.30		17731
48459	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	10,011.61		17732
48460	04/28/22	LN-20074	LB-HONEY BADGER,SBMUNI%	289.91		17733
48461	04/28/22	LN-40189	PINE VALLEY ONE REALESTATE LLC	6,914.74		17734
48462	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	50,009.62		17735
48463	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	143.87		17736
48464	04/28/22	LN-40206	US BANK CUST FOR PRO CAP 8	1,039.14		17737
48465	04/28/22	LN-40187	TLOA OF NJ LLC	106.00		17738
48466	04/28/22	LN-40189	PINE VALLEY ONE REALESTATE LLC	129.00		17738
48467	04/28/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	1.83		17739
48468	04/28/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	760.48		17740
48469	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	445.35		17741
48470	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	3,456.07		17742
48471	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,737.46		17743
48472	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	611.82		17744
48473	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,900.71		17745
48474	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	428.81		17746
48475	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	575.52		17747
48476	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,016.80		17748
48477	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	736.89		17749
48478	04/28/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,973.77		17750
48479	04/28/22	LN-30000	US BANK CUST/PRO CAP III, LLC	924.57	04/29/22 VOID	17751 (Reason: incorrect payee)
48480	04/28/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	9,800.59		17752
48481	04/28/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	688.47		17753
48482	04/28/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	8,144.32		17754
48483	04/28/22	LN-50120	RTLS Holding Corporation	53.00		17755
48484	04/28/22	LN-50012	COOPER SQUARE ACQUISITION 1 LL	50.00		17756
48485	04/28/22	LN-50012	COOPER SQUARE ACQUISITION 1 LL	50.00		17757

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
TD 3RD PARTY 21		TD 3rdPrtyLien 2021 4308903552 Continued		
48486	04/28/22	LN-50012 COOPER SQUARE ACQUISITION 1 LL	50.00	17758
48487	04/28/22	LN-50012 COOPER SQUARE ACQUISITION 1 LL	50.00	17759
48488	04/28/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	43.00	17760
48489	04/28/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	43.00	17761
48490	04/29/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	43.00	17762
48491	04/29/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	43.00	17763
48492	04/29/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	43.00	17764
48493	04/29/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	53.00	17765
48494	04/29/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	53.00	17766
48495	04/29/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	53.00	17767
48496	04/29/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	53.00	17768
48497	04/29/22	LN-40080 PC7, LLC	53.00	17769
48498	04/29/22	LN-40080 PC7, LLC	53.00	17770
48499	04/29/22	LN50110 Kent Funding LLC	40.00	17771
48500	04/29/22	LN-40190 GREYMORR LLC	53.00	17772
48501	04/29/22	LN-50171 STONE WOOL 22, LLC	21,539.53	17773
48502	04/29/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	43.00	17774
48503	04/29/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	43.00	17775
48504	04/29/22	LN50103 Zion Investments Group, LLC	5,530.42	17784
48505	04/29/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	1,472.44	17785
48506	04/29/22	LN-50012 COOPER SQUARE ACQUISITION 1 LL	11,938.22	17786
48507	04/29/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	8,590.98	17787
48508	04/29/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	8,663.68	17788
48509	05/04/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	12,428.16	17791
48510	05/04/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	325.38	17792
48511	05/04/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	423.45	17793
48512	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	3,158.65	17794
48513	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	619.31	17795
48514	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	445.29	17796
48515	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	673.60	17797
48516	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	614.40	17798
48517	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,208.67	17799
48518	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	504.13	17800
48519	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	663.71	17801
48520	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	1,599.98	17802
48521	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	144.06	17803
48522	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	4,147.59	17804
48523	05/04/22	LN-40080 PC7, LLC	4,088.05	17805
48524	05/04/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	1,481.09	17806
48525	05/04/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	150.80	17807
48526	05/04/22	LN50103 Zion Investments Group, LLC	1,330.34	17808
48527	05/04/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	5,131.68	17809
48528	05/04/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	777.12	17810
48529	05/04/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	2,258.17	17811
48530	05/09/22	LN-30000 US BANK CUST/PRO CAP III, LLC	9,789.18	17828
48531	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	23.00	17829
48532	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	600.00	17830
48533	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00	17831
48534	05/09/22	LN-31270 BERGEN SQUARE COMMUNITY DEVELO	1,122.58	17832
48535	05/09/22	LN-31270 BERGEN SQUARE COMMUNITY DEVELO	1,533.90	17833
48536	05/09/22	LN-31270 BERGEN SQUARE COMMUNITY DEVELO	1,378.56	17834
48537	05/09/22	LN-31270 BERGEN SQUARE COMMUNITY DEVELO	4,394.61	17835

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
TD 3RD PARTY 21		TD 3rdPrtyLien 2021 4308903552 Continued			
48538	05/09/22	LN-31270 BERGEN SQUARE COMMUNITY DEVELO	3,452.47		17836
48539	05/09/22	LN-31270 BERGEN SQUARE COMMUNITY DEVELO	1,373.16		17837
48540	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17838
48541	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17839
48542	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17840
48543	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17841
48544	05/09/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17842
48545	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17844
48546	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17845
48547	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17846
48548	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17849
48549	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17850
48550	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17851
48551	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17852
48552	05/10/22	LN-40080 PC7, LLC	159.00		17853
48553	05/10/22	LN-40082 FIG CUST FOR FIG NJ18 LLC	1,541.35		17853
48554	05/10/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	0.00	05/10/22 VOID	0
48555	05/10/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	50,421.85		17853
48556	05/10/22	LN-40187 TLOA OF NJ LLC	508,819.48		17853
48557	05/10/22	LN-40189 PINE VALLEY ONE REALESTATE LLC	7,135.22		17853
48558	05/10/22	LN-50012 COOPER SQUARE ACQUISITION 1 LL	50.00		17853
48559	05/10/22	LN-50061 Anedia Henriquez	10,100.74		17853
48560	05/10/22	LN-50105 PRIME CAPITAL MANAGEMENT	15,556.14		17853
48561	05/10/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	10,703.06		17853
48562	05/10/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17854
48563	05/11/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17855
48564	05/11/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17856
48565	05/11/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17857
48566	05/11/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17858
48567	05/11/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17859
48568	05/11/22	LN-40206 US BANK CUST FOR PRO CAP 8	12.00		17860
48569	05/11/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	1,131.74		17861
48570	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,113.64		17862
48571	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	1,469.66		17863
48572	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,072.27		17864
48573	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,215.51		17865
48574	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	617.41		17866
48575	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	611.08		17867
48576	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	447.93		17868
48577	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	540.46		17869
48578	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	9,637.94		17870
48579	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	7,258.62		17871
48580	05/11/22	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	445.28		17872
48581	05/11/22	LN-40080 PC7, LLC	1,403.35		17873
48582	05/11/22	LN-40080 PC7, LLC	2,234.25		17874
48583	05/11/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	1,381.76		17875
48584	05/11/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	907.32		17876
48585	05/11/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	896.50		17877
48586	05/11/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	645.02		17878
48587	05/11/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	849.14		17879
48588	05/11/22	LN-40080 PC7, LLC	965.42		17880
48589	05/11/22	LN-50117 USBANK CUST/PC8 FIRSTTRUST BK	1,688.55		17881

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TD 3RD PARTY 21	TD 3rdPrtyLien 2021 4308903552 Continued					
48590	05/11/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	1,016.56		17882
48591	05/11/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	1,864.00		17883
48592	05/11/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	50.00		17884
48593	05/12/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	2,723.97		17886
48594	05/12/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	836.08		17887
48595	05/12/22	FIGNJ19	FIG CUST FIGNJ19LLC & SEC PTY	1,905.07		17888
48596	05/12/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	431.78		17889
48597	05/20/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,125.91		17902
48598	05/20/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,217.78		17903
48599	05/20/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	3,559.54		17904
48600	05/20/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,001.95		17905
48601	05/20/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	416.02		17913
48602	05/20/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	448.50		17915
48603	05/23/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	0.00	05/23/22 VOID	0
48604	05/23/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	0.00	05/23/22 VOID	0
48605	05/23/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	85,419.41		17916
48606	05/23/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	12,869.51		17916
48607	05/23/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	299.21		17917
48608	05/23/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	519.96		17918
48609	05/23/22	LN-40189	PINE VALLEY ONE REALESTATE LLC	29,291.64		17919
48610	05/23/22	LN-40189	PINE VALLEY ONE REALESTATE LLC	2,777.38		17920
48611	05/24/22	LN-40206	US BANK CUST FOR PRO CAP 8	952.35		17921
48612	05/24/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	45,591.62		17921
48613	05/24/22	LN-50180	FERNANDITO PERALTA	16,175.94		17921
48614	05/24/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	2,453.63		17922
48615	05/24/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	1,352.32		17923
48616	05/24/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,312.46		17924
48617	05/25/22	LN-40189	PINE VALLEY ONE REALESTATE LLC	15,755.43		17925
48618	05/25/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	2,163.27		17926
48619	05/25/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	14,108.02		17927
48620	05/25/22	LN-50117	USBANK CUST/PC8 FIRSTTRUST BK	1,078.14		17928
48621	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,783.76		17929
48622	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	447.93		17930
48623	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,518.95		17931
48624	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	3,130.44		17932
48625	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	604.09		17933
48626	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,976.04		17934
48627	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	438.62		17935
48628	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,988.94		17936
48629	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	3,533.61		17937
48630	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	2,263.75		17938
48631	05/25/22	LN-40148	FIG CUST FIGNJ19LLC & SEC PTY	1,588.64		17939

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	181	4	1,202,232.18	924.57
Direct Deposit:	0	0	0.00	0.00
Total:	181	4	1,202,232.18	924.57

TD CDBG GRANT21	TD CDBG Grant 2021 4308903718					
25529	04/29/22	ART12	ART HUFF BUILDING & REMODELING	8,632.50		17777
25530	04/29/22	DUR06	LUCIA R DURAN	5,908.05	05/24/22	17777
25531	04/29/22	FIR60	FIREFIGHTER ONE LLC	10,299.32	05/24/22	17777

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TD CDBG GRANT21	TD CDBG Grant 2021 4308903718 Continued					
25532	04/29/22	NGI01	NGINA MATHES MINISTRIES	4,800.00		17777
25533	04/29/22	TM01	T & M ASSOCIATES	68,465.57	05/24/22	17777
25534	05/06/22	CDW01	CDWG	366.72	05/24/22	17819
25535	05/06/22	KIN01	TAMU KING	1,450.00	05/24/22	17819
25536	05/06/22	PUB04	PSE&G	1,163.12	05/24/22	17819
25537	05/06/22	ROB21	ROBERTO SANES	4,800.00	05/24/22	17819
25538	05/06/22	WIT05	WITMER PUBLIC SAFETY GROUP	585.00	05/24/22	17819
25539	05/16/22	HAL23	HALLIDAY DANCE	5,400.00	05/24/22	17893
25540	05/16/22	HOM01	HOME DEPOT CREDIT SVCS.	1,340.15	05/24/22	17893
25541	05/16/22	THE11	THE BIG EVENT	5,740.00	05/24/22	17893
25542	05/16/22	ALL09	ALL STAR AWARDS TROPHIES	1,338.00	05/24/22	17897
25543	05/20/22	BAR55	BARNES AND NOBLE 2664	2,099.33		17906
25544	05/20/22	EAS12	EASTSIDE BUILDERS	4,950.00		17906
25545	05/20/22	SUB11	SUBURBAN CONSULTING ENGINEERS	1,170.00		17906

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	17	0	128,507.76	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	17	0	128,507.76	0.00

TD ESCROW 2021	TD Escrow 1/21/21 4308903700					
1713	04/29/22	DEM07	DEMBO, BROWN & BURNS LLP	320.00		17780
1714	04/29/22	REM02	REMINGTON & VERNICK ENGINEERS	0.00	04/29/22 VOID	0
1715	04/29/22	REM02	REMINGTON & VERNICK ENGINEERS	33,139.07		17780
1716	05/06/22	REM02	REMINGTON & VERNICK ENGINEERS	4,956.25		17822
1717	05/20/22	REM02	REMINGTON & VERNICK ENGINEERS	2,682.50		17910

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	1	41,097.82	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	1	41,097.82	0.00

TD ESG GRANT 21	TD ESG Grant 2021 4308907596					
10128	04/29/22	MYE14	DUANE MYERS	7,250.00	05/24/22	17778
10129	04/29/22	PUB04	PSE&G	209.03	05/24/22	17778
10130	05/06/22	PER61	ANTONIO J PEREZ	10,875.00	05/24/22	17821
10131	05/06/22	WAS15	WASHINGTON PARK APTS LLC	3,680.00	05/24/22	17821
10132	05/06/22	WAS15	WASHINGTON PARK APTS LLC	1,932.00	05/24/22	17823
10133	05/16/22	DAN02	DANER REALTY CO INC.	4,883.55	05/24/22	17891
10134	05/16/22	STE51	JAMES STEPHENS	4,295.00	05/24/22	17891
10135	05/16/22	DAN02	DANER REALTY CO INC.	606.45	05/24/22	17898
10136	05/16/22	WAS15	WASHINGTON PARK APTS LLC	874.00		17898
10137	05/20/22	WAS15	WASHINGTON PARK APTS LLC	877.00		17907

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	10	0	35,482.03	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	10	0	35,482.03	0.00

TD GEN INS 21	TD Gen Ins 2021 4308903544					
22006	04/29/22	ADV18	ADVANCED SURGICAL INSTITUTE	65.00		17789
22007	04/29/22	HOR13	JOSE L. HORTA	383.69		17789
22008	04/29/22	IMX01	IMX MEDICAL MGMT SERVICES	360.00		17789

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TD GEN INS 21	TD Gen Ins 2021 4308903544 Continued					
22009	04/29/22	INT14	INTERNATIONAL ASSOC. OF FIRE-	458.48		17789
22010	04/29/22	INT15	INTERNATIONAL ASSOC OF FIRE-	1,437.96		17789
22011	04/29/22	LAW28	LAW OFFICE OF JOHN M PALM,LLC	456.00		17789
22012	04/29/22	LUC04	CARLOS LUCIANO	767.38		17789
22013	04/29/22	QUA14	QUAL-LYNX	2,534.00		17789
22014	04/29/22	SAN05	MARK SAUNDERS	637.35		17789
22015	04/29/22	SHA07	BARBARA SHARPER	383.69		17789
22016	04/29/22	VER20	VERITEXT	1,161.90		17789
22017	05/06/22	BAR36	AGOSTINO A BARBETTA JR	112.00		17824
22018	05/06/22	DEG01	DEGNAN & BATEMAN INC	556.70		17824
22019	05/06/22	FRO12	EDUARDO FRONTADO	400.00		17824
22020	05/06/22	GRA53	PETER GRAULICH	458.00		17824
22021	05/06/22	KER02	JOHN D. KERNAN DMD PA	24,594.00		17824
22022	05/06/22	LAW28	LAW OFFICE OF JOHN M PALM,LLC	278.00		17824
22023	05/06/22	SAV11	NELSON L. SAVIDGE, JR.	212.00		17824
22024	05/06/22	SHO16	SHORE IMAGING ASSOCIATES	92.00		17824
22025	05/06/22	WAR25	GARY WARDEN	400.00		17824
22026	05/06/22	WAT19	JEROME WATSON	50.00		17824
22027	05/20/22	HOR13	JOSE L. HORTA	383.69		17912
22028	05/20/22	LUC04	CARLOS LUCIANO	767.38		17912
22029	05/20/22	SAN05	MARK SAUNDERS	637.35		17912
22030	05/20/22	SGR01	SPEAR, GREENFIELD, RICHMAN,	500.00		17912
22031	05/20/22	SHA07	BARBARA SHARPER	383.69		17912

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	26	0	38,470.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	26	0	38,470.26	0.00

TD GRNT ACCT 21	GrantFndAcct 1/1/21 4308903651					
104678	04/29/22	CAM46	CAMDEN REDEVELOPMENT AGENCY	3,191.50		17779
104679	04/29/22	HER29	HERITAGE CONSULTING INC.	8,700.00		17779
104680	04/29/22	NIG04	NIGHT KITCHEN INTERACTIVE	10,000.00		17779
104681	05/16/22	CAR01	CARTUN HARDWARE	3,628.80		17892
104682	05/16/22	FAS03	FASTSIGNS OF CHERRY HILL	460.00		17892
104683	05/16/22	MAD10	MADHOUZ & TECHMATES LLC	5,625.61		17892
104684	05/20/22	POS03	POSITIVE PROMOTIONS	12,588.56		17909

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	7	0	44,194.47	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	7	0	44,194.47	0.00

TD HOPWA GRNT21	TD HOPWA Grant 2021 4308907603					
13481	04/29/22	BCI01	B&C INVESTING	3,024.00	05/24/22	17776
13482	04/29/22	FAI17	FAIRVIEW VILLAGE URBAN RENEWAL	2,040.00	05/24/22	17776
13483	04/29/22	FOX04	AION FOX RIDGE, LLC	1,868.00	05/24/22	17776
13484	04/29/22	LEW18	LEWIS INSEPCTIONS	1,271.00	05/24/22	17776
13485	04/29/22	OAK04	OAK RIDGE APARTMENTS	704.00	05/24/22	17776
13486	05/06/22	ABE01	ABED S ABED	2,852.00		17820
13487	05/06/22	ABE06	ZAYED S ABED	3,097.00		17820
13488	05/06/22	ADD03	SHIKEITHA ADDYE	14.00	05/24/22	17820
13489	05/06/22	AIO01	AION FOX RIDGE LLC	1,756.00	05/24/22	17820

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TD HOPWA GRNT21		TD HOPWA Grant 2021 4308907603 Continued				
13490	05/06/22	ALE02	ALEXAR PROPERTIES, LLC	927.00	05/24/22	17820
13491	05/06/22	ALP05	ALPINE COURT APARTMENTS	1,124.00	05/24/22	17820
13492	05/06/22	AME16	AMERICAN DREAM PROPERTIES	853.00	05/24/22	17820
13493	05/06/22	ANT01	ANTIOCH PHASE II	678.00	05/24/22	17820
13494	05/06/22	ANT10	ANTIOCH DEV. URBAN RENEWAL, LP	711.00	05/24/22	17820
13495	05/06/22	BCI01	B&C INVESTING	1,008.00	05/24/22	17820
13496	05/06/22	BOR21	GRACIE MARIE BORNS	40.00	05/24/22	17820
13497	05/06/22	CAP25	CAPITAL SYSTEMS PROPERTY MANAG	642.00	05/24/22	17820
13498	05/06/22	CAS31	CASTLE OAKS APTS. LLC	336.00	05/24/22	17820
13499	05/06/22	CED04	CEDAR BROOK NJ, LLC	1,000.00	05/24/22	17820
13500	05/06/22	CRO03	CROSSING AT GLASSBORO, LLC	883.00	05/24/22	17820
13501	05/06/22	DAV60	DAVENPORT VILLAGE	657.00	05/24/22	17820
13502	05/06/22	DEE01	DEERFIELD ASSOCIATES, LP	92.00	05/24/22	17820
13503	05/06/22	DEL56	DELANCO FAMILY APTS	668.00	05/24/22	17820
13504	05/06/22	DIO01	GENE DINA	1,127.00	05/24/22	17820
13505	05/06/22	EME14	GIBBSBORO LLC	965.00	05/24/22	17820
13506	05/06/22	FER21	KATHERINE FERGUSON	499.00		17820
13507	05/06/22	FOX04	AION FOX RIDGE, LLC	2,375.62	05/24/22	17820
13508	05/06/22	GAB02	ELI GABAY	1,095.00	05/24/22	17820
13509	05/06/22	GAR54	VERENICE GARCIA	988.00	05/24/22	17820
13510	05/06/22	GAT05	GATEHOUSE & COOPERSTOWN APTS	693.00	05/24/22	17820
13511	05/06/22	GIB04	GIBBSBORO REALTY LLC	1,011.00	05/24/22	17820
13512	05/06/22	GRA65	GRACE PROPERTY SOLUTION	607.00	05/24/22	17820
13513	05/06/22	GRE54	GRE PARKVIEW URBAN RENEWAL,LLC	900.00	05/24/22	17820
13514	05/06/22	GTM01	GTM VILLAGES, LLC	360.00	05/24/22	17820
13515	05/06/22	GUI09	ROBERT J GUILFOYLE	296.00	05/24/22	17820
13516	05/06/22	HOL49	HOLLYBUSH PRESERVATION	937.00	05/24/22	17820
13517	05/06/22	HPA01	HP ALTMAN AUTUMN RIDGE LLC	362.00	05/24/22	17820
13518	05/06/22	HYD05	EAST COAST HYDE PARK	4,554.00	05/24/22	17820
13519	05/06/22	KEL27	BARBARA KELLY	843.00	05/24/22	17820
13520	05/06/22	KIY01	MICHAEL KIYAGA	938.00		17820
13521	05/06/22	KRI04	KRIEGMAN & SMITH	948.00	05/24/22	17820
13522	05/06/22	LAK01	LAKEVIEW REALTY INVESTMENT	1,061.00	05/24/22	17820
13523	05/06/22	LIN20	LINDENWOLD PH, LP	2,128.00	05/24/22	17820
13524	05/06/22	MAZ03	MAURICE BASEM MAZAHREH	1,294.00	05/24/22	17820
13525	05/06/22	NOR05	NORTH FORKLANDING ASSOCIATION	558.00	05/24/22	17820
13526	05/06/22	OAK04	OAK RIDGE APARTMENTS	1,516.00	05/24/22	17820
13527	05/06/22	PAR39	PARKVIEW AT COLLINGSWOOD URBAN	989.00		17820
13528	05/06/22	REA12	REAL VALUE PARTNERS 3, LLC	1,030.00	05/24/22	17820
13529	05/06/22	REA16	REAL PORTFOLIO 8, LLC	429.00	05/24/22	17820
13530	05/06/22	ROB14	ROBERT NICOLEAUL 1052 COLYOR	763.00		17820
13531	05/06/22	ROB60	ROBIN HILL APARTMENTS	1,112.00	05/24/22	17820
13532	05/06/22	ROS04	ROSS GROVE, LLC	376.00	05/24/22	17820
13533	05/06/22	SAR06	JOHN SARAPPA JR.	455.00	05/24/22	17820
13534	05/06/22	SPR09	1721 SPRINGDALE URBAN RENEWAL	974.00	05/24/22	17820
13535	05/06/22	TAM02	TAMARACK APARTMENTS, LLC	883.00	05/24/22	17820
13536	05/06/22	THO61	PATRICIA THOMPSON	84.00	05/24/22	17820
13537	05/06/22	TUC03	RAYMOND TUCKER	830.00	05/24/22	17820
13538	05/06/22	VES04	VESTORS PROPERTIES	3,168.00		17820
13539	05/06/22	WAS15	WASHINGTON PARK APTS LLC	692.00	05/24/22	17820
13540	05/06/22	WIL121	CHARLES WILSON	311.00	05/24/22	17820
13541	05/16/22	FAI17	FAIRVIEW VILLAGE URBAN RENEWAL	1,348.00		17890

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TD HOPWA GRNT21	TD HOPWA Grant 2021 4308907603 Continued					
13542	05/16/22	LUM03	LUMBERTON CAMPUS LP	498.00		17890
13543	05/16/22	WOR15	WORKFORCE & ECONOMIC	6,787.73	05/24/22	17890
13544	05/20/22	IKO02	RICOH USA, INC	2,673.30		17908
13545	05/20/22	LEN06	220 LENOLA, LLC	3,948.00		17908
13546	05/20/22	LEW18	LEWIS INSEPCTIONS	1,593.00		17908
13547	05/20/22	REA12	REAL VALUE PARTNERS 3, LLC	1,000.00		17908
13548	05/20/22	THE36	THE HEATHERS REALTY, LLC	511.00		17908

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	68	0	82,755.65	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	68	0	82,755.65	0.00

TD WATER 21	Water 1/1/21 4308903560					
8772	04/29/22	NJA18	NJ AMERICAN WATER CO	859,979.14		17781
8773	05/16/22	BUC01	BUCHART HORN, INC	99,650.25		17894

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	959,629.39	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	959,629.39	0.00

TD WRK COMP 21	Worker Comp 1/1/21 4308903510					
71659	04/29/22	QUA14	QUAL-LYNX	32,556.00		17790
71660	04/29/22	WOR14	WORKNET OCCUPATIONAL MEDICINE	0.00	04/29/22 VOID	0
71661	04/29/22	WOR14	WORKNET OCCUPATIONAL MEDICINE	4,804.11		17790
71662	05/06/22	WOR14	WORKNET OCCUPATIONAL MEDICINE	1,532.15		17825

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	1	38,892.26	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	1	38,892.26	0.00

TDGENERAL21	TD General 2021 4308903487					
137643	04/29/22	ACC06	ACCURATE LANGUAGE SERVICES	829.26		17782
137644	04/29/22	AME01	AMERICAN ASPHALT	5,358.24		17782
137645	04/29/22	AUT07	ACCU WASH	275.00		17782
137646	04/29/22	AUT12	AUTOMOTIVE SHOP EQUIPMENT	31,647.00		17782
137647	04/29/22	BAT23	BATTERY JUNCTION	53.80		17782
137648	04/29/22	BOW05	BOWMAN & COMPANY LLP	44,400.00		17782
137649	04/29/22	BUS18	BUSINESS INFORMATION SYSTEMS	2,925.00		17782
137650	04/29/22	CAM12	CAMDEN COUNTY CLERK'S OFFICE	66.00		17782
137651	04/29/22	CAR01	CARTUN HARDWARE	1,425.00		17782
137652	04/29/22	CCM01	C C M U A	35,155.93		17782
137653	04/29/22	CLE17	CLEAN AIR COMPANY	1,770.10		17782
137654	04/29/22	COM35	COMCAST BUSINESS SERVICES --	2,890.09		17782
137655	04/29/22	CON01	CONVERGE ONE HOLDING CORP	475.00		17782
137656	04/29/22	CON02	CONTRACTOR SERVICE	769.42		17782
137657	04/29/22	COU01	COURIER POST	2,467.68		17782
137658	04/29/22	EGG01	SHARON EGGLESTON	60.00		17782
137659	04/29/22	FED14	FEDEX (OMEGA CORP CTR)	38.79		17782
137660	04/29/22	FIR60	FIREFIGHTER ONE LLC	30.00		17782
137661	04/29/22	GEN27	GENERAL SPRING & ALIGNMENT SVC	2,402.36		17782

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TDGENERAL21		TD General 2021 4308903487	Continued			
137662	04/29/22	GLO19	GLOUCESTR TOWNSHIP	2,775.00		17782
137663	04/29/22	GOO16	DAVID GOODMAN	4,400.00		17782
137664	04/29/22	HER30	THE HERTZ CORPORATION	0.00	04/29/22 VOID	0
137665	04/29/22	HER30	THE HERTZ CORPORATION	18,016.33		17782
137666	04/29/22	HOF03	HOFFMAN EQUIPMENT	8,906.81		17782
137667	04/29/22	HOM11	HOME DEPOT	24.95		17782
137668	04/29/22	HOM17	HOME DEPOT CREDIT SERVICES	124.70		17782
137669	04/29/22	IMS04	IMSA NEW JERSEY SECTION	2,071.65		17782
137670	04/29/22	JAY02	JAY'S TIRE SERVICE LLC	605.00		17782
137671	04/29/22	JHA01	J HARPER WELDING LLC	1,636.45		17782
137672	04/29/22	KON05	KONICA MINOLTA PREMIER FINANCE	989.00		17782
137673	04/29/22	LN-50176	Mujiba S. Parker	2,394.54		17782
137674	04/29/22	LN-50177	Ursula Perdomo Pena	755.79		17782
137675	04/29/22	LN-50178	David Wagner	428.55		17782
137676	04/29/22	MAL02	MALL CHEVROLET INC	194.26		17782
137677	04/29/22	MIK03	MIKE'S BETTER SHOES	150.00		17782
137678	04/29/22	MSS01	MAC'S SECURITY SYSTEMS, INC	1,537.60		17782
137679	04/29/22	NJA06	NEW JERSEY AMERICAN WATER CO	20,808.63		17782
137680	04/29/22	NJI02	NJICLE	125.00		17782
137681	04/29/22	NOR41	NORTHSTAR VETS - MAPLE SHADE	54.45		17782
137682	04/29/22	POL01	POLLUTION CONTROL FINANCING	59,490.15		17782
137683	04/29/22	POO03	POOL OPERATION MANAGEMENT	950.00		17782
137684	04/29/22	PROSH005	PROSHRED SECURITY	119.00		17782
137685	04/29/22	QUA15	QUADIENT, INC.	57.84		17782
137686	04/29/22	REG02	REGINE A ERVIN, CCR	1,539.00		17782
137687	04/29/22	SEA06	SEAGRAVE FIRE APPARATUS	69,614.00		17782
137688	04/29/22	SPO08	SPOK	12.02		17782
137689	04/29/22	SUP01	SUPREME ASSET MANAGEMENT SAMR	6,365.00		17782
137690	04/29/22	TDK01	TDK SYSTEMS GROUP, INC	6,631.75		17782
137691	04/29/22	UNI02	A-1 UNIFORM CITY, INC	5,626.45		17782
137692	04/29/22	VMG01	VIRTUA MEDICAL GROUP	1,445.85		17782
137693	04/29/22	WAR28	MARK WARGO LEAK DETECTION SVCS	450.00		17782
137694	04/29/22	WAS01	WASTE MANAGEMENT OF NEW JERESY	476,221.67		17782
137695	04/29/22	WBM01	W B MASON CO, INC	906.60		17782
137696	04/29/22	WIL118	DR EDWARD WILLIAMS, PP., AICP	130.00		17782
137697	04/29/22	WYC05	KAHLIYAH WYCHE	4,185.00		17782
137698	05/04/22	SHE20	CAMDEN COUNTY SHERIFF	76.80		17812
137699	05/06/22	AKH02	THE LAW OFFICE OF NAEEM AKHTAR	500.00		17826
137700	05/06/22	AND01	ANDREW VIOLA, ESQ	250.00		17826
137701	05/06/22	BIF01	BIFF DUNCAN ASSOCIATES, INC.	1,120.00		17826
137702	05/06/22	BRA25	EUGENE L BRADLEY JR	1,314.00		17826
137703	05/06/22	CAM01	CAMDEN BAG & PAPER COMPAY	2,743.77		17826
137704	05/06/22	CAR01	CARTUN HARDWARE	1,180.28		17826
137705	05/06/22	CME01	CME ASSOCIATES	534.00		17826
137706	05/06/22	COM35	COMCAST BUSINESS SERVICES --	667.41		17826
137707	05/06/22	CON02	CONTRACTOR SERVICE	536.50		17826
137708	05/06/22	CUM02	CUMMINS POWER SYSTEMS, INC	43,152.98		17826
137709	05/06/22	CZE01	FRANK CZERONKA	162.51		17826
137710	05/06/22	DEL08	DELAWARE VALLEY REGIONAL PLAN	12,269.00		17826
137711	05/06/22	ENV01	ENVIRONMENTAL RESOLUTIONS, INC	652.50		17826
137712	05/06/22	EXE03	EXECUTIVE SECURITY AGENCY LLC	5,500.00		17826
137713	05/06/22	FED14	FEDEX (OMEGA CORP CTR)	2.29		17826

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num	
TDGENERAL21		TD General 2021 4308903487 Continued					
137714	05/06/22	FIR51	FIRE & SAFETY SERVICES, LTD.	2,131.77		17826	
137715	05/06/22	KEN13	JOSEPH J. KENNEY	1,400.00		17826	
137716	05/06/22	MAP03	MAPLE LEAF LAWNCARE, INC	12,512.50		17826	
137717	05/06/22	MCC27	KRISDEN M MCCRINK	350.00		17826	
137718	05/06/22	MCC44	HOWARD McCOACH,PC	3,574.80		17826	
137719	05/06/22	NJA06	NEW JERSEY AMERICAN WATER CO	439.82		17826	
137720	05/06/22	NJD23	TREASURER STATE OF NEW JERSEY	550.00		17826	
137721	05/06/22	NJD34	NJ DEPT OF COMMUNITY AFFAIRS	11,848.00		17826	
137722	05/06/22	POS03	POSITIVE PROMOTIONS	1,031.03		17826	
137723	05/06/22	PUB14	Public Employees' Retirement	2,772.32	05/09/22 VOID	17826	(Reason: incrrt info, reissue)
137724	05/06/22	ROB12	ROBINSON WASTE DISPOSAL SVS	525.00		17826	
137725	05/06/22	ROM19	SHARON E. ROMAN	1,755.00		17826	
137726	05/06/22	SPE07	SPEED PRO IMAGING	1,470.00		17826	
137727	05/06/22	TDK01	TDK SYSTEMS GROUP, INC	643.43		17826	
137728	05/06/22	THEIN005	THE INQUIRER	424.96		17826	
137729	05/06/22	WBM01	W B MASON CO, INC	1,554.40		17826	
137730	05/06/22	WIL118	DR EDWARD WILLIAMS, PP., AICP	634.00		17826	
137731	05/06/22	WRI01	WRIGHT-LINE LLC.	7,022.52		17826	
137732	05/06/22	APP07	DONNA APPAFUCIO	100.00		17827	
137733	05/09/22	PUB14	Public Employees' Retirement	3,570.00		17843	
137734	05/10/22	QUA15	QUADIENT, INC.	2,736.00		17847	
137735	05/10/22	QUA15	QUADIENT, INC.	21,719.75		17848	
137736	05/16/22	AA02	A & A GLASS	275.00		17895	
137737	05/16/22	ALL09	ALL STAR AWARDS TROPHIES	1,332.00		17895	
137738	05/16/22	ANGAD005	Angad S. Guglani	295.35		17895	
137739	05/16/22	ATT07	AT&T	22,184.19		17895	
137740	05/16/22	ATT09	AT&T CORP	142.71		17895	
137741	05/16/22	BEL02	VERIZON	22,526.93		17895	
137742	05/16/22	C4REN005	C-4 Renovations, LLC	2,500.00		17895	
137743	05/16/22	CAR01	CARTUN HARDWARE	45.98		17895	
137744	05/16/22	CCM01	C C M U A	11,313.61		17895	
137745	05/16/22	CHE03	CHERRY VALLEY TRACTOR	7,776.20		17895	
137746	05/16/22	COM35	COMCAST BUSINESS SERVICES --	220.20		17895	
137747	05/16/22	CON01	CONVERGE ONE HOLDING CORP	12,757.44		17895	
137748	05/16/22	COOPE005	Cooper Square Aquisition 1, LL	4,591.58		17895	
137749	05/16/22	COR33	CORSA MANAGEMENT	54,014.74		17895	
137750	05/16/22	COU01	COURIER POST	1,027.92		17895	
137751	05/16/22	COV05	COVANTA CAMDEN ENERGY RECOVERY	646,133.19		17895	
137752	05/16/22	DEC01	DECOTIIS,FITZPATRICK & COLE	3,494.28		17895	
137753	05/16/22	DEL25	DELL, INC.	170.05		17895	
137754	05/16/22	DOCUS005	INFOSTORE RECORDS MANAGEMENT	174.82		17895	
137755	05/16/22	FIG15	FIG CUST FOR FIG NJ18 LLC	409.59		17895	
137756	05/16/22	FIGNJ19	FIG CUST FIGNJ19LLC & SEC PTY	4,726.01		17895	
137757	05/16/22	FRA05	FRANKLIN TRAILERS, INC	280.75		17895	
137758	05/16/22	GAR55	GARDEN STATE LABORATORIES	3,095.00		17895	
137759	05/16/22	GEN27	GENERAL SPRING & ALIGNMENT SVC	9,217.37		17895	
137760	05/16/22	GRA36	GRAINGER, INC.	692.18		17895	
137761	05/16/22	HAR04	THE ORIGINAL W. HARGROVE	865.00		17895	
137762	05/16/22	HOM01	HOME DEPOT CREDIT SVCS.	101.94		17895	
137763	05/16/22	JJM01	JJM PLUMBING COMPANY	4,228.96		17895	
137764	05/16/22	LAU01	LAUREL LAWN MOWER SERVICE	2,383.93		17895	
137765	05/16/22	LIB02	LIBERTY PARK ESTATES	49,416.66		17895	

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TDGENERAL21		TD General 2021 4308903487	Continued			
137766	05/16/22	LIN14	ACME/LINGO FLAGPOLES, LLC	817.12		17895
137767	05/16/22	LIN18	LINE SYSTEMS, INC. DBA	11,649.76		17895
137768	05/16/22	MAL02	MALL CHEVROLET INC	820.26		17895
137769	05/16/22	MAP03	MAPLE LEAF LAWNCARE, INC	1,718.00		17895
137770	05/16/22	MCC44	HOWARD McCOACH,PC	3,890.40		17895
137771	05/16/22	MER01	MERCHANTVILLE OVERHEAD	1,832.32		17895
137772	05/16/22	MER24	MERIDIAN PROPERTY SERVICES,INC	3,325.20		17895
137773	05/16/22	MTE02	MT EPHRAIM DODGE	264.56		17895
137774	05/16/22	PEM02	PEMBERTON SUPPLY COMPANY LLC	97.23		17895
137775	05/16/22	PEN07	PENNSAUKEN ANIMAL HOSPITAL	0.00	05/16/22 VOID	0
137776	05/16/22	PEN07	PENNSAUKEN ANIMAL HOSPITAL	3,577.06		17895
137777	05/16/22	POL01	POLLUTION CONTROL FINANCING	65,734.91		17895
137778	05/16/22	PROCAP8	US BANK CUST FOR PRO CAP 8	2,300.00		17895
137779	05/16/22	QUA17	QUADIENT LEASING USA, INC	1,050.00		17895
137780	05/16/22	RIV39	RIVERFRONT RECYCLING &	300.00		17895
137781	05/16/22	SAR03	SAR	3,508.00		17895
137782	05/16/22	SHI03	SHI INTERNATIONAL CORP	2,276.90		17895
137783	05/16/22	SMART005	Smart Stitch LLC	374.17		17895
137784	05/16/22	SPO08	SPOK	6.04		17895
137785	05/16/22	THE03	THE TREE HOUSE, INC	948.03		17895
137786	05/16/22	TRE50	TREASURER STATE OF NEW JERSEY	2,500.00		17895
137787	05/16/22	VER09	VERIZON SELECT SERVICES, INC.	180.16		17895
137788	05/16/22	WBM01	W B MASON CO, INC	1,559.43		17895
137789	05/16/22	WIN01	WINNER FORD	3,042.09		17895
137790	05/16/22	DEL25	DELL, INC.	19,862.00		17899
137791	05/16/22	MER01	MERCHANTVILLE OVERHEAD	441.51		17899
137792	05/16/22	TRE04	TREASURER, CAMDEN COUNTY	4,080,591.54		17900
137793	05/16/22	CAM122	CAMDEN SPECIAL SERVICES DISTRI	418,099.55		17901
137794	05/20/22	ATT02	LANGUAGE LINE SERVICES	142.80		17911
137795	05/20/22	AUT01	AUTOMATIC DATA PROCESSING	8,702.65		17911
137796	05/20/22	BER34	CHUCK E BERNARD	3,520.00		17911
137797	05/20/22	BRO81	BROWN & CONNERY LLP	104,583.86		17911
137798	05/20/22	CDW01	CDWG	1,828.62		17911
137799	05/20/22	CHA44	LATEEFAH CHANDLER	375.00		17911
137800	05/20/22	CHE03	CHERRY VALLEY TRACTOR	1,943.87		17911
137801	05/20/22	COM35	COMCAST BUSINESS SERVICES --	627.00		17911
137802	05/20/22	CON02	CONTRACTOR SERVICE	23.00		17911
137803	05/20/22	COU11	COURIER POST,THERESA CASALNOVA	102.60		17911
137804	05/20/22	ENV01	ENVIRONMENTAL RESOLUTIONS, INC	315.00		17911
137805	05/20/22	FED14	FEDEX (OMEGA CORP CTR)	72.03		17911
137806	05/20/22	GEN27	GENERAL SPRING & ALIGNMENT SVC	2,588.82		17911
137807	05/20/22	GIS03	GLOBAL INTERACTIVE SOLUTIONS,	8,677.68		17911
137808	05/20/22	HOF03	HOFFMAN EQUIPMENT	4,198.35		17911
137809	05/20/22	HUD20	HUDA AHMAD	4,800.00		17911
137810	05/20/22	JAY02	JAY'S TIRE SERVICE LLC	1,750.00		17911
137811	05/20/22	LEG08	LEGAL & LIABILITY RISK MGNT	475.00		17911
137812	05/20/22	LEX01	LEXIS NEXIS	1,600.00		17911
137813	05/20/22	MAJ02	MAJESTIC OIL CO, INC	39,276.19		17911
137814	05/20/22	MAL02	MALL CHEVROLET INC	1,966.86		17911
137815	05/20/22	MER01	MERCHANTVILLE OVERHEAD	1,046.79		17911
137816	05/20/22	MIK03	MIKE'S BETTER SHOES	410.00		17911
137817	05/20/22	MSS01	MAC'S SECURITY SYSTEMS, INC	127.50		17911

Check #	Check Date	Vendor		Amount Paid	Reconciled/Void	Ref Num
TDGENERAL21		TD General 2021 4308903487	Continued			
137818	05/20/22	MTE02	MT EPHRAIM DODGE	122.45		17911
137819	05/20/22	NEW51	NEW JERSEY LAW JOURNAL	795.00		17911
137820	05/20/22	NJA06	NEW JERSEY AMERICAN WATER CO	20,711.22		17911
137821	05/20/22	NJD20	NJ DEPT OF HLTH & SR SER.	66.00		17911
137822	05/20/22	ORI02	ORIENTAL TRADING COMPANY	583.54		17911
137823	05/20/22	PEN31	PENNONI ASSOCIATES, INC	2,430.00		17911
137824	05/20/22	PSE01	PSEG	156,419.03		17911
137825	05/20/22	ROB12	ROBINSON WASTE DISPOSAL SVS	25.00		17911
137826	05/20/22	ROM19	SHARON E. ROMAN	819.00		17911
137827	05/20/22	SOU03	SOUTH JERSEY WELDING	493.42		17911
137828	05/20/22	SPA04	SPARK ELECTRIC SERVICE, INC	1,990.52		17911
137829	05/20/22	SPR10	SPRUCE INDUSTRIES	679.50		17911
137830	05/20/22	SSA01	S & S ARTS & CRAFTS	3,039.18		17911
137831	05/20/22	WBM01	W B MASON CO, INC	3,088.80		17911
137832	05/20/22	WIL118	DR EDWARD WILLIAMS, PP., AICP	90.59		17911
137833	05/20/22	WIT05	WITMER PUBLIC SAFETY GROUP	297.30		17911
137834	05/20/22	BOW05	BOWMAN & COMPANY LLP	125,600.00		17914

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	189	3	6,983,000.72	2,772.32
Direct Deposit:	0	0	0.00	0.00
Total:	189	3	6,983,000.72	2,772.32

WIRES		WIRES				
511221	05/11/22	STA42	STATE OF NEW JERSEY	1,456,892.23		17885

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	1,456,892.23	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	1,456,892.23	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	512	9	22,332,562.64	3,696.89
Direct Deposit:	0	0	0.00	0.00
Total:	512	9	22,332,562.64	3,696.89

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	1-01	500,866.83	0.00	0.00	500,866.83
WATER OPERATING	1-60	959,629.39	0.00	0.00	959,629.39
Year Total:		1,460,496.22	0.00	0.00	1,460,496.22
Current Fund	2-01	6,482,033.89	100.00	0.00	6,482,133.89
Water Operating Fund	2-05	6,813,586.87	0.00	0.00	6,813,586.87
Sewer Operating Fund	2-07	4,507,821.00	0.00	0.00	4,507,821.00
Year Total:		17,803,441.76	100.00	0.00	17,803,541.76
	E-CV	30,310.03	0.00	0.00	30,310.03
Federal-State Grant Fund	G-02	18,700.00	0.00	0.00	18,700.00
	G-18	2,566.50	0.00	0.00	2,566.50
	G-19	625.00	0.00	0.00	625.00
	G-21	22,302.97	0.00	0.00	22,302.97
	G-BG	128,507.76	0.00	0.00	128,507.76
	G-ES	5,172.00	0.00	0.00	5,172.00
	G-HP	75,967.92	0.00	0.00	75,967.92
Year Total:		253,842.15	0.00	0.00	253,842.15
	H-CV	6,787.73	0.00	0.00	6,787.73
	T-31	1,202,232.18	0.00	0.00	1,202,232.18
	T-35	1,534,254.75	0.00	0.00	1,534,254.75
Year Total:		2,736,486.93	0.00	0.00	2,736,486.93
Total Of All Funds:		22,291,364.82	100.00	0.00	22,291,464.82

Project Description	Project No.	Project Total
EMR-1484 Ferry Aveue	0408I871	10,947.59
The Cooper Health System	0408I878	46.25
CAMDEN TOWN CENTER, LLC UNT P4	0408I890	185.00
PSE&G New State Street Substat	0408I892	1,135.22
LUCY OUTREACH, INC	0408I897	795.61
PSE&G Woodlynne Substation	0408I899	1,082.72
CRAMER HILL FAMILY BLK823	0408I903	1,131.15
CRAMER HILL FAMILY BLK856	0408I905	988.12
CRAMER HILL FAMILY URBAN RENEW	0408I906	936.87
PSE&G M&R STATION	0408I910	597.77
KIPP COOPER NORCOSS-WHITTIER	0408I913	3,971.74
LUCCELLO PROPERTIES, LLC	0408I915	1,147.53
MSC Fremont Street,LLC McGraw	0408P802	306.25
Harrison Avenue Solar, LLC	0408P907	4,956.25
CP THORN & COPEWOOD, LLC	0408P914	4,782.25
CRESTBURY PRESERVATION URBAN	0408P919	1,790.00
TOWER NORTH DEVELOPMENT LLC	0408P921	3,295.00
CATHEDRAL SOUP KITCHEN, LLC	0408P922	2,682.50
HARRISON AVENUE SOLAR LLC	15093	320.00
Total Of All Projects:		41,097.82

1-L

VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF FINANCE
CITY OF CAMDEN
NEW JERSEY

JOHANNA S. CONYER
DIRECTOR OF FINANCE
TEL: 856-757-7582
EMAIL: FINANCE@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

MEMORANDUM

To: Honorable Angel Fuentes, City Council President
Luis Pastoriza, Municipal Clerk

From: Johanna S. Conyer Harris, Director of Finance

Date: May 25, 2022

Subject: Payroll Register Summary Communications for Forthcoming City Council Meeting- June 14, 2022

Attached, please find the Payroll Register Summary for the City of Camden for the pay period of 4/29/2022 , 5/13/2022 and 5/27/2022 detailed information is available upon request to the Mayor's Office.

Please include this communication in the Agenda for the forthcoming Council Meeting to be voted on for approval.

Please contact me at extension 7582, if you have any additional questions.

JCH/mr

Attachments

cc: Honorable Victor Carstarphen, Mayor

COMPANY TOTAL COMPANY CODE	HOURS	EARNINGS	STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
EXE	1,318.07 REG .00 O/T .00 HOURS 3 1,495.50 HOURS 4	1,296,759.47 REG 425.57- EARNINGS 3 1,893.77 EARNINGS 5 13,856.37 O/T 68,414.16 EARNINGS 4 1,380,498.20 GROSS	147,853.45 FIT 38,733.59 SS 18,938.81 MED 50,476.89 STATE 4,348.22 SUI 1,918.22 SDI 1,929.80 FLI	1,077,302.14 TOTAL DEDUCTIONS	553 Pays ☐ 38,997.08

LDR

HOURS ANALYSIS:	1,435.00	15	ST/OT	60.50	16	1&1/2					
EARNINGS ANALYSIS:	1,953.39	A	ACT.ST	3,752.92-	D	DOCK T	124.53	L	LLONGV	2,342.27	M ADJUST
	63,602.41	15	ST/OT	4,269.01	16	1&1/2	1,000.00	OCC	ONCALL	1,550.10-	SUS SUSPN
	1,893.77	2TL									
MEMO ANALYSIS:	67.09-	I	G.T.L.								
STATUTORY DED. ANALYSIS:	50,476.89	56	NJ								
	4,348.22	56	NJ SUI								
	1,918.22	56	NJ SDI	1,929.80	56	NJ FLI					
VOLUNTARY DED. ANALYSIS:	5,202.28	D	ANUTY.	21.19	I	C.INS.	105.42	K	BKPEN	42.96	O
	442.93	P	PENS.	457.24	Q	PENS.	239.12	S	DCRP	218,453.84	U
	74,045.27	V		20,876.20	W		29.00	3	LOAN	404.49	5 ARRS.
	123.72-	6	INS AR	2,754.03	CO	COLTAX	271.92	13	VALIC	681.43	19 AFLAC
	2,434.16	25	AFLAC	447,767.35	31		90,496.66	32		67,420.11	33
	43.00	35	WGFEE	5,335.62	43	LOC.78	2,445.00	56	HOUSE	60.00	57 P.A.C.
	125.00	61	TXLEVY	137.85	69	GARSH	19.21	73	GARN	10.00	74 GARN
	9,809.08	75	CHILD	2,800.77	76	CHILD	596.00	77	CHILD	256.00	78 CHILD
	1,303.00	79	WAGE$	1,569.15	ADD	ADD	24,791.16	BN1		600.84	BN2
	5,735.90	BN5		135.00	BN6		100.00	BN7		18,659.00	BN9
	78.84	COL	COLLIF	9,605.19	CPL	COUPLE	28,478.30	FAM	FAMILY	16,908.15	PCH PARENT
	15,147.48	SIN	SINGLE	530.72	VPL	VOLLIF					

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COMPANY TOTAL	HOURS	EARNINGS	STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
COMPANY CODE					
EXE	2,160.02 REG	1,309,663.31 REG	12,561.14 O/T	139,633.36 FIT	1,151,877.87 TOTAL DEDUCTIONS	549 Pays ☐
	.00 O/T	83.28- EARNINGS 3	126,913.17 EARNINGS 4	39,549.41 SS		37,192.11
	.00 HOURS 3	1,893.77 EARNINGS 5	1,450,948.11 GROSS	19,973.29 MED		
	2,849.50 HOURS 4			54,660.22 STATE		
				4,015.20 SUI		
				2,017.89 SDI		
				2,028.76 FLI		

LDR

HOURS ANALYSIS:	2,849.50	15	ST/OT								
EARNINGS ANALYSIS:	2,047.49	A	ACT.ST	2,493.86-	D	DOCK T	4,624.00	M	ADJUST	122,735.54	15 ST/OT
	1,000.00	OCC	ONCALL	1,083.28-	SUS	SUSPN	1,893.77	2TL			
MEMO ANALYSIS:	594.60	D	DCRPER	2,967.28-	I	G.T.L.	1,303,357.86	P			
STATUTORY DED. ANALYSIS:	54,660.22	56	NJ								
	4,015.20	56	NJ SUI								
	2,017.89	56	NJ SDI	2,028.76	56	NJ FLI					
VOLUNTARY DED. ANALYSIS:	422.08	B	BKDCRP	4,512.28	D	ANUTY.	653.18	E	BKPEN	2,967.28	I C.INS.
	1,502.83	K	BKPEN	42.96	O		69,519.08	P	PENS.	44,783.62	Q PENS.
	3,388.35	S	DCRP	188,005.23	U		64,165.26	V		20,365.00	W
	17,922.45	1	LOAN	24,316.01	3	LOAN	644.53	5	ARRS.	345.35	6 INS AR
	1,813.66	8	PENARR	2,558.47	CO	COLTAX	271.92	13	VALIC	681.43	19 AFLAC
	2,434.16	25	AFLAC	136.10	29	AF10MO	410,198.27	31		77,280.34	32
	60,928.98	33		744.00	34	PARK	43.00	35	WGFEE	2,956.69	42 L.2578
	5,290.53	43	LOC.78	4,128.66	45	CNC.10	2,460.00	56	HOUSE	60.00	57 P.A.C.
	125.00	61	TXLEVY	562.50	68	BANK	125.94	69	GARSH	252.00	70 BANK
	19.21	73	GARN	10.00	74	GARN	9,809.08	75	CHILD	2,720.59	76 CHILD
	471.55	77	CHILD	202.55	78	CHILD	1,188.16	79	WAGE$	1,552.59	ADD ADD
	22,345.24	BN1		1,050.00	BN2		5,204.32	BN5		135.00	BN6
	100.00	BN7		18,491.49	BN9		78.84	COL	COLLIF	9,208.66	CPL COUPLE
	28,144.95	FAM	FAMILY	16,832.24	PCH	PARENT	15,088.56	SIN	SINGLE	530.72	VPL VOLLIF
	562.50	45C	CWASTG	1,524.48	45S	CWAFUL					

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COMPANY TOTAL COMPANY CODE	HOURS	EARNINGS			STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
EXE	2,172.87 REG .00 O/T .00 HOURS 3 2,580.00 HOURS 4	1,314,987.72 REG 315.81 EARNINGS 3 1,893.77 EARNINGS 5	10,009.78 O/T 153,193.68 EARNINGS 4 1,480,400.76 GROSS		141,103.57 FIT 39,441.58 SS 20,412.90 MED 56,299.63 STATE 3,444.18 SUI 2,057.84 SDI 2,069.87 FLI	1,182,182.40 TOTAL DEDUCTIONS	548 Pays ☐ 33,388.79

LDR

HOURS ANALYSIS:

2,130.50	15	ST/OT	449.50	16	1&1/2						

EARNINGS ANALYSIS:

1,573.37	A	ACT.ST	166.67-	C	CLOTH	3,538.05-	D	DOCK T	22,770.73	K	SICK
22.06	M	ADJUST	53.33	R	COLLEG	525.00	T	AUTO	9,660.31	V	VAC.
93,375.55	15	ST/OT	28,918.05	16	1&1/2	1,000.00	OCC	ONCALL	684.19-	SUS	SUSPN
1,893.77	2TL										

MEMO ANALYSIS:

594.60	D	DCRPER	2,959.08-	I	G.T.L.	1,304,859.18	P				

STATUTORY DED. ANALYSIS:

56,299.63	56	NJ									
3,444.18	56	NJ	SUI								
2,057.84	56	NJ	SDI	2,069.87	56	NJ	FLI				

VOLUNTARY DED. ANALYSIS:

356.05	B	BKDCRP	4,512.28	D	ANUTY.	653.18	E	BKPEN	2,959.08	I	C.INS.
1,502.77	K	BKPEN	42.96	O		69,482.51	P	PENS.	44,890.24	Q	PENS.
3,399.89	S	DCRP	185,271.75	U		64,945.83	V		45,756.70	W	
17,922.17	1	LOAN	24,315.73	3	LOAN	127.78	5	ARRS.	2,558.47	CO	COLTAX
271.92	13	VALIC	681.43	19	AFLAC	2,434.16	25	AFLAC	136.10	29	AF10MO
411,753.06	31		79,790.04	32		59,348.97	33		744.00	34	PARK
45.00	35	WGFEE	2,956.69	42	L.2578	5,290.53	43	LOC.78	1,538.99	44	BUFF
4,091.58	45	CNC.10	450.00	53	LPFFA.	2,460.00	56	HOUSE	60.00	57	P.A.C.
125.00	61	TXLEVY	5,668.04	66		562.50	68	BANK	300.18	69	GARSH
252.00	70	BANK	19.21	73	GARN	10.00	74	GARN	9,899.08	75	CHILD
2,735.92	76	CHILD	495.35	77	CHILD	212.77	78	CHILD	1,210.12	79	WAGE$
1,552.59	ADD	ADD	22,158.34	BN1		50.00	BN2		6,286.47	BN5	
135.00	BN6		100.00	BN7		18,529.89	BN9		78.84	COL	COLLIF
7,574.04	CPL	COUPLE	28,618.05	FAM	FAMILY	16,911.57	PCH	PARENT	15,302.76	SIN	SINGLE
530.72	VPL	VOLLIF	562.50	45C	CWASTG	1,551.60	45S	CWAFUL			

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Old Business

MBS
6-14-22

08-1 revised

ORDINANCE AMENDING CHAPTER 840 OF THE CODE OF THE CITY OF CAMDEN ENTITLED "WATER"

WHEREAS, Chapter 840 of the Code of the City of Camden governs water (the Code"); and

WHEREAS, changes to the existing code have been proposed to the governing body to amend Section 840 of the Code, to address metered rates, unmetered rates and the process to appeal a water bill; now therefore

BE IT ORDAINED, by the City Council of the City of Camden that Section 840, Article III, of the Code of the City of Camden is hereby amended as follows:

ARTICLE III.

Section 840-23 Metered rates

The following section D is hereby added to Section 840-23:

D. The owner(s) of all buildings in which the quantity of water consumed is measured by a meter but where the owner does not permit the City or its agents access to the interior of the property to read the meter shall pay water rents calculated at an estimated consumption of 4,800 cubic feet per quarter.

Section 840-24 Unmetered rates.

Section 840-24(B) is hereby deleted. Section 840-24(C) shall now be renamed Section 840-24(B).

Section 840-25 Unmetered buildings; adjustments.

Section 840-25(B) is hereby deleted and the following language is added in its place:

B. The charges imposed hereunder may be adjusted based on an actual reading of a meter and installation of a remote read meter. If the meter is found to be malfunctioning the meter must be changed and an adjustment may be considered for the most recent billing cycle based off of the average daily consumption from the new meter; provided, however, no amount which is incorporated in a tax sale certificate held by a third party may be waived.

Section 840-27 is hereby amended to read as follows:

Section 840-27 Process to request a refund or to dispute a bill.

A. No refund on any claims accruing under this article shall be paid unless such claim shall be made within 30 days after issuance of the charges by the City.

B. Customers have the right and the responsibility to contact the City of Camden's Water and Sewer Customer Service Office for clarification or correction of disputed charges. If the dispute is not resolved by Customer Service, customers have the right to initiate an appeal to the City of Camden Law Department. Such appeal shall be made in writing mailed or delivered to the Municipal Clerk within 30 days of the last response from Customer Service. Such an appeal shall be clearly labeled as "Appeal of Water and Sewer Charges".

C. A customer shall have the right to appeal their water and/or sewer bill provided that the customer meets the following criteria:

1. The customer has an established account for their water and/or sewer service with the City of Camden.

2. The customer has an established payment history with the City of Camden and with the exception of their disputed bill must not owe the City of Camden for previous utility services provided.

3. The customer has provided Customer Service with interior access of the customer's premises to read the meter.

4. The customer agrees to pay for all services received as determined by the Committee's investigation into their appeal.

D. Appeal Process.

1. Appeals shall only be permitted for charges incurred within the preceding billing cycle. Upon notification of an appeal, additional interest and late fees will be suspended until a final determination has been made on the appeal.

2. The appeal shall be reviewed by the City's Water and Sewer Committee (the "Committee"). The Water and Sewer Committee shall consist of the Director of Public Works or his/her designee; the Director of Finance or his/her designee; the City Attorney or his/her designee; the Business Administrator or his/her designee and the City Engineer or his/her designee. After reviewing the billing account history and such other evidence that the Committee deems relevant the Committee shall provide its written findings to the Customer. The Customer shall have ten (10) days after the date that the written findings are mailed to file a request for a hearing with the Municipal Clerk. Upon the receipt of a request for a hearing a hearing date, a place (either in-person or virtual) and time will be established by the Committee. At the hearing the Customer will have the right to present witnesses and additional documents (which documents shall be supplied to the City Attorney not less than seven (7) days prior to the hearing) or other evidence, and the right to cross-examine any witness that Customer Service may call if desired. The Committee shall render a decision based upon the City's water and sewer ordinance and the evidence presented.

3. If the Customer disagrees with the decision rendered by the Committee, both parties shall retain all of their rights under the law. Upon the rendering of the decision of the Committee, if the charges are not paid in accordance with the terms set by the Committee late fees and penalties shall be reinstated.

4. The Business Administrator shall have the authority to cancel interest and charges totaling not more than $5,000.00. The cancellation of interest and charges exceeding $5,000 shall require the approval of City Council.

SECTION 1. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 2. All ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 3. This ordinance shall take effect twenty (20) days after final passage and publications as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

VICTOR CARSTARPHEN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

08-2

6/7/22

FUENTES
6-14-2022

AN ORDINANCE ESTABLISHING CHAPTER 283 OF THE CITY OF CAMDEN CODE PROHIBITING HARASSMENT, INTIMIDATION OR BULLYING OF MINORS IN THE CITY OF CAMDEN

WHEREAS, the State of New Jersey, in Title 18A, has developed an anti-bullying statute whose purpose is to avoid disruption or interference with the orderly operation of schools and students, whether on-campus or off-campus; and

WHEREAS, the State of New Jersey, at N.J.S.A. 2C:33-4.1, has also instituted the crime of cyber-harassment or cyber-bullying; and

WHEREAS, the City Council of the City of Camden has found that bullying can take place not only during school or at school functions but other times as well; and

WHEREAS, the City Council of the City of Camden believes that it is in the best interests of the residents of the City of Camden to institute an anti-bullying ordinance throughout the City of Camden; and

WHEREAS, the City Council of the City of Camden has determined that, in assisting officials and residents to understand and also be better educated as to what constitutes bullying and the ramifications of such harmful conduct on our children, there shall be an Anti-Bullying Advisory Board made up of twelve (12) members: five (5) adult members and four (4) student members; one student member from each Ward, appointed by City Council; and one (1) member of Council to act as an advisor who shall be a non-voting member; one (1) member of the Mayor's Office designated by the Mayor to act as an advisor who shall be a non-voting member; and one (1) member of the Camden County Police Department designated by the Chief of Police to act as an advisor who shall be a non-voting member; and

WHEREAS, the City Council of the City of Camden, in determining who shall comprise the five (5) adult members of the Anti-Bullying Advisory Board shall consider individuals in the following fields: Mental Health Provider, Social Worker, Behavioral Health Therapist, Administrator- Education, Community Stakeholders, Business Owner or Operator, Juvenile Officer, Members of the faith-based community or those participating in Mentorship Programs; and

WHEREAS, all members shall be appointed for a one-year term;

WHEREAS, each adult Board Member shall continue to hold office at the expiration of a term until a successor shall have been appointed and qualified; now therefore

BE IT ORDAINED, by the City Council of the City of Camden that Chapter 283 of the City of Camden is hereby established as follows:

CHAPTER 283. PROHIBITED ANTI-BULLYING CONDUCT AND ESTABLISHMENT OF ANTI-BULLYING ADVISORY BOARD.

ARTICLE I. DEFINITIONS.

283-1. Definitions.

"Electronic communication" means any communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer or pager.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that:

a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a minor or damaging a minor's property, or placing a minor in reasonable fear of physical or emotional harm to his or her person or damage to his or her property;

b. has the effect of insulting or demeaning any minor or group of minors; or

c. creates a hostile environment for a minor by severely or pervasively causing physical or emotional harm to the minor.

"Minor" means a person under the age of 18 years.

ARTICLE II. PROHIBITIONS.

283-2. Harassment, intimidation or bullying a minor prohibited.

It shall be unlawful for any person to harass, intimidate or bully a minor.

283-3. Retaliation Prohibited.

No person shall retaliate in any form against any person who reports conduct which is prohibited by this ordinance.

283-4. Allowing harassment, intimidation or bullying of a minor prohibited.

It shall be unlawful for the parent, guardian or other person having custody or control of a minor to permit or allow such minor to harass, intimidate or bully another minor.

283-5 Penalties.

A. Minor/Parents/Other Persons Covered by the HUB Program.

The City of Camden is instituting a two-year pilot program – Restorative and Transformative Justice Hub - focusing on reducing initial and repeat youth involvement with the juvenile justice system. As such, the City, which is making use of this pilot program, will not be sanctioning minors, their parents or any other person who falls within the provisions of the HUB program for any violations pursuant to this Chapter. Any potential violators, their parents or any other person who falls within the provisions of the HUB program will instead be referred to the HUB program.

B. Adult/Other Person.

1. Any other person not covered by subsection A above who violates section 283-3 or 283-4 above, may be fined from $25.00 but not more than $100.00 for a first offense and not more than $250.00 for each subsequent offense.

2. A court having jurisdiction over a person who violates this Section may, as part of any sentence imposed, also require that the person satisfactorily complete one or both of the following:

    a. A class or training program intended to reduce the tendency toward harassment, intimidation or bullying by means of an electronic communication;

    b. A class or training program intended to bring awareness to the dangers associated with harassment, intimidation or bullying by means of electronic communication.

ARTICLE III. ESTABLISHMENT OF THE ANTI-BULLYING ADVISORY BOARD.

283-6. Creation of Board.

There is hereby created and established an organization known as the Anti-Bullying Advisory Board.

283-7. Advisory Capacity.

The Anti-Bullying Advisory Board shall function solely in an advisory capacity to the Mayor and City Council with regard to examining and gathering valuable input in determining the best means to offer awareness or possible training concerning the harassment, intimidation or bullying of minors in the City of Camden.

283-8. Purpose and Duties.

A. The role of the Anti-Bullying Advisory Board shall be to examine and offer insight which shall include, but not be limited to, the following:

1. To examine the best means to assist minors who are facing or have faced bullying in their neighborhoods.
2. To examine the types of bullying, which may include making threats, spreading rumors, conducting verbal attacks, making physical contact or other forms of verbal bullying, social bullying, cyber-bullying and physical bullying and the best means to address such bullying so that all our children can live safely and without fear within the City and its neighborhoods.
3. To possibly offer City programs for those minors who are facing bullying in their neighborhoods.
4. To examine the best means to disseminate pertinent information on bullying.
5. To make recommendations to the Mayor and City Council with regard to Board's role and obligations pursuant to this section.

283-9. Membership.

1. Membership on the Anti-Bullying Advisory Board shall consist of twelve (12) members appointed by City Council as follows:

   a. Four (4) members shall consist of student members; one student member from each Ward.

   b. Five (5) members shall be adults who shall be members in one of the following fields: Mental Health Provider, Social Worker, Behavioral Health Therapist, Administrator- Education, Community Stakeholder, Business Owner or Operator, Juvenile Officer, Members of the faith-based community or those participating in Mentorship Programs.

   c. One (1) member of Council to act as an advisor who shall be a non-voting member.

   d. One (1) member of the Mayor's Office designated by the Mayor to act as an advisor who shall be a non-voting member.

   e. One (1) member of the Camden County Police Department designated by the Chief of Police to act as an advisor who shall be a non-voting member.

   f. By majority vote and on an annual basis, the Board shall appoint a Chairperson and Vice Chairperson.

283-10. Terms; vacancies; removals.

A. The term of the members shall be for one (1) year.

B. Vacancies arising from causes other than by expiration of the term, shall be filled for the unexpired term, if any, remaining.

C. An adult board member shall continue to hold office at the expiration of a term until a successor shall have been appointed and qualified.

D. Members may be removed for non-performance or neglect of duties or for other good cause by a recommendation of a majority of the Board with the concurrence of City Council.

283-11. Quorum.

A quorum shall consist of a majority of the Board members. A quorum shall be necessary to conduct Board business.

283-12. Meetings and Reports.

A. The Board shall meet monthly at a time and place established by the Chairperson in public meeting rooms in City Hall or other appropriate locations, including virtual meetings, as determined necessary by the Chairperson.

B. The Board shall prepare an annual report for the Mayor and City Council on its activities, goals, accomplishments and recommendations and shall submit the report for review on or before December 31st of each year.

283-13. By-laws.

The Board may promulgate by-laws governing the procedure of the Board.

283-14. Roberts Rules.

Board meetings shall be conducted in accordance with Roberts Rules unless such rules are otherwise inconsistent with state law or the Camden City Code.

283-15. Open Public Meetings Act.

Board meetings shall be subject to the Open Public Meetings Act.

283-16. Compensation of Board.

Members of the Anti-Bullying Advisory Board shall serve without compensation.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

BE IT FURTHER ORDAINED that the HUB Program, its provisions and/or requirements therein shall take precedence and supersede the provisions of this Chapter and nothing herein shall be considered to override the HUB Program, its provisions and/or requirements.

BE IT FURTHER ORDAINED\ that this ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED that if any provision of this ordinance is declared invalid, such invalidity shall not affect the other provisions of this ordinance. Furthermore, the other provisions of this ordinance are deemed to be severable and remain in full force and effect.

BE IT FURTHER ORDAINED that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President City Council

VICTOR CARSTARPHEN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: May 26, 2022

Council Meeting Date: June 14, 2022

FROM: Councilperson

- [X] Angel Fuentes, President
- [ ] Sheila Davis, Vice President, At-Large
- [ ] Nohemi Soria-Perez, At-Large
- [ ] Shaneka Boucher, 1st Ward
- [ ] Christopher Collins, 2nd Ward
- [ ] Marilyn Torres, 3rd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

AN ORDINANCE ESTABLISHING CHAPTER 283 OF THE CITY OF CAMDEN CODE PROHIBITING HARASSMENT, INTIMIDATION OR BULLYING OF MINORS IN THE CITY OF CAMDEN

****Please attach any supporting documents*

Angel Fuentes/ar

Signature of Councilperson

05/26/2022

Date

FUENTES
05/10/22

OB-3

ORDINANCE AUTHORIZING THE ESTABLISHMENT OF THE MULTICULTURAL HERITAGE ADVISORY BOARD BY THE CITY OF CAMDEN

WHEREAS, the City of Camden does have living within its jurisdiction many cultural populations, including among others, Hispanic, Asian and African-American populations; and

WHEREAS, the City Council of the City of Camden deems it appropriate and in the best interest of Camden's residents to create an advisory body to City Council focusing primarily on the cultural populations located within the City of Camden including but not limited to, Hispanic, Asian and African-American populations; and

WHEREAS, the City of Camden now seeks to consolidate several cultural boards and establish a Multicultural Heritage Advisory Board encompassing all cultural populations, including but not limited to, Hispanic, Asian and African-American populations; now therefore

BE IT ORDAINED, by the City Council of the City of Camden that, for all the reasons set forth herein the following shall take effect:

MC-2989, adopted on April 28, 1994 which established a Hispanic Advisory Commission, is hereby repealed;

MC-3252, adopted on November 14, 1996 which established an Asian-American Advisory Commission, and which is located at Chapter 26, Article III, is hereby repealed;

MC-3002, adopted on June 9, 1994, which established the African-American Advisory Board and was amended by MC-5197, adopted on June 11, 2019, and which is located at Chapter 26, Article II, is hereby amended as follows:

Article II. MULTICULTURAL HERITAGE ADVISORY BOARD

26-11. There is hereby created and established an organization known as the Multicultural Heritage Advisory Board.

26-12. The Board shall consist of members who are residents of the City of Camden

26-13. Advisory Capacity.

The Multicultural Heritage Advisory Board shall function solely in an advisory capacity to the Mayor and City Council with regard to examining and gathering valuable input as stated herein.

26-14. Membership

A. The Multicultural Heritage Advisory Board shall consist of seven (7) members whose members shall be appointed by a majority vote of City Council of the City of Camden.

B. By majority vote and on an annual basis, the Board shall appoint a Chairperson and Vice Chairperson.

C. Vacancies arising from causes other than by expiration of the term, shall be filled for the unexpired term, if any, remaining.

D. A board member shall continue to hold office at the expiration of a term until a successor shall have been appointed and qualified.

E. Members may be removed for non-performance or neglect of duties or for other good cause by a recommendation of a majority of the Board with the concurrence of City Council.

26-15. The City Council of the City of Camden shall make shall make every effort to include representation on the Board from as many of the City's cultural populations as possible.

26-16. The term of each Board members shall be three (3) years from the date of their appointment except that the first appointments shall be as follows: three (3) members shall be initially appointed to three-year terms; two members shall be initially appointed to two-year terms; and two (2) members shall be initially appointed to one-year terms.

26-17. Purpose and Duties.

1. The role of the Multicultural Heritage Advisory Board shall be to examine, offer insight and report on, among other things, the following:

2. To determine the best means to offer awareness and provide opportunities to the many cultural populations within the City of Camden.

3. Examine the best means to disseminate pertinent information on the various cultural populations in the City of Camden.

4. Assist the City in developing programs and services with the objective of bringing together the various cultural populations in the City of Camden.

5. Work with the Mayor, City Council, and pertinent stakeholders to build, promote, coordinate and develop a creative and culturally-diverse community that serves all residents.

6. Consider, study and recommend plans for the development of city-wide cultural programs.

7. Advise the Mayor and City Council concerning matters related to the cultural significance for the residents of the City of Camden.

8. Prepare reports and make recommendations concerning cultural matters and participate in the planning of celebrations involving cultural themes.

26-18. Quorum.

A quorum shall consist of a majority of the Board members. A quorum shall be necessary to conduct Board business.

26-19. Meetings and Reports.

A. The Board shall meet monthly at a time and place established by the Chairperson in public meeting rooms in City Hall or other appropriate locations, including virtual meetings, as determined necessary by the Chairperson.

B. The Board shall prepare an annual report for the Mayor and City Council on its activities, goals, accomplishments and recommendations and shall submit the report for review on or before December 31st of each year.

26-20. By-laws.

The Board may promulgate by-laws governing the procedure of the Board.

26-21. Roberts Rules.

Board meetings shall be conducted in accordance with Roberts Rules unless such rules are otherwise inconsistent with state law or the Camden City Code.

26-22. Open Public Meetings Act.

Board meetings shall be subject to the Open Public Meetings Act.

26-23. Compensation of Board.

Members of the Multicultural Heritage Advisory Board shall serve without compensation.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

BE IT FURTHER ORDAINED\ that this ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

BE IT FURTHER ORDAINED that if any provision of this ordinance is declared invalid, such invalidity shall not affect the other provisions of this ordinance. Furthermore, the other provisions of this ordinance are deemed to be severable and remain in full force and effect.

BE IT FURTHER ORDAINED that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President City Council

VICTOR CARSTARPHEN
Mayor

ATTEST:

LUIS PASTORIZA
Municipal Clerk

Revised 06-4

MBS:dh
06-14-22

RESOLUTION AMENDING RESOLUTION #MC-22:8266 ADOPTED ON DECEMBER 28, 2021 AUTHORIZING THE ACCEPTANCE OF A GRANT IN THE AMOUNT OF $150,000.00 FROM THE COUNTY OF CAMDEN AND NEW JERSEY DIVISION OF FAMILY DEVELOPMENT FOR THE 2021-2022 CODE BLUE WARMING CENTERS

WHEREAS, the City of Camden and the County of Camden desire to accept a grant in the amount of $155,000.00 from the County of Camden and New Jersey Division of Family Development for the provision of 2021-22 Code Blue Warming Center services; and

WHEREAS, on December 28, 2021 City Council adopted Resolution #R-5 (MC-22-:8266) entitled "Resolution Authorizing the Acceptance of a Grant in the Amount of $150,000.00 from the County of Camden and the New Jersey Division of Family Development for the 2021-2022 Code Blue Warming Centers"; and

WHEREAS, the amount stated in the resolution was incorrect and must be corrected to read $155,000.00; and

WHEREAS, City Council has determined that it is in the best interest of the City of Camden to amend the Resolution R-5 (MC-22:8266) to correct the amount of the grant from $150,000.00 to $155,000.00; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the proper officers of the City of Camden are hereby authorized to accept a grant of $155,000.00 from the County of Camden for the provision of the 2021-2022 Code Blue Warming Centers.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

(14)

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cummingham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

DEPARTMENT MAKING REQUEST: Human Services

Date: June 14, 2022

TITLE OF RESOLUTION/ORDINANCE: Resolution amending MC:22:8266 adopted on December 28, 2021 authoring the City of Camden to accept funds from the County of Camden/New Jersey Division of Family Development for the Code Blue Program/Warming Center for the Winter months.

BRIEF DESCRIPTION: This resolution will amend # MC:22:8266 to correct the amount of funding accepted from $150,000.00 to $155,000.00.

BIDDING PROCESS: (N/A)

APPROPRIATION ACCOUNT: (*If applicable*)

AMOUNT: *(If applicable)* **$ 155,000.00**

	Date	Signature
Approved by Relevant Director:	6/6/22	Cynthia L Paige
Approved by Grants Management:	6/6/22	
Approved by Purchasing Agent:		
Approved by Finance Director:	6/6/22	
Approved by Business Administrator:	6/6/22	
Approved by City Attorney:	6/7/22	Michelle R Olsen

	(Name) Please Print	***(Extension #)***
Contact Person 1:	Carmen G. Rodriguez	Ext. 7285
Contact Person 2:	Sherie Person	Ext. 7084

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Analyst: Darryl Dozier Contact #: 757-7194

Grant/Project Name:		Code Blue Program (Warming Center for Winter Months)			
Grant #:					
City Contract Date:		12-21-21	City Contract #:		
Application Resolution #:			Appropriation Code:		
Funding Source:		Camden County (New Jersey Division of Family Development			
Pass Through:	N	Source:			
Amount of Grant:		$155,000.00			
Local Match:	Y **N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:		
Term of Grant:	12-1-2021 – 3-31-2022		Location of Activity:	Camden City	
Date of Analysis:	June 3, 2022		Reviewed By:	Barbara Johnson BJ	

Summary: The Department of Human Services is requesting to amend resolution MC-22:8266 adopted on December 28, 2021 authorizing the City of Camden to enter into an agreement with the County of Camden to accept funding to provide additional resources for the CODE BLUE WARMING CENTERS. The amendment is to correct the amount of the award from $150,000.00 to $155,000.00.

See Appendix B for the Scope of Services for the CODE BLUE WARMING SHELTERS

Time Lines: Service Period of the Grant was December 1, 2021 to March 31, 2022

Problematic Areas/Recommendations *The grant service period is over but verified with the County to ensure that the City of Camden would be reimbursed for the services provided under this grant for the period of December 1, 2021 to March 31, 2022.*

APPENDIX B

SCOPE OF SERVICES

CODE BLUE WARMING SHELTERS

12/1/2021 – 3/31/2022

THE CITY OF CAMDEN

The City of Camden shall provide directly or through contracts warming shelters when Code Blue Emergencies have been declared by the Camden County Health Officer following P.L.2017, Chapter 68.

The City of Camden and/or its contract(s)

1. The City must report all sub-contracts to the County including sub-contract contact information.
2. Must collaborate with the Code Blue Network in planning. Communicate capacity during a Code Blue Emergency.
3. Must provide inside space for homeless individuals that is heated and offers restroom facilities.
4. Must follow current Governor's COVID orders as it relates to capacity and spacing issues. Must also follow all PPE requirements.
5. Must provide adequate staffing (paid or unpaid) to safely oversee the guests.
6. Must provide access to communication tools so staff can contact police and/or other shelters when the need arises.
7. Must maintain a sign-in sheet for guests at each location during each emergency. The sign-in sheets must minimally request guests' name and current permanent or previous mailing address.

The reimbursed rate per site, per Code Blue Emergency will not exceed $1,000 per night per vendor.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Analyst: Darryl L. Dozier x7194 Contact #:

Grant/Project Name:			*Code Blue funding for warming sites*			
Grant #:						
City Contract Date:			12/21	City Contract #:		
Application Resolution #:			MC-22:8266	Appropriation Code:		
Funding Source:			Camden County			
Pass Through:		Y	Source:	Camden County		
Amount of Grant:			$155,000			
Local Match:		**N**	Cash:	N/A	In-Kind:	N/A
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			4 MONTHS	Location of Activity:	Camden City	
Date of Analysis:				Reviewed By:		

Summary: Camden County has been allotted $170,000.00 from NJ Division of Family Development to be utilized for Code Blue Shelters in designated municipalities in Camden County. Camden City has been awarded $155,000 for imbursement for providing shelter for the homeless community in Camden City.

Time Lines: 12/1/21 – 3/31/22

Problematic Areas/Recommendations N/A

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Camden

Professional Service or EUS Type	N/A
Name of Vendor	CAMDEN COUNTY
Purpose or Need for service:	REIMBURSEMENT FOR COST OF CODE BLUE EMERGENCY WARMING SHELTERS THROUGHOUT CAMDEN CITY
Contract Award Amount	$155,000
Term of Contract	5 MONTHS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	YES
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	NON COMPETITIVE – ONLY CAMDEN CITY MEETS REQUIREMENTS FOR QUALIFICATIONOF 25+ HOMELESS PLUS INDIVIDUALS
Were other proposals received? If so, please attach the names and amounts for each proposal received?	NO NO OTHER MUNICIPALITY QUALIFIES

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____
Mayor's Signature*

_____ Date_____
Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.
_____Funding Source for this action

_____
Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ Date_____
Certifying Officer

For LGS use only:
( ) Approved ( ) Denied

_____Date_____
Director or Designee,
Division of Local Government Services

Number Assigned_____

RESOLUTION MC-22: 8266
On Motion Of: Angel Fuentes
APPROVED: December 28th, 2022

MBS:dh
12-28-21

R-5

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT IN THE AMOUNT OF $150,000.00 FROM THE COUNTY OF CAMDEN AND THE NEW JERSEY DIVISION OF FAMILY DEVELOPMENT FOR THE 2021-2022 CODE BLUE WARMING CENTERS

WHEREAS, the City of Camden has been awarded a One Hundred Fifty Thousand Dollar ($150,000.00) grant from the County of Camden and New Jersey Division of Family Development for the 2021-22 Code Blue Warming Centers; and

WHEREAS, said funds are to be used for the City's Code Blue Warming Centers; and

WHEREAS, the City Council of the City of Camden believes that the acceptance of said grant will be in the best interest of the residents of the City of Camden; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that, the proper officers be and are hereby authorized to accept a grant in the amount of One Hundred Fifty Thousand Dollars ($150,000.00) from the County of Camden and New Jersey Division of Family Development.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: December 28, 2021

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:
LUIS PASTORIZA
Municipal Clerk

AGREEMENT BETWEEN COUNTY OF CAMDEN

AND

THE CITY OF CAMDEN

FOR PROVISIONS OF CODE BLUE WARMING SHELTERS

AGREEMENT is made as of this _____ day of _____, 20__, by and between the County of Camden (hereinafter referred to as the "COUNTY") and The City of Camden, (hereafter referred to as the *"CITY").*

WHEREAS, the *COUNTY* has been allotted $170,000.00 from the New Jersey Division of Family Development to be utilized for Code Blue Shelter in designated municipalities in Camden County: and,

WHEREAS, the *COUNTY* has, in conjunction with local social service agencies, and a Comprehensive Emergency Assistance Council, known in Camden County as the Homeless Prevention Network Committee developed a plan to carry out emergency services to the homeless; and,

WHEREAS, the CITY has certified that funds received from the State Appropriation for the homeless will be expended in accordance with guidelines established for such purposes; and,

WHEREAS, the *COUNTY* has determined that the CITY is qualified and able to coordinate the delivery of the desired emergency services;

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein, the *COUNTY* and CITY agree as follows:

The CITY agrees that services provided pursuant to this Agreement shall be provided in accordance with all applicable federal, state and local statutes, rules and regulations.

1. SERVICES. The CITY shall provide the following services attached hereto as Appendix "B" and hereby made part of this Agreement by reference.

In performing its obligations under this agreement, the *CITY* shall:

a. Establish and maintain appropriate accounting procedures which permit the *COUNTY* to determine and evaluate the use of the money distributed.

b. Distribute goods and/or funds in the amounts as recommended by the Comprehensive Emergency Services Council as listed in Appendices A, B, and C attached hereto. Any remaining amount not specifically appropriated by the *CITY* in accordance to this agreement shall be held in reserve by the *CITY* for disbursement as may become necessary and pursuant to the express written concurrence with the *COUNTY*.

c. Monitor the acquisition of the necessary goods and the performance of services.

d. Attachments A, B and Appendices A, B, C, D are hereby incorporated into this agreement and become a part hereof.

e. If required, CITY has necessary licenses and credentials to provide services and will provide a copy of the same if requested.

2. EVALUATION. The CITY shall submit reports to the *COUNTY* and Division of Family Development detailing the utilization of the monies hereunder in a form set out in Appendix C monthly. A final expenditure report shall be submitted on or before April 16, 2022. The CITY shall permit the *COUNTY* to make visits to the site where the specified services are being provided for the purposes of assuring CITY compliance with the terms of this agreement.

3. PAYMENT. The *COUNTY* shall pay to the CITY an amount not to exceed **$ 155,000.00** in the following manner: Payments based upon reporting.

Level of service reports must be submitted even if total contract amount is expended. In no event shall this sum be used for expenses other than those listed in Appendices A, B, and C. It is understood by the parties that said amount is the total amount to be appropriated for this

agreement. In no event may said amount be increased during the term of this agreement except as may permitted by the Local Public Contracts Law and following formal approval by the Camden County Board of Commissioners.

Payment under this agreement shall be monthly on the basis of work actually performed during that period and after submission by the CITY to the *COUNTY* of a separate expenditure report. Said expenditure reports shall be completed in detail, accompanied by an invoice which shall be submitted with a signed voucher before payment is tendered, and mailed and/or hand delivered to the Division of Community Development, Court House, 12th Floor, 520 Market Street, Camden, NJ 08102 **no later than fifteen (15) days after the end of each month**. All reports must have support documentation of all expenditures reported. CITY shall include guests sign-in sheets for each Code Blue Shelter for each Code Blue Emergency declared by the County Health Officer.

AGENCY'S who are required to utilize the Homeless Management Information System (HMIS) must print out quarterly information and submit it with the level of service report with each quarterly expenditure report submitted to the *COUNTY.*

The CITY shall be compensated at the rate provided in accordance with the "Program Budget".

4. TERM. This Agreement shall commence on December 1, 2021 and terminate upon the receipt by the *COUNTY* of a satisfactory final expenditure report. However, the funding for all obligations must be encumbered by the CITY on or before March 31, 2022. Any funds not spent by March 31, 2022 shall be held in the *CITY'S interest* bearing, FDIC insured account and returned to the *COUNTY* with the final expenditure report on March 31, 2022. In the event that the CITY fails to adequately perform its obligations under this agreement, the *COUNTY* may terminate

this agreement upon ten days written notice to the *CITY,* upon receipt of notice of termination, the *CITY* shall promptly discontinue all services affected unless otherwise directed by the *COUNTY.* The *COUNTY* shall not be liable for funding any services continued by the *CITY* after the effective date of termination.

5. REALLOCATION. Any allocation of funds contrary to that set out in Appendix B may only be made with the express written consent of the *COUNTY* and the New Jersey Division of Family Development and the Camden County Board of Commissioners.

6. PURCHASING. Any and all purchases of goods and /or services relating to the emergency services program made by the CITY may only be used for the purposes stated in Guidelines of the New Jersey Division of Family Development and by regulations pertinent thereto. The CITY shall make all purchases pursuant to a validly executed contract. Such contracts are subject to the approval of the *COUNTY.* The funds distributed hereunder may be used to meet approved contractual obligations for goods and services incurred in anticipation of this agreement in accordance with the provisions and purposes of the New Jersey Division of Family Development and applicable regulations.

7. AUDIT.

The Contractor shall permit the County and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

Type of Contractor	**Audit Requirements**
Non-Profits and Institutions of Higher Education	**State Funds**- N.J.O.M.B. Circular Letter 15-08 **Federal Funds-** OMB's Uniform Administrative Requirements Cost Principles, and Audit Requirements for

	Federal Awards
State and Local Governments	**State Funds-** N.J.O.M.B. Circular Letter 15-08 **Federal Funds** OMB's Uniform Assistance Requirements Cost Principles, and Audit Requirements for Federal Awards
For-Profit	County's requirement of access as detailed above.

Copies of the above-referenced circulars are available upon request from the Camden County Internal Auditor.

All non-profits, institutions of higher education, and state and local government contractors shall, annually, forward a copy of their Single Audit Report to the Camden County Internal Auditor, 9th Floor – Court House, 520 Market Street, Camden, New Jersey 08102-1375. Failure to comply with this procedure will result in the withholding of payment pursuant to this contract.

8. ACCOUNTING RECORDS.

a. In the event that the CITY ceases, voluntarily or involuntarily, doing business, the CITY shall immediately transfer to the COUNTY originals and/or true copies of all records generated under this Agreement.

b. The CITY shall provide the COUNTY with a line item budget indicating all salary and operational expenses. The budget shall be in a form acceptable to the COUNTY to meet its record keeping requirements. Salaries shall be itemized individually, with an indication of the salary paid for each job title and the number of persons in each title specified.

c. The CITY shall maintain billing records to substantiate all charges by the CITY pursuant to all services provided under this Agreement. Such records shall include receipts of funds from the COUNTY, and time, attendance, and/or other various applicable records, which shall be certified by the appropriate supervisory personnel. These records shall be made available upon the COUNTY'S request to auditors of any government or private audit firm required or contracted to perform audits. The CITY understands that if satisfactory accounting records are not maintained, monies received by the CITY shall be refunded to the County from non-grant sources.

d. The CITY and any contractors and/or any other parties providing services in the name of the CITY, shall maintain full and complete books and records of accounts in accordance with accepted accounting practices, and such other records as may be prescribed by the county, state, and/or federal agencies. Such books and records shall be retained for a period of six (6) years and shall at all times be available for audit and inspection by the county, state and/or federal agencies duly designated representative(s). Such period of access and retention of records shall be extended until any and all claims, appeals, litigation, or disputes arising under this Agreement have been terminated or otherwise satisfactorily completed.

e. Payment for services rendered shall be based on allowable expenditures as determined by the COUNTY. Total payments shall not exceed the maximum amount as specified in this Agreement. Any and all proposed modifications to the original budget shall be submitted solely by the authorized CITY. All payments authorized under this Agreement shall be subject to revision on the basis of an audit, or modified as set forth in

the Audit Section of this Agreement, or on the basis of any monitoring or evaluation of the Agreement as ordered by the COUNTY.

f. Under no circumstances shall the CITY impose fees or charges of any kind upon the participants.

9. INDEMNIFICATION. The CITY shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the services and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

10. INSURANCE. The CITY shall obtain and maintain at its own expense during the term of this Agreement, or any renewal thereof, a comprehensive general liability policy including professional liability, insuring the CITY, against any and all claims for bodily injury or death and property damage resulting from performance of services by the CITY it employees, students, staff and agents under this Agreement. Such policy shall protect the CITY against claims arising from the professional services performed by the CITY, its employees, students, staff and agents with limits of not less than $1,000,000. with respect to injury or death to any one person and not less than $3,000,000. in the aggregate. Should the CITY provide for coverage through self-insurance, such program may be in the form of a self-insurance trust fund and shall provide not less than $1,000,000. for injury or death to one individual and not less than $3,000,000. in the aggregate. The CITY, upon request, shall furnish the COUNTY with evidence that it has complied with the above requirements for liability coverage.

The CITY agrees to reimburse the COUNTY for any damages or costs incurred by the COUNTY, including costs of defense, reasonable legal fees, as well as the cost of any settlement or judgment resulting from the CITY'S negligence or intentional acts or omissions in connection with the program which is the subject matter of this Agreement.

The COUNTY agrees to reimburse the CITY for any damage or costs incurred by the CITY, including costs of defense, reasonable legal fees, as well as the cost of any settlement or judgment resulting from the COUNTY'S negligence or intentional acts or omissions in connection with the program which is the subject matter of this agreement.

11. CERTIFICATION REGARDING DEBARMENT. The *CITY* shall cause its contractors to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusions - Lower Tier Covered Transactions attached hereto as Attachment B. A copy of said Certification shall be attached to this agreement.

12. ADHERENCE TO LAW. The *CITY* shall perform its obligations hereunder in accordance with federal, state and local laws and all applicable regulations.

13. NON-COMPLIANCE. The *CITY* recognizes and understands that upon failure to comply with any of the provisions herein, the *COUNTY* may demand, and the *CITY* shall return any unexpended funds.

14. REDUCTION OR TERMINATION DUE TO FISCAL CONSTRAINTS. Anything to the contrary in this Agreement notwithstanding, the parties recognize and agree that the COUNTY'S ability to honor the terms and conditions of the Agreement is contingent upon receipt of state funds and appropriations of the State legislature. If during the term of this Agreement, therefore, the State government reduces its allocation to the *COUNTY,* the *COUNTY* reserves the right, upon written notice to the *CITY*, to reduce or terminate the

Agreement. Upon receipt of notice of termination, the *CITY* shall promptly discontinue all services affected unless directed otherwise by the *COUNTY*.

THE PARTIES TO THIS AGREEMENT UNDERSTAND AND AGREE THAT FUNDING FOR THIS AGREEMENT HAS BEEN PROMISED BY THE STATE TO THE *COUNTY* FOR THE PERIOD OF DECEMBER 1, 2021 THROUGH MARCH 31, 2022. FUNDING OF THIS AGREEMENT FOR THE PERIOD COMMENCING DECEMBER 1, 2021 THROUGH MARCH 31, 2022 IS CONTINGENT UPON RECEIPT OF SUFFICIENT FUNDS BY THE COUNTY FROM THE STATE FOR THIS PURPOSE. IN THE EVENT THAT SUFFICIENT FUNDING IS NOT PROVIDED BY THE STATE, THIS AGREEMENT WILL BE REDUCED OR TERMINATED AS DESCRIBED HEREIN.

15. SEVERABILITY. If any provision herein is or becomes invalid, it shall be considered deleted here from and shall not invalidate the remaining provisions.

16. AFFIRMATIVE ACTION. The parties to this Agreement agree to incorporate the Affirmative Action language contained in Appendix D attached hereto and hereby made a part of this Agreement by reference.

17. EMPLOYMENT GOAL COMPLIANCE.

a. The CITY agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by section N.J.A.C. 17:27-5-2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the

affirmative action office pursuant to N.J.A.C. 17:27-5-2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

b. The CITY agrees to require its contractors to inform in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

c. The CITY agrees to require its contractors to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal Court decisions.

d. The CITY agrees to require its contractors to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal Court decisions.

18. NONDISCRIMINATION. The parties of this agreement do hereby agree that the provisions of N.J.S.A. 10:2-1 through 10:2-4 and 10:5-40, dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made part of this agreement and are binding upon them.

19. DELETED

20. DELETED

21. NO AUTHORITY TO BIND DONOR. CITY has no authority to enter into contracts or agreements on behalf of the NJ Department of Human Services, Division of Family Development ("Donor"). The parties are independent contracting entities only, and no relationship of principal and agent, master and servant, partnership, joint venture, attorney-in-fact, or teaming arrangement is intended by this Agreement.

22. ASSIGNMENT. Neither party hereto may assign, either wholly or in part, any of its rights or obligations under this Agreement.

23. WAIVER. The failure to insist upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver or relinquishment of those provisions.

24. DISPUTE RESOLUTION. Any disputes or questions that may arise between the parties as to interpretation of the terms of this Agreement or the satisfactory performance by any of the parties of the services and other responsibilities provided for in this Agreement shall be submitted to mediation or non-binding arbitration prior to being submitted to a court for adjudication.

25. MODIFICATION. Neither this Agreement nor any provisions hereof may be waived, modified, amended, discharged or terminated except by an instrument in writing signed by the party against whom the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument.

26. APPLICABLE LAW. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey applicable to agreements made and to be performed wholly within the State of New Jersey. Any dispute between the parties, which is not resolved by mediation or non-binding arbitration, shall be venued in the Superior Court of New Jersey, Camden County.

27. SUCCESSORS AND ASSIGNS. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

28 CAPTIONS AND HEADINGS. The captions in this Agreement are inserted for convenience or reference only and in no way, define, describe or limit the scope or intent of this Agreement or any of the provisions hereof.

29. NOTICES. Unless specified otherwise, all notices, reports and any other correspondence made or required to be made to the *COUNTY* are to be sent to Camden County Division of Community Development, 520 Market Street, Court House, 12th Floor, Camden, New Jersey 08102.

30. ENTIRE AGREEMENT This Agreement embodies and constitutes the entire understanding between the parties and all prior agreements, understandings, representations and statements, oral or written, are merged into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be duly executed on the date first above written.

ATTEST:

Karyn Gilmore
CLERK OF THE BOARD
BOARD OF COMMISSIONERS

COUNTY OF CAMDEN

Ross G. Angilella
COUNTY ADMINISTRATOR

CLERK – The City of Camden
(Affix Corporate Seal)

MAYOR – The City of Camden

Authorized by MC_____
Reviewed and approved as to form

By: _____
Michelle Banks-Spearman
City Attorney

APPENDIX A

RECIPIENT ORGANIZATION CERTIFICATION

[NOT APPLICABLE]

APPENDIX B

SCOPE OF SERVICES

CODE BLUE WARMING SHELTERS

12/1/2021 – 3/31/2022

THE CITY OF CAMDEN

The City of Camden shall provide directly or through contracts warming shelters when Code Blue Emergencies have been declared by the Camden County Health Officer following P.L.2017, Chapter 68.

The City of Camden and/or its contract(s)

1. The City must report all sub-contracts to the County including sub-contract contact information.
2. Must collaborate with the Code Blue Network in planning. Communicate capacity during a Code Blue Emergency.
3. Must provide inside space for homeless individuals that is heated and offers restroom facilities.
4. Must follow current Governor's COVID orders as it relates to capacity and spacing issues. Must also follow all PPE requirements.
5. Must provide adequate staffing (paid or unpaid) to safely oversee the guests.
6. Must provide access to communication tools so staff can contact police and/or other shelters when the need arises.
7. Must maintain a sign-in sheet for guests at each location during each emergency. The sign-in sheets must minimally request guests' name and current permanent or previous mailing address.

The reimbursed rate per site, per Code Blue Emergency will not exceed $1,000 per night per vendor.

APPENDIX C

Financial Budget/Report

Joseph's House of Camden

2021/ 2022 Code Blue Warming Shelter / DFD
(12/1/21-3/31/22)

Report Period:

Date:_____

Inv #

_____

Budget Category	Awarded Amount	Reported Amount	YTD	Balance
Code Blue Shelter	$155,000.00			
Total	**$155,000.00**			

Numbers of Code Blue Nights in Report Period _____

PREPARED BY _____

Phone Number _____

and email _____

APPENDIX D

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval; or

2. Certificate of Employee Information Report; or

3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

AMERICANS WITH DISABILITIES ACT
Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the County's grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The County shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this agreement or otherwise at law.

INSTRUCTIONS FOR CERTIFICATION

(ATTACHMENT B)

1. By signing and submitting this certification, the contracting firm is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the contracting firm knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the County may pursue available remedies, including suspension and/ or debarment.

3. The contracting firm shall provide immediate written notice to the County of at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction", "debarred", "suspended", ineligible", lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded" as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the County for assistance in obtaining a copy of those regulations.

5. The contracting firm agrees by submitting this certification that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

6. The contracting firm further agrees by submitting this certification that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction", without modification, in all subcontracts to this agreement as authorized by the County.

ATTACHMENT B

CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS

I am _____ *of the firm of* _____,
(State your title) *(State the name of your organization)*

_____.
(State the address of your organization)

CHOOSE ONE OF THE FOLLOWING

( ) A. *I hereby certify on behalf of* _____
(State the name of your organization)
that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

( ) B. *I am unable to certify to any of the statements set forth in this certification. I have attached an explanation to this form.*

_____
(Signature)

_____
(Type Name & Title)

_____
(Date)

Ordinances 1st Reading

0-1

MBS:yrh
6-14-22

ORDINANCE AUTHORIZING THE REMOVAL OF DEED RESTRICTIONS AND REVERSIONARY LANGUAGE ON 950 PINE STREET

WHEREAS, the City of Camden transferred City owned property known as 950 Pine Street, Block 362, Lot 1 to Ray Schnitzer dated September 2, 1987 and recorded on September 3, 1987 in the Camden County Clerk's office in Deed Book 4238, page 943&c.

WHEREAS, the parcel has transferred ownership several times over the years. The current owner is requesting the removal of said restrictions and re-entry language in order to move forward with the sale of their parcel.

WHEREAS, the condition set forth in the original stated the parcel has to be rehabilitated for residential use within one year of the date of the deed. This condition was met over thirty years ago.

WHEREAS, the City of Camden will remove any and all deed restrictions and reversionary language from the original deed of transfer.

BE IT ORDAINED, by the City Council of the City of Camden that the proper officer(s) shall be and are hereby authorized to execute the necessary Deed to remove said restrictions and conditions.

SECTION 1. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 2. All ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 3. This ordinance shall take effect twenty (20) days after final passage and publications as provided by law.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
Acting City Attorney

ANGEL FUENTES
President, City Council

VICTOR CARSTARPHEN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Tim Cunningham, Business Administrator

FROM: Yolanda Hawkins, Real Estate Officer

Department Making Request: Law Dept./Bureau of City Properties

TITLE OF RESOLUTION/ORDINANCE: ORDINANCE AUTHORIZING THE REMOVAL OF DEED RESTRICTIONS AND REVERSIONARY LANGUAGE ON 950 PINE STREET

BRIEF DESCRIPTION OF ACTION: This action is necessary for the owners to move forward with the sale of their property.

BIDDING PROCESS:

Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS: N/A

APPROPRIATION ACCOUNT(S): (*If applicable*) N/A

AMOUNT: *(If applicable)* N/A

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/17/22	
Received by City Attorney:	5/20/22	

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Yolanda	
Contact Person:	Yolanda	7125

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

****Please attach all supporting documents****

0-2

MBS:dh
06-14-22

AN ORDINANCE FURTHER AMENDING AND SUPPLEMENTING AN ORDINANCE ENTITLED, "AN ORDINANCE FIXING THE SALARY RANGES TO BE PAID TO CERTAIN OFFICERS AND EMPLOYEES IN THE UNCLASSIFIED SERVICE OF THE CITY OF CAMDEN" ADOPTED DECEMBER 23, 1982 (MC-1917)

BE IT ORDAINED by the City Council of the City of Camden that an ordinance entitled, "An Ordinance Fixing the Salary Ranges to be Paid to Certain Officers and Employees In the Classified and Unclassified Service of the City of Camden", adopted December 23, 1982 (MC-1917) is amended and supplemented as stated herein, with attachments, as follows:

SECTION 1. To adjust salary ranges for administrative efficiency and personnel retention/recruitment purposes (**NOTE**: any individual's increase in salary within the to-be-established Salary & Wage ranges must be approved in advance by the State Division of Local Government Services ("DLGS") by Waiver pursuant to the City's current Transitional Aid to Localities Memorandum of Understanding with the DLGS):

SECTION 2. The effective date of these amendments shall be June 1, 2022.

SECTION 3. Attached hereto and incorporated herein, by way of reference is the list of amending salaries and wages to be paid to certain officers and employees in the Classified and Unclassified Services of the City of Camden, as set forth on the attached schedule.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 5. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

SECTION 6. If any provision of this ordinance is declared invalid, such invalidity shall not effect the other provisions of this ordinance. Furthermore, the other provisions of this ordinance are deemed to be severable and remain in full force and effect.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

VICTOR CARSTARPHEN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

6/1/2022(Amended)

Section I. Elected Officials shall be entitled to the salary as set below, and benefits as may be permissible under the law and Memorandum of Understanding between the City of Camden and The State of New Jersey

Elected Officials

Mayor	110,000	160,000
Council President	-	36,000
Council Member	-	33,000

Section II. The employees listed in this section shall be entitled to all benefits as set for classified service service except overtime payments.
The salaries for the following department heads shall be as follows:

Department Directors and Assistant Department Directors

Business Administrator	85,000	155,000
City Attorney	80,000	175,000
Department Directors	75,000	150,000

Section III. The employees listed in this section shall be entitled to all benefits as set for classified service except payments. The salaries for the City Attorney's Office shall be as follows:

City Attorney's Office

First Assistant City Attorney	75,000	120,000
Counsel to the Mayor/Counsel to City Council	1	100,000
Supervising Litigation Attorney	70,000	110,000
Assistant City Attorney General & Litigation	60,000	110,000
Municipal Prosecutor	60,000	110,000

Section IV. This section sets the rates of pay for those positions in the Classified Service which are Managerial and or Confidential and are excluded from the collective bargaining processs.
These positions shall receive benefits equal to those of the classified for vacation, retirement, longevity and Overtime pay shall be only for those hours, days and purposed performed with the prior approval of the Business Administrator

Managerial and/or Confidential Titles

Assistant Business Administrator	65,000	125,000
Assistant Director of Finance	75,000	110,000
Chief Financial Officer	-	175,000
Comptroller	1	90,000
Director of Data Processing	1	105,000
Fiscal Analyst	50,000	85,000
Insurance Manager	60,000	85,000
Municipal Emergency Management Coordinator	1	65,000
Personnel Officer	75,000	95,000
Project Coordinator Redevelopment	45,000	75,000
Registrar of Vital Statistics	12,000	75,000

Section V. The employees listed in this section shall be entitled to all benefits as set for classified service except overtime payments.

Unclassified Titles

	Aide to the Mayor	34,802	79,500
	Confidential Assistant	34,809	79,500
	Confidential Aide	34,809	79,500
	Attorney - A.B.C.	2,500	12,500
	Attorney - Affirmative Action Review Council	1	8,000
	Attorney - B.O.A.	13,845	25,631
	Attorney - Municipal Personnel Defender	36,061	68,508
	Attorney - Planning Board	10,342	18,869
	Attorney - Rent Control Board (50.00 per billable hour)	2,700	4,235
	Attorney - Rooming and Boarding Home Licensing Bd.	1	4,893
	City Treasurer	76,200	95,000
	Deputy Municipal Clerk	51,200	62,424
	Judge of the Municipal Court	81,600	114,444
	Judge of the Municipal Court (Part Time)	30,979	58,678
*	**Municipal Clerk**	**93,771**	**133,043**
	Municipal Court Director	70,968	130,000
	Municipal Engineer	95,500	145,000
	Secretary Board/Commission	1,000	9,145
*	**Tax Assessor**	**93,771**	**125,318**
*	**Tax Collector**	**93,771**	**125,318**
	Tax Search Officer (Part Time)	**5,058**	**15,000**

* Entitled to Salary Increases

Section VI. The employees of these titles are entitled to all benefits as set for the classified section.

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Confidential Secretary to the Mayor		01336							84,734
	Confidential Secretary to the Mayor (Part-time)		01336							40,867
	Secretary to the ABC Board		06982	5,673	5,939	6,523	6,728	7,155	7,426	7,709

Section VII. This section sets the rates as approved for those titles covered by those agreements. In any instances bilingual designations are required, the rate shall be as defined in the basic title. Any part time positions be paid on a pro rata basis salary grades.

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Account Clerk		00001	33,379	34,961	38,475	40,312	41,748	43,232	44,787
*	Accountant		00004	50,075	52,492	57,862	60,107	62,440	64,870	67,395
*	Accounting Assistant		50451	39,648	41,542	45,753	47,957	49,696	51,500	53,384
*	Administrative Analyst		00010	54,629	57,272	63,150	66,218	68,788	71,467	74,258
**	Administrative Clerk		00020	50,034	52,299	57,334	62,759	68,122	70,663	73,297
**	Administrative Secretary		00112	58,004	60,655	66,548	72,726	78,593	81,132	83,777
**	Affirmative Action Officer		00233@	71,126	74,596	82,306	89,768	97,924	101,772	105,775
*	Analyst Grant Applications		00259	56,574	59,317	65,409	68,592	71,161	73,895	76,597
*	Architect		00276@	64,121	67,239	74,171	78,387	79,658	85,391	89,102
*	Assistant Administrative Analyst		00302@	44,983	47,144	51,951	54,463	56,461	58,535	60,698
*	Assistant Animal Control Officer		00312@	46,846	49,188	54,108	56,813	59,085	61,448	63,907
*	Assistant Assessor		00317@	50,967	53,427	58,897	61,757	64,045	65,539	68,900
*	Assistant Chief Housing Inspector		00387	63,473	66,560	69,801	73,204	76,062	79,037	82,129
**	Assistant Engineer		00518	86,205	89,653	93,239	96,968	100,847	104,881	109,076

* CWA Non-Supervisory Unit
** CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**	Assistant Municipal Clerk		00617	51,807	54,311	59,873	65,870	71,806	74,610	77,523
**	Assistant Municipal Clerk*			0	0	0	0	0	0	85,432
**	Assistant Municipal Tax Collector		00627@	74,166	77,787	85,834	94,509	103,261	107,319	113,830
**	Assistant Payroll Supervisor		00639	54,358	56,392	60,911	65,779	69,642	71,764	73,983
*	Assistant Planner		00645	48,825	51,178	56,411	59,143	61,330	63,597	65,965
**	Assistant Public Works Superintendent		00671	56,066	58,783	64,820	71,325	77,771	80,813	83,976
**	Assistant Purchasing Agent		00673	51,807	54,310	59,873	65,870	71,807	74,610	77,523
*	Assistant Superintendent of Weights & Measures		00445	41,796	43,799	48,250	53,048	57,695	59,816	62,036
*	Assistant Traffic Engineer		00795	67,588	70,882	78,198	86,083	93,786	97,361	101,071
*	Assistant Violations Clerk		00806	39,648	41,542	45,753	47,957	49,696	51,500	53,384
*	Assistant Zoning Officer (Part Time)		00822@	0	0	0	0	0	0	7,262
*	Auditor		00846	56,574	59,317	65,409	68,592	71,161	73,912	76,597
*	Building Inspector (ICS)		00924	65,611	68,806	75,904	79,611	82,724	85,964	89,339
*	Building Inspector Apprentice		06969	51,786	57,683	0	0	0	0	0
*	Building Maintenance Worker		00929	35,455	37,141	40,886	42,452	44,080	45,775	47,537
*	Building Maintenance Worker Low Pressure License		00933	49,701	52,099	57,428	60,212	62,439	64,756	67,163
*	Building Service Worker		00938	32,749	34,300	37,745	39,548	40,949	42,404	43,921
**	Building Subcode Official (HHS)		05048	70,697	74,144	81,806	90,064	98,060	101,787	105,672
*	Carpenter		00971	48,513	50,853	56,049	58,761	60,934	63,182	65,534
*	Carpenters Helper		00974	40,524	42,465	46,772	49,021	50,908	52,879	54,925
*	Cashier		00976	42,788	44,841	49,401	51,786	53,670	55,641	57,683
**	Chief Accountant		01005	63,511	66,598	73,463	80,858	88,210	91,553	96,925
**	Chief Assistant Assessor		01016	55,300	57,979	63,930	70,343	76,824	79,827	82,946
**	Chief Clerk		01037	58,004	60,655	66,548	72,726	78,593	81,132	83,777
**	Chief Community Relations Specialist		01107	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Chief Housing Inspector		01139	60,796	63,749	70,310	77,383	84,389	87,698	91,138
**	Chief Landscape Architect		01150	60,796	63,749	70,310	77,383	84,389	87,698	91,138
**	Chief License Inspector		01153	60,038	62,953	69,431	76,409	83,215	86,366	89,642
**	Chief Sanitation Inspector		01209	48,226	50,550	55,724	61,285	66,643	69,239	71,939
*	Claims Examiner Workmens Compensation		01241	47,694	49,843	54,616	59,773	63,941	67,763	80,395
*	Clerk 1		01245	31,507	32,998	36,304	38,036	39,374	40,775	42,218
*	Clerk 2		03247	34,810	36,463	40,135	42,058	43,561	45,118	46,748
*	Clerk 3		02773	39,016	40,881	45,023	47,189	48,892	50,670	52,513
*	Clerk 3 (Principal Personnel Clerk)		02773	54,893	57,551	60,799	63,161	65,618	68,176	70,833
**	Clerk 4		03859	38,930	40,789	44,921	49,376	53,670	55,641	57,683
*	Clerk Stenographer 1		01260	35,262	36,939	40,664	42,609	44,135	45,720	47,373
*	Clerk Stenographer 2		03253	37,149	38,919	42,855	44,911	46,524	48,207	49,954
*	Clerk Stenographer 3		02777	40,910	42,867	47,220	49,494	51,292	53,163	55,107
**	Clerk Stenographer 4		03862@	40,930	42,890	47,244	51,936	56,299	58,475	60,751
*	Clerk Transcriber		01266	34,650	36,296	39,951	41,858	43,465	45,135	46,870
*	Clerk Typist 1, Evidence Handling		23239	35,812	37,514	41,301	43,277	44,780	46,391	48,064
*	Code Enforcement Officer		01285	49,128	51,497	53,985	56,596	59,340	62,220	65,244
*	Community Organization Specialist		01303	37,439	39,224	43,189	45,264	46,369	48,046	49,782
*	Community Service Aide		01313	32,611	34,154	37,583	39,377	40,839	42,404	43,921
*	Community Service Worker		01319	35,004	36,667	40,364	42,296	43,802	45,376	47,010
*	Complaint Investigator		01324	40,278	42,205	46,487	48,725	50,495	52,332	54,250
*	Computer Service Technician		07605	52,083	54,601	60,204	63,120	65,424	67,971	70,620
**	Construction Official		05045	84,320	87,559	97,001	102,715	106,755	110,956	115,324
*	Contract Administrator 1		51254	61,338	64,322	70,954	78,103	85,315	90,874	94,023
*	Contract Compliance Representative		04883	61,273	66,689	70,705	76,612	79,121	81,741	85,742
**	Coodinator for Federal & State Aid		01355	66,046	69,262	76,407	84,105	91,884	95,493	99,243

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

6/1/22 (Amended)

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**	Coordinator of Monitoring & Evaluation		04716	60,142	63,062	69,551	76,545	83,475	86,743	90,143
**	Coordinator of Motor Vehicle Repair		07607	84,197	88,270	96,923	102,736	108,011	112,118	116,452
**	Coordinator of Volunteers		01371	60,142	63,062	69,552	76,545	83,475	86,743	90,143
*	Cost Estimator Property Improvement		01379	52,716	55,267	60,930	63,892	66,268	68,737	71,302
*	Court Interpreter S&E		07959	50,075	52,492	57,862	60,107	62,440	64,870	67,395
*	Customer Service Representative		01459	45,331	47,511	52,356	54,884	56,979	59,081	61,266
*	Customer Service Representative Bil. In Spanish & English		08033	45,331	47,511	52,356	54,884	56,979	59,081	61,266
*	Data Control Clerk		01468	36,530	38,267	42,134	44,152	45,738	47,389	49,102
*	Data Entry Operator 1		53292	34,581	36,223	39,872	41,779	43,274	44,828	46,433
*	Data Entry Operator 2		53293	38,477	40,314	44,396	46,530	48,208	49,956	51,772
*	Data Entry Operator 3		53294	42,616	44,661	49,203	51,101	53,077	55,130	57,265
**	Data Entry Operator 4		53295	50,968	53,430	58,900	64,191	69,978	72,707	75,546
*	Data Processing Programmer		01474	47,557	49,849	54,940	57,597	59,725	62,115	64,422
*	Data Processing Programmer Trainee		01475	46,223	0	0	0	0	0	0
**	Deputy Municipal Court Administrator		07796	58,005	60,655	66,548	72,726	78,592	81,132	83,777
**	Deputy Municipal Court Administrator Bilingual S/E		07903	58,005	60,655	66,548	72,726	78,592	81,132	83,777
**	Deputy Registrar of Vital Statistics		05120	56,574	59,317	65,409	68,593	59,621	73,896	76,596
**	Deputy Tax Assessor		05780	85,880	88,904	98,862	104,790	110,172	114,359	118,781
*	Economic Development Rep. 2		55503	70,264	73,690	81,605	85,598	88,952	92,442	96,069
**	Director of Economic and Industrial Development		01595@	91,249	95,663	105,042	111,341	117,060	121,509	126,206
**	Director of Licenses		07163	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Director of Inspections		01607@	85,880	90,035	98,862	104,790	110,172	114,359	118,781
**	Director of Neighborhood Preservation Program		02569	85,880	90,035	98,862	104,790	110,172	114,359	118,781
**	Director of Youth Services		01651	85,880	90,035	98,862	104,790	110,172	114,359	118,781
*	Electrical Inspector (ICS)		01699	65,611	68,806	75,904	79,611	82,724	85,964	89,339
**	Electrical Subcode Official (HHS)		05046	77,835	81,656	90,114	94,532	98,060	101,787	105,672
*	Electrician		01706	48,513	50,853	56,049	58,761	60,934	63,182	65,534
*	Electrician Helper		01710	40,524	42,465	46,772	49,021	50,908	52,879	54,925
**	Elevator Subcode Official		07928	70,697	74,144	81,806	90,064	98,060	101,787	105,672
*	Employee Benefits Clerk		04758	34,383	36,017	39,644	41,533	42,967	44,508	46,106
*	Employee Benefits Specialist		01728	36,910	38,668	42,576	44,617	46,289	48,028	49,844
*	Engineering Aide		01733	40,349	42,277	46,569	48,809	50,693	52,650	54,686
*	Equipment Operator		01746	41,499	43,486	47,905	50,214	52,050	53,947	55,922
**	Executive Assistant		04586	0	0	0	0	0	0	117,594
*	Garage Attendant		01877	36,642	38,387	42,265	44,290	45,960	47,695	49,513
*	Gardener		01883	40,800	42,752	47,093	49,358	51,159	53,024	54,964
**	General Supervisor Laboring		06635	49,444	51,828	57,127	62,839	68,500	71,167	73,945
**	General Supervisor Parks		06699	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	General Supervisor, Public Works		06652	57,032	59,797	63,177	65,634	71,553	74,344	77,249
*	GIS Specialist 3		03176	64,544	67,771	74,548	78,276	81,406	84,662	88,049
*	GIS Specialist Trainee		03174	56,939	0	0	0	0	0	0
*	Graphic Artist 1		54593	58,250	60,580	63,003	65,523	68,144	70,870	73,705
*	Graphic Artist 2		54604	65,101	67,705	70,413	73,230	76,159	79,205	82,374
*	Heavy Equipment Operator		02001@	49,622	52,017	57,339	60,116	62,439	64,756	67,163
*	Historic Preservation Specialist		15679	56,574	59,317	65,409	68,592	71,161	73,819	76,597
**	Housing Coordinator		02065	66,346	69,578	76,361	83,822	91,209	94,788	98,511
*	Housing Inspector		02071	49,128	51,497	53,985	56,596	59,340	62,220	65,244
*	Industrial Representative		02095	56,574	59,317	65,409	68,592	71,161	73,819	76,597
*	Interviewer, Courts		06207	45,331	47,511	52,357	54,884	56,979	59,081	61,267

* CWA Non-Supervisory Unit

6/1/22 (Amended)

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Interviewer, Courts, Bilingual Spanish & English		07573	45,331	47,511	52,357	54,884	56,979	59,081	61,267
*	Investigator A.B.C.		02175	0	0	0	0	0	0	10,757
*	Investigator Public Works		05217	52,033	54,548	60,138	63,054	65,389	68,012	70,544
*	Job Developer		02217	70,796	74,336	81,769	85,858	89,292	92,864	96,579
*	Keyboarding Clerk 1		01268	32,449	33,985	37,397	39,176	40,562	42,010	43,511
*	Keyboarding Clerk 2		03256@	35,812	37,515	41,301	43,277	44,780	46,390	48,064
*	Keyboarding Clerk 3		02781	40,014	41,927	46,182	48,405	50,116	51,941	53,832
**	Keyboarding Clerk 4		03864@	39,834	41,738	45,970	50,534	54,892	56,910	59,005
*	Laborer 1		02248	37,649	39,445	43,436	45,517	47,160	48,861	50,639
*	Laborer 1 (Laborer Heavy)		02248	39,402	41,285	45,471	47,654	49,383	51,173	53,048
**	Laborer 3		06633	46,901	49,159	54,178	59,584	64,947	67,470	70,099
*	Landscape Architect		02256@	46,409	48,644	53,606	56,197	58,349	60,595	62,931
*	Legal Secretary		07675	51,763	53,833	55,986	58,226	60,555	62,977	65,496
*	Legal Stenographer		02279	39,016	40,881	45,023	47,189	48,892	50,670	52,513
*	License Inspector		02292	48,425	50,760	55,947	58,661	60,686	62,916	65,244
*	License Inspector Bil. In S&E		05785	48,425	50,760	55,947	58,661	60,686	62,916	65,244
*	Loan Advisor		05136	40,707	42,654	46,982	49,245	51,109	53,052	55,075
*	Mail Clerk		02320	42,632	44,676	49,218	51,597	53,475	55,438	57,485
*	Maintenance Repairer		02328	39,662	41,557	45,771	47,971	49,720	51,530	53,415
**	Maintenance Superintendent		02384	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Maintenance Supervisor, Grounds		06731	46,901	49,159	54,178	59,584	64,947	67,470	70,099
*	Maintenance Worker 1, Grounds		01940	37,239	39,014	42,960	45,021	46,702	48,391	50,145
**	Management Information Systems Specialist		04354	91,249	95,663	105,042	111,341	117,060	121,509	126,206
**	Material Management Coordinator		05702	57,950	60,762	67,008	70,273	73,014	75,863	78,830
*	Mechanic		02434	44,798	46,948	51,734	54,236	56,226	58,287	60,446
*	Mechanic (Diesel)		02440	46,628	48,871	53,861	56,466	58,546	60,708	62,955
*	Mechanic Fire Apparatus		02441	46,994	49,259	54,286	56,913	59,014	61,194	63,465
*	Mechanic's Helper		02456@	39,402	41,285	45,471	46,318	47,995	49,734	51,554
*	Motor Broom Driver		05565	41,499	43,486	47,905	50,214	52,050	53,947	55,922
**	Municipal Court Administrator		07795	78,549	82,349	90,423	95,845	100,768	104,597	108,641
*	Municipal Court Attendant		02524	0	0	0	0	0	0	56,834
*	Network Administrator 1		10107	78,577	82,505	90,756	95,293	99,107	103,070	107,193
*	Network Administrator 2		10108	84,948	89,195	98,115	103,020	107,142	111,428	115,884
*	Omnibus Operator		05594	36,716	38,463	42,349	43,976	45,664	47,420	49,248
*	Paralegal Specialist		02593	63,038	65,559	68,181	70,905	76,820	79,770	82,837
*	Parking Enforcement Officer		07305	39,531	41,423	45,621	47,816	49,546	51,352	53,227
*	Payroll Clerk		02634	34,383	36,017	39,644	41,533	42,967	44,508	46,106
**	Payroll Supervisor		02636	64,561	67,642	74,487	81,865	89,181	92,626	96,216
*	Personnel Aide		02685	55,500	57,720	60,029	62,430	64,927	67,524	70,225
*	Personnel Assistant		02648@	71,548	75,430	80,628	83,193	87,075	90,956	94,841
*	Planning Aide		02685	36,910	38,668	42,576	44,617	46,289	48,028	49,844
**	Planning Director		02686	85,880	90,035	98,862	104,790	110,172	114,359	118,781
*	Plumbing Inspector (ICS)		02704	65,611	68,806	75,904	79,611	82,724	85,964	89,339
**	Plumbing Subcode Official (HHS)		05056	70,697	74,144	81,806	90,064	98,060	101,787	105,672
*	Principal Account Clerk		02755	39,648	41,542	45,753	47,957	49,696	51,500	53,384
*	Principal Account Clerk (Typing)			40,559	42,501	46,812	49,068	50,915	52,767	54,710
*	Principal Cashier		02771	48,263	50,589	55,758	58,461	60,651	62,891	65,228
*	Principal Clerk Transcriber		02779	40,288	42,215	46,499	48,737	50,619	52,571	54,608
*	Principal Community Organization Specialist		02785@	42,914	44,973	49,546	51,939	53,912	55,977	58,122
*	Principal Data Control Clerk		04646	42,912	44,970	49,544	51,938	53,835	55,808	57,860
*	Principal Employee Benefits Clerk		04936	42,191	44,212	48,706	51,058	53,029	55,080	57,215

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Principal Engineering Aide		02804	51,569	54,061	59,596	61,912	64,319	66,822	69,425
*	Principal Legal Stenographer		02819	50,032	52,448	57,812	60,615	64,511	66,903	69,384
*	Principal Mail Clerk			56,015	58,256	60,586	63,009	65,530	68,151	70,877
*	Principal Payroll Clerk		02831	54,893	57,552	60,798	63,161	65,618	68,176	70,833
*	Principal Planner		02837	56,574	59,317	65,409	68,592	71,161	73,819	76,597
*	Principal Planner Community Development Program		05335	56,574	59,317	65,409	68,592	71,161	73,819	76,597
*	Principal Planning Aide		02840	45,336	47,516	52,361	54,892	56,982	59,172	61,450
*	Principal Purchasing Assistant		02847	42,191	44,212	48,706	51,058	53,029	55,080	57,215
*	Principal Storekeeper		02852	54,427	57,062	62,914	65,972	68,434	70,990	73,652
*	Printing Machine Operator 1		02571	40,435	42,368	46,667	48,914	50,693	52,533	54,458
*	Printing Machine Operator 2		22533	48,775	51,127	56,354	59,086	61,266	63,539	65,901
*	Printing Machine Operator 3		22534	51,127	53,594	59,091	61,951	64,210	66,710	69,308
**	Printing Machine Operator 4		22535	53,594	56,187	61,958	64,963	67,333	69,957	72,686
*	Program Analyst		02871	54,629	57,272	63,150	66,218	68,788	71,467	74,258
**	Program Coordinator Demolition		05679	72,428	75,687	78,946	82,205	85,465	88,724	91,983
*	Program Monitor		04700	53,136	55,707	61,416	64,401	66,793	69,286	71,881
*	Project Coordinator Construction		02883	68,590	71,932	79,360	87,368	95,188	98,809	102,583
*	Project Manager, Data Processing		53023	109,351	0	0	0	0	0	0
*	Property Clerk		02894	34,809	36,463	40,136	42,059	43,561	45,118	46,748
*	Public Information Officer		02927	43,675	45,771	50,430	52,869	54,800	56,819	59,419
*	Public Works Inspector		02933	48,797	51,151	56,378	59,110	61,294	63,566	65,929
**	Public Works Superintendent		02936	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Purchasing Agent		02952	91,249	95,663	105,042	111,341	117,060	121,509	126,206
*	Purchasing Assistant		02952	34,383	36,017	39,644	41,533	42,967	44,508	46,106
*	Purchasing Expediter		02956	44,983	47,144	51,951	54,463	56,464	58,535	60,705
*	Radio Dispatcher		02958	41,480	43,467	47,885	50,190	52,017	53,916	55,901
*	Radio Dispatcher Typing		02959	42,335	44,365	48,876	51,183	53,009	54,909	56,893
*	Radio Technician		02965	56,806	59,849	62,893	65,936	68,979	72,023	75,066
**	Real Estate Officer		02974	81,296	84,249	90,811	97,883	104,889	108,198	111,639
*	Receptionist		02976	31,507	32,998	36,304	38,036	39,374	40,775	42,218
*	Recorder Operator Courts		04873	33,413	34,997	38,517	40,361	41,903	43,511	45,181
*	Records Management Analyst		05429	52,543	55,085	60,744	63,689	66,013	68,586	71,262
**	Records Manager		06382	64,462	68,213	72,183	76,385	80,830	85,534	90,513
*	Records Support Technician 1		56562	34,810	36,202	37,650	39,156	40,723	42,351	44,045
*	Records Support Technician 2		56563	39,015	40,576	42,200	43,887	45,643	47,468	49,368
*	Records Support Technician 3		56564	43,697	45,445	47,263	49,153	51,119	53,164	55,290
*	Recreation Aide		02983	30,192	31,612	34,775	37,745	39,081	40,467	41,912
*	Recreation Leader		02993	36,247	37,972	41,809	43,816	45,448	47,160	48,937
*	Recreation Program Coordinator		03018	55,280	57,955	63,905	67,015	69,620	72,337	75,159
**	Recreation Supervisor		03020	43,818	45,922	50,598	55,639	60,636	62,979	65,438
*	Relocation Officer (Part Time)		03060@	0	0	0	0	0	0	13,057
**	Rent Regulation Officer		05681	61,478	64,465	71,102	74,570	77,376	80,291	83,322
*	Research Assistant		03069	49,216	51,590	56,865	59,622	61,820	64,117	66,500
**	Risk Manager		07390	91,249	95,663	105,042	111,341	117,060	121,509	126,206
**	Road Repairer Superintendent		03803	67,578	70,870	78,186	85,371	93,118	96,772	100,575
*	Sanitation Inspector		03110	47,557	49,849	54,947	57,602	59,696	62,015	64,422
**	Secretarial Assistant		03127	44,994	47,027	51,547	56,414	60,278	62,399	64,618
*	Secretary Board/Commission (Part Time)		07419	1,287	0	0	0	0	0	11,769
*	Secretary Board/Commission (Full Time)		07419	50,723	53,179	58,638	62,109	64,532	67,050	69,667
*	Security Guard		06124	36,246	37,971	41,807	43,814	45,381	47,012	48,711
*	Senior Account Clerk		03165@	37,149	38,919	42,855	44,911	46,524	49,169	49,954
*	Senior Administrative Analyst		03173@	64,443	67,578	74,546	82,056	89,634	93,146	98,783

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Senior Auditor		03196@	62,359	65,390	72,125	75,138	77,869	80,913	84,081
*	Senior Building Maintenance Worker		03227	37,356	39,136	43,100	45,164	46,793	48,594	50,469
**	Senior Budget Examiner		03223	80,513	84,409	92,684	98,241	103,287	107,212	111,357
*	Senior Building Maintenance Worker Low Pressure License		03228	52,099	54,617	60,221	63,139	65,441	68,454	70,639
*	Senior Cashier		03236	45,224	47,399	52,230	54,754	56,762	58,852	61,035
*	Senior Clerk Transcriber		03255	36,531	38,270	42,136	44,157	45,853	47,619	49,453
*	Senior Community Relations Specialist		03265@	45,788	47,990	52,885	55,440	57,485	59,606	61,802
*	Senior Community Service Worker		03269@	40,707	42,654	46,982	49,245	51,109	53,052	55,075
**	Senior Computer Service Technician		07691	57,953	60,765	67,258	70,533	73,284	76,147	79,122
*	Senior Data Control Clerk		03294	39,710	41,609	45,827	48,033	49,760	51,567	53,454
*	Senior Data Processing Programmer		03295	54,784	57,435	60,677	61,834	64,238	66,738	69,338
*	Senior Electrician		03308	53,210	55,784	61,502	63,893	66,380	68,964	71,653
**	Senior Engineer		03314	87,043	90,982	90,163	105,341	109,356	115,917	120,438
*	Senior Engineering Aide		03320	44,093	46,209	50,915	53,370	55,326	57,366	59,477
*	Senior Gardener		03341	35,004	36,667	40,364	42,296	43,802	45,376	47,010
*	Senior Historic Preservation Specialist		15680	59,482	62,368	68,785	72,137	74,956	77,767	80,701
*	Senior Housing Inspector		03368	57,539	60,387	63,258	66,335	68,918	71,605	74,399
*	Senior Landscape Architect		04407	53,136	55,707	61,416	64,401	66,793	69,286	71,881
*	Senior Legal Stenographer		03405	43,117	45,185	49,784	52,184	54,202	56,297	58,484
*	Senior Mail Clerk		20433	50,018	52,019	54,099	56,263	58,514	60,855	63,289
*	Senior Maintenance Repairer		03425	43,484	45,572	50,211	52,635	54,560	56,557	58,644
*	Senior Mechanic		03459	46,994	49,259	54,286	56,913	59,014	61,194	63,465
*	Senior Mechanic (Diesel)		04561	48,833	51,189	56,421	59,150	61,337	63,608	65,975
*	Senior Payroll Clerk		03496	38,133	39,954	43,997	46,111	47,742	49,479	51,275
**	Senior Personnel Assistant		04982	91,296	95,578	99,889	104,186	108,482	112,779	117,079
*	Senior Planner Economic Dev.		04569	53,136	55,707	61,416	64,401	66,793	69,286	71,881
*	Senior Planning Aide		03512	39,744	41,645	45,867	48,077	49,832	51,641	53,522
*	Senior Program Development Specialist Community Service		06931	59,482	62,368	68,785	72,137	74,956	77,767	80,701
*	Senior Program Monitor		05399	65,398	68,582	75,655	79,350	82,345	85,453	88,697
*	Senior Public Works Inspector		03539	52,033	54,548	60,138	63,054	65,389	68,012	70,544
*	Senior Purchasing Assistant		03547	38,133	39,954	43,997	46,111	47,742	49,479	51,275
*	Senior Sanitation Inspector		03572	53,708	56,310	62,083	63,515	65,585	68,011	70,544
*	Senior Security Guard		06257	42,750	44,460	46,238	48,088	50,011	52,012	54,092
*	Senior Storekeeper		03600	48,797	51,151	56,378	59,110	61,294	63,566	65,929
*	Senior Traffic Maintenance Worker		03625	48,750	50,944	53,236	55,632	58,135	60,751	63,482
*	Senior Traffic Signal Electrician		03626	53,210	55,784	61,502	63,893	66,380	68,964	71,653
**	Senior Training Technician		05614	57,953	60,765	67,258	70,533	73,284	76,147	79,122
*	Senior Youth Group Worker		03657	57,299	59,590	61,974	64,453	67,031	69,712	72,501
*	Signal Systems Technician 1		03714	55,267	57,478	59,776	62,168	64,654	67,241	69,930
*	Signal Systems Technician 2		03589	57,407	59,705	62,092	64,577	67,159	69,846	72,639
*	Social Service Assistant		04623	36,948	38,711	42,621	44,667	46,270	47,940	49,679
*	Storekeeper		03779	42,644	44,691	49,234	51,609	53,489	55,460	57,494
*	Storekeeper Automotive		03781	44,946	47,106	51,907	54,417	56,412	58,485	60,646
*	Substance Abuse Counselor 1		63114	57,108	59,875	66,028	69,241	71,829	74,524	77,325
**	Superintendent of Recreation		03834@	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Superintendent of Weights & Measures		01428	65,660	68,856	75,959	82,935	90,456	94,005	97,697
**	Supervising Account Clerk		03848	42,411	44,445	48,964	53,832	57,695	59,816	62,036
**	Supervising Administrative Analyst		03850@	72,406	75,939	83,790	91,390	99,692	103,609	107,688
**	Supervising Animal Control Officer		05999	74,166	77,541	80,916	84,291	87,666	91,041	94,424

6/1/22 (Amended)

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**	Supervising Building Service Low Pressure License		06468	47,780	50,084	55,200	60,709	66,791	68,498	71,051
**	Supervising Cashier		03857@	52,666	55,212	60,872	66,972	73,014	75,863	78,830
**	Supervising Clerk Transcriber		03863@	40,312	42,241	46,526	50,676	55,207	57,346	59,570
**	Supervising Data Control Clerk		03872	49,782	52,184	57,521	63,272	68,718	71,144	73,671
**	Supervising Electrician		06605	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Engineering Aide		03881	54,093	56,712	62,528	68,795	75,006	77,938	80,987
**	Supervising Health Insurance Benefits Clerk		03887@	54,855	57,350	62,895	68,867	74,522	77,043	79,667
**	Supervising Maintenance Repairer		07338	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Maintenance Worker, Grounds		06731	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Mechanic		06724	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Mechanic Fire Apparatus		06726	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Planner		05137	67,662	70,958	78,282	85,371	93,118	96,774	100,575
**	Supervising Program Analyst		03927	60,796	63,749	70,310	77,383	84,389	87,698	91,138
**	Supervising Property Clerk		05519	39,834	41,738	45,970	50,534	54,892	56,910	59,006
**	Supervising School Traffic Guard		03937	56,171	58,890	64,930	70,775	77,166	81,772	85,841
**	Supervising Youth Group Worker		03945@	58,901	61,257	63,707	66,256	68,906	71,662	74,529
**	Supervisor Demolition		06910	54,727	57,375	63,263	69,131	74,975	77,497	80,126
**	Supervisor of Accounts		03969	49,180	51,553	56,824	62,508	68,249	70,907	73,672
**	Supervisor of Collection of Revenue			59,081	61,948	68,318	75,186	81,987	85,204	88,533
**	Supervisor of Motor Pool		05971	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervisor of Real Estate Sales		04060	45,285	47,461	52,301	57,516	62,686	65,119	67,659
**	Supervisor of Senior Citizens Activities		04069	46,611	48,854	53,840	59,212	64,534	67,044	69,708
**	Supervisor of Telephone Systems		04080	41,628	43,623	46,060	49,216	53,615	55,688	57,847
**	Supervisor Public Works		06650	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervisor Traffic Maintenance		06816	55,421	58,106	61,387	63,772	69,520	72,230	75,049
*	Tax Searcher		04130	43,167	45,238	49,841	52,248	54,155	56,144	58,208
*	Technical Assistant Contract Administration		62844	51,187	53,629	59,054	61,884	64,118	66,431	68,849
*	Technical Assistant to the Construction Official		05193	45,232	47,410	52,242	54,770	56,756	58,831	60,981
*	Technician, Management Information Systems		53099	54,783	57,435	60,678	61,834	64,238	66,738	69,338
*	Telecommunications Systems Analyst		07604	49,656	52,051	57,377	63,112	68,788	71,467	74,258
*	Telephone Operator		04145@	38,200	40,023	44,073	46,190	47,859	49,594	51,397
*	Tractor Trailer Driver		04179	41,499	43,486	47,905	50,214	52,050	53,947	55,922
*	Traffic Maintenance Worker		04189	40,278	42,205	46,487	48,277	50,138	52,075	54,088
*	Traffic Signal Electrician		04192	48,513	50,853	56,049	58,761	60,934	63,182	65,534
	Traffic Signal Superintendent 1		00799	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Traffic Signal Superintendent 2		04196	70,211	73,635	81,244	88,714	96,772	100,572	104,528
**	Traffic Signal Supervisor 1		06819	59,634	62,530	68,957	71,652	74,448	77,356	80,381
**	Traffic Signal Supervisor 2		04082	61,950	64,961	71,645	74,448	77,356	80,381	85,317
*	Traffic Signal Technician 1		04195	55,267	57,945	63,892	66,380	68,964	71,652	74,449
*	Traffic Signal Technician 2		05219	57,408	60,192	66,373	68,964	71,652	74,448	77,409
*	Training Technician		04207	53,594	56,187	61,958	64,963	67,333	69,957	72,686
*	Tree Maintenance Worker 1		04220	41,285	43,263	47,666	49,956	51,764	53,764	55,846
*	Truck Driver		04222	40,800	42,752	47,093	49,358	51,159	53,024	54,964
**	Violations Clerk		04244	75,155	79,028	86,776	91,979	96,703	100,379	104,259
*	Weights and Measures Apprentice		04201	0	0	0	0	0	0	40,075
*	Welder		04305	44,798	46,948	51,734	54,236	56,226	58,287	60,446
*	Youth Group Worker		04333	53,813	55,965	58,204	60,532	61,742	62,977	64,237

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Youth Group Worker Bil. In S&E		04334	52,500	54,600	56,784	59,055	60,236	61,441	62,670
*	Youth Services Counselor		04336	58,529	60,870	63,304	65,837	68,470	71,209	74,057
*	Zoning Officer (Part Time)		04338	0	0	0	0	0	0	8,011

* CWA Non-Supervisory Unit
**CWA Supervisory Unit

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date:

TO: Timothy J. Cunningham, Esq., Business Administrator

DATE: May 27, 2022

FROM: Lisa Y. Picon

Department Making Request: **Administration**

TITLE OF RESOLUTION/ORDINANCE: Ordinance further amending and supplementing an ordinance fixing the salary ranges to be paid to certain officers and employees in the classified service of the City of Camden adopted December 23, 1982 (MC-1917) is amended as follows:

Adoption of 2022 Salaries – Amending 6/1/22 S&W Ordinance

BRIEF DESCRIPTION:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S):

AMOUNT:

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/25/22	
Received by City Attorney:	6/2/22	

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Lisa Y. Picón	7676
Contact Person:	Lisa Y. Picón	7676

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

0.5

MBS:dh
06-14-22

AN ORDINANCE FURTHER AMENDING AND SUPPLEMENTING AN ORDINANCE ENTITLED, "AN ORDINANCE FIXING THE SALARY RANGES TO BE PAID TO CERTAIN OFFICERS AND EMPLOYEES IN THE CLASSIFIED AND UNCLASSIFIED SERVICE OF THE CITY OF CAMDEN" ADOPTED DECEMBER 23, 1982 (MC-1917)

BE IT ORDAINED by the City Council of the City of Camden that, an ordinance entitled, "An Ordinance Fixing the Salary Ranges to be Paid to Certain Officers and Employees In the Classified and Unclassified Service of the City of Camden", adopted December 23, 1982 (MC-1917) is amended and supplemented as stated herein, with attachments, as follows:

SECTION 1. The effective date of these amendments shall be January 1, 2022.

SECTION 2. Attached hereto and incorporated herein, by way of reference is the list of salaries and wages to be paid to certain officers and employees in the Classified and Unclassified Services of the City of Camden, as set forth on the attached schedule.

SECTION 3. In the interest of municipal efficiency and economy, these titles and their salaries are being placed upon a single ordinance in order to avoid duplication of effort and waste of manpower.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 5. This ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

SECTION 6. If any provision of this ordinance is declared invalid, such invalidity shall not effect the other provisions of this ordinance. Furthermore, the other provisions of this ordinance are deemed to be severable and remain in full force and effect.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

VICTOR CARSTARPHEN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

1/1/2022 - Contract Settlement

Section I. Elected Officials shall be entitled to the salary as set below, and benefits as may be permissible under the law and Memorandum of Understanding between the City of Camden and The State of New Jersey

Elected Officials

Mayor	-	130,000
Council President	-	30,000
Council Member	-	27,000

Section II. The employees listed in this section shall be entitled to all benefits as set for classified service service except overtime payments.
The salaries for the following department heads shall be as follows:

Department Directors and Assistant Department Directors

Business Administrator	85,000	155,000
City Attorney	80,000	150,000
Department Directors	75,000	150,000

Section III. The employees listed in this section shall be entitled to all benefits as set for classified service except payments. The salaries for the City Attorney's Office shall be as follows:

City Attorney's Office

First Assistant City Attorney	75,000	115,000
Counsel to the Mayor/Counsel to City Council	1	95,000
Supervising Litigation Attorney	70,000	110,000
Assistant City Attorney General & Litigation	60,000	100,000
Municipal Prosecutor	60,000	100,000

Section IV. This section sets the rates of pay for those positions in the Classified Service which are Managerial and or Confidential and are excluded from the collective bargaining processs.
These positions shall receive benefits equal to those of the classified for vacation, retirement, longevity and Overtime pay shall be only for those hours, days and purposed performed with the prior approval of the Business Administrator

Managerial and/or Confidential Titles

Assistant Business Administrator	65,000	125,000
Assistant Director of Finance	75,000	110,000
Chief Financial Officer	-	95,000
Comptroller	1	90,000
Director of Data Processing	1	105,000
Fiscal Analyst	50,000	85,000
Insurance Manager	60,000	85,000
Municipal Emergency Management Coordinator	1	65,000
Personnel Officer	75,000	95,000
Project Coordinator Redevelopment	45,000	75,000
Registrar of Vital Statistics	12,000	75,000

Section V. The employees listed in this section shall be entitled to all benefits as set for classified service except overtime payments.

Unclassified Titles

	Aide to the Mayor	34,802	79,500
	Confidential Assistant	34,809	79,500
	Confidential Aide	34,809	79,500
	Attorney - A.B.C.	2,500	12,500
	Attorney - Affirmative Action Review Council	1	8,000
	Attorney - B.O.A.	13,845	25,631
	Attorney - Municipal Personnel Defender	36,061	68,508
	Attorney - Planning Board	10,342	18,869
	Attorney - Rent Control Board (50.00 per billable hour)	2,700	4,235
	Attorney - Rooming and Boarding Home Licensing Bd.	1	4,893
	City Treasurer	76,200	95,000
	Deputy Municipal Clerk	51,200	62,424
	Judge of the Municipal Court	81,600	114,444
	Judge of the Municipal Court (Part Time)	30,979	58,678
*	**Municipal Clerk**	**93,771**	**133,043**
	Municipal Court Director	70,968	130,000
	Municipal Engineer	71,200	130,000
	Secretary Board/Commission	1,000	9,145
*	**Tax Assessor**	**93,771**	**125,318**
*	**Tax Collector**	**93,771**	**125,318**
	Tax Search Officer (Part Time)	**5,058**	**15,000**

* Entitled to Salary Increases

Section VI. The employees of these titles are entitled to all benefits as set for the classified section.

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Confidential Secretary to the Mayor		01336	38,341	40,191	44,305	45,773	48,741	50,638	52,612
	Secretary to the ABC Board		06982	5,673	5,939	6,523	6,728	7,155	7,426	7,709

Section VII. This section sets the rates as approved for those titles covered by those agreements. In any instances bilingual designations are required, the rate shall be as defined in the basic title. Any part time positions be paid on a pro rata basis salary grades.

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Account Clerk		00001	33,379	34,961	38,475	40,312	41,748	43,232	44,787
*	Accountant		00004	50,075	52,492	57,862	60,107	62,440	64,870	67,395
*	Accounting Assistant		50451	39,648	41,542	45,753	47,957	49,696	51,500	53,384
*	Administrative Analyst		00010	54,629	57,272	63,150	66,218	68,788	71,467	74,258
**	Administrative Clerk		00020	50,034	52,299	57,334	62,759	68,122	70,663	73,297
**	Administrative Secretary		00112	58,004	60,655	66,548	72,726	78,593	81,132	83,777
**	Affirmative Action Officer		00233@	71,126	74,596	82,306	89,768	97,924	101,772	105,775
*	Analyst Grant Applications		00259	56,574	59,317	65,409	68,592	71,161	73,895	76,597
*	Architect		00276@	64,121	67,239	74,171	78,387	79,658	85,391	89,102
*	Assistant Administrative Analyst		00302@	44,983	47,144	51,951	54,463	56,461	58,535	60,698
*	Assistant Animal Control Officer		00312@	46,846	49,188	54,108	56,813	59,085	61,448	63,907
*	Assistant Assessor		00317@	50,967	53,427	58,897	61,757	64,045	65,539	68,900
*	Assistant Chief Housing Inspector		00387	63,473	66,560	69,801	73,204	76,062	79,037	82,129
**	Assistant Engineer		00518	86,205	89,653	93,239	96,968	100,847	104,881	109,076
**	Assistant Municipal Clerk		00617	51,807	54,311	59,873	65,870	71,806	74,610	77,523
**	Assistant Municipal Clerk*			0	0	0	0	0	0	85,432

* CWA Non-Supervisory Unit
**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**	Assistant Municipal Tax Collector		00627@	74,166	77,787	85,834	94,509	103,261	107,319	113,830
**	Assistant Payroll Supervisor		00639	54,358	56,392	60,911	65,779	69,642	71,764	73,983
*	Assistant Planner		00645	48,825	51,178	56,411	59,143	61,330	63,597	65,965
**	Assistant Public Works Superintendent		00671	56,066	58,783	64,820	71,325	77,771	80,813	83,976
**	Assistant Purchasing Agent		00673	51,807	54,310	59,873	65,870	71,807	74,610	77,523
*	Assistant Superintendent of Weights & Measures		00445	41,796	43,799	48,250	53,048	57,695	59,816	62,036
*	Assistant Traffic Engineer		00795	67,588	70,882	78,198	86,083	93,786	97,361	101,071
*	Assistant Violations Clerk		00806	39,648	41,542	45,753	47,957	49,696	51,500	53,384
*	Assistant Zoning Officer (Part Time)		00822@	0	0	0	0	0	0	7,262
*	Auditor		00846	56,574	59,317	65,409	68,592	71,161	73,912	76,597
*	Building Inspector (ICS)		00924	65,611	68,806	75,904	79,611	82,724	85,964	89,339
*	Building Inspector Apprentice		06969	51,786	57,683	0	0	0	0	0
*	Building Maintenance Worker		00929	35,455	37,141	40,886	42,452	44,080	45,775	47,537
*	Building Maintenance Worker Low Pressure License		00933	49,701	52,099	57,428	60,212	62,439	64,756	67,163
*	Building Service Worker		00938	32,749	34,300	37,745	39,548	40,949	42,404	43,921
**	Building Subcode Official (HHS)		05048	70,697	74,144	81,806	90,064	98,060	101,787	105,672
*	Carpenter		00971	48,513	50,853	56,049	58,761	60,934	63,182	65,534
*	Carpenters Helper		00974	40,524	42,465	46,772	49,021	50,908	52,879	54,925
*	Cashier		00976	42,788	44,841	49,401	51,786	53,670	55,641	57,683
**	Chief Accountant		01005	63,511	66,598	73,463	80,858	88,210	91,553	96,925
**	Chief Assistant Assessor		01016	55,300	57,979	63,930	70,343	76,824	79,827	82,946
**	Chief Clerk		01037	58,004	60,655	66,548	72,726	78,593	81,132	83,777
**	Chief Community Relations Specialist		01107	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Chief Housing Inspector		01139	60,796	63,749	70,310	77,383	84,389	87,698	91,138
**	Chief Landscape Architect		01150	60,796	63,749	70,310	77,383	84,389	87,698	91,138
**	Chief License Inspector		01153	60,038	62,953	69,431	76,409	83,215	86,366	89,642
**	Chief Sanitation Inspector		01209	48,226	50,550	55,724	61,285	66,643	69,239	71,939
*	Claims Examiner Workmens Compensation		01241	47,694	49,843	54,616	59,773	63,941	67,763	80,395
*	Clerk 1		01245	31,507	32,998	36,304	38,036	39,374	40,775	42,218
*	Clerk 2		03247	34,810	36,463	40,135	42,058	43,561	45,118	46,748
*	Clerk 3		02773	39,016	40,881	45,023	47,189	48,892	50,670	52,513
*	Clerk 3 (Principal Personnel Clerk)		02773	54,893	57,551	60,799	63,161	65,618	68,176	70,833
**	Clerk 4		03859	38,930	40,789	44,921	49,376	53,670	55,641	57,683
*	Clerk Stenographer 1		01260	35,262	36,939	40,664	42,609	44,135	45,720	47,373
*	Clerk Stenographer 2		03253	37,149	38,919	42,855	44,911	46,524	48,207	49,954
*	Clerk Stenographer 3		02777	40,910	42,867	47,220	49,494	51,292	53,163	55,107
**	Clerk Stenographer 4		03862@	40,930	42,890	47,244	51,936	56,299	58,475	60,751
*	Clerk Transcriber		01266	34,650	36,296	39,951	41,858	43,465	45,135	46,870
*	Clerk Typist 1, Evidence Handling		23239	35,812	37,514	41,301	43,277	44,780	46,391	48,064
*	Code Enforcement Officer		01285	49,128	51,497	53,985	56,596	59,340	62,220	65,244
*	Community Organization Specialist		01303	37,439	39,224	43,189	45,264	46,369	48,046	49,782
*	Community Service Aide		01313	32,611	34,154	37,583	39,377	40,839	42,404	43,921
*	Community Service Worker		01319	35,004	36,667	40,364	42,296	43,802	45,376	47,010
*	Complaint Investigator		01324	40,278	42,205	46,487	48,725	50,495	52,332	54,250
*	Computer Service Technician		07605	52,083	54,601	60,204	63,120	65,424	67,971	70,620
**	Construction Official		05045	84,320	87,559	97,001	102,715	106,755	110,956	115,324
*	Contract Administrator 1		51254	61,338	64,322	70,954	78,103	85,315	90,874	94,023
*	Contract Compliance Representative		04883	61,273	66,689	70,705	76,612	79,121	81,741	85,742
**	Coodinator for Federal & State Aid		01355	66,046	69,262	76,407	84,105	91,884	95,493	99,243
**	Coordinator of Monitoring & Evaluation		04716	60,142	63,062	69,551	76,545	83,475	86,743	90,143

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**	Coordinator of Motor Vehicle Repair		07607	84,197	88,270	96,923	102,736	108,011	112,118	116,452
**	Coordinator of Volunteers		01371	60,142	63,062	69,552	76,545	83,475	86,743	90,143
*	Cost Estimator Property Improvement		01379	52,716	55,267	60,930	63,892	66,268	68,737	71,302
*	Court Interpreter S&E		07959	50,075	52,492	57,862	60,107	62,440	64,870	67,395
*	Customer Service Representative		01459	45,331	47,511	52,356	54,884	56,979	59,081	61,266
*	Customer Service Representative Bil. In Spanish & English		08033	45,331	47,511	52,356	54,884	56,979	59,081	61,266
*	Data Control Clerk		01468	36,530	38,267	42,134	44,152	45,738	47,389	49,102
*	Data Entry Operator 1		53292	34,581	36,223	39,872	41,779	43,274	44,828	46,433
*	Data Entry Operator 2		53293	38,477	40,314	44,396	46,530	48,208	49,956	51,772
*	Data Entry Operator 3		53294	42,616	44,661	49,203	51,101	53,077	55,130	57,265
**	Data Entry Operator 4		53295	50,968	53,430	58,900	64,191	69,978	72,707	75,546
*	Data Processing Programmer		01474	47,557	49,849	54,940	57,597	59,725	62,115	64,422
*	Data Processing Programmer Trainee		01475	46,223	0	0	0	0	0	0
**	Deputy Municipal Court Administrator		07796	58,005	60,655	66,548	72,726	78,592	81,132	83,777
**	Deputy Municipal Court Administrator Bilingual S/E		07903	58,005	60,655	66,548	72,726	78,592	81,132	83,777
**	Deputy Registrar of Vital Statistics		05120	56,574	59,317	65,409	68,593	59,621	73,896	76,596
**	Deputy Tax Assessor		05780	85,880	88,904	98,862	104,790	110,172	114,359	118,781
*	Economic Development Rep. 2		55503	70,264	73,690	81,605	85,598	88,952	92,442	96,069
**	Director of Economic and Industrial Development		01595@	91,249	95,663	105,042	111,341	117,060	121,509	126,206
**	Director of Licenses		07163	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Director of Inspections		01607@	85,880	90,035	98,862	104,790	110,172	114,359	118,781
**	Director of Neighborhood Preservation Program		02569	85,880	90,035	98,862	104,790	110,172	114,359	118,781
**	Director of Youth Services		01651	85,880	90,035	98,862	104,790	110,172	114,359	118,781
*	Electrical Inspector (ICS)		01699	65,611	68,806	75,904	79,611	82,724	85,964	89,339
**	Electrical Subcode Official (HHS)		05046	77,835	81,656	90,114	94,532	98,060	101,787	105,672
*	Electrician		01706	48,513	50,853	56,049	58,761	60,934	63,182	65,534
*	Electrician Helper		01710	40,524	42,465	46,772	49,021	50,908	52,879	54,925
**	Elevator Subcode Official		07928	70,697	74,144	81,806	90,064	98,060	101,787	105,672
*	Employee Benefits Clerk		04758	34,383	36,017	39,644	41,533	42,967	44,508	46,106
*	Employee Benefits Specialist		01728	36,910	38,668	42,576	44,617	46,289	48,028	49,844
*	Engineering Aide		01733	40,349	42,277	46,569	48,809	50,693	52,650	54,686
*	Equipment Operator		01746	41,499	43,486	47,905	50,214	52,050	53,947	55,922
**	Executive Assistant		04586	0	0	0	0	0	0	117,594
*	Garage Attendant		01877	36,642	38,387	42,265	44,290	45,960	47,695	49,513
*	Gardener		01883	40,800	42,752	47,093	49,358	51,159	53,024	54,964
**	General Supervisor Laboring		06635	49,444	51,828	57,127	62,839	68,500	71,167	73,945
**	General Supervisor Parks		06699	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	General Supervisor, Public Works		06652	57,032	59,797	63,177	65,634	71,553	74,344	77,249
*	GIS Specialist 3		03176	64,544	67,771	74,548	78,276	81,406	84,662	88,049
*	GIS Specialist Trainee		03174	56,939	0	0	0	0	0	0
*	Graphic Artist 1		54593	58,250	60,580	63,003	65,523	68,144	70,870	73,705
*	Graphic Artist 2		54604	65,101	67,705	70,413	73,230	76,159	79,205	82,374
*	Heavy Equipment Operator		02001@	49,622	52,017	57,339	60,116	62,439	64,756	67,163
*	Historic Preservation Specialist		15679	56,574	59,317	65,409	68,592	71,161	73,819	76,597
**	Housing Coordinator		02065	66,346	69,578	76,361	83,822	91,209	94,788	98,511
*	Housing Inspector		02071	49,128	51,497	53,985	56,596	59,340	62,220	65,244
*	Industrial Representative		02095	56,574	59,317	65,409	68,592	71,161	73,819	76,597
*	Interviewer, Courts		06207	45,331	47,511	52,357	54,884	56,979	59,081	61,267
*	Interviewer, Courts, Bilingual Spanish & English		07573	45,331	47,511	52,357	54,884	56,979	59,081	61,267
*	Investigator A.B.C.		02175	0	0	0	0	0	0	10,757

* CWA Non-Supervisory Unit
** CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Investigator Public Works		05217	52,033	54,548	60,138	63,054	65,389	68,012	70,544
*	Job Developer		02217	70,796	74,336	81,769	85,858	89,292	92,864	96,579
*	Keyboarding Clerk 1		01268	32,449	33,985	37,397	39,176	40,562	42,010	43,511
*	Keyboarding Clerk 2		03256@	35,812	37,515	41,301	43,277	44,780	46,390	48,064
*	Keyboarding Clerk 3		02781	40,014	41,927	46,182	48,405	50,116	51,941	53,832
**	Keyboarding Clerk 4		03864@	39,834	41,738	45,970	50,534	54,892	56,910	59,005
*	Laborer 1		02248	37,649	39,445	43,436	45,517	47,160	48,861	50,639
*	Laborer 1 (Laborer Heavy)		02248	39,402	41,285	45,471	47,654	49,383	51,173	53,048
**	Laborer 3		06633	46,901	49,159	54,178	59,584	64,947	67,470	70,099
*	Landscape Architect		02256@	46,409	48,644	53,606	56,197	58,349	60,595	62,931
*	Legal Secretary		07675	51,763	53,833	55,986	58,226	60,555	62,977	65,496
*	Legal Stenographer		02279	39,016	40,881	45,023	47,189	48,892	50,670	52,513
*	License Inspector		02292	48,425	50,760	55,947	58,661	60,686	62,916	65,244
*	License Inspector Bil. In S&E		05785	48,425	50,760	55,947	58,661	60,686	62,916	65,244
*	Loan Advisor		05136	40,707	42,654	46,982	49,245	51,109	53,052	55,075
*	Mail Clerk		02320	42,632	44,676	49,218	51,597	53,475	55,438	57,485
*	Maintenance Repairer		02328	39,662	41,557	45,771	47,971	49,720	51,530	53,415
**	Maintenance Superintendent		02384	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Maintenance Supervisor, Grounds		06731	46,901	49,159	54,178	59,584	64,947	67,470	70,099
*	Maintenance Worker 1, Grounds		01940	37,239	39,014	42,960	45,021	46,702	48,391	50,145
**	Management Information Systems Specialist		04354	91,249	95,663	105,042	111,341	117,060	121,509	126,206
**	Material Management Coordinator		05702	57,950	60,762	67,008	70,273	73,014	75,863	78,830
*	Mechanic		02434	44,798	46,948	51,734	54,236	56,226	58,287	60,446
*	Mechanic (Diesel)		02440	46,628	48,871	53,861	56,466	58,546	60,708	62,955
*	Mechanic Fire Apparatus		02441	46,994	49,259	54,286	56,913	59,014	61,194	63,465
*	Mechanic's Helper		02456@	39,402	41,285	45,471	46,318	47,995	49,734	51,554
*	Motor Broom Driver		05565	41,499	43,486	47,905	50,214	52,050	53,947	55,922
**	Municipal Court Administrator		07795	78,549	82,349	90,423	95,845	100,768	104,597	108,641
*	Municipal Court Attendant		02524	0	0	0	0	0	0	56,834
*	Network Administrator 1		10107	78,577	82,505	90,756	95,293	99,107	103,070	107,193
*	Network Administrator 2		10108	84,948	89,195	98,115	103,020	107,142	111,428	115,884
*	Omnibus Operator		05594	36,716	38,463	42,349	43,976	45,664	47,420	49,248
*	Paralegal Specialist		02593	63,038	65,559	68,181	70,905	76,820	79,770	82,837
*	Parking Enforcement Officer		07305	39,531	41,423	45,621	47,816	49,546	51,352	53,227
*	Payroll Clerk		02634	34,383	36,017	39,644	41,533	42,967	44,508	46,106
**	Payroll Supervisor		02636	64,561	67,642	74,487	81,865	89,181	92,626	96,216
*	Personnel Aide		02645	55,500	57,720	60,029	62,430	64,927	67,524	70,225
*	Personnel Assistant		02648@	71,548	75,430	80,628	83,193	87,075	90,956	94,841
*	Planning Aide		02685	36,910	38,668	42,576	44,617	46,289	48,028	49,844
**	Planning Director		02686	85,880	90,035	98,862	104,790	110,172	114,359	118,781
*	Plumbing Inspector (ICS)		02704	65,611	68,806	75,904	79,611	82,724	85,964	89,339
**	Plumbing Subcode Official (HHS)		05056	70,697	74,144	81,806	90,064	98,060	101,787	105,672
*	Principal Account Clerk		02755	39,648	41,542	45,753	47,957	49,696	51,500	53,384
*	Principal Account Clerk (Typing)			40,559	42,501	46,812	49,068	50,915	52,767	54,710
*	Principal Cashier		02771	48,263	50,589	55,758	58,461	60,651	62,891	65,228
*	Principal Clerk Transcriber		02779	40,288	42,215	46,499	48,737	50,619	52,571	54,608
*	Principal Community Organization Specialist		02785@	42,914	44,973	49,546	51,939	53,912	55,977	58,122
*	Principal Data Control Clerk		04646	42,912	44,970	49,544	51,938	53,835	55,808	57,860
*	Principal Employee Benefits Clerk		04936	42,191	44,212	48,706	51,058	53,029	55,080	57,215
*	Principal Engineering Aide		02804	51,569	54,061	59,596	61,912	64,319	66,822	69,425
*	Principal Legal Stenographer		02819	50,032	52,448	57,812	60,615	64,511	66,903	69,384
*	Principal Mail Clerk		20434	56,015	58,256	60,586	63,009	65,530	68,151	70,877

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Principal Payroll Clerk		02831	54,893	57,552	60,798	63,161	65,618	68,176	70,833
*	Principal Planner		02837	56,574	59,317	65,409	68,592	71,161	73,819	76,597
*	Principal Planner Community Development Program		05335	56,574	59,317	65,409	68,592	71,161	73,819	76,597
*	Principal Planning Aide		02840	45,336	47,516	52,361	54,892	56,982	59,172	61,450
*	Principal Purchasing Assistant		02847	42,191	44,212	48,706	51,058	53,029	55,080	57,215
*	Principal Storekeeper		02852	54,427	57,062	62,914	65,972	68,434	70,990	73,652
*	Printing Machine Operator 1		02571	40,435	42,368	46,667	48,914	50,693	52,533	54,458
*	Printing Machine Operator 2		22533	48,775	51,127	56,354	59,086	61,266	63,539	65,901
*	Printing Machine Operator 3		22534	51,127	53,594	59,091	61,951	64,210	66,710	69,308
**	Printing Machine Operator 4		22535	53,594	56,187	61,958	64,963	67,333	69,957	72,686
*	Program Analyst		02871	54,629	57,272	63,150	66,218	68,788	71,467	74,258
**	Program Coordinator Demolition		05679	72,428	75,687	78,946	82,205	85,465	88,724	91,983
*	Program Monitor		04700	53,136	55,707	61,416	64,401	66,793	69,286	71,881
*	Project Coordinator Construction		02883	68,590	71,932	79,360	87,368	95,188	98,809	102,583
*	Project Manager, Data Processing		53023	109,351	0	0	0	0	0	0
*	Property Clerk		02894	34,809	36,463	40,136	42,059	43,561	45,118	46,748
*	Public Information Officer		02927	43,675	45,771	50,430	52,869	54,800	56,819	59,419
*	Public Works Inspector		02933	48,797	51,151	56,378	59,110	61,294	63,566	65,929
**	Public Works Superintendent		02936	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Purchasing Agent		02952	91,249	95,663	105,042	111,341	117,060	121,509	126,206
*	Purchasing Assistant		02952	34,383	36,017	39,644	41,533	42,967	44,508	46,106
*	Purchasing Expediter		02956	44,983	47,144	51,951	54,463	56,464	58,535	60,705
*	Radio Dispatcher		02958	41,480	43,467	47,885	50,190	52,017	53,916	55,901
*	Radio Dispatcher Typing		02959	42,335	44,365	48,876	51,183	53,009	54,909	56,893
*	Radio Technician		02965	56,806	59,849	62,893	65,936	68,979	72,023	75,066
**	Real Estate Officer		02974	81,296	84,249	90,811	97,883	104,889	108,198	111,639
*	Receptionist		02976	31,507	32,998	36,304	38,036	39,374	40,775	42,218
*	Recorder Operator Courts		04873	33,413	34,997	38,517	40,361	41,903	43,511	45,181
*	Records Management Analyst		05429	52,543	55,085	60,744	63,689	66,013	68,586	71,262
**	Records Manager		06382	64,462	68,213	72,183	76,385	80,830	85,534	90,513
*	Records Support Technician 1		56562	34,810	36,202	37,650	39,156	40,723	42,351	44,045
*	Records Support Technician 2		56563	39,015	40,576	42,200	43,887	45,643	47,468	49,368
*	Records Support Technician 3		56564	43,697	45,445	47,263	49,153	51,119	53,164	55,290
*	Recreation Aide		02983	30,192	31,612	34,775	37,745	39,081	40,467	41,912
*	Recreation Leader		02993	36,247	37,972	41,809	43,816	45,448	47,160	48,937
*	Recreation Program Coordinator		03018	55,280	57,955	63,905	67,015	69,620	72,337	75,159
**	Recreation Supervisor		03020	43,818	45,922	50,598	55,639	60,636	62,979	65,438
*	Relocation Officer (Part Time)		03060@	0	0	0	0	0	0	13,057
**	Rent Regulation Officer		05681	61,478	64,465	71,102	74,570	77,376	80,291	83,322
*	Research Assistant		03069	49,216	51,590	56,865	59,622	61,820	64,117	66,500
**	Risk Manager		07390	91,249	95,663	105,042	111,341	117,060	121,509	126,206
**	Road Repairer Superintendent		03803	67,578	70,870	78,186	85,371	93,118	96,772	100,575
*	Sanitation Inspector		03110	47,557	49,849	54,947	57,602	59,696	62,015	64,422
**	Secretarial Assistant		03127	44,994	47,027	51,547	56,414	60,278	62,399	64,618
*	Secretary Board/Commission (Part Time)		07419	1,287	0	0	0	0	0	11,769
*	Secretary Board/Commission (Full Time)		07419	50,723	53,179	58,638	62,109	64,532	67,050	69,667
*	Security Guard		06124	36,246	37,971	41,807	43,814	45,381	47,012	48,711
*	Senior Account Clerk		03165@	37,149	38,919	42,855	44,911	46,524	49,169	49,954
*	Senior Administrative Analyst		03173@	64,443	67,578	74,546	82,056	89,634	93,146	98,783
*	Senior Auditor		03196@	62,359	65,390	72,125	75,138	77,869	80,913	84,081
*	Senior Building Maintenance Worker		03227	37,356	39,136	43,100	45,164	46,793	48,594	50,469
**	Senior Budget Examiner		03223	80,513	84,409	92,684	98,241	103,287	107,212	111,357

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Senior Building Maintenance Worker Low Pressure License		03228	52,099	54,617	60,221	63,139	65,441	68,454	70,639
*	Senior Cashier		03236	45,224	47,399	52,230	54,754	56,762	58,852	61,035
*	Senior Clerk Transcriber		03255	36,531	38,270	42,136	44,157	45,853	47,619	49,453
*	Senior Community Relations Specialist		03265@	45,788	47,990	52,885	55,440	57,485	59,606	61,802
*	Senior Community Service Worker		03269@	40,707	42,654	46,982	49,245	51,109	53,052	55,075
**	Senior Computer Service Technician		07691	57,953	60,765	67,258	70,533	73,284	76,147	79,122
*	Senior Data Control Clerk		03294	39,710	41,609	45,827	48,033	49,760	51,567	53,454
*	Senior Data Processing Programmer		03295	54,784	57,435	60,677	61,834	64,238	66,738	69,338
*	Senior Electrician		03308	53,210	55,784	61,502	63,893	66,380	68,964	71,653
**	Senior Engineer		03314	87,043	90,982	90,163	105,341	109,356	115,917	120,438
*	Senior Engineering Aide		03320	44,093	46,209	50,915	53,370	55,326	57,366	59,477
*	Senior Gardener		03341	35,004	36,667	40,364	42,296	43,802	45,376	47,010
*	Senior Historic Preservation Specialist		15680	59,482	62,368	68,785	72,137	74,956	77,767	80,701
*	Senior Housing Inspector		03368	57,539	60,387	63,258	66,335	68,918	71,605	74,399
*	Senior Landscape Architect		04407	53,136	55,707	61,416	64,401	66,793	69,286	71,881
*	Senior Legal Stenographer		03405	43,117	45,185	49,784	52,184	54,202	56,297	58,484
*	Senior Mail Clerk		20433	50,018	52,019	54,099	56,263	58,514	60,855	63,289
*	Senior Maintenance Repairer		03425	43,484	45,572	50,211	52,635	54,560	56,557	58,644
*	Senior Mechanic		03459	46,994	49,259	54,286	56,913	59,014	61,194	63,465
*	Senior Mechanic (Diesel)		04561	48,833	51,189	56,421	59,150	61,337	63,608	65,975
*	Senior Payroll Clerk		03496	38,133	39,954	43,997	46,111	47,742	49,479	51,275
**	Senior Personnel Assistant		04982	91,296	95,578	99,889	104,186	108,482	112,779	117,079
*	Senior Planner Economic Dev.		04569	53,136	55,707	61,416	64,401	66,793	69,286	71,881
*	Senior Planning Aide		03512	39,744	41,645	45,867	48,077	49,832	51,641	53,522
*	Senior Program Development Specialist Community Service		06931	59,482	62,368	68,785	72,137	74,956	77,767	80,701
*	Senior Program Monitor		05399	65,398	68,582	75,655	79,350	82,345	85,453	88,697
*	Senior Public Works Inspector		03539	52,033	54,548	60,138	63,054	65,389	68,012	70,544
*	Senior Purchasing Assistant		03547	38,133	39,954	43,997	46,111	47,742	49,479	51,275
*	Senior Sanitation Inspector		03572	53,708	56,310	62,083	63,515	65,585	68,011	70,544
*	Senior Security Guard		06257	42,750	44,460	46,238	48,088	50,011	52,012	54,092
*	Senior Storekeeper		03600	48,797	51,151	56,378	59,110	61,294	63,566	65,929
*	Senior Traffic Maintenance Worker		03625	48,750	50,944	53,236	55,632	58,135	60,751	63,482
*	Senior Traffic Signal Electrician		03626	53,210	55,784	61,502	63,893	66,380	68,964	71,653
**	Senior Training Technician		05614	57,953	60,765	67,258	70,533	73,284	76,147	79,122
*	Senior Youth Group Worker		03657	57,299	59,590	61,974	64,453	67,031	69,712	72,501
*	Signal Systems Technician 1		03714	55,267	57,478	59,776	62,168	64,654	67,241	69,930
*	Signal Systems Technician 2		03589	57,407	59,705	62,092	64,577	67,159	69,846	72,639
*	Social Service Assistant		04623	36,948	38,711	42,621	44,667	46,270	47,940	49,679
*	Storekeeper		03779	42,644	44,691	49,234	51,609	53,489	55,460	57,494
*	Storekeeper Automotive		03781	44,946	47,106	51,907	54,417	56,412	58,485	60,646
*	Substance Abuse Counselor 1		63114	57,108	59,875	66,028	69,241	71,829	74,524	77,325
**	Superintendent of Recreation		03834@	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Superintendent of Weights & Measures		01428	65,660	68,856	75,959	82,935	90,456	94,005	97,697
**	Supervising Account Clerk		03848	42,411	44,445	48,964	53,832	57,695	59,816	62,036
**	Supervising Administrative Analyst		03850@	72,406	75,939	83,790	91,390	99,692	103,609	107,688
**	Supervising Animal Control Officer		05999	74,166	77,541	80,916	84,291	87,666	91,041	94,424
**	Supervising Building Service Low Pressure License		06468	47,780	50,084	55,200	60,709	66,791	68,498	71,051
**	Supervising Cashier		03857@	52,666	55,212	60,872	66,972	73,014	75,863	78,830
**	Supervising Clerk Transcriber		03863@	40,312	42,241	46,526	50,676	55,207	57,346	59,570

* CWA Non-Supervisory Unit

**CWA Supervisory Unit

	Title			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
**	Supervising Data Control Clerk		03872	49,782	52,184	57,521	63,272	68,718	71,144	73,671
**	Supervising Electrician		06605	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Engineering Aide		03881	54,093	56,712	62,528	68,795	75,006	77,938	80,987
**	Supervising Health Insurance Benefits Clerk		03887@	54,855	57,350	62,895	68,867	74,522	77,043	79,667
**	Supervising Maintenance Repairer		07338	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Maintenance Worker, Grounds		06731	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Mechanic		06724	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Mechanic Fire Apparatus		06726	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervising Planner		05137	67,662	70,958	78,282	85,371	93,118	96,774	100,575
**	Supervising Program Analyst		03927	60,796	63,749	70,310	77,383	84,389	87,698	91,138
**	Supervising Property Clerk		05519	39,834	41,738	45,970	50,534	54,892	56,910	59,006
**	Supervising School Traffic Guard		03937	56,171	58,890	64,930	70,775	77,166	81,772	85,841
**	Supervising Youth Group Worker		03945@	60,374	62,788	65,300	67,912	70,628	73,454	76,392
**	Supervisor Demolition		06910	54,727	57,375	63,263	69,131	74,975	77,497	80,126
**	Supervisor of Accounts		03969	49,180	51,553	56,824	62,508	68,249	70,907	73,672
**	Supervisor of Collection of Revenue			59,081	61,948	68,318	75,186	81,987	85,204	88,533
**	Supervisor of Motor Pool		05971	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervisor of Real Estate Sales		04060	45,285	47,461	52,301	57,516	62,686	65,119	67,659
**	Supervisor of Senior Citizens Activities		04069	46,611	48,854	53,840	59,212	64,534	67,044	69,708
**	Supervisor of Telephone Systems		04080	41,628	43,623	46,060	49,216	53,615	55,688	57,847
**	Supervisor Public Works		06650	49,443	51,827	57,127	62,840	68,499	71,168	73,945
**	Supervisor Traffic Maintenance		06816	55,421	58,106	61,387	63,772	69,520	72,230	75,049
*	Tax Searcher		04130	43,167	45,238	49,841	52,248	54,155	56,144	58,208
*	Technical Assistant Contract Administration		62844	51,187	53,629	59,054	61,884	64,118	66,431	68,849
*	Technical Assistant to the Construction Official		05193	45,232	47,410	52,242	54,770	56,756	58,831	60,981
*	Technician, Management Information Systems		53099	54,783	57,435	60,678	61,834	64,238	66,738	69,338
*	Telecommunications Systems Analyst		07604	49,656	52,051	57,377	63,112	68,788	71,467	74,258
*	Telephone Operator		04145@	38,200	40,023	44,073	46,190	47,859	49,594	51,397
*	Tractor Trailer Driver		04179	41,499	43,486	47,905	50,214	52,050	53,947	55,922
*	Traffic Maintenance Worker		04189	40,278	42,205	46,487	48,277	50,138	52,075	54,088
*	Traffic Signal Electrician		04192	48,513	50,853	56,049	58,761	60,934	63,182	65,534
	Traffic Signal Superintendent 1		00799	67,578	70,870	78,186	85,371	93,118	96,772	100,575
**	Traffic Signal Superintendent 2		04196	70,211	73,635	81,244	88,714	96,772	100,572	104,528
**	Traffic Signal Supervisor 1		06819	59,634	62,530	68,957	71,652	74,448	77,356	80,381
**	Traffic Signal Supervisor 2		04082	61,950	64,961	71,645	74,448	77,356	80,381	85,317
*	Traffic Signal Technician 1		04195	55,267	57,945	63,892	66,380	68,964	71,652	74,449
*	Traffic Signal Technician 2		05219	57,408	60,192	66,373	68,964	71,652	74,448	77,409
*	Training Technician		04207	53,594	56,187	61,958	64,963	67,333	69,957	72,686
*	Tree Maintenance Worker 1		04220	41,285	43,263	47,666	49,956	51,764	53,764	55,846
*	Truck Driver		04222	40,800	42,752	47,093	49,358	51,159	53,024	54,964
**	Violations Clerk		04244	75,155	79,028	86,776	91,979	96,703	100,379	104,259
*	Weights and Measures Apprentice		04201	0	0	0	0	0	0	40,075
*	Welder		04305	44,798	46,948	51,734	54,236	56,226	58,287	60,446
*	Youth Group Worker		04333	53,813	55,965	58,204	60,532	61,742	62,977	64,237
*	Youth Group Worker Bil. In S&E		04334	53,813	55,965	58,204	60,532	61,742	62,977	64,237
*	Youth Services Counselor		04336	58,529	60,870	63,304	65,837	68,470	71,209	74,057
*	Zoning Officer (Part Time)		04338	0	0	0	0	0	0	8,011

* CWA Non-Supervisory Unit
**CWA Supervisory Unit

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date:

TO: Timothy J. Cunningham, Esq., Business Administrator

DATE: May 27, 2022

FROM: Lisa Y. Picon

Department Making Request: **Administration**

TITLE OF RESOLUTION/ORDINANCE: Ordinance further amending and supplementing an ordinance fixing the salary ranges to be paid to certain officers and employees in the classified service of the City of Camden adopted December 23, 1982 (MC-1917) is amended as follows:

Adoption of 2022 Salaries – Contract Settlement

BRIEF DESCRIPTION:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S):

AMOUNT:

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/27/22	
Received by City Attorney:	6/2/22	

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Lisa Y. Picón	7676
Contact Person:	Lisa Y. Picón	7676

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Ordinances 2nd Reading

0-1

MBS:dh
05-10-22

ORDINANCE AUTHORIZING THE STREET VACATION FOR SPECTRUM CAPITAL CAMDEN, LLC FOR BLOCK 110, LOTS 11, 16, 49, 51 (QUALIFIER) B-01 AND 67, 1107 PENN STREET, NS AD WILSON 74 E OF 11TH STREET, 1182 LINDEN STREET, 1112-1156 LINDEN STREET AND SS LINDEN 418 E. 11TH STREET AS MORE PARTICULARLY SET FORTH IN THE ATTACHED METES AND BOUNDS DESCRIPTIONS PURSUANT TO AND IN ACCORDANCE WITH N.J.S.A. 40:67-1, ET SEQ.

WHEREAS, Spectrum Capital Camden, LLC has requested a street vacation of portions of certain alleyways for the propose of constructing a hotel located at Block 110, Lots 11, 16, 49, 51, (Qualifier) B-01 and 67, 1107 Penn Street, NS AD Wilson 74 E of 11th Street, 1182 Linden Street, 1112-1156 Linden Street and SS Linden 418 E. 11th Street, Camden, NJ as more particularly set forth in the metes and bounds descriptions attached hereto as Exhibit "A;" and

WHEREAS, no reservations or objections have been made; and

WHEREAS, the matter has been referred to the City Engineer, who has recommended that the City proceed with the vacation; and

WHEREAS, it appears to the City that the public will not be adversely affected by the vacating of the public right in these areas; and

WHEREAS, the City is desirous of retaining a utility easement over the portions being vacated; now therefore

BE IT ORDAINED, by the City Council of the City of Camden that:

SECTION 1. The rights of the public and the City of Camden and to the Plan of Survey, proposed Block 110 and Lots 11, 16, 49, 51, (qualifier) B-01 and 67 as more particularly set forth in the attached metes and bounds descriptions are hereby extinguished and vacated, with the exception of the retention of a maintenance and utility easement. The vacation shall comply with all conditions of the vacation approval that the applicant is responsible for as per the City Engineer. Please see Exhibit "A" for the detailed legal description of the Block and Lots, being vacated.

SECTION 2. All municipal public utilities and cable television lines and facilities, if any, existing in, on or under the vacated streets as described in the legal descriptions shall remain the property of the City of Camden, applicable public utility or cable television company. The City of Camden expressly reserves an easement in, on or under those portions of the streets to be vacated. The party or parties, who become owners of the vacated streets under this ordinance, and their successors in title, shall not have the right to close, remove, relocate, erect any structure upon, or block access to any municipal or public utility or cable television lines or facilities existing in, on or under the vacated streets. They shall have the right to contract with the City of Camden or applicable public utility or cable television company to close, remove, relocate, detour or operate and maintain any such municipal public utility or cable television company lines and facilities. The party or parties who become owners of the vacated streets must maintain fire access to the vacated streets at all times.

SECTION 3. The street vacations are subject to the rights of the City of Camden and of public utilities to enter the vacated streets in a reasonable manner for the purpose of inspecting, maintaining, repairing, replacing, closing or removing any municipal public utility or cable television lines and/or facilities remaining in, on or under the vacated streets, unless the City of Camden or public utility or cable television company waives such right by contract or agreement under Section 2 above.

SECTION 4. The Municipal Clerk shall have this ordinance published once, not less than (10) days instead of one (1) week prior to the second reading.

SECTION 5. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 6. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistencies only.

SECTION 7. This ordinance shall take effect twenty (20) days after final passage and publication as provided by law.

SECTION 8. The Municipal Clerk shall, within sixty (60) days after this ordinance becomes effective, file a certified copy of this ordinance, together with a copy of the proof of publication, in the Office of the Camden County Clerk/Register of Deeds with instructions that the certified copy of this ordinance be recorded and properly indexed in the street vacation book.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this ordinance, and the action by the Commissioner regarding this ordinance shall supersede any action by the Mayor on the same ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: May 10, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

VICTOR CARSTARPHEN
Mayor

ATTEST:
LUIS PASTORIZA
Municipal Clerk

G. L. WORLEY & ASSOCIATES L.L.C.
PROFESSIONAL LAND SURVEYING
21 Ashford Street, Newton, New Jersey 07860
Tel.: 973-300-4041 or Fax.: 973-300-4051

December 4, 2021
Job No: 16-7100

SURVEY DESCRIPTION FOR
SPECTRUM CAPITAL CAMDEN LLC
1112-1156 LINDEN STREET, CITY OF CAMDEN
CAMDEN COUNTY, NEW JERSEY

Beginning at a point formed by the intersection of the southern right-of-way line of Linden Street (80' wide – tax map) and the eastern right-of-way line of North Eleventh Street (60' wide – tax map), said beginning point being the point of beginning of a deed of conveyance from Aventis Group LLC to Spectrum Capital Camden LLC, dated April 28, 2017 and recorded in the Camden County Clerk's Office on May 8, 2017 in Deed Book 10625 Page 1078 and from said beginning point running; thence the following two courses along the southern right-of-way line of Linden Street

1. South 59°-23'-17" East 99.08' to an angle point in said right-of-way; thence
2. South 49°-28'-27" East 500.45' to a point; thence leaving said Linden Street
3. South 40°-31'-33" West 59.17' to a point in the northern right-of-way line of Admiral Wilson Boulevard (80' wide – tax map) (a/k/a State Highway Entrance Road – deed); thence running along same
4. Westerly along a curve to the left, having a radius of 1186.28' and an arc length of 234.76' to a point of tangency; thence
5. North 75°-31'-58" West 217.11' to a point; thence
6. South 40°-31'-32" West 2.24' to a point; thence
7. North 49°-28'-28" West 74.87' to a point in the afore referenced eastern right-of-way line of North Eleventh Street; thence running along same
8. North 14°-25'-40" East 98.62' to a point; thence leaving said North Eleventh Street
9. South 75°-34'-20" East 64.00' to a point; thence
10. North 14°-25'-40" East 73.91' to a point; thence
11. North 75°-34'-20" West 64.00' to a point in the afore referenced eastern right-of-way line of North Eleventh Street; thence running along same
12. North 14°-25'-40" East 74.00' to the point and place of beginning.

Containing 1.9279 +/- acres of land.

Being known as Lot 11, 16, 49, 51 & 67 Block 110, as shown on the City of Camden tax maps.

Subject to all easements and right-of-ways of record.

Subject specifically to a Leased Area as per "memorandum of Lease" recorded in the Camden County Clerk's Office on January 14, 1999 in Book 4993 Page 761

The above description refers to a map entitled "Boundary Survey For Block 110 Lots 11, 16, 49, 51 & 67, Linden Street & North 11th Street, in the City of Camden, County of Camden, New Jersey", dated February 9, 2017 and prepared **by G. L. Worley & Associates, L.L.C., Professional Land Surveying, 21 Ashford Street, Newton, New Jersey 07860. Tel.: 973-300-4041 and Fax.: 973-300-4051.**

This survey description
prepared by:

G. L. WORLEY & ASSOCIATES, L.L.C.

SEAL

By:_____
Gary L. Worley
Professional Land Surveyor
License No. 29360
For the Firm.

16-7100-.des

0-2

MBS:dh
5-10-22

A FULLY FUNDED CAPITAL ORDINANCE PROVIDING FOR WATER UTILITY CAPITAL IMPROVEMENTS, PARKSIDE WATER TREATMENT PLANT IMPROVEMENT PROJECT, IN AND BY THE CITY OF CAMDEN, IN THE COUNTY OF CAMDEN, NEW JERSEY, AND APPROPRIATING $11,000,000 THEREFORE FROM THE GRANT FUND, RESERVE FOR CORONOVIRUS LOCAL FISCAL RECOVERY FUND

BE IT ORDAINED, by the City Council of the City of Camden as follows:

SECTION 1. The improvements or purpose described in Section 3 of this ordinance are hereby authorized to be undertaken by the City of Camden, New Jersey. They are improvements or purposes that the City may lawfully undertake as a municipal public utility. For the improvements or purpose described in Section 3 there is appropriated the sum of $11,000,000 from the Grant Fund Reserve for Coronavirus Local Fiscal Recovery Fund.

SECTION 2. No Supplemental Debt Statement is required since there is no authorization of any debt within this Capital Ordinance. The gross debt of the City as defined by law is not increased by this ordinance, and no obligation concerning bonds or notes is authorized by this ordinance.

SECTION 3. The improvements or purpose hereby authorized is as follows: Parkside Water Treatment Plant Improvement Project. The improvement project is required to treat PFAS compounds (forever chemicals) in order to meet new maximum contaminate level for regulations for certain PFAS compounds in New Jersey.

SECTION 4. The improvements or purpose described herein shall be included in the 2022 capital budget and capital program of the City of Camden.

SECTION 5. The improvements or purpose described in Section 3 of this ordinance have a useful life of at least five (5) years.

SECTION 6. Any action taken by an officials of the City of Camden in connection with the improvements or purpose described in Section 3 hereof are hereby ratified and confirmed notwithstanding that such actions may have been taken prior to the effective date of this ordinance and shall be deemed to have been taken pursuant to this ordinance.

SECTION 7. This Capital Ordinance shall take effect immediately after the publication thereof following final adoption, as provided by law.

SECTION 8. All ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

BE IT FURTHER ORDAINED, that pursuant to N.J.S.A. 52:27BBB-23 and N.J.S.A. 40:69A-41, a true copy of this Ordinance shall be forwarded to the Mayor, who shall have ten (10) days from the receipt thereof to approve or veto this Ordinance. Additionally, pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Ordinance shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Ordinance, and the action by the Commissioner regarding this Ordinance shall supersede any action by the Mayor on the same Ordinance. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: May 10, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS SPEARMAN
Acting City Attorney

ANGEL FUENTES
President, City Council

VICTOR CARSTARPHEN
Mayor

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: PARKSIDE WATER TREATMENT

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- ADOPTED BUDGET APPROPRIATION:

AMOUNT:

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT: G-02-41-765-021

AMOUNT $ 11,000,000.00

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $ 11,000,000.00

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: ORDINANCE AUTHORIZING A CAPITAL EXPENDITURE FOR THE PARKSIDE WATER TREATMENT PLANT IMPROVEMENT PROJECT.

Johanna S. Conyer
Director of Finance

Date: _____

Resolutions

FUENTES
06-14-2022

A-1

RESOLUTION IN MEMORIAM OF THOMAS E. MAY

WHEREAS, Thomas E. May entered into eternal life and received his wings on Sunday, May 8, 2022, at the blessed age of 76; and

WHEREAS, Mr. May was born in Camden, educated in Cherry Hill, graduated from Hofstra University before graduating from the American Academy McAllister Institute of Funeral Service. Soon after, he married his soulmate, Hazel Williams, in 1969, just before enlisting in the U.S. Army. He was stationed in Germany where he served as the Operations Officer, before returning home to his bride. Of that union, they were blessed with five children; and

WHEREAS, Thomas May, alongside of his wife, opened their first May Funeral Home in Camden, and throughout the years, were fortunate to open and operate four more funeral homes in the Tri-State area. He served as Investigator for the Camden County Medical Examiner's Office, was member of the National Funeral Directors and Morticians Association, National Funeral Directors Association, New Jersey State Funeral Directors Association and the Garden State Funeral Directors Association; and

WHEREAS, Mr. May was a God-fearing man and member of the Tabernacle of Faith Church, Inc. COGIC for several decades. There he served in various positions including Church Administrator, Assistant Pastor, and Trustee Board Member. In 2015, he was installed as Pastor of the Tabernacle of Faith, Inc. COGIC in Camden, recently serving as Senior Pastor; and

WHEREAS, Thomas would always find ways to help the community, embrace their needs regardless of color or creed. He and his wife believe "to whom much is given, much is required", which is a scripture that has led him and his wife to provide financial sponsorship to various organizations and churches, including an orphanage in the Dominican Republic; and

WHEREAS, Thomas E. May was predeceased by his son Tyrone, Sr. He leaves to cherish and honor his legacy and memories: his wife, Hazel, his daughters, Tonya, Terry, Tina, and Toni; ten grandchildren, two great grandchildren and a multitude of relatives, friends, and his Church family; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that it hereby extends to the family and friends of Thomas E. May this expression of sincere regret and sympathy for the loss of their loved one, and offers the hope that they will be consoled by the memories of his life and achievements.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: May 31, 2022

Council Meeting Date: June 14, 2022

FROM: Councilperson

- [X] Angel Fuentes, President
- [ ] Sheila Davis, Vice President, At-Large
- [ ] Nohemi Soria-Perez, At-Large
- [ ] Shaneka Boucher, 1st Ward
- [ ] Christopher Collins, 2nd Ward
- [ ] Marilyn Torres, 3rd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION IN MEMORIAM OF THOMAS E. MAY

****Please attach any supporting documents*

Angel Fuentes/mr

Signature of Councilperson

05/31/2022

Date

FUENTES
06-14-2022

R-2

RESOLUTION RECOGNIZING MI CASITA DAY CARE CENTER ON IT 50TH ANNIVERSARY

WHEREAS, Mi Casita Day Care Center will be celebrating its 50th Anniversary on June 24, 2022; and

WHEREAS, Mi Casita Day Care Center, Inc. is a non-profit organization which provides excellence in the field of early care and education to the children and families of Camden County. It was the first Hispanic child care center licensed in the State of New Jersey as a bi-lingual, bi-cultural program; and

WHEREAS, Mi Casita Day Care Center provides a year-round comprehensive program for children between the ages of 13 months to 5 years old. Their program includes a creative and educational foundation, health, nutrition, and positive social skills; and

WHEREAS, Mi Casita Day Care Center, having two facilities in Camden, has proudly served our community with pride for five decades. Many of their students have grown to become successful mentors in our society; now, therefore

BE IT RESOLVED by the governing body of the City of Camden that it hereby commends and congratulates the officers and employees of the Mi Casita Day Care Center, Inc. for their outstanding work and community service for the betterment of the people of the City of Camden, and wishes them continued success.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: May 12, 2022

Council Meeting Date: June 14, 2022

FROM: Councilperson

- [X] Angel Fuentes, President
- [ ] Sheila Davis, Vice President, At-Large
- [ ] Nohemi Soria-Perez, At-Large
- [ ] Shaneka Boucher, 1st Ward
- [ ] Christopher Collins, 2nd Ward
- [ ] Marilyn Torres, 3rd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION RECOGNIZING MI CASITA DAY CARE CENTER ON IT 50TH ANNIVERSARY

****Please attach any supporting documents*

Angel Fuentes/mr

Signature of Councilperson

05/12/2022

Date

FUENTES
06-14-2022

R-3

RESOLUTION RE-APPOINTING JOSE JAVIER RAMOS TO SERVE AS COMMISSIONER OF THE CAMDEN REDEVELOPMENT AGENCY IN THE CITY OF CAMDEN, FOR A 5-YEAR TERM, BEGINNING JUNE 15, 2022 AND EXPIRING JUNE 14, 2027

WHEREAS, N.J.S.A. 40A:12A-11 provides for the appointment of seven (7) Commissioners to the Camden Redevelopment Agency by the City Council of the City of Camden; and

WHEREAS, Jose Javier Ramos, has been submitted by a member of this Council, which has reviewed the qualifications of said nominee is satisfied as to his fitness for appointment; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that it hereby re-appoints Jose Javier Ramos as Commissioner of the Camden Redevelopment Agency for a 5-year term, beginning June 15, 2022 and expiring June 14, 2027; and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: May 12, 2022

Council Meeting Date: June 14, 2022

FROM: Councilperson

- [X] Angel Fuentes, President
- [ ] Sheila Davis, Vice President, At-Large
- [ ] Nohemi Soria-Perez, At-Large
- [ ] Shaneka Boucher, 1st Ward
- [ ] Christopher Collins, 2nd Ward
- [ ] Marilyn Torres, 3rd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION RE-APPOINTING JOSE JAVIER RAMOS TO SERVE AS COMMISSIONER OF THE CAMDEN REDEVELOPMENT AGENCY IN THE CITY OF CAMDEN, FOR A 5-YEAR TERM, BEGINNING JUNE 15, 2022 AND EXPIRING JUNE 14, 2027

****Please attach any supporting documents*

Angel Fuentes/nr

Signature of Councilperson

05/12/2022

Date

R-4

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE CITY OF CAMDEN TO APPLY FOR A 2022 NEW JERSEY HISTORIC TRUST LICENSE PLATE FUND GRANT IN THE AMOUNT OF $5,000.00

WHEREAS, the City of Camden desires to apply for a $5,000.00 grant from New Jersey Historic Trust License Plate Fund Grant; and

WHEREAS, the grant proceeds will be utilized to add Spanish translation to the Heritage Tourism Interactive Touch Screen Kiosk in City Hall; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it is hereby authorized to apply for a $5,000.00 grant from the New Jersey Historic Trust License Plate Fund Grant.

BE IT FURTHER RESOLVED, that the Mayor or his designee is hereby authorized to execute such documentation as is necessary to apply for such Grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: 06/14/2022

TO: Timothy J. Cunningham, Esq., Business Administrator

FROM: Patrice Bassett, Records Manager & Archivist

Department Making Request: Municipal Clerk

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing approval to apply for 2022 New Jersey Historic Trust License Plate Fund Grant in the amount of $5,000

BRIEF DESCRIPTION OF ACTION: Seeking approval to apply for 2022 New Jersey Historic Trust Fund grant in the amount of $5,000 (max grant amount; no match requirement) to cover additional costs of Spanish translation of the Heritage Tourism Interactive Touch Screen Kiosk in City Hall and integration into the City of Camden website.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable) $5,000 grant app*

[X] **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	5/2/2022	
Approved by Grants Management:	5/2/2022	(If applicable)
Approved by Finance Director:	5/6/22	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report √ Revised Report ____ Closing Report____

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Municipal Clerk

Grant Administrator: Patrice McCarthy Grant Administrator #: 757-7409

Project Name:		Heritage Tourism Interactive History Mural (Spanish Translation)			
Grant/Funding Agency Program:		New Jersey Historic Trust License Plate Fund Grant			
Grant Federal CFDA or State GIMS Number:					
City Contract Date:			City Contract #:		
Application Resolution #:			Appropriation Code :		
Funding Source:					
Pass Through: ***circle one***	Y or N	Source:			
Amount of Grant:		$5,000			
Local Match: ***circle one***	Y or N	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:		
Term of Grant:			Location of Activity:	City-wide	
Date of Analysis:	5-2-22		Reviewed By:	Kelly Mobley	

Summary:

2-May-22: The Municipal Clerk's Office is seeking council authorization to apply for a $5,000 grant from the New Jersey Historic Trust License Plate Grant Fund for the purpose of providing Spanish Translation for the Heritage Tourism Interactive Touch Screen Kiosk in City Hall and integration into the Camden City website. The total project cost is $20,000. The Municipal Clerk's Office will be seeking the additional $15,000 from the Camden County Cultural and Heritage Commission in October of 2022 ($5,000) and the William J. Rohrer Foundation in November of 2022 ($10,000).

There is not a match requirement from any of the named funding sources.

Time Lines:

Problematic Areas/Recommendations:

CCHistoricLicnse Plate Trust $5,000

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

This grant will cover the costs associated with the Spanish translations on the touch screen historic mural located in the lobby of City Hall, translations required for integration into our online platform (website) as well as the backup and hosting costs associated with same. These cost are estimated to be $20,000 in total. This grant is capped at $5,000 max grant request with no match requirement. We have already identified two other potential grant funders to assist with the remaining costs for this project (request for application approval to be forthcoming)

Our research about the importance of translating the kiosk information into Spanish is founded on the fact that nearly half the residents of the City of Camden are Spanish speakers. The 2020 US Census Quick Facts notes that 50.5% of Camden residents are Hispanic or Latino, and 42% speak Spanish at home. In Camden County, 17.6% of residents are Hispanic or Latino and 12.6% of the county population speaks Spanish at home. Given these statistics, the project planners believed that Spanish translations of the kiosk content would expand the audience for county history organizations and historic sites open to the public.

Our budget includes translation into Spanish but did not include integration of the translations into the Kiosk and Website by Night Kitchen Interactive which will cost $15,000. We have since learned that the City of Camden will incur IT costs to host this additional content on their website, estimated at $5,000 over three years.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Patrice Bassett
Title	Records Manager CMR MA
Telephone Number	856-757-7049
Email	Pamccart.pm@gmail.com

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

After the first 3 years of coverage for operating costs associated with placing this historic data on the City of Camden website – the city will be required to pay for server updates from the city's vendor (govdesigns) this may cause an increase of monthly costs by $100.00 a month.

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

Maintenance/updating will be performed by the vendor govdesigns (as they do with every other section of the City of Camden website). Any changes to the data displayed in this section will be addressed by Patrice Basset in conjunction with Information Technology and the Communications Department of the City of Camden.

_____ Date_____

Mayor's Signature

_____ Date 5/11/22

Business ~~Administrator~~/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

Draft 4-21-2022 for Patrice

Spanish Translation of the Heritage Tourism Interactive Touch Screen Kiosk in City Hall Camden and for City of Camden website

Applicant Information

Applicant Organization: City of Camden
Organization Type: Municipal
Federal EIN: 21-6000418

NJ Charities Registration Number (visit www.njconsumeraffairs.gov/charities to look up a number or for more information): N/A
NJ START Vendor ID (Not required to apply but will be required if a grant is awarded. Visit www.njstart.gov to search for your number or to register.): NA

Organization website: City of Camden website, www.ci.camden.nj.us

Project Contact Person: Patrice Bassett

First Name: Patrice Last Name : Bassett

Title & Organization: Archivist, City of Camden

Street Address : 520 Market Street, Room 105, Camden, NJ 08101

Address Line 2: Room 105, Camden, NJ 08101

○ Nonprofit XX State, County, or Municipal Entity City

State: NJ
Zip Code: 08101
Phone Number : 856.757.7049
Email Address: Email pamccart@ci.camden.nj.us

Project information

Project title

Integration of Spanish Translation of History Content to the Heritage Tourism Interactive Touch Screen Kiosk in City Hall Camden and City of Camden website by Night Kitchen Interactive.

we made the decision to pause the integration of the Spanish translations of the history content to the Kiosk and City of Camden website, we believed doing so would give us time to find additional funding sources for this key element of the project.

Our research about the importance of translating the kiosk information into Spanish is founded on the fact that nearly half the residents of the City of Camden are Spanish speakers. The 2020 US Census Quick Facts notes that 50.5% of Camden residents are Hispanic or Latino, and 42% speak Spanish at home. In Camden County, 17.6% of residents are Hispanic or Latino and 12.6% of the county population speaks Spanish at home. Given these statistics, the project planners believed that Spanish translations of the kiosk content would expand the audience for county history organizations and historic sites open to the public.

Our budget includes translation into Spanish but did not include integration of the translations into the Kiosk and Website by Night Kitchen Interactive which will cost $15,000. We have since learned that the City of Camden will incur IT costs to host this additional content on their website, estimated at $5,000 over three years. The total project cost for integration of the Spanish translations on the kiosk and the City of Camden website is now $20,000.

The kiosk consists of three 42" HD video touchscreen monitors mounted side by side in portrait orientation on the wall between the first-floor elevator and the café in Camden City Hall. Last year close to 300,000 people visited Camden's City Hall, and we know that the Heritage Tourism Interactive Touch Screen Kiosk was popular with visitors in this location.

The first phase of the Heritage Tourism Interactive Touch Screen Kiosk for City Hall Camden was launched in August 2022, to great fanfare. The current kiosk shows a handsome, artist drawn mural depicting 350 years of City of Camden history. It displays 49 popups of history content about people, places, and events in Camden, all currently in English only.

Fifty-one (51) new popups for the Camden County History Alliance historic sites and history organizations were submitted by Heritage Consulting Inc., our history content provider, to Night Kitchen Interactive, our interactive designers, on April 4, 2022, for upload in English to the kiosk later in the spring. Heritage Consulting Inc. is now working on the third phase of the project, the history content for the 39 Camden County American Revolution Battlefield and Skirmish Sites, to be submitted to Night Kitchen Interactive by July 1, 2022. The final English content will be uploaded to the kiosk this summer.

Night Kitchen Interactive is also working with the City of Camden's IT department to understand the protocols needed to upload the 140 history content popups on the kiosk to the City of Camden's website. They are also investigating how to upload the monthly calendar of events of the Camden County History Alliance organizations to the kiosk, another component of the project.

Describe the role the applicant organization will have in this project and identify what specific skills and benefits the organization brings to the proposed project.

The applicant is the City of Camden's Office of the City Clerk, where City Archivist Patrice Bassett is housed. The kiosk project was conceived by Ms. Bassett in 2018. The project has had several iterations. The first funding for the project was received in 2019. The $50,000 grant from the Camden County Open Space, Farmland and Historic Preservation Trust Funds was written by Donna Ann Harris with Ms. Bassett. Subsequent successful grants were received from the New Jersey Historic Trust in the amount of $50,000 in 2021, and another grant from the Camden County Open Space, Farmland and Historic Preservation Trust Fund for $37,500 in 2022. Both of these grants were written by Donna Ann Harris with Ms. Bassett.

Ms. Bassett works with the City of Camden's procurement department and City Council to assure that proposals and contracts are processed correctly, given that the City of Camden is being overseen by the NJ State Department of Community Affairs. Ms. Bassett is an active participant in the Camden County History Alliance and reports regularly about the kiosk project to their members at their bimonthly meeting. Ms. Bassett is the grant administrator for this project.

The purpose of the History Alliance, a group of 51 historic sites, historical societies, preservation, and support organizations in the county, is to identify resources, increase the number of visitors, and institute projects that promote Camden County heritage. The kiosk is a complimentary project supported by the CCHA and fulfills a major recommendation of the Camden County Heritage Tourism Plan to broadly promote the history organizations and the historic sites open to the public.

The Spanish translations of the kiosk content and its integration onto the City of Camden's website is the final component for this important heritage tourism project that impacts both the City of Camden and the county's history organizations and historic sites. Once the 140 history popups are translated into Spanish, Night Kitchen Interactive will implement a database to support translated content in both the kiosk and web versions. Night Kitchen Interactive will upload the translated content to both versions and perform quality assurance on both versions. Night Kitchen Interactive will deploy the new content to both the kiosk and web platforms with a final round of quality assurance.

Ms. Bassett works regularly with the City's Office of Communication and will be responsible for uploading monthly event content from the CCHA's e-newsletter to the kiosk and website. She will also gather statistics from Night Kitchen Interactive on visitor usage of the Kiosk and distribute these to the CCHA partners. This report will allow CCHA partner organizations to understand what history content visitors most are interested each quarter. This information, especially the usage of the Spanish translations on the kiosk, will help us work directly with the historic sites that experience high levels of interaction with their Spanish content to encourage

The City of Camden will also employ an IT firm, GovDesigns, to provide all licenses, daily backups, SSL certificate, and login access for Night Kitchen Interactive so they can transfer their project from staging to production.

Describe the role and services to be provided by the consultant. You can upload supporting documents, such as a proposal and resumes, in the attachments section. *

Gov Designs, Proposal for consulting services for IT support

Night Kitchen Interactive will implement a database to support translated content in both the kiosk and web versions. Night Kitchen Interactive will upload the translated content to both versions and perform quality assurance on both versions. Night Kitchen Interactive will deploy the new content to both the kiosk and web platforms with a final round of quality assurance.

Does the proposed project fit into a broader heritage tourism plan/agenda? *

Yes. The Heritage Tourism Touch Screen Kiosk in City Hall Camden will considerably broaden the profiles of the 26 historic sites open to the public that are partners in the Camden County History Alliance.

The kiosk project will also bring early awareness of the 39 Revolutionary War Battle and Skirmish Sites in Camden County, as the kiosk information will be up and on the City of Camden's website in 2022. The NPS funded American Battlefield Protection Program project will install up to 39 interpretive and wayfinding signs and the same number of Travel Storys Mobile Audio App narratives highlighting important historic places related to the American Revolution in Camden County over the next three years. The first third of the signs, dealing with the Battle of Gloucester, will be installed in 2023. In subsequent years, a similar number of interpretive signs will be installed at the other locations already identified around the county.

Describe how this project fits in and how it helps forward the goals of that plan(s). You can upload or provide a link to the plan(s) in the attachments section. *

This kiosk project and its Spanish translation are an important component of the Camden County Heritage Tourism Plan. The plan acknowledges that the historic sites open to the public need further promotion to reach their potential audiences.

Attach Heritage Tourism Plan for Camden County

How will the proposed project benefit the community economically?

Information about visitor usage of the kiosk will be recorded and downloaded at least once a quarter. This information will help us understand which historic site or organizations most popular for English and Spanish reading visitors. We will share these statistics with our partner organizations. We want our partner organizations to understand the usage trends for the English and Spanish content. If the Hispanic/Latino community is particularly interested in

Translation and integration of the 140 history content popups into Spanish to the kiosk and to the City of Camden website will complete this project. The visitor interactions with the kiosk can be measured and reported quarterly, including how many people are interacting with the Spanish translations. The same reporting is available from the City of Camden website on a monthly basis so that we can learn how many people are using the history content on the website and how many users view the Spanish translations. This information will help the historic sites to understand which sites and organizations are most popular with Spanish speaking residents. This quarterly reporting will also help the 26 historic sites open to the public. We hope that the historic sites especially popular with Spanish speaking visitors will be interested in expanding their programming to include Spanish speaking audiences.

Project Budget

Grant request (maximum $5,000)

Total Project Budget: $20,000

Itemize the complete project budget. If the total budget exceeds the grant request, identify the source of the additional funding. *

$15,000 Integration of the Spanish translation to the Kiosk and City of Camden Website by Night Kitchen Interactive NEED PROPOSAL

$5,000 IT DesignCom

Total $20,000

If the total budget exceeds the grant request, identify the source of the additional funding. *

We intend to apply for funds from the Camden County Cultural and Heritage Commission in October for $5,000, from the William J. Rohrer Foundation in November for $10,000.,

Attachments

Upload resume(s) of project coordinator and pertinent staff/board/volunteers. *

Donna Ann Harris resume Have resume

Patrice Bassett resume have resume

Heritage Consulting Inc.

Donna Ann Harris - Principal
donna@heritageconsultinginc.com

www.HeritageConsultingInc.com
o. 215.546.1988 c. 267.251.5444
422 South Camac St.,Philadelphia, PA 19147

Donna Ann Harris

Heritage Consulting Inc., Philadelphia, PA
Principal, 2004-present

- Provide training, research, coaching, and consulting on historic preservation, downtown and commercial district revitalization, heritage tourism development, and organizational development issues for nonprofit organizations, and government agencies nationwide
- Authored Second Edition *New Solutions for House Museums: Ensuring the Long-Term Preservation of America's Historic Houses,* Rowman & Littlefield/AASLH, Nov. 2020
- Recipient of the Kress Fellow in Historic Preservation, James Marston Fitch Charitable Foundation, NYC, 2003
- Winner Grand Jury Award Winner for 2022 for Haddon Heights Design Guidelines from the Preservation Alliance for Greater Philadelphia and 2021 Historic Preservation Commission Award for Haddon Heights Design Guidelines from Preservation New Jersey.
- Recent clients: Tacony Community Development Corp., Missouri Main Street Connection, Hamilton Partnership Inc., Columbus (OH) Landmarks Foundation, North 5 Street Revitalization Project Phila

Illinois Main Street Program, Dept. of Commerce and Economic Opportunity, Chicago, IL
State Coordinator, 2000-2002; Acting State Coordinator, 2000; Manager, Chicago Office Illinois Main Street, 1999-2000; Suburban Coordinator, Office of the Lt. Governor, 1998-1999

- Managed a staff of 12 and a budget of $1.1 million for statewide economic development program
- Provided leadership and technical assistance to 56 communities using the Main Street Approach™
- Organized statewide heritage tourism effort for Illinois Main Street communities

Landmarks Preservation Council of Illinois, Chicago, IL
Executive Director, 1997-1998

- Managed a staff of eight, a budget of $680,000, and an endowment of $1.8 million
- Served a 42-member Board, staffed eleven Board committees, and managed gala event committee that raised $148,000 for operating budget
- Successfully lobbied for the passage of the Illinois Public Act 90-114, an expansion of tax incentives

Kise Franks & Straw, Architects and Planners, Philadelphia, PA
Senior Project Manager, 1995-1997

- Project manager in 35-person architecture and planning firm, prepared proposals and letter contracts
- Managed contracts for government, nonprofit, and engineering clients including the supervision of up to eight staff for project completion on time and on budget.

Lower Merion Preservation Trust, Bryn Mawr, PA
President and COO, 1992-1995

- Managed a startup nonprofit land conservation and building preservation organization with a staff of two, a budget of $175,000, 24-member board, mission statement, and strategic plan efforts
- Created annual membership campaign and led easement marketing efforts
- Successfully advocated for the purchase of a 103-acre, $4.3 million Rolling Mill public park, managed public hearings, media, public relations, and fundraising campaign and raised $150,000 from 900 donors in two months

Philadelphia Historic Preservation Corporation, Philadelphia, PA

Director, Historic House Museum Challenge Grant Program, 1992-1993

- Conceived, wrote, and managed a $2.6 million grant that was awarded to 30 historic house museums for capital repairs and planning projects
- Managed a staff of three, organized constituent groups, and developed an application process and public programs

Vice President for Program Development, 1988-1992

- Second in command of a nonprofit organization, managed a budget of $1.3 million and grew staff from four to 17; continued to manage easement program during growth to 180 easements
- Conceived, wrote, and managed grants and contracts totaling $3.75 million

Director, Preservation Programs, 1985-1988

- Managed facade easement program, prepared easement documents, and performed 130 yearly inspections, supervised interns undertaking easement inspections.
- Authored successful planning grants to establish architectural salvage yard, artist housing program

National Trust for Historic Preservation, Mid-Atlantic Regional Office, Philadelphia, PA

Assistant Director, 1984-1985

- Provided technical assistance to the public, constituent groups, and government agencies within a six-state region and managed advocacy efforts in several states, reviewed grant proposals

14th Street Union Square Local Development Corporation, New York, NY

Merchant Coordinator, 1982-1984

- Coordinated the creation of a $3 million special tax assessment district (BID) including planning, incorporation, public notification, presentations, and acting as liaison with state and city agencies
- Administered and marketed a $150,000 storefront grant and loan program

Preservation New Jersey, Princeton, NJ

Executive Director, 1980-1982

- Hired as first staff member for startup, statewide nonprofit organization
- Secured incorporation, tax-exempt status and wrote by-laws
- Wrote budget, successful grants, organized first conference, and began membership programming

Education

University of Pennsylvania, Philadelphia, PA, Master of Public Administration (MPA), Fels Center of Government, Graduate School of Fine Arts, 1994

Columbia University, NYC, Master of Science in Historic Preservation, Graduate School of Architecture, Planning and Preservation, 1981

State University of New York at Albany, BA *cum laude*, American Studies and Art History, 1976.

PATRICE BASSETT

PaMcCart.pm@gmail.com ♦ 1060 Clark Avenue Franklinville, NJ 08322♦ (856) 816-2816

EDUCATION

Rutgers University
Graduated January 2015 ♦ Master's Degree Psychology

- Graduated Summa Cum Laude
- Dean's list all semesters
- Research Assistant / Teaching Assistant
- Presented publication at Vision Sciences Society 2014

Rutgers University
Graduated May 2013 ♦ Bachelor's Degree Psychology

- Graduated Summa Cum Laude
- Dean's list all semesters
- Dual degree student
- Research Assistant / Teaching Assistant

EXPERIENCE

City of Camden ♦ 520 Market St. Camden, NJ 08101
Records Manager & Archivist, CMR, MA ♦ November 2018 – present

- Ensure all State of NJ legally required retentions are followed for the handling of municipal documents
- Obtain/maintain annual State Certification of document imaging system
- Trouble shoot technical issues with various applications, assist employees with problem solving
- Oversee electronic records database – Docstar. Act as administrator creating electronic templates for new records insertion and setting security classes/settings as appropriate throughout the City
- Maintain databases and oversee on-site, off-site storage facilities of all municipal records
- Researches and recommends records maintenance media (archiving equipment/destruction companies)
- Analyze municipal document workflows and identify potential areas of inefficiency, putting in place new document management software when appropriate
- Work with cloud based document management software to ensure created workflows are flowing properly, update exceptions when necessary, implement working branches and security groups based on office needs assessment
- Create new records management policies, rules and procedures – distribute findings City wide
- Program JavaScript, workflow automations and intelligent data capture technology
- Create and train city-wide employees with best practices in records handling from creation to final disposition

- Reviews record inventory forms from all City departments, analyzes and recommends best way to move forward - whether long term, short term storage, documents imaging or destruction
- Provides trainings in best practices in records management, OPRA compliance and document imaging for all City of Camden employees
- Assist with overseeing Vital Statistics
- Help various departments identify records and the most appropriate retention record series number
- Maintain contact with DORES RMS at State of NJ for any questions/concerns the City might have on records retentions/maintenance.
- Enter destruction requests in Artemis – Forward to appropriate requestor. Review and authorize the destruction requests as the Records Manager
- Oversee the migration of electronic records to new platform
- Ensure CORA Connect is functioning (City of Camden's online public records access portal)

City of Camden ♦ 520 Market St. Camden, NJ 08101
Records Support Technician I, CMR, MA ♦ July 2014 – November 2016

- Enter destruction requests in Artemis – Forward to appropriate requestor. Review and authorize the destruction requests
- Oversee records maintenance and City wide compliance with State of NJ
- Maintain on site document storage facility – contact department once there documents have surpassed retention
- Train staff in appropriate document maintenance and destruction
- Maintain document imaging certification with State of NJ
- Add new users and set appropriate document security for electronic imaging platforms
- Work with department heads to identify records needs of their specific offices and set plans to achieve those needs
- Design records management forms for City wide use to convey needs in records management – for example storage, shredding, imaging etc.,.
- Design appropriate document imaging workflows or filing methods based off of the specific needs of the department

City of Camden ♦ 520 Market St. Camden, NJ 08101
Clerk-Records Technician 1 *Alt. Deputy Registrar CMR* ♦ December 2005 – 2015

- Advocate for customers re-entering society from periods of incarceration and hospitalization and assist with establishing vital documentation
- Work in employee relations
- Create new policies and procedures to maximize day to day office efficiency
- Communicate directly with customers to handle inquiries and requests non-routine in nature
- Research and retrieve all vital records (birth death, marriage)
- Prepare vital records for distribution to appropriate requestor
- Creating and maintaining up- to-date historical and current records
- Train all employees City wide in processes and procedures of municipal record management

MATTHEW FISHER

PROFESSIONAL EXPERIENCE

Principal, Night Kitchen Interactive **May 1997 – present**

For over twenty years Matthew has provided the strategic vision and thought leadership for this nationally recognized interactive design company. He has full responsibility for business development and financial factors, including long-range planning, design approach and production process. Matthew acts as Producer and Lead Interactive Designer on key projects. He consults directly with clients and personally oversees the implementation of creative solutions for major clients. He directs a team of 10+ employees and subcontractors.

Key Achievements

- Founded award-winning design company with 20+ years of success.
- Gained national recognition in museum industry with clients such as The Smithsonian, SFMOMA and The Philadelphia Museum of Art.
- Facilitated digital strategic planning processes for several of the nation's leading museums and cultural organizations to enhance and extend their mission through technology.
- Collaborated with museum professionals to provide comprehensive and compelling experiences through digital exhibitions and installations, onsite and online.

Strategic Planning Highlights

- Naper Settlement: *Unvarnished* Online Exhibition & Curriculum Planning (2021)
- Smithsonian Institution Traveling Exhibition Service (SITES): *The Bias Inside Us* Online Exhibition & Traveling Exhibition Media Planning (2021)
- Bruce Museum: Natural History Galleries Exhibition Digital Planning (2019)
- Pearl S. Buck International: House Tour & Media Planning (2018)
- Academy of Natural Sciences: Exhibition Digital Planning (2017)
- National Veteran's Network: *Nisei Soldier CGM Online* Exhibition Digital Planning (2020)
- The Asian Art Museum: Museum-wide Digital Strategic Planning (2015)
- Wadsworth Atheneum: Museum-wide Digital Strategic Planning (2015)
- Philadelphia Museum of Art: Exhibition Digital Planning (2015)
- Smithsonian National Museum of the American Indian: Exhibition Digital Planning (2015)

Recent Project Highlights

- Center for Innovation in Higher Education at the University of South Carolina: *Free & Equal, The Promise of Reconstruction in America* Online Exhibition (Current)

- Bruce Museum: Natural History Galleries Exhibition Interactive Media (Current)
- SITES: *The Bias Inside Us* Online Exhibition & Traveling Exhibition Media (2021)
- Filipino Veterans Recognition and Education Project: *Duty to Country* Education Project (2020)
- Chesapeake Bay Maritime Museum: *The Dove* Immersive VR Dome & Touchscreens (2019)
- Pearl S. Buck International: House Tour Media Installation (2018)

Historical and Cultural Heritage Clients

- Chesapeake Bay Maritime Museum, St. Michael's, MD
- Center for Innovation in Higher Education at the U of SC, Columbia, SC
- The Filipino Veterans Recognition and Education Project, Washington, DC
- Gilder Lehrman Institute of American History, New York, NY
- The Historical Society of Pennsylvania, Philadelphia, PA
- Laurel Hill Cemetery National Historic Landmark, Philadelphia, PA
- The Minnesota Historical Society, Saint Paul, MN
- Mount Vernon Estate and Gardens, Mt Vernon, VA
- Naper Settlement, Naperville, IL
- National Constitution Center, Philadelphia, PA
- National Museum of American Jewish Heritage, Philadelphia, PA
- New-York Historical Society, New York, NY
- Pearl S. Buck International, Perkasie, PA
- Penn Center Reconstruction Era National Monument, St Helena Island, SC
- The Pew Center for Arts & Heritage, Philadelphia, PA
- Philadelphia History Museum at the Atwater Kent, Philadelphia, PA
- Philadelphia Museum of Art, Philadelphia, PA
- Smithsonian Asian Pacific American Center, Washington, DC
- Smithsonian Institution Archives, Washington, DC
- Smithsonian National Museum of African American History & Culture, Washington, DC
- Smithsonian National Museum of American History, Washington, DC
- Smithsonian National Museum of the American Indian, Washington, DC
- Thomas Jefferson Foundation, Charlottesville, VA

Education

Bachelor of Arts, *Drama-Film* with Distinction, May, 1991
Vassar College, Poughkeepsie, New York

QUOTE

sales@GovDesigns.com

GovDesigns
10 Arrowwood Drive
Sicklerville, New Jersey 08081
United States

609-878-8098
www.GovDesigns.com

BILL TO
City of Camden
520 Market Street
Camden, New Jersey 08101
United States

Estimate Number: 041722_NK
P.O./S.O. Number: CityOfCamden_Night Kitchen
Estimate Date: April 17, 2022
Expires On: June 1, 2022
Grand Total (USD): **$1,200.00**

Product/Service	Quantity	Price	Amount
Night Kitchen Hosting *Annual Subscription*	1	$1,200.00	$1,200.00

GovDesingns will work with The City of Camden and their vendor, Night Kitchen for hosting of their online application.

GovDesigns will provide updates only to the Linux OS server and will not maintain code or the application for Night Kitchen.

Night Kitchen is responsible for the migration of their project from their staging servers to the production server.

Server Specs

Server OS: Linux
Memory: 4GB
Hard Disk: 80GB
CPUS: 2
Uptime: 99.99%
cPanel: 1 License
Daily Backups: Yes, up to 80GB
DDOS Protection: Yes

Total: $1,200.00

Grand Total (USD): **$1,200.00**

NIGHT KITCHEN

INTERACTIVE TOUCHSCREEN KIOSK YEAR 2

City of Camden

Translation Development and Integration Proposal

Version 3.0
April 29, 2022

Primary Contact
Night Kitchen Interactive
Matthew Fisher, Principal
526 E Girard Ave
Philadelphia, PA 19125
matthew@whatscookin.com
215.629.9962 x102

Funds Covered by Grant

GENERAL ASSUMPTIONS

- CoC will assign a project liaison who will manage internal reviews and deliver a single approved revision document and sign-offs to NK for each deliverable.
- HC and CoC will be responsible for providing all text content, photography, and video in the agreed-upon digital format for use in the applications.
- This proposal does not include the implementation of a content management system for managing content. To help maximize the amount of time and budget available for the experience, the content will be coded into the system directly.
- Design and installation of supporting physical components of the interactive (e.g. the digital screen housing, or onsite exhibit signage) is not included within the scope of this proposal.
- Hardware costs are estimated and will be determined in consultation with CoC.
- NK will provide bug fixes and corrections within the scope of the Statement of Work for 60 calendar days after launch.

QUOTE

sales@GovDesigns.com

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Sicklerville, New Jersey 08081
United States

609-878-8098
www.GovDesigns.com

BILL TO
City of Camden
520 Market Street
Camden, New Jersey 08101
United States

Estimate Number: 041722_NK
P.O./S.O. Number: CityOfCamden_Night Kitchen
Estimate Date: April 17, 2022
Expires On: June 1, 2022
Grand Total (USD): **$5,000.00**

Product/Service	Quantity	Price	Amount
Night Kitchen Hosting *3-Year Subscription*	1	$5,000.00	$5,000.00

GovDesingns will work with The City of Camden and their vendor, Night Kitchen for hosting of their online application.

GovDesigns will provide updates only to the Linux OS server and will not maintain code or the application for Night Kitchen.

Night Kitchen is responsible for the migration of their project from their staging servers to the production server.

Hosting specs to cover Spanish and English version NightKitchen sites.

Server Specs

Server OS: Linux
Memory: 4GB
Hard Disk: 80GB
CPUS: 2
Uptime: 99.99%
cPanel: 1 License
Daily Backups: Yes, up to 80GB
DDOS Protection: Yes

Funds covered by Grant 1st 3 yrs

QUOTE

sales@GovDesigns.com

GovDesigns
10 Arrowwood Drive
Sicklerville, New Jersey 08081
United States

609-878-8098
www.GovDesigns.com

BILL TO
City of Camden
520 Market Street
Camden, New Jersey 08101
United States

Estimate Number: 041722_NK
P.O./S.O. Number: CityOfCamden_Night Kitchen
Estimate Date: April 17, 2022
Expires On: June 1, 2022
Grand Total (USD): **$1,200.00**

Product/Service	Quantity	Price	Amount
Night Kitchen Hosting *Annual Subscription*	1	$1,200.00	$1,200.00

GovDesingns will work with The City of Camden and their vendor, Night Kitchen for hosting of their online application.

GovDesigns will provide updates only to the Linux OS server and will not maintain code or the application for Night Kitchen.

Night Kitchen is responsible for the migration of their project from their staging servers to the production server.

Server Specs

Server OS: Linux
Memory: 4GB
Hard Disk: 80GB
CPUS: 2
Uptime: 99.99%
cPanel: 1 License
Daily Backups: Yes, up to 80GB
DDOS Protection: Yes

Ongoing cost after grant

Total: $1,200.00

Grand Total (USD): **$1,200.00**

Draft 4-21-2022 for Patrice

Spanish Translation of the Heritage Tourism Interactive Touch Screen Kiosk in City Hall Camden and for City of Camden website

Applicant Information

Applicant Organization: City of Camden
Organization Type: Municipal
Federal EIN: 21-6000418

NJ Charities Registration Number (visit www.njconsumeraffairs.gov/charities to look up a number or for more information): N/A
NJ START Vendor ID (Not required to apply but will be required if a grant is awarded. Visit www.njstart.gov to search for your number or to register.): NA

Organization website: City of Camden website, www.ci.camden.nj.us

Project Contact Person: Patrice Bassett

First Name: Patrice Last Name : Bassett

Title & Organization: Archivist, City of Camden

Street Address : 520 Market Street, Room 105, Camden, NJ 08101

Address Line 2: Room 105, Camden, NJ 08101

○ Nonprofit XX State, County, or Municipal Entity City

State: NJ
Zip Code: 08101
Phone Number : 856.757.7049
Email Address: Email pamccart@ci.camden.nj.us

Project information

Project title

Integration of Spanish Translation of History Content to the Heritage Tourism Interactive Touch Screen Kiosk in City Hall Camden and City of Camden website by Night Kitchen Interactive.

we made the decision to pause the integration of the Spanish translations of the history content to the Kiosk and City of Camden website, we believed doing so would give us time to find additional funding sources for this key element of the project.

Our research about the importance of translating the kiosk information into Spanish is founded on the fact that nearly half the residents of the City of Camden are Spanish speakers. The 2020 US Census Quick Facts notes that 50.5% of Camden residents are Hispanic or Latino, and 42% speak Spanish at home. In Camden County, 17.6% of residents are Hispanic or Latino and 12.6% of the county population speaks Spanish at home. Given these statistics, the project planners believed that Spanish translations of the kiosk content would expand the audience for county history organizations and historic sites open to the public.

Our budget includes translation into Spanish but did not include integration of the translations into the Kiosk and Website by Night Kitchen Interactive which will cost $15,000. We have since learned that the City of Camden will incur IT costs to host this additional content on their website, estimated at $5,000 over three years. The total project cost for integration of the Spanish translations on the kiosk and the City of Camden website is now $20,000.

The kiosk consists of three 42" HD video touchscreen monitors mounted side by side in portrait orientation on the wall between the first-floor elevator and the café in Camden City Hall. Last year close to 300,000 people visited Camden's City Hall, and we know that the Heritage Tourism Interactive Touch Screen Kiosk was popular with visitors in this location.

The first phase of the Heritage Tourism Interactive Touch Screen Kiosk for City Hall Camden was launched in August 2022, to great fanfare. The current kiosk shows a handsome, artist drawn mural depicting 350 years of City of Camden history. It displays 49 popups of history content about people, places, and events in Camden, all currently in English only.

Fifty-one (51) new popups for the Camden County History Alliance historic sites and history organizations were submitted by Heritage Consulting Inc., our history content provider, to Night Kitchen Interactive, our interactive designers, on April 4, 2022, for upload in English to the kiosk later in the spring. Heritage Consulting Inc. is now working on the third phase of the project, the history content for the 39 Camden County American Revolution Battlefield and Skirmish Sites, to be submitted to Night Kitchen Interactive by July 1, 2022. The final English content will be uploaded to the kiosk this summer.

Night Kitchen Interactive is also working with the City of Camden's IT department to understand the protocols needed to upload the 140 history content popups on the kiosk to the City of Camden's website. They are also investigating how to upload the monthly calendar of events of the Camden County History Alliance organizations to the kiosk, another component of the project.

Describe the role the applicant organization will have in this project and identify what specific skills and benefits the organization brings to the proposed project.

The applicant is the City of Camden's Office of the City Clerk, where City Archivist Patrice Bassett is housed. The kiosk project was conceived by Ms. Bassett in 2018. The project has had several iterations. The first funding for the project was received in 2019. The $50,000 grant from the Camden County Open Space, Farmland and Historic Preservation Trust Funds was written by Donna Ann Harris with Ms. Bassett. Subsequent successful grants were received from the New Jersey Historic Trust in the amount of $50,000 in 2021, and another grant from the Camden County Open Space, Farmland and Historic Preservation Trust Fund for $37,500 in 2022. Both of these grants were written by Donna Ann Harris with Ms. Bassett.

Ms. Bassett works with the City of Camden's procurement department and City Council to assure that proposals and contracts are processed correctly, given that the City of Camden is being overseen by the NJ State Department of Community Affairs. Ms. Bassett is an active participant in the Camden County History Alliance and reports regularly about the kiosk project to their members at their bimonthly meeting. Ms. Bassett is the grant administrator for this project.

The purpose of the History Alliance, a group of 51 historic sites, historical societies, preservation, and support organizations in the county, is to identify resources, increase the number of visitors, and institute projects that promote Camden County heritage. The kiosk is a complimentary project supported by the CCHA and fulfills a major recommendation of the Camden County Heritage Tourism Plan to broadly promote the history organizations and the historic sites open to the public.

The Spanish translations of the kiosk content and its integration onto the City of Camden's website is the final component for this important heritage tourism project that impacts both the City of Camden and the county's history organizations and historic sites. Once the 140 history popups are translated into Spanish, Night Kitchen Interactive will implement a database to support translated content in both the kiosk and web versions. Night Kitchen Interactive will upload the translated content to both versions and perform quality assurance on both versions. Night Kitchen Interactive will deploy the new content to both the kiosk and web platforms with a final round of quality assurance.

Ms. Bassett works regularly with the City's Office of Communication and will be responsible for uploading monthly event content from the CCHA's e-newsletter to the kiosk and website. She will also gather statistics from Night Kitchen Interactive on visitor usage of the Kiosk and distribute these to the CCHA partners. This report will allow CCHA partner organizations to understand what history content visitors most are interested each quarter. This information, especially the usage of the Spanish translations on the kiosk, will help us work directly with the historic sites that experience high levels of interaction with their Spanish content to encourage

The City of Camden will also employ an IT firm, GovDesigns, to provide all licenses, daily backups, SSL certificate, and login access for Night Kitchen Interactive so they can transfer their project from staging to production.

Describe the role and services to be provided by the consultant. You can upload supporting documents, such as a proposal and resumes, in the attachments section. *

Gov Designs, Proposal for consulting services for IT support

Night Kitchen Interactive will implement a database to support translated content in both the kiosk and web versions. Night Kitchen Interactive will upload the translated content to both versions and perform quality assurance on both versions. Night Kitchen Interactive will deploy the new content to both the kiosk and web platforms with a final round of quality assurance.

Does the proposed project fit into a broader heritage tourism plan/agenda? *

Yes. The Heritage Tourism Touch Screen Kiosk in City Hall Camden will considerably broaden the profiles of the 26 historic sites open to the public that are partners in the Camden County History Alliance.

The kiosk project will also bring early awareness of the 39 Revolutionary War Battle and Skirmish Sites in Camden County, as the kiosk information will be up and on the City of Camden's website in 2022. The NPS funded American Battlefield Protection Program project will install up to 39 interpretive and wayfinding signs and the same number of Travel Storys Mobile Audio App narratives highlighting important historic places related to the American Revolution in Camden County over the next three years. The first third of the signs, dealing with the Battle of Gloucester, will be installed in 2023. In subsequent years, a similar number of interpretive signs will be installed at the other locations already identified around the county.

Describe how this project fits in and how it helps forward the goals of that plan(s). You can upload or provide a link to the plan(s) in the attachments section. *

This kiosk project and its Spanish translation are an important component of the Camden County Heritage Tourism Plan. The plan acknowledges that the historic sites open to the public need further promotion to reach their potential audiences.

Attach Heritage Tourism Plan for Camden County

How will the proposed project benefit the community economically?

Information about visitor usage of the kiosk will be recorded and downloaded at least once a quarter. This information will help us understand which historic site or organizations most popular for English and Spanish reading visitors. We will share these statistics with our partner organizations. We want our partner organizations to understand the usage trends for the English and Spanish content. If the Hispanic/Latino community is particularly interested in

Translation and integration of the 140 history content popups into Spanish to the kiosk and to the City of Camden website will complete this project. The visitor interactions with the kiosk can be measured and reported quarterly, including how many people are interacting with the Spanish translations. The same reporting is available from the City of Camden website on a monthly basis so that we can learn how many people are using the history content on the website and how many users view the Spanish translations. This information will help the historic sites to understand which sites and organizations are most popular with Spanish speaking residents. This quarterly reporting will also help the 26 historic sites open to the public. We hope that the historic sites especially popular with Spanish speaking visitors will be interested in expanding their programming to include Spanish speaking audiences.

Project Budget

Grant request (maximum $5,000)

Total Project Budget: $20,000

Itemize the complete project budget. If the total budget exceeds the grant request, identify the source of the additional funding. *

$15,000 Integration of the Spanish translation to the Kiosk and City of Camden Website by Night Kitchen Interactive NEED PROPOSAL

$5,000 IT DesignCom

Total $20,000

If the total budget exceeds the grant request, identify the source of the additional funding. *

We intend to apply for funds from the Camden County Cultural and Heritage Commission in October for $5,000, from the William J. Rohrer Foundation in November for $10,000.,

Attachments

Upload resume(s) of project coordinator and pertinent staff/board/volunteers. *

Donna Ann Harris resume Have resume

Patrice Bassett resume have resume

OPRARequest

From: Diana Rivera
Sent: Monday, May 2, 2022 8:57 AM
To: OPRARequest; Angela Watkins; Keith L. Walker; Amanda Roman; James Rizzo; Sadie Smith; Wanda Harvey
Cc: Gabriel Camacho; Business Administrator; James Falconiero
Subject: RE: OPRA REQUEST : JUAN CASTILLO 5/2/22

Good morning,

Building bureau has NO PERMITS on file for BLOCK: 1006 LOT: 45.

Thank you,

Diana Rivera

Customer Service Representative
Department of Code Enforcement
Building Bureau, RM 403
Office: 856-757-7032
Fax: 856-757-7259
Email: DiRivera@ci.camden.nj.us

From: OPRARequest
Sent: Monday, May 02, 2022 8:55 AM
To: Angela Watkins <AnJohnst@ci.camden.nj.us>; Keith L. Walker <KeWalker@ci.camden.nj.us>; Amanda Roman <AmRoman@ci.camden.nj.us>; Diana Rivera <DiRivera@ci.camden.nj.us>; James Rizzo <JaRizzo@ci.camden.nj.us>; Sadie Smith <SaSmith@ci.camden.nj.us>; Wanda Harvey <WaHarvey@ci.camden.nj.us>
Cc: Gabriel Camacho <GaCamach@ci.camden.nj.us>; Business Administrator <BusAdmin@ci.camden.nj.us>; James Falconiero <JamesF@ci.camden.nj.us>
Subject: OPRA REQUEST : JUAN CASTILLO 5/2/22

Good Afternoon

Please view the attached OPRA request and provide a response on behalf of your department.

Thank you

Open Public Records Act
Office of the Municipal Clerk
City Hall, Suite 105 P.O. Box 95120

Camden, NJ 08101
Tele: 856-757-7223 Fax: 856-757-7220
(website) http://www.ci.camden.nj.us/

Heritage Consulting Inc.

Donna Ann Harris - Principal
donna@heritageconsultinginc.com

www.HeritageConsultingInc.com
o. 215.546.1988 c. 267.251.5444
422 South Camac St.,Philadelphia, PA 19147

Donna Ann Harris

Heritage Consulting Inc., Philadelphia, PA

Principal, 2004-present

- Provide training, research, coaching, and consulting on historic preservation, downtown and commercial district revitalization, heritage tourism development, and organizational development issues for nonprofit organizations, and government agencies nationwide
- Authored Second Edition *New Solutions for House Museums: Ensuring the Long-Term Preservation of America's Historic Houses*, Rowman & Littlefield/AASLH, Nov. 2020
- Recipient of the Kress Fellow in Historic Preservation, James Marston Fitch Charitable Foundation, NYC, 2003
- Winner Grand Jury Award Winner for 2022 for Haddon Heights Design Guidelines from the Preservation Alliance for Greater Philadelphia and 2021 Historic Preservation Commission Award for Haddon Heights Design Guidelines from Preservation New Jersey.
- Recent clients: Tacony Community Development Corp., Missouri Main Street Connection, Hamilton Partnership Inc., Columbus (OH) Landmarks Foundation, North 5 Street Revitalization Project Phila

Illinois Main Street Program, Dept. of Commerce and Economic Opportunity, Chicago, IL

State Coordinator, 2000-2002; Acting State Coordinator, 2000; Manager, Chicago Office Illinois Main Street, 1999-2000; Suburban Coordinator, Office of the Lt. Governor, 1998-1999

- Managed a staff of 12 and a budget of $1.1 million for statewide economic development program
- Provided leadership and technical assistance to 56 communities using the Main Street Approach™
- Organized statewide heritage tourism effort for Illinois Main Street communities

Landmarks Preservation Council of Illinois, Chicago, IL

Executive Director, 1997-1998

- Managed a staff of eight, a budget of $680,000, and an endowment of $1.8 million
- Served a 42-member Board, staffed eleven Board committees, and managed gala event committee that raised $148,000 for operating budget
- Successfully lobbied for the passage of the Illinois Public Act 90-114, an expansion of tax incentives

Kise Franks & Straw, Architects and Planners, Philadelphia, PA

Senior Project Manager, 1995-1997

- Project manager in 35-person architecture and planning firm, prepared proposals and letter contracts
- Managed contracts for government, nonprofit, and engineering clients including the supervision of up to eight staff for project completion on time and on budget.

Lower Merion Preservation Trust, Bryn Mawr, PA

President and COO, 1992-1995

- Managed a startup nonprofit land conservation and building preservation organization with a staff of two, a budget of $175,000, 24-member board, mission statement, and strategic plan efforts
- Created annual membership campaign and led easement marketing efforts
- Successfully advocated for the purchase of a 103-acre, $4.3 million Rolling Mill public park, managed public hearings, media, public relations, and fundraising campaign and raised $150,000 from 900 donors in two months

Philadelphia Historic Preservation Corporation, Philadelphia, PA

Director, Historic House Museum Challenge Grant Program, 1992-1993

- Conceived, wrote, and managed a $2.6 million grant that was awarded to 30 historic house museums for capital repairs and planning projects
- Managed a staff of three, organized constituent groups, and developed an application process and public programs

Vice President for Program Development, 1988-1992

- Second in command of a nonprofit organization, managed a budget of $1.3 million and grew staff from four to 17; continued to manage easement program during growth to 180 easements
- Conceived, wrote, and managed grants and contracts totaling $3.75 million

Director, Preservation Programs, 1985-1988

- Managed facade easement program, prepared easement documents, and performed 130 yearly inspections, supervised interns undertaking easement inspections.
- Authored successful planning grants to establish architectural salvage yard, artist housing program

National Trust for Historic Preservation, Mid-Atlantic Regional Office, Philadelphia, PA

Assistant Director, 1984-1985

- Provided technical assistance to the public, constituent groups, and government agencies within a six-state region and managed advocacy efforts in several states, reviewed grant proposals

14th Street Union Square Local Development Corporation, New York, NY

Merchant Coordinator, 1982-1984

- Coordinated the creation of a $3 million special tax assessment district (BID) including planning, incorporation, public notification, presentations, and acting as liaison with state and city agencies
- Administered and marketed a $150,000 storefront grant and loan program

Preservation New Jersey, Princeton, NJ

Executive Director, 1980-1982

- Hired as first staff member for startup, statewide nonprofit organization
- Secured incorporation, tax-exempt status and wrote by-laws
- Wrote budget, successful grants, organized first conference, and began membership programming

Education

University of Pennsylvania, Philadelphia, PA, Master of Public Administration (MPA), Fels Center of Government, Graduate School of Fine Arts, 1994

Columbia University, NYC, Master of Science in Historic Preservation, Graduate School of Architecture, Planning and Preservation, 1981

State University of New York at Albany, BA *cum laude*, American Studies and Art History, 1976.

Final Report

Camden County Heritage Tourism Plan

for

Camden County History Alliance

of the

Camden County Historical Society

for

Historic Site Management Grant from

the Preserve New Jersey Historic Preservation Grant Program

of the New Jersey Historic Trust.

Heritage
Consulting Inc.

Prepared by
Donna Ann Harris
Heritage Consulting Inc.
422 South Camac Street
Philadelphia, PA 19147
267 251 5444
donna@heritageconsultinginc.com

March 15, 2019

This project has been accomplished with financial assistance from the Historic Site Management Grant from the Preserve New Jersey Historic Preservation Grant Program of the New Jersey Historic Trust

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7. **Key documents**
   - A. Findings Report from Initial Survey
   - B. Memo about Printing Needs
   - C. Scope of Work with Heritage Consulting Inc.
   - D. Memo about Domain Names
   - E. Guidelines for Submissions for E-Newsletter
   - F. Volunteer Job Description for History Week Steering Committee
   - G. History Week Commitment Document
   - H. RFP Printing Gannett Foundation Grant Application
   - I. Research on Email Platform
   - J. Write ups of Site Visits to 19 Sites Open to the Public
   - K. All E-Newsletters (Spring, March 2018 through December 2018)
   - L. Quarter 1 (Q1) 2018 report to New Jersey Historic Trust
   - M. Evaluation Grant Application to the New Jersey Historic Trust
   - N. Goals for the Camden County History Week
   - O. Quarter 2 (Q2) Report to the New Jersey Historic Trust
   - P. Presentation about CCHA to the New Jersey Historic Preservation Conference
   - Q. 21 Rack Cards for Historic Sites Open to the Public
   - R. Heritage Tourism Map/Guide
   - S. Passport/Event Guide
   - T. Rubber Stamp logo for Passport
   - U. Flyer for Camden County History Week
   - V. Visitor Survey sample
   - W. Quarter 3 (Q3) Report to the New Jersey Historic Trust
   - X. Camden County History Week by the Numbers Handout
   - Y. CCHA Wrap Up Survey: Visitors, Volunteers, and Donations
   - Z. CCHA Heritage Trails List Final Version
   - AA. Work Plan for Camden County History Week
   - BB. PowerPoint Presentation for January 18, 2019 CCHA meeting
   - CC. Quarter 4 (Q4) Report to the New Jersey Historic Trust
   - DD. *Courier Post* and *Retrospect News* Articles
   - EE. Findings report from Evaluation Grant
   - FF. Summary of Monthly Tasks Undertaken by the Consultant

Executive Summary and Recommendations

Final report

Camden County Heritage Tourism Plan

This report provides an overview of the yearlong Camden County Heritage Tourism Plan, and the development of Camden County History Week. Held from October 13 to 21, 2018, this nine-day event served as the major focus of this year long grant. The grant was awarded to the Camden County Historical Society (CCHS). This project has been accomplished with financial assistance from the Historic Site Management Grant from the Preserve New Jersey Historic Preservation Grant Program of the New Jersey Historic Trust.

About Camden County History Alliance

The Camden County History Alliance (CCHA) was established in February 2016 to identify financial resources, increase the number of visitors, and institute projects that promote Camden County heritage. Today it is an association of 48 Camden County history organizations, historic sites, and support agencies. The Alliance membership includes 17 historic sites open to the public, four organizations that provide services to history organizations, in partnership with organizations like the county events office, Rutgers, and The Cultural and Heritage Commission that seek to bolster tourism. The remaining 27 groups are historical societies and lineage organizations, such as Daughters of the American Revolution and the Sons of the American Revolution. Since its founding, the Camden County Historical Society staff has managed CCHA with Bonny Beth Elwell, Research Librarian at the Historical Society as its coordinator.

Camden County Heritage Tourism Plan

The Camden County Heritage Tourism Plan had three major goals:

1. To understand the organizational capacity of the 17 historic sites in Camden County in order to create a large, joint event that met their needs and current abilities;
2. To create and implement Camden County History Week, as a joint marketing event for as many of the partner organizations to participate as possible; and
3. To create a brand for the Camden County History Alliance through the design of a logo and the distribution of quality publications for Camden County History Week.

Camden County History Week was a major event of the Camden County Heritage Tourism Plan. A special thanks is extended to our gracious sponsors, the New Jersey Historic Trust (NJHT), for their generous support of three grants in the last two years.

Our 2017 survey of the Alliance partner organizations identified eight concerns to overcome in order to create a large, joint marketing effort for heritage tourism in Camden County and for the upcoming Camden County History Week. We highlight these concerns and how we overcame them in order to create a robust joint marketing effort for Camden County History Week in Chapters 3 and 4.

Overview of Camden County History Week

Some of the highlights and accomplishments of Camden County History Week gleaned from the Visitor Survey and November 2, 2018 Feedback meeting with CCHA partner organizations were:

- Thirty-two (32) of the 48 CCHA organizations participated in the first ever Camden County History Week
- Eighty five percent (85%) of the organizations open during History Week were run entirely by volunteers
- All eight staffed historic house museums were open for visitors during History Week
- 1,006 visitors attended one or more events at one of 32 sites open for programs
- 223 volunteers worked at a historic site over the nine day event
- $1,206 was donated at various sites open during History Week
- 303 surveys were completed by visitors during Camden County History Week

Other things we learned from the two evaluation activities:

More than a third (365) of visitors came by themselves, and 29% came in family groups. A remarkable number, more than half (54%) were first time visitors to a historic site they visited, but 40% had visited that site once before. More than a third of all visitors (37%) said they visited another site during Camden County History Week but more than half (54%) said they did not visit any other site during History Week.

More than half (54%) learned about History Week by word of mouth, a highly important medium for growing our base of supporters. Twenty-eight percent (28%) learned about the event from Facebook, 20% learned about it via email and finally, 16% learned about History Week from the CCHA e-newsletter. More than half (51%) picked up a Passport/event guide, but close to a third (29%) did not pick up a Passport/event guide. We are uncertain if this was because volunteers at sites were not clear on its purpose or use, or because of other reasons.

We asked one question about the economic impact of History Week, but found it was a bust. More than half (54%) spent only between $1 to $10 during History Week, and 11% spent between $11 to $25 during History Week visiting sites. This information was disappointing but not surprising considering it was a first time event.

An overwhelming number of visitor survey respondents provided their zip code and name, and 81% gave their email address. All of these emails have been included in the CCHA e-newsletter data base.

Conclusions

There were many successes resulting from Camden County History Week.

The Camden County Heritage Tourism Plan created:

- Planned and implemented a joint marketing event called Camden County History Week held on October 13 to 21, 2018
- A volunteer steering committee
- Offered a monthly e-newsletter where all CCHA partners could promote their events

- Collected emails from partner organizations, the data base now contains close to 2000 emails
- Greatly expanded followers for the CCHA Facebook page, now up to 500 followers
- A successful grant application by Dr. Jack O'Byrne to the Rohrer Foundation for $10,000 to pay for design and printing of History Week materials. The grant permitted us to:
    - Publish four color rack cards for 21 sites and supplied sites with rack card racks
    - Publish a black and white Passport/event guide, and provided passport rubber stamps
    - Publish a large scale, folded, four color Heritage Trails Map and Guide
    - Purchase domain names www.camdencountyhistoryweek.com and www.camdencountyhistoryalliance.com
- Conducted three short but effective educational activities for CCHA bi-monthly meetings
- Evaluated History Week in a comprehensive and thorough way through this grant
- Offered recommendations for further development of heritage tourism in Camden County

During Camden County History Week October 13 to 21, 2018:

- All 17 historic sites were open for History Week, and offered a variety of programming for adults and children
- All of the eight (8) historic sites with staff offered specialized programs for visitors
- Half (15) of the CCHA 31 history organizations/historical societies offered educational program during History Week
- All but four (4) of the organizations open for History Week collected names, email addresses, and zip codes through the visitor survey
- More than half, 54%, of all visitors learned about History Week by Word of Mouth
- All organizations had an opportunity to ask for donations or memberships from History Week visitors
- History organizations were creative and undertook new activities for visitors during History Week
- All of the open ended comments, except one, from the visitor survey were highly positive about History Week and wanted to see it continue.

As a result of working together, the CCHA partners:

- The Camden County History Alliance has grown to 48 partners
- The historic sites began to think about joint programming between nearby sites
- All organizations were forced to plan a year ahead for History Week, and to begin planning earlier in the season for their own events
- More sites are posting regular monthly events on their Facebook pages, which are reposted to the CCHA Facebook page
- More volunteer led sites are open regular hours (at least monthly) to the public
- First time visitors to History Week will now receive the e-newsletter and are exposed to the fine educational programming across the entire Alliance network, every month

Recommendations

Plan other coordinated events

- CCHA partners should decide if they want to host another large collaborative event in 2019 and whether it should be in the Spring or Fall

- As an alternative or in addition to a large event, CCHA should consider monthly heritage trail themed events starting in April 2019
- Establish a committee to fundamentally rethink the intent and use of the Passport
- Find grants or seek donations in order to reprint the Heritage Trail Map/Guide in 2019 with an expanded print run of at least 10,000 maps, so all sites can get at least 250 each

Broaden communication efforts

- Redouble our efforts to engage the Camden County Outreach Office and VisitSouthJersey.com to publish and promote our work
- Work in partnership with the individual organizations so that they do not rely on the CCHA as the sole promoter of their events
- Continue to expand the email list to more than 3000 by the end of 2019, add timely articles of interest to the newsletter content, and repost and offer links to articles about individual sites to the e-newsletter
- While email marketing might be cheap or free, it does not reach all of our constituents. We must use the CCHA Magazine to get the word out about collaborative events to those without email
- The CCHA partners can do more to repost and share their announcements to social media

Referrals between sites

- Docents at the historic sites should become more familiar with other sites on their Heritage Trails so they can make high quality referrals to visitors about the other 17 historic sites open to the public.
- Form a committee to explore how historic site docents could become "certified ambassadors" by the CCHA, so they could make referrals to other sites

Opportunities for Heritage Trails

- Do more with the Heritage Trails, other than to identify them on the bottom of the rack cards and introduce the theme on the Heritage Trails Map/Guide
- CCHA partners should designate a specific month for each of the seven Heritage Trails from April through October and designate the monthly e-newsletter to that theme
- Create a coordinated marketing effort by the sites on the heritage trail to cross market their activities by cross posting their events on each other's Facebook feeds
- If there is interest in developing more school/family involvement, create a committee to further develop this work for the CCHA partners

Provide more training opportunities

- Provide in depth training about volunteer recruitment and retention during 2019
- Continue to offer half hour peer to peer training at all bi-monthly CCHA meetings
- Make CCHA partners aware of nearby training and grant opportunities available through the e-newsletter

Heritage Tourism Plan expansion recommendations

- Place a historic marker at every CCHA site open to the public by the end of 2020
- Get more historic sites on travel websites such as Trip Advisor, Yelp, journeythroughjersey.com, visitsouthjersey.com, and VisitNJ.org
- Continue to encourage sites to collect and report visitor statistics at CCHA meetings
- Use Instagram and Twitter to communicate about the work of CCHA

- Use Clio, a free history app that is being used by many sites and history organizations around the country to provide a platform for those interested in taking tours of architecture and historic sites
- If funding can be secured, create a separate web site for CCHA
- Create a committee to explore whether to create seven colorful Heritage Trails brochures that highlight all the sites on the trail and create one or more routes between them and identify funding for such.

2. Introduction

This report provides an overview of the yearlong Camden County Heritage Tourism Plan and the development of Camden County History Week. This event, which was the major focus of this year long grant, was held from October 13 to 21, 2018.This project has been accomplished with financial assistance from the Historic Site Management Grant from the Preserve New Jersey Historic Preservation Grant Program of the New Jersey Historic Trust.

About Camden County History Alliance

The Camden County History Alliance (CCHA) was established in February 2016 to identify financial resources, increase the number of visitors, and institute projects that promote Camden County heritage. Today it is an association of 48 Camden County history organizations, historic sites, and support agencies. The Alliance membership includes 17 historic sites open to the public, and four organizations that provide services to history organizations such as the County Events Office, Rutgers, and Cultural and Heritage Commission partner to promote tourism. The remaining 27 groups are historical societies and lineage organizations, such as Daughters of the American Revolution and the Sons of the American Revolution. Since its founding, the Camden County Historical Society staff has managed CCHA with Bonny Beth Elwell, Research Librarian at the Historical Society as its coordinator.

Camden County Heritage Tourism Plan

The Camden County Heritage Tourism Plan had three major goals:

1. To understand the organizational capacity of the 17 historic sites in Camden County in order to create a large, joint marketing event that met their needs and current abilities;
2. To create and implement Camden County History Week, as a joint marketing event, for as many of the partner organizations to participate as possible;
3. To create a brand for the Camden County History Alliance through the design of a logo and the distribution of quality publications for Camden County History Week.

Camden County History Week was a major activity of the Camden County Heritage Tourism Plan which has been gratefully supported by the New Jersey Historic Trust (NJHT) through three grants in the last two years.

Grant funding for Heritage Tourism Plan

The first phase of the Camden County Heritage Tourism Plan was funded in June 2017 by a $5,000 NJHT Heritage Tourism License Plate Grant. This grant paid for a survey of the then 41 (now 48) CCHA partner organizations to determine their organizational capacity, and visitor readiness. The results of the first grant was 140-page findings report and a memo that identified seven heritage theme-based trails that would link together the interpretation provided at the historic sites and history organizations in the county and encourage visitors to get to more than one site. More than 80% of the history organizations associated with Camden County History Alliance are volunteer run.

The second grant (this grant) for $28,750 implemented a monthly e-newsletter with now 2000 email addresses, and peer to peer learning exchanges held at bimonthly meetings. Donna Ann Harris the consultant providing services for this grant, wrote and oversaw development and printing of a 19" x 42" four color heritage tourism map/guide, 21 four color rack cards for historic sites open to the public, and a black and white Passport/visitor guide and stamps for History Week October 13 to 21, 2018. Dr. Jack O'Byrne, Executive Director of the Camden County Historical Society wrote the $10,000 successful grant to the Rohrer Foundation that paid for design and printing of all the History Week publications.

The third and final phase of the Heritage Tourism Plan focused on three evaluations we undertook of History Week, funded by a $5,000 September 2018 New Jersey Historic Trust Heritage Tourism License Plate Grant. The evaluations were a visitor survey a feedback meeting held on November 2, 2018 with representatives of CCHA partner organizations that participated in History Week and compiled visitor statistics, funds raised and number of volunteers that participated during History Week. The results of this third grant was 119-page findings report which documented the surveys and provided recommendations for the future heritage tourism work for Camden County.

Scope of work changes

The budget submitted to the NJHT for this Historic Site Management Grant also included a request for funds for a Preservation Plan for Pamona Hall, in addition to the Heritage Tourism Plan. The NJHT chose to fund the Heritage Tourism Plan as submitted and not the Preservation Plan.

Our submitted budget focused on planning for the Heritage Tourism Plan, and not the implementation aspect of Camden County History Week. As such, our submitted proposal included the Phase 1 survey, and no printing costs because implementation of Camden County History Week fell outside the scope of the submitted budget.

When funds were awarded for this grant, we revised our scope of work to include the implementation of Camden County History Week. We did this because we had already received and completed a License Plate Grant which permitted us to survey the CCHA partners and understand their organizational capacity.

Therefore, the focus of our work on this grant permitted us to change the scope of work and add implementation of the Camden County History Week. The grant fundamentally changed from the creation of the Heritage Tourism Plan to the implementation of Camden County History Week. The revised scope of work was a breakthrough for the Alliance as they could realize one of their main goals: to create a large event together.

With this new scope of work came the need to identify funding for printing for History Week from other sources, which was not include in the original grant submitted to NJHT. Dr. Jack O'Byrne of the Historical Society prepared a successful grant application to the Rohrer Foundation for $10,000 to pay for the printing we needed for History Week. The grand total for design, printing, rack card racks, and rubber stamps for the event came to $10,000.

The next chapter provides an overview of the organizational capacity of the 17 historic sites that are partners of the Alliance, as well as the 27 historical societies, and four service organizations. Based on the initial survey of

Alliance partners in the summer of 2017 through the first License Plate Grant for the survey, we identified eight main issues that the Heritage Tourism Plan needed to address. We also have detailed our efforts to overcome some of the organizational capacity limitations of the History Alliance partner organizations as we prepared for Camden County History Week.

3. Organizational Capacity and Development of the Heritage Tourism Plan

Organizational Capacity of Alliance Members

The Camden County Heritage Tourism Plan was developed with the organizational capacity of the Alliance members in mind.

The first phase of the Camden County Heritage Tourism Plan was funded in June 2017 by a $5,000 New Jersey Historic Trust Heritage Tourism License Plate Grant. This grant paid for Heritage Consulting Inc. to study and understand the then 41 (now 48) CCHA partner organizations through a 40-question survey to determine their organizational capacity, and visitor readiness. Through a combination of phone and in-person surveys, we engaged with 38 of the organizations, fully 90% of the partner organizations. The in-person surveys allowed the consultant Donna Ann Harris to gain trust and to glean more information than survey form alone could provide.

The first grant resulted in 140-page findings report as well as a memo that identified seven heritage theme-based trails. The heritage trails effectively link historic sites to history organizations in across the county while encouraging visitors to see more than one site.

The recommendations from that Phase 1 grant provided advice to the Alliance for activities they could undertake independent of the Heritage Tourism Plan in the interim between Phase 1completion and decision making by the NJHT concerning later phases of funding. We were delighted when this grant, the Heritage Tourism Management Grant, for the Heritage Tourism Plan was announced. This decision permitted us to include implementation of the Camden County History Week event as part of the work product for this grant.

Our 2017 survey of the Alliance partner organizations identified the following eight overriding concerns to surmount in order to create a large, joint marketing effort for heritage tourism in Camden County and for the upcoming Camden County History Week. Below, we highlight each concern to be addressed and the implications for creating a robust joint marketing effort of Camden County History Week.

a. **Not enough volunteers; few paid staff**

While there are 17 historic house museums open to the public that are members of the Alliance, only eight (8) have paid staff.

Alliance members with paid staff open during Camden County History Week

1. Barclay Farmstead Museum, Cherry Hill
2. Battleship New Jersey Museum and Memorial, Camden
3. Historical Society of Haddonfield, Haddonfield

4. Indian King Tavern, Haddonfield
5. Holocaust Museum, Cherry Hill
6. Camden County Historical Society, Camden
7. Walt Whitman House, Camden
8. Camden Shipyard and Maritime Museum, Camden

This means that 11 of the historic sites are **managed by entirely by volunteers**. Although volunteers are integral to historic site management, the nature of volunteer-run sites results in different organizational capacities than sites that are run by paid staff. The primary concern is the number of volunteers that are actively involved at the site. As common sense would suggest, more volunteers result in more organizational capacity.

Our survey and on-site interviews with the historic sites, whether staffed or not, acknowledged the **difficulty in securing volunteers** as well as the challenges of an aging volunteer pool. The volunteer corps at each site varies widely. The majority have less than 20 people who help regularly. We learned that four (4) sites have less than ten (10) volunteers to manage or interpret their important historic public site. The sites with the fewest number of volunteers are the Peter Mott House, the two Pennsauken Historical Society properties, and the Historical Society of Winslow Township that leases a farmhouse from the County for their headquarters.

Volunteer-run Traditional House Museums Sites Open for Camden County History Week

1. Berlin Train Station, Long a Coming Historical Society, Berlin
2. Burroughs Dover House, Pennsauken
3. Collings Knight House, Collingswood
4. Gabriel Davies Tavern, Glendora
5. Griffith Morgan House, Pennsauken NJ
6. Magnolia Train Station, Magnolia Historical Society, Magnolia
7. Peter Mott House Lawn Side Historical Society, Lawnside
8. Quaker Store, Stratford Historic Preservation Commission, Stratford
9. Whitman Stafford House, Laurel Springs
10. Winslow Township Historical Society, Winslow Township and
11. Haddon Township Historical Society

Five (5) Historical Societies Open During Camden County History Week

1. Gloucester City Historical Society, Gloucester
2. Clementon Historical Society
3. Heights Heritage League, Haddon Heights
4. Glover Fulling Mill Park, Haddon Heights
5. Haddon Heights Historical Society

Even the eight (8) sites complete with paid staff, regularly rely on volunteers to help with school groups, events, and fundraising. In order to address this matter, we hosted a panel discussion about identifying and engaging volunteers during a CCHA meeting in April 2018. However, more research and effort are needed to

address volunteer recruitment and retention. Two sites under the jurisdiction of the NJ State Parks, the Indian King Tavern Museum and Walt Whitman House, use volunteers extensively to bolster their small paid staffs.

The Barclay Farmstead Museum in Cherry Hill, which has one paid staff member in the form of a Cherry Hill Township employee, has more than 150 volunteers on their roster. They too felt that they did not have enough volunteers to offer the variety of programming necessary for the 160 guests that visited during Camden County History Week.

Implications for History Week.

Between the months of January and April 2018, the consultant visited 19 sites. During these visits, we stressed the need to recruit more volunteers for History Week programming. These visits, held six months in advance of the History Week event, were designed to reinforce the need for more volunteers and encourage sites to securing enough volunteers for the event. In addition, this topic of volunteer recruitment was addressed at the peer to peer informational exchanges during the April 2018 bimonthly meeting. At the peer to peer information exchange, we showcased sites that have active recruitment efforts year-round.

Although some sites were successful in recruiting more volunteers, not all were able to do so. During a feedback meeting following the event on November 2, 2018, some individuals complained that sites were unable or reluctant to recruit new volunteers to their ranks. Yet, it is important to note that difficulty attracting volunteers is a national concern, not an issue confined solely to Camden County. More effort must be directed towards addressing this topic. Recommendations for ongoing volunteer recruitment and retention training will be discussed in our conclusion chapter.

b. Not open during regular posted hours

Our 2017 survey revealed that 12 of the 26 history organizations open to the public or roughly 50% were open by appointment only and were **not open during regular posted hours**. This was largely due to lack of volunteer staffing. This was a critical obstacle to overcome, as it is essential for sites to be open during regular, convenient hours for visitors in order to make any joint marketing effort successful. Heritage visitors want predictable open dates and times so they can make plans for drop-in visits.

Implications for History Week

Throughout the course of our yearlong project, we were able to educate and encourage the volunteers running the 17 historic sites to begin to remain open at least monthly on the weekends. Additionally, volunteers were encouraged to plan and advertise their programming far in advance by posting year-long event schedules on their web site or Facebook pages.

We believe we have made great improvements on this matter during our work together on the Heritage Tourism Plan. Only two sites were listed open only by appointment on their History Week rack cards, while there were 12 that reported they were only open by appointment according to the 2017 survey.

c. Little tracking of visitation or collecting visitor statistics

Increased visitation is one of the three objectives of the Alliance. As can be expected, the Alliance organizations **are small**. Throughout the research process, we discovered that half of the sites welcome **less than 500 visitors yearly**. Only four (4) of the 17 sites greet more than 5000 visitors a year. Yet, the collaborative effort of History Week has already reaped benefits for even the smallest of sites, as their History Week attendance produced far above their usual number of visitors for a fall weekend.

While most historic sites use sign-in books to count visitors, we learned that **most sites do not keep or report monthly visitor statistics.** One of the long-term goals of the Heritage Tourism Plan is to collect these numbers in order to chart our successes more effectively.

Implications for History Week

Data collection about visitors does not seem to be a concern of the volunteer run sites. Collecting and reporting volunteer statistics is a voluntary activity. The sites that collect and report statistics today, do so because their agency, such as a state park, requires it, or because entities that receive the NJ Historical Commission General Operating Support Grants require it for grants. However, for most Alliance members, there is no requirement to collect visitor statistics.

We believe that the collection of this information is crucial because it provides baseline data to show performance year over year. To make sites aware of the necessity and simplicity of this activity, we collected visitor statistics for History Week through the visitor survey. We and learned that 1,006 visitors attended one or more events at one of 32 sites open for programs during History Week. Yet, the Alliance must do more work in order to encourage sites to collect visitor statistics throughout the year. These recommendations will also be addressed in the Conclusion and Recommendations chapter.

d. More collaboration needed

Our initial survey identified that **more could be done to encourage collaboration** or links between nearby sites. Since one of the main objectives of the CCHA is to encourage more visitation to partner organizations, such collaborations can be enhanced by making referrals of visitors to other sites in the area.

Implications for History Week

In response to this concern, we created seven heritage trails to link sites together thematically. We also created rack cards for display at 21 sites to encourage visitors to see nearby sites or to draw thematic connections through interpretation. The rack cards also identify open hours, which compelled many of the sites to identify their regular open dates so these could be included on their schedule for the year.

In 2019, the Alliance will be working with volunteers and staff to increase their basic knowledge about nearby sites in order to make appropriate referrals to visitors by undertaking "familiarization (aka FAM)" tours. The best way to learn about visitor offerings at other sites is for docents to make a visit and take a tour themselves, so that they may be able to tell visitors know what to expect at neighboring sites. In addition, we are recommending that training on **making visitor referrals** be offered to the CCHA partner organizations in 2019.

e. Communication and joint marketing needs

Among the main needs for the Alliance members which were uncovered during the Phase 1 survey work, was the need to jointly promote their work to a broader cross section of potential visitors.

Implications for History Week

Beginning in April 2018, the Alliance began a quarterly e-newsletter to promote History Week. After the first issue in Spring 2018, we quickly realized that a **monthly e-newsletter was better suited** to promote events of individual Alliance partners throughout the year and for History Week. A monthly e-newsletter brings more timely information to our readers and has been a popular activity for Alliance partners. The lead time to create a press release or poster for publication necessitates that sites think far in advance to prepare materials for submission.

We gathered mailing lists from all the Alliance organizations to **create one large, mailing list** that would market individual events to a broader cross section of potential visitors. Our 2017 survey revealed that not all Alliance organizations collect email addresses or use email lists to bring news to their members. This posed an opportunity for the Alliance to **collect the email lists** of as many Alliance organizations as would provide them to create one large email list for joint marketing purposes. For example, a local historical society would mail out 100 flyers announcing their events to their mailing list. By gathering mailing lists together, now 2000 people get the same flyer electronically as one of the events being promoted every month. All would benefit by having their events marketed to far more people than their own list, as a form of enlightened self-interest. Four organizations have their own privacy policies and were consequently unable to share their email lists with us. These groups, however, partnered with the CCHA and forwarded the CCHA e-newsletter directly to their members instead, which added an additional 500 names to our newsletter recipients. According to Mail Chimp, we achieve a consistent 25-29% open rate for our monthly e-newsletter.

f. Creating a brand for the Alliance and History Week

Because the grant budget did not allocate any funds for design or printing for History Week, we sought support for design and printing from another source. Dr. Jack O'Byrne of the Historical Society prepared a successful grant application to the Rohrer Foundation for $10,000 to pay for the printing needed for History Week. The grand total for design, printing, rack card racks, and rubber stamps for the event was $10,000.

Implications for History Week.

All the printed materials for History Week were branded with a consistent logo, colors, design and quality to reinforce the value of a collaborative marketing effort.

- We printed 21,000 four color rack cards for 21 public organizations that wanted rack cards. Each group received 1000 cards. Each partner organization was given 425 rack cards, and every other site received 25 cards each from the other sites. We provided simple metal rack card racks to the 21 organizations, so that the rack cards could be neatly displayed.

- A four-color, oversized, folded 19" x 43" Heritage Trails Map/Guide was printed. 5000 maps were printed, and each organization received a packet of 40 maps. This map was organized around and introduced the seven thematic heritage trails identified in the Phase 1 grant.

- We printed 6000 Passports/event guides, and each organization was given a bundle of 100. This guide included all the events being held at the 32 partner organizations.

- Each organization received a small rubber stamp with the CCHA logo and their choice of colored stamp pad to use on the Passport. We offered a grand prize to the person who submitted a Passport with the most stamps. The winner was a young man who submitted a Passport with 10 stamps.

- Each group received 100 copies of a visitor survey. Each copy was customized with the name of their organization. The completed surveys were collected and tabulated in order to create a report. We also held a feedback meeting on November 2, 2018 for the sites that participated. See EE in the Appendix for the corresponding notes on that meeting.

- We provided a PDF version of a four-color flyer for Camden County History Week to be used as a Facebook, web site post, ad or hard copy poster.

g. Creating Thematic Heritage Trails.

Our initial research indicated that an annual project like History Week was useful, but that the sites could better market themselves more frequently if they were organized into thematic heritage trails.

Implications for History Week

We saw an opportunity to **tie together the 17 historic sites and other history organizations to seven heritage trails** based on common themes. We envisioned these seven heritage trails are being used to move visitors to multiple sites. These themed heritage trails are:

1. Built in Camden County—25 organizations
2. 20th Century Stories—21 organizations
3. Women in History—15 organizations
4. Many Faces of Camden County—23 organizations
5. Colonial Times—16 organizations
6. African-American Heritage—18 organizations
7. Rivers, Roads & Rails—11 organizations

Our initial intent was to encourage each organization located on a thematic trail to be open one specific weekend a month. This schedule would be marketed through the newsletter. Unfortunately, we received immediate push back primarily from the volunteer-run sites. They felt that being open another weekend a month was just too difficult for their current volunteers. Such scheduling makes it impossible for them to volunteer around their individual open days or be open additional weekend days. Still, they agreed that the heritage trails were worthy, but that they would need to be represented as an additional phase of work after History Week was completed.

We provided background on each heritage theme on the oversized Heritage Tourism Map/Guide, and on each rack card. In 2019, the Alliance has agreed to designate dates in May as the Built in Camden County Heritage Trail weekend. Alliance volunteers are now gathering information from the 26 organizations that interpret architecture about their event on Saturday May 18, 2019. Each site will have their own educational programming for adults and children, which will be marketed through the e-newsletter and social media outlets.

h. Additional training needed

Upon inquiring about **training needs** in our initial survey, we learned that the partner organizations were not taking advantage of relevant training programs being offered nearby by MARCH, at Rutgers Camden. We understood that these programs were being produced by outside "experts." Not only did they require fees, but an excess of time to attend, and were often held at inconvenient times during the week. Volunteers were reluctant to attend. We believed that if we could highlight high-quality work of peer organizations in the Alliance, in short, half hour presentations during the Alliance meetings, we could provide quality educational content, close to home, and from people they knew and trusted.

Implications for History Week

During the months leading up to History Week, we developed three peers to peer informational panels, held at the bi-monthly CCHA meetings. Three short but effective thirty-minute educational activities were held on volunteer recruitment, collecting and using visitor statistics, and an overview of events planned for History Week. These panels were all well received by Alliance partners and will continue to be held.

The next chapter provides an overview of the activities undertaken by the consultant to promote, prepare, and evaluate Camden County History Week.

4. Heritage Tourism Plan Goals and History Week

The following is a summary of tasks to create Camden County History Week. These tasks undertaken by the consultant, Donna Ann Harris of Heritage Consulting Inc. during the development of the Camden County Heritage Tourism Plan. This summary also includes a review of the various communication and outreach efforts to promote, prepare, and evaluate History Week. A more extensive overview of the tasks organized by month is included in Appendix GG.

The Camden County Historical Society was notified of its successful grant application, this very grant, on November 2017. Prior to the receipt of this $28,750 grant, the consultant completed a $5000 New Jersey Historic Trust License Plate Grant for Heritage Tourism in order to learn about the organizational capacity, and visitor readiness for the then 41 organizations involved in the Camden County History Alliance group. See Appendix A in the back of the report for the Findings Report for the Survey project. This report from the first grant also contains a list of seven heritage themes for the historic sites and organizations to be linked together. These themes were used to create the Heritage Trails Map and Guide (See Appendix A for the list of heritage themes is Chapter 3 in the Survey Findings Report).

Startup activities

The beginning months of this grant were spent gathering information from the Alliance partners and laying the ground work for Camden County History Week. At the January 18, 2018 bi-monthly Alliance meeting, the attendees agreed to host Camden County History Week on October 15 to 22, 2018. In June 2018, the Steering Committee agreed to extend History Week from October 13 to 20, 2018 to accommodate some sites that were holding major events on the weekend of October 13 and 14.

The consultant prepared a memo about the possible printing needs for Camden County History Week (see Appendix B). Dr. Jack O'Byrne used this information for a successful $10,000 grant application to the William Rohrer Foundation. This grant funded the design and printing of four-color rack cards, a large four-color folded Heritage Trails Map and Guide, and a black and white Passport/ Event Guide, all of which were printed and made available to the partner organizations in late September 2018. We solicited bids for printing based on an RFP.

Using a job description that was circulated, six volunteers were solicited to serve on a Steering Committee. The committee met monthly until August when it meets weekly to review the drafts and designs of the published materials. We also circulated a Commitment Form to all Alliance partners outlining the understanding for their participation in History Week. See Appendix G for the Commitment Form document.

E-newsletters

The e-newsletter to promote the organizations and History Week needed several foundational documents including guidelines for submission, a privacy policy for the emails collected, and use policy for the email list itself. All these documents were created by the consultant.

The first e-newsletter went out on March 8 and was called Spring 2018 newsletter (see in Appendix K along with all the other e-newsletters produced for the grant). After the first issue, the consultant and Bonny Beth

Elwell, the coordinator of the Alliance activities from the Camden County Historical Society, agreed that a monthly newsletter would better serve the CCHA partner organizations. This work to create a monthly newsletter was outside the scope of work, and unbudgeted in both time and costs. We both believed a monthly newsletter was an important addition to the Camden County Heritage Tourism Plan. Each month, the consultant solicited and organized the stories for the newsletter, which Bonny Beth edited. The newsletter included the required NJHT credit line.

There were 1561 unique names on this first mailing list, culled from almost 2000 names from lists provided from 12 Alliance partner organizations. According to Mail Chimp, we achieved a 26.5% open rate at 397 opened. This rate remained consistent throughout the year. From the email addresses from the visitor survey and other events held at partner organizations, we then added to the mailing list. There are now approximately 2000 people who receive the newsletter as of March 2019.

Site Visits

In late January through April 2018, the consultant made site visits to the 19 Camden County historic site organizations open to the public. The consultant and interns took notes at all 19 site visits (See Appendix J for corresponding notes). The purpose of the site visits was to:

- understand their operations and interpretive activities,
- talk about their plans for History Week,
- review the commitment form document,
- show examples of the types of documents we will print for History Week,
- confirm the heritage trail(s) for each site,
- discuss the upcoming e-newsletter and
- ask for emails and stories for upcoming newsletters

These 19 interviews confirmed what we had already learned from the previous survey. The volunteer-run sites were indeed hindered in their ability to provide educational programming for visitors because they do not have the staff capacity for large groups of visitors. Some sites said that they were worried they would not be able to recruit additional volunteers for the October event.

In addition, we learned that some sites do not have up to date membership brochures to hand out to visitors to encourage donations to the organization. Although most sites showed us their visitor sign in book, most were not collecting email addresses, or counting the number of visitors per open day. We encouraged them to do so. Many noted that visitors do not want to supply this information. Collecting visitors' information and reporting it remains a concern. We make recommendations about this matter in the next chapter.

As a result of these site visits, we supplied a simple chart that could be used to collect visitor statistics including the collection of email addresses. This form was circulated to the Alliance partners meeting in February 2018. We understand that many organizations are still using their sign in books. Some but not all, are now asking for email addresses and zip codes from visitors.

Peer to peer information exchanges

We held three peers to peer information exchanges at the bi-monthly Alliance meetings to provide high quality best practices information to the group. This activity was not included in the scope of work. Providing educational content during Alliance meetings was an excellent opportunity to deepen and broaden the organizational capacity of the volunteer-led sites. The purpose of these informational exchanges was to share best practices used by Alliance sites. The topics for the informational exchanges came from the topics from the initial survey. The consultant identified possible speakers on these topics during the site visits.

At the April 2018 CCHA bi monthly meeting, the consultant hosted a panel discussion on volunteer recruitment with Battleship New Jersey, the Historical Society of Haddonfield, and Pennsauken Historical Society organizational representatives offering helpful hints for volunteer recruitment based on their experience. Additionally, we hosted two other educational sessions, a peer-to-peer informational exchange on collecting and using visitor statistics with the Camden County Historical Society and Gabriel Daveis Tavern in June. In August, the focus of the informational exchange was to highlight the variety of educational activities being held across the county for History Week.

Printing and designing publications

Two graphic designers were retained to provide designs for the Rohrer funded publications for History Week. Kimi Tallent, the graphic designer on the CCHS staff, created save the date cards/announcement and the 21 rack cards. Philip Green, an independent graphic designer, was hired to prepare the flyer, Passport/Event guide, and the Heritage Tourism Map and Guide. Bonny Beth Elwell worked closely with both designers to review their edited work as well as with the printer to review the proofs. The consultant wrote the copy for the Heritage Trails Map and Guide and Passport/ Event Guide which Bonny Beth edited.

For History Week, we produced:

- 1000 rack cards for each organization (total 21,000). We created bundles of 25 each for all sites that participated. The host organization would get a total of 425 rack cards, and every other site would get 25 each from their peers (See Appendix Q).
- 5000 copies of the Heritage Trails map/guide. Each organization got a packet of 40 maps (See Appendix R).
- 6000 Passports, and each group received a bundle of 100(See Appendix S).
- A small rubber stamp with the CCHA logo and choice of colored stamp pad for each group (See Appendix T).
- 100 copies of a half page size customized visitor survey for each group (See Appendix U).

Prizes

To encourage people to visit and see many sites during History Week, we offered a series of prizes for those who used the Passport. The person who collected the largest number of validated passport stamps in their Passport, won the Grand Prize. Battleship New Jersey provided one family overnight stay on the Battleship. A

gold prize was four admission passes for a family to the Center for Aquatic Sciences at Adventure Aquarium in Camden. There were also four silver prizes, $20 gift cards to Wawa. The Grand Prize ten stamp winner of the Battleship overnight stay was announced at the November 2 meeting, along with random winters of the other prizes.

Comments about the redesign of the Passport can be found in the Conclusion and Recommendations chapter.

Press for History Week

During July, the consultant prepared two History Week press releases for Bonny Beth's review. One release was a general event announcement and the other was a listing of all the events that would appear in the Passport when it was printed. Bonny Beth sent these releases out to the regular press contacts for the Camden County Historical Society during late August and again in early September.

We received one large article in the *Courier Post* newspaper and four smaller articles in the *Retrospect*. Copies of all the traditional media we received can be found in Appendix DD.

During August and September, the consultant posted daily about the events planned by the CCHA partner organizations for History Week to the CCHA Facebook page. During History Week, the consultant posted to the CCHA Facebook page about every event happening two days prior to each event. In addition, the consultant posted throughout the day about activities. All these events had specially designed flyers created by Bonny Beth Elwell. On average, we received to 20 to 200 likes per post.

The week after History Week, the consultant posted four different thank you posts to recognize the work done by the designers, the Steering Committee members, the CCHA partners, the NJHT our funder, and Bonny Beth Elwell and consultants.

See our recommendations regarding better press coverage in the conclusion and recommendations chapter.

History Week

October was the big month as Camden County History Week had finally arrived. During History Week, both and Bonny Beth wanted to visit with as many sites as possible to see firsthand how the events went, the size of the crowds, and to get direct feedback from visitors. Bonny Beth visited 18 sites during History Week, while the consultant visited 20 with only two overlaps.

Both Bonny Beth and the consultant saw that attendance was modest at all the sites visited. Some volunteer-led sites complained that they did not have enough volunteers, but the vast majority were pleased with the turnout at their event. A more detailed discussion of the feedback meeting can be found in the Evaluation Report found in Appendix EE.

Evaluation

In August, we learned that the consultant's CCHA application for the License Place Grant was successful for the evaluation component of History Week

More than 300 surveys were submitted by the organizations participating in History Week (See Appendix EE for this report). The second form of evaluation for History Week was held during a meeting with the organizational representatives that participated. We held a two-and-a-half-hour feedback meeting of all the CCHA partner organizations on November 2, 2018. Approximately, 20 organizations attended. Another five organizations sent their feedback via email. The purpose of this meeting was to gain feedback about the event: what worked, what did not work, how the event could be improved for the coming year, and how sites could be open once a month for tourism programming.

The consultant wanted to gather a third form of evaluation to gather some additional statistics from the sites open to the public during History Week, including gross number of visitors, number of volunteers and funds collected as donations during the event. This information is available in Appendix Y. The consultant developed a brief presentation about both evaluation efforts and created a list of recommendations for the next Camden County History Week, on January 18, 2019 (See Appendix BB for the presentation).

These visitor statistics for History Week also appeared at the December 12, 2018 New Jersey Historic Trust Board meeting where we made a presentation about the project (See Appendix X).

Many of our recommendations for the future of History Week and the CCHA are culled from the November 2, 2018 feedback meeting and the visitor survey. The write up of the November 2, 2018 meeting can be found in the Findings Report for the Evaluation Grant found in Appendix EE.

The next chapter contains our conclusion and recommendations for the continuation of History Week, and the continuing work of the Camden County History Alliance.

5.Conclusions and Recommendations

This section focuses on the overall successes of History Week and lessons learned for any future county wide heritage tourism activities. Recommendations appear in **BOLD** for the CCHA for heritage tourism activities for the next few years given the consultant's experience working with the group for close to two years over three grants.

Overall Success

As a first time event, Camden County History Week was a great success. The nine months lead up to History Week brought five more organizations into the alliance, **the alliance has grown to 48 partners.**

A total of 32 Alliance partners were open for History Week. All 17 historic sites chose to be open for History Week and offered a variety of programming for adults and children. All of the eight (8) sites with staff offered specialized programs. Some programs were planned well before History Week dates were announced. Nine (9) historical sites that are run by volunteers offered programming for visitors during the nine day event.

We were delighted that about **half – 15 of the 31 history organizations/historical societies participated in History Week** – including some historical societies, hereditary organizations, and service organizations like MARCH, and the Center at Camden County College chose to offer programs for History Week.

Visitors were highly positive about the event and encouraged the CCHA to continue to offer the event next year, based on the open-ended comments on the visitor survey. See all their remarks in the Evaluation Report in Appendix EE.

Putting on a large county wide event took an entire year to plan since there was a certain amount of learning that was needed by all organizations:

- to understand visitor nomenclature,
- to create systems like the collection of an e-newsletter mailing list and creating a newsletter template,
- collecting data for rack cards,
- gathering consistent and complete information for the Heritage Trails Map/Guide, and
- identifying specific educational activities for each organization that planned to participate for the Passport,.

We asked for information several times from each organization. The consultant visited with each site open to the public, early in the year in January through April 2018, to discuss the programming they might like to offer later in the year for History Week. The initial visit also helped to reinforce the need to plan in advance for volunteers, visitors, and membership materials to hand out during History Week.

Working together as a growing alliance and getting to know other site representatives was another pointed success of History Week. Sites **began to think about joint programming** with other sites nearby.

One of the most valuable things we did with the Visitor Survey was to **collect names, email addresses, and zip codes.** As these names are added to the others in our current email list, we can continue to market our history organizations and any Heritage Trail or History Week events in the future.

All sites had the **opportunity to ask for donations or memberships** from visitors who came to their site due to History Week publicity. More than of $1100 was raised in new funds from History Week visitors. One site obtained an artifact donated during History Week. Seeking additional donations is an untapped opportunity and we make recommendations below.

History Week offered all the sites the opportunity **to be creative and undertake new activities for visitors,** which might not have happened without a countywide effort.

History Week also forced the group to **plan a year ahead and to begin planning earlier in the season** for their own events. Some sites had an increase in turn out above a normal Saturday or Sunday at their location.

Expanding the Alliance

The Alliance accepts additional partners when they contact Bonny Beth Elwell at the Camden County Historical Society. Yet, there is no overall plan to approach other potential partner organizations at present. **We are recommending that the Alliance consider whether they are reaching all of the potential partners,** especially all the historic sites open to the public. At an Alliance bi-monthly meeting, a call can be made to the partners to determine if the Alliance is missing any sites. If so, Ms. Elwell can extend an invitation participate to the appropriate sites.

Bimonthly meetings

The History Alliance holds bi-monthly meetings because it seems to be a happy medium between quarterly and monthly meetings. Most of the organizations already have their own monthly meetings to manage their own organizations. **The Alliance may want to reconsider if bi-monthly meetings continue to make the most sense** given the planning of the fast approaching 2019 October History Month for the 24 organizations that are participating in the May 2019 Heritage Trails, around the heritage theme Built in Camden County.

More sites are open at least monthly for regular hours

In our initial survey of the then 41 CCHA partners in June of 2017, we learned that 12 of the 17 of the historic sites were open primarily by appointment only. Over the course of the last year, in preparation for History Week, only one of the CCHA partner sites (Whitman Stafford House) advertised themselves on their rack card as only being open by appointment. This is a major breakthrough for the CCHA and for most of the volunteer run historic sites. While most of the volunteer run historic sites are open only monthly, **more sites are posting regular monthly events throughout the year,** which can be promoted through the CCHA e-newsletter.

First time visitors

With so many first-time visitors (**54% of all visitors were first-time visitors)** coming to History Week, we are able to sort the data base and provide sites with the names and emails of their visitors if they want the

information and want to do any email marketing. However, using an email list for marketing or membership is not a common activity for the volunteer run historic sites.

First time visitors are critical to the growth of membership and event attendance at historic sites. First time visitors must be invited back to reinforce that the experiences they had once at your organization will be similar or better in the future. These first time visitors should be invited to events and activities that promote learning or enrichment. These people are not likely to return to participate in a run of the mill board meeting. Rather they may want hands on activities for children or adults, lectures, or other events similar to those held during History Week.

Now that we have included all of these **first time visitors into the e-newsletter, they continue to be exposed to the fine educational programming across the entire Alliance, every month, through the newsletter**. The more interesting the activity, the more likely the first time visitor is to return.

Word of Mouth marketing

More than half, 54%, of all visitors learned about History Week from Word of Mouth. Word of mouth marketing (WOMM) is perhaps the most effective form of advertising according to Forbes Magazine, as it is free exposure. Word of mouth marketing is also highly trusted because friends and family can provide firsthand experiences about an event or activity and recommend it to their friends.

People trust information they get from peers more than if they saw the event advertised in a paid environment (TV, Radio, newspaper ad, Facebook ad, or other paid media). Those that attended an event will likely come again to another event at a historic site they know.

We should reinforce and engage with all of our e-newsletter subscribers to regularly share announcements about events and activities they see on the CCHA Facebook page with their friends and family members. **Any event posting and the newsletter itself should be easy to share with contacts** across all the major social media channels. Essentially, the 1200 people who attended the first ever History Week are our "brand ambassadors" to others, because they were highly positive about the event (based on their comments in the visitor survey) and have the ability – **if we ask them frequently – to recommend our events and our work to others, as if from a trusted friend.**

Engaging our fans in our work

The CCHA should use WOMM to engage more people in its work by continuing to invite e-newsletter subscribers to participate in events at all of the partner organizations. We should be asking visitors to tell us about events or activities they might want to participate in, and actually plan events to meet those needs. We can ask our Facebook fans to share experiences they have at the sites and to post photos of themselves having fun to the CCHA Facebook page. Finally, **we are recommending that the CCHA site administrators should make the Facebook conversation two-way, by regularly responding to comments or postings from fans, or asking questions designed for fans to provide feedback.**

Social media was a good source for spreading the news about events. Only one Facebook post about History Week was boosted through one paid $20 ad, just before the event began. This was effective, bringing in the

highest number of views, over 400. Twenty-eight percent (28%) of visitors said they learned about History Week from Facebook, four people saw it on Instagram, and one on Twitter.

Informal Training Successes

As part of the CCHA bi-monthly meetings in the lead up to History Week, we **offered half hour peer-to-peer learning opportunities**. We learned from MARCH, which offers training and workshops for historic sites, that none of the CCHA organizations had participated in any of their trainings in the past. This led us to realize that perhaps hearing from peers rather than outsider "experts" might generate better reception and interest by CCHA partner organizations. These small educational efforts were viewed positively by those attending.

We are recommending that these half hours peer to peer learning opportunities continue at CCHA bi-monthly meetings throughout 2019, and the topics should be planned. Suggested topics might include: making visitor referrals to other sites; creating collaborative marketing efforts for heritage trails; working with teachers and school districts; reposting your content to Facebook and other social media platforms; responding to criticism about your site on social media; and promoting your site on travel websites and Yelp.

Lessons learned

Based on the 2018 History Week activities and publications, we are suggesting the following refinements as lessons learned.

Timing for History Week/Month/Heritage Trail Month

There were several complaints about hosting a large collaborative event in the Fall when many of the sites already have existing and long standing events. **We are recommending that the CCHA partners decide if they want to host another large collaborative event in 2019 and whether it should be in the Spring or Fall.** While many felt that a large collaborative event was worth doing, a week—in fact nine days-- just did not seem long enough. There were several suggestions for a month long event to take the place of History Week.

Regardless, if a Spring time, month long event is to be held say in May, then the CCHA partners must identify the month at the January 2019 meeting. The consultant said that it took six weeks to collect the event details from all sites for the 2018 History Week Passport publication. Therefore, sites must identify their events by February 15, so they can be collected for design and printing by April 1 for a May month-long event. A spring month-long event in May seems unrealistic given the tight turn around needed. Additionally, the work to gather events from the sites would now fall to Bonny Beth Elwell, who works part time at the Historical Society, so any CCHA event planning must fit in and coincide with Bonny's other duties.

If a Fall event is preferred, then the month should be chosen at the January 2019 meeting, so that sites can begin planning for their events to be promoted. Event details for History Week/Month would need to be collected by July 15, so that design and printing can be completed by September 1.

As an alternative to a large event, perhaps the CCHA should instead turn to monthly heritage trail themed events starting in April 2019. Again, at the January 2019 CCHA meeting, the Alliance partners would have to designate each month for one of the seven heritage themes, thus creating a yearly calendar for the group. Sites

would have to begin planning immediately for the events they wanted to promote for the April 2019 e-newsletter. There are additional recommendations about the Heritage Trails further in this section. It would be ideal if all the sites on the heritage trail could agree for the month to be open one specific Saturday from 12PM to 4PM which would be promoted in the e-newsletter. Events occurring at other times during the heritage theme designated month would also be promoted in the e-newsletter. A communication plan would also be needed to promote all the Heritage Trail events for each month.

Passport has to be rethought

We are recommending that a committee be established to fundamentally rethink the intent and use of the Passport. It is possible that the Passport/event guide's execution was too complicated for a first-time event for both the sites and the visitors using the Passport.

The Passport/event guide's purpose was to be an inexpensive, black and white printed list of the History Week events, a location for passport stamps, and to announce the prizes. Perhaps these activities should be separated. If the Passport's intent was changed to being merely a listing of sites open to the public with space for stamps for those who visit, then a simpler color or black and white publication could be created. Printing and design costs would have to be identified. Grant funds or sponsorship/ads would also be needed.

There were complaints about the small size of the type on the Passport in order to get all the activities of the 32 organizations listed. The Passport was printed in black and white and thus viewed as less attractive than the color Heritage Trails map/guide and four color rack cards, which were highly praised for their design. Perhaps the event guide could be separated from the Passport and become a more informal listing, again perhaps in black and white. The design and printing costs would have to be identified as well as funding or sponsorships/ads.

The Passport, like the Heritage Trails map/guide, was available to sites on September 29, only three weeks before the start of History Week. This was perceived as not far enough in advance to permit the sites to market the event extensively to visitors. The short window for the use of the Passport also limited its effectiveness. For sites open only one weekend of the nine-day event, visitors could hardly understand the scope of History Week, let alone take advantage of the collaboration between open sites.

The printed materials, if they are printed for a specific event such as a longer History Month, need to be available at least six weeks to two months in advance of the event start date. Certain tourism web sites need information six months in advance.

Finally, the site volunteers who were charged with stamping the Passport found explaining the use of the Passport to be too complicated. Most sites did not use the Passport to its full potential, as a means to direct visitors to other sites. Sites will need to train volunteers about the use of the Passport in advance so that they are ready to make referrals to other sites on common heritage trails or nearby sites.

Perhaps the Passport should be used to market a month long effort if History Week is turned into a History Month. The committee might consider creating one substantial grand prize offering rather than several small prizes or leave the smaller prizes to be marketed on the visitor survey instead. Several CCHA partners

suggested that the surveys should be the vehicle for announcing prizes which might increase the number of people who filled out the survey.

More and better publicity

The partner organizations on the whole were pleased with Camden County History Week, there were some significant weak spots regarding marketing the event.

- **Publicity beyond CCHA press releases, and Facebook posts**
  The biggest disappointment was around publicity. Many of the volunteer run sites had expected both radio and TV to be principal means for promotion of History Week, and perhaps these were unrealistic assumptions given there was no money for any kind of paid advertising. We had hoped to rely on the Camden County Outreach office and VisitSouthJersey.com to publish this nine-day event. Neither organization posted it to their newsletters or web sites. **Redouble our efforts to engage the Camden County Outreach office and Visit South Jersey.com to publish.** Bonny Beth had posted the event to the VisitNJ.org web site, but we did not see much traction from that advertising venue.

- **Traditional press releases**
  Bonny Beth Elwell distributed at least two press releases a month in advance of the event to the usual news outlets that the Camden County Historical Society uses. One large news article was in the local *Courier Post* and *the Retrospect*. We found that individual history organizations relied too much on outside (CCHA) promotion instead of doing their own promotions of History Week. **Work in partnership with the individual partner organizations so that they do not rely on CCHA promotion of their events, in addition to doing their own promotions of their work and any collaborative effort.**

- **CCHA E-Newsletter**
  The Camden County History Alliance Facebook page, along with the monthly CCHA e-newsletter, were used as the primary vehicles for publicity for History Week. The e-newsletter was originally designed to be quarterly. After the first quarterly edition, we realized that a monthly newsletter was needed, and made the switch quickly. The consultant worked with student interns who sorted all the stories/articles sent in by CCHA partners by date and sent this monthly compilation to Bonny Beth Elwell who uploaded it to the free Mail Chimp template. We realized also that we needed an "index" at the start of the newsletter to display all the events for the month in one place. The index was presented with open links to the notices or PDFs from the partner organizations. This proved popular and made it easy for viewers that were interested in particular dates or organizations to find their favorite. We have retained this format throughout.

- The October e-newsletter had a record 55 stories from the 32 partner organizations that had multiple events and activities throughout the nine-day event. The visitor survey also brought us more than 250 more names to add to the data base which is now close to 2000. These names/emails came from all of the sites that were willing to share theirs. Four sites, for privacy reasons, were not able to submit their email addresses to the big list, but, they in turn send the monthly CCHA newsletter to their membership. We know that an additional 500 people get the newsletter from those sources. The open rate has been steady at between 24 to 28%. **We recommend expanding the CCHA mailing list to**

more than 3000 by the end of 2019, add timely articles of interest, and repost and offer links to articles about individual sites.

- **CCHA Facebook Page**
  The consultant posted daily to the CCHA Facebook page for 30 days prior to the start of the History Week describing the upcoming events and activities planned at each of the 32 sites open for the nine-day event. She also posted the day's events on the CCHA Facebook page during the event. There were four thank you postings after the event.

  The CCHA Facebook page now has close to 500 followers. We asked sites that had their own Facebook pages to repost CCHA posts, but few did that. As one of the CCHA Facebook page administrators, the consultant reposted any site announcement of their activities to the CCHA Facebook page. **The CCHA partners can do more to repost their announcements to social media and we recommend additional training for CCHA partners on this topic.** There is currently no active Twitter or Instagram page for the CCHA. These platforms will bring different people to the mailing list and provide the CCHA with exposure beyond Facebook.

  The postings on the CCHA Facebook page generated between 30 to 240 views for each posting. The most views came when larger and more well-known sites were posted such as the Battleship NJ and the Walt Whitman House. In sum, **continue to expand mailing list, add timely articles of interest, and repost and offer links to articles about individual sites.**

- **CCHA Magazine**
  Over the last two and a half years, the CCHA has published and distributed 50,000 copies of a 42-page *Camden County Heritage* magazine to partner organizations, at festivals and events, and waiting rooms of area urgent care centers and doctor's offices. This bi-annual publication is organized by theme and includes an article about the efforts of the CCHA. It is an important, and timely vehicle for event planning for CCHA.

- **CCHA Web site**
  There is a web site (one page) for the CCHA on the Camden County Historical Society web site. It contains a map of all the sites . The website serves as a helpful archive of all the e-newsletters sent during the Heritage Tourism Plan Grant. **A separate web site for CCHA is recommended for 2019 if funding can be secured.** The web site should include one page web pages for sites/organizations that do not have them already and include links to Facebook pages for those that use Facebook as their online presence. The new website should include all of the heritage markers placed by the CCHA, and all the publications produced to date (map/guide, rack cards etc.). The CCHA website should be the first place to go for information about history and heritage in Camden County.

  A likely partner for the development of a web site is Hope Works Inc. a Camden nonprofit. It would be ideal if the web site included a blog to distribute our bi-annual magazine and expand our activities in the historic preservation arena through the distribution of timely civic information by the distribution of a news section and volunteer opportunities.

- **Other web sites, travel review sites**

Not all the 17 historic sites are listed on the Visit NJ web site, JourneythroughJersey, Yelp, or Trip Advisor. These web sites seem best suited for staffed sites where there are regular hours. JourneyThroughJersey, run by the New Jersey Historic Trust, might be a suitable first venue for some of the volunteer run sites that have a regular, yearly schedule identified so they can promote their specific events and when they will be open each month during the visitor season (generally April through October).

- **Clio App**
  Clio (theclio.com) is a free history App that is being used by many sites and history organizations around the county to provide a platform for those interested in taking tours of architecture and historic sites. The organization markets it as "Clio is an App that connects thousands of people to nearby culture and history." We would use the App in conjunction with the website and newsletter. The App permits users to search for nearby sites, take a walking tour, create your own itinerary, or simply go for a walk or drive and let Clio show you nearby sites using our mobile app. There are other Apps available, but this seems to be simple to use and free. Someone would, however, have to spend the time to upload the information about each, into the app and include photos, maps etc. There seems to be pretty good coverage for the major house museums, but places like St. Joseph's Polish Catholic Church should be on this App. (A quick check found that these were missing from Clio now: Historical Society of Winslow Township, St. Joseph's Church, Old Quaker Store, Whitman Stafford House, Newtown Meeting House, Clementon Historical Society, Esther Rabb/Goodwin Center, Collings Knight House, Peter Mott House, Merchantville Historical Society, Glover Fulling Mill Park, Haddon Heights Historical Society, and Haddon Township Historical Society of Haddonfield.)

- **Paper versus online newsletters**
  There are still several history organizations and some historic sites that must send paper copies of their newsletters and other communications to members who do not have access to a computer or prefer not to read messages on their mobile phone. While email marketing might be cheap or free, it does not reach all of our constituents. The article in the *Courier Post* about History Week was well read, so the CCHA cannot abandon paper or traditional media for reaching our audience. We must rely on the Magazine to get the word out, not only email.

Better or more frequent communication is needed between CCHA, sites, and site volunteers

We believe that the historic sites open for visitors did not stress that other sites were open for visitation. We also heard from the feedback meeting that History Week was too short to encourage visitors to go to other sites. Visitors did not plan to visit multiple sites because they did not know until they arrived that there were other sites open during the week. This was especially problematic at volunteer run sites that were stretched even being open two weekend days. Visitors did take rack cards indicating that they might make visits to sites in the future, but we did not build in any kind of tracking mechanism to the rack cards. Traditionally that would be a discounted admission, but since the vast majority of the CCHA sites are free to the public, another tracking means would be needed.

Site volunteers making referrals to other sites

Docents at the historic sites should become more familiar with other sites on their Heritage Trails so they can make high quality referrals to visitors about the other 17 historic sites open to the public. The work of encouraging visitors at one historic site to move on to other sites that might interest them is entirely in the hands of each historic site. The purpose of the rack cards and the Heritage Trails Map/Guide was to identify and locate other sites of potential interest for visitors. An enthusiastic docent talking about another site will do far more than a rack card to get visitors out and about. **We recommend that historic site docents be trained to make good referrals to visitors to the collection of 17 historic sites open to the public.** Docents must become highly familiar with each other's offerings, so that they can make valued recommendations to inspire word of mouth marketing. No amount of paid marketing or advertising is worth as much as a recommendation from a trusted source. If the visitor had a good time and the family members learned something new, then site volunteers are in an excellent position to recommend other places to visit. But the recommendation is only as good as the direct knowledge about the other site: how to get there, when it is open, what to ask about, and how much it costs to visit (if any).

Learning about other historic sites in the network, especially by the hundreds of current historic site docents across the 17 organizations, might be accomplished by some kind of regular, half day van tour (often called a FAM for familiarization, tour), one or two times a year. **We recommend that a committee should be formed to explore how historic site docents could become a "certified ambassador" by the CCHA, so they could make high quality referrals. This could include documenting visits to six or more sites, but especially those on their own heritage trail.** Becoming a "certified ambassador" might mean being able to wear a button, "Ask Me About Other Historic Sites Nearby" as a means to chat up visitors about other offerings nearby.

Reprint the Heritage Trails Map/Guide

Only 5,000 maps/guides were printed, with only 40 available for each site open to the public. This tiny supply of the attractive Heritage Trails Map/Guide may have had unintended consequences. **We recommend reprinting the Heritage Trails Map/Guide in 2019, at least 10,000 copies, so that the 21 sites can get at least 250 copies.**

Heritage Trails have unmet potential

One of the main goals of the Heritage Tourism Plan was to create a series of heritage trials as a marketing device to permit interested visitors in understanding that there were more sites that might interest them. There were seven heritage themes identified during the first phase of this work as noted below:

1. Built in Camden County—25 organizations
2. 20th Century Stories—21
3. Women in History—15
4. Many Faces of Camden County—23
5. Colonial Times—16
6. African-American Heritage—18
7. Rivers, Roads & Rails—11

So far, little has been done with the Heritage Trails, other than to identify them on the bottom of the rack cards and introduce the theme on the Heritage Trails Map/Guide.

Monthly events around Heritage Trail themes

We recommend that the CCHA partners designate a specific month for each Heritage Trail from April through October and design the e-newsletter to that theme. An introductory article which can appear on the website and the e-newsletter would be needed to identify the theme and the sites with special programming that month and the date all the sites are open. Most of this information is already on the Heritage Trails Map/Guide and can be reprinted. Sites with events on that trail should be promoted at the top of the newsletter. Other events occurring that month should appear below the featured activities for the month. **We recommend a coordinated marketing effort by the sites on the trail to cross market their activities by cross posting their events on Facebook feeds.** Finally, the CCHA Facebook page should include the colorful headline banner (used on the rack cards) to identify events during the month on the theme. Perhaps all events should be promoted twice in the month. It would be ideal if there was a short visitor survey available asking if visitors knew about the other sites available on that theme.

New Heritage Trails brochures

We recommend that a committee explore whether to create seven colorful Heritage Trails brochures that highlight all the sites on the trail and create one or more routes between them. Given that the number of sites on each Heritage Trail vary from the smallest Rivers, Roads & Rails with eleven stops, to the largest Built in Camden County with 25, this creates a brochure design challenge. We recommend that the Heritage Trail brochures be printed in color, branded to match the Heritage Trails Map and Guide, and sized to fit in the rack card racks at a number 10 envelope size. The smallest brochure may be a folded legal sized document with only 11 sites to promote. The largest however, may have to be much larger and have multiple folds to accommodate up to 25 sites. Design and printing costs will have to be identified, and the document printed with enough supply to last at least one year, so that each site could have at least 250 copies on hand of each trail brochure at the start of the year. 250 copies times 21 sites, times seven trails would be a print run of 36,750, far larger than any print run from History Week. These seven documents might supplant the Heritage Trails Map and Guide over time. There is only one site that is listed in all seven heritage trails: Camden County Historical Society. The Battleship New Jersey, and the Gabriel Daveis Tavern are listed in six trails. Support from the Camden County Events and Outreach office should be approached for the costs for printing or distribution to hotels and other sites where rack cards are displayed.

School partners/youth engagement

CCHA partners believe that schools are a highly valuable audience for History Week activities. Less than half of the historic sites have ongoing relationships with teachers or their local school district who make regular school visits with their classes to the site. These organizations can continue building their relationships with area educators to include History Week or monthly educational programming. This effort to create and grow school visits is best left to individual sites that already have ongoing relationships. This topic might be a good one for a Peer to Peer panel discussion at an upcoming CCHA bi-monthly meeting. **If there is interest, then we recommend that a school/family involvement committee be created to further develop this work for the CCHA partners.**

For sites without an ongoing and active school program, we suggest a different approach. With so much focus on school testing, high bus costs, and in school class room time, the CCHA historic sites might be better served by developing appropriate, grade related, curriculum based "traveling trunks" that can be taken to the classroom by highly trained docents to bring educational lessons about their sites to children in the classroom The CCHA organization itself, as a volunteer entity, is not able to establish or nurture individual school or school district relationships across the entire county with its scores of school districts. This work is best left to individual sites.

Another option is for the historic sites to market the Passport, or the new Heritage Trails brochures if printed, to youth programs such as scouts for events or badge opportunities. Some sites with already existing relationships with schools can build upon those relationships to market the thematic heritage trails or monthly events to area families by hosting kid friendly activities at each site. The creativity of the heritage trail partner organizations can make a significant difference in visitation at these sites.

The CCHA needs to further explain how to use the publications with visitors, and then the sites have to relay that information on to their volunteers that interact with visitors.

No way to track rack card use

The rack cards were an investment in the future of the CCHA, where the historic sites could use them to promote their peers' sites to visitors coming for events and programs. We did not provide a tracking device on the card, such as a reduced admission price, because all but four of the historic sites are open free to the public. We have no specific method to suggest for tracking the use of rack cards at this time.

A small handful of the sites complained that the rack card rack was large and clumsy and did not fit easily into a recreated or restored historic interior. These sites will find a location that makes sense to them for these popular and handsome displays of rack cards for the other house museums in the Alliance.

More volunteers needed

We knew from the initial Summer 2017 survey that undertaking a large event would stretch the capacity of the volunteer-run historic sites. History Week certainly did that. Volunteer recruitment is a recurring issue at both staffed and volunteer run historic sites and organizations. All of the volunteer run sites admit that they did not have enough volunteers to prepare and execute History Week, the way they wished.

Several groups complained that being open both days on the Oct. 20 and 21 weekend was too much work for their volunteers or that History Week led to cancellations of outreach appearances the previous weekend. Even for the site with the largest group of volunteers, Barclay Farmstead, where they have over 150 people on their volunteer roster, they did not have enough volunteers. Too few volunteers is not unique to Camden County, but rather all historic house museums throughout the country. History Week did press many beyond their comfort level, and in some cases we got feedback that this event was "too much work for our volunteers."

Sites admitted that they were not clear enough about their volunteer responsibilities for History Week and could have done better at explaining the tasks involved to their docents. They also acknowledged that the

nature of History Week was not well communicated; for locals it was just the same as other events during the year.

We are recommending more in depth training about volunteer recruitment and retention during 2019. Several sites do a good job recruiting and scheduling volunteers and perhaps they would be willing to share their secrets with their peers.

There is still resistance to gathering, using, and keeping visitor statistics

While the vast majority of sites have a sign-in book for visitors, they are not routinely collecting zip codes or email addresses for membership or event marketing. We asked early on for sites to provide visitor numbers, but none did so. Then we asked all for their visitor numbers, number of volunteers, and funds raised during the event. All but four sites complied, this is a marked improvement. Some of the volunteer run sites have yet to see the value of collecting visitor data. This is an area for serious improvement. More work must be done by the Alliance to ensure the collection of visitor statistics throughout the year. A potential incentive for data collection is a contest awarding the highest increase in visitation.

More focus on fundraising during collaborative Alliance events

Over an eleven hundred dollars was raised by sites during History Week. However, this sum could have been far larger with a coordinated effort to seek financial support from visitors during Alliance produced events. Virtually all Alliance partners, except for Battleship, Barkley Farmstead, Peter Mott House, Camden County Historical Society, and Maritime Museum are open, free of charge to the public. These five sites charge an entrance fee. Most have a modest membership fee, which is not required for entrance. The sites that raised funds during History Week had a jar or box available to visitors for donations. The passive fundraising efforts we witnessed at most sites during our visits, suggest that most visitors were not directly asked to donate. We recommend the addition of a donation box as a good first step.

Furthermore, we are recommending that a larger emphasis be placed on seeking donations from visitors. The most effective way to seek financial support is to make a direct ask at the end of any tour or event. A request like, "If you enjoyed your tour today, we would certainly appreciate your donation to support this historic site." would likely be effective. This brief reminder, made by the docent, or over a PA system if applicable, is highly effective in opening wallets.

If not opaque, the donation box or jar should have a few dollar bills in it, as well as at least several 5, 10- and 20-dollar bills to "salt" the box and encourage generous gifts. Membership forms should be handed to everyone who enters, or exits the site, so they can learn a bit more about the organization and donate to it if they wish.

Conclusion

The Heritage Tourism Plan for Camden County has moved the Camden County History Alliance very far in less than two years, but more work needs to be done. The volunteer run historic sites must see the benefit of continuing to cooperate with the Alliance and to produce events for CCHA joint programming. Education, training is still needed to help these organizations to grow into their potential as visitor attractions.

6.Credits

Donna Ann Harris, principal of Heritage Consulting Inc., wrote this document. We thank Glenn Ceponis of the New Jersey Historic Trust for this careful review of the first draft of this report.

Heritage Consulting Inc. is a Philadelphia-based Women's Business Enterprise (WBE) consulting firm that aids non-profit organizations and government agencies nationwide in the following practice areas: downtown and commercial district revitalization, historic preservation, tourism product development, and non-profit organizational development. Donna Ann Harris is the firm principal.

Prior to her early career, Ms. Harris spent 15 years as an executive director of three start-ups and two mature historic preservation organizations. In these positions in New Jersey, Pennsylvania, and Illinois, she began membership drives in addition to leading strategic planning efforts, public relations and a capital campaigns and raising more than $3.75 million in grants. Donna managed staffs ranging in size from two to ten and was responsible for organizational, project, and endowment budgets of up to $2.6 million.

As a preservation planner with more than 30 years of professional experience, Ms. Harris has assisted citizen groups and government agencies with identifying appropriate reuses for threatened historic properties to ensure the long-term preservation and maintenance of the site. In the past 15years, Ms. Harris has been speaking about and consulting with historic house museums around the country concerning alternative uses and stewardship responsibilities. AltaMira Press published her book *New Solutions for House Museums: Ensuring the Long-Term Preservation of America's Historic Houses* in 2007. A second edition is being written and publication is anticipated in 2020.

In addition, Ms. Harris has published articles about reuse of historic house museums in *History News*, the quarterly magazine of the American Association for State and Local History and *Forum Journal*, the quarterly journal of the National for Historic Preservation. In the past twelve years, Ms. Harris has spoken at more than 35 national, regional, and statewide conferences about her house museum research. Ms. Harris' chapter on "Best Practices for Board Service for Historic Sites," will be included in *Reimaging the Historic House Museum: Catalysts for Change*, edited by Kenneth Turino and Max Van Balgooy for Rowman and Littlefield, Publishers in 2018.

Ms. Harris earned a Master of Science degree in Historic Preservation from Columbia University in New York City, and a Master of Public Administration degree from the Fels Institute of Government at the University of Pennsylvania in Philadelphia. She holds a BA in American Studies and Art History from the State University of New York at Albany. Ms. Harris' experience meets or exceeds the minimum professional qualifications defined in the Code of Federal Regulations (36 CFR 61, Appendix A) for an architectural historian.

Contact:
Donna Ann Harris
Heritage Consulting Inc.
422 South Camac Street
Philadelphia, PA 19147
donna@heritageconsultinginc.com
267 251 5444.

i. Appendix list of Key documents

A. Findings Report from Initial Survey
B. Memo about Printing Needs
C. Scope of Work with Heritage Consulting Inc.
D. Memo about Domain Names
E. Guidelines for Submissions for E-Newsletter
F. Volunteer Job Description for History Week Steering Committee
G. History Week Commitment Document
H. RFP Printing Gannett Foundation Grant Application
I. Research on Email Platform
J. Write ups of Sie Visits to 19 Sites Open to the Public
K. All E-Newsletters (Spring, March 2018 through December 2018
L. Quarter 1 2018 report to New Jersey Historic Trust
M. Evaluation Grant Application to the New Jersey Historic Trust
N. Goals for the Camden County History Week
O. Q2 Report to the New Jersey Historic Trust
P. Presentation about CCHA to the New Jersey Historic Preservation Conference
Q. 21 Rack Cards for Historic Sites Open to the Public
R. Heritage Tourism Map/guide
S. Passport/Event Guide
T. Rubber Stamp logo for Passport
U. Flyer for Camden County History Week
V. Visitor Survey sample
W. Q3 Report to the New Jersey Historic Trust
X. Camden County History Week by the Numbers 3
Y. CCHA Wrap Up Survey: Visitors, Volunteers, and Donations
Z. CCHA Heritage Trails List Final Version
AA. Work Plan for Camden County History Week
BB. PowerPoint Presentation for January 18, 2019 CCHA meeting
CC. Q4 Report to the New Jersey Historic Trust
DD. *Courier Post* and *Retrospect News* Articles
EE. Findings report from Evaluation Grant
FF. Summary of Monthly Tasks Undertaken by the Consultant

R-5

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE DISCHARGE OF MORTGAGE AGAINST 919 N. 20TH STREET, (BLOCK 853, LOT 56) CAMDEN, NEW JERSEY

WHEREAS, the Camden Redevelopment Agency ("CRA") acquired 919 N. 20th Street (the "Property") from the Tax Lien Financing Corporation ("TLFC") by deed dated June 30, 2011, recorded on September 6, 2011 in the Camden County Clerk's Office in Deed Book 9461 at Page 276; and

WHEREAS, per the terms of the transfer the property was subject to a mortgage dated, June 30, 2011, in the amount of $30,361.41 recorded in the Office of the Camden County Clerk on June 30, 2011 in Mortgage Book 9445 at Page 170; and

WHEREAS, CRA has approved the Sale of the Property for the fair market value of the Property of $7,000; and

WHEREAS, in accordance with the Note the CRA will pay the City the Net Proceeds from the sale equal to $7,000 less the CRA's closing costs to complete the sale and less any capital expenditures and/or repairs and/or carrying costs incurred by the CRA; and

WHEREAS the City of Camden agrees to accept the Net Proceeds of $7,000 less the CRA's closing costs to complete the sale and less any capital expenditures and/or repairs and/or carrying costs by the CRA in full satisfaction of the Note and Mortgage pertaining to the Property and to issue a Discharge of Mortgage discharging the Mortgage from the Property; now, therefore

BE IT RESOLVED, that the governing body of the City of Camden hereby authorizes the proper officials to execute a Discharge of Mortgage against 919 N. 20th Street (B. 853, L. 56).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
And approved as to form

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTUS
President, City Council

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: Timothy Cunningham, Esq., Business Administrator

FROM: Edward L. Trueblood, Assistant City Attorney

Department Making Request: LAW

TITLE OF RESOLUTION/ORDINANCE:
RESOLUTION AUTHORIZING DISCHARGE OF CITY MORTGAGE AGAINST 919 N. 20TH STREET

BRIEF DESCRIPTION OF ACTION:

The Camden Redevelopment Agency ("CRA") acquired the property, 919 N. 20th Street ("the "Property") from the Tax Lien Financing Corporation ("TLFC") by Deed dated June 30, 2011 recorded in the Camden County Clerk's Office in book 9461 and page 279. The Notes and Mortgages were assigned to the City of Camden. The related tax sale certificate held by the Tax Lien Financing Corporation was initially valued at $30,361.41. The fair market value of the Property has been determined to be $7,000. In accordance with the Note the CRA will pay the City the Net Proceeds from the sale equal to $7,000 less the CRA's closing cost to complete the sale less any capital expenditures and/or repairs and/or carrying cost incurred by the CRA. A resolution is requested authorizing the discharge of the City's mortgage against 919 N. 20th Street upon payment of the note.

APPROPRIATION ACCOUNT TO BE CHARGED:
AMOUNT OF PROPOSED CONTRACT:

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/25/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:		

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-6

MBS/AIV
06-14-22

RESOLUTION AUTHORIZING EXTENSIONS OF TIME TO COMPLETE FORECLOSURE

WHEREAS, the City Council previously authorized the assignment of various tax sale certificates, listed in Exhibit A attached hereto, for less than the full amount due pursuant to N.J.S.A. 54:5-114.4; and

WHEREAS, N.J.S.A. 54:5-114.4, requires that the tax certificate assignee complete the foreclosure of the tax sale certificate and record the final judgment in the Camden County Clerk's Office within two (2) years of the date of the resolution authorizing the assignment; and

WHEREAS, due to various reasons, including delays caused by the COVID-19 Public Health Emergency and resulting disruptions of normal court proceedings the tax certificate assignees were unable to complete the foreclosure process within the required time period; and

WHEREAS, the tax sale certificate purchasers listed below made timely requests to extend the time to foreclose; and

WHEREAS, the Lien Review Committee now requests that the City Council extend the foreclosure deadlines to the *New Deadline to Complete Foreclosure* dates listed in Exhibit A attached hereto; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the tax certificate assignees' foreclosure deadline is hereby extended to the respective *New Deadline to Complete Foreclosure* listed in Exhibit A attached hereto.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Exhibit A

Address	Block/Lot	Council Resolution Approval Date	Resolution#	Tax Sale Certificate#	Tax Sale Certificate Purchaser	Last deadline to complete foreclosure	New Deadline to complete foreclosure
1411-1415 Broadway	341/9	03/10/2020	MC-20:7387	27848	*Booker's Lounge/VIP Construction/VIP Industries*	03/10/2022	03/10/2023
709 Cherry	765/26	05/14/2019	MC-19:6902	09-00454	*Hill, Demond*	05/14/2022	05/14/2023
711 Cherry	765/27	05/14/2019	MC-19:6902	12-93112	*Hill, Demond*	05/14/2022	05/14/2023
856 N 27	947/27	04/11/2017	MC-20:5629	991445	*Collado, Maria*	5/11/2022	11/11/2022

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: Timothy J. Cunningham, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney

Department Making Request: Office of the City Attorney

TITLE OF RESOLUTION:
RESOLUTION AUTHORIZING EXTENSIONS OF TIME TO COMPLETE FORECLOSURE

BRIEF DESCRIPTION OF ACTION:
N.J.S.A. 54:5-114.4, requires that the tax certificate assignee complete the foreclosure of the tax sale certificate and record the final judgment in the Camden County Clerk's Office within two (2) years of the date of the resolution authorizing the assignment. Due to various reasons including the ongoing COVID-19 pandemic, resulting state of emergency and disruption of normal court procedures, tax sale certificate purchasers have experienced significant delays at various stages of the foreclosure process. City Council authorization is being sought to authorize extensions of time to complete foreclosure for tax sale certificate holders who made timely requests for extensions. A complete list of the tax sale certificate holders seeking an extension and proposed new foreclosure deadlines are attached as Exhibit A.

APPROPRIATION ACCOUNT TO BE CHARGED:

AMOUNT OF PROPOSED CONTRACT:

[X] **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/24/22	Michelle Banks-Spearman
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Amia Valentine	X7170
Contact Person:	Michelle Banks-Spearman, City Attorney	X7170

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

MBS:dh
06-14-22

R-7

RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #04-21-121 BETWEEN THE CITY OF CAMDEN AND WORKNET OCCUPATIONAL MEDICINE

WHEREAS, the Council of the City of Camden by (MC-7905) dated April 13, 2021 awarded a contract to Worknet Occupational Medicine, for the provision of primary medical care for pre-employment physicals, return to work physicals, random drug and alcohol testing and other work related services for Worker's Compensation for the City of Camden employees; and

WHEREAS, the contract price set forth in (MC-7905) as aforesaid was Seventy-Five Thousand Dollars ($75,000.00); and

WHEREAS, it is necessary to amend contract #04-21-121 with Worknet Occupational Medicine by Amendment #1 in the amount of TWENTY-FIVE THOUSAND DOLLARS ($25,000.00) due to ongoing occupational health services; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the trust account budget of the City of Camden, under line item(s) "T-35-900-103", said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, that the City Council of the City of Camden hereby approves Amendment #1 to Contract #04-21-121 with Worknet Occupational Medicine in the amount of TWENTY-FIVE THOUSAND DOLLARS ($25,000.00) making the total amount of the contract not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

Revised #K-7

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: Timothy Cunningham, Business Administrator

FROM: Risk Management

Department Making Request: Law Department

TITLE OF RESOLUTION: RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT # 04-21-121 WITH WORKNET FOR OCCUPATIONAL HEALTH CARE FOR THE CITY OF CAMDEN'S WORKERS COMPENSATION PROGRAM, PRE-EMPLOYMENT PHYSICALS AND RETURN TO WORK EVALUATIONS

BRIEF DESCRIPTION OF ACTION: This action is necessary for the payment of ongoing occupational health services

APPROPRIATION ACCOUNT TO BE CHARGED: T-35-900-103
AMOUNT OF PROPOSED CONTRACT: $25,000

Original Amt # 75,000.00
Amendment #1 # 25,000.00
Total # 100,000.00

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/31/22	
Approved by Grants Management:		
Approved by Finance Director:	6/7/22	(If applicable)
☑ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	6/8/22	

	(***Name) Please Print***	***(Extension #)***
Prepared By:	Zoraida Pagan	7578
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: WORKNET

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- ADOPTED BUDGET APPROPRIATION

AMOUNT:$

- DEDICATED BY RIDER:

AMOUNT:$

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT:$

- CAPITAL ORDINANCE

AMOUNT:$

- TRUST ACCOUNT: T-35-900-103

AMOUNT: $25,000.00

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $100,000.00

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #4-21-121 WITH WORKNET FOR OCCUPATIONAL HEALTH CARE FOR THE CITY OF CAMDEN'S WORKERS' COMPENSATION PROGRAM, PRE-EMPLOYMENT PHYSICALS AND RETURN TO WORK EVALUATIONS

Johanna S. Conyer
Director of Finance
Date: 6/7/22

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Camden

Professional Service or EUS Type	RFP
Name of Vendor	WorkNet Occupational Medicine
Purpose or Need for service:	Amendment #1 for Occupational Health Services
Contract Award Amount	$25,000
Term of Contract	
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	RFP
Were other proposals received? If so, please attach the names and amounts for each proposal received?	No

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____
Mayor's Signature*

_____ Date_____
Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

T-35-900-103 Funding Source for this action

Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

Rendy Date_____

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

_____Date_____

Director or Designee,
Division of Local Government Services

Number Assigned_____

R-8

MBS:gb
06-14-22

RESOLUTION AUTHORIZING THE SETTLEMENT OF LITIGATION

WHEREAS, there is now pending before the Superior Court of New Jersey, a case under Docket No. CAM-L-3744-18, entitled Terry Bemberry v. City of Camden in which the plaintiff seeks damages; and

WHEREAS, this matter has been reviewed and negotiated by and between the parties of this litigation and an agreement has been reached by and between these parties to settle the case with the City of Camden paying the total sum of TWELVE THOUSAND FIVE HUNDRED DOLLARS ($12,500.00); and

WHEREAS, in accordance with this settlement, the City of Camden will pay the total sum of TWELVE THOUSAND FIVE HUNDRED DOLLARS ($12,500.00); and

WHEREAS, the settlement of the within litigation is not an admission of liability on the part of the City of Camden but is made in recognition of the risks of litigation and in order to avoid the continued costs and expenses of litigating the within matter; and

WHEREAS, the specific terms of the settlement are set forth in the attached form of the Settlement Agreement; and

WHEREAS, Council has reviewed said settlement proposal and has determined that it is in the best interests of the City of Camden to settle the litigation in the aforesaid matter; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the trust account budget of the City of Camden under line item "T-35-900-101", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper officers are hereby authorized to adhere to the Settlement Agreement and to issue payment in the amount of TWELVE THOUSAND FIVE HUNDRED DOLLARS ($12,500.00), in the manner set forth in the Settlement Agreement.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: TERRY BEMBERRY

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION:

AMOUNT:

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT: T-35-900-101

AMOUNT: $ $12,500.00

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $12,500.00

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION A SETTLEMENT HAS BEEN REACHED IN THE MATTER OF TERRY BEMBERRY V. CITY OF CAMDEN DOCKET NO. : CAM-L-3744-18. THIS RESOLUTION WILL APPROVE THE TERMS OF THE SETTLEMENT, RELEASE OF ALL CLAIMS, AND AUTHORIZE THE MAYOR AND APPROPRIATE CITY OFFICIALS TO SIGN THE SETTLEMENT AGREEMENT TO MEMORIALIZE THE TERMS.

Johanna S. Conyer
Director of Finance
Date: 5/26/26

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

FROM: Michelle Banks-Spearman

Department Making Request: Law Department

TITLE OF RESOLUTION: RESOLUTION AUTHORIZING THE SETTLEMENT OF LITIGATION

BRIEF DESCRIPTION OF ACTION: A settlement has been reached in the matter of Terry Bemberry v. City of Camden Docket No.: CAM-L-3744-18. This resolution will approve the terms of the settlement, release of all claims, and authorize the Mayor and appropriate City Officials to sign the settlement agreement to memorialize the terms.

APPROPRIATION ACCOUNT TO BE CHARGED: T-35-900-101

AMOUNT OF PROPOSED CONTRACT: $12,500

CITY OF CAMDEN
PURCHASING
2022 MAY 23 P 2:02

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/17/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:	5/26/22	
☑ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	5.26.22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Zoraida Pagan	7578
Contact Person:	Edward Trueblood	7175

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CAMDEN CITY
520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

REQUISITION
NO. C2200812

SHIP TO	
VENDOR	VENDOR #: UNK01 UNKNOWN VENDOR , NJ

ORDER DATE: 05/18/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Settlement Terry Bemberry v. City of Camden Docket No. CAM-L-3744-18 Make Check Payable to: Terry Bemberry and Musitief Firm, LLC 1333 Race Street Philadelphia, P.A. 19107	T-35- -900-101	12,500.0000	12,500.00
			TOTAL	12,500.00

5/24/22

Approved: 5/24/22

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

Department Head — Date: 5/20/22

Receiver of Goods — Date: 5/20/22

THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Camden

Professional Service or EUS Type	
Name of Vendor	Terry Bemberry & The Musitief Firm, LLC
Purpose or Need for service:	A settlement has been reached in the matter of Terry Bemberry v. City of Camden Docket No.: CAM-L-3744-18
Contract Award Amount	$12,500
Term of Contract	
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	
Were other proposals received? If so, please attach the names and amounts for each proposal received?	

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

T-35-700-101 Funding Source for this action

Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ Date_____

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

_____Date_____

Director or Designee,
Division of Local Government Services

Number Assigned_____

RELEASE OF ALL CLAIMS

This Release dated the 23 day of April, 2021 is given by the Releasor set forth below.

For and in Consideration of the payment to me of the sum of **TWELVE THOUSAND FIVE HUNDRED DOLLARS ($12,500.00)**, and other good and valuable consideration, TB-5-1322 JERRY BERRY ~~GERALD ABEL~~, ("Releasor"), being of lawful age, have released and discharged, and by these presents do for myself, my heirs, executors, administrators and assigns, release, acquit and forever discharge the CITY OF CAMDEN, and all of their respective representatives, successors and assigns; as well as any and all of their parents, subsidiaries, affiliates, predecessors, successors, assigns and insurers and any past or present officers, directors, agents, representatives, employees and attorneys of the CITY OF CAMDEN ("Releasee") of and from any and all actions, causes of action, claims or demands for damages, costs, loss of use, loss of services, expenses, compensation, consequential damage or any other thing whatsoever on account of, or in any way growing out of, any and all known and unknown property damage resulting or to result from occurrence or accident that happened as set forth in the Complaint filed in the Superior Court of New Jersey, Camden County, at docket No: CAM-L-3744-18.

It is understood that the settlement of this matter includes compensation for all claims, including punitive damages, attorney's fees, pecuniary losses incurred, or that may be incurred, in the future by Releasor, and any other losses that accrued or may have accrued. It is further agreed that Releasor will defend and indemnify and hold Releasees harmless from any and all liability arising from liens, reimbursement or subrogation claims, be they statutory, equitable or judicially imposed that have been or may in the future be, asserted by any person or entity. Releasor expressly acknowledges that all obligations to satisfy such liens or claims are that of Releasor and not Releasee.

Fm - 5-13-22
TB 5-13-22

All Claims against medical providers preserved. All first party medical claims preserved.

Release of Claims
Bemberry, Terry
CAM-L-3744-18

Pursuant to N.J.S.A. 2A:17-56.23(a), I hereby personally certify that I, or a representative on my behalf, have completed a search to determine whether I have any judgments for child support against me and said search has indicated that no such judgments exist. I personally guarantee that all such lien obligations will be or have been paid in full by me, and/or my attorney and/or authorized agent out of funds prior to receipt of the net amount, to be received pursuant to this Release, and I further agree not to have any such settlement funds tendered to me until such liens are completely satisfied. Further, I agree to indemnify and hold harmless Releasee, you and your attorneys from any liability which they may incur from failure to conduct said search and/or any such judgments or liens.

I understand that this settlement is the compromise of a doubtful and disputed claim, and that the payment is not to be construed as an admission of liability on the part of the person, firms and corporations hereby released by whom liability is expressly denied. I further agree that this Release shall not be pleaded by me as a bar to any claim or suit.

This Release contains the Entire Agreement between the parties hereto, and the terms of this Release are contractual and not a mere recital.

FM
5-13-22

I further state that I have carefully read the foregoing Release and know the contents hereof, and I sign the same as my own free act.

Witnessed or Attested by:

Donna Moody
Witness
DF- 5-13-22
TB-5-13-22

Terry Bemberry
Terry Bemberry
5-17-22

R-9

MBS/AIV
06-14-22

RESOLUTION AUTHORIZING EXTENSIONS OF TIME TO COMPLETE FORECLOSURE

WHEREAS, the City Council previously authorized the assignment of various tax sale certificates, listed in Exhibit A attached hereto, for less than the full amount due pursuant to N.J.S.A. 54:5-114.4; and

WHEREAS, N.J.S.A. 54:5-114.4, requires that the tax certificate assignee complete the foreclosure of the tax sale certificate and record the final judgment in the Camden County Clerk's Office within two (2) years of the date of the resolution authorizing the assignment; and

WHEREAS, due to various reasons, including delays caused by the COVID-19 Public Health Emergency and resulting disruptions of normal court proceedings the tax certificate assignees were unable to complete the foreclosure process within the required time period; and

WHEREAS, the tax sale certificate purchasers listed below made timely requests to extend the time to foreclose; and

WHEREAS, the Lien Review Committee now requests that the City Council extend the foreclosure deadlines to the *New Deadline to Complete Foreclosure* dates listed in Exhibit A attached hereto; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the tax certificate assignees' foreclosure deadline is hereby extended to the respective *New Deadline to Complete Foreclosure* listed in Exhibit A attached hereto.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Exhibit A

Address	Block/Lot	Council Resolution Approval Date	Resolution#	Tax Sale Certificate#	Tax Sale Certificate Purchaser	Last deadline to complete foreclosure	New Deadline to complete foreclosure
1411-1415 Broadway	341/9	03/10/2020	MC-20:7387	27848	*Booker's Lounge/VIP Construction/VIP Industries*	03/10/2022	03/10/2023
709 Cherry	765/26	05/14/2019	MC-19:6902	09-00454	*Hill, Demond*	05/14/2022	05/14/2023
711 Cherry	765/27	05/14/2019	MC-19:6902	12-93112	*Hill, Demond*	05/14/2022	05/14/2023
1367 Kenwood	1293/92	03/10/2020	MC-20:7387	11-03504	*Riggs, Ajeenah*	03/10/2022	
841 Princess	365/108	04/11/2017	MC-20:5629	970296	*Warren, Dwight*	04/11/2022	12/11/2022
WS Princess/669 N Walnut	365/109	04/11/2017	MC-20:5629	010447	*Warren, Dwight*	04/11/2022	12/11/2022
856 N 27	947/27	04/11/2017	MC-20:5629	991445	*Collado, Mario*	5/11/2022	11/11/2022

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: Timothy J. Cunningham, Esq., Business Administrator

FROM: Michelle Banks-Spearman, City Attorney

Department Making Request: Office of the City Attorney

TITLE OF RESOLUTION:
RESOLUTION AUTHORIZING EXTENSIONS OF TIME TO COMPLETE FORECLOSURE

BRIEF DESCRIPTION OF ACTION:
N.J.S.A. 54:5-114.4, requires that the tax certificate assignee complete the foreclosure of the tax sale certificate and record the final judgment in the Camden County Clerk's Office within two (2) years of the date of the resolution authorizing the assignment. Due to various reasons including the ongoing COVID-19 pandemic, resulting state of emergency and disruption of normal court procedures, tax sale certificate purchasers have experienced significant delays at various stages of the foreclosure process. City Council authorization is being sought to authorize extensions of time to complete foreclosure for tax sale certificate holders who made timely requests for extensions. A complete list of the tax sale certificate holders seeking an extension and proposed new foreclosure deadlines are attached as Exhibit A.

APPROPRIATION ACCOUNT TO BE CHARGED:

AMOUNT OF PROPOSED CONTRACT:

[X] **Waiver Request Form Attached for State DCA/DLGS Approval -** *(If applicable)*
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/24/22	Michelle Banks-Spearman
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	5/26/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Amia Valentine	X7170
Contact Person:	Michelle Banks-Spearman, City Attorney	X7170

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-10

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE DISCHARGE OF MORTGAGE AGAINST 919 N. 20TH STREET, (BLOCK 853, LOT 56) CAMDEN, NEW JERSEY

WHEREAS, the Camden Redevelopment Agency ("CRA") acquired 919 N. 20th Street (the "Property") from the Tax Lien Financing Corporation ("TLFC") by deed dated June 30, 2011, recorded on September 6, 2011 in the Camden County Clerk's Office in Deed Book 9461 at Page 276; and

WHEREAS, per the terms of the transfer the property was subject to a mortgage dated, June 30, 2011, in the amount of $30,361.41 recorded in the Office of the Camden County Clerk on June 30, 2011 in Mortgage Book 9445 at Page 170; and

WHEREAS, CRA has approved the Sale of the Property for the fair market value of the Property of $7,000; and

WHEREAS, in accordance with the Note the CRA will pay the City the Net Proceeds from the sale equal to $7,000 less the CRA's closing costs to complete the sale and less any capital expenditures and/or repairs and/or carrying costs incurred by the CRA; and

WHEREAS the City of Camden agrees to accept the Net Proceeds of $7,000 less the CRA's closing costs to complete the sale and less any capital expenditures and/or repairs and/or carrying costs by the CRA in full satisfaction of the Note and Mortgage pertaining to the Property and to issue a Discharge of Mortgage discharging the Mortgage from the Property; now, therefore

BE IT RESOLVED, that the governing body of the City of Camden hereby authorizes the proper officials to execute a Discharge of Mortgage against 919 N. 20th Street (B. 853, L. 56).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
And approved as to form

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTUS
President, City Council

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: Timothy Cunningham, Esq., Business Administrator

FROM: Edward L. Trueblood, Assistant City Attorney

Department Making Request: LAW

TITLE OF RESOLUTION/ORDINANCE:
RESOLUTION AUTHORIZING DISCHARGE OF CITY MORTGAGE AGAINST 919 N. 20TH STREET

BRIEF DESCRIPTION OF ACTION:

The Camden Redevelopment Agency ("CRA") acquired the property, 919 N. 20th Street ("the "Property") from the Tax Lien Financing Corporation ("TLFC") by Deed dated June 30, 2011 recorded in the Camden County Clerk's Office in book 9461 and page 279. The Notes and Mortgages were assigned to the City of Camden. The related tax sale certificate held by the Tax Lien Financing Corporation was initially valued at $30,361.41. The fair market value of the Property has been determined to be $7,000. In accordance with the Note the CRA will pay the City the Net Proceeds from the sale equal to $7,000 less the CRA's closing cost to complete the sale less any capital expenditures and/or repairs and/or carrying cost incurred by the CRA. A resolution is requested authorizing the discharge of the City's mortgage against 919 N. 20th Street upon payment of the note.

APPROPRIATION ACCOUNT TO BE CHARGED:
AMOUNT OF PROPOSED CONTRACT:

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/25/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	5/27/22	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-11

MBS:dh
06-14-22

RESOLUTION OF THE CITY OF CAMDEN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, PROVIDING THAT CAMDEN BUSINESS IMPROVEMENT ("CBID") DISTRICT BUDGET BE READ BY TITLE ONLY

WHEREAS, N.J.S.A. 40:56-84(f) provides that the CBID budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the governing body, conditioned that at least one week prior to the date of hearing a complete copy of the approved budget has been posted in the principal municipal building and has been made available for public inspection. Copies must also be made available by the Clerk to persons requesting them; and

WHEREAS, these conditions have been met; now, therefore

BE IT RESOLVED, by the Mayor and City Council of the City of Camden that the CBID Budget be read by title only.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: City Council

FROM: Timothy Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION: Resolution Authorizing the CBID Budget to be read by Title Only.

BRIEF DESCRIPTION OF ACTION:

AMOUNT OF PROPOSED CONTRACT:

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	6/2/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	5/26/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez/Marc Riondino	X7150
Contact Person:	Timothy Cunningham, Business Administrator	X7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Camden Special Services District
200 Federal Street, Suite 146
Camden, NJ 08103

February 14th, 2022

To Mayor and Council:

Attached herein is the Camden Special Services District (CSSD) annual budget and report for FY 2022, and the FY 2021 annual report, as required by state and local ordinance. This consists of a written Budget Report for 2022 (Exhibit A), the CSSD 2022 Final Budget (Exhibit B), and the CSSD FY 2021 Annual Report (Exhibit C).

This budget was approved at our January 26th, 2022 Board of Directors Meeting and, along with accompanying the reports, is submitted for your review.

Thank you for the opportunity to continue serving the Camden community through the Business Improvement District. We look forward to another successful year providing important enhanced services, and economic and social benefits, to the district and beyond.

If you have any questions or would like to discuss in more detail, please feel free to contact me at neceheverria@camdenssd.com or 610-742-5506.

Sincerely,

Nathaniel Echeverria

Nathaniel Echeverria
Executive Director
Camden Special Services District

CAMDEN BUSINESS IMPROVEMENT DISTRICT
FY 2021 ANNUAL REPORT

OVERVIEW

All activities provided through the CBID are intended to supplement and enhance existing city services. The importance and value of providing additional services to support viable, thriving downtowns through business improvement districts has been recognized and utilized in communities worldwide for the last 50 years.

Contained herein is a summary report of the activities of the CSSD/CBID for FY 2021. These activities are listed chronologically to show the history of the BID in Camden (up to 2021), board meeting dates/topics, and work performed by budget category.

The 2021 CSSD/CBID Organizational Budget of $3,056,348 was approved by the CSSD Board on May 6th, 2021 and the Camden City Council on May 11th, 2021.

The amended 2021 CSSD/CBID Organizational Budget of $3,659,010 was approved by the CSSD Board on July 7th, 2021 and the Camden City Council on July 13th, 2021.

Camden Special Services District (CSSD)

The City of Camden is amid a momentous transformation and the CSSD, a 501(c)(3) nonprofit, is part of the movement, working tirelessly to present the city's best face to its business community, residents, students, and visitors. CSSD collaborates with key institutions, businesses, corporations, community stakeholders and neighborhood groups in various capacities for a common purpose: to make Camden a beautiful vibrant city and a better place to live, work, visit and do business. Contributions, grants, and fee-for-service contracts support general CSSD activities and contracted work on private properties.

Camden Business Improvement District (CBID)

CSSD serves as the District Management Corporation for Camden Business Improvement District (CBID). Opportunities to improve the district are limited only by our imaginations as the CBID has a broad scope including cleaning, landscape enhancements, placemaking and marketing to support our business community. The CBID is funded through a city assessment.

BRIEF HISTORY

1992 – City Council creates a Special Improvement District within the City of Camden and designates a District Management Corporation by submission of an ordinance to Public Referendum.

2018 – On December 4, 2018, city ordinance amends and supplements the 1992 ordinance to amend the boundaries of the business improvement district and designated CSSD as District Management Corporation with direction to conduct a feasibility study. Subaru of America moves to Camden and commits to improving the properties outside their headquarters with contracts to paint the Federal Street Bridge and maintain nearby open space, roads and islands.

2019 – CSSD forms a Steering Committee and together they complete a six-month feasibility study, culminating in a comprehensive BID Report. On December 17, 2019 City Council accepts the findings and recommendations of the study and passes an ordinance to amend and supplement Chapter 309 of City Code "Improvement Districts" and

implement a CBID. Concurrently, the CSSD has one of its best years with 24 contracts, 9 new to include cleaning for the newly opened Joint Health Sciences Center, a Camden County beautification initiative for high traffic corridors, county buildings and parks and Cooper Health Care and DRPA's contract for painting and branding of the Haddon Avenue Bridge.

2020 – CSSD keeps Yellowjacket Ambassadors employed throughout the COVID 19 crisis, despite pandemic-related reductions in funding. In response to the pandemic and working under strict safety and social distancing protocols, CSSD adds sanitizing of high-touch public amenities, such as benches, light pole buttons, parking meters and trash cans to the daily work scope. Twenty-six fee-for-service contracts are procured, including new contracts for parking lot landscaping, 4 contracts for cleaning and landscaping for American Water Triad and Ferry Terminal Building, and event support for socially distanced Drive-in Movie Nights. CSSD administration addresses the transition for the Camden Business Improvement District.

2021 BOARD MEETING SCHEDULE AND TOPICS COVERED

In total there were six (6) Board Meetings and two (2) Special Meetings in 2021. Those meetings are listed below. Previous meeting agendas and minutes are available online at the CSSD website and by request.

March 24th - Orientation and Board Meeting #1
- Board membership approved, executive leadership and board committees established
- Orientation from Mayor Moran and key staff. Discussion and overview of the BID, duties and key responsibilities.

May 6th – Board Meeting #2
- Approval for the 2021 CSSD Organizational Budget in the amount of $3,056,348

July 7th - Special Meeting #1
- Approval for the Amended 2021 CSSD Organizational Budget in the amount of $3,659,010

August 25th – Board Meeting #3
- Appointment of Executive Director
- Adopted Organizational Bylaws
- Appointment of CSSD Counsel

September 29th - Special Meeting #2
- Executive Session for matters involving land acquisition

October 27th – Board Meeting #4
- Authorized clean and safe services contract with Block by Block, Inc.

December 8th – Board Meeting #5
- Execution of purchase and sales agreement for 34-46 N. Fourth Street, Camden, NJ
- Entered lease agreement with Camden County at 200 Federal Street for office space
- Appointment of Placemaking and Public Space Manager
- Appointment of Community Manager
- Adopted CSSD Accounting Procedures
- Adopted CSSD Employee Handbook
- Draft budget approval and authorization to proceed

January 26th, 2022 – Board Meeting #6
- Approved the 2022 CSSD/CBID Organizational Budget
- Authorized staff to proceed with a line-of-credit of $500,000 with Truist
- Authorized staff to proceed with an application for property financing with Truist
- Award of a contract for Landscaping Services, Street Tree Services and Maritime Debris Cleanup Services
- Authorization to purchase a power-washer trike

SERVICE AREAS

CSSD activities for FY 2021 are summarized by budget category with key highlights listed.

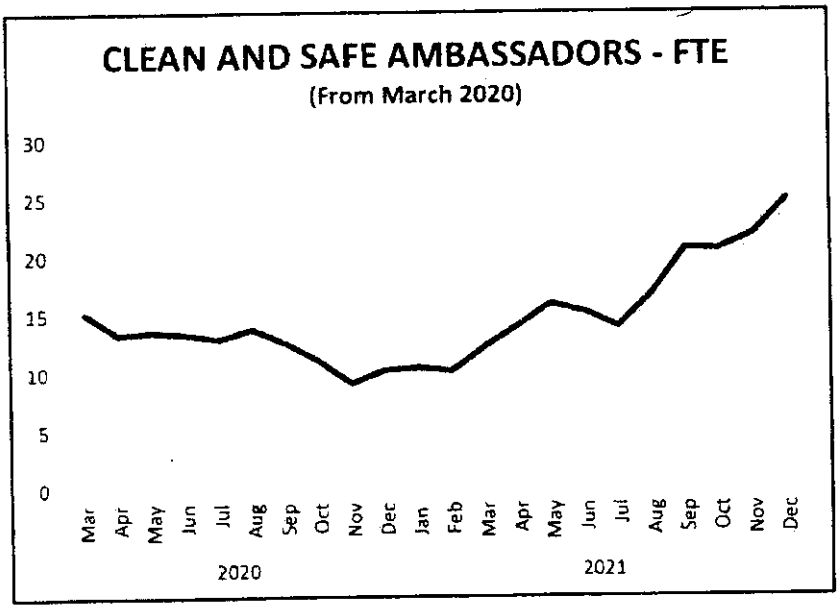
Cleaning, Landscape Maintenance, and Hospitality–Yellow Jacket Program

Overview

This multi-faceted effort to supplement and enhance city services includes daily removal of trash, debris and hazardous materials from public streets and sidewalks; wiping down and disinfecting high touch public amenities such as trash cans, benches, light poles and parking meters; removing posters, handbills, and lawn signs from public spaces; sweeping sidewalks and curb lines; emptying trash cans and replacing yellow trash bags; removing graffiti from public spaces; trimming weeds from sidewalk cracks, curb lines and tree wells; removing snow from handicapped access ramps and fire hydrants; and providing hospitality assists. It also includes working with city offices and Metro Police to report and address public safety and quality of life issues, such as non-working street lights, damaged or missing signage, and illegal dumping. CBID efforts address approximately 1.97 square miles in 153 blocks within the district.

Key Highlights

- Procured and authorized a new clean and safe contract with Block by Block, Inc. in October 2021.
- Increased staffing began April 2021 and has stayed consistent throughout the year. We anticipate/budget for full staffing for the entirety of 2022.
- Additional Shift Coverage – "Second Shift" added at end of 2021 for Special Projects and enhanced cleaning. This is a smaller crew supporting the main shift.
- Increased Hourly Rates began in July 2021. We anticipate keeping these increased hourly rates for the entirety of 2022.
    - Ambassadors: from $12 to $15 per hour
    - Team Leaders: from $17 to $19 per hour
    - Administrative Assistant/Hotline Dispatcher: from $18 to $20 per hour
    - Operations Manager – salaried



CSSD SERVICES

Cleaning - ***to supplement and enhance routine city services***

- Trash and Debris Removal
- Graffiti, Handbill and Signage Removal
- Cleaning and Sanitizing Public Amenities – lights, benches, trash cans
- Power Washing

Landscape Beautification –

- Landscape Design and Planting
- Landscape Bed Maintenance
- Tree Care
- Hardscape Design, Install and Repair

General Landscape Maintenance –
For Downtown and contracted areas

- Mowing
- Weed Removal
- Leaf Cleanup
- Tree Well Maintenance
- Snow Removal

Hospitality - ***CSSD hospitality often goes unnoticed – except to the thousands assisted each year***

- Directions
- Suggestions on places to eat or park
- 9-1-1 calls
- Assist to change a tire, charge a battery
- Guide visitors to specific businesses or local attractions
- Communicate with Metro, appropriate agencies and government for quality-of-life issues

Event Support - ***from Presidential and Papal visits to ribbon cuttings and community days, government and businesses jointly rely on our Ambassadors***

- Pre and post event cleaning and event supervision – on an event-by-event basis
- Flagger assistance for parking and general pedestrian guidance

General Support and Assistance

CSSD knows how to best leverage contacts and resources to help address quality of life issues and problems.

Landscaping and Placemaking

Key Highlights

- Maintenance of landscaping in and along Coopers Poynt Park, Roosevelt Plaza Park, RCA Pier Park, MLK Boulevard, Cooper Plaza and related areas. See "Attachment C – Map of CSSD Landscaping Areas".
- Cooper Grant Neighborhood Association tree and stump removal project, in preparation of Spring planting with the NJ Tree Foundation.
- Maritime debris clean-up along the shoreline. Crews contracted for four (4) days of cleaning.
- Procurement of seasonal lighting and new tree ornaments for holiday decorations.

Marketing

Key Highlights

- Continued to promote employment opportunities through the clean and safe program by attending job fairs and strategic press placements.
- Created print collateral for recruitment efforts and use at job fairs and community events.
- Upgraded and enhanced branding of mega-brutes, trash-cans and truck decals.
- Developed and managed CSSD social media and websites for marketing purposes and for notifications of board meetings, procurement, etc.

Administration

Key Highlights

- Hired a new Executive Director, Nathaniel Echeverria, September 2021.
- Hired remaining staff of a Placemaking and Public Space Manager and Community Manager, Dec 2021.
- Procured and established professional services contracts for accounting/controller, IT, and general counsel.
- Developed and approved organizational Employee Handbook, By-Laws, Accounting Procedures, Board Governance procedures and related organizational infrastructure.
- Developed/selected board terms and process for the upcoming nomination schedule.

Operations

Key Highlights

- Moved from an online/work-from-home office environment to new offices in the Florio Center for Public Service at 200 Federal Street in December 2021.
- Set up new office space for new staff of three and clean and safe contractor operations. Includes space for training, dispatch and back-office functions.
- Explored purchase of current leased garage location at 34-46 N. Fourth Street for the co-location of CSSD offices and clean and safe operations. Conducted due diligence related to the purchase of the property, including environmental assessment, engineering/architectural assessments, and cost estimating. Exploring long-term solutions for a headquarters for the program and organization.

ATTACHMENT A – BID BOUNDARIES MAP

ATTACHMENT B – CSSD/CBID GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

The Camden Downtown is one of the important gateways to the South Jersey region, serving as a center for commerce, transportation, education, health care and government. Its small-town assets can project a vibrant, well-maintained, safe, clean and attractive downtown. Revitalization should be pedestrian-friendly and provide for a vibrant business environment with mercantile and service type businesses, providing an environment that supports shopping, dining, socializing, entertainment and commercial activities for daytime and evening hours. Success relies on an integrated community approach and the maintenance of focused community partnerships.

GOALS AND OBJECTIVES AND THE BUDGET CATEGORIES THAT CONTRIBUTE TO GOALS AND OBJECTIVES

Goal #1 Implement and manage a Business Improvement District to support the growth of a vital, healthy, thriving district for everyone - residents, businesses, employers, employees, students and visitors.

Objectives

- To be a reliable partner to all represented within the CBID, by working together to honor the community's traditions and maintain and support community values
- To develop Public/Private collaboration that encourages investment, interest, ideas, increased foot traffic and activity to local businesses, educational and health facilities, local attractions, public events, and support neighborhood growth
- To encourage public input, through meetings and surveys, to help identify targeted initiatives
- To continue to hire local residents to work on the Yellow Jacket Ambassador team, pay a fair hourly rate with benefits and increase staffing

Goal #2 Provide dedicated and enhanced CBID on-the-street activities to create a more welcoming district

Objectives

- To provide enhanced cleaning, landscaping, and hospitality assists
- To increase staffing and maintain services seven days a week
- To clean streets and sidewalks in neighborhoods within the CBID catchment area
- To be accountable, produce and measure results

Goal #3 Administer the District Management Corporation

Objectives

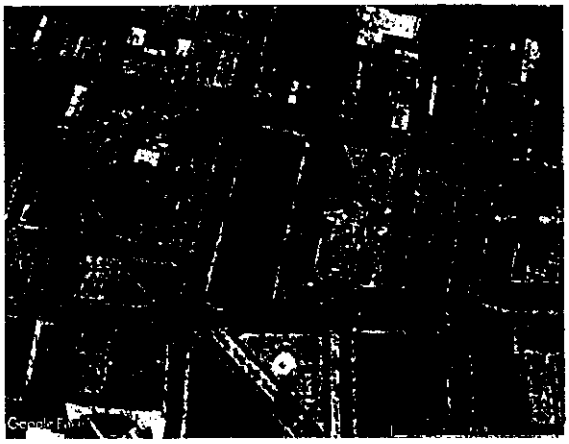
- To fairly represent the various stakeholders in the CBID
- To work with a Board of Directors that represents the district
- Participate in neighborhood community meetings to establish and maintain cooperation, understanding, collaboration
- To manage the district to be inclusive of all interests and represent the downtown as identified on the property map
- To maintain a balanced budget

Goal #4 Promote and support the various communities through new marketing and branding/identity efforts to drive customers, visitors, residents, employees into local businesses and attractions and support community and neighborhood initiatives.

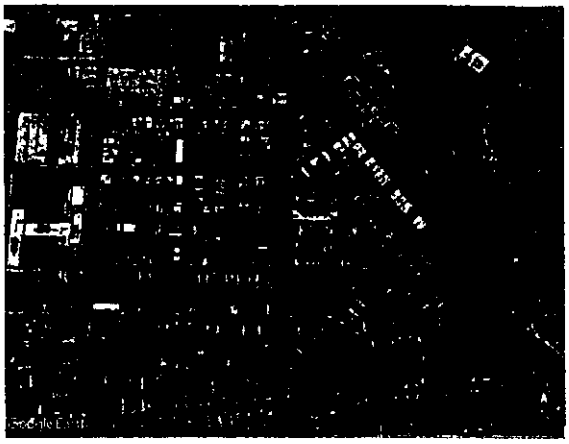
Objectives

- To utilize local sourcing when available, appropriate and economically responsible
- To develop digital and print marketing materials to promote the district
- To disseminate district news to the community via ongoing communication with community groups, neighborhood associations, religious institutions, business groups.

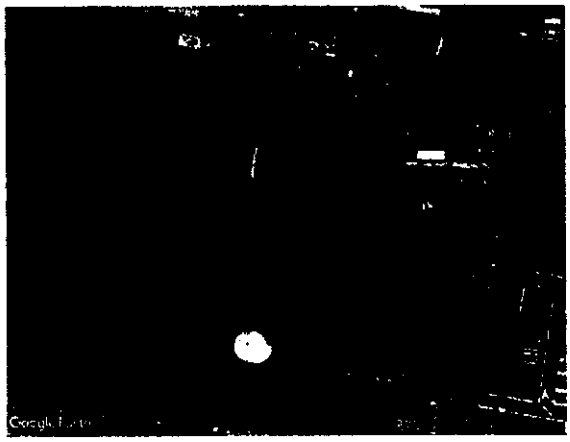
ATTACHMENT C – MAP OF CSSD LANDSCAPING AREAS



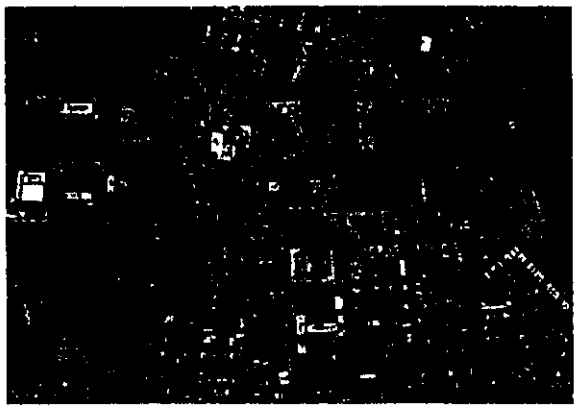
Roosevelt Plaza Park



Cooper Plaza Neighborhood



Cooper's Poynt Park



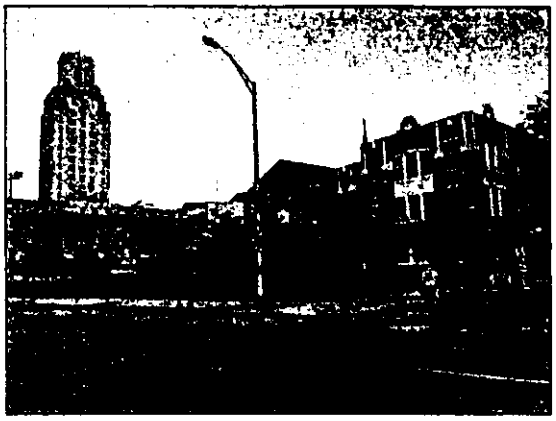
Martin Luther King Boulevard

ATTACHMENT D – PHOTOS

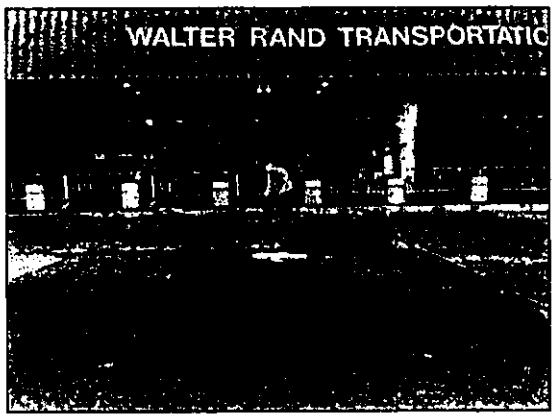
Market & 6th Street

MLK Blvd by Walter Rand Station: RiverLine Stop

Broadway



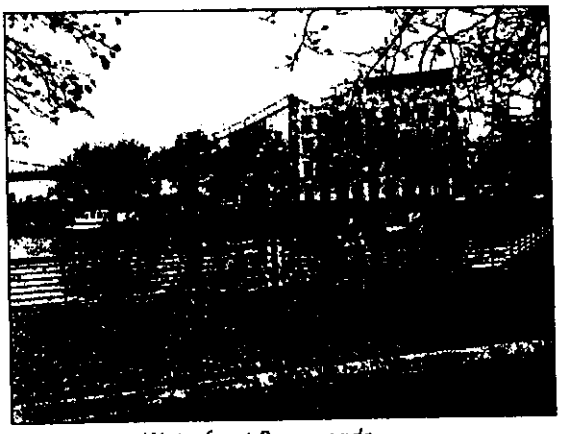
Federal Street



Walter Rand Transportation Center

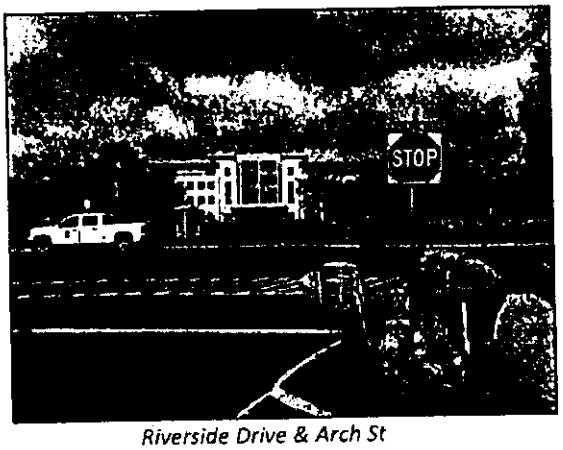
Cooper Street

Wiggins Waterfront Park

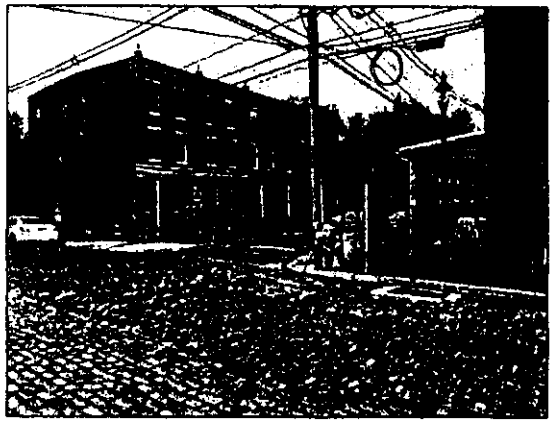


Waterfront Promenade

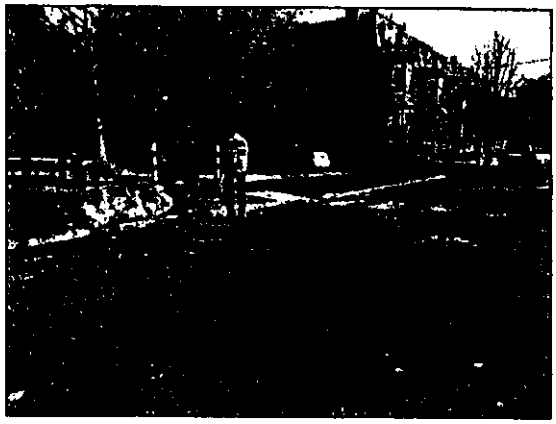
RCA Pier Park



Riverside Drive & Arch St



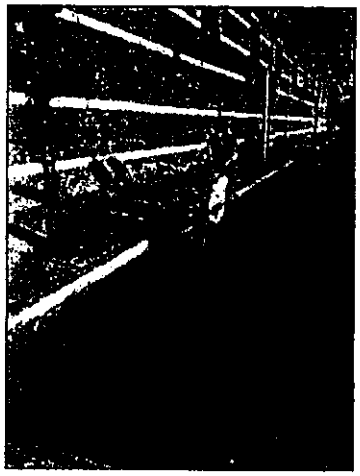
Cooper Plaza Neighborhood



Cooper Grant Neighborhood

North Camden Neighborhood

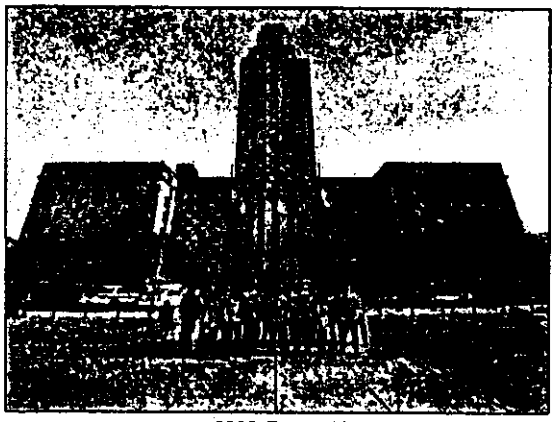
Lanning Square Neighborhood



CSSD Billy Goat: Outdoor Litter Vacuum

CSSD Mega Brute

CSSD Community Assist



CSSD Team Photo

CAMDEN BUSINESS IMPROVEMENT DISTRICT
2022 BUDGET REPORT

OVERVIEW
All activities provided through the CBID are intended to supplement and enhance existing city services. The importance and value of providing additional services to support viable, thriving downtowns through business improvement districts has been recognized and utilized in communities worldwide for the last 50 years.

A clean, attractive, and vibrant downtown can deliver significant benefits to the district and the City of Camden. These include:

- Encourage and support reentry to the workforce
- Improve quality of life
- Increase the consumer, visitor and resident base
  - attract new customers to businesses
  - attract new visitors to local attractions
  - retain existing resident base and attract new residents
- Improve density of spending
- Support start-up ventures and small businesses
- Create jobs and encourage job growth
- Attract new investment
- Increase property values
- Provide a hub for social and cultural activities
- Contribute to brand of the district and city

Described herein are the planned activities of the Camden Business Improvement District and the associated budget category.

CAMDEN BUSINESS IMPROVEMENT DISTRICT BUDGET CATEGORY DETAIL

1. Cleaning, Landscape Maintenance, and Hospitality--Yellow Jacket Program
This multi-faceted effort to supplement and enhance city services includes daily removal of trash, debris and hazardous materials from public streets and sidewalks; wiping down and disinfecting high touch public amenities such as trash cans, benches, light poles and parking meters; removing posters, handbills, and lawn signs from public spaces; sweeping sidewalks and curb lines; emptying trash cans and replacing yellow trash bags; removing graffiti from public spaces; trimming weeds from sidewalk cracks, curb lines and tree wells; removing snow from handicapped access ramps and fire hydrants; and providing hospitality assists. It also includes working with city offices and Metro Police to report and address public safety and quality of life issues, such as non-working street lights, damaged or missing signage, and illegal dumping. CBID efforts address approximately 1.97 square miles in 153 blocks within the district.

<u>1a. Salaries, Staffing and Shift Coverage</u>
CBID staff includes Operations Manager and Yellow Jacket Ambassador Team. Full staff of 26 includes: 1 Operations Manager, 1 Administrative Assistant/Hotline Dispatcher, 3 Team Leaders (one new hire), and 21 Special Project/Landscaping/Cleaning Ambassadors. Dispatcher, Team Leads and Ambassadors are all Camden residents.

- Increased staffing began April 2021 and has stayed consistent throughout the year. We anticipate/budget for increased staffing for the entirety of 2022.
- Increased Hourly Rates began in July 2021. We anticipate keeping these increased hourly rates for the entirety of 2022.

- Ambassadors: from $12 to $15 per hour
- Team Leaders: from $17 to $19 per hour
- Administrative Assistant/Hotline Dispatcher: from $18 to $20 per hour
- Operations Manager – salaried

- Additional Shift Coverage – "Second Shift" being added in 2022 for Special Projects and enhanced cleaning. This will be a smaller crew than main shift.
  - Current: Shift #1 - 7 days a week 6 am – 2:30 pm
  - New: Shift #1 - 7 days a week 6 am – 2:30 pm AND Shift #2 – 7 days a week 10:30 am – 6 pm

- Improved Response Time and Visibility
  - Administrative Assistant/Hotline Dispatcher covers hotline, scheduling, customer service, response notification and management.
  - New Special Projects team available for quick response to issues and calls to Hotline
  - Advertised Hotline Number for reporting concerns
  - New equipment for more efficient cleaning
  - Branding and visibility improvements proposed for 2022 include a new website, graphic "wraps" for trucks and portable cleaning stations, A-Frames, social media, etc.

1b. Benefits
Health, Dental and Life Insurance
8 Holidays and Birthday off
Vacation and Sick Time

1d. Equipment and Supplies
Capital Equipment – 4 billy goats, 3 blowers, 12 mega brute cans, 2 mowers, 4 trimmers, 20 port battery charger, laptop, lockers, furniture and equipment
NJ Licensing
Fuel and Maintenance for 3 trucks, Kubota, power washer and new equipment
Vehicle Insurance
Android Communication/GPS devices
Cleaning and maintenance equipment and supplies, uniforms, and office supplies

1e. Administration and Operations Implementation and Ongoing Support
Administrative management and oversight
Staff recruitment, background checks, training
Awards and Recognition
Postage and Shipping

2. Landscaping and Placemaking – Multi-year Initiatives
Landscaping and placemaking improvements include multiple initiatives to beautify and activate the district.

2a. Corridor Landscaping and Site Amenities
Beautification efforts may include benches, planters filled with annuals and perennials, hanging baskets, banners, trash cans, pole wraps, seasonal displays with additional landscape maintenance and annual and perennial plantings in existing planters and landscape beds and in Roosevelt Plaza Park. Most of these projects are multi-year efforts.

2b. Cooper Plaza and MLK Streetscape
CBID will take on responsibility of maintenance, installation, design, etc. of landscaping efforts along these main and unique thoroughfares. The budget line item here reflects the costs of maintaining a high-level of quality landscaping along these two identified corridors.

3a. Tree Work (Removal, Trim, Planting)
There are dead trees, empty tree wells and tree well borders that need repair. Work will start on the larger commercial corridors of Federal, Market, Cooper and MLK – in areas not impacted by other road improvement projects. Work will also take place in the neighborhoods and in partnership with various neighborhood groups and

non-profit organizations. Replace dead trees and/or fill empty tree wells in the same commercial corridors identified for tree removal. Trim and maintain existing trees as necessary.

4a. Community Partnership Projects
Partner with various neighborhood groups to support projects that honor the individuality of the communities within the CBID boundaries. These district neighborhoods include North Camden, Cooper Grant, Lanning Square, etc. and include projects created in partnership with the communities the CBID serves. Projects could include maritime debris cleaning, enhanced cleaning, additional decorations/banners, tree work, events and temporary activations, etc. Communities will submit an improvement plan to CBID staff for review and approval.

5a. Seasonal Displays, Banners, Pole Wraps
Includes the purchase and installation of holiday lighting along major commercial corridors, holiday/non-holiday banners, decorative pole wraps, and other temporary/seasonal interventions and displays throughout the district and along key corridors.

3. Marketing, Branding, Communication
Efforts will address website, social media, branding, public relations, and connecting the public, residents and employees to local businesses.

3a. Website and Graphic Design
CBID will redesign and implement a new website/logo in 2022. The website will allow for greater connection to membership and better promote the district. Hosting allows the CBID to post a website onto the internet. Efforts will further our commitment to promote the local businesses to generate more activity in the district.

3b. Public Relations & Strategic Communications
Strategic communications includes any costs associated with the creation of compelling content. Public relations includes the use of third party contractors to engage press outlets to promote positive stories about the organization and the district.

3c. Photo and Video
The creation of engaging and shareable digital content (videos, pictures, stories, links, etc.) to help promote the district. Videos and photography of various CBID initiatives/events. Digital and print advertising for various events, small businesses, employment opportunities, etc.

3d. Email Marketing
The creation and dissemination of monthly email updates to community members and stakeholders with statistics, info-graphics, news and information. Cost reflects the use of email marketing platforms and associated consultant fees.

3e. Print Materials and Collateral
The creation of ongoing communications channels in print is also an important communications channel and includes items such as flyers, newsletters, posters, ad cards, and various other elements. This will promote the businesses, the CBID and the district.

3f. Events, Sponsors, Ads
Hosting events, attending events, sponsoring events and related advertisement spending. Activities to include participation in job fairs, hosting events for small businesses, community members, broker tours to showcase vacant space in the District, etc.

4. Administration
This category covers the administrative responsibilities for overall CBID activities. Implementation of the CBID will require a staff of 3 as well as contracted professional services for the provision of all office and staff support services.

4a. Salaries, Fringe and Benefits
Administrative staffing for the CBID includes taxes, retirement benefits, health/dental/vision insurance, disability insurance, life insurance,

4b. Filing Fees
Annual NJDMV registration for work trucks, misc. registrations.

4c. Bank Charges
Bank checks and fees.

4d. Professional Development
Membership in the International Downtown Association (IDA) and attendance at IDA sponsored conference gives the CSSD access to experts in the field and opportunities to learn from other Business Improvement Districts. Opportunities for continuing education for a growing staff.

4e. Professional Services
Professional services for legal counsel; accountant for annual audit; controller for processing checks and invoices, tax preparation and budget oversight; payroll; board meeting support; and consultants such as landscape architects and engineers for placemaking improvement projects.

5. Operating
Operating expenses cover the CSSD/CBID garage on 4th Street and office space for CSSD administrative staff, maintenance and repair projects, exterminating, security, insurance, office supplies and equipment.

5a. Facilities
Budget includes rent for CSSD office space at the James J. Florio Center for Public Service and the CSSD operations garage, and funds for necessary renovation, purchase or relocation of the existing CSSD garage.

5b. Utilities
Rent, water and sewer, electric, comcast for computer and security, IT support for CSSD and garage.

5c. Maintenance and Equipment
Includes fire inspections, extermination, port-a-john rental, repair of small equipment and purchase of maintenance vehicles including truck, pressure washing equipment, truck wraps and other equipment as needed. Also includes office equipment associated with the new CSSD office space.

5d. Insurance
Commercial, Commercial Umbrella, Inland Marine, Workers Comp, D&O, Commercial Excess, ERISA Bond, etc. as required by funding sources, rental facilities and as needed to protect the CSSD and the CBID.

5e. Office Supplies
Stationary, postage, cell phones, copier, quick book checks, legal ads and general office supplies. Includes cell phone reimbursement for staff, as well as legal noticing as required by local and state ordinance.

6. Depreciation
Annual depreciation expenses related to capital per tax code.

ITEMIZED BUDGET AND SUMMARY OF CATEGORIES OF COST CHARGEABLE
per § 461-7. Annual Budget, Hearing and Assessments

Terms per statute –

Annual Improvements means any reconstruction, replacement or repair of trees and plantings, furniture, shelters, or other facilities for the enjoyment of pedestrians, or any other local improvement benefits properties within the district.

Costs with respect to annual improvements to and operation and maintenance of the district mean costs incurred or to be incurred in connection with annual improvements to and operation and maintenance of the district.

(1) No costs.

(2) Amount of costs to be charged and assessed against properties benefited in the district in proportion to benefits which shall be the aggregate of costs of annual improvements to be made in the district during the ensuing year:
100% of total $919,340.50 - Budget Category 2 - Landscaping and Placemaking

(3) Amount of costs to be charged and assessed against properties benefited in the district in 2022:
$1,700,000.00 for all costs

Line-Item	Budget Category	Amount	% of Budget
Cleaning	Category 1	$1,253,023.26	35%
Landscaping	Category 2	$919,340.50	26%
Marketing	Category 3	$55,878.05	2%
Administration	Category 4	$385,925.86	11%
Operating	Category 5	$912,026.71	26%
Depreciation	Category 6	$ 5,576.63	0%
			100%

Budget Notations

The CSSD budget is supported by contributions, grants, and fee-for-service contracts. CSSD expenses relative to grant and fee-for-service contracts and a percentage of all shared fixed costs are not included in the CBID budget.

Due to the COVID-19 pandemic in 2020 and 2021, the need to pivot plans and activities, and staffing changes, there were unexpended funds from 2021 in the amount of $1,831,770.55 applied towards the 2022 budget, pursuant to:

Special Improvement District Legislation N.J.S.A. 40:56-65 to 89 as amended
40:56-80 Any balances to the credit of the account and remaining unexpended at the end of the fiscal year shall be conserved and applied towards the financial requirements of the succeeding year.

GOALS AND OBJECTIVES

The Camden Downtown is one of the important gateways to the South Jersey region, serving as a center for commerce, transportation, education, health care and government. Its small-town assets can project a vibrant, well-maintained, safe, clean and attractive downtown. Revitalization should be pedestrian friendly and provide for a vibrant business environment with mercantile and service type businesses, providing an environment that supports shopping, dining, socializing, entertainment and commercial activities for daytime and evening hours. Success relies on an integrated community approach and the maintenance of focused community partnerships.

GOALS AND OBJECTIVES AND THE BUDGET CATEGORIES THAT CONTRIBUTE TO GOALS AND OBJECTIVES

Goal #1 Implement and manage a Business Improvement District to support growth of a vital, healthy, thriving district for everyone - residents, businesses, employers, employees, students and visitors.

Objectives

- To be a reliable partner to all represented within the CBID, by working together to honor the community's traditions and maintain and support community values
- To develop Public/Private collaboration that encourages investment, interest, ideas, increased foot traffic and activity to local businesses, educational and health facilities, local attractions, public events, and support neighborhood growth
- To encourage public input, through meetings and surveys, to help identify targeted initiatives

- To continue to hire local residents to work on the Yellow Jacket Ambassador team, pay a fair hourly rate with benefits and increase staffing

Supported by Budget Line Items

#1 **Cleaning** – hiring local residents contributes to a vital, healthy, thriving district for everyone

#4 **Administration** – 3 staff persons to manage BID activities including Public/Private partnerships and community projects.

#5 **Operating** – supports the total operation, support of garage and office space and supplies, insurance coverage and needed capital equipment upgrades. Supports the purchase of garage and office for staff and storage of equipment and supplies.

Goal #2 Provide dedicated and enhanced CBID on-the-street activities to create a more welcoming district

Objectives

- To provide enhanced cleaning, landscaping, and hospitality assists
- To increase staffing and maintain services seven days a week
- To clean streets and sidewalks in neighborhoods within the CBID catchment area
- To be accountable, produce and measure results

Supported by Budget Line items

#1 **Cleaning** – projected increase in staffing from 17 to 25 to cover a larger area including neighborhoods, and expanded shifts/services.

#2 **Landscaping/Placemaking**– enhancements will include tree removals and replacements, banners, planters and hanging baskets, seasonal displays, etc.

Goal #3 Administer the District Management Corporation

Objectives

- To fairly represent the various stakeholders in the CBID
- To work with a Board of Directors that represents the district
- Participate in neighborhood community meetings to establish and maintain cooperation, understanding, collaboration
- To manage the district to be inclusive of all interests and represent the downtown as identified on the property map
- To maintain a balanced budget

Supported by Budget Line Items

#4 **Administration** – CBID staff will work to manage the CBID professionally and fairly, engaging those represented in the district, contracting for professional services and participating in professional development opportunities to continue learning about CBID management

#5 **Operating** – general expenses to support the program, rent, utilities, maintenance, insurance, supplies

#6 **Depreciation** – necessary accounting category

Goal #4 Promote and support the various communities through new marketing and branding/identity efforts to drive customers, visitors, residents, employees into local businesses and attractions and support community and neighborhood initiatives.

Objectives

- To utilize local sourcing when available, appropriate and economically responsible
- To develop digital and print marketing materials to promote the district
- To disseminate district news to the community via on-going communication with community groups, neighborhood associations, religious institutions, business groups

Supported by Budget Line Items

#3 **Marketing** – digital and print materials, website, social media, and professional consultant to manage for optimal results.

#4 **Administration** – CBID staff to manage.

CSSD BUDGET ADOPTION SCHEDULE - 2022

Dec 1 – Review DRAFT BUDGET at the CSSD Finance/Audit Committee

Dec 8 – Approve DRAFT BUDGET at the CSSD BOD Meeting

Dec 15 – Submit DRAFT BUDGET to City of Camden

Jan 18 – Review FINAL BUDGET at CSSD Finance/Audit Committee

Jan 26 – Approve FINAL BUDGET at CSSD BOD Meeting

Feb 1 – Introduction and Approval of FINAL BUDGET at Camden City Council Meeting – (w/ Report)

Public Noticing Period (28 days, 10 days advertised)

Mar 1 – Public Hearing and Adoption of FINAL BUDGET at Camden City Council Meeting – (w/ Report)

April 6 – CSSD ANNUAL MEETING

April 30 – 2021 Audited Financials (due to City Council)

CAMDEN SPECIAL SERVICES DISTRICT

2022 BUDGET
APPROVED 1.26.22

CSSD/CBID BUDGET		CSSD DETAIL	CBID DETAIL
INCOME			
Grants	$ 67,136		
Project Management	$ 443,910		
Contributions	$ 114,000		
		$ 625,047	
2020 Assessment	$ 131,771		
2021 Assessment	$ 1,700,000		
2022 Assessment	$ 1,700,000		$ 3,531,771
Total Revenue and Assessment	**$ 4,156,817**		
EXPENSES			
Clean and Safe "Yellow Jackets" Program	$ 1,556,428	$ 303,405	$ 1,253,023
Landscaping and Placemaking	$ 994,592	$ 75,251	$ 919,341
Marketing	$ 65,000	$ 9,122	$ 55,878
Administration	$ 447,759	$ 61,833	$ 385,926
Operations	$ 1,038,058	$ 126,031	$ 912,027
Depreciation	$ 6,487	$ 910	$ 5,577
Total Expenses	**$ 4,108,324**	$ 576,553	$ 3,531,771

Income Notes

* Assessment Rate proposed at .002% for FY 2022

Expenses Notes

* Expansion of Clean and Safe Program Hours/Shifts/FTE
* Expansion of Landscaping & Placemaking Budget
* One-time expenditure of $649,683 associated with buidling purchase under Operations
* Non-annual expense of Capital Equipment of $140,000 under Operations

CBID 2022 Budget - Detailed				CBID
INCOME				
2020 Assessment				$ 131,771
2021 Assessment				$ 1,700,000
2022 Assessment				$ 1,700,000
				$ 3,531,771
Total Revenue and Assessment				
EXPENSES				
Clean and Safe "Yellow Jackets" Program				$ 1,253,023
Salaries	$	976,481		
Benefits	$	54,337		
Equipment and Supplies	$	105,792		
Administration	$	116,413		
Landscaping and Placemaking				$ 919,341
Corridor Landscaping and Site Amenities	$	199,577		
Cooper Plaza and MLK Streetscape	$	80,000		
Tree Work (Removal, Trim, Planting)	$	325,000		
Community Partnership Projects	$	200,000		
Seasonal Displays, Banners, Pole Wraps	$	114,764		
Marketing				$ 55,878
Website and Graphic Design	$	15,050		
Public Relations & Strategic Communications	$	15,028		
Photo/Video	$	8,600		
Email Marketing	$	4,300		
Printing and Collateral	$	4,300		
Events, Sponsors, Ads	$	8,600		
Administration				$ 385,926
Salaries, Fringe, Benefits	$	286,015		
Filing Fees	$	860		
Bank Charges	$	430		
Professional Development	$	7,155		
Professional Services	$	91,466		
Operations				$ 912,027
Facilities	$	697,361		
Utilities	$	25,145		
Maintenance and Equipment	$	140,343		
Insurance	$	17,208		
Office Supplies	$	9,970		
Depreciation				$ 5,577
Total Expenses				$ 3,531,771

MBS:dh
06-14-22

R-12

RESOLUTION ADOPTING THE 2022 BUDGET FOR THE CAMDEN BUSINESS IMPROVEMENT DISTRICT (CBID)

WHEREAS, by Ordinance MC-5171 adopted December 4, 2018 and Ordinance MC-5242 adopted on December 17, 2019, the governing body created and designated within the City of Camden a Business Improvement District authorized pursuant to N.J.S.A. 40:56-65 et seq. to be known as the Camden Business Improvement District ("CBID") for the purpose of providing services to promote development within the district; and

WHEREAS, the Mayor and City Council have designated Camden Special Services District, Inc. ("CSSD") as the district management corporation; and

WHEREAS, in accordance with all applicable statutes and municipal codes, CSSD has submitted to the governing body a detailed annual budget and report for the calendar year 2022 attached as Exhibit A and incorporated herein; and

WHEREAS, the City Council of the City of Camden desires to adopt the 2022 budget for the CBID; now therefore

BE IT RESOLVED by the City Council of the City of Camden that, the 2022 budget for CBID is hereby adopted.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CAMDEN SPECIAL SERVICES DISTRICT

2022 BUDGET
APPROVED 1.26.22

CSSD/CBID BUDGET		CSSD DETAIL	CBID DETAIL
INCOME			
Grants	$ 67,136		
Project Management	$ 443,910		
Contributions	$ 114,000		
		$ 625,047	
2020 Assessment	$ 131,771		
2021 Assessment	$ 1,700,000		
2022 Assessment	$ 1,700,000		$ 3,531,771
Total Revenue and Assessment	**$ 4,156,817**		
EXPENSES			
Clean and Safe "Yellow Jackets" Program	$ 1,556,428	$ 303,405	$ 1,253,023
Landscaping and Placemaking	$ 994,592	$ 75,251	$ 919,341
Marketing	$ 65,000	$ 9,122	$ 55,878
Administration	$ 447,759	$ 61,833	$ 385,926
Operations	$ 1,038,058	$ 126,031	$ 912,027
Depreciation	$ 6,487	$ 910	$ 5,577
Total Expenses	**$ 4,108,324**	$ 576,553	$ 3,531,771

CBID 2022 Budget - Detailed			CBID
INCOME			
2020 Assessment			$ 131,771
2021 Assessment			$ 1,700,000
2022 Assessment			$ 1,700,000
			$ 3,531,771
Total Revenue and Assessment			

EXHIBIT A

EXPENSES			
Clean and Safe "Yellow Jackets" Program			$ 1,253,023
Salaries	$ 976,481		
Benefits	$ 54,337		
Equipment and Supplies	$ 105,792		
Administration	$ 116,413		
Landscaping and Placemaking			$ 919,341
Corridor Landscaping and Site Amenities	$ 199,577		
Cooper Plaza and MLK Streetscape	$ 80,000		
Tree Work (Removal, Trim, Planting)	$ 325,000		
Community Partnership Projects	$ 200,000		
Seasonal Displays, Banners, Pole Wraps	$ 114,764		
Marketing			$ 55,878
Website and Graphic Design	$ 15,050		
Public Relations & Strategic Communications	$ 15,028		
Photo/Video	$ 8,600		
Email Marketing	$ 4,300		
Printing and Collateral	$ 4,300		
Events, Sponsors, Ads	$ 8,600		
Administration			$ 385,926
Salaries, Fringe, Benefits	$ 286,015		
Filing Fees	$ 860		
Bank Charges	$ 430		
Professional Development	$ 7,155		
Professional Services	$ 91,466		
Operations			$ 912,027
Facilities	$ 697,361		
Utilities	$ 25,145		
Maintenance and Equipment	$ 140,343		
Insurance	$ 17,208		

Office Supplies	$ 9,970		
Depreciation			$ 5,577
Total Expenses			$ 3,531,771

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: City Council

FROM: Timothy Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION: Resolution adopting the CBID 2022 Budget.

BRIEF DESCRIPTION OF ACTION:

AMOUNT OF PROPOSED CONTRACT:

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/26/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	5/26/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez/Marc Riondino	X7150
Contact Person:	Timothy Cunningham, Business Administrator	X7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Camden Special Services District
200 Federal Street, Suite 146
Camden, NJ 08103

February 14th, 2022

To Mayor and Council:

Attached herein is the Camden Special Services District (CSSD) annual budget and report for FY 2022, and the FY 2021 annual report, as required by state and local ordinance. This consists of a written Budget Report for 2022 (Exhibit A), the CSSD 2022 Final Budget (Exhibit B), and the CSSD FY 2021 Annual Report (Exhibit C).

This budget was approved at our January 26th, 2022 Board of Directors Meeting and, along with accompanying the reports, is submitted for your review.

Thank you for the opportunity to continue serving the Camden community through the Business Improvement District. We look forward to another successful year providing important enhanced services, and economic and social benefits, to the district and beyond.

If you have any questions or would like to discuss in more detail, please feel free to contact me at neceheverria@camdenssd.com or 610-742-5506.

Sincerely,

Nathaniel Echeverria

Nathaniel Echeverria
Executive Director
Camden Special Services District

CAMDEN BUSINESS IMPROVEMENT DISTRICT
FY 2021 ANNUAL REPORT

OVERVIEW

All activities provided through the CBID are intended to supplement and enhance existing city services. The importance and value of providing additional services to support viable, thriving downtowns through business improvement districts has been recognized and utilized in communities worldwide for the last 50 years.

Contained herein is a summary report of the activities of the CSSD/CBID for FY 2021. These activities are listed chronologically to show the history of the BID in Camden (up to 2021), board meeting dates/topics, and work performed by budget category.

The 2021 CSSD/CBID Organizational Budget of $3,056,348 was approved by the CSSD Board on May 6th, 2021 and the Camden City Council on May 11th, 2021.

The amended 2021 CSSD/CBID Organizational Budget of $3,659,010 was approved by the CSSD Board on July 7th, 2021 and the Camden City Council on July 13th, 2021.

Camden Special Services District (CSSD)

The City of Camden is amid a momentous transformation and the CSSD, a 501(c)(3) nonprofit, is part of the movement, working tirelessly to present the city's best face to its business community, residents, students, and visitors. CSSD collaborates with key institutions, businesses, corporations, community stakeholders and neighborhood groups in various capacities for a common purpose: to make Camden a beautiful vibrant city and a better place to live, work, visit and do business. Contributions, grants, and fee-for-service contracts support general CSSD activities and contracted work on private properties.

Camden Business Improvement District (CBID)

CSSD serves as the District Management Corporation for Camden Business Improvement District (CBID). Opportunities to improve the district are limited only by our imaginations as the CBID has a broad scope including cleaning, landscape enhancements, placemaking and marketing to support our business community. The CBID is funded through a city assessment.

BRIEF HISTORY

1992 – City Council creates a Special Improvement District within the City of Camden and designates a District Management Corporation by submission of an ordinance to Public Referendum.

2018 – On December 4, 2018, city ordinance amends and supplements the 1992 ordinance to amend the boundaries of the business improvement district and designated CSSD as District Management Corporation with direction to conduct a feasibility study. Subaru of America moves to Camden and commits to improving the properties outside their headquarters with contracts to paint the Federal Street Bridge and maintain nearby open space, roads and islands.

2019 – CSSD forms a Steering Committee and together they complete a six-month feasibility study, culminating in a comprehensive BID Report. On December 17, 2019 City Council accepts the findings and recommendations of the study and passes an ordinance to amend and supplement Chapter 309 of City Code "Improvement Districts" and

implement a CBID. Concurrently, the CSSD has one of its best years with 24 contracts, 9 new to include cleaning for the newly opened Joint Health Sciences Center, a Camden County beautification initiative for high traffic corridors, county buildings and parks and Cooper Health Care and DRPA's contract for painting and branding of the Haddon Avenue Bridge.

2020 – CSSD keeps Yellowjacket Ambassadors employed throughout the COVID 19 crisis, despite pandemic-related reductions in funding. In response to the pandemic and working under strict safety and social distancing protocols, CSSD adds sanitizing of high-touch public amenities, such as benches, light pole buttons, parking meters and trash cans to the daily work scope. Twenty-six fee-for-service contracts are procured, including new contracts for parking lot landscaping, 4 contracts for cleaning and landscaping for American Water Triad and Ferry Terminal Building, and event support for socially distanced Drive-in Movie Nights. CSSD administration addresses the transition for the Camden Business Improvement District.

2021 BOARD MEETING SCHEDULE AND TOPICS COVERED

In total there were six (6) Board Meetings and two (2) Special Meetings in 2021. Those meetings are listed below. Previous meeting agendas and minutes are available online at the CSSD website and by request.

March 24th - Orientation and Board Meeting #1
- Board membership approved, executive leadership and board committees established
- Orientation from Mayor Moran and key staff. Discussion and overview of the BID, duties and key responsibilities.

May 6th – Board Meeting #2
- Approval for the 2021 CSSD Organizational Budget in the amount of $3,056,348

July 7th - Special Meeting #1
- Approval for the Amended 2021 CSSD Organizational Budget in the amount of $3,659,010

August 25th – Board Meeting #3
- Appointment of Executive Director
- Adopted Organizational Bylaws
- Appointment of CSSD Counsel

September 29th - Special Meeting #2
- Executive Session for matters involving land acquisition

October 27th – Board Meeting #4
- Authorized clean and safe services contract with Block by Block, Inc.

December 8th – Board Meeting #5
- Execution of purchase and sales agreement for 34-46 N. Fourth Street, Camden, NJ
- Entered lease agreement with Camden County at 200 Federal Street for office space
- Appointment of Placemaking and Public Space Manager
- Appointment of Community Manager
- Adopted CSSD Accounting Procedures
- Adopted CSSD Employee Handbook
- Draft budget approval and authorization to proceed

January 26th, 2022 – Board Meeting #6
- Approved the 2022 CSSD/CBID Organizational Budget
- Authorized staff to proceed with a line-of-credit of $500,000 with Truist
- Authorized staff to proceed with an application for property financing with Truist
- Award of a contract for Landscaping Services, Street Tree Services and Maritime Debris Cleanup Services
- Authorization to purchase a power-washer trike

SERVICE AREAS

CSSD activities for FY 2021 are summarized by budget category with key highlights listed.

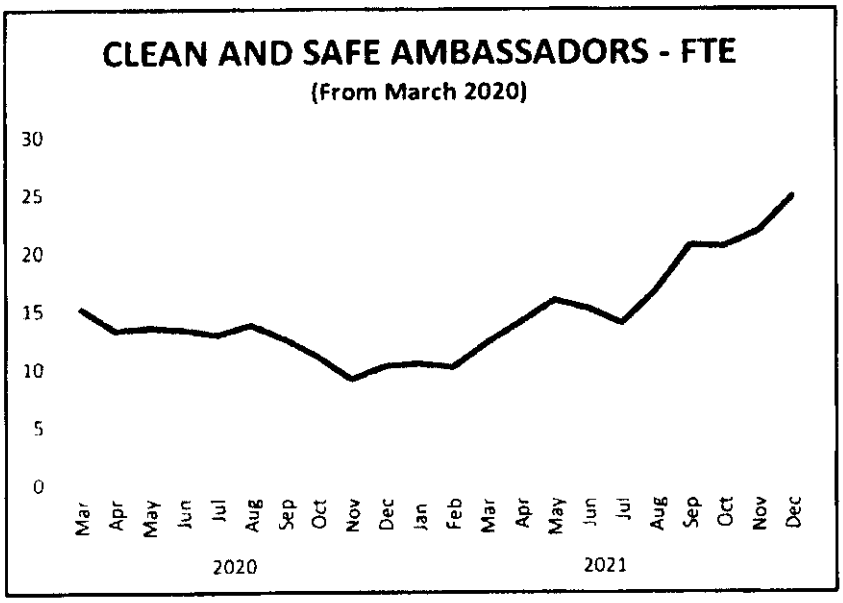
Cleaning, Landscape Maintenance, and Hospitality–Yellow Jacket Program

Overview

This multi-faceted effort to supplement and enhance city services includes daily removal of trash, debris and hazardous materials from public streets and sidewalks; wiping down and disinfecting high touch public amenities such as trash cans, benches, light poles and parking meters; removing posters, handbills, and lawn signs from public spaces; sweeping sidewalks and curb lines; emptying trash cans and replacing yellow trash bags; removing graffiti from public spaces; trimming weeds from sidewalk cracks, curb lines and tree wells; removing snow from handicapped access ramps and fire hydrants; and providing hospitality assists. It also includes working with city offices and Metro Police to report and address public safety and quality of life issues, such as non-working street lights, damaged or missing signage, and illegal dumping. CBID efforts address approximately 1.97 square miles in 153 blocks within the district.

Key Highlights

- Procured and authorized a new clean and safe contract with Block by Block, Inc. in October 2021.
- Increased staffing began April 2021 and has stayed consistent throughout the year. We anticipate/budget for full staffing for the entirety of 2022.
- Additional Shift Coverage – "Second Shift" added at end of 2021 for Special Projects and enhanced cleaning. This is a smaller crew supporting the main shift.
- Increased Hourly Rates began in July 2021. We anticipate keeping these increased hourly rates for the entirety of 2022.
    - Ambassadors: from $12 to $15 per hour
    - Team Leaders: from $17 to $19 per hour
    - Administrative Assistant/Hotline Dispatcher: from $18 to $20 per hour
    - Operations Manager – salaried



CSSD SERVICES

Cleaning - ***to supplement and enhance routine city services***

- Trash and Debris Removal
- Graffiti, Handbill and Signage Removal
- Cleaning and Sanitizing Public Amenities – lights, benches, trash cans
- Power Washing

Landscape Beautification –

- Landscape Design and Planting
- Landscape Bed Maintenance
- Tree Care
- Hardscape Design, Install and Repair

General Landscape Maintenance –
For Downtown and contracted areas

- Mowing
- Weed Removal
- Leaf Cleanup
- Tree Well Maintenance
- Snow Removal

Hospitality - ***CSSD hospitality often goes unnoticed – except to the thousands assisted each year***

- Directions
- Suggestions on places to eat or park
- 9-1-1 calls
- Assist to change a tire, charge a battery
- Guide visitors to specific businesses or local attractions
- Communicate with Metro, appropriate agencies and government for quality-of-life issues

Event Support - ***from Presidential and Papal visits to ribbon cuttings and community days, government and businesses jointly rely on our Ambassadors***

- Pre and post event cleaning and event supervision – on an event-by-event basis
- Flagger assistance for parking and general pedestrian guidance

General Support and Assistance

CSSD knows how to best leverage contacts and resources to help address quality of life issues and problems.

Landscaping and Placemaking

Key Highlights

- Maintenance of landscaping in and along Coopers Poynt Park, Roosevelt Plaza Park, RCA Pier Park, MLK Boulevard, Cooper Plaza and related areas. See "Attachment C – Map of CSSD Landscaping Areas".
- Cooper Grant Neighborhood Association tree and stump removal project, in preparation of Spring planting with the NJ Tree Foundation.
- Maritime debris clean-up along the shoreline. Crews contracted for four (4) days of cleaning.
- Procurement of seasonal lighting and new tree ornaments for holiday decorations.

Marketing

Key Highlights

- Continued to promote employment opportunities through the clean and safe program by attending job fairs and strategic press placements.
- Created print collateral for recruitment efforts and use at job fairs and community events.
- Upgraded and enhanced branding of mega-brutes, trash-cans and truck decals.
- Developed and managed CSSD social media and websites for marketing purposes and for notifications of board meetings, procurement, etc.

Administration

Key Highlights

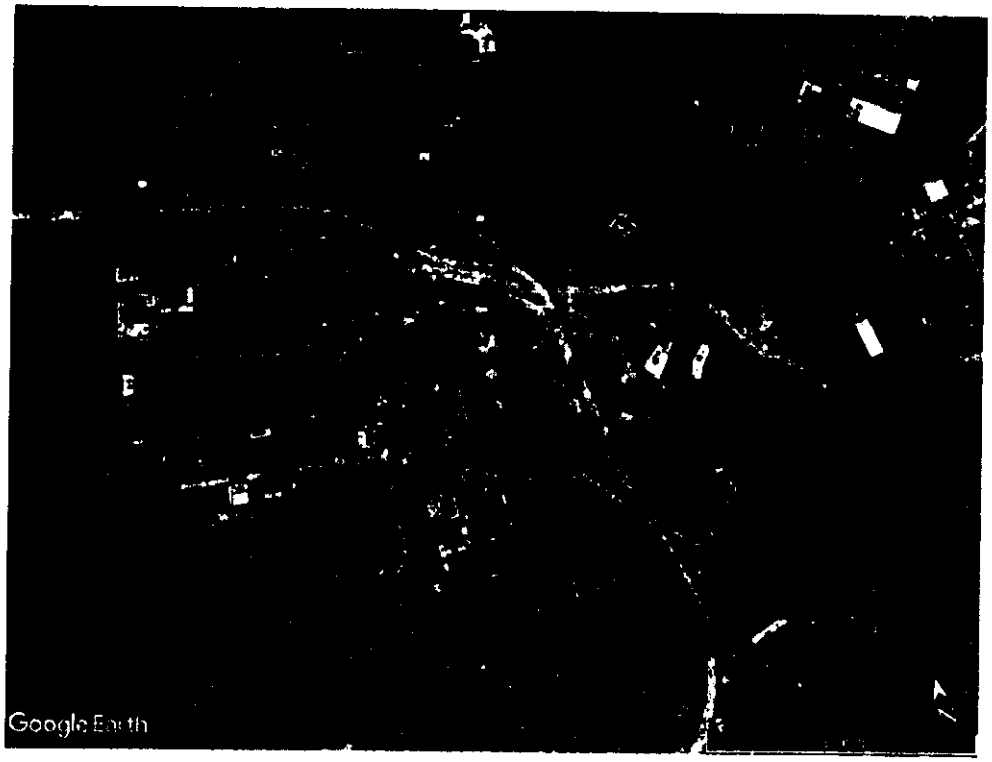
- Hired a new Executive Director, Nathaniel Echeverria, September 2021.
- Hired remaining staff of a Placemaking and Public Space Manager and Community Manager, Dec 2021.
- Procured and established professional services contracts for accounting/controller, IT, and general counsel.
- Developed and approved organizational Employee Handbook, By-Laws, Accounting Procedures, Board Governance procedures and related organizational infrastructure.
- Developed/selected board terms and process for the upcoming nomination schedule.

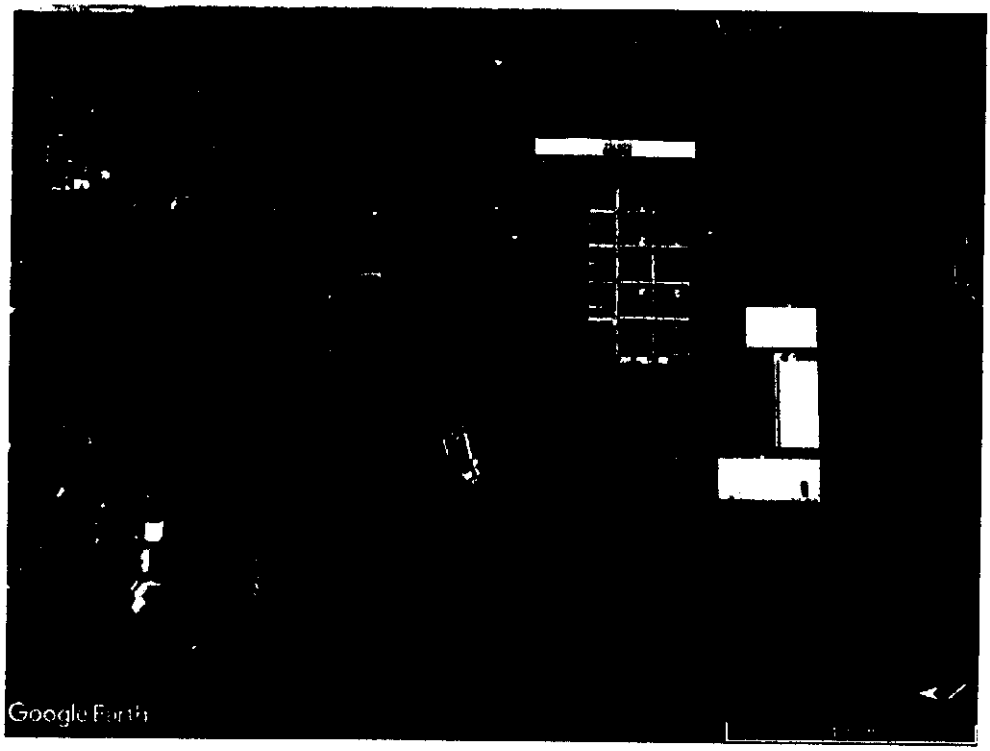
Operations

Key Highlights

- Moved from an online/work-from-home office environment to new offices in the Florio Center for Public Service at 200 Federal Street in December 2021.
- Set up new office space for new staff of three and clean and safe contractor operations. Includes space for training, dispatch and back-office functions.
- Explored purchase of current leased garage location at 34-46 N. Fourth Street for the co-location of CSSD offices and clean and safe operations. Conducted due diligence related to the purchase of the property, including environmental assessment, engineering/architectural assessments, and cost estimating. Exploring long-term solutions for a headquarters for the program and organization.

ATTACHMENT A – BID BOUNDARIES MAP





ATTACHMENT B – CSSD/CBID GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

The Camden Downtown is one of the important gateways to the South Jersey region, serving as a center for commerce, transportation, education, health care and government. Its small-town assets can project a vibrant, well-maintained, safe, clean and attractive downtown. Revitalization should be pedestrian-friendly and provide for a vibrant business environment with mercantile and service type businesses, providing an environment that supports shopping, dining, socializing, entertainment and commercial activities for daytime and evening hours. Success relies on an integrated community approach and the maintenance of focused community partnerships.

GOALS AND OBJECTIVES AND THE BUDGET CATEGORIES THAT CONTRIBUTE TO GOALS AND OBJECTIVES

Goal #1 Implement and manage a Business Improvement District to support the growth of a vital, healthy, thriving district for everyone - residents, businesses, employers, employees, students and visitors.

Objectives

- To be a reliable partner to all represented within the CBID, by working together to honor the community's traditions and maintain and support community values
- To develop Public/Private collaboration that encourages investment, interest, ideas, increased foot traffic and activity to local businesses, educational and health facilities, local attractions, public events, and support neighborhood growth
- To encourage public input, through meetings and surveys, to help identify targeted initiatives
- To continue to hire local residents to work on the Yellow Jacket Ambassador team, pay a fair hourly rate with benefits and increase staffing

Goal #2 Provide dedicated and enhanced CBID on-the-street activities to create a more welcoming district

Objectives

- To provide enhanced cleaning, landscaping, and hospitality assists
- To increase staffing and maintain services seven days a week
- To clean streets and sidewalks in neighborhoods within the CBID catchment area
- To be accountable, produce and measure results

Goal #3 Administer the District Management Corporation

Objectives

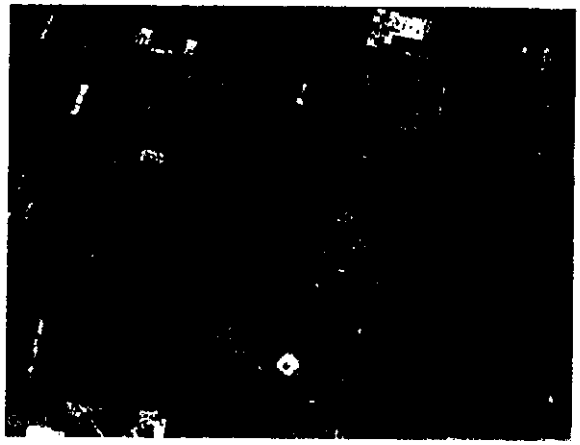
- To fairly represent the various stakeholders in the CBID
- To work with a Board of Directors that represents the district
- Participate in neighborhood community meetings to establish and maintain cooperation, understanding, collaboration
- To manage the district to be inclusive of all interests and represent the downtown as identified on the property map
- To maintain a balanced budget

Goal #4 Promote and support the various communities through new marketing and branding/identity efforts to drive customers, visitors, residents, employees into local businesses and attractions and support community and neighborhood initiatives.

Objectives

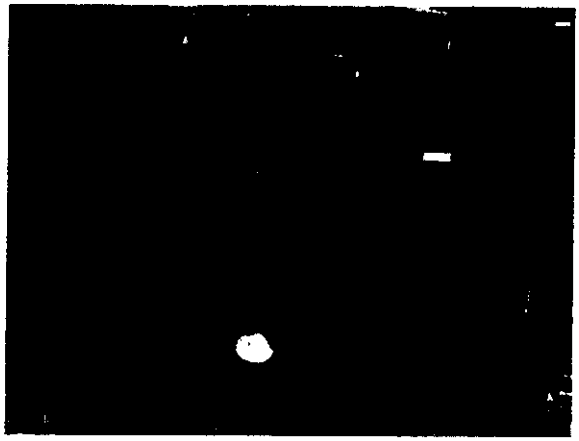
- To utilize local sourcing when available, appropriate and economically responsible
- To develop digital and print marketing materials to promote the district
- To disseminate district news to the community via ongoing communication with community groups, neighborhood associations, religious institutions, business groups.

ATTACHMENT C – MAP OF CSSD LANDSCAPING AREAS



Roosevelt Plaza Park

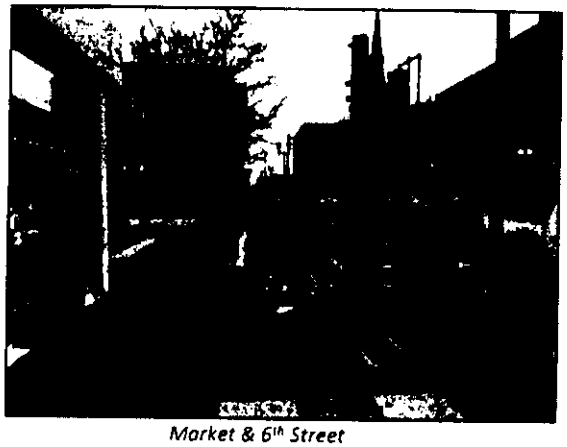
Cooper Plaza Neighborhood



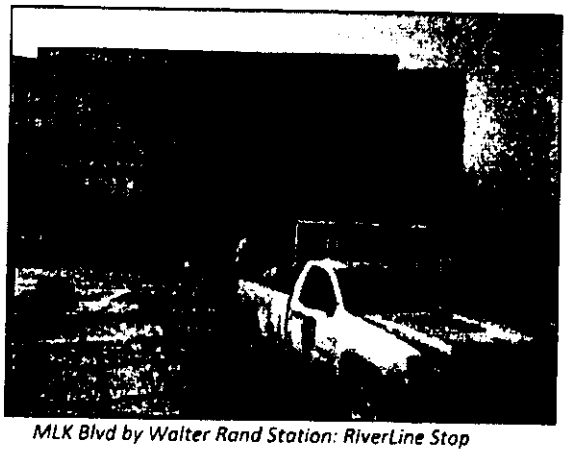
Cooper's Poynt Park

Martin Luther King Boulevard

ATTACHMENT D – PHOTOS

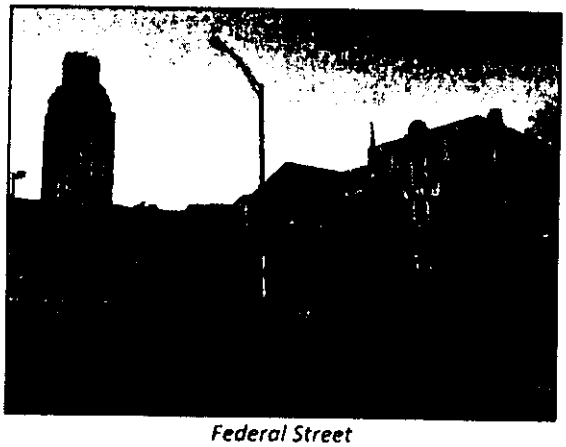


Market & 6th Street

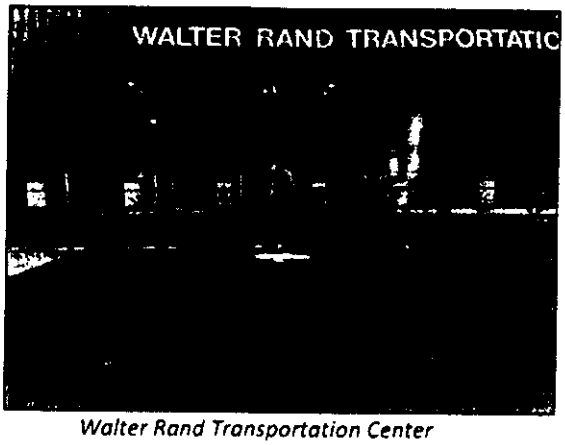


MLK Blvd by Walter Rand Station: RiverLine Stop

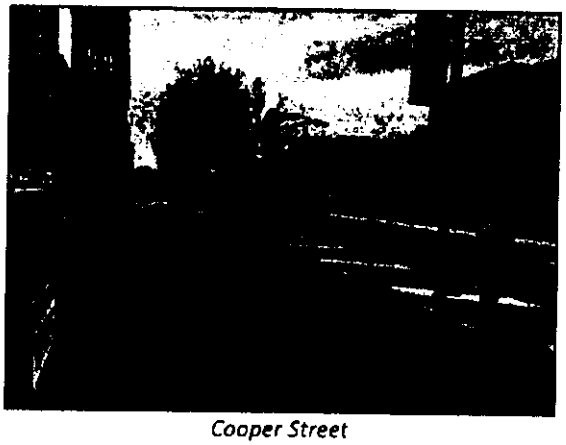
Broadway



Federal Street



Walter Rand Transportation Center



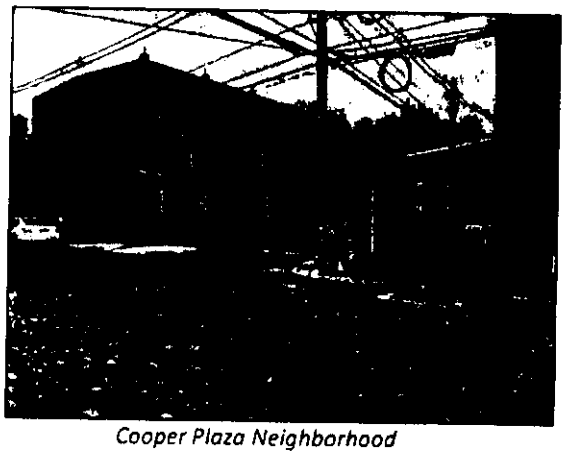
Cooper Street

Wiggins Waterfront Park

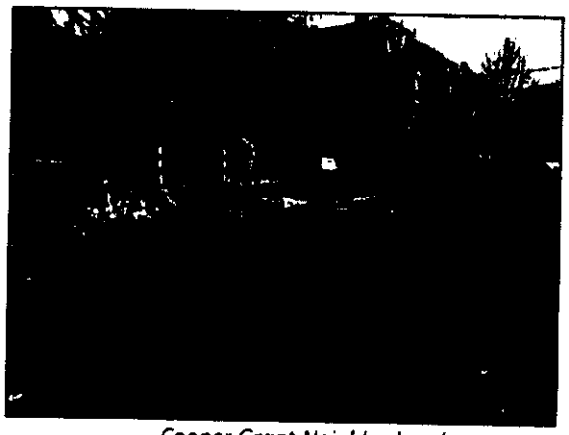
Waterfront Promenade

RCA Pier Park

Riverside Drive & Arch St

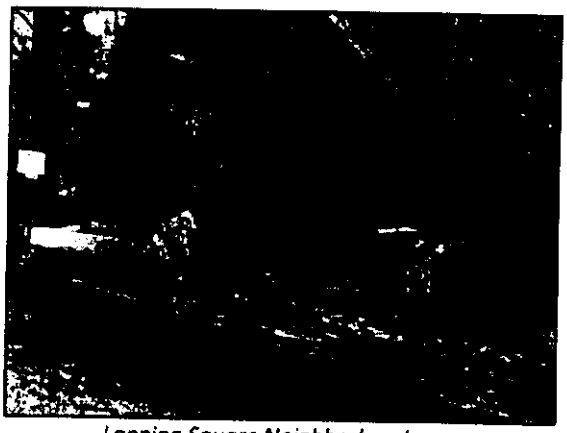


Cooper Plaza Neighborhood

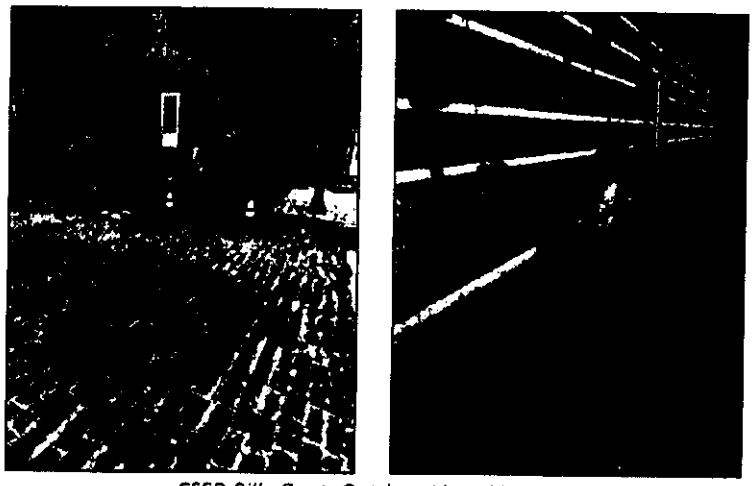


Cooper Grant Neighborhood

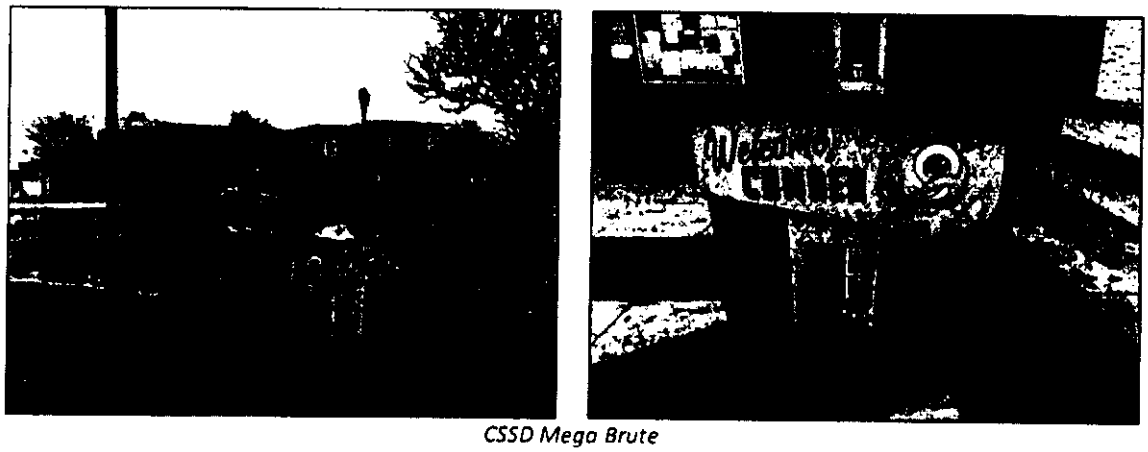
North Camden Neighborhood



Lanning Square Neighborhood



CSSD Billy Goat: Outdoor Litter Vacuum



CSSD Mega Brute

CSSD Community Assist

CSSD Team Photo

CAMDEN BUSINESS IMPROVEMENT DISTRICT
2022 BUDGET REPORT

OVERVIEW

All activities provided through the CBID are intended to supplement and enhance existing city services. The importance and value of providing additional services to support viable, thriving downtowns through business improvement districts has been recognized and utilized in communities worldwide for the last 50 years.

A clean, attractive, and vibrant downtown can deliver significant benefits to the district and the City of Camden. These include:

- Encourage and support reentry to the workforce
- Improve quality of life
- Increase the consumer, visitor and resident base
  - attract new customers to businesses
  - attract new visitors to local attractions
  - retain existing resident base and attract new residents
- Improve density of spending
- Support start-up ventures and small businesses
- Create jobs and encourage job growth
- Attract new investment
- Increase property values
- Provide a hub for social and cultural activities
- Contribute to brand of the district and city

Described herein are the planned activities of the Camden Business Improvement District and the associated budget category.

CAMDEN BUSINESS IMPROVEMENT DISTRICT BUDGET CATEGORY DETAIL

1. Cleaning, Landscape Maintenance, and Hospitality–Yellow Jacket Program

This multi-faceted effort to supplement and enhance city services includes daily removal of trash, debris and hazardous materials from public streets and sidewalks; wiping down and disinfecting high touch public amenities such as trash cans, benches, light poles and parking meters; removing posters, handbills, and lawn signs from public spaces; sweeping sidewalks and curb lines; emptying trash cans and replacing yellow trash bags; removing graffiti from public spaces; trimming weeds from sidewalk cracks, curb lines and tree wells; removing snow from handicapped access ramps and fire hydrants; and providing hospitality assists. It also includes working with city offices and Metro Police to report and address public safety and quality of life issues, such as non-working street lights, damaged or missing signage, and illegal dumping. CBID efforts address approximately 1.97 square miles in 153 blocks within the district.

1a. Salaries, Staffing and Shift Coverage

CBID staff includes Operations Manager and Yellow Jacket Ambassador Team. Full staff of 26 includes: 1 Operations Manager, 1 Administrative Assistant/Hotline Dispatcher, 3 Team Leaders (one new hire), and 21 Special Project/Landscaping/Cleaning Ambassadors. Dispatcher, Team Leads and Ambassadors are all Camden residents.

- Increased staffing began April 2021 and has stayed consistent throughout the year. We anticipate/budget for increased staffing for the entirety of 2022.
- Increased Hourly Rates began in July 2021. We anticipate keeping these increased hourly rates for the entirety of 2022.

- Ambassadors: from $12 to $15 per hour
- Team Leaders: from $17 to $19 per hour
- Administrative Assistant/Hotline Dispatcher: from $18 to $20 per hour
- Operations Manager – salaried

- Additional Shift Coverage – "Second Shift" being added in 2022 for Special Projects and enhanced cleaning. This will be a smaller crew than main shift.
  - Current: Shift #1 - 7 days a week 6 am – 2:30 pm
  - New: Shift #1 - 7 days a week 6 am – 2:30 pm AND Shift #2 – 7 days a week 10:30 am – 6 pm

- Improved Response Time and Visibility
  - Administrative Assistant/Hotline Dispatcher covers hotline, scheduling, customer service, response notification and management.
  - New Special Projects team available for quick response to issues and calls to Hotline
  - Advertised Hotline Number for reporting concerns
  - New equipment for more efficient cleaning
  - Branding and visibility improvements proposed for 2022 include a new website, graphic "wraps" for trucks and portable cleaning stations, A-Frames, social media, etc.

1b. Benefits
Health, Dental and Life Insurance
8 Holidays and Birthday off
Vacation and Sick Time

1d. Equipment and Supplies
Capital Equipment – 4 billy goats, 3 blowers, 12 mega brute cans, 2 mowers, 4 trimmers, 20 port battery charger, laptop, lockers, furniture and equipment
NJ Licensing
Fuel and Maintenance for 3 trucks, Kubota, power washer and new equipment
Vehicle Insurance
Android Communication/GPS devices
Cleaning and maintenance equipment and supplies, uniforms, and office supplies

1e. Administration and Operations Implementation and Ongoing Support
Administrative management and oversight
Staff recruitment, background checks, training
Awards and Recognition
Postage and Shipping

2. Landscaping and Placemaking – Multi-year Initiatives
Landscaping and placemaking improvements include multiple initiatives to beautify and activate the district.

2a. Corridor Landscaping and Site Amenities
Beautification efforts may include benches, planters filled with annuals and perennials, hanging baskets, banners, trash cans, pole wraps, seasonal displays with additional landscape maintenance and annual and perennial plantings in existing planters and landscape beds and in Roosevelt Plaza Park. Most of these projects are multi-year efforts.

2b. Cooper Plaza and MLK Streetscape
CBID will take on responsibility of maintenance, installation, design, etc. of landscaping efforts along these main and unique thoroughfares. The budget line item here reflects the costs of maintaining a high-level of quality landscaping along these two identified corridors.

3a. Tree Work (Removal, Trim, Planting)
There are dead trees, empty tree wells and tree well borders that need repair. Work will start on the larger commercial corridors of Federal, Market, Cooper and MLK – in areas not impacted by other road improvement projects. Work will also take place in the neighborhoods and in partnership with various neighborhood groups and

non-profit organizations. Replace dead trees and/or fill empty tree wells in the same commercial corridors identified for tree removal. Trim and maintain existing trees as necessary.

4a. Community Partnership Projects
Partner with various neighborhood groups to support projects that honor the individuality of the communities within the CBID boundaries. These district neighborhoods include North Camden, Cooper Grant, Lanning Square, etc. and include projects created in partnership with the communities the CBID serves. Projects could include maritime debris cleaning, enhanced cleaning, additional decorations/banners, tree work, events and temporary activations, etc. Communities will submit an improvement plan to CBID staff for review and approval.

5a. Seasonal Displays, Banners, Pole Wraps
Includes the purchase and installation of holiday lighting along major commercial corridors, holiday/non-holiday banners, decorative pole wraps, and other temporary/seasonal interventions and displays throughout the district and along key corridors.

3. Marketing, Branding, Communication
Efforts will address website, social media, branding, public relations, and connecting the public, residents and employees to local businesses.

3a. Website and Graphic Design
CBID will redesign and implement a new website/logo in 2022. The website will allow for greater connection to membership and better promote the district. Hosting allows the CBID to post a website onto the internet. Efforts will further our commitment to promote the local businesses to generate more activity in the district.

3b. Public Relations & Strategic Communications
Strategic communications includes any costs associated with the creation of compelling content. Public relations includes the use of third party contractors to engage press outlets to promote positive stories about the organization and the district.

3c. Photo and Video
The creation of engaging and shareable digital content (videos, pictures, stories, links, etc.) to help promote the district. Videos and photography of various CBID initiatives/events. Digital and print advertising for various events, small businesses, employment opportunities, etc.

3d. Email Marketing
The creation and dissemination of monthly email updates to community members and stakeholders with statistics, info-graphics, news and information. Cost reflects the use of email marketing platforms and associated consultant fees.

3e. Print Materials and Collateral
The creation of ongoing communications channels in print is also an important communications channel and includes items such as flyers, newsletters, posters, ad cards, and various other elements. This will promote the businesses, the CBID and the district.

3f. Events, Sponsors, Ads
Hosting events, attending events, sponsoring events and related advertisement spending. Activities to include participation in job fairs, hosting events for small businesses, community members, broker tours to showcase vacant space in the District, etc.

4. Administration
This category covers the administrative responsibilities for overall CBID activities. Implementation of the CBID will require a staff of 3 as well as contracted professional services for the provision of all office and staff support services.

4a. Salaries, Fringe and Benefits
Administrative staffing for the CBID includes taxes, retirement benefits, health/dental/vision insurance, disability insurance, life insurance,

4b. Filing Fees
Annual NJDMV registration for work trucks, misc. registrations.

4c. Bank Charges
Bank checks and fees.

4d. Professional Development
Membership in the International Downtown Association (IDA) and attendance at IDA sponsored conference gives the CSSD access to experts in the field and opportunities to learn from other Business Improvement Districts. Opportunities for continuing education for a growing staff.

4e. Professional Services
Professional services for legal counsel; accountant for annual audit; controller for processing checks and invoices, tax preparation and budget oversight; payroll; board meeting support; and consultants such as landscape architects and engineers for placemaking improvement projects.

5. Operating
Operating expenses cover the CSSD/CBID garage on 4th Street and office space for CSSD administrative staff, maintenance and repair projects, exterminating, security, insurance, office supplies and equipment.

5a. Facilities
Budget includes rent for CSSD office space at the James J. Florio Center for Public Service and the CSSD operations garage, and funds for necessary renovation, purchase or relocation of the existing CSSD garage.

5b. Utilities
Rent, water and sewer, electric, comcast for computer and security, IT support for CSSD and garage.

5c. Maintenance and Equipment
Includes fire inspections, extermination, port-a-john rental, repair of small equipment and purchase of maintenance vehicles including truck, pressure washing equipment, truck wraps and other equipment as needed. Also includes office equipment associated with the new CSSD office space.

5d. Insurance
Commercial, Commercial Umbrella, Inland Marine, Workers Comp, D&O, Commercial Excess, ERISA Bond, etc. as required by funding sources, rental facilities and as needed to protect the CSSD and the CBID.

5e. Office Supplies
Stationary, postage, cell phones, copier, quick book checks, legal ads and general office supplies. Includes cell phone reimbursement for staff, as well as legal noticing as required by local and state ordinance.

6. Depreciation
Annual depreciation expenses related to capital per tax code.

ITEMIZED BUDGET AND SUMMARY OF CATEGORIES OF COST CHARGEABLE
per § 461-7. Annual Budget, Hearing and Assessments

Terms per statute –

Annual Improvements means any reconstruction, replacement or repair of trees and plantings, furniture, shelters, or other facilities for the enjoyment of pedestrians, or any other local improvement benefits properties within the district.

Costs with respect to annual improvements to and operation and maintenance of the district mean costs incurred or to be incurred in connection with annual improvements to and operation and maintenance of the district.

(1) No costs.

(2) Amount of costs to be charged and assessed against properties benefited in the district in proportion to benefits which shall be the aggregate of costs of annual improvements to be made in the district during the ensuing year:
100% of total $919,340.50 - Budget Category 2 - Landscaping and Placemaking

(3) Amount of costs to be charged and assessed against properties benefited in the district in 2022:
$1,700,000.00 for all costs

Line-Item	Budget Category	Amount	% of Budget
Cleaning	Category 1	$1,253,023.26	35%
Landscaping	Category 2	$919,340.50	26%
Marketing	Category 3	$55,878.05	2%
Administration	Category 4	$385,925.86	11%
Operating	Category 5	$912,026.71	26%
Depreciation	Category 6	$ 5,576.63	0%
			100%

Budget Notations

The CSSD budget is supported by contributions, grants, and fee-for-service contracts. CSSD expenses relative to grant and fee-for-service contracts and a percentage of all shared fixed costs are not included in the CBID budget.

Due to the COVID-19 pandemic in 2020 and 2021, the need to pivot plans and activities, and staffing changes, there were unexpended funds from 2021 in the amount of $1,831,770.55 applied towards the 2022 budget, pursuant to:

Special Improvement District Legislation N.J.S.A. 40:56-65 to 89 as amended
40:56-80 Any balances to the credit of the account and remaining unexpended at the end of the fiscal year shall be conserved and applied towards the financial requirements of the succeeding year.

GOALS AND OBJECTIVES

The Camden Downtown is one of the important gateways to the South Jersey region, serving as a center for commerce, transportation, education, health care and government. Its small-town assets can project a vibrant, well-maintained, safe, clean and attractive downtown. Revitalization should be pedestrian friendly and provide for a vibrant business environment with mercantile and service type businesses, providing an environment that supports shopping, dining, socializing, entertainment and commercial activities for daytime and evening hours. Success relies on an integrated community approach and the maintenance of focused community partnerships.

GOALS AND OBJECTIVES AND THE BUDGET CATEGORIES THAT CONTRIBUTE TO GOALS AND OBJECTIVES

Goal #1 Implement and manage a Business Improvement District to support growth of a vital, healthy, thriving district for everyone - residents, businesses, employers, employees, students and visitors.

Objectives

- To be a reliable partner to all represented within the CBID, by working together to honor the community's traditions and maintain and support community values
- To develop Public/Private collaboration that encourages investment, interest, ideas, increased foot traffic and activity to local businesses, educational and health facilities, local attractions, public events, and support neighborhood growth
- To encourage public input, through meetings and surveys, to help identify targeted initiatives

- To continue to hire local residents to work on the Yellow Jacket Ambassador team, pay a fair hourly rate with benefits and increase staffing

Supported by Budget Line Items

#1 **Cleaning** – hiring local residents contributes to a vital, healthy, thriving district for everyone

#4 **Administration** – 3 staff persons to manage BID activities including Public/Private partnerships and community projects.

#5 **Operating** – supports the total operation, support of garage and office space and supplies, insurance coverage and needed capital equipment upgrades. Supports the purchase of garage and office for staff and storage of equipment and supplies.

Goal #2 Provide dedicated and enhanced CBID on-the-street activities to create a more welcoming district

Objectives

- To provide enhanced cleaning, landscaping, and hospitality assists
- To increase staffing and maintain services seven days a week
- To clean streets and sidewalks in neighborhoods within the CBID catchment area
- To be accountable, produce and measure results

Supported by Budget Line items

#1 **Cleaning** – projected increase in staffing from 17 to 25 to cover a larger area including neighborhoods, and expanded shifts/services.

#2 **Landscaping/Placemaking**– enhancements will include tree removals and replacements, banners, planters and hanging baskets, seasonal displays, etc.

Goal #3 Administer the District Management Corporation

Objectives

- To fairly represent the various stakeholders in the CBID
- To work with a Board of Directors that represents the district
- Participate in neighborhood community meetings to establish and maintain cooperation, understanding, collaboration
- To manage the district to be inclusive of all interests and represent the downtown as identified on the property map
- To maintain a balanced budget

Supported by Budget Line Items

#4 **Administration** – CBID staff will work to manage the CBID professionally and fairly, engaging those represented in the district, contracting for professional services and participating in professional development opportunities to continue learning about CBID management

#5 **Operating** – general expenses to support the program, rent, utilities, maintenance, insurance, supplies

#6 **Depreciation** – necessary accounting category

Goal #4 Promote and support the various communities through new marketing and branding/identity efforts to drive customers, visitors, residents, employees into local businesses and attractions and support community and neighborhood initiatives.

Objectives

- To utilize local sourcing when available, appropriate and economically responsible
- To develop digital and print marketing materials to promote the district
- To disseminate district news to the community via on-going communication with community groups, neighborhood associations, religious institutions, business groups

Supported by Budget Line Items

#3 **Marketing** – digital and print materials, website, social media, and professional consultant to manage for optimal results.

#4 **Administration** – CBID staff to manage.

CSSD BUDGET ADOPTION SCHEDULE - 2022

Dec 1 – Review DRAFT BUDGET at the CSSD Finance/Audit Committee

Dec 8 – Approve DRAFT BUDGET at the CSSD BOD Meeting

Dec 15 – Submit DRAFT BUDGET to City of Camden

Jan 18 – Review FINAL BUDGET at CSSD Finance/Audit Committee

Jan 26 – Approve FINAL BUDGET at CSSD BOD Meeting

Feb 1 – Introduction and Approval of FINAL BUDGET at Camden City Council Meeting – (w/ Report)

Public Noticing Period (28 days, 10 days advertised)

Mar 1 – Public Hearing and Adoption of FINAL BUDGET at Camden City Council Meeting – (w/ Report)

April 6 – CSSD ANNUAL MEETING

April 30 – 2021 Audited Financials (due to City Council)

CAMDEN SPECIAL SERVICES DISTRICT

2022 BUDGET
APPROVED 1.26.22

CSSD/CBID BUDGET		CSSD DETAIL	CBID DETAIL
INCOME			
Grants	$ 67,136		
Project Management	$ 443,910		
Contributions	$ 114,000		
		$ 625,047	
2020 Assessment	$ 131,771		
2021 Assessment	$ 1,700,000		
2022 Assessment	$ 1,700,000		$ 3,531,771
Total Revenue and Assessment	**$ 4,156,817**		
EXPENSES			
Clean and Safe "Yellow Jackets" Program	$ 1,556,428	$ 303,405	$ 1,253,023
Landscaping and Placemaking	$ 994,592	$ 75,251	$ 919,341
Marketing	$ 65,000	$ 9,122	$ 55,878
Administration	$ 447,759	$ 61,833	$ 385,926
Operations	$ 1,038,058	$ 126,031	$ 912,027
Depreciation	$ 6,487	$ 910	$ 5,577
Total Expenses	**$ 4,108,324**	$ 576,553	$ 3,531,771

Income Notes

* Assessment Rate proposed at .002% for FY 2022

Expenses Notes

* Expansion of Clean and Safe Program Hours/Shifts/FTE
* Expansion of Landscaping & Placemaking Budget
* One-time expenditure of $649,683 associated with buidling purchase under Operations
* Non-annual expense of Capital Equipment of $140,000 under Operations

CBID 2022 Budget - Detailed				CBID
INCOME				
2020 Assessment				$ 131,771
2021 Assessment				$ 1,700,000
2022 Assessment				$ 1,700,000
				$ 3,531,771
Total Revenue and Assessment				
EXPENSES				
Clean and Safe "Yellow Jackets" Program				$ 1,253,023
Salaries	$	976,481		
Benefits	$	54,337		
Equipment and Supplies	$	105,792		
Administration	$	116,413		
Landscaping and Placemaking				$ 919,341
Corridor Landscaping and Site Amenities	$	199,577		
Cooper Plaza and MLK Streetscape	$	80,000		
Tree Work (Removal, Trim, Planting)	$	325,000		
Community Partnership Projects	$	200,000		
Seasonal Displays, Banners, Pole Wraps	$	114,764		
Marketing				$ 55,878
Website and Graphic Design	$	15,050		
Public Relations & Strategic Communications	$	15,028		
Photo/Video	$	8,600		
Email Marketing	$	4,300		
Printing and Collateral	$	4,300		
Events, Sponsors, Ads	$	8,600		
Administration				$ 385,926
Salaries, Fringe, Benefits	$	286,015		
Filing Fees	$	860		
Bank Charges	$	430		
Professional Development	$	7,155		
Professional Services	$	91,466		
Operations				$ 912,027
Facilities	$	697,361		
Utilities	$	25,145		
Maintenance and Equipment	$	140,343		
Insurance	$	17,208		
Office Supplies	$	9,970		
Depreciation				$ 5,577
Total Expenses				$ 3,531,771

R-13

SE
06-14-22

RESOLUTION AUTHORIZING THE CITY OF CAMDEN'S INSURANCE COMMISSION AND THE CITY ATTORNEY TO SETTLE CERTAIN CLAIMS

WHEREAS, Liability and Workers' Compensation claims are filed against the City of Camden each year; and

WHEREAS, pursuant to Section 85-1 et seq. of the Code of the City of Camden, the City of Camden has established the City of Camden Municipal Insurance Fund which is used to insure against any loss, damage or liability caused by the use of City property and or the acts of its officials and employees; and

WHEREAS, pursuant to Section 85-4 of the Code of the City of Camden, the City of Camden has established the Insurance Commission of the City of Camden (the "Insurance Commission") to review and supervise the handling of all losses and claims; and

WHEREAS, pursuant to section 7-30D of the Code of the City of Camden the City Attorney has the authority to settle litigation and claims with the approval of City Council; and

WHEREAS, oftentimes it is necessary to settle claims quickly in order to obtain the most favorable settlement for the City; and

WHEREAS, the majority of the claims that are submitted are settled for less than $30,000; and

WHEREAS, the Insurance Commission is requesting authority to settle claims which are $30,000 or less in order to obtain the most advantageous settlements and preserve the City's resources; and

WHEREAS, similar authority is requested to authorize the City Attorney, including Risk Management, to settle claims of $5000 or less, provided such settlements are reported to the Insurance Commission; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Insurance Commission is hereby authorized to settle any claim that is submitted that has a value of $30,000 or less, when it determines that such settlement is in the best interest of the City.

BE IT FURTHER RESOLVED, by the City Council of the City of Camden that the City Attorney is hereby authorized to settle any claim that has a value of $5000 or less, which the City Attorney determines to be in the best interest of the City of Camden, provided that notice of the settlement shall be given to the Insurance Commission.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting: June 14, 2022

TO: City Council

FROM: Timothy Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION: RESOLUTION AUTHORIZING THE CITY OF CAMDEN'S INSURANCE COMMISSION AND THE CITY ATTORNEY TO SETTLE CERTAIN CLAIMS

BRIEF DESCRIPTION OF ACTION: The City of Camden receives numerous claims on a daily basis relating to general liability, worker's compensation and property. The City's insurance needs are handled by a combination of insurance through the Camden County Municipal Joint Insurance Fund and by self-insurance. The City's Insurance Commission, established under the City Code §85-4, supervises the handling of all losses and claims. Section 7-30D of the Code gives the City Attorney the authority to settle litigation and claims with the approval of City Council. Often times in order to obtain a favorable settlement the City is required to settle claims quickly. The Insurance Commission is requesting the authority to settle claims which are $30,000 or less in order to obtain the most advantageous settlements and preserve the City's resources. Similarly, authority is requested to authorize the City Attorney, including Risk Management, the authority to settle claims of $5000 or less, provided such settlements are reported to the Insurance Commission.

AMOUNT OF PROPOSED CONTRACT: N/A

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by City Attorney:	5/18/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Business Administrator:	5/17/22	

(Name) Please Print ***(Extension #)***

Prepared By: Dionne Giles X7185
Contact Person: Timothy Cunningham, Business Administrator X7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

MBS:dh
06-14-22

R-14

RESOLUTION AUTHORIZING A CONTRACT UNDER NEW JERSEY STATE CONTRACT #40116 TO GOVCONNECTION

WHEREAS, under N.J.S.A. 40A: 11-12, a municipality may, without advertising for bids, purchase materials, supplies or equipment under a contract entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury, State of New Jersey; and

WHEREAS, it has been certified by the Purchasing Agent of the City of Camden that the City seeks the purchase one (1) HPE Alletra 6000/6010 Storage with accessories/warranties for the City's IT Division from GovConnection, 732 Milford Road, Merrimack, NH 03054 under State Contract #40116; and

WHEREAS, the municipality seeks to purchase this service under said State Contract from GovConnection for an amount not to exceed SEVENTY-FIVE THOUSAND NINE HUNDRED THIRTY-NINE DOLLARS AND FIFTY-THREE CENTS ($75,939.53); and

WHEREAS, there will be substantial savings by the municipality by purchasing under the State Contract and this procedure is in the best interest of the City of Camden; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the reserve for state and federal grant budget of the City of Camden under line item "2-01-433-901", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the City is hereby authorized to award a contract to GovConnection, 732 Milford Road, Merrimack, NH 03054 to purchase one (1) HPE Alletra 6000/6010 Storage with accessories/warranties for the City's IT Division under State Contract #40116 for an amount not to exceed SEVENTY-FIVE THOUSAND NINE HUNDRED THIRTY-NINE DOLLARS AND FIFTY-THREE CENTS ($75,939.53).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: GOVCONNECTION

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION: 2-01-433-901

AMOUNT: $75,939.53

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $75,939.53

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING THE PURCHASE OF ONE(1) HPE ALLETRA 6000/6010 STORAGE WITH ACCESSORIES FROM GOVCONNECTION, 732 MILFORD ROAD, MERRIMACK, NH 03054 UNDER NJSC #40116 .

Johanna S. Conyer
Director of Finance
Date: 5/6/22

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: JUNE 2022

TO: Timothy J. Cunningham, Business Administrator

FROM: L. Chandler, Purchasing Agent

Department Making Request: Administration/Purchasing Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the purchase of one (1) HPE Alletra 6000/6010 Storage with accessories from GovConnection, 732 Milford Road, Merrimack, NH 03054 under NJSC #40116

BRIEF DESCRIPTION: Resolution authorizing the purchase of one (1) HPE Alletra 6000/6010 Storage with accessories/warranties for the City's IT Division.

BIDDING PROCESS: Under N.J.S.A. 40A:11-12, a municipality may without advertising for bids, purchase materials, supplies, or equipment under a contract entered into on behalf of the State by Division of Purchase and Property.

APPROPRIATION ACCOUNT: 2-01- -433-901

AMOUNT: $75,939.53

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director:	5/6/22	(If applicable)
☒ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	5/12/2022	
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	L. CHANDLER	X7475
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	N/A
Name of Vendor	GOVCONNECTION
Purpose or Need for service:	PURCHASE OF ONE (1) HPE ALLETRA 6000/6010 STORAGE WITH ACCESSORIES/WARRANTIES. THIS WILL INCREASE STORAGE ALLOTMENT CITYWIDE AND DECREASE ANY NETWORK PROBLEMS.
Contract Award Amount	$75,939.53
Term of Contract	~1 MONTH
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	NJSA 40A:11-12
Were other proposals received? If so, please attach the names and amounts for each proposal received?	NO CDWG - $197,373.08 SHI-$179,023.93

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____
Mayor's Signature*

_____ Date 7/11/22
Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this action. 2-01- - 702-917 Funding Source for this action

_____
Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

N/A NSSC Date 5/12/2022
Certifying Officer

For LGS use only:
( ) Approved ( ) Denied

_____ Date _____
Director or Designee,
Division of Local Government Services

Number Assigned _____

Connection
PUBLIC SECTOR SOLUTIONS
we solve IT

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Mary Giannobile
Phone: (800) 800-0019 ext. 34326
Fax: (603) 683-1612
Email: mary.giannobile@connection.com

Account Manager:
Phone:
Fax:
Email:

 # 25329912.03
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING

Date: 4/21/2022
Valid Through: 5/21/2022
Account #: S00369

Customer Contact: Ray Caluba
Email: racaluba@ci.camden.nj.us
Phone: (856) 968-4749
Fax: (856) 968-4747

QUOTE PROVIDED TO:	SHIP TO:
AB#: 11206 **CITY OF CAMDEN V** FINANCE DEPT PO BOX 95120 CITY HALL ROOM 213 CAMDEN, NJ 08101 (856) 757-7582	AB#: 7681241 **CITY OF CAMDEN** RAY CALUBAYAN INFORMATION TECHNOLOGY 520 MARKET STREET CITY HALL SUITE 213 CAMDEN, NJ 08101 (856) 968-4746

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	106.00 lbs	Net 60	MNNVP-134

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale. All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our HPE NASPO VALUE POINT Contract # MNNVP-134 State of New Jersey Contract # 40116. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

*	Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
	1	1	41409623	R4U28A	HPE Alletra 6010 CTO Base Array HPE - This line is quoted as On Contract.	HPE	$ 10,217.88	$ 10,217.88
	2	1	41429836	R0P34A	HPE Alletra 6000 2x32Gb 2p FC FIO Adpr HPE - This line is quoted as On Contract.	HPE	$ 5,833.73	$ 5,833.73
	3	1	41396653	Q8G27B	HPE Tier 1 Storage OS Default FIO SW HPE - This line is quoted as On Contract.	HPE	$ 0.01	$ 0.01
	4	1	41212437	R3P91A	HPE Tier 1 Storage Array Standard Trk HPE - This line is quoted as On Contract.	HPE	$ 0.65	$ 0.65
	5	1	41292283	R7S81A	HPE Alletra 6000 23TB 12x1.92TB FIO Bdl HPE - This line is quoted as On Contract.	HPE	$ 26,337.56	$ 26,337.56
	6	4	41417780	R9D23A	HPE C13 - C14 2m WW PDU FIO Pwr Cord HPE - This line is quoted as On Contract.	HPE	$ 0.65	$ 2.60
	7	1	41409626	R7G12A	HPE Alletra 6000 / H 4x800W FIO AC PS Kit HPE - This line is quoted as On Contract.	HPE	$ 1,251.54	$ 1,251.54
	8	1	41292285	R7N52AAE	HPE Alletra SW / Sup SaaS HPE - This line is quoted as On Contract.	HPE	$ -	$ -
	9	138	41417781	R7N52AAE#CTH	5-year Subscription HPE - This line is quoted as On Contract.	HPE	$ 186.00	$ 25,668.00

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SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Mary Giannobile
Phone: (800) 800-0019 ext. 34326
Fax: (603) 683-1612
Email: mary.giannobile@connection.com

Account Manager:
Phone:
Fax:
Email:

 # 25329912.03
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING
Date: 4/21/2022
Valid Through: 5/21/2022
Account #: S00369

Customer Contact: Ray Caluba
Email: racaluba@ci.camden.nj.us
Phone: (856) 968-4749
Fax: (856) 968-4747

QUOTE PROVIDED TO:	SHIP TO:
AB#: 11206	AB#: 7681241
CITY OF CAMDEN V	**CITY OF CAMDEN**
FINANCE DEPT	RAY CALUBAYAN
PO BOX 95120	INFORMATION TECHNOLOGY
CITY HALL ROOM 213	520 MARKET STREET
CAMDEN, NJ 08101	CITY HALL SUITE 213
	CAMDEN, NJ 08101
(856) 757-7582	(856) 968-4746

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	106.00 lbs	Net 60	MNNVP-134

Important Notice: -- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale. All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our HPE NASPO VALUE POINT Contract # MNNVP-134 State of New Jersey Contract # 40116. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

*	Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
	10	1	41408645	HU4B0A5	HPE 5Y TC Essential Exch wDMR SVC HPE - This line is quoted as On Contract.	HPE	$ -	$ -
	11	1	41429838	HU4B0A5#ZUL	HPE Alletra 6000 2x32Gb 2p FC Kit Supp HPE - This line is quoted as On Contract.	HPE	$ 457.65	$ 457.65
	12	1	41429839	HU4B0A5#ZUE	HPE Alletra 6010 Base Array Supp HPE - This line is quoted as On Contract.	HPE	$ 985.66	$ 985.66
	13	1	41429840	HU4B0A5#ZV3	HPE Alletra 6000 AF 23TB NVMe Bdl Supp HPE - This line is quoted as On Contract.	HPE	$ 1,984.25	$ 1,984.25
	14	1	41240787	HA114A1	HPE Installation and Startup Service HPE - This line is quoted as On Contract.	HPE	$ -	$ -
	15	1	41240788	HA114A1#5MR	HPE Tier 1 Storage Array Startup SVC HPE - This line is quoted as On Contract.	HPE	$ 3,200.00	$ 3,200.00

Subtotal	$ 75,939.53
Fee	$ 0.00
Shipping and Handling	$ 0.00
Tax	$ 0.00
Total	$ 75,939.53

Connection
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ORDERING INFORMATION

GovConnection, Inc. DBA Connection
HPE NASPO VALUE POINT – Contract #: MNNVP-134
State of New Jersey – Contract #: 40116

Please contact your account manager with questions.

Ordering Address	Remittance Address
GovConnection, Inc.	GovConnection, Inc.
732 Milford Road	PO Box 536477
Merrimack, NH 03054	Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our HPE NASPO VALUE POINT – Contract #: MNNVP-134 State of New Jersey – Contract #: 40116. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm

Please forward your Contract to: SLEDOPS@connection.com
QUESTIONS: Call 800-800-0019
FAX: 603.683.0374

Pricing Proposal
Quotation #: 21868215
Created On: 4/11/2022
Valid Until: 4/29/2022

City of Camden

Josh Suarez
520 Market Street
Suite 213
City Hall
Camden, NJ 08102
United States
Phone: 8567577060
Fax:
Email: josuarez@ci.camden.nj.us

Inside Account Executive

Greg Malandruccolo
290 Davidson Ave
Somerset, NJ 08873
Phone: 732-507-1347
Fax:
Email: Greg_Malandruccolo@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	HPE ALLETRA 6010 CTO BASE ARRAY Hewlett Packard Enterprise - Part#: R4U28A Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$33,755.92	$33,755.92
2	HPE ALLETRA 6000 2X32GB 2P FC FIO ADPR Hewlett Packard Enterprise - Part#: R0P34A Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$19,544.64	$19,544.64
3	HPE TIER 1 STORAGE OS DEFAULT FIO SW Hewlett Packard Enterprise - Part#: Q8G27B Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$0.74	$0.74
4	HPE TIER 1 STORAGE ARRAY STANDARD TRK Hewlett Packard Enterprise - Part#: R3P91A Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$0.76	$0.76
5	HPE ALLETRA 6000 23TB 12X1.92TB FIO BDL Hewlett Packard Enterprise - Part#: R7S81A Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$85,564.46	$85,564.46
6	HPE C13 - C14 2M WW PDU FIO PWR CORD Hewlett Packard Enterprise - Part#: R9D23A Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	4	$11.39	$45.56

7	HPE ALLETRA 6000/H 4X800W FIO AC PS KIT Hewlett Packard Enterprise - Part#: R7G12A Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$4,100.75	$4,100.75
8	HPE ALLETRA SW/SUP SAAS HPE - Part#: R7N52AAE Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$0.00	$0.00
9	5-YEAR SUBSCRIPTION Hewlett Packard Enterprise - Part#: R7N52AAE#CTH Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	153	$174.28	$26,664.84
10	HPE 5Y TECH CARE ESSENTIAL EXCH WDMR SVC Hewlett Packard Enterprise - Part#: HU4B0A5 Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$0.00	$0.00
11	HPE ALLETRA 6000 2X32GB 2P FC KIT SUPP HPE - Part#: HU4B0A5#ZUL Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$854.13	$854.13
12	HPE ALLETRA 6010 BASE ARRAY SUPP HPE - Part#: HU4B0A5#ZUE Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$1,839.60	$1,839.60
13	HPE ALLETRA 6000 AF 23TB NVME BDL SUPP Hewlett Packard Enterprise - Part#: HU4B0A5#ZV3 Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$3,703.33	$3,703.33
14	HPE INSTALLATION AND STARTUP SERVICE Hewlett Packard Enterprise - Part#: HA114A1 Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$0.00	$0.00
15	HPE TIER 1 STORAGE ARRAY STARTUP SVC Hewlett Packard Enterprise - Part#: HA114A1#5MR Contract Name: NASPO Computer Equipment Contract #: MNNVP-134 Subcontract #: 40116	1	$2,949.20	$2,949.20
			Total	$179,023.93

Additional Comments

Please Note: Hewlett Packard Enterprise has a zero returns policy on custom build machines.

SHI SPIN: #143012572
SHI-GS SPIN (For Texas customers ONLY): #143028315
For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

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

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

QUOTE CONFIRMATION

CDW•G PEOPLE WHO GET IT

DEAR JOSUE SUAREZ,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MRZN770	4/8/2022	HPE	2960175	$197,373.08

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HPE Alletra 6010 - solid state drive array Mfg. Part#: R4U28A Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)	1	6545923	$38,805.61	$38,805.61
HPE - storage controller Mfg. Part#: R0P34A Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)	1	6745225	$34,396.92	$34,396.92
HPE Nimble Storage NOS Default Software - license - 1 license Mfg. Part#: Q8G27B UNSPSC: 43232907 Electronic distribution - NO MEDIA Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)	1	5102099	$1.13	$1.13
HPE Nimble Storage AF HF Array Standard Tracking Mfg. Part#: R3P91A Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)	1	5676620	$1.20	$1.20
HPE Alletra Flash Bundle - solid state drive - 1.92 TB - PCI Express (NVMe) Mfg. Part#: R7S81A Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)	1	6545938	$85,287.39	$85,287.39
HPE - power cable - IEC 60320 C13 to IEC 60320 C14 - 6.6 ft Mfg. Part#: R9D23A Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)	4	6801602	$12.34	$49.36
HPE Alletra - power supply - 800 Watt Mfg. Part#: R7G12A Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)	1	6545940	$4,500.71	$4,500.71
HPE Data Ops Manager Reserved - subscription license (3 years) - 1 license Mfg. Part#: R7N52AAE Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)	1	6600778	$0.01	$0.01
HPE DATA OPS MGR RESERVED SAAS 5Y Mfg. Part#: R7N52AAE#CTH Electronic distribution - NO MEDIA	138	6663380	$222.15	$30,656.70

QUOTE DETAILS (CONT.)				
Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)				
HPE Pointnext Tech Care Essential Service with Defective Media Retention -	1	6499277	$0.01	$0.01
Mfg. Part#: HU4B0A5 Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)				
HPE Installation & Startup Service - installation configuration - on-site	1	547430	$0.01	$0.01
Mfg. Part#: HA114A1 UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)				
HPE Installation & Startup Service - installation configuration - on-site	1	4862923	$3,674.03	$3,674.03
Mfg. Part#: HA114A1#5MR Electronic distribution - NO MEDIA Contract: Technology Supplies and Services #ESCNJ18/19-03 (18/19-03)				

PURCHASER BILLING INFO		
Billing Address: CITY OF CAMDEN ACCTS PAYABLE ** ORIG VOUCHERS ** PO BOX 95120 RM 213 CITY HALL CAMDEN, NJ 08101-5120 **Phone:** (856) 757-7275 **Payment Terms:** Net 30 Days-Govt State/Local	**SUBTOTAL**	$197,373.08
	SHIPPING	$0.00
	SALES TAX	$0.00
	GRAND TOTAL	**$197,373.08**
DELIVER TO	**Please remit payments to:**	
Shipping Address: CITY OF CAMDEN JOSUE SUAREZ 520 MARKET ST RM 213 CITY HALL CAMDEN, NJ 08102-1300 **Shipping Method:** DROP SHIP-COMMON CARRIER	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION			
Maris Vickerelli	(866) 833-0355	marivic@cdwg.com

LEASE OPTIONS			
FMV TOTAL	**FMV LEASE OPTION**	**BO TOTAL**	**BO LEASE OPTION**
$197,373.08	**$5,238.28/Month**	**$197,373.08**	**$6,065.27/Month**

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

- This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

© 2022 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

R-15

MBS:dh
06-14-22

RESOLUTION REQUESTING THE CITY TO DISPOSE OF OUTDATED FIRE EQUIPMENT AT NO COST TO THE CITY

WHEREAS, the Department of Administration of the City of Camden, is in possession of certain outdated fire equipment which can no longer be used by the City of Camden's Fire Department; and

WHEREAS, a list of the property is attached hereto as Exhibit "A"; and

WHEREAS, the Department of Administration requests that the outdated equipment listed in Exhibit "A" which has no value to the City be subject to disposal via online auction or scrap; now, therefore

BE IT RESOLVED, the City of Camden is hereby authorized to dispose of said equipment listed in Exhibit "A" attached hereto via online auction or scrap.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: JUNE 2022

TO: Timothy J. Cunningham, Business Administrator

FROM: L. Chandler, Purchasing Agent

Department Making Request: Administration/Purchasing Bureau for Fire Department

TITLE OF RESOLUTION: Resolution requesting the City to dispose of outdated fire equipment no cost to the city.

BRIEF DESCRIPTION OF ACTION: Purchasing Bureau requests that certain outdated equipment that is no longer of use to the City be subject to disposal via online auction and/or scrap. The equipment is listed in attached Exhibit "A".

BIDDING PROCESS: 40A:11-36 provides for the sale or other disposal of personal property in the manner requested.

APPROPRIATION ACCOUNT(S): N/A

AMOUNT: N/A

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	5/9/2022	
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	L. CHANDLER	X7475
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

MUNICIBID ITEMS

Camden Fire Department
4 N 3rd Street
Camden, NJ 08102

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Mobile Breathing Air Compressor

2000 Mako 5409HBA-WDET
6000 PSI
Vin# MAKO005409H234054

Figure 1 - Mobile Air Unit

Figure 2 - Mobile air Unit

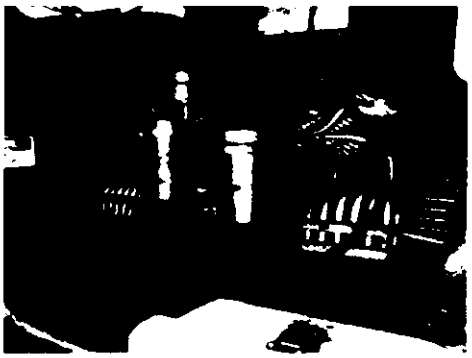

Figure 3 - Mobile Air Unit

Figure 4 - Mobile Air Unit

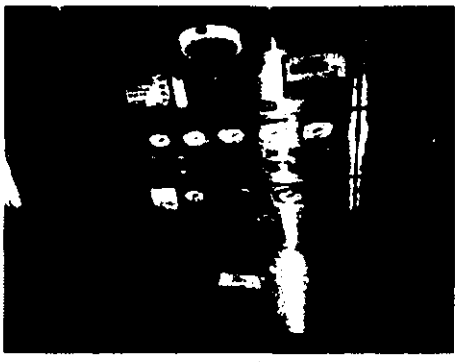

Figure 5 - Mobile Air Unit

Figure 6 - Mobile Air Unit

Note:

The electric motor works with the compressor with issues on the 4th stage and only building pressure to 4500 psi.

The diesel motor is out of service

The CO monitoring system is not working.

Unit is 22 years old

Hurst Hydraulic Tool Lot

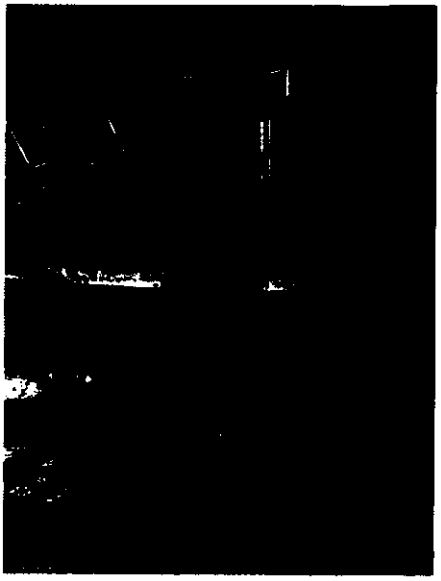

Figure 7 – Portable Hydraulic Pump

Figure 8 - Hydraulic Pump

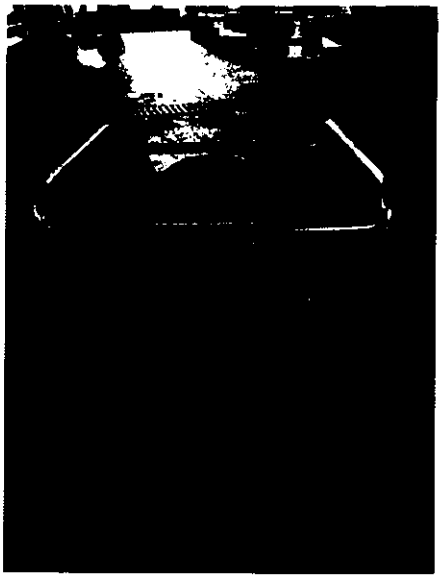

Figure 9 - Portable Hydraulic Pump

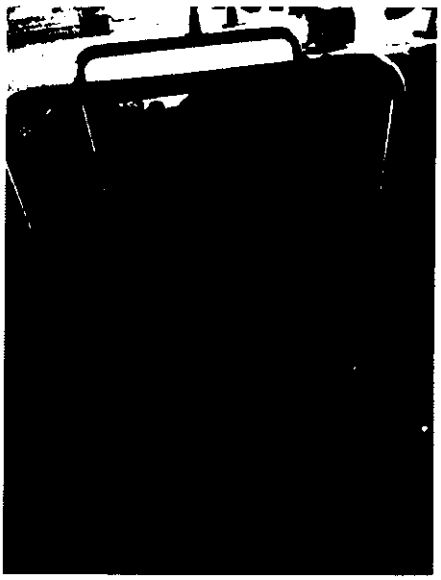

Figure 10 - Portable Hydraulic Pump

Figure 11 - Maverick Combination Tool

Figure 12 - Extractor "O" Cutter

Figure 13 – ML-80 "O" Cutter

Figure 14 – ML-80 "O" Cutter

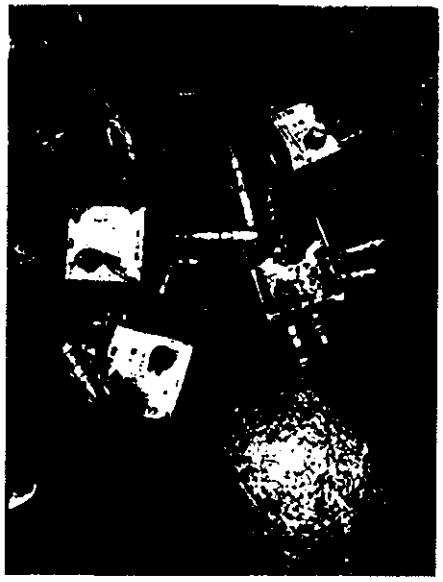

Figure 15 – Multi-Tool Manifolds

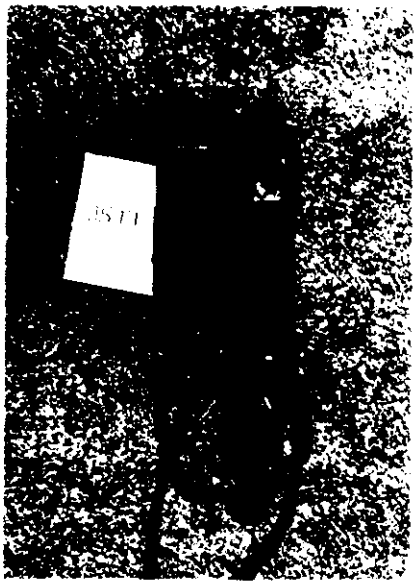

Figure 16 – T-41 Telescoping Ram

Notes:

1. Hurst Hydraulic PumpUnit is over 20 years old (Figure 7 & 8)
    - There is no serial numbers on this unit.
    - *Unit is not working*
    - *Parts only*

2. Hurst Portable Hydraulic Pump (Figure 9 & 10)
    - There is no serial number on this unit.
    - *Unit is not woking*
    - *Parts Only*

3. Maverick Hydraulic Combination Tool (Figure 11)
    - Serial:N6467
    - Unit is out of service
    - Sold as is

4. Extractor "O" Cutter (Figure 12)
    - Serial:16613
    - Unit is out of service
    - Sold as is

5. ML-80 "O" Cutter (Figure 13)
    - Serail:N5366
    - Unit is out of service
    - Sold as is

6. ML-80 "O" Cutter (Figure 14)

- Serial: N5369
- Unit is out of service
- Sold as is

7. Hurst Hydraulic Multi-Tool Manifold (Figure 15)
    - There is no serial number for this unit.
    - Unit is out of service
    - Sold as is

8. Hurst Hydraulic Ram (Figure 16)
    - Serial: 11577
    - Unit is out of service
    - Sold as is

All items are located at:

Camden Fire Administration Building
4 N 3rd St
Camden, NJ 08102

MBS:dh
06-14-22

R-14

RESOLUTION AUTHORIZING A CONTRACT UNDER OMNIA PARTNERS, PUBLIC SECTOR COOPERATIVE PURCHASING CONTRACT #R211402 TO GLOBAL INDUSTRIAL, 11 HARBOR PARK, PORT WASHINGTON, NY

WHEREAS, there exists a need to allow the City of Camden to shop around and provide pricing outside of our current vendors for needed items such as: material handling, storage, maintenance and safety, and other industrial products; and

WHEREAS, pursuant to N.J.S.A. 52:34-6.2(b)(3), a municipality is permitted to make purchases and contract for services through the use of a nationally-recognized and accepted cooperative; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the approved budget of the City of Camden under line item "various accounts" and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED by the City Council of the City of Camden, that the contract be awarded to Global Industrial under the OMNIA PARTNERS, public sector cooperative purchasing contract for the purchase of material handling, storage, maintenance and safety, and other industrial products, in the amount of EIGHTY THOUSAND DOLLARS ($80,000.00), according to Public Contracts Law, P.L. 1971, Chapter 198, and that the Mayor and the City Clerk shall execute said contract on behalf of the City of Camden.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: OMNIA PARTNERS

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION: VARIOUS ACCOUNTS

AMOUNT: $80,000.00 (Contingent on availability of funds)

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $80,000.00 (Contingent on availability of funds)

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION TO AWARD A CONTRACT UNDER OMNIA PARTNERS, PUBLIC SECTOR COOPERATIVE PURCHASING CONTRACT #R211402 TO GLOBAL INDUSTRIAL, 11 HARBOR PARK DRIVE, PORT WASHINGTON , NY 11050.

Johanna S. Conyer
Director of Finance
Date: 5/16/22

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 2022

TO: Timothy J. Cunningham, Business Administrator

FROM: L. Chandler, Purchasing Agent

DEPARTMENT MAKING REQUEST: Administration/Purchasing Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution to award a contract under OMNIA Partners, Public Sector cooperative purchasing Contract #R211402 to Global Industrial, 11 Harbor Park Drive, Port Washington, NY 11050

BRIEF DESCRIPTION: Global Industrial will provide competitive pricing for as needed items such as: material handling, storage, maintenance and safety, and other industrial products. This will allow the City to shop around and provide pricing outside of our current vendors.

BIDDING PROCESS: Under N.J.S.A 52:34-6.2(b)(3), a municipality is permitted to make purchases and contract for services through the use of a nationally-recognized and accepted cooperative.

APPROPRIATION ACCOUNT: various accounts

AMOUNT: $80,000.00

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	5/16/22	
☒ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	5/11/2022	
Approved by Business Administrator:	5/16/22	
Received by City Attorney:	5/18/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	L. CHANDLER	X7475
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	N/A
Name of Vendor	GLOBAL INDUSTRIAL
Purpose or Need for service:	DUE TO OUR CURRENT BID THRESHOLD AND THE AMOUNTS SPENT WITH LOCAL VENDORS, IT BEHOOVES THE CITY TO ENTER INTO A NATIONAL COOPERATIVE CONTRACT WITH GLOBAL INDUSTRIAL TO ENSURE THE PROCUREMENT OF MUCH NEEDED INDUSTRIAL PRODUCTS
Contract Award Amount	$80,000
Term of Contract	N/A
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	NJSA 52:34-6.2
Were other proposals received? If so, please attach the names and amounts for each proposal received?	NO

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____
Mayor's Signature*

_____ Date_____
Business Administrator/Manager Signature

_____

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this action. _____

_____ Funding Source for this action Various accts - budget upon fund availability

_____

Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

Pending _____ Date_____

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

_____Date_____

Director or Designee,
Division of Local Government Services

Number Assigned_____

COST ANALYSIS

SHI International OMNIA PARTNERS #R211402
Global Industrial

The City currently uses the NJSC vendors Grainger & Home Depot for various industrial and building supplies. This new vendor will provide an alternative pricing structure to ensure competitive pricing for various items.

We also use local vendors, Cartun Hardware & Contractor Service for various building and industrial item purchases. However, the bid threshold of $44,000.00 limits our overall procurement.

48Gal Steel Mesh Corrosion Resistant Trash Can – blue

Home Depot – NJSC #18-Fleet-00234

- Price $268.54/ea
- Black only
- Hardware not an approved purchase if existing appliances are compatible

Grainger – NJSC #19-Fleet-00566/00677

- Price $339.71/ea
- Grainger carries a 45 gallon
- Black only

Cartun Hardware

- This purchase would exceed the bid threshold

LATEEFAH CHANDLER
May 16, 2022

CITY OF CAMDEN

"Notice of Intent to Award a Contract under a National Cooperative Purchasing Agreement – Warehouse, Material Handling and Production Support

The City of Camden intends to participate in the OMNIA Partners, Public Sector cooperative purchasing contract for Warehouse, Material Handling and Production Support Contract No. R211402.

Information regarding the contract may be found OMNIA Partners, Public Sector website: https://www.omniapartners.com/publicsector. For further information, please contact the City of Camden, Lateefah Chandler, Qualified Purchasing Agent at Tel: 856-757-7159 Fax: 856-541-9668 during the regular hours of 8:30 AM to 4:30 PM.

The City of Camden joined OMNIA Partners, Public Sector contract on May 11, 2021.

The OMNIA Partners Cooperative Purchasing contract term for Contract No. R211402 is from December 1, 2021 – November 30, 2024.

It is the intent of the City of Camden to make a contract award to Global Industrial pursuant to the proposal submitted in response to OMNIA Partners RFP for warehouse, material handling, and production support.

The City of Camden is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).
Comments: Period ends Thursday, May 26, 2022
May 12, 2022
($54.20)

0005254540-01

TOWNSHIP OF BERLIN
COUNTY OF CAMDEN
STATE OF NEW JERSEY

ORDINANCE 2022-4 AUTHORIZING AND RATIFYING THE USE OF THIRD - PARTY ELECTRONIC PAYROLL SERVICES

Notice is hereby given that the foregoing ordinance was approved for final adoption by the Mayor and Council of the Township of Berlin at a meeting held on May 9, 2022

Catherine Underwood
Township Clerk RMC
(18.36)

0005254454-01

R-17

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE CITY OF CAMDEN TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH CWA LOCAL 1014 SUPERVISORY AND NON-SUPERVISORY UNITS

WHEREAS, the City of Camden ("City") has been a part of labor negotiations with certain employees of the City of Camden as represented by their bargaining unit, CWA Local 1014 ("CWA"); and

WHEREAS, the City and the representatives of the CWA have tentatively agreed to the terms of a Collective Bargaining Agreement ("CBA") pursuant to a Memorandum of Understanding ("MOU") between the parties. On May 27, 2022, the CWA members voted to ratify the CBA based on the terms, conditions and provisions set forth in the MOU; and

WHEREAS, said CBA is deemed to be in the best interest of the City of Camden; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the actions of the proper officers of the City of Camden, including its Business Administrator, in negotiating and executing a Memorandum of Understanding and a formalized Collective Bargaining Agreement, which incorporate all the terms, conditions and provisions of their agreement as agreed upon between representatives of the City of Camden and the authorized representatives of certain employees of the City of Camden by their bargaining agent, CWA Local 1014, ratified by CWA's members on May 27, 2022, be, and hereby are, ratified and approved in all respects.

BE IT FURTHER RESOLVED, by City Council that the proper officers of the City of Camden, as set forth in the Administrative Code of the City of Camden, are hereby authorized to take any and all necessary actions to make said Memorandum of Understanding and formalized Collective Bargaining Agreement operative.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Authorizing and Approving CWA Local 1014 Units Contracts for Supervisory and Non-Supervisory Employees.

BRIEF DESCRIPTION OF ACTION: The CWA Local 1014 and City of Camden have reached an agreement on terms of contracts for both the Supervisory and Non-Supervisory Employees. The CWA Local 1014 ratified the terms on May 25, 2022. The Administration is now seeking the authorization and approval of the Governing Body of the Collective Bargaining Agreements.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/26/22	
Received by City Attorney:	6/2/22	

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Diana Gonzalez/Marc Riondino	7150
Contact Person:	Timothy J. Cunningham, Esq. Business Administrator	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF CAMDEN
AND
CWA LOCAL 1014
Supervisory and Non-Supervisory Employees

CWA Local 1014 (hereinafter "CWA") and the City of Camden (hereinafter "the City") (collectively referred to as "the parties") agree that the following Memorandum of Agreement, which resolves all contractual issues in dispute, sets forth the material terms to be recommended for approval by the City and for ratification by bargaining unit members of CWA as soon as reasonably practicable. Having negotiated in good faith over the terms of the new collective negotiations agreements for Supervisory and Non-Supervisory employees, the CWA and the City have agreed to renew their existing agreements, both of which expired on December 31, 2021, except as modified below. The following sets forth the terms to which the above parties have agreed for a successor collective negotiations agreements to be effective January 1, 2022 through December 31, 2025. Where there are no additions, deletions or revisions noted, the parties intend that the provisions of the existing Agreements for the Supervisory and Non-Supervisory employees, shall remain in full force and effect.

1. **Duration** – Four year agreement running from January 1, 2022 through December 31, 2025. All dates in each contract shall be changed accordingly.

2. **Article 2, Fees** – The parties agree thaf Article 2 shall be renamed "Union Dues," and the language changed as follows:

UNION DUES

A. The City agrees to deduct CWA **union** dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the City by the Treasurer of CWA Local 1014 and the appropriate deductions of all employees shall be remitted monthly to the Treasurer of CWA Local 1014 together with a list of the names of all employees for whom the deductions are made. Remittance shall be made by the 10th day of the month immediately succeeding the month in which the deductions are made. **The City also agrees to deduct an amount equal to CWA Local 1014's initial membership fee from an employee's wages, upon proper notice by CWA Local 1014 to the City, and remit it, forthwith, to CWA Local 1014.**

Effective April 2021, **union** dues **and an initial membership fee** deducted pursuant hereto shall be remitted by the City to the CWA, c/o Secretary-Treasurer, Communications Workers of America, AFL-

CIO, 501 3rd Street NW, Washington, D.C., 20001-2797, by the 10th day of the month immediately succeeding the month in which the deductions are made, together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the CWA Local 1014 office.

B. Employees who have authorized the payroll deduction of fees to CWA Local 1014 may revoke such authorization by providing written notice to the City **at any time**. Within five (5) days of receipt of notice from an employee of revocation of authorization for the payroll deduction of fees, the City shall provide written notice to CWA Local 1014 of an employee's revocation of such authorization. The effective date of a termination in **dues** deductions shall be July 1 next succeeding the date on which notice of **revocation** is filed by an employee with the City's disbursing officer.

C. The Union agrees to indemnify and hold the Employer harmless against any liability, cause of action or claim of loss whatsoever arising as a result of said deduction.

3. **Article 7, Rates of Pay, Section G** – Shall be amended, such that any Department of Public Works and Human Service employees who earns and maintains a Pool Certification shall be paid an additional $300 per year.

4a. **Article 8, Salaries and Incentives** – The negotiated salary increase shall be 2.5% effective January 1, 2022; 3% effective January 1, 2023; 2.75% effective January 1, 2024, and 2.75% effective January 1, 2025, and Section A shall now read as follows:

A) Annual salaries and rates of pay established for each title covered by this Agreement pursuant to the Salary and Wage Ordinance of the City of Camden in effect on December 31, 2021 shall be increased during the term of this Agreement as follows:

January 1, 2022–2.5% increase on wage schedule
January 1, 2023–3% increase on wage schedule
January 1, 2024 –2.75% increase on wage schedule
January 1, 2025– 2.75% increase on wage schedule

All active employees, terminated employees and retired employees will receive retroactive pay for calendar year 2022 for the period of time the employee, terminated employee, resigned employee, or retired employee was employed by the City during 2022.

4b. No retroactive payments to Chapter 78 health insurance contributions shall be made when any retroactive salaries are paid.

5. **Equity Pay Adjustments** – The parties have agreed to the equity pay adjustments and additional titles for inclusion in the City's Salary and Wage ordinance as included herein in Exhibit A, with all such titles subject to any negotiated increases effective January 1, 2023 and thereafter. The parties agree to meet during the 60 day period subsequent to ratification of this MOA by the City and CWA, to negotiate any additional equity adjustments regarding remaining titles.

6. **Article X, Holidays, Section A** – Shall be amended to add Juneteenth (third Friday in June), such that the provision shall now read as follows:

> The following are recognized paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth (third Friday in June), Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, General Election Day, and the Friday after Thanksgiving.

7a. **Article 12, Sick Leave, Section A1** – Shall be amended, such that the sick leave provisions shall be applicable "for any of the reasons set forth in the New Jersey Earned Sick Leave Law," a copy of which is attached as Exhibit B to this MOA and shall be annexed to the parties' Agreements.

7b. The parties agree that they will meet within 60 days of ratification of this MOA by the City and CWA, to develop a COVID-19 City policy regarding, amongst other things, time off and administrative leave for employees who are required to quarantine because of a positive COVID test result for the employee, member of the employee's household, and/or co-worker(s).

8a. **Article 13, Leaves of Absence, Section F(3)** – Shall be amended to substitute CWA for Civil Service Association and shall read as follows:

> Employees who are duly authorized representatives of Local 1014 shall be granted leaves of absence with pay for the purpose of traveling to and from and attending any State convention or meeting of the New Jersey Communications Workers of America. Such leave shall not exceed an aggregate period of five (5) days in any calendar year.

8b. **Bereavement Leave, Section H(1)** – Shall be amended to grant ten (10) days of bereavement leave for all eligible employees regardless of date of hire, and shall now read as follows:

> 1. All full-time employees shall be granted a leave of absence, not exceeding ten (10) days for the death of that employee's parent,

spouse or child. Step-child shall be considered the same as child for the purposes of bereavement leave and the corresponding days of leave shall be granted.

8c. **Bereavement Leave, Section H(4)** – An employee shall be granted a leave of absence of one day, to be taken within 60 days from the date of death of an employee's aunt, uncle, brother-in-law, or sister-in-law, and shall now read as follows:

> All full-time employees shall be granted a leave of absence, not exceeding one (1) day, to be taken within 60 days from the date of death of the employee's aunt, uncle, brother-in-law, or sister-in-law.

8d. The following shall be added as new Section K, regarding Union leave:

> K. Any bargaining unit member who assumes the County-wide Presidency of CWA Local 1014 shall be granted an approved leave of absence for Union leave, with or without pay, pursuant to N.J.S.A. 40A:9-7.3. At the conclusion of said term of office and leave of absence, the City agrees to reinstate the employee with seniority to the employee's former position, crediting the employee with all contractual benefits and their current contractual salary for the employee's title with steps.

9. **Article 15, Insurance** – The City agrees that any full-time active employees, shall have the option of enrolling in the CWA Unity Direct plans (NJ Direct and NJ Direct 2019), and shall contribute to the premiums for those plans at the rates set forth by the State Health Benefits Commission chart schedule in effect January 1, 2022, which is attached to this MOA as Exhibit C and shall be attached to the parties' Agreements. This plan and the contribution rates are an option subject to the election by the employee and is not available to any retiree. All other active employees who have not waived health and prescription benefits shall contribute towards the cost of health care according to P.L. 2011, Chapter 78. Section A and the first sentence of Section B shall now read as follows:

> A. All full-time City employees shall be covered by the State Health Benefits Program for medical and prescription coverage, allowing all eligible employees to select from all plan options. Coverage through the State Health Benefits Program shall be fully paid by the City, subject to the premium sharing contributions in accordance with the provisions of P.L. 2011, Chapter 78. However, any employee who chooses to enroll in the CWA Unity DIRECT plans (NJ Direct and NJ Direct 2019) shall contribute to the premium at the rate set forth by the State Health Benefits Commission chart schedule in effect on January 1, 2022, which is attached in the appendices. These premium contribution provisions are not available

to any retiree. There shall be no change in the group hospital plan (or health insurance benefits) presently maintained and paid by the City, including all benefits and coverage levels and deductible charges on behalf of the employees and their families except in the case of a new plan that is equivalent or better. Such changes shall be discussed with Local 1014 before being implemented.

B. Other than the employee contributions for CWA Unity DIRECT plans, effective June 28, 2011, all active unit employees who have not waived health and prescription benefits, shall contribute towards the cost of health insurance, in accordance with the provisions of P.L. 2011, Chapter 78. These payments shall be made on a pre-tax basis, pursuant to an IRS Section 125 salary reduction premium only plan, in accordance with the City's regular payroll practices. These contributions shall cease upon the employee's retirement.

10. Any provisions of the current contract not referenced herein shall remain unchanged.

The parties agree that all other proposals by both parties are hereby withdrawn. The parties agree that all contractual items not specifically referenced and/or altered herein shall remain unchanged as in the 2018 through 2021 collective negotiations agreements for Supervisory and Non-Supervisory employees. The parties agree that they shall make a good faith effort to ratify this MOA within fifteen (15) days from its execution and will also make a good faith effort to execute the contract and pay all retro monies due thereunder within thirty (30) days of the last party having ratified this MOA.

On Behalf of the CITY OF CAMDEN

~~Dated~~:

~~Dated~~:

Dated: 7/12/22

On Behalf of CWA LOCAL 1014

Dated: 5/9/2022

Dated: 5/9/22

~~Dated~~: 5/9/22

Dated: 5/9/22

Dated: 5-9-22

Dated: 5/9/22

Dated: 5/9/22

Dated: 5/9/2022

Dated: 5/9/22

Dated: 5-9-22

Dated: 5-9-2022

Dated: 5-9-2022 5.9-2022

Dated: 5-9-22

Dated:

Dated: 05/09/2022

EXHIBIT A

NEW TITLES ADDED TO THE SALARY AND WAGE ORDINANCE

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
*Sr. Mail Clerk	50,018	52,019	54,099	56,263	58,514	60,885	63,289
*Prin. Mail Clerk	56,015	58,256	60,856	63,009	65,530	68,151	70,877
*Sr. Security Guard	42,570	44,460	46,238	48,088	50,011	52,012	54,092
*Graphic Artist 1	58,250	60,580	63,003	65,523	68,144	70,870	73,705
*Graphic Artist 2	65,101	67,705	70,413	73,230	76,159	79,205	82,374
*Personnel Aide	55,500	57,720	60,029	62,430	64,927	67,524	70,225
*Sr. Traffic Maintenance Worker	48,750	50,944	53,236	55,632	58,135	60,751	63,485

*These are the negotiated salaries for 2022, subject to all negotiated increases in the future.

EQUYITY ADJUSTMENTS TO EXISTING TITLES

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Legal Secretary	50,500	52,520	54,621	56,806	59,078	61,441	63,899
Youth Group Worker (Bachelor)	52,500	54,600	56,784	59,055	60,236	61,441	62,670
Sr. Youth Group Worker (Bachelor)	55,901	58,137	60,463	62,881	65,396	68,012	70,733
Sup. Youth Group Worker (Masters)	58,901	61,257	63,707	66,256	68,906	71,662	74,529
Youth Service Counselor (Masters)	57,101	59,385	61,760	64,231	66,800	69,472	72,251
Assistant Engineer	84,102	87,466	90,965	94,603	98,387	102,323	106,416
Paralegal Specialist	61,500	63,960	66,518	69,176	74,946	77,824	80,817
Senior Engineer	84,920	88,763	87,964	102,772	106,689	113,090	117,500
Supervisory School Traffic Guard	54,801	57,454	63,346	69,049	75,284	79,778	83,747
Real Estate Officer	79,313	82,194	88,596	95,496	102,331	105,559	108,916

*These are the negotiated salaries for 2022, subject to all negotiated increases in the future.

EXHIBIT B

APPENDIX 3

34:11D-3 Permitted usage of earned sick leave

a. An employer shall permit an employee to use the earned sick leave accrued pursuant to this act for any of the following:

(1) time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;

(2) time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;

(3) absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

(4) time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or

(5) time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

b. If an employee's need to use earned sick leave is foreseeable, a employer may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, an employer may require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement. Employers may prohibit employees from using foreseeable earned sick leave on certain

dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates. For earned sick leave of three or more consecutive days, an employer may require reasonable documentation that the leave is being taken for the purpose permitted under subsection a. of this section. If the leave is permitted under paragraph (1) or (2) of subsection a. of this section, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation. If the leave is permitted under paragraph (3) of subsection a. of this section because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence. If the leave is permitted under paragraph (4) of subsection a. of this section, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

c. Nothing in this act shall be deemed to require an employer to provide earned sick leave for an employee's leave for purposes other than those identified in this section, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in this section. An employer may provide an offer to an employee for a payment of unused earned sick leave in the final month of the employer's benefit year. The employee shall choose, no later than 10 calendar days from the date of the employer's offer, whether to accept a payment or decline a payment. If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for 50 percent of the amount of unused earned sick leave. The payment amount shall be based on the same rate of pay that the employee earns at the time of the payment. If the employee declines a payment for unused earned sick leave, or agrees to a payment for 50 percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to subsection a. of section 2 of this act. If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to subsection a. of section 2 of this act.

d. If an employer foregoes the accrual process for earned sick leave hours pursuant to subsection a. of section 2 of this act and provides an employee with the full complement of earned sick leave for a benefit year on the first day of each benefit year, then the employer shall either provide to the employee a payment for the full amount of unused earned sick leave in the final month of the employer's benefit year or carry forward any unused sick leave to the next benefit year. The employer may pay the employee the full amount of unused earned sick leave in the final month of a benefit year pursuant to this subsection only if the employer forgoes, with respect to that employee, the accrual

process for earned sick leave during the next benefit year. Unless an employer policy or collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement or other separation from employment, an employee shall not be entitled under this section to payment of unused earned sick leave upon the separation from employment.

e. Any information an employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

EXHIBIT C

NJDPB Pensions & Benefits

UNION NEGOTIATED PLANS - NJ DIRECT
Member Contribution Rates

ANNUAL SALARY	SINGLE		EMPLOYEE & SPOUSE/PARTNER		FAMILY		PARENT/CHILD	
	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution
$20,000	2.00%	$400	2.00%	$400	2.00%	$400	2.00%	$400
$21,000	2.00%	$420	2.00%	$420	2.00%	$420	2.00%	$420
$22,000	2.00%	$440	2.00%	$440	2.00%	$440	2.00%	$440
$23,000	2.00%	$460	2.00%	$460	2.00%	$460	2.00%	$460
$24,000	2.00%	$480	2.00%	$480	2.00%	$480	2.00%	$480
$25,000	2.00%	$500	2.00%	$500	2.00%	$500	2.00%	$500
$26,000	2.00%	$520	2.00%	$520	2.25%	$585	2.00%	$520
$27,000	2.00%	$540	2.00%	$540	2.25%	$608	2.00%	$540
$28,000	2.00%	$560	2.00%	$560	2.25%	$630	2.00%	$560
$29,000	2.00%	$580	2.00%	$580	2.25%	$653	2.00%	$580
$30,000	2.25%	$675	2.75%	$825	2.50%	$750	2.75%	$825
$31,000	2.25%	$698	2.75%	$853	2.50%	$775	2.75%	$853
$32,000	2.25%	$720	2.75%	$880	2.50%	$800	2.75%	$880
$33,000	2.25%	$743	2.75%	$908	2.50%	$825	2.75%	$908
$34,000	2.25%	$765	2.75%	$935	2.50%	$850	2.75%	$935
$35,000	2.25%	$788	2.75%	$963	3.00%	$1,050	2.75%	$963
$36,000	2.25%	$810	3.00%	$1,080	3.00%	$1,080	3.00%	$1,080
$37,000	2.25%	$833	3.00%	$1,110	3.00%	$1,110	3.00%	$1,110
$38,000	2.25%	$855	3.00%	$1,140	3.00%	$1,140	3.00%	$1,140
$39,000	2.25%	$878	3.00%	$1,170	3.00%	$1,170	3.00%	$1,170
$40,000	2.25%	$900	3.00%	$1,200	3.00%	$1,200	3.00%	$1,200
$41,000	2.25%	$923	3.00%	$1,230	3.00%	$1,230	3.00%	$1,230
$42,000	2.25%	$945	3.00%	$1,260	3.00%	$1,260	3.00%	$1,260
$43,000	2.25%	$968	3.00%	$1,290	3.00%	$1,290	3.00%	$1,290
$44,000	2.25%	$990	3.00%	$1,320	3.00%	$1,320	3.00%	$1,320
$45,000	2.40%	$1,080	3.00%	$1,350	3.50%	$1,575	3.25%	$1,463
$46,000	2.40%	$1,104	3.00%	$1,380	3.50%	$1,610	3.25%	$1,495
$47,000	2.40%	$1,128	3.00%	$1,410	3.50%	$1,645	3.25%	$1,528
$48,000	2.40%	$1,152	3.00%	$1,440	3.50%	$1,680	3.25%	$1,560
$49,000	2.40%	$1,176	3.00%	$1,470	3.50%	$1,715	3.25%	$1,593
$50,000	3.00%	$1,500	4.25%	$2,125	4.50%	$2,250	4.50%	$2,250
$51,000	3.00%	$1,530	4.25%	$2,168	4.50%	$2,295	4.50%	$2,295
$52,000	3.00%	$1,560	4.25%	$2,210	4.50%	$2,340	4.50%	$2,340
$53,000	3.00%	$1,590	4.25%	$2,253	4.50%	$2,385	4.50%	$2,385
$54,000	3.00%	$1,620	4.25%	$2,295	4.50%	$2,430	4.50%	$2,430
$55,000	3.40%	$1,870	4.50%	$2,475	5.00%	$2,750	4.50%	$2,475
$56,000	3.40%	$1,904	4.50%	$2,520	5.00%	$2,800	4.50%	$2,520
$57,000	3.40%	$1,938	4.50%	$2,565	5.00%	$2,850	4.50%	$2,565
$58,000	3.40%	$1,972	4.50%	$2,610	5.00%	$2,900	4.50%	$2,610
$59,000	3.40%	$2,006	4.50%	$2,655	5.00%	$2,950	4.50%	$2,655
$60,000	3.75%	$2,250	5.50%	$3,300	6.00%	$3,600	5.00%	$3,000
$61,000	3.75%	$2,288	5.50%	$3,355	6.00%	$3,660	5.00%	$3,050
$62,000	3.75%	$2,325	5.50%	$3,410	6.00%	$3,720	5.00%	$3,100
$63,000	3.75%	$2,363	5.50%	$3,465	6.00%	$3,780	5.00%	$3,150

NJDPB Pensions & Benefits

UNION NEGOTIATED PLANS - NJ DIRECT
Member Contribution Rates

ANNUAL SALARY	SINGLE		EMPLOYEE & SPOUSE/PARTNER		FAMILY		PARENT/CHILD	
	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution
$64,000	3.75%	$2,400	5.50%	$3,520	6.00%	$3,840	5.00%	$3,200
$65,000	3.75%	$2,438	5.75%	$3,738	6.50%	$4,225	5.25%	$3,413
$66,000	3.75%	$2,475	5.75%	$3,795	6.50%	$4,290	5.25%	$3,465
$67,000	3.75%	$2,513	5.75%	$3,853	6.50%	$4,355	5.25%	$3,518
$68,000	3.75%	$2,550	5.75%	$3,910	6.50%	$4,420	5.25%	$3,570
$69,000	3.75%	$2,588	5.75%	$3,968	6.50%	$4,485	5.25%	$3,623
$70,000	4.00%	$2,800	6.20%	$4,340	7.25%	$5,075	5.75%	$4,025
$71,000	4.00%	$2,840	6.20%	$4,402	7.25%	$5,148	5.75%	$4,083
$72,000	4.00%	$2,880	6.20%	$4,464	7.25%	$5,220	5.75%	$4,140
$73,000	4.00%	$2,920	6.20%	$4,526	7.25%	$5,293	5.75%	$4,198
$74,000	4.00%	$2,960	6.20%	$4,588	7.25%	$5,365	5.75%	$4,255
$75,000		$2,977		$4,678	7.25%	$5,438		$4,400
$76,000		$2,977		$4,678	7.25%	$5,510		$4,400
$77,000		$2,977		$4,678	7.25%	$5,583		$4,400
$78,000		$2,977		$4,678	7.25%	$5,655		$4,400
$79,000		$2,977		$4,678	7.25%	$5,728		$4,400
$80,000		$3,083		$4,890	7.25%	$5,800		$4,550
$81,000		$3,083		$4,890	7.25%	$5,873		$4,550
$82,000		$3,083		$4,890	7.25%	$5,945		$4,550
$83,000		$3,083		$4,890	7.25%	$6,018		$4,550
$84,000		$3,083		$4,890	7.25%	$6,090		$4,550
$85,000		$3,083		$5,316	7.50%	$6,375		$4,950
$86,000		$3,083		$5,316	7.50%	$6,450		$4,950
$87,000		$3,083		$5,316	7.50%	$6,525		$4,950
$88,000		$3,083		$5,316	7.50%	$6,600		$4,950
$89,000		$3,083		$5,316	7.50%	$6,675		$4,950
$90,000		$3,083		$5,316	7.50%	$6,750		$4,950
$91,000		$3,083		$5,316	7.50%	$6,825		$4,950
$92,000		$3,083		$5,316	7.50%	$6,900		$4,950
$93,000		$3,083		$5,316	7.50%	$6,975		$4,950
$94,000		$3,083		$5,316	7.50%	$7,050		$4,950
$95,000		$3,190		$5,316	7.50%	$7,125		$4,950
$96,000		$3,190		$5,316	7.50%	$7,200		$4,950
$97,000		$3,190		$5,316	7.50%	$7,275		$4,950
$98,000		$3,190		$5,316	7.50%	$7,350		$4,950
$99,000		$3,190		$5,316	7.50%	$7,425		$4,950
$100,000		$3,190		$6,390		$8,213		$5,950
$101,000		$3,190		$6,390		$8,213		$5,950
$102,000		$3,190		$6,390		$8,213		$5,950
$103,000		$3,190		$6,390		$8,213		$5,950
$104,000		$3,190		$6,390		$8,213		$5,950
$105,000		$3,190		$6,390		$8,213		$5,950
$106,000		$3,190		$6,390		$8,213		$5,950
$107,000		$3,190		$6,390		$8,213		$5,950

NJDPB Pensions & Benefits

UNION NEGOTIATED PLANS - NJ DIRECT
Member Contribution Rates

ANNUAL SALARY	SINGLE		EMPLOYEE & SPOUSE/PARTNER		FAMILY		PARENT/CHILD	
	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution	% pay contribution	$ of pay employee contribution
$108,000		$3,190		$6,390		$8,213		$5,950
$109,000		$3,190		$6,390		$8,213		$5,950
$110,000		$3,190		$6,390		$9,122		$5,950
$111,000		$3,190		$6,390		$9,122		$5,950
$112,000		$3,190		$6,390		$9,122		$5,950
$113,000		$3,190		$6,390		$9,122		$5,950
$114,000		$3,190		$6,390		$9,122		$5,950
$115,000		$3,190		$6,390		$9,122		$5,950
$116,000		$3,190		$6,390		$9,122		$5,950
$117,000		$3,190		$6,390		$9,122		$5,950
$118,000		$3,190		$6,390		$9,122		$5,950
$119,000		$3,190		$6,390		$9,122		$5,950
$120,000		$3,190		$6,390		$9,122		$5,950
$121,000		$3,190		$6,390		$9,122		$5,950
$122,000		$3,190		$6,390		$9,122		$5,950
$123,000		$3,190		$6,390		$9,122		$5,950
$124,000		$3,190		$6,390		$9,122		$5,950
$125,000		$3,190		$6,390		$9,122		$5,950
$126,000		$3,190		$6,390		$9,122		$5,950
$127,000		$3,190		$6,390		$9,122		$5,950
$128,000		$3,190		$6,390		$9,122		$5,950
$129,000		$3,190		$6,390		$9,122		$5,950
$130,000		$3,190		$6,390		$9,122		$5,950
$131,000		$3,190		$6,390		$9,122		$5,950
$132,000		$3,190		$6,390		$9,122		$5,950
$133,000		$3,190		$6,390		$9,122		$5,950
$134,000		$3,190		$6,390		$9,122		$5,950
$135,000		$3,190		$6,390		$9,122		$5,950
$136,000		$3,190		$6,390		$9,122		$5,950
$137,000		$3,190		$6,390		$9,122		$5,950
$138,000		$3,190		$6,390		$9,122		$5,950
$139,000		$3,190		$6,390		$9,122		$5,950
$140,000		$3,190		$6,390		$9,122		$5,950
$141,000		$3,190		$6,390		$9,122		$5,950
$142,000		$3,190		$6,390		$9,122		$5,950
$143,000		$3,190		$6,390		$9,122		$5,950
$144,000		$3,190		$6,390		$9,122		$5,950
$145,000		$3,190		$6,390		$9,122		$5,950
$146,000		$3,190		$6,390		$9,122		$5,950
$147,000		$3,190		$6,390		$9,122		$5,950
$148,000		$3,190		$6,390		$9,122		$5,950
$149,000		$3,190		$6,390		$9,122		$5,950
$150,000		$3,190		$6,390		$9,122		$5,950

MBS:dh
06-14-22

R-18

RESOLUTION RATIFYING THE AGREEMENT BETWEEN THE CITY OF CAMDEN AND CWA LOCAL 1014 SCHOOL CROSSING GUARD UNIT

WHEREAS, the City of Camden ("City") has been a part of labor negotiations with the Crossing Guards of the City of Camden as represented by their bargaining unit, CWA Local 1014 ("CWA"); and

WHEREAS, the City and the representatives of the CWA have tentatively agreed to the terms of a Collective Bargaining Agreement ("CBA") pursuant to a Memorandum of Agreement ("MOA") between the parties. On June 3, 2022, the CWA members [***will vote to ratify the CBA or voted to ratify the CBA***] based on the terms, conditions and provisions set forth in the MOA; and

WHEREAS, said CBA is deemed to be in the best interest of the City of Camden; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the actions of the proper officers of the City of Camden, including its Business Administrator, in negotiating and executing a Memorandum of Agreement and a formalized Collective Bargaining Agreement, which incorporates all the terms, conditions and provisions of their agreement as agreed upon between representatives of the City of Camden and the authorized representatives of the Crossing Guards of the City of Camden by their bargaining agent, CWA Local 1014 [, ***subject to their ratification by CWA Local 1014 or all as ratified by CWA's membership on June 3, 2022***], be, and hereby are, ratified and approved in all respects.

BE IT FURTHER RESOLVED, by City Council that the proper officers of the City of Camden, as set forth in the Administrative Code of the City of Camden, are hereby authorized to take any and all necessary actions to make said Memorandum of Agreement and formalized Collective Bargaining Agreement operative.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Authorizing and Approving CWA Local 1014 Crossing Guard Unit Contract.

BRIEF DESCRIPTION OF ACTION: The CWA Local 1014 and City of Camden have reached an agreement on terms of a contract with the Crossing Guard Unit. The CWA Local 1014 is scheduled to ratify on June 3, 2022. The Administration is now seeking the authorization and approval of the Governing Body of the Collective Bargaining Agreements.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/26/22	
Received by City Attorney:	6/2/22	

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Diana Gonzalez/Marc Riondino	7150
Contact Person:	Timothy J. Cunningham, Esq. Business Administrator	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF CAMDEN
AND
CWA LOCAL 1014
Crossing Guard Unit

CWA Local 1014 (hereinafter "CWA") and the City of Camden (hereinafter "the City") (collectively referred to as "the parties") agree that the following Memorandum of Agreement, which resolves all contractual issues in dispute, sets forth the material terms to be recommended for approval by the City and for ratification by bargaining unit members of CWA as soon as reasonably practicable. Having negotiated in good faith over the terms of the new collective negotiations agreements for Crossing Guards, the CWA and the City have agreed to renew their existing agreement, which expired on December 31, 2019, except as modified below. The following sets forth the terms to which the above parties have agreed for a successor collective negotiations agreements to be effective January 1, 2020 through December 31, 2023. Where there are no additions, deletions or revisions noted, the parties intend that the provisions of the existing Agreement for the Crossing Guards, shall remain in full force and effect.

1. **Duration** – Four-year agreement running from January 1, 2020 through December 31, 2023. All dates in each contract shall be changed accordingly.

2. **Article 2, Union Dues**

UNION DUES

A. The City agrees to deduct CWA **union** dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the City by the Treasurer of CWA Local 1014 and the appropriate deductions of all employees shall be remitted monthly to the Treasurer of CWA Local 1014 together with a list of the names of all employees for whom the deductions are made. Remittance shall be made by the 10th day of the month immediately succeeding the month in which the deductions are made. **The City also agrees to deduct an amount equal to CWA Local 1014's initial membership fee from an employee's wages, upon proper notice by CWA Local 1014 to the City, and remit it, forthwith, to CWA Local 1014.**

Effective April 2021, **union** dues **and an initial membership fee** deducted pursuant hereto shall be remitted by the City to the CWA, c/o Secretary-Treasurer, Communications Workers of America, AFL-CIO, 501 3rd Street NW, Washington, D.C., 20001-2797, by the 10th day of the month immediately succeeding the month in

which the deductions are made, together with a list of employees from whose pay such deductions were made. A copy of such list shall also be delivered to the CWA Local 1014 office.

B. Employees who have authorized the payroll deduction of fees to CWA Local 1014 may revoke such authorization by providing written notice to the City **at any time**. Within five (5) days of receipt of notice from an employee of revocation of authorization for the payroll deduction of fees, the City shall provide written notice to CWA Local 1014 of an employee's revocation of such authorization. The effective date of a termination in **dues** deductions shall be July 1 next succeeding the date on which notice of **revocation** is filed by an employee with the City's disbursing officer.

C. The Union agrees to indemnify and hold the Employer harmless against any liability, cause of action or claim of loss whatsoever arising as a result of said deduction.

3. **Article 5, Employment, Permanent Status, and Vacancies** – Add the following new section:

H. Guards are assigned to a permanent post as long as the post is available. If the post is no longer available, the City will provide guards with a list of available locations. The assignment of the location will be based on Seniority.

4. **Article 6, Hours of Work** – Modify section H. as follows:

H. **Upon completion of the full annual orientation,** school crossing guards shall be paid their hourly rate, with a guarantee of no less than three hours' pay.

5. **Article 7, Wages**

Effective July 1, 2020 (Hourly Rate Increase of $1.00)

Step 1 - $18.50

Step 2 - $19.00

Step 3 - $19.62

Step 4 - $20.30

Step 5 - $20.82

Effective July 1, 2021 (Hourly Rate Increase of $1.00)

Step 1 - $19.50

Step 2 - $20.00

Step 3 - $20.62

Step 4 - $21.30

Step 5 - $21.82

Effective July 1, 2022 (Hourly Rate Increase of $1.00)

Step 1 - $20.50

Step 2 - $21.00

Step 3 - $21.62

Step 4 - $22.30

Step 5 - $22.82

Effective July 1, 2023 (Hourly Rate Increase of $1.00)

Step 1 - $21.50

Step 2 - $22.00

Step 3 - $22.62

Step 4 - $23.30

Step 5 - $23.82

Remove Section D. regarding the differential pay for Floaters.

6. **Article 16, Holiday and Snow Days**:

School crossing guards shall receive a full week's (5 days) pay, based on the employee's regular hourly rate and regularly scheduled hours, for all weeks during the school year regardless of

whether the schools are closed for holidays, for snow, or for any other reason **except for 1) Virtual Teaching due to COVID unless, at the employer's discretion, the employer can find no other applicable duties, and 2)** one week at Christmas and one week at Easter (when the City schools are closed), and **3)** the first and last weeks of the school year if they are less than five (5) days. In addition, Dog census workers shall receive a full week's (5 days) pay for the week of the Fourth of July based on the employee's regular hourly rate and regularly scheduled hours. School crossing guards assigned to posts that serve parochial and charter schools shall be paid at a time and one-half hourly rate for all hours worked on days on which the public schools are closed effective September 1, 2012.

7. **Article 13, Sick Leave, Add Section G to read:**

Sick leave provisions shall be applicable for any of the reasons set forth in the New Jersey Earned Sick Leave Law, a copy of which is attached as Exhibit A to this MOA and shall be annexed to the parties' Agreements.

8. **Article 21 (new article), Health & Safety:**

A. Employer Responsibilities for a Safe Workplace

The Employer shall provide safe and healthful conditions of work for its employees and will comply with all applicable Federal, state, and local laws and regulations concerning the health and safety of employees at work.

B. Joint Labor/Management Safety and Health Committee

1. A Joint Crossing Guard Health and Safety Committee (the "Committee") shall be established to be composed of three [3] employees and/or union representatives designated by the union, and an equal or sufficient number of management members designated by management. The parties shall designate their respective Co-Chairs and shall provide each other with updated lists of the members of the Committee.

2. The Committee shall hold regular meetings at times determined by the Co-Chairs, but no less often than every other month.

3. Minutes shall be kept for all Committee meetings and shall be agreed upon by the Co-Chairs.

4. Prior to every regular meeting of the Committee, the Employer will prepare a written response to concerns or action items noted at the previous meeting, as well as any open items from previous meetings.

5. Time spent on Committee-related activities (including but not limited to regular joint meetings; special meetings; union only preparation for joint meetings; inspections, attending, developing, reviewing and/or conducting training programs; conference attendance; accident, incident, illness, near miss and/or hazard/potential hazard investigations and research; accompanying PEOSH, NIOSH, and/or other government officials during inspections and workplace evaluations, by the union members of the Committee shall be considered hours worked, and will be compensated as such by the Employer. The union Committee members shall be provided up to three (3) hours each per month outside of their health and safety committee meeting time for these purposes.

9. Any provisions of the current contract not referenced herein shall remain unchanged.

The parties agree that all other proposals by both parties are hereby withdrawn. The parties agree that all contractual items not specifically referenced and/or altered herein shall remain unchanged as in the 2017 through 2019 collective negotiations agreements for the Crossing Guards. The parties agree that they shall make a good faith effort to ratify this MOA within fifteen (15) days from its execution and will also make a good faith effort to execute the contract and pay all retro monies due thereunder within thirty (30) days of the last party having ratified this MOA.

On Behalf of the CITY OF CAMDEN

Dated:

T.J. Cunningham

Dated:

5/26/22

Dated:

On Behalf of CWA LOCAL 1014

James McAvoy

Dated: 05/26/2022 National Staff Rep.

Jean MST 5/20/2022

Dated:

Dated: 5-26-22

Dated:

Dated:

Dated: 5/26/22

EXHIBIT A

34:11D-3 Permitted usage of earned sick leave

a. An employer shall permit an employee to use the earned sick leave accrued pursuant to this act for any of the following:

(1) time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;

(2) time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;

(3) absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

(4) time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or

(5) time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

b. If an employee's need to use earned sick leave is foreseeable, a employer may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, an employer may require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement. Employers may prohibit employees from using foreseeable earned sick leave on certain

dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates. For earned sick leave of three or more consecutive days, an employer may require reasonable documentation that the leave is being taken for the purpose permitted under subsection a. of this section. If the leave is permitted under paragraph (1) or (2) of subsection a. of this section, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation. If the leave is permitted under paragraph (3) of subsection a. of this section because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence. If the leave is permitted under paragraph (4) of subsection a. of this section, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

c. Nothing in this act shall be deemed to require an employer to provide earned sick leave for an employee's leave for purposes other than those identified in this section, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in this section. An employer may provide an offer to an employee for a payment of unused earned sick leave in the final month of the employer's benefit year. The employee shall choose, no later than 10 calendar days from the date of the employer's offer, whether to accept a payment or decline a payment. If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for 50 percent of the amount of unused earned sick leave. The payment amount shall be based on the same rate of pay that the employee earns at the time of the payment. If the employee declines a payment for unused earned sick leave, or agrees to a payment for 50 percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to subsection a. of section 2 of this act. If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to subsection a. of section 2 of this act.

d. If an employer foregoes the accrual process for earned sick leave hours pursuant to subsection a. of section 2 of this act and provides an employee with the full complement of earned sick leave for a benefit year on the first day of each benefit year, then the employer shall either provide to the employee a payment for the full amount of unused earned sick leave in the final month of the employer's benefit year or carry forward any unused sick leave to the next benefit year. The employer may pay the employee the full

amount of unused earned sick leave in the final month of a benefit year pursuant to this subsection only if the employer forgoes, with respect to that employee, the accrual process for earned sick leave during the next benefit year. Unless an employer policy or collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement or other separation from employment, an employee shall not be entitled under this section to payment of unused earned sick leave upon the separation from employment.

e. Any information an employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

Revised

K-19

MBS:gb
06-14-22

RESOLUTION APPOINTING JOSE BRITO TO THE ZONING BOARD OF ADJUSTMENT OF THE CITY OF CAMDEN

WHEREAS, the Mayor has appointed Jose Brito to serve as a member of the Zoning Board of Adjustment to the City of Camden; and

WHEREAS, this Council has reviewed the qualifications of the appointee and consents to said appointment; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that Jose Brito is hereby appointed to serve as a member of the Zoning Board of Adjustment of the City of Camden for a four (4) year term which will begin on June 14, 2022 and expire on June 13, 2026 as provided by law.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution appointing Jose Brito as a Member of the City of Camden Zoning Board of Adjustment.

BRIEF DESCRIPTION OF ACTION: The term would be from June 14, 2022 to June 13, 2026.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	6/2/22	
Received by City Attorney:	6/2/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Jose M Brito Bueno

E-mail: wecarehomecare@live.com

High-performance executive Objectives:
To drive growth, generate revenues, Mentor, motivate, and lead high-performance business, sales, and development teams. Effective, and wholly Accountable in high-profile executive roles within fast-paced, high-pressure environments using experience-backed judgment, innovation, strong work ethics, humor, and integrity. Respected as motivational lead-by-example manager proponent of empowerment, and accountability. Visionary thinker with entrepreneurial drive a key contributor to enterprise-level planning and decision-making.

Experience:

WeCare Home Care, Inc. Cherry Hill, NJ
2008-Present
President/CEO
Assumes responsibility for overall direction of the administrative affairs of the agency, acting in concert with others to ensure that agency policies, standards, protocols, and practices promote the provision of high quality, goal oriented home care services. Ensures that integrity is demonstrated, and maintain in all business practices, and currently managing over 200 employees with 2 different locations in New Jersey and Pennsylvania

Advocates for Great Camden Schools

2021-Present
Board Member

Is a 501(c)(4) organization. Its purpose is to promote the development of an excellent public school system in Camden. Our primary spending includes political giving, grant-making to organizations to promote voter registration, and grant-making to statewide education advocacy organizations to advance strong education policies.

Campaign for Great Camden Schools

2021-Present
Board Member

Is an independent expenditure. Its purpose is to help get strong candidates for the Camden City School Board elected each year. Our primary spending is on this campaign, which runs from August to November annually. As an independent expenditure, we advocate for candidates without coordinating with them at all.

Camden Education Fund
2019- Present
Treasurer
The Camden Education Fund (CEF) is a non-profit organization dedicated to accelerating progress in Camden's public school system.CEF works with families, school partners, and community leaders to identify citywide needs in education. CEF then provides grants and develops strategic partnerships to address these citywide needs. Grantees may include schools, non-profits, and universities.

Dominican Chamber of Commerce
2019- Present
Board Member

Presidential Campaign
2019-Present
Community Leader for Joe Biden 2020 Political Campaign

Hispanic Leadership Summit of New Jersey
Regional
Coordinator 2020-
Present
2016-2018
Member of the Board of Directors
2018-20202017- 2019
As the state's premier Hispanic gathering, our annual summit attracts more than 550 participants including top governments, business, labor, community, and professional leaders for a day filled with renowned speakers, important workshops, symposium, cultural celebration, and exciting entertainment at the Gala. As Hispanic Americans, we have compassion and commitment to life, family, and helping our neighbors grow in the State of New Jersey. As Hispanics, we strive for a better future for our children and grandchildren.

Camden City Public Schools
2013- 2019
Member of the Camden Board of Education

Kare Enterprices,LLC
2016- 2017
President,
Promoting health and health related products Non-Medical to help suppliers to obtain their items at the best reasonable prices. Only at a wholesale orders

Medical Dominican College
2016-2017
Committee Member
As committee member contribute in the organization and lay out of the yearly Medical Summit, covering various Health related topics.

Hispanic for Progress in Camden, Camden NJ
2012- 2013
Vice-President
Promoting unity and growth to the Hispanic's Business community encouraging how to achieve their goals, and improve strategies for reaching other communities

Dr. Ramon Acosta, MD Camden, NJ
2012-2012
Business Consultant
Improves the office performance, analyzing the existing business problems and develops plans of improvements. Providing organizational change management assistance, development of coaching skills, technology implementation, strategy development, or operational improvement services, such as, Billing management, Expenses, Policies and procedures; emphasizing for a better customer service.

Century 21 CGW, Cherry Hill, NJ
2003 -2011.
Real Estate Agent

- Present purchase offers to sellers for consideration.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Interview clients to determine what kinds of properties they are seeking.
- Prepare documents such as representation contracts, purchase agreements, closing documents, deeds and leases.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.

Lead Connection Scranton, PA
1996-1997
South Jersey Regional Manager
Advertising different types of business and managing new Sales
Representative in the field to improve their growth of new leads.

Education:

Rowan University, Glassboro, NJ- 2007-2009- Acquired a Bachelor Degree in Political Science
Dean's List Fall 2008
Dean's List Summer 2009
Pi-Sigma Alpha National political science Honor society

Camden County College, Camden NJ -Computer Science- 1996-1998
Dean's List Fall 1997
Dean's List Fall 1998

Philadelphia Community College,
10,000 Small Businesses Goldman Sachs Scholar

Achievement Awards:

- 2019- Hispanic Health Professional
- Lifetime Outstanding Award by President Aritimendis Restityo

- 2019-Proclamtion-City of Allentown PA Vice President -Julio A Guridy
- Council Member Cynthia Y Mota

- 2019-The house of Representatives Citation State Representative Danilo Burgos

- 2019 Certificate of Recognition
- First Annual Medical Symposium by Rep. Tom Caltagirone
- 2017 Citation from the United States Congress, the Honorable Donald Norcross of the First Congressional District of the Great state of New Jersey.

- 2017 Joint Legislative Resolution from the New Jersey Senate and General Assembly.2017 Business Leadership Award from the Hispanic Leadership Summit of New Jersey 2016 Premios Dominicanos (Dominican Awards) Actualidad Informativa TV, Philadelphia

- 2015 Citation from The House of Representative of Commonwealth of Pennsylvania by State Representative of 180th legislative District Angel Cruz

- 2015 Citation from the City Council of the City of Philadelphia , PA by Council President Darrel L. Clarke and Councilwoman , 7t1% District Maria Quinones-Sanchez

- 2014 Delaware Valley Minority Small Business Awards

- 2014 Proclamation from Dana Redd Mayor of the City of Camden

- 2014 Recognition from The Senate of Pennsylvania by Christine M, Tartaglione State Senator, 2nd District Commonwealth of Pennsylvania

- 2014 Recognition from the City Council of City of Philadelphia by Council President Darrel L.
- Clarke and Councilwoman , 7th District Maria Quinones-Sanchez

- 2014 Award of Appreciation as a Community leader presented by the Board of Directors and Faculty of Revelation 3:20 Theological University y, FL

- Federal Police Chaplains International, PR
- Business's Person of the Year 2013 by "Comite 'del Desfile y Festival Dominicano de Philadelphia".
- 2013 Delaware Valley's Most Influential Latinos by the Delaware Valley's most influential Latinos Foundation.
- WeCare Home Care, Inc. Received a Joint Legislative Commendation from the State of New Jersey by Senator Norcross , Assemblyman Angel Fuentes and Assemblyman Gilbert "Whip" Wilson. 2012

MBS:dh
06-14-22

R-20

RESOLUTION APPOINTING DEPUTY CHIEF, JESSE FLAX, FIRE DEPARTMENT FOR A THREE (3) YEAR TERM AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the Mayor has appointed Deputy Chief Jesse Flax for a 3-year term as the Deputy Emergency Management Coordinator of the City of Camden and this Council has reviewed the qualifications of said nominee and is satisfied as to his fitness for appointment; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it hereby appoints Deputy Chief Jesse Flax for a 3-year term as the Deputy Emergency Management Coordinator of the City of Camden for a term commencing December 1, 2021 until November 30, 2024.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Re-appointing Deputy Chief, Jesse Flax, Fire Department for a Three Year (3) Term as the City of Camden Deputy Emergency Management Coordinator.

BRIEF DESCRIPTION OF ACTION: The term begins December 1, 2021 and ends November 30, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G" -*** *Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/26/22	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-21

MBS:dh
06-14-22

RESOLUTION RE-APPOINTING DEPUTY EMERGENCY MANAGEMENT COORDINATOR FOR A THREE (3) YEAR TERM AS THE CITY OF CAMDEN

WHEREAS, the Mayor has re-appointed various individuals as the City of Camden Deputy Emergency Management Coordinator for a 3-year term and this Council has reviewed the qualifications of said nominees and is satisfied as to their fitness for re-appointment; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it hereby re-appoints the below listed individuals for a 3-year term as the City of Camden Deputy Emergency Management Coordinator for a term commencing December 1, 2022 until November 30, 2024:

Captain Kevin Lutz, Metro Police
Captain Brandon Kearsey, Metro Police
Lieutenant Michael Shomo, Metro Police
Chief Steve Hare, Cooper-EMS

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Re-appointing Captain Kevin Lutz, Metro Police for a Three Year (3) Term as the City of Camden Deputy Emergency Management Coordinator.

BRIEF DESCRIPTION OF ACTION: The term begins December 1, 2021 and ends November 30, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A" -*** *Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D" -*** *Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/26/22	
Received by City Attorney:	6/2/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

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******Please attach all supporting documents******

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Re-appointing Captain Brandon Kearsey, Metro Police for a Three Year (3) Term as the City of Camden Deputy Emergency Management Coordinator.

BRIEF DESCRIPTION OF ACTION: The term begins December 1, 2021 and ends November 30, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

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Approved by Relevant Director:		
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Approved by Finance Director:		
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Approved by Business Administrator:	5/26/22	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

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******Please attach all supporting documents******

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Re-appointing Lieutenant Michael Shomo, Metro Police for a Three Year (3) Term as the City of Camden Deputy Emergency Management Coordinator.

BRIEF DESCRIPTION OF ACTION: The term begins December 1, 2021 and ends November 30, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/26/22	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Re-appointing Chief Steve Hare, Cooper-EMS for a Three Year (3) Term as the City of Camden Deputy Emergency Management Coordinator.

BRIEF DESCRIPTION OF ACTION: The term begins December 1, 2021 and ends November 30, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/26/22	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-22

MBS:dh
06-14-22

RESOLUTION RE-APPOINTING KEITH WALKER FOR A THREE YEAR TERM AS THE CITY OF CAMDEN EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the Mayor has re-appointed Keith Walker for a 3-year term as the Emergency Management Coordinator of the City of Camden and this Council has reviewed the qualifications of said nominee and is satisfied as to his fitness for re-appointment; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it hereby re-appoints Keith Walker for a 3-year term as the Emergency Management Coordinator of the City of Camden for a term commencing December 1, 2021 until November 30, 2024.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution reappointing Keith Walker for a three year term as the City of Camden Emergency Management Coordinator.

BRIEF DESCRIPTION OF ACTION: The term begins December 1, 2021 and ends November 30, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D" -*** *Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	7/26/22	
Received by City Attorney:	7/26/22	

	(***Name) Please Print***	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Res. R-23

MBS:dh
06-14-22

RESOLUTION APPOINTING SAFIYYAH PEASE TO THE AFFIRMATIVE ACTION REVIEW COUNCIL OF THE CITY OF CAMDEN FOR A TWO (2) YEAR TERM

WHEREAS, pursuant to Section 14 of the Camden City Code, the City of Camden an Affirmative Action Review Council was established; and

WHEREAS, pursuant to Section 14 of the City Code, the Mayor has appointed, by communication with the governing body, Safiyyah Pease to the Affirmative Action Review Council for a term of two (2) years commencing June 14, 2022 and ending May 13, 2024; now therefore

BE IT RESOLVED, by the City Council of the City of Camden that the governing body consents to the appointment of Safiyyah Pease to the Affirmative Action Review Council for a two (2) year term commencing June 14, 2022 and ending June 13, 2024.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A.52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Appointing Safiyyah Pease to the Affirmative Action Review Council for two year term.

BRIEF DESCRIPTION OF ACTION: The Mayor is seeking consent of City Council to appoint Safiyyah Pease to the Affirmative Action Review Council. The term commences June 14, 2022 and ends June 13, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5.27.22	Timothy J. Cunningham
Received by City Attorney:	5/31/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Diana Gonzalez/Marc Riondino	7150
Contact Person:	Timothy J. Cunningham, Esq. Business Administrator	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Res. K-24

MSB:gb
06/14/2022

RESOLUTION APPOINTING STEPHANIE CRAWLEY TO THE AFFIRMATIVE ACTION REVIEW COUNCIL OF THE CITY OF CAMDEN FOR A TWO (2) YEAR TERM, EXPIRING JUNE 13, 2024

WHEREAS, pursuant to Section 14 of the Camden City Code, the Affirmative Action Review Council was established; and

WHEREAS, the Mayor has appointed Stephanie Crawley to serve as a member of the Affirmative Action Review Council of the City of Camden; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that it hereby appoints Stephanie Crawley as a member of the City of Camden Affirmative Action Review Council, for a term of two (2) years commencing June 14, 2022 and ending June 13, 2024; now, therefore

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A.52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution Appointing Stephanie Crawley to the Affirmative Action Review Council for two year term.

BRIEF DESCRIPTION OF ACTION: The Mayor is seeking consent of City Council to appoint Stephanie Crawley to the Affirmative Action Review Council. The term commences June 14, 2022 and ends June 13, 2024.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:	5/31/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5-27-22	Timothy J. Cunningham
Received by City Attorney:	5/31/22	

	(Name) Please Print	(Extension #)
Prepared By:	Diana Gonzalez/Marc Riondino	7150
Contact Person:	Timothy J. Cunningham, Esq. Business Administrator	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

MBS:dh
06-14-22

R-25

RESOLUTION AUTHORIZING A CONTRACT TO CONCEPT PRINTING, INC. 40 LYDECKER STREET, NYACK, NY 10960 TO PROVIDE THE PURCHASE & DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN

WHEREAS, the Council of the City of Camden authorized the Purchasing Agent to receive sealed bids on May 10, 2022 in the Council Chambers, City Hall, Camden, New Jersey to provide the purchase and delivery of promotional items at a 10% discount for the City of Camden sponsored events under Bid #22-03; and

WHEREAS, three (3) bids were received on May 10, 2022; and

WHEREAS, the Purchasing Agent and the Business Administrator have recommended to the Council of the City of Camden, that the Council award a contract to Concept Printing, Inc., 40 Lydecker Street, Nyack, NY 10960 in the amount of FIFTY THOUSAND DOLLARS ($50,000.00) for a period of 2 years; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the adopted budget of the City of Camden under line item "Various Accounts", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the City Council award a contract to Concept Printing, Inc., 40 Lydecker Street, Nyack, NY 10960 to provide the purchase and delivery of promotional items at a 10% discount for the City of Camden sponsored events in the amount not to exceed FIFTY THOUSAND DOLLARS ($50,000.00) for a period of 2 years, according to Public Contracts Law, P.L. 1971, Chapter 198, and that the Mayor and the City Clerk shall execute said contract on behalf of the City of Camden.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: CONCEPT PRINTING INC

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION: VARIOUS ACCOUNTS

AMOUNT: YEAR 1 - $25,000.00 YEAR 2 - $25,000.00 (FUNDING WILL BE AVAILABLE UPON THE ADOPTION OF THE CY2022 BUDGET)

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: YEAR 1 - $25,000.00 YEAR 2 - $25,000.00 (FUNDING WILL BE AVAILABLE UPON THE ADOPTION OF THE CY2022 BUDGET)

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION TO AWARD A CONTRACT TO CONCEPT PRINTING, INC., TO PROVIDE THE PURCHASE AND DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN FOR TWO YEARS. CONCEPT PRINTING, INC., WILL PROVIDE A DISCOUNT OF 10% FOR THEIR ENTIRE CATALOG FOR AS NEEDED PROMOTIONAL ITEMS. VARIOUS DEPARTMENTS WILL USE THESE ITEMS DURING CITY SPONSORED EVENTS.

Johanna S. Conyer
Director of Finance
Date: 5/26/22

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 2022

TO: Timothy J. Cunningham, Business Administrator

FROM: L. Chandler, Purchasing Agent

DEPARTMENT MAKING REQUEST: Administration/Purchasing Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution to award a contract for Bid #22-03 to Concept Printing, Inc., 40 Lydecker Street, Nyack, NY 10960.

BRIEF DESCRIPTION: Resolution to award a contract to Concept Printing, Inc., to provide the purchase & delivery of promotional items for the City of Camden for two years. Concept Printing, Inc., will provide a discount percent of 10% for their entire catalog for as needed promotional items. Various departments will use these items during City sponsored events.

BIDDING PROCESS: Bid #22-03 open on May 10, 2022 – three (3) proposals received

APPROPRIATION ACCOUNT(S): various accounts

AMOUNT: Year 1 $25,000.00
Year 2 $25,000.00
$50,000.00 Total Contract Life (~~contingent upon availability of funds~~)

Funding will be available upon the adoption of the CY 2022 Budget.

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	5/26/22	
☑ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5.26.22	Timothy J. Cunningham
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	L. CHANDLER	X7475
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	N/A
Name of Vendor	Concept Printing Inc.
Purpose or Need for service:	**THE PURCHASE & DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN FOR TWO YEARS**
Contract Award Amount	$50,000.00
Term of Contract	24 MONTHS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	BID #22-03
Were other proposals received? If so, please attach the names and amounts for each proposal received?	DREW & ROGERS CONCEPT PRINT POSITIVE PROMOTIONS

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this action.

Various accounts Funding Source for this action

Funding will be available upon the adoption of the CY 2022 Budget.

Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ Date_____

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned_____

BID #22-03

THE PURCHASE & DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN FOR TWO YEARS

BID PRICE SHEET

Catalog Title / Website www.dandrbrandedproducts.com

Discount Percentage (%) 27% **(Basis of Award)**

Screen Printing/Embroidery Services	Set up Fee for logos/slogans	Promotional Products Cost Summary	Sampling of Products Offered	Delivery Schedule	Additional Information
Embroidery-Tape 75.00 (one time per Logo) Apparel Screenprint set up $30.00 per Color	Art Creation 75.00 per hour Screenprint/press set up $50.00-75.00 per order	Price breaks based on Catalog list pricing less discount 27%	Branded promotional products. Embroidered & screenprinted apparel. Decals, stickers, pins	2-3 weeks after proof Approval	Rush orders, Additional fees are on a per order, situation basis. minimums are per item/catalog quantities Detailed quotes/product info will be provided

- **Vendor to specify Catalog, Out of Catalog and/or Retail Price Percentage Discount on all promotional items**
- **Vendors to provide anticipated fees/costs for screen printing/embroidery services**
- **Vendors to provide anticipated fees/costs for logo and/or slogan setup.**
- **Vendor to indicate any fee for artwork creations**
- **Vendor to indicate any minimum order requirements**
- **Vendor to indicate any price breaks**
- **Vendor to indicate if any Rush Charge Fees and applicable timelines**
- **There shall be no restocking fees charged for any reason**
- **Any other additional charges or information**

Exceptions: _____

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	DREW & ROGERS, INC.
Trade Name:	AMERICAN FOLDER COMPANY, INC.
Address:	30 PLYMOUTH STREET FAIRFIELD, NJ 07004-1616
Certificate Number:	0062336
Effective Date:	September 06, 1944
Date of Issuance:	May 26, 2022

For Office Use Only:

20220526115812163

R-26

MBS:dh
06-14-22

RESOLUTION AUTHORIZING A CONTRACT TO DREW & ROGERS, INC., 30 PLYMOUTH STREET, FAIRFIELD, NJ 07004 TO PROVIDE THE PURCHASE & DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN

WHEREAS, the Council of the City of Camden authorized the Purchasing Agent to receive sealed bids on May 10, 2022 in the Council Chambers, City Hall, Camden, New Jersey to provide the purchase and delivery of promotional items at a 27% discount for the City of Camden sponsored events under Bid #22-03; and

WHEREAS, three (3) bids were received on May 10, 2022; and

WHEREAS, the Purchasing Agent and the Business Administrator have recommended to the Council of the City of Camden, that the Council award a contract to Drew & Rogers, Inc., 30 Plymouth Street, Fairfield, NJ 07004 in the amount of FIFTY THOUSAND DOLLARS ($50,000.00) for a period of 2 years; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the adopted budget of the City of Camden under line item "Various Accounts", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the City Council award a contract to Drew & Rogers, Inc., 30 Plymouth Street, Fairfield, NJ 07004 to provide the purchase and delivery of promotional items at a 27% discount for the City of Camden sponsored events in the amount not to exceed FIFTY THOUSAND DOLLARS ($50,000.00) for a period of 2 years, according to Public Contracts Law, P.L. 1971, Chapter 198, and that the Mayor and the City Clerk shall execute said contract on behalf of the City of Camden.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: DREW AND ROGERS, INC.

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION: VARIOUS ACCOUNTS

AMOUNT: YEAR 1 - $25,000.00 AND YEAR 2 -$25,000.00
(FUNDING WILL BE AVAILABLE UPON THE ADOPTION OF THE CY2022 BUDGET)

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: YEAR 1 - $25,000.00 AND YEAR 2 - $25,000.00 (FUNDING WILL BE AVAILABLE UPON THE ADOPTION OF THE CY2022 BUDGET)

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION TO AWARD A CONTRACT TO DREW & ROGERS, INC TO PROVIDE THE PURCHASE AND DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN FOR TWO YEARS. DREW & ROGERS, INC, WILL PROVIDE A DISCOUNT PERCENT OF 27% FOR THEIR ENTIRE CATALOG FOR AS NEEDED PROMOTIONAL ITEMS. VARIOUS DEPARTMENTS WILL USE THESE ITEMS DURING CITY SPONSORED EVENTS.

Johanna S. Conyer
Director of Finance
Date: 5/26/22

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 2022

TO: Timothy J. Cunningham, Business Administrator

FROM: L. Chandler, Purchasing Agent

DEPARTMENT MAKING REQUEST: Administration/Purchasing Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution to award a contract for Bid #22-03 to Drew & Rogers, Inc., 30 Plymouth Street, Fairfield, NJ 07004

BRIEF DESCRIPTION: Resolution to award a contract to Drew & Rogers, Inc., to provide the purchase & delivery of promotional items for the City of Camden for two years. Drew & Rogers, Inc., will provide a discount percent of 27% for their entire catalog for as needed promotional items. Various departments will use these items during City sponsored events.

BIDDING PROCESS: Bid #22-03 open on May 10, 2022 – three (3) proposals received

APPROPRIATION ACCOUNT(S): various accounts

AMOUNT: Year 1 $25,000.00
Year 2 $25,000.00
$50,000.00 Total Contract Life **(~~contingent upon availability of funds~~)**

Funding will be available upon the adoption of the CY2020 Budget.

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	5/26/22	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5.26.22	Timothy J. Cunningham
Received by City Attorney:	6/2/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	L. CHANDLER	X7475
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	CITY OF CAMDEN

Professional Service or EUS Type	N/A
Name of Vendor	Drew & Rogers, Inc.
Purpose or Need for service:	**THE PURCHASE & DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN FOR TWO YEARS**
Contract Award Amount	$50,000.00
Term of Contract	24 MONTHS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	NO
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	BID #22-03
Were other proposals received? If so, please attach the names and amounts for each proposal received?	DREW & ROGERS CONCEPT PRINTING POSITIVE PROMOTIONS

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____
Mayor's Signature*

_____ Date_____
Business Administrator/Manager Signature

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Financial Officer affirms that there is adequate funding available for this action. Various accounts Funding Source for this action Funding will be available the adoption of the CY 2022 Budget

Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

Date

Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

Date

Director or Designee,
Division of Local Government Services

Number Assigned

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

****Please attach all supporting documents****

BID #22-03

THE PURCHASE & DELIVERY OF PROMOTIONAL ITEMS FOR THE CITY OF CAMDEN FOR TWO YEARS

BID PRICE SHEET

Catalog Title / Website www.danorbrandedproducts.com

Discount Percentage (%) 27% **(Basis of Award)**

Screen Printing/Embroidery Services	Set up Fee for logos/slogans	Promotional Products Cost Summary	Sampling of Products Offered	Delivery Schedule	Additional Information
Embroidery-tape 75.00 (one time) per Logo Apparel Screenprint set up $30.00 per Color	Art creation 75.00 per hour Screenprint Press set up $50.00-75.00 per order	Price breaks based on Catalog list pricing less discount 27%	Branded promotional products. Embroidered & screenprinted apparel. Decals, stickers, pins	2-3 weeks after proof Approval	Rush orders, Additional fees are on a per order, situation basis. minimums are per item/catalog quantities Detailed quotes/product info will be provided

- **Vendor to specify Catalog, Out of Catalog and/or Retail Price Percentage Discount on all promotional items**
- **Vendors to provide anticipated fees/costs for screen printing/embroidery services**
- **Vendors to provide anticipated fees/costs for logo and/or slogan setup.**
- **Vendor to indicate any fee for artwork creations**
- **Vendor to indicate any minimum order requirements**
- **Vendor to indicate any price breaks**
- **Vendor to indicate if any Rush Charge Fees and applicable timelines**
- **There shall be no restocking fees charged for any reason**
- **Any other additional charges or information**

Exceptions: _____

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	DREW & ROGERS, INC.
Trade Name:	AMERICAN FOLDER COMPANY, INC.
Address:	30 PLYMOUTH STREET FAIRFIELD, NJ 07004-1616
Certificate Number:	0062336
Effective Date:	September 06, 1944
Date of Issuance:	May 26, 2022

For Office Use Only:

20220526115812163

R-27

MBS:dh
06-14-22

RESOLUTION AUTHORIZING A LICENSE AGREEMENT WITH GOLD STAR HOLDINGS, LLC FOR THE PURPOSE OF A DRIVEWAY

WHEREAS, Gold Star Holdings, LLC request the permission of the City of Camden for the installation of a driveway for the residence at 658 Washington Street, Block 1409 Lot 97; and

WHEREAS, the City Council of the City of Camden is of the opinion that it is in the best interest of the City of Camden to enter into a License Agreement to allow a curb cut at or near 658 Washington Street, Block 1409 Lot 97 for the purpose of installing a driveway, terminable at the will of the Licensor with the City authorizing said license and establishing the terms of the use of said City property and requiring the Licensee to completely indemnify the City of Camden and provide adequate general liability insurance naming the City of Camden as an additional insured; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is authorized to enter into a License Agreement with Gold Star Holdings, LLC.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy Cunningham, MBA, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, AHP, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution approving a license agreement via a Driveway Curb Cut for Gold Star Holdings, LLC (1321 Heartnead Dr., Cherry Hill, NJ) – Johnathan Gabay at 658 Washington St.

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to approve a driveway curb cut at 658 Washington St provided that the owner/applicant maintain homeowner's insurance, maintain said driveway, and indemnify the City of Camden for liability.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): n/a

AMOUNT: n/a

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	5-5-22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/6/22	
Received by City Attorney:	5/18/22	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

****Please attach all supporting documents****

RECEIVED
FEB 11 2022
By

CITY OF CAMDEN

DEPARTMENT OF PLANNING AND DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Please return completed form to:

Historic Preservation Commission,
Room 224, City Hall, Camden, New Jersey 08101
Telephone#: (856) 757-7214 Fax#: (856) 968-4705

Property Address: 658 Washington Street ***District:*** _____

Owner's Name: Gold Star Holdings, LLC ***Block:*** 1409 ***Lot:*** 97

Owner's Name: _____

1321 Heartwood Dr. Cherry Hill, NJ 08003

Contact Person: Jonathan Gatsay ***Phone:*** (856) 535-4626

1. ***REQUESTED ACTION (check one)***
   - ____ A: *Rehabilitation/Restoration/Reconstruction*
   - ✓ B: *Addition/Alteration*
   - ____ C: *New Construction/Infill*
   - ____ D: *Sign*
   - ____ E: *Demolition (see item #5, below)*
   - ____ F: *Extension of Work Deadline (see item #6, below)*

2. ***ARCHITECTURAL DRAWINGS (Please attach any drawings to this application)***
   - ____ A: *Elevations (for actions A, B, C, D, E)*
   - ____ B: *Plans/Section (for actions B, C, D, E)*
   - ✓ C: *Details (can be shown on elevation for actions (A, B, C, D, E)*

3. ***PHOTOGRAPHS (Please attach and list photos of major façade, including Historic photos of available.***

4. ***DESCRIPTION OF PROPOSED WORK***
Please attach a written description of any work that will be done to the exterior of the building, including landscaping. Note what action will be taken on the original structure's entrance, window, wall fabric, roof, architectural or landscape detailing, lighting, utility connection etc. This information may also be included on architectural drawings.

5. ***DEMOLITION (if requested)***
Please attach a written explanation detailing why demolition is necessary. Attach any pertinent information documenting financial hardship, health and safety requirements or plan for new construction that any necessitate demolition.

6. ***EXTENSION OF WORK DEADLINE (if requested)***
Please attach a written explanation identifying why a work extension is requested. State any pertinent technical, legal, or financial circumstances that have change since the original Certificate of Appropriateness was granted by the City of Camden Planning Board. State any building conditions that have changed since the date of Planning Board approval and any changes from the originally approved scope of work.
NOTE: The approved work must commence within one year of the date of Planning Board approval; otherwise, a new Certificate of Appropriateness is required.

7. ***APPLICATION FEE (please attach a check or money order payable to the City of Camden)***

_____ *$34.10 (Sign Application)* ___✓___ *$38.19 (ALL other Applications)*

8. ***ADDITIONAL INFORMATION (Please list the attached documents submitted with this application)*** _____

Description of Proposed Work, Plans, Permit (Per Inspector Cindi)

Pictures, Application

_____

9. ***PROPERTY OWNER'S PERMISSION (IF NOT APPLICANT)***
I HAVE READ THIS APPLICATION AND EXAMINED THE ATTACHED DOCUMENTS HEREBY CONSENT TO ITS SUBMISSION.

Signature: _____ ***Date:*** 2/10/2022

10. ***APPLICANT'S STATEMENT***
I hereby attest that the information I have provided is, to the best of my knowledge correct.

Signature: _____ ***Date:*** 2/10/2022

***PLEASE NOTE**: Complete applications, required documents and fees must be received by the Secretary of the Historic Preservation Commission at least ten (10) days in advance to the published meeting date. Applicants **MUST** attend both the Historic Preservation Commission and subsequent Planning Board meeting for the application to be heard. The action of the Historic Preservation Commission and the Planning Board **do not** assure Federal certification of the work done for the historic preservation tax credits allowed under Federal law.*

(Revised/Effective 12/14/2010)

VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF PLANNING & DEVELOPMENT
CITY OF CAMDEN
NEW JERSEY

DR. EDWARD C. WILLIAMS, PP., AICP, CSI
Director of Planning & Zoning
TEL: 856-757-7214

February 3, 2022

GOLD STAR HOLDINGS, LLC
1321 HEARTWOOD DRIVE
CHERRY HILL, NEW JERSEY 08002

ZONING PERMIT DENIAL

RE: 658 WASHINGTON STREET CAMDEN, NJ
APPLICATION DATE: 1/31/2022

BLOCK: 1409 LOT: 97
ZONE DISTRICT: R-2

DEAR SIR/MADAM:

YOUR APPLICATION FOR A ZONING PERMIT TO ALLOW: DRIVEWAY & CURBCUT HAS BEEN DENIED FOR THE FOLLOWING:

HPC APPROVAL IS NEEDED

THEREFORE, ENCLOSED FOR YOUR CONVENIENCE IS SAID CERTIFICATE OF APPROPRIATENESS APPLICATION.

IF YOU HAVE QUESTIONS, DO NOT HESITATE TO CONTACT THIS OFFICE.

SINCERELY,

DR. EDWARD C. WILLIAMS, PP., AICP, CSI
DIRECTOR/ZONING OFFICER

ENCLOSURE

Building Bureau

GOLD STAR HOLDINGS LLC 08-17
110 S 8TH STREET
PHILADELPHIA, PA 19107

1105

3-224/360
12

DATE 2/10/2022

PAY TO THE ORDER OF City of Camden $ 38.19

Thirty Nine Dollars & 19/100 DOLLARS

REPUBLIC BANK

FOR Certificate of Appropriateness - 658 Washington

[redacted]

Gold Star Holdings, LLC
c/o Jonathan Gabay
1321 Heartwood Drive
Cherry Hill, NJ 08003

February 10, 2022

City of Camden Historic Preservation Commission
Room-224 – City Hall, 520 Market Street
Camden, NJ 08101

RE: CERTIFICATE OF APPROPRIATENESS APPLICATION – 658 WASINGTON ST PROPOSED WORK

Historic Preservation Commission,

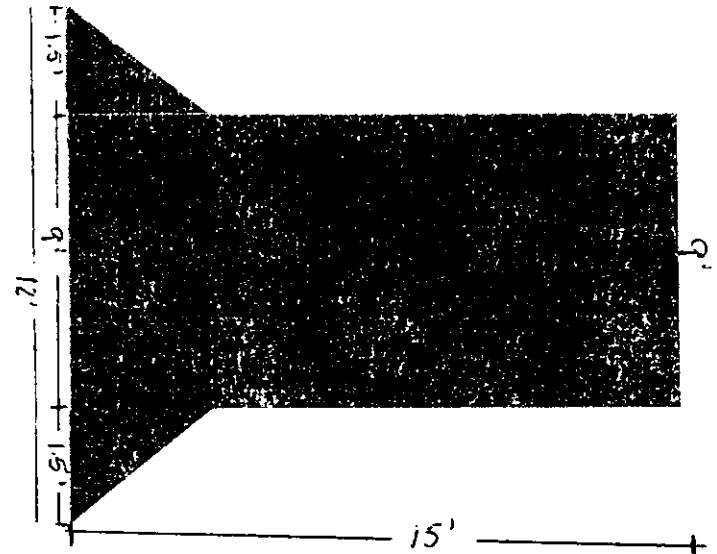
I recently purchased 658 Washington Street as a distressed property. Our ultimate goal is to get this property back operational and tax ratable. Having worked on previous projects in the area, parking seems to be a concern. We were able to find a creative solution to reduce the parking impact this property poses on the immediate area by offering 2 parking spots to the rear of the property with the need of a driveway and curb cut.

After talking with Capital Improvements Inspector Cardi, we came up with a driveway schematic that will fit the proposed use for the property as well as the code requirement which is attached. Our proposed plan is to open a 9' wide driveway with appropriate pitched apron accessible from Seventh Street roughly 70 feet from the corner of Washington Street & Seventh Street. By doing so this will allow a minimum of 2 cars to be parked on the previously 22' Wide X 15' Deep fenced paved rear of 658 Washington Street with no parking detriment to the surrounding properties.

We welcome the input of the Historic Preservation Commission as we see this as an opportunity to blend historical character meanwhile taking into consideration the current conditions parking poses to the area and finding a creative solution without impacting the historical integrity of the district.

Thank you,

Jonathan Gabay

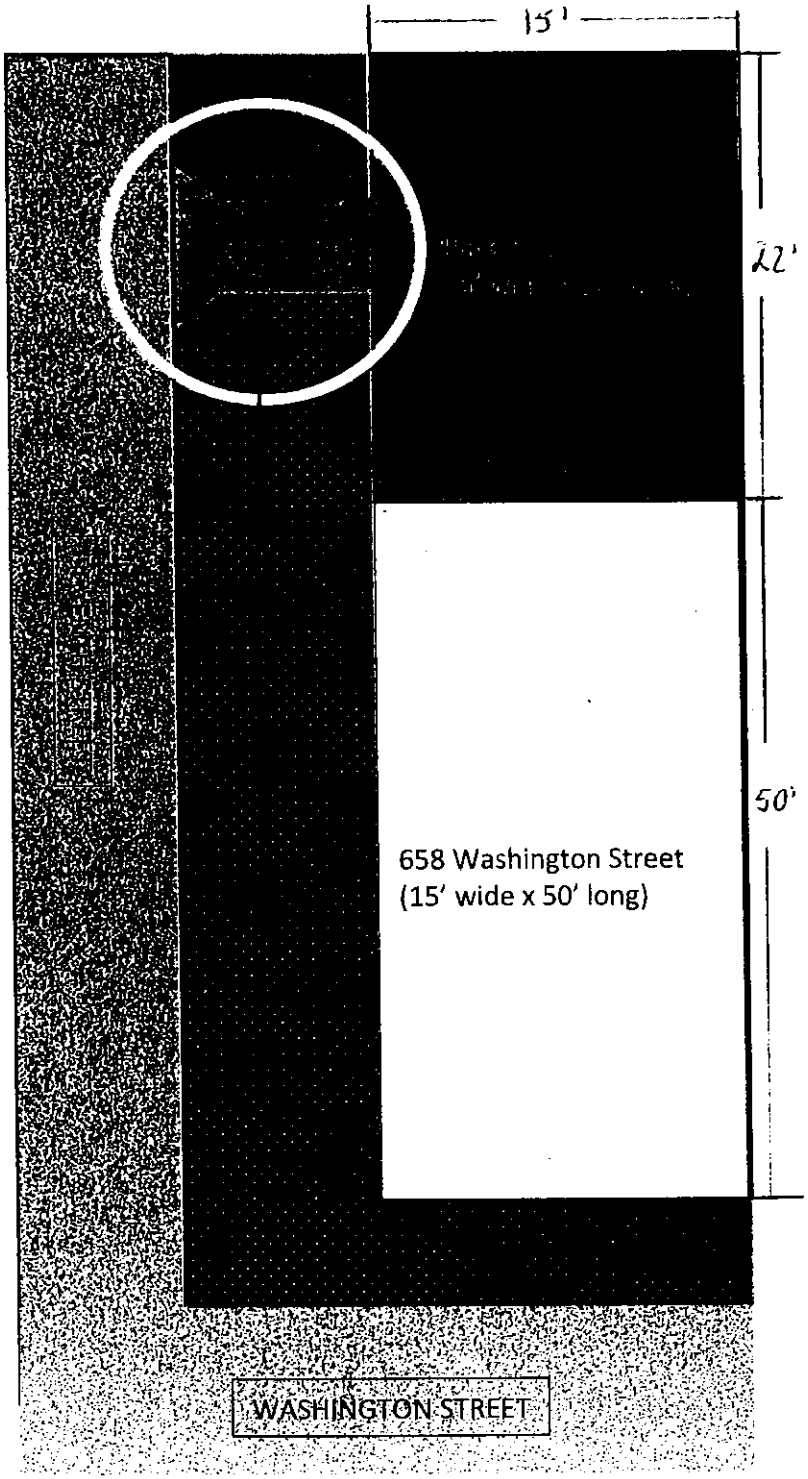


Driveway Cub Cut Specifications
(PER INSPECTOR CARDI)

Width: 9'
Length: 12'
Apron Width: 12' (frontage on 7th street)
Apron length: 3' (1' pitch per 1")
Total thickness of current curb 4" – 1.25" relief
2.75" total apron pitch

Current paved yard: 15' Deep X 20' Wide

Distance from Corner of 7th & Washington: 70'



CITY OF CAMDEN
Department of Planning and Development
Division of Capital Improvements and Project Management

Street/Sidewalk Opening and Restoration Permit.

Applicant Information

Property/Utility Owner: Gold Star Holdings, LLC
Contact Name: Jonathan Gabay
Address: 1321 Heartwood Dr. Cherry Hill, NJ 08003

Telephone: (856) 535-4626 E-mail: _____
Emergency ( ) _____ Fax: ( ) _____

Co-Applicant Information

Contractor/Utility Company: _____
Contractor Lic. # _____
Contact Name: _____
Address: _____

Telephone: ( ) _____ E-mail: _____
Emergency ( ) _____ Fax: ( ) _____

Insurance/Surety Co.: _____
Policy No.: _____ *Tel:* ( ) _____
Performance Bond Co.: _____
Policy No.: _____ *Tel:* ( ) _____

N/A

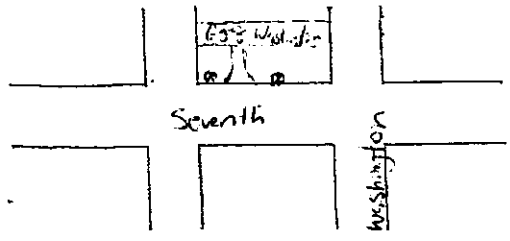
Project Information

Scope of Work: Curb Cut to allow off-street parking at 658 Washington street. 70' from corner on 7th. Driveway to be 9 wide with 12' apron on Seventh Street. 18" Taper on either side & 3' apron pitch

Location: 658 Washington St. *Block:* 1409 *Lot:* 97

Size of Opening
Length: 3' feet; Width: 12' feet; Total Area: 36' S.F.
Depth: 6" feet

Construction Sketch *(identify all property location(s), utilities and other related elements)*



OFFICE USE ONLY

PERMIT NO.: _____
Issuance Date: / /
Permit Fee:
Date Paid: / / Check No.:
Administration Fee:
Date Paid: / / Check No.:
Engineering Review Fee:
Date Paid: / / Check No.:
Inspection Fee:
Date Paid: / / Check No.:

Performance Bond
□ Bond □ L.O.C. □ Check
Bond/Check No.: _____
Date Received: _____
Surety Co. Tel. #: _____

INSPECTION COMMENTS

Inspector: _____
Inspection Date:
Comments: _____

Approval Date: / /
Completion Date: / /
Restoration Date: / /

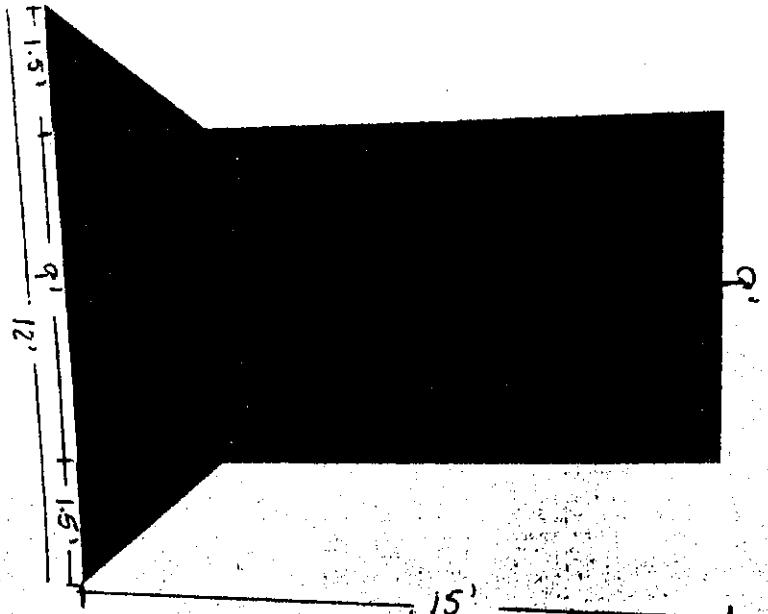
THE APPLICANT AND CO-APPLICANT AGREE TO COMPLY WITH ALL TERMS, REGULATIONS, AND CONDITION AS SET FORTH IN THE CITY OF CAMDEN ORDINANCE

THE APPLICANT AND CO-APPLICANT CERTIFY THAT THE INFORMATION HEREIN IS TRUE. THE APPLICANT AND CO-APPLICANT CERTIFY THEY MAY BE SUBJECT TO PUNISHMENT FOR PROVIDING FALSE INFORMATION.

Applicant Signature: _____
Date: 9/23/12

Co-Applicant Signature: _____
Date: / /

NJ LAW (N.J.S. A 48:2-73) REQUIRES THAT NJ ONE CALL HAS BEEN NOTIFIED PRIOR TO ISSUING A PERMIT.
CONFIRMATION NO. _____ START DATE / / COMPLETION DATE / /



Driveway Cub Cut Specifications
(PER INSPECTOR CARDI)

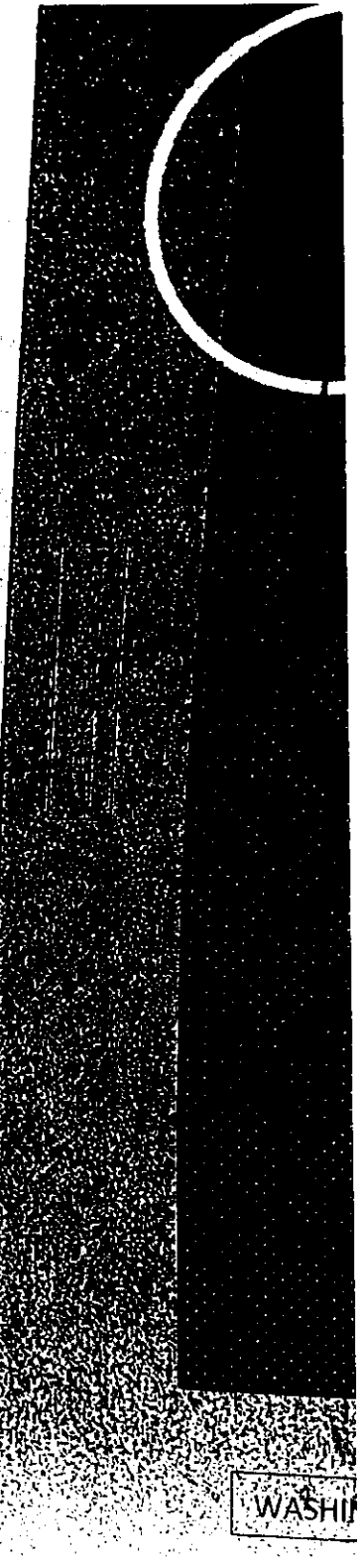
1. Sidewalk: Re-Install Brick pavers Proposed
   Width: 9'
   Length: 12'
   6" Depth
2. Apron Width: 12' (frontage on 7th street)
   Apron length: 3' (1' pitch per 1")
   Total thickness of current curb 6" + 1.25" relief
   2.75" total apron pitch
   Proposed Concrete
   Depth 6"

Current paved yard: 15' Deep X 20' Wide

Distance from Corner of 7th & Washington: 70'

3. CURB Dimension 7" x 8" x 18"
   Concrete Width
   City Ordinance

NOTE: Existing Material: 1) Granite Curbs
2) Brick Pavers



R-28

MBS:dh
06-14-22

RESOLUTION AUTHORIZING A LICENSE AGREEMENT WITH MECHELLE JONES FOR THE PURPOSE OF A DRIVEWAY

WHEREAS, Mechelle Jones request the permission of the City of Camden for the installation of a driveway for her residence at 941 Beideman Avenue, Block 939 Lot 60; and

WHEREAS, the City Council of the City of Camden is of the opinion that it is in the best interest of the City of Camden to enter into a License Agreement to allow a curb cut at or near 941 Beideman Avenue, Block 939 Lot 60 for the purpose of installing a driveway, terminable at the will of the Licensor with the City authorizing said license and establishing the terms of the use of said City property and requiring the Licensee to completely indemnify the City of Camden and provide adequate general liability insurance naming the City of Camden as an additional insured; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is authorized to enter into a License Agreement with Mechelle Jones.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy Cunningham, MBA, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, AHP, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution approving a license agreement between the City of Camden and Mechelle Jones, 941 Beideman Ave for a curbcut driveway.

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to approve a license agreement between the City of Camden and Mechelle Jones at 941 Beideman Ave for the purpose of a curbcut/driveway. This approval is conditioned upon the maintenance of homeowner's insurance as well as indemnifying the City of Camden.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): n/a

AMOUNT: n/a

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	5/23/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/26/22	
Received by City Attorney:	5/20/22	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

****Please attach all supporting documents****

VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF PLANNING & DEVELOPMENT
CITY OF CAMDEN
NEW JERSEY

DR. EDWARD C. WILLIAMS, PP, AICP, CSI
Director of Planning & Zoning
TEL: (856) 757-7214

April 4, 2022

MECHELLE JONES
941 BEIDEMAN AVENUE
CAMDEN, NEW JERSEY 08105

ZONING PERMIT DENIAL

RE: 941 BEIDEMAN AVENUE CAMDEN, NJ
APPLICATION DATE: 3/18/2022

BLOCK: 939 LOT: 60
ZONE DISTRICT: R-2

DEAR SIR/MADAM:

YOUR APPLICATION FOR A ZONING PERMIT TO ALLOW: A DRIVEWAY 18X30 FT HAS BEEN DENIED FOR THE FOLLOWING:

CITY COUNCIL APPROVAL IS NEEDED

1. HOMEOWNERS INSURANCE IS NEEDED PRIOR TO REVIEW FOR CITY COUNCIL APPROVAL.
2. SURVEY WITH A SURVEYOR'S SEAL IS NEEDED.

YOU MAY APPEAL THIS DECISION WITHIN 20 DAYS OF THIS DENIAL, BY MAKING THE NECESSARY APPLICATION TO THE DIVISION OF PLANNING, CITY HALL – ROOM 224, FOR A VARIANCE OR A SPECIAL EXCEPTION IN THIS MATTER. ENCLOSED FOR YOUR CONVENIENCE IS SAID APPEAL FORM.

IF YOU HAVE QUESTIONS, DO NOT HESITATE TO CONTACT THIS OFFICE.

SINCERELY,

DR. EDWARD C. WILLIAMS, PP., AICP, CSI
DIRECTOR/ZONING OFFICER

ENCLOSURE

Cc: Building Bureau

III. SIGN

1. Type Sign: Awning / Billboard / Freestanding / Hanging / Mounted / Off Site / Window
   (please circle)
   Other (describe): _____ Alteration of an existing sign _____
   (attach photo & describe) _____

2. Are there any existing signs? _____ (if yes, please attach photos)

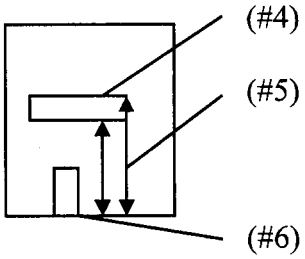
3. How many signs are proposed? _____

4. Will signs(s) be illuminated? Yes_____ No_____

5. Dimension: _____X_____=_____sq ft.

6. Distance between ground and the lowest part of sign _____ft.

7. Distance between ground and highest part of the sign _____ft.



8. Material of Sign:_____

9. Color(s) on sign(s):_____

10. Illustration/Wording:_____

_____

_____

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE AND FURTHER UNDERSTANDS THAT <u>IF THE SIGN EXCEEDS THE MAXIMUM REQUIREMENT</u> A VARIANCE THROUGH THE PLANNING BOARD OF THE CITY OF CAMDEN MUST BE REQUESTED.

_____ _____
(Date) (Signature of Applicant)

_____
(Name of Corporation or Association)

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF PLANNING & DEVELOPMENT
CITY OF CAMDEN
NEW JERSEY

DR. EDWARD C. WILLIAMS, PP, AICP, CSI
Division of Planning & Zoning
TEL: (856) 757-7214

April 4, 2022

MECHELLE JONES
941 BEIDEMAN AVENUE
CAMDEN, NEW JERSEY 08105

ZONING PERMIT DENIAL

RE: 941 BEIDEMAN AVENUE CAMDEN, NJ — BLOCK: 939 LOT: 60
APPLICATION DATE: 3/18/2022 — ZONE DISTRICT: R-2

DEAR SIR/MADAM:

YOUR APPLICATION FOR A ZONING PERMIT TO ALLOW: A DRIVEWAY 18X30 FT HAS BEEN DENIED FOR THE FOLLOWING:

CITY COUNCIL APPROVAL IS NEEDED

1. HOMEOWNERS INSURANCE IS NEEDED PRIOR TO REVIEW FOR CITY COUNCIL APPROVAL.
2. SURVEY WITH A SURVEYOR'S SEAL IS NEEDED.

YOU MAY APPEAL THIS DECISION WITHIN 20 DAYS OF THIS DENIAL, BY MAKING THE NECESSARY APPLICATION TO THE DIVISION OF PLANNING, CITY HALL – ROOM 224, FOR A VARIANCE OR A SPECIAL EXCEPTION IN THIS MATTER. ENCLOSED FOR YOUR CONVENIENCE IS SAID APPEAL FORM.

IF YOU HAVE QUESTIONS, DO NOT HESITATE TO CONTACT THIS OFFICE.

SINCERELY,

DR. EDWARD C. WILLIAMS, PP., AICP, CSI
DIRECTOR/ZONING OFFICER

ENCLOSURE

Cc: Building Bureau

II. ZONING

1. What is being proposed?

   New Construction_____ Addition_____ Fence_____ (ht____) Installation_____

   New Business_____ Conversion_____ Other (explain: private Driveway)

2. Describe in detail the use & activities **PROPOSED** (attached separate sheet if necessary):

   Drive way for parking
   18 feet wide and 30 feet Long 18 x 30 ft

3. Are there other activities existing within the same property? none (please describe)

4. Dimensions of Principal Building and/or structure 120 x 40 ft

5. Dimensions of All Accessory Building and/or structure Shed 8 x 12 ft

6. Are any of the activities conducted in the principal building existing as a nonconforming use?

   No ✓ Yes_____ (please explain) _____

7. To the applicant's knowledge, has there been any prior applications made to the Zoning Board of Adjustment or the Planning Board?

   No ✓ Yes_____ (please explain) _____

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE.

_____
(Date)

Medelle Jones
(Signature of Applicant)

_____
(Name of Corporation or Association)

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

IV. ASSESSMENT CERTIFICATION

Section A: Applicant shall complete

SECTION A	OWNER
Name of OWNER of Property	Mechelle S. Jones
Address:	941 Beideman Avenue
SEARCH Address:	Same
Block: 939	Lot: 60 Account: 0464315

Section B: Applicant shall take this form to the City of Camden Tax Office, Room 117 (1st floor) for completion to indicate whether taxes are paid up to date. Applicant must also go to the PNC Bank (Broadway & Market St) for water and sewer to make sure water /sewer is paid up to date.
Upon completion, this form shall be submitted with original application. **NO APPLICATIONS WILL BE ACCEPTED – if any money is owed for Taxes or Water/Sewer, no permit can be issued until accounts are paid in full-proof of payment must be brought back before turning application in.**

Section C: **TAX OFFICE & PNC BANK**
An application for Zoning/Sign permit has been submitted to the Division of Planning. Please check your records to be certain that the account is current

I HEREBY CERTIFY THAT THE PROPERTY ASSESSMENT ARE:
****MORTGAGE LETTERS ON LETTERHEAD WILL BE ACCEPTED FOR SALE/RESALE PROPERTIES ONLY****

Account Type	Qtr.	Due date	Amount Owed	Other
(Taxes/W&S/Other	____	____	-0-	NM 1-19-22
(Taxes/W&S/Other	2nd	4/15/2022	$58.95	SHill 3-18-2022
(Taxes/W&S/Other	City Of Camden Water Camden Office Date 1-20-2022 Rep SHill		zero	SHill 1-24-2022
(Taxes/W&S/Other	1st	2/1/22	Ø	GW 3/18/2022

COMMENTS: _____

_____

_____

DATED: _____ **PREPARED BY:** _____

Submission: 3/18/22
Completion: _____

Location: 941 Beidleman Block 939 Lot 60
Zone District: R2 Submission: Zoning ✓ Sign _____

I FILING INFORMATION

A. Completed Application (✓)
B. Ownership Information (✓)
C. Sketch: Floor Plan (✓)
Sign Drawing ( )
Property Survey (✓)
D. Fees: Zoning 69.56 (✓)
Sign _____ ( )
E. Tax Cert: Owe___ Ok ✓ (✓)

USE: Single family
Private 18x30 Driveway

SIGN:

II ZONING INFORMATION

	REQUIRED	PROPOSED
A. Lot Area		
B. Lot width		
C. Lot Frontage		
D. Building Height		
E. Parking		
F. Sign Dimensions		
G. Fence Height		

III YARD REQUIREMENTS

	REQUIRED	PROPOSED
A. Front Setback		
B. Rear Setback		
C. Side Setback		

IV Other Approvals Needed

A. Planning Board _____
B. Zoning Board _____
C. County Planning _____
D. City Council ✓
E. A R C _____
F. H R C _____

2-4yr
BUFF

(FOR OFFICE USE ONLY)

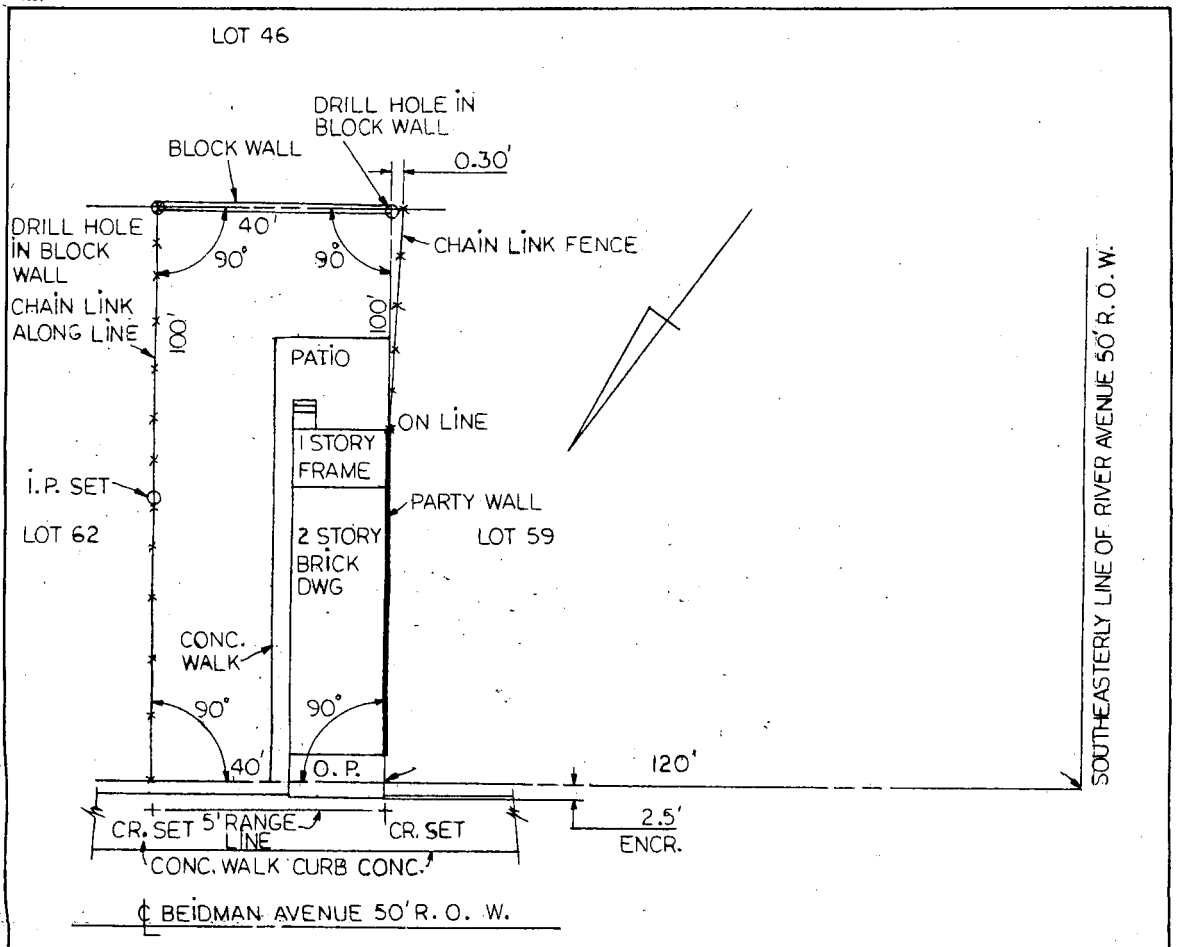
ZONING: Approved _____
Denied ✓

SIGN: Approved _____
Denied _____

Reasons for Denial: 1. City Council Appeal is needed
2. Need Variance Decision prior to review for City Council Appeal

Needs
A
Variance
Request
6

618091



NOTES

BEING KNOW AS LOTS 60 AND 61 BLOCK 939
PLATE 249 TAX MAP
A.K.A. LOTS 14 AND 16 BLOCK 5 ON PLAN OF
EXTENTION OF NORTH CRAMER HILL
4,000 SQ.FT., 0.0918 ACRE ±

LEGEND

CR IS CUT CROSS
I.P. IS IRON PIPE

TO MECHELL S. JONES AND HIS INSUROR OF TITLE TO THIS PROPERTY RELYING HEREON: IN CONSIDERATION OF THE FEE PAID FOR MAKING THIS SURVEY (IF NO FEE IS PAID THIS CERTIFICATION IS INVALID) I HEREBY CERTIFY TO THE ACCURACY EXCEPT SUCH EASEMENTS, IF ANY, THAT MAY BE LOCATED BELOW THE SURFACE OF THE LANDS OR ON THE SURFACE OF THE LANDS AND NOT VISIBLE. THIS CERTIFICATION IS ISSUED SOLELY TO THE HEREIN NAMED OWNER OR PURCHASER FOR THIS TRANSACTION ONLY.

JACK R. PLASKET
PROFESSIONAL ENGINEER
& LAND SURVEYOR N.J. LICENSE #8508

HERBERT J. NEILIO
LAND SURVEYOR, N.J. LICENSE #9360

SURVEY & PLAN OF PROPERTY
SITUATE
941 BEIDMAN AVENUE
CITY OF CAMDEN
CAMDEN COUNTY, N. J.

SCALE: 1" = 20' DATE: 5 — 17 — 04

ENGINEERING SURVEYS, INC.
247 MAIN STREET MANTUA, N. J. 08051
PHONE 468-2000

FILE NO. 15,555 BK. P.

MAR 0 2 2022

CITY OF CAMDEN
DIVISION OF PLANNING
CITY HALL – ROOM 224
PO BOX 95120
CAMDEN, NEW JERSEY 08101-5120
(856) 757-7214

RECEIVED
MAR 18 2022
By

INSTRUCTIONS FOR ZONING/SIGN PERMIT APPLICATION

ALL APPLICANTS WHO NEED A ZONING/SIGN PERMIT MUST SUBMIT THE FOLLOWING:

1. Completed Zoning AND/OR Sign Application

2. Proof of ownership (deed, tax bill, or lease) (Leases must be notarized)

3. A detail floor plan of proposed use, conversion of single family dwelling shall have measurement of all habitable space. Accurate drawing of a proposed sign including dimensions and illustration signed by sign supplier. **Any addition or accessory uses or fences must have a Plot Plan and/or Survey. Additions/Fences must be presented on a Plot Plan/Survey with rear and side set back. You can obtain a Plot Plan from the Engineering Dept. located in City Hall, Room 325.** *(copy of all/any plans must accompany application.

4. Completed attached Tax Certification (**City of Camden Tax Office Room 117 1st floor plus Water/Sewer PNC Bank located Broadway & Market St.)**

5. Application fee:
(**non-refundable**)

Single Family Dwelling	$ 69.56
Two-Family Dwelling	$ 139.13
Three-Family Dwelling Or More	$ 215.51
Rooming House	$ 259.16
Boarding House	$ 259.16
Commercial Use	$ 87.30
Industrial Warehousing & Manufacturing Use	$ 139.87
Institutional Use	$ 69.56
Advertising Billboards	$ 395.56
Sign Application	$ 79.11
Rezoning Application	$ 345.09

Money Order or Check payable to the City of Camden

PLEASE RETURN COMPLETED APPLICATIONS TO THE ABOVE ADDRESS. **INCOMPLETE APPLICATIONS SHALL NOT BE PROCESS.** ANY APPLICATION WHICH REMAINS INCOMPLETE FOR MORE THAN 10 BUSINESS DAYS WILL BE DISCARDED. FALSIFICATION IN ANY FORM SHALL SUBJECT APPLICANT TO A FINE OR MUNICIPAL COURT.

No construction, erection, alteration, repair, remodeling, conversion, renovation or demolition of any building or structure shall begin prior to Zoning approval. Other municipal agency approvals maybe required.

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

DEED—PLAIN WARRANTY (29)

Sinnickson Chew & Sons Co., Haddonfield, N. J. 08033, (609) 795-0075

BOOK 3726 PAGE 87

This Indenture, *MADE THE*

30th day of July in the year of our Lord one thousand nine hundred and Eighty.

Between ANIELLO NAPOLITANO and ELVIRA NAPOLITANO, his wife of 941 Beideman Avenue, Camden, N.J.

COUNTY OF CAMDEN
CONSIDERATION 19,600.00
R.T. FEE 20.00
TOTAL 20.00
S.R.T./FEE
DATE 8-5-80
BY

of the first part, and S. MERCHELLE JONES of 941 Beideman Ave. Camden, N.J.

of the second part:

Witnesseth, *That the said party of the first part, for and in consideration of the sum of* Nineteen Thousand Six Hundred Dollars ($19,600.00)

lawful money of the United States of America well and truly paid by the said party of the second part to the said party of the first part, at and before the ensealing and delivery of these presents, the receipt whereof is hereby acknowledged, have *granted, bargained, sold, aliened, enfeoffed, released, conveyed and confirmed, and by these presents* do *grant, bargain, sell, alien, enfeoff, release, convey and confirm, unto the said party of the second part,* her *heirs and assigns, ALL* THAT CERTAIN lot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the City of Camden, County of Camden and State of New Jersey:

BEGINNING at a point in the Westerly line of Beideman Avenue distant a surveyed distance of 119.75 feet (a deed distance of 120 feet) South from the Southwesterly corner of River Avenue and said Beideman Avenue, said point being also in the extended middle line of the party wall between houses 941 and 943, Beideman Avenue; thence (1) Southwardly in front or width along said Westerly line of Beideman Avenue, 40 feet; thence (2) Westwardly, of that width, between parallel lines at right angles to Beideman Avenue (the Northerly line passing through the middle line of

Heller and Carole Heller, his wife; Edwin Karvois and Marilyn Karvois, his wife; and Russell Naylor, a singleman, granted and conveyed unto Aniello Napolitano and Elvira Napolitano, his wife, by Deed dated Sepgember 18, 1975 and recorded September 22, 1975 in the Register of Deeds Office of Camden County in Deed Book 3399, Page 18, etc.

CLASSIC BURGUNDY — © LIBERTY

MECHELLE JONES
~~1627 41ST STREET~~
~~PENNSAUKEN, NJ 08110~~

March 18 2026

222

15-7478/2540

PAY TO THE ORDER OF City of Camden $ 69.56

Sixty-nine 56/100 DOLLARS

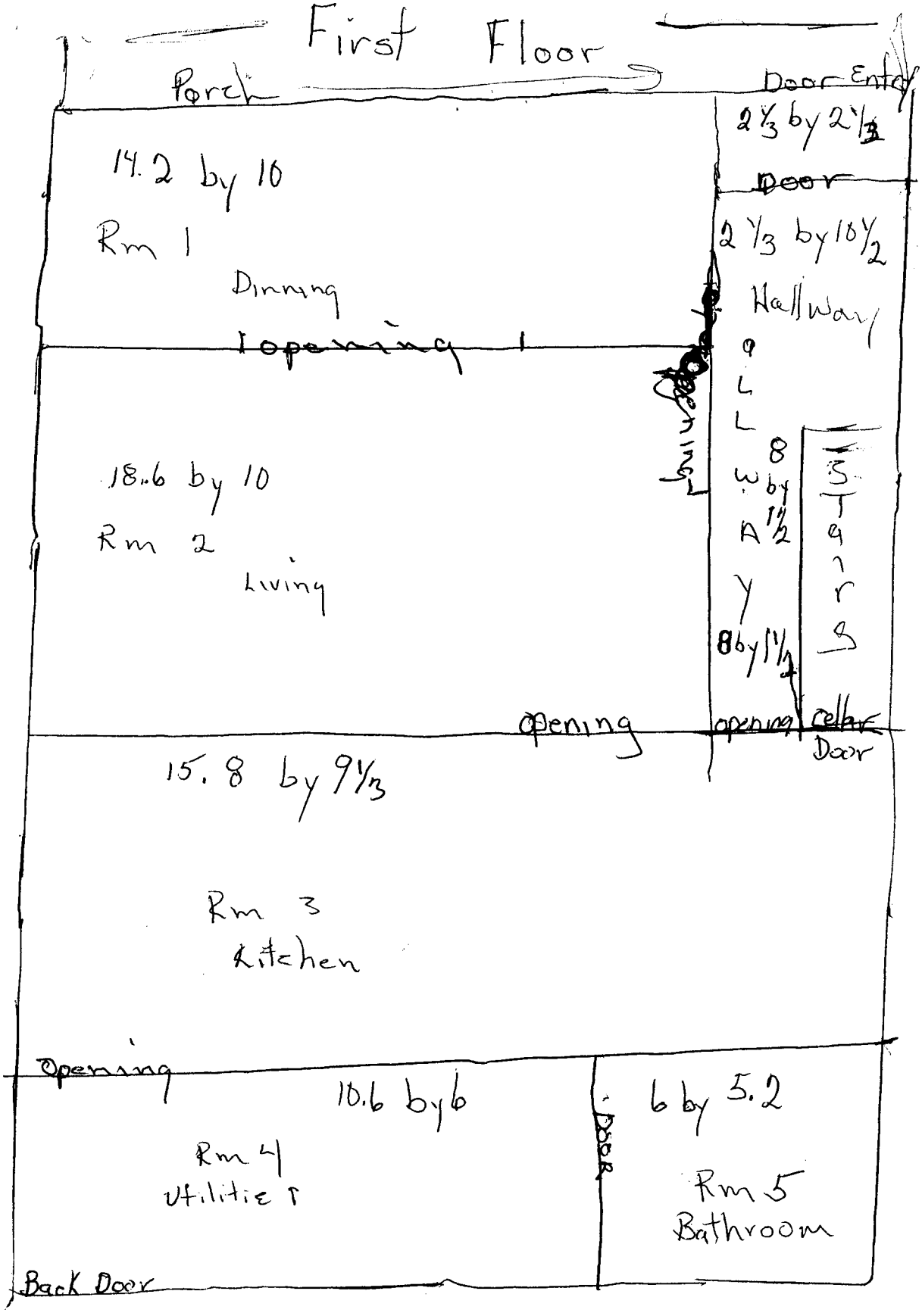
SECURITY FEATURES INCLUDED DETAILS ON BACK

IR FEDERAL CREDIT UNION
Philadelphia Branches

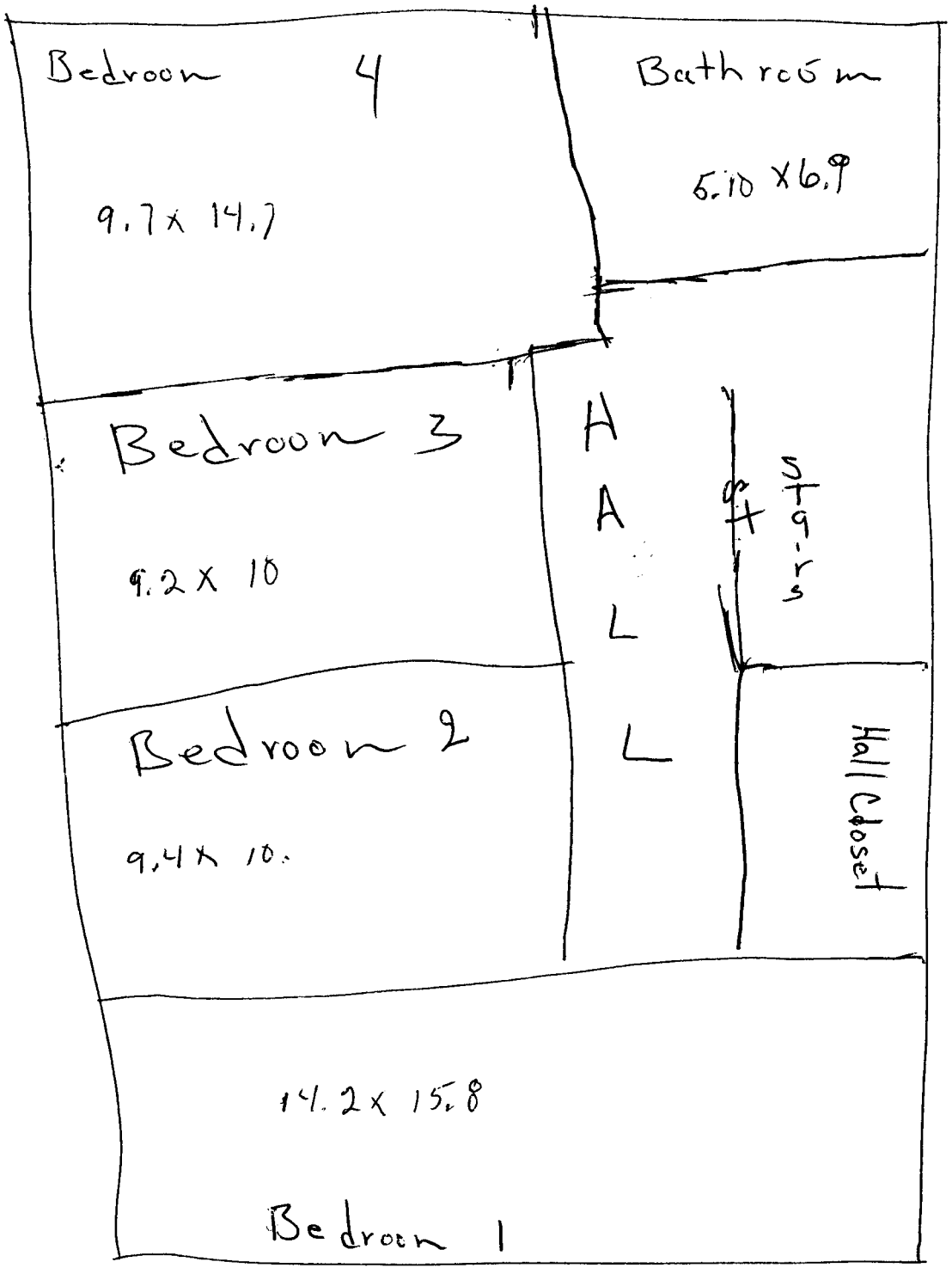
MEMO

Mechelle Jones

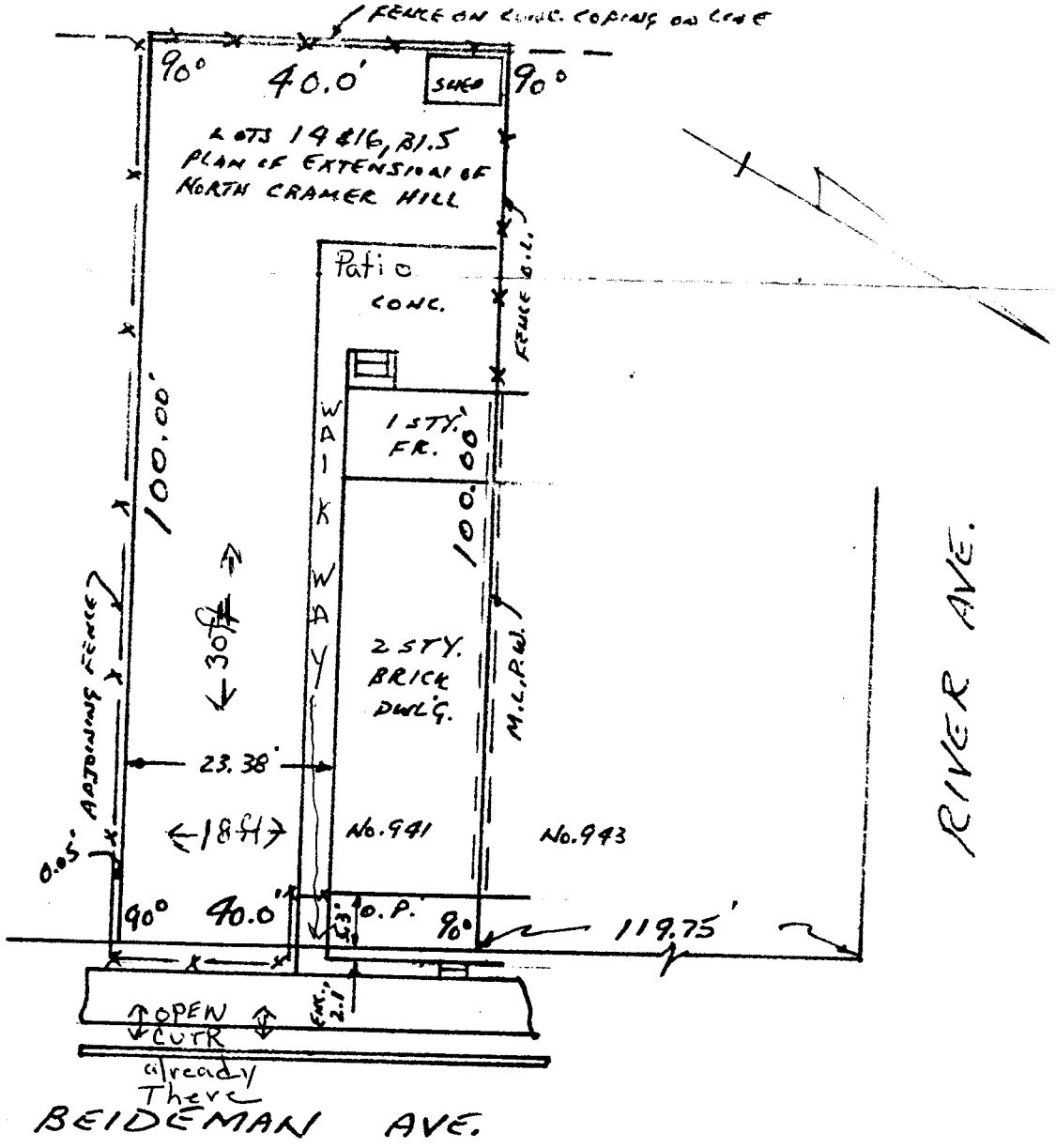
MP


First Floor
Porch
Door Entry
2 1/3 by 2 1/3
14.2 by 10
Rm 1
Dinning
Door
2 1/3 by 10 1/2
Hallway
Opening
18.6 by 10
Rm 2
Living
Opening
Opening
Cellar Door
15.8 by 9 1/3
Rm 3
Kitchen
Opening
10.6 by 6
Rm 4
Utilities
Door
6 by 5.2
Rm 5
Bathroom
Back Door

Second Floor



C.No. 29510'



18 feet wide for pavement

30 feet Long for pavement

PLAN OF SURVEY
No. 941 BEIDEMAN AVE.
CITY OF CAMDEN
CAMDEN Co, N.J.
SCALE 1"=20' 7/10/80

LAND TECH ASSOCIATES
CHRIS NIELSEN L.S. 10886
999 W. MARLTON PIKE
CHERRY HILL N.J.

To: any insuror of Title relying hereon and any other party in interest: In consideration of the fee paid for making this survey, I hereby certify to its accuracy [illegible] easements, if any, that may be located below the surface of the land [illegible] of the lands and not visible) as an inducement to any insuror of title to insure the title to the lands and premises shown thereon. This responsibility is limited to the current matter as of the date of this survey."

(Surveyor)

HO-3 Declaration Page - Participating

AMWINS ACCESS

This Declaration Page is attached to and forms part of Policy Certificate (PL Jacket 01/21)

Certificate Number/Policy Number	Authority Ref No.	Previous Number
PSLPL167828	B123021AWA1265-S1 USAM058 B123021AWA1364 B123021AWA1241	PSLPL161396

NJ SLA#: J0719-21-62418

1. NAMED INSURED AND MAILING ADDRESS
Mechelle Jones
941 Beideman Avenue
Camden, NJ 08105
United States

AGENCY INFORMATION
M & C Insurance Agency Inc - Pennsauken
6825 Westfield Avenue
Pennsauken, NJ 8110
Phone Number: N/A

2. POLICY PERIOD:
EFFECTIVE FROM 10/07/2021 **TO** 10/07/2022
BOTH DAYS AT 12:01 AM STANDARD TIME AT THE LOCATION OF THE RESIDENCE PREMISES

3. Insurance is effective with Insurer(s) as stated on Form CAE 8/20 - Contract Allocation Endorsement

4. RESIDENCE PREMISES 941 Beideman Avenue, Camden, NJ 08105

POLICY FORM: HO-3
COVERAGE LIMITS:

OCCUPANCY: Primary

SECTION I

Coverage A: Dwelling	$	231,750
Coverage B: Other Structures	$	12,875
Coverage C: Personal Property	$	54,075
Coverage D: Loss of Use	$	25,750
Loss Assessment:	$	1,000
Ordinance or Law:		10%
Equipment Breakdown:	$	100,000

VALUATION: Functional Replacement Cost
CO-INSURANCE: 80%

SECTION II

Coverage E: Personal Liability	$	500,000
Coverage F: Medical Payments	$	5,000

DEDUCTIBLES:

All Other Perils:	$1,000, Per Occurrence	Water Damage:	$5,000, Per Occurrence
Wind / Hail:	2% (of Dwelling), Per Occurrence		
Equipment Breakdown:	$1,000, Per Occurrence		
Theft:	$2,500, Per Occurrence		

Property Premium:	$	1,343.00
Liability Premium:	$	200.00
EQBR Premium:	$	10.00
Policy Fee:	$	50.00
Surplus Lines Tax:	$	77.65
Total:	$	1,680.65

Notice to policyholder: This policy is written by a domestic surplus lines insurer, an eligible unauthorized insurer pursuant to section 2 of P.L.2011, c.39 (C.17:22-6.69b), and is not subject to the rate or form filing or approval requirements of the New Jersey Department of Banking and Insurance. This policy may contain conditions, limitations, exclusions and different terms than a policy otherwise issued by a New Jersey authorized or admitted insurer. This policy is not covered by the New Jersey Property-Liability Guaranty Association. This policy may be covered by the New Jersey Surplus Lines Insurance Guaranty Fund, but only to the extent provided pursuant to section 2 of P.L.1984, c.101 (C.17:22-6.71).

25% Minimum Earned
Fees Fully Earned

Forms List

AMWINS ACCESS

PL JACKET 06/21	Policy Certificate Jacket
	Extended Declarations
	Homeowners Declarations Page
AA333	Claims Reporting
AA112	Claims Reporting - Equipment Breakdown Coverage
AWA COM 28 08 17	Policy Notice
CAE 8/20	Contract Allocation Endorsement
	Certain Underwriters At Lloyd's, London - Syndicate List
LMA 5401	Property Cyber and Data Exclusion
HO 00 03 05 11	Homeowners 3 Special Form
LMA 5020 (amended)	Service of Suit Clause (U.S.A.)
NMA 2962	Biological or Chemical Materials Exclusion
LMA 5019	Asbestos Endorsement
LSW 699	Minimum Earned Premium
LMA 5062	Fraudulent Claims Clause
LMA 5021 09 05	Applicable Law (USA)
LMA 5096	Several Liability Clause
CSI-CPN-206-0621	StarStone Privacy Policies and Practices
CSI-CPE-037-0321	Service of Suit - Starstone
AWA TL 09 16	Total Loss Earned Premium Clause
HO 04 96 10 00	Home Day Care Limitation
NMA 1191	Radioactive Contamination Exclusion Clause - Physical Damage - Direct (U.S.A.)
NMA2918	War & Terrorism Exclusion
NMA 2340	Seepage & Pollution, Land, Air Water Exclusion & Debris Removal Endorsement
LSW 1135B	Lloyd's Privacy Policy Statement
LMA3100 09-10	Sanction Limitation and Exclusion Clause
NMA 362	Co-Insurance Clause
NMA 1168	Small Additional Or Return Premiums Clause
IL P 001 01 04	OFAC Advisory Notice
AWA EDX 55 04 19	Existing Damage Exclusion
NMA 1331	Cancellation Clause
LMA 5018	Microorganism Exclusion
LMA 5393	Communicable Disease Endorsement (property)
LMA 5393	Communicable Disease Endorsement (equipment breakdown)
NMA 2802	Electronic Date Recognition Exclusion
HO 24 92 04 02	New Jersey Workers Compensation and Employers Liability Coverage for Residence Employees Endorsement
AWA EQB 03 01 17	Enhanced Equipment Breakdown Endorsement
HO 04 90 05 11	Personal Property Replacement Cost Loss Settlement
HO 03 12 05 11	Windstorm or Hail Percentage Deductible
HO 05 31 05 11	Modified Functional Replacement Cost Loss Settlement
AWA AE 12 04	Animal Exclusion
AWA SPB 46 01 19	Swimming Pool - Coverage B
AWA WDD 59 08 19	Water Damage Deductible
HO 06 53 02 17	Home-Sharing Host Activities Amendatory Endorsement (exclusion)
HO 04 46 10 00	Inflation Guard

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POLICY FORM: HO-3
OCCUPANCY: Primary

COVERAGE LIMITS:

SECTION I		
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Coverage C: Personal Property	$	54,075
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Loss Assessment:	$	1,000
Ordinance or Law:		10%
Equipment Breakdown:	$	100,000
SECTION II		
Coverage E: Personal Liability	$	500,000
Coverage F: Medical Payments	$	5,000

VALUATION: Functional Replacement Cost
CO-INSURANCE: 80%

DEDUCTIBLES:

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Wind / Hail:	2% (of Dwelling), Per Occurrence		
Equipment Breakdown:	$1,000, Per Occurrence		
Theft:	$2,500, Per Occurrence		

Property Premium:	$	1,343.00
Liability Premium:	$	200.00
EQBR Premium:	$	10.00
Policy Fee:	$	50.00
Surplus Lines Tax:	$	77.65
Total:	$	1,680.65

Notice to policyholder: This policy is written by a domestic surplus lines insurer, an eligible unauthorized insurer pursuant to section 2 of P.L.2011, c.39 (C.17:22-6.69b), and is not subject to the rate or form filing or approval requirements of the New Jersey Department of Banking and Insurance. This policy may contain conditions, limitations, exclusions and different terms than a policy otherwise issued by a New Jersey authorized or admitted insurer. This policy is not covered by the New Jersey Property-Liability Guaranty Association. This policy may be covered by the New Jersey Surplus Lines Insurance Guaranty Fund, but only to the extent provided pursuant to section 2 of P.L.1984, c.101 (C.17:22-6.71).

25% Minimum Earned
Fees Fully Earned

Forms List

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LMA 5019	Asbestos Endorsement
LSW 699	Minimum Earned Premium
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LMA 5018	Microorganism Exclusion
LMA 5393	Communicable Disease Endorsement (property)
LMA 5393	Communicable Disease Endorsement (equipment breakdown)
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HO 24 92 04 02	New Jersey Workers Compensation and Employers Liability Coverage for Residence Employees Endorsement
AWA EQB 03 01 17	Enhanced Equipment Breakdown Endorsement
HO 04 90 05 11	Personal Property Replacement Cost Loss Settlement
HO 03 12 05 11	Windstorm or Hail Percentage Deductible
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AWA AE 12 04	Animal Exclusion
AWA SPB 46 01 19	Swimming Pool - Coverage B
AWA WDD 59 08 19	Water Damage Deductible
HO 06 53 02 17	Home-Sharing Host Activities Amendatory Endorsement (exclusion)
HO 04 46 10 00	Inflation Guard

R-29

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE DENIAL OF A LICENSE AGREEMENT BETWEEN THE CITY OF CAMDEN AND GIANCARLO PERALTA-PEREZ (YENNIFER DIAZ) AT 452 RAND STREET FOR THE PURPOSE OF A CURB CUT/DRIVEWAY

WHEREAS, Giancarlo Peralta-Perez on behalf of Yennifer Diaz requested the permission of the City of Camden for the installation of a driveway for her residence located at 452 Rand Street, Block 1259 Lot 44; and

WHEREAS, the City Council of the City of Camden is of the opinion that it is in the best interest of the City of Camden to deny a License Agreement to allow a curb cut/driveway due to the location and the possible deficient/reduction of on street parking on said block; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is authorized to deny a License Agreement for the installation of a curb cut/driveway at or near 452 Rand Street, Block 1259 Lot 44.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy Cunningham, MBA, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, AHP, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution denying a license agreement between the City of Camden and Giancarlo Peralta-Perez (Yennifer Diaz – Requester) at 452 Rand St for a curbcut driveway.

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to deny a license agreement between the City of Camden and Giancarlo Peralta-Perez for the purpose of a curbcut/driveway. This denial is based on the location of said curbcut and the possible deficient/reduction of on street parking on said block.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): n/a

AMOUNT: n/a

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	4-28-22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	4/26/22	
Received by City Attorney:	5/13/22	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

4/19/2022

VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF PLANNING & DEVELOPMENT
CITY OF CAMDEN
NEW JERSEY

DR. EDWARD C. WILLIAMS, PP, AICP, CSI
Division of Planning & Zoning
TEL: (856) 757-7214

April 19, 2022

YENNIFER DIAZ C/O
GIANCARLO PERALTA - PEREZ
3057 CARMAN STREET
CAMDEN, NEW JERSEY 08105

ZONING PERMIT DENIAL

RE: 452 RAND STREET CAMDEN, NJ — BLOCK: 1259 LOT: 44
APPLICATION DATE: 4/11/2022 — ZONE DISTRICT: R-2

DEAR SIR/MADAM:

YOUR APPLICATION FOR A ZONING PERMIT TO ALLOW: A FRONT YARD DRIVEWAY HAS BEEN DENIED FOR THE FOLLOWING:

CITY COUNCIL APPROVAL IS NEEDED

APPLICANT SHALL BE ADVISED THAT THIS OFFICE DOES NOT RECOMMEND APPROVAL

YOU WILL BE NOTIFIED ONCE A DECISION IS MADE UPON CITY COUNCIL REVIEW.

IF YOU HAVE QUESTIONS, DO NOT HESITATE TO CONTACT THIS OFFICE.

SINCERELY,

DR. EDWARD C. WILLIAMS, PP., AICP, CSI
DIRECTOR/ZONING OFFICER

ENCLOSURE

Cc: Building Bureau

VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF PLANNING & DEVELOPMENT
CITY OF CAMDEN
NEW JERSEY

DR. EDWARD C. WILLIAMS, PP, AICP, CSI
Division of Planning & Zoning
TEL: (856) 757-7214

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DIRECTOR/ZONING OFFICER

ENCLOSURE

Cc: Building Bureau

Submission: 4/11/22
Completion: _____

Location: 452 Rand Block 1259 Lot 44
Zone District: R-2 Submission: Zoning ✓ Sign _____

I FILING INFORMATION

A. Completed Application (✓)
B. Ownership Information (✓)
C. Sketch: Floor Plan (✓)
Sign Drawing ( )
Property Survey (✓)
D. Fees: Zoning 139.13 (✓)
Sign _____ ( )
E. Tax Cert: Owe ___ Ok ✓ (✓)

USE: Duplex
Double driveway (New concrete: sidewalk & Driveway)
SIGN:

II ZONING INFORMATION

	REQUIRED	PROPOSED
A. Lot Area		
B. Lot width		
C. Lot Frontage		
D. Building Height		
E. Parking		
F. Sign Dimensions		
G. Fence Height		

III YARD REQUIREMENTS

	REQUIRED	PROPOSED
A. Front Setback		
B. Rear Setback		
C. Side Setback		

IV Other Approvals Needed

A. Planning Board _____
B. Zoning Board _____
C. County Planning _____
D. City Council ✓
E. A R C _____
F. H R C _____

(FOR OFFICE USE ONLY)

ZONING: Approved N/A
Denied ✓

SIGN: Approved _____
Denied _____

Reasons for Denial: City Council Appeal is needed. The applicant should be advised that this office does not recommend approval

APR 11 [illegible]

CITY OF CAMDEN
DIVISION OF PLANNING
CITY HALL – ROOM 224
PO BOX 95120
CAMDEN, NEW JERSEY 08101-5120
(856) 757-7214

INSTRUCTIONS FOR ZONING/SIGN PERMIT APPLICATION

ALL APPLICANTS WHO NEED A ZONING/SIGN PERMIT MUST SUBMIT THE FOLLOWING:

1. Completed Zoning AND/OR Sign Application

2. Proof of ownership (deed, tax bill, or lease) (Leases must be notarized)

3. A detail floor plan of proposed use, conversion of single family dwelling shall have measurement of all habitable space. Accurate drawing of a proposed sign including dimensions and illustration signed by sign supplier. **Any addition or accessory uses or fences must have a Plot Plan and/or Survey. Additions/Fences must be presented on a Plot Plan/Survey with rear and side set back. You can obtain a Plot Plan from the Engineering Dept. located in City Hall, Room 325.** *(copy of all/any plans must accompany application.

4. Completed attached Tax Certification (**City of Camden Tax Office Room 117 1st floor plus Water/Sewer PNC Bank located Broadway & Market St.)**

5. Application fee:
(**non-refundable**)

Single Family Dwelling	$ 69.56
Two-Family Dwelling	$ 139.13
Three-Family Dwelling Or More	$ 215.51
Rooming House	$ 259.16
Boarding House	$ 259.16
Commercial Use	$ 87.30
Industrial Warehousing & Manufacturing Use	$ 139.87
Institutional Use	$ 69.56
Advertising Billboards	$ 395.56
Sign Application	$ 79.11
Rezoning Application	$ 345.09

Money Order or Check payable to the City of Camden

PLEASE RETURN COMPLETED APPLICATIONS TO THE ABOVE ADDRESS. **INCOMPLETE APPLICATIONS SHALL NOT BE PROCESS.** ANY APPLICATION WHICH REMAINS INCOMPLETE FOR MORE THAN 10 BUSINESS DAYS WILL BE DISCARDED. FALSIFICATION IN ANY FORM SHALL SUBJECT APPLICANT TO A FINE OR MUNICIPAL COURT.

No construction, erection, alteration, repair, remodeling, conversion, renovation or demolition of any building or structure shall begin prior to Zoning approval. Other municipal agency approvals maybe required.

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

II. ZONING

1. What is being proposed?

   New Construction_____ Addition_____ Fence_____ (ht____) Installation_____

   New Business_____ Conversion_____ Other (explain: New concrete side walk Driveway)

2. Describe in detail the use & activities **PROPOSED** (attached separate sheet if necessary):

   2 Concrete Driveway Side by Side From the curb to the house

3. Are there other activities existing within the same property? NO (please describe)

4. Dimensions of Principal Building and/or structure 1800 FT²

5. Dimensions of All Accessory Building and/or structure N/A

6. Are any of the activities conducted in the principal building existing as a nonconforming use?

   No ✓ Yes_____ (please explain) _____

7. To the applicant's knowledge, has there been any prior applications made to the Zoning Board of Adjustment or the Planning Board?

   No ✓ Yes_____ (please explain) _____

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE.

4/8/22
(Date)

(Signature of Applicant)

(Name of Corporation or Association)

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

IV. ASSESSMENT CERTIFICATION

Section A: Applicant shall complete

SECTION A	**OWNER**

Name of OWNER of Property Giancarlo Peralta-Perez

Address: 3057 Carman St Camden, NJ 08105

SEARCH Address: 452 Rand St

Block: 1259 **Lot:** 44 **Account:** 26225

Section B: **Applicant shall take this form to the City of Camden Tax Office, Room 117** (1st floor) **for completion to indicate whether taxes are paid up to date. Applicant must also go to the PNC Bank (Broadway & Market St) for water and sewer to make sure water /sewer is paid up to date.**
Upon completion, this form shall be submitted with original application. **NO APPLICATIONS WILL BE ACCEPTED – if any money is owed for Taxes or Water/Sewer, no permit can be issued until accounts are paid in full-proof of payment must be brought back before turning application in.**

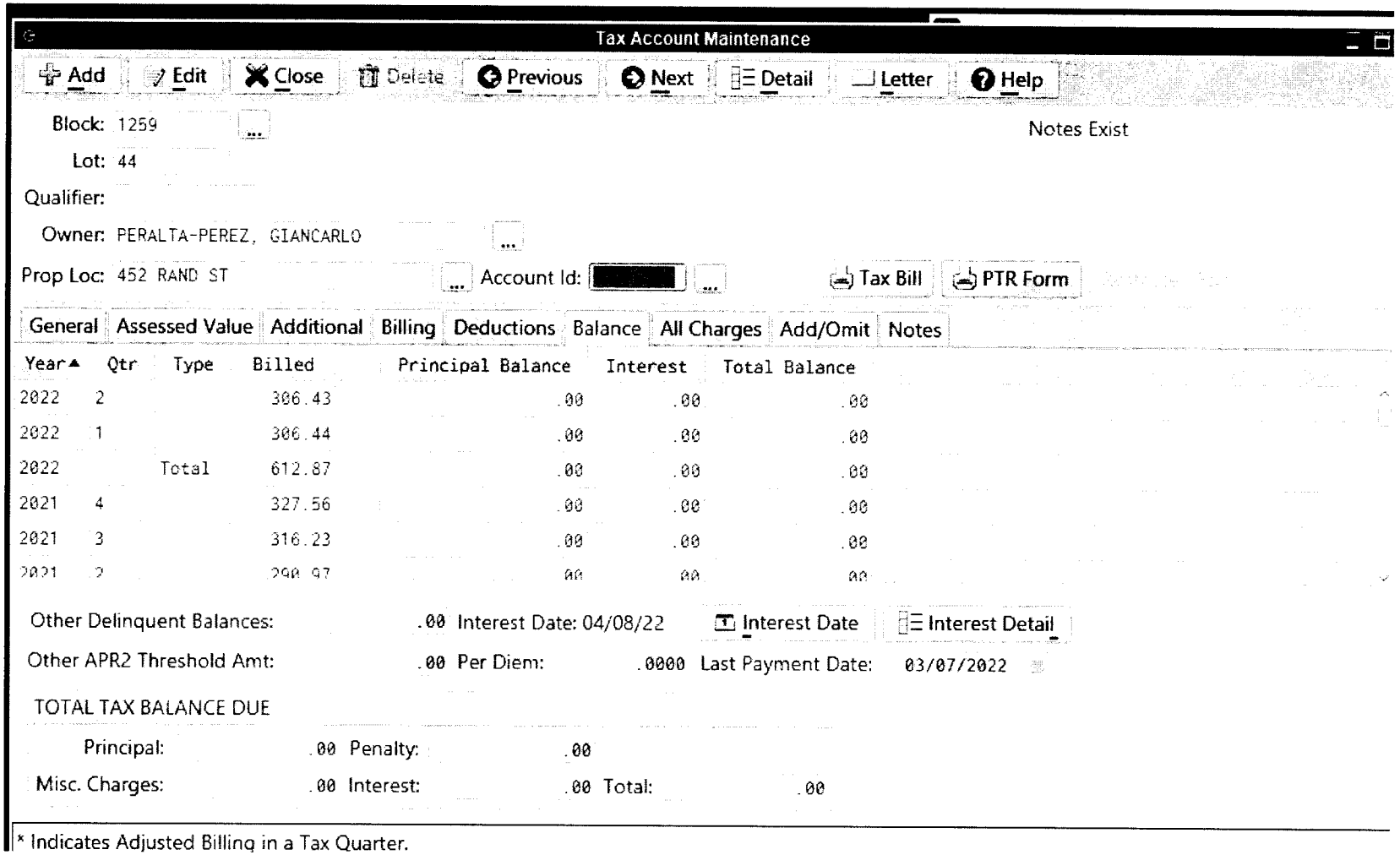
Section C: **TAX OFFICE & PNC BANK**
An application for Zoning/Sign permit has been submitted to the Division of Planning. Please check your records to be certain that the account is current

I HEREBY CERTIFY THAT THE PROPERTY ASSESSMENT ARE:
****MORTGAGE LETTERS ON LETTERHEAD WILL BE ACCEPTED FOR SALE/RESALE PROPERTIES ONLY****

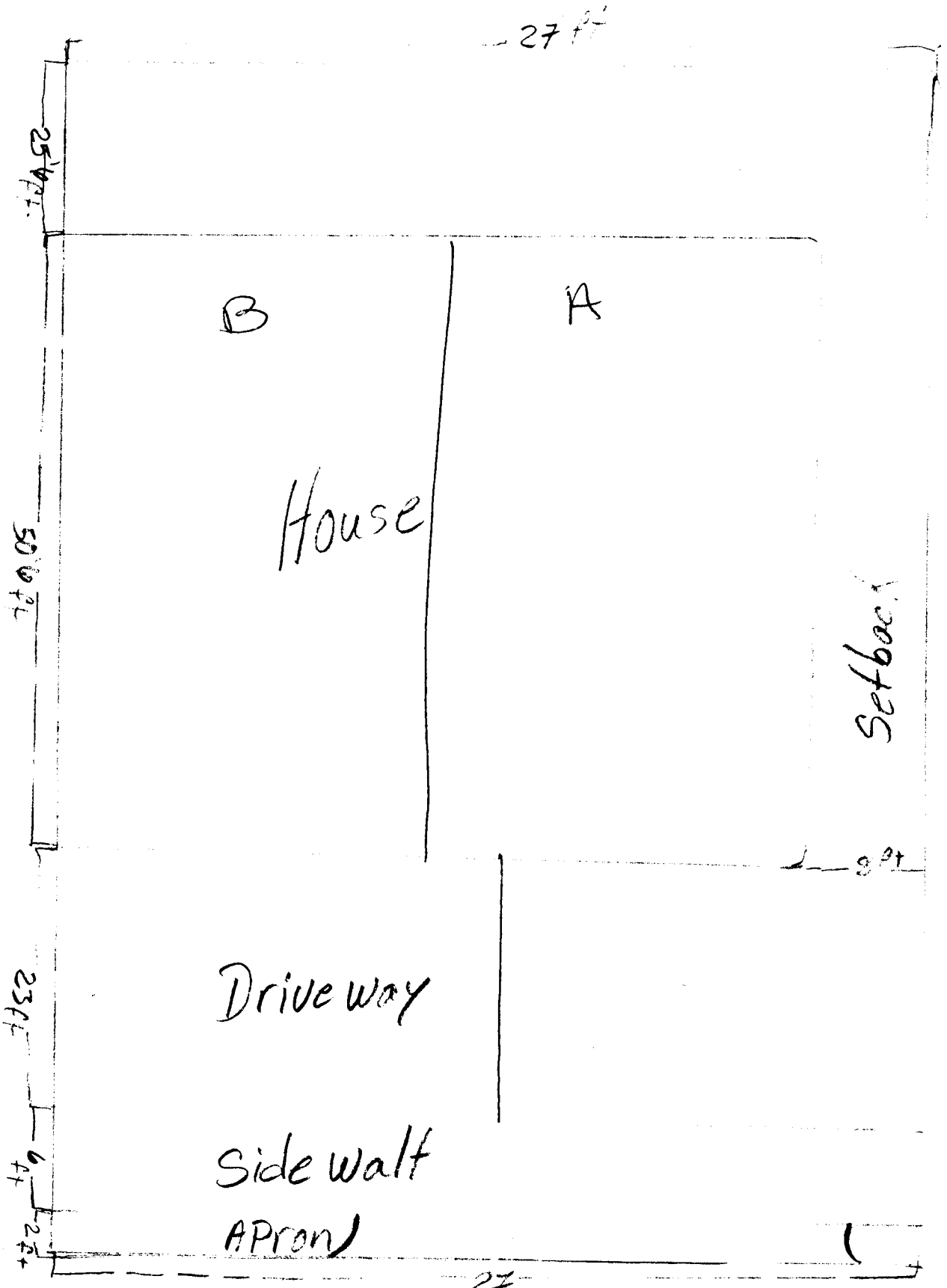
Account Type	Qtr.	Due date	Amount Owed	Other
(Taxes/W&S/Other	1	2/1/22	zero	J.L 4/8/2022
(Taxes/W&S/Other				
(Taxes/W&S/Other	Not	B.I.ng	AH	4-8-2022
(Taxes/W&S/Other				

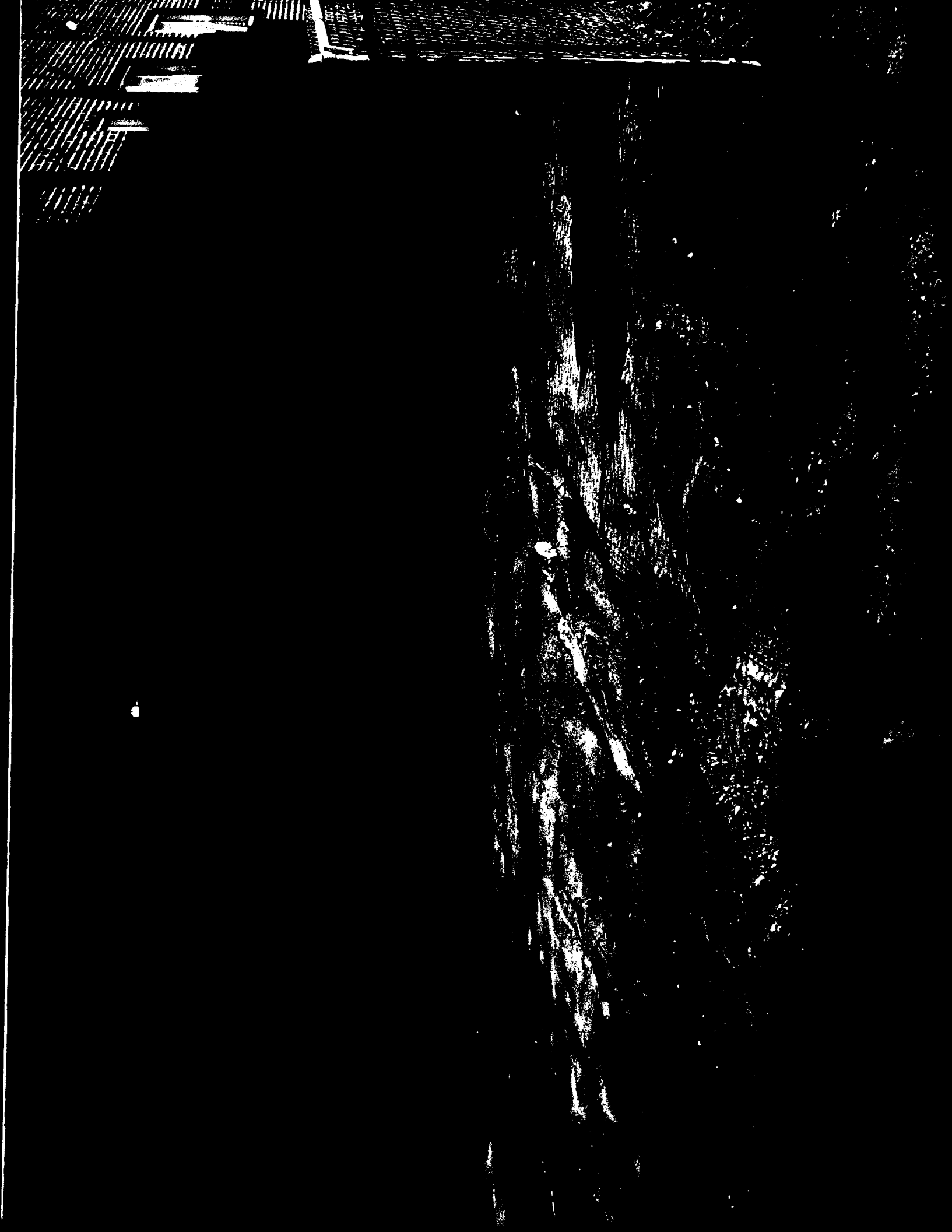
COMMENTS: _____

DATED: _____ **PREPARED BY:** _____


Tax Account Maintenance
Add
Edit
Close
Delete
Previous
Next
Detail
Letter
Help
Block: 1259
Lot: 44
Qualifier:
Owner: PERALTA-PEREZ, GIANCARLO
Prop Loc: 452 RAND ST
Account Id:
Notes Exist
Tax Bill
PTR Form
General
Assessed Value
Additional
Billing
Deductions
Balance
All Charges
Add/Omit
Notes
Year▲ Qtr Type Billed Principal Balance Interest Total Balance
2022 2 306.43 .00 .00 .00
2022 1 306.44 .00 .00 .00
2022 Total 612.87 .00 .00 .00
2021 4 327.56 .00 .00 .00
2021 3 316.23 .00 .00 .00
Other Delinquent Balances: .00 Interest Date: 04/08/22
Interest Date
Interest Detail
Other APR2 Threshold Amt: .00 Per Diem: .0000 Last Payment Date: 03/07/2022
TOTAL TAX BALANCE DUE
Principal: .00 Penalty: .00
Misc. Charges: .00 Interest: .00 Total: .00
* Indicates Adjusted Billing in a Tax Quarter.

45 Rand st Camden 08105





Refer to Zoning Rm 224 For Review & Approval Driveway

CITY OF CAMDEN

Department of Planning and Development
Division of Capital Improvements and Project Management
520 Market Street
Third Floor - Suite 320
Camden, NJ 08101

CHECK LIST FOR ROAD OPENING PERMITS

MINOR & MAJOR COMMERCIAL AND RESIDENTIAL DEVELOPMENTS

_____ THREE (3) APPROVED SIGNED AND SEALED PLANS PREPARED BY THE APPROPRIATE PROFESSIONAL AND APPROVED BY THE PLANNING/ZONING BOARD

_____ CERTIFICATE OF INSURANCE

_____ COMPLETED APPLICATION

_____ PERFORMANCE AND MAINTENANCE BOND

_____ FEES (NON REFUNDABLE)

* Administration
* Engineer Review
* Permit
* Inspection Escrow

RESIDENTIAL/UTILITY OPENINGS

_____ THREE (3) DETAILED PLOT PLANS WITH DRIVEWAY OR OPENING OR APPROPRIATE WORK/WORK AREA CLEARLY DELINEATED AND DESIGNATED.

_____ CERTIFICATE OF INSURANCE

_____ COMPLETE APPLICATION

_____ PERFORMANCE AND MAINTENANCE BOND

_____ FEES (NON REFUNDABLE)

* Administration
* Engineer Review
* Permit
* Inspection escrow

NO PERMIT WILL BE ACCEPTED UNLESS ABOVE REQUIREMENTS ARE MET.

ANY QUESTION REGARDING THE ABOVE MAY BE DIRECTED TO THE CAMDEN CITY ENGINEER.

* New/Existing Driveway, Sidewalks, Curbs, Aprons, Handicap Ramps, Slabs and Other

CITY OF CAMDEN

Department of Planning and Development
Division of Capital Improvements and Project Management
520 Market Street
Third Floor - Suite 320
Camden, NJ 08101

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520 Market Street
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Camden, NJ 08101

FEE SCHEDULE

OPENING UP TO 20 SQUARE FEET	95.00
* EACH ADDITIONAL SQUARE FOOT OF OPENING	1.00
ADMINISTRATION (PER APPLICATION)	50.00
ENGINEER REVIEW (PER APPLICATION)	200.00
MANHOLE, VAULT, METERING PIT, INLET	125.00
TEST PIT UNDER 16 SF	125.00
JACK/BORING UP TO 100 FT	200.00
* EACH ADDITIONAL 50 FT	50.00
STRUCTURE RELOCATION	50.00
UTILITY POLE, BEACON & LIGHTS	50.00
MONITORING WELLS	200.00
SOIL BORINGS:	
1 -5	100.00
6 -10	200.00

Old Address: Jennifer Diaz-Noval
2203 44th St Apt C Pennsauken, NJ. 08110

CITY OF CAMDEN
Department of Planning and Development
Division of Capital Improvements and Project Management

STREET OPENING AND EXCAVATION PERMIT

Applicant Information

Property/Utility Owner: Giancarlo Peralta
Contact Name: Jennifer Diaz
Address: 3057 Carman ST
Camden NJ 08105
Telephone: 850 366-1297 E-mail: Diazy68@gmail.com
Emergency 856 536-2631 Fax: ( )
Diazy68@gmail.com

Co-Applicant Information

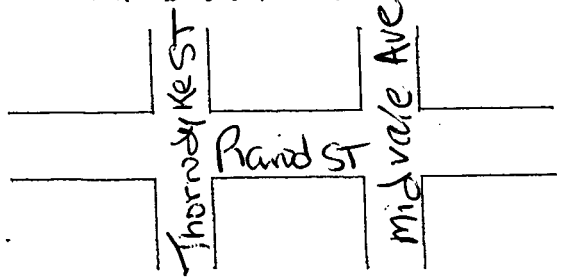
Contractor/Utility Company: ~~Equal Y Contracting~~ Peraldi Construction LLC
Contractor Lic. # 13VH11116400
Contact Name: Giancarlo Peralta
Address: 3057 Carman ST
Camden NJ 08105
Telephone: 850-536-2631 E-mail: Peraldi Construction
Emergency ( ) Fax: ( )

Insurance/Surety Co.: NJEAT Insurance
Policy No.: NXJFK4SHI 01-GL *Tel:* 856-222-5919
Performance Bond Co.:
Policy No.: *Tel:* ( )

Project Information

Scope of Work: New Concrete Driveway
2 Dwellings Connected
A) B) together
Location: 452 Rand St. Block: Lot:
Size of Opening
Length: feet; Width: feet; Total Area: S.F.
Depth: feet

Construction Sketch (*identify all property location(s), utilities and other related elements*)



OFFICE USE ONLY

PERMIT NO.:
Issuance Date: / /
Permit Fee:
Date Paid: / / Check No.:
Administration Fee:
Date Paid: / / Check No.:
Engineering Review Fee:
Date Paid: / / Check No.:
Inspection Fee:
Date Paid: / / Check No.:

Performance Bond
☐ Bond ☐ L.O.C. ☐ Check
Bond/Check No.:
Date Received:
Surety Co. Tel. #:

INSPECTION COMMENTS

Inspector:
Inspection Date:
Comments:

Approval Date: / /
Completion Date: / /
Restoration Date: / /

THE APPLICANT AND CO-APPLICANT AGREE TO COMPLY WITH ALL TERMS, REGULATIONS, AND CONDITION AS SET FORTH IN THE CITY OF CAMDEN ORDINANCE

THE APPLICANT AND CO-APPLICANT CERTIFY THAT THE INFORMATION HEREIN IS TRUE. THE APPLICANT AND CO-APPLICANT CERTIFY THEY MAY BE SUBJECT TO PUNISHMENT FOR PROVIDING FALSE INFORMATION.

Applicant Signature: 4/8/22
Date: / /

Co-Applicant Signature:
Date: / /

NJ LAW (N.J.S.A. 48:2-73) REQUIRES THAT NJ ONE CALL HAS BEEN NOTIFIED PRIOR TO ISSUING A PERMIT.
CONFIRMATION NO. START DATE / / COMPLETION DATE / /

Please be advised:
City Ordinance Specifications are the following:

A) 4,500 P.S.I. Concrete Air Entrain Mix from a NJDOT registered Concrete Company — OR Equal Specs by NON - NSDOT Concrete Supplier
B) Install Expansion Joint Paper against existing Concrete & every 20 Ft.
C) Grades and Cross Slopes
The maximum sidewalk cross slope is 2%. The maximum grade is 12:1 (8.33%), however, the longitudinal grade of the sidewalk should be consistent with the grade of the adjacent roadway. If the 12:1 grade is not feasible due to topography and other physical constraints, then the grade should be developed to the extent feasible. When sidewalk grades are steeper than 12:1 for a maximum distance of 30 feet are unavoidable, a level 4 foot long landing should be included if feasible (or at a distance that is practicable). Sidewalk Depth: 5 in. note not exceed 2%, Apron Depth: 6 in. not to exceed 8%, Handicap Ramp Depth 6 in,. Handicap Ramps shall be installed under ADA Guidelines. Please refer to a Licensed Surveyor as needed.
E) Two inspections will be performed prior of Approving work: 1) Form Inspection 2) Pour inspection.
F) Contractor or Utility Co. responsible to supply a Concrete Slip.
G) Curb installation, Match existing (Providing areas are small). Please contact Inspector Cardi to verify approved adjustments.
H) Curb installation: Curb dimension: 18in. Vertical, 7"wide (Top), 8"wide (Bottom) (Large areas.
G) Contractor or Utility Co. must use Water when Saw cutting Concrete or Asphalt, to prevent dust in the air. Contractor/Utility Co. responsible to call in for Mark outs "811".
H) Street Restoration: Existing Concrete Base & Asphalt Top: Install 6in. Concrete base & NJDOT Asphalt Top 2in. Note: Existing Asphalt must be Saw Cutted square at least four in. back from existing opening around Perimeter.
I) Street Restoration: Asphalt Street; NJDOT Asphalt Base, 6in., 2in. Asphalt Top, Hot Tack Seams inner & outer Seam. Cold Tack is not excepted.
J) Street Restoration: Concrete Street; 8in. depth (City).
H) Waiting Time for Concrete setting up in the Street, waiting period should be a minimum of three days prior of installing Asphalt. Steel Plates should be in place for the safety of the Residents of the City of Camden.
I) Road Restoration: Concrete Road; 9 to 10in. Depth & install Dowel Rods in existing Slab. Utility Co. or Contractor must remove Whole Slab (Joint to Joint)..
J) Please provide 95% to 98% Compaction. Compact in 12in lifts. Contractor or Utility Co. must use NJDOT certified Clean Fill (DGA).
K) Inspection Scheduling: Please call Mrs. Walker at (856) 757-7680.
L) Contractor or Utility Co. responsible to clean area & secure all equipment prior of departing work area. City of Camden excepts no Liability.

Contractor/Utility Co. responsible to provide Temporary Traffic Control Plan in compliance with MUTCD requirements if needed. Refer to Camden County Police Dept. Traffic Control Officer Lt. Moffa at (856) 757-7280. Note: must be pre-approved prior of working in the Street or Sidewalk (If restricting Traffic. Note: Sidewalk closed: Please install Pedestrian Sidewalk closed Signs with Arrow directing across the Street or provide other options in compliance with MUTCD requirements.

R-30

MBS:dh
06-14-22

RESOLUTION AUTHORIZING AN APPLICATION TO THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE CONSIDERATION OF FY 2023 TTFA MUNICIPAL AID FUNDING FOR RESURFACING OF VARIOUS STREETS IN THE CITY OF CAMDEN

WHEREAS, the governing body of the City of Camden, The Department of Planning & Development - Division of Capital Improvements and Project Management desires to apply for and obtain a grant in the approximate amount of $3,000,000.00 in Transportation Trust Fund Authority Aid from the New Jersey Department of Transportation for the FY 2023 TTFA Municipal Aid Funding; and

WHEREAS, in order to obtain said monies, it is necessary that the City of Camden submit an application to the New Jersey Department of Transportation; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper officers be and are hereby are authorized to submit an application to the New Jersey Department of Transportation, in accordance with all pertinent terms, conditions and requirements which may be established for such an application.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

DATE: May 4, 2022

FROM: Orion Joyner

Department Making Request: PLANNING & DEVELOPMENT

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the Submission of an Application to the NJDOT for consideration of FY 2023 TTFA Municipal Aid Funding for Resurfacing of Various Streets in the City of Camden.

BRIEF DESCRIPTION OF ACTION: The Department of Planning & Development – Division of Capital Improvements and Project Management, is seeking approximately $3,000,000.00 in Transportation Trust Fund Authority Aid from the NJDOT.

BIDDING PROCESS: N/A

APPROPRIATION ACCOUNT(S): N/A

AMOUNT: N/A

☑ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature (If applicable)
Approved by Relevant Director:	5-4-22	
Approved by Grants Management:	5/5/22	
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	5/6/22	
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

(Name) Please Print	***(Extension #)***
Prepared By: Tytanya Ray	7680
Contact Person: Orion Joyner	7680

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT FOR THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION.

Application for FY 2023 Milling and Resurfacing of Various Streets. Requested funding amount $3,000,000.00.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Orion Joyner
Title	Senior Engineer
Telephone Number	(856) 757-7680
Email	OrionJ@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

N/A

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

N/A

_____ Date_____

Mayor's Signature

_____ Date 7/11/22

Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

Initial Report _x_ **Revised Report** _____ **Closing Report** _____
Bureau of Grants Management Grant Summary Form
Grant Status Code: G
(green - g; yellow - y; red - r)

Department: Development & Planning – Capital Improvements

Grant Administrator: Tytanya C. Ray Grant Administrator #: 757-7204

Project Name:		FY 2023 Resurfacing of Various Streets			
Grant/Funding Agency Program:		FY 2023 TTFA Municipal Aid Funding			
Grant Federal CFDA or State GIMS Number:					
City Contract Date:			City Contract #:		
Application Resolution #:			Appropriation Code :		
Funding Source:		Transportation Trust Fund Authority			
Pass Through: ***circle one***	Y or (N)	Source:			
Amount of Grant:		$3M			
Local Match: ***circle one***	Y or (N)	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:		
Term of Grant:			Location of Activity:		
Date of Analysis:	5.5.2022		Reviewed By:	Kelly Mobley	

Summary:
5-May-22: **Walk–On** The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to apply for FY 2023 TTFA Municipal Aid Funding. No description or application was available for review.

Project Limits:

Time Lines: pending

Problematic Areas/Recommendations: The application was not available for review. No determination can be made if a local match will be required.

Department of Planning & Development- Office of Capital Improvements/Project Management
Grant Summary Form

Department: Planning & Development — Initial: 5/4/2022
Capital Improvements/Project Management

Grant Administrator: Tytanya C. Ray — Grant Administrator #: 757-7628

Grant/Project Name:	FY 2023 Resurfacing of Various Streets						
Grant #:	*Pending*						
City Contract Date:	*pending*		City Contract #:	*Pending*			
Application Resolution #:	pending		Appropriation Code #:	*Pending*			
Funding Source:	*FY 2023 NJDOT Transportation Trust Fund Authority (TTFA)- Municipal Aid*						
Pass Through:	Y	N	Source:				
Amount of Grant:	*$3,000,000.00 (pending)*						
Local Match:	Y	N	Cash:		In-Kind		
Budget Insertion Resolution # & Date:	*Pending*		Accepting Grant Resolution # MC:	*Pending*			
Term of Grant:	*Pending*		Location of Activity:	Pending			
Date of Analysis:	5/4/22		Reviewed By:	Tytanya C. Ray			

Summary: **5/4/22:** On behalf of the City, the Department of Planning & Development, Division of Capital Improvements/Project Management will be applying for FY 2023 NJDOT Transportation Trust Fund Authority (TTFA) Municipal Aid for Design, Construction and Inspection of a Roadway Improvement project in the City of Camden. Council action authorizing submission of an application for funding is requested for the June 14, 2022 Council agenda. Certified resolutions authorizing application are needed for submission to NJDOT.

Project Limits: TO BE DETERMINED

Street	**From**	**To**

Timelines: pending

Problem Areas/Recommendations: Pending

Cabinet #	Drawer #
Capital Impr (1)	Capital Impr (1)

RECEIVED
2022 APR 29 P 1:07
MUNICIPAL CLERK OF
CAMDEN, N.J.

State of New Jersey

DEPARTMENT OF TRANSPORTATION
P.O. Box 600
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

DIANE GUTIERREZ-SCACCETTI
Commissioner

April 21, 2022

Dear Mayor/County Commissioner/County Executive:

On behalf of Governor Phil Murphy, I am pleased to announce that applications will now be accepted for the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2023 State Aid programs. **The deadline for grant application submissions is July 1st.** Grant awards are expected to be announced in November.

As you may know, the Transportation Trust Fund Reauthorization Act of 2016 increased funding for Local Aid programs to counties and municipalities from $190 million per year to $430 million. The reason for the steep increase is that the majority of New Jersey's roadway mileage—about 90 percent—is under local government jurisdiction and is in as much need of repair as the state roadway network.

Over the past year, improvements to the grant application and project delivery processes have been implemented.

- The Project Management and Reporting System (PMRS) was launched. This new system reduces paper consumption and adds efficiencies. You will continue to submit applications through SAGE (System for Administering Grants Electronically), but you are now required to submit your **Resolution of Support** through the PMRS platform no later than **July 31st**.
- Your grant announcement and project management processes will now be through PMRS. Older projects will be phased into the PMRS platform in the next two months.
- A Map Maker Tool is now available to all grant applicants to standardize all map submissions.

This year, following federal and state guidance, equity is incorporated into all State Aid programs to promote an equitable delivery of government benefits. Additional points will be added to projects in areas where vulnerable populations exist. Current census data will be used to determine if a project meets the equity criteria. Equity information will be available on NJDOT's Local Aid Resource Center website at: NJ DOT - Local Aid Resource Center (njdotlocalaidrc.com)

A series of training classes were held to communicate the changes, and a wide range of informational resources were developed and are now available on our Local Aid Resource Center website. Please reach out to the Local Aid Resource Center with any questions.

The following is a brief description of each grant program:

- **Municipal Aid** - This $151.25 million program with an additional $10 million in Urban Aid provides funding for local transportation projects for a total of $161.25 million. Municipalities are encouraged to consider projects that support walking and biking safety.

- **Transit Village*** - This program is open to the 34 municipalities that have been designated as Transit Villages by the Commissioner of Transportation and the inter-agency Transit Village Task Force. A total of $1 million is available to fund traditional and non-traditional transportation projects that enhance walking, biking and/or transit ridership within a half mile of the transit facility. The approved Transit Village municipalities are provided in the following link: http://www.state.nj.us/transportation/business/localaid/transitvillagef.shtm

- **Bikeways*** - This $1 million program is intended to fund bicycle projects which create new Bike Path Mileage. This program encourages new bikeways that are physically separated from motorized vehicular traffic by an open space or barrier, but on-road bike lanes and other bike routes and facilities are also eligible for funding. Counties and municipalities are eligible.

- **Safe Streets to Transit*** - This program encourages counties and municipalities to construct safe and accessible pedestrian linkages to transit facilities to promote transit usage for all. A total of $1 million is available for grant awards.

*Note: An additional $15.3 million was provided in the FY 22 state budget to disperse among these programs for a total of $18.3 million allowing the award of many more grants and more fully funded grants.

All projects funded through the Transportation Trust Fund must comply with the Americans with Disabilities Act (ADA). ADA guidance, program descriptions and application guidance materials can be found on the NJDOT website at: http://www.state.nj.us/transportation/business/localaid/stateaid.shtm

If you choose to apply, please be aware that Municipal Aid regulations require projects receiving this type of aid to award a construction contract within **24 months** from the date of grant notification.

I encourage you to submit applications for these Local Aid programs. Each program application will be evaluated independently, affording counties and municipalities the opportunity to receive funding in more than one category.

The enclosed map provides contact information for each Local Aid District Office. If you need assistance preparing your application, please contact your Local Aid District Office. Please keep in mind that a separate application for each project must be completed and submitted on or before **July 1st, 2022**, on-line through the Department's electronic grants administration system, known by its acronym, SAGE, at: https://njsage.intelligrants.com/Login.aspx?APPTHEME=NJSAGE

As Commissioner of Transportation, I am committed to maintaining and improving New Jersey's local transportation infrastructure by providing financial assistance, technical expertise, and training in surmounting the application process for traditional and non-traditional local transportation initiatives. Our counties and municipalities will be well positioned to design and construct important local projects without the need to impact property taxes. Your success in building projects and spending the additional capital will mean success not only for your constituents, but for the entire state.

Thank you for your continued interest and support of NJDOT, and best wishes for success with your project applications.

Sincerely,

Diane Gutierrez-Scaccetti
Commissioner

Enclosure

PMRS notification: County/Municipal Clerk
County/Municipal Engineer

R-31

MBS:dh
06-14-22

RESOLUTION APPROVING THE RELEASE OF MAINTENANCE GUARANTEE IN THE AMOUNT OF $11,439.00 FOR CAMDEN DOLLAR GENERAL, LLC, FERRY AVENUE AND EAST DAVIS STREET, BLOCK 1394, LOT 2.03 FOR THE COMPLETION OF THE PROJECT

WHEREAS, a request has been received by the City of Camden ("City") from Camden Dollar General, LLC the developer for the project Dollar General located at Block 1394, Lot 2.03 (Ferry Avenue and East Davis Street) seeking the respective release of the amount required to be posted under the Maintenance Guarantee in the amount of $11,439.00; and

WHEREAS, the project at Block 1394, Lot 2.03 (Ferry Avenue and East Davis Street) is completed and has requested the City of Camden to release Camden Dollar General, LLC guarantees under said Performance and Maintenance Guaranties; and

WHEREAS, the City Planning Board's Engineer, Remington & Vernick Engineers (R&V"), has reviewed the developer's request. As detailed in its January 28, 2020 letter to the City, after R&V's inspection of the Project it recommends: (1) the release of $76,260.00 of the original amount required to be posted by Camden Dollar General, LLC under its Performance Guaranty, contingent upon the payment of all outstanding R&V vouchers; and (2) the activation of the Maintenance Guarantee in the amount of $11,439.00, representing 15% of the construction cost amount to be held for a period of two (2) years; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that, for all the reasons set forth above, the authorized City of Camden officials are hereby authorized and directed to release **Eleven Thousand Four Hundred Thirty-Nine Dollars ($11,439.00)** the amount of the Maintenance Guarantee, representing 15% of the construction cost that was held for a period of two (2) years.

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy Cunningham, MBA, Esq., Business Administrator

FROM: Edward C. Williams, PP, AICP, CSI, AHP, Director

Department Making Request: Planning and Development

TITLE OF RESOLUTION/ORDINANCE: Resolution approving the release of a maintenance guarantee for Camden Dollar General, LLC, Ferry Ave, and East Davis St, Block: 1394 and Lot 2.03 in amount of $11,439.00 for the completion of said project.

BRIEF DESCRIPTION OF ACTION: The purpose of this action is to approve the release of a maintenance guarantee for the Dollar General Project located at Ferry Ave and Davis St provided that the applicant/owner maintain all Planning Board approved improvements.

BIDDING PROCESS:N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): n/a

AMOUNT: $11,439.00

☐ **Waiver Attached for State (DCA) Approval**
Contracts for Services, Grant Applications/Awards, License Agreements, etc.
(Any Resolution that has Impact on City budget)

	Date	Signature
Approved by Relevant Director:	4-28-22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

(Name) Please Print ***(Extension #)***

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Original

REMINGTON & VERNICK ENGINEERS

51 Haddonfield Road, Suite 260
Cherry Hill, NJ 08002
O: (856) 795-9595
F: (856) 795-1882

January 28, 2020

RECEIVED
FEB 26 2020
By

Dr. Edward Williams, PP, AICP
Department of Planning & Development
City of Camden
Room 420, City Hall
Camden, NJ 08101

Re: City of Camden
Camden Dollar General, LLC
Ferry Ave. & East Davis St.
Block 1394, Lot 2.03
Performance Guarantee Release
Our File #04-08-I-865

Dear Dr. Williams:

At the request of the applicant, our office has conducted an inspection to the above-referenced project. Based upon our investigation, we recommend a release of the Performance Guarantee established in the amount of **$76,260.00**. Also, we recommend the activation of the Maintenance Guarantee in the amount of **$11,439.00**, representing 15% of the Public Facilities Performance Guarantee amount to be held for a period of two (2) years.

The release of the Performance Guarantee is contingent upon the Payment of all-outstanding Remington & Vernick Engineers' Vouchers. If you should have any questions, please contact Steven D. Fini, Regional Field Supervisor, at 856-795-9595.

Sincerely,
REMINGTON & VERNICK ENGINEERS, INC.

Lenny Cinaglia, MBA, CEFM
Associate, Department Head Municipal CM/CI

Timothy Staszewski, P.E. for
Dena Moore Johnson, P.E., C.M.E.

LC:TS:sdf
cc: Orion Joyner, PE, CME, Senior Municipal Engineer
Angela Miller, Planning Board Secretary
Luis Pastoriza, M.S.M, R.M.C., C.M.R
Camden Dollar General, LLC

Bond # SUR2002618

MAINTENANCE SURETY BOND

Block 1394, Lot 2.03

We, Collingswood DG, LLC f/k/a Camden DG, LLC having offices at 361 Summit Blvd, Birmingham, AL 35243, as principal, and Frankenmuth Mutual Insurance Company, having offices at 1 Mutual Avenue, Frankenmuth, Michigan 48787, a corporation duly licensed to transact a surety business in the State of New Jersey, as surety, are indebted to the municipality of the City of Camden in the county of Camden, obligee, in the sum of $11,439.00 for which payment we bind ourselves and our respective heirs, legal representatives, successors, and assigns, jointly and severally.

Principal was granted preliminary and final major site plan approval by the Planning Board of the City of Camden for Dollar General Site Improvement, memorialized by way of a Resolution dated October 11, 2018.

This bond shall become effective upon approval or acceptance of the improvements by the governing body, as certified by the resolution of the governing body, which is, or shall be, attached hereto and made a part hereof. The improvements subject to this bond are and certification of the cost of such improvements by the municipal engineer is attached hereto and made a part hereof.

Pursuant to municipal ordinance, adopted under authority of the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the principal, as a condition of approval or acceptance of improvements, hereby furnishes this maintenance bond in the amount of $11,439.00 written by a surety licensed in the State of New Jersey, guarantying full and faithful compliance with all terms and conditions of the approval. The bond shall continue in effect for a period of two (2) years from the date of approval or acceptance of the said improvements.

This bond is issued subject to the following expressed conditions:

1. This bond shall not be subject to cancellation either by the principal or by the surety for any reason until the end of the period for which it is required to be maintained.

2. The aggregate liability of the surety under this bond shall not exceed the sum set forth above.

3. In the event that the improvements subject to this bond exhibit any defects in functioning, materials or quality of work, the municipal governing body may, at its option, and upon at least 30 days prior written notice to the principal and to the surety by personal delivery or by certified or registered mail or courier, declare the principal to be in default and, in the event that the surety fails or refuses to perform the necessary corrective work, claim payment under this bond for the cost of any work required for the proper correction of any such defects in the said improvements. In the event that any action is brought, against the principal under this bond, written notice of such action shall be given to the surety by the municipality by personal delivery or by registered or certified mail or courier at the same time.

4. The surety shall have the right to repair any defects in functioning, materials or quality of work and, to that end, to do such corrective work as may be necessary in accordance with the terms and conditions of the original approval, either with its own employees or in conjunction

with the principal or another contractor; provided, however, that as an alternative to performing such maintenance or corrective work it may, in its sole discretion, make a monetary settlement with the municipality.

5. This bond shall inure to the benefit of the municipality only and no other party shall acquire any rights hereunder.

Date: 02/24/2020

Collingswood DG, LLC f/k/a Camden DG, LLC, *Principal*

Steve Camp

Witness/Attest: Rebecca DiChiara
Rebecca DiChiara

Frankenmuth Mutual Insurance Company, *Surety*

Linda Tilley

Witness/Attest: Janice Williams
Janice Williams

FRANKENMUTH MUTUAL INSURANCE COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that Frankenmuth Mutual Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the State of Michigan, having its principal office at 1 Mutual Avenue, Frankenmuth, Michigan 48787, does hereby nominate, constitute and appoint:

John R. Prewitt III, Andrew Q. Prewitt, Linda Tilley

Their true and lawful attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal, acknowledge and deliver any and all bonds, contracts and undertakings of suretyship, with the exception of Financial Guaranty Insurance, provided, however, that the penal sum of any one such instrument shall not exceed the sum of:

Forty Million and 00/100 Dollars ($40,000,000)

This Power of Attorney is granted pursuant to the following Resolution duly adopted at a meeting of the Board of Directors of Frankenmuth Mutual Insurance Company:

"**RESOLVED**, that the President, Senior Vice President or Vice President and each of them under their respective designations, hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer of the Company, qualifying the attorney(s) named in the given power of attorney, to execute on behalf of, and acknowledge as the act and deed of Frankenmuth Mutual Insurance Company on all bonds, contracts and undertakings of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 5th day of July, 2016.

(Seal)

Frankenmuth Mutual Insurance Company

By _____
Frederick A. Edmond, Jr.,
President and Chief Operating Officer

STATE OF MICHIGAN)
COUNTY OF SAGINAW) ss:

Sworn to before me, a Notary Public in the State of Michigan, by Frederick A. Edmond, Jr., to me personally known to be the individual and officer described in, and who executed the preceding instrument, deposed and said the Corporate Seal and his signature as Officer were affixed and subscribed to said instrument by the authority of the Company.

IN TESTIMONY WHEREOF, I have set my hand, and affixed my Official Seal this 5th day of July, 2016.

_____ (Seal)
Dianne L. Voss, Notary Public
Saginaw County, State of Michigan
My Commission Expires: July 23, 2018

I, the undersigned, Vice President of Frankenmuth Mutual Insurance Company, do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and is in full force and effect as of this date.

IN WITNESS WHEREOF, I have set my hand and affixed the Seal of the Company, this 24th day of February, 2020.

_____
Andrew Knudsen, Vice President

ALL CORRESPONDENCE RELATED TO BOND VALIDATION AND/OR A CLAIM SHOULD BE DIRECTED TO VP SURETY, ONE TYLER DRIVE, SUITE 3, YARMOUTH, ME 04096

Disappears With Heat

R-32

MBS:dh
06-14-22

RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #12-20-208 BETWEEN THE CITY OF CAMDEN AND CAMDEN LUTHERAN HOUSING, INC.

WHEREAS, the Council of the City of Camden by (MC-20:7749) dated December 8, 2020 awarded a (subrecipient agreement) HOME contract to Camden Lutheran Housing, Inc., for the purpose of replacing the unit roofs at Cooper Waterfront Homes; and

WHEREAS, the contract price set forth in (MC-20:7749) as aforesaid was One Hundred Thousand Dollars ($100,000.00); and

WHEREAS, it is necessary to amend contract #12-20-208 with Camden Lutheran Housing, Inc. by Amendment #1 in the amount of FIFTY THOUSAND DOLLARS ($50,000.00) and to extend the term until June 30, 2024 to allow additional time to complete project; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the reserve for state and federal grant budget of the City of Camden, under line item(s) "G-HM P13-007 and G-HM-M21-020", said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED, that the City Council of the City of Camden hereby approves Amendment #1 to Contract #12-20-208 with Camden Lutheran Housing, Inc. in the amount of FIFTY THOUSAND DOLLARS ($50,000.00) making the total amount of the contract not to exceed ONE HUNDRED FIFTY THOUSAND DOLLARS ($150,000.00) and to extend the term until June 30, 2024.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: CAMDEN LUTHERAN HOUSING, INC

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION:

AMOUNT:

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT: G -HM – P13-007 $23,865.00 AND G-HM-M21-020 $26,135.00

AMOUNT $50,000.00

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $150,000.00

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #12-20-208 BETWEEN THE CITY OF CAMDEN AND CAMDEN LUTHERAN HOUSING,INC.

Johanna S. Conyer
Director of Finance
Date: 5/4/22

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

	Council Meeting Date:

TO: Timothy Cunningham, Esq., Business Administrator

FROM: Dr. Edward C. Williams, PP, AICP, CSI, Director

Department Making Request: Planning & Development

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION AUTHORIZING **AMENDMENT #1** TO CONTRACT **#12-20-208** BETWEEN THE CITY OF CAMDEN AND **CAMDEN LUTHERAN HOUSING, INC.**

BRIEF DESCRIPTION: Camden Lutheran Housing, Inc. was awarded $100,000.00 through the City of Camden's 2020-2021 Entitlement Grant Program (HOME), for the purpose of replacing the unit roofs at Cooper Waterfront Homes. **The purpose of this amendment is to increase the contract amount by $50,000 for a total amount of $150,000 and extend through 6/30/2024.**

BIDDING PROCESS:

Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*) G-HM-P13-007-$23865
G-HM-M21-02[illegible]26,1350

AMOUNT: *(If applicable)* **$50,000**

D **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:	5/16/22	
Approved by Grants Management:	5/16/22	(If applicable)
Approved by Finance Director:	5/16/22	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	5/16/2022	
Approved by Business Administrator:	5/16/22	Timothy J Cunningham Jr.
Received by City Attorney:	5/18/22	

(Name) Please Print ***(Extension #)***

Prepared By: _____ _____

Contact Person: _____ _____

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	Camden

Professional Service or EUS Type	Sub-recipient Agreement
Name of Vendor	Camden Lutheran Housing, Inc.
Purpose or Need for service:	Increase contract by $50,000 for a total contract amount of $150,000.00 and extend through 6/30/2024.
Contract Award Amount	Total Contract - $150,000.00
Term of Contract	7/1/2022 – 6/30/2024
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	Federal HOME funds
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	RFP process was utilized and entity was selected as an award recipient of the City's HOME entitlement funding
Were other proposals received? If so, please attach the names and amounts for each proposal received?	NA

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

_____Funding Source for this action G-HM-1213-007-$23,865
G-HM-M21-020-$26,135

_____
Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

Pending
_____ Date_____
Certifying Officer

For LGS use only:

( ) Approved ( ) Denied

_____Date_____
Director or Designee,
Division of Local Government Services

Number Assigned_____

CAMDEN CITY

520 MARKET STREET
P O BOX 95120
CAMDEN, NJ 08101-5120
TEL (856)757-7000

REQUISITION
NO. C2200788

SHIP TO	CAMDEN DIVISION OF HSNG SVCS ROOM 218-A CITY HALL CAMDEN, NJ 08101
VENDOR	VENDOR #: CAM45 CAMDEN LUTHERAN HOUSING CORP. 800 GALINDEZ COURT SUITE 101 CAMDEN, NJ 08102

ORDER DATE: 05/16/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	CONTRACT #12-20-208 AMENDMENT #1 - CAMDEN LUTHERAN HOUSING, INC. WAS AWARDED $100,000 THROUGH THE CITY OF CAMDEN'S 2020-2021 ENTITLEMENT GRANT PROGRAM (HOME) FOR THE PURPOSE OF REPLACING THE UNIT ROOFS AT COOPER WATERFRONT HOMES. THIS AMENDMENT WILL INCREASE THE AWARD BY $50,000 FOR A TOTAL CONTRACT AMOUNT OF $150,000 AND EXTEND THROUGH 6/30/2024. ORIGINAL PO #21-01159: $100,000.00 AMENDENT #1: $50,000.00 TOTAL AMOUNT: $150,000.00	G-HM- -P13-007	23,865.0000	23,865.00
1.00		G-HM- -M21-020	26,135.0000	26,135.00
			TOTAL	50,000.00

RT 5/16/22

KH 5/16/22

Approved: 5/16/22

5/16/22

Date

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

5-16-2022

Receiver of Goods Date

Account No: G-HM- -P13-007
Description: Camden Lutheran Progam Income Type: Line Control Account
Starting Date: 05/16/22 Ending Date: 05/16/22 Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			0.00
05/16/22	Transfer To Acct To complete the CLHI Roof Project Post Ref: B 10970 2		13,865.00	13,865.00
05/16/22	Transfer To Acct To complete the CLHI Roof Project Post Ref: B 10970 4		10,000.00	23,865.00
05/16/22	RQ C2200788 1 CONTRACT #12-20-208 Vn CAM45 CAMDEN LUTHERAN HOUSING CORP.	Open	23,865.00-	0.00

Range of Accounts: G-HM- -P13-007 to G-HM- -P13-007 Include Cap Accounts: Yes As Of: 05/16/22
Current Period: 05/01/22 to 05/16/22 Skip Zero Activity: Yes

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HM- -P13-007	Camden Lutheran Progam Income	0.00 0.00 0.00	0.00 0.00	23,865.00 0.00 0.00	23,865.00 0.00 0.00	23,865.00 23,865.00	0
Department: P13	Total	0.00 0.00 0.00	0.00 0.00	23,865.00 0.00 0.00	23,865.00 0.00 0.00	23,865.00 23,865.00	0
CAFR:	HOME BUDGET Total	0.00 0.00 0.00	0.00 0.00	23,865.00 0.00 0.00	23,865.00 0.00 0.00	23,865.00 23,865.00	0
Fund: HM	Budgeted Total	0.00 0.00 0.00	0.00 0.00	23,865.00 0.00 0.00	23,865.00 0.00 0.00	23,865.00 23,865.00	0
Fund: HM	Non-Budgeted Total	0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Fund: HM	Total	0.00 0.00 0.00	0.00 0.00	23,865.00 0.00 0.00	23,865.00 0.00 0.00	23,865.00 23,865.00	0
Final Budgeted		0.00 0.00 0.00	0.00 0.00	23,865.00 0.00 0.00	23,865.00 0.00 0.00	23,865.00 23,865.00	0
Final Non-Budgeted		0.00 0.00 0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0
Final Total		0.00 0.00 0.00	0.00 0.00	23,865.00 0.00 0.00	23,865.00 0.00 0.00	23,865.00 23,865.00	0

Account No: G-HM- -M21-020
Description: Camden Lutheran
Type: Line Control Account
Starting Date: 05/16/22
Ending Date: 05/16/22
Po Transactions: Summarized
Note: Requisitions charged to Existing Blanket PO's or Contracts do not affect balance.
* Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date
BC = Blanket Control
BS = Blanket Sub

Date	Description		Trans Amount	Balance
	OPENING BALANCE			0.00
05/16/22	Transfer To Acct To complete the CLHI Roof Project Post Ref: B 10970 6		26,135.00	26,135.00
05/16/22	RQ C2200788 2 Vn CAM45 CAMDEN LUTHERAN HOUSING CORP.	Open	26,135.00-	0.00

Range of Accounts: G-HM- -M21-020 to G-HM- -M21-020 Include Cap Accounts: Yes As Of: 05/16/22
Current Period: 05/01/22 to 05/16/22 Skip Zero Activity: Yes

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	
G-HM- -M21-020	Camden Lutheran	0.00	0.00	26,135.00	26,135.00	26,135.00	0
		0.00	0.00	0.00	0.00	26,135.00	
		0.00		0.00	0.00		
Department: M21	Home Investment Partnership (Header) Total	0.00	0.00	26,135.00	26,135.00	26,135.00	0
		0.00	0.00	0.00	0.00	26,135.00	
		0.00		0.00	0.00		
CAFR:	HOME BUDGET Total	0.00	0.00	26,135.00	26,135.00	26,135.00	0
		0.00	0.00	0.00	0.00	26,135.00	
		0.00		0.00	0.00		
Fund: HM	Budgeted Total	0.00	0.00	26,135.00	26,135.00	26,135.00	0
		0.00	0.00	0.00	0.00	26,135.00	
		0.00		0.00	0.00		
Fund: HM	Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Fund: HM	Total	0.00	0.00	26,135.00	26,135.00	26,135.00	0
		0.00	0.00	0.00	0.00	26,135.00	
		0.00		0.00	0.00		
Final Budgeted		0.00	0.00	26,135.00	26,135.00	26,135.00	0
		0.00	0.00	0.00	0.00	26,135.00	
		0.00		0.00	0.00		
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	
		0.00		0.00	0.00		
Final Total		0.00	0.00	26,135.00	26,135.00	26,135.00	0
		0.00	0.00	0.00	0.00	26,135.00	
		0.00		0.00	0.00		

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Department of Human Services

Grant Analyst: Tina Piliro Contact #: 856-757-7323

Grant/Project Name:			Camden Lutheran Housing			
Grant #:						
City Contract Date:			12-8-2020	City Contract #:	12-20-208	
Application Resolution #:				Appropriation Code:		
Funding Source:			HUD HOME Funding			
Pass Through:		N	Source:	HOME Funding		
Amount of Grant:			Original Amount - $100,000 + (50,000.00) = $150,000.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			7-1-2020-6-30-2022 Extension until 06-2024	Location of Activity:	Camden City	
Date of Analysis:			May 16, 2022	Reviewed By:	Barbara Johnson	

Summary: The Department of Planning and Development/Housing Services is requesting a resolution to amend contract # 12-20-208 with the City of Camden and Camden Lutheran Housing to increase the contract amount by $50,000.00 for a total amount of $150,000.00 and to extend the term for two years. This amendment is needed in order to complete the project and additional funds are needed because of the rise in building material for the project.

Through the Action Plan Process the City of Camden released an RFP for services associated with the city/community priority created in the City's 5 year Consolidated Plan. The City received 13 applications which were vetted through the City/Community and approved by the Mayor of the City. Out of those applicants, Camden Lutheran Housing was awarded $100,000.00 in HOME funds for the purpose of replacing roofs at Cooper Waterfront Homes.

Time Lines: 07-01-2020-06-30-2022 (Extending to 06-30-2024.)

Problematic Areas/Recommendations I see no problems with the Department requesting an amendment to the contract and extending the term.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: _G

(green - g; yellow - y; red - r)

Department: Development and Planning (Housing Services)

Grant Administrator: Tina Piliro Grant Administrator #: 757-7323

Grant/Project Name:			Camden Lutheran Housing			
Grant #:			Entitlement Grant Funding (HOME)			
City Contract Date:						
Application Resolution #:				Appropriation Code :		
Funding Source:			HOME funding			
Pass Through:	Y	N	Source:	City		
Amount of Grant:			Total $150,000.			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:		2 Year Term		Location of Activity:	Camden City	
Date of Analysis:				Reviewed By:		

Summary:

4/22/2022 – Amendment #1 – Increase the amount of contract by $50,000.00 for a total contract of $150,000 and extend through 6/30/2024.

11/5/2020 – Through the action plan process (actual grant application) the City released an RFP for services associated with the city/community priorities created in the City's 5-year Consolidated Plan. The City received 13 applications which were vetted through the City/Community and approved by the Mayor of the City. Out of those applicants, Camden Lutheran Housing was awarded $100,000 in HOME funds for the purpose of replacing roofs at Cooper Waterfront Homes. The Department is seeking council authorization to approve their sub-recipient agreement.

Time Lines:

Problematic Areas/Recommendations:

CLHI
NORTH CAMDEN

Ms. Barbara Bellamy-Johnson
Bureau of Grants Management
520 Market Street – Room 213
Camden, New Jersey 08101-5120

January 24, 2022

RE: Request to Increase CLHI's HOME Grant Award from $100,000 to $150,000

Dear Ms. Bellamy-Johnson:

Please accept this formal request from Camden Lutheran Housing, Inc. (CLHI) to amend our contract with the City of Camden HOME program to increase our grant award from $100,000 to $150,000. The increased funding will allow CLHI to complete a full roof replacement on Buildings 3 and 4 (Roof Project) at Cooper Waterfront Homes (CWH), an affordable housing community CLHI built in 1997 to serve Camden residents.

CLHI is requesting an increase in funds due to rising costs of building materials amidst the COVID-19 pandemic, as well as unanticipated costs associated with the delay in our grant agreement from the City of Camden. CLHI has spent more than $25,000 on emergency roof repairs at Buildings 3 and 4 between the time we were notified of our grant award and the receipt of our grant agreement. This is in addition to the $10,000 match we committed to in our proposal to the City.

CLHI entered into a contract with Life Roofing on August 23, 2021 (revised October 19, 2021) and issued a 50% down payment on September 13, 2021, but our Pre-Construction meeting revealed their cost estimates were based on the wrong buildings. Life Roofing issued a revised cost estimate for $144,000 due to increased square footage in roof size and rising costs of building materials due to COVID-19. The cost of replacing plywood for the project during the "tear off" portion of the project for each roof is not included in the revised cost estimate from Life Roofing. CLHI's award modification request will help ensure these and other potential expenses are covered in completion of the project.

CLHI, along with the residents at CWH, is so excited about this project. We cannot say enough how much we appreciate the City of Camden's commitment to preserving quality affordable rental housing the homes we provide at CWH. Twenty-five low income households will directly benefit from the Roof Project sponsored by the City of Camden. Over the course of the Roof Project's lifespan (40-years for shingle roofs and 20-years for flat-roofs), we know the number of Camden residents impacted by the project will significantly grow. For your reference, the most recent project Progress Report is attached.

It is my sincere hope that the City of Camden will look favorably upon this request to increase our grant award from $100,000 to $150,000. Thank you for your time and attention to this matter.

Sincerely,

Brandi T. Johnson
Executive Director
Camden Lutheran Housing, Inc.

4.) Budget
City of Camden
HOME Funding – FY 2020-2021
Term: 7/1/20-6/30/21

Affordable Housing Preservation at Cooper Waterfront Homes

Budget Category	HOME Budget	CLHI General Operating	Project Total	Category Description
Removal and Replacement of approximately 20-25 townhouse roofs on Buildings 3 & 4	$150,000	/	**$150,000**	Complete removal and replacement of approximately 20-25 roofs on affordable rental townhome buildings 3 & 4
Property Maintenance Salaries and Repairs	/	$10,000	**$10,000**	Interior repairs due to property damage from failing roof.
TOTALS	$150,000	$10,000	**$160,000**	

Other Funding Sources
CLHI General Operating - $10,000 (*Committed*)

RESOLUTION MC-20:7749
On Motion Of: Shaneka Boucher
APPROVED: December 8th, 2020

R-21

MBS:dh
12-08-20

RESOLUTION AUTHORIZING A SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF CAMDEN AND CAMDEN LUTHERAN HOUSING, INC.

WHEREAS, pursuant to the National Affordable Housing Act of 1990, HOME Investment Partnership Program funds are to be utilized to develop affordable housing opportunities for low and moderate income Americans; and

WHEREAS, pursuant to a request for proposals, Camden Lutheran Housing, 800 Galindez Court, Camden, New Jersey, will replace the unit roofs at Cooper Waterfront Homes; and

WHEREAS, this endeavor is consistent with and in furtherance of the neighborhood revitalization goals of the City of Camden; and

WHEREAS, this endeavor is an eligible activity under the HOME Investment Partnership Program and is authorized by 24 C.F.R. Section 92; and

WHEREAS, the City of Camden desires to enter into a subrecipient agreement between the City of Camden and Camden Lutheran Housing, 800 Galindez Court, Camden, New Jersey, for an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00) for the provision of said services; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the state and federal grant budget of the City of Camden under line item "G-HM-M20-021" and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that the proper City Officers be and are hereby authorized to enter into a subrecipient agreement between the City of Camden and Camden Lutheran Housing, 800 Galindez Court, Camden, New Jersey, for an amount not to exceed ONE HUNDRED THOUSAND DOLLARS ($100,000.00), for the purpose of replacing the unit roofs at Cooper Waterfront Homes.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: December 8, 2020

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

CURTIS JENKINS
President, City Council

ATTEST:
LUIS PASTORIZA
Municipal Clerk

MBS:dh
06-14-22

R-33

RESOLUTION APPROVING AMENDMENT #1 TO CONTRACT #05-21-1565 WITH BUCHART HORN, INC. FOR GENERAL ENGINEERING SERVICES FOR THE CITY OF CAMDEN'S WATER AND SEWER SYSTEM

WHEREAS, the Council of the City of Camden, by Resolution R-10 (MC-7997) adopted May 14, 2021, awarded a professional service contract to Buchart Horn, Inc. to oversee the operations, maintenance, and repair of the City's water and sewer system by American Water Contract Services and to provide recommendations; and

WHEREAS, the contract price set forth in Resolution R-10 (MC-7997) as aforesaid was One Hundred Seventy-Five Thousand Dollars ($175,000.00); and

WHEREAS, it is necessary to amend contract #05-21-1565 by amendment #1 in an amount not to exceed FORTY THOUSAND DOLLARS ($40,000.00) to continue to oversee the operations, maintenance and repair of the City's water/sewer by American Water contract services; and

WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the adopted budget of the City of Camden, under line item(s) "2-01-661-906", said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; now, therefore

BE IT RESOLVED by the City Council of the City of Camden that contract #05-21-1565 with Buchart Horn, Inc., be amended by amendment #1 in the amount of FORTY THOUSAND DOLLARS ($40,000.00), making the total amount of the contract an amount not to exceed TWO HUNDRED FIFTHTEEN THOUSAND DOLLARS ($215,000.00).

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: BUCHART HORN, INC Amendment #1

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION: 2-01-661-906

AMOUNT: $40,000.00

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $215,000.00

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #05-21-1565 WITH BUCHART HORN, INC. OF MARLTON, NJ FOR GENERAL ENGINEERING SERVICES OF WATER AND SEWER SYSTEM IN THE CITY OF CAMDEN.

Johanna S. Conyer
Director of Finance
Date: 5/16/22

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator
DATE: May 12, 2022
FROM: Orion Joyner
Department Making Request: PLANNING & DEVELOPMENT
TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing Amendment #1 to Contract #05-21-1565 with Buchart Horn, Inc. of Marlton, NJ for General Engineering Services of Water and Sewer System in the City of Camden.
BRIEF DESCRIPTION OF ACTION: Purpose of this action is to approve Amendment #1 for a contract increase of $40,000.00 on Contract #05-21-1565. The additional monies will enable Buchart Horn to continue to oversee the operations, maintenance and repair of the City's Water/Sewer system by American Water contract services.
BIDDING PROCESS: N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:
APPROPRIATION ACCOUNT(S): 2-01-661-906

AMOUNT:		
	Original Contract	$175,000.00
	Amendment #1	$ 40,000.00
	New Contract Total	$215,000.00

☑ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:	5/12/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:	5/16/22	
☒ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/17/22	
Received by City Attorney:	5/18/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Tytanya Ray	7680
Contact Person:	Orion Joyner	7680

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	Camden

Professional Service or EUS Type	Amendment #1 to contract No. 05-21-1565
Name of Vendor	Buchart Horn, Inc.
Purpose or Need for service:	Construction Management & Administration of General Engineering of Water and Sewer system in the City of Camden.
Contract Award Amount	$40,000.00
Term of Contract	TBD
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	N/A
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	N/A
Were other proposals received? If so, please attach the names and amounts for each proposal received?	N/A

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

_____ 2-01-661-906

Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ Date_____

Certifying Officer

_____

For LGS use only:

( ) Approved ( ) Denied

_____Date_____

Director or Designee,
Division of Local Government Services

Number Assigned_____

R-34

AV:dh
06-14-22

RESOLUTION AUTHORIZING A REFUND TO LIEN HOLDER
PINE VALLEY ONE REAL ESTATE, LLC

WHEREAS, Pine Valley One Real Estate, LLC lien holder of tax sale certificate #20-00457 ("lienholder") remitted a payment in the amount of $526.48 for subsequent taxes plus special charges due on the property located at (1428 S. 8th Street) Block/Lot-415/50; and

WHEREAS, TSC #20-00457 was redeemed, however special charges in the amount of $224.04 were not collected with the redemption; and

WHEREAS, the Tax Collector has requested that City Council authorize her to refund special charges payment to the lienholder in the amount of $224.07; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to issue a refund as follows:

Refund to: Pine Valley One Real Estate, LLC
100 N. LaSalle Street-Suite 710
Chicago, IL 60602

Refund amount: $224.07

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: May 2, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to Refund.

BRIEF DESCRIPTION OF ACTION: Resolution to refund Pine Valley One Real Estate, LLC, 100 N. LaSalle St., Suite 710, Chicago, IL 60602 for block/lot 415/50 (1428 S 8th St), Certificate No. 20-00457. A payment of $526.48 was sent in and of $244.07 was not collected during redemption.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $224.07

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	5/5/22	(If applicable)
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO REFUND PINE VALLEY"

5/2/2022

Michelle D. Hill, Tax Collector Date

Account Id: 2021-025 Block/Lot/Qual: 415. 50. Type: Boarding Up
Starting Date: 0 Ending Date: 04/13/22

Trans Date	Trans Type / Check No / Description	Year/Prd	Code	Principal	Install Interest	Interest	Prin Balance	Batch Id
08/23/21	Adjustment	2021/ 3	B01	221.36		0.00	221.36	NH
10/19/21	Payment CK: 4809 PINE VALLEY	2021/ 3	123	221.36		2.71	0.00	KAH

Interest As Of 04/13/22 0.00

Total Balance 0.00

Res to refund
Pine Valley (partial sub)
224.07 sub not
attached

224.07

B.B: 415. 50.
PINE VALLEY
Date: 10/19/21 03:15 PM KAH
Amt: 302.41 CK#:4809
Ref Num: 135355 Seq: 2 to 2

Affidavit of Subsequent Tax Payment

Lien Holder: Pine Valley One Real Estate, LLC
Municipality: City of Camden City
Tax Lien No: 20-00457
Block/Lot/Qualifier: 415-50
Address: 1428 S 8TH ST

Date of Affidavit: October 12, 2021

I, Evan Hareras, CEO of Pine Valley One Real Estate, LLC, hereby certify that Pine Valley One Real Estate, LLC is paying the subsequent municipal taxes and or assessments on the above tax certificate held by Pine Valley One Real Estate, LLC as follows:

Quarter 3, Year 2021:	$294.63
Special:	$221.36
Interest:	$10.49*
Total Paid:	$526.48

*Interest Good Through: 10/18/2021

(Tax Lien Holder, Authorized Signatory)

(Tax Collector)

SWORN AND SUBSCRIBED
TO BEFORE ME THIS 12TH
DAY OF OCT, 2021.

(Notary Public)

AJEENAH MURARSHEED
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
February 22, 2025

This affidavit must be on file in the Tax Collector's Office in accordance with N.J.S.A. 54:5-62 as amended and/or N.J.S.A 54:5-99.

Code
123

BLO: 415, 50,
FIRE VALLEY
Date: 10/19/21 03:13 PM KAH
Amt: 224.07 CK#:4809
Ref Num: 135355 Seq: 1 to 1

Special Charges Account Maintenance

Add | Edit | Close | Delete | Previous | Next | Detail | Help

Account Id: 2021-025 ... Outside Lien

Block: 415 ...

Lot: 50 Prop Loc: 1428 SO 8TH ST ...

Qual: Owner: NORRIS, GALE ...

General | Installment Info | Balance | Notes

Year	Prd	Due Date	Code	Charges	Prin Balance	Interest	Total Balance
2021	3	08/23/21	B01	221.36	221.36	2.71	224.07
2021			Total	221.36	221.36	2.71	224.07

	Total Charges	Balance
Principal:	221.36	221.36
Penalty:	.00	.00
Misc Charge:	.00	.00
Interest:	.00	2.71
Total:	221.36	224.07

Interest Date | Interest Date: 10/18/21

Last Payment Date:

FW: Message from "RNP002673EA8116" REDEMPTION NOTIFICATION 20-00457 - Message (HTML)

File Message Epicor ECM Attachments Tell me what you want to do...

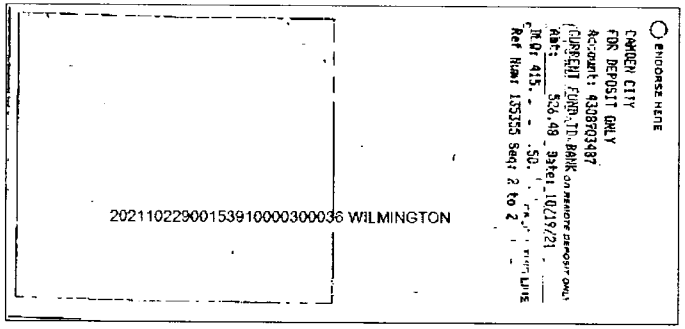
Open Quick Print Send To Save As Save All Attachments Remove Attachment Copy Show Message

Actions Selection Message

Back to message

Image dimensions: 597 x 277

20-00457 Redemption... 51 KB | check 4809 posted.png 32 KB | Check Posted .png 16 KB



Type here to search

11:43 AM 4/13/2022

R-35

AV:dh
06-14-22

RESOLUTION AUTHORIZING THE REFUND OF UNAPPLIED CASH (CODE 46) TO CORELOGIC COMMERCIAL REAL ESTATE SERVICES, INC.

WHEREAS, on April 27, 2022, CoreLogic Commercial Real Estate Services, Inc., ("Property Owner") sent in one check for multiple properties for 2nd quarter taxes in the amount of $94,626.49; and

WHEREAS, on April 26, 2022, a payment in the amount of $350.81 was made for 2nd quarter real estate taxes for the property located at 1062 Princess Avenue, Block 1285 Lot 119 ("Property"); and

WHEREAS, due to the April 26, 2022 payment in full, $350.81 from property owners April 27, 2022 check was not applied to 2nd quarter real estate taxes for the property; and

WHEREAS, it is necessary to refund the Property Owner the payment which could not be applied; and

WHEREAS, the Tax Collector has requested that City Council authorize her to issue a refund to Property Owner in the amount listed below from unapplied cash; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to issue a refund as follows:

Refund to: CoreLogic Commercial Real Estate Services, Inc.
PO Box 9222
Coppell, TX 75019

Refund amount: $350.81 Unapplied Cash (Code 46)

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: May 2, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to Refund

BRIEF DESCRIPTION OF ACTION: Resolution to refund CoreLogic Commercial Real Estate Services, Inc, PO Box 9222, Coppell, TX 75019, for block/lot 1285-119 (1062 Princess Ave) in the amount of $350.81. CoreLogic sent in one check for 2nd quarter taxes for multiple properties but this parcel's taxes were paid on April 26, 2022.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $350.81

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable) ☐ CAF –Certifications of Availability of Funds	5/8/22	
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO REFUND"

5/3/2022

Michelle D. Hill, Tax Collector Date

CAMDEN CITY

05/03/22 12:22 UNAPPLIED CASH

Block/Lot/Qual: 1285 119
Owner: REAL PORTFOLIO 8, LLC
Property Location: 1062 PRINCESS AVE
46

Chk#: 4900965
Batch Id: KAH
Ref Num: 136637 Seq: 207 to 207

Cash Amount:	0.00
Check Amount:	350.81
Credit Amount:	0.00
Total:	350.81

Tax Account Maintenance

Add | Edit | Close | Delete | Previous | Next

Block: 1285 ...
Lot: 119
Qualifier:
Owner: REAL PORTFOLIO 8, LLC ...
Prop Loc: 1062 PRINCESS AVE ... Account Id: 00027288 ...

General | Assessed Value | Additional | Billing | Deductions | Balance | All Charges

Year	Qtr	Type	Billed	Principal Balance	Interest	Total Balance
2022	2		350.81	.00	.00	.00
2022	1		350.81	.00	.00	.00
2022		Total	701.62	.00	.00	.00
2021	4		375.00	.00	.00	.00
2021	3		362.02	.00	.00	.00
2021	2		333.10	.00	.00	.00

Other Delinquent Balances: .00 Interest Date: 05/04/22 Interest Date | Interest Detail

Other APR2 Threshold Amt: .00 Per Diem: .0000 Last Payment Date: 04/26/2022

TOTAL TAX BALANCE DUE

Principal: .00 Penalty: .00
Misc. Charges: .00 Interest: .00 Total: .00

* Indicates Adjusted Billing in a Tax Quarter.

BLQ: 1285. 119.
Owner Name: REAL PORTFOLIO 8, LLC

Tax Year: 2022 to 2022
Property Location: 1062 PRINCESS AVE

Tax Year: 2022	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	350.81	350.81	0.00	0.00	701.62
Payments:	350.81	350.81	0.00	0.00	701.62
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2022 Prin Balance
		Original Billed							701.62		701.62
01/19/22	1	Payment brennan title	001	060060	CK	135940	35	CAP	350.81	0.00	350.81
04/26/22	2	Payment BERKADIA COMMERCIAL	001	0797301	CK	136575	7	KAH	350.81	0.00	0.00

Total Principal Balance for Tax Years in Range: 0.00

Miscellaneous Payments for Date Range 01/01/22 to 12/31/22:

Date	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	Total
05/03/22	Payment 46	046	4900965	CK	136637	207	KAH	350.81	0.00	350.81
										350.81

/

7

...A PURPLE AND BLUE BORDER AND BACKGROUND PLUS AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

CoreLogic Commercial Real Estate Services, INC
As Agent in trust for various mortgagors and investors.
PO Box 9222
Coppell, TX 75019-9240
(888) 988-0939

TD Bank
62-101/311

Check Date	Check Number
27-Apr-22	4900965
Check Amount	
****94,626.49	

Pay Ninety-Four Thousand Six Hundred Twenty-Six Dollars And Forty-Nine Cents**********

To The Order Of
CAMDEN CITY -TAX COLLECTOR
CAMDEN CITY FISCAL-290040007
520 MARKET ST- CITY HALL-RM #117
CAMDEN, NJ 08101

VOID AFTER 90 DAYS FROM DATE OF ISSUE

Tax Yr: 2022, Inst: 2, CTR #: 1420058

[redacted]

AV:dh
06-14-22

R-36

RESOLUTION AUTHORIZING THE REFUND OF UNAPPLIED CASH TO TRISHANDA RUSSELL, PROPERTY OWNER

WHEREAS, Trishanda Russell (the "Property Owner"), paid the 2021 2nd quarter real estate taxes in the amount of $420.40 for 3032 Alabama Road, Block 696 Lot 28 ("Property"); and

WHEREAS, subsequently Mortgagee, Wells Fargo Bank also paid 2nd quarter 2021 real estate taxes for the Property; and

WHEREAS, the Property Owner made the payment in error; and

WHEREAS, the Tax Collector has requested that City Council authorize her to issue a refund to Trishanda Russell, in the amount listed below; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to issue a refund as follows:

Refund to: Trishanda Russell

Refund amount: $420.40 Unapplied Cash

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: May 2, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to Refund Homeowner

BRIEF DESCRIPTION OF ACTION: Resolution to refund to homeowner, Trishanda Russell, 220 W Branch Ave., #723, Pine Hill, NJ 08021 for block/lot 696/28 (3032 Alabama Rd.) in the amount of $420.40 due to mortgage company and homeowner making payment for 2nd quarter 2021 taxes.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $420.40

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	5/8/22	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO REFUND HOMEOWNER"

5/2/2022

Michelle D. Hill, Tax Collector Date

Latricia Robinson

From: Michelle D. Hill
Sent: Monday, January 31, 2022 2:10 PM
To: Latricia Robinson
Subject: FW: Block 696 Lot 28 3032 Alabama Road, Camden, NJ

Can you see fi there is a refund request for this one.

From: Saharic, Margaret [DCA] [mailto:Margaret.Saharic@dca.nj.gov]
Sent: Monday, January 31, 2022 1:40 PM
To: Michelle D. Hill <MiHill@ci.camden.nj.us>
Subject: FW: Block 696 Lot 28 3032 Alabama Road, Camden, NJ

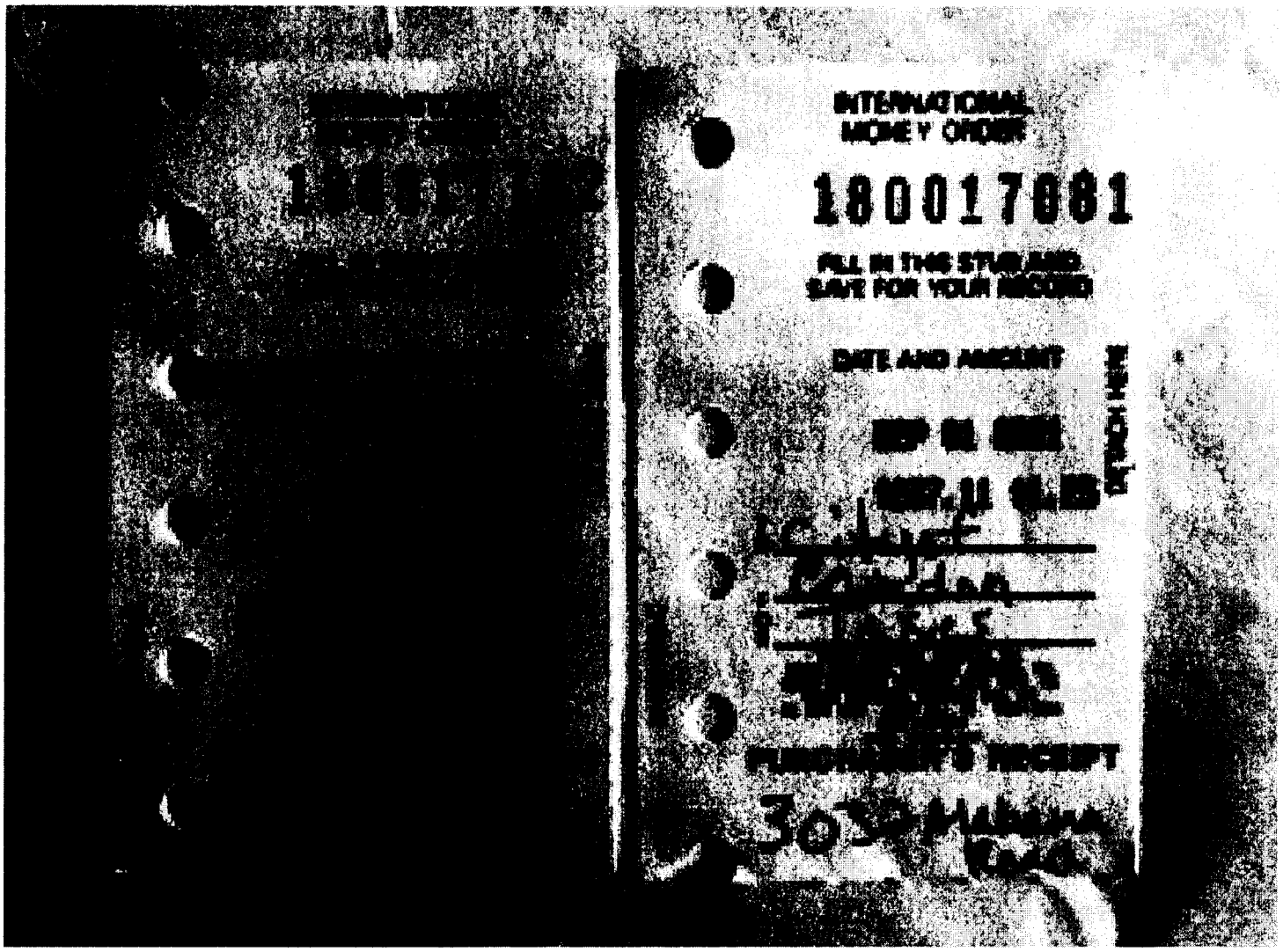
If you can help, that would be great!

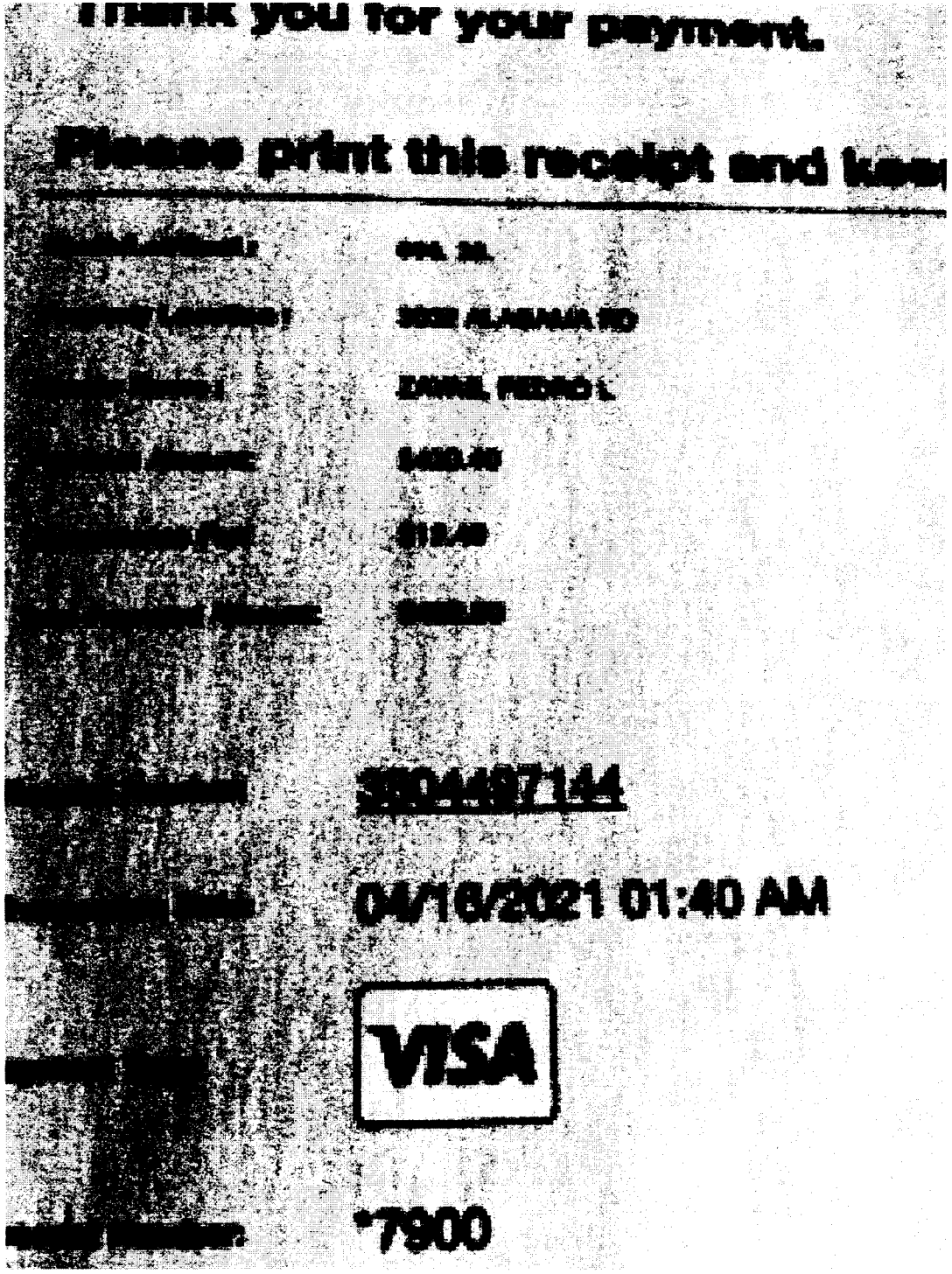
Thank you!

From: Deborah O'Donnell <deborah@homesteadtitleagency.com>
Sent: Monday, January 3, 2022 8:51 AM
To: Saharic, Margaret [DCA] <Margaret.Saharic@dca.nj.gov>
Cc: Shonnierussell7@icloud.com
Subject: [EXTERNAL] Block 696 Lot 28 3032 Alabama Road, Camden, NJ

Ms. Saharic: This property was the subject of slight litigation regarding a wire fraud on a mortgage payoff. During the time of litigation Wells Fargo continued to pay the taxes on this property and so did the homeowner. The homeowner has receipts. Now the litigation is resolved and Wells is paid in full. The homeowner is requesting a refund of the duplicate tax payments from the City. It is my understanding that the tax office is offering no refund to the homeowner nor any explanation of the duplicate payments. Would it be possible for your office to explore the duplicate tax payments on this property. The homeowner can be reached at the above email address should you require copies of her receipts. Thank you for your assistance in resolving this matter. Best Regards, Debbie

Deborah O'Donnell
Homestead Title Agency
1225 N. Broad Street
Suite 1
West Deptford, New Jersey 08096
856-848-3330
856-845-6469 (fax)


INTERNATIONAL
MONEY ORDER
180017881
FILL IN THIS STUB AND
SAVE FOR YOUR RECORD
DATE AND AMOUNT
PURCHASER'S RECEIPT


Thank you for your payment.
Please print this receipt and
04/16/2021 01:40 AM
VISA
*7900

BLQ: 696. 28.
Owner Name: RUSSELL, TRISHANDA

Tax Year: 2020 to 2022
Property Location: 3032 ALABAMA RD

Tax Year: 2020	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	585.67	585.67	687.87	560.77	2,419.98
Payments:	585.67	585.67	687.87	560.77	2,419.98
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2020 Prin Balance
		Description									
		Original Billed							2,419.98		2,419.98
02/04/20	1	Payment	001	WELLSFARGO	CK	131628	733	WELLSFAR	585.67	0.00	1,834.31
		electronic file									
04/22/20	2	Payment	001	WELLSFARGO	CK	132258	390	WELLSFAR	585.67	0.00	1,248.64
		ELECTRONIC FILE									
08/06/20	3	Payment	001	WELLSFARGO	CK	132850	365	WELLSFAR	687.87	0.00	560.77
		ELECTRONIC FILE									
10/21/20	4	Payment	001	WELLSFARGO	CK	133323	369	WELLSFAR	560.77	0.00	0.00
		Electronic file									

Tax Year: 2021	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	605.00	604.99	657.51	681.09	2,548.59
Other Bill Adj:	0.00	184.59-	0.00	0.00	184.59-
Total Billed:	605.00	420.40	657.51	681.09	2,364.00
Payments:	605.00	840.80	657.51	260.69	2,364.00
Balance Adjust:	0.00	420.40	0.00	420.40-	0.00
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2021 Prin Balance
		Description									
		Original Billed							2,548.59		2,548.59
02/05/21	1	Payment	001	WELLSFARGO	CK	133905	288	WELLSFAR	605.00	0.00	1,943.59
		Electronic File									
04/14/21	2	Adjustment	HR			134266	527	HOMESTEA	184.59-	0.00	1,759.00
		Homestead Credit									
04/16/21	2	Payment	001	3804497144	CR	134285	9	WIPP0416	420.40	0.00	1,338.60
		online payment									
04/28/21	2	Payment	001	WELLSFARGO	CK	134342	415	WELLSFAR	420.40	0.00	918.20
		electronic file									
09/02/21	2	Adjustment	040			135086	378	NH	420.40	0.00	1,338.60
09/02/21	3	Adjustment	040			135086	379	NH	420.40-	0.00	918.20
09/07/21	3	Payment	001	WELLSFARGO	CK	135108	56	WELLSFAR	237.11	0.00	681.09
		ELECTRONIC FILE									
09/07/21	3	Payment	001	WELLSFARGO	CK	135108	57	WELLSFAR	420.40	0.00	260.69
		ELECTRONIC FILE									
09/10/21	4	Payment	001	1800170811	CK	135126	143	CP1	237.11	0.00	23.58
		PO MO									
10/20/21	3	Adjustment	040			135364	768	NH	420.40	0.00	443.98
10/20/21	4	Adjustment	040			135364	769	NH	420.40-	0.00	23.58
10/28/21	4	Payment	001	WELLFARGO	CK	135419	421	WELLSFAR	23.58	0.00	0.00
		ELECTRONIC FILE									

696. 28. RUSSELL, TRISHANDA 3032 ALABAMA RD Continued

Tax Year: 2022	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	637.15	637.15	0.00	0.00	1,274.30
Payments:	637.15	24.00	0.00	0.00	661.15
Balance:	0.00	613.15	0.00	0.00	613.15

Date	Qtr	Type / Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2022 Prin Balance
		Original Billed							1,274.30		1,274.30
11/03/21	1	Payment PO	001	1800177822	CK	135451	54	KAH	24.00	0.00	1,250.30
01/27/22	1	Payment PO	001	1815928569	CK	135988	234	MDR	500.00	0.00	750.30
01/27/22	1	Payment PO	001	1815928578	CK	135988	235	MDR	113.15	0.00	637.15
01/27/22	2	Payment PO	001	1815928578	CK	135988	236	MDR	24.00	0.00	613.15

Total Principal Balance for Tax Years in Range: 613.15

Miscellaneous Payments for Date Range 01/01/20 to 12/31/22:

Date	Type / Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	Total
03/18/21	Payment EG 2021-EN-000379	OEG	27047097551	CK	134146	6	MDR1	200.00	0.00	200.00
01/12/22	Payment EG 2021-1851	OEG	744671180	CK	135871	27	KAH	62.00	0.00	62.00
										262.00

R-37

AV:dh
06-14-22

RESOLUTION AUTHORIZING A REFUND TO LIEN HOLDER
PRO CAP 8, LLC

WHEREAS, Pro Cap 8, LLC ("lienholder") remitted a subsequent payment of taxes in the amount of $454.27 on the property located at 1107 No 21st Street, Block/Lot-827/82 for Tax Sale Certificate #21-00773; and

WHEREAS, Tax Sale Certificate #21-00773 was redeemed prior to Lien Holder's subsequent payment being applied; and

WHEREAS, due to subsequent payment not being applied to the lien prior to it being redeemed Pro Cap 8, LLC is due a refund of the payment; and

WHEREAS, the Tax Collector has requested that City Council authorize her to refund the subsequent payment not collected in the amount of $454.27 to Lien Holder, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to issue a refund as follows:

Refund to: Pro Cap 8, LLC
50 S. 16th Street-Suite 2050
Philadelphia, PA 19102

Refund amount: $454.27

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: May 2, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to Refund.

BRIEF DESCRIPTION OF ACTION: Resolution to refund Pro Cap 8, LLC, 50 So 16th St., Suite 2050, Philadelphia, PA 19102 for block/lot 827/82 (1107 No 21st St.) in the amount of $454.27 due to sub payment not being applied to the lien prior to it being redeemed.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $454.27

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable) ☐ CAF –Certifications of Availability of Funds	5/8/22	
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(*Name) Please Print*	*(Extension #)*
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO REFUND PRO CAP 8"

5/2/2022

Michelle D. Hill, Tax Collector Date

Certificate: 21-00773
Prop Loc: 1107 NO 21ST ST

Owner: ROSARIO FAMILY PROPERTIES, LLC
Address: 23 HIDDEN ACRES DRIVE
VOORHEES, NJ 08043

Type of Lien: Outside
Interest Rate: 0.00
Apr 2: N
Premium: 100.00

Block/Lot/Qual: 827. 82.
Sale Date: 12/13/21
Redemption Calculation Date: 04/13/22
Include Current Charges: N

Holder Name: USBANK CUST PC8 FIRSTRUST BANK
Address: US BANK CORP TRUST- TLSG
50 SO 16TH ST. STE 2050
PHILADELPHIA, PA 19102

Holder Id: 40206

TAX SALE CERTIFICATE:

Balance Type	Principal	Interest	Total
Sewer	316.60	47.32	363.92
CCMUA	46.16	8.89	55.05
Total:	362.76	56.21	418.97

Cost:	15.00	
Total Certificate:		433.97
#Days: 120 Per Diem: 0.000000 Int on Cert:		0.00
Redemption Penalty (2.00 %):		8.68
Total:		442.65

SUBSEQUENT CHARGES:

Balance Type	Year Prd	Date	Prin/Penalty	Interest Rate	Per Diem	#Days	Interest	Total

BALANCE TYPE SUMMARY:

	Certificate Total & Subseq. Prin/Penalty	Interest	Total
Certificate Sewer	363.92	0.00	363.92
Total Sewer	363.92	0.00	363.92
Certificate CCMUA	55.05	0.00	55.05
Total CCMUA	55.05	0.00	55.05
Certificate Cost	15.00	0.00	15.00

LIEN REDEMPTION:

Principal:	433.97
Redemption Penalty (2.00 %):	8.68
Interest:	0.00
Recording Fees:	65.00
cancel fee:	23.00
TOTAL REDEMPTION:	530.65

Total Per Diem: 0.000000

TO
BY
CASH
SUBJECT TO
ADDITIONAL CHARGES

Pro Cap 8, LLC

(856)751-2819
Fax (000)000-0000

2500 McClellan Avenue, Suite 200 Pennsauken, NJ 08109

Fed ID 84-2615512

AFFIDAVIT

Check No: **37939**
Custodian Reference: **9518394**

Tax Lien: **21-00773**

Block: **827** Lot: **82** Qualifier:

Date: **2/18/2022** aka: **1107 N 21ST ST**

I hereby certify that I personally have paid subsequent municipal liens on the tax sale certificate which I hold, which subsequent municipal liens and cost consist of the following. I am making this affidavit so that the above amounts will be added to the amount required for redemption as permitted by law.

Subsequent Tax $454.27

This Affidavit must be on file in the Collectors' Office of
Camden City, Camden County, NJ
In Accordance with N.J.S.A 54:5-62 and N.J.S.A 54:5-99

Notary Public

Tax Collector:

Please sign and stamp this affidavit below and return a copy to Pro Cap 8, LLC. Thank you.

Pro Cap 8, LLC
2500 McClellan Avenue
Suite 200
Pennsauken, NJ 08109

R-38

AV:dh
06-14-22

RESOLUTION AUTHORIZING THE CANCELLATION OF TAX SALE CERTIFICATE No. 18-02231 AND REFUND LIEN HOLDER

WHEREAS, PC7, LLC ("Lien Holder"), purchased the assignment for Tax Sale Certificate No. 18-02231, a subsequent lien against 1059 Haddon Avenue, Block 1306 Lot 68 ("Property"); and

WHEREAS, Tax Sale Certificate No. 911553 against the Property was assigned to an investor pursuant to N.J.S.A. 54:5-114.2(b); and

WHEREAS, the investor failed to foreclose on Tax Sale Certificate No. 911553 within 2 years, and the certificate reverted back to the City pursuant to N.J.S.A. 54:5-114.5 on July 12, 2019; and

WHEREAS, pursuant to N.J.S.A. 54:5-9, the reverted Municipal Lien has priority over the subsequent lien, and the Lien Holder is no longer able to foreclose Tax Sale Certificate No. 18-02231; and

WHEREAS, the Tax Collector is requesting authorization from City Council to allow the cancellation of Tax Sale Certificate No.18-02231 and issue a refund to the lien holder PC 7, LLC; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to cancel Tax Sale Certificate #18-02231 and issue a refund as follows:

1059 Haddon Avenue, Block 1306 Lot 68

Cancel TSC:	18-02231
Refund Amount:	$4,286.57
Make Payable to:	PC 7, LLC 2500 McClellan Avenue-Suite 200 Pennsauken, NJ 08109

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: May 3, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to Cancel Lien and Refund

BRIEF DESCRIPTION OF ACTION: Resolution to refund PC 7, LLC, 2500 McClellan Ave., Suite 200, Pennsauken, NJ 08109 for block/lot 1306/68 (1059 Haddon Ave), certificate no 18-02231 in the amount of $4,286.57 and attach charges to Municipal Lien, certificate no 911553. Municipal cert was assigned to an investor who failed to foreclose within 2 years and therefore the cert was reverted back to the city on July 12, 2019. PC 7 would not be able to foreclose on a city held lien and must be refunded.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $4,286.57

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	5/8/22	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO CANCEL LIEN AND REFUND LIEN HOLDER"

5/3/2022

Michelle D. Hill, Tax Collector Date

CAMDEN CITY
Lien Redemption Work Sheet - Certificate: 18-02231

Certificate: 18-02231
Prop Loc: 1059 HADDON AVE

Owner: BRUCE, MICHAEL
Address: 1055 HADDON AVENUE
CAMDEN, NJ 08103

Type of Lien: Outside
Interest Rate:18.00
Apr 2: N
Premium: 0.00

Block/Lot/Qual: 1306. 68.
Sale Date: 06/18/18
Redemption Calculation Date: 05/03/22
Include Current Charges: N

Holder Name: PC 7,LLC
Address: 2500 MCCLELLAN AVE
SUITE 200
PENNSAUKEN, NJ 08109

Holder Id: 40080

TAX SALE CERTIFICATE:

Balance Type	Principal	Interest	Total		
Tax	383.78	9.02	392.80		
			Cost:	90.00	
			Total Certificate:		482.80
#Days: 1395	Per Diem:	0.241400	Int on Cert:		336.75
			Redemption Penalty (2.00 %):		9.66
			Total:		829.21

Res to cancel lien
Refund lien holder
$4,286.57 and attach
Charges to prior
municipal lien

SUBSEQUENT CHARGES:

Balance Type	Year	Prd	Date	Prin/Penalty	Interest Rate	Per Diem	#Days	Interest	Total
Tax	2018	3	10/04/18	407.89	18.00	0.203945	1289	262.89	670.78
Tax	2018	4	12/07/18	402.36	18.00	0.201180	1226	246.65	649.01
Tax	2019	1	03/25/19	404.18	18.00	0.202090	1118	225.94	630.12
Tax	2019	2	06/17/19	417.40	18.00	0.208700	1036	216.21	633.61
Tax	2019	3	11/21/19	410.62	18.00	0.205310	882	181.08	591.70
Tax	2019	4	11/21/19	393.10	18.00	0.196550	882	173.36	566.46
Tax	2021	2	05/01/21	4,078.13	0.00	0.000000	0	0.00	4,078.13
Tax	2021	1	05/24/21	4,078.13-	0.00	0.000000	0	0.00	4,078.13-
			Total:	2,435.55				1,306.13	3,741.68

BALANCE TYPE SUMMARY:

	Certificate Total & Subseq. Prin/Penalty	Interest	Total
Certificate Tax	392.80	273.98	666.78
Subseq Tax	2,435.55	1,306.13	3,741.68
Total Tax	2,828.35	1,580.11	4,408.46
Certificate Cost	90.00	62.77	152.77

LIEN REDEMPTION:

Principal:	2,918.35
Redemption Penalty (2.00 %):	9.66
Interest:	1,642.88
Recording Fees:	65.00

TOTAL REDEMPTION: 4,635.89 Total Per Diem: 1.459175

R-39

AV:dh
06-14-22

RESOLUTION TO REFUND LIEN HOLDER PEDRO GARCIA AND CANCEL TAX SALE CERTIFICATE Nos. 902032 AND 3-1779

WHEREAS, Pedro Garcia ("Lien Holder") purchased the assignments for Tax Sale Certificate Nos. 902032 against 1290 Sheridan Street, Block 1362, Lot 71, and 3-1779 against 1303 Sheridan Street, Block 1359, Lot 9; and

WHEREAS, both Tax Sale Certificates must be cancelled due to the properties being demolished after the liens were assigned without notice to Lien Holder; and

WHEREAS, the Tax Collector is requesting authorization from City Council to allow the cancellation of both Tax Sale Certificates and to issue a refund to Lien Holder; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to cancel Tax Sale Certificates and issue a refund as follows:

	1290 Sheridan Street, Block 1362, Lot 71	1303 Sheridan Street, Block 1359, Lot 9
Cancel TSC:	#902032	#3-1779
Refund Amount:	$6,785.00	$6,795.00

Make Payable to: Pedro Garcia
1080 MacArthur Drive
Camden, NJ 08104

Refund Total Amount: $13, 580.00

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: April 12, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to Refund.

BRIEF DESCRIPTION OF ACTION: Resolution to refund Pedro Garcia, 1080 MacArthur Dr., Camden, NJ 08104 for Blocks/Lots 1362/71 (1290 Sheridan St) Certificate No 902032 in the amount of $6,785.00 and 1359/9 (1303 Sheridan St) Certificate No 3-1779 in the amount of $6,795.00 due to properties being demolished after liens were assigned to Mr. Garcia, and he was not given notice.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $13,580.00

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable)	5/8/22	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO REFUND LIEN HOLDER "

3/29/2022

Michelle D. Hill, Tax Collector Date

Latricia Robinson

From: Yolanda Hawkins
Sent: Friday, April 8, 2022 3:25 PM
To: Latricia Robinson
Subject: FW: Message from "RNP002673E19E07"
Attachments: 20220408143600628.pdf

Good Afternoon Latricia,

Attached is the Assignment that was mailed out. I also attached the print out from the Certified mailing to show they apparently attempted to deliver it to him multiple times but the returned mail has not come back to this Office.

Hope this helps.
Yolanda

-----Original Message-----
From: copyscan@ci.camden.nj.us [mailto:copyscan@ci.camden.nj.us]
Sent: Friday, April 8, 2022 2:36 PM
To: Yolanda Hawkins <YoHawkin@ci.camden.nj.us>
Subject: Message from "RNP002673E19E07"

This E-mail was sent from "RNP002673E19E07" (MP 3055).

Scan Date: 04.08.2022 14:36:00 (-0400)
Queries to: copyscan@ci.camden.nj.us

UNITED STATES POSTAL SERVICE®

Return address:

CITY OF CAMDEN
CITY PROPERTIES
520 MARKET STREET
CAMDEN, NJ 08102

Recipient address:

PEDRO GARCIA
1080 MACARTHUR DRIVE
CAMDEN NJ 08104

9214 8901 8518 3600 0031 7800 51

USPS Tracking Label Number: 9214 8901 8518 3600 0031 7800 51

USPS Event	Postal Facility	Date/Time
PRE-SHIPMENT INFO SENT USPS AWAITS ITEM	CAMDEN,NJ 08102	01/24/2022 12:16
ORIGIN ACCEPTANCE	CAMDEN,NJ 08102	01/24/2022 20:37
PROCESSED THROUGH USPS FACILITY	SOUTH JERSEY NJ DISTRIBUTION CE 08031	01/24/2022 21:52
DEPARTED USPS REGIONAL FACILITY	SOUTH JERSEY NJ DISTRIBUTION CE 08031	01/24/2022 22:09
NO AUTHORIZED RECIPIENT AVAILABLE	CAMDEN,NJ 08104	01/25/2022 11:30
ARRIVAL AT UNIT	CAMDEN,NJ 08101	01/26/2022 09:44
AVAILABLE FOR PICKUP	CAMDEN,NJ 08104	01/26/2022 09:48
REMINDER TO SCHEDULE REDELIVERY	CAMDEN,NJ 08104	01/30/2022 03:03
PACKAGE RETURN NOTICE GENERATED	CAMDEN,NJ 08104	02/09/2022 03:03
UNCLAIMED/BEING RETURNED TO SENDER	CAMDEN,NJ 08101	02/24/2022 11:09
PROCESSED THROUGH USPS FACILITY	HARRISBURG PA DISTRIBUTION CENT 17107	02/27/2022 23:26
PROCESSED THROUGH USPS FACILITY	SOUTH JERSEY NJ DISTRIBUTION CE 08031	03/01/2022 12:44
ARRIVAL AT UNIT	CAMDEN,NJ 08101	03/02/2022 10:29
AVAILABLE FOR PICKUP	CAMDEN,NJ 08101	03/02/2022 10:51
RETURN TO SENDER TO ORIGINAL SENDER	CAMDEN,NJ 08101	03/02/2022 11:07

ASSIGNMENT OF TAX SALE CERTIFICATE

THE CITY OF CAMDEN, a Municipal corporation, the **ASSIGNOR, ASSIGNS Tax Sale Certificate No. 902032**, issued against the premises commonly known as **1290 Sheridan Street, Camden, NJ** (and all title, right and interest it confers, including the right at assignee's own expense, to use all lawful means to recover the municipal liens which have been paid on the subject lands and premises) to Pedro Garcia, 1080 MacArthur Drive, Camden, NJ 08104 the **ASSIGNEE**, IN CONSIDERATION FOR **FIVE THOUSAND DOLLARS ($5000.00)**

The Tax Sale Certificate was recorded in the Camden County Clerk's Office on **3/24/1995, in Book 4342 at Page 0031.** This property was assessed to J. Przywara, ET UX and is designated as Block 1362, Lot 71 on the Tax Map of the City of Camden.

RECITAL: Pursuant to the authority in the Tax Sale Law, N.J.S.A. 54:5-1 et seq., the Tax Collector of the City of Camden sold at Tax Sale to the Assignor certain lands and premises located in the Camden City subject to redemption and issued to the Assignor a Tax Sale Certificate against **1290 Sheridan Street, Camden, NJ.** Pursuant to the Authority in N.J.S.A. 54:5-114.2(b), Council of the City of Camden did approve **Resolution MC-7908** on **April 13, 2021**, authorizing the assignment of the Tax Sale Certificate on the property to the Assignee upon payment of the accepted bid. Notice was afforded to the owner and other parties in interest in Accordance with N.J.S.A. 54:5-114.2(b).

PURSUANT TO N.J.S.A 54:5-114.4, ASSIGNEE MUST FORECLOSE AT ITS OWN EXPENSE, THE RIGHT OF REDEMPTION AND RECORD THE FINAL JUDGEMENT IN THE COUNTY WHEREIN THE LAND IS SITUATED, WITHIN TWO YEARS FROM THE DATE OF THE RESOLUTION AUTHORIZING THIS ASSIGNMENT ("FORECLOSURE DEADLINE") OR THIS ASSIGNMENT SHALL BE NULL AND VOID AND TITLE TO THE SUBJECT TAX SALE CERTIFICATE SHALL REVERT BACK TO THE ASSIGNOR. UNLESS AN EXTENSION OF TIME TO FORECLOSE HAS BEEN APPROVED BY CITY COUNCIL OF THE CITY OF CAMDEN PRIOR TO THE TWO YEAR (2) EXPIRATION OF THE FORECLOSURE DEADLINE.

Prepared by: _____
YOLANDA HAWKINS, Real Estate Officer

SIGNING ATTESTING AND AFFIXING OF CITY SEAL. Victor Carstarphen, Mayor of the City of Camden, signs this assignment for the Assignor. Luis Pastoriza, Camden City Municipal Clerk, attests to his signature and affixes the corporate seal of the City of Camden to this Assignment.

ATTESTS:

_____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

_____
VICTOR CARSTARPHEN
Mayor

Reviewed and Approved as to form
Authorized by Resolution **MC-7908**

MICHELLE BANKS-SPEARMAN
City Attorney

DATE January 21, 2022

PROOF OF ATTESTING WITNESS

STATE OF NEW JERSEY }
} SS
COUNTY OF CAMDEN }

I, Luis Pastoriza, am the Municipal Clerk of the City of Camden. Victor Carstarphen, is the Mayor of the City of Camden and the person who signed this Assignment for the City of Camden, the Assignor. I have the custody of the Corporate Seal of the City of Camden which I affixed to this assignment. City Council **Resolution MC-7908** authorized the Assignment of **Tax Sale Certificate No. 902032** to the Assignee and the making and delivery of this Assignment.

LUIS PASTORIZA
Municipal Clerk

Sworn to and Signed
before me on the date
written above.

NOTARY

VICTOR CARSTARPHEN
Mayor

CITY OF CAMDEN
OFFICE OF THE CITY ATTORNEY
BUREAU OF CITY PROPERTIES
City Hall, 3rd Floor, Room 327-A
P. O Box 95120
Camden, New Jersey 08101-5120
(856) 757-7125
Fax (856) 342-7476

MICHELLE SPEARMAN
Acting City Attorney

January 21, 2022

VIA CERTIFIED MAIL

Pedro Garcia
1080 MacArthur Drive
Camden, NJ 08104

Re: **Tax Sale Certificate Assignment**
1303 Sheridan Street, Camden, NJ

Dear Pedro Garcia:

Pursuant to N.J.S.A. 54:114.2 you have been assigned the Tax Sale Certificate assessed against the above referenced property. Enclosed please find the original Assignment of Tax Sale Certificate (the "Assignment") which **must** be recorded with the Camden County Clerk's Office to evidence that the Tax Sale Certificate have been properly assigned to you. The Tax Collector will maintain the original Tax Sale Certificate until you have completed your foreclosure action.

You do not own this Property. Pursuant to N.J.S.A. 54:114.4, in order to become the owner of the property you must foreclose on the Tax Sale Certificate and receive a Final Judgement of Foreclosure from the New Jersey Superior Court. Because you have purchased your Assignment for less than full value the Final Judgment of Foreclosure must be recorded in the Camden County Clerk's Office **within two (2) years of the date of this letter or ownership of the Tax Sale Certificate will revert back to the City of Camden** unless City Council has granted you an extension. **The Resolution authorizing the Assignment of this Tax Sale Certificate was approved on November 9, 2021.**

Extension requests must be received by the City Attorney's Office prior to the expiration of the two year deadline. Extensions are granted on a case by case basis and the City will no longer send letters reminding assignees to request extensions.

The Camden City Attorney's Office is not permitted to give you legal advice on how to conduct a foreclosure action. Although it is not required it is highly recommended that you retain legal counsel to assist you with this matter.

Very truly yours,
MICHELLE BANKS-SPEARMAN
Acting City Attorney

YOLANDA R. HAWKINS
Real Estate Officer

Enclosure
cc: Michelle Hill, Tax Collector

Assigned
11.29.21

Pedro Garcia
1080 MacArthur drive
Camden, NJ 08104
917-496-1244

To whom it might concern

The purpose of this letter is to request a refund of the money paid on Tax Liens of the following property. 1290 Sheridan St Camden NJ tax sale certificate # 972414 Block 1362 Lot 71. This property was demolished after it was assigned to me.

Incorrect cert # 902032

If you have any questions feel free to contact me to the phone number above.

Sincerely

Pedro Garcia

Pedro Garcia 2-16-22

Assigned
11.29.21

Pedro Garcia
1080 MacArthur drive
Camden, NJ 08104
917-496-1244

To whom it might concern

The purpose of this letter is to request a refund of the money paid on Tax Liens of the following property. 1303 Sheridan St Camden NJ tax sale certificate # 3-1779 Block 1359 Lot 9. This property was demolished after it was assigned to me.

If you have any questions feel free to contact me to the phone number above.

Sincerely

Pedro Garcia

Pedro Garcia 2-16-22

ASSIGNMENT OF TAX SALE CERTIFICATE

THE CITY OF CAMDEN, a Municipal corporation, the **ASSIGNOR, ASSIGNS Tax Sale Certificate No. 3-1779**, issued against the premises commonly known as **1303 Sheridan Street, Camden, NJ** (and all title, right and interest it confers, including the right at assignee's own expense, to use all lawful means to recover the municipal liens which have been paid on the subject lands and premises) to Pedro Garcia, 1080 MacArthur Drive, Camden, NJ 08104 the **ASSIGNEE**, IN CONSIDERATION FOR **FIVE THOUSAND DOLLARS ($5000.00)**

The Tax Sale Certificate was recorded in the Camden County Clerk's Office on **3/27/2003, in Book 6334 at Page 0664**. This property was assessed to Percy L. Maddred, ET UX and is designated as Block 1359, Lot 9 on the Tax Map of the City of Camden.

RECITAL: Pursuant to the authority in the Tax Sale Law, N.J.S.A. 54:5-1 et seq., the Tax Collector of the City of Camden sold at Tax Sale to the Assignor certain lands and premises located in the Camden City subject to redemption and issued to the Assignor a Tax Sale Certificate against **1303 Sheridan Street, Camden, NJ.** Pursuant to the Authority in N.J.S.A. 54:5-114.2(b), Council of the City of Camden did approve **Resolution MC-7908** on **April 13, 2021**, authorizing the assignment of the Tax Sale Certificate on the property to the Assignee upon payment of the accepted bid. Notice was afforded to the owner and other parties in interest in Accordance with N.J.S.A. 54:5-114.2(b).

PURSUANT TO N.J.S.A 54:5-114.4, ASSIGNEE MUST FORECLOSE AT ITS OWN EXPENSE, THE RIGHT OF REDEMPTION AND RECORD THE FINAL JUDGEMENT IN THE COUNTY WHEREIN THE LAND IS SITUATED, WITHIN TWO YEARS FROM THE DATE OF THE RESOLUTION AUTHORIZING THIS ASSIGNMENT ("FORECLOSURE DEADLINE") OR THIS ASSIGNMENT SHALL BE NULL AND VOID AND TITLE TO THE SUBJECT TAX SALE CERTIFICATE SHALL REVERT BACK TO THE ASSIGNOR. UNLESS AN EXTENSION OF TIME TO FORECLOSE HAS BEEN APPROVED BY CITY COUNCIL OF THE CITY OF CAMDEN PRIOR TO THE TWO YEAR (2) EXPIRATION OF THE FORECLOSURE DEADLINE.

Prepared by: _____
YOLANDA HAWKINS, Real Estate Officer

SIGNING ATTESTING AND AFFIXING OF CITY SEAL. Victor Carstarphen, Mayor of the City of Camden, signs this assignment for the Assignor. Luis Pastoriza, Camden City Municipal Clerk, attests to his signature and affixes the corporate seal of the City of Camden to this Assignment.

ATTESTS:

_____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

_____
VICTOR CARSTARPHEN
Mayor

Reviewed and Approved as to form
Authorized by Resolution **MC-7908**

MICHELLE BANKS-SPEARMAN
City Attorney

DATE January 21, 2022

PROOF OF ATTESTING WITNESS

STATE OF NEW JERSEY }
} SS
COUNTY OF CAMDEN }

I, Luis Pastoriza, am the Municipal Clerk of the City of Camden. Victor Carstarphen, is the Mayor of the City of Camden and the person who signed this Assignment for the City of Camden, the Assignor. I have the custody of the Corporate Seal of the City of Camden which I affixed to this assignment. City Council **Resolution MC-7908** authorized the Assignment of **Tax Sale Certificate No. 3-1779** to the Assignee and the making and delivery of this Assignment.

LUIS PASTORIZA
Municipal Clerk

Sworn to and Signed
before me on the date
written above.

NOTARY

R-40

AV:dh
06-14-22

RESOLUTION AUTHORIZING THE REFUNDING OF A LIEN PAYMENT TO TD BANK FOR 566 BERKLEY STREET BLOCK/LOT-1410/16

WHEREAS, TD Bank remitted a payment in the amount of $1,469.82 for Tax Sale Certificate No. 19-02466 against 566 Berkley Street, Block/Lot-1410/16; and

WHEREAS, the lien was not satisfied due to missing attorney fees; and

WHEREAS, the lien was reopened and on April 5, 2022, paid in full by homeowner; and

WHEREAS, the Tax Collector is requesting authorization to issue a refund to TD Bank in the amount of $1,469.82; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to issue a payment refunding monies to TD Bank as follows:

Certificate #19-02466, 566 Berkley Street, Block/Lot-1410/16
Refund to: TD Bank
140 Mill Street
Lewiston, ME 04240
Refund: $1,469.82

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: April 12, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to reopen lien and refund

BRIEF DESCRIPTION OF ACTION: Resolution to reopen certificate no 19-02466 and refund TD Bank, 140 Mill Street, Lewiston, ME 04240 for block/lot 1410/16 (566 Berkley St). Lien was not satisfied due to missing attorney fees, it was reopened and later paid in full by homeowner on April 5, 2022.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $1469.82

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director:	5/8/22	(If applicable)
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO REOPEN LIEN AND REFUND"

Michelle D. Hill, Tax Collector — 5/11/2022 Date

CAMDEN CITY
Lien Redemption Work Sheet - Certificate: 19-02466

Certificate: 19-02466
Prop Loc: 566 BERKLEY ST

Owner: VILLANUEVA, SAFIRA N
Address: 266 BERLIN ROAD
CLEMENTON, NJ 08021

Type of Lien: Outside
Interest Rate: 0.00
Apr 2: N
Premium: 700.00

Block/Lot/Qual: 1410. 16.
Sale Date: 06/17/19
Redemption Calculation Date: 04/08/22
Include Current Charges: N

Holder Name: Mary Rose 22 LLC
Address: 1000 Riverside Ave #400
Jacksonville, 32204

Holder Id: 50173

TAX SALE CERTIFICATE:

Balance Type	Principal	Interest	Total
CCMUA	219.00	27.90	246.90

Cost:	15.00	
Total Certificate:		261.90
#Days: 170 Per Diem: 0.000000 Int on Cert:		0.00
Redemption Penalty (0.00 %):		0.00
Total:		261.90

SUBSEQUENT CHARGES:

Balance Type	Year Prd	Date	Prin/Penalty	Interest Rate	Per Diem	#Days	Interest	Total

BALANCE TYPE SUMMARY:

	Certificate Total & Subseq. Prin/Penalty	Interest	Total
Certificate CCMUA	246.90	0.00	246.90
Total CCMUA	246.90	0.00	246.90
Certificate Cost	15.00	0.00	15.00

LIEN REDEMPTION:

Principal:	261.90
Redemption Penalty (0.00 %):	0.00
Interest:	0.00
Foreclosure Fees:	225.00
cancellation fee:	23.00
TOTAL REDEMPTION:	509.90

Total Per Diem: 0.000000

1410/16
19-02466

THE ORIGINAL DOCUMENT HAS A WHITE REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW. DO NOT CASH IF NOT PRESENT.

53-7054
2113

TD Bank

America's Most Convenient Bank®
32 Chestnut St, Lewiston, ME 04240

TD Bank, N.A.
CERTIFIED

Check No: 10231551
Date OCT 14 21

Amount ********1,469.82

Pay 1,469 DOLLARS AND 82 CENTS

To the order of: CAMDEN CITY * FISCAL TAX COLLECTOR
520 MARKET ST - CITY HALL-RM #117
.
CAMDEN, NJ
08101

Authorized Signature

Details on back.
Security Features Included.

FORM NO. 9924S
COPYRAN CAPTURE - ANTI-FRAUD PROTECTION

[redacted]

Ship: View/Print Label

re there are no other shipping or tracking labels attached to your package. Select the Print button on the nt dialog box that appears. Note: If your browser does not support this function select Print from the File menu to print the label.

2. **Fold the printed label at the solid line below.** Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.

3. **GETTING YOUR SHIPMENT TO UPS**
   Customers with a Daily Pickup
   Your driver will pickup your shipment(s) as usual.

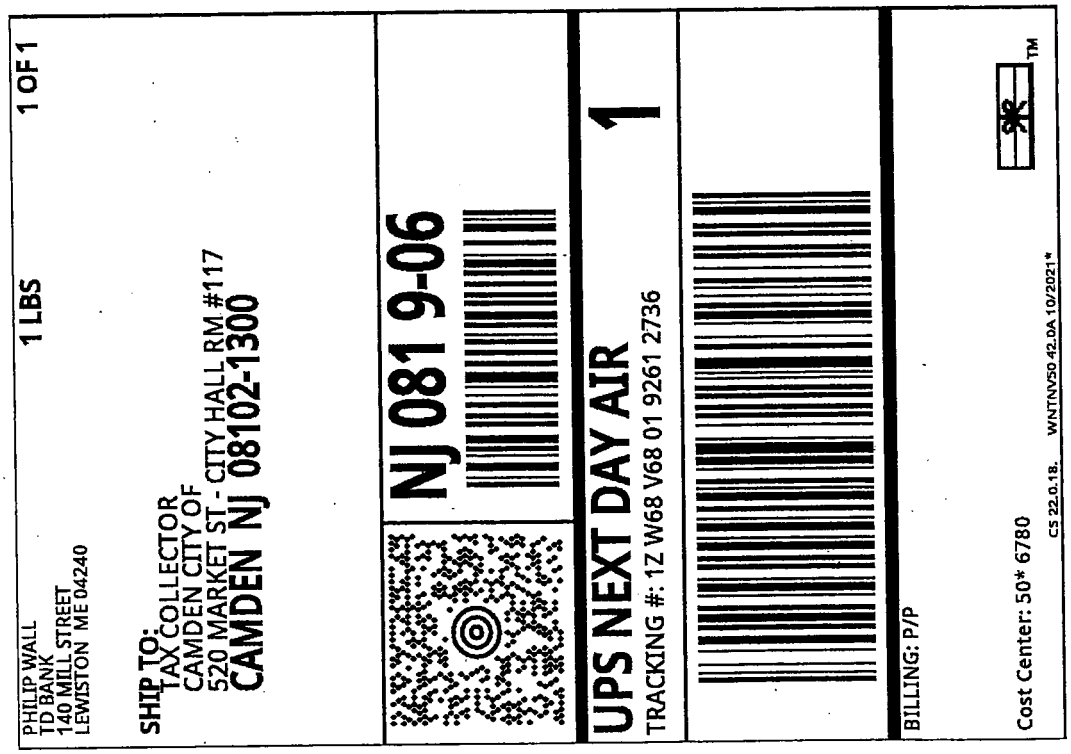
   Customers without a Daily Pickup
   Take your package to any location of The UPS Store®, UPS Access Point(TM) location, UPS Drop Box, UPS Customer Center, Staples® or Authorized Shipping Outlet near you. Items sent via UPS Return Services(SM) (including via Ground) are also accepted at Drop Boxes. To find the location nearest you, please visit the Resources area of CampusShip and select UPS Locations.
   Schedule a same day or future day Pickup to have a UPS driver pickup all your CampusShip packages.
   Hand the package to any UPS driver in your area.

UPS Access Point™
CVS STORE # 2382
8 UNION ST
AUBURN ,ME 04210

UPS Access Point™
REPUBLICASH
895 LISBON ST
LEWISTON ,ME 04240

UPS Access Point™
THE MAILING CENTER
250 CENTER ST
AUBURN ,ME 04210

FOLD HERE



CAMDEN CITY
Lien Detail Inquiry

4-4-22

CAMDEN CITY

10/18/21 15:46 UNAPPLIED CASH

Block/Lot/Qual: 1410 16
Owner: VILLANUEVA, SAFIRA N
Property Location: 566 BERKLEY ST
46

ChkN: 10231551
Batch Id: KAH
Ref Num: 136422 Seq: 3 to 3

Cash Amount:	0.00
Check Amount:	1,179.68
Credit Amount:	0.00
Total:	1,179.68

Type: Outside Sale Date: 06/17/19

Date: 04/04/22 Total Certificate: 261.90

Code	Description		Principal	Interest	Balance
te Id					
021	TD BANK CERTIFIED	CK: 10231551	15.00	0.30	246.90
021	TD BANK CERTIFIED		15.00	0.30	261.90
021	TD BANK CERTIFIED	CK: 10231551	246.90	4.94	15.00
021	TD BANK CERTIFIED		246.90	4.94	261.90
F21	TD BANK CERTIFIED	CK: 10231551	1,114.68	0.00	261.90 ✓
032	TD BANK CERTIFIED	CK: 10231551	65.00	0.00	261.90 ✓

1469.82

No more payment Code 46

10-18-21

Lien Maintenance

Add | Edit | Close | Delete | Previous | Next | Detail | Letter | Help

Cert Num: 19-02466 Block: 1410 Restricted Edit

Lot: 16

Worksheet

Qual: Prop Loc: 566 BERKLEY ST

General | Certificate/Assignment | Subsequent Charges | Balance | Notes

Sale Date: 06/17/2019
Type: Outside
Status: Redeemed
Assignment Date:
Status Date: 10/18/2021
Percent: .00 APR 2:
Premium: 700.00
Install Plan:
Special Charges Acct:
Recording Date:
Recording Book/Page:
Redemption Check Cleared:

Owner: VILLANUEVA, SAFIRA N
Address: 266 BERLIN ROAD
CLEMENTON, NJ 08021-
Unpaid Interest: .00
Tax Years: 2019
Holder: 40148 User Msg Code:
Name: Fig Cust FIGNJ19LLC & SEC PTY
Address: P.O.BOX 54226
NEW ORLEANS LA 70154-

CAMDEN CITY

10/19/21 14:34 UNAPPLIED CASH

Block/Lot/Qual: 1410 to
Owner: VILLANUEVA, SAFIRA N
Property Location: 566 BERKLEY ST
4:

Chk#: 10231551
Batch Id: KAH
Ref Num: 136202 Seq: 1 to 1

Cash Amount:	0.00
Check Amount:	290.14
Credit Amount:	0.00
Total:	290.14

March 1, 2022
02:38 PM

Payment/Reversal Batch Ver

Batch Id: KAH Batch Type: Payment/Reversal Batch Date: 10/18/21

Type	Id	Name/Comment	Block/Lot/Qual	Yr/Prd Code
Outside Buyer	Subseq Adj Code		Subseq Cert Num	
Miscellaneous 46		1410.	16.	046P

VILLANUEVA, SAFIRA N

WARNING: Payment Date is not in the Current Year. Finance Entries will not be

CAMDEN CITY
Payment/Reversal Batch Totals for Batch: KAH

Code	Description	Count	Principal				Interest	Total
			Arrears/Other	2021	2022	Future		
046	UNAPPLIED CASH	1	290.14	0.00	0.00	0.00	0.00	290.14
	Misc Totals	1	290.14	0.00	0.00	0.00	0.00	290.14
	Cash Over/Short	0	0.00	0.00	0.00	0.00	0.00	0.00
	Grand Totals	1	290.14	0.00	0.00	0.00	0.00	290.14

Total Cash: 0.00 Total Check: 290.14 Total Credit: 0.00 Total Voucher: 0.00

Bank Id	Count	Principal				Interest	Total
		Arrears/Other	2021	2022	Future		
01121	1	290.14	0.00	0.00	0.00	0.00	290.14
Grand Totals	1	290.14	0.00	0.00	0.00	0.00	290.14

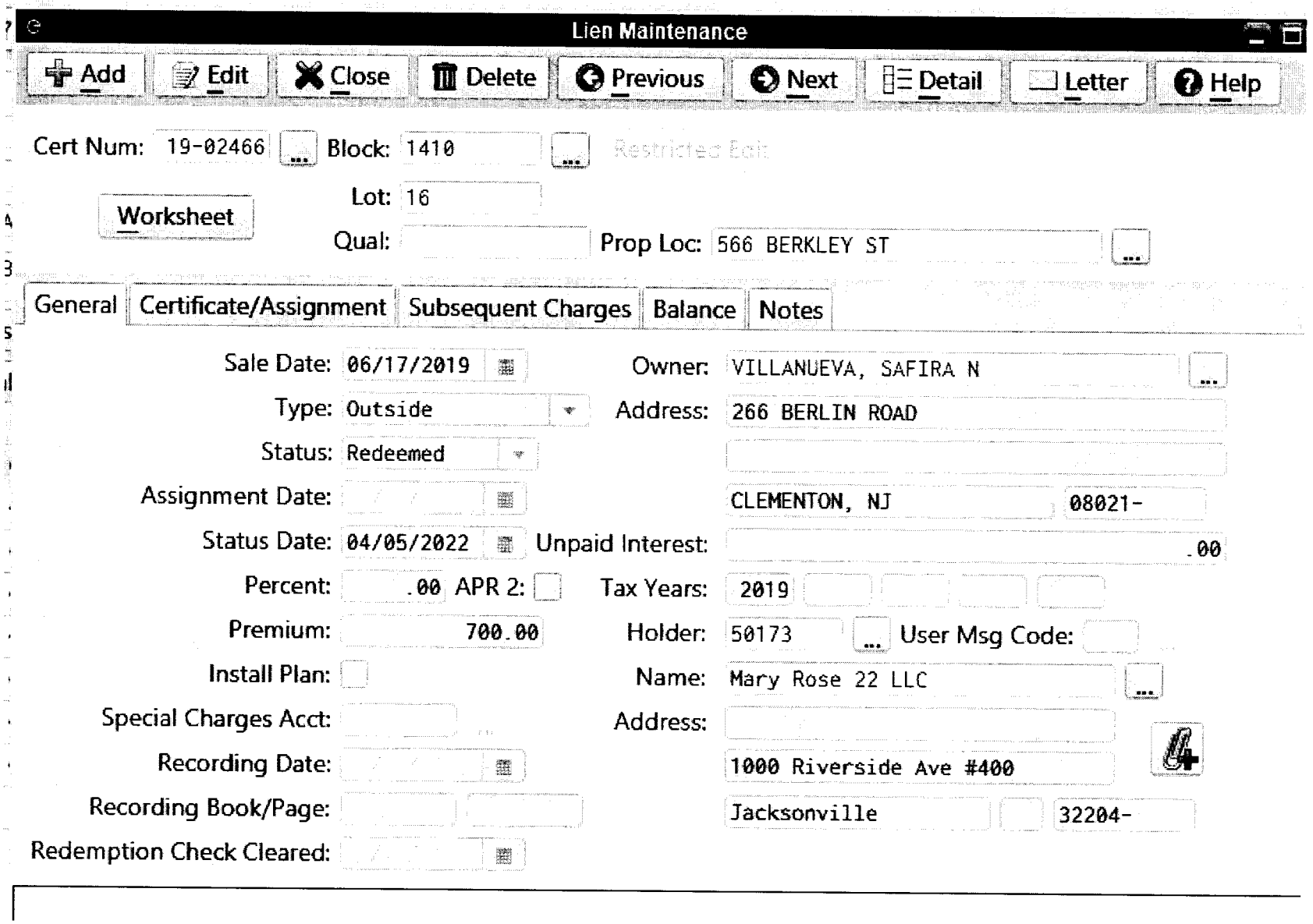
Bank Id	Cash	Check	Credit	Voucher
01121	0.00	290.14	0.00	0.00
Grand Totals	0.00	290.14	0.00	0.00

Account	Type Bank	Description	Source	Total	Date
Total To Be Posted:	0.00				
Total Not To Be Posted:	290.14				

There are NO errors in this listing.

CAMDEN CITY
Payment Batch Update/Posting Report

Batch: KAH	Updated Payments:	1	Updated Payment Amt:	290.14	Updated Interest:	0.00	Ref Num: 136202
			Updated Total:	290.14			
	Updated Revenue:	0	Updated Revenue Amt:	0.00			


Lien Maintenance
Add
Edit
Close
Delete
Previous
Next
Detail
Letter
Help
Cert Num: 19-02466
Block: 1410
Restricted Edit
Worksheet
Lot: 16
Qual:
Prop Loc: 566 BERKLEY ST
General
Certificate/Assignment
Subsequent Charges
Balance
Notes
Sale Date: 06/17/2019
Type: Outside
Status: Redeemed
Assignment Date:
Status Date: 04/05/2022
Percent: .00
APR 2:
Premium: 700.00
Install Plan:
Special Charges Acct:
Recording Date:
Recording Book/Page:
Redemption Check Cleared:
Owner: VILLANUEVA, SAFIRA N
Address: 266 BERLIN ROAD
CLEMENTON, NJ 08021-
Unpaid Interest: .00
Tax Years: 2019
Holder: 50173
User Msg Code:
Name: Mary Rose 22 LLC
Address:
1000 Riverside Ave #400
Jacksonville 32204-

Robert W. Keyser
Attorney ID No. 028231982
TAYLOR and KEYSER LLC
89 Haddon Avenue, Suite B2
Haddonfield, New Jersey 08033
(609) 803-2180
Attorneys for Plaintiff

FIG as Custodian for FIG NJ19, LLC and secured party, Plaintiff v. Safira N. Villanueva; John/Jane Doe, spouse of Safira N. Villanueva; Mortgage Electronic Registration Systems, Inc., as nominee for Commerce Bank, NA; New Jersey Housing and Mortgage Finance Agency; Department of Development & Planning, Defendants	SUPERIOR COURT OF NEW JERSEY CAMDEN COUNTY CHANCERY DIVISION Docket No. F-4831-21 Civil Action ***NOTICE OF MOTION FOR ORDER SUBSTITUTING PLAINTIFF***

TO: All parties on the attached service list

PLEASE TAKE NOTICE that the undersigned, attorneys for the plaintiff, will make application to the Superior Court of New Jersey, Chancery Division, Office of Foreclosure, Hughes Justice Complex, CN 971, Trenton, New Jersey, before the Chief of the Office of Foreclosure for an order substituting plaintiff in this action to Mary Rose 22, LLC; and shall file the proofs required by R. 4:64-2.

IF YOU WANT TO OBJECT TO THIS MOTION YOU MUST DO SO IN WRITING WITHIN TEN (10) DAYS AFTER THE DAY YOU RECEIVED THIS MOTION. ANY OBJECTION MUST ADDRESS THE SUBJECT OF THE MOTION AND DETAIL WITH SPECIFICITY THE BASIS OF THE OBJECTION. YOU MUST FILE YOUR OBJECTION WITH THE OFFICE OF FORECLOSURE, P.O. BOX 971, 25 MARKET STREET,TRENTON, NEW JERSEY 08625, AND SERVE A COPY ON THE MOVING PARTY. THE OFFICE OF FORECLOSURE DOES NOT CONDUCT HEARINGS. YOUR PERSONAL APPEARANCE AT THE OFFICE WILL NOT QUALIFY AS AN OBJECTION. IF YOU FILE A SPECIFIC OBJECTION, THE CASE WILL BE SENT TO A JUDGE FOR RESOLUTION. YOU WILL BE INFORMED BY THE JUDGE OF THE TIME AND PLACE OF THE HEARING ON THE MOTION.

TAYLOR and KEYSER
Attorneys for Plaintiff

By: s/Robert W. Keyser
Robert W. Keyser, Esquire

Dated: March 4, 2022

Service List

Safira N. Villanueva
548 5th Avenue, Unit 172
Glassboro, NJ 08028-3321

John/Jane Doe, spouse of Safira N. Villanueva
548 5th Avenue, Unit 172
Glassboro, NJ 08028-3321

Mortgage Electronic Registration Systems, Inc., as nominee for Commerce Bank NA
The New York Mortgage Company, LLC
c/o Corporation Trust Company, Registered Agent
820 Bear Tavern Road
West Trenton, NJ 08628

New Jersey Housing and Mortgage Finance Agency
637 South Clinton Avenue
Trenton, NJ 08611

Department of Development & Planning
City Hall, 4th Floor
6th and Market Streets
Camden, NJ 08101

Robert W. Keyser
Attorney ID No. 028231982
TAYLOR and KEYSER LLC
89 Haddon Avenue, Suite B2
Haddonfield, New Jersey 08033
(609) 803-2180
Attorneys for Plaintiff

FIG as Custodian for FIG NJ19, LLC and secured party, Plaintiff v. Safira N. Villanueva; John/Jane Doe, spouse of Safira N. Villanueva; Mortgage Electronic Registration Systems, Inc., as nominee for Commerce Bank, NA; New Jersey Housing and Mortgage Finance Agency; Department of Development & Planning, Defendants	SUPERIOR COURT OF NEW JERSEY CAMDEN COUNTY CHANCERY DIVISION Docket No. F-4831-21 Civil Action ***CERTIFICATION IN SUPPORT OF MOTION FOR ORDER SUBSTITUTING PLAINTIFF***

I, Robert W. Keyser, do hereby certify as follows:

1. I am a partner of the law firm of Taylor and Keyser, Attorneys for Plaintiff in the above entitled cause, and am the person actually entrusted with the conduct and management of the cause. I am authorized to make this certification on the Plaintiff's behalf.

2. By Assignment dated March 2, 2022, FIG as Custodian for FIG NJ19, LLC and secured party, assigned its interest in tax sale certificate #19-2466 issued by the Tax Collector of the City of Camden, which is the subject matter of this foreclosure complaint to Mary Rose 22, LLC, which assignment has been sent to the Camden County Clerk's Office for recording. A certified true copy of the Assignment of Tax Sale Certificate is attached hereto as Exhibit A.

I certify that the foregoing statements made by me are true, I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

s/Robert W. Keyser
Robert W. Keyser

Dated: March 4, 2022

ASSIGNMENT OF TAX SALE CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS FIG as Custodian for FIG NJ19, LLC and secured party, whose address is 1000 Riverside Avenue, Suite 400, Jacksonville, Florida 32204 (the **"Assignor"**), in consideration of the sum of One Dollar ($1.00) and other good and valuable consideration paid by **Mary Rose 22, LLC**, whose address is 1000 Riverside Avenue, Suite 400, Jacksonville, Florida 32204 (the **"Assignee"**) on this ____ day of _____, 2022, the receipt of which is hereby acknowledged, has granted, sold, bargained, transferred, assigned and set over unto the said Assignee all of its right, title and interest, property and estate in and to the certain tax sale certificate as follows:

City of Camden, County of Camden, **Tax Sale Certificate #19-2466** dated June 21, 2019, and recorded in the Clerk's Office of Camden County on November 1, 2019 in book 11252, page 1365.

Assessed Owner: Safira N. Villanueva

Address: Block 1410, Lot 16, commonly known as 566 Berkley Street, Camden, Camden County, New Jersey

IN WITNESS WHEREOF, the party of the first part has hereunto set its hand and seal the 2 day of March, 2022.

FIG as Custodian for FIG NJ19, LLC and secured party,

Witness:

Printed Name: _____

BY: _____
Brad Matos, Authorized Agent

STATE OF FLORIDA

COUNTY OF Duval : SS.

I certify that on 2 day of March, 2022, Brad Matos personally came before me and acknowledged under oath to my satisfaction that this person (a) is an authorized agent of the Assignor herein and personally signed this Assignment; and (b) was authorized by the Assignor to sign, seal and deliver this Assignment as the act and deed of the said Assignor.

_____
Notary Public

Robert W. Keyser
Attorney ID No. 028231982
TAYLOR and KEYSER LLC
89 Haddon Avenue, Suite B2
Haddonfield, New Jersey 08033
(609) 803-2180
Attorneys for Plaintiff

FIG as Custodian for FIG NJ19, LLC and secured party, Plaintiff v. Safira N. Villanueva; John/Jane Doe, spouse of Safira N. Villanueva; Mortgage Electronic Registration Systems, Inc., as nominee for Commerce Bank, NA; New Jersey Housing and Mortgage Finance Agency; Department of Development & Planning, Defendants	:	SUPERIOR COURT OF NEW JERSEY CAMDEN COUNTY CHANCERY DIVISION Docket No. F-4831-21 Civil Action ***ORDER SUBSTITUTING PLAINTIFF***

THIS MATTER having been opened to the court on the motion of Robert W. Keyser, Esquire of the firm of Taylor and Keyser LLC, attorneys for Plaintiff, FIG as Custodian for FIG NJ19, LLC and secured party, and substituted Plaintiff, Mary Rose 22, LLC, and the Court having considered the certification of counsel;

IT IS on this ____ day of _____, 2022,

ORDERED that the complaint and all subsequent pleadings be amended to correct the name of the plaintiff to be Mary Rose 22, LLC.

_____

Robert W. Keyser
Attorney ID No. 028231982
TAYLOR and KEYSER LLC
89 Haddon Avenue, Suite B2
Haddonfield, New Jersey 08033
(609) 803-2180
Attorneys for Plaintiff

FIG as Custodian for FIG NJ19, LLC and secured party, Plaintiff v. Safira N. Villanueva; John/Jane Doe, spouse of Safira N. Villanueva; Mortgage Electronic Registration Systems, Inc., as nominee for Commerce Bank, NA; New Jersey Housing and Mortgage Finance Agency; Department of Development & Planning, Defendants	:	SUPERIOR COURT OF NEW JERSEY CAMDEN COUNTY CHANCERY DIVISION Docket No. F-4831-21 Civil Action ***CERTIFICATION OF SERVICE OF MOTION FOR ORDER SUBSTITUTING PLAINTIFF***

Robert W. Keyser, of full age, by way of certification in accordance with R.1:4-4(b), says:

1. I am a partner with the law firm of Taylor and Keyser, Attorneys for Plaintiff in the within action.

2. I did on March 4, 2022, cause to be mailed by certified mail, return receipt requested, and by regular mail, copies of the Notice of Motion to Substitute Plaintiff, Certification in Support of Motion for Substitution of Plaintiff, and proposed form of Order Substituting Plaintiff, to all parties on the attached service list.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

s/Robert W. Keyser
Robert W. Keyser, Esquire

Dated: March 4, 2022

Service List

Safira N. Villanueva
548 5th Avenue, Unit 172
Glassboro, NJ 08028-3321

John/Jane Doe, spouse of Safira N. Villanueva
548 5th Avenue, Unit 172
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New Jersey Housing and Mortgage Finance Agency
637 South Clinton Avenue
Trenton, NJ 08611

Department of Development & Planning
City Hall, 4th Floor
6th and Market Streets
Camden, NJ 08101

R-41

AV:dh
06-14-22

RESOLUTION AUTHORIZING THE CANCELLATION OF PROPERTY TAXES DUE TO HOMEOWNER APPROVED FOR 100% VETERAN EXEMPTION

WHEREAS, the property taxes must be cancelled for 1404 Baird Blvd., Block 1275, Lot 58 due to homeowner being approved as a 100% disabled veteran as of March 16, 2022, and

WHEREAS, the Tax Collector has requested that City Council authorize her to cancel the property taxes in the amount of $1,045.72; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to cancel as follows:

1404 Baird Blvd., Block 1275, Lot 58
Cancel Amount: $1,045.72

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: April 12, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to cancel taxes

BRIEF DESCRIPTION OF ACTION: Resolution to cancel any current or upcoming taxes for block/lot 1275/58 (1404 Baird Blvd) due to approved tax exemption dated March 16, 2022.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $1,045.72

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	5/8/22	(If applicable)
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/16/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO CANCEL TAXES"

4/12/2022

Michelle D. Hill, Tax Collector Date

CITY OF CAMDEN
OFFICE OF ASSESSMENTS
520 Market Street, Room 329
P.O. Box 95120
Camden, New Jersey 08101-5120
PHONE (856) 757-7017 FAX (856) 968-4721
assessor@ci.camden.nj.us

Daniel Gatti, CTA
Tax Assessor

Victor Carstarphen
Mayor

March 23, 2022

Johnny Davis
1404 Baird Blvd
Camden, NJ 08103

Re: 100% Permanently and Totally Disabled Veteran Exemption
Block 1275, Lot 58
Location: 1404 Baird Blvd

Dear Mr. Davis,

I am pleased to advise you that your application has been ***approved*** for the "100% Permanently and Totally Disabled Veteran Tax Exemption". The effective date of the tax exemption is **3/16/2022**. The collector will make the necessary adjustments to your tax bill for the current year.

This property tax exemption will continue as long as you meet the requirements set forth in *N.J.S.A. 54:4-3.30*. The Tax Assessor's Office should be notified of any change in status that will affect the continued entitlement to this exemption. Failure to notify the Assessor's Office will require the repayment of any taxes owed during the time of ineligibility.

Due to the disabled veteran tax exemption, the veteran and senior tax deductions you are currently receiving on this property will cease for tax year 2023. If you own other property in New Jersey, you may be eligible to apply for the Veteran Tax Deduction on that property.

Please note that this tax exemption does not automatically transfer if you sell your existing property with the approved veteran exemption and purchase another home in the City of Camden. The veteran is required to file a new application in order to receive the tax exemption on the new residence.

If you have any questions, please call this office at (856) 757-7017.

Sincerely,

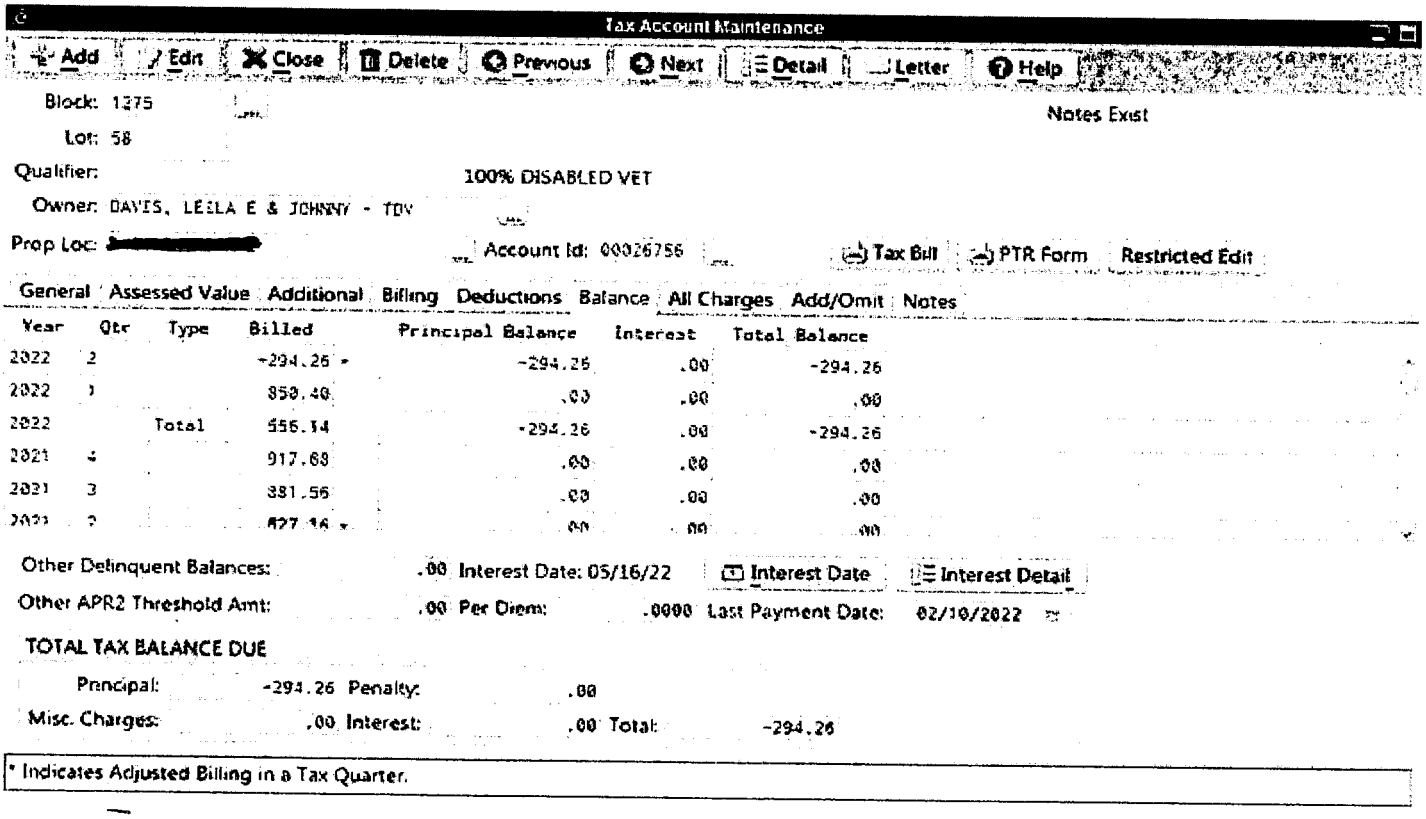
Daniel Gatti

Daniel Gatti, CTA
Tax Assessor

cc: Michelle Hill, CTC

Michelle Spearman

From: Michelle D. Hill
Sent: Monday, May 16, 2022 7:48 AM
To: Michelle Spearman
Cc: Amia Valentine
Subject: RE: Disabled Veteran's exemption 1404 Baird Blvd



Tax Account Maintenance

Add | Edit | Close | Delete | Previous | Next | Detail | Letter | Help

Block: 1375
Lot: 58
Qualifier: 100% DISABLED VET
Owner: DAVIS, LEILA E & JOHNNY - TOV
Prop Loc: [redacted]
Account Id: 00026756
Notes Exist
Tax Bill | PTR Form | Restricted Edit

General | Assessed Value | Additional | Billing | Deductions | Balance | All Charges | Add/Omit | Notes

Year	Qtr	Type	Billed	Principal Balance	Interest	Total Balance
2022	2		-294.26 *	-294.26	.00	-294.26
2022	1		850.40	.00	.00	.00
2022		Total	556.14	-294.26	.00	-294.26
2021	4		917.68	.00	.00	.00
2021	3		381.56	.00	.00	.00
2021	2		427.16 *	.00	.00	.00

Other Delinquent Balances: .00 Interest Date: 05/16/22 | Interest Date | Interest Detail
Other APR2 Threshold Amt: .00 Per Diem: .0000 Last Payment Date: 02/10/2022

TOTAL TAX BALANCE DUE

Principal: -294.26 Penalty: .00
Misc. Charges: .00 Interest: .00 Total: -294.26

* Indicates Adjusted Billing in a Tax Quarter.

From: Michelle Spearman

R-42

AV:dh
06-14-22

RESOLUTION REQUESTING AUTHORIZATION TO CANCEL THE REVENUE AND SPENDING RESERVES FOR THE NJDOT RIVER ROAD CRAMER HILL PROJECT

WHEREAS, the City of Camden is requesting the cancellation of the spending reserves balance of the budget account established for the NJDOT River Road Cramer Hill project; and

WHEREAS, the Bureau of Grants Management is requesting authorization to cancel the anticipated revenue and spending reserves to close out this grant agreement; now, therefore

BE IT RESOLVED, by the Governing Body of the of the City of Camden that the proper City officials are hereby authorized to cancel the revenue and spending reserves of the budget account established for the NJDOT River Road Cramer Hill project as follows:

Appropriation #	Grant/Line Item Name	Balance
G--18-665-998	USDOT (FHWA)	$393,784.58
G--19-665-999	USDOT (FHWA	$358,603.78

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy Cunningham., Business Administrator

FROM: Director Johanna Conyer

Department Making Request: Department of Finance – Bureau of Grants Management

TITLE OF RESOLUTION/ORDINANCE: Resolution requesting authorization to cancel the revenue and spending reserves for the NJDOT River Road Cramer Hill Project #HP-0543.

BRIEF DESCRIPTION OF ACTION: The City of Camden Finance Department – Bureau of Grants Management is requesting authorization to cancel the revenue in spending reserves of the NJDOT River Road Cramer Hill Project pursuant to N.J.S.A. 52:27BBB-23. This action will officially close out this grant agreement. (see attached summary)

BIDDING PROCESS: N/A
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION/REVENUE ACCOUNT(S): N/A
AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:	5/2/22	(if applicable)
Approved by Finance Director:	5/6/22	
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/13/22	

(Name) Please Print ***(Extension #)***

Prepared By: Kelly Mobley, Coordinator for Federal and State Aid x3506
Contact Person: Kelly Mobley, Coordinator for Federal and State Aid x3506

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report ____ Revised Report __X__ Closing Report _____
Bureau of Grants Management Grant Summary Form
Grant Status Code: _G_
(green - g; yellow - y; red - r)

Department: Development & Planning – Capital Improvements

Grant Administrator: Tytanya Ray Grant Administrator #: 757-7628

Project Name:		River Road Improvements, Cramer Hill (Construction)			
Grant/Funding Agency Program:		USDOT – Federal Highway Administration (FHWA)- Federal Project #5808387			
Grant Federal CFDA or State GIMS Number:		CFDA 20.205; Agreement #17-DT-BLA-755; Fed Proj No. HPP-0543 (300) (CON)			
City Contract Date:		pending	City Contract #:		
Application Resolution #:			Appropriation Code :	G-18-665-999	
Funding Source:		Federal Highway Administration			
Pass Through: ***circle one***	Y or (N)	Source:	NJDOT		
Amount of Grant:		$3,682,382.50 +$393,784.58 (Amendment #1)			
Local Match: ***circle one***	Y or (N)	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:		
Term of Grant:			Location of Activity:	River Rd – Cramer Hill	
Date of Analysis:	5.2.2022		Reviewed By:	Kelly Mobley	

Summary:
2-May-22: The River Road Project has been completed and all expenditures have been satisfied and all revenue has been received. To close out the grant agreement the city will need to cancel the spending reserves and anticipated revenue as follows:
Appropriations Cancellation:
G-18-665-998: $393,784.58
G-19-665-999: $358,603.78

Revenue Accounts:
G-18-665-998: $393,784.58
G-19-665-999: $358,603.79

3-Feb-22: The Department of Planning and Development – Division of Capital Improvements is closing out the following purchase orders. The project has been completed and no further payments are required.

PO#18-02875 Close out and release back into the line item $358,603.78
PO#18-02922 Close out and release back into the line item $358,603.78

10-Sep-20: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $23,483.44 T&M Associates Invoice #DAP390176 for services rendered through June 19, 2020.

6-Jun-20: The Department of Planning and Development– Division of Capital Improvements is

seeking council authorization to concur with Cooper's Ferry Partnership for a contract modification for T and M Associates in connection with the River Road Project (modification #4) This action is required in connection with the close out of the River Road Project. The modification is an increase to the contract with T and M Associates; however, it will not be any additional cost to the City. As a result, no requisition is required.

6-May-20: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $93,251.34 (Invoice #2083 – Application #11 – Final Lexa Concrete – work completed through 12/25/19 – 12/30/19. Includes final items and retainage.)

22-Apr-20: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership for a no cost time extension through 9/1/19 with Lexa Concrete. (Change Order #3) This action is required in connection with the close out of the River Road Project.

Also seeking council authorization to concur with Cooper's Ferry Partnership for a no cost time extension through 12/30/19 and for a net reduction in the contract amount $387,371.09 with Lexa Concrete. (Change Order #4) This action is required in connection with the close out of the River Road Project.

24-Jan-20: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership to authorize change order #2 for Lexa Concrete in the amount of $6,793.00. Additional work needed (utility pole). New contract amount: $3,864,577.59

31-Oct-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to amend Resolution MC-19:6880 dated 4/9/19. The resolution needs to be amended to read Amendment #3 of a subrecipient agreement between the City of Camden and Cooper's Ferry Partnership in connection with the River Road (CR 543) Improvements, Cramer Hill Project. Federal Project No. HPP-4273 (300) Construction. This is a no cost extension extending the term through April 18, 2021.

31-Oct-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to accept an additional $68,822.21 through the USDOT Federal Highway Administration for construction of the River Road/Cramer Hill Project. Further, they are seeking authorization to make a temporary emergency appropriation into the city budget in the amount of the award and authorizing the Mayor to execute a contract modification (#3) to accept the additional funds to federal aid agreement (No. 17-DT-BLA-755); an agreement between the NJ Department of Transportation and the City of Camden for Federal Project No. HPP-0543 (300) Construction also known as River Road Improvements, Cramer Hill (Construction) project. **Note: Resolutions are slated for December; therefore, the temporary appropriation may be changed pending the adoption of the budget in November.**

23-Oct-19: The Department of Planning and Development– Division of Capital Improvements is processing invoice #1942 for construction in the amount of $494,046.22 (Application #9). New balance after payment: $967,487.66

9-Oct-19: The Department of Planning and Development– Division of Capital Improvements is processing invoice #1912 for engineering services by T&M Associates in the amount of $12,714.69 (professional services through June 2019) and Invoice #1913 for engineering services by T&M Associates in the amount of $18,348.84 (professional services through May 2019).

17-Jul-19: The Department of Planning and Development– Division of Capital Improvements is processing construction Invoice #1881 in the amount of $297,107.03 (payment/application #7 Lexa Concrete) Also, processing Invoice #1871 (#LAB365700 – T&M Associates) in the amount of $5,111.11.

8-Apr-19: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to amend contract #12-170-186 to extend the term of the contract to complete the construction phase of this project. New term: April 1, 2018 – April 18, 2021.

2-Apr-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $81,372.92 (Invoice #1839 – Application #6 Lexa Concrete – services completed through 2/15/19.
8-Mar-19: The Department of Planning and Development– Division of Capital Improvements is processing a council resolution to concur with Cooper's Ferry Partnership for a change order for Lexa Concrete in connection with the River Road Improvements, Cramer Hill (construction) project. Change order is due to additional work consisting of inlet reconstruction.
7-Mar-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $38,652.37 (Invoice #1810 – Request #9 for professional services through October 26, 2018 T and M); $27,359.79 (Invoice #1801 – Request #10 for professional services through December 28, 2018 T and M); $30,575.16 (Invoice #1766 – LAB work #LAB356991 T and M). Total request for 3 billings: **$96,587.32**
12-Feb-19: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $263,490.74 (Invoice #1798 – Application/Certificate #5.)
19-Dec-18: : The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 for Cooper's Ferry Development Association in the amount of $368,832.55 (Invoice #1745 – Application/Certificate #4.
28-Nov-18: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 in for the following three payments utilizing appropriation code G-18-665-999:

- Invoice #1723: for construction management services (T&M Associates LAB352019) amount: $18,659.85 (request #3)
- Invoice #1734: for application and certificate for payment number 3 from Lexa Concrete for the period of September 1 – October amount: $295,195.50 (request #3)
- Invoice #1735: for construction management services (T&M Associates LAB354234) amount $52,891.34 (request #4)

10-Sep-18: The Department of Planning and Development– Division of Capital Improvements is processing purchase order #18-02875 in the amount of $3,574.29 (1st payment) for construction services provided in connection with the River Road – Cramer Hill Project. HPP-0543 (CON) Invoice #1675 (T & M Associates. Utilizing appropriation code: G-18-665-999.
15-May-18: The Department of Planning and Development– Division of Capital Improvements is processing purchase requisition #18-00872 in the amount of $3,682,382.50 for project management services in connection with the River Road (CR-543) Improvements. Subrecipient agreement was processed in November of 2017.
7-Mar-18: The Department of Planning and Development– Division of Capital Improvements is seeking council to authorize an agreement with T & M Associates for construction management in connection with the River Road Improvements Cramer Hill project.
The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to concur with Cooper's Ferry Partnership in awarding a construction contract to Lexa Concrete LLC for construction in connection with the River Road Improvements Cramer Hill project.
2-Nov-17: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to enter into a subrecipient agreement in the amount of $3,682,382.50 with Cooper's Ferry Development Association for professional services (project management) in connection with the River Road Improvement Cramer Hill Project. **A budget was not available for review. Additionally, the state has not approved this agreement - see attached forms which have not been fully executed. This is a walk-on. This writer will not be authorizing the agreement with signature until it is approved by the state. (WALK-ON)**
13-Sep-17: The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to accept a $3,682,382.50 federal award through the USDOT Federal Highway Administration for construction of the River Road/Cramer Hill Project. Further, they are seeking authorization to make a temporary emergency appropriation into the city budget in the

Initial Report ____ Revised Report _X__ Closing Report _____
Bureau of Grants Management Grant Summary Form
Grant Status Code: G
(green - g; yellow - y; red - r)

amount of the award.
The Department of Planning and Development– Division of Capital Improvements is seeking council authorization to authorize the Mayor of the City of Camden to execute the Federal Aide Agreement between the Department of Transportation and the City of Camden.

Project Limits:

Time Lines: Based on the letter of authorization – reimbursements should be requested quarterly.
Problematic Areas/Recommendations: The application was not available for review; however, one will be provided for the file.
USDOT FHWA River Road Construction

FRANCISCO "FRANK" MORAN
MAYOR

DEPARTMENT OF FINANCE
CITY OF CAMDEN
NEW JERSEY

JOHANNA S. CONYER HARRIS
FINANCE DIRECTOR
TEL: 856-757-7582
EMAIL: FINANCE@CI.CAMDEN.NJ.US
WEBSITE: WWW.CI.CAMDEN.NJ.US

CHIEF FINANCIAL OFFICER'S CERTIFICATION
PROJECT COMPLETION
AGREEMENT FOR FEDERAL AID

I hereby certify that all expenditures, $3,323,778.72 for the project known as the
(Total project cost certified on Form PV)

River Road Improvement Project in the City of Camden of the County of Camden are supported by valid documentation and conform with the terms of the Federal Aid Agreement.

The project cost will be part of the next Annual Single Audit prepared in conformity with the State of New Jersey Audit Policy referred to in the New Jersey Administrative Code.

(Signature)

Johanna Conyer
(Name)

Finance Director
(Title)

2/7/21
(Date)

YOUR GOALS. OUR MISSION.

DATE: 8/6/2020

PROJECT DESCRIPTION: Roadway Improvements Associated with River Road Initiative DP# 5808387

FEDERAL PROJECT NO.# HPP-0543(300)CON

In order that you may furnish the FHWA certification for materials and construction work on the above referenced project, the following CERTIFICATE is provided.

CERTIFICATE

This is to Certify that the materials and methods of construction for Bridge & Road items on this project substantially met pertinent requirements of specifications; the materials at the time of use were regularly sampled, tested and/or inspected; and copies of manufacturers' certified analyses and commercial laboratory reports were forwarded to the appropriate Local Aid District Office.

Exceptions to the above are listed on the back hereof, or on an attached sheet, such as:

1. Materials receiving less than the usual requirements for testing and inspection were accepted under the conditions stated.
2. Materials corrected, altered, or replaced.
3. Other exceptions or corrective actions.

Donald R. Newell Jr.

RE

Form LB-95A (07/2012 – modified for Local Aid Projects)

Range of Accounts: G-18- -665-998 to G-18- -665-999 Include Cap Accounts: Yes As Of: 05/02/22
Current Period: 07/01/14 to 05/02/22 Skip Zero Activity: Yes
Audit Report Type: Standard
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Date	Description / Transaction Data/Comment	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended		Trans Amount	Trans Balance	User
G-18- -665-998	**NJDOT RIVER RD CRAMER HILL HPP-0543 ADDI**									
		393,784.58	0.00	0.00	393,784.58	393,784.58	0			
		0.00	0.00	0.00	0.00	393,784.58				
		0.00		0.00	0.00					
Begin Balance: 07/01/14									393,784.58	
04/11/22 PO 18-02922 1 Void	AMENDMENT #1 TO SUBRECIPIENT	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 06/07/18		393,784.58 **	393,784.58	VID
G-18- -665-999	**NJDOT RIVER RD CRAMER HILL #HPP-0543 300**									
		3,682,382.50	0.00	0.00	3,682,382.50	358,603.78	90			
		3,323,778.72	0.00	0.00	0.00	358,603.78				
		3,323,778.72		0.00	3,323,778.72					
Begin Balance: 07/01/14									3,682,382.50	
09/21/18 PO 18-02875 2 Paid Ck104304	INVOICE #1675 PAYMENT #1	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		3,574.29-	3,678,808.21	DDB
09/28/18 PO 18-02875 3 Paid Ck104308	INVOICE #1706 PAYMENT #2	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		3,553.46-	3,675,254.75	DDB
10/12/18 PO 18-02875 4 Paid Ck104313	INVOICE #1705 PAYMENT #3	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		242,020.80-	3,433,233.95	DDB
10/12/18 PO 18-02875 5 Paid Ck104313	INVOICE #1705 PAYMENT #4	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		106,672.49-	3,326,561.46	DDB
10/19/18 PO 18-02875 6 Paid Ck104316	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		242,020.80-*	3,326,561.46	AC
10/19/18 PO 18-02875 7 Paid Ck104316	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		106,672.49-*	3,326,561.46	AC
10/24/18 PO 18-02875 6 Void Ck104316	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP					242,020.80 **	3,326,561.46	DDB
10/24/18 PO 18-02875 6 Void	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		242,020.80 *	3,326,561.46	DPC
10/24/18 PO 18-02875 7 Void Ck104316	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP					106,672.49 **	3,326,561.46	DDB
10/24/18 PO 18-02875 7 Void	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		106,672.49 *	3,326,561.46	DPC
10/25/18 PO 18-02875 8 Deleted	1705	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18	BS	106,672.49 **	3,326,561.46	LG
11/30/18 PO 18-02875 9 Paid Ck104334	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		295,195.50-	3,031,365.96	DDB
11/30/18 PO 18-02875 10 Paid Ck104334	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		18,659.85-	3,012,706.11	DDB
11/30/18 PO 18-02875 11 Paid Ck104334	INVOICE	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		52,891.34-	2,959,814.77	DDB
12/21/18 PO 18-02875 12 Paid Ck104342	INVOICE 1745	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		368,832.55-	2,590,982.22	DDB
02/15/19 PO 18-02875 13 Paid Ck104362	INVOICE 1798	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		263,490.74-	2,327,491.48	DDB
03/08/19 PO 18-02875 14 Paid Ck104372	INV#1766 12/21/18	C0030	CAMDEN COMMUNITY PARTNERSHIP			En 05/31/18		30,575.16-	2,296,916.32	AC

Account No / Description	Adopted / Amended / Transfers / Modified / Balance YTD %Used					
	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended	
	Expended Curr		Reimbrsd Curr	Pd/Chrgd YTD		
Date Transaction Data/Comment		Vendor/Reference			Trans Amount	Trans Balance User
G-18- -665-999 NJDOT RIVER RD CRAMER HILL #HPP-0543 300 Continued						
03/08/19 PO 18-02875 15 Paid Ck104372	INV#1801 1/22/19	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	27,359.79-	2,269,556.53 AC
03/08/19 PO 18-02875 16 Paid Ck104372	INV#1810 2/4/19	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	38,652.37-	2,230,904.16 AC
04/05/19 PO 18-02875 17 Paid Ck104380	1839	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	81,372.92-	2,149,531.24 DDB
04/18/19 PO 18-02875 18 Paid Ck104383	INV#1821 PAYMENT #14	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	42,758.04-	2,106,773.20 SNH
05/24/19 PO 18-02875 19 Paid Ck104391	INV#1851 4/22/19	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	628.54-	2,106,144.66 DDB
05/24/19 PO 18-02875 20 Paid Ck104391	INV#1843 3/25/19	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	2,825.83-	2,103,318.83 DDB
07/26/19 PO 18-02875 21 Paid Ck104406	6/5/19	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	5,111.11-	2,098,207.72 DDB
07/26/19 PO 18-02875 22 Paid Ck104406	6/18/19	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	297,107.03-	1,801,100.69 DDB
08/16/19 PO 18-02875 23 Paid Ck104417	INV#1915 7/2919 PAYMENT #8	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	308,503.28-	1,492,597.41 DDB
10/18/19 PO 18-02875 24 Paid Ck104449		C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	12,714.69-	1,479,882.72 SNH
10/18/19 PO 18-02875 25 Paid Ck104449		C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	18,348.84-	1,461,533.88 SNH
10/25/19 PO 18-02875 26 Paid Ck104452		C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	494,046.22-	967,487.66 DDB
01/31/20 PO 18-02875 27 Paid Ck104481	INV#2010 1/21/20	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	424,636.86-	542,850.80 DDB
01/31/20 PO 18-02875 28 Paid Ck104481	INV#2011 1/21/20	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	67,512.24-	475,338.56 DDB
05/08/20 PO 18-02875 29 Paid Ck104518	INVOICE 2083	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 01/29/20	93,251.34-	382,087.22 DDB
10/09/20 PO 18-02875 30 Paid Ck104543	INV# 2109	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 01/29/20	23,483.44-	358,603.78 DPC
10/16/20 PO 18-02875 31 Paid Ck104546	INV#2109 9/10/20	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 01/29/20	23,483.44-*	358,603.78 SNH
11/20/20 PO 18-02875 31 Void Ck104546	INV#2109 9/10/20	C0030	CAMDEN COMMUNITY PARTNERSHIP		23,483.44 **	358,603.78 SNH
11/20/20 PO 18-02875 31 Void	INV#2109 9/10/20	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 01/29/20	23,483.44 *	358,603.78 AC
04/11/22 PO 18-02875 1 Void	SUBRECIPIENT AGREEMENT	C0030	CAMDEN COMMUNITY PARTNERSHIP	En 05/31/18	358,603.78 **	358,603.78 VID
Department: 665 Total	4,076,167.08	0.00	0.00	4,076,167.08	752,388.36	82
	3,323,778.72	0.00	0.00	0.00	752,388.36	
	3,323,778.72		0.00	3,323,778.72		
CAFR: Total	4,076,167.08	0.00	0.00	4,076,167.08	752,388.36	82
	3,323,778.72	0.00	0.00	0.00	752,388.36	
	3,323,778.72		0.00	3,323,778.72		

Account No / Date	Description / Transaction Data/Comment	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended		Trans Amount	Trans Balance	User
		Vendor/Reference								
Fund: 18	Budgeted Total	4,076,167.08	0.00	0.00	4,076,167.08	752,388.36	82			
		3,323,778.72	0.00	0.00	0.00	752,388.36				
		3,323,778.72		0.00	3,323,778.72					
Fund: 18	Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0			
		0.00	0.00	0.00	0.00	0.00				
		0.00		0.00	0.00					
Fund: 18	**Total**	4,076,167.08	0.00	0.00	4,076,167.08	752,388.36	82			
		3,323,778.72	0.00	0.00	0.00	752,388.36				
		3,323,778.72		0.00	3,323,778.72					
Final Budgeted		4,076,167.08	0.00	0.00	4,076,167.08	752,388.36	82			
		3,323,778.72	0.00	0.00	0.00	752,388.36				
		3,323,778.72		0.00	3,323,778.72					
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0			
		0.00	0.00	0.00	0.00	0.00				
		0.00		0.00	0.00					
Final Total		**4,076,167.08**	**0.00**	**0.00**	**4,076,167.08**	**752,388.36**	**82**			
		3,323,778.72	0.00	0.00	0.00	752,388.36				
		3,323,778.72		0.00	3,323,778.72					

Range of Accounts: G-18- -665-999 to G-18- -665-999 Current Period: 01/01/21 to 12/31/21
Report Type: Standard
Includes Accounts with Zero Activity in Current Period: No Print Add/Changes: No Year To Date As Of: 12/31/21

Account No / Date	Reference #		Account Description / Description	Account Type	Project Id	Amount	User
G-18- -665-999			**NJDOT RIVER ROAD,CRAMER HILL 0543 [300] Cash Basis/Not Anticipated**				
12/27/21 G	7797	40	Revenue Journal	To post Unappr to Appro,Grnt recvd-4/15/		277,956.52	EVT
12/27/21 G	7797	42	Revenue Journal	To post Unappr to Appro,Grnt recvd-4/15/		34,864.88	EVT

Previous Anticipated	Current Anticipated	YTD Revenue	Total Revenue	Period Revenue		Total Excess/Deficit
3,682,382.50	0.00	312,821.40	3,323,778.71	312,821.40		358,603.79-
Previous Cancel	**YTD Cancel**	**YTD Cash**	**Total Cash**	**Period Cash**	**Total Cancel**	
0.00	0.00	0.00	3,010,957.31	0.00	0.00	

	Transaction Count	Period Amount	Ytd Amount	Total Amount
Revenue Journal:	2	312,821.40	312,821.40	312,821.40

Period Revenue:	312,821.40	*YTD Revenue:	312,821.40	*Total Revenue:	3,323,778.71
Period Cash:	0.00	*YTD Cash:	0.00	*Total Cash:	3,010,957.31
				AR Balance:	0.00

* Year To Date Totals reflect totals for the Accounts Printed Only.

Range of Accounts: G-18- -665-998 G-18- -665-999 Adds: Y Change - Curr: Y Change - Prev: Y
Range of Dates: 01/01/18 to 12/31/22 Accrued: Y Cash Receipts: Y Revenue Journal: Y
Range of Reasons: ALL AR Balance Forward: Y Cancel - Current: Y Cancel - Previous: Y
Transfer Overpayment: Y Refund Overpayment: Y Cancel Overpayment: Y
Cash Disbursements: Y

Account No / Date	Type	Account Description Code	Account Type / Transaction Data/Comment	Amount	User	Reference #
G-18- -665-998		**NJDOT RIVER RD CHRAMER HILL HPP0543 300**	**Cash Basis/Not Anticipated**			
04/23/18	Add Acct		New: 393784.58 ADDITIONAL AWARD	393,784.58	LG	
Total Adds:		1	393,784.58			
G-18- -665-999		**NJDOT RIVER ROAD,CRAMER HILL 0543 [300]**	**Cash Basis/Not Anticipated**			
11/20/18	Accrued Revenue	CK: 3487	ACH PROJ-#HPP-0534 (300)CN PMT#3	26,292.69	DPC	R 23150 1
11/20/18	Accrued Revenue	CK: 3487	ACH PROJ-#HPP-0534 (300)CN PMT#3	191,526.03	DPC	R 23150 2
11/20/18	Accrued Revenue	CK: 3487	ACH PROJ-#HPP-0534 (300)CN PMT#4	96,005.24	DPC	R 23150 3
11/20/18	Cash Receipt	CK: 3487	ACH PROJ-#HPP-0534 (300)CN PMT#3	26,292.69	DPC	R 23150 1
11/20/18	Cash Receipt	CK: 3487	ACH PROJ-#HPP-0534 (300)CN PMT#3	191,526.03	DPC	R 23150 2
11/20/18	Cash Receipt	CK: 3487	ACH PROJ-#HPP-0534 (300)CN PMT#4	96,005.24	DPC	R 23150 3
11/23/18	Accrued Revenue	CK: 3487	ACH CR NTE-FED PROJ-#HPP-0534(300)CN #1	3,216.86	DPC	R 23149 1
11/23/18	Accrued Revenue	CK: 3487	ACH CR NTE-FED PROJ #HPP-0543 (300)PMT#2	3,198.11	DPC	R 23168 1
11/23/18	Cash Receipt	CK: 3487	ACH CR NTE-FED PROJ-#HPP-0534(300)CN #1	3,216.86	DPC	R 23149 1
11/23/18	Cash Receipt	CK: 3487	ACH CR NTE-FED PROJ #HPP-0543 (300)PMT#2	3,198.11	DPC	R 23168 1
01/10/19	Accrued Revenue	CK: 3487	ACH CR FED PROJ#HPP-0543 (300)CN PMT#6	47,602.21	DPC	R 23181 1
01/10/19	Accrued Revenue	CK: 3487	ACH CR FED PROJ#HPP-0543 (300)CN PMT#6	265,675.95	DPC	R 23181 2
01/10/19	Cash Receipt	CK: 3487	ACH CR FED PROJ#HPP-0543 (300)CN PMT#6	47,602.21	DPC	R 23181 1
01/10/19	Cash Receipt	CK: 3487	ACH CR FED PROJ#HPP-0543 (300)CN PMT#6	265,675.95	DPC	R 23181 2
01/25/19	Accrued Revenue	CK: 3487	ACH CR PROJ# HPP-0543 (300)CON	16,793.86	DPC	R 23213 1
01/25/19	Cash Receipt	CK: 3487	ACH CR PROJ# HPP-0543 (300)CON	16,793.86	DPC	R 23213 1
02/11/19	Accrued Revenue	CK: 3487	ACH PROJ#HPP-0543 (300)CN PMT#8 G-18-665	331,949.30	DPC	R 23226 1
02/11/19	Accrued Revenue	CK: 3487	REVERSE BATCH	331,949.30-	DPC	R 23236 1
02/11/19	Cash Receipt	CK: 3487	ACH PROJ#HPP-0543 (300)CN PMT#8 G-18-665	331,949.30	DPC	R 23226 1
02/11/19	Cash Receipt	CK: 3487	REVERSE BATCH	331,949.30-	DPC	R 23236 1
02/13/19	Accrued Revenue	CK: 3487	ACH PROJ #HPP-0543(300)CN PMT#8	331,949.30	DPC	R 23227 1
02/13/19	Cash Receipt	CK: 3487	ACH PROJ #HPP-0543(300)CN PMT#8	331,949.30	DPC	R 23227 1
04/30/19	Accrued Revenue	CK: 3487	ACH CR PROJ#HPP-0543 (300)CN PMT #10	27,517.64	DPC	R 23353 1
04/30/19	Cash Receipt	CK: 3487	ACH CR PROJ#HPP-0543 (300)CN PMT #10	27,517.64	DPC	R 23353 1
05/20/19	Accrued Revenue	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#11	24,623.81	DPC	R 23383 1
05/20/19	Accrued Revenue	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#9	34,787.13	DPC	R 23383 2
05/20/19	Accrued Revenue	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#12	237,141.67	DPC	R 23383 3
05/20/19	Accrued Revenue	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#13	73,235.63	DPC	R 23383 4
05/20/19	Cash Receipt	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#11	24,623.81	DPC	R 23383 1
05/20/19	Cash Receipt	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#9	34,787.13	DPC	R 23383 2
05/20/19	Cash Receipt	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#12	237,141.67	DPC	R 23383 3
05/20/19	Cash Receipt	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#13	73,235.63	DPC	R 23383 4
06/10/19	Accrued Revenue	CK: 3487	FED PROJ#HPP-0543(300)CN #14	38,482.24	DPC	R 23431 1
06/10/19	Cash Receipt	CK: 3487	FED PROJ#HPP-0543(300)CN #14	38,482.24	DPC	R 23431 1
07/16/19	Accrued Revenue	CK: 3487	PROJ#HPP-0543(300)CN PP#16	2,543.24	DPC	R 23521 1
07/16/19	Accrued Revenue	CK: 3487	PROJ#HPP-0543(300)CN PP#15	565.69	DPC	R 23521 2
07/16/19	Accrued Revenue	CK: 3487	ACH CR PROJ#HPP-0543 (300)CN	565.69	DPC	R 23598 1
07/16/19	Accrued Revenue	CK: 3487	ACH CR PROJ#HPP-0543 (300)CN	2,543.25	DPC	R 23598 2
07/16/19	Accrued Revenue	CK: 3487	REVERSE BATCH	565.69-	DPC	R 23626 1
07/16/19	Accrued Revenue	CK: 3487	REVERSE BATCH	2,543.25-	DPC	R 23626 2

Account No / Date	Type	Account Description / Code	Account Type / Transaction Data/Comment	Amount	User	Reference #	
G-18- -665-999		NJDOT RIVER ROAD,CRAMER HILL 0543 [300] Continued					
07/16/19	Cash Receipt	CK: 3487	PROJ#HPP-0543(300)CN PP#16	2,543.24	DPC	R 23521	1
07/16/19	Cash Receipt	CK: 3487	PROJ#HPP-0543(300)CN PP#15	565.69	DPC	R 23521	2
07/16/19	Cash Receipt	CK: 3487	ACH CR PROJ#HPP-0543 (300)CN	565.69	DPC	R 23598	1
07/16/19	Cash Receipt	CK: 3487	ACH CR PROJ#HPP-0543 (300)CN	2,543.25	DPC	R 23598	2
07/16/19	Cash Receipt	CK: 3487	REVERSE BATCH	565.69-	DPC	R 23626	1
07/16/19	Cash Receipt	CK: 3487	REVERSE BATCH	2,543.25-	DPC	R 23626	2
08/29/19	Accrued Revenue	CK: 3487	FED PROJ#HPP-0543(300)CN PP#18	260,981.36	DPC	R 23632	1
08/29/19	Accrued Revenue	CK: 3487	FED PROJ#HPP-0543(300)CN PP#18	6,414.97	DPC	R 23632	2
08/29/19	Accrued Revenue	CK: 3487	FED PROJ#HPP-0543(300)CN PP#18	4,600.00	DPC	R 23632	3
08/29/19	Cash Receipt	CK: 3487	FED PROJ#HPP-0543(300)CN PP#18	260,981.36	DPC	R 23632	1
08/29/19	Cash Receipt	CK: 3487	FED PROJ#HPP-0543(300)CN PP#18	6,414.97	DPC	R 23632	2
08/29/19	Cash Receipt	CK: 3487	FED PROJ#HPP-0543(300)CN PP#18	4,600.00	DPC	R 23632	3
10/02/19	Accrued Revenue	CK: 3487	ACH CR PROJ#HPP-0543(300)CN PP#19	277,652.95	DPC	R 23669	1
10/02/19	Cash Receipt	CK: 3487	ACH CR PROJ#HPP-0543(300)CN PP#19	277,652.95	DPC	R 23669	1
11/29/19	Accrued Revenue	CK: 3487	ACH CR NJDOT RIVER ROAD CRAMER HILL 0543	444,641.60	DPC	R 23755	1
11/29/19	Accrued Revenue	CK: 3487	ACH CR NJDOT RIVER ROAD CRAMER HILL 0543	16,513.96	DPC	R 23755	2
11/29/19	Accrued Revenue	CK: 3487	ACH CR NJDOT RIVER ROAD CRAMER HILL 0543	11,443.22	DPC	R 23755	3
11/29/19	Cash Receipt	CK: 3487	ACH CR NJDOT RIVER ROAD CRAMER HILL 0543	444,641.60	DPC	R 23755	1
11/29/19	Cash Receipt	CK: 3487	ACH CR NJDOT RIVER ROAD CRAMER HILL 0543	16,513.96	DPC	R 23755	2
11/29/19	Cash Receipt	CK: 3487	ACH CR NJDOT RIVER ROAD CRAMER HILL 0543	11,443.22	DPC	R 23755	3
03/18/20	Accrued Revenue	CK: 3651	ACH CR FED PROJ #HPP-0543(300)CN P#23	60,761.02	DPC	R 23850	1
03/18/20	Cash Receipt	CK: 3651	ACH CR FED PROJ #HPP-0543(300)CN P#23	60,761.02	DPC	R 23850	1
03/20/20	Accrued Revenue	CK: 3651	ACH FED PROJ-#HPP-0543(300)CN P#24	290,091.34	DPC	R 23852	1
03/20/20	Cash Receipt	CK: 3651	ACH FED PROJ-#HPP-0543(300)CN P#24	290,091.34	DPC	R 23852	1
07/13/20	Accrued Revenue	CK: 3487	ACH CR NJDOT RIVER RD, CRAMER HILL 0543	93,251.34	DPC	R 24169	1
07/13/20	Cash Receipt	CK: 3487	ACH CR NJDOT RIVER RD, CRAMER HILL 0543	93,251.34	DPC	R 24169	1
12/03/20	Accrued Revenue	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#26	21,135.10	DPC	R 24305	1
12/03/20	Accrued Revenue	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#27	102,313.15	DPC	R 24305	2
12/03/20	Cash Receipt	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#26	21,135.10	DPC	R 24305	1
12/03/20	Cash Receipt	CK: 3487	ACH FED PROJ#HPP-0543(300)CN PP#27	102,313.15	DPC	R 24305	2
12/27/21	Revenue Journal		To post Unappr to Appro,Grnt recvd-4/15/	277,956.52	EVT	G 7797	40
12/27/21	Revenue Journal		To post Unappr to Appro,Grnt recvd-4/15/	34,864.88	EVT	G 7797	42

Total Accrued:	35	3,010,957.31
Total Cash Receipts:	35	3,010,957.31
Total Revenue Journal:	2	312,821.40

Report Totals

Transaction Type	Accounts	Transactions	Amount		
Total Adds:	1	1	393,784.58		
Total Curr Changes:	0	0	0.00		
Total Prev Antic Changes:	0	0	0.00		
Total Accrued:	1	35	3,010,957.31		
Total Cash Receipts:	1	35	3,010,957.31		
Total Pay Check:	0	0	0.00		
Total Void Check:	0	0	0.00	Net Disbursements:	0.00
Total Revenue Journal:	1	2	312,821.40		
Total AR Balance Forward:	0	0	0.00		
Total Rollover Cash Basis Inv:	0	0	0.00		
Total Refund Overpayment/Credit:	0	0	0.00		

Report Totals Continued

Total Cancel Overpayment:	0	0	0.00
Total Transfer Overpay/Cr To:	0	0	0.00
Total Transfer Overpay/Cr From:	0	0	0.00
Total Current Cancel:	0	0	0.00
Total Previous Cancel:	0	0	0.00

AV:dh
06-14-22

R-43

RESOLUTION AUTHORIZING A REFUND TO LIEN HOLDER
FIG NJ19, LLC

WHEREAS, FIG NJ19, LLC, holder of Tax Sale Certificate No. 20A01509 against the property located at 113 S. 34th St, also known as Block 1057, Lot 24, and Tax Sale Certificate No. 20A01508 against 111 S. 34th St. also known as Block 1057, Lot 23 ("Properties"), remitted subsequent property tax payments for the Properties totaling $656.31; and

WHEREAS, the liens were redeemed prior to the subsequent payments being applied; and

WHEREAS, FIG NJ19, LLC is due a refund of the subsequent payments; and

WHEREAS, the Tax Collector has requested that City Council authorize her to refund the subsequent payments in the amount of $656.31 to FIG NJ19, LLC; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to issue a refund as follows:

Refund to: FIG NJ19, LLC
PO Box 54472
New Orleans, LA 70514

Refund amount: $656.31

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: May 2, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: Resolution to Refund

BRIEF DESCRIPTION OF ACTION: Resolution to refund FIG NJ19, LLC, PO Box 54472, New Orleans, LA 70514 for block/lot 1057/24 (113 So 34th St), certificate no 20A01509 in the amount of $337.63 and block/lot 1057/23 (111 So 34th St), certificate no 20A01508 in the amount of $318.68 due to sub payments not being applied to the liens prior to them being redeemed.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: $656.31

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: (If applicable) ☐ CAF –Certifications of Availability of Funds	5/18/22	
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/11/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO REFUND FIG NJ19, LLC"

5/2/2022

Michelle D. Hill, Tax Collector Date

Lydia Laboy-Laracuente

From: AR Manager <ar@figadvisors.com>
Sent: Thursday, April 14, 2022 2:53 PM
To: Lydia Laboy-Laracuente; Tax
Cc: Nathaniel Eichholz
Subject: Fwd: 3rd Request Redemption For Cert # 20A01508 & 20A01509
Attachments: 272587_82.pdf; 272587_81.pdf

Good afternoon,

Can we please receive some assistance for these two liens that have been redeemed.
We received your redemption notice for Cert # 20A01508 & 20A01509 and after further review it looks as though the 12/2021 sub tax that we purchased in the amount of $318.68 & $337.63 was not included. Please see attached signed affidavits that we received from your office for these two 12/2021 subs.
Please advise?

Thank you,
Michelle
FIG Servicing

---------- Forwarded message ---------
From: **AR Manager** <ar@figadvisors.com>
Date: Thu, Apr 7, 2022 at 10:26 AM
Subject: 3rd Request Redemption For Cert # 20A01508 & 20A01509
To: Lydia Laboy-Laracuente <LyLaracu@ci.camden.nj.us>, Tax <tax@ci.camden.nj.us>

Good afternoon,

We received your redemption notice for Cert # 20A01508 & 20A01509 and after further review it looks as though the 12/2021 sub tax that we purchased in the amount of $318.68 & $337.63 was not included. Please see attached signed affidavits that we received from your office for these two 12/2021 subs.
Please advise?

Thank you,
Michelle
FIG Servicing

--
Portfolio Manager | FIG Capital Investments, LLC | ar@figadvisors.com
1000 Riverside Ave, Suite 400 | Jacksonville, FL 32204
Direct: 904-378-8098 | Fax: 904-758-5311

Confidentiality Note: The information contained in this transmission is legally privileged and confidential and intended only for the use of the individual or entity referenced above. If the recipient of the communication is not the intended recipient, you are hereby notified that any dissemination, distribution, or reproduction of this communication is strictly prohibited. If you receive this communication in error, please contact us immediately by telephone @ 1-904-378-8098 and delete this message. Thank you.

--

Portfolio Manager | FIG Capital Investments, LLC | ar@figadvisors.com
1000 Riverside Ave, Suite 400 | Jacksonville, FL 32204
Direct: 904-378-8098 | Fax: 904-758-5311

Confidentiality Note: The information contained in this transmission is legally privileged and confidential and intended only for the use of the individual or entity referenced above. If the recipient of the communication is not the intended recipient, you are hereby notified that any dissemination, distribution, or reproduction of this communication is strictly prohibited. If you receive this communication in error, please contact us immediately by telephone @ 1-904-378-8098 and delete this message. Thank you.

BLQ: 1057. 24. Tax Year: 2021 to 2021
Owner Name: AGUIRRE-SOTO, N A & AGUIRRE, NESTOR Property Location: 113 SO 34TH ST

Tax Year: 2021	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	297.33	297.33	323.14	334.73	1,252.53
Payments:	297.33	297.33	323.14	334.73	1,252.53
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type / Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2021 Prin Balance
		Original Billed							1,252.53		1,252.53
03/16/21	1	Payment online payment	001	3801585392	CR	134139	6	WIPP0316	297.33	2.97	955.20
03/16/21	2	Payment online payment	001	3801585392	CR	134139	7	WIPP0316	297.33	0.00	657.87
10/06/21	3	Payment FCI FUNDING 2021-1	OLP	10254	CK	135286	414	MDR1	323.14	0.00	334.73
12/10/21	4	Payment FCI FUNDING 2021-1	001	15808	CK	135726	87	KAH	334.73	2.90	0.00

Total Principal Balance for Tax Years in Range: 0.00

Affidavit Payment for Subsequent Charges

FIG LID # - 1272301

Municipality: Camden City (Camden County), New Jersey
Date: 12/10/2021

I FIG Cust FIGNJ19LLC & Sec Pty herby certify that I have paid subsequent municipal charges on Tax Sale Certificate Number 20A01509 with Interest Thru 12/10/2021.

Block: 1057
Lot: 24
Qual:
Acct:

Subsequent Property Taxes with Interest:	**Amount: $337.63**
Subsequent Water Charges with Interest:	**Amount:**
Subsequent Sewer Charges with Interest:	**Amount:**
Subsequent Utility Charges with Interest:	**Amount:**
Subsequent Special Charges with Interest:	**Amount:**

Tax Collector- Please sign & stamp below:

Print Name: Mark Gonzalez

Email: ar@figadvisors.com
Fax: 904-758-5311

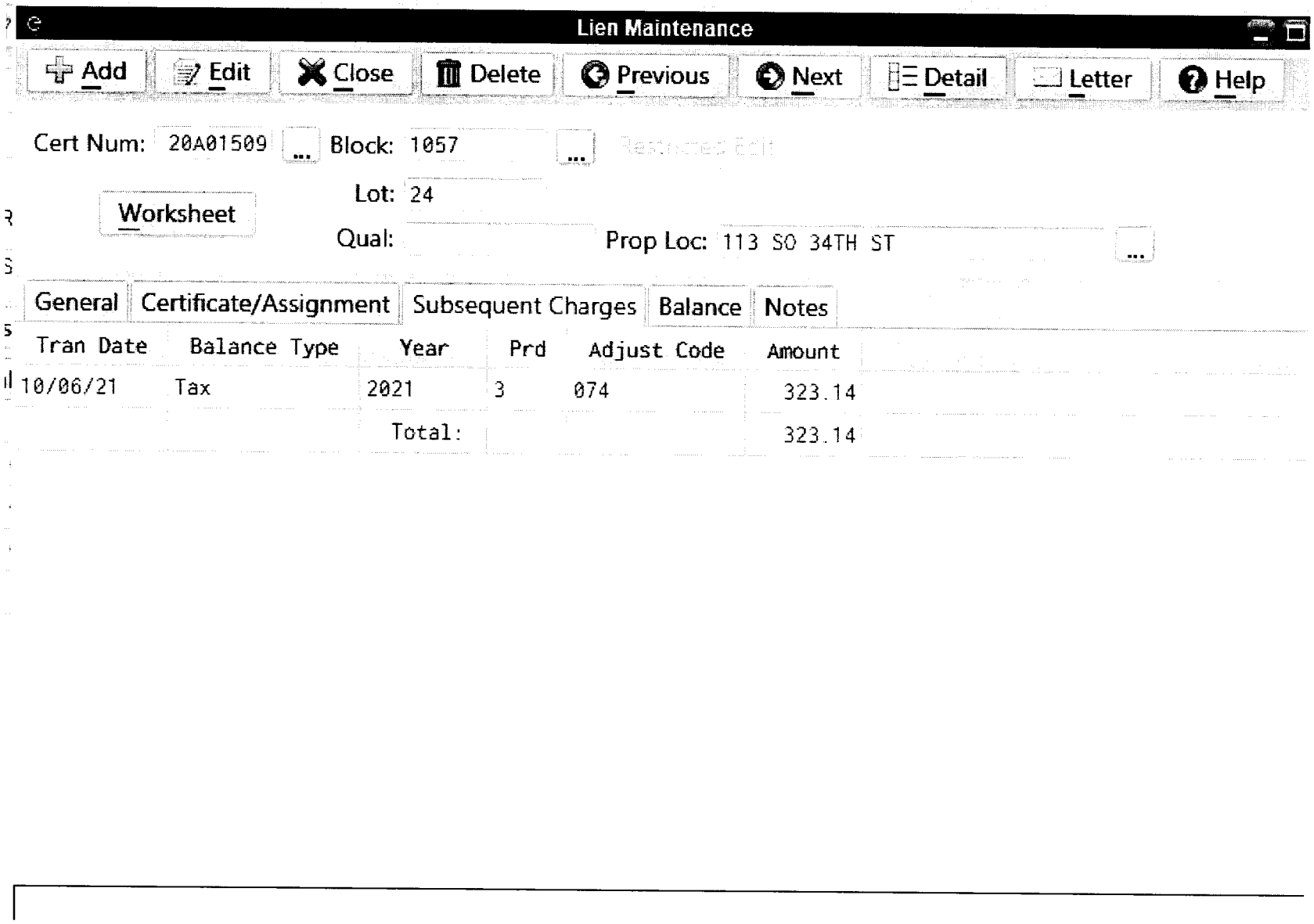
State of: FLORIDA
County of: DUVAL
The foregoing instrument was acknowledged before me on 12/10/2021, by Mark Gonzalez.

Notary Public- State of Florida

RACHEL BECK
MY COMMISSION # GG 925002
EXPIRES: January 27, 2024
Bonded Thru Notary Public Underwriters

Personally Known Yes
Produced Identification _____
Type of Identification _____

Print Notary Name: Rachel Beck
My Commission Number is: #GG925002
My Commission Expires: 1/27/2024


Lien Maintenance
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Letter
Help
Cert Num: 20A01509
Block: 1057
Lot: 24
Worksheet
Qual:
Prop Loc: 113 SO 34TH ST
General
Certificate/Assignment
Subsequent Charges
Balance
Notes
Tran Date
Balance Type
Year
Prd
Adjust Code
Amount
10/06/21
Tax
2021
3
074
323.14
Total:
323.14

BLQ: 1057. 23. Tax Year: 2021 to 2021
Owner Name: AGUIRRE-SOTO, N A & AGUIRRE, NESTOR Property Location: 111 SO 34TH ST

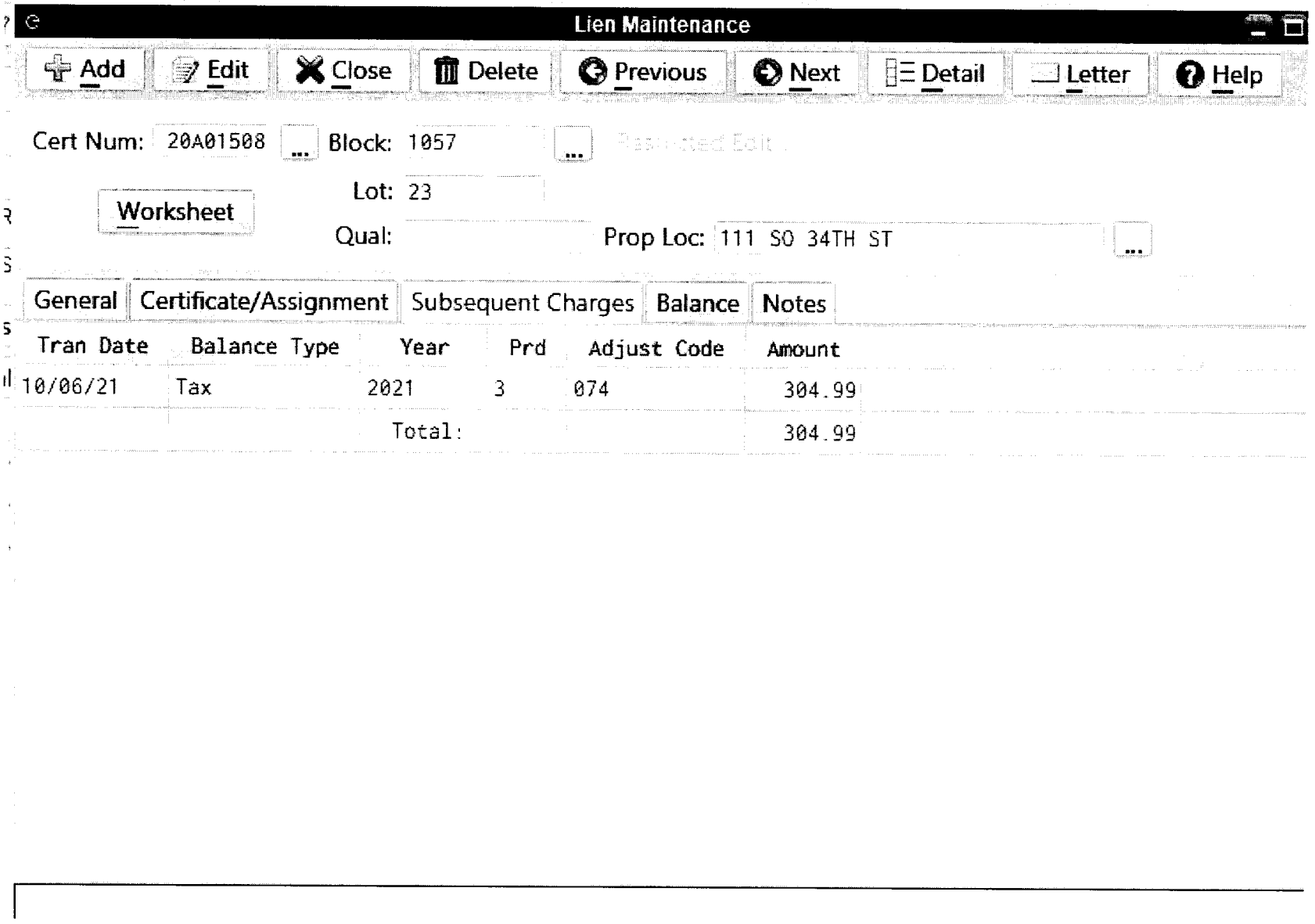
Tax Year: 2021	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	280.64	280.63	304.99	315.94	1,182.20
Payments:	280.64	280.63	304.99	315.94	1,182.20
Balance:	0.00	0.00	0.00	0.00	0.00

Date	Qtr	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	2021 Prin Balance
		Original Billed							1,182.20		1,182.20
03/16/21	1	Payment online payment	001	3801584808	CR	134139	4	WIPP0316	280.64	2.81	901.56
03/16/21	2	Payment online payment	001	3801584808	CR	134139	5	WIPP0316	280.63	0.00	620.93
10/06/21	3	Payment FCI FUNDING 2021-1	OLP	10096	CK	135286	413	MDR1	304.99	0.00	315.94
12/10/21	4	Payment FCI FUNDING 2021-1	001	15305	CK	135726	86	KAH	315.94	2.74	0.00

Total Principal Balance for Tax Years in Range: 0.00

Miscellaneous Payments for Date Range 01/01/21 to 12/31/21:

Date	Type Description	Code	Check No	Mthd	Reference		Batch Id	Principal	Interest	Total
12/10/21	Payment TAX SALE COST	002		CS	135719	314	MDR	0.00	15.00	15.00
										15.00


Lien Maintenance
Add
Edit
Close
Delete
Previous
Next
Detail
Letter
Help
Cert Num: 20A01508
Block: 1057
Lot: 23
Worksheet
Qual:
Prop Loc: 111 SO 34TH ST
General
Certificate/Assignment
Subsequent Charges
Balance
Notes
Tran Date | Balance Type | Year | Prd | Adjust Code | Amount
10/06/21 | Tax | 2021 | 3 | 074 | 304.99
Total: 304.99

Affidavit Payment for Subsequent Charges

FIG LID # - 1272300

Municipality: Camden City (Camden County), New Jersey
Date: 12/10/2021

I FIG Cust FIGNJ19LLC & Sec Pty herby certify that I have paid subsequent municipal charges on Tax Sale Certificate Number 20A01508 with Interest Thru 12/10/2021.

Block: 1057
Lot: 23
Qual:
Acct:

Subsequent Property Taxes with Interest:	**Amount: $318.68**
Subsequent Water Charges with Interest:	**Amount:**
Subsequent Sewer Charges with Interest:	**Amount:**
Subsequent Utility Charges with Interest:	**Amount:**
Subsequent Special Charges with Interest:	**Amount:**

Tax Collector- Please sign & stamp below:

Print Name: Mark Gonzalez

Email: ar@figadvisors.com
Fax: 904-758-5311

State of: FLORIDA
County of: DUVAL
The foregoing instrument was acknowledged before me on 12/10/2021, by Mark Gonzalez.

Notary Public- State of Florida

RACHEL BECK
MY COMMISSION # GG 925002
EXPIRES: January 27, 2024
Bonded Thru Notary Public Underwriters

Personally Known Yes
Produced Identification _____
Type of Identification _____

Print Notary Name: Rachel Beck
My Commission Number is: #GG925002
My Commission Expires: 1/27/2024

AV:dh
06-14-22

R-44

RESOLUTION APPROVING THE REDUCTION OF MUNICIPAL LIEN VALUE DOWN TO THE FAIR MARKET VALUE OF 1093 MACARTHUR DRIVE PER RECOMMENDATION OF LIEN REVIEW COMMITTEE

WHEREAS, owner of the property located at 1093 MacArthur Drive, Block 635, Lot 6, listed in Exhibit A attached hereto, submitted an application to the Lien Review Committee to reduce the tax lien on the Property to the fair market value of such property; and

WHEREAS, the Lien Review Committee having reviewed the application, together with appraisal reports prepared by a New Jersey licensed appraiser provided by the Property Owner, is satisfied that the principal sum of the liens exceeds the market value of the Property pursuant to N.J.S.A. 54:4-100; and

WHEREAS, the Lien Review Committee recommends that the Tax Lien be reduced to the fair market value in the amount of $8,000; and

WHEREAS, the Property Owner will have sixty (60) days from the effective date of this resolution to pay the reduced balance in full or the reduction shall be null and void and of no effect; and

WHEREAS, pursuant to N.J.S.A. 54:4:99 and N.J.S.A. 54:4:100, the Tax Collector has requested that City Council authorize her to reduce the Tax Lien to the fair market value in the amount of $8,000; and now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to reduce the Tax Lien to the fair market value in the amount of $8,000 for the property located at 1093 MacArthur Drive, Block 635, Lot 6.

BE IT FURTHER RESOLVED, that the Property Owner shall have sixty (60) days from the effective date of this resolution to pay the reduced lien balance in full or the reduction shall be null and void and of no effect.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

EXHIBIT A

BLOCK	LOT	Tax Sale Certificate#	PROPERTY OWNER	PROPERTY ADDRESS	APPRAISER	APPRAISED FAIR MARKET VALUE	REDEMPTION VALUE AS OF June 14, 2022
635	6	10-02764	The Estate of Samuel H. Smith	1093 Macarthur Dr.	C. John Poliero	$8,000.00	$63,458.33

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cunningham, Business Administrator

Date: May 3, 2022

FROM: Johanna Conyer, Director of Finance

Department Making Request: Finance-Revenue Collection

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION APPROVING THE REDUCTION OF MUNICIPAL LIEN VALUE DOWN TO THE FAIR MARKET VALUE OF THE PROPERTY PER RECOMMENDATION OF LIEN REVIEW COMMITTEE

BRIEF DESCRIPTION OF ACTION: N.J.S.A. 54:4-99 authorizes municipalities to "make such abatement, revision, alteration, adjustment and settlement of any past due taxes, assessments and other municipal charges, both of principal and of any and all interest and penalties thereon, as it shall deem equitable and just and be for the best interest of the municipality"; and the City has implemented a program that allows delinquent property owners to request liens be reduced to the appraised fair market value, the Lien Review Committee has approved the property tax liens listed in exhibit A for lien reductions in the amounts listed in exhibit A.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT:

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		
Approved by Finance Director: ☐CAF –Certifications of Availability of Funds	5/8/22	**(If applicable)**
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:	5/16/22	

	(Name) Please Print	***(Extension #)***
Prepared By:	Michelle Hill	7003
Contact Person:	Latricia Robinson	7003

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

EXHIBIT A

BLOCK	LOT	TAX SALE CERTIFICATE #	PROPERTY OWNER	PROPERTY ADDRESS	APPRAISER	APPRAISED FAIR MARKET VALUE	REDEMPTION VALUE AS OF OCTOBER 26, 2021
635	6	10-02764	Kathleen Kirby-Smith	1093 Macarthur Drive		$8,000	$59,910.51

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

****Please attach all supporting documents****

City of Camden
Finance Department
Bureau of Revenue Collection

CERTIFICATION BY THE TAX COLLECTOR

I, as the Tax Collector, do certify that the following titled Resolution, that is attached, to be presented to Council for consideration, is correct to the best of my knowledge:

"RESOLUTION TO APPROVE LIEN REDUCTION"

5/3/2022

Michelle D. Hill, Tax Collector Date

VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF FINANCE
CITY OF CAMDEN
NEW JERSEY

Bureau of Revenue Collections
TEL: (856) 757-7003

DATE: April 20, 2022

VIA CERTIFIED MAIL/REGULAR MAIL
Kathleen Kirby-Smith
837 Grainsbury Ave
Blackwood, NJ 08012

RE: Block 635 Lot 6-1093 Macarthur Drive

Dear Ms. Kirby-Smith:

The Lien Review Committee met to consider your application for a lien reduction for 1093 Macarthur Drive. The Lien Review Committee is prepared to recommend to City Council that the lien be reduced to $8,000.00. Please notify me in writing whether the proposed reduction is acceptable. Once the notice is received the Lien Review Committee will submit the reduction proposal to City Council for approval at its next meeting.

Please note that once City Council has approved the reduction you will have 60 days from the date that the City Council approves the reduction to pay the reduced lien in full or the reduction will be null and void. If you have any questions, please feel free to contact me.

Very truly yours,

Michelle D. Hill, Tax Collector
Chairman to the Lien Review Committee

cc: Yolanda Hawkins, Real Estate Officer
Amia Valentine, Assistant City Attorney

I accept the lien reduction referenced above.

By: Kathleen Kirby Smith
NAME OF OWNER

Date: 4/25/2022

MBS:dh
06-14-22

R-45

RESOLUTION AUTHORIZING THE CITY OF CAMDEN TO SUBMIT AN APPLICATION TO STEP INTO SWIM FOUNDATION FOR THE YOUTH SWIMMING LESSION PROGRAM

WHEREAS, the governing body of the City of Camden, the Department of Human Services desires to apply for and obtain a grant in the amount of $9,116.00 from Step into Swim Foundation for supplies for the youth swimming lesson program; and

WHEREAS, in order to obtain said monies, it is necessary that the City of Camden submit an application to the Step into Swim Foundation; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper officers be and are hereby authorized to submit an application to Step into Swim Foundation, in accordance with all pertinent terms, conditions and requirements which may be established for such an application.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Meeting

TO: Timothy Cunningham., Business Administrator

FROM: Carmen G. Rodriguez, Director

Department Making Request: Human Services

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the City of Camden to submit an application to Step into Swim Foundation on behalf of the Department of Human Services.

BRIEF DESCRIPTION: This resolution will provide funding for the Department of Human Services to purchase much needed supplies for the youth Swimming Lessons Program.

BIDDING PROCESS:

Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)* **$9,116.00**

NA **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		Carmen Rodriguez (CR)
Approved by Grants Management:	5-10-22	(if applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds	5/10/22	
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/11/22	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Martin Hunter	968-6444
Contact Person:	Martin Hunter	968-6444

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Department of Human Services

Grant Analyst: Martin Hunter Contact #: 856-968-6444

Grant/Project Name:			*Step into Swim Foundation - Insert*			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code:		
Funding Source:			Step into Swim Foundation			
Pass Through:		N	Source:			
Amount of Grant:						
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:		7-18-2022 – 08-27-2022		Location of Activity:	Camden City	
Date of Analysis:		May 9, 2022		Reviewed By:	Barbara Johnson	

Summary: The Department of Human Services is requesting authorization to insert a grant from Step into Swim for a grant in the amount of $9,115.50. The funds will be used to pay the salary of two instructors, two instructor aides, TYR Swimple Goggles, Rise Solid Silicone swim caps, and mad house tee shirts

The Department of Human Services is requesting authorization to apply and submit an application to Step into Swim for a grant in the amount of $9,115.50. (attached is a copy of the application and letter explaining the what the department will use the funds for)

Time Lines: Program will start on July 18, 2022 and end on August 27, 2022.

Problematic Areas/Recommendations I see no problems with the Department inserting for this Grant to services the Youth of the City of Camden.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services-Recreation Department – Swim Program

Grant Administrator: Martin Hunter Grant Administrator # 968--6444

Grant/Project Name:			Step into swim – Youth Swimming Lessons Apply			
Grant #:						
City Contract Date:						
Application Resolution #:				Appropriation Code :		
Funding Source:			Step into Swim Foundation			
Pass Through:	Y	N	Source:	City		
			$ 9,116.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:			May 6, 2021	Reviewed By:		Martin Hunter

Summary: The Department of Human Services is requesting permission to apply for a Step into Swim grant. The amount of the grant is for $9116.00 and will be used for supplies needed for the program such as goggles, swim caps, and Swim instructors.

Time Lines: ***The grant will be used in the next two months***

Problematic Areas/Recommendations:

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

The City of Camden is applying for a grant from Step into Swim Foundation for the Department of Human Services for the City's Recreation Department in the amount of $9116.00.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Martin Hunter
Title	Recreation Program Coordinator
Telephone Number	856-968-6444
Email	mahunter@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

There will be no financial obligation.

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

Funds for staff are included in the grant.

_____ Date_____

Mayor's Signature

_____ Date_____

Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

STEP SWIM

GRANT AGREEMENT

GRANTEE ORGANIZATION: _____

AMOUNT APPROVED: $ _____

PURPOSE: These restricted funds are to be utilized only for relevant expenditures concerning providing a quality, multi-level learn-to-swim program which expands opportunities for children to learn to swim who otherwise could not afford to participate in swim lesson programs.

GRANT PERIOD: The Grant period will be on-going, pending the signing of this agreement by Grantee.

USE OF GRANT FUNDS: Grantee may use the grant funds only for the purpose of swim lessons, and in no case can the funds be used for other religious, charitable, scientific, literary, or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code of 1954, as amended. Grantee acknowledges that **STEP INTO SWIM** has not earmarked the use of the grant funds or any portion thereof for any other organization or individual. Grantee further acknowledges that the grant funds will be expended on programs specified above.

MINIMUM GRANT REQUIREMENTS: The Program will follow Grantee's learn-to-swim curriculum with no less than eight (8) hours of in-water instruction for each participant over the course of multiple days and/or weeks (e.g., sixteen half-hour lessons). In addition, Grantee will provide training, risk management counseling, and ongoing supervision of Grantee's aquatic staff.

Each resulting 'safe swimmer' shall have the following basic skills:

- to be able to enter the water safely
- to get out of the water unassisted
- to tread water or hold resting float with the ability to transition into forward movement
- to have the emotional level to adapt to different water situations
- to have the understanding of important water safety rules, such as kids always swim with adult supervision, never swim alone, and wear life jackets in and around open water

Grantee must validate the swimming capability of each graduating 'safe swimmer' and provide photo of each student.

PROGRAM OBJECTIVES: Grantee acknowledges the following Program objectives: Prepare young children to be safer in, on, and around bodies of water by teaching water safety skills that could ultimately save lives. Positively impact young people in the Grantee's community by developing lifelong skills that combat childhood obesity by increasing health, recreational, and fitness opportunities. Utilize a multi-level, progressive swimming program to teach children the process of achieving – encourage them to dream, set worthy goals, work towards those goals, be a good teammate, and achieve measurable results. Enhance the positive impact of the Grantee's aquatic program by offering learn-to-swim opportunities to young people who otherwise would not participate in swim lessons. Upon completion of the program, participants will be able to perform key swimming skills, including but not limited to floating on their back, kicking on his/her stomach, putting his/her face in the water, and getting out of the water.

PAYMENT OF GRANT FUNDS: The grant funds will be distributed by **STEP INTO SWIM** in the following ways:

a. 80% of the approved grant award will be distributed once the grant agreement is signed and received by **STEP INTO SWIM.**

b. A retainer of 20% of approved grant will be withheld until the final report is received in its entirety to **STEP INTO SWIM,** validating the minimum grant requirements listed above.

Before grants are distributed, Grantee must satisfactorily complete the following:

1. Receipt of this signed Agreement no later than a date TBD by **STEP INTO SWIM**
2. Confirmation of receipt of a completed W-9/tax status form by **STEP INTO SWIM**

FINAL REPORT: Grantee will submit a detailed report with respect to all Program enrollment activities and expenditures made from such grant funds, compliance with the terms of the grant, and indicating the progress made toward the goals of the grant, not more than 30 days of end of program, or quarterly should the program be ongoing by nature.

Specifically, the report will require, without limitation, the following:

a. Total number of participants enrolled in the overall swim lesson program. Report shall include the name, address, and e-mail address of the parent or guardian of each individual swim lesson student.

b. Number of participants served with **STEP INTO SWIM** grant dollars, with the following break out data provided: 1) Number of participants in Adapted Aquatics/Special Needs programming; 2) Number of participants in Parent/Child programming; 3) Number of participants in each of the following age groups: Under Age 5, Ages 6-8, Ages 9-11, Ages 12 & Older; 5) Percentage of participants who fall within each of the following ethnic groups: African American, Asian, Caucasian, Hispanic, American Indian & Alaska Native, Native Hawaiian & Other Pacific Islander, Other; 6) Percentage of participants who graduate to a new skill level (based on the program curriculum) by the completion of the program.

c. Number of participants served by internal program scholarship opportunities (free or reduced-cost), or via local funding.

d. Minimum of three (3) photo images of funded program in operation.

e. Final report reminders and notifications will be sent to both the primary and secondary contacts listed on the original application for completion and submission. Upon request, Grantee agrees to provide additional reports and information to **STEP INTO SWIM** in connection with the operation of the Program.

f. Program Insurance Coverage: Grantee agrees that the Program will be conducted within the scope of its programs and that all participants will be covered under Grantee's general liability insurance.

g. Grantee further acknowledges that by participating in the programs, participants shall not be covered by **STEP INTO SWIM**'s insurance programs.

ACKOWLEDGEMENT OF SUPPORT: Any public announcements of public relations materials produced with respect to the purpose(s) for which the grant is made must acknowledge that funding was made possible by **STEP INTO SWIM**'s grant. Furthermore, **STEP INTO SWIM** must approve all language prior to its

being made public. **STEP INTO SWIM** may include public information on this grant in periodic public reports. Although Grantee may disclose that it has received a grant, please refrain from disclosing specific grant amounts. **STEP INTO SWIM** prefers not to have comparisons and the reasons are self-explanatory.

GRANT OF LICENSE: **STEP INTO SWIM** hereby grants to Grantee a non-exclusive, non-assignable, non-transferable, and revocable license to use Foundation trade names, logos, insignia, symbols, service marks, and trademarks ("**STEP INTO SWIM**'s Marks") in connection with the promotion and advertisement of Program. All proposed uses of **STEP INTO SWIM**'s Marks are subject to approval by **STEP INTO SWIM**.

VIOLATION OF TERMS; CHANGE OF STATUS: In the case of any violation by Grantee of the terms and conditions of the grant, including but not limited to not executing the work of the grant in substantial compliance with the proposal, or Grantee fails to satisfactorily substantiate expenditures on the project and our receipt of documentary evidence of such expenditures exhibits discrepancies, **STEP INTO SWIM** reserves the right in its absolute discretion to terminate the grant. **STEP INTO SWIM**'s determination will be final and will be binding and conclusive upon Grantee.

EFFECT OF TERMINATION: Upon termination of this grant for any reason Grantee will reimburse to **STEP INTO SWIM** any portion of the grant funds that were not spent or any amounts diverted from the Program. Grantee shall immediately cease any new uses of all **STEP INTO SWIM**'s Marks and shall cause all existing uses of **STEP INTO SWIM**'s Marks to be canceled, removed, or otherwise terminated within seven (7) days after the effective date of termination. Grantee shall have 180 days from the date of termination of this Agreement to dispose of any inventory bearing the **STEP INTO SWIM**'s Marks existing as of the date of termination.

FUTURE FUNDING: Grantee acknowledges that **STEP INTO SWIM** and its representatives have made no actual or implied promise of funding except for the amounts specified by this Agreement. If any of the grant funds are returned or if the grant is rescinded, Grantee acknowledges that **STEP INTO SWIM** will have no further obligation to Grantee in connection with this grant as a result of such return or rescission. However, the foregoing is not intended to prohibit **STEP INTO SWIM** from providing Grantee an additional grant at the termination of the grant described in this agreement upon the submission of a new proposal, if **STEP INTO SWIM** in its sole discretion determines that an additional grant is appropriate.

AUTHORITY: Grantee expressly warrants and represents that Grantee has full power and authority to execute, deliver, and perform this Agreement, and Grantee has taken all necessary steps for the execution and delivery of this Agreement.

INDEMNIFICATION: By accepting this grant, Grantee irrevocably and unconditionally agrees to defend, indemnify, and hold harmless **STEP INTO SWIM** and the POOL & HOT TUB ALLIANCE and each of its officers, directors, employees, agents, and volunteers, from and against any and all claims, damages (including, without limitation, injury to persons and/or property), liabilities, fines and expenses, (including, without limitation, court costs and attorney's fees) that arise out of or are related to (a) breach of any provision of this Agreement; (b) Grantee's use of **STEP INTO SWIM**'s Marks within the United States; (c) Grantee's violation of applicable law; and (d) Grantee's negligence or wilful misconduct, except to the extent such claims are attributable to (i) the negligent act or omission or intentional misconduct; (ii) violation of applicable law; or (iii) breach of any provision of this agreement by **STEP INTO SWIM** and its officers, directors, or employees.

ILLEGAL ACTIVITY FORBIDDEN: Grantee agrees that its organization will not promote or engage in violence, discrimination, terrorism, bigotry, any illegal activities, nor will it make sub-grants to any entity that engages in such activities.

THIS AGREEMENT: (a) Shall inure to the benefit of the parties and their respective legal representatives, successors, and assigns, and shall be binding upon their respective legal representatives, successors, and assigns; (b) May be executed in counterparts, each of which shall be deemed an original, and all of which together constitute one executed agreement; (c) Shall be construed and governed in accordance with the laws of the State of Virginia; (d) Shall, with its remaining provisions, remain enforceable even if some provisions are declared unenforceable; (e) Contains the final and complete Agreement among the parties regarding the subject matter discussed in this Agreement, and it may not be contradicted or supplemented by evidence of prior or contemporaneous understandings or agreements; (f) May not be modified in any manner, nor may any rights be waived except by an instrument in writing signed by the party to be charged with the modification or waiver.

CONTACT: Please contact **Casey McGovern,** Program Manager, with any questions or concerns: Phone: **954-275-9035** Email: **casey@everychildaswimmer.org**

A signed Agreement must be received by **STEP INTO SWIM** on a date TBD by **STEP INTO SWIM.** Grantee relinquishes all rights and claims to the grant award if a signed Agreement is not received by a date TBD by **STEP INTO SWIM.** All grant funds must be appropriately expended or obligated by a date TBD by **STEP INTO SWIM**.

IN WITNESS WHEREOF, Grantee has executed this Agreement on the date indicated next to its respective signature, effective as of the date specified above:

GRANTEE ORGANIZATION: _____

_____ _____

Printed Name Signature

APPROVAL:

_____ _____

Rowdy Gaines Date

CITY OF CAMDEN
MAYOR VICTOR CARSTARPHEN

DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION & YOUTH SERVICES
1000 N. 6 STREET
CAMDEN, NJ 08103

2022 Swimming Lessons Program

The City of Camden's Department of Recreation is proposing to host free swimming lessons for 150 participants. If approved for the Step into Swim grant our objectives will be as follows:

- Save lives
- Introduce non-swimmers to aquatics
- Provide a healthy activity
- Build water confidence
- Water safety
- Provide instruction that may not be affordable to our residents

Program Plans

The Program will begin July 18,2022 and will end August 27,2022. Classes will be held at the Isabell Miller Community Center and the North Camden Community Center pools between the hours of 10am and 12pm, Monday through Saturday.

We will provide services for up to 150 participants. This will be achieved by coordinating three groups. Each group will receive two -1 hour sessions per week for 6 weeks. In total each participant will receive 12 hours of instruction.

Group 1 will receive instructions on Monday and Tuesday

Group 2 will receive instructions on Wednesday and Thursday

Group 3 will receive instructions on Friday and Saturday

Each group will have an "A" and "B" team, teams will consist of 25 participants.

Example- Group 1A will have class 10am- 11am and Group 1B will have class 11am to 12pm on Mondays and Tuesday.

Each participant will receive goggles, swimming cap, and a participation tee-shirt.

Registration forms for this program will be available at the Cramer Hill Community Center, North Camden Community Center, Isabell Miller Community Center, and the Martin Luther King Community Center beginning May 23,2022 and ending June 20,2022.

Budget

Instructors salary- $25.50 per hour. 12 hours per week for 6 weeks= $1,836

Swimming instructor aide salary- $15 per hour. 12 hours per week for 6 weeks=$1,080

- 2 instructors= $3,672
- 2 instructor aides=$2,160
- TYR Swimple Goggles $14.99 X 150= $2,248.50
- Rise Solid Sillicone swim cap $2.65 X 150 =$397.50
- Madhouse Tee shirts $4.25 X 150= $637.50
  Total - $9,115.50

R-46

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT IN THE AMOUNT OF $9,116.00 FROM STEP INTO SWIM FOUNDATION/ EVERY CHILD A SWIMMER

WHEREAS, the City of Camden has been awarded a $9,116.00 grant from the Step into Swim Foundation/Every Child a Swimmer for the Department of Human Services to implement its 2022 Step into Swim Program; and

WHEREAS, said funds are to be used for the City's 2022 Swimming Lesson Program for supplies and youth swimming lessons; and

WHEREAS, the City Council of the City of Camden believes that the acceptance of said grant will be in the best interest of the residents of the City of Camden; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that, the proper officers be and are hereby authorized to accept a grant in the amount of $9,116.00 from the Swim Foundation/Every Child a Swimmer.

BE IT FURTHER RESOLVED, that the proper officers are hereby authorized to execute such documents as are necessary to receive said grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cummingham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

DEPARTMENT MAKING REQUEST: Human Services

Date: May 16, 2022

TITLE OF RESOLUTION/ORDINANCE: "Resolution authoring the City of Camden to accept a grant from Step into Swim/Every Child a Swimmer in the amount of $9,116.00.

BRIEF DESCRIPTION: This resolution will provide funding for the Department of Human Service to implement its 2022 Step into Swim grant in the amount of $9,116.00. The funding will be used to pay the salary of two instructors, two instructor aides, googles, swim caps and tee shirts.

BIDDING PROCESS: (N/A)

APPROPRIATION ACCOUNT: (*If applicable*)

AMOUNT: *(If applicable)* **$ 9,116.00**

	Date	Signature
Approved by Relevant Director:	5/16/22	Carmen G. Rodriguez
Approved by Grants Management:	5/16/22	
Approved by Purchasing Agent:		
Approved by Finance Director:	5/16/22	
Approved by Business Administrator:	5.16.22	Timothy J. Cunningham
Approved by City Attorney:	5/18/22	Michele R. Spera

	(Name) Please Print	***(Extension #)***
Contact Person 1:	Carmen G. Rodriguez	Ext. 7285
Contact Person 2:	Martin Hunter	Ext. 6444

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Department of Human Services

Grant Analyst: Martin Hunter Contact #: 856-968-6444

Grant/Project Name:	*Step into Swim Foundation - Accepting*					
Grant #:						
City Contract Date:			City Contract #:			
Application Resolution #:			Appropriation Code:			
Funding Source:	Step into Swim Foundation					
Pass Through:		N	Source:			
Amount of Grant:						
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:			
Term of Grant:	7-18-2022 – 08-27-2022		Location of Activity:	Camden City		
Date of Analysis:	May 9, 2022		Reviewed By:	Barbara Johnson		

Summary: The Department of Human Services is requesting authorization to accept a grant from Step into Swim for a grant in the amount of $9,116.00 The funds will be used to pay the salary of two instructors, two instructor aides, TYR Swimple Goggles, Rise Solid Silicone swim caps, and mad house tee shirts

The Department of Human Services is requesting authorization to apply and submit an application to Step into Swim for a grant in the amount of $9,115.50. (attached is a copy of the application and letter explaining the what the department will use the funds for)

Time Lines: Program will start on July 18, 2022 and end on August 27, 2022.

Problematic Areas/Recommendations I see no problems with the Department accepting for this Grant to services the Youth of the City of Camden.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services-Recreation Department – Swim Program

Grant Administrator: Martin Hunter Grant Administrator # 968--6444

Grant/Project Name:			Step into swim – Youth Swimming Lessons Apply			
Grant #:						
City Contract Date:						
Application Resolution #:				Appropriation Code :		
Funding Source:			Step into Swim Foundation			
Pass Through:	Y	N	Source:	City		
			$ 9,116.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:			May 6, 2021	Reviewed By:		Martin Hunter

Summary: The Department of Human Services is requesting permission to apply for a Step into Swim grant. The amount of the grant is for $9116.00 and will be used for supplies needed for the program such as goggles, swim caps, and Swim instructors.

Time Lines: ***The grant will be used in the next two months***

Problematic Areas/Recommendations:

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

The City of Camden is accepting a grant from Step into Swim Foundation for the Department of Human Services for the City's Recreation Department in the amount of $9,116.00.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Carmen G. Rodriguez
Title	Director of Human Services
Telephone Number	856-757-7285
Email	CaRodrig@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

There will be no financial obligation.

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

Funds for staff are included in the grant.

_____ Date_____
Mayor's Signature

_____ Date_____
Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:
( ) Approved ( ) Denied

_____ Date_____
Director or Designee,
Division of Local Government Services

Number Assigned _____

Step into Swim

Date: May 5, 2022

North Camden Community Boxing
1000 N. 6th Street
Camden, NJ 08102
Subject: Award letter for Grant Request

To Martin Hunter,

We are pleased to inform you that the Step into Swim Board of Directors reviewed your recent grant request and have awarded a grant in the amount of **$9,116**. It is the intention of the Step into Swim/ Every Child a Swimmer funding to be utilized for relevant expenditures concerning providing quality, multi-level learn-to-swim programming which expands opportunities for children to learn to swim who otherwise, COULD NOT AFFORD to participate in swim lessons programs.

Enclosed you will find the grant agreement formalizing our grant relationship. The Grant Agreement explains the responsibilities and expectations of both parties in our grant relationship. Please sign the Grant Agreement and return the original to me within **7** days of this letter. Please keep a copy for your records. Once the Grant Agreement is received in our office, 80% of the funds will be dispersed, with the remaining 20% of the grant held until the final report is received and completed in its entirety.

We congratulate you on your organization's award. The work you do is crucial to saving the lives of our children. We wish you much success in your efforts as you undertake the responsibilities of this grant.

Sincerely,
Rowdy Gaines
VP, Partnerships & Development
Olympic Gold Medalist
Pool & Hot Tub Alliance
2111 Eisenhower Ave., Ste. 500
Alexandria, VA 22314

4775 Granby Circle
Colorado Springs, CO 80919

STEP INTO SWIM
EVERY CHILD A SWIMMER

CITY OF CAMDEN
MAYOR VICTOR CARSTARPHEN

DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION & YOUTH SERVICES
1000 N. 6 STREET
CAMDEN, NJ 08103

2022 Swimming Lessons Program

The City of Camden's Department of Recreation is proposing to host free swimming lessons for 150 participants. If approved for the Step into Swim grant our objectives will be as follows:

- Save lives
- Introduce non-swimmers to aquatics
- Provide a healthy activity
- Build water confidence
- Water safety
- Provide instruction that may not be affordable to our residents

Program Plans

The Program will begin July 18,2022 and will end August 27,2022. Classes will be held at the Isabell Miller Community Center and the North Camden Community Center pools between the hours of 10am and 12pm, Monday through Saturday.

We will provide services for up to 150 participants. This will be achieved by coordinating three groups. Each group will receive two -1 hour sessions per week for 6 weeks. In total each participant will receive 12 hours of instruction.

Group 1 will receive instructions on Monday and Tuesday

Group 2 will receive instructions on Wednesday and Thursday

Group 3 will receive instructions on Friday and Saturday

Each group will have an "A" and "B" team, teams will consist of 25 participants.

Example- Group 1A will have class 10am- 11am and Group 1B will have class 11am to 12pm on Mondays and Tuesday.

Each participant will receive goggles, swimming cap, and a participation tee-shirt.

Registration forms for this program will be available at the Cramer Hill Community Center, North Camden Community Center, Isabel Miller Community Center, and the Martin Luther King Community Center beginning May 23,2022 and ending June 20,2022.

Budget

Instructors salary- $25.50 per hour. 12 hours per week for 6 weeks= $1,836

Swimming instructor aide salary- $15 per hour. 12 hours per week for 6 weeks=$1,080

- 2 instructors= $3,672
- 2 instructor aides=$2,160
- TYR Swimple Goggles $14.99 X 150= $2,248.50
- Rise Solid Sillicone swim cap $2.65 X 150 =$397.50
- Madhouse Tee shirts $4.25 X 150= $637.50

  Total - $9,115.50

R-47

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE INSERTION OF A GRANT LINE ITEM IN THE FY'22 BUDGET FROM THE STEP INTO SWIM/EVERY CHILD A SWIMMER IN THE AMOUNT OF $9,116.00

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of a special item of revenue in the budget of any county or municipality when any such item shall have been made available by law and the amount thereof was not determined at the time of the of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that said Council hereby requests that the Director of Local Government Services approve the insertion of a special item of revenue in the budget for the fiscal year 2022 to wit:

"The amount of NINE THOUSAND ONE HUNDRED SIXTEEN DOLLARS ($9,116.00), which item is now available from the FY22 Step into Swim/Every Child a Swimmer.

BE IT FURTHER RESOLVED that the Director of Local Government Services is requested to approve the appropriation, and upon said approval the sum of NINE THOUSAND ONE HUNDRED SIXTEEN DOLLARS ($9,116.00), is hereby appropriated under the caption "2022 Step into Swim Foundation".

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS

I CERTIFY, DIRECTOR FOR THE FINANCE DEPARTMENT FOR THE CITY OF CAMDEN, THAT WITH RESPECT TO THE AWARD OF A CONTRACT OR EXPENDITURE OF FUNDS TO: DEPARTMENT OF HUMAN SERVICES

THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION:

AMOUNT:

- APPROPRIATION RESERVE:

AMOUNT: $

- DEDICATED BY RIDER:

AMOUNT: $

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT $9.116.00 (CONTINGENT ON AVAILABILITY OF FUNDS)

- CAPITAL ORDINANCE

AMOUNT: $

- TRUST ACCOUNT:

AMOUNT: $

DETERMINATION OF VALUE CERTIFICATION

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE: $9.116.00 (CONTINGENT ON AVAILABILITY OF FUNDS)

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION THE CITY OF CAMDEN TO INSERT A SPECIAL ITEM IN CALENDER YEAR 2022 PURSUANT TO NJSA 40:87 CHAPTER 159 A GRANT FROM STEP INTO SWIM/EVERY CHILD A SWIMMER IN THE AMOUNT OF $9,116.00

Johanna S. Conyer
Director of Finance
Date: 5/16/22

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cummingham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

DEPARTMENT MAKING REQUEST: Human Services

Date: May 16, 2022

TITLE OF RESOLUTION/ORDINANCE: "Resolution the City of Camden to insert a special item in calendar year 2022 pursuant to NJSA 40:87 Chapter 159 a grant from Step into Swim/Every Child a Swimmer in the amount of $9,116.00.

BRIEF DESCRIPTION: This resolution will provide funding for the Department of Human Service to implement its 2022 Step into Swim grant in the amount of $9,116.00. The funding will be used to pay the salary of two instructors, two instructor aides, googles, swim caps and tee shirts.

BIDDING PROCESS: (N/A)

APPROPRIATION ACCOUNT: (*If applicable*)

AMOUNT: *(If applicable)* **$ 9,116.00**

	Date	Signature
Approved by Relevant Director:	5/16/22	Carmen G. Rodriguez
Approved by Grants Management:	5/16/22	
Approved by Purchasing Agent:		
Approved by Finance Director:	5/16/22	
Approved by Business Administrator:	5.16.22	Timothy J Cunningham
Approved by City Attorney:	5/16/22	

	(Name) Please Print	***(Extension #)***
Contact Person 1:	Carmen G. Rodriguez	Ext. 7285
Contact Person 2:	Martin Hunter	Ext. 6444

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Department of Human Services

Grant Analyst: Martin Hunter Contact #: 856-968-6444

Grant/Project Name:			*Step into Swim Foundation - Insert*			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code:		
Funding Source:			Step into Swim Foundation			
Pass Through:		N	Source:			
Amount of Grant:						
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			7-18-2022 – 08-27-2022	Location of Activity:		Camden City
Date of Analysis:			May 9, 2022	Reviewed By:		Barbara Johnson

Summary: The Department of Human Services is requesting authorization to insert a grant from Step into Swim for a grant in the amount of $9,116.00. The funds will be used to pay the salary of two instructors, two instructor aides, TYR Swimple Goggles, Rise Solid Silicone swim caps, and mad house tee shirts

The Department of Human Services is requesting authorization to apply and submit an application to Step into Swim for a grant in the amount of $9,115.50. (attached is a copy of the application and letter explaining the what the department will use the funds for)

Time Lines: Program will start on July 18, 2022 and end on August 27, 2022.

Problematic Areas/Recommendations I see no problems with the Department inserting for this Grant to services the Youth of the City of Camden.

Initial Report __√__ Revised Report ____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services-Recreation Department – Swim Program

Grant Administrator: Martin Hunter Grant Administrator # 968--6444

Grant/Project Name:			Step into swim – Youth Swimming Lessons Apply			
Grant #:						
City Contract Date:						
Application Resolution #:				Appropriation Code :		
Funding Source:			Step into Swim Foundation			
Pass Through:	Y	N	Source:	City		
			$ 9,116.00			
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:				Location of Activity:		
Date of Analysis:			May 6, 2021	Reviewed By:		Martin Hunter

Summary: The Department of Human Services is requesting permission to apply for a Step into Swim grant. The amount of the grant is for $9116.00 and will be used for supplies needed for the program such as goggles, swim caps, and Swim instructors.

Time Lines: ***The grant will be used in the next two months***

Problematic Areas/Recommendations:

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

The City of Camden is inserting a grant from Step into Swim Foundation for the Department of Human Services for the City's Recreation Department in the amount of $9,116.00.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Carmen G. Rodriguez
Title	Director of Human Services
Telephone Number	856-757-7285
Email	CaRodrig@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

There will be no financial obligation.

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

Funds for staff are included in the grant.

_____ Date_____

Mayor's Signature

_____ Date_____

Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

Step into Swim

Date: May 5, 2022

North Camden Community Boxing
1000 N. 6th Street
Camden, NJ 08102
Subject: Award letter for Grant Request

To Martin Hunter,

We are pleased to inform you that the Step into Swim Board of Directors reviewed your recent grant request and have awarded a grant in the amount of **$9,116**. It is the intention of the Step into Swim/ Every Child a Swimmer funding to be utilized for relevant expenditures concerning providing quality, multi-level learn-to-swim programming which expands opportunities for children to learn to swim who otherwise, COULD NOT AFFORD to participate in swim lessons programs.

Enclosed you will find the grant agreement formalizing our grant relationship. The Grant Agreement explains the responsibilities and expectations of both parties in our grant relationship. Please sign the Grant Agreement and return the original to me within **7** days of this letter. Please keep a copy for your records. Once the Grant Agreement is received in our office, 80% of the funds will be dispersed, with the remaining 20% of the grant held until the final report is received and completed in its entirety.

We congratulate you on your organization's award. The work you do is crucial to saving the lives of our children. We wish you much success in your efforts as you undertake the responsibilities of this grant.

Sincerely,
Rowdy Gaines
VP, Partnerships & Development
Olympic Gold Medalist
Pool & Hot Tub Alliance
2111 Eisenhower Ave., Ste. 500
Alexandria, VA 22314

4775 Granby Circle
Colorado Springs, CO 80919

STEP INTO SWIM
EVERY CHILD A SWIMMER

CITY OF CAMDEN
MAYOR VICTOR CARSTARPHEN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION & YOUTH SERVICES
1000 N. 6 STREET
CAMDEN, NJ 08103

2022 Swimming Lessons Program

The City of Camden's Department of Recreation is proposing to host free swimming lessons for 150 participants. If approved for the Step into Swim grant our objectives will be as follows:

- Save lives
- Introduce non-swimmers to aquatics
- Provide a healthy activity
- Build water confidence
- Water safety
- Provide instruction that may not be affordable to our residents

Program Plans

The Program will begin July 18,2022 and will end August 27,2022. Classes will be held at the Isabell Miller Community Center and the North Camden Community Center pools between the hours of 10am and 12pm, Monday through Saturday.

We will provide services for up to 150 participants. This will be achieved by coordinating three groups. Each group will receive two -1 hour sessions per week for 6 weeks. In total each participant will receive 12 hours of instruction.

Group 1 will receive instructions on Monday and Tuesday

Group 2 will receive instructions on Wednesday and Thursday

Group 3 will receive instructions on Friday and Saturday

Each group will have an "A" and "B" team, teams will consist of 25 participants.

Example- Group 1A will have class 10am- 11am and Group 1B will have class 11am to 12pm on Mondays and Tuesday.

Each participant will receive goggles, swimming cap, and a participation tee-shirt.

Registration forms for this program will be available at the Cramer Hill Community Center, North Camden Community Center, Isabeli Miller Community Center, and the Martin Luther King Community Center beginning May 23,2022 and ending June 20,2022.

Budget

Instructors salary- $25.50 per hour. 12 hours per week for 6 weeks= $1,836

Swimming instructor aide salary- $15 per hour. 12 hours per week for 6 weeks=$1,080

- 2 instructors= $3,672
- 2 instructor aides=$2,160
- TYR Swimple Goggles $14.99 X 150= $2,248.50
- Rise Solid Sillicone swim cap $2.65 X 150 =$397.50
- Madhouse Tee shirts $4.25 X 150= $637.50
  Total - $9,115.50

R-48

MBS:dh
06-14-22

RESOLUTION ACCEPTING A GRANT FROM THE STATE OF NEW JERSEY DEPARTMENT OF AGRICULTURE, BUREAU OF CHILD NUTRITION IN THE AMOUNT OF $274,039.05 FOR THE 2022 SUMMER FOOD SERVICE PROGRAM

WHEREAS, the State of New Jersey, Department of Agriculture, Bureau of Child Nutrition has issued the City of Camden a grant in the amount of $274,039.05 for the implementation of its 2022 Summer Food Service Program; and

WHEREAS, it is in the best interest of the City of Camden to accept said grant; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the City is hereby authorized to accept said grant in the amount of $274,039.05 from the State of New Jersey, Department of Agriculture, Bureau of Child Nutrition.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute such documentation as is necessary to receive such Grant.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

(1)

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cummingham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

DEPARTMENT MAKING REQUEST: Human Services

Date: April 7, 2022 **revised 5/4/22**

TITLE OF RESOLUTION/ORDINANCE: "Resolution accepting a grant from the State of New Jersey Department of Agriculture, Bureau of Child Nutrition in the amount of **$274,039.05** for the 2022 Summer Food Service Program."

BRIEF DESCRIPTION: This resolution will provide funding for the Department of Human Service to implement its 2022 Summer Food Service Program. This program provides breakfasts and lunches to youth under 18 years of age throughout the City of Camden.

BIDDING PROCESS: (N/A)

APPROPRIATION ACCOUNT: (*If applicable*)

AMOUNT: *(If applicable)* **$ 274,039.05**

	Date	Signature
Approved by Relevant Director:	5/5/22	
Approved by Grants Management:	5-9-22	Kelly Murray
Approved by Purchasing Agent:		
Approved by Finance Director:	5/16/22	
Approved by Business Administrator:	5/17/22	
Approved by City Attorney:	5/18/22	

	(Name) Please Print	***(Extension #)***
Contact Person 1:	Carmen G. Rodriguez	Ext. 7285
Contact Person 2:	Janean L. Gooden	Ext. 6406

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Department of Human Services

Grant Analyst: Janean Gooden Contact #: 856-968-6406

Grant/Project Name:			*2022 Summer Food Service Program* ***(Accepting)*** *- $274,039.05*			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code:		
Funding Source:			State of New Jersey-Department of Agriculture/Division of food and Nutrition			
Pass Through:		N	Source:			
Amount of Grant:						
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			10-1-2021 – 09-30-2022	Location of Activity:		Camden City
Date of Analysis:			May 9, 2022	Reviewed By:		Barbara Johnson

Summary: The Department of Human Services is requesting authorization to accept the New Jersey of Agriculture – Bureau of Child Nutrition for the 2022 Summer Food Service Program in the amount of $274,039.05.

The Department of Human Services is requesting authorization to apply and submit an application to the New Jersey of Agriculture – Bureau of Child Nutrition for the 2022 Summer Food Service Program.

The Summer Food Service Program is a program that provides Summer Recreation/SFSP program to the Youth in Camden, NJ. The grant allows the city to provide free pre-packaged breakfast and lunch for youth up to age 18 years old and for staff to operate a full day Summer Recreation Program. Providing free meals to approximately 25 sites for over 1000 youth that reside in the City of Camden.

Time Lines: Program will start on July 5, 2022 and end on August 26, 2022.

Problematic Areas/Recommendations I see no problems with the Department accepting this Grant to services the Youth of the City of Camden.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Administrator: Janean L. Gooden Grant Administrator #: 856-968-6406

Grant/Project Name:	2022 Summer Food Service Program					
Grant #:	Agreement # 07200012					
City Contract Date:			City Contract #:			
Application Resolution #:			Appropriation Code :	G-22-833-999		
Funding Source:	NJ Dept. of Agriculture					
Pass Through: Y N	Source:					
Amount of Grant:	$ 274,039.05					
Local Match: Y **N**	Cash:	$		In-Kind:	$	
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:			
Term of Grant:	10-1-21 to 9-30-22		Location of Activity:	City-wide		
Date of Analysis:			Reviewed By:			

Summary: To provide Summer Recreation/SFSP program for youth in Camden, NJ. The grant allows the city to provide free pre-packaged breakfast and lunch for the 2022 Summer Food Program for youth up to 18 years old and staff to operate a full day summer recreation program. Providing food to approximately (25) sites for 2022 for 1,100 youth daily. Program provides free meals and (10) recreation safe haven locations for youth during out of school time when schools are typically closed.

Time Lines: Program will begin on July 5, 2022 and end on August 26, 2022.

Problematic Areas/Recommendations: Opening post-Covid has its challenges. Our goal is to create and adhere to changing policy and best practices to keep all safe. The goal to fed all the children in the City of Camden is made part by other sponsor's in the City such as: The Kroc Center, Camden City School District, South Jersey Food Bank.

Revised 5/4/22 **ATTACHMENT G**

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

Provision to apply, accept and insert 2022 Grant for Summer Food Service Program (SFSP).

The 2022 Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play and grow throughout the summer months when they are out of school.

- Funding pays for pre-packaged delivered meals (breakfast & lunch)
- Staffing for operate (6) Recreation Sites, and (16) feeding sites. Approximately 25 sites sponsored by the city to feed youth 18 and under.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Carmen G. Rodriguez
Title	Director of Human Services
Telephone Number	856-757-7285
Email	CaRodrig@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

Projected estimated funding for 2022 SFSP program is $274,039.05

- Applied for advance funding of July of 2022
- Reimbursement is based on actual meals served during the duration of program July 5, 2022 to August 26, 2022

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

Funding comes from NJDA. This grants enhances our current programs that provides (10) Recreation Safe Haven sites for youth enrolled in summer time/out-of-school time activities.

_____ Date_____

Mayor's Signature

_____ Date_____

Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

Summer Food Service Program - Application

Budget - Summer 2022

City of Camden - 07200012 — Section Status: **Approved**

2925 / N. Camden Gym Rec	39	65	65	$16,477.50	$1,375.24
2946 / Cramer Hill Center	39	25	25	$6,337.50	$528.94
2949 / Broadway Recreation	39	40	40	$10,140.00	$846.30
2958 / Isabel Miller Recreation	39	30	30	$7,605.00	$634.72
2966 / ML King Center - Recreation	39	30	30	$7,605.00	$634.72
2997 / Whitman Park Watertower	39	40	40	$10,140.00	$846.30
2999 / Malandra Hall Recreation	39	70	70	$17,745.00	$1,481.02
3010 / Northgate 1 Residents	39	25	25	$6,337.50	$528.94
3039 / Eastside Civic @ Ralph Williams Park	39	30	30	$7,605.00	$780.97
3091 / Camden High Sum Football Camp	39		50	$8,053.50	$697.13
3095 / Woodrow Wilson Sum Football Camp	24		50	$4,956.00	$429.00
3100 / CHA - Baldwin's Run	39	35	35	$8,872.50	$911.14
3129 / CHA - Ablett Village	39	15	15	$3,802.50	$317.36
3133 / CHA - Chelton Terrace	39	25	25	$6,337.50	$528.94
3136 / CHA - McGuire Gardens	39	20	20	$5,070.00	$423.15
3144 / CHA - Roosevelt Manor	39	20	20	$5,070.00	$423.15
3158 / St. Pauls Church	19	55	55	$6,792.50	$566.91
3531 / Puerto Rican Unity for Progress (PRUP)	31	25	25	$5,037.50	$420.44
3545 / Islamic Study Center	39	50	50	$12,675.00	$1,057.88
3557 / Camden Kids Academy Summer Camp	39	200	200	$50,700.00	$4,231.50
3568 / Woodlynne School District	19	120	120	$14,820.00	$1,236.90
3640 / Heaven's Little Angel's Summer Camp	39	50	50	$12,675.00	$1,057.88

3648 / Yahweh Child Development Summer Camp	39	40	40	$10,140.00	$846.30
3660 / Camp Yahweh	39	30	30	$7,605.00	$634.72
Total Estimated Operating Reimbursement for Year				$252,599.50	
Total Estimated Administrative Reimbursement for Year					$21,439.55

Food and Related Costs, Supplies and Labor	$152,599.50
Food Preparation Facility Expenses	$98,000.00
Food Delivery or Transportation of Children to Sites	
Other	$2,000.00
Total Operational Costs	$252,599.50

Salaries (Director, Monitors and Clerical Support)	$13,439.55
Office Supplies and Support Expenses	$6,000.00
Travel (Director and Monitors)	$2,000.00
Other	
Total Administrative Costs	$21,439.55

Total Project SFSP Costs	$252,599.50	$21,439.55	$274,039.05
Total Estimated Reimbursement for all Sites	$252,599.50	$21,439.55	$274,039.05
Projected Balance After Reimbursements			$0.00

Excess Reimbursements

If your Total Estimated SFSP Costs is less than your Projected/Anticipated SFSP Reimbursement, then the Sponsor must document how you will allocate the additional funds in your food service operation. If the food service operations are principally for the benefit of participating children and all of the program reimbursement funds are used solely for the operation or improvement of such food service. This does not mean the program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a non-profit food service.

Will meals be served to non-program adults? Yes No

Will meals be provided at no cost to non-program adults? Yes No Not Applicable

Miscellaneous

Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of other child nutrition programs
- Other

Certification Statement

I certify that to the best of my knowledge, the information on the sponsor budget is true and correct in all aspects, and records are available to support the information provided on this form. Prior written approval of any budgetary amendments by the sponsor must be received in writing from state agency. I understand that this information is being given in connection with the receipt of Federal Funds, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes. All receipts, invoices and other evidence of purchase must be retained and available for future audit for a period of five years after the end of the agreement year. I agree to accept final administrative and financial responsibility for all program operations at all approved sites.

SCHEDULE A SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A *Schedule A (Revised 4/29/22)*

	SPONSOR	CITY OF CAMDEN												
	NAME OF SITE	ADDRESS	CITY	ST	ZIP	PHONE	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	BREAK	LUNCH	BREAK TIME	LUNCH TIME
2925	N. CAMDEN GYM	1000 N. 6TH STREET	CAMDEN	NJ	08102	856-757-7285 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	65	65	9:00 AM	12 NOON
2946	CRAMER HILL COMM CTR	1035 REEVES AVE	CAMDEN	NJ	08105	856-757-7272 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
2949	BROADWAY	713-715 BROADWAY	CAMDEN	NJ	08103	856-757-7095 856-757-7210	FORREST GIBBS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2958	ISABEL MILLER	8TH & CARL MILLER	CAMDEN	NJ	08104	856-757-7507	GREG PARKS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2966	MLK CENTER	1151 HADDON AVE	CAMDEN	NJ	08103	856-757-7605	CANDY CAUSEY	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2997	WHITMAN PARK WATER TOWER	1100 BLOCK OF EVERETT STREET	CAMDEN	NJ	08104	856-883-2855	DENISE STARKS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2999	MALANDRA HALL	1200 S. MERRIMAC RD	CAMDEN	NJ	08104	856-757-7368	SIMMONE ISLEY	7/5/22	8/26/22	5	70	70	9:00 AM	12 NOON
3010	NORTH GATE 1 RESIDENTS	433 N 7TH STREET	CAMDEN	NJ	08102	267-259-8874	KAREN MERITTS	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3039	EASTSIDE CIVIC	28TH & MITCHELL ST	CAMDEN	NJ	08105	856-757-7317	ROSELEE WALLS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
3091	CAMDEN HIGH FOOTBALL	1700 PARK BLVD	CAMDEN	NJ	08103	609-668-0117	COACH SAVAGE	7/5/22	8/26/22	5	0	50		3 PM
3095	WOODROW WILSON FOOTBALL	3100 FEDERAL STREET	CAMDEN	NJ	08105	856-966-2000	WILLIE HICKSON	7/5/22	8/26/22	5	0	50		3 PM
3100	BALDWIN'S RUN - CHA	404 N DUDLEY ST	CAMDEN	NJ	08105	856-968-1310 856-968-2667	ESTER MERCADO A. BRADLEY	7/5/22	8/26/22	5	35	35	9:00 AM	12 NOON
3129	ABLETT VILLAGE - CHA	307 ABLETT VILLAGE	CAMDEN	NJ	08105	856-966-9195 856-968-6197	KIMBERLY WASHINGTON	7/5/22	8/26/22	5	15	15	8:30 AM	12 NOON
3133	CHELTON TERRACE- CHA	721 CHELTON TERRACE	CAMDEN	NJ	08104	856-968-2690 856-968-6110	REBECCA WARE	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3136	MC GUIRE GARDENS - CHA	114 BOYD ST	CAMDEN	NJ	08105	856-968-0050/1	DIANE JOHNSON	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3144	ROOSEVELT MANOR - CHA	1801 S. 8TH ST	CAMDEN	NJ	08104	856-963-3550 856-968-2682	CYNTHIA PULLIAM	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3158	ST PAULS CHURCH	422 MARKET ST	CAMDEN	NJ	08103	856-365-5880 856-365-2664	ANDREW STOKES	7/5/22	8/26/22	5	55	55	9:00 AM	12 NOON
3545	ISLAMIC STUDY CENTER	1131-33 HADDON AVE	CAMDEN	NJ	08103	856-580-0191 856-580-0187	STEPHANIE WALKER	7/5/22	8/26/22	5	50	50	8 AM	11 AM
3531	PUERTO RICAN UNITY FOR PROGRESS (PRUP)	818 BROADWAY	CAMDEN	NJ	08104	856-541-1418 856-685-3782	JOAN PARDOX JUDITH FERGUSON	7/5/22	8/25/22	M-TH	25	15	9:00 AM	12 NOON
3557	CAMDEN KIDS ACADEMY	1459 HADDON AVE	CAMDEN	NJ	08103	856-966-7000	JANENE DAVIS	7/5/22	8/26/22	5	200	200	8:30 AM	12 NOON
3568	WOODLYNN SCHOOL DIS	131 ELM STREET	WOODLYNN	NJ	08107	856-863-4900	PRINCIPAL	7/5/22	7/29/22	5	120	120	8:00 AM	12 NOON
3640	HEAVENS LITTLE ANGELS	915 N. 36TH ST	CAMDEN	NJ	08105	856-225-1410	ESTER FELICIANO	7/5/22	8/26/22	5	50	50	9:00 AM	12 NOON
3648	YAHWEH CDC	3710 FEDERAL ST	CAMDEN	NJ	08105	856-963-1010	TAWANA BUTLER	7/5/22	8/26/22	5	40	40	8:00 AM	12 NOON
3660	CAMP YAHWEH	4415 MARLTON PIKE	CAMDEN	NJ	08109	609-313-9792	JANEEN DAVIS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
											1040	1130		

Summer Food Service Program - Application

My Account

Sponsor Details - Summer 2022

City of Camden - 07200012 Section Status: **Approved**

Sponsor Info

Legal Sponsor Name

City of Camden

Federal Fiscal Year

2022

Agreement #

07200012

Vendor ID

V21600041800

UEI # *

Duns # *

Help

077069581

Federal ID *

216000418

County

Camden

Sponsor Email Address *

fogibbs@ci.camden.nj.us

Sponsor Telephone# *

(856) 757-7317

Extension#

Mailing Address

Address 1 *

1000 N. 6th Street

Address 2

City *

Camden

State *

New Jersey

Zip *

08102

Zip-Extension *

0000

Office Address

☐ *Check if the office address is same as mailing address.*

Address 1 *

1000 N. 6th Street

Address 2

City *

Camden

State *

New Jersey

Zip *

08102

Zip-Extension *

0000

Programs Details

Sponsor Type

GOVERNMENT

Tax Exemption Status * - 501(c)(3) (If Applicable)

○ Yes ○ No

Are you currently receiving commodities? *

○ Yes ○ No

Save

← Back to Application Summary

Summer Food Service Program - Application

My Account

Sponsor Details - Summer 2022

City of Camden - 07200012 — Section Status: **Approved**

Sponsor Info

Legal Sponsor Name: City of Camden
Federal Fiscal Year: [illegible]
Agreement #: [illegible]
Vendor ID: V21600041800
UEI # *:
Duns # *: 077069581 (Help)
Federal ID *: 216000418
County: Camden
Sponsor Email Address *: fogibbs@ci.camden.nj.us
Sponsor Telephone# *: (856) 757-7317
Extension#:

Mailing Address

Address 1 *: 1000 N. 6th Street
Address 2:
City *: Camden
State *: New Jersey
Zip *: 08102
Zip-Extension *: 0000

Office Address

Check if the office address is same as mailing address.

Address 1 *: 1000 N. 6th Street
Address 2:
City *: Camden
State *: New Jersey
Zip *: 08102
Zip-Extension *: 0000

Programs Details

Sponsor Type: GOVERNMENT
Tax Exemption Status - 501(c)(3) (If Applicable) *: ○ Yes No
Are you currently receiving commodities? *: ○ Yes No

Save | ← Back to Application Summary

Summer Food Service Program - Application

My Account

User Information - Summer 2022

City of Camden - 07200012 — Section Status: **Approved**

Information

Submitter/Alternate Submitter – *Submitter is responsible for completing and submitting the application and submitting the reimbursement. This user will have full access of the online system.*

Voucher Certifier – *Certifier is responsible for certifying the voucher upon submission but has no access to edit the application or submit reimbursement.*

View Only User 1/View Only User 2 – *View only user will have read-only access.*

Submitter

First Name *	Last Name *	Job Title *
Janean	Gooden	Chief Com. Rel. Specialist

Email *	Login ID (myNJ Account) *
jagooden@ci.camden.nj.us	jgoodtwo@yahoo.com

Telephone	Extension	Mobile
(856) 968-6406		(856) 379-5852

Voucher Certifier

First Name *	Last Name *	Job Title *
Barbara	Bellamy	Coordinator Grants Monitor

Email *	Login ID (myNJ Account) *
babellam@ci.camden.nj.us	ballamy1967

Telephone	Extension	Mobile
(856) 757-7689		(609) 206-1083

Alternate Submitter

First Name *	Last Name *	Job Title *
Forrest	Gibbs	Youth Group Worker

Email *	Login ID (myNJ Account) *
fogibbs@ci.camden.nj.us	moneybag31

Telephone	Extension	Mobile
(856) 757-7210		

View Only User 1

First Name *	Last Name *	Job Title *
Martin	Hunter	Youth Group Worker

Email *	Login ID (myNJ Account) *
mahunter@ci.camden.nj.us	1210416

Telephone	Extension	Mobile
(856) 757-7095		(856) 264-5859

View Only User 2

First Name	Last Name	Job Title

Email	Login ID (myNJ Account)

Telephone	Extension	Mobile

Summer Food Service Program - Application

My Account

Sponsor Management Plan - 2022

City of Camden - 07200012 | Section Status: **Approved**

Other USDA Programs

Enter other USDA Programs you participate in during the Summer months

- [ ] School Breakfast Program
- [ ] Child and Adult Care Food Program
- [ ] Special Milk Program
- [ ] National School Lunch Program/SFA
- [ ] At Risk

Dates of Operation

Enter your dates of operation:

Begin: 07/05/2022 End: 08/26/2022

Enter your operating days each month. The total # of days will tally automatically

October	November	December	January	February	March	April	May	June	July	August	September	Total Days
0	0	0	0	0	0	0	0	0	19	20	0	39

Advance Funding

Select if you are requesting advance funding or not and if so for which month(s) (•) Yes ( ) No

Check applicable month(s) of advance funding requested: [ ] July [ ] August

Staff Training

Each sponsor must provide annual training for all their food services and administrative personnel involved with the Summer Food Service Program. Written documentation of these sessions must be maintained on file for review during the administrative review. Complete all sections in the chart.

Required Topics	Name of the Trainer	Date of Training	
Seriously Deficient (Apply to all)	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
State Violation	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Program Overview	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Program Operation	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Record Keeping	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Job Responsibilities	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Monitoring Procedures	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S

Program Records

List the person(s) responsible for the program records listed below.

Required Records	Compliance	Name of the Person Responsible
Approved Menus (Apply to all)	**Monitors for Substitutions**	Forrest Gibbs & Chanelle Perry
Meal Counts	**Taken at the Point of Each Meal Service**	Forrest Gibbs & Chanelle Perry
Monitoring	**First Week, Fourth Week**	Forrest Gibbs & Chanelle Perry

Maintenance of Program Cost Records

List the supportive source documentation your sponsor will maintain for all program costs.

Required Records	Type of Documentation
Food Purchases (Apply to all)	Contract, Purchase Order, Invoices,
Non-Food Supplies	Purchase order, invoice
Delivery Slips	delivery slips for each site and details weekly invoice

Required Records	Type of Documentation
Food Service Operational Cost	weekly invoice, time sheets, and ADP data form
Administrative Costs	Purchase order, invoice, time sheets and ADP data form
Net Cash Resource Schedule	Excel Spread Sheet

Disclosure of Lobbying Activities

Indicate whether your sponsor participates in lobbying activities pursuant to 31 U.S.C. 1352 ○ Yes ○ No

Documents

Select the document type from the list and upload the file.

Document Type * Select document type | Browse and upload

Search:

Type	File Name	Uploaded Date & Time	Uploaded B		
Letter to Health Department	2022 SCHEDULE A HEALTH DEPT.xls	04/29/2022 13:03:12	Janean Gooden	Approved	
Letter to Health Department	2022 Health Dept Letter.docx	04/07/2022 11:30:50	Janean Gooden	Approved	
Letter to Health Department	2022 SCH A Health Dept.xls	04/07/2022 11:38:56	Janean Gooden	Approved	
Other	2022 BID SCHEDULE A.xls	04/29/2022 13:03:25	Janean Gooden	Approved	
Other	2022 SFSP DISCLOSURE OF LOBBYING.pdf	04/07/2022 11:31:50	Janean Gooden	Approved	
Other	2022 SAM SFSP.pdf	04/07/2022 11:31:56	Janean Gooden	Approved	
Other	2022 FIN CAP STATEMENT.pdf	04/07/2022 11:34:07	Janean Gooden	Approved	
Other	2022 PRE CIVIL RIGHTS QUESTIONARE.pdf	04/07/2022 11:34:20	Janean Gooden	Approved	
Other	2022 SFSP FSMC IFB Contract 3-2022.doc	04/28/2022 09:42:21	Janean Gooden	Approved	
Other	2022 sfsp -BID AD may 2.docx	04/28/2022 09:42:32	Janean Gooden	Approved	
Public Announcement - News Release	2022 SFSP New Release.docx	04/07/2022 11:31:35	Janean Gooden	Approved	
Schedule C-Menu	2022 SCHEDULE C MENU 3 24 22.docx	04/07/2022 11:31:11	Janean Gooden	Approved	
Schedule C-Menu	2022 SCHEDULE C MENU 4 11 22.docx	04/11/2022 14:09:57	Janean Gooden	Approved	

I certify that to the best of my knowledge, the information on the Sponsor Management Plan is true and correct in all aspects, and records are available to support the information provided on this form. Prior written approval of any budgetary amendments by the sponsor must be received in writing from the State agency. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes, I agree to accept final administrative and financial responsibility for all program operations at all approved sites.

Comments

Sponsor Management Plan, Maintenance of Program Cost Records, all required records should be listed as a type of document not a person. Net Cash Resource Schedule should be Excel Spreadsheet.
On the Menu specify what a super donut is. GW 4/11/22

4/27/22 Woodlynn School start time in site section doesn't match start time on schedule A Health Dept spreadsheet. (RBW)

Complete Later | Save | ← Back to Application Summary

Summer Food Service Program - Application

My Account

Sponsor Management Plan - 2022

City of Camden - 07200012 | Section Status: **Approved**

Other USDA Programs

Enter other USDA Programs you participate in **during the Summer months**

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☐ At Risk

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0	0	0	0	0	0	0	0	0	19	20	0	39

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Administrative Costs	Purchase order, invoice, time sheets and ADP data form
Net Cash Resource Schedule	Excel Spread Sheet

Disclosure of Lobbying Activities

Indicate whether your sponsor participates in lobbying activities pursuant to 31 U.S.C 135? ○ Yes No

Documents

Select the document type from the list and upload the file.

Document Type * Select document type | Browse and upload

Search:

Type	File Name	Uploaded Date & Time	Uploaded B		
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Other	2022 SFSP DISCLOSURE OF LOBBYING.pdf	04/07/2022 11:31:50	Janean Gooden	Approved	
Other	2022 SAM SFSP.pdf	04/07/2022 11:31:56	Janean Gooden	Approved	
Other	2022 FIN CAP STATEMENT.pdf	04/07/2022 11:34:07	Janean Gooden	Approved	
Other	2022 PRE CIVIL RIGHTS QUESTIONARE.pdf	04/07/2022 11:34:20	Janean Gooden	Approved	
Other	2022 SFSP FSMC IFB Contract 3-2022.doc	04/28/2022 09:42:21	Janean Gooden	Approved	
Other	2022 sfsp -BID AD may 2.docx	04/28/2022 09:42:32	Janean Gooden	Approved	
Public Announcement - News Release	2022 SFSP New Release.docx	04/07/2022 11:31:35	Janean Gooden	Approved	
Schedule C-Menu	2022 SCHEDULE C MENU 3 24 22.docx	04/07/2022 11:31:11	Janean Gooden	Approved	
Schedule C-Menu	2022 SCHEDULE C MENU 4 11 22.docx	04/11/2022 14:09:57	Janean Gooden	Approved	

I certify that to the best of my knowledge, the information on the Sponsor Management Plan is true and correct in all aspects, and records are available to support the information provided on this form. Prior written approval of any budgetary amendments by the sponsor must be received in writing from the State agency. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes. I agree to accept final administrative and financial responsibility for all program operations at all approved sites.

Comments

Sponsor Management Plan, Maintenance of Program Cost Records, all required records should be listed as a type of document not a person. Net Cash Resource Schedule should be Excel Spreadsheet.
On the Menu specify what a super donut is. GW 4/11/22

4/27/22 Woodlynn School start time in site section doesn't match start time on schedule A Health Dept spreadsheet. (RBW)

Complete Later | Save | ← Back to Application Summary

Summer Food Service Program - Application

My Account

Sites Summary - Summer 2022

City of Camden - 07200012 | Section Status: **Not Approved**

Add New Site

Blank Site | +Add

Sites List

Search: | Export Data to Excel | Show All entries

Site Code	Site Type	Site Name		Site Status		Participation Status	Revision	Submitted Date
2925	Open	N. Camden Gym Rec	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2946	Open	Cramer Hill Center	Approved	Active	Initial	04/07/2022	04/11/2022	04/29/2022
2949	Open	Broadway Recreation	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2958	Open	Isabel Miller Recreation	Approved	Active	Initial	04/07/2022	04/11/2022	04/29/2022
2966	Open	ML King Center - Recreation	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2997	Open	Whitman Park Watertower	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2999	Open	Malandra Hall Recreation	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3010	Open	Northgate 1 Residents	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3022	Open	Newton Creek		Inactive	Initial			
3039	Open	Eastside Civic @ Ralph Williams Park	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3045	Open	United Neighbors of Whitman Park		Inactive	Initial			
3078	Open	St. John Baptist Church - Rec		Inactive	Initial			
3084	Open	New Life CDC - Rec		Inactive	Initial			
3091	Open	Camden High Sum Football Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3095	Open	Woodrow Wilson Sum Football Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3100	Open	CHA - Baldwin's Run	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3122	Open	CHA - Branch Village Center		Inactive	Initial			
3129	Open	CHA - Ablett Village	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3133	Open	CHA - Chelton Terrace	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3136	Open	CHA - McGuire Gardens	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3144	Open	CHA - Roosevelt Manor	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3147	Open	Centennial Village		Inactive	Initial			
3152	Open	Grace Apostolic Church		Inactive	Initial			
3158	Open	St. Pauls Church	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3166	Open	Hope Community Outreach Church		Inactive	Initial			
3276	Open	Children of Hope @ Bethel Deliverance Church		Inactive	Initial			
3332	Open	Youth on the Move @ New Hope Church		Inactive	Initial			
3339	Open	Love Fellowship Church		Inactive	Initial			

3343	Open	Community Baptist Church		Inactive	Initial			
3349	Open	New Beginnings UM Church		Inactive	Initial			
3518	Open	Christian Ministries		Inactive	Initial			
3531	Open	Puerto Rican Unity for Progress (PRUP)	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3537	Open	Ed Snider Hockey @ Flyer Skate Zone		Inactive	Initial			
3545	Open	Islamic Study Center	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3551	Open	[illegible] Apartment Complex		Inactive	Initial			
3557	Open	Camden Kids Academy Summer Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3568	Open	Woodlyn School District	Not Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3585	Open	New Life Ministries		Inactive	Initial			
3589	Open	El Shaddai I		Inactive	Initial			
3602	Open	Ferry Avenue Library		Inactive	Initial			
3640	Open	Heaven's Little Angel's Summer Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3648	Open	Yahweh Child Development Summer Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3660	Open	Camp Yahweh	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3686	Open	Dream Center @ Mastery High School		Inactive	Initial			
3700	Open	Ben Franklin Elementary School		Inactive	Initial			
3703	Open	LAM @ Ben Franklin School		Inactive	Initial			
3893	Open	Pennsauken High School		Inactive	Initial			
3898	Open	Pennsauken Intermmendiate School		Inactive	Initial			
3907	Open	Life Assembly Youth Program		Inactive	Initial			
3923	Open	Iron Lion Karate		Inactive	Initial			
3927	Open	Fine Elementary School		Inactive	Initial			
3939	Open	Dare 2 Dance @ Riggs Center		Inactive	Initial			
16521	Enrolled/Area Eligible	Mini Miracles Daycare		Inactive	Initial			

Showing 1 to 53 of 53 entries

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Comments

please see comments in all sites not approved. GW 4/11/22

See comment in unapproved site application Tbp 5/3/2022.

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State of New Jersey - Department of Agriculture
Division of Food and Nutrition
PO Box 334 - Trenton NJ 08625-0334

SUMMER FOOD SERVICE PROGRAM (SFSP)
PERMANENT AGREEMENT

LEGAL NAME OF SPONSOR: City of Camden

AGREEMENT NUMBER: 07200012

Address: 1000 N. 6th Street, Camden NJ 08102-0000

To accomplish the purpose of the Summer Food Service Program (the "Program") authorized by Section 13 of the National School Lunch Act, the Child Nutrition Act of 1966, as amended, and regulated by 7 CFR Part 225, the New Jersey Department of Agriculture ("NJDA" or the " State Agency") and the organization whose name and address appear above the "Sponsor"), hereby intending to be legally bound, agree to the following:

I.Definitions
The following terms shall apply to this Agreement:

A."Administrative costs" means costs incurred by a sponsor related to planning, organizing and managing a food service under the Program and excluding interest costs and operating costs.
B."Advance payments" means financial assistance made available to a sponsor in order to assist the sponsor in meeting expenses prior to the end of the month in which such costs will be incurred.
C."Areas in which poor economic conditions exist" means:
(a)The attendance area of a school in which at least 50 percent of the enrolled children have been determined eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program;
(b)A geographic area where, based on the most recent census data available or information provided from the Department of Health and Human Services, at least 50 percent of the children residing in that area are eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program;
(c)A geographic area where a site demonstrates, based on other approved sources, that at least 50 percent of the children enrolled at the site are eligible for free or reduced-price meals under the National School Lunch Program and the School Breakfast Program; or
(d)A closed enrolled site.
D."Camps" means residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp sites shall offer a continuous schedule or organized cultural or recreational programs for enrolled children between meal services.
E."Children" means (a) persons 18 years of age and under; and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.
F."Family" means a group of related or nonrelated individuals, who are not residents of an institution or boarding house but who are living as one economic unit.
G."Fiscal year" means the period beginning October 1 of any calendar year and ending September 30 of the following calendar year.
H."Food service management company" means any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for use in the Program, or for managing a sponsor's food service operations in accordance with the limitations set forth in 7 CFR 225.15. Food service management companies may be:
(a)public agencies or entities;
(b)private, nonprofit organizations; or
(c)private, for-profit companies.
I."FNS" means the USDA Food and Nutrition Service.
J."Meals" means food which is served to children at a food service site and which meets the nutritional requirements set out in 7 CFR 225.16.
K."NYSP" means the National Youth Sports Program administered by the National Collegiate Athletic Association.
L."Operating costs" means the cost of operating a food service under the Program:
(a)Including the (1) cost of obtaining food, (2) labor directly involved in the preparation and service of food, (3) cost of nonfood supplies, (4) rental and use allowances for equipment and space, and (5) cost of transporting children in rural areas to feeding sites in rural areas, but
(b)Excluding (1) the cost of the purchase of land, acquisition or construction of buildings, (2) alteration of existing buildings, (3) interest costs, (4) the value of in-kind donations, and (5) administrative costs.
M."Private nonprofit organization" means an organization (other than private nonprofit residential camps, school food authorities, or colleges or universities participating in the NYSP) participating that meets the definition of "private nonprofit" herein and that:
(a)Exercises full control and authority over the operation of the Program at all sites under its sponsorship;
(b)Provides ongoing year-round activities for children or families;.
(c)Demonstrates that it has adequate management and the fiscal capacity to operate the Program;
(d)Is an organization described in section 501 (c) of the Internal Revenue Code of 1986 and exempt from taxation under 501 (a) of that Code; and
(e)Meets applicable State and local health, safety and sanitation standards.
N."Program" means the Summer Food Service Program for Children authorized by Section 13 of the National School Lunch Act.
O."Rural" means any area in a county which is not part of a Metropolitan Statistical Area or any "pocket" within a Metropolitan Statistical Area which, at the option of the State agency and with FNS Regional Office concurrence, is determined to be geographically isolated from urban areas.
P."School food authority" means the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a lunch program in those schools. In addition, for the purpose of determining the applicability of food service management company registration and bid procedure requirements, "school food authority" also means any college or university which participates in the Program.
Q."Self-preparation sponsor" means a sponsor that prepares the meals that will be served at its site(s) and does not contract with a food service management company for unitized meals, with or without milk, or for management services.
R."Site" means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.
S."Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private, nonprofit college or university currently participating in the NYSP, or a private nonprofit organization which develops a special summer or other school vacation program providing food services similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program. Sponsors are referred to in the National School Lunch Act as "service institutions."
T."State Agency" means the New Jersey Department of Agriculture, Division of Food and Nutrition.

U."Unused reimbursement" means the difference between the amount claimed for reimbursement and actual costs.
V."USDA" means the United States Department of Agriculture.

II.General Conditions

A.The State Agency shall, to the extent of funds available, reimburse Sponsor for Program eligible meals served to children at the approved sites listed in the yearly Schedule A (s) during the time-period therein stated. The State Agency will promptly notify Sponsor of any change in the minimum meal requirements or reimbursement rates.

B.The State Agency will disallow meals for reimbursement and/or reduce the maximum number of meals approved for a site and/or close a site for any one or more of the following violations:

1.Unauthorized adults consuming meals.
2.Offsite consumption of meals.
3.Meals claimed for reimbursement more than the approved level of meal service (ALMS).
4.Meals served which do not follow the day's menu cycle.
5.Violations of USDA regulations
6.Meals served outside the approved meal service time.

C.The Sponsor shall:

1.Ensure that each approved site listed on the Schedule A and all subsequent Schedule A(s), serves an area in which poor economic conditions exist; or offers a regularly scheduled organized cultural or recreational activity with an enrollment and daily attendance in which at least half of all children enrolled in each session are eligible for free or reduced price school meals; or is a residential camp which, since such residential camps shall be reimbursed only for meals served to eligible children, shall submit annual eligibility information that documents the number of children enrolled in each session whose family incomes meet the eligibility requirements for free or reduced price school meals.

2.Ensure that all approved sites listed on the Schedule A, and all subsequent Schedule A(s), have been, and will be, visited and determined to have the capability and the facilities to run the Program for the anticipated number of children to be served and the meal service planned.

3.Operate a nonprofit food service during the time periods specified below:
(i)From May through September for children on school vacation;
(ii)At any time of the year, if Sponsors administers the Program under a continuous school calendar system; or
(iii)During the period from October through April, if Sponsor serves an area affected by an unanticipated school closure due to natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State Agency, a similar cause.

4.Offer meals, if a school food authority, and for all other sponsors, serve meals, which meet the requirements and provisions set for the in 7 CFR 225.16 and Schedule B, in accordance with the State Agency approved menu (Schedule C) during the times designated as meal service periods by the Sponsor in Schedule A, and all subsequent yearly Schedule A(s), and offer the same meals to all children. The menu must be the State Agency required document prepared by the Sponsor and approved by the State Agency. The menu shall not be developed by a food service management company.

5.Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the Program. Additionally, serve meals in accordance with meal time intervals specified in Program regulations, 7 CFR Part 225, and the approved meal service times listed on Schedule A and the Site Information Sheets.

6.Retain final financial and administrative responsibility and oversight for the Program, which includes maintaining contact with meal service staff, ensuring that adequately trained meal service staff are on site, monitoring the meal service throughout the period of Program participation, and terminating meal service at a site if staff fail to comply with Program regulations.

7.Execute the State Agency Policy Statement and issue to all participants a Free Meal Policy statement which includes a statement of nondiscrimination that assures that all children are served the same meals and that there is no discrimination in the course of the food service. Sponsor must also include a statement that the meals served are free at all sites unless the site is a camp. If Sponsor operates a camp, the statement must also include a statement of eligibility standards, the application and payment process for Program meals, and hearing procedures.

8.Hold Program training sessions for its administrative and site personnel on Program duties and responsibilities at the time and place specified on the Sponsor Management Plan, and not allow any site to operate until personnel have attended at least one training session. Provide documentation and certification, if applicable, of all training sessions to the State Agency during the administrative review process.

9.Ensure that all administrative personnel attend State Agency training provided to sponsors and provide additional training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities. Each site shall have present at each meal service at least one person who has received training.

10.Claim reimbursement only for the type or types of meals specified in this Agreement, and any subsequent Amendments, and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in this Agreement, and any subsequent Amendments, and served without charge to children who meet the Program's income standards. Changes may not be made to the serving time of any meal unless the changes are approved by the State agency.

11.Ensure that all expenditures are allowable and consistent with FNS Instruction and guidance and that all funds accruing to the food service operation are properly identified and recorded as food service revenue.

12.Plan to serve and claim reimbursement for one meal per eligible child and submit all claims for reimbursement in accordance with 7 CFR Part 225 and procedures established by the State Agency.

13.Maintain proper sanitation and health standards in the storage, preparation and service of food that conform with all applicable State and local laws and regulations. Self-preparation sites must have a current health certificate.

14.Accept and use USDA donated foods in quantities that may be efficiently utilized by the Program. Maintain documentation on file for all donations.

15.Have access to facilities necessary for storing, preparing, serving, and refrigerating food.

16.Review food service operations at each site at least once during the first and four weeks of operations, and thereafter, maintain a reasonable level of site monitoring. Sponsor shall complete the State Agency monitoring form during each review and maintain these forms on file.

17.Make all accounts and records pertaining to the Program available to State, Federal, or other authorized officials for audit or administrative review, at a reasonable time and place. The records shall be retained for a period of three (3) years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved. Sponsor records must be kept at the address listed on this Agreement.

18.Maintain all children on site during meal service and serve meals in a planned and organized manner conducive to good eating and dietary habits.

19.Provide adequate supervisory and operational personnel for overall monitoring and management of food service operations at each site listed and approved on the Schedule A. Personnel shall visit all food service sites at least once during the first week of operation under the Program and promptly take all actions necessary to correct any deficiencies found at the time of the visit. Complete and maintain on file at the administrative office address listed on this Agreement all documentation of these required site visits. Accept final administrative and financial responsibility for the total Program operations at all facilities and claim reimbursement only for meals served to enrolled participants at the approved food service facilities.

20.Maintain a financial management system using State Agency record keeping forms. This responsibility shall not be delegated to a food service management company.

21.Prepare and submit claims for reimbursement supplied by the State Agency by the 10th of the month following the month of operation for which the claim is submitted. The State Agency is prohibited by law from paying any claim submitted later than sixty (60) days following the end of the month for which meals are being claimed. The preparation and submission of reimbursement claims shall not be delegated to a food service management company.

22.Utilize the appropriate State Agency Net Cash Resource Schedule at least annually to ensure that net cash resources do not exceed expenditures. For those sponsors operating year-round, net cash resources cannot exceed three months average expenditures. For those sponsors only participating in the Program, net cash resources cannot exceed one-month operating expenditures.

23.Submit an annual application which includes a budget for administrative costs to participate in the Program accompanied by Site Information Sheets for each site at which a food service operation will be proposed.

24.Comply with all applicable federal and State procurement laws when contracting with a food service management company.

25.Ensure that State Agency procedures are followed for the contracting of all services.

26.Notify the State Agency in writing of any changes in the following: person (s) authorized to sign contracts, director, record keeper, person responsible for the food program, dates of operation, address and telephone number and/or site facility, within ten (10) days of the change.

27.Use the State Agency application, when applicable, to determine the eligibility of children attending camps and the eligibility of sites that are not in the attendance area of a school in which at least 50 percent (50%) of the enrolled children have been determined eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program.

III.Compliance with Existing Laws

In the operation of the Program, Sponsor shall comply with the requirements of the Program Agreement and with all applicable USDA Program policies and regulations, including 7 CFR Part 225 and 2 CFR Part 200 and all applicable State and local laws. Failure to comply with such laws, rules or regulations shall be grounds for termination of this agreement.

IV.Indemnification

Sponsor shall be solely responsible for and shall keep, save, and hold NJDA and the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of Sponsor's services or to any other persons, or from any damage to any property sustained in connection with the delivery of Sponsor's services which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from Sponsor's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of Sponsor. Sponsor's liability under this Agreement shall continue after the termination of this Agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

V.Assignability

Sponsor shall not subcontract any of the work or services covered by this Agreement, nor shall any interest be assigned or transferred without the express written approval of the State Agency.

VI.Availability of Funds

The Parties hereto recognize and agree that continuation of funding under this Agreement is expressly dependent upon the availability to the State Agency of funds appropriated by the State Legislature from State or Federal revenue or such other funding sources as may be applicable. The State Agency shall not be held liable for any breach of this Agreement because of the absence of available funding appropriations.

VII.Procurement Standards

All procurement of food, supplies, goods, and other services must comply with the cost principles in 2 CFR Part 400, the procurement standards prescribed in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200, the Uniform, Administrative Requirements, Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations located at 2 CFR Part 215, and all applicable regulations found in 7 CFR Part 225. Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Sponsor of the contractual responsibilities arising under its procurement. The Sponsor is the responsible authority, without recourse to the State Agency regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a contract.

VIII.Property Management Standards

Property furnished by the State Agency or acquired in whole or in part with federal or State Agency funds or whose cost was charged to a project supported by federal or State Agency funds shall be utilized and disposed of in a manner generally consistent with the standards in 2 CFR Part 200.

IX.Method of Payment

A.At the Sponsor's request, the State Agency shall make advance payments to Sponsors, after execution of this Program Agreement, to assist Sponsor in meeting operating costs and/or administrative expenses. Such advance shall not exceed the dollar limits established by federal and state laws and policies. The State Agency shall, to the extent administratively possible, make advance payments by June 1, July 15, and August 15 of each year for the months of June, July and August, if Sponsor intends to operate at least ten (10) days in the respective month. As a prerequisite, Sponsor must have held training sessions for administrative and site personnel.

Advance payments will be subsequently deducted from regular reimbursement payments. The State Agency may withhold advance payments in certain instances more specifically detailed in 7 CFR Part 225. In the event the State Agency's advance payments or regular reimbursement payments to the Sponsor are late, the State Agency will not be liable for payment of penalties or interest on the late payment. Interest earned on advance payments must be recorded as Program income. Any excess funds which result from an advance payment that exceeds monthly reimbursements must be used to improve the meal service and management of the Program.

B.The State Agency shall provide reimbursement payments to Sponsor upon receipt of Sponsor's monthly reimbursement claim. Failure to maintain records to support claims may be grounds for denial of reimbursement for meals served. If Sponsor receives more reimbursement than expended on allowable costs, Sponsor must use this unused reimbursement to improve the meal service or management of the Program. Unused reimbursement remaining at the end of the Program year must be used to pay allowable costs of other Child Nutrition Programs or for Summer Food Service operations in the following Program year.

X.Financial Management System

A.The financial officer, designated by the Sponsor, shall be responsible for maintaining an adequate financial management system. The financial officer will notify the State Agency when the Sponsor cannot comply with the requirements established herein.

B.Sponsor's financial management system shall provide for:
1.Accurate, current and complete disclosure of the financial results of each Program.
2.Effective internal and accounting controls over all funds, property and other assets. Sponsor shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
3.Accounting records that are supported by source documentation.
4.Procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of the 2 CFR Part 200.

C.If the State agency determines that the Sponsor's accounting system does not meet the standards described in B above, additional information to monitor the Agreement may be required by the State Agency upon written notice to the Sponsor until the system meets with agency approval.

XI.Monitoring of Program Performance
A.Sponsor shall constantly monitor Program performance under this Agreement to assure that performance goals are being achieved as applicable and as defined.
B.The State Agency shall, at its discretion, make site visits to:
1.Review program accomplishments and management control systems.
2.Provide such technical assistance as may be required.

XII.Budget Revision and Modification
Sponsor shall request, in writing, approval from the State Agency when there is reason to believe a revision or modification of the approved budget will be necessary. Budget category variances more than five thousand dollars ($5,000) or 10 percent of the total contract, whichever is lower, shall require written approval from the State Agency.

XIII.Records
A.Sponsor shall maintain such records as it is required to support its claim for reimbursement and shall make such records available to the State Agency upon request.
B.Sponsor shall grant the New Jersey Department of Agriculture, the United States Department of Agriculture, the Inspectors General, the Comptroller General of the United States and its State counterparts, or any of their duly authorized representatives, access to any books, documents, papers and other records of the sponsor which are directly pertinent to this agreement, for the purpose of making audit, examination, excerpts and transcripts; and shall provide timely and reasonable access to sponsor personnel for the purpose of interview and discussion related to such documents.
C.Sponsor shall retain all records required or necessary under this Agreement for a period of three years from the date of final payment hereunder, except that in the event of litigation, claims, or audit findings, the records must be retained until all litigation, claims and audit findings involving the records have been resolved and final action taken. Sponsor will adhere to all additional exceptions, if applicable, as required by state and federal law.
D.Sponsor shall maintain all documentation related to products, transactions or services under this Agreement for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.
E.The State Agency may request transfer of certain records to its custody from Sponsor when it determines that the records possess long-term retention value and will decide with Sponsor to retain any records that are continuously needed for joint use.

XIV.Subcontracts
No contractor may subcontract any portion of services under this Agreement.

XV.Termination
This Agreement may be terminated upon ten (10) days written notice sent by certified mail, return receipt requested, on the part of either party. The State Agency may terminate this Agreement for any one or more of the following documented reasons but shall not be limited to these reasons:
1.Violations of state or federal procurement regulations and procedures
2.Submission of a claim for reimbursement with insufficient documentation to support said claim.
3.Unauthorized changes in the required Program food service management company contract.
4.Submission of inaccurate or incomplete information on the Sponsor Management Plan.
5.Submission of inaccurate or incomplete information on the Site Information Sheets. No termination of this Agreement shall affect the obligation of the Sponsor to maintain and retain records and to make such records available for audit for a period of three (3) years after the end of the Agreement year to which they pertain, except in the event of an unresolved audit, in which case, records shall be maintained until the audit is resolved.

XVI.Audit Requirements
The audit requirements for Program sponsors, pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and/or New Jersey OMB Circular 15-08, include the following:
Recipients whose funding is $750,000 or more in state and/or federal financial assistance within their fiscal year must have a single audit performed in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
Recipients whose funding is less than $750,000 but more than $100,000 in state and/or federal financial assistance within their fiscal year must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with circular letter NJ 15-08-OMB. The type of Audit required is dependent upon the source of funding.
Recipients whose funding is less than $100,000 in federal and/or state funding within their fiscal year are not required to have an audit performed.
The completed audit is due to the cognizant agency, the one which provided most of the funding, within 9 months of Sponsor's fiscal year end. The audit must be performed by an independent CPA. Federal funds cannot be used to pay for any required audit.
State funds expended during the Sponsor's fiscal year derived from a vendor relationship are not subject to audit requirements. Determination of a vendor relationship status of funds expended can only be made by the cognizant agency, in conjunction with the other funding agency or agencies if necessary. Failure to comply with audit requirements may result in an overclaim to Sponsor's Program and/or a seriously deficient determination.

XVII.Modification
The terms of this Agreement shall not be modified or changed in any way other than by mutual consent in writing of Sponsor and the State Agency.

XVIII.Assurance
A.Neither Sponsor, nor any person on its behalf, shall discriminate against or intimidate any employee engaged in the performance of work under this Agreement or any subcontract hereunder, because of race, color, national origin, age, sex, religion, reprisal or disability. Further, in the hiring of persons for the performance of this Agreement or any subcontract hereunder, neither the Sponsor, nor any person acting on behalf of the Sponsor, shall because of race, color, national origin, age, sex, religion, reprisal or disability discriminate against any person who is qualified and available to perform the work to which the employment relates.

B.Sponsor assures the State Agency that it now complies with, and shall in the future comply with, federal and state laws and regulations, including Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2002d et seq.), (P.L. 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. 1981 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) designed to ensure nondiscrimination and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice Enforcement Guidelines (28 CFR Parts 42 and 50), and FNS directives or regulations issued pursuant to these regulations, to the effect that, no person shall, on the ground of race, color, national origin, age, sex, disability, or reprisal or retaliation from prior civil rights activity, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the sponsor receives Federal financial assistance from the State Agency; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.

This assurance is given in consideration of, and for the purpose of, obtaining any and all federal financial assistance, grants and loans of federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, and detail of Federal personnel, the sale and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the Sponsor, or any improvements made with federal financial assistance extended to the Sponsor by the USDA. This includes any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance such as food, cash assistance for the purchase of food, rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized State Agency and/or USDA personnel during hours of Program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA FNS shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees if it receives assistance or retains possession of any assistance from the State agency. The person or persons, whose signature appears below certifies that he or she is authorized to sign this assurance on behalf of the sponsor.

XIX.Policy Statement

The Sponsor agrees to participate in the New Jersey Department of Agriculture, Summer Food Service Program (SFSP or Program) and accepts responsibility for providing Program benefits to eligible children in the Program.

The Sponsor assures the New Jersey Department of Agriculture, Summer Food Service Program that:
1.All children are served the same meal.

2.There is no discrimination in the course of the food service. In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity.

3.Except for camps, the meals served are free at all sites.

All applicants that are camps that charge separate fees for meals also ensure the following:
1.The income eligibility standards conform to the U.S. Department of Agriculture's yearly [illegible] standard free meal price [illegible]

2.The method or methods used in accepting applications from families for Program meals ensure that households are permitted to apply on behalf of children who are members of households receiving food stamp, FDPIR, or TANF benefits using the categorical eligibility procedures described in 7 CFR §225.15(f).

3.The method used by camps for collecting payments from children who pay the full price of the meal prevents the overt identification of children receiving a free meal.

4.The camp will establish a hearing procedure for families wishing to appeal a denial of an application for free meals. Such hearing procedures shall meet the requirements set forth in 7 CFR §225.15(c)(5);

5.If a family requests a hearing, the child shall continue to receive free meals until a decision is rendered.

6.There will be no overt identification of free meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, age, or disability.

For questions or additional information, please contact our office:

New Jersey Department of Agriculture
Division of Food and Nutrition
Summer Food Service Program
PO Box 334
Trenton, NJ 08625-0334
Office: (609) 292-4498 Fax: (609) 984-0878

CERTIFICATION

☑ The Sponsor represents and warrants that it is the governing body responsible for the administration of the approved sites listed on Schedule A and all subsequent yearly Schedule A(s), or it is an agency to which the sites listed on Schedule A and all subsequent schedule A(s), have delegated authority for the operation of their food service. All the information provided in this Agreement is true and correct to the best of my knowledge. I understand that this information is being given about the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. The Summer Food Service Program must be made available to all children regardless of sex, age, race, color, disability or national origin. Any changes to the operation of the Program must be in accordance with Program requirements and regulations and reported to the State agency for approval prior to implementing the change in the Program.

I am authorized to sign, date and certify this permanent agreement and policy statement on my behalf or behalf of the person authorized to sign contractual agreements.

Janean L. Gooden 3/24/2022

Agreement # 22 07200012

Summer Food Service Program
DISCLOSURE OF LOBBYING ACTIVITIES

Agency Name CITY OF CAMDEN

☒ Check if not applicable and complete box 16.

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:

☐ a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Actions

☐ a. bid/offer/application
b. initial award
c. post-award

3. Report Types:

☐ a. initial filing
b. material change

For Material Change Only:

Year ____ quarter ____
date of last report ____

4. Name and Address of Reporting Entity:

☐ Prime ☐ Subawardee
Tier ____, if known:

Congressional District, if known:

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description

CFDA Number, if applicable:

8. Federal Action Number, if known:

9. Award Amount, if known:

$

10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):

b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

11. Amount of Payment (check all that apply):

$ ☐ actual ☐ planned

12. Form of Payment (check all that apply):

☐ a. cash
☐ b. in-kind; specify: nature
value

13. Type of Payment (check all that apply):

a. ☐ retainer
b. ☐ one-time fee
c. ☐ commission
d. ☐ contingent fee
e. ☐ deferred
f. ☐ other, specify:

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment indicated on Item 11:

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☒ No

16. Information requested through this form is authorized by title 31 U.S.C., Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature:
Print Name: JANEAN L. GOODEN
Title: CHIEF COM. REL. SPECIALIST
Telephone No.: 856-968-6406 Date: 3/24/22

Federal Use Only:

Authorized for Local Reproduction Standard Form - LLL

TBP/nc/Disclos&Inst

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include, but are not limited to, subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number, the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action which there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

SYSTEM AWARD MANAGEMENT (SAM)

Sponsor (*Legal Name*) CITY OF CAMDEN

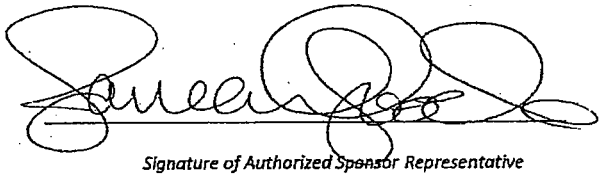
Agreement #: 22 / 07200012

Your Data Universal Numbering System (DUNS) number 0 / 7 / 7 / 0 / 6 / 9 / 5 / 8 / 1 /

I certify that my agency has registered with the System Award Management (SAM), which is the federal repository into which an entity must provide information required for the conduct of business as an award recipient or sub recipient. I realize that I am required to update required information about my agency on an annual basis. ***Attach copy of SAM current registration documentation***

Janean L. Gooden, Chief Com. Rel. Specialist

Name and Title of Authorized Sponsor Representative



Signature of Authorized Sponsor Representative

3/24/2022

Date

State of New Jersey

DEPARTMENT OF AGRICULTURE
HEALTH / AGRICULTURE BUILDING
PO Box 330
TRENTON NJ 08625-0330

PHIL MURPHY
Governor
SHEILA OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

NJDA SUMMER FOOD SERVICE PROGRAM

FINANCIALLY & ADMINISTRATIVE CAPABILTY CERTIFICATION

The Summer Food Service Program (SFSP) is a per meal reimbursement program. It is not a grant program. Reimbursements are strictly based on participation levels that are subject to fluctuations. The SFSP monies are to be viewed as supplemental funding to an already existing funded program. In some instances, costs incurred in the operation of the SFSP may exceed program funding. However, participating in the SFSP can provide the opportunity to fund additional positions within an organization, as well as, meet the nutritional needs of eligible children in your community. In considering operating a SFSP certain fundamental management capabilities must be assessed. Organizations must be able to meet the following criteria:

- **FINANCIALLY VIABLE** – Each organization must have sound operational and administrative procedures in place; and ensure that financial reporting is reliable with a clear audit trail. An assessment of the reliability of all institution's funding sources must be performed.

  Should the SFSP earnings not be sufficient to cover your projected costs, or if the State Agency does not believe resources have been estimated accurately additional resources will need to be secured (i.e., grants, loans, or transfers of funds from other sources within the organization) or re-allocate monies within your existing SFSP budget.

  An agency is not financially viable if:
  - ✓ The agency is threatened to fold up because they are waiting for a SFSP reimbursement check.
  - ✓ Records of income and expenses are not properly reconciled monthly (at a minimum)
  - ✓ The organization has little outside funding (besides SFSP) and other revenue is sporadic and unreliable.
  - ✓ The organization is entirely dependent on the SFSP to acquire all its operational and administrative staff

This program provides a cash supplement for the program operation. The food service reimbursement from child nutrition programs will not cover all costs necessary to operate the food program (e.g. food, non- food supplies, food service labor, administrative labor, purchased services, etc.). Potential sponsor must assess if other reliable resources are available to manage the program.

- **ADMINISTRATIVELY CAPABLE** - Each organization must be able to operate the program with qualified administrative staff for timely performance in all functions to support the food service program operation; and apply the applicable laws and regulations to all aspects for program compliance.

  Capability can be demonstrated by:

  Completing timely, accurate and valid application materials and other reports, and

  Employing staff with the necessary skills to operate the program. Clearly, capability is closely linked to viability, since you first must have the resources to hire enough people with the proper qualifications to administer your program.

  In many cases, the food service reimbursement from child nutrition programs will not cover food service labor, administrative labor, purchased services, etc.).

  Sponsor must determine if enough reliable and capable staff, with adequate qualifications, is available to operate the program.

  Enough staff must be available to serve as back-up to ensure that program requirements and operation will not be interrupted due to unforeseen circumstances.

- **ORGANIZATION ACCOUNTABILITY** – Each Organization must have internal controls, a governing body, provide trainings, monitoring and required records in place.

  Examining your own internal practices, applying appropriate regulations and guidance, (you must have a thorough knowledge of regulatory requirements and procedures).

  Proper internal controls include written, established policies and procedures, as well as, effective program assessment and oversight of your organization, as provided by your governing board and proper oversight of your facilities.

  These controls are required of all federal program operators and help ensure proper program operation, adequate fiscal accountability, and oversight of all program activities.

  Internal controls are a fundamental component of any well-managed business, and they must be demonstrated in the management plan.

CITY OF CAMDEN	07200012
Sponsor Legal Name	**Agreement Number**
Sponsor Signature	3/24/22 **Date**
Specialist Signature	**Date**

State of New Jersey
DEPARTMENT OF AGRICULTURE
Division of Food & Nutrition
PO BOX 334
TRENTON NJ 08625-0334

SUMMER FOOD SERVICE PROGRAM
PRE-AWARD CIVIL RIGHTS QUESTIONNAIRE

Agreement Number: 22 07200012 /

This questionnaire must be submitted with all new applications for participation in federally assisted programs. The questionnaire must be completed in full and signed by an authorized sponsor representative. Failure to comply with this procedure can delay the processing of your Summer Food Service Program application.

Name and Address of Sponsor:	CITY OF CAMDEN, DEPT OF HUMAN				
	1000 N. 6TH STREET				
	CAMDEN, NJ 08102				
Telephone Number of Sponsor:	856-968-6406				
Sponsor Email Address:	JAGOODEN@CLCAMDEN.NJ.US				

RACIAL / ETHNIC CATEGORIES:

White: (not of Hispanic origin) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black: (not of Hispanic origin) A person having origins in any of the black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition (includes Aleuts and Eskimos).

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this would include China, Japan, Korea, the Philippine Islands, Samoa, etc.

1. Indicate the method(s) used to recruit participants:

- [x] Open Enrollment
- [ ] Applications
- [ ] Referrals (social service agency, court, etc.)
- [ ] Other (explain)

		YES	NO	N/A
2.	Are the services and benefits of the agency offered to all without regard to race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[X]	[ ]	
3.	Is membership in any organization required as a prerequisite for admission into any program offered?	[ ]	[X]	
	If yes:			
	a. List the name of the organization: _____			
	b. Is the organization open to all persons without regard to race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[ ]	[ ]	[X]
	c. Does the organization have minority members?	[ ]	[ ]	[X]
4.	Have public announcements been made (through the media, e.g., newspapers, radio, television, etc.) indicating that the services and benefits of the agency are available to all persons regardless of race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[X]	[ ]	
	a. If yes, give date(s) when media were used and attach copies, for review, of any materials used by your agency for public notification purposes.	[X]	[ ]	[ ]
	b. If no, would your agency be willing to comply with the public notification requirement?	[ ]	[ ]	[X]
5.	Access:			
	a. Does the present location of your facility deny access to any person based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[ ]	[X]	
	b. Are there any plans to move the facility in the near future whereby any person would be denied access based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[ ]	[X]	

6. What racial composition does the area serviced by your agency most nearly represent:

- [ ] All White
- [ ] All Black
- [X] Racially Mixed

7.	Does your agency currently have minorities participating in any program offered?	[ ]	[ ]

8. Give a breakdown, by racial/ethnic category, of all enrolled participants:

TOTAL	ETHNICITY:	
	Hispanic or Latino	Not Hispanic or Latino
ENROLLED PARTICIPANTS	837	1136
GEOGRAPHIC AREA	CAMDEN, NJ	CAMDEN, NJ

TOTAL	RACE:				
	American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
ENROLLED PARTICIPANTS		2	1136		64
GEOGRAPHIC AREA		CAMDEN, NJ	CAMDEN, NJ		CAMDEN, NJ

Hispanic or Latino *A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*

American Indian or Alaskan Native *A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.*

Asian *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malasia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

Black or African American *A person having origins in any of the black racial groups of Africa.*

Native Hawaiian or Other Pacific Islander *A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands*

White *A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*

		YES	NO	N/A
9.	Planning/Advisory Committee:			
	a. Does your agency have a planning or advisory committee functioning as a part of the organization?	☒	☐	
	b. If yes, does this committee reasonably represent program participation by race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	☒	☐	☐

c. Give a breakdown, by racial/ethnic category, of this committee:

TOTAL	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	American Indian Or Alaskan	Asian or Pacific Islander
		4	4		

10. Employee Practices:

a. Does your agency employ minority persons in its operation? ☒ ☐

b. If no, would your agency be willing to hire minority persons? ☐ ☐ ☒

c. Give a breakdown, by racial/ethnic category, of all employees:

TOTAL	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	American Indian Or Alaskan	Asian or Pacific Islander
30			8		

		YES	NO	N/A
11.	Complaints/Lawsuits (federal programs only)			
	a. Has a complaint or civil rights lawsuit ever been filed against your agency?	☐	☐	☒
	b. If yes:			
	1) Were the proper federal authorities notified?	☐	☐	☒
	2) On a separate sheet, explain the nature of the complaint/lawsuit.	☐	☐	☒
12.	Does your agency have a pending or approved application for federal assistance with another federal agency? If yes, list the name of the agency: _____	☐	☐	☒
13.	Noncompliance			
	a. Has your agency ever been found in noncompliance with any civil rights requirement?	☐	☒	☐
	b. If yes:			
	1) List the name of the agency that found you in noncompliance: _____			
	2) On a separate sheet, explain the reasons for the noncompliance finding.			
	3) Has corrective action been taken on the deficiency?	☐	☐	☒

_____ 3/24/22

Signature and Title of Authorized Institution Representative *Date*

FOR SFSP USE ONLY

☐ Approved ☐ Disapproved

SFSP Reviewer	**Date**

CITY OF CAMDEN
MAYOR VICTOR CARSTARPHEN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION & YOUTH SERVICES
1000 N. 6th Street, Camden, NJ 08102
Phone: (856) 757-7285 Fax: (856) 757-7336

2022 News Release

The City of Camden Department of Human Services will be participating in the 2022 Summer Food Service Program from *July 5, 2022 to August 26, 2022.*

The Summer Food Service Program is a federal program of the Food and Nutrition Services, United States Department of Agriculture. This program provides all children 18 years of age and under with the same free meal in accordance with a menu approved by the state agency.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, and reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

Sent to: 1. Courier Post Newspaper Date: May 9, 2022
2. Channel 19 – Public TV Date: May 9, 2022

This institution is an equal opportunity provider.

Instructions for completing the Schedule C Ten Day Menu Planner:

1. Enter sponsor's name in ALL CAPS.
2. Enter agreement number provided on the application package.
3. Enter contact phone number.
4. Complete week one and week two menu.
   a. Select fill box in order to input menu items.
   b. Each fill box is limited to a maximum of 46 characters.
   c. Refer to (press ctrl and click on link) http://www.fns.usda.gov/sites/default/files/AdminGuideSponsors.pdf for meal pattern options on page 155.
5. Save document as '[sponsor's name] Schedule C Ten Day Menu Planner'.
6. Print and send week one and week two menu with the complete application.
7. Save document for editing if necessary.

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD & NUTRITION
SUMMER FOOD SERVICE PROGRAM
PO BOX 334
TRENTON NJ, 08625-0334

STATE AGENCY USE ONLY:
Approved by _____ Date _____
Expiration Date _____ MO/DAY/YR

Sponsor CITY OF CAMDEN
Agreement # 07200012
Telephone 856-968-6406

SCHEDULE C
TEN DAY MENU PLANNER

WEEK 1 ☒ **2** ☐

REQUIRED COMPONENTS		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
		Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size
BFAST	1. Juice or Fruit or Vegetables (2)	FRESH BANANA	1/2 c 4ozs.	FRESH PEACH	1/2 c 4ozs.	FRESH NECTARINE	1/2 c 4ozs.	FRUIT PUNCH JUICE	1/2 c 4ozs.	FRESH GRAPES	1/2 c 4ozs.
	2. Bread or Bread Alternate (3)	FRUITY CHEERIOS CEREAL	1 serv.	CINNAMON BUN	1 serv.	BLUE BERRY MUFFIN	1 serv.	CINNAMON TOAST CRUNCH	1 serv.	BLUEBERRY MUFFIN	1 serv.
	3. Milk	FAT FREE WHITE MILK	8 ozs.	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.
AM SELECT 2	1. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
LUNCH	1. Meat or Meat Alternate (1)	BEEF BOLOGNA & AMERICAN CHEESE	2 ozs.	TURKEY BREAST & CHEDDAR CHEESE	2 ozs.	GRILLED CHICKEN W AMERICAN CHEESE	2 ozs.	TURKEY SALAMI	2 ozs.	TUNA SALAD	2 ozs.
	2. Juice or Fruit or Vegetable (2)	100% FRUIT PUNCH	1/2 c 4ozs.	100% APPLE JUICE	1/2 c 4ozs.	100% ORANGE JUICE	1/2 c 4ozs.	100% GRAPE JUICE	1/2 c 4ozs.	FRESH PEACH	1/2 c 4ozs.
	3. Fruit or Vegetable	FRESLICED WATERMELON	1/4 c 2ozs.	FRESH STRAWBERRIES	1/4 c 2ozs.	LETTUCE & TOMATOES W RANCH	1/4 c 2ozs.	COLESLAW	1/4 c 2ozs.	LETTUCE & TOMATOES	1/4 c 2ozs.
	4. Bread or Bread Alternate (3)	RYE BREAD	1 serv.	WHOLE WHEAT BREAD	1 serv.	WHITE BREAD	1 serv.	WHOLE GRAIN WHITE BREAD	1 serv.	WHOLE WHEAT BUN	1 serv.
	5. Milk	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE STAWBERRY MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
PM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
DINNER	1. Meat or Meat Alternate (1)		2 ozs.		2 ozs.		2 ozs.		2 ozs.		2 ozs.
	2. Juice or Fruit or Vegetable (2)		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.
	3. Fruit or Vegetable		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.
	4. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	5. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.

(1)Cold cut meats with high water content, le "Rolls" – Turkey Roll must = 2.5 ozs.

(3) Sandwiches require 2 servings of bread.

* PLEASE REFER TO SCHEDULE B OF THE AGREEMENT AND THE SFSP NUTRITION GUIDANCE FOR SPONSORS FOR PORTION REQUIREMENT

* CHOOSE 2 COMPONENTS FOR SNACK / JUICE CANNOT BE SERVED IF MILK IS THE ONLY OTHER COMPONENT

(2) Juice for AM or PM snack must = 6 ozs. (3) Hot cereal must = 1/2 cup.

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD & NUTRITION
SUMMER FOOD SERVICE PROGRAM
PO BOX 334
TRENTON NJ, 08625-0334

STATE AGENCY USE ONLY:
Approved by _____ Date _____
Expiration Date _____ MO/DAY/YR

Sponsor CITY OF CAMDEN
Agreement # 07200012
Telephone 856-968-6406

SCHEDULE C
TEN DAY MENU PLANNER

WEEK 1 ☐ 2 ☒

REQUIRED COMPONENTS		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
		Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size
BFAST	1. Juice or Fruit or Vegetables (2)	FRESH BANANA	1/2 c / 4ozs.	100% ORANGE JUICE	1/2 c / 4ozs.	FRESH STRAWBERRIES	1/2 c / 4ozs.	FRESH PLUM	1/2 c / 4ozs.	100% APPLE JUICE	1/2 c / 4ozs.
	2. Bread or Bread Alternate (3)	RICE KRISPIES	1 serv.	BANANA MUFFIN	1 serv.	CHEERIOS	1 serv.	GLAZED DONUT	1 serv.	GOLDEN GRAHAM CEREAL	1 serv.
	3. Milk	FAT FREE WHITE MILK	8 ozs.	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
AM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
LUNCH	1. Meat or Meat Alternate (1)	BEEF BOLOGNA & AMERICAN CHEESE	2 ozs.	TURKEY HAM & PROVOLONE CHEESE	2 ozs.	SLICED CHICKEN & CHEEDAR CHEESE	2 ozs.	BEEF PASTRAMI & AMERICAN CHEESE	2 ozs.	CHICKEN SALAD	2 ozs.
	2. Juice or Fruit or Vegetable (2)	100% ORANGE JUICE	1/2 c / 4ozs.	100% APPLE JUICE	1/2 c / 4ozs.	100% ORANGE JUICE	1/2 c / 4ozs.	100% CRAN-APPLE JUICE	1/2 c / 4ozs.	100% GRAPE JUICE	1/2 c / 4ozs.
	3. Fruit or Vegetable	HONEY DEW MELON	1/4 c / 2ozs.	FRESH PLUM	1/4 c / 2ozs.	FRESH CANTALOPE	1/4 c / 2ozs.	FRESH GRAPES	1/4 c / 2ozs.	FRESH NECTARINE	1/4 c / 2ozs.
	4. Bread or Bread Alternate (3)	WHOLE WHEAT ROLL	1 serv.	KAISER ROLL	1 serv.	WHOLE GRAIN WHITE BREAD	1 serv.	RYE BREAD	1 serv.	KAISER ROLL	1 serv.
	5. Milk	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
PM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
DINNER	1. Meat or Meat Alternate (1)		2 ozs.		2 ozs.		2 ozs.		2 ozs.		2 ozs.
	2. Juice or Fruit or Vegetable (2)		1/2 c / 4ozs.		1/2 c / 4ozs.		1/2 c / 4ozs.		1/2 c / 4ozs.		1/2 c / 4ozs.
	3. Fruit or Vegetable		1/4 c / 2ozs.		1/4 c / 2ozs.		1/4 c / 2ozs.		1/4 c / 2ozs.		1/4 c / 2ozs.
	4. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	5. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.

* PLEASE REFER TO SCHEDULE B OF THE AGREEMENT AND THE SFSP NUTRITION

(1)Cold cut meats with high water content,

GUIDANCE FOR SPONSORS FOR PORTION REQUIREMENT
* CHOOSE 2 COMPONENTS FOR SNACK / JUICE CANNOT BE SERVED IF MILK IS THE ONLY OTHER COMPONENT

ie "Rolls" – Turkey Roll must = 2.5 ozs.
(1) Peanut butter must = 4 tablespoons.
(2) Juice for AM or PM snack must = 6 ozs.

(3) Sandwiches require 2 servings of bread.
(3) Cold dry cereal must = 3/4 cup.
(3) Hot cereal must = 1/2 cup.

Summer Food Service Program Meal Pattern for Children

SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	**Required**	**Required**	
Fluid milk (whole, low-fat, or fat-free)	1 cup[1] (½ pint, 8 fluid ounces)[2]	1 cup (½ pint, 8 fluid ounces)[2]	1 cup (½ pint, 8 fluid ounces)[2]
Vegetables and Fruits *Equivalent quantity of any combination of...*	**Required**	**Required**	
Vegetable or fruit or	½ cup	¾ cup total[4]	¾ cup
Full-strength vegetable or fruit juice*	½ cup (4 fluid ounces)	¾ cup*	¾ cup (6 fluid ounces)[5]
Grains/Breads[6] *Equivalent quantity of any combination of...*	**Required**	**Required**	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving	1 serving	1 serving
Cold dry cereal or	¾ cup or 1 ounce[7]		¾ cup or 1 ounce[7]
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates *Equivalent quantity of any combination of...*	**Optional**	**Required**	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products[8] or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	½ cup	¼ cup
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds[9] or		1 ounce=50%[10]	1 ounce
Yogurt[11]	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup

ENDNOTES

1. For the purposes of the requirement outlined in this table, a cup means a standard measuring cup.
2. Served as a beverage or on cereal or used in part for each purpose.
3. Served as a beverage.
4. Serve two or more kinds of vegetable or fruits or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement
5. Juice may not be served when milk is served as the only other component.
6. Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched or fortified. Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies.
7. Either volume (cup) or weight (ounces), whichever is less.
8. Must meet the requirements of 7 CFR 225 Appendix A.
9. Tree nuts and seeds that may be used as meat alternate are listed in Program guidance.
10. No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish.
11. Plain or flavored, unsweetened or sweetened.

seal. All meat and meat products must be sound, sanitary, and free of objectionable odors or signs of deterioration on delivery.

3) Milk and milk products are defined as: "pasteurized fluid types of flavored or unflavored whole milk, low fat milk, skim milk or cultured buttermilk which meet state and local standards for such milk. All milk should contain vitamins A and D at the levels specified by the Food and Drug Administration and consistent with state and local standards for such milk." Milk delivered hereunder shall conform to these specifications.

16. 7 CFR Part 225 Summer Food Service Program

Contractor shall comply with SFSP regulations 7 CFR Part 225, which are incorporated herein by reference.

17. Equal Employment Opportunity

Contractor will comply with all applicable federal Equal Employment Opportunity standards and orders under 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity and Department of Labor and Executive Order 11246, as amended by Executive Order 11375.

18. Contract Work Hours and Safety Standards Act

Contractor shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by U.S. Department of Labor regulations (29 CFR part 5). *[Contracts more than $2500 that involve employment of mechanics or laborers.]*

19. Environmental Protection/Energy Conservation

Contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). *[Contracts more than $100,000.]*

Contractor shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

20. Byrd Anti-Lobbying Amendment

If the amount of this contract exceeds $100,000, Contractor confirms that it has filed the required certification under 31 U.S.C. 1352, that it has not and will not use federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352.

21. Certificate of Independent Price Determination

Contractor and Sponsor have executed a Certificate of Independent Price Determination, attached hereto as Attachment G and incorporated into this Agreement.

SECTION D –INVITATION FOR BID AND CONTRACT PRICE SCHEDULE

INSTRUCTIONS FOR COMPLETING THE BID PRICE SCHEDULE BELOW

1. Sponsor shall enter the start date and the end date for the required delivery of meal service under this contract.
2. Sponsor shall fill in the number of anticipated operating days during the contract period for each meal type and quantity shown.
3. Sponsor shall insert the appropriate number of meal servings based on historical data, if available. This shall be done for each meal type. Sponsor may use discretion in choosing the number of meal servings. Sponsor should only choose the amounts which are appropriate for its meal servings.
4. The FSMC bidder (Contractor) shall submit prices on the listed meal types based on the cycle menus set forth in Schedule C in the estimated quantities to be delivered to all the sites listed in Attachment A.
5. The FSMC bidder (Contractor) shall insert the appropriate unit prices in ink or typed for each meal type listed.
6. The FSMC bidder (Contractor) shall calculate the estimated total price for each meal type and the total estimated amount of the bid.

APR 29 2022

Sponsor and FSMC agree to abide by all of the provisions contained in this Contract, Attachments A, B, C, D, E, F, and G, as well as all documents included by Sponsor in the IFB, all specifications, and the bid submitted by the FSMC.

The Parties have expressed their mutual agreement, and in consideration thereof, the undersigned, as the duly authorized representatives of their respective agencies, hereby execute this Agreement.

Sponsor Authorized Representative

Printed Name: Janean L. Gooden

Signature: Janean L. Gooden

Title: Chief Com. Rel. Specialist

Date: 4/29/22

Should not be completed until contract is accepted by both parties TBC 4/29/22

Contractor FSMC Authorized Representative

Printed Name: _____

Signature: _____

Title: _____

Date: _____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

STATE OF NJ NJDA APR 29 2022 SUNDRY PROCESSING
APR 29 2022

NJDA SFSP FOOD SERVICE MANAGEMENT COMPANY INVITATION FOR BID AND CONTRACT PRICE SCHEDULE

SPONSOR	BID OPENING
NAME: CITY OF CAMDEN	BID ADVERTISING DATE: 5/3/22 — BID NUMBER:22-04
AGREEMENT # 07200012	DATE: THURSDAY, MAY 19, 2022
ADDRESS (Include City, State, Zip Code) 1000 N. 6th Street, Camden, NJ 08102	TIME: 11 AM
CONTACT NAME: Janean L. Gooden	LOCATION: CITY HALL, 520 MARKET ST. 2ND FL CAMDEN, NJ 08102
TELEPHONE NUMBER (856) 968-6406	TELEPHONE NUMBER 856-757-7159

BIDDER	
NAME	SIGNATURE (In ink)
STREET ADDRESS (Include City, State, Zip Code)	NAME (Print or Type)
	TITLE
TELEPHONE NUMBER	DATE

CONTRACT DATES AND UNIT PRICE SCHEDULE

START DATE JULY 5, 2022 — END DATE AUGUST 26, 2022

MEAL TYPE	ESTIMATED NUMBER OF SERVINGS (MEALS) PER DAY	ESTIMATED NUMBER OF SERVING DAYS	UNIT PRICE	ESTIMATED TOTAL PRICE PER MEAL
BREAKFAST	1040	39		
			Estimated Total	$

MEAL TYPE	ESTIMATED NUMBER OF SERVINGS (MEALS) PER DAY	ESTIMATED NUMBER OF SERVING DAYS	UNIT PRICE	ESTIMATED TOTAL PRICE PER MEAL
LUNCH	1130	39		
			Estimated Total	$

TOTAL ESTIMATED AMOUNT OF BID (TO BE INSERTED BY THE BIDDER)	$

BID BOND PERCENTAGE REQUIRED (Sponsor shall insert appropriate percentage from 5% to 10/%).	PERFORMANCE BOND PERCENTAGE REQUIRED
Bid Bond 10 %	Performance Bond 10 %

ACCEPTANCE OF BID

Sponsor accepts this Bid and awards the contract to the above listed FSMC.

CONTRACT NUMBER	NAME (Print)	
SPONSOR SIGNATURE	TITLE	DATE

SCHEDULE A

SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A

Schedule A (Revised 4/29/22)

	SPONSOR	CITY OF CAMDEN												
	NAME OF SITE	ADDRESS	CITY	ST	ZIP	PHONE	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	BREAK	LUNCH	BREAK TIME	LUNCH TIME
2926	N. CAMDEN GYM	1000 N. 6TH STREET	CAMDEN	NJ	08102	856-757-7285 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	65	65	9:00 AM	12 NOON
2946	CRAMER HILL COMM CTR	1036 REEVES AVE	CAMDEN	NJ	08105	856-757-7272 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
2949	BROADWAY	713-715 BROADWAY	CAMDEN	NJ	08103	856-757-7095 856-757-7210	FORREST GIBBS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2958	ISABEL MILLER	6TH & CARL MILLER	CAMDEN	NJ	08104	856-757-7607	GREG PARKS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2966	MLK CENTER	1151 HADDON AVE	CAMDEN	NJ	08103	856-757-7605	CANDY CAUSEY	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2997	WHITMAN PARK WATER TOWER	1100 BLOCK OF EVERETT STREET	CAMDEN	NJ	08104	856-883-2855	DENISE STARKS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2999	MALANDRA HALL	1200 S. MERRIMAC RD	CAMDEN	NJ	08104	856-757-7368	SIMMONE ISLEY	7/5/22	8/26/22	5	70	70	9:00 AM	12 NOON
3010	NORTH GATE 1 RESIDENTS	433 N 7TH STREET	CAMDEN	NJ	08102	267-259-8574	KAREN MERITTS	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3039	EASTSIDE CIVIC	29TH & MITCHELL ST	CAMDEN	NJ	08105	856-757-7317	ROSELEE WALLS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
3091	CAMDEN HIGH FOOTBALL	1700 PARK BLVD	CAMDEN	NJ	08103	609-688-0117	COACH SAVAGE	7/5/22	8/26/22	5	0	50		3 PM
3095	WOODROW WILSON FOOTBALL	3100 FEDERAL STREET	CAMDEN	NJ	08105	856-900-2000	WILLIE HICKSON	7/5/22	8/26/22	5	0	50		3 PM
3100	BALDWIN'S RUN - CHA	404 N DUDLEY ST	CAMDEN	NJ	08105	856-968-1310 856-968-2667	ESTER MERCADO A. BRADLEY	7/5/22	8/26/22	5	35	35	9:00 AM	12 NOON
3129	ABLETT VILLAGE - CHA	307 ABLETT VILLAGE	CAMDEN	NJ	08105	856-968-8195 856-968-8197	KIMBERLY WASHINGTON	7/5/22	8/26/22	5	15	15	8:30 AM	12 NOON
3133	CHELTON TERRACE- CHA	721 CHELTON TERRACE	CAMDEN	NJ	08104	856-968-2690 856-968-6110	REBECCA WARE	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3136	MC GUIRE GARDENS - CHA	114 BOYD ST	CAMDEN	NJ	08105	856-968-0050/1	DIANE JOHNSON	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3144	ROOSEVELT MANOR - CHA	1501 S. 8TH ST	CAMDEN	NJ	08104	856-963-3550 856-968-2662	CYNTHIA PULLIAM	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3158	ST PAULS CHURCH	422 MARKET ST	CAMDEN	NJ	08103	856-365-5880 856-365-2664	ANDREW STOKES	7/5/22	8/26/22	5	55	55	9:00 AM	12 NOON
3545	ISLAMIC STUDY CENTER	1131-33 HADDON AVE	CAMDEN	NJ	08103	856-580-0191 856-580-0187	STEPHANIE WALKER	7/5/22	8/26/22	6	50	50	8 AM	11 AM
3531	PUERTO RICAN UNITY FOR PROGRESS (PRUP)	618 BROADWAY	CAMDEN	NJ	08104	856-541-1418 856-685-3782	JOAN PARDOX JUDITH FERGUSON	7/5/22	8/25/22	M-TH	25	15	9:00 AM	12 NOON
3557	CAMDEN KIDS ACADEMY	1459 HADDON AVE	CAMDEN	NJ	08103	856-966-7000	JANENE DAVIS	7/5/22	8/26/22	5	200	200	8:30 AM	12 NOON
3668	WOODLYNN SCHOOL DIS	131 ELM STREET	WOODLYNN	NJ	08107	856-853-4900	PRINCIPAL	7/5/22	7/29/22	5	120	120	8:00 AM	12 NOON
3640	HEAVENS LITTLE ANGELS	916 N. 36TH ST	CAMDEN	NJ	08105	856-225-1410	ESTER FELICIANO	7/5/22	8/26/22	5	50	50	9:00 AM	12 NOON
3648	YAHWEH CDC	3710 FEDERAL ST	CAMDEN	NJ	08105	856-963-1010	TAWANA BUTLER	7/5/22	8/26/22	5	40	40	8:00 AM	12 NOON
3660	CAMP YAHWEH	4415 MARLTON PIKE	CAMDEN	NJ	08109	609-313-9792	JANEEN DAVIS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
											1040	1130		

APR 29 2022

STATE OF NJDA

APR 29 2022

SUMMER FOOD SERVICE

ATTACHMENT A

NJDA SUMMER FOOD SERVICE PROGRAM
SITES WHERE PROGRAM WILL OPERATE

Attach Copy of Attachment A

SPONSOR:										AGREEMENT #		
NAME OF SITE	ADDRESS	PHONE #	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	TYPE(S) AND QUANTITY OF MEALS			SERVE TIME FOR EACH MEAL TYPE		H FA YE

STATE OF NJ NJDA APR 19 2022 SUMMER FOOD SERVICE PROGRAM

USDA Food and Nutrition Service

NJDA Summer Food Service Program (SFSP)

ATTACHMENT B

Meal Patterns

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice,1 and/or vegetable
1 grains/bread[2]	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

1. Fruit or vegetable juice must be full-strength.

2. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice,1 fruit and/or vegetable
1 grains/bread[2]	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	2 oz.	lean meat or poultry or fish 3 or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds 4 or
	8 oz.	yogurt 5

1. Fruit or vegetable juice must be full-strength. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

2. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

3. A serving consists of the edible portion of cooked lean meat or poultry or fish.

4. Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

5 Yogurt may be plain or flavored, unsweetened, or sweetened.

Snack (Supplement) Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
[1] fruit/vegetable	3/4 cup	juice,[1] fruit and/or vegetable

1 grains/bread[2]	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	1 oz.	lean meat or poultry or fish[3] or
	1 oz.	alternate protein product or
	1 oz.	cheese or
	1/2 large	egg or
	1/4 cup	cooked dry beans or peas or
	2 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds or
	4 oz.	yogurt 4

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1. Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

2. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

3. A serving consists of the edible portion of cooked lean meat or poultry or fish.

4. Yogurt may be plain or flavored, unsweetened, or sweetened.

Attachment C Week 1 and 2 Cycle Menus 3-2022

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD & NUTRITION
SUMMER FOOD SERVICE PROGRAM
PO BOX 334
TRENTON NJ, 08625-0334

APR 29 2022

APR 29 2022

STATE AGENCY USE ONLY
Approved by _____ Date 4/29/22
Expiration Date 4/30/22 MO/DAY/YR

Sponsor CITY OF CAMDEN
Agreement # 07200012
Telephone 856-968-6406

SCHEDULE C
TEN DAY MENU PLANNER

WEEK 1 ☒ **2** ☐

	REQUIRED COMPONENTS	DAY 1 Food Item	DAY 1 Portion Size	DAY 2 Food Item	DAY 2 Portion Size	DAY 3 Food Item	DAY 3 Portion Size	DAY 4 Food Item	DAY 4 Portion Size	DAY 5 Food Item	DAY 5 Portion Size
BREAST	1. Juice or Fruit or Vegetables (2)	FRESH BANANA	1/2 c 4ozs.	FRESH PEACH	1/2 c 4ozs.	FRESH NECTARINE	1/2 c 4ozs.	FRUIT PUNCH JUICE	1/2 c 4ozs.	FRESH GRAPES	1/2 c 4ozs.
	2. Bread or Bread Alternate (3)	FRUITY CHEERIOS CEREAL	1 serv.	CINNAMON BUN	1 serv.	BLUE BERRY MUFFIN	1 serv.	CINNAMON TOAST CRUNCH	1 serv.	BLUEBERRY MUFFIN	1 serv.
	3. Milk	FAT FREE WHITE MILK	8 ozs.	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.
AM SELECT 2	1. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
LUNCH	1. Meat or Meat Alternate (1)	BEEF BOLOGNA & AMERICAN CHEESE	2 ozs.	TURKEY BREAST & CHEDDAR CHEESE	2 ozs.	GRILLED CHICKEN W AMERICAN CHEESE	2 ozs.	TURKEY SALAMI	2 ozs.	TUNA SALAD	2 ozs.
	2. Juice or Fruit or Vegetable (2)	100% FRUIT PUNCH	1/2 c 4ozs.	100% APPLE JUICE	1/2 c 4ozs.	100% ORANGE JUICE	1/2 c 4ozs.	100% GRAPE JUICE	1/2 c 4ozs.	FRESH PEACH	1/2 c 4ozs.
	3. Fruit or Vegetable	FRESLICED WATERMELON	1/4 c 2ozs.	FRESH STRAWBERRIES	1/4 c 2ozs.	LETTUCE & TOMATOES W RANCH	1/4 c 2ozs.	COLESLAW	1/4 c 2ozs.	LETTUCE & TOMATOES	1/4 c 2ozs.
	4. Bread or Bread Alternate (3)	RYE BREAD	1 serv.	WHOLE WHEAT BREAD	1 serv.	WHITE BREAD	1 serv.	WHOLE GRAIN WHITE BREAD	1 serv.	WHOLE WHEAT BUN	1 serv.
	5. Milk	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE STAWBERRY MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
PM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
DINNER	1. Meat or Meat Alternate (1)		2 ozs.		2 ozs.		2 ozs.		2 ozs.		2 ozs.
	2. Juice or Fruit or Vegetable (2)		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.
	3. Fruit or Vegetable		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.
	4. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	5. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.

* PLEASE REFER TO SCHEDULE B OF THE AGREEMENT AND THE SFSP NUTRITION GUIDANCE FOR SPONSORS FOR PORTION REQUIREMENT
* CHOOSE 2 COMPONENTS FOR SNACK / JUICE CANNOT BE SERVED IF MILK IS THE ONLY OTHER

(1)Cold cut meats with high water content, ie "Rolls" -- Turkey Roll must = 2.5 oz.
(1) Peanut butter must = 4 tablespoons.
(3) Sandwiches require 2 servings of bread.
(3) Cold dry cereal must = 3/4 cup.

STATE OF NJ NJDA APR 2 9 2022 SUMMER FOOD SERVICE PROGRAM

ATTACHMENT D

NJDA SUMMER FOOD SERVICE PROGRAM

FOOD PRODUCT SPECIFICATIONS

Attached are food product quality specifications and food packaging and delivery specifications which are to be used in conjunction with menus prepared for vended programs participating in the Child Nutrition Programs.

Product information is presented by "meal component" category. A publication available as a resource from FNS/USDA is Program Aid No. 1331, "Food Buying Guide for Child Nutrition Programs" which gives average yield information on over 600 food items. Copies of this document may be obtained upon request through the state agency.

Where applicable, reference is also made to either USDA, F.D.A. Standards of Identity. All meat and poultry products used must be produced in plants with USDA Meat and Poultry Inspection Service.

Reference is made to "brand names" of known quality for some foods. Products of equal quality may be used in place of these brand names.

Fresh fruits are indicated for almost every meal. All fruit should be of proper ripeness for eating and free of excess bruises. Fruit must not be overripe. Seasonal availability may require some substitutions for indicated fresh fruit.

BREAD/BREAD ALTERNATE AND CEREAL SPECIFICATIONS

All bread/bread alternates are listed for one (1) serving size.

Rice Flake Cereal (ready to eat) - Unsweetened, individual boxes, ¾ cup each or 1 ounce, whichever is less. Made of whole-grain or enriched or fortified cereal. Can only be served for breakfast or snack.

English Muffin - Made of whole-grain or enriched flour or meal. Weigh at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture OR 50 grams for 1 serving, 1.8 oz for 1 whole muffin for 2 servings.

Whole Wheat Bread - Ingredients - enriched flour (both whole wheat and white in varying amounts), shortening, sugar, yeast, salt, and water plus optional ingredients. "Enriched Bread" as labeled must contain thiamin, riboflavin, niacin, iron, and folic acid. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHWE in the Code of Federal Regulations, Title 21, Part 17. Each slice weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Cornflakes - Individual boxes, ¾ cup each or 1 ounce, whichever is less. Made from cooked paste or pearled hominy, malt, sugar, and other seasonings. Select unsweetened cereal, made from whole-grain or enriched cereal. Can only be served for breakfast or snack.

Rye Bread - 1 slice - whole-grain or enriched bread. Each slice weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Cinnamon Roll - Made of whole-grain or enriched flour or meal. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHWE, as indicated in the Code of Federal Regulations, Title 21, Part 17. Unfrosted weigh at least 50 grams or 1.8 ounces, frosted weigh 63 grams or 2.2 ounces, and contain approximately 35 percent moisture.

Bagel - Made of whole-grain or enriched flour. Weigh at least 25 grams or 0.9 ounces and contain approximately 35 percent moisture for ½ bagel OR 50 grams, 108 ounces for a whole bagel.

Oat Flake Cereal (ready to eat) - Unsweetened, individual boxes, ¾ cup each or 1 ounce, whichever is less. Made of whole-grain or enriched or fortified cereal. Can only be served for breakfast or snack.

Biscuit - Enriched all-purpose flour must contain thiamin, riboflavin, niacin, folic acid, and iron. Weigh at least 25 grams or 0.9 ounces and contain approximately 35 percent moisture.

White Bread (enriched) 1 slice - Made of flour, shortening, sugar, yeast, salt, and folic acid. Contain 62 percent total solids. "Enriched bread" must contain thiamin, riboflavin, niacin, and iron. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHWE, Code of Federal Regulations, Title 21, Part 17. Each slice weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Blueberry Muffin - Made of whole-grain or enriched flour or meal. Weigh at least 50 grams or 1.8 ounces (without blueberries) and contains approximately 35 percent moisture. This applies to all muffins except for corn muffins.

Raisin Bread - Optional ingredients may be added. Sweet dough containing eggs and higher quantities of sugar and fat than regular dough, may be used to make raisin buns. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHEW, Code of Federal Regulations, Title 21, Part 17. Weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Peanut Butter Cookie* - (Plain cookie) Minimum of 31 grams (1.1 ounces) or cookies with nuts, raisins, chocolate pieces, and/or fruit puree 63 gm or 2.2 ounces. Predominant ingredient must be whole-grain or enriched meal or flour. Provide the nutrient content equivalent to iron, thiamin, riboflavin, and niacin present in 25 grams serving of enriched white bread.

Hamburger Buns (Sesame Seed Buns) Bun - Rolls are made from the specific yeast dough of the breads described on page 31. Optional ingredients may be added. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHEW, as indicated in the Federal Code of Regulations, Title 21, Part 17. ½ roll should weigh 25 grams or 0.9 ounces containing approximately 35 percent moisture and 1 roll should weigh 50 gm or 1.8 ounces.

Hard Rolls and Dinner Rolls (Soft) Roll - Must be made of whole-grain or enriched flour or meal. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHEW, as indicated in Code of Federal Regulations, Title 21, Part 17. Should have a minimum weight of 25 grams or 0.9 ounces and contain approximately 35 percent moisture.

Dessert Cookies* - (This refers only to the cookies included on the Lunch/Supper Menus) Minimum serving of 14 grams or ½ ounce. Must be made from enriched or whole-grain flour or meal or cereals. Cookies (plain) minimum serving of 31 grams or 1.1 ounce. Cookies (with nuts, raisins, chocolate pieces and/or fruit puree) minimum serving of 63 grams or 2.2 ounces

***Note**: You cannot serve cookies as a bread alternate at breakfast, lunch, or supper. You may serve cookies as a bread alternate in the snack if the primary ingredient is a whole-grain enriched flour or meal and the minimum weight of a serving of cookies (plain) is 31 grams or 1.1 ounces. Cookies (with nuts, raisins, chocolate pieces and/or fruit puree) minimum serving of 63 grams or 2.2 ounces. USDA recommends that cookies as a bread be served as part of a snack no more than twice a week. USDA recommends that cookies as a bread be served as part of snack no more than once in two weeks.*

FRUIT/VEGETABLE SPECIFICATIONS

Orange Juice - 100 percent, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrate) sweetened or unsweetened U.S. Grade A.

Orange juice should have color typical of fresh squeezed juice and be free of browning or oxidation. Juice should be practically free of defects, show no coagulation, having no noticeable seed particles, and have a normal flavor.

Celery Sticks - 3 sticks/each 4 inches long and ½ inch wide to equal ¼ cup serving. Bright, medium to light color. Fresh, firm, crisp branches. Free from noticeable blemishes or decay.

Carrot Sticks - 3 sticks/each 4 inches long X ½ inch wide to equal a ¼ cup serving.

Select medium to small size roots which are well-shaped, smooth, and solid and have good orange color. Carrots with considerable green color at the top require extra trimming. U.S. #1 carrots with 1-1/8-inch medium diameter.

Pineapple Juice - 100 percent juice, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates) sweetened or unsweetened U.S. Grade A.

Pineapple juice should have undiluted unfermented bright, light yellow to golden yellow color and be practically free of defects. Juice should have a distinct flavor and no coagulation of pulp.

Nectarine - 2 ¼ inches to diameter, size 88-96. One nectarine equals ½ cup serving (medium).

Rich color and plumpness. Firm with slight softening along the seam. Orange-yellow color between the red areas.

Apple Juice - 100 percent juice, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates) Clarified U.S. Grade A Fancy.
Bright, typical color. Free from apple pulp, seeds, or other sediments.

Orange - One orange equals ½ cup serving (medium), 138 counts.

Heavy, firm, well-colored, well-formed fruit with fine textured skins.

Orange-Grapefruit Juice - 100 percent, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates) U.S. Grade A.

Should have a good flavor and odor, bright, good color. Should not contain excessive amounts of pulp, seed particles or peel.

Apricots - Two medium apricots, approximately 1 3/8-inch diameter, each, equal ½ cup serving.

Select apricots having a bright, plump, and juicy appearance with a uniform golden-orange color. Ripe apricots will yield to gentle pressure.

Raisins - Seedless, U.S. Grade A, small. Bulk 2-2/3 ounces = ½ cup, individual packages, 1.3 – 1.5 ounces = ¼ cup fruit.

Similar varietal characteristics, good typical color, good flavor, and development.

Tomato Slices - Large or extra-large, 2 ½ - 2 ¾ inch diameter. Slice in ¼ inch slices. Two slices = ¼ cup.

Tomato Wedges - 5 X 6 size. ¼ tomato = ¼ cup.

Well-shaped, smooth, firm tomatoes, free from cracks, green or yellow sun-burned areas, blemishes, and decay. Full red color and slight softening for immediate use.

Lettuce, Head - One piece = ¼ cup.

Lettuce, Leaf - One large leaf, untrimmed = ¼ cup. 1-pound AP equals 0.66 pounds ready to serve raw lettuce.

Green color, firm. Fresh outer leaves free from insects and noticeable discoloration or decay.

Orange-Pineapple Juice - 100 percent juice, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates). Sweetened or unsweetened U.S. Grade A.

Pineapple juice should have undiluted unfermented bright, light yellow to golden yellow color and be practically free of defects and orange juice should have color typical of fresh squeezed juice and be free of browning or oxidation.

Pickle - Large size - 4 to 4-3/4 inches long. ½ pickle = ¼ cup. Top quality cucumber pickles should be uniform in shape, almost cylindrical, with well-rounded ends, smooth and uniform color, and few defects that are obvious or objectionable.

Banana, petite - One banana, 150 count petite whole, equals. 3/8 cup fruit.

Plump, firm bright colored fruit. Free from scars and bruises. For immediate use select solid yellow colored fruit, lightly flecked with brown.

Purple Plum - One whole raw plum equals ½ cup fruit. Plums fresh purple, red or black size 45 and 50, 2 inches in diameter.

Well-formed fruit. Good color. Fairly firm to slightly soft state of ripeness. Fresh, bright appearance.
Tomato Juice - 100 percent juice, pasteurized, fresh, canned or reconstituted to single strength from concentrate (either canned or frozen concentrates) U.S. Grade A.

Tomato juice should have a color typical of well-ripened red tomatoes which have been properly prepared and processed. Juice should be practically free from defects, possess a good flavor, and have a good consistency.

Peach - 2-1/8 inches diameter, small, size 88 and 84. One peach equal 3/8 cup (medium). One size 80 peach equals ½ cup fruit.

Select fruits with plenty of red blush and free from signs of decay. They should be firm, not hard, and the skin between the red areas should have a yellowish cast rather than distinctly green.

Pear - 2-1/4 to 2-3/8 inches diameter (150 count). One pear equals ½ cup serving (medium).
Select well-formed, smooth fruits free from scars and skin punctures. Firm fruit will ripen on standing.

Apple - 2-1/2 inches diameter. One apple equals ½ cup (medium).
Select firm, crisp, well-colored apples. Flavor varies in apple and depends on the stage of maturity at time of picking. Immature apples lack color and are usually poor in flavor.

Tangerine - 2-3/8 inches in diameter. One tangerine equal 3/8 cup (medium, 120 count).

Select fresh bright fruits, generally well-colored, well-shaped, firm moderately heavy, and free from decay. Those with dull, dried skins or which are puffy and light in weight may have shrunken and dried flesh.

Grapes - Seedless, 14 grapes equal ½ cup, with seeds 12 grapes = ½ cup.

Plump, firm, well-colored, fresh looking, firmly attached to stem. Green fruit. Stems green and pliable.

Grape Juice - 100 percent juice, concord sweetened or unsweetened, U.S. Grade A.

Juice should have a bright purple or reddish color, be free of pulp, skins, and tartrate crystals. It should have a distinct flavor.

Watermelon - Approximately 27 lbs. each. 1/64 wedge = ½ cup.

MEAT/MEAT ALTERNATE SPECIFICATIONS

Meat Alternates

Eggs - Hard Boiled - Prepared from eggs, fresh, large shell. U.S. Grade A - Large. Uniform in size, clean, sound shell, free from foreign odors or flavors. Packed in Standard commercial shipping containers with good used packing materials.

American Cheese - Pasteurized, Processed Cheese - Processed cheese is a melted pasteurized blend of cheese and emulsifiers with or without added optional ingredients. Product must be USDA inspected processed cheese from a USDA approved plant. Product must conform to Standards of Identify, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 19.750.

Natural Cheddar Cheese - U.S. Grade A, aged 3-6 months. Not more than 39 percent moisture. Not less than 50 percent milk fat on the solid basis. Product must conform to Standards of Identify, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 19.500.

Peanut Butter - Smooth or chunky, U.S. Grade A (Skippy brand or equal). Peanut butter should have color that is medium brown to brown color roast. Peanut butter should be firmly set, smooth, pliable, and have good spread ability. Suitability seasoning and stabling ingredients may be added not more than 10 percent of the weight of the finished product. Product must conform to Standard of Identity, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 46.1.

Nuts and Seeds - Peanuts, soy nuts, tree nuts such as walnuts and seeds that are nutritionally comparable to meat or other meat alternates. Nuts such as acorns, chestnuts and coconuts are not acceptable due to their extremely low protein and iron values.

Poultry Items

Fried Chicken - 2 ounces (edible) cooked meat equals one serving. Cooked, frozen U.S. Grade A (Holly Farms or equals), the batter/breading shall consist of a flour type base with other ingredients as needed to product a desirable texture, flavor, and color. The finished product should be uniformly covered with batter and breading and have a uniform brown color, free from burnt areas. Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 381.166.

Product shall be processed in its entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection) and Agricultural Marketing Service (Poultry Grading Programs).

Chicken Roll - 1 ½ ounces equals 1-ounce cooked lean meat. Empire poultry brand or equal. Form - fully cooked. Recommended points for specifications: Processing - chicken rolls purchased fresh or frozen should be processed in their entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection) and Agricultural Marketing Service (Poultry Grading Programs). Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 381.159.

Turkey Roll - 1 ½ ounces equals 1-ounce cooked lean meat. (Specification based on USDA purchased turkey rolls donated to schools or equal quantity.) Form - fully cooked. Grade - process from U.S. Grade II or better quality. Processing - turkey rolls purchased fresh or frozen should be processed in their entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection) and Agricultural Marketing Service (Poultry Grading Programs). Product must conform to Standard of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 381.159.

Turkey Ham - 1.4 ounces equal 1-ounce cooked lean meat. Specifications based on USDA, FSIS Standard as published in Vol. 44, No. 177, August 31, 1979. Product must conform to Standard of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service), Part 381.17, Subpart P.

Meat Items

Corned Beef - 1-pound equals .42 pounds cooked lean meat. (Shur-Tenda brand or equal) (restaurant quality). Fully cooked, prepared from USDA Grade good or better. Processing - product must be processed in its entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection). Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Inspection Service) Part 319.100.

Roast Beef - Shur-Tenda brand or equal - restaurant quality. Fully cooked, prepared from USDA Grade good or better. Processing - product must be processed in its entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection). Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.81.

Beef, Bologna - Oscar Mayer brand or equal. Bologna is a smoked fully cooked sausage. The meat components consist of beef very finely comminuted and stuffed in artificial or natural casings. The interior out surface is smooth, fine-textured, light pink in background color, and finely mottled with evenly distributed light to dark red flecks. Product must be processed in a plant operating under USDA's Meat Inspection Service. Product must conform to Standards of Identify, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.180.

Cooked Beef Salami - Hebrew National brand or equal. Cooked beef salami is a smoked full cooked sausage. The meat components consist of moderately coarse-cut beef and finely comminuted beef with finely comminuted beef heart meat included in some formulas. Seasoning includes garlic and peppercorns. Salami is stuffed in artificial casings and measures from 3.5 to 4.5 inches in diameter. The interior cut surface is moderately coarse in texture and light to dark reddish-brown in color. Product must be processed in a plant operating under USDA's Meat Inspection Service. Product must conform to Standards of Identify, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.180.

Boiled Ham, Cured, Boneless - 1.2 ounces unheated meal equals 1-ounce lean meat. Thumann's brand or equal. Selection No. 1 or Selection No. 2. The skinless, completely boneless, cured and smoked, fully cooked ham must be prepared from the regular short shank ham. The cured pork must be derived from sound, well-trimmed wholesale market and fabricated cuts. Product must be processed in a plant operating under USDA's Meat Inspection Service. Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.104. Yield on ham would vary depending on if water added, 1.22 ounces ham water yields 1-ounce cooked ham, ham with natural juices 1.12 oz yields 1 oz lean ham.

Fish Items

Tuna Fish - Fancy or solid. The can usually contains large piece of chunks or firm flesh - packed in oil or water. Grade - Packed under Federal Inspection (PUF 1). Tuna fish "salad" may be prepared by mixing tuna fish with relish and/or chopped vegetables such as celery and onions. Vegetable oil or mayonnaise may be used as a moistening agency to "bind" the salad. Mayonnaise or Salad Dressing must not be mixed into the salad. A separate portion pack of mayonnaise may be placed in the unitized lunch/supper meal if desired.

SPECIFICATION - OTHER PRODUCTS

Milk - All milk products used must meet Federal, State and Local requirements for fluid milk.

Butter - U.S.D.A. Grade A or better. Salted or Unsalted.

Margarine Fortified - Product must conform to Standards of Identity, Code of Federal Regulations, Title (Food and Drug Administration) Part 45.1.

Yogurt - Plain, sweetened, or flavored.

Jelly - Fruit portion packs minimum ½ ounce - Kraft brand or equal. Products must conform to Standards of Identity, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 29.2.
Mayonnaise - Portion packs 1/3 ounce or more. Kraft brand or equal. Product must conform to Standards of Identity, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 25.1.

ATTACHMENT E

NJDA SUMMER FOOD SERVICE PROGRAM

TRANSPORTATION CERTIFICATION

1. Describe in detail the type of vehicle(s) and/or containers that will be utilized to provide adequate refrigeration and/or heating during delivery of all foods to ensure that temperatures remain in accordance with state and local health codes.

_____

_____

_____

2. How many vehicles(s) will be utilized to meet the terms of this contract?

_____

3. Will the delivery of meals for this contract be combined on the same truck with deliveries for other contracts? ☐ Yes, No ☐

4. If contract includes the preparation of hot meals, does the bidder have the capability to heat all meals at the State agency approved facility? If no, describe how the bidder proposes to meet the terms of this contract.

_____

_____

5. Will the delivery of the meals for this contract be subcontracted? Yes ☐ No ☐

   If yes, please provide the name, address, phone number and contract person below:

_____

_____

_____

_____

Certification

I certify that the above information accurately reflects how meals will be delivered and heated, if applicable. I further realize that any deviation from these statements may result in the cancellation of this contract by the sponsor.

_____ _____

Signature of Bidder ***Date***

STATE OF NEVADA
APR 2 9 2022
SUMMER FOOD SERVICE PROGRAM

ATTACHMENT F

NJDA Summer Food Service Program

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(1) The prospective lower tier participation certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

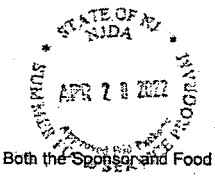
(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

FSMC/VENDOR Name

Name and Title of Authorized FSMC/VENDOR Representative

FSMC/VENDOR Signature *Date*

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



ATTACHMENT G

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the Sponsor and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

(A) The offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or with any competitor relating to the prices; the intention to submit an offer; or the methods or factors used to calculate the prices offered.

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor prior to opening (in the case of a sealed bid solicitation) or prior to contract award (in the case of a negotiated solicitation); and

(3) No attempt has been made or will be made by the offeror to induce any person or entity to submit or not to submit an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for determining the prices being offered in the bid or proposal and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

(2) He or she is not the person in the offeror's organization responsible within the organization for determining the prices being offered in the bid or proposal, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

NAME OF FOOD SERVICE MANAGEMENT COMPANY

NAME OF FSMC'S AUTHORIZED REPRESENTATIVE

SIGNATURE OF FSMC'S AUTHORIZED REPRESENTATIVE

TITLE *DATE*

In accepting this offer, the Sponsor certifies that no representative of the Sponsor has taken any action which may have jeopardized the independence of the offer referred to above.

NAME OF SPONSOR

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TITLE *DATE*

NOTE: ACCEPTING A BIDDER'S OFFER DOES NOT CONSTITUTE AWARD OF THE CONTRACT.

CITY OF CAMDEN
MAYOR VICTOR CARSTARPHEN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION & YOUTH SERVICES
1000 N. 6th Street, Camden, NJ 08102
Phone: (856) 757-7285 Fax: (856) 757-7336

April 11, 2022

Mr. Paschal Nwako
Camden County Dept. of Health & Human Services
425 Woodbury Turnersville Road
Blackwood, NJ 08012-296

Dear Mr. Nwako:

Re: City of Camden # 22-07200012

The City of Camden Dept. of Human Services intends to participate in the 2022 Summer Food Service Program. The state agency requires sponsoring organizations to annually notify the health department of sites where a food service will take place. We are a vended program and will operate from July 5, 2022 to August 26, 2022.

Our food preparation facilities are located at (to be determined at a later date) the state approved vendor selected will prepared and deliver breakfast and lunch. The name and address of all feeding sites are attached.

For further information, please contact me, Mr. Gibbs, at (856) 856-757-7317or (856) 757-7285.

Thank you.

Sincerely
Forrest Gibbs
Forrest Gibbs
Youth Group Worker

Attachment: Site Listing

SCHEDULE A

SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A

Schedule A (Revised 4/29/22)

	SPONSOR	CITY OF CAMDEN													
	NAME OF SITE	ADDRESS	CITY	ST	ZIP	PHONE	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	BREAK	LUNCH	BREAK TIME	LUNCH TIME
2925	N. CAMDEN GYM	1000 N. 6TH STREET	CAMDEN	NJ	08102	856-757-7285 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	65	65	9:00 AM	12 NOON
2946	CRAMER HILL COMM CTR	1035 REEVES AVE	CAMDEN	NJ	08105	856-757-7272 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
2949	BROADWAY	713-715 BROADWAY	CAMDEN	NJ	08103	856-757-7095 856-757-7210	FORREST GIBBS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2958	ISABEL MILLER	8TH & CARL MILLER	CAMDEN	NJ	08104	856-757-7507	GREG PARKS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2966	MLK CENTER	1151 HADDON AVE	CAMDEN	NJ	08103	856-757-7605	CANDY CAUSEY	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2997	WHITMAN PARK WATER TOWER	1100 BLOCK OF EVERETT STREET	CAMDEN	NJ	08104	856-883-2855	DENISE STARKS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2999	MALANDRA HALL	1200 S. MERRIMAC RD	CAMDEN	NJ	08104	856-757-7368	SIMMONE ISLEY	7/5/22	8/26/22	5	70	70	9:00 AM	12 NOON
3010	NORTH GATE 1 RESIDENTS	433 N 7TH STREET	CAMDEN	NJ	08102	267-259-8874	KAREN MERITTS	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3039	EASTSIDE CIVIC	28TH & MITCHELL ST	CAMDEN	NJ	08105	856-757-7317	ROSELEE WALLS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
3091	CAMDEN HIGH FOOTBALL	1700 PARK BLVD	CAMDEN	NJ	08103	609-668-0117	COACH SAVAGE	7/5/22	8/26/22	5	0	50		3 PM
3095	WOODROW WILSON FOOTBALL	3100 FEDERAL STREET	CAMDEN	NJ	08105	856-966-2000	WILLIE HICKSON	7/5/22	8/26/22	5	0	50		3 PM
3100	BALDWIN'S RUN - CHA	404 N DUDLEY ST	CAMDEN	NJ	08105	856-968-1310 856-968-2667	ESTER MERCADO A. BRADLEY	7/5/22	8/26/22	5	35	35	9:00 AM	12 NOON
3129	ABLETT VILLAGE - CHA	307 ABLETT VILLAGE	CAMDEN	NJ	08105	856-966-9195 856-968-6197	KIMBERLY WASHINGTON	7/5/22	8/26/22	5	15	15	8:30 AM	12 NOON
3133	CHELTON TERRACE- CHA	721 CHELTON TERRACE	CAMDEN	NJ	08104	856-968-2690 856-968-6110	REBECCA WARE	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3136	MC GUIRE GARDENS - CHA	114 BOYD ST	CAMDEN	NJ	08105	856-968-0050/1	DIANE JOHNSON	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3144	ROOSEVELT MANOR - CHA	1801 S. 8TH ST	CAMDEN	NJ	08104	856-963-3550 856-968-2682	CYNTHIA PULLIAM	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3158	ST PAULS CHURCH	422 MARKET ST	CAMDEN	NJ	08103	856-365-5880 856-365-2664	ANDREW STOKES	7/5/22	8/26/22	5	55	55	9:00 AM	12 NOON
3545	ISLAMIC STUDY CENTER	1131-33 HADDON AVE	CAMDEN	NJ	08103	856-580-0191 856-580-0187	STEPHANIE WALKER	7/5/22	8/26/22	5	50	50	8 AM	11 AM
3531	PUERTO RICAN UNITY FOR PROGRESS (PRUP)	818 BROADWAY	CAMDEN	NJ	08104	856-541-1418 856-685-3782	JOAN PARDOX JUDITH FERGUSON	7/5/22	8/25/22	M-TH	25	15	9:00 AM	12 NOON
3557	CAMDEN KIDS ACADEMY	1459 HADDON AVE	CAMDEN	NJ	08103	856-966-7000	JANENE DAVIS	7/5/22	8/26/22	5	200	200	8:30 AM	12 NOON
3568	WOODLYNN SCHOOL DIS	131 ELM STREET	WOODLYNN	NJ	08107	856-863-4900	PRINCIPAL	7/5/22	7/29/22	5	120	120	8:00 AM	12 NOON
3640	HEAVENS LITTLE ANGELS	915 N. 36TH ST	CAMDEN	NJ	08105	856-225-1410	ESTER FELICIANO	7/5/22	8/26/22	5	50	50	9:00 AM	12 NOON
3648	YAHWEH CDC	3710 FEDERAL ST	CAMDEN	NJ	08105	856-963-1010	TAWANA BUTLER	7/5/22	8/26/22	5	40	40	8:00 AM	12 NOON
3660	CAMP YAHWEH	4415 MARLTON PIKE	CAMDEN	NJ	08109	609-313-9792	JANEEN DAVIS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
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SCHEDULE A

SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A

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STATE OF NJ NJDA
APR 2 9 2022
SUMMER FOOD SERVICE PROGRAM

APR 29 2022

CITY OF CAMDEN

MAYOR VICTOR CARSTARPHEN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION
1000 N. 6th Street, Camden, NJ 08102
Phone: (856) 757-7285 Fax: (856) 757-7336

NOTICE TO BIDDERS
NEWSPAPER ADVERTISEMENT

BID #22:04
SUMMER FOOD SERVICE PROGRAM

The City of Camden, Department of Human Services, an approved sponsor in the State of New Jersey, invites the submission of sealed bids for prepackaged breakfast and lunch meals meeting program requirements as described in the bid specifications and contract.

The Purchasing Agent is hereby authorized to receive sealed bids, clearly marked on the outside envelope "SUMMER FOOD SERVICE PROGRAM (SFSP)", along with a sample lunch on Thursday, May 19, 2022 at 11:00 am in City Council Chambers, Second Floor, City Hall, 520 Market Streets, Camden, New Jersey 08102.

Bids containing dual prices for one meal type that are tied to a sponsor's ultimate level of meal service will be rejected. Contractors submitting bids must be registered with the State of New Jersey to participate in the 2022 Program. These meals are to be served 1,040 breakfast and 1,130 lunch to children in the Summer Food Service Program from Monday to Friday (excluding weekends). Delivery is to be made as per bid specifications and contract.

Specifications may be obtained by contacting the Office of the Purchasing Agent at purchasingfax@ci.camden.nj.us.

A bid bond in the amount of (10%) ten percent of the estimated total bid must accompany the bid. The bid bond must be from a company listed in the current Department of Treasury Circular 570 certified to do business in New Jersey. No other type of bid bond is acceptable.

The 11:00 a.m. May 19, 2022 bid opening is also available remotely at the following Zoom Video Communication link (or phone number), meeting ID and Password:

Link: https://zoom.us/j/94858102772?pwd=b3hUZXZvM0VReXYrUnFFN1NqNFFOZz09

Meeting ID: 948 5810 2772

Passcode: 019661

Phone Number: 1(646) 876-9923

The City encourages prospective bidders to deliver their bids before the designated date and time of the opening via certified mail or overnight delivery carrier. Sealed bids intended for the Purchasing Agent **prior** to the designated time of public opening should be delivered to the Office of the City Clerk, 520 Market Street, City Hall, Room 105, Camden, New Jersey 08101. Bids may not be emailed, faxed, or transmitted over the telephone.

Bids will not be received after the time specified for the opening of the bids. The City will deem Bids received after the hour appointed invalid and returned unopened to the Bidder.

Bidders must submit complete and detailed information of the product or service which Bidder proposes to supply.

The right to reject all bids pursuant to N.J.S.A. 40A:11-13.2 and to award the contract to the lowest responsive, responsible bidder in accordance with applicable law is expressly reserved by the authority of the City Council of the City of Camden.

NOTE: All bidders are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Any questions concerning this bid, please contact the City of Camden Purchasing Bureau at (856) 757-7159, preferably, fax/email questions to (856) 541-9668 / purchasingfax@ci.camden.nj.us.

Lateefah Chandler
Purchasing Agent
Date Adv. May 3, 2022

STATE OF NJ NJDA APR 2 9 2022 SUMMER FOOD SERVICE PROGRAM

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION

APR 29 2022

SUMMER FOOD SERVICE PROGRAM

FOOD SERVICE MANAGEMENT COMPANY INVITATION FOR BID AND CONTRACT

TABLE OF CONTENTS

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B.	Scope of Services	3
C.	General Conditions	3-8
D.	Invitation for Bid and Contract Price Schedule Instructions For Completing The Bid Price Schedule	8

Attachments

A: Sites Where Program Will Operate

B: USDA Food and Nutrition Service SFSP Meal Pattern

C: Week 1 and Week 2 Cycle Menus

D: Summer Food Service Program Food Product Specifications

E: Transportation Certification

F: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

G: Certificate of Independent Price Determination

4. Bidders Having Interest in More Than One Bid

If more than one bid is submitted by any one person, by or in the name of a clerk, partner, or other person, all such bids shall be rejected.

5. Pricing

Pricing shall be based on the cycle menus provided by the sponsor and described in Attachment C, attached hereto, and incorporated into this Agreement. Deviation from the sponsor's cycle menu shall be permitted only upon written authorization by the sponsor. The bid price per meal must include the price of food components, including milk and/or juice if a part of the unitized meal, packaging, transportation, and all other related costs (e.g., condiments, utensils, etc.).

6. Estimated Number of Servings Per Day

The number of servings per day are the best-known estimates for meal requirements during the operating period. The sponsor does not guarantee orders for the estimated quantities and reserves the right to order meals in an amount more or less than that estimated at the beginning of the operating period. The maximum number of meals will be determined based on the approved level of meal service designated by the administering office of each site serving meals provided by the contractor. The contractor will be paid at the agreed upon unit price per meal rate for all meals delivered in accordance with this contract and the SFSP regulations.

7. Time for Receiving Bids

Sealed bids shall be deposited at the sponsor's address no later than the exact time and date indicated in this IFB. Bids received prior to the time of opening will be securely kept, unopened.

8. Evaluation of Bids/Award of Contract

A. The contract will be awarded to that responsible bidder whose bid conforms to all the terms, conditions, and requirements of the IFB and is the lowest total estimated amount.

B. The sponsor reserves the right to reject non-conforming bids and to waive informalities and minor irregularities in bids received.

C. The sponsor reserves the right to reject the bid of a bidder who previously failed to perform properly, or complete on time, contracts of a similar nature, or the bid of a bidder who investigation shows is not able to perform the contract.

9. Late Bids, Modifications of Bids and Withdrawal of Bids

A. Any bid received after the exact time specified for receipt of bids will not be considered.

B. Any modification of the IFB will not be accepted. A bid may be withdrawn prior to the exact time set for receipt of bids by telegram or in person by a bidder or an authorized representative, provided his or her identity is made known, and he or she signs a receipt for the bid.

C. A late modification of a successful bid which makes its terms more favorable to the sponsor will be considered at any time it is received and may be accepted.

10. Final Contract

The final contract shall consist of the terms and conditions in sections A through D herein, along with Attachments A, B, C, D, E, F, and G, as well as all documents included by Sponsor in the IFB, and the bid submitted by the FSMC. No additional modifications or amendments may be made without prior NJDA approval.

SECTION B - SCOPE OF SERVICES

1. Contractor shall provide to Sponsor unitized meals, with or without milk or juice, and to deliver the meals to the locations specified on Attachment A, attached hereto, and incorporated into this contract, subject to the terms and conditions of this solicitation.

2. All meals furnished must meet or exceed the United States Department of Agriculture ("USDA") meal pattern requirements set out in Attachment B, attached hereto, and incorporated into this contract.

3. Contractor shall furnish meals as ordered by Sponsor during the period of operation specified on Attachment A.

SECTION C- GENERAL CONDITIONS

1. Term of Contract

This contract shall be for a period of 2 months as listed below. Sponsor may enter into a contract renewal with Contractor for up to four (4) consecutive SFSP operational periods with mutual agreement of Sponsor and Contractor.

Start date: July 5, 2022 **End date:** August 26, 2022

2. Unit Prices per Meal

The unit prices per meal, as reflected in section D below, are fixed for the term of this contract. Any price change included as part of a contract renewal shall be based upon the price of the original contract as cumulatively adjusted prior to any previous adjustment or renewal, and shall not exceed:

For SFAs: the change in the Index Rate (as defined in Public Schools Contract Law, N.J.S.A. 18A:18A-1et seq.) for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed.

For non SFAs: the price adjustment percentage rate allowable using the CPI index found at www.bls.gov/cpi.

3. Meal Orders

Sponsor will order meals on Monday of the week preceding the week of delivery. Orders will be placed for the total number of operating days in the succeeding week and will include breakdown totals for each site and each type of meal. Sponsor reserves the right to increase or decrease the number of meals ordered on a 48-hour notice, or less if mutually agreed upon between Sponsor and Contractor.

4. Meal-Cycle Change Procedures

Contractor will deliver meals daily in accordance with the cycle menu which appears on Schedule C. Menu changes may be made only when agreed upon by both parties. When an emergency exists which might prevent Contractor from delivering a specified meal component, Sponsor shall be notified immediately so substitutions can be agreed upon. Sponsor reserves the right to suggest menu changes within the agreed upon cost per meal stated in section D below periodically throughout the contract period.

5. Noncompliance

Sponsor reserves the right to inspect and determine the quality of food delivered and to reject any meals which do not comply with the requirements and specifications of this contract. Contractor will not be paid for unauthorized menu changes, incomplete meals, rejected meals not delivered within the specified delivery time, and meals rejected because they do not comply with the specifications. Sponsor reserves the right to obtain meals from other sources if meals are rejected due to any of the stated reasons. Contractor will be responsible for any excess cost but will receive no adjustment in the event the meals are procured at a lesser cost. Sponsor or inspecting agency shall notify Contractor in writing as to the number of meals rejected and the reasons for rejection.

The SFSP regulations provide that statistical sampling methods may be used to disallow payments for meals which are not served in compliance with program regulations. If disallowances are made based on statistical sampling, Sponsor and Contractor will be notified in writing by NJDA as to the number of meals disallowed, the reasons for disallowance, and the methodology of the statistical sampling procedures employed.

6. Health Inspection, Supervisions, and Inspection of Facility

A. Contractor shall supervise at its places of business the preparation and assembly of meals and to conduct quality control inspections to check portions, size, and appearance of packaging as well as quality of the product.

B. Contractor recognizes the right of a representative of Sponsor, NJDA and/or representatives of the USDA to inspect Contractor's food service facilities at any time during the contract period. Such inspection may proceed with or without notice to Contractor.

C. Contractor shall have a current State or local health certification for the facility in which it will prepare meals for the SFSP. Contractor shall provide for meals which it prepares to be inspected periodically by the local health department or an independent agency to determine bacterial levels in the meals being served and for the results of the inspections to be submitted promptly to Sponsor and NJDA. Bacteria levels found shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals served by other establishments in the locality.

7. Record Keeping

A. Delivery tickets must be prepared by Contractor at a minimum in three copies: one for Contractor, one for the site personnel, and one for Sponsor. Delivery tickets must be itemized to show the number of meals of each type delivered to each site. Sponsor, or authorized designee, at each site will check the delivery and meals to ensure compliance with the meal specifications and requirements before signing the delivery ticket. Invoices shall be accepted by Sponsor only if the accompanying delivery tickets have been signed by Sponsor's designee at the site.

B. Contractor shall maintain records including delivery tickets, invoices, receipts, purchase orders, production records or other evidence to support payments and claims.

C. The books and records of Contractor pertaining to this contract shall be available for inspection and audit by representatives of NJDA, USDA, Sponsor and the U.S. General Accounting Office at any reasonable time and place for a period of three years from the date of receipt of final payment from Sponsor or until the final resolution of any outstanding investigations or audits.

8. Method of Payment

A. Contractor shall submit its itemized invoices to Sponsor weekly. Each invoice shall give a detailed breakdown of the number of meals delivered at each site during the preceding period. No payment shall be made unless the required delivery receipts have been signed by Sponsor's site representative.

B. Contractor shall be paid by Sponsor for all meals delivered in accordance with this contract and SFSP regulations. However, neither the USDA nor NJDA assumes any liability for payment of differences between the number of meals delivered by Contractor and the number of meals served by Sponsor that are eligible for reimbursement.

9. Performance Bond Requirement (applicable to contracts over $100,000)

Contractor shall provide Sponsor with a performance bond in the amount of 10% of the total estimated amount of the bid as specified on the Invitation for Bid Price Schedule, section D below. The bond shall be executed by Contractor and a licensed surety company listed in the current U.S. Department of Treasury Circular 570. The bond shall be furnished not later than ten days following the award of the contract. Upon satisfactory performance of Contractor's contractual obligations and at the expiration of the contract term, Contractor shall be entitled to cancellation of the performance bond.

10. Insurance, Indemnification

Contractor shall procure and maintain the following insurance.

A. Workmen's Compensation in accordance with the laws of the State of New Jersey.

B. Liability coverage for bodily injury, property damage and products liability, including bodily injury and property damage caused by automobiles, with limits of $500,000 for injury or death of any one person and $1,500,000 for injury or death of two or more persons in any one accident, $100,000 property damage and $200,000 products liability for any single occurrence.

C. Contractor shall indemnify Sponsor and the State of New Jersey against loss or damage including attorney fees and costs of litigation caused by negligent acts of Contractor or of Contractor's agents or employees.

D. Contractor expressly agrees to defend any suit against Sponsor for personal injury, sickness or disease arising out of consumption or use of products purchased from Contractor (as well as suit for loss resulting from pilferage by Contractor's employees). Sponsor shall promptly notify Contractor and NJDA in writing of any claims against either Contractor or Sponsor, and if suit has been filed, shall forward to Contractor and NJDA all papers received in connection therewith. Sponsor shall not incur expense or enter into settlement without Contractor's consent, provided however, that if Contractor shall refuse or fail to defend, Sponsor may defend, adjust, or settle any such claim, and the costs thereby incurred, including reasonable attorney fees, will be charged to Contractor.

11. Availability of Funds

This contract is expressly made contingent upon adequate funding from Federal, state, and local sources. In the event adequate funding is not available, and Sponsor is unable to satisfy its financial obligation hereunder, Sponsor shall have the option to terminate this contract upon five days written notice to Contractor.

12. Emergencies

A. In the event of unforeseen emergency circumstances, Contractor shall immediately notify Sponsor by telephone or fax of the following: (1) the impossibility of on-time delivery; (2) the circumstances precluding delivery; and (3) a statement of whether future deliveries will be affected. No payments will be made for deliveries made later than two hours after the specified start time for lunch and one hour after the specified start time began for breakfast and supplement.

B. Emergency circumstances at the site precluding utilization of meals are the responsibility of Sponsor. Sponsor may cancel orders provided Contractor is contacted by 7:00 a.m. on the day of delivery or in time to "hold" or "recall" delivery if mutually agreed upon between Sponsor and Contractor.

C. Adjustments for emergency situations that affect Contractor's ability to deliver meals, or Sponsor's ability to utilize meals, for periods longer than 24 hours will be mutually worked out between Contractor and Sponsor.

13. Termination

A. Sponsor reserves the right to terminate this contract if Contractor fails to comply with any of the requirements of this contract. Sponsor shall notify Contractor and surety company, if applicable, of specific instances of noncompliance in writing. In instances where Contractor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, Sponsor shall have the right, upon written notice, of the immediate termination of the contract. Contractor or surety company, if applicable, shall be liable for any damages incurred by Sponsor.

B. Sponsor may, by written notice to Contractor, terminate the right of Contractor to proceed under this contract, if it is determined by Sponsor that gratuities, in the form of entertainment, gifts or otherwise were offered or given by Contractor to any officer or employee of Sponsor with a view toward securing a contract or securing favorable treatment with respect to the award or renewal of the contract.

C. In the event this contract is terminated as provided in paragraph 13(B) above , Sponsor shall be entitled (i) to pursue the same remedies against Contractor it could pursue in the event of breach of contract by Contractor, and (ii) to a penalty in addition to any other damages in an amount which shall not be less than three nor more than ten times the costs incurred by Contractor in providing any such gratuities to any such officer or employee.

D. The rights and remedies of Sponsor provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

E. Sponsor may cancel this contract within 72 hours' notice to Contractor and with approval of NJDA for any one or more of the following documented reasons:

1) Sponsor disallows 5 percent (5%) of all meals delivered in one week or ten percent (10%) of any meal type for one week.

2) Contractor fails to deliver any one meal type on any day without enough justification.

3) Ten percent (10%) of Sponsor's sites, over a one-week period, receive meal delivery outside of the approved time.

4) Five percent (5%) of the meals delivered over a one-week period did not follow the approved cycle menu (Attachment C).

5) Any part of this contract was subcontracted to another company for the preparation of the meals.

F. Contractor may cancel this contract for the following documented reason:

An excess of five percent (5%) of the meals delivered over a one-week period were disallowed by NJDA and are attributed to Sponsor's failure to meet its responsibilities under this contract or its agreement with NJDA.

G. In the event of termination of this contract, Sponsor shall only be responsible to pay Contractor for meals that have already been assembled and delivered in accordance with this contract.

14. Subcontracts and Assignments

A. Contractor shall not subcontract for the total meal, with or without milk, or for the assembly of the meal, and shall not assign, without the advance written consent of Sponsor, this contract, or any interest therein.

B. In the event of any assignment, Contractor shall remain liable to Sponsor as principal for the performance of all obligations under this contract.

C. Contractors that prepare and assemble frozen meals designed to be served hot may, with the approval of NJDA, subcontract for the heating and delivery of pre-packaged meals for hot service. The heating and delivery must be performed by the same subcontractor.

15. Specifications

A. Packaging

1) Hot Meal Unit - Package must be suitable for maintaining meals in accordance with local health standards. Container and overlay should have an airtight closure, be of non-toxic material, and be capable of withstanding temperatures of 400 degrees (204 degrees Celsius) or higher.

2) Cold Meal Unit (or Unnecessary to Heat) - Container and overlay to be plastic or paper and non-toxic.

3) Sandwich is to be individually wrapped in addition to the overlay on the container.

4) Cartons - Each carton to be labeled. Label to include:

i) Processor's name and address (plant)

ii) Item identity, meal type

iii) Date of production

iv) Quantity of individual units per carton

5) Meals shall be delivered with appropriate nonfood items: condiments, straws for milk, napkins, single service ware, etc. Sponsor shall insert the types of condiments that are necessary for the meals on Attachment C, Week 1, and Week 2 Cycle Menus.

6) Individual containers shall be delivered in cartons constructed to prevent damage to the containers inside. An equal number of containers must be in each carton, except one, which may have fewer to allow for the exact number of meals ordered.

7) Sponsor may require that Contractor provide means for maintaining adequate temperatures of meals after delivery for a period that covers that meal service (i.e., two hours for lunch, one hour for all other meal types).

8) Contractor shall maintain on file for each container the name of the supplier, the telephone number, and a product label specifying ingredients for any food product unitized for meals under this contract. Contractor shall be able to immediately supply this information to Sponsor, NJDA, and/or the New Jersey Department of Health for any meal served at any site listed on Attachment A.

9) All components of a cold meal shall be unitized in a container before delivery to a site. The container and overlay shall be plastic, paper, non-toxic metallic or biodegradable material. Milk and/or juice may be enclosed in the unitized container.

10) All components of a hot meal shall be unitized in one or two containers before delivery to the site. If two containers are used, one will store the hot portions and one will store the cold portions of the meal. The container and overlay should be an airtight closure and shall be aluminized or non-toxic metallic or biodegradable nonflammable material. Milk may be enclosed in the cold portion container.

11) Containers shall have the strength to prevent crushing of food and shall package the meals so that they are completely unexposed to the elements.

B. Delivery

1) Meals are to be delivered daily, unloaded, and placed in the designated location by Contractor's personnel at each site listed on Attachment A.

2) Contractor shall be responsible for the delivery of meals at the specified time. Adequate refrigeration or heating shall be provided during delivery of all food to ensure the wholesomeness of all food at the time of delivery in accordance with state and/or local health codes.

3) Sponsor reserves the right to add or delete food service sites by amendment to the initial list of approved sites on Attachment A and to make changes in the approved level for the maximum number of meals which may be served under the program at each site. Sponsor shall notify Contractor by providing an amendment to Attachment A of all sites which are approved, canceled, or terminated after the acceptance of this contract and of any change in the approved level of meal service for a site. Such amendments shall be provided within 48 hours or less.

4) The delivery of more than one meal type per day at any site shall be made separately within one hour of the beginning of meal service for lunch and within one-half hour of the beginning of meal service for breakfast or supplement in accordance with the serving time schedule listed on Attachment A. When site holding facilities have been approved by NJDA, Contractor can deliver two meal types together according to the meal service time for the early meals. When an emergency affects the ability of Contractor to deliver meals separately or of Sponsor to accommodate meals delivered separately, each situation is to be resolved by agreement of Contractor, Sponsor and NJDA.

5) Contractor must provide the exact number of meals ordered. Counts of meals will be made by Sponsor at all sites before meals are accepted. Damaged or incomplete meals will not be included when the number of reimbursable meals is determined.

6) Contractor shall provide Sponsor with a separate listing of sites to be serviced by each delivery truck one week prior to the first day of meal service.

7) Hot and cold portions of meals must be delivered at the same time.

8) Cold meals shall be delivered to the site at a maximum temperature of 45 degrees Fahrenheit, but they shall not have a temperature of less than 32 degrees Fahrenheit at the scheduled time for meal service.

9) The vehicle and/or carton unitized to deliver cold meals shall have the capability of keeping the product below 45 degrees Fahrenheit until the time of site delivery.

10) Hot meals shall be delivered to the site at a temperature of at least 140 degrees Fahrenheit, but they shall not exceed 160 degrees Fahrenheit at the scheduled time for meal service.

11) The vehicle or carton utilized to deliver hot meals shall have the capability of keeping the product above 140 degrees Fahrenheit until the time of site delivery.

C. Food Preparation

Meals shall be prepared under properly controlled temperatures and assembled not more than 24 hours prior to delivery.

D. Food Specifications

1) All meals must meet the food specifications and quality standards as set forth in Attachment D and conform to the cycle menu cycle on Attachment C.

2) All meat and meat products, except sausage products, shall have been slaughtered, processed, and manufactured in plants inspected under a USDA approved inspection program and bear the appropriate

MBS:dh
06-14-22

R-49

RESOLUTION AUTHORIZING THE INSERTION OF A SPECIAL ITEM OF REVENUE IN THE FY'22 BUDGET OF THE CITY OF CAMDEN PURSUANT TO N.J.S.A. 40A:4-87 IN THE AMOUNT $274,039.05

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of a special item of revenue in the budget of any county or municipality when any such item shall have been made available by law and the amount thereof was not determined at the time of the of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that said Council hereby requests that the Director of Local Government Services approve the insertion of a special item of revenue in the budget for the fiscal year 2022, to wit:

"The amount of TWO HUNDRED SEVENTY-FOUR THOUSAND THIRTY-NINE DOLLARS AND FIVE CENT ($274,039.05), which item is now available from the FY22 State of New Jersey Department of Agriculture, Bureau of Child Nutrition.

BE IT FURTHER RESOLVED that the Director of Local Government Services is requested to approve the appropriation, and upon said approval the sum of TWO HUNDRED SEVENTY-FOUR THOUSAND THIRTY-NINE DOLLARS AND FIVE CENT ($274,039.05), is hereby appropriated under the caption "NJ Department of Agriculture-Bureau of Child Nutrition-2022 Summer Food Service Program".

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

(2)

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cummingham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

DEPARTMENT MAKING REQUEST: Human Services

Date: April 7, 2022 revised 5/4/22

TITLE OF RESOLUTION/ORDINANCE: "Resolution City of Camden to insert a special item in calendar year 2022 pursuant to NJSA 40:87 Chapter 159 a grant from the State of New Jersey Department of Agriculture, Bureau of Child Nutrition in the amount of **$274,039.05** for the 2022 Summer Food Service Program."

BRIEF DESCRIPTION: This resolution will provide funding for the Department of Human Service to implement its 2022 Summer Food Service Program. This program provides breakfasts and lunches to youth under 18 years of age throughout the City of Camden.

BIDDING PROCESS: (N/A)

APPROPRIATION ACCOUNT: (*If applicable*)

AMOUNT: *(If applicable)* **$ 274,039.05**

	Date	Signature
Approved by Relevant Director:	5/16/22	Carmen G Rodriguez
Approved by Grants Management:	5/16/22	
Approved by Purchasing Agent:		
Approved by Finance Director:	5/16/22	
Approved by Business Administrator:	5/17/22	
Approved by City Attorney:	5/18/22	

	(Name) Please Print	***(Extension #)***
Contact Person 1:	Carmen G. Rodriguez	Ext. 7285
Contact Person 2:	Janean L. Gooden	Ext. 6406

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Department of Human Services

Grant Analyst: Janean Gooden Contact #: 856-968-6406

Grant/Project Name:			*2022 Summer Food Service Program* ***(Insert)*** *- $274,039.05*			
Grant #:						
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code:		
Funding Source:			State of New Jersey-Department of Agriculture/Division of food and Nutrition			
Pass Through:		N	Source:			
Amount of Grant:						
Local Match:	Y	**N**	Cash:		In-Kind:	
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			10-1-2021 – 09-30-2022	Location of Activity:		Camden City
Date of Analysis:			May 9, 2022	Reviewed By:		Barbara Johnson

Summary: The Department of Human Services is requesting authorization to insert the New Jersey of Agriculture – Bureau of Child Nutrition for the 2022 Summer Food Service Program in the amount of $274,039.05.

The Department of Human Services is requesting authorization to apply and submit an application to the New Jersey of Agriculture – Bureau of Child Nutrition for the 2022 Summer Food Service Program.

The Summer Food Service Program is a program that provides Summer Recreation/SFSP program to the Youth in Camden, NJ. The grant allows the city to provide free pre-packaged breakfast and lunch for youth up to age 18 years old and for staff to operate a full day Summer Recreation Program. Providing free meals to approximately 25 sites for over 1000 youth that reside in the City of Camden.

Time Lines: Program will start on July 5, 2022 and end on August 26, 2022.

Problematic Areas/Recommendations I see no problems with the Department Inserting this Grant to services the Youth of the City of Camden.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Administrator: Janean L. Gooden Grant Administrator #: 856-968-6406

Grant/Project Name:			2022 Summer Food Service Program			
Grant #:			Agreement # 07200012			
City Contract Date:				City Contract #:		
Application Resolution #:				Appropriation Code :	G-22-833-999	
Funding Source:			NJ Dept. of Agriculture			
Pass Through:	Y	N	Source:			
Amount of Grant:			$ 274,039.05			
Local Match:	Y	**N**	Cash:	$	In-Kind:	$
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			10-1-21 to 9-30-22	Location of Activity:	City-wide	
Date of Analysis:				Reviewed By:		

Summary: To provide Summer Recreation/SFSP program for youth in Camden, NJ. The grant allows the city to provide free pre-packaged breakfast and lunch for the 2022 Summer Food Program for youth up to 18 years old and staff to operate a full day summer recreation program. Providing food to approximately (25) sites for 2022 for 1,100 youth daily. Program provides free meals and (10) recreation safe haven locations for youth during out of school time when schools are typically closed.

Time Lines: Program will begin on July 5, 2022 and end on August 26, 2022.

Problematic Areas/Recommendations: Opening post-Covid has its challenges. Our goal is to create and adhere to changing policy and best practices to keep all safe. The goal to fed all the children in the City of Camden is made part by other sponsor's in the City such as: The Kroc Center, Camden City School District, South Jersey Food Bank.

Revised 5/4/22 **ATTACHMENT G**

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

Provision to apply, accept and insert 2022 Grant for Summer Food Service Program (SFSP).

The 2022 Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play and grow throughout the summer months when they are out of school.

- Funding pays for pre-packaged delivered meals (breakfast & lunch)
- Staffing for operate (6) Recreation Sites, and (16) feeding sites. Approximately 25 sites sponsored by the city to feed youth 18 and under.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Carmen G. Rodriguez
Title	Director of Human Services
Telephone Number	856-757-7285
Email	CaRodrig@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

Projected estimated funding for 2022 SFSP program is $274,039.05

- Applied for advance funding of July of 2022
- Reimbursement is based on actual meals served during the duration of program July 5, 2022 to August 26, 2022

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

Funding comes from NJDA. This grants enhances our current programs that provides (10) Recreation Safe Haven sites for youth enrolled in summer time/out-of-school time activities.

_____ Date_____
Mayor's Signature

_____ Date_____
Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:
( ) Approved ( ) Denied

_____ Date_____
Director or Designee,
Division of Local Government Services

Number Assigned _____

Summer Food Service Program - Application

Budget - Summer 2022

City of Camden - 07200012 — Section Status: **Approved**

2925 / N. Camden Gym Rec	39	65	65	$16,477.50	$1,375.24
2946 / Cramer Hill Center	39	25	25	$6,337.50	$528.94
2949 / Broadway Recreation	39	40	40	$10,140.00	$846.30
2958 / Isabel Miller Recreation	39	30	30	$7,605.00	$634.72
2966 / ML King Center - Recreation	39	30	30	$7,605.00	$634.72
2997 / Whitman Park Watertower	39	40	40	$10,140.00	$846.30
2999 / Malandra Hall Recreation	39	70	70	$17,745.00	$1,481.02
3010 / Northgate 1 Residents	39	25	25	$6,337.50	$528.94
3039 / Eastside Civic @ Ralph Williams Park	39	30	30	$7,605.00	$780.97
3091 / Camden High Sum Football Camp	39		50	$8,053.50	$697.13
3095 / Woodrow Wilson Sum Football Camp	24		50	$4,956.00	$429.00
3100 / CHA - Baldwin's Run	39	35	35	$8,872.50	$911.14
3129 / CHA - Ablett Village	39	15	15	$3,802.50	$317.36
3133 / CHA - Chelton Terrace	39	25	25	$6,337.50	$528.94
3136 / CHA - McGuire Gardens	39	20	20	$5,070.00	$423.15
3144 / CHA - Roosevelt Manor	39	20	20	$5,070.00	$423.15
3158 / St. Pauls Church	19	55	55	$6,792.50	$566.91
3531 / Puerto Rican Unity for Progress (PRUP)	31	25	25	$5,037.50	$420.44
3545 / Islamic Study Center	39	50	50	$12,675.00	$1,057.88
3557 / Camden Kids Academy Summer Camp	39	200	200	$50,700.00	$4,231.50
3568 / Woodlynne School District	19	120	120	$14,820.00	$1,236.90
3640 / Heaven's Little Angel's Summer Camp	39	50	50	$12,675.00	$1,057.88

3648 / Yahweh Child Development Summer Camp	39	40	40	$10,140.00	$846.30
3660 / Camp Yahweh	39	30	30	$7,605.00	$634.72
Total Estimated Operating Reimbursement for Year				$252,599.50	
Total Estimated Administrative Reimbursement for Year					$21,439.55

Food and Related Costs, Supplies and Labor	$152,599.50
Food Preparation Facility Expenses	$98,000.00
Food Delivery or Transportation of Children to Sites	
Other	$2,000.00
Total Operational Costs	$252,599.50

Salaries (Director, Monitors and Clerical Support)	$13,439.55
Office Supplies and Support Expenses	$6,000.00
Travel (Director and Monitors)	$2,000.00
Other	
Total Administrative Costs	$21,439.55

Total Project SFSP Costs	$252,599.50	$21,439.55	$274,039.05
Total Estimated Reimbursement for all Sites	$252,599.50	$21,439.55	$274,039.05
Projected Balance After Reimbursements			$0.00

Excess Reimbursements

If your Total Estimated SFSP Costs is less than your Projected/Anticipated SFSP Reimbursement, then the Sponsor must document how you will allocate the additional funds in your food service operation. If the food service operations are principally for the benefit of participating children and all of the program reimbursement funds are used solely for the operation or improvement of such food service. This does not mean the program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a non-profit food service.

Will meals be served to non-program adults? Yes No

Will meals be provided at no cost to non-program adults? Yes No Not Applicable

Miscellaneous

Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of other child nutrition programs
- Other

Certification Statement

I certify that to the best of my knowledge, the information on the sponsor budget is true and correct in all aspects, and records are available to support the information provided on this form. Prior written approval of any budgetary amendments by the sponsor must be received in writing from state agency. I understand that this information is being given in connection with the receipt of Federal Funds, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes. All receipts, invoices and other evidence of purchase must be retained and available for future audit for a period of five years after the end of the agreement year. I agree to accept final administrative and financial responsibility for all program operations at all approved sites.

SCHEDULE A

SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A

Schedule A (Revised 4/29/22)

	SPONSOR	CITY OF CAMDEN												
	NAME OF SITE	ADDRESS	CITY	ST	ZIP	PHONE	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	BREAK	LUNCH	BREAK TIME	LUNCH TIME
2925	N. CAMDEN GYM	1000 N. 6TH STREET	CAMDEN	NJ	08102	856-757-7285 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	65	65	9:00 AM	12 NOON
2946	CRAMER HILL COMM CTR	1035 REEVES AVE	CAMDEN	NJ	08105	856-757-7272 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
2949	BROADWAY	713-715 BROADWAY	CAMDEN	NJ	08103	856-757-7095 856-757-7210	FORREST GIBBS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2958	ISABEL MILLER	8TH & CARL MILLER	CAMDEN	NJ	08104	856-757-7507	GREG PARKS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2966	MLK CENTER	1151 HADDON AVE	CAMDEN	NJ	08103	856-757-7605	CANDY CAUSEY	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2997	WHITMAN PARK WATER TOWER	1100 BLOCK OF EVERETT STREET	CAMDEN	NJ	08104	856-883-2855	DENISE STARKS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2999	MALANDRA HALL	1200 S. MERRIMAC RD	CAMDEN	NJ	08104	856-757-7368	SIMMONE ISLEY	7/5/22	8/26/22	5	70	70	9:00 AM	12 NOON
3010	NORTH GATE 1 RESIDENTS	433 N 7TH STREET	CAMDEN	NJ	08102	267-259-8874	KAREN MERITTS	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3039	EASTSIDE CIVIC	28TH & MITCHELL ST	CAMDEN	NJ	08105	856-757-7317	ROSELEE WALLS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
3091	CAMDEN HIGH FOOTBALL	1700 PARK BLVD	CAMDEN	NJ	08103	609-668-0117	COACH SAVAGE	7/5/22	8/26/22	5	0	50		3 PM
3095	WOODROW WILSON FOOTBALL	3100 FEDERAL STREET	CAMDEN	NJ	08105	856-966-2000	WILLIE HICKSON	7/5/22	8/26/22	5	0	50		3 PM
3100	BALDWIN'S RUN - CHA	404 N DUDLEY ST	CAMDEN	NJ	08105	856-968-1310 856-968-2667	ESTER MERCADO A. BRADLEY	7/5/22	8/26/22	5	35	35	9:00 AM	12 NOON
3129	ABLETT VILLAGE - CHA	307 ABLETT VILLAGE	CAMDEN	NJ	08105	856-966-9195 856-968-6197	KIMBERLY WASHINGTON	7/5/22	8/26/22	5	15	15	8:30 AM	12 NOON
3133	CHELTON TERRACE- CHA	721 CHELTON TERRACE	CAMDEN	NJ	08104	856-968-2690 856-968-6110	REBECCA WARE	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3136	MC GUIRE GARDENS - CHA	114 BOYD ST	CAMDEN	NJ	08105	856-968-0050/1	DIANE JOHNSON	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3144	ROOSEVELT MANOR - CHA	1801 S. 8TH ST	CAMDEN	NJ	08104	856-963-3550 856-968-2682	CYNTHIA PULLIAM	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3158	ST PAULS CHURCH	422 MARKET ST	CAMDEN	NJ	08103	856-365-5880 856-365-2664	ANDREW STOKES	7/5/22	8/26/22	5	55	55	9:00 AM	12 NOON
3545	ISLAMIC STUDY CENTER	1131-33 HADDON AVE	CAMDEN	NJ	08103	856-580-0191 856-580-0187	STEPHANIE WALKER	7/5/22	8/26/22	5	50	50	8 AM	11 AM
3531	PUERTO RICAN UNITY FOR PROGRESS (PRUP)	818 BROADWAY	CAMDEN	NJ	08104	856-541-1418 856-685-3782	JOAN PARDOX JUDITH FERGUSON	7/5/22	8/25/22	M-TH	25	15	9:00 AM	12 NOON
3557	CAMDEN KIDS ACADEMY	1459 HADDON AVE	CAMDEN	NJ	08103	856-966-7000	JANENE DAVIS	7/5/22	8/26/22	5	200	200	8:30 AM	12 NOON
3568	WOODLYNN SCHOOL DIS	131 ELM STREET	WOODLYNN	NJ	08107	856-863-4900	PRINCIPAL	7/5/22	7/29/22	5	120	120	8:00 AM	12 NOON
3640	HEAVENS LITTLE ANGELS	915 N. 36TH ST	CAMDEN	NJ	08105	856-225-1410	ESTER FELICIANO	7/5/22	8/26/22	5	50	50	9:00 AM	12 NOON
3648	YAHWEH CDC	3710 FEDERAL ST	CAMDEN	NJ	08105	856-963-1010	TAWANA BUTLER	7/5/22	8/26/22	5	40	40	8:00 AM	12 NOON
3660	CAMP YAHWEH	4415 MARLTON PIKE	CAMDEN	NJ	08109	609-313-9792	JANEEN DAVIS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
											1040	1130		

Summer Food Service Program - Application

My Account

Sponsor Details - Summer 2022

City of Camden - 07200012 Section Status: **Approved**

Sponsor Info

Legal Sponsor Name

City of Camden

Federal Fiscal Year

2022

Agreement #

07200012

Vendor ID

V21600041800

UEI # *

Duns # *

077069581

Help

Federal ID *

216000418

County

Camden

Sponsor Email Address *

fogibbs@ci.camden.nj.us

Sponsor Telephone# *

(856) 757-7317

Extension#

Mailing Address

Address 1 *

1000 N. 6th Street

Address 2

City *

Camden

State *

New Jersey

Zip *

08102

Zip-Extension *

0000

Office Address

☐ *Check if the office address is same as mailing address.*

Address 1 *

1000 N. 6th Street

Address 2

City *

Camden

State *

New Jersey

Zip *

08102

Zip-Extension *

0000

Programs Details

Sponsor Type

GOVERNMENT

Tax Exemption Status * - 501(c)(3) (If Applicable)

◯ Yes ◯ No

Are you currently receiving commodities? *

◯ Yes ◯ No

Save

← Back to Application Summary

Summer Food Service Program - Application

My Account

Sponsor Details - Summer 2022

City of Camden - 07200012 | Section Status: **Approved**

Sponsor Info

Legal Sponsor Name: City of Camden
Federal Fiscal Year: 2022
Agreement #: 07200012
Vendor ID: V21600041800
UEI # *:
Duns # *: 077069581
Help
Federal ID *: 216000418
County: Camden
Sponsor Email Address *: fogibbs@ci.camden.nj.us
Sponsor Telephone# *: (856) 757-7317
Extension#:

Mailing Address

Address 1 *: 1000 N. 6th Street
Address 2:
City *: Camden
State *: New Jersey
Zip *: 08102
Zip-Extension *: 0000

Office Address

Check if the office address is same as mailing address.

Address 1 *: 1000 N. 6th Street
Address 2:
City *: Camden
State *: New Jersey
Zip *: 08102
Zip-Extension *: 0000

Programs Details

Sponsor Type: GOVERNMENT
Tax Exemption Status - 501(c)(3) (If Applicable) *: ○ Yes No
Are you currently receiving commodities? *: ○ Yes No

Save | ← Back to Application Summary

Summer Food Service Program - Application

My Account

User Information - Summer 2022

City of Camden - 07200012 | Section Status: **Approved**

Information

Submitter/Alternate Submitter – *Submitter is responsible for completing and submitting the application and submitting the reimbursement. This user will have full access of the online system.*

Voucher Certifier – *Certifier is responsible for certifying the voucher upon submission but has no access to edit the application or submit reimbursement.*

View Only User 1/View Only User 2 – *View only user will have read-only access.*

Submitter

First Name *	Last Name *	Job Title *
Janean	Gooden	Chief Com. Rel. Specialist

Email *	Login ID (myNJ Account) *
jagooden@ci.camden.nj.us	jgoodtwo@yahoo.com

Telephone	Extension	Mobile
(856) 968-6406		(856) 379-5852

Voucher Certifier

First Name *	Last Name *	Job Title *
Barbara	Bellamy	Coordinator Grants Monitor

Email *	Login ID (myNJ Account) *
babellam@ci.camden.nj.us	ballamy1967

Telephone	Extension	Mobile
(856) 757-7689		(609) 206-1083

Alternate Submitter

First Name *	Last Name *	Job Title *
Forrest	Gibbs	Youth Group Worker

Email *	Login ID (myNJ Account) *
fogibbs@ci.camden.nj.us	moneybag31

Telephone	Extension	Mobile
(856) 757-7210		

View Only User 1

First Name *	Last Name *	Job Title *
Martin	Hunter	Youth Group Worker

Email *	Login ID (myNJ Account) *
mahunter@ci.camden.nj.us	1210416

Telephone	Extension	Mobile
(856) 757-7095		(856) 264-5859

View Only User 2

First Name	Last Name	Job Title

Email	Login ID (myNJ Account)

Telephone	Extension	Mobile

Save

← Back to Application Summary

Summer Food Service Program - Application

My Account

Sponsor Management Plan - 2022

City of Camden - 07200012 | Section Status: **Approved**

Other USDA Programs

Enter other USDA Programs you participate in **during the Summer months**

_ None

☐ School Breakfast Program ☐ Child and Adult Care Food Program ☐ Special Milk Program ☐ National School Lunch Program/SFA

☐ At Risk

Dates of Operation

Enter your dates of operation:

Begin: 07/05/2022 End: 08/26/2022

Enter your operating days each month. The total # of days will tally automatically

October	November	December	January	February	March	April	May	June	July	August	September	Total Days
0	0	0	0	0	0	0	0	0	19	20	0	39

Advance Funding

Select if you are requesting advance funding or not and if so for which month(s) ◯ Yes ◯ No

Check applicable month(s) of advance funding requested: ☐ July ☐ August

Staff Training

Each sponsor must provide annual training for all their food services and administrative personnel involved with the Summer Food Service Program. Written documentation of these sessions must be maintained on file for review during the administrative review. Complete all sections in the chart.

Required Topics	Name of the Trainer	Date of Training	
Seriously Deficient (Apply to all)	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
State Violation	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Program Overview	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Program Operation	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Record Keeping	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Job Responsibilities	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Monitoring Procedures	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S

Program Records

List the person(s) responsible for the program records listed below.

Required Records	Compliance	Name of the Person Responsible
Approved Menus (Apply to all)	**Monitors for Substitutions**	Forrest Gibbs & Chanelle Perry
Meal Counts	**Taken at the Point of Each Meal Service**	Forrest Gibbs & Chanelle Perry
Monitoring	**First Week, Fourth Week**	Forrest Gibbs & Chanelle Perry

Maintenance of Program Cost Records

List the supportive source documentation your sponsor will maintain for all program costs.

Required Records	Type of Documentation
Food Purchases (Apply to all)	Contract, Purchase Order, Invoices,
Non-Food Supplies	Purchase order, invoice
Delivery Slips	delivery slips for each site and details weekly invoice

Required Records	Type of Documentation
Food Service Operational Cost	weekly invoice, time sheets, and ADP data form
Administrative Costs	Purchase order, invoice, time sheets and ADP data form
Net Cash Resource Schedule	Excel Spread Sheet

Disclosure of Lobbying Activities

Indicate whether your sponsor participates in lobbying activities pursuant to 31 U.S.C. 1352 ○ Yes No

Documents

Select the document type from the list and upload the file.

Document Type * Select document type Browse and upload

Search:

Type	File Name	Uploaded Date & Time	Uploaded B		
Letter to Health Department	2022 SCHEDULE A HEALTH DEPT.xls	04/29/2022 13:03:12	Janean Gooden	Approved	
Letter to Health Department	2022 Health Dept Letter.docx	04/07/2022 11:30:50	Janean Gooden	Approved	
Letter to Health Department	2022 SCH A Health Dept.xls	04/07/2022 11:38:56	Janean Gooden	Approved	
Other	2022 BID SCHEDULE A.xls	04/29/2022 13:03:25	Janean Gooden	Approved	
Other	2022 SFSP DISCLOSURE OF LOBBYING.pdf	04/07/2022 11:31:50	Janean Gooden	Approved	
Other	2022 SAM SFSP.pdf	04/07/2022 11:31:56	Janean Gooden	Approved	
Other	2022 FIN CAP STATEMENT.pdf	04/07/2022 11:34:07	Janean Gooden	Approved	
Other	2022 PRE CIVIL RIGHTS QUESTIONARE.pdf	04/07/2022 11:34:20	Janean Gooden	Approved	
Other	2022 SFSP FSMC IFB Contract 3-2022.doc	04/28/2022 09:42:21	Janean Gooden	Approved	
Other	2022 sfsp -BID AD may 2.docx	04/28/2022 09:42:32	Janean Gooden	Approved	
Public Announcement - News Release	2022 SFSP New Release.docx	04/07/2022 11:31:35	Janean Gooden	Approved	
Schedule C-Menu	2022 SCHEDULE C MENU 3 24 22.docx	04/07/2022 11:31:11	Janean Gooden	Approved	
Schedule C-Menu	2022 SCHEDULE C MENU 4 11 22.docx	04/11/2022 14:09:57	Janean Gooden	Approved	

I certify that to the best of my knowledge, the information on the Sponsor Management Plan is true and correct in all aspects, and records are available to support the information provided on this form. Prior written approval of any budgetary amendments by the sponsor must be received in writing from the State agency. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes. I agree to accept final administrative and financial responsibility for all program operations at all approved sites.

Comments

Sponsor Management Plan, Maintenance of Program Cost Records, all required records should be listed as a type of document not a person. Net Cash Resource Schedule should be Excel Spreadsheet.
On the Menu specify what a super donut is. GW 4/11/22

4/27/22 Woodlynn School start time in site section doesn't match start time on schedule A Health Dept spreadsheet. (RBW)

Complete Later Save ← Back to Application Summary

Summer Food Service Program - Application

My Account

Sponsor Management Plan - 2022

City of Camden - 07200012 | Section Status: **Approved**

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- Child and Adult Care Food Program
- Special Milk Program
- National School Lunch Program/SFA
- At Risk

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Begin: 07/05/2022 End: 08/26/2022

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Record Keeping	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
Job Responsibilities	Forrest Gibbs & Chanelle Perry	06/08/2022	Malandra Hall, 1200 S
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Other	2022 SFSP DISCLOSURE OF LOBBYING.pdf	04/07/2022 11:31:50	Janean Gooden	Approved
Other	2022 SAM SFSP.pdf	04/07/2022 11:31:56	Janean Gooden	Approved
Other	2022 FIN CAP STATEMENT.pdf	04/07/2022 11:34:07	Janean Gooden	Approved
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Complete Later | Save | ← Back to Application Summary

Summer Food Service Program - Application

My Account

Sites Summary - Summer 2022

City of Camden - 07200012 — Section Status: **Not Approved**

Add New Site

Blank Site | + Add

Sites List

Search: | Export Data to Excel | Show All entries

Site Code	Site Type	Site Name		Site Status		Participation Status	Revision	Submitted Date
2925	Open	N. Camden Gym Rec	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2946	Open	Cramer Hill Center	Approved	Active	Initial	04/07/2022	04/11/2022	04/29/2022
2949	Open	Broadway Recreation	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2958	Open	Isabel Miller Recreation	Approved	Active	Initial	04/07/2022	04/11/2022	04/29/2022
2966	Open	ML King Center - Recreation	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2997	Open	Whitman Park Watertower	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
2999	Open	Malandra Hall Recreation	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3010	Open	Northgate 1 Residents	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3022	Open	Newton Creek		Inactive	Initial			
3039	Open	Eastside Civic @ Ralph Williams Park	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3045	Open	United Neighbors of Whitman Park		Inactive	Initial			
3078	Open	St. John Baptist Church - Rec		Inactive	Initial			
3084	Open	New Life CDC - Rec		Inactive	Initial			
3091	Open	Camden High Sum Football Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3095	Open	Woodrow Wilson Sum Football Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3100	Open	CHA - Baldwin's Run	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3122	Open	CHA - Branch Village Center		Inactive	Initial			
3129	Open	CHA - Ablett Village	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3133	Open	CHA - Chelton Terrace	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3136	Open	CHA - McGuire Gardens	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3144	Open	CHA - Roosevelt Manor	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3147	Open	Centennial Village		Inactive	Initial			
3152	Open	Grace Apostolic Church		Inactive	Initial			
3158	Open	St. Pauls Church	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3166	Open	Hope Community Outreach Church		Inactive	Initial			
3276	Open	Children of Hope @ Bethel Deliverance Church		Inactive	Initial			
3332	Open	Youth on the Move @ New Hope Church		Inactive	Initial			
3339	Open	Love Fellowship Church		Inactive	Initial			

3343	Open	Community Baptist Church		Inactive	Initial			
3349	Open	New Beginnings UM Church		Inactive	Initial			
3518	Open	Christian Ministries		Inactive	Initial			
3531	Open	Puerto Rican Unity for Progress (PRUP)	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3537	Open	Ed Snider Hockey @ Flyer Skate Zone		Inactive	Initial			
3545	Open	Islamic Study Center	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3551	Open	Mi Casa Village Apartment Complex		Inactive	Initial			
3557	Open	Camden Kids Academy Summer Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3568	Open	Woodlyn School District	Not Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3585	Open	New Life Ministries		Inactive	Initial			
3589	Open	El Shaddai I		Inactive	Initial			
3602	Open	Ferry Avenue Library		Inactive	Initial			
3640	Open	Heaven's Little Angel's Summer Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3648	Open	Yahweh Child Development Summer Camp	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3660	Open	Camp Yahweh	Approved	Active	Initial	04/11/2022	04/12/2022	04/29/2022
3686	Open	Dream Center @ Mastery High School		Inactive	Initial			
3700	Open	Ben Franklin Elementary School		Inactive	Initial			
3703	Open	LAM @ Ben Franklin School		Inactive	Initial			
3893	Open	Pennsauken High School		Inactive	Initial			
3898	Open	Pennsauken Intermmendiate School		Inactive	Initial			
3907	Open	Life Assembly Youth Program		Inactive	Initial			
3923	Open	Iron Lion Karate		Inactive	Initial			
3927	Open	Fine Elementary School		Inactive	Initial			
3939	Open	Dare 2 Dance @ Riggs Center		Inactive	Initial			
16521	Enrolled/Area Eligible	Mini Miracles Daycare		Inactive	Initial			

Showing 1 to 53 of 53 entries

Previous 1 Next

Comments

please see comments in all sites not approved. GW 4/11/22

See comment in unapproved site application Tbp 5/3/2022.

← Back to Application Summary

State of New Jersey - Department of Agriculture
Division of Food and Nutrition
PO Box 334 - Trenton NJ 08625-0334

SUMMER FOOD SERVICE PROGRAM (SFSP)
PERMANENT AGREEMENT

LEGAL NAME OF SPONSOR: City of Camden

AGREEMENT NUMBER: 07200012

Address: 1000 N. 6th Street, Camden NJ 08102-0000

To accomplish the purpose of the Summer Food Service Program (the "Program") authorized by Section 13 of the National School Lunch Act, the Child Nutrition Act of 1966, as amended, and regulated by 7 CFR Part 225, the New Jersey Department of Agriculture ("NJDA" or the " State Agency") and the organization whose name and address appear above the "Sponsor"), hereby intending to be legally bound, agree to the following:

I.Definitions
The following terms shall apply to this Agreement:

A."Administrative costs" means costs incurred by a sponsor related to planning, organizing and managing a food service under the Program and excluding interest costs and operating costs.
B."Advance payments" means financial assistance made available to a sponsor in order to assist the sponsor in meeting expenses prior to the end of the month in which such costs will be incurred.
C."Areas in which poor economic conditions exist" means:
(a)The attendance area of a school in which at least 50 percent of the enrolled children have been determined eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program;
(b)A geographic area where, based on the most recent census data available or information provided from the Department of Health and Human Services, at least 50 percent of the children residing in that area are eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program;
(c)A geographic area where a site demonstrates, based on other approved sources, that at least 50 percent of the children enrolled at the site are eligible for free or reduced-price meals under the National School Lunch Program and the School Breakfast Program; or
(d)A closed enrolled site.
D."Camps" means residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp sites shall offer a continuous schedule or organized cultural or recreational programs for enrolled children between meal services.
E."Children" means (a) persons 18 years of age and under; and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.
F."Family" means a group of related or nonrelated individuals, who are not residents of an institution or boarding house but who are living as one economic unit.
G."Fiscal year" means the period beginning October 1 of any calendar year and ending September 30 of the following calendar year.
H."Food service management company" means any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for use in the Program, or for managing a sponsor's food service operations in accordance with the limitations set forth in 7 CFR 225.15. Food service management companies may be:
(a)public agencies or entities;
(b)private, nonprofit organizations; or
(c)private, for-profit companies.
I."FNS" means the USDA Food and Nutrition Service.
J."Meals" means food which is served to children at a food service site and which meets the nutritional requirements set out in 7 CFR 225.16.
K."NYSP" means the National Youth Sports Program administered by the National Collegiate Athletic Association.
L."Operating costs" means the cost of operating a food service under the Program:
(a)Including the (1) cost of obtaining food, (2) labor directly involved in the preparation and service of food, (3) cost of nonfood supplies, (4) rental and use allowances for equipment and space, and (5) cost of transporting children in rural areas to feeding sites in rural areas, but
(b)Excluding (1) the cost of the purchase of land, acquisition or construction of buildings, (2) alteration of existing buildings, (3) interest costs, (4) the value of in-kind donations, and (5) administrative costs.
M."Private nonprofit organization" means an organization (other than private nonprofit residential camps, school food authorities, or colleges or universities participating in the NYSP) participating that meets the definition of "private nonprofit" herein and that:
(a)Exercises full control and authority over the operation of the Program at all sites under its sponsorship;
(b)Provides ongoing year-round activities for children or families;
(c)Demonstrates that it has adequate management and the fiscal capacity to operate the Program;
(d)Is an organization described in section 501 (c) of the Internal Revenue Code of 1986 and exempt from taxation under 501 (a) of that Code; and
(e)Meets applicable State and local health, safety and sanitation standards.
N."Program" means the Summer Food Service Program for Children authorized by Section 13 of the National School Lunch Act.
O."Rural" means any area in a county which is not part of a Metropolitan Statistical Area or any "pocket" within a Metropolitan Statistical Area which, at the option of the State agency and with FNS Regional Office concurrence, is determined to be geographically isolated from urban areas.
P."School food authority" means the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a lunch program in those schools. In addition, for the purpose of determining the applicability of food service management company registration and bid procedure requirements, "school food authority" also means any college or university which participates in the Program.
Q."Self-preparation sponsor" means a sponsor that prepares the meals that will be served at its site(s) and does not contract with a food service management company for unitized meals, with or without milk, or for management services.
R."Site" means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.
S."Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private, nonprofit college or university currently participating in the NYSP, or a private nonprofit organization which develops a special summer or other school vacation program providing food services similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program. Sponsors are referred to in the National School Lunch Act as "service institutions."
T."State Agency" means the New Jersey Department of Agriculture, Division of Food and Nutrition.

U."Unused reimbursement" means the difference between the amount claimed for reimbursement and actual costs.
V."USDA" means the United States Department of Agriculture.

II.General Conditions

A.The State Agency shall, to the extent of funds available, reimburse Sponsor for Program eligible meals served to children at the approved sites listed in the yearly Schedule A (s) during the time-period therein stated. The State Agency will promptly notify Sponsor of any change in the minimum meal requirements or reimbursement rates.

B.The State Agency will disallow meals for reimbursement and/or reduce the maximum number of meals approved for a site and/or close a site for any one or more of the following violations:

1.Unauthorized adults consuming meals.
2.Offsite consumption of meals.
3.Meals claimed for reimbursement more than the approved level of meal service (ALMS).
4.Meals served which do not follow the day's menu cycle.
5.Violations of USDA regulations.
6.Meals served outside the approved meal service time.

C.The Sponsor shall:

1.Ensure that each approved site listed on the Schedule A and all subsequent Schedule A(s), serves an area in which poor economic conditions exist; or offers a regularly scheduled organized cultural or recreational activity with an enrollment and daily attendance in which at least half of all children enrolled in each session are eligible for free or reduced price school meals; or is a residential camp which, since such residential camps shall be reimbursed only for meals served to eligible children, shall submit annual eligibility information that documents the number of children enrolled in each session whose family incomes meet the eligibility requirements for free or reduced price school meals.

2.Ensure that all approved sites listed on the Schedule A, and all subsequent Schedule A(s), have been, and will be, visited and determined to have the capability and the facilities to run the Program for the anticipated number of children to be served and the meal service planned.

3.Operate a nonprofit food service during the time periods specified below:
(i)From May through September for children on school vacation;
(ii)At any time of the year, if Sponsors administers the Program under a continuous school calendar system; or
(iii)During the period from October through April, if Sponsor serves an area affected by an unanticipated school closure due to natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State Agency, a similar cause.

4.Offer meals, if a school food authority, and for all other sponsors, serve meals, which meet the requirements and provisions set for the in 7 CFR 225.16 and Schedule B, in accordance with the State Agency approved menu (Schedule C) during the times designated as meal service periods by the Sponsor in Schedule A, and all subsequent yearly Schedule A(s), and offer the same meals to all children. The menu must be the State Agency required document prepared by the Sponsor and approved by the State Agency. The menu shall not be developed by a food service management company.

5.Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the Program. Additionally, serve meals in accordance with meal time intervals specified in Program regulations, 7 CFR Part 225, and the approved meal service times listed on Schedule A and the Site Information Sheets.

6.Retain final financial and administrative responsibility and oversight for the Program, which includes maintaining contact with meal service staff, ensuring that adequately trained meal service staff are on site, monitoring the meal service throughout the period of Program participation, and terminating meal service at a site if staff fail to comply with Program regulations.

7.Execute the State Agency Policy Statement and issue to all participants a Free Meal Policy statement which includes a statement of nondiscrimination that assures that all children are served the same meals and that there is no discrimination in the course of the food service. Sponsor must also include a statement that the meals served are free at all sites unless the site is a camp. If Sponsor operates a camp, the statement must also include a statement of eligibility standards, the application and payment process for Program meals, and hearing procedures.

8.Hold Program training sessions for its administrative and site personnel on Program duties and responsibilities at the time and place specified on the Sponsor Management Plan, and not allow any site to operate until personnel have attended at least one training session. Provide documentation and certification, if applicable, of all training sessions to the State Agency during the administrative review process.

9.Ensure that all administrative personnel attend State Agency training provided to sponsors and provide additional training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities. Each site shall have present at each meal service at least one person who has received training.

10.Claim reimbursement only for the type or types of meals specified in this Agreement, and any subsequent Amendments, and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in this Agreement, and any subsequent Amendments, and served without charge to children who meet the Program's income standards. Changes may not be made to the serving time of any meal unless the changes are approved by the State agency.

11.Ensure that all expenditures are allowable and consistent with FNS Instruction and guidance and that all funds accruing to the food service operation are properly identified and recorded as food service revenue.

12.Plan to serve and claim reimbursement for one meal per eligible child and submit all claims for reimbursement in accordance with 7 CFR Part 225 and procedures established by the State Agency.

13.Maintain proper sanitation and health standards in the storage, preparation and service of food that conform with all applicable State and local laws and regulations. Self-preparation sites must have a current health certificate.

14.Accept and use USDA donated foods in quantities that may be efficiently utilized by the Program. Maintain documentation on file for all donations.

15.Have access to facilities necessary for storing, preparing, serving, and refrigerating food.

16.Review food service operations at each site at least once during the first and four weeks of operations, and thereafter, maintain a reasonable level of site monitoring. Sponsor shall complete the State Agency monitoring form during each review and maintain these forms on file.

17.Make all accounts and records pertaining to the Program available to State, Federal, or other authorized officials for audit or administrative review, at a reasonable time and place. The records shall be retained for a period of three (3) years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved. Sponsor records must be kept at the address listed on this Agreement.

18.Maintain all children on site during meal service and serve meals in a planned and organized manner conducive to good eating and dietary habits.

19.Provide adequate supervisory and operational personnel for overall monitoring and management of food service operations at each site listed and approved on the Schedule A. Personnel shall visit all food service sites at least once during the first week of operation under the Program and promptly take all actions necessary to correct any deficiencies found at the time of the visit. Complete and maintain on file at the administrative office address listed on this Agreement all documentation of these required site visits. Accept final administrative and financial responsibility for the total Program operations at all facilities and claim reimbursement only for meals served to enrolled participants at the approved food service facilities.

20.Maintain a financial management system using State Agency record keeping forms. This responsibility shall not be delegated to a food service management company.

21.Prepare and submit claims for reimbursement supplied by the State Agency by the 10th of the month following the month of operation for which the claim is submitted. The State Agency is prohibited by law from paying any claim submitted later than sixty (60) days following the end of the month for which meals are being claimed. The preparation and submission of reimbursement claims shall not be delegated to a food service management company.

22.Utilize the appropriate State Agency Net Cash Resource Schedule at least annually to ensure that net cash resources do not exceed expenditures. For those sponsors operating year-round, net cash resources cannot exceed three months average expenditures. For those sponsors only participating in the Program, net cash resources cannot exceed one-month operating expenditures.

23.Submit an annual application which includes a budget for administrative costs to participate in the Program accompanied by Site Information Sheets for each site at which a food service operation will be proposed.

24.Comply with all applicable federal and State procurement laws when contracting with a food service management company.

25.Ensure that State Agency prototype contracts are used for the contracting of all services.

26.Notify the State Agency in writing of any changes in the following: person (s) authorized to sign contracts, director, record keeper, person responsible for the food program, dates of operation, address and telephone number and/or site facility, within ten (10) days of the change.

27.Use the State Agency application, when applicable, to determine the eligibility of children attending camps and the eligibility of sites that are not in the attendance area of a school in which at least 50 percent (50%) of the enrolled children have been determined eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program.

III.Compliance with Existing Laws

In the operation of the Program, Sponsor shall comply with the requirements of the Program Agreement and with all applicable USDA Program policies and regulations, including 7 CFR Part 225 and 2 CFR Part 200 and all applicable State and local laws. Failure to comply with such laws, rules or regulations shall be grounds for termination of this agreement.

IV.Indemnification

Sponsor shall be solely responsible for and shall keep, save, and hold NJDA and the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of Sponsor's services or to any other persons, or from any damage to any property sustained in connection with the delivery of Sponsor's services which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from Sponsor's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of Sponsor. Sponsor's liability under this Agreement shall continue after the termination of this Agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

V.Assignability

Sponsor shall not subcontract any of the work or services covered by this Agreement, nor shall any interest be assigned or transferred without the express written approval of the State Agency.

VI.Availability of Funds

The Parties hereto recognize and agree that continuation of funding under this Agreement is expressly dependent upon the availability to the State Agency of funds appropriated by the State Legislature from State or Federal revenue or such other funding sources as may be applicable. The State Agency shall not be held liable for any breach of this Agreement because of the absence of available funding appropriations.

VII.Procurement Standards

All procurement of food, supplies, goods, and other services must comply with the cost principles in 2 CFR Part 400, the procurement standards prescribed in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200, the Uniform, Administrative Requirements, Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations located at 2 CFR Part 215, and all applicable regulations found in 7 CFR Part 225. Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Sponsor of the contractual responsibilities arising under its procurement. The Sponsor is the responsible authority, without recourse to the State Agency regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a contract.

VIII.Property Management Standards

Property furnished by the State Agency or acquired in whole or in part with federal or State Agency funds or whose cost was charged to a project supported by federal or State Agency funds shall be utilized and disposed of in a manner generally consistent with the standards in 2 CFR Part 200.

IX.Method of Payment

A.At the Sponsor's request, the State Agency shall make advance payments to Sponsors, after execution of this Program Agreement, to assist Sponsor in meeting operating costs and/or administrative expenses. Such advance shall not exceed the dollar limits established by federal and state laws and policies. The State Agency shall, to the extent administratively possible, make advance payments by June 1, July 15, and August 15 of each year for the months of June, July and August, if Sponsor intends to operate at least ten (10) days in the respective month. As a prerequisite, Sponsor must have held training sessions for administrative and site personnel.

Advance payments will be subsequently deducted from regular reimbursement payments. The State Agency may withhold advance payments in certain instances more specifically detailed in 7 CFR Part 225. In the event the State Agency's advance payments or regular reimbursement payments to the Sponsor are late, the State Agency will not be liable for payment of penalties or interest on the late payment. Interest earned on advance payments must be recorded as Program income. Any excess funds which result from an advance payment that exceeds monthly reimbursements must be used to improve the meal service and management of the Program.

B.The State Agency shall provide reimbursement payments to Sponsor upon receipt of Sponsor's monthly reimbursement claim. Failure to maintain records to support claims may be grounds for denial of reimbursement for meals served. If Sponsor receives more reimbursement than expended on allowable costs, Sponsor must use this unused reimbursement to improve the meal service or management of the Program. Unused reimbursement remaining at the end of the Program year must be used to pay allowable costs of other Child Nutrition Programs or for Summer Food Service operations in the following Program year.

X.Financial Management System

A.The financial officer, designated by the Sponsor, shall be responsible for maintaining an adequate financial management system. The financial officer will notify the State Agency when the Sponsor cannot comply with the requirements established herein.

B.Sponsor's financial management system shall provide for:
1.Accurate, current and complete disclosure of the financial results of each Program.
2.Effective internal and accounting controls over all funds, property and other assets. Sponsor shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
3.Accounting records that are supported by source documentation.
4.Procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of the 2 CFR Part 200.

C.If the State agency determines that the Sponsor's accounting system does not meet the standards described in B above, additional information to monitor the Agreement may be required by the State Agency upon written notice to the Sponsor until the system meets with agency approval.

XI.Monitoring of Program Performance
A.Sponsor shall constantly monitor Program performance under this Agreement to assure that performance goals are being achieved as applicable and as defined.
B.The State Agency shall, at its discretion, make site visits to:
1.Review program accomplishments and management control systems.
2.Provide such technical assistance as may be required.

XII.Budget Revision and Modification
Sponsor shall request, in writing, approval from the State Agency when there is reason to believe a revision or modification of the approved budget will be necessary. Budget category variances more than five thousand dollars ($5,000) or 10 percent of the total contract, whichever is lower, shall require written approval from the State Agency.

XIII.Records
A.Sponsor shall maintain such records as it will need to support its claim for reimbursement and shall make such records available to the State Agency upon request.
B.Sponsor shall grant the New Jersey Department of Agriculture, the United States Department of Agriculture, the Inspectors General, the Comptroller General of the United States and its State counterparts, or any of their duly authorized representatives, access to any books, documents, papers and other records of the sponsor which are directly pertinent to this agreement, for the purpose of making audit, examination, excerpts and transcripts; and shall provide timely and reasonable access to sponsor personnel for the purpose of interview and discussion related to such documents.
C.Sponsor shall retain all records required or necessary under this Agreement for a period of three years from the date of final payment hereunder; except that in the event of litigation, claims, or audit findings, the records must be retained until all litigation, claims and audit findings involving the records have been resolved and final action taken. Sponsor will adhere to all additional exceptions, if applicable, as required by state and federal law.
D.Sponsor shall maintain all documentation related to products, transactions or services under this Agreement for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.
E.The State Agency may request transfer of certain records to its custody from Sponsor when it determines that the records possess long-term retention value and will decide with Sponsor to retain any records that are continuously needed for joint use.

XIV.Subcontracts
No contractor may subcontract any portion of services under this Agreement.

XV.Termination
This Agreement may be terminated upon ten (10) days written notice sent by certified mail, return receipt requested, on the part of either party. The State Agency may terminate this Agreement for any one or more of the following documented reasons but shall not be limited to these reasons:
1.Violations of state or federal procurement regulations and procedures
2.Submission of a claim for reimbursement with insufficient documentation to support said claim.
3.Unauthorized changes in the required Program food service management company contract.
4.Submission of inaccurate or incomplete information on the Sponsor Management Plan.
5.Submission of inaccurate or incomplete information on the Site Information Sheets. No termination of this Agreement shall affect the obligation of the Sponsor to maintain and retain records and to make such records available for audit for a period of three (3) years after the end of the Agreement year to which they pertain, except in the event of an unresolved audit, in which case, records shall be maintained until the audit is resolved.

XVI.Audit Requirements
The audit requirements for Program sponsors, pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and/or New Jersey OMB Circular 15-08, include the following:
Recipients whose funding is $750,000 or more in state and/or federal financial assistance within their fiscal year must have a single audit performed in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
Recipients whose funding is less than $750,000 but more than $100,000 in state and/or federal financial assistance within their fiscal year must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with circular letter NJ 15-08-OMB. The type of Audit required is dependent upon the source of funding.
Recipients whose funding is less than $100,000 in federal and/or state funding within their fiscal year are not required to have an audit performed.
The completed audit is due to the cognizant agency, the one which provided most of the funding, within 9 months of Sponsor's fiscal year end. The audit must be performed by an independent CPA. Federal funds cannot be used to pay for any required audit.
State funds expended during the Sponsor's fiscal year derived from a vendor relationship are not subject to audit requirements. Determination of a vendor relationship status of funds expended can only be made by the cognizant agency, in conjunction with the other funding agency or agencies if necessary.
Failure to comply with audit requirements may result in an overclaim to Sponsor's Program and/or a seriously deficient determination.

XVII.Modification
The terms of this Agreement shall not be modified or changed in any way other than by mutual consent in writing of Sponsor and the State Agency.

XVIII.Assurance
A.Neither Sponsor, nor any person on its behalf, shall discriminate against or intimidate any employee engaged in the performance of work under this Agreement or any subcontract hereunder, because of race, color, national origin, age, sex, religion, reprisal or disability. Further, in the hiring of persons for the performance of this Agreement or any subcontract hereunder, neither the Sponsor, nor any person acting on behalf of the Sponsor, shall because of race, color, national origin, age, sex, religion, reprisal or disability discriminate against any person who is qualified and available to perform the work to which the employment relates.

B.Sponsor assures the State Agency that it now complies with, and shall in the future comply with, federal and state laws and regulations, including Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2002d et seq.), (P.L. 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. 1981 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) designed to ensure nondiscrimination and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice Enforcement Guidelines (28 CFR Parts 42 and 50), and FNS directives or regulations issued pursuant to these regulations, to the effect that, no person shall, on the ground of race, color, national origin, age, sex, disability, or reprisal or retaliation from prior civil rights activity, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the sponsor receives Federal financial assistance from the State Agency; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.

This assurance is given in consideration of, and for the purpose of, obtaining any and all federal financial assistance, grants and loans of federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, and detail of Federal personnel, the sale and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the Sponsor, or any improvements made with federal financial assistance extended to the Sponsor by the USDA. This includes any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance such as food, cash assistance for the purchase of food, rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized State Agency and/or USDA personnel during hours of Program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA FNS shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees if it receives assistance or retains possession of any assistance from the State agency. The person or persons, whose signature appears below certifies that he or she is authorized to sign this assurance on behalf of the sponsor.

XIX.Policy Statement

The Sponsor agrees to participate in the New Jersey Department of Agriculture, Summer Food Service Program (SFSP or Program) and accepts responsibility for providing Program benefits to eligible children in the Program.

The Sponsor assures the New Jersey Department of Agriculture, Summer Food Service Program that:
1.All children are served the same meal.

2.There is no discrimination in the course of the food service. In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity.

3.Except for camps, the meals served are free at all sites.

All applicants that are camps that charge separately for meals also ensure the following:
1.The income eligibility standards conform to the U.S. Secretary of Agriculture's family size and income standards for reduced price school meals.

2.The method or methods used in accepting applications from families for Program meals ensure that households are permitted to apply on behalf of children who are members of households receiving food stamp, FDPIR, or TANF benefits using the categorical eligibility procedures described in 7 CFR §225.15(f).

3.The method used by camps for collecting payments from children who pay the full price of the meal prevents the overt identification of children receiving a free meal.

4.The camp will establish a hearing procedure for families wishing to appeal a denial of an application for free meals. Such hearing procedures shall meet the requirements set forth in 7 CFR §225.15(c)(5);

5.If a family requests a hearing, the child shall continue to receive free meals until a decision is rendered.

6.There will be no overt identification of free meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, age, or disability.

For questions or additional information, please contact our office:

New Jersey Department of Agriculture
Division of Food and Nutrition
Summer Food Service Program
PO Box 334
Trenton, NJ 08625-0334
Office: (609) 292-4498 Fax: (609) 984-0878

CERTIFICATION

☑ The Sponsor represents and warrants that it is the governing body responsible for the administration of the approved sites listed on Schedule A and all subsequent yearly Schedule A(s), or it is an agency to which the sites listed on Schedule A and all subsequent schedule A(s), have delegated authority for the operation of their food service. All the information provided in this Agreement is true and correct to the best of my knowledge. I understand that this information is being given about the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. The Summer Food Service Program must be made available to all children regardless of sex, age, race, color, disability or national origin. Any changes to the operation of the Program must be in accordance with Program requirements and regulations and reported to the State agency for approval prior to implementing the change in the Program.

I am authorized to sign, date and certify this permanent agreement and policy statement on my behalf or behalf of the person authorized to sign contractual agreements.

Jancan L. Gooden _____ 3/24/2022

Agreement # 22 07200012

Agency Name CITY OF CAMDEN

Summer Food Service Program
DISCLOSURE OF LOBBYING ACTIVITIES

☒ Check if not applicable and complete box 16.

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:

☐ a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Actions

☐ a. bid/offer/application
b. initial award
c. post-award

3. Report Types:

☐ a. initial filing
b. material change

For Material Change Only:

Year ____ quarter ____
date of last report ____

4. Name and Address of Reporting Entity:

☐ Prime ☐ Subawardee Tier ____, if known:

Congressional District, if known:

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description

CFDA Number, if applicable:

8. Federal Action Number, if known:

9. Award Amount, if known:

$

10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):

b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

11. Amount of Payment (check all that apply):

$ ☐ actual ☐ planned

12. Form of Payment (check all that apply):

☐ a. cash
☐ b. in-kind; specify: nature ____ value ____

13. Type of Payment (check all that apply):

a. ☐ retainer
b. ☐ one-time fee
c. ☐ commission
d. ☐ contingent fee
e. ☐ deferred
f. ☐ other, specify:

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment indicated on Item 11:

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☒ No

16. Information requested through this form is authorized by title 31 U.S.C., Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: [signature]
Print Name: JANEAN L. GOODEN
Title: CHIEF COM. REL. SPECIALIST
Telephone No.: 856-968-6406 Date: 3/24/22

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TBP/nc/Disclos&Inst

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include, but are not limited to, subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number, the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action which there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

SYSTEM AWARD MANAGEMENT (SAM)

Sponsor (*Legal Name*) CITY OF CAMDEN

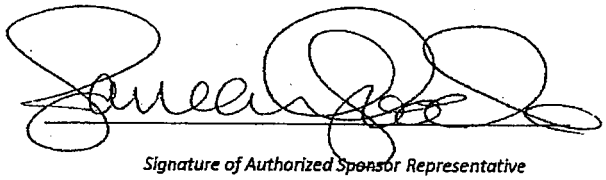
Agreement #: 22 / 07200012

Your Data Universal Numbering System (DUNS) number 0 / 7 / 7 / 0 / 6 / 9 / 5 / 8 / 1 /

I certify that my agency has registered with the System Award Management (SAM), which is the federal repository into which an entity must provide information required for the conduct of business as an award recipient or sub recipient. I realize that I am required to update required information about my agency on an annual basis. ***Attach copy of SAM current registration documentation***

Janean L. Gooden, Chief Com. Rel. Specialist

Name and Title of Authorized Sponsor Representative



Signature of Authorized Sponsor Representative

3/24/2022

Date

State of New Jersey

DEPARTMENT OF AGRICULTURE
HEALTH / AGRICULTURE BUILDING
PO BOX 330
TRENTON NJ 08625-0330

PHIL MURPHY
Governor
SHEILA OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

NJDA SUMMER FOOD SERVICE PROGRAM

FINANCIALLY & ADMINISTRATIVE CAPABILTY CERTIFICATION

The Summer Food Service Program (SFSP) is a per meal reimbursement program. It is not a grant program. Reimbursements are strictly based on participation levels that are subject to fluctuations. The SFSP monies are to be viewed as supplemental funding to an already existing funded program. In some instances, costs incurred in the operation of the SFSP may exceed program funding. However, participating in the SFSP can provide the opportunity to fund additional positions within an organization, as well as, meet the nutritional needs of eligible children in your community. In considering operating a SFSP certain fundamental management capabilities must be assessed. Organizations must be able to meet the following criteria:

- **FINANCIALLY VIABLE** – Each organization must have sound operational and administrative procedures in place; and ensure that financial reporting is reliable with a clear audit trail. An assessment of the reliability of all institution's funding sources must be performed.

  Should the SFSP earnings not be sufficient to cover your projected costs, or if the State Agency does not believe resources have been estimated accurately additional resources will need to be secured (i.e., grants, loans, or transfers of funds from other sources within the organization) or re-allocate monies within your existing SFSP budget.

  An agency is not financially viable if:
  - ✓ The agency is threatened to fold up because they are waiting for a SFSP reimbursement check.
  - ✓ Records of income and expenses are not properly reconciled monthly (at a minimum)
  - ✓ The organization has little outside funding (besides SFSP) and other revenue is sporadic and unreliable.
  - ✓ The organization is entirely dependent on the SFSP to acquire all its operational and administrative staff

This program provides a cash supplement for the program operation. The food service reimbursement from child nutrition programs will not cover all costs necessary to operate the food program (e.g. food, non- food supplies, food service labor, administrative labor, purchased services, etc.). Potential sponsor must assess if other reliable resources are available to manage the program.

- **ADMINISTRATIVELY CAPABLE** - Each organization must be able to operate the program with qualified administrative staff for timely performance in all functions to support the food service program operation; and apply the applicable laws and regulations to all aspects for program compliance.

  Capability can be demonstrated by:

  Completing timely, accurate and valid application materials and other reports, and

  Employing staff with the necessary skills to operate the program. Clearly, capability is closely linked to viability, since you first must have the resources to hire enough people with the proper qualifications to administer your program.

  In many cases, the food service reimbursement from child nutrition programs will not cover food service labor, administrative labor, purchased services, etc.).

  Sponsor must determine if enough reliable and capable staff, with adequate qualifications, is available to operate the program.

  Enough staff must be available to serve as back-up to ensure that program requirements and operation will not be interrupted due to unforeseen circumstances.

- **ORGANIZATION ACCOUNTABILITY** – Each Organization must have internal controls, a governing body, provide trainings, monitoring and required records in place.

  Examining your own internal practices, applying appropriate regulations and guidance, (you must have a thorough knowledge of regulatory requirements and procedures).

  Proper internal controls include written, established policies and procedures, as well as, effective program assessment and oversight of your organization, as provided by your governing board and proper oversight of your facilities.

  These controls are required of all federal program operators and help ensure proper program operation, adequate fiscal accountability, and oversight of all program activities.

  Internal controls are a fundamental component of any well-managed business, and they must be demonstrated in the management plan.

CITY OF CAMDEN	07200012
Sponsor Legal Name	**Agreement Number**
Sponsor Signature	3/24/22 **Date**
Specialist Signature	**Date**

State of New Jersey
DEPARTMENT OF AGRICULTURE
Division of Food & Nutrition
PO BOX 334
TRENTON NJ 08625-0334

SUMMER FOOD SERVICE PROGRAM
PRE-AWARD CIVIL RIGHTS QUESTIONNAIRE

Agreement Number: 22 07200012 /

This questionnaire must be submitted with all new applications for participation in federally assisted programs. The questionnaire must be completed in full and signed by an authorized sponsor representative. Failure to comply with this procedure can delay the processing of your Summer Food Service Program application.

Name and Address of Sponsor:	CITY OF CAMDEN, DEPT OF HUMAN				
	1000 N. 6TH STREET				
	CAMDEN, NJ 08102				
Telephone Number of Sponsor:	856-968-6406				
Sponsor Email Address:	JAGOODEN@CI.CAMDEN.NJ.US				

RACIAL / ETHNIC CATEGORIES:

White: (not of Hispanic origin) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black: (not of Hispanic origin) A person having origins in any of the black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition (includes Aleuts and Eskimos).

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this would include China, Japan, Korea, the Philippine Islands, Samoa, etc.

1. Indicate the method(s) used to recruit participants:

- [x] Open Enrollment
- [ ] Applications
- [ ] Referrals (social service agency, court, etc.)
- [ ] Other (explain)

		YES	NO	N/A
2.	Are the services and benefits of the agency offered to all without regard to race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[X]	[ ]	
3.	Is membership in any organization required as a prerequisite for admission into any program offered?	[ ]	[X]	
	If yes:			
	a. List the name of the organization: _____			
	b. Is the organization open to all persons without regard to race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[ ]	[ ]	[X]
	c. Does the organization have minority members?	[ ]	[ ]	[X]
4.	Have public announcements been made (through the media, e.g., newspapers, radio, television, etc.) indicating that the services and benefits of the agency are available to all persons regardless of race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[X]	[ ]	
	a. If yes, give date(s) when media were used and attach copies, for review, of any materials used by your agency for public notification purposes.	[X]	[ ]	[ ]
	b. If no, would your agency be willing to comply with the public notification requirement?	[ ]	[ ]	[X]
5.	Access:			
	a. Does the present location of your facility deny access to any person based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[ ]	[X]	
	b. Are there any plans to move the facility in the near future whereby any person would be denied access based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	[ ]	[X]	
6.	What racial composition does the area serviced by your agency most nearly represent:			
	[ ] All White			
	[ ] All Black			
	[X] Racially Mixed			
7.	Does your agency currently have minorities participating in any program offered?	[ ]	[ ]	

8. Give a breakdown, by racial/ethnic category, of all enrolled participants:

TOTAL	ETHNICITY:	
	Hispanic or Latino	Not Hispanic or Latino
ENROLLED PARTICIPANTS	837	1136
GEOGRAPHIC AREA	CAMDEN, NJ	CAMDEN, NJ

TOTAL	RACE:				
	American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
ENROLLED PARTICIPANTS		2	1136		64
GEOGRAPHIC AREA		CAMDEN, NJ	CAMDEN, NJ		CAMDEN, NJ

Hispanic or Latino *A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*

American Indian or Alaskan Native *A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.*

Asian *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malasia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

Black or African American *A person having origins in any of the black racial groups of Africa.*

Native Hawaiian or Other Pacific Islander *A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands*

White *A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*

		YES	NO	N/A
9.	Planning/Advisory Committee:			
	a. Does your agency have a planning or advisory committee functioning as a part of the organization?	☒	☐	
	b. If yes, does this committee reasonably represent program participation by race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA?	☒	☐	☐

c. Give a breakdown, by racial/ethnic category, of this committee:

TOTAL	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	American Indian Or Alaskan	Asian or Pacific Islander
		4	4		

		YES	NO	N/A
10.	Employee Practices:			
	a. Does your agency employ minority persons in its operation?	☒	☐	
	b. If no, would your agency be willing to hire minority persons?	☐	☐	☒

c. Give a breakdown, by racial/ethnic category, of all employees:

TOTAL	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	American Indian Or Alaskan	Asian or Pacific Islander
30			8		

		YES	NO	N/A
11.	Complaints/Lawsuits (federal programs only)			
	a. Has a complaint or civil rights lawsuit ever been filed against your agency?	☐	☐	☒
	b. If yes:			
	1) Were the proper federal authorities notified?	☐	☐	☒
	2) On a separate sheet, explain the nature of the complaint/lawsuit.	☐	☐	☒
12.	Does your agency have a pending or approved application for federal assistance with another federal agency?	☐	☐	☒
	If yes, list the name of the agency: _____			
13.	Noncompliance			
	a. Has your agency ever been found in noncompliance with any civil rights requirement?	☐	☒	☐
	b. If yes:			
	1) List the name of the agency that found you in noncompliance: _____			
	2) On a separate sheet, explain the reasons for the noncompliance finding.			
	3) Has corrective action been taken on the deficiency?	☐	☐	☒

Signature and Title of Authorized Institution Representative

3/24/22
Date

FOR SFSP USE ONLY

☐ Approved ☐ Disapproved

SFSP Reviewer **Date**

CITY OF CAMDEN

MAYOR VICTOR CARSTARPHEN

DEPARTMENT OF HUMAN SERVICES

BUREAU OF RECREATION & YOUTH SERVICES

1000 N. 6th Street, Camden, NJ 08102

Phone: (856) 757-7285 Fax: (856) 757-7336

2022 News Release

The City of Camden Department of Human Services will be participating in the 2022 Summer Food Service Program from *July 5, 2022 to August 26, 2022.*

The Summer Food Service Program is a federal program of the Food and Nutrition Services, United States Department of Agriculture. This program provides all children 18 years of age and under with the same free meal in accordance with a menu approved by the state agency.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, and reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

Sent to: 1. Courier Post Newspaper — Date: May 9, 2022
2. Channel 19 – Public TV — Date: May 9, 2022

This institution is an equal opportunity provider.

Instructions for completing the Schedule C Ten Day Menu Planner:

1. Enter sponsor's name in ALL CAPS.
2. Enter agreement number provided on the application package.
3. Enter contact phone number.
4. Complete week one and week two menu.
    a. Select fill box in order to input menu items.
    b. Each fill box is limited to a maximum of 46 characters.
    c. Refer to (press ctrl and click on link) http://www.fns.usda.gov/sites/default/files/AdminGuideSponsors.pdf for meal pattern options on page 165.
5. Save document as '[sponsor's name] Schedule C Ten Day Menu Planner'.
6. Print and send week one and week two menu with the complete application.
7. Save document for editing if necessary.

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD & NUTRITION
SUMMER FOOD SERVICE PROGRAM
PO BOX 334
TRENTON NJ, 08625-0334

STATE AGENCY USE ONLY:
Approved by _____ Date _____
Expiration Date _____ MO/DAY/YR

Sponsor CITY OF CAMDEN
Agreement # 07200012
Telephone 856-968-6406

SCHEDULE C
TEN DAY MENU PLANNER

WEEK 1 ☒ **2** ☐

REQUIRED COMPONENTS		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
		Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size
BFAST	1. Juice or Fruit or Vegetables (2)	FRESH BANANA	1/2 c / 4ozs.	FRESH PEACH	1/2 c / 4ozs.	FRESH NECTARINE	1/2 c / 4ozs.	FRUIT PUNCH JUICE	1/2 c / 4ozs.	FRESH GRAPES	1/2 c / 4ozs.
	2. Bread or Bread Alternate (3)	FRUITY CHEERIOS CEREAL	1 serv.	CINNAMON BUN	1 serv.	BLUE BERRY MUFFIN	1 serv.	CINNAMON TOAST CRUNCH	1 serv.	BLUEBERRY MUFFIN	1 serv.
	3. Milk	FAT FREE WHITE MILK	8 ozs.	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.
AM SELECT 2	1. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
LUNCH	1. Meat or Meat Alternate (1)	BEEF BOLOGNA & AMERICAN CHEESE	2 ozs.	TURKEY BREAST & CHEDDAR CHEESE	2 ozs.	GRILLED CHICKEN W AMERICAN CHEESE	2 ozs.	TURKEY SALAMI	2 ozs.	TUNA SALAD	2 ozs.
	2. Juice or Fruit or Vegetable (2)	100% FRUIT PUNCH	1/2 c / 4ozs.	100% APPLE JUICE	1/2 c / 4ozs.	100% ORANGE JUICE	1/2 c / 4ozs.	100% GRAPE JUICE	1/2 c / 4ozs.	FRESH PEACH	1/2 c / 4ozs.
	3. Fruit or Vegetable	FRESLICED WATERMELON	1/4 c / 2ozs.	FRESH STRAWBERRIES	1/4 c / 2ozs.	LETTUCE & TOMATOES W RANCH	1/4 c / 2ozs.	COLESLAW	1/4 c / 2ozs.	LETTUCE & TOMATOES	1/4 c / 2ozs.
	4. Bread or Bread Alternate (3)	RYE BREAD	1 serv.	WHOLE WHEAT BREAD	1 serv.	WHITE BREAD	1 serv.	WHOLE GRAIN WHITE BREAD	1 serv.	WHOLE WHEAT BUN	1 serv.
	5. Milk	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE STAWBERRY MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
PM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.		3/4 c / 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
DINNER	1. Meat or Meat Alternate (1)		2 ozs.		2 ozs.		2 ozs.		2 ozs.		2 ozs.
	2. Juice or Fruit or Vegetable (2)		1/2 c / 4ozs.		1/2 c / 4ozs.		1/2 c / 4ozs.		1/2 c / 4ozs.		1/2 c / 4ozs.
	3. Fruit or Vegetable		1/4 c / 2ozs.		1/4 c / 2ozs.		1/4 c / 2ozs.		1/4 c / 2ozs.		1/4 c / 2ozs.
	4. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	5. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.

*** PLEASE REFER TO SCHEDULE B OF THE AGREEMENT AND THE SFSP NUTRITION GUIDANCE FOR SPONSORS FOR PORTION REQUIREMENT**

(1)Cold cut meats with high water content, ie "Rolls" – Turkey Roll must = 2.5 ozs.

(3) Sandwiches require 2 servings of bread.

* CHOOSE 2 COMPONENTS FOR SNACK / JUICE CANNOT BE SERVED IF MILK IS THE ONLY OTHER COMPONENT

(2) Juice for AM or PM snack must = 6 ozs. (3) Hot cereal must = 1/2 cup.

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD & NUTRITION
SUMMER FOOD SERVICE PROGRAM
PO BOX 334
TRENTON NJ, 08625-0334

STATE AGENCY USE ONLY:
Approved by _____ Date _____
Expiration Date _____ MO/DAY/YR

Sponsor CITY OF CAMDEN
Agreement # 07200012
Telephone 856-968-6406

SCHEDULE C
TEN DAY MENU PLANNER

WEEK 1 ☐ 2 ☒

REQUIRED COMPONENTS		DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
		Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size
BFAST	1. Juice or Fruit or Vegetables (2)	FRESH BANANA	1/2 c 4ozs.	100% ORANGE JUICE	1/2 c 4ozs.	FRESH STRAWBERRIES	1/2 c 4ozs.	FRESH PLUM	1/2 c 4ozs.	100% APPLE JUICE	1/2 c 4ozs.
	2. Bread or Bread Alternate (3)	RICE KRISPIES	1 serv.	BANANA MUFFIN	1 serv.	CHEERIOS	1 serv.	GLAZED DONUT	1 serv.	GOLDEN GRAHAM CEREAL	1 serv.
	3. Milk	FAT FREE WHITE MILK	8 ozs.	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
AM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
LUNCH	1. Meat or Meat Alternate (1)	BEEF BOLOGNA & AMERICAN CHEESE	2 ozs.	TURKEY HAM & PROVOLONE CHEESE	2 ozs.	SLICED CHICKEN & CHEEDAR CHEESE	2 ozs.	BEEF PASTRAMI & AMERICAN CHEESE	2 ozs.	CHICKEN SALAD	2 ozs.
	2. Juice or Fruit or Vegetable (2)	100% ORANGE JUICE	1/2 c 4ozs.	100% APPLE JUICE	1/2 c 4ozs.	100% ORANGE JUICE	1/2 c 4ozs.	100% CRAN-APPLE JUICE	1/2 c 4ozs.	100% GRAPE JUICE	1/2 c 4ozs.
	3. Fruit or Vegetable	HONEY DEW MELON	1/4 c 2ozs.	FRESH PLUM	1/4 c 2ozs.	FRESH CANTALOPE	1/4 c 2ozs.	FRESH GRAPES	1/4 c 2ozs.	FRESH NECTARINE	1/4 c 2ozs.
	4. Bread or Bread Alternate (3)	WHOLE WHEAT ROLL	1 serv.	KAISER ROLL	1 serv.	WHOLE GRAIN WHITE BREAD	1 serv.	RYE BREAD	1 serv.	KAISER ROLL	1 serv.
	5. Milk	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
PM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
DINNER	1. Meat or Meat Alternate (1)		2 ozs.		2 ozs.		2 ozs.		2 ozs.		2 ozs.
	2. Juice or Fruit or Vegetable (2)		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.
	3. Fruit or Vegetable		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.
	4. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	5. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.

* PLEASE REFER TO SCHEDULE B OF THE AGREEMENT AND THE SFSP NUTRITION

(1)Cold cut meats with high water content,

GUIDANCE FOR SPONSORS FOR PORTION REQUIREMENT
* CHOOSE 2 COMPONENTS FOR SNACK / JUICE CANNOT BE SERVED IF MILK IS THE ONLY OTHER COMPONENT

ie "Rolls" -- Turkey Roll must = 2.5 ozs.
(1) Peanut butter must = 4 tablespoons.
(2) Juice for AM or PM snack must = 6 ozs.

(3) Sandwiches require 2 servings of bread.
(3) Cold dry cereal must = 3/4 cup.
(3) Hot cereal must = 1/2 cup.

Summer Food Service Program Meal Pattern for Children

SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	**Required**	**Required**	
Fluid milk (whole, low-fat, or fat-free)	1 cup[1] (½ pint, 8 fluid ounces)[2]	1 cup (½ pint, 8 fluid ounces)[3]	1 cup (½ pint, 8 fluid ounces)[2]
Vegetables and Fruits *Equivalent quantity of any combination of....*	**Required**	**Required**	
Vegetable or fruit or	½ cup	¾ cup total[4]	¾ cup
Full-strength vegetable or fruit juice[2]	½ cup (4 fluid ounces)	¾ cup[3]	¾ cup (6 fluid ounces)[5]
Grains/Breads[6] *Equivalent quantity of any combination of...*	**Required**	**Required**	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving	1 serving	1 serving
Cold dry cereal or	¾ cup or 1 ounce[7]		¾ cup or 1 ounce[7]
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates *Equivalent quantity of any combination of...*	**Optional**	**Required**	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products[8] or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	½ cup	¼ cup
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds[9] or		1 ounce=50%[10]	1 ounce
Yogurt[11]	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup

ENDNOTES

1. For the purposes of the requirement outlined in this table, a cup means a standard measuring cup.
2. Served as a beverage or on cereal or used in part for each purpose.
3. Served as a beverage.
4. Serve two or more kinds of vegetable or fruits or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement
5. Juice may not be served when milk is served as the only other component.
6. Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour. Cereal shall be whole-grain, enriched or fortified. Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies.
7. Either volume (cup) or weight (ounces), whichever is less.
8. Must meet the requirements of 7 CFR 225 Appendix A.
9. Tree nuts and seeds that may be used as meat alternate are listed in Program guidance.
10. No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish.
11. Plain or flavored, unsweetened or sweetened.

seal. All meat and meat products must be sound, sanitary, and free of objectionable odors or signs of deterioration on delivery.

3) Milk and milk products are defined as: "pasteurized fluid types of flavored or unflavored whole milk, low fat milk, skim milk or cultured buttermilk which meet state and local standards for such milk. All milk should contain vitamins A and D at the levels specified by the Food and Drug Administration and consistent with state and local standards for such milk." Milk delivered hereunder shall conform to these specifications.

16. 7 CFR Part 225, Summer Food Service Program

Contractor shall comply with SFSP regulations 7 CFR Part 225, which are incorporated herein by reference.

17. Equal Employment Opportunity

Contractor will comply with all applicable federal Equal Employment Opportunity standards and orders under 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity and Department of Labor and Executive Order 11246, as amended by Executive Order 11375.

18. Contract Work Hours and Safety Standards Act

Contractor shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by U.S. Department of Labor regulations (29 CFR part 5). *[Contracts more than $2500 that involve employment of mechanics or laborers.]*

19. Environmental Protection/Energy Conservation

Contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). *[Contracts more than $100,000.]*

Contractor shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

20. Byrd Anti-Lobbying Amendment

If the amount of this contract exceeds $100,000, Contractor confirms that it has filed the required certification under 31 U.S.C. 1352, that it has not and will not use federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352.

21. Certificate of Independent Price Determination

Contractor and Sponsor have executed a Certificate of Independent Price Determination, attached hereto as Attachment G and incorporated into this Agreement.

SECTION D –INVITATION FOR BID AND CONTRACT PRICE SCHEDULE

INSTRUCTIONS FOR COMPLETING THE BID PRICE SCHEDULE BELOW

1. Sponsor shall enter the start date and the end date for the required delivery of meal service under this contract.
2. Sponsor shall fill in the number of anticipated operating days during the contract period for each meal type and quantity shown.
3. Sponsor shall insert the appropriate number of meal servings based on historical data, if available. This shall be done for each meal type. Sponsor may use discretion in choosing the number of meal servings. Sponsor should only choose the amounts which are appropriate for its meal servings.
4. The FSMC bidder (Contractor) shall submit prices on the listed meal types based on the cycle menus set forth in Schedule C in the estimated quantities to be delivered to all the sites listed in Attachment A.
5. The FSMC bidder (Contractor) shall insert the appropriate unit prices in ink or typed for each meal type listed.
6. The FSMC bidder (Contractor) shall calculate the estimated total price for each meal type and the total estimated amount of the bid.

APR 29 2022

Sponsor and FSMC agree to abide by all of the provisions contained in this Contract, Attachments A, B, C, D, E, F, and G, as well as all documents included by Sponsor in the IFB, all specifications, and the bid submitted by the FSMC.

The Parties have expressed their mutual agreement, and in consideration thereof, the undersigned, as the duly authorized representatives of their respective agencies, hereby execute this Agreement.

Sponsor Authorized Representative

Printed Name: Janean L. Gooden

Signature: Janean L. Gooden

Title: Chief Com. Rel. Specialist

Date: 4/29/22

Should not be completed until contract is accepted by both parties TBD 4/29/22

Contractor FSMC Authorized Representative

Printed Name: _____

Signature: _____

Title: _____

Date: _____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

STATE OF NJ NJDA APR 29 2022

APR 29 2022

NJDA SFSP FOOD SERVICE MANAGEMENT COMPANY INVITATION FOR BID AND CONTRACT PRICE SCHEDULE

SPONSOR	BID OPENING	
NAME: CITY OF CAMDEN	BID ADVERTISING DATE: 5/3/22	BID NUMBER:22-04
AGREEMENT # 07200012	DATE: THURSDAY, MAY 19, 2022	
ADDRESS (Include City, State, Zip Code) 1000 N. 6th Street, Camden, NJ 08102	TIME: 11 AM LOCATION: CITY HALL, 520 MARKET ST. 2ND FL CAMDEN, NJ 08102	
CONTACT NAME: Janean L. Gooden		
TELEPHONE NUMBER (856) 968-6406	TELEPHONE NUMBER 856-757-7159	

BIDDER	
NAME	SIGNATURE (In ink)
STREET ADDRESS (Include City, State, Zip Code)	NAME (Print or Type)
	TITLE
TELEPHONE NUMBER	DATE

CONTRACT DATES AND UNIT PRICE SCHEDULE

START DATE JULY 5, 2022 — END DATE AUGUST 26, 2022

MEAL TYPE	ESTIMATED NUMBER OF SERVINGS (MEALS) PER DAY	ESTIMATED NUMBER OF SERVING DAYS	UNIT PRICE	ESTIMATED TOTAL PRICE PER MEAL
BREAKFAST	1040	39		
			Estimated Total	$

MEAL TYPE	ESTIMATED NUMBER OF SERVINGS (MEALS) PER DAY	ESTIMATED NUMBER OF SERVING DAYS	UNIT PRICE	ESTIMATED TOTAL PRICE PER MEAL
LUNCH	1130	39		
			Estimated Total	$

TOTAL ESTIMATED AMOUNT OF BID (TO BE INSERTED BY THE BIDDER)	$

BID BOND PERCENTAGE REQUIRED (Sponsor shall insert appropriate percentage from 5% to 10/%).	PERFORMANCE BOND PERCENTAGE REQUIRED
Bid Bond 10 %	Performance Bond 10 %

ACCEPTANCE OF BID

Sponsor accepts this Bid and awards the contract to the above listed FSMC.

CONTRACT NUMBER	NAME (Print)	
SPONSOR SIGNATURE	TITLE	DATE

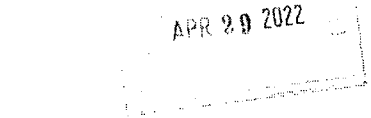
SCHEDULE A

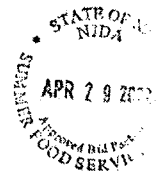
SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A

Schedule A (Revised 4/29/22)





	SPONSOR	CITY OF CAMDEN												
	NAME OF SITE	ADDRESS	CITY	ST	ZIP	PHONE	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	BREAK	LUNCH	BREAK TIME	LUNCH TIME
2926	N. CAMDEN GYM	1000 N. 6TH STREET	CAMDEN	NJ	08102	856-757-7285 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	65	65	9:00 AM	12 NOON
2946	CRAMER HILL COMM CTR	1036 REEVES AVE	CAMDEN	NJ	08105	856-757-7272 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
2949	BROADWAY	713-715 BROADWAY	CAMDEN	NJ	08103	856-757-7095 856-757-7210	FORREST GIBBS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2958	ISABEL MILLER	6TH & CARL MILLER	CAMDEN	NJ	08104	856-757-7507	GREG PARKS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2966	MLK CENTER	1151 HADDON AVE	CAMDEN	NJ	08103	856-757-7605	CANDY CAUSEY	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2997	WHITMAN PARK WATER TOWER	1100 BLOCK OF EVERETT STREET	CAMDEN	NJ	08104	856-883-2855	DENISE STARKS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2999	MALANDRA HALL	1200 S. MERRIMAC RD	CAMDEN	NJ	08104	856-757-7368	SIMMONE ISLEY	7/5/22	8/26/22	5	70	70	9:00 AM	12 NOON
3010	NORTH GATE 1 RESIDENTS	433 N 7TH STREET	CAMDEN	NJ	08102	267-259-8674	KAREN MERITTS	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3039	EASTSIDE CIVIC	28TH & MITCHELL ST	CAMDEN	NJ	08105	856-757-7317	ROSELEE WALLS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
3091	CAMDEN HIGH FOOTBALL	1700 PARK BLVD	CAMDEN	NJ	08103	609-688-0117	COACH SAVAGE	7/5/22	8/26/22	5	0	50		3 PM
3095	WOODROW WILSON FOOTBALL	3100 FEDERAL STREET	CAMDEN	NJ	08105	856-966-2000	WILLIE HICKSON	7/5/22	8/26/22	5	0	50		3 PM
3100	BALDWIN'S RUN - CHA	404 N DUDLEY ST	CAMDEN	NJ	08105	856-968-1310 856-968-2667	ESTER MERCADO A. BRADLEY	7/5/22	8/26/22	5	35	35	9:00 AM	12 NOON
3129	ABLETT VILLAGE - CHA	307 ABLETT VILLAGE	CAMDEN	NJ	08105	856-966-8195 856-968-6197	KIMBERLY WASHINGTON	7/5/22	8/26/22	5	15	15	8:30 AM	12 NOON
3133	CHELTON TERRACE- CHA	721 CHELTON TERRACE	CAMDEN	NJ	08104	856-968-2690 856-968-6110	REBECCA WARE	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3136	MC GUIRE GARDENS - CHA	114 BOYD ST	CAMDEN	NJ	08105	856-968-0050/1	DIANE JOHNSON	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3144	ROOSEVELT MANOR - CHA	1801 S. 8TH ST	CAMDEN	NJ	08104	856-963-3550 856-968-2662	CYNTHIA PULLIAM	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3158	ST PAULS CHURCH	422 MARKET ST	CAMDEN	NJ	08103	856-365-5880 856-365-2664	ANDREW STOKES	7/5/22	8/26/22	5	55	55	9:00 AM	12 NOON
3545	ISLAMIC STUDY CENTER	1131-33 HADDON AVE	CAMDEN	NJ	08103	856-580-0191 856-580-0187	STEPHANIE WALKER	7/5/22	8/26/22	5	50	50	8 AM	11 AM
3531	PUERTO RICAN UNITY FOR PROGRESS (PRUP)	818 BROADWAY	CAMDEN	NJ	08104	856-541-1418 856-665-3782	JOAN PARDOX JUDITH FERGUSON	7/5/22	8/25/22	M-TH	25	15	9:00 AM	12 NOON
3557	CAMDEN KIDS ACADEMY	1459 HADDON AVE	CAMDEN	NJ	08103	856-966-7000	JANENE DAVIS	7/5/22	8/26/22	5	200	200	8:30 AM	12 NOON
3568	WOODLYNN SCHOOL DIS	131 ELM STREET	WOODLYNN	NJ	08107	856-863-4900	PRINCIPAL	7/5/22	7/29/22	5	120	120	8:00 AM	12 NOON
3640	HEAVENS LITTLE ANGELS	915 N. 36TH ST	CAMDEN	NJ	08105	856-225-1410	ESTER FELICIANO	7/5/22	8/26/22	5	50	50	9:00 AM	12 NOON
3648	YAHWEH CDC	3710 FEDERAL ST	CAMDEN	NJ	08105	856-963-1010	TAWANA BUTLER	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
3660	CAMP YAHWEH	4415 MARLTON PIKE	CAMDEN	NJ	08109	609-313-9792	JANEEN DAVIS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
											1040	1130		

ATTACHMENT A

NJDA SUMMER FOOD SERVICE PROGRAM
SITES WHERE PROGRAM WILL OPERATE

Attach Copy of Attachment A

SPONSOR:										AGREEMENT #		
NAME OF SITE	ADDRESS	PHONE #	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	TYPE(S) AND QUANTITY OF MEALS			SERVE TIME FOR EACH MEAL TYPE		H FA YE

USDA Food and Nutrition Service
NJDA Summer Food Service Program (SFSP)
ATTACHMENT B

Meal Patterns

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice,[1] and/or vegetable
1 grains/bread[2]	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

1. Fruit or vegetable juice must be full-strength.

2. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice,[1] fruit and/or vegetable
1 grains/bread[2]	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	2 oz.	lean meat or poultry or fish 3 or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds 4 or
	8 oz.	yogurt 5

1. Fruit or vegetable juice must be full-strength. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

2. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

3. A serving consists of the edible portion of cooked lean meat or poultry or fish.

4. Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

5 Yogurt may be plain or flavored, unsweetened, or sweetened.

Snack (Supplement) Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
[1] fruit/vegetable	3/4 cup	juice,[1] fruit and/or vegetable

1 grains/bread[2]	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or cold dry cereal or
	3/4 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
	1/2 cup	
1 meat/meat alternate	1 oz.	lean meat or poultry or fish[3] or
	1 oz.	alternate protein product or
	1 oz.	cheese or
	1/2 large	egg or
	1/4 cup	cooked dry beans or peas or
	2 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds or
	4 oz.	yogurt 4

1. Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

2. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

3. A serving consists of the edible portion of cooked lean meat or poultry or fish.

4. Yogurt may be plain or flavored, unsweetened, or sweetened.

Attachment C Week 1 and 2 Cycle Menus 3-2022

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD & NUTRITION
SUMMER FOOD SERVICE PROGRAM
PO BOX 334
TRENTON NJ, 08625-0334

APR 29 2022

APR 29 2022

STATE AGENCY USE ONLY:
Approved by [signature] Date 4/29/22
Expiration Date 6/30/22 MO/DAY/YR

Sponsor CITY OF CAMDEN
Agreement # 07200012
Telephone 856-968-6406

SCHEDULE C
TEN DAY MENU PLANNER

WEEK 1 ☒ **2** ☐

	REQUIRED COMPONENTS	DAY 1		DAY 2		DAY 3		DAY 4		DAY 5	
		Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size	Food Item	Portion Size
BFAST	1. Juice or Fruit or Vegetables (2)	FRESH BANANA	1/2 c 4ozs.	FRESH PEACH	1/2 c 4ozs.	FRESH NECTARINE	1/2 c 4ozs.	FRUIT PUNCH JUICE	1/2 c 4ozs.	FRESH GRAPES	1/2 c 4ozs.
	2. Bread or Bread Alternate (3)	FRUITY CHEERIOS CEREAL	1 serv.	CINNAMON BUN	1 serv.	BLUE BERRY MUFFIN	1 serv.	CINNAMON TOAST CRUNCH	1 serv.	BLUEBERRY MUFFIN	1 serv.
	3. Milk	FAT FREE WHITE MILK	8 ozs.	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.
AM SELECT 2	1. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
LUNCH	1. Meat or Meat Alternate (1)	BEEF BOLOGNA & AMERICAN CHEESE	2 ozs.	TURKEY BREAST & CHEDDAR CHEESE	2 ozs.	GRILLED CHICKEN W AMERICAN CHEESE	2 ozs.	TURKEY SALAMI	2 ozs.	TUNA SALAD	2 ozs.
	2. Juice or Fruit or Vegetable (2)	100% FRUIT PUNCH	1/2 c 4ozs.	100% APPLE JUICE	1/2 c 4ozs.	100% ORANGE JUICE	1/2 c 4ozs.	100% GRAPE JUICE	1/2 c 4ozs.	FRESH PEACH	1/2 c 4ozs.
	3. Fruit or Vegetable	FRESLICED WATERMELON	1/4 c 2ozs.	FRESH STRAWBERRIES	1/4 c 2ozs.	LETTUCE & TOMATOES W RANCH	1/4 c 2ozs.	COLESLAW	1/4 c 2ozs.	LETTUCE & TOMATOES	1/4 c 2ozs.
	4. Bread or Bread Alternate (3)	RYE BREAD	1 serv.	WHOLE WHEAT BREAD	1 serv.	WHITE BREAD	1 serv.	WHOLE GRAIN WHITE BREAD	1 serv.	WHOLE WHEAT BUN	1 serv.
	5. Milk	FAT FREE STRAWBERRY MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.	FAT FREE STAWBERRY MILK	8 ozs.	FAT FREE CHOCOLATE MILK	8 ozs.	FAT FREE WHITE MILK	8 ozs.
PM SELECT 2	1.Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.
	2. Juice or Fruit or Vegetable (2)		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.		3/4 c 6ozs.
	3. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	4. Meat or Meat Alternate (1)		1 oz.		1 oz.		1 oz.		1 oz.		1 oz.
DINNER	1. Meat or Meat Alternate (1)		2 ozs.		2 ozs.		2 ozs.		2 ozs.		2 ozs.
	2. Juice or Fruit or Vegetable (2)		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.		1/2 c 4ozs.
	3. Fruit or Vegetable		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.		1/4 c 2ozs.
	4. Bread or Bread Alternate (3)		1 serv.		1 serv.		1 serv.		1 serv.		1 serv.
	5. Milk		8 ozs.		8 ozs.		8 ozs.		8 ozs.		8 ozs.

* **PLEASE REFER TO SCHEDULE B OF THE AGREEMENT AND THE SFSP NUTRITION GUIDANCE FOR SPONSORS FOR PORTION REQUIREMENT**
* **CHOOSE 2 COMPONENTS FOR SNACK / JUICE CANNOT BE SERVED IF MILK IS THE ONLY OTHER**

(1)Cold cut meats with high water content, ie "Rolls" – Turkey Roll must = 2.5 ozs.
(1) Peanut butter must = 4 tablespoons.
(3) Sandwiches require 2 servings of bread.
(3) Cold dry cereal must = 3/4 cup.

ATTACHMENT D

NJDA SUMMER FOOD SERVICE PROGRAM

FOOD PRODUCT SPECIFICATIONS

Attached are food product quality specifications and food packaging and delivery specifications which are to be used in conjunction with menus prepared for vended programs participating in the Child Nutrition Programs.

Product information is presented by "meal component" category. A publication available as a resource from FNS/USDA is Program Aid No. 1331, "Food Buying Guide for Child Nutrition Programs" which gives average yield information on over 600 food items. Copies of this document may be obtained upon request through the state agency.

Where applicable, reference is also made to either USDA, F.D.A. Standards of Identity. All meat and poultry products used must be produced in plants with USDA Meat and Poultry Inspection Service.

Reference is made to "brand names" of known quality for some foods. Products of equal quality may be used in place of these brand names.

Fresh fruits are indicated for almost every meal. All fruit should be of proper ripeness for eating and free of excess bruises. Fruit must not be overripe. Seasonal availability may require some substitutions for indicated fresh fruit.

BREAD/BREAD ALTERNATE AND CEREAL SPECIFICATIONS

All bread/bread alternates are listed for one (1) serving size.

Rice Flake Cereal (ready to eat) - Unsweetened, individual boxes, ¾ cup each or 1 ounce, whichever is less. Made of whole-grain or enriched or fortified cereal. Can only be served for breakfast or snack.

English Muffin - Made of whole-grain or enriched flour or meal. Weigh at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture OR 50 grams for 1 serving, 1.8 oz for 1 whole muffin for 2 servings.

Whole Wheat Bread - Ingredients - enriched flour (both whole wheat and white in varying amounts), shortening, sugar, yeast, salt, and water plus optional ingredients. "Enriched Bread" as labeled must contain thiamin, riboflavin, niacin, iron, and folic acid. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHWE in the Code of Federal Regulations, Title 21, Part 17. Each slice weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Cornflakes - Individual boxes, ¾ cup each or 1 ounce, whichever is less. Made from cooked paste or pearled hominy, malt, sugar, and other seasonings. Select unsweetened cereal, made from whole-grain or enriched cereal. Can only be served for breakfast or snack.

Rye Bread - 1 slice - whole-grain or enriched bread. Each slice weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Cinnamon Roll - Made of whole-grain or enriched flour or meal. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHWE, as indicated in the Code of Federal Regulations, Title 21, Part 17. Unfrosted weigh at least 50 grams or 1.8 ounces, frosted weigh 63 grams or 2.2 ounces, and contain approximately 35 percent moisture.

Bagel - Made of whole-grain or enriched flour. Weigh at least 25 grams or 0.9 ounces and contain approximately 35 percent moisture for ½ bagel OR 50 grams, 108 ounces for a whole bagel.

Oat Flake Cereal (ready to eat) - Unsweetened, individual boxes, ¾ cup each or 1 ounce, whichever is less. Made of whole-grain or enriched or fortified cereal. Can only be served for breakfast or snack.

Biscuit - Enriched all-purpose flour must contain thiamin, riboflavin, niacin, folic acid, and iron. Weigh at least 25 grams or 0.9 ounces and contain approximately 35 percent moisture.

White Bread (enriched) 1 slice - Made of flour, shortening, sugar, yeast, salt, and folic acid. Contain 62 percent total solids. "Enriched bread" must contain thiamin, riboflavin, niacin, and iron. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHWE, Code of Federal Regulations, Title 21, Part 17. Each slice weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Blueberry Muffin - Made of whole-grain or enriched flour or meal. Weigh at least 50 grams or 1.8 ounces (without blueberries) and contains approximately 35 percent moisture. This applies to all muffins except for corn muffins.

Raisin Bread - Optional ingredients may be added. Sweet dough containing eggs and higher quantities of sugar and fat than regular dough, may be used to make raisin buns. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHEW, Code of Federal Regulations, Title 21, Part 17. Weighs at least 25 grams or 0.9 ounces and contains approximately 35 percent moisture.

Peanut Butter Cookie* - (Plain cookie) Minimum of 31 grams (1.1 ounces) or cookies with nuts, raisins, chocolate pieces, and/or fruit puree 63 gm or 2.2 ounces. Predominant ingredient must be whole-grain or enriched meal or flour. Provide the nutrient content equivalent to iron, thiamin, riboflavin, and niacin present in 25 grams serving of enriched white bread.

Hamburger Buns (Sesame Seed Buns) Bun - Rolls are made from the specific yeast dough of the breads described on page 31. Optional ingredients may be added. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHEW, as indicated in the Federal Code of Regulations, Title 21, Part 17. ½ roll should weigh 25 grams or 0.9 ounces containing approximately 35 percent moisture and 1 roll should weigh 50 gm or 1.8 ounces.

Hard Rolls and Dinner Rolls (Soft) Roll - Must be made of whole-grain or enriched flour or meal. This product will meet the "Standards of Identity" as defined by the Food and Drug Administration, DHEW, as indicated in Code of Federal Regulations, Title 21, Part 17. Should have a minimum weight of 25 grams or 0.9 ounces and contain approximately 35 percent moisture.

Dessert Cookies* - (This refers only to the cookies included on the Lunch/Supper Menus) Minimum serving of 14 grams or ½ ounce. Must be made from enriched or whole-grain flour or meal or cereals. Cookies (plain) minimum serving of 31 grams or 1.1 ounce. Cookies (with nuts, raisins, chocolate pieces and/or fruit puree) minimum serving of 63 grams or 2.2 ounces

***Note**: You cannot serve cookies as a bread alternate at breakfast, lunch, or supper. You may serve cookies as a bread alternate in the snack if the primary ingredient is a whole-grain enriched flour or meal and the minimum weight of a serving of cookies (plain) is 31 grams or 1.1 ounces. Cookies (with nuts, raisins, chocolate pieces and/or fruit puree) minimum serving of 63 grams or 2.2 ounces. USDA recommends that cookies as a bread be served as part of a snack no more than twice a week. USDA recommends that cookies as a bread be served as part of snack no more than once in two weeks.*

FRUIT/VEGETABLE SPECIFICATIONS

Orange Juice - 100 percent, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrate) sweetened or unsweetened U.S. Grade A.

Orange juice should have color typical of fresh squeezed juice and be free of browning or oxidation. Juice should be practically free of defects, show no coagulation, having no noticeable seed particles, and have a normal flavor.

Celery Sticks - 3 sticks/each 4 inches long and ½ inch wide to equal ¼ cup serving. Bright, medium to light color. Fresh, firm, crisp branches. Free from noticeable blemishes or decay.

Carrot Sticks - 3 sticks/each 4 inches long X ½ inch wide to equal a ¼ cup serving.

Select medium to small size roots which are well-shaped, smooth, and solid and have good orange color. Carrots with considerable green color at the top require extra trimming. U.S. #1 carrots with 1-1/8-inch medium diameter.

Pineapple Juice - 100 percent juice, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates) sweetened or unsweetened U.S. Grade A.

Pineapple juice should have undiluted unfermented bright, light yellow to golden yellow color and be practically free of defects. Juice should have a distinct flavor and no coagulation of pulp.

Nectarine - 2 ¼ inches to diameter, size 88-96. One nectarine equals ½ cup serving (medium).

Rich color and plumpness. Firm with slight softening along the seam. Orange-yellow color between the red areas.

Apple Juice - 100 percent juice, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates) Clarified U.S. Grade A Fancy.
Bright, typical color. Free from apple pulp, seeds, or other sediments.

Orange - One orange equals ½ cup serving (medium), 138 counts.

Heavy, firm, well-colored, well-formed fruit with fine textured skins.

Orange-Grapefruit Juice - 100 percent, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates) U.S. Grade A.

Should have a good flavor and odor, bright, good color. Should not contain excessive amounts of pulp, seed particles or peel.

Apricots - Two medium apricots, approximately 1 3/8-inch diameter, each, equal ½ cup serving.

Select apricots having a bright, plump, and juicy appearance with a uniform golden-orange color. Ripe apricots will yield to gentle pressure.

Raisins - Seedless, U.S. Grade A, small. Bulk 2-2/3 ounces = ½ cup, individual packages, 1.3 – 1.5 ounces = ¼ cup fruit.

Similar varietal characteristics, good typical color, good flavor, and development.

Tomato Slices - Large or extra-large, 2 ½ - 2 ¾ inch diameter. Slice in ¼ inch slices. Two slices = ¼ cup.

Tomato Wedges - 5 X 6 size. ¼ tomato = ¼ cup.

Well-shaped, smooth, firm tomatoes, free from cracks, green or yellow sun-burned areas, blemishes, and decay. Full red color and slight softening for immediate use.

Lettuce, Head - One piece = ¼ cup.

Lettuce, Leaf - One large leaf, untrimmed = ¼ cup. 1-pound AP equals 0.66 pounds ready to serve raw lettuce.

Green color, firm. Fresh outer leaves free from insects and noticeable discoloration or decay.

Orange-Pineapple Juice - 100 percent juice, pasteurized, fresh, canned, or reconstituted to single strength from concentrate (either canned or frozen concentrates). Sweetened or unsweetened U.S. Grade A.

Pineapple juice should have undiluted unfermented bright, light yellow to golden yellow color and be practically free of defects and orange juice should have color typical of fresh squeezed juice and be free of browning or oxidation.

Pickle - Large size - 4 to 4-3/4 inches long. ½ pickle = ¼ cup. Top quality cucumber pickles should be uniform in shape, almost cylindrical, with well-rounded ends, smooth and uniform color, and few defects that are obvious or objectionable.

Banana, petite - One banana, 150 count petite whole, equals. 3/8 cup fruit.

Plump, firm bright colored fruit. Free from scars and bruises. For immediate use select solid yellow colored fruit, lightly flecked with brown.

Purple Plum - One whole raw plum equals ½ cup fruit. Plums fresh purple, red or black size 45 and 50, 2 inches in diameter.

Well-formed fruit. Good color. Fairly firm to slightly soft state of ripeness. Fresh, bright appearance.
Tomato Juice - 100 percent juice, pasteurized, fresh, canned or reconstituted to single strength from concentrate (either canned or frozen concentrates) U.S. Grade A.

Tomato juice should have a color typical of well-ripened red tomatoes which have been properly prepared and processed. Juice should be practically free from defects, possess a good flavor, and have a good consistency.

Peach - 2-1/8 inches diameter, small, size 88 and 84. One peach equal 3/8 cup (medium). One size 80 peach equals ½ cup fruit.

Select fruits with plenty of red blush and free from signs of decay. They should be firm, not hard, and the skin between the red areas should have a yellowish cast rather than distinctly green.

Pear - 2-1/4 to 2-3/8 inches diameter (150 count). One pear equals ½ cup serving (medium).
Select well-formed, smooth fruits free from scars and skin punctures. Firm fruit will ripen on standing.

Apple - 2-1/2 inches diameter. One apple equals ½ cup (medium).
Select firm, crisp, well-colored apples. Flavor varies in apple and depends on the stage of maturity at time of picking. Immature apples lack color and are usually poor in flavor.

Tangerine - 2-3/8 inches in diameter. One tangerine equal 3/8 cup (medium, 120 count).

Select fresh bright fruits, generally well-colored, well-shaped, firm moderately heavy, and free from decay. Those with dull, dried skins or which are puffy and light in weight may have shrunken and dried flesh.

Grapes - Seedless, 14 grapes equal ½ cup, with seeds 12 grapes = ½ cup.

Plump, firm, well-colored, fresh looking, firmly attached to stem. Green fruit. Stems green and pliable.

Grape Juice - 100 percent juice, concord sweetened or unsweetened, U.S. Grade A.

Juice should have a bright purple or reddish color, be free of pulp, skins, and tartrate crystals. It should have a distinct flavor.

Watermelon - Approximately 27 lbs. each. 1/64 wedge = ½ cup.

MEAT/MEAT ALTERNATE SPECIFICATIONS

Meat Alternates

Eggs - Hard Boiled - Prepared from eggs, fresh, large shell. U.S. Grade A - Large. Uniform in size, clean, sound shell, free from foreign odors or flavors. Packed in Standard commercial shipping containers with good used packing materials.

American Cheese - Pasteurized, Processed Cheese - Processed cheese is a melted pasteurized blend of cheese and emulsifiers with or without added optional ingredients. Product must be USDA inspected processed cheese from a USDA approved plant. Product must conform to Standards of Identify, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 19.750.

Natural Cheddar Cheese - U.S. Grade A, aged 3-6 months. Not more than 39 percent moisture. Not less than 50 percent milk fat on the solid basis. Product must conform to Standards of Identify, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 19.500.

Peanut Butter - Smooth or chunky, U.S. Grade A (Skippy brand or equal). Peanut butter should have color that is medium brown to brown color roast. Peanut butter should be firmly set, smooth, pliable, and have good spread ability. Suitability seasoning and stabling ingredients may be added not more than 10 percent of the weight of the finished product. Product must conform to Standard of Identity, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 46.1.

Nuts and Seeds - Peanuts, soy nuts, tree nuts such as walnuts and seeds that are nutritionally comparable to meat or other meat alternates. Nuts such as acorns, chestnuts and coconuts are not acceptable due to their extremely low protein and iron values.

Poultry Items

Fried Chicken - 2 ounces (edible) cooked meat equals one serving. Cooked, frozen U.S. Grade A (Holly Farms or equals), the batter/breading shall consist of a flour type base with other ingredients as needed to product a desirable texture, flavor, and color. The finished product should be uniformly covered with batter and breading and have a uniform brown color, free from burnt areas. Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 381.166.

Product shall be processed in its entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection) and Agricultural Marketing Service (Poultry Grading Programs).

Chicken Roll - 1 ½ ounces equals 1-ounce cooked lean meat. Empire poultry brand or equal. Form - fully cooked. Recommended points for specifications: Processing - chicken rolls purchased fresh or frozen should be processed in their entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection) and Agricultural Marketing Service (Poultry Grading Programs). Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 381.159.

Turkey Roll - 1 ½ ounces equals 1-ounce cooked lean meat. (Specification based on USDA purchased turkey rolls donated to schools or equal quantity.) Form - fully cooked. Grade - process from U.S. Grade II or better quality. Processing - turkey rolls purchased fresh or frozen should be processed in their entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection) and Agricultural Marketing Service (Poultry Grading Programs). Product must conform to Standard of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 381.159.

Turkey Ham - 1.4 ounces equal 1-ounce cooked lean meat. Specifications based on USDA, FSIS Standard as published in Vol. 44, No. 177, August 31, 1979. Product must conform to Standard of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service), Part 381.17, Subpart P.

Meat Items

Corned Beef - 1-pound equals .42 pounds cooked lean meat. (Shur-Tenda brand or equal) (restaurant quality). Fully cooked, prepared from USDA Grade good or better. Processing - product must be processed in its entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection). Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Inspection Service) Part 319.100.

Roast Beef - Shur-Tenda brand or equal - restaurant quality. Fully cooked, prepared from USDA Grade good or better. Processing - product must be processed in its entirety in a plant operating under USDA's Animal and Plant Health Inspection Service (Meat and Poultry Inspection). Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.81.

Beef, Bologna - Oscar Mayer brand or equal. Bologna is a smoked fully cooked sausage. The meat components consist of beef very finely comminuted and stuffed in artificial or natural casings. The interior out surface is smooth, fine-textured, light pink in background color, and finely mottled with evenly distributed light to dark red flecks. Product must be processed in a plant operating under USDA's Meat Inspection Service. Product must conform to Standards of Identify, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.180.

Cooked Beef Salami - Hebrew National brand or equal. Cooked beef salami is a smoked full cooked sausage. The meat components consist of moderately coarse-cut beef and finely comminuted beef with finely comminuted beef heart meat included in some formulas. Seasoning includes garlic and peppercorns. Salami is stuffed in artificial casings and measures from 3.5 to 4.5 inches in diameter. The interior cut surface is moderately coarse in texture and light to dark reddish-brown in color. Product must be processed in a plant operating under USDA's Meat Inspection Service. Product must conform to Standards of Identify, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.180.

Boiled Ham, Cured, Boneless - 1.2 ounces unheated meal equals 1-ounce lean meat. Thumann's brand or equal. Selection No. 1 or Selection No. 2. The skinless, completely boneless, cured and smoked, fully cooked ham must be prepared from the regular short shank ham. The cured pork must be derived from sound, well-trimmed wholesale market and fabricated cuts. Product must be processed in a plant operating under USDA's Meat Inspection Service. Product must conform to Standards of Identity, Code of Federal Regulations, Title 9, Chapter III (Animal and Plant Health Inspection Service) Part 319.104. Yield on ham would vary depending on if water added, 1.22 ounces ham water yields 1-ounce cooked ham, ham with natural juices 1.12 oz yields 1 oz lean ham.

Fish Items

Tuna Fish - Fancy or solid. The can usually contains large piece of chunks or firm flesh - packed in oil or water. Grade - Packed under Federal Inspection (PUF 1). Tuna fish "salad" may be prepared by mixing tuna fish with relish and/or chopped vegetables such as celery and onions. Vegetable oil or mayonnaise may be used as a moistening agency to "bind" the salad. Mayonnaise or Salad Dressing must not be mixed into the salad. A separate portion pack of mayonnaise may be placed in the unitized lunch/supper meal if desired.

SPECIFICATION - OTHER PRODUCTS

Milk - All milk products used must meet Federal, State and Local requirements for fluid milk.

Butter - U.S.D.A. Grade A or better. Salted or Unsalted.

Margarine Fortified - Product must conform to Standards of Identity, Code of Federal Regulations, Title (Food and Drug Administration) Part 45.1.

Yogurt - Plain, sweetened, or flavored.

Jelly - Fruit portion packs minimum ½ ounce - Kraft brand or equal. Products must conform to Standards of Identity, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 29.2.
Mayonnaise - Portion packs 1/3 ounce or more. Kraft brand or equal. Product must conform to Standards of Identity, Code of Federal Regulations, Title 21 (Food and Drug Administration) Part 25.1.

ATTACHMENT E

NJDA SUMMER FOOD SERVICE PROGRAM

TRANSPORTATION CERTIFICATION

1. Describe in detail the type of vehicle(s) and/or containers that will be utilized to provide adequate refrigeration and/or heating during delivery of all foods to ensure that temperatures remain in accordance with state and local health codes.

   _____

   _____

   _____

2. How many vehicles(s) will be utilized to meet the terms of this contract?

   _____

3. Will the delivery of meals for this contract be combined on the same truck with deliveries for other contracts? □ Yes, No □

4. If contract includes the preparation of hot meals, does the bidder have the capability to heat all meals at the State agency approved facility? If no, describe how the bidder proposes to meet the terms of this contract.

   _____

   _____

5. Will the delivery of the meals for this contract be subcontracted? Yes □ No □

   If yes, please provide the name, address, phone number and contract person below:

   _____

   _____

   _____

   _____

Certification

I certify that the above information accurately reflects how meals will be delivered and heated, if applicable. I further realize that any deviation from these statements may result in the cancellation of this contract by the sponsor.

_____ _____

Signature of Bidder ***Date***

ATTACHMENT F

NJDA Summer Food Service Program

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(1) The prospective lower tier participation certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

FSMC/VENDOR Name
Name and Title of Authorized FSMC/VENDOR Representative

FSMC/VENDOR Signature	***Date***

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

STATE OF NEVADA
APR 2 9 2022
PURCHASING DIVISION

ATTACHMENT G

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the Sponsor and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

(A) The offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement, with any other offeror or with any competitor relating to the prices; the intention to submit an offer; or the methods or factors used to calculate the prices offered.

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor prior to opening (in the case of a sealed bid solicitation) or prior to contract award (in the case of a negotiated solicitation); and

(3) No attempt has been made or will be made by the offeror to induce any person or entity to submit or not to submit an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for determining the prices being offered in the bid or proposal and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

(2) He or she is not the person in the offeror's organization responsible within the organization for determining the prices being offered in the bid or proposal, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

NAME OF FOOD SERVICE MANAGEMENT COMPANY

NAME OF FSMC'S AUTHORIZED REPRESENTATIVE

SIGNATURE OF FSMC'S AUTHORIZED REPRESENTATIVE

TITLE *DATE*

In accepting this offer, the Sponsor certifies that no representative of the Sponsor has taken any action which may have jeopardized the independence of the offer referred to above.

NAME OF SPONSOR

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TITLE *DATE*

NOTE: ACCEPTING A BIDDER'S OFFER DOES NOT CONSTITUTE AWARD OF THE CONTRACT.

CITY OF CAMDEN
MAYOR VICTOR CARSTARPHEN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION & YOUTH SERVICES
1000 N. 6th Street, Camden, NJ 08102
Phone: (856) 757-7285 Fax: (856) 757-7336

April 11, 2022

Mr. Paschal Nwako
Camden County Dept. of Health & Human Services
425 Woodbury Turnersville Road
Blackwood, NJ 08012-296

Dear Mr. Nwako:

Re: City of Camden # 22-07200012

The City of Camden Dept. of Human Services intends to participate in the 2022 Summer Food Service Program. The state agency requires sponsoring organizations to annually notify the health department of sites where a food service will take place. We are a vended program and will operate from July 5, 2022 to August 26, 2022.

Our food preparation facilities are located at (to be determined at a later date) the state approved vendor selected will prepared and deliver breakfast and lunch. The name and address of all feeding sites are attached.

For further information, please contact me, Mr. Gibbs, at (856) 856-757-7317or (856) 757-7285.

Thank you.

Sincerely
Forrest Gibbs
Forrest Gibbs
Youth Group Worker

Attachment: Site Listing

SCHEDULE A

SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A

Schedule A (Revised 4/29/22)

	SPONSOR	CITY OF CAMDEN												
	NAME OF SITE	ADDRESS	CITY	ST	ZIP	PHONE	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	BREAK	LUNCH	BREAK TIME	LUNCH TIME
2925	N. CAMDEN GYM	1000 N. 6TH STREET	CAMDEN	NJ	08102	856-757-7285 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	65	65	9:00 AM	12 NOON
2946	CRAMER HILL COMM CTR	1035 REEVES AVE	CAMDEN	NJ	08105	856-757-7272 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
2949	BROADWAY	713-715 BROADWAY	CAMDEN	NJ	08103	856-757-7095 856-757-7210	FORREST GIBBS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2958	ISABEL MILLER	8TH & CARL MILLER	CAMDEN	NJ	08104	856-757-7507	GREG PARKS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2966	MLK CENTER	1151 HADDON AVE	CAMDEN	NJ	08103	856-757-7605	CANDY CAUSEY	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
2997	WHITMAN PARK WATER TOWER	1100 BLOCK OF EVERETT STREET	CAMDEN	NJ	08104	856-883-2855	DENISE STARKS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2999	MALANDRA HALL	1200 S. MERRIMAC RD	CAMDEN	NJ	08104	856-757-7368	SIMMONE ISLEY	7/5/22	8/26/22	5	70	70	9:00 AM	12 NOON
3010	NORTH GATE 1 RESIDENTS	433 N 7TH STREET	CAMDEN	NJ	08102	267-259-8874	KAREN MERITTS	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3039	EASTSIDE CIVIC	28TH & MITCHELL ST	CAMDEN	NJ	08105	856-757-7317	ROSELEE WALLS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
3091	CAMDEN HIGH FOOTBALL	1700 PARK BLVD	CAMDEN	NJ	08103	609-668-0117	COACH SAVAGE	7/5/22	8/26/22	5	0	50		3 PM
3095	WOODROW WILSON FOOTBALL	3100 FEDERAL STREET	CAMDEN	NJ	08105	856-966-2000	WILLIE HICKSON	7/5/22	8/26/22	5	0	50		3 PM
3100	BALDWIN'S RUN - CHA	404 N DUDLEY ST	CAMDEN	NJ	08105	856-968-1310 856-968-2667	ESTER MERCADO A. BRADLEY	7/5/22	8/26/22	5	35	35	9:00 AM	12 NOON
3129	ABLETT VILLAGE - CHA	307 ABLETT VILLAGE	CAMDEN	NJ	08105	856-966-9195 856-968-6197	KIMBERLY WASHINGTON	7/5/22	8/26/22	5	15	15	8:30 AM	12 NOON
3133	CHELTON TERRACE- CHA	721 CHELTON TERRACE	CAMDEN	NJ	08104	856-968-2690 856-968-6110	REBECCA WARE	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
3136	MC GUIRE GARDENS - CHA	114 BOYD ST	CAMDEN	NJ	08105	856-968-0050/1	DIANE JOHNSON	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3144	ROOSEVELT MANOR - CHA	1801 S. 8TH ST	CAMDEN	NJ	08104	856-963-3550 856-968-2682	CYNTHIA PULLIAM	7/5/22	8/26/22	5	20	20	9:00 AM	12 NOON
3158	ST PAULS CHURCH	422 MARKET ST	CAMDEN	NJ	08103	856-365-5880 856-365-2664	ANDREW STOKES	7/5/22	8/26/22	5	55	55	9:00 AM	12 NOON
3545	ISLAMIC STUDY CENTER	1131-33 HADDON AVE	CAMDEN	NJ	08103	856-580-0191 856-580-0187	STEPHANIE WALKER	7/5/22	8/26/22	5	50	50	8 AM	11 AM
3531	PUERTO RICAN UNITY FOR PROGRESS (PRUP)	818 BROADWAY	CAMDEN	NJ	08104	856-541-1418 856-685-3782	JOAN PARDOX JUDITH FERGUSON	7/5/22	8/25/22	M-TH	25	15	9:00 AM	12 NOON
3557	CAMDEN KIDS ACADEMY	1459 HADDON AVE	CAMDEN	NJ	08103	856-966-7000	JANENE DAVIS	7/5/22	8/26/22	5	200	200	8:30 AM	12 NOON
3568	WOODLYNN SCHOOL DIS	131 ELM STREET	WOODLYNN	NJ	08107	856-863-4900	PRINCIPAL	7/5/22	7/29/22	5	120	120	8:00 AM	12 NOON
3640	HEAVENS LITTLE ANGELS	915 N. 36TH ST	CAMDEN	NJ	08105	856-225-1410	ESTER FELICIANO	7/5/22	8/26/22	5	50	50	9:00 AM	12 NOON
3648	YAHWEH CDC	3710 FEDERAL ST	CAMDEN	NJ	08105	856-963-1010	TAWANA BUTLER	7/5/22	8/26/22	5	40	40	8:00 AM	12 NOON
3660	CAMP YAHWEH	4415 MARLTON PIKE	CAMDEN	NJ	08109	609-313-9792	JANEEN DAVIS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
											1040	1130		

SCHEDULE A

SUMMER FOOD SERVICE PROGRAM

2022

Attach Copy of Schedule A

Schedule A (Revised 4/29/22)

	SPONSOR	CITY OF CAMDEN												
	NAME OF SITE	ADDRESS	CITY	ST	ZIP	PHONE	AUTHORIZED DESIGNEE	DATES BEGIN	DATES END	DAYS OF WEEK	BREAK	LUNCH	BREAK TIME	LUNCH TIME
2925	N. CAMDEN GYM	1000 N. 6TH STREET	CAMDEN	NJ	08102	856-757-7285 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	65	65	9:00 AM	12 NOON
2946	CRAMER HILL COMM CTR	1035 REEVES AVE	CAMDEN	NJ	08105	856-757-7272 856-968-6406	JANEAN GOODEN	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
2949	BROADWAY	713-715 BROADWAY	CAMDEN	NJ	08103	856-757-7095 856-757-7210	FORREST GIBBS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
2958	ISABEL MILLER	8TH & CARL MILLER	CAMDEN	NJ	08104	856-757-7507	GREG PARKS	7/5/22	8/26/22	5	30	30	9:00 AM	12 NOON
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2997	WHITMAN PARK WATER TOWER	1100 BLOCK OF EVERETT STREET	CAMDEN	NJ	08104	856-883-2855	DENISE STARKS	7/5/22	8/26/22	5	40	40	9:00 AM	12 NOON
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3133	CHELTON TERRACE- CHA	721 CHELTON TERRACE	CAMDEN	NJ	08104	856-968-2690 856-968-6110	REBECCA WARE	7/5/22	8/26/22	5	25	25	9:00 AM	12 NOON
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STATE OF NJ NJDA
APR 2 9 2022
SUMMER FOOD SERVICE PROGRAM

APR 2 9 2022

CITY OF CAMDEN

MAYOR VICTOR CARSTARPHEN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF RECREATION
1000 N. 6th Street, Camden, NJ 08102
Phone: (856) 757-7285 Fax: (856) 757-7336

NOTICE TO BIDDERS
NEWSPAPER ADVERTISEMENT

BID #22:04
SUMMER FOOD SERVICE PROGRAM

The City of Camden, Department of Human Services, an approved sponsor in the State of New Jersey, invites the submission of sealed bids for prepackaged breakfast and lunch meals meeting program requirements as described in the bid specifications and contract.

The Purchasing Agent is hereby authorized to receive sealed bids, clearly marked on the outside envelope "SUMMER FOOD SERVICE PROGRAM (SFSP)", along with a sample lunch on Thursday, May 19, 2022 at 11:00 am in City Council Chambers, Second Floor, City Hall, 520 Market Streets, Camden, New Jersey 08102.

Bids containing dual prices for one meal type that are tied to a sponsor's ultimate level of meal service will be rejected. Contractors submitting bids must be registered with the State of New Jersey to participate in the 2022 Program. These meals are to be served 1,040 breakfast and 1,130 lunch to children in the Summer Food Service Program from Monday to Friday (excluding weekends). Delivery is to be made as per bid specifications and contract.

Specifications may be obtained by contacting the Office of the Purchasing Agent at purchasingfax@ci.camden.nj.us.

A bid bond in the amount of (10%) ten percent of the estimated total bid must accompany the bid. The bid bond must be from a company listed in the current Department of Treasury Circular 570 certified to do business in New Jersey. No other type of bid bond is acceptable.

The 11:00 a.m. May 19, 2022 bid opening is also available remotely at the following Zoom Video Communication link (or phone number), meeting ID and Password:

Link: https://zoom.us/j/94858102772?pwd=b3hUZXZvM0VReXYrUnFFN1NqNFFOZz09

Meeting ID: 948 5810 2772

Passcode: 019661

Phone Number: 1(646) 876-9923

The City encourages prospective bidders to deliver their bids before the designated date and time of the opening via certified mail or overnight delivery carrier. Sealed bids intended for the Purchasing Agent **prior** to the designated time of public opening should be delivered to the Office of the City Clerk, 520 Market Street, City Hall, Room 105, Camden, New Jersey 08101. Bids may not be emailed, faxed, or transmitted over the telephone.

Bids will not be received after the time specified for the opening of the bids. The City will deem Bids received after the hour appointed invalid and returned unopened to the Bidder.

Bidders must submit complete and detailed information of the product or service which Bidder proposes to supply.

The right to reject all bids pursuant to N.J.S.A. 40A:11-13.2 and to award the contract to the lowest responsive, responsible bidder in accordance with applicable law is expressly reserved by the authority of the City Council of the City of Camden.

NOTE: All bidders are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Any questions concerning this bid, please contact the City of Camden Purchasing Bureau at (856) 757-7159, preferably, fax/email questions to (856) 541-9668 / purchasingfax@ci.camden.nj.us.

Lateefah Chandler
Purchasing Agent
Date Adv. May 3, 2022

NEW JERSEY DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION

APR 2 9 2022

SUMMER FOOD SERVICE PROGRAM

FOOD SERVICE MANAGEMENT COMPANY INVITATION FOR BID AND CONTRACT

TABLE OF CONTENTS

Section		Page
A.	Instructions to Bidders	2-3
B.	Scope of Services	3
C.	General Conditions	3-8
D.	Invitation for Bid and Contract Price Schedule Instructions For Completing The Bid Price Schedule	8

Attachments

A: Sites Where Program Will Operate

B: USDA Food and Nutrition Service SFSP Meal Pattern

C: Week 1 and Week 2 Cycle Menus

D: Summer Food Service Program Food Product Specifications

E: Transportation Certification

F: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

G: Certificate of Independent Price Determination

4. Bidders Having Interest in More Than One Bid

If more than one bid is submitted by any one person, by or in the name of a clerk, partner, or other person, all such bids shall be rejected.

5. Pricing

Pricing shall be based on the cycle menus provided by the sponsor and described in Attachment C, attached hereto, and incorporated into this Agreement. Deviation from the sponsor's cycle menu shall be permitted only upon written authorization by the sponsor. The bid price per meal must include the price of food components, including milk and/or juice if a part of the unitized meal, packaging, transportation, and all other related costs (e.g., condiments, utensils, etc.).

6. Estimated Number of Servings Per Day

The number of servings per day are the best-known estimates for meal requirements during the operating period. The sponsor does not guarantee orders for the estimated quantities and reserves the right to order meals in an amount more or less than that estimated at the beginning of the operating period. The maximum number of meals will be determined based on the approved level of meal service designated by the administering office of each site serving meals provided by the contractor. The contractor will be paid at the agreed upon unit price per meal rate for all meals delivered in accordance with this contract and the SFSP regulations.

7. Time for Receiving Bids

Sealed bids shall be deposited at the sponsor's address no later than the exact time and date indicated in this IFB. Bids received prior to the time of opening will be securely kept, unopened.

8. Evaluation of Bids/Award of Contract

A. The contract will be awarded to that responsible bidder whose bid conforms to all the terms, conditions, and requirements of the IFB and is the lowest total estimated amount.

B. The sponsor reserves the right to reject non-conforming bids and to waive informalities and minor irregularities in bids received.

C. The sponsor reserves the right to reject the bid of a bidder who previously failed to perform properly, or complete on time, contracts of a similar nature, or the bid of a bidder who investigation shows is not able to perform the contract.

9. Late Bids, Modifications of Bids and Withdrawal of Bids

A. Any bid received after the exact time specified for receipt of bids will not be considered.

B. Any modification of the IFB will not be accepted. A bid may be withdrawn prior to the exact time set for receipt of bids by telegram or in person by a bidder or an authorized representative, provided his or her identity is made known, and he or she signs a receipt for the bid.

C. A late modification of a successful bid which makes its terms more favorable to the sponsor will be considered at any time it is received and may be accepted.

10. Final Contract

The final contract shall consist of the terms and conditions in sections A through D herein, along with Attachments A, B, C, D, E, F, and G, as well as all documents included by Sponsor in the IFB, and the bid submitted by the FSMC. No additional modifications or amendments may be made without prior NJDA approval.

SECTION B - SCOPE OF SERVICES

1. Contractor shall provide to Sponsor unitized meals, with or without milk or juice, and to deliver the meals to the locations specified on Attachment A, attached hereto, and incorporated into this contract, subject to the terms and conditions of this solicitation.

2. All meals furnished must meet or exceed the United States Department of Agriculture ("USDA") meal pattern requirements set out in Attachment B, attached hereto, and incorporated into this contract.

3. Contractor shall furnish meals as ordered by Sponsor during the period of operation specified on Attachment A.

SECTION C- GENERAL CONDITIONS

1. Term of Contract

This contract shall be for a period of 2 months as listed below. Sponsor may enter into a contract renewal with Contractor for up to four (4) consecutive SFSP operational periods with mutual agreement of Sponsor and Contractor.

Start date: July 5, 2022 **End date:** August 26, 2022

2. Unit Prices per Meal

The unit prices per meal, as reflected in section D below, are fixed for the term of this contract. Any price change included as part of a contract renewal shall be based upon the price of the original contract as cumulatively adjusted prior to any previous adjustment or renewal, and shall not exceed:

For SFAs: the change in the Index Rate (as defined in Public Schools Contract Law, N.J.S.A. 18A:18A-1et seq.) for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed.

For non SFAs: the price adjustment percentage rate allowable using the CPI index found at www.bls.gov/cpi.

3. Meal Orders

Sponsor will order meals on Monday of the week preceding the week of delivery. Orders will be placed for the total number of operating days in the succeeding week and will include breakdown totals for each site and each type of meal. Sponsor reserves the right to increase or decrease the number of meals ordered on a 48-hour notice, or less if mutually agreed upon between Sponsor and Contractor.

4. Meal-Cycle Change Procedures

Contractor will deliver meals daily in accordance with the cycle menu which appears on Schedule C. Menu changes may be made only when agreed upon by both parties. When an emergency exists which might prevent Contractor from delivering a specified meal component, Sponsor shall be notified immediately so substitutions can be agreed upon. Sponsor reserves the right to suggest menu changes within the agreed upon cost per meal stated in section D below periodically throughout the contract period.

5. Noncompliance

Sponsor reserves the right to inspect and determine the quality of food delivered and to reject any meals which do not comply with the requirements and specifications of this contract. Contractor will not be paid for unauthorized menu changes, incomplete meals, rejected meals not delivered within the specified delivery time, and meals rejected because they do not comply with the specifications. Sponsor reserves the right to obtain meals from other sources if meals are rejected due to any of the stated reasons. Contractor will be responsible for any excess cost but will receive no adjustment in the event the meals are procured at a lesser cost. Sponsor or inspecting agency shall notify Contractor in writing as to the number of meals rejected and the reasons for rejection.

The SFSP regulations provide that statistical sampling methods may be used to disallow payments for meals which are not served in compliance with program regulations. If disallowances are made based on statistical sampling, Sponsor and Contractor will be notified in writing by NJDA as to the number of meals disallowed, the reasons for disallowance, and the methodology of the statistical sampling procedures employed.

6. Health Inspection, Supervisions, and Inspection of Facility

A. Contractor shall supervise at its places of business the preparation and assembly of meals and to conduct quality control inspections to check portions, size, and appearance of packaging as well as quality of the product.

B. Contractor recognizes the right of a representative of Sponsor, NJDA and/or representatives of the USDA to inspect Contractor's food service facilities at any time during the contract period. Such inspection may proceed with or without notice to Contractor.

C. Contractor shall have a current State or local health certification for the facility in which it will prepare meals for the SFSP. Contractor shall provide for meals which it prepares to be inspected periodically by the local health department or an independent agency to determine bacterial levels in the meals being served and for the results of the inspections to be submitted promptly to Sponsor and NJDA. Bacteria levels found shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals served by other establishments in the locality.

7. Record Keeping

A. Delivery tickets must be prepared by Contractor at a minimum in three copies: one for Contractor, one for the site personnel, and one for Sponsor. Delivery tickets must be itemized to show the number of meals of each type delivered to each site. Sponsor, or authorized designee, at each site will check the delivery and meals to ensure compliance with the meal specifications and requirements before signing the delivery ticket. Invoices shall be accepted by Sponsor only if the accompanying delivery tickets have been signed by Sponsor's designee at the site.

B. Contractor shall maintain records including delivery tickets, invoices, receipts, purchase orders, production records or other evidence to support payments and claims.

C. The books and records of Contractor pertaining to this contract shall be available for inspection and audit by representatives of NJDA, USDA, Sponsor and the U.S. General Accounting Office at any reasonable time and place for a period of three years from the date of receipt of final payment from Sponsor or until the final resolution of any outstanding investigations or audits.

8. Method of Payment

A. Contractor shall submit its itemized invoices to Sponsor weekly. Each invoice shall give a detailed breakdown of the number of meals delivered at each site during the preceding period. No payment shall be made unless the required delivery receipts have been signed by Sponsor's site representative.

B. Contractor shall be paid by Sponsor for all meals delivered in accordance with this contract and SFSP regulations. However, neither the USDA nor NJDA assumes any liability for payment of differences between the number of meals delivered by Contractor and the number of meals served by Sponsor that are eligible for reimbursement.

9. Performance Bond Requirement (applicable to contracts over $100,000)

Contractor shall provide Sponsor with a performance bond in the amount of 10% of the total estimated amount of the bid as specified on the Invitation for Bid Price Schedule, section D below. The bond shall be executed by Contractor and a licensed surety company listed in the current U.S. Department of Treasury Circular 570. The bond shall be furnished not later than ten days following the award of the contract. Upon satisfactory performance of Contractor's contractual obligations and at the expiration of the contract term, Contractor shall be entitled to cancellation of the performance bond.

10. Insurance, Indemnification

Contractor shall procure and maintain the following insurance.

A. Workmen's Compensation in accordance with the laws of the State of New Jersey.

B. Liability coverage for bodily injury, property damage and products liability, including bodily injury and property damage caused by automobiles, with limits of $500,000 for injury or death of any one person and $1,500,000 for injury or death of two or more persons in any one accident, $100,000 property damage and $200,000 products liability for any single occurrence.

C. Contractor shall indemnify Sponsor and the State of New Jersey against loss or damage including attorney fees and costs of litigation caused by negligent acts of Contractor or of Contractor's agents or employees.

D. Contractor expressly agrees to defend any suit against Sponsor for personal injury, sickness or disease arising out of consumption or use of products purchased from Contractor (as well as suit for loss resulting from pilferage by Contractor's employees). Sponsor shall promptly notify Contractor and NJDA in writing of any claims against either Contractor or Sponsor, and if suit has been filed, shall forward to Contractor and NJDA all papers received in connection therewith. Sponsor shall not incur expense or enter into settlement without Contractor's consent, provided however, that if Contractor shall refuse or fail to defend, Sponsor may defend, adjust, or settle any such claim, and the costs thereby incurred, including reasonable attorney fees, will be charged to Contractor.

11. Availability of Funds

This contract is expressly made contingent upon adequate funding from Federal, state, and local sources. In the event adequate funding is not available, and Sponsor is unable to satisfy its financial obligation hereunder, Sponsor shall have the option to terminate this contract upon five days written notice to Contractor.

12. Emergencies

A. In the event of unforeseen emergency circumstances, Contractor shall immediately notify Sponsor by telephone or fax of the following: (1) the impossibility of on-time delivery; (2) the circumstances precluding delivery; and (3) a statement of whether future deliveries will be affected. No payments will be made for deliveries made later than two hours after the specified start time for lunch and one hour after the specified start time began for breakfast and supplement.

B. Emergency circumstances at the site precluding utilization of meals are the responsibility of Sponsor. Sponsor may cancel orders provided Contractor is contacted by 7:00 a.m. on the day of delivery or in time to "hold" or "recall" delivery if mutually agreed upon between Sponsor and Contractor.

C. Adjustments for emergency situations that affect Contractor's ability to deliver meals, or Sponsor's ability to utilize meals, for periods longer than 24 hours will be mutually worked out between Contractor and Sponsor.

13. Termination

A. Sponsor reserves the right to terminate this contract if Contractor fails to comply with any of the requirements of this contract. Sponsor shall notify Contractor and surety company, if applicable, of specific instances of noncompliance in writing. In instances where Contractor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, Sponsor shall have the right, upon written notice, of the immediate termination of the contract. Contractor or surety company, if applicable, shall be liable for any damages incurred by Sponsor.

B. Sponsor may, by written notice to Contractor, terminate the right of Contractor to proceed under this contract, if it is determined by Sponsor that gratuities, in the form of entertainment, gifts or otherwise were offered or given by Contractor to any officer or employee of Sponsor with a view toward securing a contract or securing favorable treatment with respect to the award or renewal of the contract.

C. In the event this contract is terminated as provided in paragraph 13(B) above , Sponsor shall be entitled (i) to pursue the same remedies against Contractor it could pursue in the event of breach of contract by Contractor, and (ii) to a penalty in addition to any other damages in an amount which shall not be less than three nor more than ten times the costs incurred by Contractor in providing any such gratuities to any such officer or employee.

D. The rights and remedies of Sponsor provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

E. Sponsor may cancel this contract within 72 hours' notice to Contractor and with approval of NJDA for any one or more of the following documented reasons:

1) Sponsor disallows 5 percent (5%) of all meals delivered in one week or ten percent (10%) of any meal type for one week.

2) Contractor fails to deliver any one meal type on any day without enough justification.

3) Ten percent (10%) of Sponsor's sites, over a one-week period, receive meal delivery outside of the approved time.

4) Five percent (5%) of the meals delivered over a one-week period did not follow the approved cycle menu (Attachment C).

5) Any part of this contract was subcontracted to another company for the preparation of the meals.

F. Contractor may cancel this contract for the following documented reason:

An excess of five percent (5%) of the meals delivered over a one-week period were disallowed by NJDA and are attributed to Sponsor's failure to meet its responsibilities under this contract or its agreement with NJDA.

G. In the event of termination of this contract, Sponsor shall only be responsible to pay Contractor for meals that have already been assembled and delivered in accordance with this contract.

14. Subcontracts and Assignments

A. Contractor shall not subcontract for the total meal, with or without milk, or for the assembly of the meal, and shall not assign, without the advance written consent of Sponsor, this contract, or any interest therein.

B. In the event of any assignment, Contractor shall remain liable to Sponsor as principal for the performance of all obligations under this contract.

C. Contractors that prepare and assemble frozen meals designed to be served hot may, with the approval of NJDA, subcontract for the heating and delivery of pre-packaged meals for hot service. The heating and delivery must be performed by the same subcontractor.

15. Specifications

A. Packaging

1) Hot Meal Unit - Package must be suitable for maintaining meals in accordance with local health standards. Container and overlay should have an airtight closure, be of non-toxic material, and be capable of withstanding temperatures of 400 degrees (204 degrees Celsius) or higher.

2) Cold Meal Unit (or Unnecessary to Heat) - Container and overlay to be plastic or paper and non-toxic.

3) Sandwich is to be individually wrapped in addition to the overlay on the container.

4) Cartons - Each carton to be labeled. Label to include:

i) Processor's name and address (plant)

ii) Item identity, meal type

iii) Date of production

iv) Quantity of individual units per carton

5) Meals shall be delivered with appropriate nonfood items: condiments, straws for milk, napkins, single service ware, etc. Sponsor shall insert the types of condiments that are necessary for the meals on Attachment C, Week 1, and Week 2 Cycle Menus.

6) Individual containers shall be delivered in cartons constructed to prevent damage to the containers inside. An equal number of containers must be in each carton, except one, which may have fewer to allow for the exact number of meals ordered.

7) Sponsor may require that Contractor provide means for maintaining adequate temperatures of meals after delivery for a period that covers that meal service (i.e., two hours for lunch, one hour for all other meal types).

8) Contractor shall maintain on file for each container the name of the supplier, the telephone number, and a product label specifying ingredients for any food product unitized for meals under this contract. Contractor shall be able to immediately supply this information to Sponsor, NJDA, and/or the New Jersey Department of Health for any meal served at any site listed on Attachment A.

9) All components of a cold meal shall be unitized in a container before delivery to a site. The container and overlay shall be plastic, paper, non-toxic metallic or biodegradable material. Milk and/or juice may be enclosed in the unitized container.

10) All components of a hot meal shall be unitized in one or two containers before delivery to the site. If two containers are used, one will store the hot portions and one will store the cold portions of the meal. The container and overlay should be an airtight closure and shall be aluminized or non-toxic metallic or biodegradable nonflammable material. Milk may be enclosed in the cold portion container.

11) Containers shall have the strength to prevent crushing of food and shall package the meals so that they are completely unexposed to the elements.

B. Delivery

1) Meals are to be delivered daily, unloaded, and placed in the designated location by Contractor's personnel at each site listed on Attachment A.

2) Contractor shall be responsible for the delivery of meals at the specified time. Adequate refrigeration or heating shall be provided during delivery of all food to ensure the wholesomeness of all food at the time of delivery in accordance with state and/or local health codes.

3) Sponsor reserves the right to add or delete food service sites by amendment to the initial list of approved sites on Attachment A and to make changes in the approved level for the maximum number of meals which may be served under the program at each site. Sponsor shall notify Contractor by providing an amendment to Attachment A of all sites which are approved, canceled, or terminated after the acceptance of this contract and of any change in the approved level of meal service for a site. Such amendments shall be provided within 48 hours or less.

4) The delivery of more than one meal type per day at any site shall be made separately within one hour of the beginning of meal service for lunch and within one-half hour of the beginning of meal service for breakfast or supplement in accordance with the serving time schedule listed on Attachment A. When site holding facilities have been approved by NJDA, Contractor can deliver two meal types together according to the meal service time for the early meals. When an emergency affects the ability of Contractor to deliver meals separately or of Sponsor to accommodate meals delivered separately, each situation is to be resolved by agreement of Contractor, Sponsor and NJDA.

5) Contractor must provide the exact number of meals ordered. Counts of meals will be made by Sponsor at all sites before meals are accepted. Damaged or incomplete meals will not be included when the number of reimbursable meals is determined.

6) Contractor shall provide Sponsor with a separate listing of sites to be serviced by each delivery truck one week prior to the first day of meal service.

7) Hot and cold portions of meals must be delivered at the same time.

8) Cold meals shall be delivered to the site at a maximum temperature of 45 degrees Fahrenheit, but they shall not have a temperature of less than 32 degrees Fahrenheit at the scheduled time for meal service.

9) The vehicle and/or carton unitized to deliver cold meals shall have the capability of keeping the product below 45 degrees Fahrenheit until the time of site delivery.

10) Hot meals shall be delivered to the site at a temperature of at least 140 degrees Fahrenheit, but they shall not exceed 160 degrees Fahrenheit at the scheduled time for meal service.

11) The vehicle or carton utilized to deliver hot meals shall have the capability of keeping the product above 140 degrees Fahrenheit until the time of site delivery.

C. Food Preparation

Meals shall be prepared under properly controlled temperatures and assembled not more than 24 hours prior to delivery.

D. Food Specifications

1) All meals must meet the food specifications and quality standards as set forth in Attachment D and conform to the cycle menu cycle on Attachment C.

2) All meat and meat products, except sausage products, shall have been slaughtered, processed, and manufactured in plants inspected under a USDA approved inspection program and bear the appropriate

R-50
revised

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE REJECTION OF BID #22-04 CONTRACT TO PROVIDE SUMMER FOOD SERVICE PROGRAM FOR THE CITY OF CAMDEN

WHEREAS, on June 2, 2022 the City of Camden received one (1) bid proposal in response to BID #22-04 for the provision of Summer Food Service Program for the City of Camden; and

WHEREAS, it is recommended that the bid proposal received for to BID #22-04 be rejected because vendor is not on the approved State of NJ FSCM/FS vendor list; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the bid proposal received on June 2, 2022 for the provision of Summer Food Service Program for the City of Camden is hereby rejected for the above stated reason.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: JUNE 2022

TO: Timothy J. Cunningham, Business Administrator

FROM: L. Chandler, Purchasing Agent

Department Making Request: Administration/Purchasing Bureau

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing rejection of BID #22-04 Summer Food Service Program

BRIEF DESCRIPTION OF ACTION: The purposes or provisions or both of P.L.1971, c.198 (C.40A:11-1 et seq.) are being violated 40A:11—13.2e. Vendor is not on the approved State of NJ FSCM/FS vendor list.

BIDDING PROCESS: BID #22-04 received one (1) proposal on Thursday, June 2, 2022
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): N/A

AMOUNT: N/A

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
*For Example: **Form "A"** - Request for approval of Employees Requiring Advice and Consent of Governing Body, **Form "D"** - Contract Request, **Form "E"** - Creation/Extension of Services, **Form "G"** - Grant Approval, **Form "H"** - Bond Ordinance or Contract Request, **Form "I"**, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:	6/3/22	
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:	6/3/2022	
Approved by Business Administrator:	6/6/22	
Received by City Attorney:	6/7/22	

	(Name) Please Print	(Extension #)
Prepared By:	L. CHANDLER	X7475
Contact Person:		

CITY OF CAMDEN

BUREAU OF PURCHASING
CITY HALL – ROOM 213
P.O. BOX 95120
CAMDEN, NEW JERSEY 08101-5120
856-757-7159
856-541-9668 (FAX)

BID RESULTS

BID # 22-04

BID NAME SUMMER FOOD SERVICE PROGRAM

BID DUE: THURSDAY, JUNE 2, 2022 @ 11:00 A.M

VENDOR	AMOUNT
LINTONS FOOD SERVICE MANAGEMENT BLUE BELL, PA	$270,543.00

Bid results are for information purposes **only**.

rp

R-50

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: Next Meeting

TO: Timothy J. Cunningham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

Department Making Request: Human Services

TITLE OF RESOLUTION/ORDINANCE: "Resolution authorizing a contract to (Unknown Vendor until 6/2/22) to provide pre-packaged breakfast and lunch for 2022 Summer Food Program. This is a new contract, not an amendment."

BRIEF DESCRIPTION OF ACTION: To provide pre-packaged food for Summer Food/Recreation Program for youth within the City of Camden, Department of Human Services for July 5, 2022 thru August 25, 2022.

BIDDING PROCESS: BID OPENING ON 5/17/22
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION/REVENUE ACCOUNT(S): G-22- -833-999

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		Carmen G. Rodriguez
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	5/23/22	
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:	Sherie A. Person	X7084
Contact Person:	Martin Hunter	X6444

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

ATTACHMENT G

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

DIVISION OF LOCAL GOVERNMENT SERVICES
GRANT APPROVAL FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

PLEASE EXPLAIN THE JUSTIFICATION FOR THE GRANT. PLEASE FULLY EXPLAIN COST ASSOCIATED WITH THE AWARD OF THE GRANT AS WELL AS ANY MATCHING FUNDS OR EMPLOYMENT OBLIGATIONS AS A TERM OF THE GRANT. PLEASE EXPLAIN THE BENEFITS OF THE GRANT OF THE MUNICIPALITY AND THE RESIDENTS. ATTACH THE GRANT APPLICATION AND GRANT AWARD LETTER.

Provision to apply, accept and insert 2022 Grant for Summer Food Service Program (SFSP).

The 2022 Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play and grow throughout the summer months when they are out of school.

- Funding pays for pre-packaged delivered meals (breakfast & lunch) Breakfast @ $_____ Lunch @ $_____ totaling $ _____
- Staffing for operate (6) Recreation Sites, and (16) feeding sites.
- 2022 sites were reduced by 75% due to Covid-19 and social distancing regulations and the safety of all participants and staff.

Information of key municipal employee or agent applying for grant and responsible for its use:

Name	Carmen G. Rodriguez
Title	Director of Human Services
Telephone Number	856-757-7285
Email	CaRodrig@ci.camden.nj.us

If the grant is received and fully expended, what will the continuing financial obligations of the municipality be with respect to staffing, insurance, liability, operations, and/or maintenance?

Projected estimated funding for 2022 SFSP program is $205,663.44

- Reimbursement is based on actual meals served during the duration of program July 5, 2022 to August 26, 2022

What will the source of funds be for the staffing, insurance, liability, operations, and /or maintenance?

Funding comes from NJDA. This grants enhances our current programs that provides a Safe Haven for youth enrolled in summer time/out-of-school time activities.

_____ Date_____

Mayor's Signature

_____ Date_____

Business Administrator/Manager Signature

Name, email and fax of contact person for this form:

_____

For LGS use only:

( ) Approved ( ) Denied

_____ Date_____

Director or Designee,
Division of Local Government Services

Number Assigned _____

Summer Food Service Program - Application

My Account

Sponsor Management Plan - 2022

City of Camden - 07200012

Other USDA Programs

Enter other USDA Programs you participate in **during the Summer months**

- [ ] None
- [ ] School Breakfast Program
- [ ] Child and Adult Care Food Program
- [ ] Special Milk Program
- [ ] National School Lunch Program/SFA
- [ ] At Risk

Dates of Operation

Enter your dates of operation:

Begin: 07/05/2022

End: 08/26/2022

Enter your operating days each month. The total # of days will tally automatically

October	November	December	January	February	March	April
0	0	0	0	0	0	0

May	June	July	August	September	Total Days
0	0	19	20	0	39

Advance Funding

Select if you are requesting advance funding or not and if so for which month(s) ○ Yes ○ No

Check applicable month(s) of advance funding requested: ☐ July ☐ August

Staff Training

Each sponsor must provide annual training for all their food services and administrative personnel involved with the Summer Food Service Program. Written documentation of these sessions must be maintained on file for review during the administrative review. Complete all sections in the chart.

Required Topics	Name of the Trainer
Seriously Deficient (Apply to all)	Forrest Gibbs & Chanelle Perry
State Violation	Forrest Gibbs & Chanelle Perry
Program Overview	Forrest Gibbs & Chanelle Perry
Program Operation	Forrest Gibbs & Chanelle Perry
Record Keeping	Forrest Gibbs & Chanelle Perry
Job Responsibilities	Forrest Gibbs & Chanelle Perry
Monitoring Procedures	Forrest Gibbs & Chanelle Perry

Program Records

List the person(s) responsible for the program records listed below.

Required Records	Compliance	Name of the Person Responsit
Approved Menus (Apply to all)	**Monitors for Substitutions**	Forrest Gibbs & Chanelle Perry
Meal Counts	**Taken at the Point of Each Meal Service**	Forrest Gibbs & Chanelle Perry
Monitoring	**First Week, Fourth Week**	Forrest Gibbs & Chanelle Perry

Maintenance of Program Cost Records

List the supportive source documentation your sponsor will maintain for all program costs.

Required Records	Type of Documents
Food Purchases (Apply to all)	Forrest Gibbs & Chanelle Perry
Non-Food Supplies	Forrest Gibbs & Chanelle Perry
Delivery Slips	Forrest Gibbs & Chanelle Perry
Food Service Operational Cost	Forrest Gibbs & Chanelle Perry
Administrative Costs	Forrest Gibbs & Chanelle Perry
Net Cash Resource Schedule	Forrest Gibbs & Chanelle Perry

Disclosure of Lobbying Activities

Indicate whether your sponsor participates in lobbying activities pursuant to 31 U.S.C. 1352 ○ Yes ○ No

Documents

Select the document type from the list and upload the file.

Document Type * Select document type

Browse and upload

Search:

Type		File Name			
Letter to Health Department	2022 Health Dept Letter.docx	04/07/2022 11:30:50	Janean Gooden	Draft	
Letter to Health Department	2022 SCH A Health Dept.xls	04/07/2022 11:31:00	Janean Gooden	Draft	

Other	2022 SFSP DISCLOSURE OF LOBBYING.pdf	04/07/2022 11:31:50	Janean Gooden	Draft	
Other	2022 SAM SFSP.pdf	04/07/2022 11:31:56	Janean Gooden	Draft	
Other	2022 FIN CAP STATEMENT.pdf	04/07/2022 11:34:07	Janean Gooden	Draft	
Other	2022 PRE CIVIL RIGHTS QUESTIONARE.pdf	04/07/2022 11:34:20	Janean Gooden	Draft	
Public Announcement - News Release	2022 SFSP New Release.docx	04/07/2022 11:31:35	Janean Gooden	Draft	
Schedule C-Menu	2022 SCHEDULE C MENU 3 24 22.docx	04/07/2022 11:31:11	Janean Gooden	Draft	

I_I I certify that to the best of my knowledge, the information on the Sponsor Management Plan is true and correct in all aspects, and records are available to support the information provided on this form. Prior written approval of any budgetary amendments by the sponsor must be received in writing from the State agency. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes. I agree to accept final administrative and financial responsibility for all program operations at all approved sites.

Complete Later | Save | ← Back to Application Summary

Summer Food Service Program - Application

My Account

Budget - Summer 2022

City of Camden - 07200012 Section Status: **Saved**

Site Code/Name	Total Meal Service Days	Estimated Number of Meals					Total Estimated Operating Reimbursement	Total Estimated Administrative Reimbursement
		Breakfast	AM Snack	Lunch	PM Snack	Dinner		
2925 / N. Camden Gym Rec	39	65		65			$16,477.50	$1,375.24
2946 / Cramer Hill Center	39	25		25			$6,337.50	$528.94
2949 / Broadway Recreation	39	40		40			$10,140.00	$846.30
2958 / Isabel Miller Recreation	39	30		30			$7,605.00	$634.72
2966 / ML King Center - Recreation	39	30		30			$7,605.00	$634.72
2997 / Whitman Park Watertower	39	40		40			$10,140.00	$846.30
2999 / Malandra Hall Recreation	39	70		70			$17,745.00	$1,481.02
3010 / Northgate 1 Residents	39	25		25			$6,337.50	$528.94
3039 / Eastside Civic @ Ralph Williams Park	39	30		30			$7,605.00	$780.97

Site Code/Name	Total Meal Service Days	Estimated Number of Meals					Total Estimated Operating Reimbursement	Total Estimated Administrative Reimbursement
		Breakfast	AM Snack	Lunch	PM Snack	Dinner		
3091 / Camden High Sum Football Camp	39			50			$8,053.50	$697.13
3095 / Woodrow Wilson Sum Football Camp	21			50			$4,336.50	$375.38
3100 / CHA - Baldwin's Run	39	35		35			$8,872.50	$911.14
3129 / CHA - Ablett Village	39	15		15			$3,802.50	$317.36
3133 / CHA - Chelton Terrace	39	25		25			$6,337.50	$528.94
3136 / CHA - McGuire Gardens	39	20		20			$5,070.00	$423.15
3144 / CHA - Roosevelt Manor	39	20		20			$5,070.00	$423.15
3158 / St. Pauls Church	19	55		55			$6,792.50	$566.91
3531 / Puerto Rican Unity for Progress (PRUP)	28	25		15			$3,393.60	$279.65
3545 / Islamic Study Center	39	50		50			$12,675.00	$1,057.88
3568 / Woodlyn School District	19	120		12			$14,820.00	$1,236.90
3640 / Heaven's Little Angel's Summer Camp	39	50		50			$12,675.00	$1,057.88

Site Code/Name	Total Meal Service Days	Estimated Number of Meals					Total Estimated Operating Reimbursement	Total Estimated Administrative Reimbursement
		Breakfast	AM Snack	Lunch	PM Snack	Dinner		
3660 / Camp Yahweh	39	30		30			$7,605.00	$634.72
Total Estimated Operating Reimbursement for Year							$189,496.10	
Total Estimated Administrative Reimbursement for Year								$16,167.34

Operational Costs	
Item	Amount
Food and Related Costs, Supplies and Labor	$93,872.50
Food Preparation Facility Expenses	$93,623.60
Food Delivery or Transportation of Children to Sites	
Other	$2,000.00
Total Operational Costs	$189,496.10

Administrative Costs	
Item	Amount
Salaries (Director, Monitors and Clerical Support)	$9,953.33
Office Supplies and Support Expenses	$4,214.01
Travel (Director and Monitors)	$2,000.00
Other	
Total Administrative Costs	$16,167.34

Total Projected Reimbursements			
Item	Operational	Administrative	Total
Total Project SFSP Costs	$189,496.10	$16,167.34	$205,663.44
Total Estimated Reimbursement for all Sites	$189,496.10	$16,167.34	$205,663.44
Projected Balance After Reimbursements			$0.00

Excess Reimbursements

If your Total Estimated SFSP Costs is less than your Projected/Anticipated SFSP Reimbursement, then the Sponsor must document how you will allocate the additional funds in your food service operation. If the food service operations are principally for the benefit of participating children and all of the program reimbursement funds are used solely for the operation or improvement of such food service. This does not mean the program must break even or operate at a loss, but that all income must be used for the sole purpose of operating a non-profit food service.

Will meals be served to non-program adults? ○ Yes ○ No

Will meals be provided at no cost to non-program adults? ○ Yes ○ No ○ Not Applicable

Miscellaneous

Identify how excess funds will be used:

- ☐ Used to improve the meal service or other aspects of the SFSP
- ☐ Kept for next year's SFSP operations
- ☐ Pay for allowable costs of other child nutrition programs
- ☐ Other

Certification Statement

☐ I certify that to the best of my knowledge, the information on the sponsor budget is true and correct in all aspects, and records are available to support the information provided on this form. Prior written approval of any budgetary amendments by the sponsor must be received in writing from state agency. I understand that this information is being given in connection with the receipt of Federal Funds, and that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes. All receipts, invoices and other evidence of purchase must be retained and available for future audit for a period of five years after the end of the agreement year. I agree to accept final administrative and financial responsibility for all program operations at all approved sites.

The Great Seal of the State of New Jersey - Department of Agriculture - Division of Food and Nutrition - PO Box 334 - Trenton NJ 08625-0334

SUMMER FOOD SERVICE PROGRAM (SFSP)

PERMANENT AGREEMENT

LEGAL NAME OF SPONSOR: City of Camden

AGREEMENT NUMBER: 07200012

Address: 1000 N. 6th Street, Camden NJ 08102-0000

To accomplish the purpose of the Summer Food Service Program (the "Program") authorized by Section 13 of the National School Lunch Act, the Child Nutrition Act of 1966, as amended, and regulated by 7 CFR Part 225, the New Jersey Department of Agriculture ("NJDA" or the " State Agency") and the organization whose name and address appear above the "Sponsor"), hereby intending to be legally bound, agree to the following:

I. Definitions

The following terms shall apply to this Agreement:

A. "Administrative costs" means costs incurred by a sponsor related to planning, organizing and managing a food service under the Program and excluding interest costs and operating costs.

B. "Advance payments" means financial assistance made available to a sponsor in order to assist the sponsor in meeting expenses prior to the end of the month in which such costs will be incurred.

C. "Areas in which poor economic conditions exist" means:

(a) The attendance area of a school in which at least 50 percent of the enrolled children have been determined eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program;

(b) A geographic area where, based on the most recent census data available or information provided from the Department of Health and Human Services, at least 50 percent of the children residing in that area are eligible

for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program;

(c) A geographic area where a site demonstrates, based on other approved sources, that at least 50 percent of the children enrolled at the site are eligible for free or reduced-price meals under the National School Lunch Program and the School Breakfast Program; or

(d) A closed enrolled site.

D. "Camps" means residential summer camps and nonresidential day camps which offer a regularly scheduled food service as part of an organized program for enrolled children. Nonresidential camp sites shall offer a continuous schedule or organized cultural or recreational programs for enrolled children between meal services.

E. "Children" means (a) persons 18 years of age and under; and (b) persons over 18 years of age who are determined by a State educational agency or a local public educational agency of a State to be mentally or physically handicapped and who participate in a public or nonprofit private school program established for the mentally or physically handicapped.

F. "Family" means a group of related or nonrelated individuals, who are not residents of an institution or boarding house but who are living as one economic unit.

G. "Fiscal year" means the period beginning October 1 of any calendar year and ending September 30 of the following calendar year.

H. "Food service management company" means any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, for use in the Program, or for managing a sponsor's food service operations in accordance with the limitations set forth in 7 CFR 225.15. Food service management companies may be:

(a) public agencies or entities;
(b) private, nonprofit organizations; or
(c) private, for-profit companies.

I. "FNS" means the USDA Food and Nutrition Service.

J. "Meals" means food which is served to children at a food service site and which meets the nutritional requirements set out in 7 CFR 225.16.

K. "NYSP" means the National Youth Sports Program administered by the National Collegiate Athletic Association.

L. "Operating costs" means the cost of operating a food service under the Program:

(a) Including the (1) cost of obtaining food, (2) labor directly involved in the preparation and service of food, (3) cost of nonfood supplies, (4) rental and use allowances for equipment and space, and (5) cost of transporting children in rural areas to feeding sites in rural areas, but

(b) Excluding (1) the cost of the purchase of land, acquisition or construction of buildings, (2) alteration of existing buildings, (3) interest costs, (4) the value of in-kind donations, and (5) administrative costs.

M. "Private nonprofit organization" means an organization (other than private nonprofit residential camps, school food authorities, or colleges or universities participating in the NYSP) participating that meets the definition of "private nonprofit" herein and that:

(a) Exercises full control and authority over the operation of the Program at all sites under its sponsorship;
(b) Provides ongoing year-round activities for children or families;
(c) Demonstrates that it has adequate management and the fiscal capacity to operate the Program;
(d) Is an organization described in section 501 (c) of the Internal Revenue Code of 1986 and exempt from taxation under 501 (a) of that Code; and
(e) Meets applicable State and local health, safety and sanitation standards.

N. "Program" means the Summer Food Service Program for Children authorized by Section 13 of the National School Lunch Act.

O. "Rural" means any area in a county which is not part of a Metropolitan Statistical Area or any "pocket" within a Metropolitan Statistical Area which, at the option of the State agency and with FNS Regional Office concurrence, is determined to be geographically isolated from urban areas.

P. "School food authority" means the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a lunch program in those schools. In addition, for the purpose of determining the applicability of food service management company registration and bid procedure requirements, "school food authority" also means any college or university which participates in the Program.

Q. "Self-preparation sponsor" means a sponsor that prepares the meals that will be served at its site(s) and does not contract with a food service management company for unitized meals, with or without milk, or for management services.

R. "Site" means a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.

S. "Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private, nonprofit college or university currently participating in the NYSP, or a private nonprofit organization which develops a special summer or other school vacation program providing food services similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program. Sponsors are referred to in the National School Lunch Act as "service institutions."

T. "State Agency" means the New Jersey Department of Agriculture, Division of Food and Nutrition.

U. "Unused reimbursement" means the difference between the amount claimed for reimbursement and actual costs.

V. "USDA" means the United States Department of Agriculture.

II. General Conditions

A. The State Agency shall, to the extent of funds available, reimburse Sponsor for Program eligible meals served to children at the approved sites listed in the yearly Schedule A (s) during the time-period therein stated. The State Agency will promptly notify Sponsor of any change in the minimum meal requirements or reimbursement rates.

B. The State Agency will disallow meals for reimbursement and/or reduce the maximum number of meals approved for a site and/or close a site for any one or more of the following violations:

1. Unauthorized adults consuming meals.
2. Offsite consumption of meals.
3. Meals claimed for reimbursement more than the approved level of meal service (ALMS).
4. Meals served which do not follow the day's menu cycle.
5. Violations of USDA regulations.
6. Meals served outside the approved meal service time.

C. The Sponsor shall:

1. Ensure that each approved site listed on the Schedule A and all subsequent Schedule A(s), serves an area in which poor economic conditions exist; or offers a regularly scheduled organized cultural or recreational activity with an enrollment and daily attendance in which at least half of all children enrolled in each session are eligible for free or reduced price school meals; or is a residential camp which, since such residential camps shall be reimbursed only for meals served to eligible children, shall submit annual eligibility information that documents the number of children enrolled in each session whose family incomes meet the eligibility requirements for free or reduced price school meals.

2. Ensure that all approved sites listed on the Schedule A, and all subsequent Schedule A(s), have been, and will be, visited and determined to have the capability and the facilities to run the Program for the anticipated number of children to be served and the meal service planned.

3. Operate a nonprofit food service during the time periods specified below:

(i) From May through September for children on school vacation;

(ii) At any time of the year, if Sponsors administers the Program under a continuous school calendar system; or

(iii) During the period from October through April, if Sponsor serves an area affected by an unanticipated school closure due to natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State Agency, a similar cause.

4. Offer meals, if a school food authority, and for all other sponsors, serve meals, which meet the requirements and provisions set for the in 7 CFR 225.16 and Schedule B, in accordance with the State Agency approved menu (Schedule C) during the times designated as meal service periods by the Sponsor in Schedule A, and all subsequent yearly Schedule A(s); and offer the same meals to all children. The menu must be the State Agency required document prepared by the Sponsor and approved by the State Agency. The menu shall not be developed by a food service management company.

5. Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the Program. Additionally, serve meals in accordance with meal time intervals specified in Program regulations, 7 CFR Part 225, and the approved meal service times listed on Schedule A and the Site Information Sheets.

6. Retain final financial and administrative responsibility and oversight for the Program, which includes maintaining contact with meal service staff, ensuring that adequately trained meal service staff are on site, monitoring the meal service throughout the period of Program participation, and terminating meal service at a site if staff fail to comply with Program regulations.

7. Execute the State Agency Policy Statement and issue to all participants a Free Meal Policy statement which includes a statement of nondiscrimination that assures that all children are served the same meals and that there is no discrimination in the course of the food service. Sponsor must also include a statement that the meals served are free at all sites unless the site is a camp. If Sponsor operates a camp, the statement must also include a statement of eligibility standards, the application and payment process for Program meals, and hearing procedures.

8. Hold Program training sessions for its administrative and site personnel on Program duties and responsibilities at the time and place specified on the Sponsor Management Plan, and not allow any site to operate until personnel have attended at least one training session. Provide documentation and certification, if applicable, of all training sessions to the State Agency during the administrative review process.

9. Ensure that all administrative personnel attend State Agency training provided to sponsors and provide additional training throughout the summer to ensure that administrative personnel are thoroughly knowledgeable in all required areas of Program administration and operation and are provided with sufficient information to enable them to carry out their Program responsibilities. Each site shall have present at each meal service at least one person who has received training.

10. Claim reimbursement only for the type or types of meals specified in this Agreement, and any subsequent Amendments, and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in this Agreement, and any subsequent Amendments, and served without charge to children who meet the Program's income standards. Changes may not be made to the serving time of any meal unless the changes are approved by the State agency.

11. Ensure that all expenditures are allowable and consistent with FNS Instruction and guidance and that all funds accruing to the food service operation are properly identified and recorded as food service revenue.

12. Plan to serve and claim reimbursement for one meal per eligible child and submit all claims for reimbursement in accordance with 7 CFR Part 225 and procedures established by the State Agency.

13. Maintain proper sanitation and health standards in the storage, preparation and service of food that conform with all applicable State and local laws and regulations. Self-preparation sites must have a current health certificate.

14. Accept and use USDA donated foods in quantities that may be efficiently utilized by the Program. Maintain documentation on file for all donations.

15. Have access to facilities necessary for storing, preparing, serving, and refrigerating food.

16. Review food service operations at each site at least once during the first and four weeks of operations, and thereafter, maintain a reasonable level of site monitoring. Sponsor shall complete the State Agency monitoring form during each review and maintain these forms on file.

17. Make all accounts and records pertaining to the Program available to State, Federal, or other authorized officials for audit or administrative review, at a reasonable time and place. The records shall be retained for a period of three (3) years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved. Sponsor records must be kept at the address listed on this Agreement.

18. Maintain all children on site during meal service and serve meals in a planned and organized manner conducive to good eating and dietary habits.

19. Provide adequate supervisory and operational personnel for overall monitoring and management of food service operations at each site listed and approved on the Schedule A. Personnel shall visit all food service sites at least once during the first week of operation under the Program and promptly take all actions necessary to correct any deficiencies found at the time of the visit. Complete and maintain on file at the administrative office address listed on this Agreement all documentation of these required site visits. Accept final administrative and financial responsibility for the total Program operations at all facilities and claim reimbursement only for meals served to enrolled participants at the approved food service facilities.

20. Maintain a financial management system using State Agency record keeping forms. This responsibility shall not be delegated to a food service management company.

21. Prepare and submit claims for reimbursement supplied by the State Agency by the 10th of the month following the month of operation for which the claim is submitted. The State Agency is prohibited by law from paying any claim submitted later than sixty (60) days following the end of the month for which meals are being claimed. The preparation and submission of reimbursement claims shall not be delegated to a food service management company.

22. Utilize the appropriate State Agency Net Cash Resource Schedule at least annually to ensure that net cash resources do not exceed expenditures. For those sponsors operating year-round, net cash resources cannot exceed three months average expenditures. For those sponsors only participating in the Program, net cash resources cannot exceed one-month operating expenditures.

23. Submit an annual application which includes a budget for administrative costs to participate in the Program accompanied by Site Information Sheets for each site at which a food service operation will be proposed.

24. Comply with all applicable federal and State procurement laws when contracting with a food service management company.

25. Ensure that State Agency prototype contracts are used for the contracting of all services.

26. Notify the State Agency in writing of any changes in the following: person (s) authorized to sign contracts, director, record keeper, person responsible for the food program, dates of operation, address and telephone number and/or site facility, within ten (10) days of the change.

27. Use the State Agency application, when applicable, to determine the eligibility of children attending camps and the eligibility of sites that are not in the attendance area of a school in which at least 50 percent (50%) of the enrolled children have been determined eligible for free or reduced-price school meals under the National School Lunch Program and the School Breakfast Program.

III. Compliance with Existing Laws

In the operation of the Program, Sponsor shall comply with the requirements of the Program Agreement and with all applicable USDA Program policies and regulations, including 7 CFR Part 225 and 2 CFR Part 200 and all applicable State and local laws. Failure to comply with such laws, rules or regulations shall be grounds for termination of this agreement.

IV. Indemnification

Sponsor shall be solely responsible for and shall keep, save, and hold NJDA and the State of New Jersey harmless from all claims, loss, liability, expense, or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of Sponsor's services or to any other persons, or from any damage to any property sustained in connection with the delivery of Sponsor's services which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from Sponsor's failure to provide for the safety and protection of its employees, whether or not due to negligence, fault, or default of Sponsor. Sponsor's liability under this Agreement shall continue after the termination of this Agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

V. Assignability

Sponsor shall not subcontract any of the work or services covered by this Agreement, nor shall any interest be assigned or transferred without the express written approval of the State Agency.

VI. Availability of Funds

The Parties hereto recognize and agree that continuation of funding under this Agreement is expressly dependent upon the availability to the State Agency of funds appropriated by the State Legislature from State or Federal revenue or such other funding sources as may be applicable. The State Agency shall not be held liable for any breach of this Agreement because of the absence of available funding appropriations.

VII. Procurement Standards

All procurement of food, supplies, goods, and other services must comply with the cost principles in 2 CFR Part 400, the procurement standards prescribed in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200, the Uniform, Administrative Requirements, Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations located at 2 CFR Part 215, and all applicable regulations found in 7 CFR Part 225. Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Sponsor of the contractual responsibilities arising under its procurement. The Sponsor is the responsible authority, without recourse to the State Agency regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of a contract.

VIII. Property Management Standards

Property furnished by the State Agency or acquired in whole or in part with federal or State Agency funds or whose cost was charged to a project supported by federal or State Agency funds shall be utilized and disposed of in a manner generally consistent with the standards in 2 CFR Part 200.

IX. Method of Payment

A. At the Sponsor's request, the State Agency shall make advance payments to Sponsors, after execution of this Program Agreement, to assist Sponsor in meeting operating costs and/or administrative expenses. Such advance shall not exceed the dollar limits established by federal and state laws and policies. The State Agency shall, to the extent administratively possible, make advance payments by June 1, July 15, and August 15 of each year for the months of June, July and August, if Sponsor intends to operate at least ten (10) days in the respective month. As a prerequisite, Sponsor must have held training sessions for administrative and site personnel.

Advance payments will be subsequently deducted from regular reimbursement payments. The State Agency may withhold advance payments in certain instances more specifically detailed in 7 CFR Part 225. In the event the State Agency's advance payments or regular reimbursement payments to the Sponsor are late, the State Agency will not be liable for payment of penalties or interest on the late payment. Interest earned on advance payments must be recorded as Program income. Any excess funds which result from an advance payment that exceeds monthly reimbursements must be used to improve the meal service and management of the Program.

B. The State Agency shall provide reimbursement payments to Sponsor upon receipt of Sponsor's monthly reimbursement claim. Failure to maintain records to support claims may be grounds for denial of reimbursement for meals served. If Sponsor receives more reimbursement than expended on allowable costs, Sponsor must use this unused reimbursement to improve the meal service or management of the Program. Unused reimbursement remaining at the end of the Program year must be used to pay allowable costs of other Child Nutrition Programs or for Summer Food Service operations in the following Program year.

X. Financial Management System

A. The financial officer, designated by the Sponsor, shall be responsible for maintaining an adequate financial management system. The financial officer will notify the State Agency when the Sponsor cannot comply with the requirements established herein.

B. Sponsor's financial management system shall provide for:

1. Accurate, current and complete disclosure of the financial results of each Program.
2. Effective internal and accounting controls over all funds, property and other assets. Sponsor shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
3. Accounting records that are supported by source documentation.
4. Procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of the 2 CFR Part 200.

C. If the State agency determines that the Sponsor's accounting system does not meet the standards described in B above, additional information to monitor the Agreement may be required by the State Agency upon written notice to the Sponsor until the system meets with agency approval.

XI. Monitoring of Program Performance

A. Sponsor shall constantly monitor Program performance under this Agreement to assure that performance goals are being achieved as applicable and as defined.

B. The State Agency shall, at its discretion, make site visits to:

1. Review program accomplishments and management control systems.
2. Provide such technical assistance as may be required.

XII. Budget Revision and Modification

Sponsor shall request, in writing, approval from the State Agency when there is reason to believe a revision or modification of the approved budget will be necessary. Budget category variances more than five thousand dollars ($5,000) or 10 percent of the total contract, whichever is lower, shall require written approval from the State Agency.

XIII. Records

A. Sponsor shall maintain such records as it will need to support its claim for reimbursement and shall make such records available to the State Agency upon request.

B. Sponsor shall grant the New Jersey Department of Agriculture, the United States Department of Agriculture, the Inspectors General, the Comptroller General of the United States and its State counterparts, or any of their duly authorized representatives, access to any books, documents, papers and other records of the sponsor which are directly pertinent to this agreement, for the purpose of making audit, examination, excerpts and transcripts; and shall provide timely and reasonable access to sponsor personnel for the purpose of interview and discussion related to such documents.

C. Sponsor shall retain all records required or necessary under this Agreement for a period of three years from the date of final payment hereunder; except that in the event of litigation, claims, or audit findings, the records must be retained until all litigation, claims and audit findings involving the records have been resolved and final action taken. Sponsor will adhere to all additional exceptions, if applicable, as required by state and federal law.

D. Sponsor shall maintain all documentation related to products, transactions or services under this Agreement for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

E. The State Agency may request transfer of certain records to its custody from Sponsor when it determines that the records possess long-term retention value and will decide with Sponsor to retain any records that are continuously needed for joint use.

XIV. Subcontracts

No contractor may subcontract any portion of services under this Agreement.

XV. Termination

This Agreement may be terminated upon ten (10) days written notice sent by certified mail, return receipt requested, on the part of either party. The State Agency may terminate this Agreement for any one or more of the following documented reasons but shall not be limited to these reasons:

1. Violations of state or federal procurement regulations and procedures
2. Submission of a claim for reimbursement with insufficient documentation to support said claim.
3. Unauthorized changes in the required Program food service management company contract.
4. Submission of inaccurate or incomplete information on the Sponsor Management Plan.
5. Submission of inaccurate or incomplete information on the Site Information Sheets. No termination of this Agreement shall affect the obligation of the Sponsor to maintain and retain records and to make such records available for audit for a period of three (3) years after the end of the Agreement year to which they pertain, except in the event of an unresolved audit, in which case, records shall be maintained until the audit is resolved.

XVI. Audit Requirements

The audit requirements for Program sponsors, pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and/or New Jersey OMB Circular 15-08, include the following:

Recipients whose funding is $750,000 or more in state and/or federal financial assistance within their fiscal year must have a single audit performed in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recipients whose funding is less than $750,000 but more than $100,000 in state and/or federal financial assistance within their fiscal year must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with circular letter NJ 15-08-OMB. The type of Audit required is dependent upon the source of funding.

Recipients whose funding is less than $100,000 in federal and/or state funding within their fiscal year are not required to have an audit performed.

The completed audit is due to the cognizant agency, the one which provided most of the funding, within 9 months of Sponsor's fiscal year end. The audit must be performed by an independent CPA. Federal funds cannot be used to pay for any required audit.

State funds expended during the Sponsor's fiscal year derived from a vendor relationship are not subject to audit requirements. Determination of a vendor relationship status of funds expended can only be made by the cognizant agency, in conjunction with the other funding agency or agencies if necessary.

Failure to comply with audit requirements may result in an overclaim to Sponsor's Program and/or a seriously deficient determination.

XVII. Modification

The terms of this Agreement shall not be modified or changed in any way other than by mutual consent in writing of Sponsor and the State Agency.

XVIII. Assurance

A. Neither Sponsor, nor any person on its behalf, shall discriminate against or intimidate any employee engaged in the performance of work under this Agreement or any subcontract hereunder, because of race, color, national origin, age, sex, religion, reprisal or disability. Further, in the hiring of persons for the performance of this Agreement or any subcontract hereunder, neither the Sponsor, nor any person acting on behalf of the Sponsor, shall because of race, color, national origin, age, sex, religion, reprisal or disability discriminate against any person who is qualified and available to perform the work to which the employment relates.

B. Sponsor assures the State Agency that it now complies with, and shall in the future comply with, federal and state laws and regulations, including Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2002d et seq.), (P.L. 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. 1981 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) designed to ensure nondiscrimination and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice Enforcement Guidelines (28 CFR Parts 42 and 50), and FNS directives or regulations issued pursuant to these regulations, to the effect that, no person shall, on the ground of race, color, national origin, age, sex, disability, or reprisal or retaliation from prior civil rights activity, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the sponsor receives Federal financial assistance from the State Agency; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.

This assurance is given in consideration of, and for the purpose of, obtaining any and all federal financial assistance, grants and loans of federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, and detail of Federal personnel, the sale and lease of, and the permission to use, Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the Sponsor, or any improvements made with federal financial assistance extended to the Sponsor by the USDA. This includes any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance such as food, cash assistance for the purchase of food, rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized State Agency and/or USDA personnel during hours of Program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA FNS shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees if it receives assistance or retains possession of any assistance from the State agency. The person or persons, whose signature appears below certifies that he or she is authorized to sign this assurance on behalf of the sponsor.

XIX. Policy Statement

The Sponsor agrees to participate in the New Jersey Department of Agriculture, Summer Food Service Program (SFSP or Program) and accepts responsibility for providing Program benefits to eligible children in the Program.

The Sponsor assures the New Jersey Department of Agriculture, Summer Food Service Program that:

1. All children are served the same meal.

2. There is no discrimination in the course of the food service. In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity.

3. Except for camps, the meals served are free at all sites.

All applicants that are camps that charge separately for meals also ensure the following:

1. The income eligibility standards conform to the U.S. Secretary of Agriculture's family size and income standards for reduced price school meals.

2. The method or methods used in accepting applications from families for Program meals ensure that households are permitted to apply on behalf of children who are members of households receiving food stamp, FDPIR, or TANF benefits using the categorical eligibility procedures described in 7 CFR §225.15(f).

3. The method used by camps for collecting payments from children who pay the full price of the meal prevents the overt identification of children receiving a free meal.

4. The camp will establish a hearing procedure for families wishing to appeal a denial of an application for free meals. Such hearing procedures shall meet the requirements set forth in 7 CFR §225.15(c)(5);

5. If a family requests a hearing, the child shall continue to receive free meals until a decision is rendered.

6. There will be no overt identification of free meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, age, or disability.

For questions or additional information, please contact our office:

New Jersey Department of Agriculture
Division of Food and Nutrition
Summer Food Service Program
PO Box 334
Trenton, NJ 08625-0334
Office: (609) 292-4498 Fax: (609) 984-0878

CERTIFICATION

The Sponsor represents and warrants that it is the governing body responsible for the administration of the approved sites listed on Schedule A and all subsequent yearly Schedule A(s), or it is an agency to which the sites listed on Schedule A and all subsequent schedule A(s), have delegated authority for the operation of their food service. All the information provided in this Agreement is true and correct to the best of my knowledge. I understand that this information is being given about the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. The Summer Food Service Program must be made available to all children regardless of sex, age, race, color, disability or national origin. Any changes to the operation of the Program must be in accordance with Program requirements and regulations and reported to the State agency for approval prior to implementing the change in the Program.

I am authorized to sign, date and certify this permanent agreement and policy statement on my behalf or behalf of the person authorized to sign contractual agreements.

Name of the Authorized Sponsor Representative _____ Date of Agreement _____

R-51

FUENTES
06/14/22

RESOLUTION REAPPOINTING JASPER KANE-MUHAMMAD TO SERVE AS COMMISSIONER ON THE PARKING AUTHORITY OF THE CITY OF CAMDEN FOR A TERM OF FIVE (5) YEARS

WHEREAS, the City of Camden did by ordinance create the City of Camden Parking Authority on October 23, 1958;

WHEREAS, under the aforesaid ordinance, the City Council of the City of Camden shall appoint five (5) voting members; and

WHEREAS, the name of **Jasper Kane-Muhammad**, has been submitted by a member of this City Council, which has reviewed the qualifications of said nominee and is satisfied as to his fitness for appointment; and

BE IT RESOLVED, by the City Council of the City of Camden that it hereby reappoints **Jasper Kane-Muhammad** as a Voting Member of the City of Camden Parking Authority for a term of five (5) years, beginning June 15, 2022 and expiring June 14, 2027; now, therefore

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: June 3, 2022

Council Meeting Date: June 14, 2022

FROM: Councilperson

- [X] Angel Fuentes, President
- [ ] Sheila Davis, Vice President, At-Large
- [ ] Nohemi Soria-Perez, At-Large
- [ ] Shaneka Boucher, 1st Ward
- [ ] Christopher Collins, 2nd Ward
- [ ] Marilyn Torres, 3rd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION APPOINTING JASPER KANE-MUHAMMAD
TO SERVE AS COMMISSIONER
ON THE PARKING AUTHORITY OF THE CITY OF CAMDEN
FOR A TERM OF FIVE (5) YEARS

****PLEASE ATTACH ANY SUPPORTING DOCUMENTS

Angel Fuentes/nr

Signature of Councilperson

6/3/22

Date

Amended at June 9th, 2022 Caucus meeting
Please note that items within boxed area (s) are items added.
Items on consent Agenda include Resolutions: 1-4, 6-11, 13-31, 33-57

CITY COUNCIL AGENDA

JUNE 14TH, 2022 – 5:00 P.M.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

STATEMENT OF COMPLIANCE

NOTICE OF MEETING

APPROVAL OF MINUTES

COMMUNICATIONS

Department of Finance

1. Check registers of the City of Camden for the period of 4/27/2022 to 5/26/2022

2. Payroll register summary for the City of Camden for the pay period of 4/29/2022, 5/13/2022 and 5/27/2022

Department of Administration

~~3. State and Harrison Presentation~~

OLD BUSINESS

Department Of Public Works

1. Ordinance Amending Chapter 840 Of The Code Of The City Of Camden Entitled "Water"

Office Of City Council

2. An Ordinance Establishing Chapter 283 Of The City Of Camden Code Prohibiting Harassment, Intimidation Or Bullying Of Minors In The City Of Camden

3. Ordinance Authorizing The Establishment Of The Multicultural Heritage Advisory Board By The City Of Camden

Department of Health & Human Services

4. Resolution Amending Resolution #MC-22:8266 Adopted On December 28, 2021 Authorizing The Acceptance Of A Grant In The Amount Of $150,000.00 From The County Of Camden And New Jersey Division Of Family Development For The 2021-2022 Code Blue Warming Centers

ORDINANCES – FIRST READING

Office of the City Attorney

1. Ordinance authorizing the removal of deed restrictions and reversionary language on 950 Pine Street

Department of Administration

2. An Ordinance Further Amending And Supplementing An Ordinance Entitled, "An Ordinance Fixing The Salary Ranges To Be Paid To Certain Officers And Employees In The Unclassified Service Of The City Of Camden" Adopted December 23rd, 1982 (MC-1917)

3. An Ordinance Further Amending And Supplementing An Ordinance Entitled, "An Ordinance Fixing The Salary Ranges To Be Paid To Certain Officers And Employees In The Unclassified Service Of The City Of Camden" Adopted December 23rd, 1982 (MC-1917) (contract settlement)

ORDINANCES – SECOND READING & PUBLIC HEARING

Department Of Development & Planning

1. Ordinance Authorizing The Street Vacation For Spectrum Capital Camden, LLC For Block 110, Lots 11, 16, 49, 51 (Qualifier) B-01 And 67, 1107 Penn Street, NS AD Wilson 74 E Of 11th Street, 1182 Linden Street, 1112-1156 Linden Street And SS Linden 418 E. 11th Street As More Particularly Set Forth In The Attached Metes And Bounds Descriptions Pursuant To And In Accordance With N.J.S.A. 40:67-1, ET SEQ.

Department Of Public Works

2. A Fully Funded Capital Ordinance Providing For Water Utility Capital Improvements, Parkside Water Treatment Plant Improvement Project, In And By The City Of Camden, In The County Of Camden, New Jersey, And Appropriating $11,000,000 Therefore From The Grant Fund, Reserve For Coronavirus Local Fiscal Recovery Fund

RESOLUTIONS

Office of City Council

1. Resolution in memoriam of Thomas E. May

2. Resolution Recognizing MI CASITA DAY CARE CENTER on its 50th Anniversary

3. Resolution Re-Appointing Jose Javier Ramos to serve as Commissioner of the Camden Redevelopment Agency in the City of Camden, for 5-Year Term, Beginning June 15, 2022 and expiring June 14, 2027

Office of the Municipal Clerk

4. Resolution Authorizing the City of Camden to apply for a 2022 New Jersey Historic Trust License Plate Fund Grant in the Amount of $5,000.00

Office of the City Attorney

~~5. Resolution Authorizing the Discharge of Mortgage against 919 N. 20th Street, (Block 853, Lot 56) Camden, New Jersey~~

6. Resolution authorizing extensions of time to complete foreclosure

7. Resolution authorizing amendment #1 to contract #04-21-121 between the City of Camden and Worknet Occupational Medicine

8. Resolution authorizing the settlement of litigation

9. Resolution authorizing extensions of time to complete foreclosure

10. Resolution authorizing the discharge of mortgage against 919 N. 20th Street, (Block 853, Lot 56) Camden, New Jersey

Department of Administration

11. Resolution of the City of Camden, County of Camden, State of New Jersey, providing that the Camden Business Improvement ("CBID") District Budget be read by title only

12. Resolution adopting the 2022 budget for the Camden Business Improvement District (CBID)

13. Resolution Authorizing the City of Camden's Insurance Commission and the City Attorney to Settle Certain Claims

14. Resolution Authorizing a Contract under New Jersey State Contract #40116 to GOVCONNECTION

15. Resolution Requesting the City to Dispose of Outdated Fire Equipment at No Cost to the City

16. Resolution Authorizing a Contract under OMNIA PARTNERS, Public Sector Cooperative Purchasing Contract #R211402 to GLOBAL INDUSTRIAL, 11 Harbor Park, Port Washington, NY

17. Resolution authorizing the City of Camden to enter into a memorandum of agreement with CWA Local 1014 supervisory and non-supervisory

18. Resolution ratifying the agreement between the City of Camden and CWA Local 1014 School Crossing Guards Unit

19. Resolution appointing Jose Brito to the Zoning Board of Adjustment of the City of Camden

20. Resolution appointing Deputy Chief, Jesse Flax, fire department for a three (3) year term as Deputy Emergency Management Coordinator

21. Resolution re-appointing Deputy Emergency Management Coordinator for a three (3) year term as the City of Camden

22. Resolution re-appointing Keith Walker for a three year term as the City of Camden Emergency Management Coordinator

23. Resolution appointing Safiyyah Pease to the Affirmative Action Review Council of the City of Camden for a two (2) year term

24. Resolution appointing Stephanie Crawley to the Affirmative Action Review Council of the City of Camden for a two (2) term, expiring June 13, 2024

25. Resolution authorizing a contract to Concept Printing, Inc. 40 Lydecker Street, NYACK, NY 10960 to provide the purchase & delivery of promotional items for the City of Camden

26. Resolution authorizing a contract to Drew & Rogers, Inc., 30 Plymouth Street, Fairfield, NJ 07004 to provide the purchase & delivery of promotional items for the City of Camden

Department of Planning & Development

27. Resolution Authorizing a License Agreement with GOLD STAR HOLDINGS, LLC for the Purpose of a Driveway

28. Resolution Authorizing a License Agreement with Mechelle Jones for the Purpose of a Driveway

29. Resolution Authorizing the Denial of a License Agreement between the City of Camden and Giancarlo Peralta-Perez (Yennifer Diaz) at 452 Rand Street for the purpose of a Curb Cut/Driveway

30. Resolution Authorizing an Application to the New Jersey Department of Transportation for the Consideration of FY 2023 TTFA Municipal Aid Funding for Resurfacing of Various Streets in the City of Camden

31. Resolution Approving the Release of Maintenance Guarantee in the Amount of $11,439.00 for CAMDEN DOLLAR GENERAL, LLC, Ferry Avenue and East Davis Street, Block 1394, Lot 2.03 for the Completion of the Project

32. ~~Resolution Authorizing Amendment #1 to Contract #12-20-208 between the City of Camden and CAMDEN LUTHERAN HOUSING, INC.~~

33. Resolution Approving Amendment #1 to Contract #05-21-1565 with BUCHART HORN, INC. for General Engineering Services for the City of Camden's Water and Sewer System

Department of Finance

34. Resolution Authorizing a Refund to Lien Holder PINE VALLEY ONE REAL ESTATE, LLC

35. Resolution Authorizing the Refund of Unapplied Cash (Code 46) to CORELOGIC COMMERCIAL REAL ESTATE SERVICES, INC

36. Resolution Authorizing the Refund of Unapplied Cash to Trishanda Russell, Property Owner

37. Resolution Authorizing a Refund to Lien Holder PRO CAP 8, LLC

38. Resolution authorizing the cancellation of tax sale certificate No. 18-02231 and refund lien holder

39. Resolution to refund lien holder Pedro Garcia and cancel tax sale certificate Nos. 902032 and 3-1779

40. Resolution authorizing the refunding of a lien payment to TD Bank for 566 Berkley Street Block/Lot-1410/16

41. Resolution authorizing the cancellation of property taxes due to homeowner approved for 100% Veteran exemption

42. Resolution requesting authorization to cancel the revenue and spending reserves for the NJDOT River Road Cramer Hill project

43. Resolution authorizing a refund to lien holder FIG NJ19, LLC

44. Resolution approving the reduction of municipal lien value down to the fair market value of 1093 MacArthur Drive per recommendation of Lien Review Committee

Department of Health & Human Services

45. Resolution Authorizing the City of Camden to Submit an Application to STEP INTO SWIM FOUNDATION for the Youth swimming Lesson Program

46. Resolution Authorizing the Acceptance of a Grant in the Amount of $9,116.00 from STEP INTO SWIM FOUNDATION / EVERY CHILD A SWIMMER

47. Resolution Authorizing the Insertion of a Grant Line Item in the FY'22 Budget from the STEP INTO SWIM / EVERY CHILD A SWIMMER in the Amount of $9,116.00

48. Resolution Accepting a Grant from the State of New Jersey Department of Agriculture, Bureau of Child Nutrition in the Amount of $274,039.05 for the 2022 Summer Food Service Program

49. Resolution Authorizing the Insertion of a Special Item of Revenue in the FY'22 Budget of the City of Camden Pursuant to N.J.S.A. 40A:4-87 in the Amount $274,039.0

50. Resolution authorizing the rejection of Bid #22-04 contract to provide Summer Food Service Program for the City of Camden

Office of City Council

51. Resolution Reappointing Jasper Kane-Muhammad To Serve As Commissioner On The Parking Authority Of The City Of Camden For A Term Of Five (5) Years

Department of Administration

52. Resolution re-appointing Johanna S. Conyer-Harris, Director of Finance as a commissioner to the Municipal Insurance Fund Commission

53. Resolution determining that the Northgate Preservation Urban Renewal LLC Project provides for and meets the affordable housing need of the City of Camden

Department of Health & Human Services

54. Resolution authorizing an execution of an agreement between the City of Camden and the County of Camden and New Jersey Division of Family Development for the 2021-2022 Code Blue Warming Centers within the City of Camden

55. Resolution authorizing the insertion of a special item in the FY'22 budget from the County of Camden/New Jersey Division of Family Development for the Code Blue warming shelters in the amount of $155,000.00

Office of City Council

56. Resolution establishing an anti-bullying task force to examine harassment, intimidation and bullying and make recommendations to the anti-bullying advisory board when fully constituted

57. Resolution in support of the ability of municipalities to adopt regulations to protect public health, safety, and welfare from threats of flooding

Department of Administration

58. Resolution authorizing a closed session of the governing body to discuss contract negotiations

PUBLIC COMMENT

ADJOURNMENT

Please note summary of Public Decorum rules below.

Rule XVII: Decorum

Any person who shall disturb the peace of the Council, make impertinent or slanderous remarks or conduct himself in a boisterous manner while addressing the Council shall be forthwith barred by the presiding officer from further audience before the Council, except that if the speaker shall submit to proper order under these rules, permission for him to continue may be granted by a majority vote of the Council.

City Council meetings shall be conducted in a courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free of slander, threats of violence or the use of Council as a forum for politics. Sufficient warnings may be given by the Chair at any time during the remarks and, in the event that any individual shall violate the rules of decorum heretofore set forth, the Chairperson may then cut off comment or debate. At the discretion of the Chairperson, light signals may be used to display the commencement of the time for speaking and a warning light may be flashed to show that the appropriate time has passed. A red light will signal that there is no longer time.

R-52

MBS:dh
06-14-22

RESOLUTION RE-APPOINTING JOHANNA S. CONYER-HARRIS, DIRECTOR OF FINANCE AS A COMMISSIONER TO THE MUNICIPAL INSURANCE FUND COMMISSION

WHEREAS, the City of Camden is required to maintain a Municipal Insurance Fund Commission; and

WHEREAS, the statutes of the State of New Jersey specifically N.J.S.A. 40A:10-8 provides for the appointment of Commissioners to the Municipal Insurance Fund Commission by the Mayor with the advice and consent of City Council; and

WHEREAS, the Mayor of the City of Camden has re-appointed by communication to the governing body, to wit: Johanna S. Conyer-Harris, as a Municipal Insurance Fund Commissioner to a 2-year term; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that pursuant to N.J.S.A. 40A:10-8 the governing body does consent to the re-appointment of Johanna S. Conyer-Harris, a Commissioner of the Municipal Insurance Fund Commission for a 2-year term ending on June 30, 2024 as provided by law.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution providing advice and consent to Re-appoint Johanna Conyer-Harris as a Commissioner to the Municipal Insurance Fund Commission.

BRIEF DESCRIPTION: This action would authorize the re-appointment of Johanna Conyer-Harris, to serve as a Commissioner on the Municipal Insurance Fund Commission for a two (2) year term. 6/2024

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	6/6/22	
Received by City Attorney:	6/7/22	

	(***Name) Please Print***	***(Extension #)***
Prepared By:		
Contact Person:		

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

R-53

MBS:dh
06-14-22

RESOLUTION DETERMINING THAT THE NORTHGATE PRESERVATION URBAN RENEWAL LLC PROJECT PROVIDES FOR AND MEETS THE AFFORDABLE HOUSING NEED OF THE CITY OF CAMDEN

WHEREAS, Northgate Preservation Urban Renewal LLC (hereinafter referred to as the "Sponsor") proposes to rehabilitate a 321-unit family housing project known as Northgate I Apartments (hereinafter referred to as the "Project") pursuant to the provisions of the New Jersey Housing and Mortgage Finance Agency Law of 1983, as amended (N.J.S.A. 55:14K-1 et seq.), the rules promulgated thereunder at N.J.A.C. 5:80-1.1 et seq., and all applicable guidelines promulgated thereunder (the foregoing hereinafter collectively referred to as the "NJHMFA Requirements") within the City of Camden (hereinafter referred to as the "Municipality") on a site described as 433 North 7th Street, Block 84, Lot 65, as shown on the Official Assessment Map of the City of Camden, Camden County; and

WHEREAS, the Project will be subject to the NJHMFA Requirements and other loan documents executed between the Sponsor and the New Jersey Housing and Mortgage Finance Agency (hereinafter referred to as the "Agency"); and

WHEREAS, pursuant to the HMFA Requirements, the governing body of the Municipality hereby determines that there is a need for this housing project in the Municipality; now, therefore

BE IT RESOLVED by the City Council of the City of Camden (the "Council") that:

(1) The Council finds and determines that the 321-unit affordable housing Project, inclusive of one (1) superintendent residential unit that is non-revenue producing, proposed by the Sponsor meets or will meet an existing housing need;

(2) The Council does hereby adopt the within Resolution and makes the determination and findings herein contained by virtue of, pursuant to, and in conformity with the provisions of the HMFA Law to enable the Agency to process the Sponsor's application for Agency funding to finance the Project.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: RESOLUTION DETERMINING THAT THE NORTHGATE PRESERVATION URBAN RENEWAL LLC PROJECT PROVIDES FOR AND MEETS THE AFFORDABLE HOUSING NEED OF THE CITY OF CAMDEN

BRIEF DESCRIPTION OF ACTION: Northgate Preservation Urban Renewal LLC proposes to rehabilitate a 321-unit family housing project known as Northgate I Apartments pursuant to the provisions of the New Jersey Housing and Mortgage Finance Agency Law of 1983, as amended (N.J.S.A. 55:14K-1 et seq.), the rules promulgated thereunder at N.J.A.C. 5:80-1.1 et seq., and all applicable guidelines promulgated thereunder (the foregoing hereinafter collectively referred to as the "NJHMFA Requirements") within the City of Camden (hereinafter referred to as the "Municipality") on a site described as 433 North 7th Street, Block 84, Lot 65, as shown on the Official Assessment Map of the City of Camden, Camden County.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval** - (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director:		
☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	6/2/22	
Received by City Attorney:	6/17/22	

	(***Name) Please Print***	***(Extension #)***
Prepared By:	Diana Gonzalez	7150
Contact Person:	Timothy J. Cunningham, Esq.	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

RESOLUTION MC-_____

RESOLUTION DETERMINING THAT THE NORTHGATE PRESERVATION URBAN RENEWAL LLC PROJECT PROVIDES FOR AND MEETS THE AFFORDABLE HOUSING NEED OF THE CITY OF CAMDEN

WHEREAS, Northgate Preservation Urban Renewal LLC (hereinafter referred to as the "Sponsor") proposes to rehabilitate a 321-unit family housing project known as Northgate I Apartments (hereinafter referred to as the "Project") pursuant to the provisions of the New Jersey Housing and Mortgage Finance Agency Law of 1983, as amended (N.J.S.A. 55:14K-1 et seq.), the rules promulgated thereunder at N.J.A.C. 5:80-1.1 et seq., and all applicable guidelines promulgated thereunder (the foregoing hereinafter collectively referred to as the "NJHMFA Requirements") within the City of Camden (hereinafter referred to as the "Municipality") on a site described as 433 North 7th Street, Block 84, Lot 65, as shown on the Official Assessment Map of the City of Camden, Camden County; and

WHEREAS, the Project will be subject to the NJHMFA Requirements and other loan documents executed between the Sponsor and the New Jersey Housing and Mortgage Finance Agency (hereinafter referred to as the "Agency"); and

WHEREAS, pursuant to the HMFA Requirements, the governing body of the Municipality hereby determines that there is a need for this housing project in the Municipality.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Camden (the "Council") that:

(1) The Council finds and determines that the 321-unit affordable housing Project, inclusive of one (1) superintendent residential unit that is non-revenue producing, proposed by the Sponsor meets or will meet an existing housing need;

(2) The Council does hereby adopt the within Resolution and makes the determination and findings herein contained by virtue of, pursuant to, and in conformity with the provisions of the HMFA Law to enable the Agency to process the Sponsor's application for Agency funding to finance the Project.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date of Introduction: _____, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:
LUIS PASTORIZA
Municipal Clerk

Dionne Hicks-Giles

From: Diana Gonzalez
Sent: Thursday, June 2, 2022 2:21 PM
To: Dionne Hicks-Giles
Cc: Michelle Spearman
Subject: Resolution - Walk-on
Attachments: Northgate - Resolution of Need.060222.doc; Message from "RNP002673F5476D"

Per Tim,

Prepare Resolution in preparation of walk-on authorization from Council President. City Council Request is attached.

Thank you.

Diana Gonzalez
City of Camden
Department of Administration
520 Market Street
P.O. Box 95120
Camden, New Jersey 08101-5120
Telephone: (856) 757-7150
Fax: (856) 968-4708

Res #R-54

MBS:dh
06-14-22

RESOLUTION AUTHORIZING AN EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE COUNTY OF CAMDEN AND NEW JERSEY DIVISION OF FAMILY DEVELOPMENT FOR THE 2021-2022 CODE BLUE WARMING CENTERS WITHIN THE CITY OF CAMDEN

WHEREAS, the City of Camden desires to enter into an Agreement with the County of Camden for the Code Blue Warming Centers for homeless individuals during the winter months in the City of Camden; and

WHEREAS, County of Camden agrees to provide the City of Camden in the amount of $155,000.00 for the Code Blue Warming Centers; now therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper officers of the City are hereby authorized to enter into an Agreement with County of Camden for the Code Blue Warming Centers.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cummingham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

DEPARTMENT MAKING REQUEST: Human Services

Date: June 14, 2022

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing the City of Camden to enter into an agreement with the County of Camden in the amount of $155,000. The funding will be used for the Code Blue Program/Warming Center for the Winter Months.

BRIEF DESCRIPTION: This resolution will provide an agreement between the City of Camden and the County of Camden for the Code Blue Warming Shelters for the homeless individuals from the City of Camden. The amount of the contract is $155,000.00

BIDDING PROCESS: (N/A)

APPROPRIATION ACCOUNT: (*If applicable*)

AMOUNT: (*If applicable*) **$ 155,000.00**

	Date	Signature
Approved by Relevant Director:	6/6/22	
Approved by Grants Management:	6/6/22	
Approved by Purchasing Agent:	6/6/2022	
Approved by Finance Director:	6/6/22	
Approved by Business Administrator:	6/6/22	
Approved by City Attorney:	6/17/22	

	(Name) Please Print	***(Extension #)***
Contact Person 1:	Carmen G. Rodriguez	Ext. 7285
Contact Person 2:	Sherie Person	Ext. 7084

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Analyst: Darryl Dozier Contact #: 757-7194

Grant/Project Name:		Code Blue Program (Warming Center for Winter Months) Contract agreement with the County				
Grant #:						
City Contract Date:		12-21-21	City Contract #:			
Application Resolution #:			Appropriation Code:			
Funding Source:		Camden County (New Jersey Division of Family Development				
Pass Through:	N	Source:				
Amount of Grant:		$155,000.00				
Local Match:	Y **N**	Cash:		In-Kind:		
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:			
Term of Grant:	12-1-2021 – 3-31-2022		Location of Activity:	Camden City		
Date of Analysis:	June 3, 2022		Reviewed By:	Barbara Johnson		

Summary: The Department of Human Services is requesting to a resolution to enter into an agreement between the City of Camden and the County of Camden in the amount of $155,000.00. The funding is from the County of Camden-NJ Division of Family Development for the Code Blue Program-Warming Center for the Winter months.

See Appendix B for the Scope of Services for the CODE BLUE WARMING SHELTERS

Time Lines: Service Period of the Grant was December 1, 2021 to March 31, 2022

Problematic Areas/Recommendations *The grant service period is over but verified with the County to ensure that the City of Camden would be reimbursed for the services provided under this grant for the period of December 1, 2021 to March 31, 2022.*

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Analyst: Darryl L. Dozier x7194 Contact #:

Grant/Project Name:			*Code Blue funding for warming sites*			
Grant #:						
City Contract Date:			12/21	City Contract #:		
Application Resolution #:			MC-22:8266	Appropriation Code:		
Funding Source:			Camden County			
Pass Through:		Y	Source:	Camden County		
Amount of Grant:			$155,000			
Local Match:		**N**	Cash:	N/A	In-Kind:	N/A
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			4 MONTHS	Location of Activity:	Camden City	
Date of Analysis:				Reviewed By:		

Summary: Camden County has been allotted $170,000.00 from NJ Division of Family Development to be utilized for Code Blue Shelters in designated municipalities in Camden County. Camden City has been awarded $155,000 for imbursement for providing shelter for the homeless community in Camden City.

Time Lines: 12/1/21 – 3/31/22

Problematic Areas/Recommendations N/A

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Camden

Professional Service or EUS Type	N/A
Name of Vendor	CAMDEN COUNTY
Purpose or Need for service:	REIMBURSEMENT FOR COST OF CODE BLUE EMERGENCY WARMING SHELTERS THROUGHOUT CAMDEN CITY
Contract Award Amount	$155,000
Term of Contract	5 MONTHS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	YES
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	NON COMPETITIVE – ONLY CAMDEN CITY MEETS REQUIREMENTS FOR QUALIFICATIONOF 25+ HOMELESS PLUS INDIVIDUALS
Were other proposals received? If so, please attach the names and amounts for each proposal received?	NO NO OTHER MUNICIPALITY QUALIFIES

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.

_____ Funding Source for this action

_____

Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ MDJ County Date 6/6/2022

Certifying Officer Agency

For LGS use only:

( ) Approved ( ) Denied

_____ Date _____

Director or Designee,
Division of Local Government Services

Number Assigned _____

AGREEMENT BETWEEN COUNTY OF CAMDEN

AND

THE CITY OF CAMDEN

FOR PROVISIONS OF CODE BLUE WARMING SHELTERS

AGREEMENT is made as of this _____ day of _____, 20__, by and between the County of Camden (hereinafter referred to as the "COUNTY") and The City of Camden, (hereafter referred to as the *"CITY")*.

WHEREAS, the *COUNTY* has been allotted $170,000.00 from the New Jersey Division of Family Development to be utilized for Code Blue Shelter in designated municipalities in Camden County: and,

WHEREAS, the *COUNTY* has, in conjunction with local social service agencies, and a Comprehensive Emergency Assistance Council, known in Camden County as the Homeless Prevention Network Committee developed a plan to carry out emergency services to the homeless; and,

WHEREAS, the CITY has certified that funds received from the State Appropriation for the homeless will be expended in accordance with guidelines established for such purposes; and,

WHEREAS, the *COUNTY* has determined that the CITY is qualified and able to coordinate the delivery of the desired emergency services;

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein, the *COUNTY* and CITY agree as follows:

The CITY agrees that services provided pursuant to this Agreement shall be provided in accordance with all applicable federal, state and local statutes, rules and regulations.

1. SERVICES. The CITY shall provide the following services attached hereto as Appendix "B" and hereby made part of this Agreement by reference.

In performing its obligations under this agreement, the *CITY* shall:

a. Establish and maintain appropriate accounting procedures which permit the COUNTY to determine the funds necessary to be distributed.

b. Distribute goods and/or funds in the amounts as recommended by the Comprehensive Emergency Services Council as listed in Appendices A, B, and C attached hereto. Any remaining amount not specifically appropriated by the *CITY* in accordance to this agreement shall be held in reserve by the *CITY* for disbursement as may become necessary and pursuant to the express written concurrence with the *COUNTY*.

c. Monitor the acquisition of the necessary goods and the performance of services.

d. Attachments A, B and Appendices A, B, C, D are hereby incorporated into this agreement and become a part hereof.

e. If required, CITY has necessary licenses and credentials to provide services and will provide a copy of the same if requested.

2. EVALUATION. The CITY shall submit reports to the *COUNTY* and Division of Family Development detailing the utilization of the monies hereunder in a form set out in Appendix C monthly. A final expenditure report shall be submitted on or before April 16, 2022. The CITY shall permit the *COUNTY* to make visits to the site where the specified services are being provided for the purposes of assuring CITY compliance with the terms of this agreement.

3. PAYMENT. The *COUNTY* shall pay to the CITY an amount not to exceed **$ 155,000.00** in the following manner: Payments based upon reporting.

Level of service reports must be submitted even if total contract amount is expended. In no event shall this sum be used for expenses other than those listed in Appendices A, B, and C. It is understood by the parties that said amount is the total amount to be appropriated for this

agreement. In no event may said amount be increased during the term of this agreement except as may permitted by the Local Public Contracts Law and following formal approval by the Camden County Board of Commissioners.

Payment under this agreement shall be monthly on the basis of work actually performed during that period and after submission by the CITY to the *COUNTY* of a separate expenditure report. Said expenditure reports shall be completed in detail, accompanied by an invoice which shall be submitted with a signed voucher before payment is tendered, and mailed and/or hand delivered to the Division of Community Development, Court House, 12th Floor, 520 Market Street, Camden, NJ 08102 **no later than fifteen (15) days after the end of each month**. All reports must have support documentation of all expenditures reported. CITY shall include guests sign-in sheets for each Code Blue Shelter for each Code Blue Emergency declared by the County Health Officer.

AGENCY'S who are required to utilize the Homeless Management Information System (HMIS) must print out quarterly information and submit it with the level of service report with each quarterly expenditure report submitted to the *COUNTY.*

The CITY shall be compensated at the rate provided in accordance with the "Program Budget".

4. TERM. This Agreement shall commence on December 1, 2021 and terminate upon the receipt by the *COUNTY* of a satisfactory final expenditure report. However, the funding for all obligations must be encumbered by the CITY on or before March 31, 2022. Any funds not spent by March 31, 2022 shall be held in the *CITY'S interest* bearing, FDIC insured account and returned to the *COUNTY* with the final expenditure report on March 31, 2022. In the event that the CITY fails to adequately perform its obligations under this agreement, the *COUNTY* may terminate

this agreement upon ten days written notice to the *CITY,* upon receipt of notice of termination, the *CITY* shall promptly discontinue all services affected unless otherwise directed by the *COUNTY.* The *COUNTY* shall not be liable for funding expenses [illegible] after the effective date of termination.

5. REALLOCATION. Any allocation of funds contrary to that set out in Appendix B may only be made with the express written consent of the *COUNTY* and the New Jersey Division of Family Development and the Camden County Board of Commissioners.

6. PURCHASING. Any and all purchases of goods and /or services relating to the emergency services program made by the CITY may only be used for the purposes stated in Guidelines of the New Jersey Division of Family Development and by regulations pertinent thereto. The CITY shall make all purchases pursuant to a validly executed contract. Such contracts are subject to the approval of the *COUNTY.* The funds distributed hereunder may be used to meet approved contractual obligations for goods and services incurred in anticipation of this agreement in accordance with the provisions and purposes of the New Jersey Division of Family Development and applicable regulations.

7. AUDIT.

The Contractor shall permit the County and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

Type of Contractor	**Audit Requirements**
Non-Profits and Institutions of Higher Education	**State Funds**- N.J.O.M.B. Circular Letter 15-08 **Federal Funds-** OMB's Uniform Administrative Requirements Cost Principles, and Audit Requirements for

	Federal Awards
State and Local Governments	**State Funds-** OMB Circular Letter 15-08 **Federal Funds** OMB's Uniform Assistance Requirements Cost Principles, and Audit Requirements for Federal Awards
For-Profit	County's requirement of access as detailed above.

Copies of the above-referenced circulars are available upon request from the Camden County Internal Auditor.

All non-profits, institutions of higher education, and state and local government contractors shall, annually, forward a copy of their Single Audit Report to the Camden County Internal Auditor, 9th Floor – Court House, 520 Market Street, Camden, New Jersey 08102-1375. Failure to comply with this procedure will result in the withholding of payment pursuant to this contract.

8. ACCOUNTING RECORDS.

a. In the event that the CITY ceases, voluntarily or involuntarily, doing business, the CITY shall immediately transfer to the COUNTY originals and/or true copies of all records generated under this Agreement.

b. The CITY shall provide the COUNTY with a line item budget indicating all salary and operational expenses. The budget shall be in a form acceptable to the COUNTY to meet its record keeping requirements. Salaries shall be itemized individually, with an indication of the salary paid for each job title and the number of persons in each title specified.

c. The CITY shall maintain billing records to substantiate all charges by the CITY pursuant to all services provided under this Agreement. Such records shall include receipts [illegible] COUNTY [illegible] and/or other various applicable records which shall be certified by the appropriate supervisory personnel. These records shall be made available upon the COUNTY'S request to auditors of any government or private audit firm required or contracted to perform audits. The CITY understands that if satisfactory accounting records are not maintained, monies received by the CITY shall be refunded to the County from non-grant sources.

d. The CITY and any contractors and/or any other parties providing services in the name of the CITY, shall maintain full and complete books and records of accounts in accordance with accepted accounting practices, and such other records as may be prescribed by the county, state, and/or federal agencies. Such books and records shall be retained for a period of six (6) years and shall at all times be available for audit and inspection by the county, state and/or federal agencies duly designated representative(s). Such period of access and retention of records shall be extended until any and all claims, appeals, litigation, or disputes arising under this Agreement have been terminated or otherwise satisfactorily completed.

e. Payment for services rendered shall be based on allowable expenditures as determined by the COUNTY. Total payments shall not exceed the maximum amount as specified in this Agreement. Any and all proposed modifications to the original budget shall be submitted solely by the authorized CITY. All payments authorized under this Agreement shall be subject to revision on the basis of an audit, or modified as set forth in

the Audit Section of this Agreement, or on the basis of any monitoring or evaluation of the Agreement as ordered by the COUNTY.

participants.

9. INDEMNIFICATION. The CITY shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the services and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

10. INSURANCE. The CITY shall obtain and maintain at its own expense during the term of this Agreement, or any renewal thereof, a comprehensive general liability policy including professional liability, insuring the CITY, against any and all claims for bodily injury or death and property damage resulting from performance of services by the CITY it employees, students, staff and agents under this Agreement. Such policy shall protect the CITY against claims arising from the professional services performed by the CITY, its employees, students, staff and agents with limits of not less than $1,000,000. with respect to injury or death to any one person and not less than $3,000,000. in the aggregate. Should the CITY provide for coverage through self-insurance, such program may be in the form of a self-insurance trust fund and shall provide not less than $1,000,000. for injury or death to one individual and not less than $3,000,000. in the aggregate. The CITY, upon request, shall furnish the COUNTY with evidence that it has complied with the above requirements for liability coverage.

The CITY agrees to reimburse the COUNTY for any damages or costs incurred by the COUNTY, including costs of defense, reasonable legal fees, as well as the cost of any settlement or judgment resulting from the CITY'S negligence or intentional acts or omissions in connection with the program which is the subject matter of this Agreement.

The COUNTY agrees to reimburse the CITY for any damage or costs incurred by the CITY, including costs of defense, reasonable legal fees, as well as the cost of any settlement or judgment resulting from the COUNTY'S negligence or intentional acts or omissions in connection with the program which is the subject matter of this agreement.

11. CERTIFICATION REGARDING DEBARMENT. The *CITY* shall cause its contractors to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusions - Lower Tier Covered Transactions attached hereto as Attachment B. A copy of said Certification shall be attached to this agreement.

12. ADHERENCE TO LAW. The *CITY* shall perform its obligations hereunder in accordance with federal, state and local laws and all applicable regulations.

13. NON-COMPLIANCE. The *CITY* recognizes and understands that upon failure to comply with any of the provisions herein, the *COUNTY* may demand, and the *CITY* shall return any unexpended funds.

14. REDUCTION OR TERMINATION DUE TO FISCAL CONSTRAINTS. Anything to the contrary in this Agreement notwithstanding, the parties recognize and agree that the COUNTY'S ability to honor the terms and conditions of the Agreement is contingent upon receipt of state funds and appropriations of the State legislature. If during the term of this Agreement, therefore, the State government reduces its allocation to the *COUNTY,* the *COUNTY* reserves the right, upon written notice to the *CITY*, to reduce or terminate the

Agreement. Upon receipt of notice of termination, the *CITY* shall promptly discontinue all services affected unless directed otherwise by the *COUNTY*.

THE PARTIES TO THIS AGREEMENT UNDERSTAND AND AGREE THAT FUNDING FOR THIS AGREEMENT HAS BEEN PROMISED BY THE STATE TO THE *COUNTY* FOR THE PERIOD OF DECEMBER 1, 2021 THROUGH MARCH 31, 2022. FUNDING OF THIS AGREEMENT FOR THE PERIOD COMMENCING DECEMBER 1, 2021 THROUGH MARCH 31, 2022 IS CONTINGENT UPON RECEIPT OF SUFFICIENT FUNDS BY THE COUNTY FROM THE STATE FOR THIS PURPOSE. IN THE EVENT THAT SUFFICIENT FUNDING IS NOT PROVIDED BY THE STATE, THIS AGREEMENT WILL BE REDUCED OR TERMINATED AS DESCRIBED HEREIN.

15. SEVERABILITY. If any provision herein is or becomes invalid, it shall be considered deleted here from and shall not invalidate the remaining provisions.

16. AFFIRMATIVE ACTION. The parties to this Agreement agree to incorporate the Affirmative Action language contained in Appendix D attached hereto and hereby made a part of this Agreement by reference.

17. EMPLOYMENT GOAL COMPLIANCE.

a. The CITY agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by section N.J.A.C. 17:27-5-2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the

affirmative action office pursuant to N.J.A.C. 17:27-5-2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

b. The CITY agrees to require its contractors to inform in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

c. The CITY agrees to require its contractors to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal Court decisions.

d. The CITY agrees to require its contractors to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal Court decisions.

18. NONDISCRIMINATION. The parties of this agreement do hereby agree that the provisions of N.J.S.A. 10:2-1 through 10:2-4 and 10:5-40, dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made part of this agreement and are binding upon them.

19. DELETED

20. DELETED

21. NO AUTHORITY TO BIND DONOR. CITY has no authority to enter into contracts or agreements on behalf of the NJ Department of Human Services, Division of Family Development ("Donor"). The parties are independent contracting entities only, and no relationship of principal and agent, master and servant, partnership, joint venture, attorney-in-fact, or teaming arrangement is intended by this Agreement.

22. ASSIGNMENT. Neither party hereto may assign, either wholly or in part, any of its rights or obligations under this Agreement.

23. WAIVER. The failure to insist upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver or relinquishment of those provisions.

24. DISPUTE RESOLUTION. Any disputes or questions that may arise between the parties as to interpretation of the terms of this Agreement or the satisfactory performance by any of the parties of the services and other responsibilities provided for in this Agreement shall be submitted to mediation or non-binding arbitration prior to being submitted to a court for adjudication.

25. MODIFICATION. Neither this Agreement nor any provisions hereof may be waived, modified, amended, discharged or terminated except by an instrument in writing signed by the party against whom the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument.

26. APPLICABLE LAW. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey applicable to agreements made and to be performed wholly within the State of New Jersey. Any dispute between the parties, which is not resolved by mediation or non-binding arbitration, shall be venued in the Superior Court of New Jersey, Camden County.

27. SUCCESSORS AND ASSIGNS. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

28 CAPTIONS AND HEADINGS. The captions in this Agreement are inserted for convenience or reference only and in no way, define, describe or limit the scope or intent of this Agreement or any of the provisions hereof.

29. NOTICES. Unless specified otherwise, all notices, reports and any other correspondence made or required to be made to the *COUNTY* are to be sent to Camden County Division of Community Development, 520 Market Street, Court House, 12th Floor, Camden, New Jersey 08102.

30. ENTIRE AGREEMENT This Agreement embodies and constitutes the entire understanding between the parties and all prior agreements, understandings, representations and statements, oral or written, are merged into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be duly executed on the date first above written.

ATTEST: COUNTY OF CAMDEN

Karyn Gilmore
CLERK OF THE BOARD
BOARD OF COMMISSIONERS

Ross G. Angilella
COUNTY ADMINISTRATOR

CLERK – The City of Camden
(Affix Corporate Seal)

MAYOR – The City of Camden

Authorized by MC_____
Reviewed and approved as to form

By: _____
Michelle Banks-Spearman
City Attorney

APPENDIX A

RECIPIENT ORGANIZATION CERTIFICATION

[NOT APPLICABLE]

APPENDIX B

SCOPE OF SERVICES

CODE BLUE WARMING SHELTERS

12/1/2021 – 3/31/2022

THE CITY OF CAMDEN

The City of Camden shall provide directly or through contracts warming shelters when Code Blue Emergencies have been declared by the Camden County Health Officer following P.L.2017, Chapter 68.

The City of Camden and/or its contract(s)

1. The City must report all sub-contracts to the County including sub-contract contact information.
2. Must collaborate with the Code Blue Network in planning. Communicate capacity during a Code Blue Emergency.
3. Must provide inside space for homeless individuals that is heated and offers restroom facilities.
4. Must follow current Governor's COVID orders as it relates to capacity and spacing issues. Must also follow all PPE requirements.
5. Must provide adequate staffing (paid or unpaid) to safely oversee the guests.
6. Must provide access to communication tools so staff can contact police and/or other shelters when the need arises.
7. Must maintain a sign-in sheet for guests at each location during each emergency. The sign-in sheets must minimally request guests' name and current permanent or previous mailing address.

The reimbursed rate per site, per Code Blue Emergency will not exceed $1,000 per night per vendor.

APPENDIX C

Financial Budget/Report

Joseph's House of Camden

2021/ 2022 Code Blue Warming Shelter / DFD
(12/1/21-3/31/22)

Report Period:

Date:_____

Inv #
_____

Budget Category	Awarded Amount	Reported Amount	YTD	Balance
Code Blue Shelter	$155,000.00			
Total	**$155,000.00**			

Numbers of Code Blue Nights in Report Period _____

_____

PREPARED BY

Phone Number _____

and email _____

APPENDIX D

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval; or

2. Certificate of Employee Information Report; or

3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

AMERICANS WITH DISABILITIES ACT
Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the County's grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The County shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this agreement or otherwise at law.

INSTRUCTIONS FOR CERTIFICATION

(ATTACHMENT B)

1. By signing and submitting this certification, the contracting firm is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the contracting firm knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the County may pursue available remedies, including suspension and/ or debarment.

3. The contracting firm shall provide immediate written notice to the County of at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction", "debarred", "suspended", ineligible", lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded" as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the County for assistance in obtaining a copy of those regulations.

5. The contracting firm agrees by submitting this certification that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

6. The contracting firm further agrees by submitting this certification that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction", without modification, in all subcontracts to this agreement as authorized by the County.

ATTACHMENT B

CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS

I am _____ *of the firm of* _____.
(State your title) *(State the name of your organization)*

_____.
(State the address of your organization)

CHOOSE ONE OF THE FOLLOWING

( ) A. *I hereby certify on behalf of* _____
(State the name of your organization)
that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

( ) B. *I am unable to certify to any of the statements set forth in this certification. I have attached an explanation to this form.*

_____
(Signature)

_____
(Type Name & Title)

_____
(Date)

R-55

MBS:dh
06-14-22

RESOLUTION AUTHORIZING THE INSERTION OF A SPECIAL ITEM IN THE FY'22 BUDGET FROM THE COUNTY OF CAMDEN/NEW JERSEY DIVISION OF FAMILY DEVELOPMENT FOR THE CODE BLUE WARMING SHELTERS IN THE AMOUNT OF $155,000.00

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of a special item of revenue in the budget of any county or municipality when any such item shall have been made available by law and the amount thereof was not determined at the time of the of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that said Council hereby requests that the Director of Local Government Services approve the insertion of a special item of revenue in the budget for the fiscal year 2022 to wit:

"The amount of ONE HUNDRED FIFTY-FIVE THOUSAND DOLLARS ($155,000.00), which item is now available from the FY22 County of Camden /New Jersey Division of Family Development".

BE IT FURTHER RESOLVED that the Director of Local Government Services is requested to approve the appropriation, and upon said approval the sum of ONE HUNDRED FIFTY-FIVE THOUSAND DOLLARS ($155,000.00), is hereby appropriated under the caption "**CODE BLUE WARMING SHELTERS**".

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST:

LUIS PASTORIZA
Municipal Clerk

(2)

CITY OF CAMDEN
CITY COUNCIL REQUEST FORM

Council Meeting Date: June 14, 2022

TO: Timothy J. Cummingham, Esq., Business Administrator

FROM: Carmen G. Rodriguez, Director of Human Services

DEPARTMENT MAKING REQUEST: Human Services

Date: June 14, 2022

TITLE OF RESOLUTION/ORDINANCE: Resolution inserting a special item into calendar year 2022 pursuant to NJSA 40:87 Chapter 159 a grant from the County of Camden/New Jersey Division of Family Development for the Code Blue Program/Warming Center for the Winter Months.

BRIEF DESCRIPTION: This resolution will provide funding for the Department of Human Services to provide services for the Code Blue Warming Shelters for the homeless individuals from the City of Camden.

BIDDING PROCESS: (N/A)

APPROPRIATION ACCOUNT: (*If applicable*)

AMOUNT: *(If applicable)* **$ 155,000.00**

	Date	Signature
Approved by Relevant Director:	6/6/22	
Approved by Grants Management:	6/6/22	
Approved by Purchasing Agent:		
Approved by Finance Director:	6/6/22	
Approved by Business Administrator:	6/6/22	
Approved by City Attorney:	6/7/22	

	(Name) Please Print	***(Extension #)***
Contact Person 1:	Carmen G. Rodriguez	Ext. 7285
Contact Person 2:	Sherie Person	Ext. 7084

Please note that you are the responsible party that will be notified for any pertinent information that is requested.

If request is a walk-on, you will be the responsible party for picking up request(s) from City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Analyst: Darryl Dozier Contact #: 757-7194

Grant/Project Name:		Code Blue Program (Warming Center for Winter Months) Inserting into the Budget – Chapter 159				
Grant #:						
City Contract Date:		12-21-21	City Contract #:			
Application Resolution #:			Appropriation Code:			
Funding Source:		Camden County (New Jersey Division of Family Development				
Pass Through:	N	Source:				
Amount of Grant:		$155,000.00				
Local Match:	Y **N**	Cash:		In-Kind:		
Budget Insertion Resolution # & Date:			Accepting Grant Resolution # MC:			
Term of Grant:	12-1-2021 – 3-31-2022		Location of Activity:	Camden City		
Date of Analysis:	June 3, 2022		Reviewed By:	Barbara Johnson BJ		

Summary: The Department of Human Services is requesting to insert a special item into the calendar year 2022 pursuant to NJSA 40:87 Chapter 159 from the County of Camden-NJ Division of Family Development for the Code Blue Program-Warming Center for the Winter months.

See Appendix B for the Scope of Services for the CODE BLUE WARMING SHELTERS

Time Lines: Service Period of the Grant was December 1, 2021 to March 31, 2022

Problematic Areas/Recommendations *The grant service period is over but verified with the County to ensure that the City of Camden would be reimbursed for the services provided under this grant for the period of December 1, 2021 to March 31, 2022.*

APPENDIX B

SCOPE OF SERVICES

CODE BLUE WARMING SHELTERS

12/1/2021 – 3/31/2022

THE CITY OF CAMDEN

The City of Camden shall provide directly or through contracts warming shelters when Code Blue Emergencies have been declared by the Camden County Health Officer following P.L.2017, Chapter 68.

The City of Camden and/or its contract(s)

1. The City must report all sub-contracts to the County including sub-contract contact information.
2. Must collaborate with the Code Blue Network in planning. Communicate capacity during a Code Blue Emergency.
3. Must provide inside space for homeless individuals that is heated and offers restroom facilities.
4. Must follow current Governor's COVID orders as it relates to capacity and spacing issues. Must also follow all PPE requirements.
5. Must provide adequate staffing (paid or unpaid) to safely oversee the guests.
6. Must provide access to communication tools so staff can contact police and/or other shelters when the need arises.
7. Must maintain a sign-in sheet for guests at each location during each emergency. The sign-in sheets must minimally request guests' name and current permanent or previous mailing address.

The reimbursed rate per site, per Code Blue Emergency will not exceed $1,000 per night per vendor.

Initial Report __√__ Revised Report _____ Closing Report

Bureau of Grants Management Grant Summary Form

Grant Status Code: G

(green - g; yellow - y; red - r)

Department: Human Services

Grant Analyst: Darryl L. Dozier x7194 Contact #:

Grant/Project Name:			*Code Blue funding for warming sites*			
Grant #:						
City Contract Date:			12/21	City Contract #:		
Application Resolution #:			MC-22:8266	Appropriation Code:		
Funding Source:			Camden County			
Pass Through:		Y	Source:	Camden County		
Amount of Grant:			$155,000			
Local Match:		**N**	Cash:	N/A	In-Kind:	N/A
Budget Insertion Resolution # & Date:				Accepting Grant Resolution # MC:		
Term of Grant:			4 MONTHS	Location of Activity:	Camden City	
Date of Analysis:				Reviewed By:		

Summary: Camden County has been allotted $170,000.00 from NJ Division of Family Development to be utilized for Code Blue Shelters in designated municipalities in Camden County. Camden City has been awarded $155,000 for imbursement for providing shelter for the homeless community in Camden City.

Time Lines: 12/1/21 – 3/31/22

Problematic Areas/Recommendations N/A

ATTACHMENT D

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CONTRACT REQUEST FORM

This form must be filled out in its entirety and is intended to provide the Division with appropriate information to determine whether to approve a new or extended service. Please provide any additional information you believe will help the Division make an informed decision.

Municipality	City of Camden

Professional Service or EUS Type	N/A
Name of Vendor	CAMDEN COUNTY
Purpose or Need for service:	REIMBURSEMENT FOR COST OF CODE BLUE EMERGENCY WARMING SHELTERS THROUGHOUT CAMDEN CITY
Contract Award Amount	$155,000
Term of Contract	5 MONTHS
Temporary or Seasonal	N/A
Grant Funded (attach appropriate documentation allowing for service through grant funds)	YES
Please explain the procurement process (i.e. bids, RFQ, competitive contracting, etc.)	NON COMPETITIVE – ONLY CAMDEN CITY MEETS REQUIREMENTS FOR QUALIFICATIONOF 25+ HOMELESS PLUS INDIVIDUALS
Were other proposals received? If so, please attach the names and amounts for each proposal received?	NO NO OTHER MUNICIPALITY QUALIFIES

Please attach the RFP, evaluation memoranda or evaluation forms used to evaluate the vendors and a list of all bidders and the bid amounts associated with each bidder.

If the lowest bidder was not selected, please have the appropriate personnel sign the certification on page 2.

_____ Date_____

Mayor's Signature*

_____ Date_____

Business Administrator/Manager Signature

*For direct appointments of the Governing Body, Council President or at the discretion of the Director, the most senior member of the Governing Body may sign the waiver in lieu of the Mayor.

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.
_____Funding Source for this action

_____
Chief Financial Officer Signature

I certify that the vendor selected is in compliance with the adopted Pay to Play Ordinance and that the vendor was notified of any restrictions with respect to campaign contributions.

_____ Date_____
Certifying Officer

For LGS use only:
( ) Approved ( ) Denied

_____Date_____
Director or Designee,
Division of Local Government Services

Number Assigned_____

AGREEMENT BETWEEN COUNTY OF CAMDEN

AND

THE CITY OF CAMDEN

FOR PROVISIONS OF CODE BLUE WARMING SHELTERS

AGREEMENT is made as of this _____ day of _____, 20__, by and between the County of Camden (hereinafter referred to as the "COUNTY") and The City of Camden, (hereafter referred to as the *"CITY").*

WHEREAS, the *COUNTY* has been allotted $170,000.00 from the New Jersey Division of Family Development to be utilized for Code Blue Shelter in designated municipalities in Camden County: and,

WHEREAS, the *COUNTY* has, in conjunction with local social service agencies, and a Comprehensive Emergency Assistance Council, known in Camden County as the Homeless Prevention Network Committee developed a plan to carry out emergency services to the homeless; and,

WHEREAS, the CITY has certified that funds received from the State Appropriation for the homeless will be expended in accordance with guidelines established for such purposes; and,

WHEREAS, the *COUNTY* has determined that the CITY is qualified and able to coordinate the delivery of the desired emergency services;

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein, the *COUNTY* and CITY agree as follows:

The CITY agrees that services provided pursuant to this Agreement shall be provided in accordance with all applicable federal, state and local statutes, rules and regulations.

1. SERVICES. The CITY shall provide the following services attached hereto as Appendix "B" and hereby made part of this Agreement by reference.

In performing its obligations under this agreement, the *CITY* shall:

a. Establish and maintain appropriate accounting procedures which permit the *COUNTY* to determine and evaluate the use of the money distributed.

b. Distribute goods and/or funds in the amounts as recommended by the Comprehensive Emergency Services Council as listed in Appendices A, B, and C attached hereto. Any remaining amount not specifically appropriated by the *CITY* in accordance to this agreement shall be held in reserve by the *CITY* for disbursement as may become necessary and pursuant to the express written concurrence with the *COUNTY*.

c. Monitor the acquisition of the necessary goods and the performance of services.

d. Attachments A, B and Appendices A, B, C, D are hereby incorporated into this agreement and become a part hereof.

e. If required, CITY has necessary licenses and credentials to provide services and will provide a copy of the same if requested.

2. EVALUATION. The CITY shall submit reports to the *COUNTY* and Division of Family Development detailing the utilization of the monies hereunder in a form set out in Appendix C monthly. A final expenditure report shall be submitted on or before April 16, 2022. The CITY shall permit the *COUNTY* to make visits to the site where the specified services are being provided for the purposes of assuring CITY compliance with the terms of this agreement.

3. PAYMENT. The *COUNTY* shall pay to the CITY an amount not to exceed $ 135,000.00 in the following manner: Payments based upon reporting.

Level of service reports must be submitted even if total contract amount is expended. In no event shall this sum be used for expenses other than those listed in Appendices A, B, and C. It is understood by the parties that said amount is the total amount to be appropriated for this

agreement. In no event may said amount be increased during the term of this agreement except as may permitted by the Local Public Contracts Law and following formal approval by the Camden County Board of Commissioners.

Payment under this agreement shall be monthly on the basis of work actually performed during that period and after submission by the CITY to the *COUNTY* of a separate expenditure report. Said expenditure reports shall be completed in detail, accompanied by an invoice which shall be submitted with a signed voucher before payment is tendered, and mailed and/or hand delivered to the Division of Community Development, Court House, 12th Floor, 520 Market Street, Camden, NJ 08102 **no later than fifteen (15) days after the end of each month**. All reports must have support documentation of all expenditures reported. CITY shall include guests sign-in sheets for each Code Blue Shelter for each Code Blue Emergency declared by the County Health Officer.

AGENCY'S who are required to utilize the Homeless Management Information System (HMIS) must print out quarterly information and submit it with the level of service report with each quarterly expenditure report submitted to the *COUNTY*.

The CITY shall be compensated at the rate provided in accordance with the "Program Budget".

4. TERM. This Agreement shall commence on December 1, 2021 and terminate upon the receipt by the *COUNTY* of a satisfactory final expenditure report. However, the funding for all obligations must be encumbered by the CITY on or before March 31, 2022. Any funds not spent by March 31, 2022 shall be held in the *CITY'S interest* bearing, FDIC insured account and returned to the *COUNTY* with the final expenditure report on March 31, 2022. In the event that the CITY fails to adequately perform its obligations under this agreement, the *COUNTY* may terminate

this agreement upon ten days written notice to the *CITY,* upon receipt of notice of termination, the *CITY* shall promptly discontinue all services affected unless otherwise directed by the *COUNTY.* The *COUNTY* shall not be liable for funding any services continued by the *CITY* after the effective date of termination.

5. REALLOCATION. Any allocation of funds contrary to that set out in Appendix B may only be made with the express written consent of the *COUNTY* and the New Jersey Division of Family Development and the Camden County Board of Commissioners.

6. PURCHASING. Any and all purchases of goods and /or services relating to the emergency services program made by the CITY may only be used for the purposes stated in Guidelines of the New Jersey Division of Family Development and by regulations pertinent thereto. The CITY shall make all purchases pursuant to a validly executed contract. Such contracts are subject to the approval of the *COUNTY.* The funds distributed hereunder may be used to meet approved contractual obligations for goods and services incurred in anticipation of this agreement in accordance with the provisions and purposes of the New Jersey Division of Family Development and applicable regulations.

7. AUDIT.

The Contractor shall permit the County and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

Type of Contractor	**Audit Requirements**
Non-Profits and Institutions of Higher Education	**State Funds-** N.J.O.M.B. Circular Letter 15-08
	Federal Funds-
	OMB's Uniform Administrative Requirements Cost Principles, and Audit Requirements for

	Federal Awards
State and Local Governments	**State Funds-** N.J.O.M.B. Circular Letter 15-08 **Federal Funds** OMB's Uniform Assistance Requirements Cost Principles, and Audit Requirements for Federal Awards
For-Profit	County's requirement of access as detailed above.

Copies of the above-referenced circulars are available upon request from the Camden County Internal Auditor.

All non-profits, institutions of higher education, and state and local government contractors shall, annually, forward a copy of their Single Audit Report to the Camden County Internal Auditor, 9th Floor – Court House, 520 Market Street, Camden, New Jersey 08102-1375. Failure to comply with this procedure will result in the withholding of payment pursuant to this contract.

8. ACCOUNTING RECORDS.

a. In the event that the CITY ceases, voluntarily or involuntarily, doing business, the CITY shall immediately transfer to the COUNTY originals and/or true copies of all records generated under this Agreement.

b. The CITY shall provide the COUNTY with a line item budget indicating all salary and operational expenses. The budget shall be in a form acceptable to the COUNTY to meet its record keeping requirements. Salaries shall be itemized individually, with an indication of the salary paid for each job title and the number of persons in each title specified.

c. The CITY shall maintain billing records to substantiate all charges by the CITY pursuant to all services provided under this Agreement. Such records shall include receipts of funds from the COUNTY, and time, attendance, and/or other various applicable records, which shall be certified by the appropriate supervisory personnel. These records shall be made available upon the COUNTY'S request to auditors of any government or private audit firm required or contracted to perform audits. The CITY understands that if satisfactory accounting records are not maintained, monies received by the CITY shall be refunded to the County from non-grant sources.

d. The CITY and any contractors and/or any other parties providing services in the name of the CITY, shall maintain full and complete books and records of accounts in accordance with accepted accounting practices, and such other records as may be prescribed by the county, state, and/or federal agencies. Such books and records shall be retained for a period of six (6) years and shall at all times be available for audit and inspection by the county, state and/or federal agencies duly designated representative(s). Such period of access and retention of records shall be extended until any and all claims, appeals, litigation, or disputes arising under this Agreement have been terminated or otherwise satisfactorily completed.

e. Payment for services rendered shall be based on allowable expenditures as determined by the COUNTY. Total payments shall not exceed the maximum amount as specified in this Agreement. Any and all proposed modifications to the original budget shall be submitted solely by the authorized CITY. All payments authorized under this Agreement shall be subject to revision on the basis of an audit, or modified as set forth in

the Audit Section of this Agreement, or on the basis of any monitoring or evaluation of the Agreement as ordered by the COUNTY.

f. Under no circumstances shall the CITY impose fees or charges of any kind upon the participants.

9. INDEMNIFICATION. The CITY shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the County of Camden and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the services and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

10. INSURANCE. The CITY shall obtain and maintain at its own expense during the term of this Agreement, or any renewal thereof, a comprehensive general liability policy including professional liability, insuring the CITY, against any and all claims for bodily injury or death and property damage resulting from performance of services by the CITY it employees, students, staff and agents under this Agreement. Such policy shall protect the CITY against claims arising from the professional services performed by the CITY, its employees, students, staff and agents with limits of not less than $1,000,000. with respect to injury or death to any one person and not less than $3,000,000. in the aggregate. Should the CITY provide for coverage through self-insurance, such program may be in the form of a self-insurance trust fund and shall provide not less than $1,000,000 for injury or death to one individual and not less than $3,000,000. in the aggregate. The CITY, upon request, shall furnish the COUNTY with evidence that it has complied with the above requirements for liability coverage.

The CITY agrees to reimburse the COUNTY for any damages or costs incurred by the COUNTY, including costs of defense, reasonable legal fees, as well as the cost of any settlement or judgment resulting from the CITY'S negligence or intentional acts or omissions in connection with the program which is the subject matter of this Agreement.

The COUNTY agrees to reimburse the CITY for any damage or costs incurred by the CITY, including costs of defense, reasonable legal fees, as well as the cost of any settlement or judgment resulting from the COUNTY'S negligence or intentional acts or omissions in connection with the program which is the subject matter of this agreement.

11. CERTIFICATION REGARDING DEBARMENT. The *CITY* shall cause its contractors to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusions - Lower Tier Covered Transactions attached hereto as Attachment B. A copy of said Certification shall be attached to this agreement.

12. ADHERENCE TO LAW. The *CITY* shall perform its obligations hereunder in accordance with federal, state and local laws and all applicable regulations.

13. NON-COMPLIANCE. The *CITY* recognizes and understands that upon failure to comply with any of the provisions herein, the *COUNTY* may demand, and the *CITY* shall return any unexpended funds.

14. REDUCTION OR TERMINATION DUE TO FISCAL CONSTRAINTS. Anything to the contrary in this Agreement notwithstanding, the parties recognize and agree that the COUNTY'S ability to honor the terms and conditions of the Agreement is contingent upon receipt of state funds and appropriations of the State legislature. If during the term of this Agreement, therefore, the State government reduces its allocation to the *COUNTY*, the *COUNTY* reserves the right, upon written notice to the *CITY*, to reduce or terminate the

Agreement. Upon receipt of notice of termination, the *CITY* shall promptly discontinue all services affected unless directed otherwise by the *COUNTY*.

THE PARTIES TO THIS AGREEMENT UNDERSTAND AND AGREE THAT FUNDING FOR THIS AGREEMENT HAS BEEN PROMISED BY THE STATE TO THE *COUNTY* FOR THE PERIOD OF DECEMBER 1, 2021 THROUGH MARCH 31, 2022. FUNDING OF THIS AGREEMENT FOR THE PERIOD COMMENCING DECEMBER 1, 2021 THROUGH MARCH 31, 2022 IS CONTINGENT UPON RECEIPT OF SUFFICIENT FUNDS BY THE COUNTY FROM THE STATE FOR THIS PURPOSE. IN THE EVENT THAT SUFFICIENT FUNDING IS NOT PROVIDED BY THE STATE, THIS AGREEMENT WILL BE REDUCED OR TERMINATED AS DESCRIBED HEREIN.

15. SEVERABILITY. If any provision herein is or becomes invalid, it shall be considered deleted here from and shall not invalidate the remaining provisions.

16. AFFIRMATIVE ACTION. The parties to this Agreement agree to incorporate the Affirmative Action language contained in Appendix D attached hereto and hereby made a part of this Agreement by reference.

17. EMPLOYMENT GOAL COMPLIANCE.

a. The CITY agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by section N.J.A.C. 17:27-5-2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the

affirmative action office pursuant to N.J.A.C. 17:27-5-2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

b. The CITY agrees to require its contractors to inform in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

c. The CITY agrees to require its contractors to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal Court decisions.

d. The CITY agrees to require its contractors to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal Court decisions.

18. NONDISCRIMINATION. The parties of this agreement do hereby agree that the provisions of N.J.S.A. 10:2-1 through 10:2-4 and 10:5-40, dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made part of this agreement and are binding upon them.

19. DELETED

20. DELETED

21. NO AUTHORITY TO BIND DONOR. CITY has no authority to enter into contracts or agreements on behalf of the NJ Department of Human Services, Division of Family Development ("Donor"). The parties are independent contracting entities only, and no relationship of principal and agent, master and servant, partnership, joint venture, attorney-in-fact, or teaming arrangement is intended by this Agreement.

22. ASSIGNMENT. Neither party hereto may assign, either wholly or in part, any of its rights or obligations under this Agreement.

23. WAIVER. The failure to insist upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver or relinquishment of those provisions.

24. DISPUTE RESOLUTION. Any disputes or questions that may arise between the parties as to interpretation of the terms of this Agreement or the satisfactory performance by any of the parties of the services and other responsibilities provided for in this Agreement shall be submitted to mediation or non-binding arbitration prior to being submitted to a court for adjudication.

25. MODIFICATION. Neither this Agreement nor any provisions hereof may be waived, modified, amended, discharged or terminated except by an instrument in writing signed by the party against whom the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument.

26. APPLICABLE LAW. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New Jersey applicable to agreements made and to be performed wholly within the State of New Jersey. Any dispute between the parties, which is not resolved by mediation or non-binding arbitration, shall be venued in the Superior Court of New Jersey, Camden County.

27. SUCCESSORS AND ASSIGNS. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

28 CAPTIONS AND HEADINGS. The captions in this Agreement are inserted for convenience or reference only and in no way, define, describe or limit the scope or intent of this Agreement or any of the provisions hereof.

29. NOTICES. Unless specified otherwise, all notices, reports and any other correspondence made or required to be made to the *COUNTY* are to be sent to Camden County Division of Community Development, 520 Market Street, Court House, 12th Floor, Camden, New Jersey 08102.

30. ENTIRE AGREEMENT This Agreement embodies and constitutes the entire understanding between the parties and all prior agreements, understandings, representations and statements, oral or written, are merged into this Agreement

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be duly executed on the date first above written.

ATTEST:

Karyn Gilmore
CLERK OF THE BOARD
BOARD OF COMMISSIONERS

COUNTY OF CAMDEN

Ross G. Angilella
COUNTY ADMINISTRATOR

CLERK – The City of Camden
(Affix Corporate Seal)

MAYOR – The City of Camden

Authorized by MC_____
Reviewed and approved as to form

By: _____
Michelle Banks-Spearman
City Attorney

APPENDIX A

RECIPIENT ORGANIZATION CERTIFICATION

[NOT APPLICABLE]

APPENDIX B

SCOPE OF SERVICES

CODE BLUE WARMING SHELTERS

12/1/2021 – 3/31/2022

THE CITY OF CAMDEN

The City of Camden shall provide directly or through contracts warming shelters when Code Blue Emergencies have been declared by the Camden County Health Officer following P.L.2017, Chapter 68.

The City of Camden and/or its contract(s)

1. The City must report all sub-contracts to the County including sub-contract contact information.
2. Must collaborate with the Code Blue Network in planning. Communicate capacity during a Code Blue Emergency.
3. Must provide inside space for homeless individuals that is heated and offers restroom facilities.
4. Must follow current Governor's COVID orders as it relates to capacity and spacing issues. Must also follow all PPE requirements.
5. Must provide adequate staffing (paid or unpaid) to safely oversee the guests.
6. Must provide access to communication tools so staff can contact police and/or other shelters when the need arises.
7. Must maintain a sign-in sheet for guests at each location during each emergency. The sign-in sheets must minimally request guests' name and current permanent or previous mailing address.

The reimbursed rate per site, per Code Blue Emergency will not exceed $1,000 per night per vendor.

APPENDIX C

Financial Budget/Report

Joseph's House of Camden

2021/ 2022 Code Blue Warming Shelter / DFD
(12/1/21-3/31/22)

Report Period:

Date:_____

Inv #

_____

Budget Category	Awarded Amount	Reported Amount	YTD	Balance
Code Blue Shelter	$155,000.00			
Total	**$155,000.00**			

Numbers of Code Blue Nights in Report Period _____

PREPARED BY

Phone Number _____

and email _____

APPENDIX D

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval; or

2. Certificate of Employee Information Report; or

3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

AMERICANS WITH DISABILITIES ACT
Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The Contractor and the County do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the County pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the County in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the County, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the County's grievance procedure, the Contractor agrees to abide by any decision of the County, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the County or if the County incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The County shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the County or any of its agents, servants, and employees, the County shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the County or its representatives.

It is expressly agreed and understood that any approval by the County of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this agreement or otherwise at law.

INSTRUCTIONS FOR CERTIFICATION

(ATTACHMENT B)

1. By signing and submitting this certification, the contracting firm is providing the certification as set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the contracting firm knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the County may pursue available remedies, including suspension and/ or debarment.

3. The contracting firm shall provide immediate written notice to the County of at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction", "debarred", "suspended", ineligible", lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", and "voluntarily excluded" as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the County for assistance in obtaining a copy of those regulations.

5. The contracting firm agrees by submitting this certification that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

6. The contracting firm further agrees by submitting this certification that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction", without modification, in all subcontracts to this agreement as authorized by the County.

ATTACHMENT B

CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS

I am _____ *of the firm of* _____.
(State your title) *(State the name of your organization)*

_____.
(State the address of your organization)

CHOOSE ONE OF THE FOLLOWING

( ) A. *I hereby certify on behalf of* _____
(State the name of your organization)
that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

( ) B. *I am unable to certify to any of the statements set forth in this certification. I have attached an explanation to this form.*

_____
(Signature)

_____
(Type Name & Title)

_____
(Date)

A-56

FUENTES
6/14/2022

RESOLUTION ESTABLISHING AN ANTI-BULLYING TASK FORCE TO EXAMINE HARASSMENT, INTIMIDATION AND BULLYING AND RECOMMEND INDIVIDUALS TO SERVE ON THE ANTI-BULLYING ADVISORY BOARD FOR THEIR FIRST TERM AND ALSO MAKE RECOMMENDATIONS TO THE ADVISORY BOARD WHEN FULLY CONSTITUTED.

WHEREAS, the City Council of the City of Camden has found that bullying can take place not only during school or at school functions but other times as well; and

WHEREAS, the City Council of the City of Camden believes that it is in the best interests of the residents of the City of Camden to institute an anti-bullying ordinance, Chapter 283, throughout the City of Camden; and

WHEREAS, the City Council of the City of Camden has determined that, in assisting officials and residents to understand and also be better educated as to what constitutes bullying and the ramifications of such harmful conduct on our children, Chapter 283, shall include an Anti-Bullying Advisory Board made up of twelve (12) members: five (5) adult members and four (4) student members; one student member from each Ward, appointed by City Council; and one (1) member of Council to act as an advisor who shall be a non-voting member; one (1) member of the Mayor's Office designated by the Mayor to act as an advisor who shall be a non-voting member; and one (1) member of the Camden County Police Department designated by the Chief of Police to act as an advisor who shall be a non-voting member; and

WHEREAS, the Anti-Bullying Advisory Board Advisory will take several months to be fully constituted; and

WHEREAS, during the period of time that the Anti-Bullying Advisory Board is being fully constituted, the City Council of the City of Camden now seeks to establish an Anti-Bullying Task Force which shall recommend individuals to serve on the Anti-bullying Advisory Board for their first term to the Administration and City Council and also examine and offer insight to the Anti-bullying Advisory Board when fully constituted, on the following:

1. To examine the best means to assist minors who are facing or have faced bullying in their neighborhoods.
2. To examine the types of bullying, which may include making threats, spreading rumors, conducting verbal attacks, making physical contact or other forms of verbal bullying, social bullying, cyber-bullying and physical bullying and the best means to address such bullying so that all our children can live safely and without fear within the City and its neighborhoods.
3. To possibly consider City programs for those minors who are facing bullying in their neighborhoods.
4. To examine the best means for the Anti-Bullying Advisory Board to disseminate pertinent information on bullying.
5. To provide other information that the Anti-Bullying Task Force believes would assist the Anti-Bullying Advisory Board in performing its duties.

WHEREAS, the Anti-Bullying Task Force shall consist of the members listed on Exhibit A, attached; now therefore,

BE IT RESOLVED, by the City Council of the City of Camden that it hereby establishes the Anti-Bullying Task Force comprised of the members listed on Exhibit A, attached, to recommend individuals to serve on the Anti-bullying Advisory Board for their first term to the Administration and City Council and also examine and make recommendations to the Anti-Bullying Advisory Board when fully constituted.

BE IT FURTHER RESOLVED, by the City Council of the City of Camden that, upon the Anti-Bullying Advisory Board being fully constituted, the Anti-bullying Task Force shall report to the Anti-bullying Advisory Board and then cease to exist.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

The above has been reviewed
and approved as to form

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

ANTI-BULLYING TASK FORCE MEMBERS (6/8/2022)a

Michel	Acevedo-Zmuda
Maritza	Alston
Rosy	Arroyo
Belen	Bautista Lopez
Jose	Brito
Rick	Camacho
Itzel	Casterllanos-Popoca
Dr. Claudio	Cerullo
Major Jose	Cintron
Vivian	Coley
Angel	Cordero
Nancy	Cruz
Maria	Cruz
Ricardo	Dale
Sakina	Davis
Nyzia	Easterling
Clarymary	Feliciano
Juan	Feliciano
Alesha	Figueroa
Tyrone	Fitzgerald
Terry	Flores Sanchez
Mirna	Garcia
Gabriella	German
Sheila	Greene
Chris	Hampton
Fred	Hornsby
Alina	Ibarra
Shirley	Irizarry
Yocontalie	Jackson
Jaiden	Jiles
Dan	Keashen
Darrin	King Johnson
Christine	LeMond

Megan	Lepore
Falio	Leyba-Martinez
Erica	Lopez Velazquez
Carmen	Lozada
Darryl	Mack
Desiree	Martinez
Rev. Jose	Martinez
Tameeka	Mason
Howard	McCoach
Katrina	McCombs
Karen	Merricks
Nohemi	Montalvo
Sister Nurah	Muhammad
Josie	Ocasio
Ruth	Perez
Stacey	Pierce
Tracy	Powell
Jannette	Ramos
Amanda	Ray
John	Rice
Sheila	Roberts
Marcus	Roberts DeLoach
Juan	Rodriguez
Chief Gabriel	Rodriguez
Nancy	Ruiz
Laura	Sanchez
Margarita	Santiago
Al	Serje
Teresa	Thurman
Amad Jair	Tilghman
Carmen	Ubarry
Jasmin	Ventura-Popoca

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: June 9, 2022

Council Meeting Date: June 14, 2022

FROM: Councilperson

- [X] Angel Fuentes, President
- [ ] Sheila Davis, Vice President, At-Large
- [ ] Nohemi Soria-Perez, At-Large
- [ ] Shaneka Boucher, 1st Ward
- [ ] Christopher Collins, 2nd Ward
- [ ] Marilyn Torres, 3rd Ward
- [ ] Felisha Reyes-Morton, 4th Ward

Action Requested:

RESOLUTION ESTABLISHING AN ANTI-BULLYING TASK FORCE TO EXAMINE HARASSMENT, INTIMIDATION AND BULLYING AND RECOMMEND INDIVIDUALS TO SERVE ON THE ANTI-BULLYING ADVISORY BOARD FOR THEIR FIRST TERM AND ALSO MAKE RECOMMENDATIONS TO THE ADVISORY BOARD WHEN FULLY CONSTITUTED

*****Please attach any supporting documents*

Angel Fuentes/mr — Signature of Councilperson

06/9/2022 — Date

R-57

BOUCHER
6/14/2022

RESOLUTION IN SUPPORT OF THE ABILITY OF MUNICIPALITIES TO ADOPT REGULATIONS TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE FROM THREATS OF FLOODING

WHEREAS, in recent years, residents have experienced more frequent and severe storms, which have caused increased flooding and flood damage in the municipality;

WHEREAS, the increase of flooding events and flood damage threatens the public health, safety, and welfare, imposes economic damages to residents, and taxes municipal services that are forced to respond to increased flooding;

WHEREAS, pursuant to N.J.A.C. 7:8-1.5(a), municipalities are permitted to impose additional or more stringent stormwater management requirements than the model ordinance promulgated by the New Jersey Department of Environmental Protection ("NJDEP");

WHEREAS, each municipality has unique situations that may require additional or more stringent regulations in order to be in full compliance with the controlling state and federal statutes, regulations, and permits, and in order to protect their residents from threats of flooding and flooding related damage;

WHEREAS, the New Jersey Department of Community Affairs is considering proposed regulations that would further curtail a municipality's ability to protect its residents from the threat of flooding and flood related damage; now therefore

BE IT RESOLVED by the City Council of the City of Camden, that it supports regulations that provide flexibility to municipalities to adopt additional and/or more stringent stormwater regulations, in order to allow municipalities to protect its residents from threats of flooding and flood damage;

BE IT FURTHER RESOLVED, that the City Council of the City of Camden, opposes the continuation of any Residential Site Improvement Standard regulations that would limit a municipality's ability to establish more protective flood prevention and stormwater management regulations than the model ordinances promulgated by the NJDEP; and

BE IT FURTHER RESOLVED, that the City Council of the City of Camden, requests the Governor and the state legislature take action to ensure that the Residential Site Improvement Standards do not limit a municipality's ability to protect its residents from the threat of flooding; and

BE IT FURTHER RESOLVED, that the City Council of the City of Camden, requests the NJDEP to take whatever legal action available to ensure that a municipality's ability to protect its residents from flooding is not in any way impeded or restricted.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to approve or veto this Resolution. All notices of approval and/or veto shall be filed in the Office of the Municipal Clerk.

The above has been reviewed
and approved as to form.

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____

LUIS PASTORIZA
Municipal Clerk

Camden City Council

RESOLUTION / ORDINANCE REQUEST FORM

DATE: May 31, 2022

Council Meeting Date: June 14, 2022

FROM: Councilperson

- [ ] Angel Fuentes, President
- [ ] Sheila Davis, Vice President, At-Large
- [X] Shaneka Boucher, 1st Ward
- [ ] Chris Collins, 2nd Ward
- [ ] Marilyn Torres, 3rd Ward
- [ ] Felicia Reyes-Morton, 4th Ward
- [ ] Nohemi Soria-Perez, At-Large

Action Requested:

RESOLUTION IN SUPPORT OF THE ABILITY OF MUNICIPALITIES TO ADOPT REGULATIONS TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE FROM THREATS OF FLOODING

****Please attach any supporting documents*

Shaneka Boucher /nfb

Signature of Councilperson

05/31/22

Date

MBS:TC
6/14/2022

R-54

RESOLUTION AUTHORIZING A CLOSED SESSION OF THE GOVERNING BODY TO DISCUSS CONTRACT NEGOTIATIONS

WHEREAS, N.J.S.A. 10:4-12 et seq. provides for exceptions to the requirement that a City Council meeting or portion thereof is to be open to the public; and

WHEREAS, N.J.S.A. 10:4-12(b)(7) specifically permits a closed session to occur during a public meeting of City Council of the City of Camden to discuss contract negotiations occurring with a vendor of the City of Camden; now therefore

BE IT RESOLVED, by the City Council of the City of Camden, that City Council of the City of Camden, the governing body, hereby authorizes a closed session to occur on Tuesday, June 14, 2022, at 5:00 p.m. during the City Council's public meeting taking place remotely via the Zoom platform to discuss contract negotiations occurring with a vendor of the City of Camden.

BE IT FURTHER RESOLVED, by the City Council of the City of Camden that, pursuant to the Open Public Meetings Act, N.J.S.A. 10: 4-6 et seq., all requirements for the holding of a closed session will be complied with, including but not limited to, that notes will be taken of the closed session which will be kept and maintained and also that discussions of the closed session will be revealed to the public as soon as practicable.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal Clerk.

Date: June 14, 2022

The above has been reviewed
and approved as to form

MICHELLE BANKS-SPEARMAN
City Attorney

ANGEL FUENTES
President, City Council

ATTEST: _____
LUIS PASTORIZA
Municipal Clerk

CITY OF CAMDEN

CITY COUNCIL REQUEST FORM

Council Meeting Date: June 9, 2022

TO: City Council

FROM: Timothy J. Cunningham, Esq., Business Administrator

Department Making Request: Administration

TITLE OF RESOLUTION/ORDINANCE: Resolution authorizing a Closed Session to Discuss Contract Negotiations.

BRIEF DESCRIPTION OF ACTION: N.J.S.A. 10:4-12(b)(7) specifically permits a closed session to occur during a public meeting of City Council of the City of Camden to discuss contract negotiations occurring with a vendor of the City of Camden.

BIDDING PROCESS:
Procurement Process: Bid#, RFP#, State Contract#, Non-Fair & Open, EUS:

APPROPRIATION ACCOUNT(S): (*If applicable*)

AMOUNT: *(If applicable)*

☐ **Waiver Request Form Attached for State DCA/DLGS Approval -** (*If applicable*)
For Example: ***Form "A"*** *- Request for approval of Employees Requiring Advice and Consent of Governing Body,* ***Form "D"*** *- Contract Request,* ***Form "E"*** *- Creation/Extension of Services,* ***Form "G"*** *- Grant Approval,* ***Form "H"*** *- Bond Ordinance or Contract Request,* ***Form "I"****, "Best Price Insurance Contracting" Model Ordinance*

	Date	Signature
Approved by Relevant Director:		
Approved by Grants Management:		(If applicable)
Approved by Finance Director: ☐ CAF –Certifications of Availability of Funds		
Approved by Purchasing Agent:		
Approved by Business Administrator:	6-9-22	Timothy J Cunningham
Received by City Attorney:		

	(Name) Please Print	***(Extension #)***
Prepared By:		
Contact Person:	Timothy J. Cunningham, Esq.	7150

Please note that the Contact Person is the point person for providing pertinent information regarding request.

If request is a walk-on, the Contact Person will be responsible for picking up the Council request(s) from the City Attorney's Office to make necessary copies for Council Meeting.

******Please attach all supporting documents******