



# AGENDA

CITY OF CAMDEN

CITY COUNCIL REGULAR MEETING

*December 10<sup>th</sup>, 2024 – 5:00 p.m.*

*Honorable Angel Fuentes, Council President*

*Honorable Sheila Davis, Vice-President*

*Honorable Christopher Collins*

*Honorable Nohemi Soria-Perez*

*Honorable Jannette Ramos*

*Honorable Falio Leyba-Martinez*

*Honorable Arthur Barclay*

*Honorable Victor Carstarphen, Mayor*

*Daniel S. Blackburn, City Attorney*

*Howard McCoach, Counsel to Council*

*Luis Pastoriza, Municipal Clerk*

Amended at December 3<sup>rd</sup>, 2024 Caucus meeting  
Please note that items within boxed area (s) are items added.  
Items on consent Agenda include Resolutions: 1-11, 14-32



# CITY COUNCIL AGENDA

DECEMBER 10<sup>TH</sup>, 2024 – 5:00 P.M.  
CITY COUNCIL CHAMBERS

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 **October 28<sup>th</sup>, 2024 to November 24, 2024**
2. **Payroll Register Summary** for the City of Camden for the Pay Periods **November 8<sup>th</sup>, 2024 and November 22, 2024.**

## PRESENTATIONS

1. **Employee of the month**

## OLD BUSINESS

### Law Department

#### Second Reading and Public Hearing

1. Ordinance Authorizing a **Lease Agreement** Between **The Camden Housing Authority And The City of Camden**

**ORDINANCES – FIRST READING**

**ORDINANCES – SECOND READING & PUBLIC HEARING**

City Council

1. Ordinance **Amending Section 735-45 And Establishing Chapter 509 Of The Camden City Code Regulating The Parking Of Motor Vehicles And Other Vehicles On Cross Walks On The Streets And Highways Within The City Of Camden, On Alleys And On Sidewalks Within The City Of Camden**

Department of Code Enforcement

2. Ordinance **Amending Chapter 348; Filming In The City Of Camden, By Removing Subsection A(2): “Daily Filming Fee: Payable In Addition To The Basic Filming Permit Shall Be \$500” And Also Adding Professional Photographers To Subsection A(4), When Obtaining A Permit To Film In The City Of Camden**
3. Ordinance **Amending Section 7-62; Bureau of Housing Inspection, and Chapter 450; Housing Standards, To Name the Director of Code Enforcement or his designee as the head of the Bureau of Housing Inspection and to Accept, Adopt, Establish And Incorporate The New Jersey State Housing Code Of (1980 Revision) Along With The Language Contained In Its Sample Ordinances Attached Thereto, Into The Camden Code For The City Of Camden**

Administration

4. 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)**

Law Department

5. Ordinance authorizing the removal of deed restrictions and reversionary language on **516 State Street**

Department of Public Works

6. Ordinance **Amending Sections 711-1, 711-3 And 711-22 Of Chapter 711; Solid Waste, Of The Camden City Code To Include Rollout Toter Carts For Use By The City, Its Authorized Contractors And Residences In Certain Identified Areas Of The City And To Charge A Fee Where A Person In A Residence In This Certain Area Seeks To Add Or Replace A Rollout Toter Cart**

7. Ordinance **Designating Restricted Residential Parking Zones For Individuals With Disabilities In Certain Areas In The City Of Camden As Handicap Parking Privileges Only**
8. Ordinance Amending Chapter 556 Of The Camden City Code; Resident Handicapped On-Street Parking; To Include That, Even Where Handicap Parking Has Reached Its Maximum Number On A City Street Or Highway, **The Business Administrator May Determine That An Application For Handicap Parking Should Be Reviewed And Considered For Approval Based On Extenuating Circumstances** Existing For An Applicant Or Immediate Family Member Residing In The Residence On That Street Or Highway

#### PUBLIC COMMENT

**\*Public comment for resolutions and/or any other concerns  
(Limited to 3 continuous minutes)**

#### RESOLUTIONS

##### Office of City Council

1. Resolution **Designating Terrell Jenkins As The City Of Camden Employee Of The Month For December 2024**
2. Resolution **recognizing and commending the restorative and transformative Justice Hub** and their officials which provide services and support to our youth, young adults and their families in the City of Camden
3. Resolution **honoring fifteen Camden City Firefighters** who recently retired in 2024 or will be retiring in January, 2025
4. Resolution **appointing Hillary Ramirez to the Anti Bullying Advisory Board** to perform the duties as provided for in Chapter 283, for three years thereby expiring on December 9<sup>th</sup>, 2027
5. Resolution **recognizing and honoring Dolly Marshall** for her contributions to the Historic Preservation in the City of Camden

##### Department of Administration

6. Resolution authorizing the **purchase of one (1) 2025 Chevrolet Suburban** through New Jersey State Cooperative with the use of American Rescue Plan State Local Fiscal Recovery Funds
7. Resolution authorizing and ratifying an emergency procurement and payment of same to the Original W. Hargrove Demolition Co. for the emergency

- demolition of **1002 S. 8<sup>th</sup> Street, Block 383, Lot 43** and imposing a municipal lien against the property
8. Resolution authorizing the shared services agreement between the City of Camden and the Camden County Municipal Utilities Authority for the reconstruction of **Harrison Avenue Infrastructure Project**
  9. Resolution requesting approval of a **one (1) year extension of the clean and safe parks and commercial corridors program** and approval to utilize additionally appropriated ARP/SLFRF funds
  10. Resolution authorizing the **shared services agreement** between the City of Camden and the Camden County Municipal Utilities Authority for **gasoline and diesel pump fuel usage**
  11. Resolution authorizing the **shared services agreement** between the City of Camden (Department of Public Works) and the Camden County Municipal Utilities Authority for **gasoline and diesel pump fuel usage**

**Law Department**

12. Resolution **authorizing a closed session** of the governing body to discuss pending litigation
13. Resolution authorizing **settlement of a workers compensation claim**
14. Resolution authorizing amendment #1 to contract #07-24-044 with **Decotiis, Fitzpatrick, Cole & Giblin, LLP** as special counsel for the illegal dump site at 7<sup>th</sup> & Chestnut Streets
15. Resolution authorizing **extensions of time to complete foreclosure** for less than full value tax sale certificate assignments
16. Resolution authorizing the **Insurance Commission** of the City of Camden and the City Attorney to settle certain claims
17. Resolution awarding a contract to **DSI Medical** to provide drug and alcohol testing
18. Resolution awarding a contract to **Conner Strong & Buckelew** to provide Risk Management Consultation services to the City of Camden for 2025
19. Resolution awarding a contract to **Scibal Associates aka Qual-Lynx**, 100 Decadon Drive, Egg Harbor Township, NJ 08234 to provide third party administration of the City's general liability and worker's compensation claims

**Department of Finance**

20. Resolution authorizing the issuance of various **duplicate tax sale certificates**

21. Resolution authorizing the **cancellation of liens/taxes and to transfer credits** to various lien holders, property owners, and mortgage companies for various properties
22. Resolution authorizing the **assignment of 40 municipal liens** at full value
23. Resolution authorizing **refunds to various lien holders, property owners, and mortgage companies** for various properties
24. Resolution **amending Resolution MC-24:9697** adopted on September 10, 2024

**Code Enforcement**

25. Resolution authorizing a contract to **Independent Animal Care Services** for Animal Control Officer Services

**Planning & Development**

26. Resolution authorizing change order #2 and final to construction contract #09-23-045 with **South State, Inc.** for a decrease in the amount of \$262,222.52 in connection with the 2023 Roadway Improvements (contract II) Project

**Fire Department**

27. Resolution authorizing the **purchase of one (1) 2024 Chevrolet Tahoe** from **Gentilini Motors** through National Cooperative

**Human Services Department**

28. Resolution authorizing a memorandum of understanding between the City of Camden and County of Camden for the **FY2024 Edward Byrnes Memorial Justice Assistance Grant**

**Department of Public Works**

29. Resolution authorizing the **purchase of surveillance equipment** via Hunterdon County Educational Services Commission Cooperative with the use of American Rescue Plan State Local Fiscal Recovery Funds

**Planning & Development**

30. Resolution awarding a contract to **CME Associations** for special coordinator-roadway improvement projects (by title)

- |  |
|--|
| <ol style="list-style-type: none"><li>31. Resolution authorizing permission for the Municipal Engineer or designee to sign and submit <b>Water &amp; Sewer Infrastructure improvement applications</b> to various government agencies</li><li>32. Resolution Authorizing A <b>Contract To Various Vendors For Community Service Provider</b> With The Use Of American Rescue Plan State Local Fiscal Recovery Funds (By Title)</li></ol> |
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**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*



DEPARTMENT OF FINANCE  
**CITY OF CAMDEN**  
NEW JERSEY

VICTOR G. CARSTARPHEN  
MAYOR

C-1  
GERALD C. SENESKI  
CHIEF FINANCIAL OFFICER  
TEL: 856-757-7582  
EMAIL: FINANCE@CAMDENNJ.GOV  
WEBSITE: CAMDENNJ.GOV

**MEMORANDUM**

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

From: Gerald C. Seneski, Chief Financial Officer 

Date: November 25, 2024

Subject: **Check Register-Communications for Forthcoming City Council Meeting- December 12,2024**

2024 NOV 25 PM 9:40  
CAMDEN, N.J.  
RECEIVED

Attached, please find the Check Register for the City of Camden for the period of October 28, 2024 to November 24, 2024 .

The Check Register represents 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.

GCS/mr

Attachments

cc: Honorable Victor Carstarphen, Mayor

Range of Checking Accounts: First: to Last: Range of Check Dates: 10/28/24 to 11/24/24  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer Y Manual: Y Dir Deposits: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
TD 01-GENERAL		General Account 4308903487			
145383	10/28/24	ACT12 ACTIVE911, INC.	315.00		21544
145384	10/28/24	AGI01 AGIN SIGNS & DESIGNS	11,000.00		21544
145385	10/28/24	ALP03 ALPER ENTERPRISES	535.00		21544
145386	10/28/24	AND01 ANDREW VIOLA, ESQ	250.00		21544
145387	10/28/24	AUT08 AUTO ZONE INC.	3,294.33		21544
145388	10/28/24	AVR01 AVR RESOURCE GROUP, INC.	19,317.29	10/31/24	21544
145389	10/28/24	BHI03 B H INTERNATIONAL ASSOC.	4,500.00	10/31/24	21544
145390	10/28/24	BOW05 BOWMAN & COMPANY LLP	66,090.00	10/31/24	21544
145391	10/28/24	BUD04 BUD'S ENGINE MACHINING & TRUCK	88.95	10/31/24	21544
145392	10/28/24	CIV02 CIVIL SOLUTIONS	1,442.50	10/31/24	21544
145393	10/28/24	COL103 COLLIERS ENGINEERING & DESIGN	15,739.25		21544
145394	10/28/24	COU30 COUNTY CONSERVATION COMPANY	415.00		21544
145395	10/28/24	EJM01 ERIK JAMES MONTGOMERY	17,400.00	10/31/24	21544
145396	10/28/24	ENV01 ENVIRONMENTAL RESOLUTIONS, INC	5,541.25	10/31/24	21544
145397	10/28/24	FAZ01 JOSEPH FAZZIO, INC.	255.03	10/31/24	21544
145398	10/28/24	FIR06 FIREFLOW SERVICES, LLC	3,200.00	10/31/24	21544
145399	10/28/24	GOV13 GOVCONNECTION, INC.	923.04	10/31/24	21544
145400	10/28/24	HAR02 HARRY'S PLUMBING L.L.C.	872.98		21544
145401	10/28/24	INT14 INTERNATIONAL ASSOC. OF FIRE-	541.84		21544
145402	10/28/24	INT15 INTERNATIONAL ASSOC OF FIRE-	1,500.48		21544
145403	10/28/24	ISL01 ISLAND TECH SERVICES, LLC	6,960.00		21544
145404	10/28/24	KER02 JOHN D. KERNAN DMD PA	26,282.50		21544
145405	10/28/24	LAU01 LAUREL LAWN MOWER SERVICE	3,038.44		21544
145406	10/28/24	LEX01 LEXIS NEXIS	919.00		21544
145407	10/28/24	MCC27 KRISDEN M MCCRINK	350.00	10/31/24	21544
145408	10/28/24	MIK04 MIKES GOLF CARTS	22,186.00		21544
145409	10/28/24	MUN36 MUNICIPAL EMERGENCY SERVICES	368.00		21544
145410	10/28/24	NJA06 NEW JERSEY AMERICAN WATER CO	23,148.69		21544
145411	10/28/24	NJD34 NJ DEPT OF COMMUNITY AFFAIRS	47,709.00		21544
145412	10/28/24	NJL06 NJS LEAGUE OF MUNICIPALITIES	920.00		21544
145413	10/28/24	PAC07 PACER SERVICE CENTER	47.20		21544
145414	10/28/24	PEN07 PENNSAUKEN ANIMAL HOSPITAL	780.00		21544
145415	10/28/24	PSE01 PSEG	193,339.95		21544
145416	10/28/24	REP01 REPUBLIC SERVICES	19,152.69		21544
145417	10/28/24	REW01 REWORLD WASTE, LLC	212,439.96		21544
145418	10/28/24	SAF18 911 SAFETY EQUIPMENT, LLC	638.41		21544
145419	10/28/24	SUI01 SUITE 3500 LLC	2,900.00	10/31/24	21544
145420	10/28/24	VER09 VERIZON SELECT SERVICES, INC.	80.57	10/31/24	21544
145421	10/28/24	WAS01 WASTE MANAGEMENT OF NEW JERESY	36,878.62		21544
145422	10/28/24	ZEL02 ZELLER & WIELICZKO, LLP	103.00		21544
145423	10/28/24	ACE03 ACE ELEVATOR, LLC	685.00	10/31/24	21545 Direct Deposit
145424	10/28/24	AUB01 THE AUBREY GROUP, LLC	12,285.18	10/31/24	21545 Direct Deposit
145425	10/28/24	BBE01 BRIGGS BROTHERS ENTERPRISE	13,200.00	10/31/24	21545 Direct Deposit
145426	10/28/24	BOW15 BOWMAN INSPECTION LLC	3,300.00	10/31/24	21545 Direct Deposit
145427	10/28/24	BRT01 BRT TECHNOLOGIES, LLC	14,644.00	10/31/24	21545 Direct Deposit
145428	10/28/24	CAN12 CANON SOLUTIONS AMERICA, INC	451.21	10/31/24	21545 Direct Deposit
145429	10/28/24	CAR01 CARTUN HARDWARE	1,614.98	10/31/24	21545 Direct Deposit
145430	10/28/24	CEN03 CENTER FOR FAMILY SERVICES	9,750.00	10/31/24	21545 Direct Deposit
145431	10/28/24	COM2800 COMCAST #2800 CITY HALL	1,431.20	10/31/24	21545 Direct Deposit

Check #	Check Date	Vendor	Amount Paid	Recorded/Void Ref	Ref Num
D-01 GENERAL General Account 430823487 Continued					
145432	10/28/24	COM33 COMCAST BUSINESS SERVICES --	127.67	10/31/24	21545 Direct Deposit
145433	10/28/24	COM5853 COMCAST #5853 W. CAMDEN COMM	257.89	10/31/24	21545 Direct Deposit
145434	10/28/24	COM6404 COMCAST #6404 CRAMER HILL	127.89	10/31/24	21545 Direct Deposit
145435	10/28/24	COM8493 COMCAST #8493 BROADWAY LIBERTY	179.34	10/31/24	21545 Direct Deposit
145436	10/28/24	COM9135 COMCAST #9135 ENGINE 10 FIRE	157.89	10/31/24	21545 Direct Deposit
145437	10/28/24	COM9777 COMCAST #9777 FLEET	152.89	10/31/24	21545 Direct Deposit
145438	10/28/24	CON02 CONTRACTOR SERVICE	1,714.45	10/31/24	21545 Direct Deposit
145439	10/28/24	COR36 CORE MECHANICAL, INC.	3,886.54	10/31/24	21545 Direct Deposit
145440	10/28/24	EMD02 JEROME W EMDUR	31.00	10/31/24	21545 Direct Deposit
145441	10/28/24	ENG01 ENGINEERING HYDRAULICS	177.66	10/31/24	21545 Direct Deposit
145442	10/28/24	FED14 FEDEX (OMEGA CORP CTR)	37.40	10/31/24	21545 Direct Deposit
145443	10/28/24	GAR13 GARDEN STATE MAT RENTAL	130.08	10/31/24	21545 Direct Deposit
145444	10/28/24	GRA36 GRAINGER, INC.	3,323.87	10/31/24	21545 Direct Deposit
145445	10/28/24	HAI05 HAINESPORT AUTO & TRUCK	3,592.30	10/31/24	21545 Direct Deposit
145446	10/28/24	HER30 THE HERTZ CORPORATION	1,948.46	10/31/24	21545 Direct Deposit
145447	10/28/24	HOM11 HOME DEPOT	23,696.09	10/31/24	21545 Direct Deposit
145448	10/28/24	HOM17 HOME DEPOT CREDIT SERVICES	763.00	10/31/24	21545 Direct Deposit
145449	10/28/24	IND01 INDEPENDENT ANIMAL CARE SRV	62,500.00	10/31/24	21545 Direct Deposit
145450	10/28/24	IND10 INDEPENDENCE VILLAGE APARTMENT	15,390.40	10/31/24	21545 Direct Deposit
145451	10/28/24	KON05 KONICA MINOLTA PREMIER FINANCE	989.00	10/31/24	21545 Direct Deposit
145452	10/28/24	LIN18 BLOCK LINE SYSTEMS, INC. DBA	5,161.63	10/31/24	21545 Direct Deposit
145453	10/28/24	MER01 MERCHANTVILLE OVERHEAD	1,250.22	10/31/24	21545 Direct Deposit
145454	10/28/24	POL01 POLLUTION CONTROL FINANCING	63,618.00	10/31/24	21545 Direct Deposit
145455	10/28/24	QUA15 QUADIANT, INC.	3,871.92	10/31/24	21545 Direct Deposit
145456	10/28/24	RAL01 RALF'S HEATING & PLUMBING	15,000.00	10/31/24	21545 Direct Deposit
145457	10/28/24	REG02 REGINE A ERVIN, CCR	2,749.85	10/31/24	21545 Direct Deposit
145458	10/28/24	RIN04 RING CENTRAL	6,870.91	10/31/24	21545 Direct Deposit
145459	10/28/24	ROB12 ROBINSON WASTE DISPOSAL SVS	1,015.00	10/31/24	21545 Direct Deposit
145460	10/28/24	SAN05 MARK SAUNDERS	577.34	10/31/24	21545 Direct Deposit
145461	10/28/24	SOU03 SOUTH JERSEY WELDING	778.46	10/31/24	21545 Direct Deposit
145462	10/28/24	SOU65 SOUTH JERSEY SOLUTIONS, LLC	58,695.00	10/31/24	21545 Direct Deposit
145463	10/28/24	SPA04 SPARK ELECTRIC SERVICE, INC	380.00	10/31/24	21545 Direct Deposit
145464	10/28/24	STA99 STAPLES ADVANTAGE	394.71	10/31/24	21545 Direct Deposit
145465	10/28/24	STJ02 ST JOSEPH CARPENTER SOCIETY	55,561.00	10/31/24	21545 Direct Deposit
145466	10/28/24	SUB11 SUBURBAN CONSULTING ENGINEERS	266.00	10/31/24	21545 Direct Deposit
145467	10/28/24	TOS02 TOSHIBA FINANCIAL SERVICES	439.96	10/31/24	21545 Direct Deposit
145468	10/28/24	WBM01 W B MASON CO, INC	1,037.98	10/31/24	21545 Direct Deposit
145469	10/28/24	XER01 XEROX CORPORATION	820.74	10/31/24	21545 Direct Deposit
145470	10/28/24	TDB03 TD Bank - P Card	120.00	10/31/24	21545 Direct Deposit
145471	11/01/24	ALB02 AL-B'S ALIGNMENT SERVICE	360.00		21558
145472	11/01/24	ANT10 ANTIOCH DEV. URBAN RENEWAL, LP	6,657.96		21558
145473	11/01/24	ATL15 DAVID R DIMATTIA	7,500.00		21558
145474	11/01/24	ATT07 AT&T	11,812.86		21558
145475	11/01/24	ATT09 AT&T CORP	19.85		21558
145476	11/01/24	BAI11 BAINS DELI LLC - FRANCO PAN	4,615.80		21558
145477	11/01/24	BEA16 DAYTON BEAN	42.35		21558
145478	11/01/24	BEL02 VERIZON	13,412.62		21558
145479	11/01/24	BLE03 THE BLEZNAK ORGANIZATION	35,553.63		21558
145480	11/01/24	COU01 COURIER POST	155.61		21558
145481	11/01/24	FIT01 T M FITZGERALD & ASSOC	20,350.00		21558
145482	11/01/24	GEN05 GENERAL CODE, LLC	3,020.00		21558
145483	11/01/24	GLO04 GLOBAL INDUSTRIAL EQUIPMENT	618.87		21558

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
<b>J. J. GENESEE General Account 460909487-Continued</b>					
145484	11/01/24	GOV13 GOVCONNECTION, INC.	1,329.00		21558
145485	11/01/24	H0403 HOWARD TECHNOLOGY SOLUTIONS	1,479.00		21558
145486	11/01/24	KEN13 JOSEPH J. KENNEY	1,425.00		21558
145487	11/01/24	NIE16 NIELSEN FORD OF MORRISTOWN	63,176.54		21558
145488	11/01/24	NJA06 NEW JERSEY AMERICAN WATER CO	6,813.76		21558
145489	11/01/24	NJD25 NEW JERSEY DIVISION OF ABC	198.00		21558
145490	11/01/24	NJL06 NJS LEAGUE OF MUNICIPALITIES	480.00		21558
145491	11/01/24	NJP02 NEW JERSEY PLANNING OFFICIALS	370.00		21558
145492	11/01/24	PAC07 PACER SERVICE CENTER	42.90		21558
145493	11/01/24	PSE01 PSEG	1,419.83		21558
145494	11/01/24	REG05 REGAL FORMS, INC.	1,295.00		21558
145495	11/01/24	SIG04 SIGNPROS	2,550.00		21558
145496	11/01/24	SPE33 AARON SPENDER	84.70		21558
145497	11/01/24	TDB01 TD BANK, NA	582,000.00	11/08/24 VOID	21558 (Reason: printed live check)
145498	11/01/24	THE03 THE TREE HOUSE, INC	690.94		21558
145499	11/01/24	TIM07 TIME FOR FUN & MORE INC	2,598.00		21558
145500	11/01/24	TRI39 TRI COUNTY TERMITE & PEST	565.60		21558
145501	11/01/24	TTI01 TTI ENVIRONMENTAL, INC	1,931.00		21558
145502	11/01/24	WAL03 WALTER R. EARLE - BURLINGTON	2,698.25		21558
145503	11/01/24	WJG01 W J GROSS, INC.	59,645.00		21558
145504	11/01/24	AMA08 AMAZON CAPITAL SERVICES, INC.	252.95		21559 Direct Deposit
145505	11/01/24	AXI01 AXIS DEFENSE GROUP, LLC.	5,379.50		21559 Direct Deposit
145506	11/01/24	BBE01 BRIGGS BROTHERS ENTERPRISE	14,300.00		21559 Direct Deposit
145507	11/01/24	CAM46 CAMDEN REDEVELOPMENT AGENCY	4,659.42		21559 Direct Deposit
145508	11/01/24	CAT11 CATHEDRAL SOUP KITCHEN	3,221.60		21559 Direct Deposit
145509	11/01/24	COM6224 COMCAST #6624 ISABEL MILLER	167.89		21559 Direct Deposit
145510	11/01/24	COM7905 COMCAST #7905 ENGINE 11 FIRE	127.89		21559 Direct Deposit
145511	11/01/24	COM7997 COMCAST #7997 FIRE ADMIN.	277.89		21559 Direct Deposit
145512	11/01/24	CON02 CONTRACTOR SERVICE	206.00		21559 Direct Deposit
145513	11/01/24	COR36 CORE MECHANICAL, INC.	5,900.21		21559 Direct Deposit
145514	11/01/24	EME15 EMERGENCY EQUIPMENT SALES,LLC	610.40		21559 Direct Deposit
145515	11/01/24	ENG01 ENGINEERING HYDRAULICS	126.44		21559 Direct Deposit
145516	11/01/24	FON04 FRANKIE FONTANEZ, ESQ	11,666.66		21559 Direct Deposit
145517	11/01/24	HER30 THE HERTZ CORPORATION	24,494.72		21559 Direct Deposit
145518	11/01/24	HOM11 HOME DEPOT	3,986.26		21559 Direct Deposit
145519	11/01/24	HOM15 HOMEWARD BOUND PET ADOPTION	49,166.67		21559 Direct Deposit
145520	11/01/24	HOM17 HOME DEPOT CREDIT SERVICES	1,510.86		21559 Direct Deposit
145521	11/01/24	MCC44 HOWARD MCCOACH,PC	21.70		21559 Direct Deposit
145522	11/01/24	PSS01 PAULUS SOKOLOWSKI & SARTOR	21,716.00		21559 Direct Deposit
145523	11/01/24	RAI03 RAISE THE BAR FAMILY SERVICES	6,869.05		21559 Direct Deposit
145524	11/01/24	RAL01 RALF'S HEATING & PLUMBING	8,350.00		21559 Direct Deposit
145525	11/01/24	ROB12 ROBINSON WASTE DISPOSAL SVS	1,170.00		21559 Direct Deposit
145526	11/01/24	ROB21 ROBERTO SANES	7,500.00		21559 Direct Deposit
145527	11/01/24	SMART005 Smart Stitch LLC	6,566.24		21559 Direct Deposit
145528	11/01/24	SOU66 SOUTHERN NEW JERSEY REGIONAL	5,302,815.29		21559 Direct Deposit
145529	11/01/24	STA99 STAPLES ADVANTAGE	599.80		21559 Direct Deposit
145530	11/01/24	TRE35 TREASURER, STATE OF NEW JERSEY	100,000.00		21559 Direct Deposit
145531	11/01/24	WAL23 DUANE WALLACE	21,600.00		21559 Direct Deposit
145532	11/01/24	WBM01 W B MASON CO, INC	3,264.85		21559 Direct Deposit
145533	11/08/24	AUT08 AUTO ZONE INC.	4,003.08		21571
145534	11/08/24	CAM12 CAMDEN COUNTY CLERK'S OFFICE	4,650.00		21571
145535	11/08/24	CAR94 CARLIN, WARD, ASH & HEIART LLC	245.00		21571

Check #	Check Date	Vendor	Amount Paid	Reconciled/void	Ref Num
01-GENERAL General Account 10803487 continued					
145536	11/08/24	CDW01 CDWG	85.44		21571
145537	11/08/24	CRE29 CREATIONS BY JENN	195.00		21571
145538	11/08/24	DEE03 DEER PARK FIRE COMPANY	100.00		21571
145539	11/08/24	FAZ01 JOSEPH FAZZIO, INC.	130.15		21571
145540	11/08/24	HOL01 HOLMES & COMPANY, LLC	12,795.00		21571
145541	11/08/24	IK002 RICOH USA, INC	9,803.63		21571
145542	11/08/24	LAB11 ELISANTA LABOY	115.00		21571
145543	11/08/24	LEX01 LEXIS NEXIS	919.00		21571
145544	11/08/24	LN-40053 JACK AYOUB	528.31		21571
145545	11/08/24	LN-50190 FIG 20, LLC	16,817.61		21571
145546	11/08/24	LN-50204 PRO CAP & FBO Firstrust Bank	16,401.73		21571
145547	11/08/24	MAJ02 MAJESTIC OIL CO, INC	22,475.45		21571
145548	11/08/24	MOU07 MOUNT LAUREL ANIMAL HOSPITAL	765.60		21571
145549	11/08/24	PRI03 PRIME FIRE PROTECTION LLC	768.00		21571
145550	11/08/24	PSE01 PSEG	37,896.21		21571
145551	11/08/24	RYA10 JAMES G RYAN	1,048.20		21571
145552	11/08/24	STI08 GARY STILL	64.70		21571
145553	11/08/24	TRI39 TRI COUNTY TERMITE & PEST	35.35		21571
145554	11/08/24	ACE03 ACE ELEVATOR, LLC	685.00		21572 Direct Deposit
145555	11/08/24	ASP11 ASPIRE TECHNOLOGY, LLC	22,071.00		21572 Direct Deposit
145556	11/08/24	BIF01 BIFF DUNCAN ASSOCIATES, INC.	3,833.90		21572 Direct Deposit
145557	11/08/24	BOW15 BOWMAN INSPECTION LLC	3,300.00		21572 Direct Deposit
145558	11/08/24	CAM46 CAMDEN REDEVELOPMENT AGENCY	3,897.75		21572 Direct Deposit
145559	11/08/24	COM8038 COMCAST #8038 PARK & OPEN SPAC	127.89		21572 Direct Deposit
145560	11/08/24	CON02 CONTRACTOR SERVICE	64.20		21572 Direct Deposit
145561	11/08/24	COR33 CORSA MANAGEMENT	147,100.00		21572 Direct Deposit
145562	11/08/24	COR36 CORE MECHANICAL, INC.	3,555.85		21572 Direct Deposit
145563	11/08/24	DSE01 DIVAL SAFETY EQUIPMENT	351.25		21572 Direct Deposit
145564	11/08/24	DUU02 CHARLES DUUS	1,822.80		21572 Direct Deposit
145565	11/08/24	FED14 FEDEX (OMEGA CORP CTR)	37.85		21572 Direct Deposit
145566	11/08/24	GRA36 GRAINGER, INC.	2,339.71		21572 Direct Deposit
145567	11/08/24	KON05 KONICA MINOLTA PREMIER FINANCE	506.75		21572 Direct Deposit
145568	11/08/24	MCM03 MCMANIMON & SCOTLAND, LLC	365.50		21572 Direct Deposit
145569	11/08/24	PLA14 PLATINUM SECURITY, INC.	1,060.00		21572 Direct Deposit
145570	11/08/24	RAI03 RAISE THE BAR FAMILY SERVICES	8,159.57		21572 Direct Deposit
145571	11/08/24	REM02 REMINGTON & VERNICK ENGINEERS	55,961.75		21572 Direct Deposit
145572	11/08/24	RIS04 RISING LEADERS GLOBAL	19,098.10		21572 Direct Deposit
145573	11/08/24	ROB12 ROBINSON WASTE DISPOSAL SVS	320.00		21572 Direct Deposit
145574	11/08/24	SEAS005 SEASIDE WASTE SEVICES	203,300.00		21572 Direct Deposit
145575	11/08/24	SHI03 SHI INTERNATIONAL CORP	43.31		21572 Direct Deposit
145576	11/08/24	SUBDIS01 SUBURBAN DISPOSAL INC	727,083.33		21572 Direct Deposit
145577	11/08/24	WBM01 W B MASON CO, INC	17,570.19		21572 Direct Deposit
145578	11/08/24	CHAA01 Camden Health & Athletic Assoc	226,586.87		21576 Direct Deposit
145579	11/15/24	GRA62 GRAMERCY PARK HOLDINGS, LLC	8,730.00		21580
145580	11/15/24	WHI08 WHITEGOLD INVESTMENTS LLC	8,505.00		21580
145581	11/15/24	4WA01 4WARD PLANNING, INC	21,237.00		21581
145582	11/15/24	ALL43 ALL RISK PROPERTY	1,624.03		21581
145583	11/15/24	AUT08 AUTO ZONE INC.	1,466.61		21581
145584	11/15/24	CAM122 CAMDEN SPECIAL SVS DISTRICT	486,149.25		21581
145585	11/15/24	CCM01 C C M U A	32,190.36		21581
145586	11/15/24	COL103 COLLIERS ENGINEERING & DESIGN	14,413.74		21581
145587	11/15/24	COM02 COMMUNITY FIRST FUND	130,000.00		21581

Check #	Check Date	Vendor	Amount Paid	Retained/Void	Ref. Num
D-01-GENERAL General Account: 308003483 Continued					
145388	11/15/24	DEM07 DEMBO, BROWN & BURNS LLP	6,000.00		21581
145589	11/15/24	60012 FIREHUB, LLC	12,726.01		21581
145590	11/15/24	HUM02 MITCHELL HUMPHREY & CO.	20,746.00		21581
145591	11/15/24	IK002 RICOH USA, INC	1,923.97		21581
145592	11/15/24	MAJ02 MAJESTIC OIL CO, INC	21,520.41		21581
145593	11/15/24	MAR08 JOSEPH A MARINI	2,725.20		21581
145594	11/15/24	MET04 METROPOLITAN CONTRACT CARPETS	9,468.00		21581
145595	11/15/24	MOO03 MOODS FARM MARKET	1,660.00		21581
145596	11/15/24	MOU07 MOUNT LAUREL ANIMAL HOSPITAL	2,376.41		21581
145597	11/15/24	MXI01 MXI ENVIRONMENTAL SERVICES,LLC	7,458.72		21581
145598	11/15/24	NJE07 NJ E-Z PASS	600.00		21581
145599	11/15/24	NJL06 NJS LEAGUE OF MUNICIPALITIES	60.00		21581
145600	11/15/24	PEN07 PENNSAUKEN ANIMAL HOSPITAL	4,318.99		21581
145601	11/15/24	SAF06 SAFETY & SURVIVAL TRAINING, LL	12,300.00		21581
145602	11/15/24	SAL15 SALVATION ARMY	270.00		21581
145603	11/15/24	SHO02 SHOPRITE	1,982.63		21581
145604	11/15/24	TRI37 TRIO RENACER	375.00		21581
145605	11/15/24	BBE01 BRIGGS BROTHERS ENTERPRISE	15,000.00		21586 Direct Deposit
145606	11/15/24	BEL43 BELL ROOFING	7,150.00		21586 Direct Deposit
145607	11/15/24	CAM46 CAMDEN REDEVELOPMENT AGENCY	39,360.25		21586 Direct Deposit
145608	11/15/24	CEN03 CENTER FOR FAMILY SERVICES	6,431.19		21586 Direct Deposit
145609	11/15/24	COM1148 Comcast #1148 Public Works	262.89		21586 Direct Deposit
145610	11/15/24	COM7634 COMCAST #7634 BROADWAY COMM	156.85		21586 Direct Deposit
145611	11/15/24	COM9670 COMCAST #9670 MAYOR'S OFFICE	139.91		21586 Direct Deposit
145612	11/15/24	COM9812 COMCAST #9812 27 FEDERAL ST	127.89		21586 Direct Deposit
145613	11/15/24	COM9853 COMCAST #9853 MALANDRA HALL	127.89		21586 Direct Deposit
145614	11/15/24	CON02 CONTRACTOR SERVICE	103.50		21586 Direct Deposit
145615	11/15/24	COU11 GANNETT MEDIA CORP	204.75		21586 Direct Deposit
145616	11/15/24	GLA01 GLAUD PROPERTY CONTRACTORS LLC	9,200.00		21586 Direct Deposit
145617	11/15/24	HOM17 HOME DEPOT CREDIT SERVICES	117.29		21586 Direct Deposit
145618	11/15/24	MCC44 HOWARD MCOACH,PC	6,039.00		21586 Direct Deposit
145619	11/15/24	NYR01 NYRAH CONSTRUCTION ONE LLC	10,700.00		21586 Direct Deposit
145620	11/15/24	PLA14 PLATINUM SECURITY, INC.	1,060.00		21586 Direct Deposit
145621	11/15/24	QUA15 QUADIENT, INC.	620.00		21586 Direct Deposit
145622	11/15/24	RAI03 RAISE THE BAR FAMILY SERVICES	1,421.20		21586 Direct Deposit
145623	11/15/24	REF01 REFEREE ELITE FEDERATION	1,000.00		21586 Direct Deposit
145624	11/15/24	REG02 REGINE A ERVIN, CCR	1,085.20		21586 Direct Deposit
145625	11/15/24	ROB12 ROBINSON WASTE DISPOSAL SVS	260.00		21586 Direct Deposit
145626	11/15/24	ROB21 ROBERTO SANES	13,800.00		21586 Direct Deposit
145627	11/15/24	SEN04 GERALD SENESKI	150.00		21586 Direct Deposit
145628	11/15/24	SMART005 Smart Stitch LLC	18,999.53		21586 Direct Deposit
145629	11/15/24	STJ02 ST JOSEPH CARPENTER SOCIETY	133,610.00		21586 Direct Deposit
145630	11/15/24	ULP01 UPTOWN LUXE PHOTOBOOTHS	550.00		21586 Direct Deposit
145631	11/15/24	WBM01 W B MASON CO, INC	1,892.24		21586 Direct Deposit
145632	11/15/24	TDB03 TD Bank - P Card	728.00		21586 Direct Deposit
145633	11/15/24	DEC01 DECOTIIS, FITZPATRICK & COLE	58,855.90		21589

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	120	1	2,003,888.73	582,000.00
Direct Deposit:	130	0	7,721,222.55	0.00
Total:	250	1	9,725,111.28	582,000.00

Check # Check Date Vendor Amount Paid Reconciled/Void Ref. Num

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref. Num
25900	10/28/24	HAE23 HALLIDAY DANCE	960.00		21554
25901	10/28/24	JON83 CANDY JOHNSON	1,200.00		21554
25902	10/28/24	MCK11 SHANNON MCKEOWN	1,000.00		21554
25903	11/01/24	BAK12 BAKHRAKH, INC	1,350.00		21555 Direct Deposit
25904	11/01/24	BRO02 BROWN GIRL CANDLE CAFE	2,550.00		21555 Direct Deposit
25905	11/08/24	BAK12 BAKHRAKH, INC	2,554.99		21565 Direct Deposit
25906	11/08/24	GRA36 GRAINGER, INC.	1,254.12		21565 Direct Deposit
25907	11/08/24	NEW04 NEW JERSEY FIRE EQUIPMENT CO	16,456.80		21565 Direct Deposit

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	3,160.00	0.00
Direct Deposit:	5	0	24,165.91	0.00
Total:	8	0	27,325.91	0.00

TD HUD ESG	HUD - ESG	4308907596		
10311	11/01/24	LEW18 LEWIS INSEPTIONS	350.00	21556 Direct Deposit
10312	11/08/24	IND22 INDEPENDENCE ASSOCIATES, LLC	5,842.50	21566 Direct Deposit

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	0	0	0.00	0.00
Direct Deposit:	2	0	6,192.50	0.00
Total:	2	0	6,192.50	0.00

TD HUD HOME	HUD - HOME	4308903643		
13398	11/08/24	NEI03 NEIGHBORHOOD HOUSING SERV OF	2,000.00	21568

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	2,000.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	2,000.00	0.00

TD HUD HOPWA	Housing Vouchers - 4308907603			
15199	11/08/24	ANT10 ANTIOCH DEV. URBAN RENEWAL, LP	1,604.00	21564
15200	11/08/24	GIB04 GIBBSBORO REALTY LLC	1,455.00	21564
15201	11/08/24	LEW18 LEWIS INSEPTIONS	1,708.00	21567 Direct Deposit
15202	11/15/24	ROD69 LUIS RODRIGUEZ	360.00	21582

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	3	0	3,419.00	0.00
Direct Deposit:	1	0	1,708.00	0.00
Total:	4	0	5,127.00	0.00

TD PAYROLL	Payroll	4308903502		
40680	10/31/24	PR-BUFF Brotherhood United Fire Fight	1,827.14	21552 Direct Deposit
40681	10/31/24	PRCAMDEN City of Camden	90,430.54	21552 Direct Deposit
40682	10/31/24	PRNW Nationwide Retirement Solution	5,075.12	21552 Direct Deposit
40683	11/04/24	STA20 STATE OF NJ DIV OF PEN & BEN	1.12	21560
40684	11/04/24	STA20 STATE OF NJ DIV OF PEN & BEN	16.80	21560
40685	11/08/24	PRCAMDEN City of Camden	90,086.71	21569 Direct Deposit
40686	11/08/24	PRNW Nationwide Retirement Solution	5,075.12	21569 Direct Deposit
40687	11/08/24	PRAFLAC- AFLAC - Georgia / New York	4,492.12	21570
40688	11/08/24	PRAFLACN AFLAC, New York	63.00	21570

Check # Check Date Vendor Amount Paid Recorred Void Ref Num

TD PROCESS ~~Payment~~ 43089502 continued

40689	11/08/24	PRAPLACY AFLAC	247.81		21570
40690	11/08/24	PRCOLINS Colonial Life Insurance	3,267.76		21570
40691	11/08/24	PRCOLINX Colonial Life Insurance	135.62		21570
40692	11/08/24	PRCOREBR Corebridge Financial (valic)	18,174.00		21570
40693	11/08/24	PRCWAPAC CWA Political Action Committee	45.00		21570
40694	11/08/24	PRCWAPRK CWA Local 1014 CWA Parking	620.00		21570
40695	11/08/24	PRCWASPR CWA Local 1014 CWA Supervisors	1,299.80		21570
40696	11/08/24	PRCWASTF CWA Local 1014 CWA Staff	5,014.64		21570
40697	11/08/24	PRCWAXRD CWA Local 1014 CWA X-Guard	615.00		21570
40698	11/08/24	PRF2578 Local #2578	3,143.43		21570
40699	11/08/24	PRF788 Local #788	5,591.16		21570
40700	11/08/24	PRF788H Local #788	2,790.00		21570
40701	11/08/24	PRG-CCSO CAMDEN COUNTY SHERIFF' OFFICE	33.56		21570
40702	11/08/24	PRG-FRNK John H Franklin	47.64		21570
40703	11/08/24	PRG-GRMN Charles Gorman	108.80		21570
40704	11/08/24	PRG-HINE DAWNSHIRR M HINES, SGT	10.00		21570
40705	11/08/24	PRG-LACE DAMON LACEY, SGT AT ARMS	755.47		21570
40706	11/08/24	PRG-NJFS NJ FAMILY SUPPORT PROCES	12,108.80		21570
40707	11/08/24	PRG-TODO FRANK TODORO	189.00		21570
40708	11/08/24	PRGPSCDU PENNSYLVANIA SCU	489.85		21570
40709	11/08/24	PRMET Metlife	458.19		21570

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	25	0	59,718.57	0.00
Direct Deposit:	5	0	192,494.63	0.00
Total:	30	0	252,213.20	0.00

TD T-ESCROW Trust - Escrow 4308903700

1838	11/15/24	DEM07 DEMBO, BROWN & BURNS LLP	1,248.00		21583
1839	11/15/24	REM02 REMINGTON & VERNICK ENGINEERS	0.00	11/15/24 VOID	0
1840	11/15/24	REM02 REMINGTON & VERNICK ENGINEERS	70,445.00		21587 Direct Deposit

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	1	1,248.00	0.00
Direct Deposit:	1	0	70,445.00	0.00
Total:	2	1	71,693.00	0.00

TD T-TAX LIENS Trust - Tax Liens 4308903552

54223	10/29/24	LN-11304 CHANGSHENG LU	816.77		21547
54224	10/29/24	LN-31262 FNA DZ, LLC	13,739.29	10/29/24 VOID	21547 (Reason: duplicate)
54225	10/29/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	1,850.44		21547
54226	10/29/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	4,271.86		21547
54227	10/29/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	11,670.81		21547
54228	10/29/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,496.69		21547
54229	10/29/24	LN-50190 FIG 20, LLC	695.41		21547
54230	10/29/24	LN-50190 FIG 20, LLC	934.26		21547
54231	10/29/24	LN-50190 FIG 20, LLC	238.25		21547
54232	10/29/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,296.66		21547
54233	10/29/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	385.27		21547
54234	10/29/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	9,282.15		21547
54235	10/29/24	LN-40190 GREYMORR LLC	55.00		21548
54236	10/29/24	LN-40190 GREYMORR LLC	55.00		21548
54237	10/29/24	LN-40190 GREYMORR LLC	55.00		21548

Check #	Check Date	Vendor	Amount Paid	Reconciled	VOID	REF	NUM
D-D-TXN ITEMS: Trust Tax Items: 430800552: Continued							
54238	10/30/24	LN-11304 CHANGSHENG LU	785.02				21549
54239	10/30/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	4,184.65				21549
54240	10/30/24	LN-40187 TLOA OF NJ LLC	7,189.40				21549
54241	10/30/24	LN-40189 PINE VALLEY ONE REALESTATE LLC	8,442.42				21549
54242	10/30/24	LN-40190 GREYMORR LLC	7,462.09				21549
54243	10/30/24	LN-50190 FIG 20, LLC	260.68				21549
54244	10/30/24	LN-50190 FIG 20, LLC	250.10				21549
54245	10/30/24	LN-50190 FIG 20, LLC	1,553.67				21549
54246	10/30/24	LN-50190 FIG 20, LLC	7,477.98				21549
54247	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	4,054.10				21549
54248	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	4,837.12				21549
54249	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	4,201.47				21549
54250	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,212.87				21549
54251	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,787.10				21549
54252	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,202.83				21549
54253	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,921.47				21549
54254	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	3,243.79				21549
54255	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,928.80				21549
54256	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	4,195.87				21549
54257	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	9,096.39				21549
54258	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	12,168.51				21549
54259	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	6,316.44				21549
54260	10/30/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	6,824.55				21549
54261	10/30/24	LN-50230 FIG NJ19, LLC	2,550.06				21549
54262	10/30/24	LN-50245 Epcot MD LLC	4,528.48				21549
54263	10/31/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	11,226.48				21550
54264	10/31/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	4,625.61				21550
54265	10/31/24	LN-50190 FIG 20, LLC	5,796.03				21550
54266	10/31/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	3,035.48				21550
54267	10/31/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,435.02				21550
54268	10/31/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	8,070.25				21550
54269	10/31/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,050.62				21550
54270	10/31/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,754.77				21550
54271	11/01/24	LN-40187 TLOA OF NJ LLC	14,595.96				21553
54272	11/01/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,669.06				21553
54273	11/01/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	10,022.95				21553
54274	11/01/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,278.29				21553
54275	11/01/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	4,477.96				21553
54276	11/01/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,087.91				21553
54277	11/01/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,231.56				21553
54278	11/01/24	LN-50320 Fundpality 2023 LLC	6,234.98				21553
54279	11/04/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	5,492.14				21561
54280	11/04/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	1,923.62				21561
54281	11/04/24	LN-50190 FIG 20, LLC	1,556.28				21561
54282	11/04/24	LN-50190 FIG 20, LLC	1,441.00				21561
54283	11/04/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	200.00				21561
54284	11/04/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,866.74				21561
54285	11/04/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	5,896.01				21561
54286	11/04/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	487.83				21561
54287	11/07/24	LN-20074 LB-HONEY BADGER, SBMUNTX	4,240.90				21562
54288	11/07/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	1,832.62				21562
54289	11/07/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,997.23				21562

Check #	Check Date	Vendor	Amount Paid	Reconciled/Avail	Ref Num
D.T. FOR LIFE Trust - Saw Veno 430903953 Continued					
54290	11/07/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,548.47		21562
54291	11/07/24	LN-40190 GREYMORR LLC	2,147.88		21562
54292	11/07/24	LN-50190 FIG 20, LLC	351.44		21562
54293	11/07/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	4,536.53		21562
54294	11/07/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	3,256.56		21562
54295	11/07/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	774.08		21562
54296	11/07/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	851.52		21562
54297	11/08/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,407.59		21563
54298	11/08/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	2,339.91		21563
54299	11/08/24	LN-50190 FIG 20, LLC	974.30		21563
54300	11/08/24	LN-50190 FIG 20, LLC	232.68		21563
54301	11/08/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	7,903.69		21563
54302	11/08/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	648.87		21563
54303	11/08/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	514.16		21563
54304	11/08/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	4,328.61		21563
54305	11/08/24	LN-50344 JIMMY SANTIAGO	38,404.00		21563
54306	11/12/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	5,905.91		21575
54307	11/12/24	LN-50190 FIG 20, LLC	4,484.44		21575
54308	11/12/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	6,514.56		21575
54309	11/12/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	9,887.16		21575
54310	11/12/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	2,171.25		21575
54311	11/12/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	12,396.13		21575
54312	11/12/24	LN-50230 FIG NJ19, LLC	3,233.02		21575
54313	11/12/24	LN-50320 Fundpality 2023 LLC	5,129.92		21575
54314	11/12/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	8,959.67		21577
54315	11/12/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	845.21		21577
54316	11/12/24	LN-50190 FIG 20, LLC	8,044.66		21577
54317	11/12/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,442.75		21577
54318	11/13/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	990.01		21578
54319	11/13/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	11,277.08		21578
54320	11/13/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	15,092.34		21578
54321	11/13/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	9,643.64		21578
54322	11/13/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	5,289.11		21578
54323	11/13/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,673.98		21578
54324	11/13/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,467.22		21578
54325	11/14/24	LN-20074 LB-HONEY BADGER, SBMUNI%	4,696.76		21579
54326	11/14/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	9,455.22		21579
54327	11/14/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	3,227.47		21579
54328	11/14/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	15,029.61		21579
54329	11/18/24	LN-40148 FIG CUST FIGNJ19LLC & SEC PTY	6,057.88		21585
54330	11/18/24	LN-40190 GREYMORR LLC	4,631.02		21585
54331	11/18/24	LN-50190 FIG 20, LLC	741.68		21585
54332	11/18/24	LN-50190 FIG 20, LLC	670.51		21585
54333	11/18/24	LN-50190 FIG 20, LLC	601.15		21585
54334	11/18/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	6,726.11		21585
54335	11/18/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	3,922.46		21585
54336	11/18/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	1,116.99		21585
54337	11/18/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	5,693.31		21585
54338	11/18/24	LN-50204 PRO CAP 8 FBO Firstrust Bank	10,498.67		21585
54339	11/22/24	LN-11230 THE HELPING NETWORK LLC	1,199.21		21590
54340	11/22/24	LN-20074 LB-HONEY BADGER, SBMUNI%	43.00		21590
54341	11/22/24	LN-50190 FIG 20, LLC	259.89		21590

Check # Check Date Vendor Amount Paid Reconciled Void Ref Num

TD T-TAX LIENS Trust - Tax Liens 4308903532 Continued

54342	11/22/24	LN-50190 FIG 20, LLC	17,384.45		21590
54343	11/22/24	LN-50204 PRO CAP 8 FBO Firsttrust Bank	7,768.55		21590
54344	11/22/24	LN-50204 PRO CAP 8 FBO Firsttrust Bank	1,847.78		21590
54345	11/22/24	LN-50204 PRO CAP 8 FBO Firsttrust Bank	1,638.62		21590
54346	11/22/24	LN-50204 PRO CAP 8 FBO Firsttrust Bank	551.76		21590
54347	11/22/24	LN-50204 PRO CAP 8 FBO Firsttrust Bank	2,038.57		21591
54348	11/22/24	LN-50204 PRO CAP 8 FBO Firsttrust Bank	1,225.31		21591
54349	11/22/24	LN-50204 PRO CAP 8 FBO Firsttrust Bank	53,999.25		21591
54350	11/22/24	LN-50341 KAMIKAZE CAPITAL, LLC	10,199.51		21591

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	127	1	614,179.82	13,739.29
Direct Deposit:	0	0	0.00	0.00
Total:	127	1	614,179.82	13,739.29

TD T-TRUST Trust - Other Trust 4308903635

3649	10/28/24	CON24 CONCENTRA MEDICAL CENTER	1,605.00	10/31/24	21541
3650	10/28/24	DSI02 DSI MEDICAL SERVICES INC.	1,098.50		21541
3651	10/28/24	NJD20 NJ DEPT OF HLTH & SR SER.	13.80		21541
3652	11/01/24	QBE03 QBE SPECIALTY INSURANCE	4,946.44		21557
3653	11/08/24	JRA01 JBER RISK ADVISORS, LLC	1,360.00		21573 Direct Deposit
3654	11/15/24	DSI02 DSI MEDICAL SERVICES INC.	2,077.50		21584
3655	11/15/24	STA12 NJ DEPT OF LABOR & WORKFORCE D	93,538.34		21584
3656	11/15/24	AMA08 AMAZON CAPITAL SERVICES, INC.	323.16		21588 Direct Deposit

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	103,279.58	0.00
Direct Deposit:	2	0	1,683.16	0.00
Total:	8	0	104,962.74	0.00

TD WATER Water (and Sewer) 4308903560

8881	10/28/24	BOW05 BOWMAN & COMPANY LLP	23,410.00	10/31/24	21542
8882	10/28/24	NJA18 NJ AMERICAN WATER CO	227,282.84		21542
8883	10/28/24	AME80 AMERICAN WATER SERVICES	4,401,221.87	10/31/24	21543 Direct Deposit
8884	11/08/24	AME80 AMERICAN WATER SERVICES	1,395,499.52		21574 Direct Deposit

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	250,692.84	0.00
Direct Deposit:	2	0	5,796,721.39	0.00
Total:	4	0	6,047,414.23	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	288	3	3,041,586.54	595,739.29
Direct Deposit:	148	0	13,814,633.14	0.00
Total:	436	3	16,856,219.68	595,739.29

Totals by Year Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
Current Fund	3-01	119,029.63	0.00	0.00	119,029.63
Water Operating Fund	3-05	369,349.60	0.00	0.00	369,349.60
Sewer Operating Fund	3-07	232,823.07	0.00	0.00	232,823.07
Year Total:		483,143.04	0.00	0.00	483,143.04
Current Fund	4-01	8,469,639.19	33,747.65	0.00	8,503,386.84
Water Operating Fund	4-05	2,631,882.56	0.00	0.00	2,631,882.56
Sewer Operating Fund	4-07	1,785,281.28	0.00	0.00	1,785,281.28
Payroll	4-10	252,213.20	0.00	0.00	252,213.20
Trust Fund - Insurance	4-13	104,625.78	0.00	0.00	104,625.78
Trust Fund - TTL Redemption	4-15	614,179.82	0.00	0.00	614,179.82
Trust Fund - Other	4-16	323.16	0.00	0.00	323.16
Trust Fund - Animal Control	4-32	13.80	0.00	0.00	13.80
Year Total:		13,858,158.79	33,747.65	0.00	13,891,906.44
Water Capital Fund	C-06	2,232,423.06	0.00	0.00	2,232,423.06
Grant Fund	G-02	876,107.94	226,586.87	0.00	1,102,694.81
Trust Fund - HUD	H-25	40,645.41	0.00	0.00	40,645.41
Total of All Funds:		16,524,192.16	260,334.52	0.00	16,784,526.68

Project Description	Project No	Project Total
PSE&G Woodlynne Substation	04081899	2,100.87
PBCIP -10 UNIT PROJECT HOUSING	0408I902	110.00
CP THORN & COPEWOOD, LLC	0408I914	107.50
1800 DAVIS ASSOC URBAN RENEWAL	0408I934	3,735.56
CAMDEN CHARTER SCHOOL NETWORK	0408I936	2,979.41
NORTHGATE PRESERVATION URBAN	0408I939	1,545.52
1828 REALTY ASSOCIATES, LLC	0408I944	2,069.26
HOLTEC TECHNOLOGY CENTER, LLC	0408I955	32,941.51
THE COOPER HEALTH SYSTEM	0408I957	2,165.73
HOLCOMB TRANSPORTATION LLC	0408I964	452.19
PSE&G Camden M&R Project	0408P910	3,585.00
VIRTUA OUR LADY OF LOURDES	0408P926	376.25
ABLETT VILLAGE PHASE I URBAN	0408P935	2,447.50
VIRTUA OLOL TRASH COMPACTOR	0408P940	2,853.75
VIRTUA OLOL HOSPITAL INC	0408P951	100.00
IMPULSE PROPERTIES, LLC	0408P953	1,898.75
HOLTEC INTERNATIONAL, INC.	0408P955	1,107.50
HOUSE OF RESTORATION CHURCH &	0408P956	698.75
Subaru HQ Traffic Calming	0408P963	161.25
COOPER HEALTH SYSTEM TOWER A	0408P966	2,531.25
NATIONAL ENERGY PARTNERS, LLC	0408P970	161.25
CONIFER REALTY LLC 1301 HADDON	0408P972	916.25
CHERAN ROLLINS&MALCOM A.STILL	0408P974	702.50
CAMDEN COUNTY HISTORICAL SOCIE	0408P975	2,132.50
ALFRED CRAMER URBAN RENEWAL LL	0408P977	675.00
ALFRED CRAMER URBAN RENEWAL,LL	0408P978	1,890.00
CRAMER HILL REDEV SR & FAM HSG	15050	224.00

Project Description	Project No.	Project Total
VIRTUA OLDE TRASH COMPACTOR	15905	208.00
CAMDEN'S CHARTER SCHOOL NETWRK	16028	688.00
VIRTUA OUR LADY OF LOURDES	16116	128.00
Total of All Projects:		<u>71,693.00</u>



DEPARTMENT OF FINANCE  
CITY OF CAMDEN  
NEW JERSEY

VICTOR G. CARSTARPHEN  
MAYOR

C-2  
GERALD C. SENESKI  
CHIEF FINANCIAL OFFICER  
TEL: 856-757-7582  
EMAIL: FINANCE@CAMDENNJ.GOV  
WEBSITE: CAMDENNJ.GOV

**MEMORANDUM**

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

From: Gerald Seneski, Chief Financial Officer 

Date: November 25, 2024

Subject: Payroll Register Summary Communications for Forthcoming City  
Council Meeting- December 12, 2024 .

2024 NOV 25 AM 9:40  
RECEIVED  
CITY OF CAMDEN, NJ

Attached, please find the Payroll Register Summary for the City of Camden for the pay periods of 11/8/2024 and 11/22/24 . 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.

GCS/mr

Attachments

cc: Honorable Victor Carstarphen, Mayor

Final Totals	646 Checks to be Printed 0 Checks Voided since Last Payroll	646 Regular 0 Regular	0 Vacation 0 Vacation	0 Manual 0 Manual	0 Other 0 Other	0 Interim 0 Interim	0 Overtime 0 Overtime	0 Special 0 Special	0 Adjustment 0 Adjustment
Totals:									
This Payroll		YTD Beg		This Payroll		YTD End		This Payroll Direct Deposit	
Regular Pay:	1,593,758.49	Gross:	37,502,212.17	1,745,924.98	39,248,137.15	Payroll Direct Deposit:	1,051,531.66		
Overtime Pay:	127,791.05	*Fwt Wages:	32,339,465.55	1,495,275.79	33,854,741.34	Deduction Direct Deposit:	0.00		
Vacation Pay:	0.00	Soc Sec:	1,148,401.04	53,073.81	1,201,474.85	Total Direct Deposit:	1,051,531.66		
Holiday Pay:	0.00	Medicare:	517,142.37	24,108.22	541,250.59				
Sick Pay:	0.00	Total Adtl Med Tax:	0.00	0.00	0.00				
Special Pay:	192.50	Fwt:	3,430,910.69	160,109.13	3,591,019.82	Code 98 Exempt Fwt Wages:	1,432.54		
Admin Pay:	0.00	Swt:	1,485,398.20	69,885.94	1,555,284.14	Code 98 Exempt Swt Wages:	853.27		
Comp Pay:	0.00	Gwt:	0.00	0.00	0.00				
Other Pay:	0.00	Omt:	0.00	0.00	0.00				
		FLI:	33,665.88	1,556.11	35,221.99				
		SUI:	92,409.27	1,445.96	93,855.23				
		SDI:	0.00	0.00	0.00				
		Total other Tax:	126,075.15	3,002.07	129,077.22				
		Bef Tax Ded:	5,348,386.21	260,433.65	5,608,819.86				
		Aft Tax Ded:	2,299,206.36	92,034.38	2,391,240.74				
		Net:	23,359,858.61	1,083,277.78	24,443,136.39				
Employer Liability Totals:									
		Soc Sec:	1,148,400.99	53,073.81	1,201,474.80	Employee + Employer Soc Sec:	106,147.62		
		Medicare:	517,142.37	24,108.22	541,250.59	Employee + Employer Med:	48,216.44		
		Omt:	0.00	0.00	0.00	Fwt:	160,109.13		
		FLI:	0.00	0.00	0.00	Total Soc Sec, Med + Fwt:	314,473.19		
		SUI:	0.00	0.00	0.00				
		SDI:	2,081.09	2,115.01	4,196.10				
		Total other Tax:	2,081.09	2,115.01	4,196.10				
		Fwt:	0.00	0.00	0.00				
		Employer Liability Earning Codes:	7,802,834.63	357,706.68	8,160,541.31				
		Total Employer Liabilities:	9,470,459.08	437,003.72	9,907,462.80				
		Total Gross + Employer Liabilities:	46,972,671.25	2,182,928.70	49,155,599.95				

NOTE: Ytd Totals include ALL Employees for the Current Payroll Year.

Total Deductions and Earnings:

Code Description	Ded Amt	***** This Payroll *****	***** Void Checks *****	***** Net Totals *****
		***** Earn Amt *****		***** Earn Amt *****
E02 SECOND TITLED EMPLOY		5,104.96		5,104.96
E03 ACTING STATUS		374.43		374.43
E06 DOCKING		5,268.34-		5,268.34-
E09 ADJUSTMENT		534.22-		534.22-
E10 ON CALL		1,000.00		1,000.00
E13 SUSPENSION		2,044.25-		2,044.25-
E17 Overtime \$		25,550.36		25,550.36
GFO G - GARN GORMAN	108.80		0.00	108.80
G60 G - GARN LACEY	755.47		0.00	755.47
G40 G - GARN HINES	10.00		0.00	10.00
G10 G - GARN FRANKLIN	47.64		0.00	47.64
G10 G - GARN TODORO	189.00		0.00	189.00
GK0 G - GARN CC SHERIFF	33.56		0.00	33.56
GP0 G - SUPPORT - NJ/PA	489.85		0.00	489.85
GS0 G - SUPPORT - NJ	9,859.21		0.00	9,859.21
GS1 G - SUPPORT - NJ	929.33		0.00	929.33
GS2 G - SUPPORT - NJ	598.06		0.00	598.06
GS3 G - SUPPORT - NJ	351.88		0.00	351.88
GS4 G - SUPPORT - NJ	289.00		0.00	289.00
GS5 G - SUPPORT - NJ	55.62		0.00	55.62
GS6 G - SUPPORT - NJ	25.70		0.00	25.70
HEA CH 78 COST SHARE	90,028.00		0.00	90,028.00
HEB CH 78 COST SHARE BACK ADJUST	16.29-		0.00	16.29-
IMP IMPUTED INCOME				
P01 DCRP - PENSION	4,403.36		0.00	4,403.36
P02 DCRP - BACK DEDUCTION	94.13		0.00	94.13
PE1 PERS - PENSION	54,637.35		0.00	54,637.35
PE2 PERS - BACK DEDUCTIONS	1,744.91		0.00	1,744.91
PE4 PERS - CONTRIBUTORY INSURANCE	3,566.17		0.00	3,566.17
PE9 PERS - LOAN REPAYMENT	21,345.98		0.00	21,345.98
PE1 PERS - PENSION	81,372.13		0.00	81,372.13
PE2 PERS - BACK DEDUCTIONS	1,228.92		0.00	1,228.92
PE9 PERS - LOAN REPAYMENT	25,449.61		0.00	25,449.61
PTA DEF COMP - NATIONWIDE	3,900.12		0.00	3,900.12
PTB DEF COMP - NATIONWIDE ROTH	1,175.00		0.00	1,175.00
PTF DEF COMP - COREBRIDGE	18,077.08		0.00	18,077.08
PTG DEF COMP - COREBRIDGE ROTH	96.92		0.00	96.92
PTK DEF COMP - MET LIFE	458.19		0.00	458.19
		11,217.00	0.00	11,217.00

PT0	DEF COMP - Equitable	2,293.00	0.00	2,293.00
PTP	DEF COMP - Equitable Roth	1,150.00	0.00	1,150.00
PTS	DEF COMP - National Life Group	70.00	0.00	70.00
S10	AFLAC PRE-TAX	2,035.96	0.00	2,035.96
S22	AFLAC GEORGIA POST-TAX	2,456.16	0.00	2,456.16
S31	AFLAC NY PRE-TAX	26.94	0.00	26.94
S32	AFLAC NY POST-TAX	36.06	0.00	36.06
S81	AFLAC XGRD POST-TAX	247.81	0.00	247.81
S99	AFLAC FSA WAGE WORKS	249.99	0.00	249.99
SC1	SUPP - COLONIAL PRE-TAX	288.05	0.00	288.05
SC2	SUPP - COLONIAL POST-TAX	2,979.71	0.00	2,979.71
SC8	SUPP - COLONIAL X-GUARDS	135.62	0.00	135.62
UC1	DUES - GMA STAFF	5,014.64	0.00	5,014.64
UC2	DUES - GMA X-GRD	615.00	0.00	615.00
UC3	DUES - GMA SUPERVISORS	1,299.80	0.00	1,299.80
UC4	DUES - GMA PAC	45.00	0.00	45.00
UC5	DUES - GMA PARKING DEDUCTION	620.00	0.00	620.00
UF1	DUES - FIRE 2578	3,143.43	0.00	3,143.43
UF2	DUES - FIRE 788	5,591.16	0.00	5,591.16
UF5	DUES - FIRE HOUSE FUND	2,790.00	0.00	2,790.00
Z01	MISC - WAGE GARNISHMENT FEE	65.00	0.00	65.00
Z02	MISC - LOST SWIPE CARD FEE	10.00	0.00	10.00
		<u>352,468.03</u>	<u>35,399.94</u>	<u>352,468.03</u>
			<u>0.00</u>	<u>35,399.94</u>

Employer Liability Codes:

Code	Description	Liability Amt	Void Amt	Net Amt
9H0	HEALTH BENEFIT EMPLOYER	357,706.68	0.00	357,706.68
		<u>357,706.68</u>	<u>0.00</u>	<u>357,706.68</u>

Break Down of Employees Paid:  
 Total] Male: 409  
 Total] Female: 237  
 Total] Unknown: 0  
 Total] Employees: 646

There are NO errors or warnings in this Payroll Register.

Final Totals	644 Checks to be Printed	644 Regular	0 Vacation	0 Manual	0 Other	0 Interim	0 Overtime	0 Special	0 Adjustment
	0 Checks Voided since Last Payroll	0 Regular	0 Vacation	0 Manual	0 Other	0 Interim	0 Overtime	0 Special	0 Adjustment
Totals:									
	This Payroll	YTD Beg	This Payroll	Void	Net	YTD End	This Payroll Direct Deposit		
Regular Pay:	1,600,905.74	Gross: 39,248,137.15	1,804,379.93	0.00	41,052,517.08	32.21	Payroll Direct Deposit:	1,084,459.44	
Overtime Pay:	169,962.12	*Fwt Wages: 33,854,741.34	1,553,660.25	0.00	35,408,401.59	0.00	Deduction Direct Deposit:	0.00	
Vacation Pay:	0.00	Soc Sec: 1,201,474.85	54,023.75	0.00	1,255,498.60	566,202.22	Total Direct Deposit:	1,084,459.44	
Holiday Pay:	0.00	Medicare: 541,250.59	24,951.63	0.00	566,202.22	32.21			
Stick Pay:	0.00	Adtl Med Tax: 0.00	32.21	0.00	32.21	0.00			
Special Pay:	0.00	Fwt: 3,591,019.82	172,175.61	0.00	3,763,195.43	0.00	Code 98 Exempt Fwt Wages:	1,432.54	
Admin Pay:	0.00	SwT: 1,555,284.14	73,473.80	0.00	1,628,757.94	0.00	Code 98 Exempt Swt Wages:	853.27	
Comp Pay:	0.00	Cwt: 0.00	0.00	0.00	0.00	0.00	*Code 98 Employees are excluded from the Fwt Wages on this Report.		
Other Pay:	0.00	Owt: 0.00	0.00	0.00	0.00	0.00			
		FLI: 35,221.99	1,554.42	0.00	1,554.42	36,776.41			
		SUI: 93,855.23	1,381.44	0.00	1,381.44	95,236.67			
		SDI: 0.00	0.00	0.00	0.00	0.00			
	Total Other Tax:	129,077.22	2,935.86	0.00	2,935.86	132,013.08			
	Bef Tax Ded:	5,608,819.86	260,551.76	0.00	5,869,371.62				
	Aft Tax Ded:	2,389,873.32	102,401.87	0.00	2,492,275.19				
	Net:	24,443,136.39	1,113,833.44	0.00	25,556,969.83				
Employer Liability Totals:									
	Soc Sec:	1,201,474.80	54,023.75	0.00	1,255,498.55	108,047.50	Employee + Employer Soc Sec:		
	Medicare:	541,250.59	24,951.63	0.00	566,202.22	49,935.47	Employee + Employer Med:		
	Owt:	0.00	0.00	0.00	0.00	0.00	Fwt:		
	FLI:	0.00	0.00	0.00	0.00	0.00	Total Soc Sec, Med + Fwt:		
	SUI:	0.00	0.00	0.00	0.00	0.00	330,158.58		
	SDI:	0.00	0.00	0.00	0.00	0.00			
	Total Other Tax:	129,077.22	2,935.86	0.00	132,013.08				
	Fwt:	0.00	0.00	0.00	0.00	0.00			
	Employer Liability Earning Codes:	8,160,541.31	358,677.76	0.00	8,519,219.07				
	Total Employer Liabilities:	9,907,462.80	439,827.61	0.00	10,347,290.41				
	Total Gross + Employer Liabilities:	49,155,599.95	2,244,207.54	0.00	51,399,807.49				

NOTE: Ytd Totals include ALL Employees for the current Payroll Year.

Total Deductions and Earnings:

Code Description	Ded Amt	Earn Amt	Ded Amt	Earn Amt	Ded Amt	Earn Amt
E02 SECOND TITLED EMPLOY		5,354.96		0.00		5,354.96
E03 ACTING STATUS		414.55		0.00		414.55
E06 DOCKING		6,318.25-		0.00		6,318.25-
E07 LICENSE		150.00		0.00		150.00
E09 ADJUSTMENT		1,299.87		0.00		1,299.87
E10 ON CALL		1,000.00		0.00		1,000.00
E13 SUSPENSION		1,682.45-		0.00		1,682.45-
E14 AUTO ALLOWANCE		525.00		0.00		525.00
E17 Overtime \$		32,768.39		0.00		32,768.39
G00 G - GARN GORMAN	108.80		0.00		108.80	
G00 G - GARN LACEY	778.75		0.00		778.75	
G00 G - GARN HINES	10.00		0.00		10.00	
G10 G - GARN FRANKLIN	47.64		0.00		47.64	
G10 G - GARN TODORO	189.00		0.00		189.00	
GK0 G - GARN CC SHERIFF	33.56		0.00		33.56	
GP0 G - SUPPORT - NJ/PA	489.85		0.00		489.85	
GS0 G - SUPPORT - NJ	9,844.66		0.00		9,844.66	
GS1 G - SUPPORT - NJ	919.75		0.00		919.75	
GS2 G - SUPPORT - NJ	584.01		0.00		584.01	
GS3 G - SUPPORT - NJ	342.71		0.00		342.71	
GS4 G - SUPPORT - NJ	283.82		0.00		283.82	
GS5 G - SUPPORT - NJ	54.24		0.00		54.24	
GS6 G - SUPPORT - NJ	25.06		0.00		25.06	
HEA CH 78 COST SHARE	90,155.88		0.00		90,155.88	
HEB CH 78 COST SHARE BACK ADJUST	194.14		0.00		194.14	
IMP IMPUTED INCOME		11,264.62		0.00		11,264.62
PP1 DCRP - PENSION	4,436.68		0.00		4,436.68	
PP2 DCRP - BACK DEDUCTION	108.85-		0.00		108.85-	
PE1 PERS - PENSION	54,586.92		0.00		54,586.92	
PE2 PERS - BACK DEDUCTIONS	1,744.80		0.00		1,744.80	
PE3 PERS - ARREARS	173.86		0.00		173.86	
PE4 PERS - CONTRIBUTORY INSURANCE	3,562.77		0.00		3,562.77	
PE5 PERS - INSURANCE ARREARS	192.24		0.00		192.24	
PE9 PERS - LOAN REPAYMENT	21,345.82		0.00		21,345.82	
PF1 PERS - PENSION	81,372.13		0.00		81,372.13	
PF2 PERS - BACK DEDUCTIONS	1,228.92		0.00		1,228.92	
PF3 PERS - ARREARS	1,813.66		0.00		1,813.66	
PF9 PERS - LOAN REPAYMENT	25,449.61		0.00		25,449.61	

PTA	DEF COMP - NATIONWIDE	3,900.12	0.00	3,900.12
PTB	DEF COMP - NATIONWIDE ROTH	1,175.00	0.00	1,175.00
PTF	DEF COMP - COREBRIDGE	18,077.08	0.00	18,077.08
PTG	DEF COMP - COREBRIDGE ROTH	96.92	0.00	96.92
PTK	DEF COMP - MET LIFE	458.19	0.00	458.19
PTO	DEF COMP - Equitable	2,293.00	0.00	2,293.00
PTP	DEF COMP - Equitable Roth	1,150.00	0.00	1,150.00
PTS	DEF COMP - National Life Group	70.00	0.00	70.00
S10	AFLAC PRE-TAX	2,035.96	0.00	2,035.96
S12	AFLAC GEORGIA POST-TAX	2,456.16	0.00	2,456.16
S22	AFLAC NY PRE-TAX	26.94	0.00	26.94
S31	AFLAC NY POST-TAX	36.06	0.00	36.06
S32	AFLAC XGRD POST-TAX	247.81	0.00	247.81
S81	AFLAC FSA WAGE WORKS	249.99	0.00	249.99
S99	AFLAC COLONIAL PRE-TAX	288.05	0.00	288.05
SC1	SUPP - COLONIAL POST-TAX	2,979.71	0.00	2,979.71
SC2	SUPP - COLONIAL X-GUARDS	135.62	0.00	135.62
SC8	SUPP - FIRE INSURANCE	5,893.28	0.00	5,893.28
SF1	SUPP - CWA SUPERVISORS	607.50	0.00	607.50
UC1	DUES - CWA PAC	45.00	0.00	45.00
UC2	DUES - CWA X-GRD	1,299.80	0.00	1,299.80
UC3	DUES - CWA SUPERVISORS	607.50	0.00	607.50
UC4	DUES - CWA PAC	45.00	0.00	45.00
UC5	DUES - CWA PARKING DEDUCTION	620.00	0.00	620.00
UF1	DUES - FIRE 2578	3,143.43	0.00	3,143.43
UF2	DUES - FIRE 788	5,591.16	0.00	5,591.16
UF3	DUES - BUFF	1,827.14	0.00	1,827.14
UF4	DUES - LPEFA	500.00	0.00	500.00
UF5	DUES - FIRE HOUSE FUND	2,790.00	0.00	2,790.00
XMD	Additional Medicare	32.21	0.00	32.21
Z01	MISC - WAGE GARNISHMENT FEE	67.00	0.00	67.00
Z02	MISC - LOST SWIPE CARD FEE	15.00	0.00	15.00
Z03	MISC - EZ-Pass Dock Pers Use	0.00	0.00	0.00
Employer Liability Codes:		362,985.84	44,776.69	0.00
		0.00	0.00	362,985.84
		0.00	0.00	44,776.69

Code	Description	Liability Amt	Void Amt	Net Amt
9M0	HEALTH BENEFIT EMPLOYER	358,677.76	0.00	358,677.76
		358,677.76	0.00	358,677.76

Break Down of Employees Paid:  
Total Male: 408  
Total Female: 236

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Total Unknown:	0
Total Employees:	644

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There are NO errors or warnings in this Payroll Register.

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# *Old Business*

OB-1

DB:yrh  
10-08-24

**ORDINANCE AUTHORIZING A LEASE AGREEMENT BETWEEN THE  
CAMDEN HOUSING AUTHORITY AND THE CITY OF CAMDEN**

**WHEREAS**, the Housing Authority is the owner of the premises known as 400 Dudley Street, Block 987.11 & Lot 2 in Camden, New Jersey; and

**WHEREAS**, the City of Camden desires to enter into lease agreement with The Camden Housing Authority for the consideration of One Dollars (\$1.00) per year, The lease will be terminable at will of the City of Camden with 30 days' notice; and

**WHEREAS**, the City of Camden will lease said premises from the Camden Housing Authority for a period of ten years commencing on December 1, 2024 and terminating on November 30, 2034; and

**WHEREAS**, the City of Camden has determined that the said lease would be in the best interest of the City of Camden and its residents; and

**WHEREAS**, the City of Camden will be responsible for all cost to maintain said vacant lots; now, therefore

**BE IT ORDAINED**, by the City Council of the City of Camden, that the proper offices be and are hereby authorized to enter into a Lease Agreement with the Camden Housing Authority.

**SECTION 1.** The proper officers of the City of Camden are hereby authorized to lease 400 Dudley Street from the Camden Housing Authority for the term of ten (10) years to make necessary repairs and open to the residents as a Community Center.

**SECTION 2.** The proper officers of the City of Camden are hereby authorized to execute all documents necessary for the lease.

**SECTION 3.** All ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

**SECTION 6.** The City of Camden shall defend, indemnify and hold harmless the Camden Housing Authority, its officers, agents and employees from any and all claims, suits, actions, damages or costs, of any nature whatsoever, whether for personal injury, property damage or other liability arising out of or in any way connected with the City's acts or omissions in connections with this agreement.

**SECTION 6.** 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: October 8, 2024

The above has been reviewed  
and approved as to form.



\_\_\_\_\_  
DANIEL BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

*2<sup>nd</sup> Reading  
Ordinances*

11-14-24  
DB:HM

0-1  
(revision)

**ORDINANCE AMENDING SECTION 735-45 AND ESTABLISHING CHAPTER 509 OF THE CAMDEN CITY CODE REGULATING THE PARKING OF MOTOR VEHICLES AND OTHER VEHICLES ON CROSS WALKS AND GRASS MEDIANS ON THE STREETS AND HIGHWAYS WITHIN THE CITY OF CAMDEN, ON ALLEYS AND ON SIDEWALKS WITHIN THE CITY OF CAMDEN**

WHEREAS, the City of Camden seeks to address illegal parking within the City of Camden for public safety purposes; and

WHEREAS, the City Council of the City of Camden now seeks to regulate the parking of motor vehicles and other vehicles on the streets, highways, on alleys and on sidewalks within the City of Camden; and

WHEREAS, the City Council of the City of Camden now seeks, by ordinance, to prohibit motor vehicles and certain other vehicles from parking of motor vehicles and other vehicles on the streets and highways, on alleys and on sidewalks within the City of Camden; and

WHEREAS, N.J.S.A. 39: 4-197 and N.J.S.A. 39: 4-8 specifically allow the City of Camden to regulate the parking of motor vehicles and other vehicles on the streets, highways, on alleys and on sidewalks within the City of Camden without the specific approval of the Commissioner of the New Jersey Department of Transportation; and

WHEREAS, the City Council of the City of Camden now seeks to amend Section 735-45 of the Camden City Code; Prohibited use, and also to establish Chapter 509 of the Camden Code; REGULATION OF PARKING OF MOTOR VEHICLES AND OTHER VEHICLES ON CROSS WALKS ON THE STREETS AND HIGHWAYS WITHIN THE CITY OF CAMDEN, ON ALLEYS AND ON SIDEWALKS WITHIN THE CITY OF CAMDEN; now therefore

BE IT ORDAINED, by the City Council of the City of Camden, that Section 735-45 of the Camden City Code is hereby amended, as follows:

**§ 735-45. Prohibited use.**

Subject to Section 509-4 of the Camden Code, except when necessary to avoid conflict with other traffic or in compliance with the directions of a Camden County Department Police Officer, other police officer, parking enforcement officer or traffic sign or signal, no owner or operator of a motor vehicle or other vehicle shall park or leave, standing and unattended, a motor vehicle or other vehicle on a sidewalk within the City of Camden

**§ 735-46. Violations and penalties.**

Any person violating any of the provisions of this Section 735-45, shall be subject to the fines and penalties as provided for in Section 509-5 of the Camden City Code.

And

BE IT FURTHER ORDAINED, by the City Council of the City of Camden, that Chapter 509 of the Camden City Code is hereby established, as follows:

**CHAPTER 509. REGULATION OF PARKING OF MOTOR VEHICLES AND OTHER VEHICLES ON CROSS WALKS ON THE STREETS AND HIGHWAYS WITHIN THE CITY OF CAMDEN, ON ALLEYS AND ON SIDEWALKS WITHIN THE CITY OF CAMDEN**

**SECTION 509-1. Purpose.**

This ordinance is hereby established, for public safety purposes, to regulate the parking of motor vehicles and other vehicles on cross-walks on the streets and highways within the City of Camden and on alleys and on sidewalks within the City of Camden.

**Section 509-2. Definitions.**

The definitions and other provisions of Title 39 are hereby incorporated herein, which includes but is not limited to, the definitions below. Any amendments to Title 39 are also incorporated herein without the need to revise this Chapter.

"Alley" means a public highway wherein the roadway does not exceed 12 feet in width.

"Crosswalk" means that part of a highway at an intersection, either marked or unmarked existing at each approach of every roadway intersection, included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the shoulder, or, if none, from the edges of the roadway; also, any portion of a highway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other marking on the surface.

"Grass median" means a raised strip of grass between two lanes of a street or highway generally used for decoration, safety or for drainage purposes.

"Motor vehicle" includes all vehicles propelled otherwise than by muscular power, excepting such vehicles as run only upon rails or tracks, low-speed electric bicycles, low-speed electric scooters, and motorized bicycles.

"Parking" means the standing or waiting on a street, road or highway of a vehicle not actually engaged in receiving or discharging passengers or merchandise, unless in obedience to traffic regulations or traffic signs or signals.

"Sidewalk" means that portion of a highway intended for the use of pedestrians, between the curb line or the lateral line of a shoulder, or if none, the lateral line of the roadway and the adjacent right-of-way line.

"Vehicle" means every device in, upon or by which a person or property is or may be transported upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks or low-speed electric bicycles, low-speed electric scooters, or motorized bicycles.

**Section 509-3. Prohibited parking.**

- A. Except when necessary to avoid conflict with other traffic or in compliance with the directions of a Camden County Police Department Officer, other police officer, parking enforcement officer or traffic sign or signal, no owner or operator of a motor vehicle or other vehicle shall park or otherwise leave, standing and unattended, a motor vehicle or other vehicle on a crosswalk on the streets and highways within the City of Camden.
- B. Except when necessary to avoid conflict with other traffic or in compliance with the directions of a Camden County Police Department Officer, other police officer, parking enforcement officer or traffic sign or signal, no owner or operator of a motor vehicle or other vehicle shall park or otherwise leave, standing and unattended, a motor vehicle or other vehicle on an alley within the City of Camden.
- C. Except when necessary to avoid conflict with other traffic or in compliance with the directions of a Camden County Police Department Officer, other police office, parking enforcement officer or traffic sign or signal, no owner or operator of a motor vehicle or other vehicle shall park or otherwise leave, standing and unattended, a motor vehicle or other vehicle on a sidewalk within the City of Camden.
- D. Except when necessary to avoid conflict with other traffic or in compliance with the directions of a Camden County Police Department Officer, other police officer, parking enforcement officer or traffic sign or signal, no owner or operator of a motor vehicle or other vehicle shall park or otherwise leave, standing and

unattended, a motor vehicle or other vehicle on a grass median located on a street or highway within the City of Camden.

**Section 509-4. Exceptions.**

- A. Nothing shall prohibit a commercial truck, as this term is defined in Chapter 508, from parking temporarily on an alley for a period of time no longer than is necessary for the purpose of making deliveries of goods, wares or merchandise to any business located along the corresponding city street or highway.
- B. Nothing herein shall prohibit a Type A, B, C, D or S school bus or school vehicle, as these terms are defined in Chapter 508, or motor vehicle or other vehicle, with the purpose of picking up or discharging passengers, from parking temporarily on an alley for a period of time no longer than is necessary for the loading or unloading of passengers.
- C. Nothing herein shall prohibit a public utility company from parking on a cross walk, an alley, sidewalk or grass median in connection with the construction, maintenance and/or installation of public utilities.
- D. Nothing herein shall prohibit an emergency vehicle from parking on a cross walk, an alley, sidewalk or grass median at any time.

**Section 509-5. Violations and penalties.**

- A. Unless another penalty is expressly provided for by New Jersey statute, any person violating any of the provisions of this Chapter shall be subject to a fine of not more than fifty dollars (\$50.00) or community service as determined by the court, or both.

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.

Date of Introduction: November 14, 2024

The above has been reviewed  
and approved as to form.



DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

DB:HM  
11-14-24

0-2  
Revised

**ORDINANCE AMENDING CHAPTER 348; FILMING IN THE CITY OF CAMDEN, BY REMOVING SUBSECTION A(2): "DAILY FILMING FEE: PAYABLE IN ADDITION TO THE BASIC FILMING PERMIT SHALL BE \$500" AND ALSO ADDING PROFESSIONAL PHOTOGRAPHERS TO SUBSECTION A(4), WHEN OBTAINING A PERMIT TO FILM IN THE CITY OF CAMDEN**

**WHEREAS**, the City Council of the City of Camden, adopted MC-4105, an ordinance which established filming regulations in the City of Camden; and

**WHEREAS**, MC-4105 has been incorporated into the Camden City Code at Chapter 348; and

**WHEREAS**, Section 348-5 establishes certain fees associated with obtaining a permit for filming in the City of Camden; and

**WHEREAS**, the City Council of the City of Camden, now seeks to amend Chapter 348, Section 5 by removing Subsection A(2): "Daily filming fee: payable in addition to the basic filming permit shall be \$500" and also by adding professional photographers to Subsection A(4); now therefore

**BE IT ORDAINED** by the City Council of the City of Camden that Chapter 348, Section 5 of the Camden City Code is hereby amended as follows:

**§ 348-5. Fees.**

- A. The scheduled fees for the issuance of permits authorized in this chapter are as follows:
- (1) Basic filming permit: the basic filming permit fee shall be \$175.
  - (2) Daily filming fee: payable for a major motion picture shall be \$1,500.
  - (3) Filming permit for nonprofit: fee for nonprofit applicants and professional photographer applicants filming for educational purposes shall be \$25. No daily filming fee shall be required.
- B. Same.

**BE IT FURTHER ORDAINED** that that any portion of the Camden City Code not herein amended and supplemented shall remain in full force and effect.

**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 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 this ordinance shall take effect twenty (20) days after its final passage and publication 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: November 11, 2024

The above has been reviewed  
and approved as to form.



\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

0-3

SORIA-PEREZ  
11/14/2024

**ORDINANCE AMENDING SECTION 7-62; BUREAU OF HOUSING INSPECTION,  
AND CHAPTER 450; HOUSING STANDARDS, TO NAME THE DIRECTOR OF  
CODE ENFORCEMENT OR HIS DESIGNEE AS THE HEAD OF THE BUREAU OF  
HOUSING INSPECTION AND TO ACCEPT, ADOPT, ESTABLISH AND  
INCORPORATE THE NEW JERSEY STATE HOUSING CODE (1980 REVISION)  
ALONG WITH LANGUAGE CONTAINED IN ITS SAMPLE ORDINANCES  
ATTACHED THERETO, INTO THE CAMDEN CODE FOR THE CITY OF CAMDEN**

**WHEREAS**, the City Council of the City of Camden, adopted Section 7-62; Bureau of Housing Inspection, into the Camden City Code; and

**WHEREAS**, the City Council of the City of Camden, also adopted Chapter 450; Housing Standards, into the Camden City Code; and

**WHEREAS**, the Administration and the City Council of the City of Camden, now seek to amend Section 7-62; Bureau of Housing Inspection, and Chapter 450; Housing Standards, in the Camden City Code to specifically name the Director of the Department of Code Enforcement, or his designee, as the head of the Bureau of Housing Inspection, the Supervisor of Housing Inspection and the public officer with the duties as provided for in Section 7-62; Bureau of Housing Inspection and in Chapter 450; Housing Standards; and

**WHEREAS**, the City Council of the City of Camden, also adopted Chapter 450, which accepted, adopted, established and incorporated the New Jersey State Housing Code of 1960 into Chapter 450 and its provisions and the New Jersey State Housing Code was thereafter revised to be the New Jersey State Housing Code (1980 Revision); and

**WHEREAS**, the Administration and the City Council of the City of Camden, now seek to accept, adopt, establish and incorporate the New Jersey State Housing Code (1980 Revision) along with the language contained in its sample ordinances attached thereto, into Chapter 450; Housing Standards; now, therefore

**BE IT ORDAINED** by the City Council of the City of Camden that Section 7-62 and Chapter 450 of the Camden City Code are hereby amended as follows:

**§ 7-62. Bureau of Housing Inspection.**

The Bureau of Housing Inspection is hereby established within the Department of Code Enforcement.

- A. The Head of the Bureau of Housing Inspection and the Supervisor of Housing Inspection shall be and are hereby designated to be the Director of the Department of Code Enforcement, or his designee.
- B. The duties of the Head of the Bureau of Housing Inspection and the Supervisor of Housing Inspection, shall be:
  - (1) Conducting and supervising the inspection of all occupied residential structures to ensure compliance with all housing ordinances and laws.
  - (2) Being the public officer charged with carrying out the duties authorized by Chapter 450, Housing Standards, pursuant to N.J.S.A. 40:48-2.5.
  - (3) Issuing certificates of occupancy for all residential structures, except for those newly constructed or substantially rehabilitated.

and

**CHAPTER 450 HOUSING STANDARDS**

**§ 450-1. New Jersey State Housing Code and its provisions are hereby accepted, adopted and established as City of Camden standards by reference.**

Pursuant to the provisions of N.J.S.A. 40:49-5.1 et seq., the New Jersey State Housing Code (1980 Revision), as approved by the State Department of Community Affairs and filed with the Secretary of State's Office relating to repair, closing and demolition of dwellings which are unfit for human habitation and authorizing the inspection of dwellings and fixing penalties for violations is, pursuant to this chapter, hereby accepted, adopted and established as constituting the standard to be used in determining the fitness of a building for human habitation or occupancy or use located in the City of Camden, as conferred upon pursuant to the provisions of N.J.S.A. 40: 48-2.3.

**§ 450-2. New Jersey State Housing Code hereby incorporated in this chapter by reference.**

- A. Pursuant to the provisions of N.J.S.A. 40:49-5.1 et seq., the New Jersey State Housing Code (1980 Revision) is hereby incorporated in this chapter by reference and made a part hereof as fully as though it had been set forth at length herein. The definitions and other provisions of the New Jersey State Housing Code (1980 Revision) are hereby incorporated herein. Words, terms or phrases used in this chapter and defined in the New Jersey State Housing Code (1980 Revision) shall have the meanings given in said New Jersey State Housing Code (1980 Revision). Further, any amendments to the New Jersey State Housing Code (1980 Revision) are also incorporated herein without the need to revise this Chapter.
- B. A copy of the "New Jersey State Housing Code (1980 Revision)" is annexed to this ordinance and three copies of the same have been placed on file in the Office of the Municipal Clerk and the Department of Code Enforcement and shall remain on file in said offices for the use and examination of the public so long as this chapter shall remain in effect.

**§ 450-3. Administrative Authority; Enforcing officer; compensation. [formerly § 1 & 3]**

- A. "Administrative Authority" as that term is defined and used in the "New Jersey State Housing Code (1980 Revision)" shall, in this chapter, refer to the City of Camden's Bureau of Housing Inspection in the Department of Code Enforcement.
- B. The Director of Code Enforcement, shall be and is hereby designated as the head of the Bureau of Housing Inspection and also the Supervisor of Housing Inspection in the Department of Code Enforcement. The Director of Code Enforcement shall also be and is hereby designated as the "public officer" to exercise the powers prescribed by this chapter and to enforce the provisions thereof. The Director of Code Enforcement may designate any person to act in his capacity as head of the Bureau of Housing Inspection, the Supervisor of Housing Inspection and as the "public officer" but such person shall continue to be subject to the supervision of the Director of the Department of Code Enforcement under any and all circumstances.
- C. The Director of Code Enforcement, as head of the Bureau of Housing Inspection, as the Supervisor of Housing Inspection and as the "public officer" shall serve in such capacity without any additional salary.

**§ 450-4. Inspections; authorization for entry. [formerly §6]**

- A. The Director of Code Enforcement, or his designee is hereby authorized and directed to make inspections to determine the condition of dwellings, dwelling units, rooming units and premises located within the City of Camden in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public.

- B. For the purpose of making the inspections referred to in Subsection A of this section, the Director of Code Enforcement or his designee is hereby authorized, subject to law, to enter, examine and survey, at all reasonable times, all dwellings, dwelling units, rooming units and premises.
- C. Subject to law, the owner or occupant of every dwelling, dwelling unit and rooming unit, or the person in charge thereof, shall give the Director of Code Enforcement or his designee free access to such dwelling, dwelling unit or rooming unit and its premises, at all reasonable times, for the purpose of such inspection, examination and survey.

**§ 450-5. Access by owners to effect compliance. [formerly §7]**

Every occupant of a dwelling or dwelling unit shall give the owner thereof, or his agent or employee, access to any part of such dwelling or dwelling unit or its premises, at all reasonable times, for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this chapter or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this chapter.

**§ 450-6. Determination of unsafe conditions. [formerly §4]**

The Director of Code Enforcement or his designee may determine that a dwelling is unfit for human habitation if he finds that conditions exist in such dwelling which are dangerous or injurious to the health or safety of the occupants of such dwelling, the occupants of neighboring dwellings or other residents of the City of Camden. Such conditions may, among other things, include the following:

- A. Defects therein increasing the hazards of fire, accident or other calamities.
- B. Lack of adequate ventilation, light or sanitary facilities.
- C. Dilapidation, disrepair, structural defects or uncleanness.

**§ 450-7. Complaints; notice of hearing; service of notice. [formerly §5]**

- A. Whenever a petition is filed with the Bureau of Housing Inspection by a public authority, as defined in N.J.S.A. 40:48-2.4, or by at least five residents of the City charging that a dwelling is unfit for human habitation as herein defined or whenever it appears to the Director of Code Enforcement or his designee, on his own initiative, that any dwelling is unfit for human habitation as herein defined, the Director of Code Enforcement or his designee shall make a preliminary investigation. If the investigation discloses a basis for such charges, he shall issue and cause to be served upon the owner of and parties in interest in such dwelling a complaint stating the charges in that respect. The complaint shall also contain a notice that a hearing will be held before the Director of Code Enforcement or his designee, at a place therein fixed, not fewer than 10 days nor more than 30 days after the serving of said complaint. The notice shall state that the owner and parties in interest have the right to file an answer to the complaint and to appear, in person or otherwise, and give testimony at the place and time fixed in the complaint, and that the rules of evidence prevailing in the courts of law or equity shall not be controlling in hearings before the Director of Code Enforcement or his designee.
- B. The complaint shall be served in the manner provided in § 450-9 hereof.

**§ 450-8. Written findings of fact; orders to correct conditions.**

- A. If, after the notice and hearing, the Director of Code Enforcement or his designee determines that the dwelling under consideration is unfit for human habitation, as herein defined, he shall state, in writing, his findings of fact in support of such determination. He shall then issue and cause to be served upon the owner thereof and parties in interest an order. The order shall require the repair, alteration or improvement of the said building to be made by the owner, within a reasonable time, which time shall be set forth in the order or at the option of the owner to vacate or to have said building vacated and closed within

the time set forth in the order; and if the building is in such a condition as to make it dangerous to the health and safety of persons on or near the premises and the owner fails to repair, alter or improve the said building within the time specified in the order.

B. If the dwelling is in such a condition as to make it dangerous to the health and safety of persons on or near the premises and the owner fails to repair, alter or improve said dwelling within the time specified in the order described in Subsection A hereof, then the owner shall be required by a further order to remove or demolish said dwelling within a reasonable time, as specified in said order of removal.

C. The orders referred to in Subsections A and B of this section shall be served upon the owner and parties in interest in the manner provided in § 450-9 hereof.

**§ 450-9. Manner of serving complaints, notices and orders.**

Complaints, notices and orders issued by the Director of Code Enforcement or his designee pursuant to this chapter shall be served upon persons either personally or by registered or certified mail but if the whereabouts of such persons is unknown and the same cannot be ascertained by the Director of Code Enforcement or his designee in the exercise of reasonable diligence, and the said Director of Code Enforcement or his designee shall make an affidavit to that effect, then the serving of such complaint, notice or order upon such persons may be made by publishing the same once each week for two successive weeks in a newspaper which complies with the requirements of state and local laws for the publication of legal advertising for the City. A copy of such complaint, notice or order shall be posted in a conspicuous place on the premises affected by the complaint, notice or order and a copy of such complaint, notice or order shall be duly recorded or lodged for record with the Register of Deeds of Camden County.

**§ 450-10. Failure to comply; action by City.**

A. If the owner fails to comply with an order to repair, alter or improve or, at the option of the owner, to vacate and close the dwelling, the Director of Code Enforcement or his designee may cause such dwelling to be repaired, altered or improved or to be vacated and closed. The Director of Code Enforcement or his designee may cause to be posted on the main entrance to any dwelling so closed a placard with the following words: "This dwelling is unfit for human habitation or occupancy or use; the use or occupation of this dwelling is prohibited and unlawful."

B. If the owner fails to comply with an order to remove or demolish the dwelling, the Director of Code Enforcement or his designee may cause such dwelling to be removed or demolished or he may contract for the removal or demolition thereof after advertisement for and receipt of bids therefor.

**§ 450-11. Recovery of costs of correction by City.**

A. The amount of the cost of filing legal papers, expert witnesses' fees, search fees and advertising charges in the course of any proceeding taken under this chapter determined in favor of the City and such repairs, alterations or improvements or vacating and closing or removal or demolition, as the case may be, shall be a municipal lien against the real property upon which such cost was incurred.

B. If the dwelling is removed or demolished by the Director of Code Enforcement or his designee, he shall sell the materials of such dwelling. The proceeds of any sale of such materials or any sum derived from any contract for the removal or demolition of the dwelling shall be credited against the cost of the removal or demolition thereof. If there are no such credits or if the total sum of such costs exceeds the total of such credits, a detailed statement of the aforesaid costs and the amount so due shall be filed as a lien certificate with the City Tax Assessor or other custodian of the records of the liens, and a copy thereof shall be sent forthwith to the owner by certified mail.

C. If the total of the credits exceeds such costs, the balance remaining shall be deposited by the Director of Code Enforcement or his designee in the Superior Court of New Jersey and shall be secured in such manner as may be directed by such Court. The proceeds shall be disbursed according to the order or judgment of such Court to the

persons found entitled thereto by final order or judgment of the Court. Any owner or party in interest may, within 60 days from the date of the filing of the lien certificate, proceed in a summary manner in the Superior Court of New Jersey to contest the reasonableness of the amount or the accuracy of the costs set forth in the lien certificate.

**§ 450-12. Additional powers of Director of Code Enforcement as the head of the Bureau of Housing Inspection, the Supervisor of Housing Inspection and the public officer.**

The Director of Code Enforcement, as the head of the Bureau of Housing Inspection, the Supervisor of Housing Inspection and the public officer, is hereby authorized and empowered to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this chapter, including the following powers in addition to others herein granted:

- A. To investigate the dwelling conditions in the City in order to determine which dwellings therein are unfit for human habitation.
- B. To administer oaths and affirmations, examine witnesses and receive evidence.
- C. To enter upon premises for the purpose of making examinations, provided that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession.
- D. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purpose of this chapter.
- E. To delegate any of his functions and powers under this chapter to such officers and agents as he may designate. However, such designee(s) shall continue to be subject to the supervision of the Director of the Department of Code Enforcement under any and all circumstances.

**§ 450-13. Effect on other powers and provisions.**

Nothing in this chapter shall be construed to abrogate or impair the powers of the City or of any officer or any department of the City to enforce any provisions of its Charter or other state law or other ordinances or regulations nor to prevent or punish violations thereof. The powers conferred by this chapter and the provisions thereof shall be in addition and supplemental to the powers conferred upon the City of Camden by the provisions of any other chapter of this Code, other ordinances of the City of Camden or by any other law.

**§ 450-14. Abatements not to be impaired.**

Nothing in this chapter shall be construed to impair or limit, in any way, the power of the City to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

**§ 450-15. Violations and penalties.**

Unless otherwise provided in the chapter, penalties against persons violating the provisions of this chapter shall be imposed in accordance with the provisions of § 1-15.

**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.

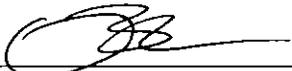
**BE IT FURTHER ORDAINED** that this ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

**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.

Date of Introduction: November 14, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

**NEW JERSEY STATE HOUSING CODE**

**1980 Revision**



**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF HOUSING  
CN 800  
TRENTON, NEW JERSEY 08625**

# NEW JERSEY STATE HOUSING CODE 1980 Revision

## INTRODUCTION

The original New Jersey State Housing Code was drafted by an inter-departmental committee which began work in early 1960. The code was filed with the Secretary of State on January 31, 1962 and was thereafter available for adoption by reference by all municipalities in the State, pursuant to N.J.S.A. 40:49-5.1 et seq.

The State Housing Code was intended to provide minimum standards applicable to dwellings of all sizes in all municipalities. It has proved to be a valuable tool in safeguarding and upgrading the existing housing stock in the State and, with respect to hotels and multiple dwellings, it has enabled municipalities to supplement the work of the Bureau of Housing Inspection under the Hotel and Multiple Dwelling Law (N.J.S.A. 55:13A-1 et seq.). The scope of the multi-family housing problem is such that the strongest possible enforcement is needed on both the State and local levels. Since there is no State enforcement with respect to one- and two-unit dwellings, local enforcement there is all the more important.

A slightly modified version of the State Housing Code was filed with the Secretary of State on July 25, 1966 in response to P.L. 1966, C.168 (N.J.S.A. 2A:42-74 et seq.), which required the then-existing bureau of Housing in the Department of Conservation and Economic Development to promulgate a State Housing Code to be effective in municipalities adopting ordinances under the statute.

Nearly two decades have passed since the State Housing Code was drafted. While most of the original Code is still adequate as a basic housing code, the Division of Housing has found that certain changes are necessary in order to avoid conflict with the Uniform Construction Code and the Regulations for the Maintenance of Hotel and Multiple Dwellings. Accordingly, the "New Jersey State Housing Code (1980 Revision)", has been filed with the Secretary of State and is now available for adoption by ordinance. Note that the revised Code does not automatically supersede the 1962 or 1966 Code in any municipality in which either of these is now in effect. Rather, a new adopting ordinance is needed.

The Division of Housing stands ready to provide whatever technical assistance may be required by municipalities wishing to adopt the revised Code.

Department of Community Affairs  
Joseph A. LaFante, *Commissioner*

Division of Housing  
Philip B. Canton, *Director*

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**NEW JERSEY STATE HOUSING CODE**  
**(1980 Revision)**

**Section 1**

**SCOPE**

The provisions of this Code shall constitute the standards to guide the Public Officer or his agents in determining the fitness of a building for human habitation, use, or occupancy.

**Section 2**

**DEFINITIONS**

The words, terms or phrases listed below for the purpose of this Code shall be defined and interpreted as follows:

2.1 "Administrative Authority" shall mean the department, branch or agency of this municipality which is authorized by the adopting ordinance to administer the provisions of this Code.

2.2 "Building" shall mean any building or structure, or part thereof, used for human habitation, use, or occupancy and includes any accessory buildings and appurtenance belonging thereto or usually enjoyed therewith.

2.3 "Dwelling" shall mean a building or structure or part thereof containing one or more dwelling units or lodging units.

2.4 "Dwelling Unit" shall mean any room or group of rooms or any part thereof located within a building and forming a single habitable unit with facilities which are used, or designed to be used for living, sleeping, cooking, and eating.

2.5 "Garbage" shall mean the animal and vegetable and other organic waste resulting from the handling, preparation, cooking and consumption of food.

2.6 "Habitable Room" shall mean a room or enclosed floor space within a dwelling unit used or designed to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, water closet compartments, laundries, pantries, foyers or communicating corridors, closets, and storage spaces.

2.7 "Infestations" shall mean the presence, within or around a building, of any insects, rodents, or other pests.

2.8 "Local Health Agency" shall mean any county, regional, municipal or other governmental agency organized for the purpose of providing health services, administered by a full-time health officer and conducting a public health program pursuant to law.

2.9 "Lodging House" shall mean any building, or that part of any building containing one or more lodging units, each of which is rented by one or more persons not related to the owner.

2.10 "Lodging Unit" shall mean a rented room or group of rooms, containing no cooking facilities, used for living purposes by a separate family or group of persons living together or by a person living alone, within a building.

2.11 "Occupant" shall mean any person or persons in actual possession of, and living in the building or dwelling unit, including the owner.

2.12 "Owner" shall mean any person properly authorized to exercise powers of, or for an owner of property for purposes of its purchase, sale, use, occupancy, or maintenance.

2.13 "Person" shall be given the same meaning as defined in R.S. 1:1-2 of the Revised Statutes of New Jersey.

2.14 "Plumbing Fixtures" shall mean and include all installed receptacles or devices which are supplied with water or which receive or discharge liquid waste or sewage into the drainage system with which they are directly or indirectly connected.

2.15 "Public Officer" shall mean the officer or officers who are authorized by the adopting Ordinance to exercise powers prescribed by this Code.

2.16 "Rubbish" shall mean and include all combustible and noncombustible waste material, except garbage.

2.17 "Utilities" shall mean and include electric, gas, heating, water and sewerage services, and equipment therefor.

### Section 3

#### WATER SUPPLY

3.1 Every dwelling unit and lodging house shall be provided with a safe supply of potable water meeting the standards as set forth in the New Jersey Safe Drinking Water Act regulations (N.J.A.C. 7:10-1 et seq.) published by the New Jersey Department of Environmental Protection.

3.2 The source of such water supply shall be approved by the New Jersey Department of Environmental Protection and/or the local health agency.

3.3 The minimum rate of flow of hot or cold water issuing from a faucet or fixture shall be not less than one gallon per minute.

### Section 4

#### FACILITIES

4.1 Every dwelling unit shall contain a kitchen sink of nonabsorbent impervious material, at least one flush type water closet, a lavatory, and a bathtub or shower, available only for the use of the occupants of that dwelling unit.

4.2 Every lodging house shall be provided with a minimum of one flush type water closet, lavatory, and a bathtub or shower for every eight persons or part thereof.

4.3 Every water closet, lavatory, and bathtub or shower for each dwelling unit or lodging house shall be accessible from within the building without passing through any part of any other dwelling unit or lodging unit and in a lodging house shall be located no farther than one floor above or below the lodging units served. Such water closet, lavatory and bathtub or shower shall be contained in a room or rooms which are separated from all other rooms by walls, doors, or partitions that afford privacy.

4.4 Every plumbing fixture shall be connected to water and sewer systems approved by the New Jersey Department of Environmental Protection and/or the local health agency, and shall be maintained in good working condition.

4.5 Every kitchen sink, lavatory, and bathtub or shower required by this Code shall be connected to both hot and cold water lines.

4.6 Every dwelling shall have water heating facilities which are installed and maintained in good and safe working condition, connected with the hot water lines required under the provisions of subsection 4.5 of this Code, and capable of delivering water at a minimum temperature of not less than 120 degrees Fahrenheit and at a maximum temperature of not more than 160 degrees Fahrenheit at all times in accordance with anticipated need.

## Section 5

### GARBAGE AND RUBBISH STORAGE

5.1 Garbage or other organic waste shall be stored in watertight receptacles of metal or other approved material. Such receptacles shall be provided with tight-fitting covers. At least one approved type garbage receptacle shall be provided for each dwelling unit, in accordance with subsection 12.9 of this Code.

5.2 Rubbish shall be stored in receptacles of metal or other approved material. At least one rubbish receptacle shall be provided for each dwelling unit, in accordance with subsection 12.9 of this Code.

## Section 6

### LIGHTING

6.1 Every habitable room shall have at least one window or skylight facing directly to the outdoors. The minimum total window or skylight area measured between stops, for every habitable room shall be 8 percent of the floor area of such room. Whenever walls or other portions of structures face a window of any habitable room and are located less than 3 feet from the window and extend to a level above that of the ceiling of the room, such a window shall not be included in calculating the required minimum total window area.

6.2 Every dwelling shall be provided with electric service.

6.3 Every habitable room shall contain at least two separate wall type electric convenience outlets, or one such convenience outlet and one ceiling or wall type electric light fixture. Every such outlet and fixture shall be maintained in good and safe condition, and shall be connected to the source of electric power. No temporary wiring shall be used except extension cords which run directly from portable electrical fixtures to convenience outlets, and which do not lie under rugs or other floor coverings, nor extend through doorways, transoms, or other openings through structural elements.

6.4 Every portion of each staircase, hall, cellar, basement, landing, furnace room, utility room, and all similar non-habitable space located in a dwelling shall have either natural or artificial light available at all times, with an illumination of at least two lumens per square foot (2 foot-candles) in the darkest portions.

6.5 Every portion of any interior or exterior passageway or staircase common to two or more families in a dwelling shall be illuminated naturally or artificially at all times with an illumination of at least two lumens per square foot (2 foot-candles) in the darkest portion of the normally traveled stairs and passageways. In dwellings comprising two dwelling units such illumination shall not be required at all times if separate switches, convenient and readily accessible to each dwelling unit, are provided for the control of such artificial light by the occupants thereof.

6.6 Every bathroom and water closet compartment shall have either natural or artificial light available at all times, with an illumination of at least three lumens per square foot (3 foot-candles). Such light shall be measured 36 inches from the floor at the center of the room. Artificial lighting shall be controlled by a wall switch so located as to avoid danger of electrical hazards.

## Section 7

### VENTILATION

7.1 Means of ventilation shall be provided for every habitable room. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least fifty percent of the minimum window area or minimum skylight area as required in subsection 6.1 of this Code, or by other means acceptable to the Administrative Authority which will provide at least two air changes per hour.

7.2 Means of ventilation shall be provided for every bathroom or water closet compartment. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least fifty percent of the minimum window area or minimum skylight area as required in subsection 6.1 of this Code, or by other means acceptable to the Administrative Authority which will provide at least six air changes per hour.

## Section 8

### HEATING EQUIPMENT

8.1 Every dwelling shall have heating facilities which are properly installed, maintained in good and safe working condition, and are capable of safely and adequately heating all habitable rooms, bathrooms, and water closet compartments located therein to a temperature of at least 68 degrees Fahrenheit when the outside temperature is zero degrees Fahrenheit. The temperature shall be read at a height of three feet above floor level at the center of the room.

8.2 Every space heater, except electrical, shall be properly vented to a chimney or duct leading to outdoors. Unvented portable space heaters, burning solid, liquid, or gaseous fuels, shall be prohibited.

## Section 9

### EGRESS

9.1 Every dwelling, dwelling unit, or lodging unit shall have safe and unobstructed means of egress. Such means of egress shall not be through any other dwelling unit or part thereof and shall lead to a safe and open space at ground level accessible to a street.

9.2 A room used for sleeping purposes under the provisions of subsection 11.4 of this Code shall be provided with a safe and unobstructed means of egress leading directly to an outside area accessible to a street.

9.3 There shall be not fewer than two independent exits remote from each other from every floor of a building greater than two stories in height having more than two dwelling and/or lodging units.

## Section 10

### MAINTENANCE

10.1 Every foundation, floor, wall, ceiling, door, window, roof, or other part of a building shall be kept in good repair and capable of the use intended by its design, and any exterior part or parts thereof subject to corrosion or deterioration shall be kept well painted.

10.2 Every inside and outside stairway, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in sound condition and good repair. Every stairway having three or more steps shall be properly banistered and safely balustraded.

10.3 Every porch, balcony, roof, and/or similar place higher than thirty inches above the ground, used for egress or for use by occupants shall be provided with adequate railings or parapets. Such protective railings or parapets shall be properly balustraded and be not less than three feet in height.

10.4 Every roof, wall, window, exterior door, and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

10.5 Every foundation, floor, and wall of a dwelling shall be free from chronic dampness.

10.6 Every dwelling shall be free from rodents, vermin and insects. Rodent or vermin extermination and rodent proofing and vermin proofing may be required by the local health agency. Rodent and vermin extermination shall be carried out in accordance with subsection 12.11 of this Code. Every openable window, exterior door, skylight, and other opening to the outdoors shall be supplied with properly fitting screens in good repair from May 1st until October 1st of each year. Such screens shall have a mesh of not less than No. 16.

10.7 Every building, dwelling, dwelling unit and all other areas of the premises shall be clean and free from garbage or rubbish and hazards to safety. Lawns, hedges and bushes shall be kept trimmed and shall not be permitted to become overgrown and unsightly. Fences shall be kept in good repair.

10.8 The Public Officer may order the owner to clean, repair, paint, whitewash, or paper such walls or ceilings, when a wall or ceiling within a dwelling has deteriorated so as to provide a harborage for rodents or vermin, or when such a wall or ceiling has become stained or soiled, or the plaster, wallboard, or other covering has become loose or badly cracked or missing. Nothing in this subsection shall be so construed as to place upon the nonresident owner responsibilities for cleanliness contained in subsection 12.6 of this Code.

10.9 Every water closet compartment floor and bathroom floor shall be so constructed and maintained as to be reasonably impervious to water so as to permit such floor to be kept in a clean condition.

## Section 11

### USE AND OCCUPANCY OF SPACE

11.1 Every dwelling unit shall contain at least 150 square feet of floor space for the first occupant thereof and at least 100 additional square feet of floor space for every additional occupant thereof, the floor space to be calculated on the basis of total habitable room area.

11.2 Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor space, and every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor space for each occupant thereof.

11.3 At least one-half of the floor area of every habitable room shall have a ceiling height of at least 7 feet. The floor area of that part of any room where the ceiling is less than 5 feet shall not be considered as part of the floor area in computing the total floor area if the room for the purpose of determining the maximum permissible occupancy thereof.

11.4 A room located in whole or in part below the level of the ground may be used for sleeping provided that the walls and floor thereof in contact with the earth have been damp-proofed in accordance with a method approved by the Administrative Authority; and provided that all requirements otherwise applicable to habitable rooms generally are satisfied.

## Section 12

### RESPONSIBILITIES OF OWNERS AND OCCUPANTS

12.1 No owner or occupant shall cause any services, facilities, equipment, or utilities which are required under this Code to be removed from, shut off, or discontinued in any occupied dwelling let or occupied by hire, except for such temporary interruption as may be necessary while actual repairs or alterations are in process or during temporary emergencies when discontinuance of service is authorized by the Public Officer. In the event that any service or utility which the owner has agreed to supply is discontinued, the owner shall take immediate steps to cause the restoration of such service or utility.

12.2 The owner of a dwelling located in an area found by the Public Officer to be infested by rats, insects, or other vermin shall carry out such rat stoppage, vermin proofing, or other means of preventing infestations of said dwellings as may be required by the local health agency.

12.3 No owner shall occupy or let to an occupant any vacant dwelling unit or lodging unit unless it is clean and sanitary.

12.4 Every owner of a dwelling containing two or more dwelling units or lodging units shall be responsible for maintaining in a clean and sanitary condition the common areas of the dwellings and premises thereof.

12.5 It shall be the responsibility of the owner, unless otherwise provided for under lease agreement, to provide for the orderly maintenance of the premises. The storage of objects or materials not covered in subsections 12.7 and 12.8 of this Code, or not otherwise prohibited by municipal ordinance shall be done in an orderly manner so as to not constitute a health, safety, or fire hazard.

12.6 Every occupant of a dwelling shall keep in a clean and sanitary condition that part of the dwelling which he occupies and controls.

12.7 Every occupant of a dwelling unit shall dispose of all his garbage and any other organic waste which might provide food for rodents, by placing it in the garbage disposal facilities or garbage storage receptacles required by subsection 5.1 of this Code.

12.8 Every occupant of a dwelling unit shall dispose of all his rubbish in a clean sanitary manner by placing it in the rubbish containers required by subsection 5.2 of this Code.

12.9 In dwellings containing no more than three dwelling units, it shall be the responsibility of the occupant of each dwelling unit to furnish the receptacles outside the dwelling unit as are needed for the storage of garbage and rubbish until removal from the premises. In lodging houses, and in dwellings containing four or more dwelling units, it shall be the responsibility of the owner to furnish such receptacles outside the lodging units or dwelling units as are needed for the storage of garbage and rubbish until removal from the premises.

12.10 Every occupant of a dwelling unit in a dwelling containing no more than three dwelling units shall be responsible, unless provided for otherwise under a lease agreement, for the periodic removal of all garbage and rubbish from the premises each week in accordance with such regulations of this Municipality for the collection of garbage and rubbish.

12.11 Every occupant of a dwelling comprising a single dwelling unit shall be responsible for the extermination of any insects, rodents or other pests therein or on the premises; and every occupant of a dwelling unit in a dwelling containing more than one dwelling unit shall be responsible for such extermination whenever his dwelling unit is the only one infested. Notwithstanding the foregoing provisions of this subsection, whenever infestation is caused by failure of the owner to maintain a dwelling in a rat-proof or reasonable insect-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two or more of the dwelling units in any dwelling or in the common parts of any dwelling containing two or more dwelling units, extermination thereof shall be the responsibility of the owner.

12.12 Every occupant of a dwelling unit shall keep all plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

12.13 In dwellings containing two or more dwelling units having a common source of heat for domestic hot water, it shall be the responsibility of the owner to make provision for the proper operation of such facilities at all times.

12.14 Every owner of a dwelling, who permits to be occupied any dwelling unit or lodging unit therein under any agreement, expressed or implied, to supply or furnish heat to the occupants thereof, shall supply heat adequate to maintain therein a minimum inside temperature in all habitable rooms, bathrooms, and water closet compartments of 68 degrees Fahrenheit between the hours of 6:00 a.m. and 11:00 p.m., and 65 degrees Fahrenheit between the hours of 11:00 p.m. and 6:00 a.m., from October 1 of each year to the next succeeding May 1.

12.15 In the absence of a contract or agreement to the contrary, an owner shall be obliged to provide heat whenever heating facilities are under the control of the owner or whenever two or more dwelling units or lodging units are heated by a common facility.

12.16 The owner shall be responsible for compliance with all provisions of this Code not specified as the responsibility of occupants.

### Section 13

#### CONFLICT OF ORDINANCES

Nothing in this Code shall be construed to abrogate or impair the powers of any department of this Municipality or any agency of the State of New Jersey to enforce any provisions of its charter or its Ordinances, Codes, regulations or statutory provisions or to prevent or punish violation thereof.

AMPLE ORDINANCE NO. 1  
New Jersey State Housing Code

AN Ordinance relating to repair, closing and demolition of dwellings located in the \_\_\_\_\_ of \_\_\_\_\_ which are unfit for human habitation adopted pursuant to the provisions of the Statutes of New Jersey, as embodied in N.J.S.A. 40:48-2.3, authorizing the inspection of dwellings and accepting and adopting the "New Jersey State Housing Code (1980 Revision)," as standards for use in determining the fitness of a building for human habitation or occupancy or use.

The \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ do ordain that:

1. The \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ be and he is hereby designated as the officer to exercise the powers prescribed by the within ordinance, and he shall serve in such capacity without any additional salary.

2. For the purpose of the within ordinance the \_\_\_\_\_ may determine that a dwelling is unfit for human habitation if he finds that conditions exist in such dwelling which are dangerous or injurious to the health or safety of the occupants of such dwelling, the occupants of neighboring dwellings or other residents of the \_\_\_\_\_ of \_\_\_\_\_. Such conditions may include the following (without limiting the generality of the foregoing): defects therein increasing the hazards of fire, accident, or other calamities; lack of adequate ventilation, light, or sanitary facilities; dilapidation; disrepair, structural defects or uncleanness.

3. Pursuant to the provisions of Chapter 21, P.L. 1946 (N.J.S.A. 40:49-5.1 et seq.) the "New Jersey State Housing Code (1980 Revision)," as approved by the Department of Community Affairs and filed in the Secretary of State's office is hereby accepted, adopted and established as a standard to be used as a guide in determining the fitness of a building for human habitation or occupancy or use. A copy of the "New Jersey State Housing Code (1980 Revision)," is annexed to this ordinance and three copies of the same have been placed on file in the office of the \_\_\_\_\_ clerk and are available to all persons desiring to use and examine the same.

4. Whenever a petition is filed with the \_\_\_\_\_ by a public authority as defined in N.J.S.A. 40:48-2.4, or by at least five residents of the municipality charging that any dwelling is unfit for human habitation as herein defined, or whenever it appears to the \_\_\_\_\_ (on his own motion) that any dwelling is unfit for human habitation, as herein defined, he shall, if his preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of and parties in interest in such dwelling a complaint stating the charges in that

respect and containing a notice that a hearing will be held before the \_\_\_\_\_ (or his designated agent) at a place therein fixed not less than ten days nor more than thirty days after the serving of said complaint; that the owner and parties in interest shall be given the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place fixed in the complaints; and that the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the \_\_\_\_\_

5. If, after such notice and hearing, the \_\_\_\_\_ determines that the dwelling under consideration is unfit for human habitation, as herein defined, he shall state in writing his findings of fact in support of such determination and shall issue and cause to be served upon the owner thereof and parties in interest an order requiring:

a. The repair, alteration or improvement of the said building to be made by the owner, within a reasonable time, which time shall be set forth in the order or at the option of the owner to vacate or to have said building vacated and closed within the time set forth in the order; and

b. If the building is in such a condition as to make it dangerous to the health and safety of persons on or near the premises and the owner fails to repair, alter or improve the said building within the time specified in the order, that the owner remove or demolish the said building within a reasonable time as specified in the said order of removal.

c. That, if the owner fails to comply with an order to repair, alter or improve or, at the option of the owner, to vacate and close the building, the \_\_\_\_\_ may cause such building to be repaired, altered or improved, or to be vacated and closed; that the \_\_\_\_\_ may cause to be posted on the main entrance of any building so closed, a placard with the following words: "This building is unfit for human habitation or occupancy or use; the use or occupation of this building is prohibited and unlawful."

d. That, if the owner fails to comply with an order to remove or demolish the building, the \_\_\_\_\_ may cause such building to be removed or demolished or may contract for the removal or demolition thereof after advertisement for, and receipt of, bids therefor.

e. That the amount of

1. The cost of the filing of legal papers, expert witnesses' fees, search fees and advertising charges, incurred in the course of any proceeding taken under this ordinance determined in favor of the municipality, and

2. The cost of such repairs, alterations or improvements, or vacating and closing, or removal or demolition, if any, or the amount of the balance thereof remaining after deduction of the sum, if any,

realized from the sale of materials derived from such building or from any contract for removal or demolition thereof, shall be a municipal lien against the real property upon which such cost was incurred. If the building is removed or demolished by the \_\_\_\_\_, he shall sell the materials of such building. There shall be credited against the cost of the removal or demolition thereof, the proceeds of any sale of such materials or any sum derived from any contract for the removal or demolition of the building. If there are no such credits or if the sum total of such costs exceeds the total of such credits, a detailed statement of the aforesaid costs and the amount so due shall be filed with the municipal tax assessor or other custodian of the records of tax liens and a copy thereof shall be forthwith forwarded to the owner by certified mail. If the total of the credits exceed such costs, the balance remaining shall be deposited in the Superior Court by the \_\_\_\_\_ shall be secured in such manner as may be directed by such court and shall be disbursed according to the order or judgment of the court to the persons found to be entitled thereto by final order or judgment of such court; provided, however, that nothing in this section shall be construed to impair or limit in any way the power of the municipality to define and declare nuisances and to cause their removal or abatement, by summary proceedings or otherwise. Any owner or party in interest may, within 60 days from the date of the filing of the lien certificate, proceed in a summary manner in the Superior Court to contest the reasonableness of the amount or the accuracy of the costs set forth in the municipal lien certificate.

6. Complaints or orders issued by the \_\_\_\_\_ pursuant to this ordinance, shall be served upon persons either personally or by certified mail, but if the whereabouts of such persons is unknown and the same cannot be ascertained by said \_\_\_\_\_ in the exercise of reasonable diligence, and the said \_\_\_\_\_ shall make an affidavit to that effect, then the serving of such complaint or order upon such persons may be made by publishing the same once each week for two successive weeks in a newspaper circulating in the \_\_\_\_\_ of \_\_\_\_\_. A copy of such complaint or order shall be posted in a conspicuous place on the premises affected by the complaint or order, and a copy of such complaint or order shall be duly recorded or lodged for record with the county recording officer of the county in which the dwelling is located.

7. The \_\_\_\_\_ is hereby authorized and empowered to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this ordinance, including the following in addition to others herein granted; (a) to investigate the dwelling conditions in the \_\_\_\_\_ of \_\_\_\_\_ in order to determine which dwellings therein are unfit for human habitation;

(b) to administer oaths, affirmations, examine witnesses and receive evidence; (c) to enter upon premises for the purpose of making examination, provided, that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession; (d) to appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this ordinance; and (e) to delegate any of his functions and powers under this ordinance to such officers and agents as he may designate.

8. Nothing in this ordinance shall be construed to abrogate or impair the power of the municipality or any officer or department to enforce any provisions of its charter, or its ordinances or regulations, nor to prevent or punish violations thereof, and the powers conferred by this ordinance shall be in addition and supplemental to the powers conferred upon the city by any other law or ordinance.

9. If any clause, sentence, subdivision, paragraph, section or part of this ordinance be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not effect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, subdivision, paragraph, section, or part thereof, directly involved in the controversy in which said judgment shall have been rendered.

SAMPLE ORDINANCE NO. 2  
New Jersey State Housing Code

AN Ordinance accepting and adopting the "New Jersey State Housing Code (1980 Revision)," as a standard governing supplied facilities and other physical things and conditions essential to making dwellings safe, sanitary and fit for human habitation and governing the condition of dwellings, authorizing inspection of dwellings and fixing penalties for violations.

The \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ do ordain that:

1. The \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ be and he is hereby designated as the officer to exercise the powers prescribed by the within ordinance, and he shall serve in such capacity without any additional salary.

2. Pursuant to the provisions of Chapter 21, P.L. 1946 (N.J.S.A. 40:49-5.1 et seq.) the "New Jersey State Housing Code (1980 Revision)," as approved by the Department of Community Affairs and filed in the Secretary of State's Office is hereby accepted, adopted and established as a standard to be used as a guide in determining whether dwellings in this municipality are safe, sanitary and fit for human habitation and rental. A copy of the "New Jersey State Housing Code (1980 Revision)," is annexed to this ordinance and three copies of the same have been placed on file in the office of the \_\_\_\_\_ clerk and are available to all persons desiring to use and examine the same.

3. The \_\_\_\_\_ is hereby authorized and directed to make inspections to determine the condition of dwellings, dwelling units, rooming units, and premises located within the \_\_\_\_\_ of \_\_\_\_\_ in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public. For the purpose of making such inspections the \_\_\_\_\_ is hereby authorized to enter, examine and survey at all reasonable times all dwellings, dwelling units, rooming units, and premises. The owner or occupant of every dwelling, dwelling units, and rooming unit, or the person in charge thereof, shall give the \_\_\_\_\_ free access to such dwelling, dwelling unit or rooming unit and its premises at all reasonable times for the purpose of such inspection, examination and survey. Every occupant of a dwelling or dwelling unit shall give the owner thereof, or his agent or employee, access to any part of such dwelling or dwelling unit, or its premises, at all reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this ordinance or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this ordinance.

4. Whenever the \_\_\_\_\_ determines that there are reasonable grounds to believe that there has been a violation of any provision of this ordinance, or of any rule or regulation adopted pursuant thereto, he shall give notice of such alleged violation to the person or persons responsible therefor as hereinafter provided. Such notice shall (a) be put in writing; (b) include a statement of the reasons why it is being issued; (c) allow a reasonable time for the performance of any act it requires; and (d) be served upon the owner or his agent, or the occupant, as the case may require; provided that such notice shall be deemed to be properly served upon such owner or agent, or upon such occupant, if a copy thereof is served upon him personally; or if a copy thereof is sent by certified mail to his last known address; or if a copy thereof is posted in a conspicuous place in or about the dwelling affected by the notice; or if he is served with such notice by any other method authorized or required under the laws of this state. Such notice may contain an outline of remedial action which, if taken, will affect compliance with the provisions of this ordinance and with rules and regulations adopted pursuant thereto.

Any person affected by any notice which has been issued in connection with the enforcement of any provision of this ordinance, or of any rule or regulation adopted pursuant thereto, may request and shall be granted a hearing on the matter before the \_\_\_\_\_, provided such person shall file in the office of the \_\_\_\_\_ a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten days after the day the notice was served. Upon receipt of such petition the \_\_\_\_\_ shall set a time and place for such hearing and shall give the petitioner written notice thereof. At such hearing the petitioner shall be given an opportunity to be heard and to show why such notice should be modified or withdrawn. The hearing shall be commenced not later than ten days after the day on which the petition was filed; provided that upon application of the petitioner the \_\_\_\_\_ may postpone the date of the hearing for a reasonable time beyond such 10-day period, if in his judgment the petitioner has submitted a good and sufficient reason for such postponement. After such hearing the \_\_\_\_\_ shall sustain, modify, or withdraw the notice, depending upon his findings as to whether the provisions of this ordinance and of the rules and regulations adopted pursuant thereto have been complied with. If the \_\_\_\_\_ sustains or modified such notice, it shall be deemed to be an order. Any notice served pursuant to this ordinance shall automatically become an order if a written petition for a hearing is not filed in the office of the \_\_\_\_\_ within ten days after such notice is served. The proceedings at such hearing, including the findings and decision of the \_\_\_\_\_ shall be summarized, reduced to writing, and entered as a matter of public record in the office of the \_\_\_\_\_. Such record shall also include a copy of every notice or order issued in

connection with the matter. Any person aggrieved by the decision of the \_\_\_\_\_ may seek relief therefrom in any court of competent jurisdiction, as provided by the laws of this state. Whenever the \_\_\_\_\_ finds that an emergency exists which requires immediate action to protect the public health, or safety, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he deems necessary to meet the emergency. Notwithstanding the other provisions of this ordinance, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately, but upon petition to the \_\_\_\_\_ shall be afforded a hearing as soon as possible. After such hearing, depending upon his findings as to whether the provisions of this ordinance and of the rules and regulations adopted pursuant thereto have been complied with, the \_\_\_\_\_ shall continue such order in effect, or modify it, or revoke it.

5. The \_\_\_\_\_ is hereby authorized and empowered to make and adopt such written rules and regulations as he may deem necessary for the proper enforcement of the provisions of this ordinance, provided, however, that such rules and regulations shall not be in conflict with the provisions of this ordinance, nor in anywise alter, amend, or supersede any of the provisions thereof. The \_\_\_\_\_ shall file a certified copy of all rules and regulations which he may adopt in his office and in the office of the Clerk of the \_\_\_\_\_ of \_\_\_\_\_.

6. No person shall occupy as owner occupant or rent to another for occupancy any dwelling or dwelling unit for the purpose of living therein which does not conform the provisions of the "New Jersey State Housing Code (1980 Revision)," established hereby as the standard to be used in determining whether a dwelling is safe, sanitary and fit for human habitation.

7. Any person, firm or corporation who shall violate any of the provisions of this ordinance shall upon conviction, be punished by a fine of not to exceed Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for a period of not to exceed ninety (90) days or by both such fine and imprisonment, and each violation of any of the provisions of this ordinance and each day the same is violated shall be deemed and taken to be a separate and distinct offense.

8. All other ordinances and parts of ordinances in conflict or inconsistent with this ordinance are hereby repealed, but only to the extent of such conflict or inconsistency, and this ordinance shall be in full force and effect immediately upon its adoption and its publication, as provided by law.

9. Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this ordinance are hereby declared to be severable.

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**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 **January 1, 2025**.

SECTION 3. Attached hereto and incorporated herein, by way of reference is the list of amended 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: November 14, 2024

The above has been reviewed and approved as to form.

  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

1/1/2025

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 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 process. 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
Assistant Director of Information Technology	125,000	175,000
Assistant Director of Public Works	75,000	110,000
• Chief Financial Officer	-	184,757
Comptroller	1	120,000
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	1	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	84,500
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	115,000
Judge of the Municipal Court	81,600	114,444
Judge of the Municipal Court (Part Time)	30,979	58,678
* Municipal Clerk	98,999	157,724
Municipal Court Director	70,968	130,000
Municipal Engineer	95,500	145,000
Secretary Board/Commission	1,000	9,145
* Tax Assessor	98,999	136,274
* Tax Collector	98,999	136,274
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	36,297	38,018	41,839	43,837	45,398	47,012	48,703
* Accountant	00004	54,453	57,081	62,921	65,362	67,899	70,541	73,288
* Accounting Assistant	50451	43,114	45,174	49,753	52,150	54,041	56,003	58,051
* Administrative Analyst	00010	59,405	62,279	68,671	72,007	74,802	77,716	80,751
** Administrative Clerk	00020	54,409	56,871	62,346	68,245	74,078	76,841	79,705
** Administrative Secretary	00112	63,076	65,958	72,366	79,084	85,464	88,225	91,102
** Affirmative Action Officer	00233@	77,345	81,118	89,502	97,616	106,485	110,670	115,023
* Analyst Grant Applications	00259	61,521	64,503	71,127	74,589	77,382	80,356	83,293
* Architect	00276@	69,727	73,117	80,655	85,240	86,622	92,857	96,892
* Assessing Aide	00293@	45,724	47,782	49,931	52,179	54,526	56,980	59,545
* Assistant Administrative Analyst	00302@	48,916	51,266	56,493	59,225	61,397	63,653	66,005
* Assistant Animal Control Officer	00312@	50,942	53,489	58,838	61,780	64,251	66,821	69,494
* Assistant Assessor	00317@	55,422	58,098	64,046	67,156	69,644	71,269	74,924
* Assistant Chief Housing Inspector	00387	69,022	72,379	75,904	79,604	82,712	85,947	89,309
* Assistant Coordinator of Volunteers	00438	52,894	55,275	57,763	60,362	63,077	65,916	68,883
** Assistant Engineer	00518	93,741	97,491	101,391	105,446	109,664	114,051	118,613

Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
** Assistant Municipal Clerk	00617	56,337	59,059	65,108	71,629	78,084	81,133	84,301
** Assistant Municipal Clerk*		0	0	0	0	0	0	92,901
** Assistant Municipal Tax Collector	00627@	80,650	84,588	93,338	102,772	112,289	116,702	123,782
** Assistant Payroll Supervisor	00639	59,111	61,322	66,237	71,530	75,731	78,038	80,451
* Assistant Planner	00645	53,093	55,653	61,343	64,314	66,692	69,168	71,732
** Assistant Public Works Superintendent	00671	60,968	63,923	70,487	77,560	84,570	87,878	91,318
** Assistant Purchasing Agent	00673	56,336	59,058	65,108	71,629	78,085	81,133	84,301
Assistant Superintendent of Weights & Measures	00445	45,451	47,628	52,468	57,686	62,739	65,046	67,459
* Assistant Traffic Engineer	00795	73,497	77,079	85,034	93,610	101,986	105,873	109,908
* Assistant Violations Clerk	00806	43,114	45,174	49,753	52,150	54,041	56,003	58,051
* Assistant Zoning Officer (Part Time)	00822@	0	0	0	0	0	0	7,897
* Auditor	00846	61,521	64,503	71,127	74,589	77,382	80,374	83,293
* Building Inspector (ICS)	00924	71,347	74,822	82,640	86,571	89,956	93,480	97,150
* Building Inspector Apprentice	06969	56,313	62,726	0	0	0	0	0
* Building Maintenance Worker	00929	38,555	40,388	44,460	46,164	47,933	49,778	51,693
Building Maintenance Worker Low Pressure License	00933	54,046	56,654	62,449	65,477	67,897	70,418	73,035
* Building Service Worker	00938	35,612	37,299	41,045	43,006	44,530	46,112	47,761
** Building Subcode Official (HHS)	05048	76,877	80,626	88,958	97,938	106,633	110,686	114,911
* Carpenter	00971	52,754	55,299	60,949	63,898	66,261	68,706	71,264
* Carpenters Helper	00974	44,067	46,177	50,862	53,307	55,359	57,503	59,727
* Cashier	00976	46,529	48,761	53,721	56,314	58,362	60,506	62,726
** Chief Accountant	01005	69,064	72,421	79,886	87,927	95,922	99,558	105,399
** Chief Assistant Assessor	01016	60,135	63,048	69,519	76,493	83,540	86,806	90,198
** Chief Clerk	01037	63,076	65,958	72,366	79,084	85,464	88,225	91,102
** Chief Community Relations Specialist	01107	73,486	77,066	85,021	92,834	101,260	105,233	109,369
** Chief Housing Inspector	01139	66,111	69,322	76,458	84,149	91,767	95,366	99,107
** Chief Landscape Architect	01150	66,111	69,322	76,458	84,149	91,767	95,366	99,107
** Chief License Inspector	01153	65,288	68,457	75,501	83,089	90,490	93,917	97,480
** Chief Sanitation Inspector	01209	52,442	54,969	60,596	66,643	72,470	75,293	78,229
Claims Examiner Workmens Compensation	01241	51,863	54,201	59,391	64,999	69,531	73,688	77,423
* Clerk 1	01245	34,262	35,883	39,478	41,362	42,816	44,340	45,909
* Clerk 2	03247	37,853	39,650	43,644	45,735	47,370	49,062	50,835
* Clerk 3	02773	42,427	44,455	48,959	51,315	53,166	55,100	57,104
Clerk 3 (Principal Personnel Clerk)	02773	59,692	62,583	66,114	68,683	71,355	74,137	77,026
** Clerk 4	03859	42,333	44,355	48,849	53,692	58,362	60,506	62,726
* Clerk Stenographer 1	01260	38,345	40,169	44,219	46,334	47,993	49,718	51,515
* Clerk Stenographer 2	03253	40,397	42,322	46,602	48,838	50,592	52,421	54,322
* Clerk Stenographer 3	02777	44,486	46,615	51,348	53,822	55,776	57,812	59,925
** Clerk Stenographer 4	03862@	44,509	46,640	51,375	56,477	61,221	63,588	66,063
* Clerk Transcriber	01266	37,679	39,469	43,444	45,518	47,265	49,081	50,968
* Clerk Typist 1, Evidence Handling	23239	38,943	40,794	44,912	47,061	48,695	50,446	52,266
* Code Enforcement Officer	01285	53,423	56,000	58,704	61,545	64,528	67,659	70,948
* Community Organization Specialist	01303	40,712	42,654	46,965	49,221	50,423	52,247	54,134
* Community Service Aide	01313	35,462	37,140	40,869	42,820	44,410	46,112	47,761
* Community Service Worker	01319	38,065	39,873	43,893	45,994	47,632	49,343	51,120
* Community Youth Worker	01321	48,242	50,583	53,017	55,549	56,866	58,208	59,578
* Complaint Investigator	01324	43,799	45,894	50,551	52,985	54,909	56,907	58,993
* Computer Service Technician	07605	56,637	59,375	65,468	68,639	71,144	73,914	76,794
** Construction Official	05045	91,692	95,214	105,481	111,696	116,089	120,657	125,406
* Contract Administrator 1	51254	70,077	73,486	81,063	89,230	97,470	101,290	107,419
* Contract Compliance Representative	04883	66,630	72,519	76,887	83,310	86,038	88,887	93,238
** Coodinator for Federal & State Aid	01355	71,820	75,317	83,087	91,458	99,917	103,842	107,919

Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
** Coordinator of Monitoring & Evaluation	04716	65,400	68,575	75,632	83,237	90,773	94,327	98,024
** Coordinator of Motor Vehicle Repair	07607	91,558	95,988	105,397	111,719	117,454	121,920	126,634
** Coordinator of Volunteers	01371	65,400	68,575	75,633	83,237	90,773	94,327	98,024
* Cost Estimator Property Improvement	01379	57,325	60,099	66,257	69,478	72,061	74,746	77,536
* Court Interpreter S&E	07959	54,453	57,081	62,921	65,362	67,899	70,541	73,288
* Customer Service Representative	01459	49,295	51,665	56,933	59,682	61,960	64,247	66,622
* Customer Service Representative Bil. In Spanish & English	08033	49,295	51,665	56,933	59,682	61,960	64,247	66,622
* Data Control Clerk	01468	39,723	41,613	45,818	48,012	49,736	51,532	53,395
* Data Entry Operator 1	53292	37,604	39,390	43,358	45,432	47,057	48,748	50,493
* Data Entry Operator 2	53293	41,841	43,839	48,278	50,598	52,423	54,323	56,299
* Data Entry Operator 3	53294	46,342	48,566	53,505	55,569	57,718	59,950	62,271
** Data Entry Operator 4	53295	55,424	58,102	64,050	69,803	76,096	79,064	82,151
* Data Processing Programmer	01474	51,715	54,207	59,744	62,633	64,947	67,546	70,054
* Data Processing Programmer Trainee	01475	50,264	0	0	0	0	0	0
** Deputy Municipal Court Administrator	07796	63,076	65,958	72,366	79,084	85,464	88,225	91,102
** Deputy Municipal Court Administrator Bilingual S/E	07903	63,076	65,958	72,366	79,084	85,464	88,225	91,102
** Deputy Registrar of Vital Statistics	05120	60,314	63,238	69,732	73,127	75,866	78,802	83,294
** Deputy Tax Assessor	05780	93,388	96,677	107,506	113,952	119,804	124,358	129,166
* Economic Development Rep. 2	55503	76,407	80,133	88,740	93,082	96,729	100,524	104,469
** Director of Economic and Industrial Development	01595@	99,227	104,027	114,226	121,075	127,294	132,132	137,240
** Director of Licenses	07163	73,486	77,066	85,021	92,834	101,260	105,233	109,369
** Director of Inspections	01607@	93,388	97,907	107,506	113,952	119,804	124,358	129,166
** Director of Neighborhood Preservation Program	02569	93,388	97,907	107,506	113,952	119,804	124,358	129,166
** Director of Youth Services	01651	93,388	97,907	107,506	113,952	119,804	124,358	129,166
* Electrical Inspector (ICS)	01699	71,347	74,822	82,540	86,571	89,956	93,480	97,150
* Electrical Subcode Official (HHS)	05046	84,640	88,795	97,993	102,797	106,633	110,686	114,911
* Electrician	01706	52,754	55,299	60,949	63,898	66,261	68,706	71,264
* Electrician Helper	01710	44,067	46,177	50,862	53,307	55,359	57,503	59,727
** Elevator Subcode Official	07928	76,877	80,626	88,958	97,938	106,633	110,686	114,911
* Employee Benefits Clerk	04758	37,389	39,165	43,110	45,164	46,724	48,400	50,137
* Employee Benefits Specialist	01728	40,137	42,049	46,299	48,518	50,335	52,227	54,202
* Engineering Aide	01733	43,876	45,973	50,641	53,077	55,125	57,254	59,467
* Equipment Operator	01746	45,127	47,287	52,094	54,604	56,600	58,663	60,811
** Executive Assistant	04586	0	0	0	0	0	0	127,875
* Fire Subcode Official	05013	76,877	80,626	88,958	97,938	106,633	110,686	114,911
* Garage Attendant	01877	39,845	41,744	45,960	48,162	49,978	51,865	53,842
* Gardener	01883	44,367	46,490	51,210	53,674	55,632	57,660	59,770
** General Supervisor Laboring	06635	53,767	56,359	62,122	68,333	74,488	77,389	80,409
** General Supervisor Parks	06699	53,766	56,359	62,122	68,334	74,488	77,390	80,410
** General Supervisor, Public Works	06652	62,019	65,025	68,701	71,372	77,809	80,844	84,003
* GIS Specialist 3	03176	70,187	73,696	81,066	85,119	88,523	92,064	95,747
* GIS Specialist Trainee	03174	61,918	0	0	0	0	0	0
* Graphic Artist 1	54593	63,343	65,876	68,512	71,252	74,102	77,066	80,149
* Graphic Artist 2	54604	70,793	73,624	76,569	79,632	82,817	86,130	89,575
* Heavy Equipment Operator	02001@	53,960	56,565	62,352	65,372	67,897	70,418	73,035
* Historic Preservation Specialist	15679	61,521	64,503	71,127	74,589	77,382	80,273	83,293
** Housing Coordinator	02065	72,146	75,661	83,037	91,150	99,183	103,075	107,123
* Housing Inspector	02071	53,423	56,000	58,704	61,545	64,528	67,659	70,948
* Industrial Representative	02095	61,521	64,503	71,127	74,589	77,382	80,273	83,293
* Interviewer, Courts	06207	49,294	51,665	56,934	59,683	61,961	64,246	66,623

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* Interviewer, Courts, Bilingual Spanish & English	07573	49,294	51,665	56,934	59,683	61,961	64,246	66,623
* Investigator A.B.C.	02175	0	0	0	0	0	0	11,697
* Investigator Public Works	05217	56,583	59,317	65,396	68,567	71,106	73,959	76,712
* Job Developer	02217	76,985	80,835	88,918	93,364	97,099	100,982	105,022
* Keyboarding Clerk 1	01268	35,286	36,956	40,667	42,601	44,108	45,683	47,316
* Keyboarding Clerk 2	03256@	38,943	40,794	44,912	47,061	48,695	50,446	52,266
* Keyboarding Clerk 3	02781	43,513	45,593	50,219	52,637	54,498	56,482	58,538
** Keyboarding Clerk 4	03864@	44,858	46,928	51,530	54,953	59,691	61,886	64,164
* Laborer 1	02248	40,940	42,893	47,233	49,497	51,283	53,133	55,067
* Laborer 1 (Laborer Heavy)	02248	42,846	44,895	49,446	51,820	53,700	55,647	57,686
* Laborer 2	06634	45,715	47,773	49,922	52,169	54,516	56,970	59,533
** Laborer 3	06633	51,002	53,457	58,914	64,793	70,625	73,368	76,227
* Landscape Architect	02256@	50,467	52,897	58,293	61,110	63,451	65,892	68,433
* Legal Secretary	07675	56,288	58,540	60,881	63,316	65,849	68,483	71,222
* Legal Stenographer	02279	42,427	44,455	48,959	51,315	53,166	55,100	57,104
* License Inspector	02292	52,659	55,198	60,839	63,789	65,991	68,417	70,948
* License Inspector Bil. In S&E	05785	52,659	55,198	60,839	63,789	65,991	68,417	70,948
* Loan Advisor	05136	44,266	46,383	51,090	53,550	55,578	57,690	59,890
* Mail Clerk	02320	46,359	48,682	53,522	56,108	58,151	60,285	62,511
* Maintenance Repairer	02328	43,129	45,191	49,773	52,165	54,067	56,035	58,085
** Maintenance Superintendent	02384	73,486	77,066	85,021	92,834	101,260	105,233	109,369
** Maintenance Supervisor, Grounds	06731	51,002	53,457	58,914	64,793	70,625	73,368	76,227
** Maintenance Worker 1, Grounds	01940	40,495	42,425	46,716	48,958	50,785	52,622	54,529
Management Information Systems Specialist	04354	99,227	104,027	114,226	121,075	127,294	132,132	137,240
** Management Assistant	56492	80,121	83,035	85,001	87,550	90,178	92,882	95,669
** Material Management Coordinator	05702	63,016	66,074	72,867	76,416	79,397	82,496	85,722
* Mechanic	02434	48,714	51,053	56,258	58,978	61,142	63,383	65,731
* Mechanic (Diesel)	02440	50,704	53,144	58,570	61,403	63,664	66,016	68,459
* Mechanic Fire Apparatus	02441	51,103	53,565	59,032	61,889	64,174	66,544	69,013
* Mechanic's Helper	02456@	42,846	44,895	49,446	50,367	52,191	54,082	56,061
* Mechanical Repairer Light Equipment	02451@	42,337	44,237	46,233	48,314	50,487	52,759	55,134
* Motor Broom Driver	05565	45,127	47,287	52,094	54,604	56,600	58,663	60,811
** Municipal Court Administrator	07795	85,416	89,549	98,329	104,225	109,578	113,742	118,139
* Municipal Court Attendant	02524	0	0	0	0	0	0	61,803
* Network Administrator 1	10107	85,447	89,718	98,691	103,625	107,771	112,081	116,565
* Network Administrator 2	10108	92,374	96,994	106,693	112,027	116,509	121,170	126,016
* Omnibus Operator	05594	39,926	41,826	46,052	47,821	49,656	51,566	53,554
* Paralegal Specialist	02593	68,549	71,291	74,142	77,105	83,536	86,744	90,080
* Parking Enforcement Officer	07305	42,987	45,044	49,609	51,996	53,878	55,842	57,881
* Payroll Clerk	02634	37,389	39,165	43,110	45,164	46,724	48,400	50,137
** Payroll Supervisor	02636	70,206	73,556	81,000	89,022	96,978	100,724	104,628
* Personnel Aide	02685	60,352	62,766	65,277	67,888	70,604	73,428	76,365
* Personnel Assistant	02648@	77,803	82,024	87,677	90,467	94,688	98,909	103,133
* Planning Aide	02685	40,137	42,049	46,299	48,518	50,335	52,227	54,202
** Planning Director	02686	93,388	97,907	107,506	113,952	119,804	124,358	129,166
* Plumbing Inspector (ICS)	02704	71,347	74,822	82,540	86,571	89,956	93,480	97,150
** Plumbing Subcode Official (HHS)	05056	76,877	80,626	88,958	97,938	106,633	110,686	114,911
* Principal Account Clerk	02755	43,114	45,174	49,753	52,150	54,041	56,003	58,051
* Principal Account Clerk (Typing)		44,105	46,217	50,905	53,358	55,366	57,381	59,493
* Principal Cashier	02771	52,483	55,012	60,633	63,573	65,954	68,390	70,931
* Principal Clerk Transcriber	02779	43,811	45,906	50,564	52,998	55,044	57,167	59,382
* Principal Community Organization Specialist	02785@	46,666	48,905	53,878	56,480	58,626	60,871	63,204

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* Principal Data Control Clerk	04646	46,664	48,901	53,876	56,478	58,542	60,687	62,919
* Principal Employee Benefits Clerk	04936	45,879	48,078	52,964	55,522	57,665	59,895	62,217
* Principal Engineering Aide	02804	56,078	58,787	64,806	67,325	69,942	72,664	75,495
* Principal Legal Stenographer	02819	54,406	57,033	62,866	65,914	70,151	72,752	75,450
* Principal Mail Clerk		60,912	63,349	66,177	68,823	73,724	74,440	79,740
* Principal Payroll Clerk	02831	59,692	62,583	66,113	68,683	71,355	74,136	77,026
* Principal Planner	02837	61,521	64,503	71,127	74,589	77,382	80,273	83,293
Principal Planner Community Development Program	05335	61,521	64,503	71,127	74,589	77,382	80,273	83,293
* Principal Planning Aide	02840	49,300	51,670	56,939	59,691	61,964	64,346	66,823
* Principal Purchasing Assistant	02847	45,879	48,078	52,964	55,522	57,665	59,895	62,217
* Principal Storekeeper	02852	59,186	62,050	68,414	71,739	74,417	77,197	80,092
* Printing Machine Operator 1	02571	43,970	46,072	50,747	53,191	55,125	57,126	59,219
* Printing Machine Operator 2	22533	53,039	55,597	61,281	64,252	66,622	69,094	71,663
* Printing Machine Operator 3	22534	55,597	58,280	64,258	67,368	69,824	72,543	75,368
** Printing Machine Operator 4	22535	58,280	61,099	67,375	70,642	73,220	76,074	79,041
* Program Analyst	02871	59,405	62,279	68,671	72,007	74,802	77,716	80,751
** Program Coordinator Demolition	05679	78,760	82,304	85,848	89,392	92,937	96,481	100,025
* Program Monitor	04700	57,782	60,577	66,785	70,032	72,632	75,344	78,165
* Project Coordinator Construction	02883	74,587	78,221	86,298	95,006	103,510	107,448	111,552
* Project Manager, Data Processing	53023	118,912	0	0	0	0	0	0
* Property Clerk	02894	37,852	39,651	43,645	45,736	47,370	49,062	50,835
* Public Information Officer	02927	47,494	49,773	54,839	57,492	59,592	61,787	64,614
* Public Works Inspector	02933	53,063	55,623	61,307	64,278	66,652	69,124	71,693
** Public Works Superintendent	02936	73,486	77,066	85,021	92,834	101,260	105,233	109,369
** Purchasing Agent	02952	99,227	104,027	114,226	121,075	127,294	132,132	137,240
* Purchasing Assistant	02952	37,389	39,165	43,110	45,164	46,724	48,400	50,137
* Purchasing Expediter	02956	48,916	51,266	56,493	59,225	61,401	63,653	66,012
* Radio Dispatcher	02958	45,106	47,267	52,071	54,578	56,565	58,630	60,788
* Radio Dispatcher Typing	02959	46,037	48,244	53,150	55,658	57,643	59,710	61,867
* Radio Technician	02965	61,772	65,082	68,391	71,701	75,010	78,320	81,629
** Real Estate Officer	02974	88,404	91,615	98,751	106,441	114,059	117,658	121,399
* Receptionist	02976	34,262	35,883	39,478	41,362	42,816	44,340	45,909
* Recorder Operator Courts	04873	36,335	38,057	41,884	43,889	45,567	47,316	49,132
* Records Management Analyst	05429	57,136	59,901	66,055	69,258	71,784	74,582	77,492
** Records Manager	06382	70,097	74,177	78,494	83,063	87,897	93,013	98,426
* Records Support Technician 1	56562	37,853	39,367	40,942	42,579	44,283	46,054	47,896
* Records Support Technician 2	56563	42,427	44,124	45,889	47,723	49,634	51,618	53,684
* Records Support Technician 3	56564	47,517	49,418	51,395	53,450	55,589	57,812	60,124
* Recreation Aide	02983	32,832	34,376	37,816	41,045	42,498	44,005	45,576
* Recreation Leader	02993	39,416	41,292	45,464	47,647	49,422	51,283	53,215
* Recreation Program Coordinator	03018	60,113	63,022	69,493	72,874	75,707	78,661	81,730
** Recreation Supervisor	03020	47,649	49,937	55,022	60,504	65,937	68,485	71,159
* Relocation Officer (Part Time)	03060@	0	0	0	0	0	0	14,199
** Rent Regulation Officer	05681	73,946	76,165	78,449	81,090	84,141	87,311	90,606
* Research Assistant	03069	53,518	56,100	61,837	64,834	67,225	69,723	72,314
** Risk Manager	07390	118,530	120,900	123,318	125,785	128,300	132,149	138,096
** Road Repairer Superintendent	03803	73,486	77,066	85,021	92,834	101,260	105,233	109,369
* Sanitation Inspector	03110	51,715	54,207	59,751	62,638	64,915	67,437	70,054
** Secretarial Assistant	03127	48,928	51,139	56,053	61,346	65,548	67,854	70,268
Secretary Board/Commission (Part Time)	07419	1,399	0	0	0	0	0	12,798
Secretary Board/Commission (Full Time)	07419	55,157	57,829	63,765	67,539	70,174	72,912	75,758
* Security Guard	06124	39,414	41,291	45,462	47,645	49,349	51,122	52,970
* Senior Account Clerk	03165@	40,397	42,322	46,602	48,838	50,592	53,468	54,322
* Senior Administrative Analyst	03173@	70,077	73,486	81,063	89,230	97,470	101,290	107,419
* Senior Auditor	03196@	67,811	71,107	78,431	81,707	84,677	87,987	91,432

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* Senior Building Maintenance Worker	03227	40,622	42,558	46,868	49,113	50,884	52,842	54,881
** Senior Budget Examiner	03223	87,552	91,788	100,787	106,830	112,318	116,586	121,092
* Senior Building Maintenance Worker								
* Low Pressure License	03228	56,654	59,392	65,486	68,660	71,163	74,439	76,815
* Senior Cashier	03236	49,178	51,543	56,797	59,542	61,725	63,998	66,372
* Senior Clerk Transcriber	03255	39,725	41,616	45,820	48,018	49,862	51,783	53,777
* Senior Community Relations Specialist	03265@	49,791	52,185	57,508	60,287	62,511	64,818	67,205
* Senior Community Service Worker	03269@	44,266	46,383	51,090	53,550	55,578	57,690	59,890
** Senior Computer Service Technician	07691	63,020	66,078	73,138	76,699	79,691	82,805	86,040
* Senior Data Control Clerk	03294	43,182	45,247	49,834	52,232	54,110	56,076	58,128
* Senior Data Processing Programmer	03295	59,573	62,457	65,982	67,240	69,854	72,573	75,400
* Senior Electrician	03308	57,862	60,661	66,879	69,480	72,183	74,993	77,918
** Senior Engineer	03314	94,653	98,937	98,046	114,551	118,917	126,052	130,967
* Senior Engineering Aide	03320	47,948	50,249	55,366	58,036	60,163	62,382	64,677
* Senior Gardener	03341	38,065	39,873	43,893	45,994	47,632	49,343	51,120
* Senior Historic Preservation Specialist	15680	64,683	67,821	74,799	78,444	81,509	84,566	87,757
* Senior Housing Inspector	03368	62,570	65,667	68,789	72,135	74,943	77,865	80,904
* Senior Landscape Architect	04407	57,782	60,577	66,785	70,032	72,632	75,344	78,165
* Senior Legal Stenographer	03405	46,887	49,135	54,136	56,746	58,941	61,219	63,597
* Senior Mail Clerk	20433	54,391	56,567	58,829	61,183	63,630	66,175	68,822
* Senior Maintenance Repairer	03425	47,286	49,557	54,601	57,237	59,330	61,502	63,771
* Senior Mechanic	03459	51,103	53,565	59,032	61,889	64,174	66,544	69,013
* Senior Mechanic (Diesel)	04561	53,103	55,664	61,354	64,321	66,699	69,169	71,743
* Senior Payroll Clerk	03496	41,467	43,447	47,843	50,143	51,916	53,805	55,758
** Senior Personnel Assistant	04982	99,278	103,934	108,623	113,295	117,966	122,639	127,315
* Senior Planner Economic Dev.	04569	57,782	60,577	66,785	70,032	72,632	75,344	78,165
* Senior Planning Aide	03512	43,219	45,286	49,877	52,281	54,189	56,156	58,201
* Senior Program Development Specialist Community Service	06931	64,683	67,821	74,799	78,444	81,509	84,566	87,757
* Senior Program Monitor	05399	71,116	74,578	82,269	86,287	89,545	92,924	96,452
* Senior Public Works Inspector	03539	56,583	59,317	65,396	68,567	71,106	73,959	76,712
* Senior Purchasing Assistant	03547	41,467	43,447	47,843	50,143	51,916	53,805	55,758
* Senior Sanitation Inspector	03572	58,404	61,233	67,511	69,068	71,319	73,957	76,712
* Senior Security Guard	06257	46,488	48,347	50,281	52,292	54,384	56,559	58,822
* Senior Storekeeper	03600	53,063	55,623	61,307	64,278	66,652	69,124	71,693
* Senior Traffic Maintenance Worker	03625	53,012	55,398	57,890	60,496	63,218	66,062	69,032
* Senior Traffic Signal Electrician	03626	57,862	60,661	66,879	69,480	72,183	74,993	77,918
** Senior Training Technician	05614	63,020	66,078	73,138	76,699	79,691	82,805	86,040
* Senior Youth Group Worker	03657	62,308	64,800	67,392	70,088	72,892	75,807	78,840
* Signal Systems Technician 1	03714	60,099	62,503	65,003	67,603	70,307	73,120	76,043
* Signal Systems Technician 2	03589	62,426	64,925	67,521	70,223	73,031	75,952	78,990
* Social Service Assistant	04623	40,178	42,096	46,348	48,572	50,315	52,131	54,022
* Storekeeper	03779	46,372	48,598	53,539	56,121	58,166	60,309	62,520
* Storekeeper Automotive	03781	48,875	51,225	56,445	59,175	61,345	63,599	65,948
* Substance Abuse Counselor 1	63114	62,101	65,110	71,801	75,295	78,109	81,039	84,085
** Superintendent of Recreation	03834@	73,486	77,066	85,021	92,834	101,260	105,233	109,369
** Superintendent of Weights & Measures	01428	71,401	74,876	82,600	90,186	98,365	102,223	106,238
** Supervising Account Clerk	03848	46,119	48,330	53,245	58,538	62,739	65,046	67,459
** Supervising Administrative Analyst	03850@	78,736	82,578	91,116	99,380	108,408	112,667	117,103
** Supervising Animal Control Officer	05999	80,650	84,320	87,991	91,661	95,331	99,001	102,679

1/1/2025

Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
** Supervising Building Service Low Pressure License	06468	51,958	54,462	60,026	66,017	72,631	74,486	77,263
** Supervising Cashier	03857@	57,270	60,040	66,194	72,827	79,397	82,496	85,722
** Supervising Clerk Transcriber	03863@	43,837	45,934	50,594	55,106	60,034	62,359	64,778
** Supervising Data Control Clerk	03872	54,134	56,746	62,550	68,804	74,726	77,364	80,112
** Supervising Electrician	06605	53,766	56,359	62,122	68,334	74,488	77,390	80,410
** Supervising Engineering Aide	03881	58,823	61,670	67,995	74,810	81,563	84,752	88,068
** Supervising Health Insurance Benefits Clerk	03887@	59,651	62,364	68,393	74,888	81,038	83,778	86,633
** Supervising Maintenance Repairer	07338	58,140	60,733	66,497	72,709	78,863	81,765	84,784
** Supervising Maintenance Worker, Grounds	06731	53,766	56,359	62,122	68,334	74,488	77,390	80,410
** Supervising Mechanic	06724	53,766	56,359	62,122	68,334	74,488	77,390	80,410
** Supervising Mechanic Fire Apparatus	06726	53,766	56,359	62,122	68,334	74,488	77,390	80,410
** Supervising Planner	05137	73,578	77,162	85,126	92,834	101,260	105,235	109,369
** Supervising Program Analyst	03927	66,111	69,322	76,458	84,149	91,767	95,366	99,107
** Supervising Property Clerk	05519	43,316	45,387	49,989	54,952	59,691	61,886	64,165
** Supervising School Traffic Guard	03937	61,082	64,039	70,607	76,963	83,912	88,922	93,346
** Supervising Youth Group Worker	03945@	64,051	66,613	69,277	72,048	74,930	77,927	81,045
** Supervisor Demolition	06910	59,512	62,391	68,794	75,175	81,530	84,272	87,131
** Supervisor of Accounts	03969	53,480	56,060	61,792	67,973	74,215	77,106	80,113
** Supervisor of Collection of Revenue		64,247	67,364	74,291	81,760	89,155	92,653	96,274
** Supervisor of Motor Pool	05971	53,766	56,359	62,122	68,334	74,488	77,390	80,410
** Supervisor of Real Estate Sales	04060	49,244	51,611	56,874	62,545	68,167	70,813	73,574
** Supervisor of Senior Citizens Activities	04069	50,686	53,125	58,547	64,389	70,176	72,906	75,802
** Supervisor of Telephone Systems	04080	48,662	50,995	53,842	57,533	62,675	65,098	67,621
** Supervisor Public Works	06650	53,766	56,359	62,122	68,334	74,488	77,390	80,410
** Supervisor Traffic Maintenance	06816	60,267	63,186	66,754	69,348	75,598	78,545	81,610
* Tax Searcher	04130	46,941	49,193	54,198	56,815	58,890	61,052	63,297
Technical Assistant Contract Administration	62844	55,663	58,317	64,217	67,294	69,724	72,239	74,868
Technical Assistant to the Construction Official	05193	49,187	51,555	56,809	59,558	61,718	63,975	66,313
Technician, Management Information Systems	53099	59,573	62,456	65,982	67,240	69,854	72,572	75,400
* Telecommunications Systems Analyst	07604	53,998	56,602	62,393	68,630	74,802	77,716	80,751
* Telephone Operator	04145@	41,540	43,522	47,926	50,229	52,043	53,930	55,891
* Tractor Trailer Driver	04179	45,127	47,287	52,094	54,604	56,600	58,663	60,811
* Traffic Maintenance Worker	04189	43,799	45,894	50,551	52,498	54,522	56,628	58,817
* Traffic Signal Electrician	04192	52,754	55,299	60,949	63,898	66,261	68,706	71,264
** Traffic Signal Superintendent 1	00799	73,486	77,066	85,021	92,834	101,260	105,233	109,369
** Traffic Signal Superintendent 2	04196	76,349	80,073	88,347	96,470	105,233	109,365	113,667
** Traffic Signal Supervisor 1	06819	64,848	67,997	74,986	77,916	80,957	84,119	87,409
** Traffic Signal Supervisor 2	04082	67,366	70,640	77,909	80,957	84,119	87,409	92,776
* Traffic Signal Technician 1	04195	60,099	63,011	69,478	72,183	74,993	77,916	80,959
* Traffic Signal Technician 2	05219	62,427	65,454	72,176	74,993	77,916	80,957	84,177
* Training Technician	04207	58,280	61,099	67,375	70,642	73,220	76,074	79,041
* Tree Maintenance Worker 1	04220	44,895	47,046	51,833	54,323	56,289	58,465	60,729
* Truck Driver	04222	44,367	46,490	51,210	53,674	55,632	57,660	59,770
** Violations Clerk	04244	81,726	85,937	94,362	100,021	105,157	109,155	113,375
* Weights and Measures Apprentice	04201	0	0	0	0	0	0	43,578
* Welder	04305	48,714	51,053	56,258	58,978	61,142	63,383	65,731
* Youth Group Worker	04333	58,517	60,858	63,292	65,824	67,140	68,483	69,853

1/1/2025

	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
*	Youth Group Worker Bil. In S&E	04334	58,517	60,858	63,292	65,824	67,140	68,483	69,853
*	Youth Services Counselor	04336	63,646	66,191	68,839	71,593	74,456	77,435	80,532
*	Zoning Officer (Part Time)	04338	0	0	0	0	0	0	8,711

1/1/2025

DB:yrh  
11-14-24

05

**ORDINANCE AUTHORIZING THE REMOVAL OF DEED RESTRICTIONS AND REVERSIONARY LANGUAGE ON 516 STATE STREET**

**WHEREAS**, the City of Camden transferred the parcel known as 516 State Street to North Camden Land Trust on June 4, 1994. The conditions set forth in that deed state: (1) Architectural plans for rehabilitation or alteration of the structure is subject to review and approval by the City of Camden Department of Housing and Code Enforcement or its successor agency, 2) The premises hereby conveyed shall be occupied by or be reasonably available for occupancy by persons comprising a low or moderate Income household for a period of time not less than thirty (30) years from the date of this deed; and

**WHEREAS**, North Camden Land Trust sold the parcel to Dion Wiles with said restrictions from the original deed on June 4, 1994; and

**WHEREAS**, the City of Camden will authorize the removal of deed restrictions and reversionary language in order to facilitate the sale of 516 State Street, Camden, NJ; and

**WHEREAS**, the City of Camden is satisfied that most of the conditions have been met and will remove any and all deed restrictions and reversionary language from the original deed of sale; and

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

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

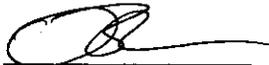
**SECTION 2.** All ordinance or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

**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: November 14, 2024

The above has been reviewed  
and approved as to form.



DANIEL BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

0-4

DB:HM  
11-14-24

**ORDINANCE AMENDING SECTIONS 711-1, 711-3 AND 711-22 OF CHAPTER 711; SOLID WASTE, OF THE CAMDEN CITY CODE TO INCLUDE ROLLOUT Toter CARTS FOR USE BY THE CITY, ITS AUTHORIZED CONTRACTORS AND RESIDENCES IN CERTAIN IDENTIFIED AREAS OF THE CITY AND TO CHARGE A FEE WHERE A PERSON IN A RESIDENCE IN THIS CERTAIN AREA SEEKS TO ADD OR REPLACE A ROLLOUT Toter CART**

WHEREAS, the City Council of the City of Camden, adopted Chapter 711 of the Camden Code; Solid Waste; and

WHEREAS, the Administration now seeks to include the use of Rollout Toter Carts in certain identified areas in the City of Camden; and

WHEREAS, the Administration also seeks to provide each residence in certain identified areas with one Rollout Toter Cart, at no cost to the residence in that area; and

WHEREAS, the Administration also seeks to charge a fee in instances where a person at a residence in such identified area requests an additional Rollout Toter Cart or where a person at a residence in such identified area is replacing a lost, stolen or damaged Rollout Toter Cart; and

WHEREAS, the Administration has also determined that each residence in this certain identified area shall have no more than two (2) Rollout Toter Carts at any given time; now therefore,

BE IT ORDAINED by the City Council of the City of Camden that Sections 711-1, 711-3 and 711-22 of Chapter 711 of the Camden City Code; Solid Waste, are hereby amended as follows:

**§ 711-1. Definitions.**

The following shall be added to this definitions section:

Rollout Toter Cart – a ninety-five (95) gallon solid waste cart with two (2) wheels and a metal bar which allows the solid waste cart to be lifted and emptied by a semiautomatic trash compacter.

and

**§ 711-3. Receptacles and containers.**

- A. Same.
- B. Same.
- C. Same.

D. The City and its duly authorized contractors is hereby authorized to make use of Rollout Toter Carts in certain areas within the City of Camden as identified by the Administration, for solid waste collection. Each residence within such identified area shall be provided with one Rollout Toter Cart by the City or its authorized contractors at no cost. An additional fee shall be charged, as provided for in § 711-22B herein, where: (1) a person requests an additional Rollout Toter Cart for a residence falling within such identified area; or (2) a residence in such identified area is replacing a lost, stolen or damaged Rollout Toter Cart. A residence in such identified area shall also be limited to no more than two Rollout Toter Carts at any given time.

E. Former Section D.

Same.

and

**§ 711-22. Establishment of Fees.**

- A. Contractor Fees.

Any contractor handling solid waste disposal in the City of Camden must obtain a license from the City for a fee of \$159 per year.

B. Replacement of Rollout Toter Cart.

There shall be a fee of \$70 charged by the City or its duly authorized contractors where: (1) a person requests an additional Rollout Toter Cart for a residence falling within such identified area as provided for in § 711-3D(1), herein; or (2) where a residence is replacing a lost, stolen or damaged Rollout Toter Cart as provided for in § 711-3D(2), herein. The Director of the Department of Public Works may waive the fee of \$70 where a Roller Toter Cart has been stolen and the person requesting replacement of the Roller Toter Cart provides the Director with a written law enforcement incident report indicating same.

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.

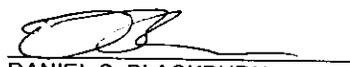
BE IT FURTHER ORDAINED that this ordinance shall take effect twenty (20) days after its final passage and publication as provided by law.

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.

Date on Introduction: November 14, 2024

The above has been reviewed  
and approved as to form.

  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

DB:dh  
11-14-24

0-7

**AN ORDINANCE DESIGNATING RESTRICTED RESIDENTIAL PARKING ZONES  
FOR INDIVIDUALS WITH DISABILITIES IN CERTAIN AREAS IN THE CITY OF  
CAMDEN AS HANDICAP PARKING PRIVILEGES ONLY**

WHEREAS, Janet L. Thomas, upon providing the appropriate proof that she is the holder of the required specifications, seeks to have handicapped parking as a Type #1 permit in front of or near her home at 3153 Colorado Road; and

WHEREAS, Lidia D. Espinal, upon providing the appropriate proof that she is the holder of the required specifications, seeks to have handicapped parking as a Type #1 permit in front of or near her home at 313 N. 38 Street; and

WHEREAS, Angelita Reddick, upon providing the appropriate proof that she is the holder of the required specifications, seeks to have handicapped parking as a Type #1 permit in front of or near her home at 1605 Independence Road; and

WHEREAS, Martha L. Rodriguez, upon providing the appropriate proof that she is the holder of the required specifications, seeks to have handicapped parking as a Type #1 permit in front of or near her home at 1112 Beideman Avenue; and

WHEREAS, Robert W. Sanders, upon providing the appropriate proof that he is the holder of the required specifications, seeks to have handicapped parking as a Type #1 permit in front of or near his home at 3301 Livingston Walk; and

WHEREAS, Veronica Tucker, upon providing the appropriate proof that she is the holder of the required specifications, seeks to have personalized signage handicapped parking as a Type #2 permit in front of or near her home at 1361 N. Chesapeake Road; and

WHEREAS, Nidia Taveras Pichardo, upon providing the appropriate proof that she is the holder of the required specifications, seeks to have personalized signage handicapped parking as a Type #2 upgrade permit in front of or near her home at 3618 Westfield Avenue; and

WHEREAS, Maria Rolon, upon providing the appropriate proof that she is the holder of the required specifications, seeks to have personalized signage handicapped parking as a Type #2 upgrade permit in front of or near her home at 114 Elm Street; now, therefore

BE IT ORDAINED, by the City Council of the City of Camden that, all the addresses listed above, shall be designated as either a Type 1 or Type 2 "Handicapped Parking" to have access to parking or personalized signage during the period of time that the said premises are occupied by the handicapped individuals.

SECTION 1. Type 1 Handicapped Parking locations shall be reserved for any handicapped operator. All others shall be prohibited from parking in such space.

SECTION 2. Type 2 Handicapped Parking locations shall only be utilized by the approved applicant and only by the vehicle whose license plate corresponds with the license plate number on the posted sign. All others shall be prohibited from parking in such space.

SECTION 3. By the adoption of this ordinance, we are creating a schedule of Personalized Signage "Handicapped Parking" areas, including those set forth herein and including any other "Handicapped Parking" areas heretofore adopted by ordinance. Any ordinance prohibiting parking at the location specified is hereby rescinded and repealed, in part, wherein it conflicts with the ordinance to be adopted.

SECTION 4. Any portion of this ordinance not herein amended and supplemented shall remain in full force and effect.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed as to such inconsistency only.

SECTION 6. This ordinance shall take effect twenty (20) days after its final passage and publication 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: November 14, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

COLLINS  
11/14/2024

08

**ORDINANCE AMENDING CHAPTER 556 OF THE CAMDEN CITY CODE; RESIDENT HANDICAPPED ON-STREET PARKING; TO INCLUDE THAT, EVEN WHERE HANDICAP PARKING HAS REACHED ITS MAXIMUM NUMBER ON A CITY STREET OR HIGHWAY, THE BUSINESS ADMINISTRATOR HAS THE AUTHORITY TO DETERMINE THAT AN APPLICATION FOR HANDICAP PARKING SHOULD BE REVIEWED AND CONSIDERED FOR APPROVAL BASED ON EXTENUATING CIRCUMSTANCES EXISTING FOR AN APPLICANT OR IMMEDIATE FAMILY MEMBER RESIDING IN THE RESIDENCE ON THAT STREET OR HIGHWAY**

WHEREAS, the City Council of the City of Camden established Chapter 556 of the Camden City Code covering Resident Handicapped On-Street Parking, and

WHEREAS, the City Council of the City of Camden now seeks to amend Chapter 556 to grant the Business Administrator with the authority to allow a handicap parking application to be reviewed and considered for approval based on extenuating circumstances existing for an applicant or immediate family member residing in the residence on that street or highway, even where handicap parking has reached its maximum number on that City street or highway; now therefore

BE IT ORDAINED by the City Council of the City of Camden that Chapter 556 of the Camden Code is amended as follows:

**CHAPTER 556 PARKING, RESIDENT HANDICAPPED ON-STREET**

**§556-1. Title.**

Same.

**§556-2. Purpose.**

Same.

**§556-3. Legislative authority.**

Same.

**556-4. Review committee.**

Same.

**556-5. Criteria for payment of fees.**

Same.

**556-6. Permit types.**

Same.

**556-7. Private driveway on property.**

Same.

**§556-8. Extenuating Circumstances Exception.**

A. The Business Administrator shall have the authority to allow a handicap parking application to be reviewed and considered for approval based on extenuating circumstances existing for an applicant or immediate family member residing in the residence on that street or highway, even where handicap parking has reached its maximum number on that City street or highway.

B. Any decision by the Business Administrator made pursuant to Subsection A above, shall be in his sole discretion.

**556-9. Fees.**

Same.

**556-10. Violations and penalties.**

Same.

BE IT FURTHER ORDAINED that any portion of Chapter 556 not herein amended and supplemented shall remain in full force and effect.

BE IT FURTHER ORDAINED that that any portion of the Camden City Code not herein amended and supplemented shall remain in full force and effect.

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 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 this ordinance shall take effect twenty (20) days after its final passage and publication 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: November 14, 2024

The above has been reviewed  
and approved as to form.

  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President City Council

\_\_\_\_\_  
VICTOR CARSTARPHEN  
Mayor

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

# *Resolutions*

R-1

ALL COUNCIL  
12/10/2024

**RESOLUTION DESIGNATING TERREL JENKINS AS THE CITY OF  
CAMDEN EMPLOYEE OF THE MONTH FOR DECEMBER 2024**

**WHEREAS**, this Council, in cooperation with the Administration and the City's Employees and their union representatives, has established a program for honoring its employees by the designations of an "Employee of the Month"; and

**WHEREAS**, the criteria established to identify candidates for employee of the Month include:

1. Friendliness, thoughtfulness and dependability
2. Duties performed in a professional manner
3. Ability to work with others
4. An exemplary representative of his or her department
5. A positive role model
6. Pride in job performance
7. A positive attendance record; and

**WHEREAS, TERREL JENKINS**, has been nominated as "Employee of the Month", and this Council, having reviewed the information presented in support of the nomination, believes that this honor should be bestowed on said **TERREL JENKINS**; and

**WHEREAS, TERREL JENKINS** has worked for the City of Camden for several years and has always demonstrated veritable professionalism and dedication; and

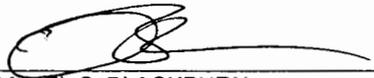
**WHEREAS**, the City Council of the City of Camden now seeks to Honor **MR. TERREL JENKINS**; now, therefore

**BE IT RESOLVED** by the City Council of the City of Camden that it recognizes **TERREL JENKINS** as the "Employee of the Month" for December, 2024 and hereby extends to **TERREL** its congratulations as well as all rights and accouterments extended to him as a result of his selection as Employee of the Month.

**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: December 10, 2024

The above has been reviewed  
and approved as to form



\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



Camden City Council  
**RESOLUTION / ORDINANCE REQUEST FORM**

DATE: November 22, 2024

Council Meeting Date: December 10, 2024

FROM: Councilperson

- |                                     |  |                          |  |
|-------------------------------------|--|--------------------------|--|
| <input checked="" type="checkbox"/> | Angel Fuentes, President               | <input type="checkbox"/> | Falio Leyba-Martinez, 3 <sup>rd</sup> Ward |
| <input type="checkbox"/>            | Sheila Davis, Vice President, At-Large | <input type="checkbox"/> | Jannette Ramos, 4 <sup>th</sup> Ward       |
| <input type="checkbox"/>            | Arthur Barclay, 1st Ward               | <input type="checkbox"/> | Nohemi G. Soria-Perez, At-Large            |
| <input type="checkbox"/>            | Chris Collins, 2 <sup>nd</sup> Ward    |                          |  |

**Action Requested:**

**RESOLUTION DESIGNATING TERREL JENKINS AS THE CITY OF CAMDEN  
EMPLOYEE OF THE MONTH FOR DECEMBER 2024**

\*\*\*\*Please attach any supporting documents

*Angel Fuentes /nfb*

**11/27/24**

Signature of Councilperson

Date

ANGEL FUENTES  
12/10/24

**RESOLUTION RECOGNIZING AND COMMENDING THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB AND THEIR OFFICIALS WHICH PROVIDE SERVICES AND SUPPORT TO OUR YOUTH, YOUNG ADULTS AND THEIR FAMILIES IN THE CITY OF CAMDEN**

WHEREAS, THE RESTORATIVE AND TRANSFORMATIVE JUSTICE PILOT PROGRAM is a two-year pilot program with a goal of preventing youth involvement with the juvenile justice system; and

WHEREAS, THE RESTORATIVE AND TRANSFORMATIVE JUSTICE PILOT PROGRAM has a focus of restorative and transformative justice which brings youth, neighborhoods and victims together to address harm that was done and, perhaps as importantly, to develop solutions for this conduct; and

WHEREAS, THE RESTORATIVE AND TRANSFORMATIVE JUSTICE PILOT PROGRAM has a major goal of enabling our youth to become responsible and productive members of our City; and

WHEREAS, THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB is located at 400 Mount Vernon Street – the former U.S. Wiggins School; and

WHEREAS, THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB'S purpose is to resolve local conflicts through dialogue instead of through punitive measures so that our youth, families and neighborhoods can heal, reconnect and build healthy relationships as well as find alternatives to the juvenile justice system; and

WHEREAS, THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB provides services for youth, young adults and their families which:

1. Promote and increase participation in appropriate counselling services for youth and families.
2. Work to promote healing in the City and develop healthy relationships.
3. Establish meaningful working relationship with law enforcement and schools to seek alternatives to formal criminal charges or school suspensions in addressing violent acts and disruptive behavior.
4. Offer support services including but not limited to: substance abuse treatment, education and academic support, housing support, financial literacy life skills support, mentoring and re-entry wraparound services.
5. Provide youth and their families impacted by trauma with connections to mental health and counselling support services.
6. Provide the court with alternatives for youth committing offenses.

WHEREAS, the City of Camden, its Officials and Residents owe THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB AND ITS OFFICIALS a great debt of gratitude for their generous and selfless service to the City of Camden, its youth and their families; and

WHEREAS, the City of Camden, its Officials and Residents wish to commend, honor and express our sincere and profound appreciation to THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB AND ITS OFFICIALS for their remarkable service provided to the City of Camden, its Officials and Residents – notably our youth and their families; now therefore

BE IT RESOLVED, by the City Council of the City of Camden, that it hereby wishes to commend and express its sincere and deep appreciation to THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB AND ITS OFFICIALS for their outstanding service that THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB AND ITS OFFICIALS have provided to the City of Camden, its Officials and Residents and in particular -- our youth and their families.

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: December 10, 2024

The above has been reviewed and approved as to form.



\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST:

\_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



Camden City Council  
**RESOLUTION / ORDINANCE REQUEST FORM**

DATE: November 25, 2024

FROM: Councilperson

Council Meeting Date: December 10, 2024

- |                                     |  |                          |  |
|-------------------------------------|--|--------------------------|--|
| <input checked="" type="checkbox"/> | Angel Fuentes, President               | <input type="checkbox"/> | Falio Leyba-Martinez, 3 <sup>rd</sup> Ward |
| <input type="checkbox"/>            | Sheila Davis, Vice President, At-Large | <input type="checkbox"/> | Jannette Ramos, 4 <sup>th</sup> Ward       |
| <input type="checkbox"/>            | Arthur Barclay, 1st Ward               | <input type="checkbox"/> | Nohemi G. Soria-Perez, At-Large            |
| <input type="checkbox"/>            | Chris Collins, 2 <sup>nd</sup> Ward    |                          |  |

**Action Requested:**

**RESOLUTION RECOGNIZING AND COMMENDING THE RESTORATIVE AND TRANSFORMATIVE JUSTICE HUB AND THEIR OFFICIALS WHICH PROVIDE SERVICES AND SUPPORT TO OUR YOUTH, YOUNG ADULTS AND THEIR FAMILIES IN THE CITY OF CAMDEN**

\*\*\*\*Please attach any supporting documents

*Angel Fuentes / nfb*

*11/25/24*

Signature of Councilperson

Date

R-3

LEYBA MARTINEZ  
12/10/2024

**RESOLUTION HONORING FIFTEEN CAMDEN CITY FIREFIGHTERS WHO  
RECENTLY RETIRED IN 2024 OR WILL BE RETIRING IN JANUARY, 2025**

WHEREAS, the City of Camden is immensely grateful for the service and dedication of its firefighters who have committed their careers to ensuring the safety and well-being of our community; and

WHEREAS, these brave individuals have shown exceptional courage, professionalism, and sacrifice in the face of danger, and their contributions have had a lasting impact on the city and its residents; and

WHEREAS, the following firefighters have honorably retired in 2024 or will be retiring in January, 2025: Michael Burke, Darryl Jackson, Craig Scott, David Smalls, Orlando Torres, Mariano Pinto, Eshu Ryan, Brian Beach, Shane Belcher, Frank Bottalico, John Church, Christopher Edwards, Brian Irving, Geraldo Medina, and Ralph Schneeman; and

WHEREAS, it is appropriate from time to time that this City Council of the City of Camden honor those individuals who have served the residents of Camden City and the general public with dedication and distinction; and

WHEREAS, their retirement marks the end of an era of dedication and service, and they leave behind a legacy of bravery and commitment to public safety; now therefore

BE IT RESOLVED, by the City Council of the City of Camden, its Officials and Residents wish to honor and express our profound appreciation to Michael Burke, Darryl Jackson, Craig Scott, David Smalls, Orlando Torres, Mariano Pinto, Eshu Ryan, Brian Beach, Shane Belcher, Frank Bottalico, John Church, Christopher Edwards, Brian Irving, Geraldo Medina, and Ralph Schneeman for their outstanding service and contributions to the Camden Fire Department, the City of Camden, its Officials and Residents over their incredible careers.

BE IT FURTHER RESOLVED, by the City Council of the City of Camden that it hereby commends Michael Burke, Darryl Jackson, Craig Scott, David Smalls, Orlando Torres, Mariano Pinto, Eshu Ryan, Brian Beach, Shane Belcher, Frank Bottalico, John Church, Christopher Edwards, Brian Irving, Geraldo Medina, and Ralph Schneeman on their incredible service to the City's residents and general public and hereby extends its best wishes for their restful, healthy, and well-deserved retirements.

BE IT FURTHER RESOLVED, by the City Council of the City of Camden that it hereby offers Michael Burke, Darryl Jackson, Craig Scott, David Smalls, Orlando Torres, Mariano Pinto, Eshu Ryan, Brian Beach, Shane Belcher, Frank Bottalico, John Church, Christopher Edwards, Brian Irving, Geraldo Medina, and Ralph Schneeman best wishes for their 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.

Date: December 10, 2024

The above has been reviewed  
and approved as to form

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



Camden City Council  
**RESOLUTION / ORDINANCE REQUEST FORM**

DATE: November 22, 2024

Council Meeting Date: December 10, 2024

FROM: Councilperson

- Angel Fuentes, President
- Sheila Davis, Vice President, At-Large
- Arthur Barclay, 1st Ward
- Chris Collins, 2<sup>nd</sup> Ward

- Falio Leyba-Martinez, 3<sup>rd</sup> Ward
- Jannette Ramos, 4<sup>th</sup> Ward
- Nohemi G. Soria-Perez, At-Large

**Action Requested:**

**RESOLUTION HONORING FIFTEEN CAMDEN CITY FIREFIGHTERS WHO RECENTLY  
RETIRED IN 2024 OR SOON TO RETIRE.**

\*\*\*\*Please attach any supporting documents

*Falio Leyba-Martinez/nfb*

11/22/24

Signature of Councilperson

Date

FUENTES  
12/10/2024

A-4

**RESOLUTION APPOINTING HILLARY RAMIREZ TO THE ANTI-BULLYING ADVISORY BOARD TO PERFORM THE DUTIES AS PROVIDED FOR IN CHAPTER 283, FOR THREE YEARS THEREBY EXPIRING ON DECEMBER 9, 2027**

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 believed that, based on the best interests of the residents of the City of Camden, an Anti-Bullying ordinance, Chapter 283, was needed and was thereby established by MC-5392, adopted on July 12, 2022; and

WHEREAS, Chapter 283 established an Anti-Bullying Advisory Board whose role includes the following:

283-8. Purpose and Duties.

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 the Board's role and obligations pursuant to Chapter 283.

WHEREAS, chapter 283 provides that membership on the Advisory Board shall be as follows:

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.

WHEREAS, Chapter 283 was further amended by MC-5405, adopted on September 13, 2022 which established staggered initial terms of the five (5) member Adult Board, as follows:

283-10. Terms; vacancies; removals.

- A. The first term of the five (5) members of the Advisory Board as provided for in subsection 283-9(1) (b) above, shall be staggered with three (3) members serving for three (3) years and two (2) members serving for two (2) years. Thereafter, subsequent terms of the Advisory Board as provided for in subsection 283-9(1)(b) above, shall be for three (3) years. All other members of the Advisory Board as provided for in subsections 283-9(1) (a), (c) (d) and (e) shall be for one (1) year.

WHEREAS, the City Council of the City of Camden now seeks to appoint HILLARY RAMIREZ to the Anti-Bullying Advisory Board pursuant to subsection 283-9(1)(b) for a term of three (3) years; now therefore

BE IT RESOLVED, by the City Council of the City of Camden hereby appoints HILLARY RAMIREZ to the Anti-Bullying Advisory Board pursuant to subsection 283-9(1)(b) for a term of three (3) years thereby expiring on December 9, 2027.

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: December 10, 2024

The above has been reviewed and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

R-5

FUENTES  
12/10/2024

**RESOLUTION RECOGNIZING AND HONORING DOLLY MARSHALL FOR HER CONTRIBUTIONS TO THE HISTORIC PRESERVATION IN THE CITY OF CAMDEN**

**WHEREAS**, Dolly Marshall has dedicated significant time and effort to preserving the historical heritage of the City of Camden, ensuring that future generations can appreciate the rich history and cultural significance of our community; and

**WHEREAS**, through her relentless work in historic preservation, she has played a crucial role in safeguarding numerous historical sites and structures within the city, thereby enhancing Camden's historical landscape; and

**WHEREAS**, Dolly Marshall's commitment to preserving the cemeteries throughout the city, particularly the Johnson Cemetery, has ensured that these sacred sites are maintained with the respect and dignity they deserve, honoring the memories of those who rest there; and

**WHEREAS**, her efforts have not only preserved these important sites but also fostered a deeper understanding and appreciation of Camden's history among residents and visitors alike; and

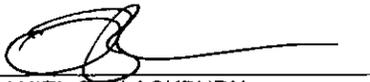
**WHEREAS**, it is appropriate that the City Council of the City of Camden acknowledge Dolly Marshall for her remarkable skill, dedication, and for her invaluable service to our community; now therefore

**BE IT RESOLVED**, by the City Council of the City of Camden t do hereby commend and honor Dolly Marshall for her outstanding contributions to historic preservation and her dedication to preserving the cemeteries in our city, especially the Johnson Cemetery and extends to her best wishes for her 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.

Date: December 10, 2024

The above has been reviewed  
and approved as to form

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



Camden City Council  
**RESOLUTION / ORDINANCE REQUEST FORM**

DATE: November 22, 2024

**Council Meeting Date: December 10, 2024**

FROM: Councilperson

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Angel Fuentes, President    | <input type="checkbox"/> Arthur Barclay, 1 <sup>st</sup> Ward       |
| <input type="checkbox"/> Sheila Davis, Vice President, At-Large | <input type="checkbox"/> Christopher Collins, 2 <sup>nd</sup> Ward  |
| <input type="checkbox"/> Nohemi Soria-Perez, At-Large           | <input type="checkbox"/> Falio Leyba-Martinez, 3 <sup>rd</sup> Ward |
|   | <input type="checkbox"/> Jannette Ramos, 4 <sup>th</sup> Ward       |

**Action Requested:**

**RESOLUTION RECOGNIZING AND HONORING DOLLY MARSHALL FOR HER CONTRIBUTIONS TO THE HISTORIC PRESERVATION IN THE CITY OF CAMDEN**

*\*\*\*\*Please attach any supporting documents*

*Angel Fuentes/inf*

11/22/2024

Signature of Councilperson

Date

DB:AIV  
12-10-24

R-6

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2025 CHEVROLET SUBURBAN VIA THE NEW JERSEY STATE COOPERATIVE WITH THE USE OF AMERICAN RESCUE ACT PLAN STATE AND LOCAL FISCAL RECOVER FUNDS**

WHEREAS, there exists a need to purchase a 2025 Chevrolet Suburban LS Full Size vehicle for the Mayor's Office; and

WHEREAS, N.J.S.A. 40A:11-12, permits contracting units to purchase goods and services without advertising for bids, under any contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Purchasing Agent has determined that purchasing a 2025 Chevrolet Suburban LS Full Size vehicle via New Jersey State Cooperative ("NJSP") #20-FLEET-01387 (T2007) will result in a cost savings to the City, and has recommended that the City utilize NJSP #20-FLEET-01387 (T2007) for the purchase from Hertich Fleet Service, Inc., in the amount of EIGHTY-FOUR THOUSAND TWO HUNDRED SIXTY-FOUR DOLLARS (\$84,264.00); and

WHEREAS, the City desires to fund the purchase using American Rescue Plan State & Local Fiscal Recovery Funds;

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 budget of the City of Camden under line item G-02-FF-712-20U 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 Hertich Fleet Service, Inc., via New Jersey State Cooperative the Sourcewell National Cooperative Purchasing Cooperative Agreement #090122-WHL, #20-FLEET-01387 (T2007) for the purchase of 2025 Chevrolet Suburban LS Full Size vehicle for the Mayor's Office, with the use of American Rescue Plan State & Local Fiscal Recovery Funds in the amount of EIGHTY-FOUR THOUSAND TWO HUNDRED SIXTY-FOUR DOLLARS (\$84,264.00), according to Public Contracts Law, P.L. 1971, Chapter 198, and that the proper City Officials 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: December 10, 2024

The above has been reviewed and approved as to form.



DANIEL S. BLACKBURN  
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: HERTRICH FLEET SERVICES

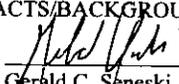
THAT THE FUNDS ARE AVAILABLE AS OF THE DATE OF THIS RESOLUTION/CERTIFICATION, FROM ONE OF THE FOLLOWING:

- BUDGET APPROPRIATION:  
AMOUNT \$
- APPROPRIATION RESERVE:  
AMOUNT: \$
- DEDICATED BY RIDER:  
AMOUNT: \$
- RESERVE FOR STATE AND FEDERAL GRANT: G-02-FF-712-20U  
AMOUNT \$ 84,264.00
- 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 \$ 84,264.00

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING TH PURCHASEOF ONE-2025 CHEVROLET SURBURBAN THROUGH NEW JERSEY STATE COOPERATIVE WITH THE USE OF AMERICAN RESCUE PLAN STATE LOCAL FISCAL RECOVERY FUNDS FACTS/BACKGROUND

  
\_\_\_\_\_  
Gerald C. Seneski  
Chief Financial Officer

Date: 11/26



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

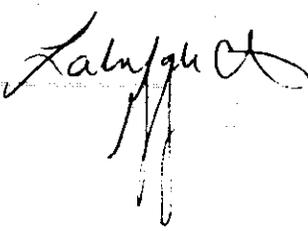
COUNCIL MEETING DATE: 12/10/2024

TO: City Council  
FROM: Timothy J. Cunningham, Business Administrator

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2025 CHEVROLET SURBURBAN THROUGH NEW JERSEY STATE COOPERATIVE WITH THE USE OF AMERICAN RESCUE PLAN STATE LOCAL FISCAL RECOVERY FUNDS**

Point of Contact:	Lateefah Chandler	Admin-Purchasing	856-757-7475	lachandf@ci.camden.nj.us
	Name	Department- Division- Bureau	Phone	Email

### ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (if necessary)				
Grants Management				
Qualified Purchasing Agent	Y			
Director of Finance				

Approved by:  
Business Administrator

Signature	Date
-----------	------

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:

City Attorney	Signature	Date
---------------	-----------	------

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: 12/10/2024

TO: City Council  
FROM: Timothy J. Cunningham, Business Administrator

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2025 CHEVROLET SURBURBAN THROUGH NEW JERSEY STATE COOPERATIVE WITH THE USE OF AMERICAN RESCUE PLAN STATE LOCAL FISCAL RECOVERY FUNDS**

Point of Contact:	Lateefah Chandler	Admin-Purchasing	856-757-7475	lachandl@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (if necessary)				
Grants Management				
Qualified Purchasing Agent	Y			
Director of Finance				

Approved by: \_\_\_\_\_  
Business Administrator

---

Signature Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by: \_\_\_\_\_  
City Attorney

---

Signature Date

<sup>1</sup> 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 “P”, “Best Price Insurance Contracting” Model Ordinance  
<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2025 CHEVROLET SUBURBAN THROUGH NEW JERSEY STATE COOPERATIVE WITH THE USE OF AMERICAN RESCUE PLAN STATE LOCAL FISCAL RECOVERY FUNDS**

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- Hertrich Fleet Service, Inc., 1427 Bay Road, Milford, DE 1996 will provide a 2025 Chevrolet Suburban LS Full Size, Extended Lenth 9 seater, 4WD vehicle for the Mayor's Office through New Jersey State Cooperative #NJ 20-FLEET-01387 (T2007)

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$84,264.00

**APPROPRIATION NUMBER:** G-02-FF-712-20U

**PROCUREMENT:** N.J.S.A. 40A:11-12 – NJSC #20-FLEET-01387

**IMPACT STATEMENT:**

- N/A

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- N/A

**COORDINATION:**

- N/A

**Prepared by:** LATEEAH CHANDLER

**856-757-7159**

---

Name

Phone/Email

**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	HERTRICH FLEET SERVICES
Purpose or Need for service:	PURCHASE OF ONE (1) 2025 CHEVROLET SUBURBAN PREMIER PACKAGE
Contract Award Amount	\$84,264.00
Term of Contract	~120 DAYS
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.J.S.A. 40A:11-12 – NJSC 20-FLEET-001387
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.

\_\_\_\_\_  
Mayor's Signature\*

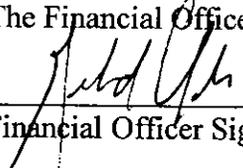
\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Administrator/Manager Signature

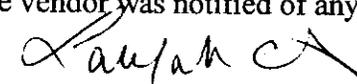
\_\_\_\_\_  
Date

\_\_\_\_\_  
\*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.

  
\_\_\_\_\_  
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.

  
\_\_\_\_\_  
Certifying Officer

Date \_\_\_\_\_

**For LGS use only:**

Approved

Denied

\_\_\_\_\_  
Date \_\_\_\_\_

Director or Designee,  
Division of Local Government Services

Number Assigned \_\_\_\_\_

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

NJ State Contract #20-FLEET-01387 (T2007), Item#31, Class-Item 071-80  
Section 10 Price Line#19 SUV, Full Size, Extended Length, 4 Door 4WD with Gasoline Engine

Hertrich Fleet Services Inc  
1427 Bay Rd  
Milford, DE 19963  
Mike Wright, Government Sales Manager  
Phone: (800) 698-9825  
Fax: (302) 839-0555  
Email: mwright@hertrichfleet.com

QUOTE FOR: CAMDEN, CITY OF (Mayors Office)

#11182024-01

## 2025 Chevrolet Suburban LS 4WD

### SELECTED OPTIONS:

<u>Code</u>	<u>Description</u>
1LS	LS PREFERRED EQUIPMENT GROUP
A50	SEATS, FRONT BUCKET
GU5	REAR AXLE, 3.23 RATIO
H0U	JET BLACK, PREMIUM CLOTH SEAT TRIM
L84	ENGINE, 5.3L ECOTEC
MHS	TRANSMISSION, 10-SPEED AUTOMATIC
NE1	NORTHEAST EMISSIONS
QDF	TIRES, 265/65R18SL ALL-SEASON, BLACKWALL
RCV	WHEELS, 18" X 8.5" (45.7 CM X 21.6 CM) PAINTED ALUMINUM
URW	AUDIO SYSTEM, 17.7" DIAGONAL ADVANCED COLOR LCD DISPLAY

BASE CONTRACT PRICE: \$60298.00

### EXTERIOR COLOR:

GBA BLACK \$0.00

### ADDITIONAL OPTIONS :

<u>Code</u>	<u>Description</u>	<u>Price</u>
VK3	LICENSE PLATE FRONT MOUNTING PACKAGE	\$0.00
RDI	KEYLESS ENTRY KEYPAD 5-digit programmable keypad located near outside driver's door handle, (dealer-installed)	\$247.50
1LZ	PREMIER PREFERRED EQUIPMENT GROUP (Increase over Base LS Pkg.)	\$14544.00
H1Y	JET BLACK, PERFORATED LEATHER seating surfaces	\$0.00
NHT	MAX TRAILERING PACKAGE includes (ZL6) Advanced Trailering Package, (JL1) trailer brake controller and (V03) extra capacity cooling system (Requires (PDG) Technology and Entertainment Package except when included in (PCU) Sun and Tow Package. Includes (ZM1) Enhanced Trailer View when (PDG) Technology and Entertainment Package is ordered. Also includes (NQH) 2- speed active transfer case and (JHD) Hill Descent Control.	\$846.00
PDG	TECHNOLOGY AND ENTERTAINMENT PACKAGE includes (CWM) Technology Package content and (UW9) Rear Seat Media System (Also includes (C3U) power sunroof. Not available with (PCU) Sun and Tow Package.)	\$4,428.00
RG8	PREMIUM LINER PROTECTION PACKAGE includes (AAK) 1st and 2nd row premium floor liners, (RIB) 3rd row all-weather floor liner, (CAV) all-weather cargo mat.	\$445.50

"A Member of the HERTRICH Family of Automobile Dealerships"

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

## ADDITIONAL OPTIONS :

<u>Code</u>	<u>Description</u>	<u>Price</u>
UKL	SUPER CRUISE a hands-free driver assistance system feature for use on compatible roads, includes automatic lane changing and trailering capability (Requires (PDG) Technology and Entertainment Package with (NHT) Max Trailering Package and (ZM1) Enhanced Trailer View. Includes (R9M) 3 Years of OnStar Digital Services.)	\$2,855.00
(2)	ADDITIONAL KEYS, PROGRAMMED (\$300. / EA)	\$600.00
TOTAL W/OPTIONS:		\$84264.00

A-7

DB:dh  
12-10-24

**RESOLUTION AUTHORIZING AND RATIFYING AN EMERGENCY PROCUREMENT AND PAYMENT OF SAME TO THE ORIGINAL W. HARGROVE DEMOLITION CO. FOR THE EMERGENCY DEMOLITION OF 1002 S. 8<sup>th</sup> STREET, BLOCK 383, LOT 43 AND IMPOSING A MUNICIPAL LIEN AGAINST THE PROPERTY**

**WHEREAS**, on November 4, 2024, the City Construction Official inspected a commercial building which is located at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43; and

**WHEREAS**, upon inspection, the Construction Official determined that the building located at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, was an Unsafe Structure which constitutes a danger to the health, safety and welfare of the residents of the City of Camden requiring prompt action; and

**WHEREAS**, on November 4, 2024, it was determined that the building located at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, required emergency demolition, including the removal of all structures, contents and debris, whether above or below ground and the final restoration and grading of the property; and

**WHEREAS**, the City of Camden's Purchasing Agent reached out to three (3) vendors, The Original W. Hargrove Demolition, Inc., was the lowest responsible bidder for the emergency demolition of the commercial building structure located at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, including the removal of all structures, contents, and debris, whether above or below ground and the final restoration and grading of the property; and

**WHEREAS**, the City of Camden received a lump sum bid of ONE HUNDRED SIXTY-FIVE DOLLARS (\$165,000.00) from The Original W. Hargrove Demolition, Inc., for the emergency demolition including the removal of all structures, contents, and debris, whether above or below ground and the final restoration and grading of the property at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, Camden, NJ; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-6, the City of Camden entered into a contract with The Original W. Hargrove Demolition, Inc. for ONE HUNDRED SIXTY-FIVE DOLLARS (\$165,000.00) for the emergency demolition including the removal of all structures, contents and debris, whether above or below ground; the final restoration and grading of 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, Camden NJ; 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 budget for the City of Camden, under line item(s) "4-01-E4-605-901 and 4-01-E6-700-908", and said certification has been signed by the Chief Financial Officer and approved as to form by the City Attorney; and

**WHEREAS**, the City of Camden is permitted by New Jersey law, N.J.S.A. 40:48 - 1.1 et seq. and the City of Camden Code to impose a municipal lien in the amount of ONE HUNDRED SIXTY-FIVE DOLLARS (\$165,000.00) on the property at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, Camden, NJ or alternatively, to enforce the payment of ONE HUNDRED SIXTY-FIVE DOLLARS (\$165,000.00), together with interest, as a debt of the owner of the property for the City's costs incurred for the emergency demolition including the removal of debris, final restoration and grading of 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, Camden, NJ; now, therefore

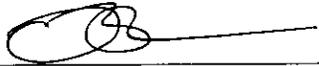
**BE IT RESOLVED**, by the City Council of the City of Camden as follows:

1. The appropriate person in City of Camden shall have the authority to impose and record a lien in the amount of ONE HUNDRED SIXTY-FIVE DOLLARS (\$165,000.00) on the property located at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, for the costs incurred for the emergency demolition including the removal of debris, final restoration and grading.
2. The municipal lien in the amount of ONE HUNDRED SIXTY-FIVE DOLLARS (\$165,000.00) for the property located at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, Camden, NJ, shall remain on the property until the owner or other interested party satisfies this amount.
3. Interest and other costs shall accrue on the lien amount as allowed by law.
4. The City shall also have the authority pursuant to N.J.S.A. 40:48-1.1 and the Camden City Code to enforce the payment of the costs incurred by the City in the amount of ONE HUNDRED SIXTY-FIVE DOLLARS (\$165,000.00) for the demolition including the removal of debris, final restoration and grading at 1002 S. 8<sup>th</sup> Street, Block 383, Lot 43, Camden, NJ, together with interest, as a debt of the owner of the property, by instituting an action at law for the collection of this sum.

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: December 10, 2024

The above has been reviewed  
and approved as to form.



DANIELS. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: 12/10/2024

TO: City Council  
FROM: Timothy J. Cunningham, Business Administrator

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING AND RATIFYING EMERGENCY PROCUREMENT AND PAYMENT OF SAME TO THE ORIGINAL W. HARGROVE DEMOLITION CO., FOR EMERGENCY DEMOLITION OF 1002 S. 8<sup>TH</sup> STREET, BLOCK 383, LOT 43 AND IMPOSING A MUNICIPAL LIEN AGAINST THE PROPERTY**

Point of Contact:	Lateefah Chandler	Admin-Purchasing	856-757-7475	lachandl@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

### ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent	Y	<i>Lateefah Chandler</i>	11/12/2024	
Director of Finance		<i>A.T.</i>	11/12/2024	
Approved by: Business Administrator		<i>[Signature]</i>	11/25	

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by: City Attorney	<i>[Signature]</i>	Date	NOV 26 2024
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<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

**CAMDEN CITY**  
 520 MARKET STREET  
 P O BOX 95120  
 CAMDEN, NJ 08101-5120  
 TEL (856)757-7000

REQUISITION	
NO.	R2402173

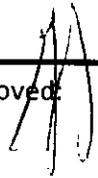
SHIP TO	DEPT OF PUBLIC WORKS 101 NEWTON AVENUE CAMDEN, NJ 08103 ATTN: ANGELA WATKINS
VENDOR	VENDOR #: HAR04 THE ORIGINAL W. HARGROVE DEMOLITION CO. 1507 STATE STREET CAMDEN, NJ 08105

ORDER DATE: 11/06/24  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

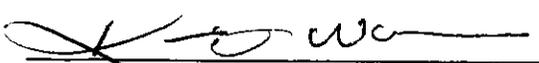
QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00 EA	ER DEMO - 1002 S. 8TH ST Emergency contract to provide for the demolition of a commercial property, the removal of all structures, contents and all other debris, whether above or below ground, at 1002 S. 8TH ST (BLOCK 383/LOT 43), final restoration and grading of this property in the City of Camden.	4-01-E4-605-901	15,609.8200	15,609.82
1.00 EA	ER DEMO - 1002 S. 8TH ST	4-01-E6-700-908	149,390.1800	149,390.18
			TOTAL	165,000.00

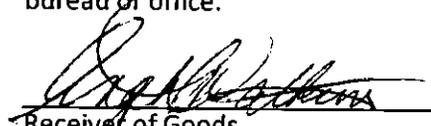
*11/6/2024*  
*Res Date 12/10/2024*

**CITY OF CAMDEN  
 PURCHASING BUREAU  
 2024 NOV - 8 AM 1:07**

Approved: 

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

 11-6-24  
 Department Head Date

 11/6/24  
 Receiver of Goods Date

**THIS COPY OF THE REQUISITION TO BE FORWARDED TO THE PURCHASING BUREAU**

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING AND RATIFYING EMERGENCY PROCUREMENT AND PAYMENT OF SAME TO THE ORIGINAL W. HARGROVE DEMOLITION CO., FOR EMERGENCY DEMOLITION OF 1002 S. 8<sup>TH</sup> STREET, BLOCK 383, LOT 43 AND IMPOSING A MUNICIPAL LIEN AGAINST THE PROPERTY**

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- Ratify the emergency demolition and payment of same to The Original W. Hargrove Demolition, Inc., 1507 State Street, Camden, NJ 08105 of 1002S. 8<sup>th</sup> Street, Block 383, Lot 43.
- On 11/04/2024 the Construction Office declared this property an unsafe structure and imminent hazard due to total interior collapse due to major fire, the exterior walls are in danger of collapse
- Received quotes from Hargrove \$165,000.00; Winzinger \$185,000; Caravella \$193,000
- The City of Camden Code will impose a municipal lien against the property for the amount of the costs incurred by the City for the demolition and any additional expenses.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$165,000.00

**PROCUREMENT PROCESS:** N.J.S.A. 40A: 11-6 (Emergency)

**APPROPRIATION NUMBER:** 4-01-E4-605-901 (\$15,602.82) & 4-01-E6-700-908 (149,397.18)

### IMPACT STATEMENT:

- ER Demolition work started November 6, 2024

### SUBJECT MATTER EXPERTS/ADVOCATES:

- N/A

### COORDINATION:

- N/A

**Prepared by:** LATEEAH CHANDLER

**856-757-7159**

---

Name

Phone/Email

**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	THE ORIGINAL W. HARGROVE DEMOLITION, INC.
Purpose or Need for service:	EMERGENCY DEMOLITION OF 1002 S 8 <sup>TH</sup> STREET, BLOCK 383, LOT 43
Contract Award Amount	\$165,000.00
Term of Contract	~5 DAYS
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:11-6
Were other proposals received? If so, please attach the names and amounts for each proposal received?	YES WINZINGER \$185,000 CARAVELLA \$193,000

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.

\_\_\_\_\_  
Mayor's Signature

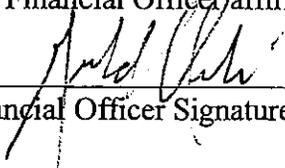
Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature

Date \_\_\_\_\_

\_\_\_\_\_  
\*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.

  
\_\_\_\_\_  
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 Date \_\_\_\_\_  
Certifying Officer

***For LGS use only:***

\_\_\_\_\_  
 Approved  Denied

\_\_\_\_\_  
Date \_\_\_\_\_  
Director or Designee,  
Division of Local Government Services

Number Assigned \_\_\_\_\_

**BID PRICE SHEET**

**EMERGENCY CONTRACT TO PROVIDE FOR THE DEMOLITION OF A COMMERCIAL PROPERTY, THE REMOVAL OF ALL STRUCTURES, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 1002 S. 8TH STREET, BLOCK 383, LOT 43, FINAL RESTORATION AND GRADING OF THIS PROPERTY IN THE CITY OF CAMDEN**

\$ 165,000.<sup>00</sup>  
TOTAL

Total Bid Amount in Words: One Hundred Sixty Five Thousand  
Dollars and <sup>00</sup>/<sub>100</sub>

**NOTE: THE ABOVE LUMP SUM PAYMENTS MUST INCLUDE ALL COSTS, INCLUDING REMOVAL OF ALL DEBRIS, WHETHER ABOVE OR BELOW GROUND, ASBESTOS ABATEMENT, REMOVAL OF ABOVE GROUND OIL, PROPANE OR OTHER TYPES OF TANKS OR CONTAINERS, INCLUDING ABOVE GROUND OIL, PROPANE OR OTHER TYPES OF TANKS OR CONTAINERS LOCATED IN THE BASEMENT OF THE STRUCTURE(S) TO BE DEMOLISHED, ALL RESTORATION AND GRADING COSTS AND ALL OTHER COSTS.**

**PLEASE NOTE: GAS AND ELECTRIC SERVICES TO , CAMDEN, NEW JERSEY HAVE BEEN DISCONNECTED BY PSE&G.**

**THE ABOVE LUMP SUM PAYMENTS MUST INCLUDE ALL COSTS ASSOCIATED WITH OTHER DISCONNECTION COSTS AS WELL AS DISCONNECTION OF APPURTENANT EQUIPMENT SUCH AS METERS, REGULATORS, AND GAUGES AND THE COORDINATION AND SCHEDULING THEREOF.**

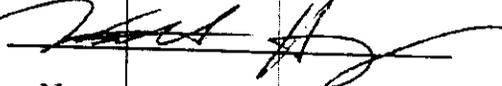
**PLEASE NOTE: THE BIDDER WILL NOT BE RESPONSIBLE FOR WATER AND SEWER DISCONNECTS OR FOR THE COSTS FOR THESE WATER AND SEWER DISCONNECTS SINCE THE WATER AND SEWER DISCONNECT SERVICES ARE TO BE PROVIDED BY AMERICAN WATER.**

Fees for any additional charges not listed in this bid sheet are expressly not permitted under the contract.

\*\*\*

I **HEREBY** submit and confirm this Bid Price Sheet, subject to all requirements and conditions stated in these bid specifications.

Company Name: "The Original" W. Hargrove Demolition Co. Inc.

Bidder's Corporate Officer's Signature: 

(print name)

Name: William Hargrove (

(print title)

Title: President

Date: 11/4/2024



# CERTIFICATE OF ENVIRONMENTAL COMPLIANCE

Name of Contractor: "The Original" W Hargrove Demolition Co. Inc.

I, William Hargrove, hereby agree to hold harmless the City of Camden, its successors and assignees, or its officials, officers, employees and agents, for any injuries to person or property incurred on losses suffered on account of the demolition of 1002 S. 8th Street, Camden, NJ

I certify upon inspection of the property that there is no asbestos or visible hazardous tanks. The contractor will not be responsible for the removal of subsurface tanks unless otherwise noted by the City of Camden. If either of these items are identified, they will be removed in accordance with applicable federal, state, and local laws, ordinances, rules and regulations. Including, the New Jersey Department of Labor procedures, rules, and regulations, including providing appropriate documents, affidavits and/or certifications and also N.J.S.A 52:27D - 119 et. Seq.

Asbestos		Tanks	
Yes	No	Yes	No
<u>      </u>	<u>  X  </u>	<u>      </u>	<u>  X  </u>

By: [Signature]  
William Hargrove, President.

Sworn and subscribed to before me  
On this 4th day of November, 2024

[Signature]  
NOTARY PUBLIC

KELLY-JO GIPE  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
MY COMMISSION EXPIRES MARCH 28, 2029

## CITY OF CAMDEN

### EMERGENCY CONTRACT TO PROVIDE FOR THE DEMOLITION OF A COMMERCIAL PROPERTY, THE REMOVAL OF ALL STRUCTURES, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 1002 S. 8TH STREET, BLOCK 383, LOT 43, FINAL RESTORATION AND GRADING OF THIS PROPERTY IN THE CITY OF CAMDEN

This Emergency Demolition is encompassed by the Standard City Demolition Specifications, which are incorporated by reference and made a part hereto, and the following, special provisions.

On November 4, 2024, the City of Camden Construction Official conducted an inspection of the structure at 1002 S. 8th Street, Block 383, Lot 43, and determined that it is an unsafe structure and imminent hazard: total interior collapse due to major fire, the exterior walls are in danger of collapse. These unsafe conditions make this structure extremely dangerous to the residents. The Construction Official provided the owner until November 6, 2024 to demolish the structure or correct the unsafe conditions. The owner has failed to do so and the Construction Official has determined that the building structure must be promptly demolished.

By this emergency quote, the City of Camden is seeking one (1) contractor to provide for the demolition of the commercial property at 1002 S. 8th Street, Block 383, Lot 43, the removal of all structures, contents and all other debris, whether above or below ground, and final restoration and grading of the property in the City of Camden.

The Contractor must respond by no later than 4:30 PM on November 4, 2024. The Purchasing Bureau will contact the successful vendor by telephone/email with notice to proceed.

Contractor must secure the property immediately after being notified of the award on November 4, 2024 for public safety. A Portable six-foot (6') metal cyclone fence (**hard fencing**) must be erected around the pedestrian walkway(s) of the structure(s) to be demolished. (**NO EXCEPTIONS**). **Any immediate hazards [falling debris, etc.] that has the potential to fall outside of the fencing must be corrected at that time.** **Contractor must begin demolition by 8:00 am on Wednesday, November 6, 2024.**

Contractor shall ensure that dust be kept to a minimum by spraying the site with water during the demolition. Sidewalks should be made passable and left broom clean daily during the course of your demolition operations.

All Contractor signage shall be removed from the worksite at the time the job is completed. This requirement is a condition prior to receipt of final payment.

**PLEASE NOTE: In the event of a tie for emergency demolition request, the determining factor will be awarded to the contractor who submits their proposal the earliest**

**Fees for any additional charges not listed in this bid sheet are expressly not permitted under the contract.**

\*\*\*

**I HEREBY** submit and confirm this Bid Price Sheet, subject to all requirements and conditions stated in these bid specifications.

Company Name: \_\_\_\_\_

Bidder's Corporate Officer's Signature: \_\_\_\_\_

print name) Name : \_\_\_\_\_ (

(print title) Title: \_\_\_\_\_

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

## Lateefah Chandler

---

**From:** Lateefah Chandler  
**Sent:** Monday, November 4, 2024 4:57 PM  
**To:** kelly whargrove.com  
**Cc:** James Rizzo  
**Subject:** Re: (EXTERNAL) Re: 1002 S. 8th Street ER Demo Quote Request

Hi Kelly

Please proceed with the demo at 1002 S 8th Street as per the City Standard demo specs.

ER results for demo today

HARGROVE \$165,000  
WINZINGER \$183,000  
CARAVELLA \$193,000

Thank you  
Lateefah Chandler

---

**From:** kelly whargrove.com <kelly@whargrove.com>  
**Sent:** Monday, November 4, 2024 4:22:57 PM  
**To:** Lateefah Chandler <LaChandl@camdennj.gov>  
**Subject:** (EXTERNAL) Re: 1002 S. 8th Street ER Demo Quote Request

Please see attached

Kelly-Jo Gipe, Controller  
W. Hargrove Demolition Co Inc.  
1507 State Street  
Camden, NJ 08105

Telephone #856-225-1100  
Fax #856-541-0841  
Email: [kelly@whargrove.com](mailto:kelly@whargrove.com)

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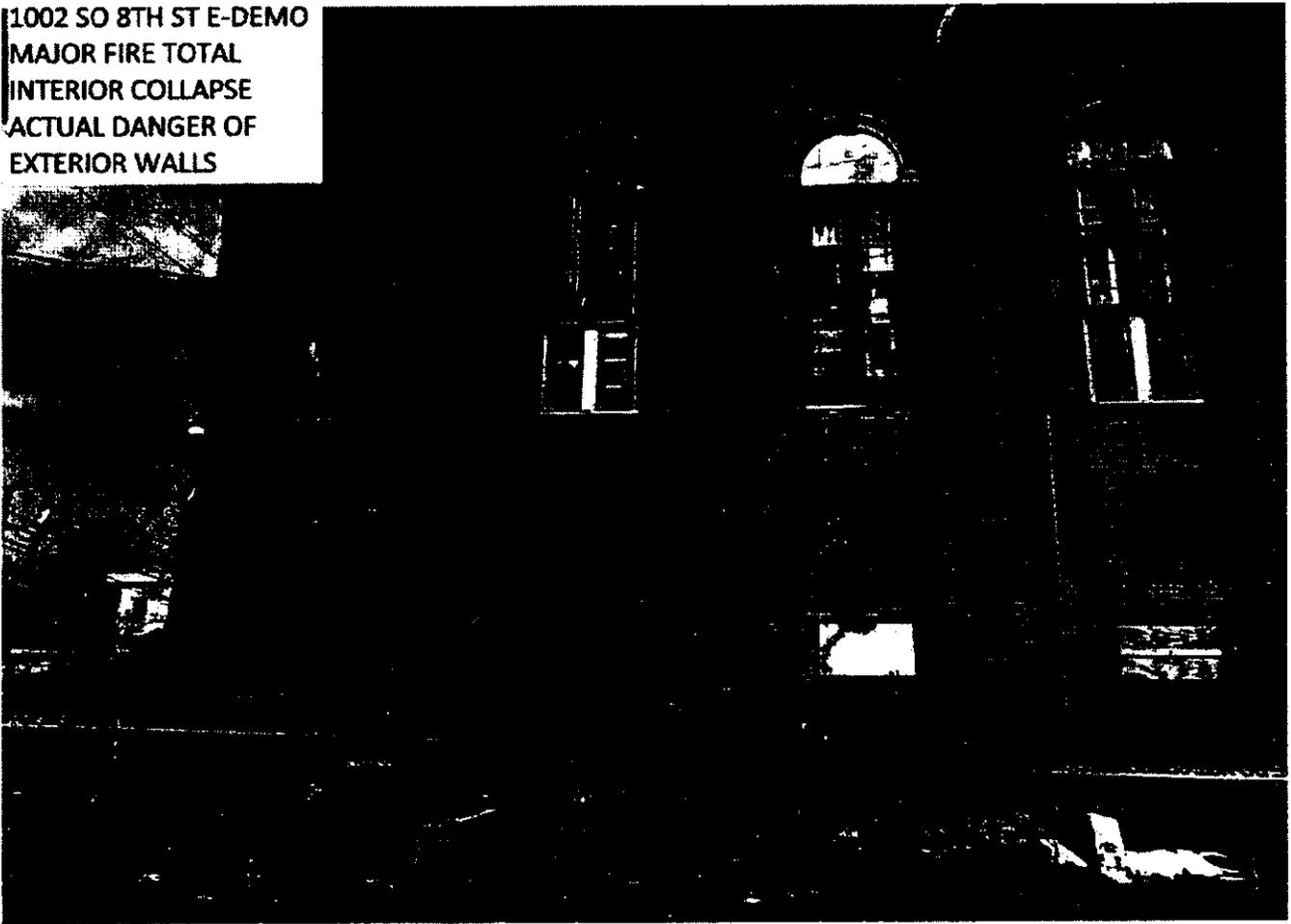
**From:** Lateefah Chandler <LaChandl@camdennj.gov>  
**Sent:** Monday, November 4, 2024 2:45 PM  
**To:** kelly whargrove.com <kelly@whargrove.com>; bill whargrove.com <bill@whargrove.com>  
**Subject:** 1002 S. 8th Street ER Demo Quote Request

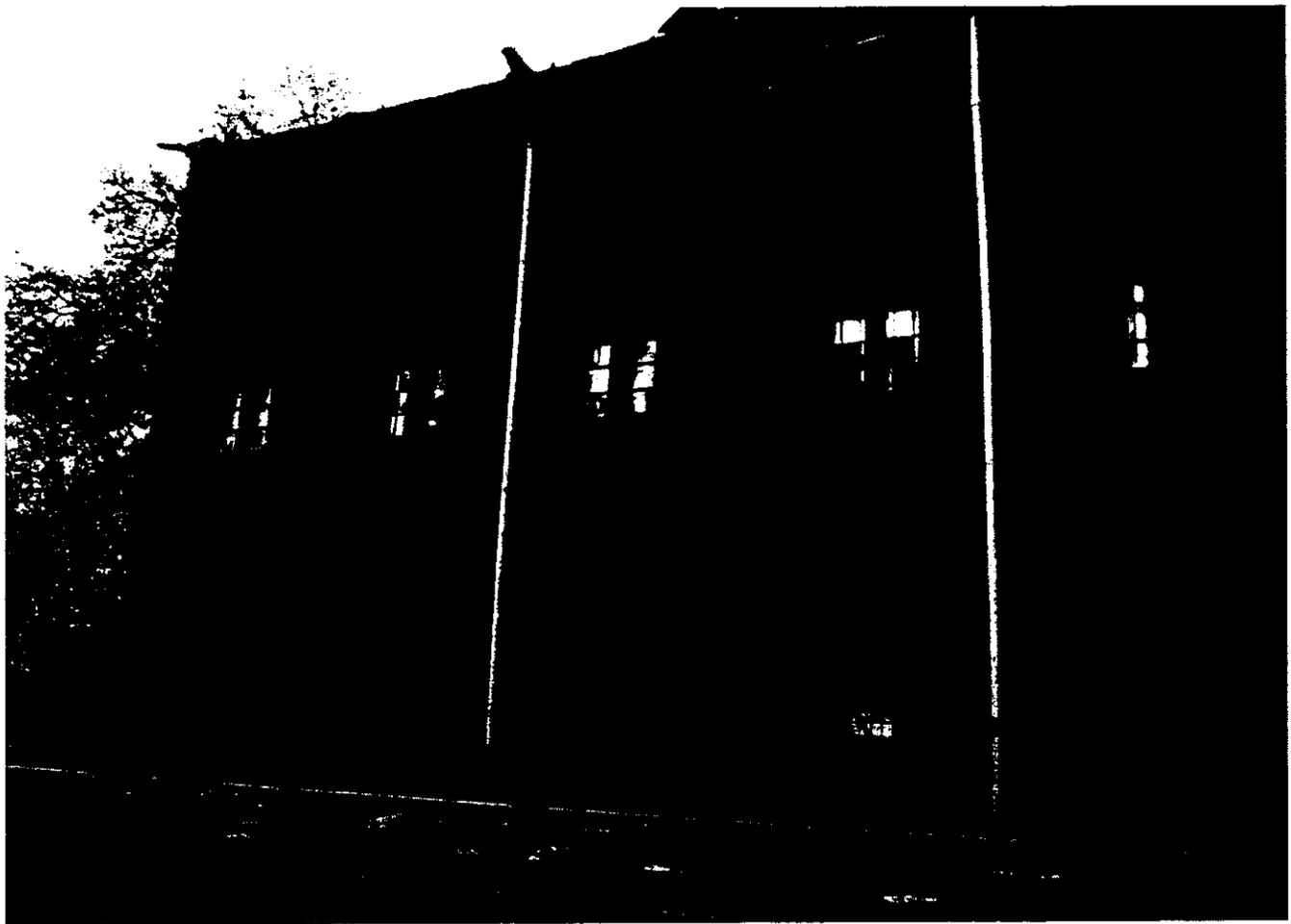
Hello,

Kindly see the attached for ER Demo at 1002 S 8<sup>TH</sup> Street. Quote is due today, **November 4, 2024 by 4:30 pm**. Please let me know if you are interested in providing a quote for this service.

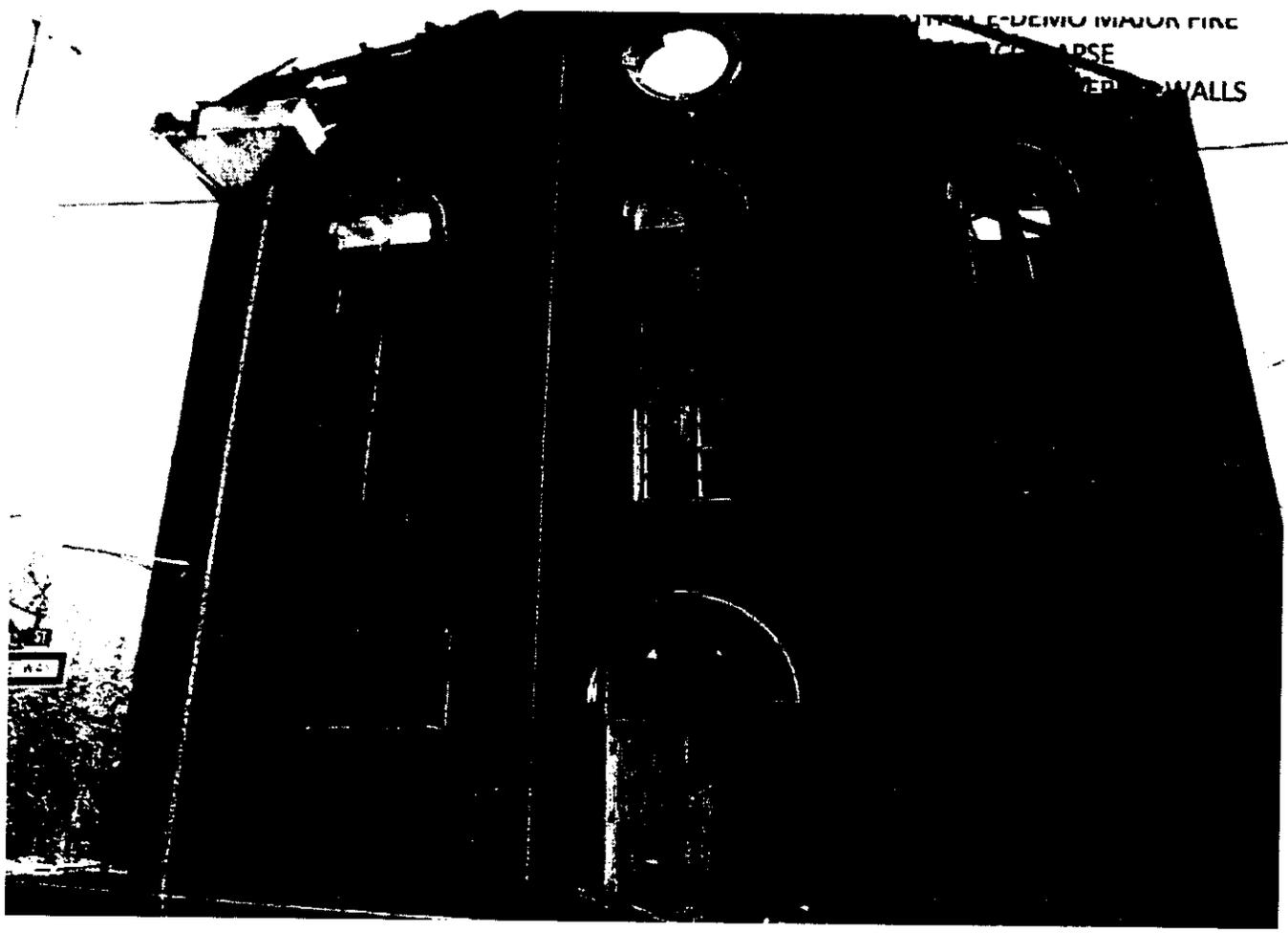
Thank you.

1002 SO 8TH ST E-DEMO  
MAJOR FIRE TOTAL  
INTERIOR COLLAPSE  
ACTUAL DANGER OF  
EXTERIOR WALLS

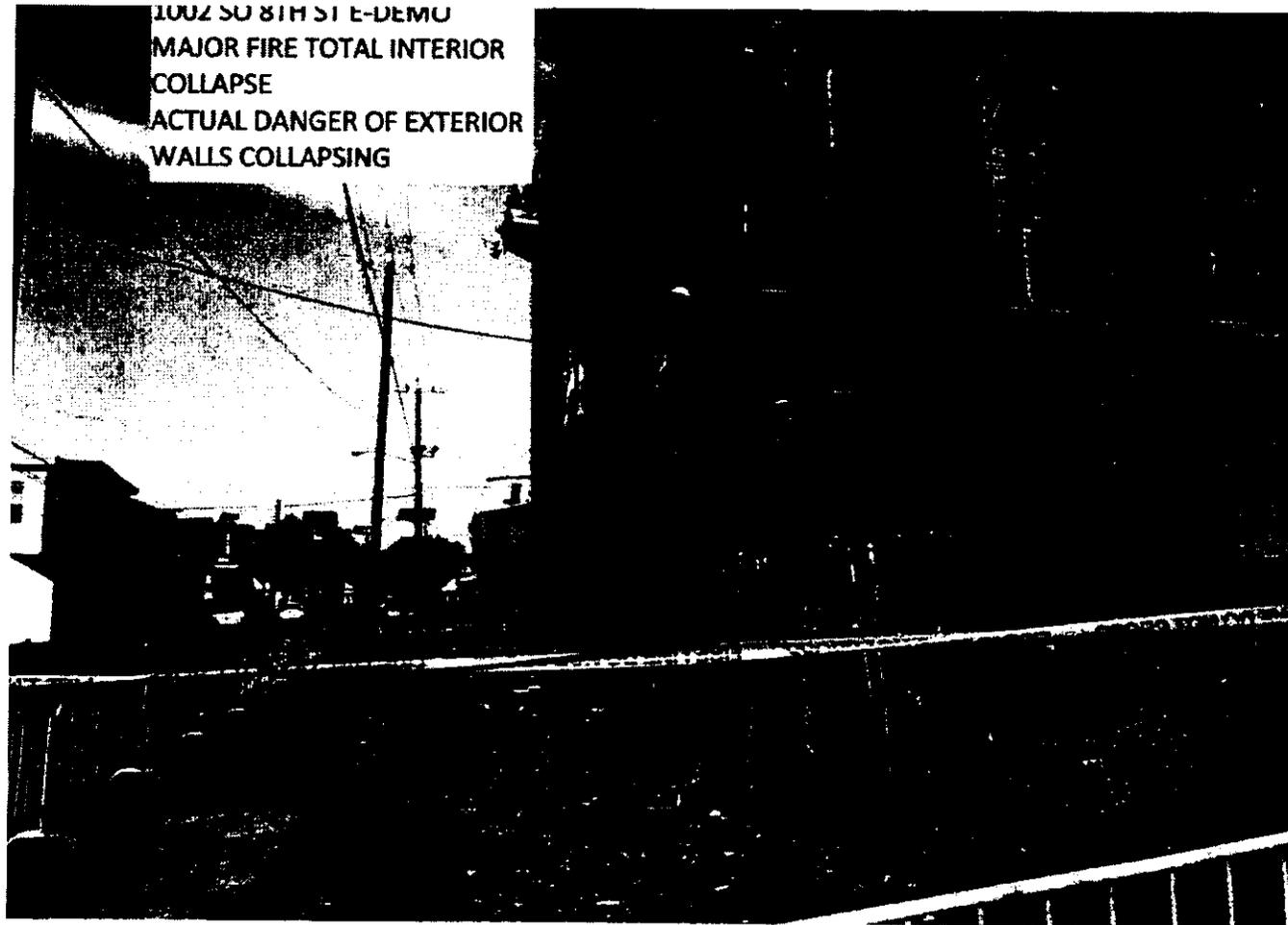




INTER-DEMO MAJOR FIRE  
COURSE  
WALLS



1002 SO 8TH ST E-DEMU  
MAJOR FIRE TOTAL INTERIOR  
COLLAPSE  
ACTUAL DANGER OF EXTERIOR  
WALLS COLLAPSING





CITY OF CAMDEN  
 520 MARKET STREET  
 CAMDEN, NJ 08101  
 (856)757-7032

## NOTICE OF IMMINENT HAZARD

Application Date:  
 Application ID:  
 Permit Number:  
 Date Permit Issued:  
 Notice Date: 11/4/2024  
 Violation Number: 2024-02845

### IDENTIFICATION

Work Site Location: <u>1002 SO 8TH ST</u>	Block: <u>383</u>	Lot: <u>43</u>	Qual: _____
Owner in Fee: <u>FRIENDSHIP BAPTIST CHURCH</u>	Contractor/Agent: _____		
Address: <u>1002 SO 8TH ST</u>	Address: _____		
<u>CAMDEN NJ 08103</u>	Telephone: _____		
Telephone: _____	Telephone: _____		

To:  Owner  Other  
 Contractor/Agent

Date of Inspection: 11/4/2024      Date of Notice: 11/4/2024      Compliance Due Date: 11/6/2024

### ACTION

**Take NOTICE** that as a result of the inspections conducted by this agency on 11/4/2024 of the above property, an imminent hazard has been found to exist pursuant to N.J.S.A. 52:27D-132 and N.J.A.C. 5:23-2.32. The building or structure, or portion thereof, deemed an imminent hazard is described as follows:

**TOTAL INTERIOR COLLAPSE DUE TO MAJOR FIRE. THE EXRTERIOR WALLS ARE IN DANGER OF COLLAPSE**

As such, you are hereby **ORDERED** to immediately and forthwith vacate the above structure or portion thereof.

Further, you are **ORDERED** to:

- Immediately correct the above noticed imminent hazards so as to render the structure temporarily safe and secure.
- Demolish the above structure by 11/6/2024.

Failure to immediately comply with this **ORDER** may result in the necessary correction being made by the Construction Official at the expense of the property owner pursuant to N.J.A.C. 5:23-2.32(b)5.

Failure to render the structure temporarily safe and secure and/or demolish the structure in accordance with this **ORDER** will result in this matter being forwarded to legal counsel for prosecution, and assessment of penalties up to \$2,000.00 per week per violation. You must immediately declare to the Construction Official, your acceptance or rejection of the terms of this **ORDER**.

If you wish to contest this **ORDER**, you must apply for a stay to a court of competent jurisdiction within 24 hours.

If you have any questions concerning this matter, please call: (856) 757-7032.

By Order of:  Date: 11/04/2024  
 CITY OF CAMDEN Construction Official

Sent by Certified Mail: \_\_\_\_\_





CITY OF CAMDEN  
DEPARTMENT OF CODE ENFORCEMENT  
BUILDING BUREAU

**EMERGENCY DEMOLITION**

To: Keith Walker, Director of Department of Public Works  
From: JAMES R RIZZO, Construction Official  
Date: Monday, November 04, 2024  
SITE: 1002 SO 8<sup>TH</sup> ST  
Owner: FRIENDSHIP BAPTIST CHURCH  
SAME  
CAMDEN, NJ 0810

---

I hereby certify that all necessary steps required pursuant to UCC 5:23-2.32 have been taken by the Building Bureau prior to issuing this demolition memorandum for above referenced property.  
Please process accordingly.

Signed: \_\_\_\_\_  
JAMES R RIZZO, Construction Official

Signed: \_\_\_\_\_  
Building Sub code Official

**COMMENTS — NO STUCCO — STAND ALONE PROPERTY**



**Fees for any additional charges not listed in this bid sheet are expressly not permitted under the contract.**

\*\*\*

I **HEREBY** submit and confirm this Bid Price Sheet, subject to all requirements and conditions stated in these bid specifications.

Company Name: Carvella Demolition, Inc.

Bidder's Corporate Officer's Signature: \_\_\_\_\_

*John Caravella*

Name : John Caravella (

print name)

Title: President

(print title)

Date: 11/04/2024



# CERTIFICATE OF ENVIRONMENTAL COMPLIANCE

Name of Contractor: Caravella Demolition, Inc.

I, John Caravella, hereby agree to hold harmless the City of Camden, its successors and assignees, or its officials, officers, employees and agents, for any injuries to person or property incurred on losses suffered on account of the demolition of 1002 N 8th Street, Camden, NJ

I certify upon inspection of the property that there is no asbestos or visible hazardous tanks. The contractor will not be responsible for the removal of subsurface tanks unless otherwise noted by the City of Camden. If either of these items are identified, they will be removed in accordance with applicable federal, state, and local laws, ordinances, rules and regulations. Including, the New Jersey Department of Labor procedures, rules, and regulations, including providing appropriate documents, affidavits and/or certifications and also N.J.S.A 52:27D – 119 et. Seq.

Asbestos

Tanks

Yes      No

Yes      No

By: *John Caravella*  
John Caravella, President

\_\_\_\_\_  
x

Sworn and subscribed to before me  
On this 11<sup>th</sup> day of November 2024

*Anna M. Bastos*  
NOTARY PUBLIC

ANNA M. BASTOS  
NOTARY PUBLIC OF NEW JERSEY  
Commission # 2322830  
My Commission Expires 12/13/2024

**BID PRICE SHEET**

EMERGENCY CONTRACT TO PROVIDE FOR THE DEMOLITION OF A COMMERCIAL PROPERTY, THE REMOVAL OF ALL STRUCTURES, CONTENTS AND ALL OTHER DEBRIS, WHETHER ABOVE OR BELOW GROUND, AT 1002 S. 8TH STREET, BLOCK 383, LOT 43, FINAL RESTORATION AND GRADING OF THIS PROPERTY IN THE CITY OF CAMDEN

\$ 183,000.<sup>00</sup>  
TOTAL

Total Bid Amount in Words: \_\_\_\_\_  
One Hundred Eighty Three Thousand Dollars and <sup>00</sup> Cents

NOTE: THE ABOVE LUMP SUM PAYMENTS MUST INCLUDE ALL COSTS, INCLUDING REMOVAL OF ALL DEBRIS, WHETHER ABOVE OR BELOW GROUND, ASBESTOS ABATEMENT, REMOVAL OF ABOVE GROUND OIL, PROPANE OR OTHER TYPES OF TANKS OR CONTAINERS, INCLUDING ABOVE GROUND OIL, PROPANE OR OTHER TYPES OF TANKS OR CONTAINERS LOCATED IN THE BASEMENT OF THE STRUCTURE(S) TO BE DEMOLISHED, ALL RESTORATION AND GRADING COSTS AND ALL OTHER COSTS.

PLEASE NOTE: GAS AND ELECTRIC SERVICES TO , CAMDEN, NEW JERSEY HAVE BEEN DISCONNECTED BY PSE&G.

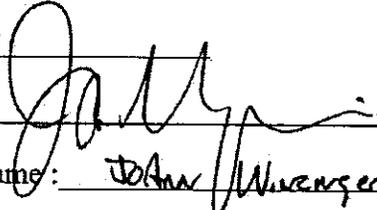
THE ABOVE LUMP SUM PAYMENTS MUST INCLUDE ALL COSTS ASSOCIATED WITH OTHER DISCONNECTION COSTS AS WELL AS DISCONNECTION OF APPURTENANT EQUIPMENT SUCH AS METERS, REGULATORS, AND GAUGES AND THE COORDINATION AND SCHEDULING THEREOF.

PLEASE NOTE: THE BIDDER WILL NOT BE RESPONSIBLE FOR WATER AND SEWER DISCONNECTS OR FOR THE COSTS FOR THESE WATER AND SEWER DISCONNECTS SINCE THE WATER AND SEWER DISCONNECT SERVICES ARE TO BE PROVIDED BY AMERICAN WATER.

**Fees for any additional charges not listed in this bid sheet are expressly not permitted under the contract.**

\*\*\*

I **HEREBY** submit and confirm this Bid Price Sheet, subject to all requirements and conditions stated in these bid specifications.

Company Name: WINZINAE, INC.  
Bidder's Corporate Officer's Signature:   
Name: John Wenzel (  
print name)  
Title: President  
(print title)  
Date: 11/4/24



# CERTIFICATE OF ENVIRONMENTAL COMPLIANCE

Name of Contractor: Winzinger, Inc

I, John Winzinger, hereby agree to hold harmless the City of Camden, its successors and assignees, or its officials, officers, employees and agents, for any injuries to person or property incurred on losses suffered on account of the demolition of 1002 S 8th Street

I certify upon inspection of the property that there is no asbestos or visible hazardous tanks. The contractor will not be responsible for the removal of subsurface tanks unless otherwise noted by the City of Camden. If either of these items are identified, they will be removed in accordance with applicable federal, state, and local laws, ordinances, rules and regulations. Including, the New Jersey Department of Labor procedures, rules, and regulations, including providing appropriate documents, affidavits and/or certifications and also N.J.S.A 52:27D - 119 et. Seq.

Asbestos

Tanks

Yes

No

Yes

No

By: [Signature]

Sworn and subscribed to before me

On this 4 day of November 2024

[Signature]  
NOTARY PUBLIC

WILLIAM K. CHALLENGER  
NOTARY PUBLIC OF NEW JERSEY  
Commission # 2334691  
My Commission Expires 9/20/2025

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: HARGROVE DEMOLITION CO

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

- BUDGET APPROPRIATION: 4-01-E4-605-901(\$15,602.82) 4-01-E6-700-908 (\$149,397.18)

AMOUNT \$

APPROPRIATION RESERVE:

AMOUNT: \$

- DEDICATED BY RIDER:

AMOUNT: \$

- RESERVE FOR STATE AND FEDERAL GRANT:

AMOUNT \$

- CAPITAL ORDINANCE

AMOUNT: \$

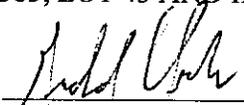
- TRUST ACCOUNT:

AMOUNT: \$

**DETERMINATION OF VALUE CERTIFICATION**

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE \$ 165,000.00

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING AND RATIFYING EMERGENCY PROCUREMENT AND PAYMENT OF SAME TO THE ORIGINAL W. HARGROVE DEMOLITION CO. FOR EMERGENCY DEMOLITION OF 1002 S 8<sup>TH</sup> STREET , BLOCK 383, LOT 43 AND IMPOSING A MUNICIPAL LEIN AGAINST THE PROPERTY

  
\_\_\_\_\_  
Gerald C. Seneski

*Chief Financial Officer*

Date: 11/7

A-8

DB:dh  
12-10-24

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY FOR THE RECONSTRUCTION OF HARRISON AVENUE INFRASTRUCTURE PROJECT**

WHEREAS, Harrison Avenue, a major roadway in the City of Camden, is in need of both above-ground and underground improvements; and

WHEREAS, in 2022, the Camden County Municipal Utilities Authority ("CCMUA") and Camden Community Partnership ("CCP") received grant funding dedicated to Harrison Avenue improvements, including the creation of green infrastructure, improvements to accommodate bicyclists, pedestrians and automobiles, and improvements to prevent street flooding (the "Project"); and

WHEREAS, N.J.S.A. 40A:65-1 *et seq* ("Uniform Shared Services and Consolidation Act") permits two local units to enter into a Shared Services Agreement ("SSA") for any services which any party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, the City desires to enter into a SSA with CCMUA to complete the project; and

WHEREAS, the City and the CCMUA agree that their mutual public purposes and their best interest will be promoted by the execution and delivery of this SSA pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act; and

WHEREAS, the City and the CCMUA desire to memorialize their respective rights and responsibilities with respect to the Project; now, therefore

BE IT RESOLVED, by the City of Council of the City of Camden that, pursuant to N.J.S.A. 40A:65-1 *et seq*, the proper City officials be, and are, hereby authorized to execute a Shared Services Agreement with the CCMUA, for the reconstruction of Harrison Avenue Infrastructure Project pursuant to the terms described in the SSA.

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: December 10, 2024

The above has been reviewed and approved as to form



DANIELS. BLACKBURN  
City Attorney

ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Timothy Cunningham, Business Administrator

**TITLE OF ORDINANCE/RESOLUTION: TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY FOR THE RECONSTRUCTION OF HARRISON AVENUE INFRASTRUCTURE PROJECT**

Point of Contact:	<b>Timothy Cunningham</b>	<b>Administration</b>	<b>7150</b>	<b>ticunnin@camdennj.gov</b>
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible				
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

NOV 26 2024

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE COUNTY OF CAMDEN FOR GASOLINE AND DIESEL PUMP FUEL USAGE**

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- Harrison Ave., a major roadway in the City, is in need of above and underground improvements
- CCMUA and CCP received grant funding to conduct improvements along Harrison Ave
- County and the City have agreed to enter into a SSA in order to complete the project

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$0

**IMPACT STATEMENT:**

- 
- 
- 

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Name, Organization 1.
  - Attendance: (Y/N/Tentative). Confirmed?
- Name, Organization 2.
  - Attendance: (Y/N/Tentative). Confirmed?
- Additional as required...

**COORDINATION:**

- 

**Prepared by:**

**Amia Valentine**

**7166 amvalent@camdennj.gov**

---

Name

Phone/Email

**SHARED SERVICES AGREEMENT  
BETWEEN THE CITY OF CAMDEN AND CAMDEN COUNTY MUA  
FOR THE RECONSTRUCTION OF HARRISON AVENUE  
INCLUDING REHABILITATION OF UNDERGROUND INFRASTRUCTURE**

THIS AGREEMENT (the "Agreement") is made as of this \_\_\_\_ day of November, 2024 (the "Effective Date"), by and between the City of Camden, a municipal corporate body politic (the "City") and the Camden County Municipal Utilities Authority, a municipal utilities authority of the State of New Jersey (the "CCMUA") (each a "Party" and collectively, the "Parties").

**WHEREAS**, Harrison Avenue is a roadway in the City of Camden, New Jersey, which is in need of both above-ground and underground improvements; and

**WHEREAS**, in 2022, the CCMUA and Camden Community Partnership ("CCP") received grant funding dedicated to Harrison Avenue improvements, including the creation of green infrastructure, improvements to accommodate bicyclists, pedestrians and automobiles, and improvements to prevent street flooding (the "Project"); and

**WHEREAS**, N.J.S.A. 40A:65-1, et seq. ("Uniform Shared Services and Consolidation Act") permits two local units to enter into a contract for any service which any party to the agreement is empowered to render within its jurisdiction; and

**WHEREAS**, in March, 2023, the CCMUA entered into a Shared Services Agreement with CCP so that CCP could distribute the grant funds to the CCMUA in order for the CCMUA to use its expertise to spearhead the planning and design of the Project; and

**WHEREAS**, the CCMUA now desires to entered into a Shared Services Agreement with the City in order to complete the Project; and

**WHEREAS**, the term of Agreement for these services shall commence on or about November \_\_\_\_, 2024 and terminate upon completion of the Project; and

**WHEREAS**, the City and the CCMUA agree that their mutual public purposes and their best interest will be promoted by the execution and delivery of this Shared Services

Agreement (the "Agreement") pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act; and

**WHEREAS**, the City and the CCMUA desire to memorialize their respective rights and responsibilities with respect to the Project.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, it is agreed by and between the parties as follows:

**1. PURPOSE AND SCOPE**

The purpose of the Agreement is for the CCMUA to provide experienced planning, coordination and construction services for the Project. By utilizing the expertise of the CCMUA's professional staff, the City will realize operational efficiencies and cost savings to benefit the City's residents.

**2. DUTIES AND RESPONSIBILITIES**

**A. The CCMUA's Responsibilities**

- (1) The CCMUA will determine the scope of work and draft the specifications for all related procurements;
- (2) The CCMUA will issue a bid for an experienced company to perform the improvements;
- (3) The CCMUA will oversee the work of any consultants, construction managers, contractors, and any other vendors;
- (4) The CCMUA will ensure that all necessary permits are obtained;
- (5) The CCMUA will work with the City in determining the Project schedule through the end of construction;
- (6) The CCMUA shall fund all work related to the Project; and
- (7) The CCMUA shall maintain any green infrastructure created under the Project at the CCMUA's sole cost.

**B. The City's Responsibilities**

- (1) The City, with the support of the CCMUA and CCP, shall facilitate all efforts to inform the public and engage public participation with respect to the Project; and
- (2) The City shall own, operate and maintain all aspects of the Project, namely the roadway and any underground infrastructure, including sanitary and stormwater sewer, with the exception of any green infrastructure.

**3. INSURANCE**

The CCMUA will require and confirm that all professionals, vendors, and contractors that contract with the CCMUA to perform any work on the Project shall include the City of Camden as "Additional Insured" on all insurance certificates.

**4. INDEMNIFICATION**

The CCMUA will include the City of Camden in its indemnification provision in all public procurement documents and contracts issued for the Project.

**5. CONFLICT OF INTEREST**

The City and the CCMUA agree that in administering the services in connection with this Agreement each entity will comply with all appropriate standards of conduct and will avoid any real conflict of interest or any appearance of a conflict of interest.

**6. TERM AND TERMINATION**

The term of this Agreement shall commence on or about November, 2024 and shall terminate upon completion of the Project, which completion is expected no later than three (3) years from the date of execution of this Shared Services Agreement. Notwithstanding the above, the City or the CCMUA, in its sole discretion, shall have the right to terminate this Agreement prior to the end of its term, with or without cause, upon Sixty (60) days written notice at the addresses listed herein above. This agreement shall be binding upon the parties, their heirs, successors, and assigns.

7. **NOTICES**

All notices hereunder shall be in writing and mailed postage prepaid, certified mail, return receipt requested to the parties at the addresses listed below:

Camden County Municipal Utilities Authority  
1645 Ferry Avenue  
Camden, New Jersey 08104  
Attn: Scott Schreiber, Executive Director

The City of Camden  
520 Market Street  
Camden, New Jersey 08102  
Attn: \_\_\_\_\_

8. **MISCELLANEOUS PROVISIONS**

The following miscellaneous provisions shall apply to this Agreement:

a. **Construction of this Agreement**

The parties acknowledge that this Agreement was prepared under New Jersey law and shall therefore be interpreted under the laws of the State of New Jersey.

b. **Waiver**

Failure to enforce any of the provisions of this Agreement by any of the parties shall not be construed as a waiver of the provisions.

c. **Amendment for Modification**

This Agreement may not be modified, altered, or amended in any manner, except in writing, signed by the parties hereto.

d. **Heading**

This section and any other headings contained in this Agreement are for reference purposes only and shall not affect meaning or interpretation of this Agreement.

**e. Invalid Clause**

The invalidity of any clause contained herein shall not render any other provision invalid and the balance of this Agreement shall be binding upon all parties hereto.

**f. Entire Agreement**

This Agreement shall consist of the entire agreement of the parties and it is acknowledged that there is no side or oral agreements relating to the understandings set forth herein.

**g. Assignability**

This Agreement and all rights, duties and obligations contained herein may not be assigned without prior written consent from the CCMUA.

**h. Affirmative Action**

The parties hereby agree to incorporate the affirmative action language attached hereto.

**i. Americans with Disabilities**

The parties hereby agree to incorporate the Americans with Disabilities Act language attached hereto.

**j. Audit**

If applicable, the CCMUA shall permit the City and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with all audit requirements. Pursuant to N.J.S.A. 52:15C-14(d), the CCMUA shall maintain all documentation related to products, transactions or services under this contract 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.

**k. Funding**

Where applicable, pursuant to N.J.S.A. 40A:11-15, this Agreement is subject to the availability and appropriation of sufficient funds each year in which it is in effect.

**l. Governing Law**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of New Jersey.

**m. Binding Agreement**

This Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors or assigns.

This Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors or assigns.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals on the day and year first above written.

WITNESS:

\_\_\_\_\_

CAMDEN COUNTY MUNICIPAL  
UTILITIES AUTHORITY

\_\_\_\_\_  
Scott Schreiber  
Executive Director

WITNESS:

\_\_\_\_\_

CITY OF CAMDEN  
\_\_\_\_\_

**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 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](http://www.state.nj.us/treasury/contract/compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 N.J.A.C. 17:27-L1 et sec.

## AMERICANS WITH DISABILITIES ACT

### Mandatory Language

#### Equal Opportunity for Individuals with Disabilities

The Contractor and the CCMUA hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et m.), 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the CCMUA 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 CCMUA any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the CCMUA, 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 CCMUA's grievance procedure, the Contractor agrees to abide by any decision of the City, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the CCMUA or if the CCMUA 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 CCMUA 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 CCMUA or any of its agents,

servants, and employees, the CCMUA shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the CCMUA or its representatives.

It is expressly agreed and understood that any approval by the CCMUA 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 CCMUA pursuant to this paragraph.

It is further agreed and understood that the CCMUA 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 CCMUA from taking any other actions available to it under any other provisions of this agreement.



B-9

DB:dh  
12-10-24

**RESOLUTION REQUESTING APPROVAL OF A ONE (1) YEAR EXTENSION OF THE  
CLEAN AND SAFE PARKS AND COMMERCIAL CORRIDORS PROGRAM AND  
APPROVAL TO UTILIZE ADDITIONALLY APPROPRIATED ARP/SLFRF FUNDS**

WHEREAS, the US Department of Treasury has issued the City of Camden the American Rescue Plan, State & Local Fiscal Recovery Funds in the amount of \$600,000 for the continuation of the Clean and Safe Parks and Commercial Corridors Program; and

WHEREAS, the grant funds are utilized for the hiring and training of temporary employees as maintenance crew members and hospitality ambassadors to City Parks, and Commercial Corridors beyond the boundaries of the Camden Business Improvement District; and

WHEREAS, the City of Camden desires to extend the Clean and Safe Parks and Commercial Corridors Program through December 2025 to allocate the additional monies received to continue to employ 33 Clean Neighborhood Program Aides; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that it hereby authorizes the one (1) year extension of the Clean and Safe Parks and Commercial Corridors 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.

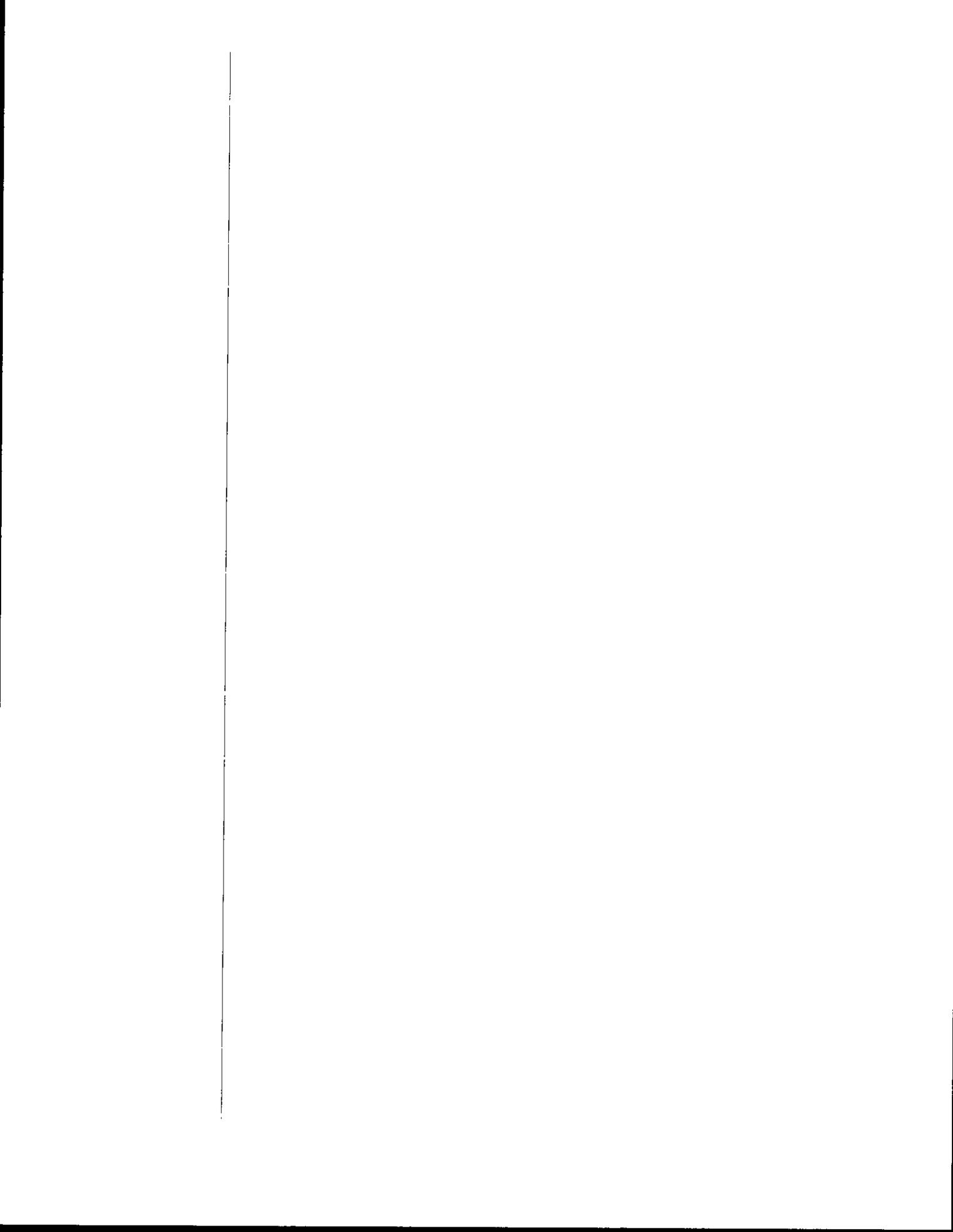
Date: December 10, 2024

The above has been reviewed and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk





# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: 12/10/2024

TO: City Council  
FROM: Timothy J. Cunningham, Business Administrator

**TITLE OF ORDINANCE/RESOLUTION: Resolution Requesting Approval of Extension of the Clean and Safe Parks and Commercial Corridors Program for One (1) Year and Approval of Extension to Utilize Additionally Appropriated ARP/SLFRF Funds.**

Point of Contact:	Sachina Evans	Administration	856-757-7414	saevans@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible				
Department Director				
Supporting Department Director (if necessary)				
Director of Grants				
Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Additional supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

NOV 26 2024

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

---

**Signature**

**Date**

**TITLE OF ORDINANCE/RESOLUTION:** A concise, precise, and complete description of the action the City Council is going to take.

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- In May of 2022 a Resolution Requesting Approval of an Item of Revenue and Appropriation for the Clean and Safe Parks and Commercial Corridors Program was approved.
- Council Action is necessary to allocate the additional monies received and extend the Clean and Safe Parks and Commercial Corridors Program to continue to employ the 33 Clean Neighborhood Program Aides through December 2025, which currently ends December 31, 2024.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:**

**IMPACT STATEMENT:**

- With Council's approval, the Mayor and the Department of Public Works will be able to continue the work of beautifying the City of Camden for its residents and businesses.
- It will allow for the supplementation of the workforce to ensure the City of Camden's needs are met.
- It is also necessary to keep disadvantaged individuals residing within the City of Camden as well as the surrounding communities to be gainfully employed.

**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
REQUEST FOR EMPLOYMENT APPROVAL**

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.

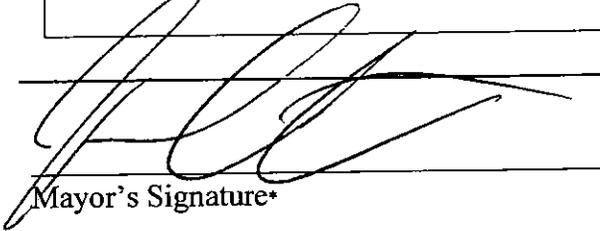
Municipality Name	City of Camden
Name of Employee	Unknown (33)
NJCSC Title and Job Specification Number, if applicable	Clean Neighborhood Program Aide, (001244)
Department	Public Works
Salary	17/hr @ 32 hrs/wk for 52 weeks = est. \$933,504
If Applicable, Salary and Title employee last held	n/a, n/a
If applicable, Name and Salary of employee being replaced	n/a, n/a

( ) Temporary/Seasonal/Acting    (X) Grant Funded (Must provide backup documentation.)

	Check if completed:
Criminal history check was conducted / reviewed (Required for all candidates, but need not be submitted to DLGS)	Has been done.
Criminal expungement check conducted / reviewed	Has been done.
Driver's License check was conducted / reviewed (Only applicable if employee will drive a city car or be expected to drive as part of his/her responsibilities.)	n/a
A credit check was conducted and reviewed	n/a
A resume of the candidate has been reviewed and has been provided to DLGS.	n/a
The resume of all other individuals who submitted resumes for consideration of the position have been provided to the Division.	n/a
Indicate if the Municipality had a review committee and the names of candidates considered and interviewed by the committee.	

Written justification for the position: For example, does the candidate have exceptional work experience or reputation.

To extend the Clean Neighborhood Aide Program under ARP for 12 months

  
\_\_\_\_\_  
Mayor's Signature\*

Date \_\_\_\_\_

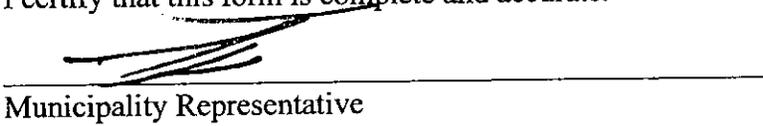
  
\_\_\_\_\_  
Business Administrator/Manager Signature

Date 10-24-24

The Chief Financial Officer affirms that there is adequate funding available for this personnel action.  
**4-01-S2-803-101- Funding Source for this action.**

\_\_\_\_\_  
Chief Financial Officer Signature

I certify that this form is complete and accurate.

  
\_\_\_\_\_  
Municipality Representative

Date 10-24-24

**For LGS use only:**  
DLGS Approval:  
 Approval to Hire       Denied

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Number Assigned **CAM-2024-258**

\*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.

## Clean & Safe Parks and Commercial Corridors Program

### OVERVIEW

The Clean & Safe Parks and Commercial Corridors Program ("Program") is a job training initiative. The Program is organized by the City of Camden and Department of Public Works to bring enhanced maintenance and security to Camden, and to promote Camden as a clean and safe place to live, work, study, and invest. The Program hires and trains temporary employees as maintenance crew members and hospitality ambassadors. The City of Camden is responsible for overseeing the Program and ultimately hiring, for providing funds to operate the Program, and for short-term and long-term planning of the Program. The goal is to provide basic maintenance services ("Clean and Safe") and ambassador ("Meet and Greet") services to City Parks, and Commercial Corridors beyond the boundaries of the Camden Business Improvement District:

### PROGRAM STRUCTURE

The City seeks to hire sixty (60) more or less temporary employees annually in the title of, "Clean Neighborhood Program Aide" to the extent the NJ Civil Service Commission permits the City to extend the duration of temporary employees from six months to one year. Otherwise, the City will hire for six months per group. The Program will be for two years and can continue beyond two years contingent upon available funding. The Program will be funded by the City through the use of American Rescue Plan's State and Local Fiscal Recovery Funds ("SLFRF").

The Clean Neighborhood Program Aide ("Program Aides") will work thirty-two (32) hours per week at the rate of \$17.00 per hour. The Program will be under the City of Camden Department of Public Works. In addition to existing Department of Public Works Supervisors, the City may hire or designate a Program Manager or Supervisor to oversee the Program. Prior to the conclusion of the temporary employment of the Program Aides, the City of Camden will work closely with its government, nonprofit, and corporate partners to seek permanent employment for the Program Aides.

The Program Aides will perform the type of services, including, but not limited to, in City Parks and Commercial Corridors as follows:

Maintenance - Collecting trash, removing stickers, power-washing sidewalks, maintaining landscaping, shoveling snow, grass cutting, sanitizing park equipment.

Graffiti Abatement - Workers respond to community complaints of vandalism with the goal of removing new graffiti within 24-48 hours. Removal of graffiti with chemical solutions and power-washing will be accompanied by painting vandalized surfaces.

Ambassadors - Uniformed ambassadors will provide general hospitality or "meet and greet" services to visitors. In the form of directing to parking, locating a business, returning lost items, answering questions, and providing support to special events.

Security - Team members will not be policing the parks and corridors and will not have authority to enforce laws, but will instead act as an extra set of "eyes on the street." If criminal activity occurs, staff members have the ability to report events to police personnel as it occurs.

### COMMUNITY IMPACT

In today's economic environment, government is being tasked with doing more with less. In older urban environments, the demand for local services is disproportionate and can be overwhelming. The unfortunate reality is that there is only so much that the Camden Department of Public Works can accomplish during the normal work week. The goal of the Clean & Safe Parks and Commercial Corridors Program is to supplement the services already being delivered by the municipal government. The provision of additional maintenance from uniformed employees in the Parks and Commercial Corridors will create environments that are more welcoming to residents and potential visitors.

### ECONOMIC IMPACT

The Program will recruit economically disadvantaged youth and other ages in Camden City from the community, probation and programs servicing the target population. Camden residents will have first priority. Thereafter, economically

disadvantaged individuals residing outside the City but within Camden County will be considered for employment. An underlying challenge to the high unemployment rate in Camden City is the lack of job training, work experience, and life skills that many economically disadvantaged and young residents need to be successful in the workforce.

The Program is a key component to Camden City's strategy to get Camden residents back to work and back on a path of success. It addresses the need for high quality opportunities for economically disadvantaged residents to develop the skills required to secure meaningful work and become civically engaged members of society. Permanent employment is a goal of this Program. The City will work closely with state and county government, community, and corporate partners to permanently hire successful participants of this Program.

**BUDGET**

The City desires to utilize \$3.75 million of SLFRF monies for this Program. The Fiscal Year 2022 Budget is as follows:

FY2022 Clean and Safe Parks and Commercial Corridors Program Budget

	<u>Wages</u>	<u>Fringe [7.65%]</u>	<u>Total</u>
1)	\$848,640 [60 temporary employees, 32 hours per week, hourly rate - \$17.00, for 26 weeks]	\$64,921	\$913,561
2)	<u>Vehicles</u> [2 Vans at \$45,000 each]		\$90,000
3)	<u>Uniforms &amp; Equipment</u>		\$40,439
		Grand Total	<u>\$1,044,000</u>

**RESOLUTION MC-22: 8445**

On Motion Of: Shella Davis

APPROVED: May 27<sup>th</sup>, 2022

K-1

MBS:dh  
05-27-22

**RESOLUTION REQUESTING APPROVAL OF TWO (2) SEPARATE ITEMS OF REVENUE AND APPROPRIATION NJS 40A:4- 87 FOR THE CLEAN AND SAFE PARKS AND COMMERCIAL CORRIDORS PROGRAM, AND PREMIUM PAY FOR CITY EMPLOYEES**

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount, now, therefore

BE IT RESOLVED, that the City Council of the City of Camden in the County of Camden, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of two separate items of revenue in the budget of the year 2022 in the sum of \$1,500,000.00 for Premium Pay to City Employees and \$1,044,000.00 for the Clean and Safe Parks and Commercial Corridors Program, which is now available from the American Rescue Plan's State and Local Fiscal Recovery Funds ("SLFRF").

BE IT FURTHER RESOLVED, that the like sum of \$1,500,000.00 is hereby appropriated under the caption "SLFRF-Premium Pay".

BE IT FURTHER RESOLVED, that the like sum of \$1,044,000.00 is hereby appropriated under the caption "SLFRF-Clean and Safe"

BE IT FURTHER RESOLVED that the above is the result of funds from American Rescue Plan's State and Local Fiscal Recovery Funds in the amount of \$61,648,323.00.

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: May 27, 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 ACTION REQUEST FORM

COUNCIL MEETING DATE: NOVEMBER 14, 2024

TO: City Council  
FROM: ~~Gerald E. Seneski~~ Administration

**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing the use of American Rescue Plan-State & Local Fiscal Recovery Funds in the amount of \$600,000 for the continuation of the Clean & Safe program

Point of Contact: Keith L. Walker    Public Works    (856)757-7143    Kewalker@ci.camden.nj.us

Name	Department-Division-Bureau	Phone	Email
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## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director	N			
Supporting Department Director (if necessary)	N			
Director of Grants Management	N			
Qualified Purchasing Agent	N			
Director of Finance	Y	<i>S.L.</i>	10/22/24	

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (if applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

**"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.**

Received by:  
City Attorney

*[Signature]*    OCT 31 2024

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing the use of American Rescue Plan- State & Local Fiscal Recovery Funds in the amount of \$600,000 for the continuation of the Clean & Safe program

**FACTS/BACKGROUND:**

- These monies will fund the Current Clean & Safe Program MC22:8445
  
- (Why does the Council need to act now?)-
  - American Rescue Plan- State & Local Fiscal Recovery Funds must be committed & expended by the end 2024 & 2026 respectively.
  
- How was the value of the transaction obtained? – This allocation amount of American Rescue Plan- State & Local Fiscal Recovery Funds was agreed upon by the Mayor & Administration

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$600,000

**IMPACT STATEMENT:**

- What will happen if the City Council approves this legislation?
  - The Clean & Safe Program will be able to continue
- Why Should the City Council approve this legislation?
  - To help keep the City Clean

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Keith L. Walker, City of Camden

Prepared by: Scott Z. Parker

(856)757-6405

---

Name

Phone/Email

R-10

DB:dh  
12-10-24

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY FOR GASOLINE AND DIESEL PUMP FUEL USAGE**

WHEREAS, the fuel pump system used by the City through its Department of Public Works is unusable and in need of repair; and

WHEREAS, the Camden County Municipal Utilities Authority ("CCMUA") has on-site fuel pumps, which provide gasoline and diesel fuel for CCMUA vehicles on a seven day per week, twenty-four hour per day basis; and

WHEREAS, N.J.S.A. 40A:65-1 *et seq* ("Uniform Shared Services and Consolidation Act") permits two local units to enter into a Shared Services Agreement ("SSA") for any services which any party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, the City is desirous to enter into a SSA with CCMUA to utilize the CCMUA's fuel pump facilities; and

WHEREAS, pursuant N.J.S.A. 40A:65-1 *et seq*, the City and CCMUA have agreed to enter into a SSA to permit the City to use CCMUA'S fuel pump facilities; and

WHEREAS, the remaining terms and conditions of the SSA will be negotiated between the parties; and

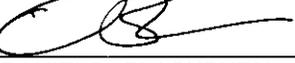
WHEREAS, the CCMUA and the City agree that their mutual public purposes and best interests will be served by the execution and delivery of this SSA pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act; now, therefore

BE IT RESOLVED, by the City of Council of the City of Camden that, pursuant to N.J.S.A. 40A:65-1 et seq, the proper City officials be, and are, hereby authorized to execute a Shared Services Agreement with the CCMUA, for the use of the CCMUA's gasoline and diesel fuel pursuant to the terms described in the SSA.

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: December 10, 2024

The above has been reviewed and approved as to form

  
\_\_\_\_\_  
DANIELS. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk





# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Timothy Cunningham, Business Administrator

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY FOR GASOLINE AND DIESEL PUMP FUEL USAGE**

Point of Contact:	Timothy Cunningham	Administration	7150	ticunnin@camdennj.gov
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible				
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

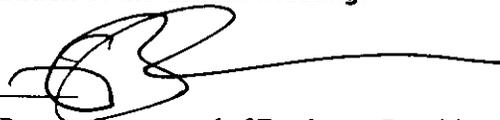
Signature	Date
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Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:



NOV 26 2024

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

**City Attorney**

**Signature**

**Date**

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## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY FOR GASOLINE AND DIESEL PUMP FUEL USAGE**

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- The fuel pump system used by the City through its Department of Public Works is unusable and in need of repair
- Camden County Municipal Utilities Authority ("CCMUA") has on-site fuel pumps, which provide gasoline and diesel fuel for CCMUA vehicles on a seven day per week, twenty-four hour per day basis
- CCMUA and the City have agreed to enter into a SSA to permit the City to use CCMUA fuel pump facilities, and Services provided by CCMUA, and such sharing of services will serve the public interest by making the provision of fuel more efficient and economical for the City, while at the same time not causing any increase of costs for the CCMUA

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL: \$0**

**IMPACT STATEMENT:**

- 
- 
- 

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Name, Organization 1.
  - Attendance: (Y/N/Tentative). Confirmed?
- Name, Organization 2.
  - Attendance: (Y/N/Tentative). Confirmed?
- Additional as required...

**COORDINATION:**

- 

**Prepared by:**

Amia Valentine

7166 amvalent@camdennj.gov

Name

Phone/Email

**SHARED SERVICES AGREEMENT BETWEEN  
THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY AND THE CITY OF CAMDEN  
FOR GASOLINE FUEL PUMP USAGE**

**IT IS HEREBY AGREED** by and between the Camden County Municipal Utilities Authority (the "CCMUA"), 1645 Ferry Avenue, Camden, New Jersey, 08104 and the City of Camden (the "City"), 520 Market Street, Camden, New Jersey, 08102, that:

**WHEREAS**, this is a Shared Services Agreement (the "Agreement") authorized pursuant to the "Uniform Shared Services and Consolidation Act" (the "Act"), N.J.S.A. 40A:65-1, et. seq.; and

**WHEREAS**, the CCMUA has on-site fuel pumps, which provide gasoline and diesel fuel for CCMUA vehicles on a seven day per week, twenty-four hour per day basis; and

**WHEREAS**, the CCMUA procures gasoline and diesel fuel at comparatively economical rates through use of New Jersey State Contracts and/or public bidding pursuant to the "Local Public Contracts Law", N.J.S.A. 40A:11-1, et. seq.; and

**WHEREAS**, the fuel pump system used by the City through its Department of Public Works is in need of repairs and currently unusable; and

**WHEREAS**, the City is desirous of utilizing the fuel pump facilities of, and procuring gasoline and diesel fuel from, the CCMUA; and

**WHEREAS**, the CCMUA is willing to share services of this type with the City, and such sharing of services will serve the public interest by making the provision of fuel more efficient and economical for the City, while at the same time not causing any increase of costs for the CCMUA.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises herein contained, it is agreed by and between the parties as follows:

**1. DUTIES AND RESPONSIBILITIES**

**A. The CCMUA's Responsibilities**

- (1) The CCMUA agrees that the City is hereby authorized to procure gasoline for the official use of City vehicles from the CCMUA gasoline pumps on a twenty-four hour

follows: the CCMUA pays its vendors the price per gallon as stated in the "Journal of Commerce" on the date of delivery to the CCMUA, plus a markup as per the lowest responsive bid. The City therefore agrees to pay the CCMUA the "Price" per gallon of gasoline charged by the CCMUA's vendors for each gallon of gasoline used by City vehicles; and

- (6) The City and its employees agree to follow all CCMUA policies and procedures regarding security, identification, and use, operation and cleanup of the CCMUA's gasoline pumps when present on the CCMUA premises.

## **2. WAIVER OF LIABILITY**

The City specifically agrees that the CCMUA is not liable to the City for any of the following:

- (a) Defective gasoline;
- (b) Injuries to City employees related to the CCMUA's fuel pumps or to the provision of gasoline obtained from the CCMUA's fuel pumps;
- (c) Damages to City vehicles of any kind or nature unless caused by CCMUA employees;
- (d) Damages or loss as a result of the operation or malfunction of the CCMUA gasoline pumps;
- (e) The closing, malfunction or inoperability of the gasoline pumps as a result of storms, damage, or acts of God;
- (f) The running out of gasoline caused by CCMUA vendors, or lack of fuel due to rationing or unavailability due to governmental or market conditions; and
- (g) The running out of gasoline due to the primary needs of the CCMUA for its vehicles and operations.

## **3. CONFLICT OF INTEREST**

The City and the CCMUA agree that in administering the services in connection with this Agreement each entity will comply with all appropriate standards of conduct and will avoid any real conflict of interest or any appearance of a conflict of interest.

**b. Waiver**

Failure to enforce any of the provisions of this Agreement by any of the parties shall not be construed as a waiver of the provisions.

**c. Amendment for Modification**

This Agreement may not be modified, altered, or amended in any manner, except in writing, signed by the parties hereto.

**d. Heading**

This section and any other headings contained in this Agreement are for reference purposes only and shall not affect meaning or interpretation of this Agreement.

**e. Invalid Clause**

The invalidity of any clause contained herein shall not render any other provision invalid and the balance of this Agreement shall be binding upon all parties hereto.

**f. Entire Agreement**

This Agreement shall consist of the entire agreement of the parties and it is acknowledged that there is no side or oral agreements relating to the understandings set forth herein.

**g. Assignability**

This Agreement and all rights, duties and obligations contained herein may not be assigned without prior written consent from the CCMUA.

**h. Affirmative Action**

The parties hereby agree to incorporate the affirmative action language attached hereto.

**i. Americans with Disabilities**

The parties hereby agree to incorporate the Americans with Disabilities Act language attached hereto.

**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

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](http://www.state.nj.us/treasury/contract/compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 N.J.A.C. 17:27-L1 et seq.

servants, and employees, the CCMUA shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the CCMUA or its representatives.

It is expressly agreed and understood that any approval by the CCMUA 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 CCMUA pursuant to this paragraph.

It is further agreed and understood that the CCMUA ~~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 CCMUA from taking any other actions available to it under any other provisions of this agreement.

R-11

DB:dh  
12-10-24

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE COUNTY OF CAMDEN (DEPARTMENT OF PUBLIC WORKS) FOR THE PURCHASE FOR GASOLINE AND DIESEL FUEL PUMP USAGE**

WHEREAS, the fuel pump system used by the City through its Department of Public Works is unusable and in need of repair; and

WHEREAS, the County of Camden (the "County") has a fuel dispensary facility at the County Department of Public Works and purchases fuel to be used by County vehicles; and

WHEREAS, *N.J.S.A. 40A:65-1 et seq* ("Uniform Shared Services and Consolidation Act") permits two local units to enter into a Shared Services Agreement ("SSA") for any services which any party to the agreement is empowered to render within its jurisdiction; and

WHEREAS, the City is desirous to enter into a SSA with the County to utilize the County's fuel pump facilities; and

WHEREAS, pursuant *N.J.S.A. 40A:65-1 et seq*, the City and County have agreed to enter into a SSA to permit the City to use County fuel pump facilities; and

WHEREAS, the remaining terms and conditions of the SSA will be negotiated between the parties; and

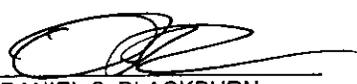
WHEREAS, the County and the City agree that their mutual public purposes and best interests will be served by the execution and delivery of this SSA pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act; now, therefore

BE IT RESOLVED, by the City of Council of the City of Camden that, pursuant to N.J.S.A. 40A:65-1 et seq, the proper City officials be, and are, hereby authorized to execute a Shared Services Agreement with the County, for the use of the County's gasoline and diesel fuel pursuant to the terms described in the SSA>

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: December 10, 2024

The above has been reviewed and approved as to form.

  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk





# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Timothy Cunningham, Business Administrator

**TITLE OF ORDINANCE/RESOLUTION: TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE COUNTY OF CAMDEN FOR GASOLINE AND DIESEL PUMP FUEL USAGE**

Point of Contact:	<b>Timothy Cunningham</b>	<b>Administration</b>	<b>7150</b>	<b>ticunnin@camdennj.gov</b>
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
**Business Administrator**

Signature	Date
-----------	------

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

NOV 26 2024

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

**Received by:  
City Attorney**

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**Signature**

**Date**

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE CITY OF CAMDEN AND THE COUNTY OF CAMDEN FOR GASOLINE AND DIESEL PUMP FUEL USAGE**

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- The fuel pump system used by the City through its Department of Public Works is unusable and in need of repair
- Camden County has on-site fuel pumps, which provide gasoline and diesel fuel for CCMUA vehicles on a seven day per week, twenty-four hour per day basis
- County and the City have agreed to enter into a SSA to permit the City to use County fuel pump facilities, and Services provided by County, and such sharing of services will serve the public interest by making the provision of fuel more efficient and economical for the City, while at the same time not causing any increase of costs for the County

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$0

**IMPACT STATEMENT:**

- 
- 
- 

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Name, Organization 1.
  - Attendance: (Y/N/Tentative). Confirmed?
- Name, Organization 2.
  - Attendance: (Y/N/Tentative). Confirmed?
- Additional as required...

**COORDINATION:**

- 

**Prepared by:**

Amia Valentine

7166 amvalent@camdennj.gov

Name

Phone/Email

DB:dh  
12-10-24

R-12

**RESOLUTION AUTHORIZING A CLOSED SESSION OF THE GOVERNING  
BODY TO DISCUSS PENDING LITIGATION**

**WHEREAS**, The Open Public Meetings Act, N.J.S.A. 10:4-6, requires public meetings to be open to the public; however pursuant to N.J.S.A. 10:4-12, there are certain exceptions that permit an Executive Closed Session which would not be open to the public; and

**WHEREAS**, N.J.S.A. 10:4-12(b)(1) is one of The Open Public Meetings Act exceptions that permits an Executive Closed Session to discuss matters which are advisory, consultative or deliberative, and therefore confidential; now, therefore

**BE IT RESOLVED**, by the City Council of the City of Camden, that the governing body hereby authorizes an Executive Closed Session of the governing body on Thursday, December 10, 2024 at 5:00 p.m. Furthermore, all appropriate steps as outlined by The Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. will be followed and that notes of this session will be kept and that contents and discussions of this meeting will be revealed to the public as soon as practicable.

**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 n Executive Closed Session will be complied with, including but not limited to, that notes will be taken of the Executive Closed Session which will be kept and maintained and also that discussions of the Executive 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: December 10, 2024

The above has been reviewed  
and approved as to form.



DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk





# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Daniel Blackburn, City Attorney

TITLE: RESOLUTION AUTHORIZING A CLOSED SESSION OF THE GOVERNING BODY TO DISCUSS PENDING LITIGATION

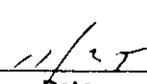
Point of Contact:	Name	Department-Division- Bureau	Phone	Email
	Daniel Blackburn	Law Dept.	X 7467	dblackb@ci.camden.nj.us

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible				
Department Director				
Supporting Department Director (if necessary)				
Director of Grants				
Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

  
 \_\_\_\_\_  
 Signature

  
 \_\_\_\_\_  
 Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

  
 \_\_\_\_\_  
 Signature

NOV 25 2024  
 \_\_\_\_\_  
 Date

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE:** RESOLUTION AUTHORIZING A CLOSED SESSION OF THE GOVERNING BODY TO DISCUSS PENDING LITIGATION

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- The Risk Management under the Law Department has a workers compensation claim settlement that was approved by the Commissioners of the Municipal Insurance Commission Fund at their November 1<sup>st</sup> regular meeting.
- Pursuant to N.J.S.A. 10:4-12(b)(1) is one of The Open Public Meetings Act exceptions that permits an Executive Closed Session to discuss matters which are advisory, consultative or deliberative, and therefore confidential.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:**

**IMPACT STATEMENT:**

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Daniel Blackburn, City Attorney
- Damon Burke, Risk Management

**COORDINATION:**

Prepared by: Dionne Hicks-Giles

856-757-7175 dihicks@ci.camden.nj.us

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Name

Phone/Email

R-13

DB:dh  
12-10-24

**RESOLUTION AUTHORIZING SETTLEMENT OF A  
WORKERS COMPENSATION CLAIM**

WHEREAS, there is pending in the New Jersey Workers Compensation Division, the matter captioned, Willie Copes v. City of Camden; and

WHEREAS, the Counsel representing the City of Camden has resolved the open claim and advises of the settlement of this matter; and

WHEREAS, the Municipal Insurance Fund Commissioners met on November 1, 2024 and made the recommendation to settle this matter in the amount of Fifty Thousand Seven Hundred Twelve Dollars (\$50,712.00); and

WHEREAS, the City Attorney requests that the City Council of the City of Camden authorize the settlement of the workers' compensation matter of Willie Copes v. City of Camden in the amount of Fifty Thousand Seven Hundred Twelve Dollars (\$50,712.00); now therefore

BE IT RESOLVED by the City Council of the City of Camden, that the settlement of the workers' compensation claim of Willie Copes v. City of Camden is hereby authorized in the amount of Fifty Thousand Seven Hundred Twelve Dollars (\$50,712.00).

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: December 10, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk





# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Daniel Blackburn

## TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKERS COMPENSATION CLAIM

Point of Contact: Damon Burke      Risk Management      856 757 7578      daburke@camdennj.gov

Name	Department-Division-Bureau	Phone	Email
Damon Burke	Risk Management	856 757 7578	daburke@camdennj.gov

### ENDORSEMENTS

Recommend Approval (Y/N)	Signature	Date	Comments

- Responsible
- Department Director
- Supporting Department Director (if necessary)
- Director of Grants Management
- Qualified Purchasing Agent
- Director of Finance

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

1. City of Camden Insurance Commission Resolution
- 2.
- 3.

*"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.*

Received by:  
City Attorney

Signature

Date

NOV 25 2024

## EXECUTIVE SUMMARY

### TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE SETTLEMENT OF A WORKERS COMPENSATION CLAIM

#### FACTS/BACKGROUND:

- Pending Workers Compensation claim for Willie Copes, a 26 year employee of DPW at the time of the accident, (1/9/2018). Mr. Copes injured his low back while transporting truck batteries.
- Mr. Copes had lumbar surgery on 8/29/2018 and fusion surgery on 2/18/2019.
- 7/22/2021 aggravation of low Back injury while lifting a 5 gallon gas container.
- Defense counsel is seeking authority to settle at 46% with an offset of 40% for an Abdullah credit for the prior resolution of the 2018 back injury.
- Mr. Copes is no longer working with DPW

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$50,712.00

#### IMPACT STATEMENT:

- If this settlement is approved, counsel representing the City of Camden will move to resolve the open claim at the next Workers Compensation Hearing date. The settlement payment will be processed and issued through the Third Party Claims Administrator, Qual-Lynx.
- This settlement has been reviewed and approved by our defense counsel and by the Insurance Commission for the City of Camden
- If the matter is not resolved, we run risk of the injury value increasing as a result of actions by the Workers Compensation board or the Petitioners attorney.

#### SUBJECT MATTER EXPERTS/ADVOCATES:

#### COORDINATION:

Prepared by:

---

Name

Phone/Email

DB:dh  
12-10-24

R-14

**RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT #07-24-044 WITH DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP AS SPECIAL COUNSEL FOR THE ILLEGAL DUMP SITE AT 7<sup>TH</sup> & CHESTNUT STREETS**

WHEREAS, on July 9, 2024, the Council of the City of Camden adopted Resolution MC-24:957, awarding a professional services contract to DeCotiis, Fitzpatrick, Cole & Giblin LLP to serve as special counsel for the litigation related to the illegal dump site at 7<sup>th</sup> & Chestnut Streets for an amount not to exceed Seventy-Five Thousand Dollars (\$75,000.00); and

WHEREAS, it is necessary to amend Contract #07-24-044 in an amount not to exceed FIFTY THOUSAND DOLLARS (\$50,000.00) for continuing legal 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 "4-01-E0-200-906", 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 #07-24-044 with DeCotiis, Fitzpatrick, Cole & Giblin LLP, be amended in the amount not to exceed FIFTY THOUSAND DOLLARS (\$50,000.00), making the total amount of the contract an amount not to exceed ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000.00).

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: December 10, 2024

The above has been reviewed  
and approved as to form.



DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST:

\_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk





# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Daniel Blackburn, City Attorney

TITLE: RESOLUTION AUTHORIZING AN AMENDMENT #1 TO CONTRACT #07-24-044 WITH DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP AS SPECIAL COUNSEL FOR THE ILLEGAL DUMP SITE AT 7<sup>TH</sup> & CHESTNUT STREETS

Point of Contact:	Name	Department-Division- Bureau	Phone	Email
	Daniel Blackburn	Law Dept.	X 7467	dblackb@ci.camden.nj.us

## ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (If necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by: \_\_\_\_\_  
 Business Administrator \_\_\_\_\_  
 Signature \_\_\_\_\_ Date 11/25

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

*"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.*

Received by: \_\_\_\_\_  
 City Attorney \_\_\_\_\_  
 Signature \_\_\_\_\_ Date NOV 26 2024

<sup>1</sup> 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  
<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE:** RESOLUTION AUTHORIZING AN AMENDMENT #1 TO CONTRACT #07-24-044 WITH DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP AS SPECIAL COUNSEL FOR THE ILLEGAL DUMP SITE AT 7<sup>TH</sup> & CHESTNUT STREETS

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- City Council approved the contract with DeCotiis, Fitzpatrick, Cole & Giblin, LLP in the amount of \$75,000 by resolution #18 (MC-24:957) adopted on July 9, 2024.
- DeCotiis, Fitzpatrick, Cole & Giblin, LLP serves as special counsel for the litigation related to the illegal dump site at 7<sup>th</sup> & Chestnut Street.
- The amendment is necessary to provide continued legal services of the ongoing matter.
- This will make the contract amount total \$125,000.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$50,000

**IMPACT STATEMENT:**

- City Council should approve the resolution to allow the continuance of representation for the city until a new RFP goes out.
- Matter is currently in litigation.

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Daniel Blackburn, City Attorney

**COORDINATION:**

Prepared by: Dionne Hicks-Giles

856-757-7175 [dihicks@camdenj.gov](mailto:dihicks@camdenj.gov)

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Name

Phone/Email

**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	Professional Service
Name of Vendor	DeCotiis, Fitzpatrick, Cole & Giblin, LLP
Purpose or Need for service:	Amendment #1 Is necessary to continue legal services to support the illegal dump site at 7 <sup>th</sup> & Chestnut Streets
Contract Award Amount	\$50,000
Term of Contract	One (1) year
Temporary or Seasonal	
Grant Funded (attach appropriate documentation allowing for service through grant funds)	No
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.

\_\_\_\_\_  
Mayor's Signature\*

Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature

Date \_\_\_\_\_

\*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.

DB:dh  
07-09-24

**RESOLUTION AUTHORIZING A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES TO DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP TO SERVE AS SPECIAL COUNSEL FOR THE LITIGATION RELATED TO THE ILLEGAL DUMP SITE AT 7<sup>TH</sup> & CHESTNUT STREETS**

WHEREAS, the City of Camden has a need for special counsel for the environmental and litigation matter relating to the illegal dump site at 7<sup>th</sup> & Chestnut Streets as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(m), permits the awarding of a contract, without competitive bidding for "Professional Services"; and

WHEREAS, **DeCotiis, Fitzpatrick, Cole & Giblin LLP**, has submitted a proposal indicating they will provide legal services for the environmental and litigation matter relating to the illegal dump site at 7<sup>th</sup> & Chestnut Streets in for an amount not to exceed SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00); and

WHEREAS, **DeCotiis, Fitzpatrick, Cole & Giblin LLP**, has completed and submitted a Business Entity Disclosure Certification which certifies that **DeCotiis, Fitzpatrick, Cole & Giblin LLP**, has not made any reportable contributions to a political or candidate committee in the City of Camden, Mayor and City Council in the previous one year, and that the contract will prohibit the **DeCotiis, Fitzpatrick, Cole & Giblin LLP**, from making any reportable contributions through the term of the contract; 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 appropriation budget of the City of Camden under line item "4-01-E0-200-906", 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 of the City of Camden are hereby authorized to execute a contract with **DeCotiis, Fitzpatrick, Cole & Giblin LLP**, for an amount not to exceed SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00), to serve as special counsel for the environmental and litigation matter relating to the illegal dump site at 7<sup>th</sup> & Chestnut Streets, 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 the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

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: July 9, 2024

The above has been reviewed  
and approved as to form.



\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST:

\_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

B-15

AIV  
12-10-24

**RESOLUTION AUTHORIZING EXTENSIONS OF TIME TO COMPLETE FORECLOSURE FOR LESS THAN FULL VALUE TAX SALE CERTIFICATE ASSIGNMENTS**

**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. 54:5-114.2(b); and

**WHEREAS**, N.J.S.A. 54:5-114.4 requires that the tax sale certificate assignee complete 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 court delays caused by the COVID-19 Public Health Emergency, and foreclosure procedural changes in light of the United State Supreme Court's decision in *Tyler v. Hennepin County*, assignment holders have been unable to complete foreclosure within the two (2) year requirement; and

**WHEREAS**, the tax sale certificate purchasers listed below made 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 Purchaser's 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: December 10, 2024

The above has been reviewed and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



### Exhibit A

<u>Address</u>	<u>Block/Lot</u>	<u>Council Resolution Approval Date</u>	<u>Resolution #</u>	<u>Tax Sale Certificate #</u>	<u>Tax Sale Certificate Purchaser</u>	<u>Last deadline to complete foreclosure</u>	<u>New Deadline to complete foreclosure</u>
341 Marlton	1255/8	10/11/2022	MC- 22:8634	911386	Jones, Iveliz	10/11/2024	10/11/2025
1644 Maryland	453/41	10/11/2022	MC- 22:8634	010619	Winston, Erick	10/11/2024	10/11/2025
345 Liberty	271/79	10/11/2022	MC- 22:8634	010203	Cultivate Home Solutions, LLC	10/11/2024	10/11/2025
420 S 30	1139/12	11/9/2021	MC- 21:8204	09-02423	Tejeda, Leslie	11/9/2024	11/9/2025
1485 S 10	420/12	11/9/2021	MC- 21:8204	13-00616	Shambry, Shania	11/9/2024	11/9/2025





# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Daniel Blackburn, City Attorney

**TITLE OF ORDINANCE/RESOLUTION: Resolution Authorizing Extensions of Time to Complete Foreclosures For Less Than Full Value Tax Sale Certificate Assignments**

Point of Contact:	Amia I. Valentine	Law	X7166	amvalent@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

Signature Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

Signature

NOV 26 2024  
Date

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

DB:dh  
12-10-24

R-16

**RESOLUTION AUTHORIZING THE INSURANCE COMMISSION OF THE  
CITY OF CAMDEN 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 \$100,000; and

WHEREAS, the Insurance Commission is requesting authority to settle worker's compensation claims which are \$100,000 or less in order to obtain the most advantageous settlements and preserve the City's resources; any general liability claims other than workers compensation which are \$35,000 or less; and

WHEREAS, similar authority is requested to authorize the City Attorney, to settle all claims of \$10,000 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 worker's compensation claim that is submitted that has a value of \$100,000 or less, any general liability claims other than workers compensation claims which are \$35,000 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 \$10,000 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, by the City Council of the City of Camden that upon the adoption of this resolution will supersede that of any previously adopted resolutions.

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: December 10, 2024

The above has been reviewed  
and approved as to form.



\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Daniel Blackburn, City Attorney

TITLE: RESOLUTION AUTHORIZING THE INSURANCE COMMISSION OF THE CITY OF CAMDEN AND THE CITY ATTORNEY TO SETTLE CERTAIN CLAIMS

Point of Contact:	Name	Department-Division-Bureau	Phone	Email
	Daniel Blackburn	Law Dept.	X 7170	dblackb@camdennj.gov

## ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

Signature

Date

NOV 26 2024

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE:** RESOLUTION AUTHORIZING THE INSURANCE COMMISSION OF THE CITY OF CAMDEN AND THE CITY ATTORNEY TO SETTLE CERTAIN CLAIMS

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- The City of Camden receives numerous claims on a daily basis relating to general liability, workers 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.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:**

**IMPACT STATEMENT:**

Settle claims in order to obtain the most advantageous settlements and preserve the City's resources.

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Daniel Blackburn, City Attorney

**COORDINATION:**

Prepared by: Dionne Hicks-Giles

856-757-7175 dihicks@camdennj.gov

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Name

Phone/Email

DB:dh  
12-10-24

R-17

**RESOLUTION AWARDING A CONTRACT TO DSI MEDICAL  
TO PROVIDE DRUG AND ALCOHOL TESTING**

WHEREAS, pursuant to RFP# 24-24, the City is in need of a vendor to provide Random Drug and Alcohol testing to City of Camden Employees in compliance with the City's Drug and Alcohol Policy; and

WHEREAS, RFP# 24-24, a proposal was submitted by DSI MEDICAL at the rates of: \$49.50 per test for DOT and Non DOT testing; \$35.00 per Onsite Breath Alcohol Test; \$250.00 per Emergency Testing, \$49.50 Post Accident Testing and \$199.00 per Split Specimen Testing, for a period of (1) one year; and

WHEREAS, the Purchasing Agent and the Business Administrator recommend to City Council of the City of Camden that Council award a contract to DSI Medical for an amount not to exceed TWENTY THOUSAND DOLLARS (\$20,000.00).

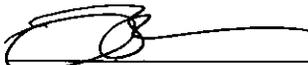
WHEREAS, pursuant to the directive of the Division of Local Government Services, a certification has been attached hereto which certifies that the funds for this expenditure are available and appropriated under the trust account budget of the City of Camden under line item "T-35-900-103", and said certification 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 Officials of the City of Camden are hereby authorized to execute a contract with DSI MEDICAL for an amount not to exceed TWENTY THOUSAND DOLLARS (\$20,000.00), to provide Random Drug and Alcohol testing to City of Camden Employees which services are essential to comply with the City's Drug and Alcohol Policy, 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: December 10, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Daniel Blackburn

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AWARDDING CONTRACT TO DSI MEDICAL IN THE AMOUNT NOT TO EXCEED \$20,000 FOR THE PROVISION OF RANDOM DRUG AND ALCOHOL TESTING**

Point of Contact:	Damon Burke	Risk Management	856 757 7578	daburke@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

Signature Date

Attachments (list and attach all available):

1. RFP 24-24
- 2.
- 3.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

NOV 26 2024

Received by:  
City Attorney

Signature Date

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AWARDING CONTRACT TO DSI MEDICAL IN THE AMOUNT NOT TO EXCEED \$20,000 FOR THE PROVISION OF RANDOM DRUG AND ALCOHOL TESTING**

**FACTS/BACKGROUND:**

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL: \$20,000**

**IMPACT STATEMENT:**

**SUBJECT MATTER EXPERTS/ADVOCATES:**

**COORDINATION:**

**Prepared by:**

---

Name

Phone/Email

**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	Random drug testing
Name of Vendor	DSI Medical
Purpose or Need for service:	Provides random drug and alcohol testing
Contract Award Amount	\$20,000
Term of Contract	01/01/2025 to 01/01/2026
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.)	RFP 24-24
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.

\_\_\_\_\_  
Mayor's Signature\*

Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature

Date \_\_\_\_\_

\*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.

\_\_\_\_\_  
Certifying Officer

Date \_\_\_\_\_

***For LGS use only:***

Approved  Denied

\_\_\_\_\_  
Date \_\_\_\_\_

Director or Designee,  
Division of Local Government Services

Number Assigned \_\_\_\_\_

R-18

DB:dh  
12-10-24

**RESOLUTION AWARDING A CONTRACT TO CONNER STRONG & BUCKELEW  
TO PROVIDE RISK MANAGEMENT CONSULTATION SERVICES  
TO THE CITY OF CAMDEN FOR 2025**

WHEREAS, the City of Camden requested proposals for a vendor to provide Risk Management Consultant Services to the City of Camden; and

WHEREAS, pursuant to a Request for Proposal #24-26, a proposal was submitted by Conner Strong & Buckelew Companies, LLC to provide Risk Management Consultant Services pursuant to the specifications detailing the RFP, for a period of one (1) year; 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 Conner Strong & Buckelew Companies, LLC; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the proper officials are hereby authorized to enter into a contract with Conner Strong & Buckelew Companies, 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: December 10, 2024

The above has been reviewed  
and approved as to form.



DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: **DECEMBER 10, 2024**

TO: **City Council**  
FROM: **Daniel S. Blackburn, City Attorney**

**TITLE OF ORDINANCE/RESOLUTION:** Resolution awarding a contract to Connor Strong & Buckelew to provide Risk Management Consultation Services to the City of Camden for 2025.

Point of Contact:	<b>Daniel S. Blackburn</b>	<b>Law Department</b>	<b>856-757-7170</b>	<b>DaBlackb@ci.camden.nj.us</b>
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director	Y			
Supporting Department Director (if necessary)	N			
Director of Grants Management	N			
Qualified Purchasing Agent	N			
Director of Finance	Y			

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

Signature

NOV 26 2024

Date

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution Authorizing the Contract for the Risk Management Consultant

### FACTS/BACKGROUND:

- The Risk Management Consultant essentially operates as the point of contact between the City and the JIF in all matters. Insurance applications, changes in coverage run through the Risk Management Consultant.
- RFP 24-26.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** The cost is included in our yearly insurance assessments with the Camden County Municipal Joint Insurance Fund

### IMPACT STATEMENT:

### SUBJECT MATTER EXPERTS/ADVOCATES:

- Damon Burke, Risk Manager

### COORDINATION:

- 

Prepared by: Damon Burke, Risk Manager

[Daburke@ci.camden.nj.us](mailto:Daburke@ci.camden.nj.us) /856-757-7170

---

Name

Phone/Email

**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	Professional Services
Name of Vendor	Connor Strong & Buckelew
Purpose or Need for service:	Risk Management Consultant Services
Contract Award Amount	\$0- Payment is included in the JIF assessments
Term of Contract	1 year
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.)	RFP #24-26
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.

\_\_\_\_\_  
Mayor's Signature\*

Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature

Date \_\_\_\_\_

\*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.

\_\_\_\_\_  
Certifying Officer

Date \_\_\_\_\_

***For LGS use only:***

Approved                       Denied

\_\_\_\_\_  
Date \_\_\_\_\_

Director or Designee,  
Division of Local Government Services

Number Assigned \_\_\_\_\_

# 24-26 - RISK MANAGEMENT CONSULTANT

Opening Date: September 18, 2024 9:00 AM

Closing Date: October 22, 2024 11:00 AM

## Vendor Details

Company Name: Conner Strong and Buckelew  
Address: TRIAD1828 CENTRE  
2 Cooper Street  
Camden, NJ 08102  
Contact: Thomas Merchel  
Email: tmerchel@connerstrong.com  
Phone: 856-552-4754  
Fax: 732-393-8153  
HST#:

## Submission Details

Created On: Friday October 18, 2024 10:47:56  
Submitted On: Friday October 18, 2024 11:27:13  
Submitted By: Jaclyn Lindsey  
Email: jlindsey@connerstrong.com  
Transaction #: 45c16888-7926-46f8-b329-8c2e23964550  
Submitter's IP Address: 73.80.187.59

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**Proposal Checklist**

Respondent to initial all items submitted with the proposal. Failure to upload any of these items/documents may be cause for rejection of the proposal. Items that are MANDATORY SUBMISSION with proposal are denoted \*. Items that are Mandatory Submission Before Contract Award are denoted \*\*.

Any additional forms that you feel will help in evaluating your proposal and/or not explicitly stated in the Document Uploads section, please upload it in the last upload space titled "Upload Additional Document".

DOCUMENTS	RESPONDENT'S INITIALS *
STATEMENT OF OWNERSHIP DISCLOSURE FORM*	TJM
NON-COLLUSION AFFIDAVIT**	TJM
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE	TJM
STATE OF NEW JERSEY DEBARRED LIST AND ETHICS COMPLAINT AFFIDAVIT**	TJM
DISCLOSURE OF IRAN INVESTMENT ACTIVITIES**	TJM
AFFIRMATIVE ACTION COMPLIANCE NOTICE**	TJM
SECTION 5 RFP SUBMISSION REQUIREMENTS	TJM
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**	TJM
I HAVE REVIEWED THE ABOVE CHECKLIST AND HAVE PROVIDED ALL OF THE REQUESTED DOCUMENTS	TJM

**Exhibit A - Mandatory Equal Employment Opportunity Language**

Please confirm that you have read and agree with the Exhibit A - Mandatory Equal Employment Opportunity Language Notice.

Agreement	Respondent's Initials *
<p>Exhibit A</p> <p><b>MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE</b></p> <p>N.J.S.A. 10:5-31 and N.J.A.C. 17:27</p> <p>Goods, Professional Services and General Service Contracts</p> <p>(Mandatory Affirmative Action Language)</p> <p>During the performance of this contract, the Contractor agrees as follows:</p> <p>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 or sex. Except with respect to affectional or sexual orientation, the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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 the provisions of this nondiscrimination clause.</p> <p>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 or sex.</p> <p>The Contractor or Subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under this act 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.</p> <p>The Contractor or Subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.</p> <p>The Contractor or Subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.</p> <p>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.</p> <p>In conforming with the applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. All successful prospects must submit, within seven (7) days after the receipt of the notice of intent to award that contract or the receipt of the contract, one of the following:</p> <p>A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), or  A photocopy of an approved Certificate of Employee Information Report, or  If the prospect has none of the above, the public agency is required to provide the prospects with an initial Affirmative Action Employee Information Report (AA-302)</p> <p>The Contractor and its Subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance &amp; EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27</p> <p>By initialing this document, the respondent hereby declares and acknowledges that they have carefully examined and fully understands Exhibit A - Mandatory Equal Employment Opportunity Language and agree to furnish and/or deliver the goods and service in connection herewith.</p>	<p>TJM</p>

**NJ Anti Discrimination Provisions - N.J.S.A. 10:2-1 et seq.**

**NEW JERSEY ANTI-DISCRIMINATION PROVISIONS**

**N.J.S.A. 10:2-1 ET SEQ.**

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Certification	Response - Bidder's Initials *
By initialing this document, the contractor hereby declares and acknowledges that they have carefully examined and duly understands the New Jersey Anti-Discrimination Provisions and agree to furnish and deliver the goods and services, and in doing so, comply with this document.	TJM

**Americans with Disabilities Act of 1990**

**AMERICANS WITH DISABILITIES ACT OF 1990**

**Equal Opportunity for Individuals with Disability**

The CONTRACTOR and the OWNER 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER 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 OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, 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 any 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 OWNER'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER 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 grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The OWNER 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 proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER 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 the Agreement or otherwise at law.

Certification	Response - Bidder's Initials *
By initialing this document, the contractor hereby declares and acknowledges that they have carefully examined and duly understands the Americans with Disabilities Act of 1990 and agree to furnish and deliver the goods and services, and in doing so, comply with this document.	TJM

**Right to Extend - Time for Award**

The City of Camden is required by The Local Public Contracts Law, N.J.S.A. 40A:11-24, to make an award on products or service within sixty (60) days of the bid opening date.

Should the City of Camden require an additional sixty (60) days extension to make an award of this bid, by signing this document you shall grant the City of Camden, NJ the right to extend this award up to one hundred twenty (120) days, if deemed necessary.

Certification	Bidder's Initials *
By initialing this document, the proposer consents to the above request to extend the time of award.	TJM

**Documents**

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid submission may be rejected.

Items that are MANDATORY SUBMISSION with proposal are denoted \*. Failure to upload any of these items/documents may be cause for rejection of the proposal.

Items that are Mandatory Submission Before Contract Award are denoted \*\*.

If you have any miscellaneous documents that would add value to your bid submission, please upload it in the last upload space titled "Upload Additional Document". This particular upload area is optional.

Vendor please do not upload the same document more than once.

- Statement of Ownership Disclosure\* - 1. Camden - Statement of Ownership Disclosure (signed).pdf - Friday October 18, 2024 10:51:14
- Section 5 RFP Submission Requirements - Camden City 2025.pdf - Friday October 18, 2024 11:03:20
- Non-Collusion Affidavit\*\* - 2. Camden - signed Non-Collusion.pdf - Friday October 18, 2024 11:07:34
- Equal Employment Opportunity Questionnaire - 3. Camden - Equal Employment Opportunity Questionnaire.pdf - Friday October 18, 2024 11:07:48
- State of New Jersey Debarred List and Ethics Compliant Affidavit\*\* - 4. Camden - Debarred List and Ethics Complaint (signed).pdf - Friday October 18, 2024 11:07:58
- Disclosure of Iran Investment Activities\*\* - 5. Camden - Disclosure of Investment Activities in Iran (signed).pdf - Friday October 18, 2024 11:08:16
- Affirmative Action Compliance Notice\*\* - 6. Camden - Affirmative Action Compliance Notice (signed).pdf - Friday October 18, 2024 11:08:26
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus\*\* - 7. Camden - Prohibited Activities in Russia or Belarus (signed).pdf - Friday October 18, 2024 11:08:38
- Certificates, N.J.BRC, licenses, W-9, etc - Camden City 2025 - Certs.Licenses.Etc.pdf - Friday October 18, 2024 11:13:41
- Additional Document (optional)

**Addenda, Terms and Conditions**

**Terms and Conditions**

The Bidder hereby acknowledges and agrees:

1. To provide all goods, services and construction, as more specifically set out and in accordance with the Owner's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Owner), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Contract.
2. This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
3. I/WE do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
4. If I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or One Hundred and Twenty (120) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Owner.
5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
6. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.
7. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

Bidder hereby declares and acknowledges that they have carefully examined and fully understands the specifications, Instructions to Bidders and form of Advertisement in connection herewith and is familiar with conditions thereof.

- Thomas Merchel, Vice President, Governmental Risk Management Practice Leader, Conner Strong & Buckelew Companies, LLC

Identify any material arrangements, relationships, associations, employment or other contacts that may cause a conflict of interest or the appearance of a conflict of interest when responding to the solicitation. Do you have a conflict or potential conflict of interest?

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		

**Conner Strong & Buckelew Companies, LLC**  
**Ownership Disclosure**  
**Updated September 11, 2024**

Since its beginning more than 70 years ago, Conner Strong & Buckelew ("CSB") and its predecessor companies have become, through organic growth, strategic investments and acquisitions, one of the nation's largest insurance, risk management and employee benefits brokerage and consulting firms operating in all 50 states.

In 2021, CSB took steps to secure its future as a privately owned insurance brokerage firm for significant years to come by diversifying its ownership structure. BroadStreet Partners ("BroadStreet"), majority owned by the Ontario Teachers' Pension Fund, invested in CSB. In addition to these investments, CSB has also named over eighty partners, none of which is an owner of a 10% or greater interest of CSB's parent organizations.

CSB Chairman Joe Buckelew and President & Chief Executive Officer Mike Tiagwad continue their positions at CSB with the same authority and responsibility.

As a way of further information, Conner Strong & Buckelew Companies, LLC is a wholly owned subsidiary of CS&B Parent Holdings, LLC (TRIAD 1828, 2 Cooper Street, Camden, New Jersey 08102).

- The only owner of a 10% or greater interest in CS&B Parent Holdings, LLC is CSB Group, LLC (TRIAD 1828, 2 Cooper Street, Camden, New Jersey 08102).
- The only owners of a 10% or greater interest in CSB Group, LLC are Keystone American II, LLC (580 North Fourth Street, Suite 560, Columbus, Ohio 43215) and Keystone American III, LLC (218 Royal Palm Way, Suite 200, Palm Beach, Florida 33480).
- The only owner of a 10% or greater interest of Keystone American II, LLC is BroadStreet (580 N. 4<sup>th</sup>, #560, Columbus, Ohio 43215).
- The only owner of 10% or greater interest of BroadStreet is BSP Holdings Trust (580 N. 4<sup>th</sup> Street, #560, Columbus, Ohio 43215) established for the benefit of the Ontario Teachers' Pension Plan Board (5650 Yonge Street, Toronto, Ontario, M2M 4H7, Canada).
- The only owner of a 10% or greater interest of Keystone American III, LLC is an estate planning trust established for the benefit of the family of George E. Norcross, III (218 Royal Palm Way, Suite 200, Palm Beach, Florida 33480).



INSURANCE | RISK MANAGEMENT | EMPLOYEE BENEFITS

# Response to Request for Proposal #24-26 Risk Management Consultant

THE CITY OF CAMDEN

October 22, 2024

Presented by:

**Thomas J. Merchel**

Vice President, Governmental Risk Management Practice Leader

[tmerchel@connerstrong.com](mailto:tmerchel@connerstrong.com)

856-552-4754

CAMDEN - TRIAD1828 CENTRE  
2 Cooper Street  
Camden, NJ 08102  
Mailing Address: P.O. Box 99106  
Camden, NJ 08102

TOMS RIVER  
231 Main Street  
Toms River, NJ 08754  
Mailing Address: P.O. Box 2017  
Toms River, NJ 08754

## **Proposal Requirements and Documents Sections #2, #4, and #5**

### **2. Minimum Qualifications**

- Executive Summary
- Agency Profile and Firm Capabilities
- Relevant Experience & Commitment
- Office Locations
- Dedicated Service Team Chart

### **4. Scope of Services**

### **5. RFP Submission Requirements**

- Cost Proposal – Proposed Fees
- Technical
- Experience
  - Dedicated Service Team Resumes and Licenses
  - List of Current Camden JIF Municipalities Served by the Firm
  - List of Past JIF Municipalities Served by the Firm
  - References
  - Valid State of New Jersey Business Registration Certificate
  - Valid Certificate of Employee Information Report
  - Certificate of Insurance
  - Stay Connected

#### **Regulatory Attachments – Corporate Governance**

- Conner Strong & Buckelew’s Policy on Political Contributions
- Conner Strong & Buckelew’s Code of Business Conduct and Ethics
- Conner Strong & Buckelew’s Compliance Standards and Procedures
- Conner Strong & Buckelew’s Policy on Entertainment of Public and Union Officials
- Conner Strong & Buckelew’s Statement of Revenue Sources

## 2. Minimum Qualifications

### EXECUTIVE SUMMARY

The following is our response to the City's Request for Proposal for Risk Management Consultant (RFP #24-26) for 2025. We sincerely appreciate the opportunity to continue our service to the City as Risk Management Consultant. It is our pleasure to work with the City's employees and to provide guidance and assistance as outlined in our proposal. Thomas Merchel will continue as your Risk Manager and Jaclyn Lindsey and Katie Walters as the Account Managers. You will have a team that is dedicated to servicing Joint Insurance Fund accounts.

Our staff's combined years of government insurance experience continues to be a significant daily resource for the City. As you will see later in our response, we deliver risk management and insurance services to hundreds of governmental entities throughout the State. In our response, we endeavor to satisfy all of the criteria and to elaborate in certain areas we feel distinguish our firm from our competitors. Much of what we do is unique in our field and requires a great deal of effort beyond what our competitors would typically deliver. So many of our competitors are fixated on premium alone and do not manage the "hidden costs" associated with an ineffective Risk Management Program. For example, uninsured claims due to poorly negotiated and applied coverage can be very costly. Furthermore, lack of support on claims management can substantially increase the City's overall **total cost of risk**. At Conner Strong & Buckelew, we understand the challenges the City experiences and we use our resources to deliver value-added Joint Insurance Fund Risk Management Services designed to address the City's requirements and to economize its **total cost of risk**. We analyze and provide guidance regarding the application of best practices for your pre and post-loss loss control strategies - action plans to prevent or contain losses.

In 1985, we established a dedicated unit to specifically address the needs of Governmental Entities. Conner Strong & Buckelew was instrumental in the establishment of several governmental entity self-funded programs throughout the State, called Joint Insurance Funds (JIFs). Today, we continue to grow as the largest provider of Joint Insurance Fund Risk Management Services in New Jersey. The Governmental Risk Management Practice is also responsible for marketing and management of single entity self-insured retention programs, traditionally insured programs, and public sector risk management services.

The Governmental Risk Management Practice offers a diverse spectrum of services and expertise in governmental accounts:

- Joint Insurance Fund Risk Management
- County and Municipal Governments
- School Districts/Boards of Education
- Public Sector Commissions and Authorities
- Fire Districts
- Underwriting Management
- Municipal Utility Authorities
- Volunteer Fire and First Aid Squads
- Quasi-Public Entity Athletic Organizations
- BIDS/SIDS

The Governmental Risk Management Practice serves in several capacities for various Joint Insurance Funds:

**RISK MANAGEMENT CONSULTANT**

As Risk Management Consultant, we assist municipalities in interpreting Joint Insurance Fund coverage, act as the local day-to-day contact for coordination of various Joint Insurance Fund activities, and place insurance coverage not available through the JIF. We provide risk management services to Members in the following Joint Insurance Funds: Atlantic County Municipal Joint Insurance; Burlington County Insurance Commission; Burlington County Municipal Joint Insurance Fund; Camden County Municipal Joint Insurance Fund; Garden State Municipal Joint Insurance Fund; Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; Mid Jersey Joint Insurance Fund; Monmouth County Municipal Joint Insurance Fund; New Jersey Utilities Authority Joint Insurance Fund; Ocean County Municipal Joint Insurance Fund; Professional Municipal Management Joint Insurance Fund. Our Scope of Services provides the details regarding our approach to the City's risk management requirements.

Our goal is to provide value-added Professional Local Unsurpassed Service – our PLUS Risk Management Program – risk management that MATTERS TO YOU! Today, the “U” in PLUS takes on new meaning daily as we endeavor to provide seamless, UNINTERRUPTED service during challenging times.

Your complete satisfaction is most important to us. Should you have any questions, please feel free to give us a call.

Respectfully,

*Thomas J. Merchel*

Vice President, Governmental Risk Management Practice Leader

*Jaclyn Lindsey*

Account Manager

*Katherine Walters*

Account Manager

## Relevant Experience & Commitment

Conner Strong & Buckelew's experience with Risk Management consulting engagements includes the largest number of Risk Management Consulting engagements for MELJIF Affiliates, Environmental Fund (EJIF) Underwriting Management, and Fund Administration.

We have been serving as Risk Management Consultant to municipalities similar in size to the City prior to and since the origination of the municipal joint insurance fund concept.

Our participation on important Joint Insurance Fund Committees is unmatched. We participate on various subcommittees when permitted such as Claims, Safety, Coverage, and Finance for the following Funds:

- Atlantic County Municipal Joint Insurance Fund
- Burlington County Insurance Commission
- Burlington County Municipal Joint Insurance Fund
- **Camden County Municipal Joint Insurance Fund**
- Garden State Municipal Insurance Joint Insurance Fund
- Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
- Mid Jersey Municipal Joint Insurance Fund
- Monmouth County Municipal Joint Insurance Fund
- **Municipal Excess Liability Joint Insurance Fund (MEL)**
- New Jersey Counties Excess Joint Insurance Fund
- **New Jersey Cyber Risk Management Fund**
- **New Jersey Environmental Risk Management Fund**
- New Jersey Utilities Authorities Joint Insurance Fund
- Ocean County Municipal Joint Insurance Fund
- Professional Municipal Management Joint Insurance Fund
- **Residual Claims Fund**

We also serve on many additional MEL Committees including:

- Coverage
- EPL/POL Claims Review
- Legislative
- Membership Marketing
- On-line Training
- Police Accreditation
- Safety
- Strategic Planning
- Cyber

## **Office Locations**

### ***Conner Strong & Buckelew Headquarters***

#### **Camden, New Jersey**

TRIAD1828 CENTRE  
2 Cooper Street  
PO Box 99106  
Camden, NJ 08101  
877-861-3220

### ***Delaware Office***

#### **Dover**

614 N. DuPont Highway, Suite 200  
Dover, DE 19901  
302-678-9555

### ***Massachusetts Office***

#### **Boston**

One Marina Park Drive, Suite 1410  
Boston, MA 02210  
973-659-6456

### ***New Jersey Offices***

#### **Parsippany**

9 Campus Drive, Suite 216  
Parsippany, NJ 07054  
973-659-6400

#### **Toms River**

231 Main Street, PO Box 2017  
Toms River, NJ 08754  
732-736-5200

### ***New York Office***

#### **New York City**

32 Old Slip, Suite 32B  
New York, NY 10005  
646-968-6290

### ***Pennsylvania Office***

#### **Philadelphia**

Two Liberty Place  
50 S. 16<sup>th</sup> Street, Suite 3600  
Philadelphia, PA 19102  
267-702-1400

## Dedicated Service Team

**Thomas J. Merchel, CPA, CMFO**

Vice President

Governmental Risk Management Practice Leader

Phone: 856-552-4754

Email: [tmerchel@connerstrong.com](mailto:tmerchel@connerstrong.com)

Thomas Merchel is responsible for overall department and account management. Duties include reporting on Fund Insurance program activities, assisting with catastrophic loss exposure identification and analysis, advising on the excess coverage, operations, policies and procedures, attendance at various meetings as requested by the Fund, and assisting with development of safety programs and identification of loss control needs.

**Jaclyn Lindsey, ARM**

Account Manager

Phone: 856-446-9268

Email: [jlindsey@connerstrong.com](mailto:jlindsey@connerstrong.com)

**Katherine Walters, CISR**

Account Manager

Phone: 732-736-5264

Email: [kwalters@connerstrong.com](mailto:kwalters@connerstrong.com)

Jaclyn Lindsey and Katherine Walters serve as the Account Managers for the Fund. They are responsible for performing daily service requirements of coverage inquiries, exposure changes, requests for certificates of insurance, claims reporting and monitoring, loss data analysis, contract reviews with third parties, and other daily services as required. Jaclyn and Katherine play integral roles in assisting members with Fund loss control and safety.

#### 4. Scope of Services

Conner Strong & Buckelew assigns a dedicated unit to address your requirements to provide superior service to the City of Camden. Our Dedicated Service Team will deliver the following Risk Management Services:

- **Assist the City in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.**

The Dedicated Service Team identifies, analyzes and quantifies the City's exposures to loss on a continuous basis and makes recommendations concerning the methodology of handling the exposures. The Team will assist with the implementation of the strategies chosen and monitor the City's program at all levels – The City, the Camden JIF, the Municipal Excess Liability Joint Insurance Fund (MELJIF), the NJ Environmental Risk Management Fund (EJIF), and NJ Cyber JIF levels.

- **Assist the City in understanding and selecting the various types of coverages and limits available from the Camden County Municipal Joint Insurance Fund (CCMJIF)/Municipal Excess Liability Joint Insurance Fund (MELJIF).**

The Dedicated Service Team continually reviews and contributes to the re-crafting of the Joint Insurance Fund coverage forms to ensure that appropriate coverage is extended as exposures change or new ones emerge. The Team is available daily to answer questions to ensure there is an understanding of the coverage afforded and to detail the available coverage and limit options. The Team participates on the active and impactful Committees at the Camden JIF, MELJIF level, and EJIF level.

- **Assist in preparing all applications, statements of value, and similar documents requested by insurers.**

The Dedicated Service Team will provide the necessary services to meet the day-to-day requirements of the program as well as the yearly renewal application. We review and process exposure change requests, update the database, and confirm the changes with the City. The Team fully understands that accurate reporting of property, liability and workers' compensation data is critical to the coverage and funding requirements of the program. We are recognized for our in-depth knowledge of the Fund's Origami database and MSI/Learning Management System continuously contributing to system troubleshooting and enhancements.

- **Assist in reporting all changes in exposure to insurers throughout the year.**

The Dedicated Service Team is available to assist in reporting all changes to insurers including assessing such changes for any particular risk management treatment.

- **Review with the City's Risk Manager any additional types of coverage that the Consultant believes the City should purchase in order to protect its assets that are not available through the CCMJIF/MELJIF. The Consultant will be responsible for soliciting proposals, presenting such to the City and, as authorized by the City, securing such coverages on the City's behalf.**

The Dedicated Service Team shall review with the City any additional types of coverage that we believe the City should purchase that are not available from the Fund.

Our firm represents the broadest scope of markets available to ensure competitive program placements.

- **Prepare underwriting submission, solicit proposals from insurers specializing in public entities in addition to CCMJIF and present findings (coverage/services/cost comparison) and recommendation to the City's Risk Manager at least 60 days prior to policy expiration.**

#### *Renewal Preparation*

The Dedicated Service Team will prepare for the renewal of the City's insurance programs well in advance of the effective dates. Preparation includes gathering information relative to the City's operations and exposures and updating our Underwriting Submissions to the marketplace.

We will collaborate with the City's Team to prepare a comprehensive strategy and suggested plan of attack for the renewal. In the end, the City's goals determine our objectives for the renewal.

#### *Renewal Marketing*

Unlike many Property & Casualty Insurance agencies, the Dedicated Service Team markets the business they manage. We approach renewal marketing this way because our teams are most familiar with your operations and best understand the exposures presented. Additionally, we will take a fresh look at the financial structure of the City's program (deductibles, limits, aggregates, payment methodology, etc.) to see if there are any improvements that can be made.

#### *Renewal Proposal and Binding*

The Dedicated Service Team is responsible for preparing and presenting the renewal proposal. Our proposals contain detailed information, including the details of the marketing process, responses from insurance carriers, loss information that drives pricing, detailed insurance carrier quotations, alternative options, etc. Once the renewal proposal is finalized and the City provides approval, the Dedicated Service Team will bind the selected programs on behalf of the City.

- **Assist the City in the preparation of its annual insurance budget.**

The Dedicated Service Team's broad scope of governmental insurance, risk management experience, and clientele represents significant resources for the evaluation of assessment efficiency and equity. These resources are instrumental for program design changes for the City.

- **Review all loss control/engineering reports and assist the City in addressing recommendations.**

The Dedicated Service Team will conduct periodic reviews of loss control engineering reports to detect opportunities for positive, impactful risk management consulting to eliminate or mitigate adverse trends and/or conditions. The Team will work with the City to formulate custom risk management approaches best suited for the City. The Team is well versed on the reports available from the Loss Control Director, Claims Administrator, and Fund Administrator and how they can be utilized to formulate such a custom approach.

- **Attend and actively participate in the City's Safety Committee activities and meetings and shall present information to the Safety Committee on Safety related topics.**

We will assist the City's local Safety Committee to provide assistance and monitoring for compliance with the requirements of the annual Joint Insurance Fund Safety Incentive Program, the participation in the general safety programs of the Joint Insurance Fund, and to provide risk management consulting for locally generated safety concerns and initiatives.

- **Assist the City's Risk Manager in determining and facilitating the necessary training to meet the City's and/or its insurers' safety objectives.**

The Service Team is well-versed regarding the tools and required training guidance available through the MEL Safety Institute (MSI). The Team is current with training as an MSI Administrator, routinely quarterbacking meetings with Loss Control Directors. Currently, the Team is actively engaged with learning the new MSI Learning Management System to be of value-added assistance to the City including assisting with employee training, tracking, completion and reporting of training status.

- **Assist the City's Risk Manager in determining the necessary training to comply with applicable governmental regulations.**

Please refer to above response.

- **Review the City's loss data (recent losses, open claims, and loss trends) and provide recommendations on reducing such in the future.**

The Dedicated Service Team oversees the delivery of Loss Prevention and Claims Management Services provided by the Joint Insurance Fund to our clients.

The Dedicated Service Team will also be engaged for timely, suitable review of lost data in order to convert such a review into action plans to reduce, even eliminate, losses.

- **Assist the City's Risk Manager with ensuring certificates of insurance on behalf of the City are issued.**

The Dedicated Service Team will work with the City to provide Certificates of Insurance. Additionally a list of Certificate Holders for our clients is provided for update in coordination with renewal requirements. The Team assists the City with the critical requirements and demands detailed in MEL Bulletins – Fireworks, Amusement Rides, Vacant Buildings, etc.

- **As requested by the City's Risk Manager, review certificates of insurance received by the City.**

The Dedicated Service Team will provide on-demand, quick turn-around review of Certificates of Insurance received by the City for critical risk transfer, contract compliance and facilitation of project starts and completions.

The Dedicated Service Team works with the City to establish strong programs to help them verify that proper certificates are received from their subcontractors, vendors and other third parties. While we are not involved in the day-to-day administration of our client's certificate review programs, we can work with the third party providers to develop and implement your contract requirements.

- **As requested by the City's Risk Manager, review indemnification and hold harmless language in proposed contracts between the City and organizations and contractors and advise if the City is assuming uninsured exposure.**

The Team's quick turn-around and expertise with respect to Contract Review is second to none in the industry. The Dedicated Service Team is trained to review contractual requirements and verify that they properly dovetail with the City's insurance programs. The Team also works with the City to create suggested language designed to protect your organization when entering into contracts with third party vendors. While the Team is extremely helpful in this regard, we are not attorneys. The Team always reminds our clients to review any suggestions with their attorneys prior to finalizing contract terms and conditions.

- **Assist the City on the risk management aspects of public events being staged or sponsored by the City.**

The Dedicated Service Team is available for direct assistance and/or coordination of resources for the risk management of public events staged or sponsored by the City.

- **Review all coverage documents/policies to verify accuracy,**

Relying on our Dedicated Service Team's in-house technical expertise, we review all coverage documents and contracts for compliance with applicable laws and with the terms of the membership agreement and coverage selection.

- **Respond to all inquiries from authorized City Representatives.**

Inquiries from authorized City representatives will be addressed on a timely basis.

- **Prepare a written report outlining the City's risk management/insurance/safety program. If requested, present to the Governing Body.**

The Dedicated Service Team will compile periodic risk management stewardship reports and present these reports as required.

- **Assist the City in understanding and utilizing all cost containment programs offered by the City's insurers.**

The Dedicated Service Team is well versed with the current cost containment programs offered and commit to the same deep understanding of new offerings as they emerge.

- **Perform services to ensure the City is meeting all requirements of its insurers.**

The Team will attend meetings of the Fund Commissioners Executive Committee and monitor the performance of other services as required by the City or the Joint Insurance Fund to keep you informed, updated on any changes, **and to assure the best value for the City of Camden.**

- **Assist with claim resolution when requested.**

We actively serve as your advocate for satisfactory settlement of claims, including participation in periodic claims review processes and meetings.

- **Attend 90% of the CCMJIF Executive Committee Meetings.**

The Team's commitment to active participation in the Joint Insurance Fund program is exhibited on the committee participation chart included. Our broader committee and professional service participation allows us to effectively impact the Joint Insurance Fund process, in particular, and ultimately, this directly and positively effects the City's program.

- **Perform any other services, i.e., claim review (including meeting attendance) to ensure the City is achieving its risk management goals and initiatives.**

The Dedicated Service Team realizes that members need more than just "insurance coverage" to effectively protect their entity. To this end, the Team will provide comprehensive claims settlement services.

- Dedicated Service Team
- Organize quarterly claims review meetings
- Established troubleshooting focus and methodologies
- Client advocacy and consultative philosophy with a proven track record
- Priority treatment of claims matters
- Focused annual staff service goal includes claims advocacy
- Periodic client interview to gauge satisfaction, address concerns, and provide solutions
- Monitor effectiveness of claims services
- Cyber claim support

Our services are not limited to those previously described. The Dedicated Service Team will continually review activities to develop suggestions for new efficiencies and will be a resource to provide support as needed, in accordance with the Fund Bylaws.

**A sample of our value-added services:****▪ Employment Practices Liability**

The Dedicated Service Team members are MELJIF qualified Employment Practices Liability Trainers and can assist the City with meeting the Joint Insurance Fund's requirements for lower assessments, deductibles and co-insurance.

**▪ Attendance at City Meetings**

The Dedicated Service Team will attend City meetings as required and to report on Fund programs, City progress with Fund programs and other matters critical to the City's membership success.

**▪ RMCWIRE - A Monthly Update from Your Risk Management Consultants**

We are excited to present the RMCWIRE, a monthly newsletter from the Conner Strong and Buckelew RMC Team.

Our goal with this newsletter is to consolidate the many communications you receive regarding JIF requirements and events. The newsletter provides one resource that houses upcoming requirements and due dates along with clickable links that provide guidance to assist in making meeting the requirements as efficient as possible.

**▪ Risk Management Program, Client Advice and Consultation**

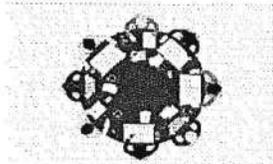
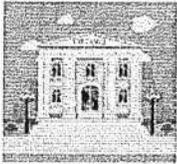
At Conner Strong & Buckelew we seek to become a trusted advisor to our clients. Our clients notice a stark contrast between us and our competitors. We seek to educate our clients concerning insurance coverage, how claims will be managed in the event of a loss, and a host of other risk management strategies that can be employed with success. We believe that clients who have been provided with detailed technical information will be able to make better, and the most cost effective risk management decisions. Our high-level follow-up will enhance our mutual relationship and lead to the achieving of risk management that MATTERS TO YOU!

Our Professional Local Unsurpassed Service - **PLUS**

**PLUS** Risk Management Program includes, but is not limited to:

- Dedicated Service Team
- Client Communications regarding JIF Requirements
- EJIF Alerts
- EPL Alerts
- E-Mail Alerts regarding Coverage, Loss Control and Safety as needed
- Claims Troubleshooting Management & Advocacy

- Joint Insurance Fund Committee Participation – Local and Statewide
- MEL Safety & Education Committee Charter Member



## 5. RFP Submission Requirements

### Cost Proposal – Proposed Fees

Conner Strong & Buckelew thanks you for the opportunity to offer a proposal to provide Risk Management Consultant Services to the City of Camden.

The City of Camden's current risk management and insurance program consists of participation in the Camden County Municipal Joint Insurance Fund. Conner Strong & Buckelew proposes to perform the services of Risk Management Consultant as outlined for 6% of the City's Fund Assessment and in accordance with Fund by-laws.

In consideration of the proposed fees, our proposal is inclusive of all of the services described in this response.

For placement of insurance coverages outside of the Fund, please see our Statement of Revenue Sources.

## Technical

A strong risk manager/insurance brokerage is not going to just deliver insurance products based upon what they think is best or the same as in previous years and/or membership periods. We will work collaboratively with the City to continue to address its needs and fully explore the impact risk transfer options can have on program success. We are a proven brokerage providing complex clients with creative and effective solutions.

In addition to the detail provided in the Scope of Service that answers to our level of technical expertise, and including our agreement to deliver the services, Conner Strong & Buckelew's core approach is to establish the City's dedicated Joint Insurance Fund Risk Management Service Team. We do not stop there. Critically, the Team can access not only JIF internal and external resources, but it will also have access to our firm's entire public entity seasoned staff. The combined years of experience exceeds 100. This experience includes JIF placements, standalone programs (first dollar, retained risk, for example), a proven ability to resolve coverage placement challenges, claim/coverage interpretation issues, service issues, member/insured compliance issues, and daily matters as they emerge. Our approach is one of total advocacy, regardless of the program placement, assuring that all resources of the insuring mechanism are utilized when beneficial and/or required.

## **Experience**

For all pertinent information relating to Conner Strong & Buckelew's organization and minimum qualifications, please refer to Section 2 - Minimum Qualifications, as well as all corresponding subsections.

Included in this Section is your Dedicated Service Team's Resumes and Licenses, list of current Camden JIF municipalities served by our firm, as well as a Reference List. We have also included additional documentation in this section relating to our experience in the insurance industry.



## **THOMAS J. MERCHEL, CPA, CMFO, CTC**

### **Public Entity**

*Vice President, Governmental Risk Management Practice Leader*

### **RESPONSIBILITIES**

Tom Merchel serves as the Fund Risk Management Consultant to the Ocean County Municipal Joint Insurance Fund, the Professional Municipal Management Joint Insurance Fund, and the Monmouth Municipal Joint Insurance Fund. He also serves as the Risk Management Consultant to members of the Atlantic, Burlco, Camden, Garden State, Mid Jersey, NJUA, and Trico Joint Insurance Funds, as well as the Burlington County Insurance Commission.

**P** 856-552-4754

**E** tmerchel@connerstrong.com

### **BACKGROUND**

Prior to joining Conner Strong & Buckelew, Tom worked for 26 years at the Township of Moorestown as the Chief Financial Officer, Deputy Manager and Township Manager. Tom handled all accounting, financial and budgeting responsibilities for the Township. He managed over \$200 million in capital projects, including the construction of a new municipal complex, three water treatment plants and major upgrades to a wastewater treatment plant. He is proud of his accomplishment in increasing the Township's Moody's Bond Rating from A1 to Aaa.

While at Moorestown, he served as Commissioner and Chair to the Municipal Excess Liability Joint Insurance Fund (MEL), New Jersey Cyber Risk Management Joint Insurance Fund, and the Professional Municipal Management Joint Insurance Fund (PMMJIF). Tom was also the Commissioner to the Environmental Joint Insurance Fund (EJIF) and the Residual Claims Joint Insurance Fund (RCF). In his capacity as commissioner, he served on various subcommittees including MEL, EJIF and RCF Claims.

Additionally, Tom previously worked for 5 years as the Treasurer for Pennsauken Township and for 4 years as a municipal and school auditor for Bowman & Company.

### **EDUCATION**

Saint Joseph's University – Bachelor of Science in Accounting, Minor in Finance

### **PROFESSIONAL DESIGNATIONS**

NJ Property & Casualty Producers License  
Pa Certified Public Accountant (CPA)  
NJ Certified Municipal Finance Officer (CMFO)  
NJ Certified Tax Collector (CTC)

### **COMMUNITY INVOLVEMENT**

Tom is a member of the Moorestown Breakfast Rotary Club where he participates in various community events such as the Adopt-A-Park and school backpack programs. He is a member of the NJ Government Finance Officers Association.

**CONNER  
STRONG &  
BUCKELEW**

State of New Jersey

License No: 3003295742

NPN: 21325585

Department of Banking and Insurance

**THOMAS MERCHEL JR.**

2 COOPER STREET  
CAMDEN NJ 08102

**IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES**

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	Casualty; Property	09/19/2024	11/30/2026

The department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

**Department Contact Information**

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.  
Make any checks and/or money orders payable to: **STATE OF NEW JERSEY, GENERAL TREASURY**  
Mailing Address: Department of Banking and Insurance  
20 West State Street  
P. O. Box 327  
Trenton, NJ. 08625-0327



**P** 856-446-9268

**E** [jlindsey@connerstrong.com](mailto:jlindsey@connerstrong.com)

## **JACLYN LINDSEY, ARM**

**Governmental Risk Management Practice**  
*Account Manager*

### **RESPONSIBILITIES**

Jaclyn Lindsey is responsible for the daily account servicing activities of Joint Insurance Fund Risk Management Consultant clients, including new member and renewal member processes. She serves as the procedural and technical resource for the Service Team and is involved in retention of business, maintenance of accounts, and various client meetings. Jaclyn also pursues new revenue opportunities including rounding of accounts for all lines of coverage available in the current book as well as referrals to Employee Benefits. She helps clients in identifying their insurable exposures and recommends professional methods to reduce, assume or transfer the risk of loss including recommending coverages not afforded by a Joint Insurance Fund.

### **BACKGROUND**

Prior to Jaclyn's role as an Account Manager, she was an Account Analyst. She was responsible for the daily servicing and preservation of commercial lines customers, including the marketing and rating. Prior to joining Conner Strong & Buckelew, she worked as a Workers' Compensation adjuster with AmTrust and AmeriHealth Casualty Services for eight years. In this position, she investigated, evaluated, and determined compensability of claims. Jaclyn was responsible for building and maintaining relationships between the organization and clients, including insurance brokers, health care providers, attorneys, and customers.

### **EDUCATION**

Rowan University – Bachelor of Arts in Communication Studies

### **PROFESSIONAL DESIGNATIONS**

Producer License – New Jersey Property, Casualty, Accident & Health Insurance  
Associate in Risk Management (ARM)

### **COMMUNITY INVOLVEMENT**

Jaclyn participates in community races to support local charities. Her favorite race is the Cooper Norcross Run the Bridge 10K supporting The Larc School.

**CONNER  
STRONG &  
BUCKELEW**

State of New Jersey

License No: 3002126006

NPN: 20441452

Department of Banking and Insurance

**JACLYN LINDSEY**

2 COOPER ST.  
CAMDEN NJ 08102

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	Accident & Health or Sickness; Casualty; Property	09/06/2022	01/31/2025



The department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

**Department Contact Information**

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.  
Make any checks and/or money orders payable to: STATE OF NEW JERSEY, GENERAL TREASURY  
Mailing Address: Department of Banking and Insurance  
20 West State Street  
P.O. Box 327  
Trenton, NJ. 08625-0327



**P** 732-736-5264

**F** 732-393-8153

**E** [kwalters@connerstrong.com](mailto:kwalters@connerstrong.com)

## **KATHERINE J. WALTERS, CISR**

**Governmental Risk Management Practice**

*Account Manager*

### **RESPONSIBILITIES**

Katherine Walters is responsible for the daily account servicing activities of Joint Insurance Fund/Risk Management Consultant clients. This includes new member and renewal member processes, public bid requests for proposals, coverage inquiries, exposure changes, certificate of insurance requests, and timely claim reporting. She assists clients in identifying insurable exposures and recommends professional methods to reduce, assume, or transfer the risk of loss including recommending coverages not afforded by a Joint Insurance Fund. Katherine also plays an integral role in assisting clients with loss control and safety. She provides prompt, accurate, and courteous service to clients, Joint Insurance Fund professionals, and insurance companies regarding those accounts and other duties, as directed.

### **BACKGROUND**

Katherine joined Conner Strong & Buckelew in 2013. She has over 10 years of experience in the Governmental Risk Management Practice Division.

### **EDUCATION**

Rutgers University – Bachelor of Arts in Psychology, Minor in Education  
Ocean County College – Associate Degree in Liberal Arts

### **PROFESSIONAL DESIGNATIONS**

Certified Insurance Service Representative (CISR)

**CONNER  
STRONG &  
BUCKELEW**

State of New Jersey

License No: 1550580

NPN: 17285396

Department of Banking and Insurance

**KATHERINE WALTERS**

231 MAIN STREET  
TOMS RIVER NJ 08754

IS DULY LICENSED WITH THE FOLLOWING LICENSE TYPE(S) AND AUTHORITIES

This insurance license is valid and shall remain in effect unless revoked or suspended provided that the fee set forth in N.J.A.C. 11:17-2.12 is paid and renewal requirements set forth in N.J.A.C. 11:17-2.5, including continuing education requirements for resident individuals, are met by the license expiration date. A renewal notice will be mailed to the licensee mailing address approximately 30 days prior to the license expiration date.

LICENSE TYPE	LINES OF AUTHORITY	EFFECTIVE DATE	EXPIRATION DATE
Insurance Producer	Accident & Health or Sickness; Casualty; Life; Property	05/01/2024	04/30/2026



The department maintains an informative website at [www.dobi.nj.gov](http://www.dobi.nj.gov). Please visit this web page for valuable information and forms necessary to maintain compliance with licensing requirements.

**Department Contact Information**

web site: [www.dobi.nj.gov](http://www.dobi.nj.gov)  
phone: (609) 292-4337  
fax: (609) 984-5263

The request for any change of license information must be sent to the Department within 30 days of the change.

Make any checks and/or money orders payable to: STATE OF NEW JERSEY, GENERAL TREASURY

Mailing Address: Department of Banking and Insurance  
20 West State Street  
P. O. Box 327  
Trenton, N.J. 08625-0327

### **Present Camden Joint Insurance Fund Public Entities Served**

- Barrington
- Bellmawr
- Berlin Township
- Brooklawn
- Camden City
- Cherry Hill Fire District
- Cherry Hill Township
- Collingswood
- Gloucester City
- Gloucester Township
- Hi-Nella
- Magnolia
- Medford Lakes
- Merchantville
- Mount Ephraim
- Oaklyn
- Pennsauken
- Runnemede
- Somerdale
- Tavistock
- Voorhees
- Winslow Fire District
- Winslow Township

### **Past Public Entities Served**

- Burlington County Institute of Technology – Agent  
1996-2007
- Carneys Point Township – Risk Management Consultant  
2004-2008
- Cinnaminson Sewerage Authority – Risk Management Consultant  
1999-2007
- Holmdel Township – Risk Management Consultant  
2003-2005
- Southampton Township – Agent/Risk Management Consultant  
1997-2005
- Tabernacle Township – Agent/Risk Management Consultant  
1996-2006

## References

### **Borough of Brooklawn**

301 Christiana Street

Brooklawn, NJ 08030

Michael Mevoli, Councilman/Camden JIF Chairman

856-456-0750

[mmevoli@camdencounty.com](mailto:mmevoli@camdencounty.com)

*Camden JIF experience serving as Risk Management Consultant from 2000-present*

### **Township of Berlin**

135 Route 73 South

West Berlin, NJ 08091

Mayor Phyllis Magazzu

856-767-1854

[mayormagazzu@berlintwp.com](mailto:mayormagazzu@berlintwp.com)

*Camden JIF experience serving as Risk Management Consultant from 1998-present*

### **Township of Winslow**

125 South Route 73 South

Braddock, NJ 08037

Joseph Gallagher, Administrator

609-567-0700

[jgallagher@winslowtownship.com](mailto:jgallagher@winslowtownship.com)

*Camden JIF experience serving as Risk Management Consultant from 2009-present*

## Stay Connected

Follow us on social media to stay up to date on company news and risk management trends:



Conner Strong & Buckelew



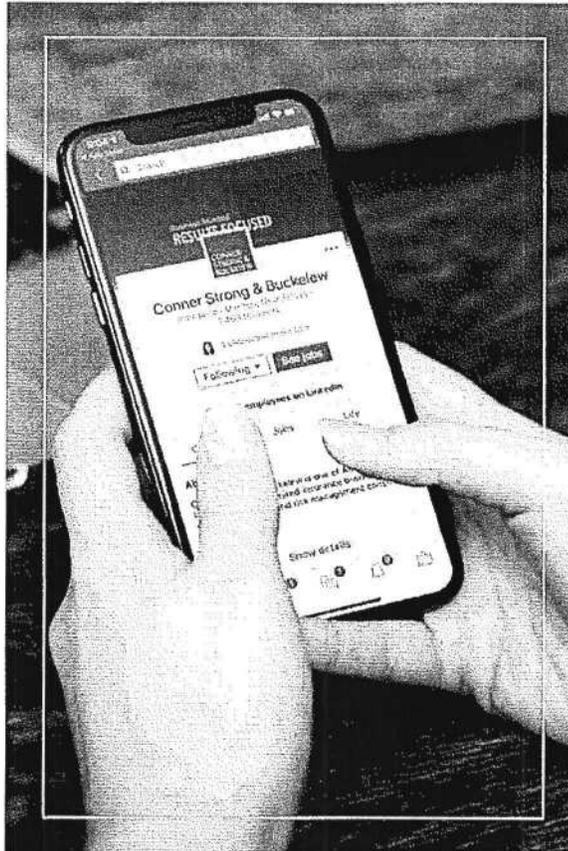
@connerstrongbucklew



Conner Strong & Buckelew



@connerstrong





## *Policy on Political Contributions*

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Conner Strong & Buckelew is licensed to do business in all 50 states and is regulated by various departments of insurance and other authorities in those jurisdictions in which it conducts business.

Political contributions of all types are also subject to extensive governmental regulation and public disclosure requirements. Conner Strong & Buckelew is fully committed to complying with all applicable laws and regulations. To avoid any confusion and to assure that Conner Strong & Buckelew operates in a manner consistent with all applicable laws, Conner Strong & Buckelew has adopted this policy.

Under the laws of many jurisdictions, Conner Strong & Buckelew is legally prohibited from making political contributions as a business entity and may be otherwise disqualified by law from receiving the award of certain public contracts should certain political contributions be made.

- A. Conner Strong & Buckelew shall not make any political contributions, whether monetary or in-kind, to candidates for political office, candidate committees, political party committees or other similar initiatives.
- B. No officer, director or shareholder of Conner Strong & Buckelew (as well as their respective spouses, partners and dependent children residing within the household) shall make any political contributions, whether monetary or in-kind, to candidates for political office, candidate committees, political party committees or other similar initiatives.
- C. Notwithstanding paragraph B above, Conner Strong & Buckelew does permit its employees, including officers, directors and shareholders (as well as their respective spouses, partners and dependent children residing within the household) to make political contributions to candidates for federal offices, which includes President of the United States, United States Senate and United States House of Representatives. All contributions must comply with applicable law.



## Introduction

This Code of Business Conduct and Ethics (“Code”) applies to Conner Strong & Buckelew Companies, LLC (“Company”). The Company has adopted this Code to help all Company employees behave in a way that promotes the integrity of the Company and maintains the trust and confidence of its clients. The Company expects all directors, employees, officers (“employees”) and business associates to use sound judgment to help the Company carry out the Company’s business with honesty and high ethical standards and in compliance with all applicable laws. Each employee and business associate is expected to demonstrate personal commitment to the standards set forth in this Code.

Any questions about this Code or the appropriate course of conduct in a particular situation should be directed to the Company’s General Counsel. Any evidence of improper conduct, violation of laws, rules, regulations or this Code should be reported immediately in accordance with the procedures set forth herein. The Company will not allow retaliation against an individual for such a report made in good faith.

## Responsibilities

### **I. Compliance with Laws, Rules and Regulations**

All employees, officers and business associates must respect and obey all laws, rules and regulations applicable to the Company’s business, including state and local laws in all geographic areas in which the Company operates.

### **II. Commitment to Equal Opportunity and Treatment of Employees**

The Company is an equal opportunity employer. The Company grants equal employment opportunities to all qualified individuals without regard to race, sex, sexual orientation, religion, age, national origin, creed, marital status, physical or mental disability, or veteran’s status. The Company does not tolerate discrimination and harassment, including sexual harassment, in the workplace or in other business related or company sponsored settings. The Company’s position on providing a comfortable work environment extends to the conduct of students, vendors, contractors, visitors, customers, and other persons who enter the Company’s property.

### **III. Political Contributions**

Political contributions of all types are subject to extensive governmental regulation and public disclosure requirements. The Company is fully committed to complying with all applicable laws and regulations. To avoid any confusion and to assure that the Company operates in a manner consistent with all applicable laws, the Company adopted a policy on Political Contributions, which is posted on our website.



**IV. Entertainment of Public and Union Officials**

Providing meals, entertainment or gifts to Public and Union Officials are subject to extensive governmental regulation and public disclosure requirements. The Company is fully committed to complying with all applicable laws and regulations. To avoid any confusion and to assure that the Company operates in a manner consistent with all applicable laws, the Company adopted a policy on Entertainment of Public and Union Officials, which is posted on our website.

**V. Conflicts of Interest**

Conflicts of interest arise when an employee's personal interests influence business decisions. Employees shall avoid situations where personal interests may conflict with the best interest of the Company or the client.

The Company believes that business decisions by its customers should be made solely on the basis of the Company's quality, service, price and other competitive factors. Gifts and entertainment of nominal value are used to create good will with customers, vendors and service providers. If they go beyond that and make the customer, vendor or service provider feel obligated to offer any special consideration to the Company, they are unacceptable. Therefore, employees and business associates should exercise good judgment and moderation and should only offer gratuities to customers to the extent they are in accordance with local laws and reasonable business practices in the marketplace.

**VI. Professional Obligations to Clients**

As an insurance broker, we act at all times to fulfill our professional obligations to the client. In this regard, our placement decisions must be guided by our professional obligations. This means that, in the course of representing our clients' interests we must: (1) have the degree of skill and knowledge requisite to the calling; (2) exercise good faith and reasonable skill, care and diligence in the execution of our duties; and (3) possess reasonable knowledge of the types of policies, their different terms, and the coverage available.

Our guiding principle is to consider our client's interests in all placements. We are our clients' advocate and represent clients in our negotiations. We must work closely with clients on the design of their risk transfer program to address the complexity of decisions that have to be taken into account, such as the insurer's financial strength, expertise in the line of coverage needed, its claims-paying history, clients' service requirements, breadth of coverage, pricing, and other terms and conditions.



## ***Code of Business Conduct and Ethics***

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We must not engage in any unfair method of competition or unfair and deceptive acts or practices in the conduct of our insurance business. This would include, among other things “bid-rigging,” the submission of a fraudulent bid to the client, or the making of any materially false or untrue statement to a client for the purpose of inducing that client to place its business with a particular insurer. The most important objective in placing business with a particular insurer is the interests of the client, price and other factors considered. In making a placement recommendation, consideration of the potential profit to the Company, including the potential for a bonus, incentive or contingent commission, when to the detriment of the client, is strictly prohibited.

### **VII. Confidentiality**

Employees should maintain the confidentiality of confidential information entrusted to them by the Company or its customers and suppliers, except when disclosure is authorized or legally mandated. “Confidential information” includes all non-public information that might be of use to competitors, or harmful to the Company or its customers or suppliers, if disclosed. This obligation to protect confidential information does not cease when an employee leaves the Company.

### **VIII. Protection and Proper Use of the Company’s Assets**

All employees have a duty to protect the Company’s assets and ensure the assets’ efficient use. Theft, carelessness and waste have a direct impact on the Company’s profitability and financial health. The Company’s assets should be used only for legitimate business purposes and employees and directors should take measures to ensure against their theft, damage or misuse. These assets include intellectual property such as patents, trademarks, trade secrets, business and marketing plans, salary information and any unpublished financial data and reports.

### **IX. Accuracy of Records and Reporting**

The making of false or misleading records or documentation is strictly prohibited. The Company must operate in compliance with all applicable laws and regulations regarding the preservation of records. Records should be retained and destroyed only in accordance with the Company’s document retention practices and procedures.



## ***Compliance Standards and Procedures***

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The Company understands that no code or policy can address every scenario or answer every question. To ensure that all employees and business associates can obtain prompt answers to their questions and inquiries, the Company has designated the General Counsel as the designated individual for overseeing and monitoring compliance with this code. The General Counsel can be reached at 856-479-2237. Written communications intended to be confidential should be mailed to **Conner Strong & Buckelew Companies, LLC, TRIAD1828 CENTRE, 2 Cooper Street, Camden, NJ 08102, Attn: General Counsel.**

We encourage all employees and business associates to promptly report any violations of this Code or any other laws, rules or regulations to the Company's General Counsel. The Company does not permit retaliation or discrimination of any kind against employees or business associates who reasonably believe there has been possible illegal or unethical conduct and who in good faith report the conduct to us. However, it is a violation of our policy for any employee to communicate a report claiming illegal or unethical conduct which the employee knows or reasonably should know to be false. Any reported violation will be kept confidential to the extent possible.

The report of an alleged violation of the Code must be factual, rather than speculative or conclusory, and should contain the following specific information to justify the commencement of an investigation:

- (i) the alleged event, including the date and location of such event;
- (ii) the name of each person involved; and
- (iii) any additional relevant information, documentation or other evidence available to support the reported violation.

Reported violations will be promptly investigated. Employees are expected to cooperate fully with any investigation made by the Company or any of its representatives.

Employees who violate this Code may be subject to disciplinary action, up to and including termination of employment. The Company will also terminate any relationship with a business associate if such relationship is in violation of this Code. Knowledge of a violation and failure to promptly report or correct the violation may also subject an employee to disciplinary action.



## *Policy on Entertainment of Public and Union Officials*

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Under the laws of many jurisdictions, Public Officials and Union Officials are legally prohibited from soliciting or accepting gifts, meals or anything of value. When dealing with Public Officials and Union Officials, Conner Strong & Buckelew and its employees must avoid any activity that is illegal or unethical or gives the appearance of being such. Therefore, the giving of anything of value, including travel or entertainment, directly or indirectly, to Public Officials or Union Officials is prohibited.

For purposes of this policy, a "Public Official" is any individual holding any federal, state, multi-state, county, municipal office or school board, whether by election, appointment or by virtue of employment and a "Union Official" is any individual holding an elected or appointed leadership position in a labor organization, which includes any organization which exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work.

Conner Strong & Buckelew and its employees shall not provide, either with Conner Strong & Buckelew funds or personal funds, meals, entertainment (including tickets to sporting events), travel, gifts or anything of value to any Union Official or Public Official, except as follows:

- A. provision or acceptance of food and refreshment of nominal value on infrequent occasions in the ordinary course of a meeting, if served to all participants at the meeting and for the purpose of permitting work at the meeting to continue is permitted;
- B. provision of food and refreshment at a widely-attended public event, reception or ceremony where the value complies with governing federal or state laws is permitted; and
- C. provision of food and refreshment at a broad based invitation holiday, anniversary or other commemorative event is permitted.



## ***Statement of Revenue Sources***

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Conner Strong & Buckelew Companies, LLC (“Conner Strong & Buckelew”) is an insurance producer licensed by all 50 states. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Conner Strong & Buckelew can be compensated in several ways for the services we provide to our clients. Compensation can vary depending on a number of factors, including the terms of the policy, the insurer that issues the policy and such other factors as the volume of business Conner Strong & Buckelew places with an insurer and/or the profitability of insurance contracts Conner Strong & Buckelew provides to that insurer.

We primarily derive our compensation from insurance companies in the form of commissions on each insurance placement. These commissions are typically paid pursuant to our agreement with the applicable insurance company or insurance intermediary and in alignment with an established commission schedule. In situations where the commissions received are less than our standard compensation, we may receive an agreed-upon placement fee from the client in addition to the commission. In this case, the fee plus the commission received will not exceed our standard rate.

We also derive compensation directly from our clients. This compensation will only be received when it is memorialized in a separate written agreement with the client in which the fee amount is set out in detail and agreed upon.

In some cases, we may receive compensation from insurance companies based on the overall volume and profitability of business that we place with an insurance company. While these agreements may vary from insurance company to insurance company, as matter of corporate policy, Conner Strong & Buckelew expressly prohibits the consideration of compensation in selecting the most suitable insurance company for your needs.

We also earn interest income on premium payments held by us on behalf of clients from the date of our receipt through the date such payments are transferred to the insurance company to the extent permissible by law. When clients elect to pay their premiums using a traditional third party premium finance note, we may receive a portion of the finance charge payable to the premium finance company by the client. In addition, we may also receive promotional or referral fees from other third-party service providers as consideration for our promotion or referral of their goods and services.

Conner Strong & Buckelew and its employees may also receive incentives and rewards, such as trips, prizes and entertainment from insurance companies with which they place business.

Conner Strong & Buckelew believes that its clients have a right to fair and meaningful disclosure regarding our sources of revenue. Clients may request information about compensation expected to be received by Conner Strong & Buckelew based in whole or in part on the sale of insurance to the client, and (if applicable) compensation Conner Strong & Buckelew would have been eligible to receive based on any alternative quotes presented to the client in connection with the placement of insurance.

DB:dh  
12-10-24

R-19

**RESOLUTION AWARDING A CONTRACT TO SCIBAL ASSOCIATES AKA  
QUAL-LYNX, 100 DECADON DRIVE, EGG HARBOR TOWNSHIP, NJ 08234 TO  
PROVIDE THIRD PARTY ADMINISTRATION OF THE CITY'S GENERAL LIABILITY  
AND WORKERS' COMPENSATION CLAIMS**

WHEREAS, there exists a need to provide Third Party Administration to the City of Camden for the City's Self-Insured Liability and Workers' Compensation Program, Managed Care Services; and

WHEREAS, pursuant to an advertised Request for Proposal #24-28, a proposal was submitted by Scibal Associates aka Qual Lynx, 100 Decadon Drive, Egg Harbor Township, NJ, 08234, for an amount not to exceed ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000.00), for a term of one (1) year; 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-35-900-101 and T-35-900-103", 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 a contract be awarded to QUAL-LYNX, 100 DECADON DRIVE, EGG HARBOR TOWNSHIP, NJ 08234 for an amount not to exceed ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000.00) to provide Third Party Administration to the City of Camden for the City's Self-Insured Liability and Workers' Compensation Program, Managed Care Services, 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. This contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5(1)(ii)(m) of the Local Public Contracts Law. A notice of this action shall be printed once in a newspaper of general circulation and a copy of said contract shall be available for public inspection.

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.

Dated: December 10, 2024

The above has been reviewed  
and approved as to form.



\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST:

\_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Daniel Blackburn

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AWARDDING CONTRACT TO SCIBAL ASSOCIATES AKA QUAL-LYNX IN THE AMOUNT NOT TO EXCEED \$120,000 FOR THE PROVISION OF THIRD PARTY CLAIMS ADMINISTRATION SERVICES**

Point of Contact:	Damon Burke	Risk Management	856 757 7578	daburke@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible				
Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

1. RFP 24-28
- 2.
- 3.

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

Signature

NOV 26 2024

Date

## EXECUTIVE SUMMARY

TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AWARDDING CONTRACT TO SCIBAL ASSOCIATES AKA QUAL-LYNX IN THE AMOUNT NOT TO EXCEED \$120,000 FOR THE PROVISION OF THIRD PARTY CLAIMS ADMINISTRATION SERVICES

FACTS/BACKGROUND:

AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL: \$120,000

IMPACT STATEMENT:

SUBJECT MATTER EXPERTS/ADVOCATES:

COORDINATION:

Prepared by:

---

Name

Phone/Email

**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	Third Party Administration Services
Name of Vendor	Scibal Associates AKA Qual-Lynx
Purpose or Need for service:	Third party administration of workers compensation, auto/general liability and 1 <sup>st</sup> party property claims.
Contract Award Amount	\$120,000
Term of Contract	01/01/2025 to 01/01/2026
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.)	RFP 24-28
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.

\_\_\_\_\_  
Mayor's Signature\*

Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature

Date \_\_\_\_\_

\*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.



# 24-28 - THIRD-PARTY ADMINISTRATION SERVICES: WORKERS' COMPENSATION, AUTO/GENERAL LIABILITY, AND 1ST PARTY PROPERTY CLAIMS ADMINISTRATION AND WORKERS' COMPENSATION MANAGED CARE SERVICES

Opening Date: October 1, 2024 9:00 AM

Closing Date: October 24, 2024 11:00 AM

## Vendor Details

Company Name: Scibal Associates, Inc.  
Does your company conduct business under any other name? If yes, please state: Qual-Lynx  
Address: 100 Decadon Drive  
Egg Harbor Township, NJ 08234  
Contact: Sandy Eaton  
Email: Sandy.Eaton@qual-lynx.com  
Phone: 609-833-2089  
Fax: 609-653-2928  
HST#: 222483867

## Submission Details

Created On: Tuesday October 22, 2024 14:29:32  
Submitted On: Wednesday October 23, 2024 16:06:12  
Submitted By: Sandy Eaton  
Email: Sandy.Eaton@qual-lynx.com  
Transaction #: ebcaa701-95de-450b-a8ef-a4305874649d  
Submitter's IP Address: 204.89.32.4

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**Proposal Checklist**

Respondent to initial all items submitted with the proposal. Failure to upload any of these items/documents may be cause for rejection of the proposal. Items that are MANDATORY SUBMISSION with proposal are denoted \*. Items that are Mandatory Submission Before Contract Award are denoted \*\*.

Any additional forms that you feel will help in evaluating your proposal and/or not explicitly stated in the Document Uploads section, please upload it in the last upload space titled "Upload Additional Document".

DOCUMENTS	RESPONDENT'S INITIALS *
STATEMENT OF OWNERSHIP DISCLOSURE FORM*	AHL
NON-COLLUSION AFFIDAVIT**	AHL
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE	AHL
STATE OF NEW JERSEY DEBARRED LIST AND ETHICS COMPLAINT AFFIDAVIT**	AHL
DISCLOSURE OF IRAN INVESTMENT ACTIVITIES**	AHL
AFFIRMATIVE ACTION COMPLIANCE NOTICE**	AHL
ALL SECTION 5 SUBMISSION REQUIREMENTS	AHL
CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**	AHL
I HAVE REVIEWED THE ABOVE CHECKLIST AND HAVE PROVIDED ALL OF THE REQUESTED DOCUMENTS	AHL

**Exhibit A - Mandatory Equal Employment Opportunity Language**

Please confirm that you have read and agree with the Exhibit A - Mandatory Equal Employment Opportunity Language Notice.

Agreement	Respondent's Initials *
<p>Exhibit A</p> <p><b>MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE</b></p> <p>N.J.S.A. 10:5-31 and N.J.A.C. 17:27</p> <p>Goods, Professional Services and General Service Contracts</p> <p>(Mandatory Affirmative Action Language)</p> <p>During the performance of this contract, the Contractor agrees as follows:</p> <p>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 or sex. Except with respect to affectional or sexual orientation, the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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 for the provisions of this nondiscrimination clause.</p> <p>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 or sex.</p> <p>The Contractor or Subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under this act 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.</p> <p>The Contractor or Subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.</p> <p>The Contractor or Subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.</p> <p>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.</p> <p>In conforming with the applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. All successful prospects must submit, within seven (7) days after the receipt of the notice of intent to award that contract or the receipt of the contract, one of the following:</p> <p>A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), or  A photocopy of an approved Certificate of Employee Information Report, or  If the prospect has none of the above, the public agency is required to provide the prospects with an initial Affirmative Action Employee Information Report (AA-302)</p> <p>The Contractor and its Subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance &amp; EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27</p> <p>By initialing this document, the respondent hereby declares and acknowledges that they have carefully examined and dully understands Exhibit A - Mandatory Equal Employment Opportunity Language and agree to furnish and/or deliver the goods and service in connection herewith.</p>	<p>AHL</p>

NJ Anti Discrimination Provisions - N.J.S.A. 10:2-1 et seq.

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS

N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Certification	Response - Bidder's Initials *
By initialing this document, the contractor hereby declares and acknowledges that they have carefully examined and duly understands the New Jersey Anti-Discrimination Provisions and agree to furnish and deliver the goods and services, and in doing so, comply with this document.	AHL

**Americans with Disabilities Act of 1990**

**AMERICANS WITH DISABILITIES ACT OF 1990**

**Equal Opportunity for Individuals with Disability**

The CONTRACTOR and the OWNER 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 thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER 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 OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, 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 any 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 OWNER'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER 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 grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The OWNER 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 proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER 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 the Agreement or otherwise at law.

Certification	Response - Bidder's Initials *
By initialing this document, the contractor hereby declares and acknowledges that they have carefully examined and duly understands the Americans with Disabilities Act of 1990 and agree to furnish and deliver the goods and services, and in doing so, comply with this document.	AHL

**Right to Extend - Time for Award**

The City of Camden is required by The Local Public Contracts Law, N.J.S.A. 40A:11-24, to make an award on products or service within sixty (60) days of the bid opening date.

Should the City of Camden require an additional sixty (60) days extension to make an award of this bid, by signing this document you shall grant the City of Camden, NJ the right to extend this award up to one hundred twenty (120) days, if deemed necessary.

Certification	Bidder's Initials *
By initialing this document, the proposer consents to the above request to extend the time of award.	AHL

**Documents**

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid submission may be rejected.

Items that are MANDATORY SUBMISSION with proposal are denoted \*. Failure to upload any of these items/documents may be cause for rejection of the proposal.

Items that are Mandatory Submission Before Contract Award are denoted \*\*.

If you have any miscellaneous documents that would add value to your bid submission, please upload it in the last upload space titled "Upload Additional Document". This particular upload area is optional.

Vendor please do not upload the same document more than once.

- Statement of Ownership Disclosure\* - Camden\_Statement of Ownership.pdf - Tuesday October 22, 2024 14:48:58
- All Section 5 RFP Submission Requirements - 000a\_Camden Response for Upload.pdf - Wednesday October 23, 2024 16:00:47
- Non-Collusion Affidavit\*\* - Camden\_Non-Collusion.pdf - Tuesday October 22, 2024 14:49:20
- Equal Employment Opportunity Questionnaire - Camden\_EEO Questionnaire.pdf - Tuesday October 22, 2024 14:49:38
- State of New Jersey Debarred List and Ethics Compliant Affidavit\* - Camden\_Debarred List.pdf - Tuesday October 22, 2024 14:49:51
- Disclosure of Iran Investment Activities\*\* - Camden\_Iran Investments.pdf - Tuesday October 22, 2024 14:50:09
- Affirmative Action Compliance Notice\*\* - Camden\_Affirmative Action Notice & EEOC Certificate.pdf - Tuesday October 22, 2024 14:50:32
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus\*\* - Camden\_Non-Involvement in Russia.pdf - Tuesday October 22, 2024 14:50:44
- Certificates, NJ BRC, Licenses, W-9, etc - Camden\_NJBRC & W9.pdf - Tuesday October 22, 2024 14:52:40
- Additional Document - 000b\_Additional Docs.pdf - Wednesday October 23, 2024 16:01:02

**Addenda, Terms and Conditions**

**Terms and Conditions**

The Bidder hereby acknowledges and agrees:

1. To provide all goods, services and construction, as more specifically set out and in accordance with the Owner's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Owner), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Contract.
2. This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
3. I/WE do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
4. If I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or One Hundred and Twenty (120) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Owner.
5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
6. I/WE acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.
7. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

Bidder hereby declares and acknowledges that they have carefully examined and fully understands the specifications, Instructions to Bidders and form of Advertisement in connection herewith and is familiar with conditions thereof.

- Alice Lihou, President and CEO, Scibal Associates, Inc. dba Qual-Lynx

Identify any material arrangements, relationships, associations, employment or other contacts that may cause a conflict of interest or the appearance of a conflict of interest when responding to the solicitation. Do you have a conflict or potential conflict of interest?

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		



**QUAL-LYNX**

LINKING YOU TO QUALITY CLAIM SERVICES

**RESPONSE TO RFP #24-28**

**THIRD PARTY ADMINISTRATION SERVICES:  
WORKERS' COMPENSATION, AUTO/GENERAL LIABILITY,  
AND 1<sup>ST</sup> PARTY PROPERTY CLAIMS ADMINISTRATION AND  
WORKERS' COMPENSATION MANAGED CARE SERVICES**

**CITY OF CAMDEN**

**Submission Date: October 24, 2024**



**QUAL-LYNX**  
LINKING YOU TO QUALITY CLAIM SERVICES

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# Tab 1

## Executive Summary

## EXECUTIVE SUMMARY

Scibal Associates, Inc. d/b/a Qual-Lynx, is a wholly owned subsidiary of QualCare Alliance Networks, Inc. (QANI), and QANI is a wholly owned subsidiary of Mitchell International, Inc. As a TPA (Third-Party Administrator), Qual-Lynx currently services the largest book of public entity business in the State of New Jersey, without a close second. We have developed a management approach to leverage relevant experience and incorporate the proven strengths of our claims management team. We believe that this formula delivers the highest level of service to our clients and has enabled Qual-Lynx to bring a quality product to the marketplace. We are continually looking to improve and expand the services we offer to meet the individualized needs of our clients.

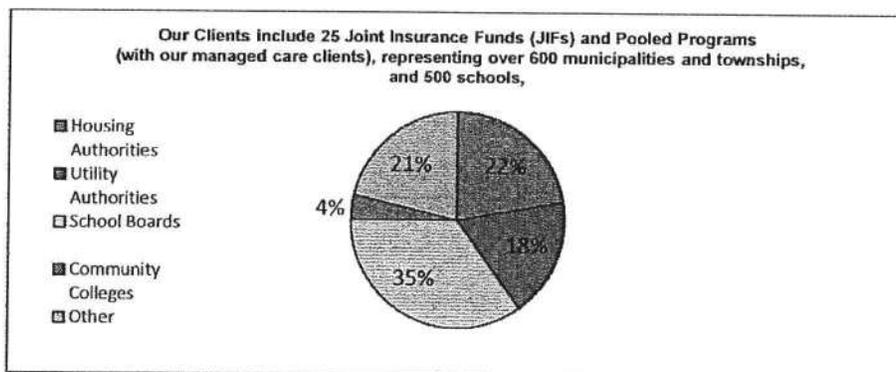
Qual-Lynx is the City of Camden's ("City") incumbent Third Party Claims Administrator, having been the City's partner since July of 2005. In our **nineteen (19) year partnership**, Qual-Lynx has demonstrated our enduring capacity to serve as the undisputed partner of choice because of our ability to truly deliver client-specific personalization and program affordability for the City of Camden. We believe Qual-Lynx is best positioned to continue handling the City's workers' compensation and property and casualty claims, having handled the program since July of 2005.

### THIRD PARTY CLAIMS ADMINISTRATION (TPA) SERVICES

Qual-Lynx has been providing third party claims administration services for property and casualty programs, specializing in the administration of self-insured and pooled association plans, since 1953 and is a premier claim service organization headquartered in Egg Harbor Township, New Jersey. Qual-Lynx employs nearly 200 professionals, technicians, and support staff personnel, in Egg Harbor Township and Piscataway, New Jersey. **We make the complex simple, while delivering next generation integration incorporating the client's needs.**

Qual-Lynx administers public entity accounts throughout the State of New Jersey, including the City of Camden. **We have an extraordinarily strong New Jersey footprint, providing us with significant experience with County vicinages and judges, enabling us to continue bringing quality claims results to the City of Camden.**

The majority of Qual-Lynx's clients have been with the company for over ten years. The bulk of our client base is municipal public entities similar to the City of Camden.



Additionally, Qual-Lynx manages the Municipal Excess Liability (MEL) JIF for workers' compensation and property for over 600 members and the School Pool for Excess Liability Limits (SPELL) JIF for excess coverage. Qual-Lynx offers professional management of claims arising from Workers' Compensation, General Liability, Automobile Liability, Police Professional, Employment Practices Liability, Educators Legal Liability, Public Officials Liability, and First Party Property claims, including automobile physical damage, building and contents, etc. Due to our extensive public entity experience, knowledgeable claims management experts, and deliverance of the highest level of service to our clients, Qual-Lynx is uniquely qualified to continue managing the types of claims exposures faced by the City of Camden.

We have built our reputation over the years by providing customized programs to our clients, with a primary focus on strong communication and client service. Servicing requirements, authority levels and program procedures are designed to meet our clients' specific business needs. Our goal is to deliver an affordable and personalized customer experience to meet the dynamic needs of our public entity clients.



Through our understanding of local market needs, we have generated a service operating model that drives a personalized, effective, and simplified experience for our clients. We are the undisputed partner of choice and best positioned to handle the unique public entity client base. **We deliver to our clients an aggressive approach through our claims staff, handling, and programs.**

We believe that our extensive expertise and aggressive approach will continue to have a positive impact on reducing the cost of claims for the City of Camden. We have worked very diligently with all of our clients, many of whom are self-insured, to help reduce costs, lower lost time ratios, and improve overall results. Qual-Lynx is proud of our many accomplishments and our longstanding relationships with our clients.

## MEDICAL COST CONTAINMENT

Qual-Lynx, as an MCO with the QualCare Provider Network in tow, can positively impact any workers' compensation program in New Jersey.

Qual-Lynx's combined approach of TPA plus MCO includes nurses and adjusters working together in synergy every day. We believe our collaborative model works best with the Nurse Case Managers, Intake Team and Claims Adjusters working in the same system to effectively drive cases to successful outcomes.

Qual-Lynx Nurse Case Managers routinely interact with executive director level staff, employers, and our in-network medical providers regarding surgical and treatment plan review, return to work status updates, work restrictions, transitional duty accommodations, cost projections, and bill review outcomes. Qual-Lynx firmly believes consistent communication is the key to successfully handling workers' compensation claims, and we have built our delivery models around effective, meaningful interaction with all parties involved in a workers' compensation claim.



Qual-Lynx's unique combined delivery of Managed Care and TPA Services provides our clients with a best-in-class collaborative model, effective service delivery and a comprehensive claims management experience that is unparalleled in the state of New Jersey. **Our success is also evidenced by our combined claims and managed care experience handling the Municipal Excess Liability Joint Insurance Fund where we manage the excess workers' compensation claims program.**

## MANAGED CARE SERVICES

Qual-Lynx's Managed Care philosophy is far from typical. There are several key elements in our program that assist us in meeting the business needs of our clients:

**Bill Repricing:** QualCare maintains its certification as a Workers' Compensation Managed Care Organization issued by the New Jersey Department of Banking and Insurance. Qual-Lynx's managed care team routinely obtains excellent results in attaining extremely high network penetration rates, thereby allowing our clients to achieve significant savings in medical bills. Qual-Lynx utilizes Mitchell's SmartAdvisor Bill Repricing Platform to access and obtain substantial discounts through the QualCare Provider Network. The strength and depth of discounts obtained in the QualCare network will bolster claims savings for the City of Camden. The network penetration and savings delivered by QualCare is a well-documented cost containment solution, but **Qual-Lynx also leverages our partnership with the largest national workers' compensation network, Coventry PPO (Preferred Provider Organization), to capture additional out of state or out of network medical savings opportunities.**

**Flexibility:** Qual-Lynx assumes that no one program model meets all clients' needs. Our services are designed to be customized to address the program and business needs of each client.

**Clinical Expertise:** There is no substitute for the experience and knowledge of the clinical experts in the Qual-Lynx Medical Management Program. At Qual-Lynx we focus these resources in specific areas where they are most needed, such as serious injuries and complex health conditions.

- The medical case management team has a catastrophic/high cost claim unit (the CAT Team), which specifically handles high dollar complex cases and is expert at managing serious injuries.

**Provider Accessibility and Education:** Qual-Lynx utilizes the QualCare Provider Network, the largest in the State of New Jersey, as its network solution. QualCare network providers are held to stringent contractual guidelines to be readily available to treat injured workers.

#### **CLIENT SERVICE AND EDUCATION**

The client dedicated unit structure that Qual-Lynx employs fosters a team focused model. Cooperation among all professionals is critical to the success of a claims management program. Qual-Lynx representatives regularly meet with and educate our providers, detailing workers' compensation processes, discussing liability trends, and specifically the importance of constant, meaningful communication with all parties. Our clients are brought into these meetings and discussions so that they too can educate our providers as to the specifics of their respective workers' compensation and property and casualty programs.

#### **STAFF QUALIFICATIONS**

The Qual-Lynx team currently consists of several well-known experts in the area of claims management for traumatic injuries. The Qual-Lynx account management team is also very experienced in handling this sector. This expertise is a valuable resource to clients in the administration of workers' compensation programs. Our deep bench of seasoned professionals qualifies us to provide aggressive litigation management, coordinate with excess carriers, and enables us to handle the City of Camden, without a learning curve, since we have handled the account since 2005.

#### **LOSS CONTROL**

It is often said that the best claim is no claim at all. Controlling claim frequency is the first step toward controlling claim costs. Qual-Lynx routinely provides loss control and risk management support on behalf of its clients. We believe that injury frequency and costs are controllable. Our approach is that safety is a process. Once integrated into production, the process controls underlying sources of injuries and accidents. The ability to utilize our robust data bank enables loss control vendors and risk managers the ability to identify cost centers and to proactively develop safety programs based on personalized statistics and exposures. We believe that joint "ownership" of this area reduces overall claim experience.

#### **MANAGEMENT INFORMATION SYSTEM**

Qual-Lynx utilizes a paperless claims system, Claims Enterprise, previously iVOS, and its companion system, Digital, which offer state-of-the-art Claims and Document Management, Incident Reporting, and RMIS Systems. This platform enhances Qual-Lynx's client reporting and claims management capabilities and integrates the Qual-Lynx medical case management function into the same environment. This integration provides the Qual-Lynx adjusters with real time medical updates from the Qual-Lynx nurses, allowing the teams to cohesively manage workers' compensation claims.

**Qual-Lynx adapted its claim system to easily provide monthly uploads of the City of Camden claims data to Origami to facilitate the Camden JIF's Executive Director pulling desired analysis reports.**

### **DISASTER/CRITICAL CLAIM MANAGEMENT**

Qual-Lynx has the requisite experience to assist clients in managing critical and catastrophic claims. During the pandemic, Qual-Lynx utilized a work at home model for its staff without any interruption in service to its client base. The managers checked in regularly with the clients. Adjusters continued to handle the claims and made sure clients' claims were timely handled. In fact, we continue to use a work at home model with great success now that the pandemic has waned.

Qual-Lynx is well positioned to address any emergent need faced by our clients. We can adapt our claims system to add relevant data fields, enabling us to provide clients with excellent management reports. Additionally, our management team and adjusters work closely with our clients and vendor partners to provide the clients with the best guidance during trying circumstances. We deploy this management style with great success, and the Qual-Lynx team will certainly be effectively leveraged for the City of Camden when needed.

### **REVENUE SHARING**

Qual-Lynx does not require clients to use any particular vendor. In fact, we routinely vet the vendors we utilize to get the best possible product for our clients at a competitive rate. We do not enter into revenue sharing agreements with our vendors. We believe this is important for our clients because we are not beholden to a vendor due to any financial arrangements. The vendors either perform the quality job we expect, or we enlist the services of a vetted vendor that will.

### **SUMMARY**

The above outlined information represents a high level overview of Qual-Lynx's service capabilities and decades of public entity experience. Qual-Lynx provides unparalleled customer service and is a knowledgeable partner with the requisite substantive expertise to deliver best-in-class claims handling and managed care services. Given the current economic environment, it is important to look for every opportunity to control costs. We take our fiduciary responsibility related to managing public entity programs very seriously and believe that our commitment to this has contributed to the success of the City of Camden. Qual-Lynx believes that we have the unparalleled expertise that is needed to continue supporting the City of Camden.

# Tab 2

- Response to Items 2 and 4
- Qual-Lynx Capabilities and Experience

## **2. MINIMUM QUALIFICATIONS**

**The vendor shall demonstrate a consistent pattern (10 years+) of claims management to New Jersey Public Entities.**

Qual-Lynx has been administering public entity clients since 1987, when we commenced handling the Ocean County Municipal Joint Insurance Fund. Since that time, we have been contracted to handle approximately twenty (20) other joint insurance funds, four county commissions, and multiple stand-alone public entity clients such as the City of Atlantic City, City of Burlington, and the City of Elizabeth.

Qual-Lynx staff are trained in how to specifically administer claims for public entity clients. Our staff are keenly aware of the statutory requirements for public entities such as the New Jersey Tort Claims Act.

See the Qual-Lynx Capabilities and Experience document attached in Tab 2 for a more detailed summary of our claims handling practices.

**The vendor shall demonstrate experience and knowledge of:**

- a. Department of Banking and Insurance and the Department of Community Affairs regulations; and**

Qual-Lynx has been handling Joint Insurance Funds since their creation in the 1980s. Qual-Lynx understands the interplay between the Department of Community Affairs [hereinafter referred to as "DCA"] and the Department of Banking and Insurance [hereinafter referred to as "DOBI"]. We know that DCA is the New Jersey State agency that provides assistance to local governments through the Division of Local Government Services. DOBI is the entity charged with licensing and oversight of insurance in New Jersey.

Qual-Lynx personnel understand that the DCA approves the bylaws and plans of risk management of the JIFs whose property and casualty claims we administer. We thoroughly review the JIFs' bylaws and plans of risk management and comply with all mandates and regulations of both state agencies related to the claims handling and the banking and accounting procedures which we utilize in resolution of the claims.

- b. The Open Public Records Act as it pertains to claims matters; and**

Qual-Lynx has both long-term and in-depth knowledge regarding the Open Public Records Act and claims matters. In fact, through its management of an extensive book of public entity clients, especially in New Jersey, Qual-Lynx routinely responds to Right to Know and Open Public Records Acts requests on behalf of its clients.

Qual-Lynx is well aware of its integral role in and substantial responsibility of ensuring that its warehouse of information and data collected and maintained on behalf of its clients is made available in both the timeframe and form mandated by the Act. To ensure that inappropriate content is not inadvertently disseminated, Qual-Lynx also works closely with the client administrators and solicitors so that all responses are reviewed prior to release. Qual-Lynx keeps abreast of all new Act mandates and works closely with client administrators, attorneys and its public entity clients to ensure continued commitment to accurate and timely compliance with the Act.

**c. Excess carriers and reinsurers reporting requirements.**

Qual-Lynx is keenly aware of the importance of a positive relationship with its clients' excess and reinsurance carriers. It is our position that we are "partners" whose goal is to provide the highest level of claim expertise to our mutual clients to ensure positive outcomes. An essential ingredient in this relationship is effective and ongoing communication. Qual-Lynx staff are trained to work closely with its excess and reinsurance partners through providing a thorough investigation as the basis of the claim and future defenses, including protection of evidence, and timely notification of excess or reinsurance potential followed by ongoing and in-depth claim updates.

As many of our long-term clients also have long-term relationships with their excess and reinsurance partners, we are well seasoned in understanding the fundamental importance of this relationship and in dealing with the multiple layers in which a claim may be intertwined. It is our belief that a positive relationship with excess and reinsurance partners ensures that our client's insurance coverage is protected. If insurance is protected and coverage is not jeopardized, our client is then protected.

Qual-Lynx fully understands and embraces the importance of timely and accurate excess reporting. In addition to the audit steps related to excess reporting, in order to ensure that clients and their excess carriers are notified of a potential exposure, an automated process has been established to identify reportable claims. Utilizing a combination of data elements entered into the Qual-Lynx claims system (injury type, incurred medical and indemnity amounts, client specific SIR information, etc.) by the claim adjusting staff during the life of the claim, the system automatically identifies losses that should be reported to the excess carrier. For the claims identified through our night audit process, the adjuster is made aware to generate the appropriate excess letter through the claim system.

In addition to the excess reporting trigger, the system automatically sets a diary entry at 90-day intervals to ensure adjusters will provide ongoing updates to the carrier/client on a timely basis.

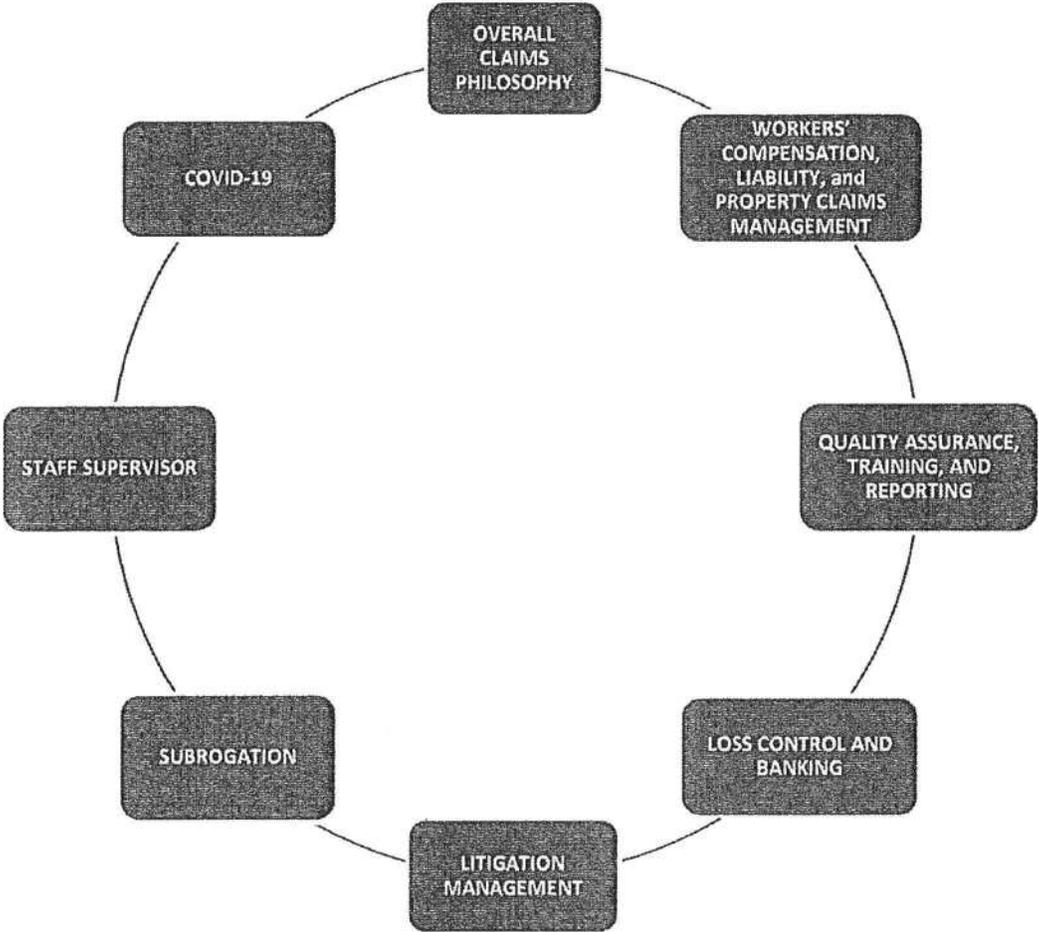
**4. SCOPE OF SERVICES**

Qual-Lynx is the incumbent TPA for the City of Camden and operates under a service agreement which includes the Scope of Services as outlined in this RFP. The Scope of Services includes the following items with descriptions:

- Claims Management/Investigation
- Managed Care Services
- Legal Case Management
- Subrogation/Salvage
- File Management
- Reporting
- Financial Management
- Risk Management Information System
- General

Qual-Lynx is well positioned to continue to provide all such services, as well as the additional items described in the Qual-Lynx Capabilities and Experience document, which immediately follows this section.

# QUAL-LYNX CAPABILITIES AND EXPERIENCE



## QUAL-LYNX OVERALL CLAIMS HANDLING PHILOSOPHY

Qual-Lynx is committed to providing superior claims administration services to its public entity clients. As a leader in handling and managing all levels and types of property and casualty claims, including claims alleging a violation of federal and state civil rights, Qual-Lynx has consistently achieved "Best in Class" and high scoring audit results. Notably, Qual-Lynx has developed a longstanding reputation as a client service-oriented organization, based on a dedicated team model.

Our philosophy is simple: treat each client individually and tailor our claims product to suit the client's specific needs. To accomplish this, we make certain that we understand the client, the claims exposures they face, and the realities of the environment within which they operate.

### **Highlights of Qual-Lynx Claims Management:**

- Customized claim management programs designed for public entity clients
- Service-oriented, customer focused program management
- Day One philosophy of claims management: control of claims and claim exposure mitigation begin immediately
- Experienced, well trained staff, uniquely qualified to handle public entity claims
- Consistent "Best in Class" claim audit results
- High level evaluation of New Jersey Workers' Compensation laws to ensure consistent application of all available lien credits and Second Injury Fund involvement
- On claims jointly managed by Qual-Lynx claims and nurse staff, claims are managed as a team, working in the same claims system, with access to the strongest managed care network in New Jersey
- Aggressive application of Title 59 immunities and defenses
- Deep bench of property adjusters to handle claims arising from natural disasters to more typical claims, such as equipment failure, lightning strikes, fires, etc.
- Aggressive, ongoing pursuit of all third party recovery opportunities, including subrogation and reimbursements
- Utilizing a combination of data elements entered into the Qual-Lynx claims system (injury type, incurred medical and indemnity amounts, client specific SIR information, etc.) by the claim adjusting staff during the life of the claim, the system automatically identifies losses that should be reported to the excess carrier
- Timely and quarterly captioned reporting updates to all excess carriers
- Qual-Lynx has procured millions of dollars in workers' compensation subrogation, property subrogation and salvage recoveries on behalf of its many clients
- Thorough examination of case value and preparation of reserve analysis
- Each claim handled by Qual-Lynx is evaluated for potential fraud. If fraud is suspected, the claim adjuster is required to follow specific procedures to ensure that the fraud potential is thoroughly investigated and reported where appropriate
- Extensive litigation management expertise, including hands-on litigation management policy development and support
- Catastrophic claims are immediately addressed. We can dispatch on scene staff to lend our assistance and expertise
- Utilization of experienced and vetted vendors to complete field investigations
- Effective financial management: correct and timely reserving practices, timely adjustments and payments to reduce claim cost

- Qual-Lynx has developed a series of reports that assist management to monitor file quality and to ensure proper and timely reserving and claims handling
- Qual-Lynx complies with all Federal and State mandated forms or correspondence as required by statutory guidelines or thresholds, i.e., EDI and Medicare reporting

Qual-Lynx believes that communication is the key element to a successful claims management program. Qual-Lynx staff are required to communicate on an ongoing basis with all appropriate participants in the case throughout the duration of a claim.

### **WORKER'S COMPENSATION CLAIMS MANAGEMENT**

Qual-Lynx has been handling workers' compensation claims in New Jersey for over sixty years. Additionally, Qual-Lynx has achieved the designation of "Best in Class" and has been routinely honored with exemplary scores from independent auditors and our excess/reinsurance partners. As such, Qual-Lynx has become the leader in workers' compensation claims management in New Jersey.

The New Jersey Workers' Compensation Act is a form of social legislation; as such, it is imperative that claims are managed by experienced, highly trained professionals with an expertise in managing workers' compensation claims. As many New Jersey case decisions demonstrate, this law was enacted to protect the employee, not the employer.

Our staff provides excellent claims management and insight, one-on-one contact with the claimant and family, and interactive partnership with excess/reinsurance, case management, fund professionals, and Clients to ensure effective communication and ongoing case updates. Additionally, our staff works diligently to make sure the claimant is provided with the highest quality medical care that is both appropriate and mindful of total program costs.

Qual-Lynx has been an integral component in managing workers' compensation claims through strong collaboration with managed care vendors and medical providers and hospitals. For our clients that utilize both Qual-Lynx TPA services and Nurse Case Management services, we have been able to achieve excellent team-focused claim management and outcomes, and superior network savings. Notably, as a result of combining Qual-Lynx TPA and NCM services, Qual-Lynx clients now benefit by having the joined resources of the claims adjusters and nurse case managers, with full access to QualCare's strongest managed care network in New Jersey. Employment of this model results in deeper network penetration and greater savings for our clients.

#### **Highlights of Qual-Lynx Worker's Compensation Claims Management:**

- Workers' compensation cases are assigned to claim adjusters by the claims supervisor based upon the nature of the injury or health condition of the claimant
- Complex or traumatic injuries, as well as questionable claims, are assigned to a senior level Lost Time claim adjuster. Minor injuries which do not involve lost time are assigned to a Medical Only claim adjuster
- If a claim is to be denied, a Letter of Denial is sent to the claimant with a copy to the client.
- Communication is required after every doctor's visit or claim "event" (i.e. IME)
- Adherence to strict guidelines governing reporting of losses to primary, excess and reinsurance companies
- Transitional Duty Program designed to reduce claim costs

- Identification of available offsets and credits, proper reserve evaluations, correct wage and permanency calculations
- Extensive experience in mitigating stress claims, handling volunteer claims with their unique benefits, litigation, and settlements
- Timely pursuit of subrogation liens

### **LIABILITY CLAIMS MANAGEMENT, THE NEW JERSEY TORT CLAIMS ACT**

Qual-Lynx's staff is well-versed in the understanding and application of the New Jersey Tort Claims Act under N.J.S.A. Title 59. Qual-Lynx has been the foremost TPA for municipalities, counties, school districts, utility authorities, townships and other public entities for over thirty years. In fact, Qual-Lynx's claim practices have become the model for handling Title 59 claims in New Jersey. Favorable court decisions that still guide Title 59 cases, to the benefit of public entities, are the direct result of a claims handling strategy employed by a Qual-Lynx claim adjuster. On an ongoing basis, Qual-Lynx has been awarded the distinction of "Best in Class" due to its interpretation and application of Title 59. Qual-Lynx embraces this law as being largely responsible for the low volume of litigation filed against its public entity clients. Likewise, application of this statute has resulted in favorable court decisions and claim outcomes.

**The Qual-Lynx adjusters handle public entity claims in virtually every County in New Jersey and have familiarity with the particular trends of the specific County in which the claim is venued.** Because of our vast experience throughout the State, we can identify which immunities are working in which Counties. This experience lends itself to cost savings to the client by being able to recommend when to try a case versus exploring settlement opportunities. The Qual-Lynx adjusters coordinate well with assigned defense counsel, whether separately assigned or in house staff counsel.

Qual-Lynx's extensive experience and expertise in handling all types of claims on behalf of its public entity clients has resulted in reduced litigation against municipalities, reduced costs, and strengthened Tort Claim immunities with positive claim results. Qual-Lynx has sent a clear message to the Plaintiff's Bar: public entity clients are protected by the Tort Claims Act, and Qual-Lynx will invoke the available immunities. Settlements are only made when liability is clear. Qual-Lynx's strong fiduciary responsibility to its public entity clients and taxpayer base dictates its "Best Practices" and guides all claim related decisions.

#### **Highlights of Qual-Lynx's application of Title 59:**

- Investigate the applicable notice provisions of Title 59 to determine whether written notice was supplied and if the claim was timely filed within the 90 day notice requirements of Title 59.
- Prompt identification of jurisdictional issues.
- Detailed analysis of applicable tort immunities. Issuance of claims denials based on the immunities, if appropriate.
- Make an early, detailed plan by taking initiatives to mitigate the value of the case and drive the case proactively toward an expedited resolution.
- Denial of third party subrogation actions against public entities.
- Aggressive litigation management in coordination with assigned defense counsel. Utilize Tort Claims Act immunities through prompt filing of motions based on Title 59.
- Staff meets annually with various client attorneys to review current decisions and changes in the law, and to strategize jointly on effective and innovative claim management.

- Litigation prevention reducing claim exposures, litigation fees, and the potential for runaway verdicts.
- Investigation of any third party, contractor or other collateral source to which negligence could be attributed.
- Appropriate application of statute of limitations to property damage claims.
- Adhere to strict guidelines governing reporting of losses to primary, excess and reinsurance companies.

**Defense of Civil Rights in Public Entity Claims in the Area of Employment Liability and Claims against Public Officials.**

Qual-Lynx has specialized experience in handling Public Officials claims, which include:

- Zoning Board claims
- Planning Board claims
- License claims
- Interference with contractual relationships
- Land Use
- Building code, inspections, permits, Certificate of Occupancy
- Violation of Civil Rights associated with the above and also claimed under:
  - 42 USC 1983 & 1988
  - RLUIPA (Religious Land Use and Institutionalized Persons Act)
  - Americans with Disabilities Act (ADA)

Qual-Lynx also has significant experience handling Employment Practices Liability claims, which include, but are not limited to claims of:

- Harassment
- Discrimination
- Wrongful discipline
- Wrongful termination
- Failure to Hire
- Failure to Promote
- Employment-related Defamation
- Retaliatory treatment
- Violation of Civil Rights associated with the above and also claimed under:
  - New Jersey Law Against Discrimination (NJLAD)
  - New Jersey Conscientious Employee Protection Act (CEPA)
  - Title VII of the Federal Civil Rights Act
  - Americans with Disabilities Act (ADA)

Qual-Lynx also handles employment related claims on behalf of nearly 130 school board JIF members and school board entities, as well as stand-alone cities, counties, and municipalities. As such, Qual-Lynx is uniquely aware of the claim exposures faced by its public entity clients. Whether it is an employment practices, public officials or civil rights claim arising out of an alleged false arrest, Qual-Lynx handles the greatest number of these claims due to its deep base of public entity clients, and at the most significant exposure levels. Our experience and expertise in these matters have helped to minimize the cost of these claims, as well as the amount of litigation filed against public entities. Knowing how to assess these exposures, when to pursue a defense, or when to seek a reasonable settlement offer is essential in controlling the cost and outcome of these types of claims.

Qual-Lynx adjusters adhere to strict guidelines governing reporting of losses to primary, excess and reinsurance companies. Coverage issues are investigated, and appropriate reservation of rights letters and declination of coverage letters are sent when warranted. Where both Liability coverage and EPL/POL coverage exist, our adjusters will coordinate defense strategies with the Fund Solicitor, the Administrator's office, and other assigned defense counsel.

### **PROPERTY CLAIMS MANAGEMENT**

Qual-Lynx handles both first- and third-party property damage claims and has been providing property damage claims adjusting to clients for over 60 years. In addition to "standard" property damage claims, we handle the most serious excess and catastrophic claims on behalf of many public entity clients and Joint Insurance Funds.

Our clients include stand-alone counties, municipalities, townships, schools, colleges, housing authorities, utility authorities and transportation authorities. Many of Qual-Lynx's Best Practices and claim handling procedures were developed based upon the specific needs of our public entity clients.

Qual-Lynx's experienced property adjusters handle claims arising from natural disasters such as hurricanes, windstorms, floods, failed dams and ice storms, to more "typical" claims arising from plumbing and equipment failure, lightning strikes, cyber, fidelity claims, fires, automobile accidents and mechanical breakdowns. Qual-Lynx handles all claims promptly. We have 24 hour coverage and routinely respond to accidents and claim reports after hours. We know it is imperative for a public entity to get back to business swiftly, with little to no loss of public services, even if that means getting a clean-up crew, asbestos/mold abatement or other professionals to the damage site in the middle of the night. We are very proud of our response time and "claim ready" attitude. In fact, we respond to our clients' locations even before a claim is formally reported and provide needed assistance and support on an emergent basis.

Throughout all catastrophic events in which Qual-Lynx has been involved, communication was maintained with its clients, vendors were brought in to clean up flooded buildings, repair damaged roofs, replace heavy equipment like trucks, place temporary trailers for office space, and help police departments and emergency departments restore computer systems. We even provided back-up communication plans in the event that our systems and building were impacted by these events. Our unique specialization in this area allows us to provide superior property program management with unparalleled proven results.

The property unit assigns the appropriate vendor for inspection of all types of vehicles/vessels. We utilize only the most experienced and "time-tested" professional vehicle appraisers for large vehicles or heavy equipment, since large vehicles often require more extensive repairs, potentially including fabrication of damaged parts that are not readily available. All outside vendors are "vetted" before inclusion on our Approved Vendor List. For building damages, we assign an independent property field adjuster in order to help evaluate causation and the extensiveness of damages. This independent field adjuster then reports back to our office with those assessments. Qual-Lynx then makes the coverage determination on the claim. Qual-Lynx personnel, including the unit supervisor, also routinely attend on-site inspections of large or unique losses.

To assist in determining exactly what happened or whether there is subrogation potential against a third party, Qual-Lynx employs the use of a variety of experts, such as forensic engineers, forensic auditors, accident reconstruction experts and fire cause and origin experts. Again, these "proven" professionals are "vetted" and undergo ongoing assessment of quality and cost effectiveness. Qual-Lynx's property unit is trained to handle these claims according to the commercial property policies or coverage documents in place. Qual-Lynx has the requisite experience to take the applicable coverage document and review all terms and conditions for a proper coverage assessment when required. In fact, other claims handling organizations have relied on Qual-Lynx for coverage assessments on their claims. We also handle claims for entities that are fully insured and can tailor the claims handling process to fit our clients' requirements.

Qual-Lynx takes great pride in going the extra mile to assist an insured. The property team handled a claim in which a large town lost its Public Works building, as well as the snow removal trucks and plows inside the building. Several Qual-Lynx personnel worked the entire weekend to assist this insured with getting trucks in place for a pending snowstorm that was forecasted to strike the area. Trucks were located in Central Pennsylvania and brought to the town for snow plowing operations. This enabled the municipality to make the streets in this town safe and passable for residents.

According to the reporting requirements of any excess property insurance that might be in place, Qual-Lynx's property unit puts the excess property carrier on notice as quickly as possible to protect coverage. We communicate with them regarding the loss and assist them in any way possible. We aggressively pursue coverage on behalf of our clients. Qual-Lynx's staff is measured on maximizing claim payments to the fullest extent that the policy allows.

The property unit is provided with ongoing training on recognition of salvage potential for anything that is damaged and in need of replacement from a covered claim. We have recovered salvage proceeds on everything from infrared cameras to fire trucks to copper pipes.

When it comes to subrogation and pursuing whom we believe is the negligent party for repayment of the loss dollars involved, the property unit will follow through to conclusion with all possible negligent parties. Qual-Lynx has literally procured millions of dollars in subrogation recoveries on behalf of our clients.

### LITIGATION MANAGEMENT

The goal of Qual-Lynx's Litigation Management Program is to reduce costs without sacrificing results. This initiative is led by Qual-Lynx's continued dedication to provide quality service to our clients. We employ a Day One philosophy. Qual-Lynx's extensive claims management experience has taught us that effective litigation management begins the moment a claim is filed. In fact, Qual-Lynx routinely responds to significant incidents that occur in client authorities, municipalities, townships, counties and school districts, as well as to our private accounts (construction sites, hospitals, colleges, restaurants, food markets, and nursing homes) *before* a claim is even filed, because we know that these incidents become claims and potentially lawsuits. Our goal is to protect evidence, assess potential liabilities, identify witnesses and obtain their statements, take scene photographs, and of course, provide whatever assistance is needed by our clients. Just knowing that we are an available resource gives great assurance to our clients when faced with difficult events.

Once a claim is filed, it is our main objective to avoid litigation. We know that the cost of a claim that goes into litigation is significantly more expensive, in both inconvenience to the client and in dollars, than the cost of a non-litigated claim. All efforts are made to resolve cases pre-suit or claim petition. An effective Litigation Management program includes proactive pursuit of information, consistent communication, appropriate assessment of all relevant facts and legal issues, and a proper evaluation of the case. Alternatives to litigation, such as utilizing Mediations, Arbitrations, and Alternative Dispute Resolution, should be explored early within the life of a claim.

As the Third Party Administrator, Qual-Lynx is the claims manager for its clients. We take very seriously our responsibility to manage claims with vigilance. Qual-Lynx's role is to ensure that all reasonable actions needed to control claims and related costs are anticipated, initiated, and actively monitored.

We are very proud of the continued good results achieved by our staff in all coverage areas. They have consistently maintained very high standards in the areas of comprehensive claims investigation, litigation management, aggressive claims resolution, and negotiations. While case law continues to be tested, statutes have been effectively applied, and as a result, we have fewer claims ending up in litigation. In fact, for most of our clients, Qual-Lynx's use of effective Litigation Management strategies has resulted in very few claims actually ending up in litigation.

This results in significant savings in the area of legal and related defense costs. Avoiding lawsuits from being filed against public entities prevents potential "runaway" jury verdicts, which could have a negative impact on public entity budgets, as well as erode available defenses and case decisions under applicable statutes.

To achieve these results, Qual-Lynx attempts to maintain a very "seasoned" staff, while continually providing training. Qual-Lynx staff have the length and depth of experience, in all lines of coverage, to handle this responsibility. Qual-Lynx staff are trained to properly evaluate a claim, proactively obtain the appropriate investigation, initiate meaningful claim discussion with the pertinent parties and avoid litigation where possible. Additionally, Qual-Lynx uses internal tools such as our bimonthly large loss meetings for continued training, as well as provides in-house and external training seminars on such topics as Litigation Management. Litigation Management skills are a critical performance measurement for Qual-Lynx staff. Staff are trained to challenge the issues of a claim, not just its potential value. We do not allow the plaintiff's attorney to focus on inapplicable liability theories, peripheral issues or non-admissible facts. Likewise, staff are trained to anticipate a legal theory and diffuse its impact; in doing so, we are often able to resolve a claim via voluntary dismissal/withdrawal or settlement where appropriate.

For those claims where a lawsuit or claim petition is unavoidable, our Litigation Management Program for Qual-Lynx staff requires ongoing evaluation, direction and negotiation in consort with our client's instructions and assigned counsel. We understand that a strong Litigation Management Program is a collaborative process; we have found that the best approach to litigation management is a team effort. Qual-Lynx supports a team approach; we believe that it brings the greatest benefit and results to the client.

Some of the tasks that Qual-Lynx staff are required to do under our Litigation Management Program include, but are not limited to:

- Recognize that if a case cannot be settled prior to litigation, it is very important to advise the client if suit is anticipated.

- Make an early, detailed plan by taking initiatives to mitigate the value of the case and drive the case proactively toward an expedited resolution.
- Acknowledge receipt of the lawsuit to the client. When applicable, inform the client of potential excess exposure.
- Where allowed by law and where appropriate under the circumstances of the case, obtain an extension of time to answer the lawsuit and explore settlement opportunities or Alternative Dispute Resolution (ADR).
- Select appropriate defense counsel considering the complexity and issues of the case. Transmit the suit or claim petition to defense counsel with a proposed litigation plan and secure a copy of defense counsel's response and initial assessment of the case. Avoid rote instructions to counsel. Tailor a specific plan for each case.
- Plan the scope of the litigation activities with defense counsel. Focus on conducting discovery of unknown issues. The plan should include a defined litigation strategy, the cost of executing the strategy, and an agreement on the essential discovery needed to expeditiously resolve the case. If liability is unquestionable, limit discovery of liability facts. Adjust the litigation plan as unforeseen issues develop.
- Direct the litigation to a timely and expedient resolution. Once a lawsuit or claim petition has been filed, manage the case to a resolution as defined by the nature of the claim.
- Direct defense counsel's specific activities in accordance with the established litigation plan.
- Make sure litigation management or retention policies are followed. Review legal bills and adjust as warranted.
- When necessary, attend critical depositions and conferences and evaluate the impact on the case.
- Review and evaluate discovery materials as they are received. Conduct an in-house analysis of the factual and legal issues. Evaluate their impact on the litigation strategy. Determine the appropriate time to initiate discussions. Evaluate ADR on other settlement efforts early and throughout the life of the litigation.
- Throughout the litigation, assess the strengths and weaknesses, facts, and law affecting coverage, liability, and damages. Develop short and long term strategies to resolve each case.
- Adjust the case evaluation and willingness to negotiate as appropriate if unforeseen developments occur.
- Attend trial at appropriate times.
- Discuss the case with the client and defense counsel and evaluate the impact testimony has on the case strategy.

Critical to the success of a Litigation Management Program is communication. Ongoing, effective communication results in decreased litigation, a clear understanding of all case issues, and leads to reasonable resolutions.

Qual-Lynx staff has been integral in the drafting and development of client-directed Litigation Management policies. We believe a policy is essential so that the client, claim staff and defense counsel all have a clear understanding of the Litigation Management philosophy, as well as the roles and responsibilities of each party.

## **MANAGED CARE**

### **Medical Bill Review**

Medical cost containment from a medical bill payment perspective is a key element of the Qual-Lynx Workers' Compensation Bill Review and Repricing Program. Qual-Lynx utilizes Mitchell's SmartAdvisor Bill Repricing Platform to access and obtain substantial discounts through the QualCare Provider Network.

The medical bill repricing application employs various bill review techniques and mechanisms to ensure that only authorized services are paid at the appropriate amounts. QualCare Network Provider fee schedules and network participation status are loaded in the repricing system. The fee schedules loaded in the system are routinely audited by the Data Integrity Department.

The SmartAdvisor repricing system includes an auto-adjudication function in which the system automatically processes provider bills based on the fee schedules loaded in the system. This reduces the potential for manual error by a Bill Repricer. Qual-Lynx's auto-adjudication rate exceeds 75% of the bills processed.

Qual-Lynx utilizes claim edit software, which alerts the Bill Repricer to potential unbundling and other questionable billing practices based on industry coding standards (i.e., assistant surgeons, multiple surgeries, up coding, potential cosmetic procedures, etc.). The repricing application also includes technology to stop bills submitted with diagnosis codes considered questionable for workers' compensation claims.

### **Provider Network**

In order to ensure that clients' employees receive quality care and service from their providers, QualCare's provider contracts place specific requirements on providers that participate in the workers' compensation network. Through the contracting process, participating providers agree to adhere to QualCare's utilization review and utilization management programs.

Qual-Lynx believes it is of critical importance to work with providers who not only provide quality services but who also are readily accessible to see claimants, work closely with Qual-Lynx to establish treatment plans with an overall objective of getting injured workers back to work expeditiously, and effectively communicate with Qual-Lynx in a timely manner. Therefore, Qual-Lynx spends an extensive amount of time and effort developing customized provider panels for its clients.

In the event that the injured employees may be treated by non-participating providers, QualCare has implemented a program to negotiate out-of-network services below UCR amounts for their customers. This program is staffed by the Provider Relations contracting staff. Therefore, the individuals performing the negotiations are very familiar with the value of services provided, as well as billing and coding details. All negotiations are agreed on in writing with the applicable provider.

### **Medical Case Management Program**

Our Medical Case Management Program is designed to assure that claimants receive quality medical care, occupational health, rehabilitative services, and behavioral health care in a cost-effective environment. Workers' Compensation medical case management can be defined as a system designed to manage the medical care of employees with work related injuries or health conditions.

## SUBROGATION

**Qual-Lynx has successfully recovered millions of dollars in subrogation pursuit for its clients.**

Qual-Lynx pursues subrogation in all lines of coverage. Given our extensive experience in handling workers' compensation, we understand that the cost of claims is increasing. With increased costs for medical inflation and the projected increase in the disability rate in New Jersey, it is imperative that Qual-Lynx aggressively pursues subrogation, co-defendants and potential third party defendants on behalf of our clients.

Qual-Lynx's goal is to obtain optimal subrogation recovery through highly qualified staff and the use of specialized investigative tools and technology. Qual-Lynx staff is required to thoroughly investigate all claims, promptly identify potential third parties responsible for an incident or injury, preserve evidence, and identify and evaluate all claim liability issues. Once identified, staff are required to investigate the potential for recovery. They are mandated to identify assets, the availability of other insurance, contractual obligations, maintenance agreements, property owned, inheritances, etc. We explore whether criminal charges were brought against the culpable party and make sure that our client is added to any Restitution Order. In other words, *no stone is left unturned*. The claim adjuster is also required to advise via written correspondence to the adverse party and insurance company of our intent to pursue subrogation. Qual-Lynx has also developed priority screens in its proprietary claims system. Staff are also required to set a system flag on all files having potential subrogation. This flag allows Qual-Lynx to segregate and report on ongoing claims. Qual-Lynx supervisors are required to monitor subrogation claims and ensure that they are being handled as a priority. A priority message also requires a comment on subrogation be posted in the file. This system feature provides claim alerts to the staff which assists them in adhering to claim standards.

Having handled public entity claims for so long, Qual-Lynx is keenly aware of its fiduciary responsibilities to the taxpayers that make up our clients' constituency. We are proud to state that we have literally pursued and obtained millions of dollars in subrogation on behalf of our clients.

Our long, successful tradition of pursuing subrogation on behalf of our clients is largely a result of effective, timely and ongoing communication. We work closely with our clients to identify subrogation opportunities and with defense counsel to protect our clients' interests. If we are pursuing subrogation, we closely monitor the statute of limitations on each claim. We make sure a protective complaint is filed when necessary and that all pertinent parties are aware of the issues of the claim, claim status and potential for recovery.

Qual-Lynx does not compromise or abandon liens, unless the client requires compromise. We attempt to pursue the full value of our client's lienable rights. Where a compromise has been requested, the subrogation claim is presented to the client for discussion; at that time we recommend a strategy to obtain the maximum result. We feel this team approach has reaped great benefits for our clients.

Qual-Lynx provides ongoing training to its staff on how to effectively manage a subrogation claim. Qual-Lynx's claim standards require a set procedure to be followed so as to promote aggressive pursuit of subrogation and provide the tools to achieve the best results.

## **STAFF SUPERVISION**

Qual-Lynx believes in the saying, "Trust but verify." It is not enough to rely upon strong training and adjuster education. To effectively manage claims, it is critical to have a system of aggressive management and clear claim standards and Best Practices in place that requires thorough, consistent, management level review of all claims, including:

- Ongoing training of all staff, through both internal and external resources
- Required unit Large Loss meetings to evaluate complex claims and provide training
- Aggressive Management Exception Reports developed to identify:
  - Excess claims reporting compliance
  - Reserve change appropriateness
  - Excess reportable claims
  - Diary management protocols compliance by staff
  - Subrogation management and procurement
- Electronic support through use of a Priority Screen "Flag" alert system to assist supervisor and adjuster in management of bill payments, excess reporting, subrogation identification and pursuit, State and Federal report timing requirements
- Electronic reports to manage:
  - State and Federal reporting identification and compliance
  - Fraud identification
  - Reserve justification and setting
- Internal S.C.O.R.E. audit system designed to manage compliance with Claims Standards and Best Practices

Qual-Lynx supervisors are also required to complete a S.C.O.R.E. (System-generated Comprehensive Objective Rating Evaluation) audit on files. This system audit report requires a complete analysis of claim adjuster activity, delineated by categories of mandatory activity within a prescribed timeframe.

Qual-Lynx supervisors review claims through in-person claim discussions as part of regular claim adjuster training. Supervisors hold a twice monthly round table with their staff to discuss large or unusual claims.

## **COVID-19 – DISASTER/CRITICAL CLAIM MANAGEMENT**

Qual-Lynx has a strong Business Continuity Plan in place with redundant processes in Egg Harbor Township and Piscataway, New Jersey. We can print claims checks from these office locations in the event one of the offices is damaged in any weather and/or other catastrophic event. Moreover, the Qual-Lynx staff are mobile and capable of working in the office or remotely addressing any client emergencies.

During the pandemic, Qual-Lynx quickly mobilized staff working on site in the office to a work at home model without any interruption of service to its client base. The managers checked in regularly with the clients Adjusters continued to handle the claims and made sure client employees received timely wage replacement checks, settlements and vendors were paid, all the while continuing a seamless claims handling process. Staff continue to work remotely with great success as COVID has waned.

Recognizing that a pandemic in modern society is incredibly unusual and could potentially create many unforeseen pitfalls for its clients, we modified the Ventiv Claims Enterprise, formerly iVOS, claims system to add data fields to assist our clients in tracking the impact of COVID. The added data fields include:

- Claimant type identified as COVID-19
- COVID test results; positive/negative
- Exposure information; definite/possible
- COVID symptoms; yes/no
- COVID hospitalizations; yes/no
- COVID vaccination reaction; yes/no
- Manufacturer of vaccination – drop down box to select name of manufacturer
- Vaccination shot administration dates

Qual-Lynx is well positioned to address any emergent need faced by our clients. We can adapt our claims system to add relevant data fields enabling us to provide clients with excellent management reports. Additionally, our management team and adjusters work closely with our nursing team to provide the medical case management for catastrophic/high cost claims. We deploy this team at the excess level with great success, and this team can certainly be effectively leveraged for our clients when needed.

### LOSS CONTROL

Controlling claim frequency is the first step toward controlling claim costs. Our approach is that safety is a process. Qual-Lynx adjusters are loss control advocates. If an adjuster identifies a problem area that requires attention, the adjuster advises the loss control entity for the particular client. Qual-Lynx works diligently to communicate claim/safety issues to avoid ongoing claims and to ensure correction of a defective condition. By this team approach, we can minimize the same claim repeating itself. Ultimately, Qual-Lynx's goal is to reduce claim costs and frequency for its public entity clients.

## BANKING

Qual-Lynx will prepare and report on all bank drafts to satisfy claim payments required, to include medical payments, indemnity payments, and other allocated expenses. Strict internal security controls are placed on the processing of checks on behalf of our clients as follows:

- Laser check stock is secured, with limited authority for use.
- Laser check faces are printed "Not Valid after 90 Days."
- Specific instruction regarding number of signatures required vs. dollar amounts can be imprinted on check faces.
- Checks can only be issued on valid file numbers. UserID limits the authority for new claim set-up to specific individuals.
- Checks can only be issued against available reserves. File reserves are monitored closely by supervisors and department managers for propriety.
- Reserves can only be changed by the adjuster working the claim and/or that adjuster's supervisor or manager.
- Checks are cut by our Payment Processing Unit, reporting to the Finance and Accounting Department. Checks are cut separately from the Claims Units and printed checks are sent directly to the mailroom in envelopes.
- Bank accounts are reconciled by the Finance Department on a monthly basis.

The Finance Department also controls the canceled checks. Qual-Lynx will also prepare and submit IRS 1099 MIS forms to reflect payments made on behalf of the client as required by the Internal Revenue Service.

In order to pay claim expenses, the client may select either a Zero Balance Account or an Imprest Account system, both supported by laser check printing. A Zero Balance Account is an established bank account that the client funds only upon receipt of a wire transfer request based on current checks to be cut. Wire transfers are requested on a weekly or bi-weekly basis based on the check cutting schedule.

An Imprest Account is an established bank account that the client funds with a pre-established amount of money, based on past claim payment frequency. The client is then billed on a monthly basis to replenish the account based on fund usage. Qual-Lynx is willing to work with either system as the client prefers.

# Tab 3

Response to Item 5

## 5. RFP SUBMISSION REQUIREMENTS

### **Cost Proposal**

Please find our Proposed Fees under Tab 6.

### **Technical**

**This section shall describe the vendor's approach and plans for accomplishing the work outlined in the Scope of Services. This section should also include the standard operation procedures on communication and workflow to all applicable parties including but not limited to City personnel, claimants, medical providers/vendors along with vendor's agreement to the services listed in Section 4 "Scope of Services". A summary of the problems that the vendor might reasonably expect and a solution to those anticipated problems. Describe these plans and approaches in sufficient detail to permit fair evaluation, with a minimum possible misinterpretation.**

As the incumbent TPA for the City of Camden, Qual-Lynx understands the various departments within the City and has interacted with these departments during the course of claims investigations. Qual-Lynx is cognizant of the required communication with the various City departments and the City's designated representative. Qual-Lynx will continue to perform the following:

- Timely assign each new claim to a designated claims adjuster;
- Adjuster will acknowledge claim assignment to the City;
- Adjuster will investigate the claim details with the identified department;
- Adjuster will adhere to the Qual-Lynx Best Practices pertaining to the particular line of coverage;
- Obtain applicable excess insurance policies to ensure timely and accurate excess reporting;
- Account manager will discuss any concerns with the City's designated representative and maintain two-way communication;
- City will continue to receive loss runs and other requested reports at month end;
- Provide contact information and related instruction to the City's designated representative for claim reporting, handling emergency or catastrophic situations and other pertinent information electronically;
- Previously provided claim system access will continue;
- Attend meetings virtually or in person as needed to review status of account; and
- Any and all other activity needed to ensure continued smooth handling of the City's claims by Qual-Lynx staff.

Qual-Lynx is the incumbent TPA for the City of Camden and operates under a service agreement which includes the Scope of Services as outlined in this RFP. Qual-Lynx agrees to continue to provide all such services.

Occasionally we may experience an employee concern where an employee may not wish to provide us with required information or the employee's attorney may not allow the dissemination of information. In instances such as these, we will discuss with the City and the assigned defense counsel.

Similarly, the City may have an employee that does not wish to continue with the chosen medical provider. We can review such claims on an individual basis to assess the reasoning. It may be necessary to schedule a second opinion visit with another provider.

Sometimes an employee treats with an unauthorized medical provider, or it is court ordered to provide treatment with an unauthorized medical provider. In these circumstances, if the provider is out of network, the Qual-Lynx team can assist with negotiating with the out of network provider to potentially obtain reduced charges.

The focal point of any of these scenarios is to stay aggressive and discuss the options. We believe it is critical to maintain open lines of communication with the City, adjuster, nurse, defense counsel, etc. so that we are all on the same page.

### **Experience**

**This section shall contain all pertinent information relating to the vendor's organization, minimum qualifications, resumes of personnel assigned, and list of public entity clients.**

Qual-Lynx is a regional claims services organization headquartered in Egg Harbor Township and Piscataway, New Jersey. Scibal Associates, Inc. d/b/a Qual-Lynx, is a wholly owned subsidiary of QualCare Alliance Networks, Inc. (QANI), and QANI is a wholly owned subsidiary of Mitchell International, Inc.

### **CLAIMS**

Qual-Lynx has significant claims handling experience, having handled self-insured and pooled programs since 1953. We have over thirty five (35) years' experience managing New Jersey public entity accounts. The Qual-Lynx management, claims, and managed care teams have the requisite technical knowledge to continue handling the City of Camden's claims. We understand the types of claims municipalities receive and, with our extensive public entity experience, we are well positioned to leverage our experience to deliver excellent claims results and cost savings to the City. See the **Qual-Lynx Capabilities and Experience document in Tab 2**, which discusses our technical approach to handling claims arising from Workers' Compensation, General Liability, Automobile Liability, Police Professional, Employment Practices Liability, Public Officials Liability, and First Party Property claims, including automobile physical damage, building and contents, etc.

**Additionally, Qual-Lynx has unique program models with the Nurse Case Managers, Intake Team and Claims Adjusters working together in real time. The increase in accessibility to each other enhances their effectiveness, working together to accomplish their goals.** See below for more details on the Qual-Lynx Managed Care Program.

Our claims handling experience has shown that problems sometimes may arise during the course of handling any claim. Maintaining an open dialogue and communicating with the client is essential in resolving any and all claims issues. Occasionally, an on-site meeting, conference call, etc., may be required to discuss the issues and obtain a consensus on future handling. Qual-Lynx is amenable to on-site meetings the client requires. Our staff is trained to keep the client abreast of claim status so that any such concerns can be addressed during the claim process.

## MANAGED CARE

### **Medical Bill Review**

Medical cost containment from a medical bill payment perspective is a key element of the Qual-Lynx Workers' Compensation Bill Review and Repricing Program. Qual-Lynx utilizes Mitchell's SmartAdvisor Bill Repricing Platform to access and obtain substantial discounts through the QualCare Provider Network.

The medical bill repricing application employs various bill review techniques and mechanisms to ensure that only authorized services are paid at the appropriate amounts. QualCare Network Provider fee schedules and network participation status are loaded in the repricing system. The fee schedules loaded in the system are routinely audited by the Data Integrity Department.

The SmartAdvisor repricing system includes an auto-adjudication function in which the system automatically processes provider bills based on the fee schedules loaded in the system. This reduces the potential for manual error by a Bill Repricer. Qual-Lynx's auto-adjudication rate exceeds 75% of the bills processed.

Qual-Lynx utilizes claim edit software, which alerts the Bill Repricer to potential unbundling and other questionable billing practices based on industry coding standards (i.e., assistant surgeons, multiple surgeries, up coding, potential cosmetic procedures, etc.). The repricing application also includes technology to stop bills submitted with diagnosis codes considered questionable for workers' compensation claims.

### **Provider Network**

In order to ensure that clients' employees receive quality care and service from their providers, QualCare's provider contracts place specific requirements on providers that participate in the workers' compensation network. Through the contracting process, participating providers agree to adhere to QualCare's utilization review and utilization management programs.

Qual-Lynx believes it is of critical importance to work with providers who not only provide quality services but who also are readily accessible to see claimants, work closely with Qual-Lynx to establish treatment plans with an overall objective of getting injured workers back to work expeditiously, and effectively communicate with Qual-Lynx in a timely manner. Therefore, Qual-Lynx spends an extensive amount of time and effort developing customized provider panels for its clients.

In the event that the injured employees may be treated by non-participating providers, QualCare has implemented a program to negotiate out-of-network services below UCR amounts for their customers. This program is staffed by the Provider Relations contracting staff. Therefore, the individuals performing the negotiations are very familiar with the value of services provided, as well as billing and coding details. All negotiations are agreed on in writing with the applicable provider.

## **Medical Case Management Program**

Our Medical Case Management Program is designed to assure that claimants receive quality medical care, occupational health, rehabilitative services, and behavioral health care in a cost-effective environment. Workers' Compensation medical case management can be defined as a system designed to manage the medical care of employees with work related injuries or health conditions.

The ultimate goal of the Medical Case Management Program is to direct the employees to quality providers that deliver services in a cost-effective manner in an effort to transition employees back to work as soon as medically appropriate.

## **CLIENT EXPERIENCE**

In addition to Qual-Lynx's experience as the incumbent workers' compensation, liability and managed care Service Provider for the City of Camden, the list below highlights some of Qual-Lynx's current New Jersey public entity clients that operate under similar criteria and scope of services as required by this RFP for both TPA and Managed Care Services. Because of our long history servicing these clients, we have built our systems and procedures to accommodate their special risk requirements in terms of claim adjudication, managed care services, reporting, and data maintenance. We are very proud of our longstanding association with these clients and continue to work diligently to provide an excellent work product on their behalf. Below are some of our municipal client base:

- Atlantic County Insurance Commission (TPA, Managed Care)
- Atlantic County Municipal Joint Insurance Fund (TPA, Managed Care)
- Burlington County Insurance Commission (TPA, Managed Care)
- Burlington County Municipal Joint Insurance Fund (TPA, Managed Care)
- **Burlington Township (TPA Liability)**
- Central Jersey Joint Insurance Fund (TPA, Managed Care)
- **City of Atlantic City (TPA, Managed Care)**
- **City of Burlington (TPA, Managed Care)**
- **City of Elizabeth (TPA, Managed Care)**
- Cumberland County Insurance Commission (Managed Care)
- Mid-Jersey Municipal Joint Insurance Fund (TPA, Managed Care)
- Monmouth Municipal Joint Insurance Fund (TPA, Managed Care)
- Morris County Municipal Joint Insurance Fund (TPA)
- Municipal Excess Liability Joint Insurance Fund, Workers' Compensation (TPA, Managed Care) and Property (TPA)
- Municipal Excess Liability Joint Insurance Fund, Property (TPA)
- New Jersey Community College Insurance Pool (TPA, Managed Care)
- New Jersey Counties Excess Liability Joint Insurance Fund, Property (TPA)
- New Jersey Public Housing Authority Joint Insurance Fund (TPA, Managed Care)
- New Jersey Utility Authorities Joint Insurance Fund (TPA, Managed Care)
- Ocean County Municipal Joint Insurance Fund (TPA, Managed Care)
- Ocean County Insurance Fund Commission (TPA, Managed Care)
- Professional Municipal Management Joint Insurance Fund (TPA, Managed Care)
- Suburban Metro Joint Insurance Fund (TPA)
- Suburban Municipal Joint Insurance Fund (TPA)
- TRICO Joint Insurance Fund (TPA, Managed Care)

**CLIENT REFERENCES**

David N. Grubb, Sr. Partner/Executive Director  
**PERMA Risk Management Services**  
9 Campus Drive, Suite 216  
Parsippany, NJ 07054  
201-881-7632  
DaveG@permainc.com

Joseph P. Hrubash, Vice President  
**PERMA Risk Management Services**  
9 Campus Drive, Suite 216  
Parsippany, NJ 07054  
201-881-7632  
JHrubash@permainc.com

Barbara Murphy, Executive Director  
**Risk & Loss Managers, Inc.**  
51 Everett Drive, Suite B40  
West Windsor, NJ 08550  
609-275-1140  
BMurphy@rlminc.org

Paul Forlenza, Area Vice President/Executive Director  
**Risk Program Administrators**  
6000 Sagemore Drive, Suite 6203  
PO Box 530  
Marlton, NJ 08053  
Ph: (856) 446-9100  
Fax: (856) 446-9149  
Email: paul\_forlenza@riskprogramadministrators.com

Nancy Egrie, Risk Manager  
**City of Atlantic City**  
1301 Bacharach Blvd. Room 406  
Atlantic City, NJ 08401  
(609) 347-5531  
egrien@cityofatlanticcity.org

### **CITY OF CAMDEN ACCOUNT TEAM**

Qual-Lynx employs the industry's strongest and most knowledgeable claims management experts. Our team has developed significant experience in the area of claims handling for public entity risks. Our deep bench of seasoned professionals qualifies us to provide aggressive litigation management, coordinate with excess carriers, and enables us to continue handling the City of Camden's claims (hereinafter referred to as "City").

The Qual-Lynx claims team currently consists of several well-known experts in the area of claims management for traumatic injuries. We have developed our management approach to leverage relevant experience and incorporate the proven strengths of our claims management team. We believe that this formula delivers the highest level of service to our clients and has enabled Qual-Lynx to bring a quality product to the marketplace. Qual-Lynx has achieved a high level of expertise specifically handling the unique risks faced by public entities.

We have built our reputation over the years by providing customized programs to our clients, with a primary focus on strong communication and client service. Servicing requirements, authority levels and program procedures are designed to meet the client's specific business needs. Our extensive roster of municipal and government programs, which we have handled for decades, enables us to provide exactly the type of partner the City is seeking.

Qual-Lynx's staff is extremely familiar with the special claims handling procedures that are necessary to the client's workforce. Not only have many of our policies and procedures been developed for this type of business, but the Qual-Lynx account management team has actively participated in training and educational sessions focused on reducing claims and minimizing exposure for this sector.

A strong team of professionals is dedicated to the City of Camden. This approach enables the members of the team to understand the specific needs and unique characteristics of the City of Camden. This account will continue to be serviced out of Qual-Lynx's corporate offices in Egg Harbor Township, New Jersey. The adjusting teams continue to work remotely.

**Qual-Lynx Business Address:**  
100 Decadon Drive  
Egg Harbor Township, NJ 08234

Although all staff assigned to the account are accessible to the City of Camden, we believe that a designated point of contact to handle any questions or issues that may arise is most effective and convenient for the City of Camden. Ralph Spencer is the day-to-day point person responsible for overall account management. Mr. Spencer has extensive experience in the claims industry from a claims handling perspective and reports directly to Kathleen Kissane, AVP, Account Management.

Mr. Spencer will be supported by the following team of professionals:

Service Team Member	Account Responsibility
<b>Account Management</b>	
Ralph Spencer, Account Manager	Overall Primary Account Responsibility for Claims Services
Lisa Gallo, Client Services Manager	Workers' Compensation Managed Care
<b>Claims Management</b>	
Michelle Baldwin, WC Manager	Daily Supervision of Workers' Compensation Claims Handling
Ronald Palermo, WC Lost Time Adjuster	Workers' Compensation Claims Handling
Stephen Poglitsch, Liability Unit Manager	Daily Supervision of Liability Claims Handling
Kevin Davis, Liability Assistant Supervisor	Liability Claims Handling
Lauren Rigney, Liability Adjuster	Liability Claims Handling
Brian Foster, Property Manger	Daily Supervision of Property Claims
Eileen Stasuk, Property Adjuster	Property Claims Handling
Doris Moore, Property Adjuster	Property Claims Handling
Karen Oliva, Property Adjuster	Property Claims Handling

Resumes can be found in this response under Tab 5.

**CITY OF CAMDEN—OUTSTANDING PROGRAM RESULTS**

**We are proud to have provided the City with the following impactful results:**

- Aggressive pursuit of **subrogation**-- In 2023, we obtained **\$1,249.10 in workers' compensation subrogation recoveries**; and in 2024 to date **\$6,092.55**.
- For **property** in 2023, we collected **\$661.82** in subrogation recoveries. In 2024 to date, we obtained **\$2,517.79**.
- Qual-Lynx has secured **\$1,673,266.78 in subrogation recoveries** for the program.
- **Managed Care Savings:** In the 5 year period from 2019 - 2023, the Qual-Lynx managed care team, utilizing the strongest workers' compensation medical network in New Jersey through our sister company QualCare, has repriced 5,320 medical bills **resulting in savings to the City of Camden in the amount of \$4,213,543**, averaging over **\$842,700 savings per year**.



- Please see the below summary demonstrating excellent network performance from 2019-2023:

Total Charges	\$7,282,773
Total Paid	\$3,069,230
<b>Total Savings</b>	<b>\$4,213,543</b>
% Savings	58%
Total Bills Repriced	5,320

- **Team Large Loss Meetings:** The workers' compensation and liability teams meet to review complicated claims for the entire team to evaluate. At times the Account Manager attends. During these sessions the unit reviews the cases and provides defense strategies, settlement recommendations, case values, and whether to present to the client for settlement or trial authority. This hands-on management of these high exposure claims results in reduced costs and better controlled claims and outcomes.

In other municipal accounts we administer, we have performed the following, and are available to do so for the City of Camden:

- **Member Customized Training:** The Qual-Lynx team is often called upon to provide member-specific training to update and reinforce insurance topics. We have presented all lines sessions on "The Life of a Claim" wherein the individual coverage line managers discussed current trends, investigative needs, interaction with the employer and employee, litigation, and defense strategy.

The Qual-Lynx team has also provided individualized training on site when there is a change in staff. Our team delivers a quick tutorial on insurance matters, claims reporting, and answers member questions pertaining to any facet of claims handling.

The Qual-Lynx managers are also a great resource to all member inquiries if the member does not understand the claims process, a particular nuance of law, and so forth.

- **CAT Team handling:** A large fire took place in one municipality at commercial premises where insured fire personnel were dispatched. Qual-Lynx management and multi-level staff quickly engaged an internal CAT Team to determine information and services that would be helpful to the member fire departments, and how best to provide them. In coordination with the Qual-Lynx managed care team, we reached out to the involved parties and provided protocols for chemical exposure testing with the name of a convenient qualified clinic where those exposed to the fire could be seen. Our hands-on control and prompt medical treatment alleviated employee and municipal concerns, thereby reducing the potential for out of network treatment and runaway claims costs.

Additional Qual-Lynx highlights:

**COVID Response:** Qual-Lynx quickly mobilized staff working on site in the office to a work at home model without any interruption of services to the City. Adjusters continued to handle the claims and made sure to maintain a seamless claims handling process. Now that COVID has waned, the adjusters continue to effectively work remotely.

Recognizing that a pandemic in modern society is incredibly unusual and could potentially create many unforeseen pitfalls for the City, we modified the iVOS claims system to add data fields to assist in tracking the impact of COVID. The added data fields include:

- Claimant type identified as COVID-19
- COVID test results; positive/negative
- Exposure information; definite/possible
- COVID symptoms; yes/no
- COVID hospitalizations; yes/no
- Vaccination reaction; yes/no
- Manufacturer of vaccination – drop down box to select name of manufacturer
- Vaccination shot administration dates

# Tab 4

## Managed Care

- Medical Case Management Program
- Provider Network
- Medical Bill Repricing
- Virtual Care

# Medical Case Management Program

## **WORKERS' COMPENSATION MEDICAL CASE MANAGEMENT PROGRAM**

### ***Program Summary***

The ultimate goal of Qual-Lynx's Workers' Compensation Medical Case Management (MCM) Program is to direct injured employees to quality medical providers that deliver services in a cost-effective manner to transition employees back to work as soon as medically appropriate. The primary components of the MCM Program are:

- Deliberate direction of initial care into the QualCare, Inc. Provider Network based on assessment of a reported injury and condition of the employee.
- Authorization and management of medical services.
- Thoughtful selection of treating providers based on quality of care, historical outcomes, and likelihood of the need for surgical intervention or hospitalization.
- Review of the appropriateness of treatment plans and projected disability length relative to diagnosis throughout the claim's life.
- Monitoring of employee compliance.
- Collaboration with the employer, provider, claims adjuster and the employee to return the employee to work and/or reach maximum medical improvement (MMI).

### ***Workers' Compensation Medical Case Management Process***

The Nurse Case Manager's role is to control all aspects of the medical management of the claim. The Nurse Case Manager contributes to overall cost control with appropriate utilization of medical resources within the QualCare, Inc. Network. It is the Nurse Case Manager's responsibility to assist workers in reaching an optimal level of functioning and to return to a productive lifestyle.

Case management activities include assessing the employee's medical, vocational, and situational status and coordinating medical care. Throughout medical management and during the pre-certification process, the Nurse Case Manager assures that only appropriate resources are used in the diagnosis and treatment of the injury. The Nurse Case Manager is the day-to-day liaison between Qual-Lynx, the provider, the injured employee, the claims adjuster, and the employer.

For each reported injury, the case management process works as follows:

- When reported via our toll-free number, a telephonic assessment is completed for the initial direction of care and the injured worker is directed to the appropriate provider.
- The Nurse Case Manager will establish initial contact with the employee, employer, and adjuster within 24-48 hours of a newly assigned or reopened case.
- Will authorize and pre-certify all medical services and treatments.
- Obtain concurrent review information for all inpatient admissions.
- Maintain constant communication with providers and update appropriate parties with significant events or developments within a treatment plan, a change in work status, the need for surgery, etc.
- Continuously monitor all treatment recommendations for medical appropriateness using available research tools:

- Official Disability Guidelines (ODG)
- Qual-Lynx Medical Director
- Internet Medical Research
- Clinical Case Committee Meetings

### ***Clinical Support***

Qual-Lynx Clinical Support Coordinators assist the nursing teams with necessary clerical duties, scheduling appointments, setting up pharmacy services for the claimant, and calling to obtain medical notes from the treating provider as needed.

### ***Application of Case Management Services***

Qual-Lynx maintains an open line of communication with the medical providers, claims staff and employer contact involved in an individual claim, regularly exchanging information to facilitate a healthy return to work.

The clinical team communicates with the provider to approve and monitor treatment; including initial assessment, specialist care, diagnostic testing, surgical procedures, hospital admissions and rehabilitation services.

Prior to every medical encounter, the clinical team forwards a Duty Determination Instruction form (DDI), along with any special notes, to the provider. It is at this time that the nurse can bring to the provider's attention any key points of information on the employee's case, as well as ask that certain physical examination or medical questions be addressed. Should further clarification of such requests be required, the nurse will telephonically contact the provider to discuss the same. A critical component in the case management process is to present the employer with sufficient clinical information regarding the employee's level of physical restriction to enable the employer to decide whether the employee should return to work. The Workers' Compensation Law of New Jersey and the Americans with Disabilities Act clearly state that it is the responsibility of the employer to determine whether the person should be allowed to work. The role of the medical provider, as outlined in these laws, is to assess the clinical situation and determine the level of physical restrictions that need to be followed.

The clinical team interfaces with the claims staff daily, providing updates and discussing strategies for handling the case. All documents forwarded to the employer/insurer are immediately available to the claims staff in the shared Claims Enterprise (previously iVOS) claims management system. Qual-Lynx notifies the employer/insurer and claims staff immediately of alleged or suspected fraud.

Case conference reviews are conducted monthly between the nurse case manager and adjuster assigned to the file and their respective supervisors. Cases with any of the following indicators are presented and discussed:

- Case is open longer than 90 days
- Physical Therapy visits exceed 30 sessions
- Incurred cost of case > \$54,000
- ODG is greater than 200 days
- Hospital admission
- New psychiatric case
- Complex pain management
- Second opinion conflicts
- Non-compliance or other claimant issues

**For complicated and/or, high-cost claims:**

***Medical Director Review***

Qual-Lynx utilizes the following criteria to identify costly and/or complex claims, including catastrophic cases, which would require the input from the Medical Director. The Medical Director's involvement in case management includes but is not limited to:

- Any emergency admission following an injury that may or may not require emergency surgery.
- When an unusual or rarely ordered test is requested.
- Any case involving extensive burns, crush injuries, loss of parts of the extremities, or internal injuries requiring the removal of body organs.
- Any emergency admission involving fractures of the vertebral bodies of any portion of the spine or weight bearing extremities.
- Any injury consisting of neurological damage, such as serious head injuries or severing of nerves in an extremity.
- Any injury in which there is extensive vascular damage requiring grafting procedures to maintain the integrity of an extremity.

Additionally, the Nurse Case Manager will supply a cost projection to the adjuster to assist in all surgeries and procedures that will significantly impact the cost of the claim. The Nurse Case Manager will send a surgical authorization form to the surgeon for completion. This form will ascertain the name of the surgical procedure, anticipated procedural CPT (Current Procedural Terminology) codes, Assistant and/or Co-Surgeon request, DME (Durable Medical Equipment) requests. It also includes the facility where the procedure is to be performed and the admission type (Inpatient or Ambulatory/Same Day). Postoperative projection and treatment plan are also addressed, to include approximate time out of work and post-operative care (PT, etc.). Only QualCare, Inc. network facilities and providers are approved for scheduled procedures.

- Qual-Lynx's Medical Director communicates with the providers involved in the care of an employee. The Medical Director oversees that all services are provided in a timely fashion. In complex and catastrophic cases, an independent rehabilitation nurse may be assigned to assist in the coordination of care. Group meetings may be held which include the patient, employer, rehabilitation nurse, treating physician and Qual-Lynx Nurse Case Manager to discuss strategies for home care needs and return to work programs.
- The employer is also involved in the care planning process. As the case progresses and the employee's condition stabilizes, the employer will be involved in decisions about any required worksite modification or job reassignments, either temporary or permanent, to allow for earlier return to work.
- Qual-Lynx has developed a large claim/catastrophic program to manage these types of injuries. All necessary services required to treat complex and serious injuries have been contracted and are available within 24 hours of notification.

### ***Guidelines and Protocols Used to Determine Appropriate Medical Treatment and Lengths of Stay***

In addition to the claims system itself, the case management team has access to Qual-Lynx standard operating procedures (through a shared network directory) and established clinical guidelines (through online access to software) right on their desktop computers.

Medical management of inpatient and outpatient treatment is evaluated by Nurse Case Managers against relevant guidelines, criteria, and laws. Qual-Lynx has established its guidelines for care from accepted standards recognized by the medical community. These include criteria based on accepted standards of medical practice in the State of New Jersey; currently accepted findings from clinical research on treatment of medical diseases and conditions; interpretation of the New Jersey Workers' Compensation Law and other health care regulations concerning treatment of work-related conditions and illnesses; and guidelines for accepted length of stay and quality assurance and utilization review. These guidelines are as follows:

- ***Official Disability Guidelines (ODG)*** which lay out the expected timeline for rehabilitation, factors influencing the duration of rehabilitation, complications, anticipated length of disability, and return to work.
- State of New Jersey, Department of Labor and Workforce Development, Division of Workers' Compensation, Workers' Compensation Law.

### ***Special Procedures for Managing Mental Health***

With increased reports of post-traumatic stress disorder (PTSD) claims, Qual-Lynx instituted a process in which the claim supervisor is alerted when a new claim is reported. Qual-Lynx will not direct care until the claim is investigated by the adjuster to determine causal relationship to work. Once causal relationship is established and the initial psychiatric evaluation is done, including a plan of care, the Claims Manager notifies the Nurse Case Manager Supervisor, and a nurse is assigned to the claim.

The Nurse Case Manager reviews the treatment plan with the psychiatrist and therapist regularly to determine if treatment is progressing. Regular contact with the claimant is made to assess their ongoing status.

The Nurse Case Manager and the Adjuster assigned to the case review the treatment plan monthly or more frequently if needed. An IME (Independent Medical Evaluation) may be ordered if treatment has plateaued.

### ***Guidelines and Protocols Used to Determine Appropriate Mental Health Treatment and Lengths of Stay***

Mental health management of inpatient and outpatient treatment is evaluated by Nurse Case Managers against the ODG for behavioral health. These criteria, which are utilized to guide decisions for mental health treatment and lengths of stay, include the clinical findings associated with immediate and potential safety risks, social risks, and the appropriate level of care based on findings (e.g., inpatient, observation, and outpatient).

### ***Catastrophic Team***

Qual-Lynx's Workers' Compensation Department employs a specialized team of nurses, called the CAT (Catastrophic and Complex Case) Team. This team of Nurses case manage injured workers with complex injuries, such as major amputations, spinal cord injuries, major burns, multiple injuries, and traumatic brain injuries. The CAT Team has an average of 30 years of nursing experience. The team averages 31 years of case management experience in workers' compensation before joining Qual-Lynx. Due to the nature of the cases handled by the team, caseloads are lower than those of other Nurse Case Managers.

The nature of catastrophic injuries requires case management that must be extremely focused on the patient and family members' needs. Qual-Lynx handles the catastrophic medical case management for the Municipal Excess Liability Joint Insurance Fund and has a supervisor and unit of Nurse Case Managers specializing in the management of these high-cost cases.

### ***Field Nursing: Concurrent, On-Site Treatment Reviews***

Qual-Lynx has field nursing capability in-house, and recommends consideration of field nursing for the following circumstances:

- Serious head injury resulting in significant neurological and/or other residual impairment.
- Injury resulting in quadriplegia or paraplegia.
- Significant loss of sight which is not correctable.
- Amputation of any major limb.
- Severe burns covering a significant part of the body.
- Two or more employees were involved in an accident with a combined cost projection of over \$100,000.
- Any disability expected for greater than one year.
- Challenging or non-compliant claimants.

### **Goals and typical activities for field nursing include, but are not limited to:**

- Verify the intensity of services according to medical guidelines.
- Visit the claimant when recovery is not progressing as expected.
- Evaluate the appropriateness of care and treatment plans.
- Assess the rehabilitation needs of the claimant.
- Accompany the claimant during the physician office visit to observe the claimant and confer with the physician regarding the treatment plan.
- Evaluate the claimant's status, facility, staff, and family support system.

Qual-Lynx has incorporated the use of virtual field visits to accomplish the goals of most field visits in a more efficient and cost-effective manner. The adjuster and nurse case manager review each claim to determine whether a virtual visit or a field visit would provide the most value.

# Provider Network

## WORKERS' COMPENSATION PROVIDER NETWORK

QualCare, Inc. maintains the strongest workers' compensation network in the state. A proprietary system of healthcare providers covering all 21 counties in New Jersey, the QualCare, Inc. Provider Network includes over 100 hospitals, 200 ambulatory surgical centers, 160 occupational medicine and urgent care providers, 345 rehab facilities, and more than 86,000 physicians and ancillary providers that are contracted to provide services in the most utilized workers' compensation specialties at discounted rates.

QualCare, Inc.'s ability to direct patient care, through its partnership with Qual-Lynx's case management and third-party claims administration programs, has enabled recruitment and retention of providers specializing in workers' compensation treatment. This has created a very stable network of providers which is reflected in a 99% annual retention rate.

### Medical Bill Savings

QualCare, Inc.'s overall provider discounts for workers' compensation average above 60% of billed charges (including out-of-network payments). We have been able to offer these savings to our clients by maintaining the integrity of the provider network and extending managed care discounts to directed business. Unlike our competition, QualCare, Inc. does not lease our provider network for Personal Injury Protection ("PIP"- automobile insurance) business. Providers are unwilling to extend deep discounts to this business. Because PIP and Workers' Compensation claims are generally reimbursed under the same contracted fee schedules, participation in this line causes an increase in overall reimbursement rates for workers' compensation. Therefore, QualCare, Inc. has chosen not to pursue this line of business in order to offer deep discounts for our workers' compensation clients.

### Provider Tracking and Data Analysis

QualCare, Inc. performs extensive retroactive data analysis to identify the providers which perform particularly well or poorly as compared to fellow providers and against QualCare, Inc. performance standards. When focusing on medical costs, QualCare, Inc. has established areas of study which are also major drivers of significant cost:

- Clinical outcomes (e.g., postoperative complications, repeat surgical procedures)
- Operational indicators (e.g., length of inpatient hospital stay, length of disability)
- Financial outcomes (e.g., average number of pain management procedures, unauthorized services, or referrals to out-of-network providers)

QualCare, Inc. reviews individual cases in which providers' outcomes exceeded overall and national averages. This is done to determine whether variances from averages were due to the nature of individual cases or are a true indication of a problematic pattern which needs to be addressed through education, corrective action, or potential termination from the network. Equally important is the identification of providers whose results show positive performance. These providers are also reviewed in order to become part of a Preferred Provider panel.

### Customized Provider Panels

QualCare, Inc. spends an extensive amount of time and effort developing customized provider panels for our clients. As an integral part of a new client implementation process, QualCare, Inc. performs a provider disruption analysis to determine if there are highly productive providers which need to be recruited into the QualCare, Inc. network. Our efforts in this area have been extremely successful. In fact, our in-network penetration rates for clients which utilize QualCare, Inc.'s medical case management services have consistently ranged between 91% and 96%.

Our provider panels have evolved to reflect the changing landscape of medical care to include panels that are specific to tele-medicine services. Though not all appointments and specialties can be supported by tele-medicine solutions, many services can be critical in cases of emergency or disaster where travel or on-site treatment is not possible or is unsafe. The use of tele-medicine further aids in expanding the reach of the network to areas that have less dense populations, thereby increasing patient compliance for treatment and improving clinical and claims outcomes.

### **Network Recruitment and Growth**

QualCare, Inc. realizes that although the workers' compensation network offers broad access to many high quality and cost-effective providers, our clients may have longstanding partnerships with providers that do not participate in our network. Upon implementation of a new account, QualCare, Inc. conducts a thorough examination of historic provider utilization in order to identify any key providers which do not participate in our network. These providers are then actively pursued for recruitment by our workers' compensation contracting team. Ongoing outreach to and recruitment of new providers has resulted in steady 3% to 4% growth in the network year over year. As evidence of the health of QualCare, Inc.'s network, we maintain a voluntary resignation rate of less than 1% per year (the majority of which have resulted from retirements or relocations out of state).

QualCare, Inc. continues to expand network options for our clients. We focus on recruiting hard to contract behavioral health physicians, orthopedic provider groups and their affiliated ambulatory surgical centers, and providers with specialties not common in workers' compensation injuries. The workers' compensation Provider Contracting team prioritizes recruitment of out of network providers by analyzing individual members' claims and associated medical spend. We have identified recruitment targets based on trends in virtual care capabilities, emergency-related treatment, court-ordered treatment and specialty durable medical equipment, ambulatory surgical center relationships with contracted surgeons, geographic location, and client services feedback on behalf of our clients.

As a result, we continue to contract with several difficult to recruit providers in some of the most heavily utilized specialties in workers' compensation.

- Ambulatory Surgery Centers
- Orthopedic Surgery Groups
- Pain Management and Medicine
- Physical & Occupational Therapy

We are pleased to share our most outstanding achievement of QualCare, Inc.'s provider recruitment initiative to date:

- o CarePoint Hospital Systems, New Jersey
  - o Christ Hospital
  - o Bayonne Medical Center
  - o Hoboken Medical Center

QualCare, Inc.'s partnership with Care Point proves to be an absolute benefit for our clients and their employees located in and surrounding Hudson County.

### **Provider Contract Requirements**

In order to ensure that our clients receive quality care and service from our providers, QualCare, Inc.'s provider contracts place specific requirements on providers that participate in the workers'

compensation network. Because of the significance of the providers' impact on claims outcomes, QualCare, Inc. also performs ongoing reviews to ensure compliance with these contracted requirements.

Through the contracting process, participating providers agree to adhere to QualCare, Inc.'s Utilization Review and Utilization Management Programs and all procedures outlined in the Provider Manual, which include the following requirements:

### **Provider Accessibility**

QualCare, Inc. maintains the minimum criteria for network accessibility required by the State of New Jersey for certification as a Workers' Compensation Managed Care Organization:

- At least two Care Coordinator Physicians within 30 minutes driving time from the injured worker's site; and,
- At least two of each frequently used specialty providers within 45 minutes driving time from the customer's work site.

QualCare, Inc. consistently exceeds these standards. Our providers are contractually required to:

- Be readily available to see claimants.
- Work closely with case managers and claims adjusters to establish treatment plans with an overall objective of getting injured workers back to work expeditiously.
- Attempt to write generic drug prescriptions wherever possible and may be asked to write a letter of medical necessity for prescribing name brand drugs.
- Submit to QualCare, Inc. a completed Duty Determination Instruction (DDI) form within 1 day of every patient visit.
- Seek authorization for services and may not take it upon themselves to refer a claimant to another provider.
- Address return to work status, full duty vs. modified duty; curative vs. palliative treatment; issues of causality, and any specific restrictions.
- Occupational medicine providers must provide appointments the same day of injury.
- Specialists must provide appointments within 3 days.
- MRI facilities must provide appointments within 2 days and results within 1 day thereafter.

QualCare, Inc.'s case management process is designed to complement the above guidelines and ensures follow-up by the case management team. This practice includes an escalation process which involves the clinical management team to gain provider cooperation if necessary.

### **Provider Credentialing Criteria**

QualCare, Inc. has rigorous provider credentialing and re-credentialing processes designed to ensure that its network is composed of high-quality providers.

### **Licensing Verification**

**Initial Credentialing:** Provider credentialing requirements include a completed application and primary source verification of professional license. Initial credentialing requires that out of state licensing actions be verified via Department of Health and Human Services, Office of Inspector General Sanctions Report.

**Re-Credentialing:** Providers are re-credentialed every three (3) years. The process includes primary source re-verification of professional license.

### **Accreditation Checks**

Provider credentialing and re-credentialing requirements include investigation and verification of Board Certification. Hospital affiliations are attested to by the provider upon credentialing.

### **Litigation History**

Initial Credentialing: A copy of the current CDS, DEA and malpractice coverage along with a professional liability claims history must be submitted by the provider and are verified. The National Practitioner DataBank is also queried for sanctions.

Re-Credentialing: The National Practitioner DataBank is queried once more to check updated malpractice claims. In addition, State and Federal provider sanction reports are reviewed to identify network providers for potential sanctions. If a provider is identified to have been sanctioned, the pertinent information is presented to the Credentialing Committee and the appropriate action is taken, including possible termination. Finally, the Inspector General Sanctions Report is also reviewed.

### **Primary versus Secondary Source Verification**

Additional primary source verification is obtained from the medical school and post graduate training facilities. All pertinent information is presented to the credentialing committee for review and determination of participation.

### **Provider Education**

At QualCare, Inc. we believe a collaborative relationship with our providers is far more productive than taking an adversarial position. For this reason, QualCare, Inc. has dedicated members of the Provider Relations team focused on the specific needs of workers' compensation programs and providers. The Workers' Compensation Provider Relations team meets with key providers ensuring they have a solid understanding of what it takes to be "Preferred Providers" for our workers' compensation clients.

QualCare, Inc. believes it is our role to provide a service to our providers, as well as to our clients. In addition to providing ongoing education on working with QualCare, Inc., our Workers' Compensation Provider Relations team partners with the Client Services Managers to ensure they are well versed in the unique needs of our workers' compensation clients. Workers' Compensation programs place extra administrative burdens on our providers. If not handled properly, administrative requirements can result in claims payment issues for providers. It is the role of the Workers' Compensation Provider Relations team, in partnership with the nurse case management staff, to make sure the providers understand and adhere to these requirements.

QualCare, Inc. believes the relationship between our Medical Providers and our clients is vital. We recognize the keystone of a strong relationship is communication; therefore, we have expanded our In-Service program to include workers' compensation-focused webinars. Using a video conference forum for ongoing educational purposes has proven valuable and has broadened the reach and effectiveness of the QualCare, Inc. Provider Network.

Maintaining a high level of provider satisfaction is extremely important. The strength of our product offering is heavily dependent on the quality of care and cost savings delivered by our providers. It is for that reason that QualCare, Inc. providers are given personal, hassle-free access to the dedicated Workers' Compensation Provider Relations team. By building effective communication channels between clients, providers, claims adjusters and nurse case managers and dedicated client services teams, we are able to offer a superior Provider Network, proven to reduce costs in workers' compensation programs.

# Medical Bill Repricing

## MEDICAL BILL REVIEW AND REPRICING

### **Medical Cost Containment Program**

Medical cost containment from a medical bill payment perspective is a key element of the Qual-Lynx Workers' Compensation Bill Review and Repricing Program. Qual-Lynx utilizes Mitchell's SmartAdvisor Bill Repricing Platform and Service Center\* to access and obtain substantial discounts through the **QualCare, Inc. Provider Network**. QualCare, Inc.'s approach to controlling / reducing medical bill costs for our clients is comprised of the following components:

- Aggressive provider contracting through QualCare, Inc.'s proprietary network of hospitals, physicians, and ancillary providers throughout the state of New Jersey.
- Medical bill review, claim edit, and audit procedures, focused on ensuring the accuracy of payment amounts.
- Utilization of an external charge database to calculate usual and customary rates (UCR) by geographic area.
- Out-of-network negotiation to provide additional savings below UCR for our clients.
- Quality Audit Program
- Qual-Lynx adjusters and client services online access through the Claims Examiner Portal

### **Provider Contracts**

Qual-Lynx's single most significant impact on the amount paid to providers is the result of aggressive reimbursement rates which have been agreed to by the providers in the **QualCare, Inc. Provider Network**. Qual-Lynx's success with medical bill repricing services begins with the fee structure that has been put in place in the underlying provider contracts. Specifically:

- Physician fee schedules are based upon Medicare RBRVS fees, not the amount that a provider charges for a provided service or procedure. The contracted fee schedules, therefore, limit payment amounts to the predetermined agreed upon amount. Generally speaking, these fees are significantly lower than usual, customary, and reasonable charges (UCR). However, the fees are deemed to be reasonable and appropriate and, as such, dissuade physicians from ordering excessive tests or office visits to make up for excessive discounts.
- Occupational medicine facility contracts include global fees, which include certain tests and supplies. This prevents these facilities from trying to "make up" for deep discounts through ancillary charges. As such, there are no disagreements over the reasonableness of various modalities that a therapist might perform during a visit.
- Physical therapy facilities are contracted on a global per visit basis. As such, there are no disagreements over the reasonableness of various modalities that a therapist might perform during a visit. QualCare, Inc. has a large network of physical therapy facilities and, as such, benefits from favorable rates.
- Regarding ancillary facilities, QualCare, Inc. has contracted with two of the largest radiology networks in the state specializing in Workers' Compensation. Due to QualCare, Inc.'s size and its ability to direct a large volume of work, it enjoys very favorable rates.
- Same day surgery charges in the New Jersey market have escalated in recent years. QualCare, Inc.'s same day surgery rates are also based upon case rates, which significantly limit our clients' exposure to provider charges. Additionally, anesthesia fees are either included in a global fee or are considered under a separate contract.



- The majority of healthcare services utilized for work-related injuries are largely physician and outpatient services. However, when hospital inpatient facilities need to be accessed, charges for these services have become extremely costly to self-funded plans. QualCare, Inc.'s rate negotiations have been particularly effective in these areas. QualCare, Inc.'s contracted rates for inpatient hospitalization are based on a combination of per diem and per case arrangements. This rate structure protects our clients from exorbitant hospital charges. Additionally, most hospital-based physicians are also under contract to limit costs for professional services related to emergency physicians, radiology, anesthesia, and pathology.

#### **Medical Bill Review and Claim Edits**

In addition to QualCare, Inc. provider contracting cost controls which are inherent in the rate structure that providers agree to, the Smart Advisor bill repricing application employs various bill review techniques and mechanisms to ensure that only authorized services are paid at the appropriate amounts:

- Provider fee schedules and network participation status are loaded in the repricing system. The fee schedules loaded in the system are routinely audited by the Data Integrity Department.
- The repricing application includes an auto-adjudication function in which the system automatically processes provider bills based on the fee schedules and cap rules loaded in the system. This reduces the potential for manual error by a Bill Repricer.
- Claim edit software alerts the Bill Repricer to potential unbundling and other questionable billing practices based on industry coding standards (i.e., assistant surgeons, multiple surgeries, upcoding, potential cosmetic procedures, etc.).
- Providers are required to submit complete itemized bills for services rendered and vendor invoices for items such as implants that are reimbursed based on cost.
- The medical bill repricing application employs sophisticated duplicate detection. Duplicate billings are automatically identified and disallowed at this point in the process. History maintained in our database can identify potential duplicate charges at a line and/or bill level. These lines are marked with message codes that appear on the EOR, which clearly identify the reason for the disallowed service as a duplicate charge. Duplicate identification is based on 12 different data elements. These bills can sometimes be reconsiderations, so we have business rules in place to monitor multiple submissions from a provider. When a bill has been identified as having multiple submissions, these will pend to our Medical Review team to clarify if the bill is truly a duplicate or a provider reconsideration.
- Application of relatedness edits (claim level body part to billed diagnosis) to identify mismatched treatment as well as procedure codes that are rare in Work Comp. We instituted these changes to help clients identify and deal with inappropriate or non-work-related treatment. These edits are extensively scrutinized for accuracy by our clinical and coding subject matter experts according to the most recent version of the National Council on Compensation Insurance (NCCI) Part of Body document.
- Retrospective review of billing patterns by individual providers and by specialty are routinely conducted to protect client's exposure to questionable billing practices such as upcoding, bill splitting and utilizing multiple tax IDs.



- Consistent bill cycle process working through applied fire rules until there are no more, ensuring that no bill exits the repricing process without satisfying all of QualCare, Inc.'s business rules. This process ensures a level of consistency in the review process unmatched by any other supplier.
- The repricing application processes bills in chronological order by carrier receipt date. Standard turnaround times are five business days for normal bills and 10 days for complex bills and re-evaluations, with an additional 24-48 hours per Network EDI Bridge. Any bills identified as at risk of not meeting response requirements are processed on a priority basis.
- All bills are tracked throughout the process using SmartTracker and SmartReports. The SmartAdvisor application processes bills in chronological order by carrier receipt date. SmartTracker is a real-time operational dashboard embedded within SmartAdvisor that shows operational and productivity metrics to both bill auditors as well as aggregated metrics for bill review managers.

### ***Out-of-Network Negotiation***

While the majority of workers' compensation medical care is directed by a case manager or claim adjuster, and **QualCare, Inc.** does maintain an extensive provider network limiting the self-insured plan's exposure to out-of-network costs, emergency situations can and do occur resulting in the possibility that injured employees may be treated by non-participating providers. Routine hospital and physician surgery charges have continued to escalate in recent years due to revenue maximization strategies implemented across all payer categories. Under these circumstances, utilization of usual and customary databases is often not sufficient to meet our clients' needs (i.e., UCR data is limited for hospital admissions, UCR databases have incorporated significant charge increases implemented by providers over the years, etc.). In order to protect our clients from exorbitant out-of-network costs, QualCare, Inc. has implemented a program to negotiate out-of-network services below UCR amounts for our customers. This program is staffed by the **QualCare, Inc.** Provider Relations contracting staff. Therefore, the individuals performing the negotiations are very familiar with the value of services provided, as well as billing and coding details. All negotiations are agreed upon in writing with the applicable provider.

In addition to negotiating out-of-network medical bills, QualCare, Inc. has the ability to reimburse providers based upon direct agreements between a Client and the provider.

### ***Quality Audit Program***

Our Quality mission is to constantly assess the accuracy and quality of our services and to continually improve upon them in order to consistently deliver high levels of customer satisfaction. This is achieved by leveraging a comprehensive quality management approach including quality control, quality assurance, lean and six sigma process improvement techniques, and programmatic leadership oversight.

Our Quality Audit methodologies include focused, stratified and random sampling to ensure quality.



#### **Quality Control Bill Review:**

- **Bill Review Auditing Pre-Payment** – A randomized percentage of bills (typically between 3-5%) are routinely stopped and double checked for accuracy before release. In addition, focused QC is performed for specific high-risk bills including high dollar and other complex bills. Additional Quality Control rules are implemented to stop bills for additional review on an ad hoc basis when identified through other audit mechanisms or customer feedback.
- **Pricing Accuracy** –the application has additional checks to ensure each invoice for accuracy and completeness in accordance with . We have an extensive billing and invoice quality control and validation process to ensure the correct application of QualCare, Inc. Provider Contracts and Fee Schedules, and all elements that ultimately affect the invoice amount. We use a combination of manual and automated invoice validation controls to ensure invoice accuracy
- **Bill Pricing Accuracy Post Payment** – Monthly we select a random sample of bills for Quality Audit review based on a statistically valid sample (typically around 3%-5% of monthly volume) and reviews the critical fields for data accuracy (Provider name, CPT codes, etc.) A quality score reflecting both payment and financial performance is provided based on the total number of fields and bills audited and accuracy of data. Additionally, any trends/errors found during Quality Audit could result in additional Quality Control rules for secondary review before release or separate focus audits to deep dive into problem areas. Dashboards are provided monthly including quality trends over time based on quality scores, type of errors (keying, pricing, PPO, etc.), bill type (medical, hospital, etc.), process type (KFI, re-eval, etc.), user error, etc. based on the available data

#### **Quality Assurance**

- **Quality Assurance Meetings** – involves discussion of department statistics and data as well as in-depth reviews of new quality system submissions. Quality issues are discussed to determine root cause and possible process improvement opportunities.
- **Customer Service Quality Review** – includes information gathered from audio and screen recordings that measure data vital to a customer focused call. This ensures we are communicating accurate services and establishing appropriate expectations while providing constant and immediate feedback and support to service representatives. All calls are recorded for quality purposes. We implement and enforce SLAs for both telephone and web portal time, accuracy, and communications.
- **Quality Submission System** – an avenue for clients and consumers to alert us directly regarding quality matters. The complaints and compliments received from both the injured worker as well as the claims adjustor are handled and addressed in an organized manner. Whether the inquiry originates from a phone call, email, web portal or website, each inquiry is logged through our CRM system, Salesforce.com™ and investigated for determination of the root cause. A formal explanation of events is provided for understanding as well as identifying re-training, educational or systematic improvement opportunities.
- **Client Satisfaction Surveys** – data is collected and analyzed to identify and track trends of survey answers with the purpose of strategizing quality improvement plans based on the changing needs of our clients.
- **Process Improvement Implementation**– a constant and ongoing quality management effort ensuring that all systems and processes are operating at a level superior to our consumer's needs



### ***Provider Customer Service***

We have a full-time Customer Service department handling all provider inquiries. A designated toll-free number for the providers. Providers calling with questions to our customer service team are provided information as to the current status, and a copy of the EOR/EOB or check as necessary. Any bill review disputes by providers regarding bill repricing are handled by the Customer Service unit. Providers receive an explanation regarding reductions. If a provider disagrees with a decision, they are requested to submit a formal request for reconsideration either by fax or by mail. Re-evaluations are responded to and addressed within 5-10 working days on average.

### ***Provider Appeals***

All providers have the right to appeal payment amounts. If an appeal is complex in nature it will be submitted directly to our state compliance team. Any high-level surgical or experimental treatment appeal would be sent to our RN and/or our physician advisor on staff to address. The Network Provider Disputes department reviews and responds to all appeals in writing. However, Qual-Lynx's financial accuracy rate of 98%-99% is an indication of an insignificant number of reconsiderations that are made on payment amounts. This is due to the following factors: extremely low turnaround times limit provider appeals for timeliness of payment; clear explanation of benefits (EOB) forms included with payment limit in-network provider questions; provision of source data information regarding UCR amounts limit additional payment requests; and, lastly, written agreements for negotiated out-of-network payment amounts virtually eliminate appeals.

### ***Online access through our Claims Examiner Portal***

The Claims Examiner Portal (CEP) is a web interface that offers Qual-Lynx case managers, adjusters and client service management a "real time" window into the bill review process including Bill Status, Bill Volume, and performance indicators. Typical additional users include help desk personnel, management staff, nurse teams and management personnel.

### ***Bill Review Support***

Clients are assigned their own service center bill review team, which includes a team lead/contact and supervisor, a direct link for adjusters and client services questions, rush requests, and urgent issues. Bill Support has the ability to assign a specific indicator within the Document Control Number (DCN) that is also used to prioritize and move bills within the bill review application to give it the attention required.

\*Mitchell's SmartAdvisor Bill Repricing Platform and Service Center is owned by the Enlyte family of businesses.



QualCare/Qual-Lynx  
Virtual Care



# QUALCARE VIRTUAL CARE



## EASY ACCESS TO PROVIDERS

In response to the unprecedented health crisis of the COVID-19 outbreak, QualCare introduces the Virtual Care Initiative. Virtual Care includes streamlined access to medical providers who offer tele-medicine and tele-therapy services. Patients can be seen by physicians, safely and securely, and continue their medical treatment plan from their homes, workplaces or on the go.



### PROVIDES VIRTUAL CARE?

Virtual Care is available through the QualCare Provider Network for many of the most utilized specialties in Workers' Compensation. Provider partners are offering secure virtual treatment after normal hours, in conjunction with their traditional office-based services, and in the event of emergencies like COVID-19.



### SERVICES ARE AVAILABLE?

Virtual Care providers offer patients many of the same in-office services via secure telephone, video and live chats. Initial treatment and evaluation of minor injuries, re-checks and follow up visits, physical therapy via interactive tele-rehab, and psychiatric care are some of the most useful virtual care deployments for your workers' compensation program.



### DO VIRTUAL CARE VISITS TAKE PLACE?

Virtual Care visits can take place at home, work or on the go. If a patient has secure access to a smartphone, tablet or computer connected to Wi-Fi, Virtual Care visits can be a useful, safe, efficient method of receiving high-quality medical treatment for work-related injuries.



### CAN VIRTUAL CARE BE USED?

Virtual Care can be deployed when a patient is unable to go to a provider's office due to transportation or safety constraints, when care is needed after hours or during times of emergency. Virtual Care can serve our community under normal AND extenuating circumstances.



### USE VIRTUAL CARE?

Virtual Care allows patients to receive or continue necessary medical treatment quickly and safely, without the risk of exposure to, or exposing medical staff to, infectious disease. With a continuity of care achieved through virtual treatment, claimants return to health and meaningful work sooner.

Tab 5

Resumes

## KATHLEEN M. KISSANE

### WORK EXPERIENCE:

- 12/08 – Present      **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- **Assistant Vice President, Account Management**
    - Lead a team of Account Managers to provide account management services for clients
    - Responsible for contract analysis, client retention, RFPs/RFQs preparation and coordination of response, new account implementation, audit coordination, problem resolution for client-related issues, claim reviews for payment authority, ad hoc requirements
  - **Director, Account Management**
  - **Account Manager**
  - **Liability Claims Supervisor (see below)**
- 3/08-11/08          **CITY OF ATLANTIC CITY, ATLANTIC CITY, NJ**
- **City Solicitor.** Supervision of six in-house attorneys, three paralegals, four support staff, and management of approximately twenty-five outside attorneys.
  - Works with the Mayor, Council, Business Administrator, and other Directors to address the City's legal issues.
  - Responsible for day to day management of the City's Legal Division. Attends Council meetings, committee meetings, and addresses legal issues for all aspects of City government including workers' compensation, planning, liability, engineering, public works, contracts, health, etc.
  - Prepares contracts, resolutions, ordinances, and other legal documents as required.
- 5/00-2/08          **SCIBAL ASSOCIATES, INC., SOMERS POINT, NJ**
- **Liability Claims Supervisor** since 1/02. Supervision of seven liability adjusters, one assistant liability supervisor, and one technical assistant. Prepares reviews on each staff member; manages training, discipline, as required.
  - Management and oversight of 1350 liability claims for municipal and private accounts for general liability, automobile liability, police professional, employment, and public officials' claims. Significant experience with catastrophic claims.
  - Attends client meetings as required to present settlement requests or address client issues; handle client emergencies; resolve difficult coverage questions; prepare accounting for deductible billing for liability lines of coverage; review all new claims and assign to adjusters; train adjusters in all facets of claims handling, multi-state requirements of 14 different states we administer; manage the defense panel; address defense and indemnification issues, and other litigation related topics; prepare analysis reports for clients based on claims exposures and make recommendations for remedial

measures; establish and monitor reporting protocols for excess and reinsurance carriers.

- **Senior Liability Claims Examiner** through 12/01. Handled third-party and general liability, police professional, employment, and public officials' claims for public and private accounts.

1/97 – 5/00

**CASHAN CORPORATION, HAMMONTON, NJ (now Arthur J. Gallagher)**

- **Senior Litigation Analyst.** Risk management position monitoring the workers' compensation, automobile and general liability, police professional, property, employment and public officials' claims for six municipal joint insurance funds.

7/93 – 1/97

**BERKLEY RISK MANAGERS, MAYS LANDING, NJ**

- **Assistant Liability Supervisor.** Handled first and third-party property claims, automobile, general and employers' legal liability for public entity accounts, reporting to excess and reinsurance carriers.

3/90 – 7/93

**COOPER, PERSKIE, ET AL, ATLANTIC CITY, NJ (now Cooper Levenson)**

- **Research Attorney.** Prepared memorandum of law, motions, trial and appellate briefs on municipal, medical malpractice, insurance, sidewalk, and other areas of the law.

9/88 – 3/90

**HORN, GOLDBERG, ET AL, ATLANTIC CITY, NJ**

- **Litigation Attorney.** Represented insurance carriers for general and automobile liability claims. Prepared and attended depositions, oral arguments for motions, bench trials, Appellate Division arguments and other areas of litigation practice including discovery and trial preparation.
- Specialized in construction litigation with an emphasis on contractual interpretation, defense and indemnification, and other contractual related issues. Handled products liability claims, and toxic tort matters.

## **EDUCATION:**

1988

**J.D. Widener University School of Law**  
Law Review: 1987-88 Internal Managing Editor,  
Delaware Journal of Corporate Law

1985

**B.S. The Pennsylvania State University**  
Administration of Justice with Honors and Distinction

## **LICENSES:**

- Supreme Court of New Jersey (inactive)
- United States District Court, District of New Jersey (inactive)
- Commonwealth of Pennsylvania (inactive)
- Eastern District of Pennsylvania (inactive)
- Third Circuit Court of Appeals (inactive)
- New York Independent Claims Adjuster (active)

## **RALPH A. SPENCER**

### **EXPERIENCE:**

- 01/24 – present**      **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- Account Manager/Workers' Compensation Manager
  - Workers' Compensation Lost Time Adjuster
- 2020 – 2024**      **EXAMWORKS, ROSELAND, NJ**
- Quality Assurance Coordinator
- 2017 – 2019**      **QUAL-LYNX, PISCATAWAY, NJ**
- Senior Workers' Compensation Claims Analyst
- 2015 – 2017**      **GALLAGHER BASSETT, PARSIPPANY, NJ**
- Resolution Manager
- 2013 – 2015**      **ONE CALL CARE DIAGNOSTICS, PARSIPPANY, NJ**
- Customer Solutions Specialist
- 2008 – 2013**      **LIBERTY MUTUAL, ROSELAND, NJ**
- Workers' Compensation Case Manager II

### **EDUCATION:**

Kean University, Union, NJ – B.A. Public Administration, Summa Cum Laude

Union County College, Union, NJ – A.A. Public Administration

Extensive internal and external education, including attendance at seminars in workers' compensation and Title 34 related topics.

# Lisa Gallo

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## PROFESSIONAL EXPERIENCE

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**Qual-Lynx, Piscataway, NJ**

**2006 –Present**

*Manger, Client Programs, Workers' Compensation*

*2024-Present*

- Overall responsibility for successful delivery of managed care services
- Organizes and contributes to the managed care program development and activities
- Arrange client meetings to review and discuss program performance including percentage of savings, network penetration, and utilization of transitional duty
- Develops and maintains long-lasting and meaningful relationships with clients and industry teaming partners
- Ensure smooth execution of new client implementations by guaranteeing workflows are efficient and effective to meet client needs and expectations
- Troubleshoot the event and work with the internal team, vendors or directly with the client to resolve issues
- Prepare/analyze reports for evaluation of program performance
- Work closely with Provider Relations Department to establish and maintain excellent communication with workers' compensation network providers

*Client Services Manager, Workers' Compensation*

*2014 - Present*

- Coordinate implementation meetings to assist newly contracted clients in establishing workers' compensation reporting procedures and developing preferred provider panels.
- Work with all company departments (clinical, bill processing, provider relations, accounting, etc.) to efficiently resolve service issues.
- Prepare/analyze reports for evaluation of program performance.
- Arrange client meetings to review and discuss program performance including percentage of savings, network penetration, and utilization of transitional duty.
- Maintain consistent communication with clients to assure the highest level of customer satisfaction.
- Work closely with Provider Relations Department to establish and maintain excellent communication with workers' compensation network providers.

*Clinical Support Coordinator*

*2008 - 2014*

- Assist nursing teams with case management by scheduling medical appointments (office, diagnostics, physical therapy, etc.) with network providers, sending precertification letters, and clerical duties such as generating letters to doctors and injured employees, and transcribing medical documents into the database.
- Maintain excellent communication with injured employees and provider offices.
- Train all new Intake/Coordinator/Nurse hires in WC department.

*Clinical Intake Coordinator*

*2006 - 2008*

- Retrieve accurate first accident reports from injured employees.
- Enter First Report of Injuries to the State of NJ for Workers' Compensation.
- Direct injured employee to an Occupational Medical Facility for initial evaluation and send facility pre-certification letter.
- Set up injured employee with participating pharmacy plans.
- Maintain and direct heavy call volume.

**Union County Orthopedic Group, Linden, NJ** 2004 - 2006  
*Medical Assistant*

**Prime Care Medical Group, Metuchen, NJ** 2003 - 2004  
*Medical Assistant*

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## EDUCATION

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**Sandford Brown Institute, Iselin, NJ** 2002 - 2003  
*Medical Assisting Program*

**Carteret High School, Carteret, NJ** 1996 - 1999  
*College Prep Courses*

## **MICHELE R. BALDWIN**

### **EXPERIENCE:**

- 05/08 – Present**    **QUAL-LYNX, EAST SYRACUSE, NY**
- Workers' Compensation Manager
  - Workers' Compensation Analyst
- 03/97 – 05/07**    **TRAVELERS INSURANCE COMPANY, SYRACUSE, NY**
- NY WC Construction Professional
- 10/93 – 11/96**    **VARIOUS BUSINESS POSITIONS IN ORLANDO AND MAITLAND, FL**
- 11/86 – 10/93**    **HANOVER INSURANCE COMPANIES, LIVERPOOL, NY**
- Workers' Compensation Representative
  - Casualty Rating Supervisor
- 01/84 – 11/87**    **CNA INSURANCE COMPANIES, LIVERPOOL, NY**
- Commercial Casualty Rater

### **EDUCATION:**

Onondaga Community College, Syracuse, NY

Routine attendance at internal and external training presented by physicians, therapists, attorneys, safety personnel, investigators and other such professionals

### **LICENSES AND DESIGNATIONS:**

Connecticut: Casualty Adjuster – Workers' Compensation

New Hampshire: Workers' Compensation Adjuster

New York: Independent Adjuster – Motor Vehicle No Fault & Workers' Comp

## **RONALD L. PALERMO, JR.**

### **EXPERIENCE:**

- 07/24 – Present**    **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- Senior Claims Analyst
- 02/20 – 09/22**    **PMA COMPANIES**
- Senior Account Claims Representative
- 04/19 – 08/19**    **SEDGWICK**
- Claims Examiner
- 05/16 – 04/17**    **BRICKSTREET INSURANCE/HM INSURANCE GROUP**
- Claims Adjuster
- 02/08 – 08/11**    **STATE WORKERS' INSURANCE FUND**
- Claims Investigator
- 09/22 – 09/23**    **VALLEY ORAL SURGERY**
- Business Development Manager
- 04/17 – 04/19**    **ONE CALL MEDICAL**
- Regional Account Manager, Physician Services Group
- 08/11 – 05/16**    **COORDINATED HEALTH**
- Workers' Compensation Team Leader

### **EDUCATION:**

University of Scranton, Bachelor of Science, Criminal Justice

Routine attendance at internal and external training presented by physicians, therapists, attorneys, safety personnel, investigators and other such professionals

Member of *Alpha Phi Sigma* National Criminal Justice Honor Society

## **STEPHEN POGLITSCH**

### **EXPERIENCE:**

- 05/21 – Present**    **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- Liability Unit Manager
  - Senior Liability Analyst
- 09/05 – 05/21**    **SIERRA CLAIM SERVICES, PHILADELPHIA, PA**
- Regional Senior Adjuster
- 02/01 – 07/05**    **UNITED NATIONAL GROUP**
- Claims Examiner III
- 06/94 – 02/01**    **LIBERTY MUTUAL INSURANCE COMPANY**
- Claims Examiner III

### **EDUCATION:**

- Philadelphia College of Textiles & Sciences, 09/82 – 06/84

Extensive internal and external education, including attendance at seminars in liability related topics.

### **LICENSES/CERTIFICATIONS:**

- Licensed in Delaware

## KEVIN F. DAVIS

### EXPERIENCE:

- 01/23 – Present    **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- Liability Unit Assistant Supervisor
- 2021 – 2022        **AFFORDABLE AMERICAN INSURANCE**
- Regional Sales Manager
- 2015 – 2021        **FARMERS INSURANCE**
- Onboarding Consultant
  - Recruiting Manager
- 2009 – 2015        **WILLIS RE INC.**
- Assistant Vice President
  - Talent Acquisition Partner
  - Operations Analyst
- 2003 – 2006        **AI RECOVERY (AIG)**
- Manager
- 1996 – 2003        **AIG (PREVIOUSLY GE AUTO AND COLONIAL PENN)**
- Subrogation / Homeowners Supervisor
- 1994 – 1996        **UNITED STATES FIDELITY AND GUARANTY COMPANY**
- Claim Supervisor
- 1988 – 1994        **AETNA LIFE AND CASUALTY**
- Claim Supervisor / Developmental Unit Supervisor

### EDUCATION:

- The Pennsylvania State University, B.S. in Management

Extensive internal and external education, including attendance at seminars in liability related topics.

### LICENSES/CERTIFICATIONS:

- Chartered Property and Casualty Underwriter
- Associate in Claims Program
- Valid New Jersey and Pennsylvania Producers License (P&C/LAH)
- Dual Citizenship in Ireland

## LAUREN RIGNEY

### EXPERIENCE:

- 02/23 – Present    **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- Senior Claims Analyst
- 05/22 – 02/23    **SOBO & SOBO, LLP**
- Litigation Paralegal
- 08/20 – 05/22    **LAW OFFICE OF DAVID KARBASIAN**
- Personal Injury Paralegal
- 08/18 – 07/20    **CRUZ ENERGY SERVICES, LLC**
- Permit Specialist and Compliance Officer
- 10/14 – 07/18    **NJM INSURANCE GROUP**
- PIP Adjuster
  - Property Damage Adjuster

### EDUCATION:

- Bachelor of Arts in Political Science – Monmouth University
- Internship in Political Leadership Program, Washington, D.C.

Extensive internal and external education, including attendance at seminars in liability related topics.

## **BRIAN FOSTER**

### **EXPERIENCE:**

- 09/23 – Present**      **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- Property Manager
  - Senior Liability Analyst
- 2007 – 2023**      **GEICO, MARLTON, NJ**
- Litigation Supervisor (2021-2023)
  - Bodily Injury Supervisor (2019-2021)
  - Property Damage Supervisor (2018-2019)
  - Personal Injury Protection Supervisor (2015-2018)
  - Litigation Examiner (2012-2015)
  - Supervisor Prep Program (2013-2014)
  - Bodily Injury/Liability Claims Adjuster (2009-2012)
  - Personal Injury Protection Adjuster (2007-2009)

### **EDUCATION:**

- Rowan University, Glassboro, NJ – Bachelor of Law & Justice

Extensive internal and external education, including attendance at seminars in liability related topics.

### **DESIGNATIONS:**

- SCLA (Senior Claims Law Associate) – American Education Institute – 2015
- CPCU (Chartered Property Casualty Underwriter) – The Institutes, Malvern, NJ – In Progress

## **EILEEN STASUK**

### **EXPERIENCE:**

- 1991-Present      **SCIBAL ASSOCIATES, INC., SOMERS POINT, NJ**
- Property Claim Examiner
  - Liability Claim Adjuster
  - Workers' Compensation Claim Service Technician
- 1985-1991      **PATHMARK, EGG HARBOR TOWNSHIP, NJ**
- Service Assistant
- 1969-1982      **BELL ATLANTIC, PLEASANTVILLE, NJ**
- Operations Clerk

**Thirty-three (33) Years of New Jersey Public Entity Experience**

### **EDUCATION:**

Atlantic Community College, Mays Landing, NJ

Extensive internal and external education, including attendance at seminars in liability and property related topics.

## **DORIS L. MOORE**

### **EXPERIENCE:**

**10/07-Present**      **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**  
• Property Adjuster

**1981 – 2007**      **SANDS CASINO HOTEL, ATLANTIC CITY, NJ**  
• Claims Assistant, Risk Management  
• Cage Shift Supervisor, Finance

**Seventeen (17) years of New Jersey Joint Insurance Fund and  
Public Entity Experience**

### **EDUCATION:**

Atlantic Cape Community College, Associate Degree in Science

Atlantic Cape Community College, Paralegal Studies, 84 Credits

Extensive internal and external education, including attendance at seminars in property related topics.

## KAREN C. OLIVA

### EXPERIENCE:

- 06/23 – Present    **QUAL-LYNX, EGG HARBOR TOWNSHIP, NJ**
- Property Adjuster
- 04/22 – 06/23    **GARDEN STATE GROWERS, PITTSTOWN, NJ**
- Merchandiser
- 09/16 – Present    **CLEAR CUT BUSINESS SOLUTIONS, HAMMONTON, NJ**
- Owner/Partner
- 02/14 – 03/20    **ADVANCE AUTO PARTS, HAMMONTON, NJ**
- Commercial Accounts Driver/Parts Specialist
- 02/10 – 02/14    **T-MASTERS, HAMMONTON, NJ**
- Office Manager
- 04/00 – 02/10    **PETETTI AUTO BODY, HAMMONTON, NJ**
- Office Manager

### EDUCATION:

Atlantic Cape Community College, Business-related courses to enhance proficiency relating to employment

Extensive internal and external education, including attendance at seminars in property related topics.

# Tab 6

## Management Fees



**MANAGEMENT FEES: City of Camden**

**Date of Quote: October 24, 2024**

<b>New Claims – Cradle to Grave</b>	
General Liability Bodily/Personal Injury	\$685 per claim
General Liability Property Damage	\$400 per claim
Automobile Liability Bodily Injury	\$485 per claim
Automobile Liability Property Damage	\$400 per claim
Workers' Compensation Lost Time	\$800 per claim
Workers' Compensation Medical Only	\$200 per claim
Workers' Compensation Record Only	\$28 per claim
First Party Property Claims – under \$50,000 damage	\$357 per claim
First Party Property Claims – over \$50,000 damage	\$510 per claim
Catastrophic Claims Handling: any accident or occurrence resulting in ten or more claimants.	\$75 per hour

<b>Managed Care – Utilizing Qual-Lynx (1)</b>	
QualCare Provider Network Access	16% of Savings from Provider Charges
Out of Network Bill Negotiation	16% of Savings from Provider Charges
Medical Bill Review	No Charge
Field Nurse Case Management (2)	\$85/hour
Telephonic Nurse Case Management	\$85/hour

<b>Take Over Claims – Continued Handling</b>	
Historical Data Conversion Fee	N/A
Claims Administration	\$7,500

<b>CHARGES FOR OTHER AND/OR OPTIONAL SERVICES:</b>	
Account Management	Included
Ad Hoc Reporting	Included
On-Line Claim Reporting	Included
Medicare/CMS Reporting	Included
Internet Access to Claims and RMIS Systems	Included
Month End Loss Runs (Claim Experience Summary, Claims Activity Analysis, Payment Registers)	Included
Excess and Reinsurance Full Captioned Reporting as Required, With Monthly Loss Runs and Other Data Reports	Included
Subrogation and Third Party Recovery Services	15% of recovery to be paid on the claim file
Ad Hoc Client Meeting Attendance, as Needed	Included
Participation in Client Educational and Risk Management / Safety Forums / Seminars	Included
Full Financial and Loss Fund Bank Management and Reporting, Check Issuance, Treasurer Support and Reporting, Payment Register	Included
OFAC Compliance	Included
1099 Reporting	Included

**Fees do not include charges for ALLOCATED LOSS EXPENSES, including but not limited to:**

State and Federal Reporting Fees	NJ EDI Reporting Fees
Legal, Physician, Expert, Professional Fees	Surveillance, Activity Checks, Social Media Investigations
Outside Appraisal Fees	Official Report Fees
Bank Fees	Central Index Bureau Fees
Copy Fees	Other Carrier reporting fees, if applicable
Managed Care Fees	IME Fees

**NOTES:**

Claims Administration Fees include all services outlined in the Qual-Lynx response to the RFP under "Capabilities and Services", with the exception of required attendance at mediations. These services will be billed at \$75 per hour plus travel expenses.

- (1) Managed Care fees will be charged directly to the applicable claim file.
- (2) Travel expenses will be charged in addition to the hourly rate.

# Additional Documents

- Certificates of Insurance
- Best Practices – Workers' Compensation
- Best Practices – Liability
- Best Practices – Property
- MIS Integrated System Flow Chart
- MIS Narrative
- Qual-Lynx Sample Client Report Catalogue





# Certificate of Insurance

**INSURED(S):**

Scibal Associates, Inc dba Qual-Lynx  
30 Knightsbridge Road  
Piscataway, NJ 08854

**CERTIFICATE HOLDER:**

Evidence of Coverage  
100 Decadon Drive  
Egg Harbor Township, NJ 08234  
ATTN: Qual-Lynx/QualCare

*This Certificate of Insurance is to certify that the policies of insurance listed below are in effect as of the below date for the Insured(s) named above, notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, conditions, exclusions and other limitations of such policies.*

Line of Insurance <sup>(A)</sup>	Policy Number	Policy Period (B)	Policy Limit(s) / Comments <sup>(C)</sup>
Third Party Administration Professional Liability	HMPL24-0106	June 30, 2024 to June 30, 2025	\$2,500,000
Third Party Administration Professional Liability	MNN610970	June 30, 2024 to June 30, 2025	\$2,500,000 excess of \$2,500,000



- (A) Name and/or description of coverage is provided for convenience, and may not be reflective of all coverage grants or extensions.
- (B) Coverage is effective as of and expires at 12:01 a.m. on the stated policy period dates, respectively, unless earlier terminated.
- (C) Stated limits of liability: (i) may not be reflective of sub-limits applicable to certain coverage grants or extensions; (ii) may only be provided excess of a deductible or self-insured retention; and/or (iii) may be impaired by reported claims / losses or reduced by paid claims / losses.

By: Christopher J. Cavallaro

Date: 6/30/2024

**ARC Excess & Surplus, LLC**

**Notice and Disclaimer:**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. Further, this certificate does not constitute a contract between the issuer of this certificate and the certificate holder, nor the insurance company(ies) and the certificate holder. This certificate does not amend, extend or alter, affirmatively or negatively, the coverage afforded by the policy(ies) listed hereon. The certificate holder is not an Insured or Additional Insured under the listed policy(ies) unless such policy(ies) are endorsed to reflect such status. Should any of the listed policies be terminated before the expiration date thereof, the issuer of this certificate will endeavor to mail 30 days written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurance company(ies) or the issuer of this certificate.



ARC Excess & Surplus, LLC  
113 South Service Road  
Jericho, NY 11753

# BEST PRACTICES WORKERS' COMPENSATION

This document summarizes Qual-Lynx standards for achieving our goal to provide a high quality, professional service to our clients. Our standards enable Qual-Lynx management to objectively measure the adjuster's performance, establish personal goals and direct training initiatives. The adjuster's performance is audited throughout the year for annual evaluations.

<u>Workers Compensation Claims</u>	<u>Responsible Party</u>
FILE ACKNOWLEDGEMENT: New losses are reviewed and assigned the same day they are received or within 24 hours of supervisor's receipt of the claim.	Supervisor
SUPERVISORY INSTRUCTIONS: Provide detailed instructions where needed regarding compensability, compliance, action plans, subrogation and fraud investigation. After initial assignment, and first 90 day diary, ongoing supervisory directives should be provided in the file notes at intervals between 120-180 days, depending on the experience and level of the adjuster.	Supervisor
FILE CREATION: New losses are created in Claims Enterprise the same day they are reported and received from the client or client's representative.	Supervisor/TA
COVERAGE: Review policy information to confirm coverage, applicable SIR, and document claim handler's decision regarding policy and statutory coverage.	Adjuster
CONTACTS: Make required contacts with insured, claimant, witness and/or attorney within 48 hours of receipt of assignment, with follow-up attempts as needed in writing.	Adjuster
INVESTIGATION: Acknowledge and respond to supervisor's instructions for initial and continued handling. Conduct a timely investigation to address issues uncovered during contacts, continued throughout life of claim as needed.	Adjuster
COMPLIANCE: Complete required state/federal forms initially and ongoing. Report data to various governmental agencies, meeting all deadlines.	Adjuster
RESERVES: Set financials for probable ultimate cost of the claim, making timely necessary changes as claim develops triggering an adjustment in exposure. Complete reserve worksheets for each reserve adjustment after initial setting to document rationale for amount set.	Adjuster

PAYMENTS: Make appropriate payments within state/federal guidelines after conducting timely, adequate investigation to determine financial responsibility.	Adjuster
MEDICAL MANAGEMENT: The extent of our involvement will vary depending on the client/account's requirements. On many accounts, Qual-Lynx is only providing TPA services and working with an outside MCO. Where allowed by statute, the Adjuster (on accounts without an MCO) or the NCM will direct care to preferred medical facilities and physicians who provide quality care in collaboration with the adjusters and nurse case managers to achieve a maximum medical recovery and safe return to work.	Adjuster, NCM
DIARY MAINTENANCE: Establish appropriate diary for continued follow-up, considering specific and significant events (i.e., excess reporting dates, IMEs, statutory dates, etc.). Diary maintenance is to be current within five working days.	Supervisor/Adjuster
SUBROGATION/THIRD PARTY LIABILITY: Conduct investigation for subrogation and potential third party defendants, placing viable parties on notice immediately after recognition/proof of negligence. Complete the Subrogation Tab in Claims Enterprise where subrogation potential is apparent.	Adjuster
LITIGATION MANAGEMENT: Collaborate with assigned counsel regarding defense strategy, without abandoning claim to defense counsel. Follow client or carrier's specific litigation guidelines where required, sending initial acknowledgement and ongoing reports as required. Complete the Litigation Tab in Claims Enterprise.	Supervisor/Adjuster
CODING AND SYSTEMS REVIEW: Perform ongoing reviews of all codes (e.g. location/site codes, loss codes, etc.). Codes and claim fields should be updated as soon as new information is made available.	Adjuster
EXCESS REPORTING: Early reporting of catastrophic injuries meeting excess requirements (injury severity and/or reserve threshold) must be made within 30 days or as otherwise indicated in client or carrier specific instructions.	Adjuster
FRAUDULENT CLAIMS: Report fraudulent/suspicious claims or their potential to the Special Investigations Unit or State mandated agency as law dictates as soon as information becomes available.	Adjuster

<p>FILE CLOSURE: The adjuster will refer files for closure to the Supervisor for approval to close. All screens should be updated. System notes must reflect disposition and reason for closure (e.g. denial, settlement, lack of pursuit, closing documents secured, etc.). The supervisor will confirm all screens have been completed and necessary closing reports have been made (excess, Medicare, etc.). If the file is appropriate to close, the supervisor will close the file.</p>	<p>Supervisor/Adjuster</p>
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# BEST PRACTICES LIABILITY

This document summarizes Qual-Lynx standards for achieving our goal to provide a high quality, professional service to our clients. Our standards enable Qual-Lynx management to objectively measure the adjuster's performance, establish personal goals, and direct training initiatives. The adjuster's performance is audited throughout the year for annual evaluations

<u>Liability Claims</u>	<u>Responsible Party</u>
FILE SET-UP: Review submitted claim and complete liability new claim set-up form within 48 hours of receipt of claim.	Supervisor
SUPERVISOR INSTRUCTIONS: Provide detailed initial instructions where needed regarding coverage, liability investigation, defense and indemnification, other party liability, reserves, excess, Medicare, and action plan.	Supervisor
FILE CREATION: In Claims Enterprise assign new claims from Workflow queue daily.	T/Supervisor
COVERAGE: Review policy information to confirm coverage, applicable SIR, and document claim handler's decision regarding coverage. Prepare reservation of rights (ROR) or declination of coverage letters where required.	Adjuster
OTHER COVERAGE: Report loss to all other appropriate carriers, i.e., Public Officials, EPL, Liquor Liability, E-JIF, etc., as indicated in client or carrier specific instructions.	Adjuster
TIMELINESS OF NOTICE: Review whether the claim was timely noticed to the insured entity within State law or policy mandated timelines.	Adjuster
CONTACTS: Make contact with insured, claimant, witness and/or attorney telephonically and/or via email within 48 hours of receipt of assignment, with follow-up attempts as needed in writing.	Adjuster
INVESTIGATION: Conduct investigation during development of claim using SIU, field, or telephonic investigation whenever possible. Generate <b>evidence</b> in the form of police reports, statements, diagrams, scene photographs, medical reports, weather reports, insurance declaration pages, leases, contracts, etc., as the file dictates.	Adjuster
SUBROGATION/THIRD PARTY LIABILITY: Subrogation and potential third party defendants should be recognized, investigated, and put on notice immediately. Complete the Subrogation Tab in Claims Enterprise where subrogation potential is apparent.	Adjuster

SYSTEMS FILE DOCUMENTATION: Documentation of claimant allegations pertaining to how and where loss occurred, injuries, damages, claimant and/or claimant attorney information, all investigation, phone calls, significant correspondence and supervisory/management directives must be evident in adjuster's files notes.	Adjuster
CODING AND SYSTEMS REVIEW: Perform ongoing reviews of all codes (i.e., location/site codes, loss codes, etc.) to verify the accuracy of data entry. Codes should be updated as soon as new information is made available.	Adjuster
EXCESS REPORTING: Early reporting of catastrophic injuries meeting excess requirements (injury severity and/or reserve threshold) must be made within 30 days or as otherwise indicated in client or carrier specific instructions.	Adjuster
FRAUDULENT CLAIMS: Fraudulent/suspicious claims or their potential should be reported to the Special Investigations Unit or State mandated agency as law dictates as soon as information becomes available.	Adjuster
INDEXING: Central Index Bureau requests must be completed when a claim is set up on all files that involve an injury so long as the claimant name, address, date of birth, and social security number have been provided. If the required information has not been provided, the adjuster should document the claims notes. Files should be re-indexed every six months thereafter until closure, unless ended earlier by the Supervisor.	Adjuster
MEDICARE: Complete CIB. If file flags as "Medicare Recipient" complete Medicare Section 111 Screen as information is developed.	Adjuster
DIARY MAINTENANCE: Establish appropriate diary for continued follow-up, considering specific and significant events (i.e., excess reporting dates, IMEs, statutory dates, etc.). Diary to specific events whenever possible.	Adjuster
RESERVE WORKSHEETS: Reserve worksheets must be completed utilizing all available information within six months of the establishment of a file or the first adjuster diary after six months. On-line documentation in lieu of the reserve worksheet is acceptable.	Adjuster
NEGOTIATIONS: Negotiate settlement, if appropriate, once investigation is completed. Document claim notes accordingly.	Adjuster
SETTLEMENT AUTHORITY: Claim Analysis Report/PAR/Account Specific Authority Request reports should be prepared for supervisory review per client or carrier specific instructions threshold.	Adjuster

LITIGATION MANAGEMENT: Appropriate management of litigated files must be evident. Direct and control the assigned counsel in the defense of the claim. Do not abandon handling of the claim to defense counsel. Follow client or carrier's specific litigation management policy where applicable. Complete all litigation fields/codes in the Litigation Tab in Claims Enterprise.	Adjuster
LITIGATION UPDATES: Litigated cases must receive an updated analysis within 30 days of receipt of the summons and complaint. Properly code that the file is in suit. Check whether client or carrier instructions require excess reporting due to the receipt of the summons and complaint.	Adjuster
SUPERVISORY DIARY: After initial and 90 day diary, ongoing supervisory directives should be provided in the file notes at intervals between 120-180 days depending on the experience and level of the adjuster.	Supervisor
CLOSING STRATEGY: Develop strategies for continued handling of the claim. A Plan of Action to bring the file to conclusion must be evident in the adjuster's notes.	Adjuster
MEDICARE REPORTING: Where required, complete the Medicare Section 111 Screen and report to Medicare.	Adjuster
DISPOSITION AND CLOSURE: The adjuster will refer all files for closure to the supervisor for approval to close. All screens should be updated. System notes must reflect disposition and reason for closure (i.e., denial, settlement, lack of pursuit, closing documents secured, etc.). The supervisor will confirm all screens have been completed and necessary closing reports have been made (excess, Medicare, etc.). If the file is appropriate to close, the supervisor will close the file	Supervisor/Adjuster

## BEST PRACTICES PROPERTY

This document summarizes Qual-Lynx standards for achieving our goal to provide a high quality, professional service to our clients. Our standards enable Qual-Lynx management to objectively measure the adjuster's performance, establish personal goals and direct training initiatives. The adjuster's performance is audited throughout the year for annual evaluations

<u>Property Claims</u>	<u>Responsible Party</u>
FILE SET-UP: Review submitted claim and complete property new claim set-up form within 48 hours of receipt of claim.	Supervisor
SUPERVISOR INSTRUCTIONS: Provide detailed instructions where needed regarding investigation, appraisals, coverage, and subrogation.	Supervisor
FILE CREATION: In iVOS, assign new claims from <u>Workflow</u> queue daily.	TA
COVERAGE: Review policy information to confirm coverage, applicable SIR and deductibles. Prepare declination of coverage or Reservation of Rights letters where required.	Adjuster
OTHER COVERAGE: Once sufficient information is developed, report loss to all other appropriate carriers, as indicated in client or carrier specific instructions.	Adjuster
CONTACT: Make contact with insured telephonically within 48 hours of receipt of assignment, with follow-up attempts as needed in writing.	Adjuster
INVESTIGATION: Conduct investigation during development of claim using telephonic investigation whenever possible. Generate <b>evidence</b> in the form of police and fire reports, statements, diagrams, scene photographs, weather reports, etc., as the file dictates. Assign appraisers or engage forensic engineer, forensic auditor, accident reconstruction experts, and fire cause and origin experts where required.	Adjuster
SUBROGATION: Identify all subrogation or third-party potential within the first 30 days and pursue on behalf of the insured. Complete the Subrogation Tab in iVOS where subrogation potential is apparent.	Adjuster

SUBROGATION WAIVER: Follow client or carrier instructions for whether supervisor has authority to waive or whether formal report must be submitted to client or carrier for authority to waive subrogation.	Adjuster
SYSTEMS FILE DOCUMENTATION: Documentation of insured allegations pertaining to how and where loss occurred, extent of damages, whether insured has engaged vendors for emergency services, phone calls, significant correspondence. Supervisory/management directives must be evident in adjuster's files notes.	Adjuster
PROOFS: Secure proofs of loss on claims over \$5,000 and lightning affidavits where required.	Adjuster
CODING AND SYSTEMS REVIEW: Perform ongoing reviews of all codes and systems to verify the accuracy of data entry. Codes should be updated as soon as new information is made available.	Adjuster
EXCESS REPORTING: Early excess reporting of catastrophic claims meeting excess requirements (reserve threshold) must be made within 30 days or as otherwise indicated in client or carrier specific instructions.	Adjuster
CATASTROPHIC LOSSES: Follow client or carrier instructions for handling.	Supervisor/Adjuster
FRAUDULENT CLAIMS: Fraudulent/suspicious claims or their potential should be reported to the Special Investigations Unit as soon as information becomes available.	Adjuster
DIARY MAINTENANCE: Establish appropriate diary for continued follow-up, considering specific and significant events (i.e., excess reporting dates, catastrophic claims, receipt of appraisals, PAR authority, etc.). Diary to specific events, whenever possible.	Adjuster
RESERVE WORKSHEETS: Reserve worksheets must be completed utilizing all available information within six months of the establishment of a file or the first adjuster diary after six months. On-line documentation in lieu of the reserve worksheet is acceptable.	Adjuster
NEGOTIATIONS: Negotiate settlement if appropriate, once investigation is completed.	Adjuster
SETTLEMENT AUTHORITY: Claim Analysis Report/PAR/Account Specific Authority Request reports should be prepared for supervisory review per client or carrier specific instructions. Address applicable insured deductible.	Adjuster
LITIGATION MANAGEMENT: Appropriate management of litigated files must be evident. Direct and control the assigned counsel in the defense of the claim. Do not abandon handling of	Adjuster

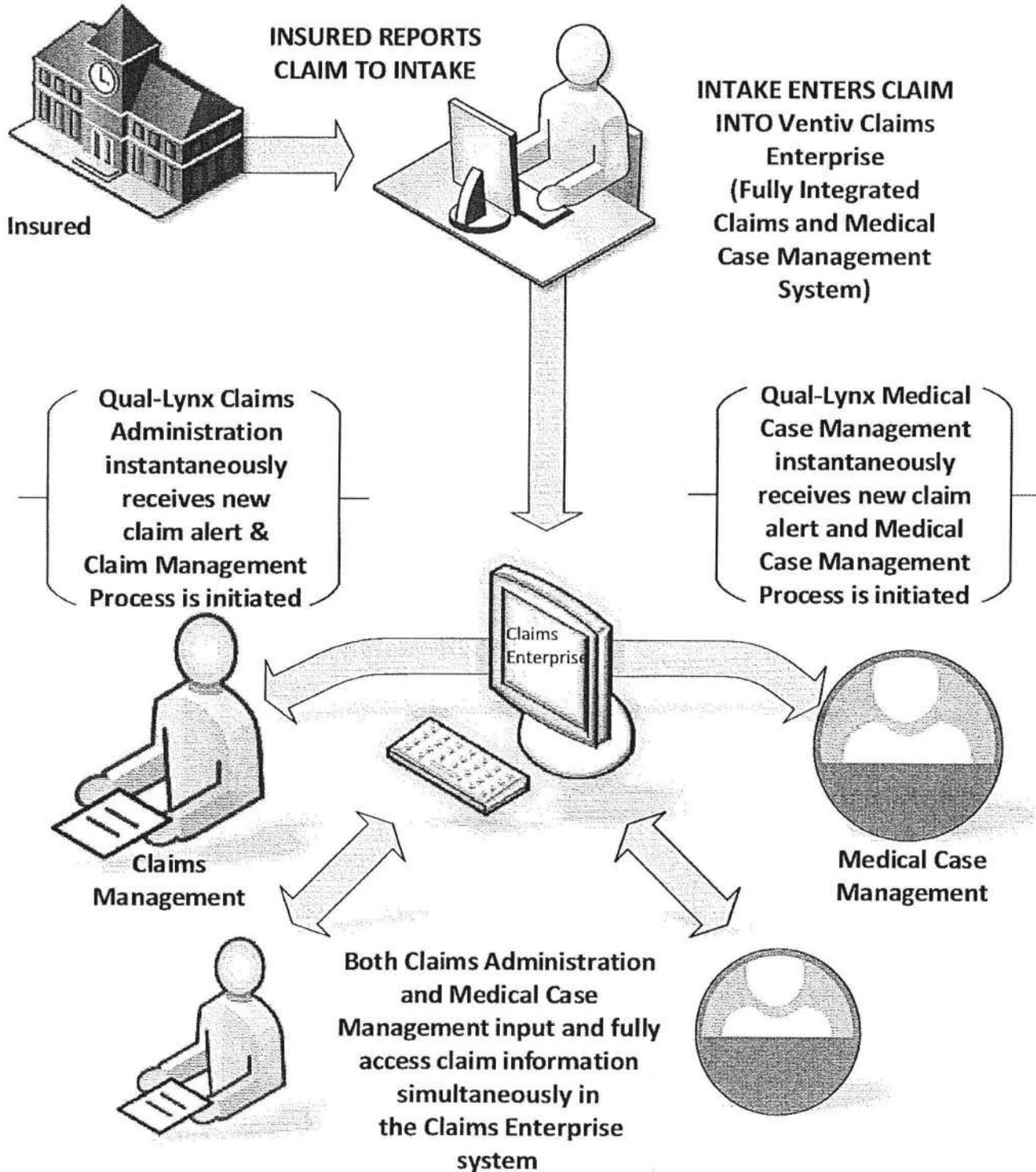
the claim to defense counsel. Follow client or carrier's specific litigation management policy where applicable.	
LITIGATION UPDATES: Litigated cases must receive an updated analysis within 30 days of receipt of the summons and complaint. Complete all litigation fields/codes in the Litigation Tab in iVOS. Check whether client or carrier instructions require excess reporting due to the receipt of the summons and complaint.	Adjuster
PAYMENT OF BILLS: All appraisals, litigation, and other such bills requiring payment should be examined for reasonableness and paid within 30 days or within the client or carrier prescribed time frames.	Adjuster
SUPERVISORY DIARY: Ongoing supervisory directives should be provided in the file notes at intervals between 120-180 days, depending on the experience and level of the adjuster.	Supervisor
CLOSING STRATEGY: Develop strategies for continued handling of the claim. A Plan of Action to bring the file to conclusion must be evident in the adjuster's notes.	Adjuster
DISPOSITION AND CLOSURE: The adjuster will refer all files for closure to the supervisor for approval to close. All screens should be updated. System notes must reflect disposition and reason for closure (i.e., resolution, subrogation recovery, etc.). The supervisor will confirm all screens have been completed, subrogation has been addressed, and appropriate deductibles have been applied. If the file is appropriate to close, the supervisor will close the file	Supervisor/Adjuster

# Integrated System Flow Chart



# Ventiv Claims Enterprise

FULLY INTEGRATED PROPRIETARY CLAIMS  
MANAGEMENT SYSTEM



Management  
Information System  
Narrative



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## **MANAGEMENT INFORMATION SYSTEMS**

Qual-Lynx developed and implemented a new advanced claims system currently in use by all of our clients (Ventiv Claims Enterprise (Formerly iVOS)). The Claims Enterprise application is a Risk Management System that provides claims administration, policy, underwriting, billing, reporting, management, document imaging, and security administration for claims organizations. Qual-Lynx has incorporated its specific business values into its own instance of the application, utilizing this robust tool to achieve our goal of integrating the claim and case management functions into one unified service. Claims Enterprise is a best-in-class claims management platform that will ensure Qual-Lynx remains flexible in supporting your current and future needs.

### **System Highlights**

- Fully integrated claims system to handle Workers' Compensation, General Liability, Automobile Liability, Property, Employment Liability and Police Professional Claims.
- Highly configurable, web-based, and customizable for designated key roles such as adjuster, supervisor, nurse case manager and risk manager
- Intuitive screens to more effectively administer the claims operation
- Prefilled correspondence forms allowing for significant increased productivity
- Highly flexible reporting & analytics capabilities
- Document management capabilities to support claims-related needs, giving the user more options to expand the scope of paperless documentation
- Built-in nurse case management and managed care capabilities seamlessly integrated with claims processing functionality
- Built-in module for multi-state bill review and repricing
- On-line claim and report generating interface
- Integrated IAIABC reporting for all mandatory jurisdictions
- Integrated compensation benefit rates for all US jurisdictions
- Fully functional CMS reporting integrated inside of the application
- Fully integrated communication bridge with ISO ClaimSearch.

### **Reporting**

The system provides a variety of standard and commonly used reports that meet the criteria and expectation of our clients. The Claims Enterprise Reporter makes report generation and maintenance a much less onerous task. It can be used to run reports from the list of standard report templates, to run custom reports designed just for your company, or to design your own ad hoc report using the Report Designer. You can schedule reports to run at certain times, and you can even set up report distributions that automatically distribute reports via email to key recipients. These include:

- Payment Total Bill Review
- Claims by Occupation, Nature of Injury, Cause of Injury, Body Part and Claimant Type
- Claim Log Loss Days (Disability Analysis)
- Time Tracking
- Claim Summary & Plan of Action
- Claim Log
- Claim Activity Report
- Claim Log Deductible
- Claim Management Summary
- Litigation Summary
- Diary Aging Report
- Claim Extract
- Payment Extract
- OSHA 300 and 300A (pdf and csv)
- Recovery Summary Report
- Reserve Extract
- Medical Authorization Report
- COVID-19 Extract

### **Functional Capabilities**

Enhanced functional capabilities will be available via Claims Enterprise to provide quality service experience. These include:

- Claim (Adjusters and Nurse Case Managers) and User Diaries that enable the user to manage the many tasks involved in administering claims.
- A Notepad feature that offers the user unlimited notepad entries, and notes by type organization.
- Payment processing and reserve capabilities that allow the user to manage claim financials on every level.
- A powerful correspondence generation module, from which letters and forms can be quickly and easily generated, printed, and saved to the electronic claim file. This module comes with hundreds of letter templates appropriate for all US jurisdictions that can be used to produce consistent, personalized, professional correspondence.
- A host of additional pages that enable the user to enter and track almost any claim-related data, including Exam tracking, Litigation, Subrogation, Medical Management, Work Status (RTW), Vendor (payee) Tracking, etc.
- A "sticky notes" feature allows the user to attach just about any external file to a claim - even to a specific payment, notepad, medical management record, etc.
- Hundreds of user-configurable business rules that enable the user to have Claims Enterprise notify the user (or others) when noteworthy events or actions take place (or don't take place).
- An EDI (IAIABC) Interface for meeting jurisdictional reporting requirements for both FROI and SROI events.
- Document Management will allow the user to store and attach scanned images to claimants, policies and vendors.
- An email feature to allow the user to email claim information right from the claim file.

- Customized workflows enables automation of processing of claims and service requests from a pending claim and saves users valuable time.

### **Data Transfer Capabilities**

The Qual-Lynx system is capable of retrieving data, using a variety of parameters and data elements. Selected data is transferred in a .csv (comma separated value) format which can then be used in a spreadsheet format for specialized reporting. The .csv files are emailed to the user in a zipped format to allow delivery of larger files.

### **On-Line Access for Remote Users**

Qual-Lynx clients are able to log on to our claim system through the Internet to review claim files and interact with our claim adjusters and management personnel. Remote users can view claims on the system, eliminating the burden of paper transfer. Each remote end user has a private user account with unique login credentials. Security is configured to restrict access to claims based on the Client's requirements. Each claim file contains the following data repository containers, and the remote user's access is limited on an as needed basis:

- Audit Tab
- Claim Tab
- Claimant Tab
- Contacts Tab
- Correspondence Tab
- Dependents Tab
- Diary Tab
- Disallowed Payee Tab
- Document Image Tab
- Incident Tab
- IAIABC Tab
- ISO ClaimSearch Tab
- Litigation Tab
- Medical Authorization Tab
- Medical Management Tab
- Medicare Tab
- Notepad Tab
- Payment Tab
- Reserves Tab
- Scheduled Payment Tab
- SIU Tab
- SIU Notepad Tab
- Sticky Note Tab
- Subrogation Tab
- Vehicle Tab
- Vehicle Recovery Tab
- Vehicle Report Tab
- Work Status Tab

## Digital

In addition to the Claims Enterprise reporting capabilities, Qual-Lynx also purchased and implemented the Ventiv **Digital** system. Digital is directly connected to Claims Enterprise via an application programming interface, allowing claims to be immediately created in Claims Enterprise when submitted in Digital. These interactive, adaptable forms provide the ability to report an entire event in a single setting, including multiple claimants per claim and across coverage lines. Supporting claim documentation can also be attached at the time the claim is being reported, including police reports, photographs, etc. Additionally, a claim and occurrence number is immediately assigned to the reported incident. An email acknowledgement containing this unique identifier and claim details reported is sent to the person reporting the claim/incident.

# Qual-Lynx Sample Client Report Catalogue

# Qual-Lynx Report Catalogue

Example Reports with Brief Descriptions

All Lines Edition\_March 2019



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# General Report Information

- The reports allow the ability to review, compare and track various aspects of claims by:
  - i. Insurer
  - ii. Insured
  - iii. Claim Type
  - iv. Excess
  - v. Financial Registers
- All reports contained herein are briefly described and are accompanied by examples.
- All reports contained in this section are available in PDF format.

# Claims Experience Summary

(Loss Run Report)

**This report provides a summary snapshot of financial totals by Insurance Type and Claimant Type.**

- Report only claims are not allocated to the total claim count in the summary of the report. The report only claim count can still be found in the details of the report.
- This report also includes a yearly breakdown.



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Insurer:  
Insured:

## Claims Experience Summary

Policy Period 01/01/2017 - 12/31/2017

Claimant Type	# of Claims	Open	Closed	Open Reserve	Net Paid to Date	Net Incurred	Total Paid to Date	Total Incurred	Recovery
<b>General Liability</b>									
- Loss				2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
- Expense				100.00	0.00	100.00	0.00	100.00	0.00
<b>BODILY INJURY</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2,600.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>0.00</b>
<b>General Liability - Summary</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2,600.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>0.00</b>
<b>Property</b>									
- Loss				0.00	3,636.08	3,636.08	3,636.08	3,636.08	0.00
- Expense				0.00	1,095.15	1,095.15	1,095.15	1,095.15	0.00
<b>BLDG/CONTENT</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>4,731.23</b>	<b>4,731.23</b>	<b>4,731.23</b>	<b>4,731.23</b>	<b>0.00</b>
<b>Property - Summary</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>4,731.23</b>	<b>4,731.23</b>	<b>4,731.23</b>	<b>4,731.23</b>	<b>0.00</b>
<b>Workers Compensation</b>									
- Medical				0.00	486.00	486.00	486.00	486.00	0.00
<b>MEDICAL ONLY</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>486.00</b>	<b>486.00</b>	<b>486.00</b>	<b>486.00</b>	<b>0.00</b>
<b>Workers Compensation - Summary</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>486.00</b>	<b>486.00</b>	<b>486.00</b>	<b>486.00</b>	<b>0.00</b>
<b>Overall - Summary</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2,600.00</b>	<b>5,217.23</b>	<b>7,817.23</b>	<b>5,217.23</b>	<b>7,817.23</b>	<b>0.00</b>

Line	# of Claims	Open	Closed	Open Reserve	Net Paid to Date	Net Incurred	Total Paid to Date	Total Incurred	Recovery
GENERAL LIABILITY	1	1	0	2,600.00	0.00	2,600.00	0.00	2,600.00	0.00
PROPERTY	1	0	1	0.00	4,731.23	4,731.23	4,731.23	4,731.23	0.00
WORKERS COMPENSATION	1	0	1	0.00	486.00	486.00	486.00	486.00	0.00
<b>Overall - Summary</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2,600.00</b>	<b>5,217.23</b>	<b>7,817.23</b>	<b>5,217.23</b>	<b>7,817.23</b>	<b>0.00</b>



# Claim Level Loss Run

(Loss Run Report)

**This report provides detail per claim.**

- Report only claims are not included.
- Identifies if claim is in litigation, if claim is in subrogation, claimant name, claim number, claimant type, location/department, date of loss, cause, status, and financials.
- Highlights grand totals by Insurance Type for each Year and grand totals by Year.
- The overall total summarizes claim counts and financials of all Insurance Types and Years combined.



Insured:  
Insured:

# Claim Level Loss Run

Policy Period 01/01/2017 - 12/31/2017

## Line of Insurance: General Liability

Claimant Name LT Subno	QL File Number Claim Number	Claimant Type Location/Dept Department Site	Date of Loss Rpt to Insured Rpt to TPA	Cause	Status	Open Reserve	Net Paid to Date	Met Incurred	Total Paid to Date	Total Incurred	Recovery
		BODILY INJURY STREET MAINTENANCE	6/18/2017 9/12/2017 9/12/2017	LOST CONTROL OF MOTORCYCLE/STUCK GUARDRAIL	Open	2,600.00	0.00	2,600.00	0.00	2,600.00	0.00

General Liability Total  
Claim Count: 1  
Open Count: 1  
Closed Count: 0

## Line of Insurance: Property

Claimant Name LT Subno	QL File Number Claim Number	Claimant Type Location/Dept Department Site	Date of Loss Rpt to Insured Rpt to TPA	Cause	Status	Open Reserve	Net Paid to Date	Met Incurred	Total Paid to Date	Total Incurred	Recovery
		BLDG/CONTENT BUILDING DEPARTMENT	10/2/2017 10/2/2017 10/3/2017	TOILET OVER-FLOWED	Closed	0.00	4,731.23	4,731.23	4,731.23	4,731.23	0.00

Property Total  
Claim Count: 1  
Open Count: 0  
Closed Count: 1

## Line of Insurance: Workers Compensation

Claimant Name LT Subno	QL File Number Claim Number	Claimant Type Location/Dept Department Site	Date of Loss Rpt to Insured Rpt to TPA	Cause	Status	Open Reserve	Net Paid to Date	Met Incurred	Total Paid to Date	Total Incurred	Recovery
		MEDICAL ONLY CLERICAL	4/10/2017 4/11/2017 4/11/2017	WHILE TAKING AND PICKING UP MAIL FROM POST OFFICE, A SMALL DIRT IN PAVEMENT CAUSED ME TO TWIST RT/ANKLE AND FALL	Closed	0.00	486.00	486.00	486.00	486.00	0.00

Workers Compensation Total  
Claim Count: 1  
Open Count: 0  
Closed Count: 1

Overall Total	Claim Count: 54	Open Count: 2	Closed Count: 52	Open Reserve: 14,304.84	Net Paid to Date: 175,159.00	Met Incurred: 189,463.84	Total Paid to Date: 196,257.40	Total Incurred: 210,562.24	Recovery: 21,098.40
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# Adjustment Register

(Financial Report)

**This report is a record of voids, reversals and stop pays.**

- The report shows processed date, check date, check number, claim number, claimant, claimant type, loss date, payee, insured, payment method, amount, policy year and type of payment.
- Provides the grand totals for each payment method and amount.



## Adjustment Register

Bank Account: ALL

Processed Date: 01/25/2019 - 03/25/2019  
 Instance Type: All  
 Coverage: All, Claimant Type: All

Processed	Check Date	Check Num	QL File Number/ Claim Num	Claimant	Claimant (Case) Type	Loss Date	Payee	Insured	Payment Method	Amount	Policy Year	Exp./ Legal
3/11/2018	1/4/2019	20821			1ST PARTY COLL PD	11/28/2018			Void	(3547.80)	2018/2018	Loss
2/0/2019	10/15/2018	19455			COMPREHENSIVE	6/5/2018			Void	(33,328.36)	2018/2018	Loss
3/8/2019	1/26/2018	20832			INLAND MARINE	1/5/2018			Void	(34,760.34)	2018/2018	Loss
Void Total:										3		(88,834.51)
Grand Total:												(88,834.51)
Reimburs Total:										4		(33,328.36)
Reverse/ Copy Total:										0		0.00
Stop Pay Total:										0		0.00
Void Total:										3		(88,834.51)

# Check Register

(Financial Report)

**This report lists all check transactions.**

- The report lists check number, check date, claimant name, claimant type, payee name, claim number, loss date, payment amount (total of each check) and type of payment.
- Summarizes the total number of checks, number of payments and the total amount for each type of payment.



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# Check Register Report

Bank Account: ALL

Processed Date: 01/25/2019 - 03/25/2019  
 Instance Type: All  
 Coverage: All, Claimant Type: All

Check Number	Check Date	Claimant Name	Claimant (Case) Type	Payee Name	QL File / Claim Number	Loss Date	Payment Amount	Policy Year	Exp./Legal
20887	1/25/2019	INDEMNITY	INDEMNITY			10/3/2018	\$150.00	2018/2018	Loss
20880	1/25/2019	1ST PARTY COLL PD	INDEMNITY			1/15/2018	\$110.00	2019/2019	Expense
20902	1/25/2019	INLAND MARINE	INDEMNITY			1/6/2018	\$905.00	2018/2018	Expense
20903	1/25/2019	INDEMNITY	INDEMNITY			8/10/2017	\$406.50	2017/2017	Legal
20910	1/25/2019	1ST PARTY COLL PD	INDEMNITY			1/15/2019	\$3,289.96	2019/2019	Loss
20911	1/25/2019	INDEMNITY	INDEMNITY			8/17/2018	\$1,806.00	2018/2018	Loss
20918	1/25/2019	INDEMNITY	INDEMNITY			12/28/2018	\$1,806.00	2018/2018	Loss
20919	1/25/2019	INDEMNITY	INDEMNITY			7/19/2018	\$1,621.18	2018/2018	Loss
20927	1/25/2019	INDEMNITY	INDEMNITY			12/14/2018	\$1,806.00	2018/2018	Loss
20932	1/25/2019	INLAND MARINE	INDEMNITY			1/5/2018	\$4,760.34	2018/2018	Loss
20944	1/25/2019	Combined	INDEMNITY			12/14/2018	\$690.00	2018/2018	Loss
20947	1/25/2019	INDEMNITY	INDEMNITY			11/9/2018	\$330.00	2018/2018	Loss
20951	1/25/2019	Combined	INDEMNITY			8/17/2018	\$80.00	2018/2018	Loss
			INDEMNITY			8/21/2018	\$160.00	2018/2018	Loss
			INDEMNITY			7/29/2018	\$115.00	2018/2018	Loss
			INDEMNITY			12/14/2018	\$373.51	2018/2018	Loss
20959	1/25/2019	INDEMNITY	INDEMNITY			12/14/2018	\$313.71	2018/2018	Loss
20963	1/25/2019	INDEMNITY	INDEMNITY			8/21/2018	\$59.80	2018/2018	Loss
20965	1/25/2019	INDEMNITY	INDEMNITY			11/9/2018	\$222.23	2018/2018	Loss
20968	1/25/2019	INDEMNITY	INDEMNITY			8/10/2018	\$30.00	2018/2018	Expense
20978	1/25/2019	INDEMNITY	INDEMNITY			9/21/2018	\$1,806.00	2018/2018	Loss
20981	1/25/2019	3RD PARTY PD	INDEMNITY			1/12/2019	\$1,842.00	2018/2019	Loss
20987	1/25/2019	MEDICAL ONLY	INDEMNITY			12/17/2018	\$500.00	2018/2018	Loss
			INDEMNITY			1/4/2019	\$149.54	2018/2019	Loss
			INDEMNITY			11/18/2018	\$160.00	2018/2018	Loss
			INDEMNITY			1/9/2018	\$60.00	2018/2018	Loss

Number of Checks: 209  
 Number of Payments: 352  
 Expense Payments: \$5,494.87  
 Legal Payments: \$13,526.16  
 Loss Payments: \$258,129.17

First Check Number: 20997  
 Last Check Number: 75005

# Payment Register Summary

(Financial Report)

**This report is a summary of payments.**

- The report lists number of payments, number of adjustments, number of recoveries, payment amount, adjustment amount, subtotal (payment less adjustments), amount recovered, and net total (subtotal less recovered amount).
- Summarizes the total loss, expense and legal payments by Insurance Type Policy Year.



### Payment Register Summary

Bank Account: ALL

Processed Date: 01/25/2019 - 03/25/2019  
 Instance Type: All  
 Coverage: All, Claimant Type: All

Auto Loss Policy Year 2016/2016	# of Payments	ADJ	Recoveries	Payments	Adjustments	Subtotal	Recoveries	Net Total
3RD PARTY PD	2	0	0	\$745.45	\$0.00	\$745.45	\$0.00	\$745.45
	2	0	0	\$745.45	\$0.00	\$745.45	\$0.00	\$745.45

Auto Loss Policy Year 2016/2016  
 Loss Payments: \$0.00  
 Expense payments: \$205.45  
 Legal Payments: \$540.00  
 Total: \$745.45

General Liability Policy Year 2016/2016	# of Payments	ADJ	Recoveries	Payments	Adjustments	Subtotal	Recoveries	Net Total
POLICE PROF BI	2	0	0	\$281.25	\$0.00	\$281.25	\$0.00	\$281.25
POLICE PROF PI	1	0	0	\$445.00	\$0.00	\$445.00	\$0.00	\$445.00
	3	0	0	\$726.25	\$0.00	\$726.25	\$0.00	\$726.25

General Liability Policy Year 2016/2016  
 Loss Payments: \$0.00  
 Expense payments: \$11.25  
 Legal Payments: \$715.00  
 Total: \$726.25

Workers Compensation Policy Year 2016/2016	# of Payments	ADJ	Recoveries	Payments	Adjustments	Subtotal	Recoveries	Net Total
INDEMNITY	27	1	0	\$36,408.85	(\$29.00)	\$36,379.85	\$0.00	\$36,379.85
MEDICAL ONLY	1	0	0	\$50.50	\$0.00	\$50.50	\$0.00	\$50.50
	28	1	0	\$36,459.35	(\$29.00)	\$36,430.35	\$0.00	\$36,430.35

Workers Compensation Policy Year 2016/2016  
 Loss Payments: \$35,882.35  
 Expense payments: \$211.50  
 Legal Payments: \$336.50  
 Total: \$36,430.35

Policy Year 2016/2016 Total:	# of Payments	ADJ	Recoveries	Payments	Adjustments	Subtotal	Recoveries	Net Total
	33	1	0	\$37,931.05	(\$29.00)	\$37,902.05	\$0.00	\$37,902.05

Policy Year 2016/2016 Total with All Client  
 Types:  
 Loss Payments: \$35,882.35  
 Expense payments: \$428.00  
 Legal Payments: \$1,591.50  
 Total: \$37,902.05

# Payment Register Summary Recap

(Financial Report)

**This report is a summary of payments by Type of Payment, and grouped by Claimant Type and Insurance Type.**

- The report lists number of payments, number of adjustments, number of recoveries, payment amount, adjustment amount, subtotal (payment less adjustments), amount recovered, and net total (subtotal less recovered amount).
- Provides the grand total for all Insurance Types combined.





## Payment Register Summary Recap

Bank Account: ALL  
All - Years

Processed Date: 01/25/2019 - 03/25/2019  
 Instance Type: AI  
 Coverage: AI, Claimant Type: AI

	# of Payments	# of ADJ	# of Recoveries	Payments	Adjustments	Subtotal	Recoveries	Net Total
<b>AUTO LOSS</b>								
Loss				\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Expense				\$304.45	\$0.00	\$304.45	\$0.00	\$304.45
Legal				\$540.00	\$0.00	\$540.00	\$0.00	\$540.00
3RD PARTY PD	4	0	0	\$1,344.45	\$0.00	\$1,344.45	\$0.00	\$1,344.45
<b>AUTO LOSS</b>	4	0	0	\$1,344.45	\$0.00	\$1,344.45	\$0.00	\$1,344.45
<b>General Liability</b>								
Loss				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal				\$3,392.00	\$0.00	\$3,392.00	\$0.00	\$3,392.00
BODILY INJURY	2	0	0	\$3,392.00	\$0.00	\$3,392.00	\$0.00	\$3,392.00
Loss				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense				\$11.25	\$0.00	\$11.25	\$0.00	\$11.25
Legal				\$465.00	\$0.00	\$465.00	\$0.00	\$465.00
POLICE PROF BI	3	0	0	\$478.25	\$0.00	\$478.25	\$0.00	\$478.25
Loss				\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
Expense				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal				\$1,619.50	\$0.00	\$1,619.50	\$0.00	\$1,619.50
POLICE PROF PI	3	0	0	\$36,619.50	\$0.00	\$36,619.50	\$0.00	\$36,619.50
<b>General Liability</b>	8	0	0	\$40,491.75	\$0.00	\$40,491.75	\$0.00	\$40,491.75
<b>Property</b>								
Loss				\$2,741.50	(\$47.65)	\$3,193.70	\$100.00	\$3,093.70
Expense				\$110.00	\$0.00	\$110.00	\$0.00	\$110.00

# Recovery Register

(Financial Report)

**This report is a listing of processed recoveries.**

- The report shows processed date, check date, check number, claim number, claimant type, claimant name, loss date, transaction type, payee, examiner, and amount.
- Provides totals by Year and Insurance Type, followed by grand totals for all Years and Insurance Types combined.



**Recovery Register**  
Bank Account: ALL

IVOS Line: Property  
Processed Date: 01/25/2019 - 03/25/2019  
Instance Type: All  
Coverage: All, Claimant Type: All

Processed	Check Date	Check Number	QL File Number / IVOS Claim Number	Claimant Type	Claimant	Loss Date	Transaction Type	Payee	Examiner	Policy Year	Amount	Exp. / Legal
2/14/2019				1ST PARTY COLL PD		2/8/2003	R-SUBROGATION COLL COMP			2009/2009	300.00	Loss
								Year 2009/2009 Totals:				
								Excess Reimbursement Totals:		1	\$100.00	
								Subrogation Totals:		0	\$0.00	
								Refund Totals:		1	\$100.00	
								All Other Totals:		0	\$0.00	
								All Property Totals:		1	\$100.00	
								Excess Reimbursement Totals:		0	\$0.00	
								Subrogation Totals:		1	\$100.00	
								Refund Totals:		0	\$0.00	
								All Other Totals:		0	\$0.00	

IVOS Line: Worker's Compensation  
Processed Date: 01/25/2019 - 03/25/2019  
Instance Type: All  
Coverage: All, Claimant Type: All

Processed	Check Date	Check Number	QL File Number / IVOS Claim Number	Claimant Type	Claimant	Loss Date	Transaction Type	Payee	Examiner	Policy Year	Amount	Exp. / Legal
3/14/2019				MEDICAL ONLY		2/8/2018	R-SUBROGATION MED			2018/2018	250.00	Loss
								Year 2018/2018 Totals:				
								Excess Reimbursement Totals:		1	\$250.00	
								Subrogation Totals:		0	\$0.00	
								Refund Totals:		1	\$250.00	
								All Other Totals:		0	\$0.00	
								All Workers Compensation Totals:		1	\$250.00	
								Excess Reimbursement Totals:		0	\$0.00	
								Subrogation Totals:		1	\$250.00	
								Refund Totals:		0	\$0.00	
								All Other Totals:		0	\$0.00	
								Grand Total:		2	\$350.00	
								Excess Reimbursement Totals:		0	\$0.00	
								Subrogation Totals:		2	\$350.00	
								Refund Totals:		0	\$0.00	
								All Other Totals:		0	\$0.00	

# Change in Reserve

(Claim Activity Report)

**This report displays claims with changes in reserve.**

- The report shows the date of loss, insured, location/department, claimant name, description, status, claimant type, claimant line-subline, claim number, starting total reserve/incurred, net total reserve/incurred, gross total paid to date, open total reserve and change in reserve.
- Provides the overall total of claim counts and financials.



### Claim Activity Report - Change In Reserve

Insured Name : \_\_\_\_\_  
 Insurer Name : \_\_\_\_\_  
 Activity Period Start Date : Jan 1, 2019 Activity Period End Date : Mar 25, 2019  
 Loss Date : Earliest Date to Latest Date

Report Date	Insured Location	Claimant Name Description	Status	Claimant (Case) Type	Claimant Line-Subline	QL File Number	Starting Reserve	New Total Reserve	Gross Total Paid To Date	Open Total Reserve	Change in Reserve
10/7/2015			OPH	INDIGNITY	WORKERS COMPENSATION (WC)		\$32,003.49	\$34,162.45	\$31,556.39	\$2,606.06	\$1,078.96
10/8/2016											
2/9/2009			OPH	1ST PARTY COLL PD	ECLLISION FR (FR-COL)		\$17,126.05	\$18,206.20	\$18,207.20	\$1.00	\$1,182.15
2/10/2009											
2/19/2015			CLO	INDIGNITY	WORKERS COMPENSATION (WC)		\$57,251.18	\$57,462.68	\$57,462.68	\$0.00	\$211.50
2/20/2015											
5/7/2018			CLO	MEDICAL ONLY	WORKERS COMPENSATION (WC)		\$784.51	\$806.12	\$806.12	\$0.00	\$23.61
6/7/2018											
5/15/2018			CLO	MEDICAL ONLY	WORKERS COMPENSATION (WC)		\$777.64	\$755.92	\$777.64	\$18.08	\$18.08
6/13/2018											
8/10/2018			CLO	MEDICAL ONLY	WORKERS COMPENSATION (WC)		\$752.85	\$716.80	\$716.80	\$0.00	\$14.35
8/10/2018											
3/6/2018			CLO	MEDICAL ONLY	WORKERS COMPENSATION (WC)		\$3,072.94	\$3,077.19	\$3,077.19	\$0.00	\$4.25
3/6/2018											
3/21/2018			CLO	MEDICAL ONLY	WORKERS COMPENSATION (WC)		\$1,973.10	\$1,977.35	\$1,977.35	\$0.00	\$4.25
3/21/2018											
1/9/2014			REP	POLICE PROF P2	POLICE PROFESSIONAL P2 (GL-PSY)		\$6,500.00	\$5,200.00	\$4,780.18	\$519.82	(\$1,400.00)
5/7/2014											
6/10/2017			OPH	INDIGNITY	WORKERS COMPENSATION (WC)		\$107,277.00	\$99,248.00	\$62,533.18	\$36,814.82	(\$6,025.00)
6/10/2017											
							\$441,547.61	\$1,004,817.71	\$516,974.57	\$486,246.19	\$352,269.20

# Closed Claims

(Claim Activity Report)

**This report displays claims closed.**

- The report shows the date of loss, closed date, insured, organization/department, claimant name, description, status, claimant type, claimant line-subline, claim number, starting reserve, ending reserve and change in reserve.
- Provides the overall total of claim counts and financials.



### Claim Activity Report - Closed Claims

Insurer Name:

Insured Name: \_\_\_\_\_

Activity Period Start Date: Jan 1, 2019 Activity Period End Date: Mar 25, 2019

Loss Date: Earliest Date to Latest Date

DOL	Insured	Claimant Name	Status	Claimant (Case) Type	Claimant Line-Subline	Claim #	Starting Reserve	Ending Reserve	Change in Reserve
Date Rpt TPA	Closed Date	Organization	Description			GL File Number			
11/14/2018	2/20/2019		CLO	3RD PARTY PD	PROPERTY DAMAGE PD (AL-PD)		\$600.00	\$0.00	(\$600.00)
11/6/2018	1/23/2019		CLO	MEDICAL DAILY	WORKERS COMPENSATION (WC-WC)		\$1,250.00	\$875.72	(\$374.28)
11/7/2018	1/1/2019		CLO	INDEMNITY	WORKERS COMPENSATION (WC-WC)		\$157,250.11	\$152,065.11	(\$5,185.00)
4/30/2013	1/24/2019		CLO	INLAND MARINE	INLAND MARINE PR (PR-UW)		\$5,800.00	\$5,665.24	(\$134.66)
5/1/2013	3/27/2019		CLO	MEDICAL DAILY	WORKERS COMPENSATION (WC-WC)		\$5,000.00	\$6,208.05	\$1,208.05
10/15/2018									
12/9/2018									
12/9/2018									
Overall - Total						24	\$548,025.15	\$428,725.88	(\$119,299.27)

# New Claims

(Claim Activity Report)

## **This report displays new claims created.**

- The report shows the date of loss, date reported to TPA, created date, report only to claim, insured, location/department, claimant name, description, status, claimant type, examiner, claimant line-subline, claim number, open reserve, net paid and new net incurred.
- Provides the overall total of claim counts and financials.



### Claim Activity Report - New Claims

Insured Name : \_\_\_\_\_  
 Insurer Name : \_\_\_\_\_  
 Activity Period Start Date : Jan 1, 2019 Activity Period End Date : Mar 25, 2019  
 Loss Date : Earliest to Latest

DOI	Date Rpt	Created Date	Records Only to Claim	Insured Location	Claimant Name Description	Status	Claimant Type Examiner	Claimant Line-Subline	Claim #	Current Open Reserve	Net Paid	New Reserve	
	1/13/2018	2/18/2019	*			OPK		BODILY INJURY BI GL (G-BI)		\$600.00	\$0.00	\$600.00	
	2/15/2019												
	1/13/2018	2/16/2019	*			OPK		BODILY INJURY BI GL (G-BI)		\$600.00	\$0.00	\$600.00	
	2/15/2019												
	12/17/2018	1/4/2019	*			CLC		PROPERTY DAMAGE PD (AL-PD)		\$0.00	\$500.00	\$500.00	
	1/4/2019												
	2/2/2019	3/15/2019	*			CLC		COLLISION PR (PR-COL)		\$41.85	\$0.00	\$41.85	
	3/15/2019												
	12/17/2018	1/7/2019	*			CLC		PROPERTY REPORT ONLY (PR-PR)		\$0.00	\$0.00	\$0.00	
	1/7/2019												
	1/14/2019	1/15/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	1/15/2019												
	1/20/2019	1/23/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	1/20/2019												
	1/22/2019	2/11/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	2/11/2019												
	1/22/2019	1/23/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	1/23/2019												
	1/31/2019	2/25/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	2/24/2019												
	2/4/2019	2/4/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	2/4/2019												
	2/13/2019	2/14/2019	*			CLC		COLLISION PR (PR-COL)		\$0.00	\$0.00	\$0.00	
	2/14/2019												
	2/2/2019	3/6/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	3/3/2019												
	2/14/2019	2/15/2019	*			CLC		WORKCOMP RECORD ONLY (RW-RW)		\$0.00	\$0.00	\$0.00	
	2/15/2019												
	<b>Overall - Total</b>										\$126,112.00	\$23,381.76	\$149,493.76

# Re-Open Claims

(Claim Activity Report)

**This report displays claims re-opened.**

- The report shows the date of loss, reopened date, insured, level 5/department, claimant name, description, status, claimant type, claimant line-subline, claim number, starting reserve, ending reserve and change in reserve.
- Provides the overall total of claim counts and financials.





### Claim Activity Report - Re-Open Claims

Insurer Name :

Insured Name :

Activity Period Start Date : Jan 1, 2019 Activity Period End Date : Mar 25, 2019

Loss Date : Earliest Date to Latest Date

DOL	Date Rpt TPA	Reopen Date	Insured Level 5	Claimant Name Description	Status	Claimant (Case) Type	Claimant Line-Subline	Claim # QL File Number	Starting Reserve	Ending Reserve	Change in Reserve
	3/17/2016	3/6/2019			REC	POLICE PROF BI	POLICE PROFESSIONAL BI (GL-PFI)		\$9,731.98	\$25,050.00	\$15,288.22
	3/18/2017	3/14/2019			CLO	1ST PARTY COLL PD	COLLISION PR (PR-COL)		\$280.68	\$1,282.58	\$1,000.00
	1/8/2010	2/20/2018			REC	INDEMNITY	WORKERS COMPENSATION (WC-WC)		\$308,514.93	\$306,514.93	\$0.00
	3/17/2010				REC	BODILY INJURY (Expired)	BODILY INJURY BI GL (GL-BI)		\$10.70	\$10.70	\$0.00
	4/14/2018	3/21/2018							\$118,536.39	\$337,956.31	\$219,266.22
	5/1/2018										

# Claims in Specific Excess

This report displays claims that reached a percentage of the Self-Insured Retention (SIR) amount.

- The report shows the insurer, insured, location/department, policy year, date of loss, line, occurrence number, claim number, catastrophic code, accident description, SIR, total recovery, net paid to date, net incurred, excess paid to date, excess recovery, to be recovered, excess net incurred and excess carrier.
- Provides the financial totals.



### Claims in Specific Excess

Insurer:

Policy Period Between 01/01/2013 And 12/31/2013

Insured:

SIR % Amount: 100-9999

Insurer	Insured	Location	Policy Year	Date of Loss	Line	Occur. #	Claim Number	Catas. Code	Accident Description	Self-Insured Retention	Total Recovery	Net Paid to Date	Net Incurred	Excess PTD Recovery	To be Recovered	Excess Net Carrier
		POLICE	2013	11/07/2013	GL			3277	POLICE SHOOTING		0.00	93,865.75	93,865.75	0.00	0.00	
		POLICE	2013	11/07/2013	WC			3277	HANDLING K-9		0.00	98,970.09	98,970.09	0.00	0.00	M.E.L.
		POLICE	2013	11/07/2013	WC			3277	ARRESTING SUSPECT		0.00	107,164.16	107,164.16	0.00	0.00	
										<b>Total</b>	<b>0.00</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Insurer	Insured	Location	Policy Year	Date of Loss	Line	Occur. #	Claim Number	Catas. Code	Accident Description	Self-Insured Retention	Total Recovery	Net Paid to Date	Net Incurred	Excess PTD Recovery	To be Recovered	Excess Net Carrier
		POLICE	2011	06/21/2011	AL				THIS PASSING AT INTERSECTION		0.00	300,000.00	300,000.00	0.00	0.00	0.00
										<b>Total</b>	<b>0.00</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

MADHOUZ LLC  
 Remit to:  
 PO Box 628  
 Avondale, PA 19311  
 UNITED STATES

Office: 1+888-860-5142 X 7003

Email: george@madhouz.com  
 Web: www.madhouz.com

**INVOICE**  
 14725

PO/Reference  
 Subaru Football Tees

Salesperson: House Account 2  
 debbie@madhouz.com

Order 214673    Order Date 12/01/23    Ship Date    Invoice Date 12/11/23

**BILL TO**  
 Melissa Rothenberg  
 Subaru of America  
 1 Sabaru Drive  
 Camden, NJ 08103  
 UNITED STATES  
 Office: 1+856-757-7200  
 Email: dobrown@ci.camden.nj.us

**SHIP TO**  
 WILL PICK UP TUESDAY  
 UNITED STATES

Customer: COCOOM  
 Terms: (AR1) - Net 30

Pay With:  
 Due Date: 1/10/2024

Ship Via: BEST WAY  
 Ship Account:

Product	Description	Quantity	Unit	Price	Per	Total
VGFT	Vintage Green Football Tees Small - XLarge  Instructions Small - 10    Medium - 15    Large - 35    XLarge - 35	95	EA	\$24.4900	1	\$2,326.55
VGFT	Vintage Green Football Tees 2XLarge	15	EA	\$26.4900	1	\$397.35
VGFT	Vintage Green Football Tees 3XLarge	20	EA	\$28.4900	1	\$569.80
SPF	Screen Print Front - 4 Color Imprint - Lucky Holiday  Instructions 6937 Vintage Green Football Tees Small - 3XLarge Small - 10    Medium - 15    Large - 35    XLarge - 35    2XL - 15    3XL - 20	130	EA	\$0.0000	1	\$0.00
SPRS	Screen Print Right Sleeve WHITE - 1 Color Imprint - ACME	130	EA	\$0.0000	1	\$0.00
SPLS	Screen Print Left Sleeve WHITE - 1 Color Imprint WHITE - Adventure Aquarium	130	EA	\$0.0000	1	\$0.00
SPB	Screen Print Back WHITE - 1 Color Imprint - Sabaru & REDDICK 7	130	EA	\$0.0000	1	\$0.00
SC	Screen Charge	6	EA	\$0.0000	1	\$0.00
SU	Set Up	4	EA	\$0.0000	1	\$0.00
AC	Art Charge	4	EA	\$40.0000	1	\$160.00
SH	Freight - Will Deliver	1	EA	\$0.0000	1	\$0.00

Order Total	\$3,453.70
Total Due	\$3,453.70

**Instructions**

Quanties of 500 and above are subject to a 5% over or under run and have been billed accordingly.

R-20

MBS:dh  
12-10-24

**RESOLUTION AUTHORIZING THE ISSUANCE OF VARIOUS DUPLICATE  
TAX SALE CERTIFICATES**

WHEREAS, the outside lien holders listed below have lost their original Tax Sale Certificates; and

WHEREAS, the outside lien holders have requested that the City issue duplicate tax sale certificates and have paid the required fee; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden, that the Tax Collector is hereby authorized, pursuant to N.J.S.A 54:5-52.1 to prepare and issue Duplicate Tax Sale Certificates as follows:

Name	Amount	Reason
Mooring Tax Asset Group, LLC PO Box 402931 Atlanta GA 30384	\$100.00	Duplicate Certificate request for Cert #09-02839 1623 Euclid Ave B/L 1278/59 due to lienholder losing the original certificate
CSA Homes LLC 535 NJ-38E Ste 325 Cherry Hill NJ 08002	\$100.00	Duplicate Certificate request for Cert #10-03844 1507 Norris St B/L 1344/4 due to lienholder not being able to produce the original certificate

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: December 10, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council

FROM: Gerald C. Seneski, Director of Finance

**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing the issuance of a duplicate tax sale certificate.

Point of Contact:	Lydia Laracuente	Finance-Revenue Collection	7003	LyLaracu@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				

Approved by:  
Business Administrator

Signature

Date

Attachments (list and attach all available):

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

Signature

NOV 25 2024

Date

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing the issuance of duplicate tax sale certificates.

**FACTS/BACKGROUND:**

Lienholder has paid the \$100 fee and supplied the Tax Office with an affidavit of lost or damaged certificate.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** N/A

**IMPACT STATEMENT:** N/A

**SUBJECT MATTER EXPERTS/ADVOCATES:** N/A  
**COORDINATION:** N/A

**Prepared by:**

<u>Lydia Laboy-Laracunte</u>	<u>7003</u>	<u>LyLaracu@ci.camden.nj.us</u>
Name		Phone/Email

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 ISSUE DUPLICATE CERTIFICATE(S)”

  
Michelle D. Hill, Tax Collector

11/15/2024

Date

**TITLE OF RESOLUTION/ORDINANCE:** Resolution for duplicate certificate

December 10, 2024

**BRIEF DESCRIPTION OF ACTION:** Resolution authorizing the issuance of duplicate tax sale certificates.

Prepared By: \_\_\_\_\_ Michelle Hill \_\_\_\_\_ 7003 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Lydia Laboy-Laracuente \_\_\_\_\_ 7003 \_\_\_\_\_

Name	Amount	Reason
Mooring Tax Asset Group, LLC PO Box 402931 Atlanta GA 30384	\$100.00	Duplicate Certificate request for Cert #09-02839 1623 Euclid Ave B/L 1278/59 due to lienholder losing the original certificate
CSA Homes LLC 535 NJ-38E Ste 325 Cherry Hill NJ 08002	\$100.00	Duplicate Certificate request for Cert #10-03844 1507 Norris St B/L 1344/4 due to lienholder not being able to produce the original certificate

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  
12-10-24

**RESOLUTION AUTHORIZING THE CANCELLATION OF LIENS/TAXES AND TO  
TRANSFER CREDITS TO VARIOUS LIEN HOLDERS, PROPERTY OWNERS, AND  
MORTGAGE COMPANIES FOR VARIOUS PROPERTIES**

WHEREAS, the Tax Collector has verified that the charges and/or tax sale certificate on the below listed properties must be canceled for the reasons set forth below; and

and WHEREAS, the Tax Collector has requested that City Council authorize the action listed below; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to take the following actions:

Name	Action/Reason
Tran, Danh P & Tran, Dung Q PO Box 470143 Celebration FL 34747	Cancel CCMUA charges on 2647 Westfield Ave B/L 1169/58 Cert #13-02472 from 1 <sup>st</sup> qtr. 2016 to 2 <sup>nd</sup> qtr. 2020 due to property being demolished and CCMUA not rescinding charges.
Magnolia Corp 1041-1053 Magnolia Ave Camden NJ 08103	Cancel Cert #11-03236 1041-1053 Magnolia Ave B/L1266/7 due to a prior municipal lien being on the property.

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: December 10, 2024

The above has been reviewed and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBUURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council

FROM: Gerald C. Seneski, Director of Finance

**TITLE OF ORDINANCE/RESOLUTION: Resolution authorizing the cancellation of liens/taxes and to transfer credits to various lien holders, property owners and mortgage companies for various properties.**

Point of Contact:	Lydia Laracuente	Finance-Revenue Collection	7003	LyLaracu@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				
Approved by: Business Administrator				
		Signature	Date	

Attachments (list and attach all available):

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by: City Attorney		
	Signature	Date

NOV 25 2024

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing the cancellation of liens/taxes and to transfer credits to various lien holders, property owners and mortgage companies for various properties.

**FACTS/BACKGROUND:**

Cancel and/or transfer credits on multiple properties for various reasons per attached spreadsheet.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** N/A

**IMPACT STATEMENT:** N/A

**SUBJECT MATTER EXPERTS/ADVOCATES:** N/A

**COORDINATION:** N/A

**Prepared by:**

Lydia Laboy-Laracuente

Name

7003 LyLaracu@ci.camden.nj.us

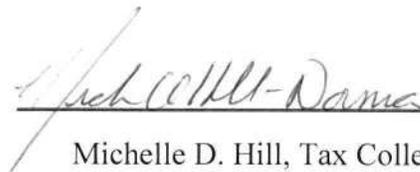
Phone/Email

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/TRANSFER”

  
\_\_\_\_\_  
Michelle D. Hill, Tax Collector

11/15/2024

Date

**TITLE OF RESOLUTION/ORDINANCE:** Resolution to cancel/transfer.

December 10, 2024

**BRIEF DESCRIPTION OF ACTION:** Resolution authorizing the cancellation of liens/taxes and to transfer credits to various lien holders, property owners and mortgage companies for various properties. Please see attached.

Prepared by: \_\_\_\_\_ Lydia Laboy-Laracuentе \_\_\_\_\_ 7003 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Lydia Laboy-Laracuentе \_\_\_\_\_ 7003 \_\_\_\_\_

Name	Reason
Tran, Danh P & Tran, Dung Q PO Box 470143 Celebration FL 34747	Cancel CCMUA charges on 2647 Westfield Ave B/L 1169/58 Cert #13-02472 from 1 <sup>st</sup> qtr. 2016 to 2 <sup>nd</sup> qtr. 2020 due to property being demolished and CCMUA not rescinding charges
Magnolia Corp 1041-1053 Magnolia Ave Camden NJ 08103	Cancel Cert #11-03236 1041-1053 Magnolia Ave B/L1266/7 due to a prior municipal lien being on the property

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  
12-10-24

R-22

**RESOLUTION AUTHORIZING THE ASSIGNMENT OF  
40 MUNICIPAL LIENS AT FULL VALUE**

WHEREAS, the City of Camden has acquired the tax sale certificates at full value for Forty (40) properties located in the City of Camden; and

WHEREAS, N.J.S.A. 54:5-113 provides that after a municipality has purchased tax sale certificates upon delinquency, the governing body thereof may by resolution authorize a private sale of the tax sale certificate for not less than the amount of lien charges against the real estate, provided that before the assignment, notice shall be mailed to the owner at the address appearing on the tax books of the municipality at least five (5) days prior to the taking of action; public notice shall be posted in three public places in the municipality at the time of the mailing of the notice; and public notices shall be published at least once in a newspaper published or circulated in the municipality within five (5) days prior to taking action; and

WHEREAS, notice was sent to the owner(s) of record by regular and certified mail at least five (5) days before the City Council Meeting date and public notices were posted in three public places and published in the Courier Post on December 5, 2024; 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 execute the proper documents necessary to assign tax sale certificates to various individuals listed in consideration for full payment plus advertising costs in the amounts listed attached hereto as Exhibit "A".

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: December 10, 2024

The above has been reviewed  
and approved as to form.



DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST:

\_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk

Cert #	Location	Block	Lot	Dimensions	Successful Bidder	Full Value	Amounts
23-00172	940 Newton Ave	311	43	17X87	Zion Investment Group LLC	Yes	\$ 1,276.26
23-00255	774 Walnut St	382	7	14X96	Zion Investment Group LLC	Yes	\$ 4,633.28
24-00072	839 Kimber St	104	33	14X58	Zion Investment Group LLC	Yes	\$ 1,798.02
20A000440	1127 So 8th St	404	79	11X45	Zion Investment Group LLC	Yes	\$ 2,903.79
22-00306	1649 Mt Ephraim Ave	453	45	14X83	Zion Investment Group LLC	Yes	\$ 2,055.23
20-00542	408 Webster St	467	19	28X95	Zion Investment Group LLC	Yes	\$ 20,218.73
20-02044	1436 Louis St	1331	139	16X20	Zion Investment Group LLC	Yes	\$ 741.48
22-01299	1183 Thurman St	1341	44	56X100	Zion Investment Group LLC	Yes	\$ 1,672.60
22-01358	1275 Carl Miller Blvd	1362	113	17X74	Zion Investment Group LLC	Yes	\$ 4,068.58
20-02174	1226 Carl Miller Blvd	1363	56	14X100	Zion Investment Group LLC	Yes	\$ 1,760.50
23-01465	1478 Mt Ephraim Ave	1339	89	39X102	Zion Investment Group LLC	Yes	\$ 2,951.52
23-01439	1192 Atlantic Ave	1326	63	23X90	Zion Investment Group LLC	Yes	\$ 5,300.38
23-01353	1117 Princess Ave	1289	42	14X95	Zion Investment Group LLC	Yes	\$ 6,273.26
23-00732	913 No 25th St	863	30	30X100	Zion Investment Group LLC	Yes	\$ 2,593.17
23-00377	1930 Fillmore St	492	38	20X85	Zion Investment Group LLC	Yes	\$ 10,885.45
24-01655	1316 Princess Ave	1293	79	30X100	Rake's Landscaping LLC	Yes	\$ 1,252.56
24-01654	1310 Princess Ave	1293	77	20X100	Rake's Landscaping LLC	Yes	\$ 1,087.68
24-01906	1229 Decatur St	1363	72	20X100	Rake's Landscaping LLC	Yes	\$ 476.71
14-00463	765 Walnut St	380	113	16X52	Rising Property Management LLC	Yes	\$ 45,960.72
24-01697	1256 Sycamore St	1314	3	12X120	Rake's Landscaping LLC	Yes	\$ 384.82
24-01696	1252 Sycamore St	1314	1	20X75	Rake's Landscaping LLC	Yes	\$ 392.51
24-01700	1148 Louis St	1314	9	19X88	Rake's Landscaping LLC	Yes	\$ 407.22
24-01698	1258 Sycamore St	1314	4	14X120	Rake's Landscaping LLC	Yes	\$ 412.11
24-01701	1150 Louis St	1314	10	16X100	Rake's Landscaping LLC	Yes	\$ 402.31
24-01702	1154 Louis St	1314	12	12X40	Rake's Landscaping LLC	Yes	\$ 294.51
24-01706	1166 Louis St	1314	18	18X52	Rake's Landscaping LLC	Yes	\$ 784.52
24-01705	1162 Louis St	1314	16	14X40	Rake's Landscaping LLC	Yes	\$ 299.40
24-01703	1158 Louis St	1314	14	12X40	Rake's Landscaping LLC	Yes	\$ 294.51
7A-00001	231 Byron St	2	16	14X60	Darryl Satterfield	Yes	\$ 7,994.15
19-00184	532 Royden St	212	67	22X80	CSA 5 LLC	Yes	\$ 12,184.47
24-00184	602 So 5th St	211	63	20X60	Nicholli A. Hibbert	Yes	\$ 407.22
19-02244	1270 Lansdown Ave	1333	6	13X95	Ana Genao	Yes	\$ 1,632.85
12-03877	1483 Greenwood Ave	1281	36	21X90	Kaamil Alghane	Yes	\$ 59,473.10







# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council

FROM: Gerald C. Seneski, Director of Finance

**TITLE OF ORDINANCE/RESOLUTION: Resolution to Assign 40 Municipal Liens at Full Value.**

Point of Contact:	De'Yonna Jackson	Finance-Revenue Collection	7004	DeJackso@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director				
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent				
Director of Finance				
Approved by: Business Administrator				
		Signature	Date	

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

Signature	Date
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<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution to assign liens at full value.

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- Tax office received 40 requests from individuals to purchase assignments at full value.
- Requests were reviewed and given a provisional okay to Council approval.

Total value to be collected for the city is \$264,768.59.

- .
- Advertising date will be December 5,2024.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** n/a

**IMPACT STATEMENT:**

- Please see the attached spreadsheet.

**SUBJECT MATTER EXPERTS/ADVOCATES:** n/a

**COORDINATION:** n/a

**Prepared by:**

De'Yonna Jackson

7004

DeJackso@ci.camden.nj.us

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Name

---

Phone/Email

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 ASSIGN MUNICIPAL LIENS AT FULL VALUE”



Michelle D. Hill-Norman, Tax Collector

11/14/2024

Date

MBS:dh  
12-10-24

R-23

**RESOLUTION AUTHORIZING REFUNDS TO VARIOUS LIEN HOLDERS, PROPERTY OWNERS,  
AND MORTGAGE COMPANIES FOR VARIOUS PROPERTIES**

WHEREAS, the individuals or business organizations listed below overpaid, made duplicate payments, or are otherwise due refunds resulting from transactions with the City of Camden; and

WHEREAS, the Tax Collector has verified that the overpayments, duplications of payments, or unapplied cash are valid and the individuals or business organizations listed below are due refunds; and

WHEREAS, the Tax Collector has requested that City Council authorize her to issue refunds to individuals and business organizations and cancel taxes as indicated below; or issue duplicate tax sale certificates as listed below; now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that the Tax Collector is hereby authorized to take the following actions:

Name	Amount	Action/Reason
TLOA of NJ LLC PO Box 669488 Dallas TX 75266	\$236.09	Refund lienholder the difference paid between the 2024 tax sale certificate amount and the wired amount for various property due to the Tax Sale program format of 2024
Calzaretto & Bernstein LLC 459 Route 38 West Maple Shade NJ 0052	\$100.00	Amend MC No 9719 & Refund requestor the duplicate certificate fee for Cert #941351 834 State St. B/L 786/66 due to requestor finding the original certificate and withdrawing the request for a duplicate
Corelogic 3001 Hackberry Rd Irving TX 75063	\$1806.14	Refund tax payments made to 4th qtr. 2023 and 3 <sup>rd</sup> qtr. 2024 for 29 S. 35 <sup>th</sup> St B/L 1059/17 due to owner having been approved for 100% Disabled Veteran Deduction. All future billings will be cancelled while the deduction is applicable to this property
Fig Cust FigNJ19LLC & Sec Pty PO Box 54226 New Orleans LA 70154	\$546.64	Refund the lienholder for sub payment erroneously submitted by the lienholder for redeemed lien Cert #21-01379 474 Raritan St B/L 1244/139
Pro Cap 8 FBO Firstrust Bank PO Box 774 Fort Washington PA 19034	\$3075.60	Refund lienholder for sub payment made to Cert #22-00048 517-519 Market St B/L 119/32 due to board up charge not being included in the lien redemption paid to lienholder
Nevero Young 1219 1 <sup>st</sup> Ave Bridgeton NJ 08302	\$911.81	Refund lienholder for Cert #16-00423 1002 S 8 <sup>th</sup> St. B/L 383/43 due to lienholder erroneously redeeming prior lien
Haddon Development Group LLC PO Box 304 Camden NJ 08101	\$4456.18	Refund property owner monies paid to redeem Cert #24-01688 1055-1057 Haddon Ave B/L 1306/66 due to property owner's failure to pay additional legal fees which the owner was informed of.

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: December 10, 2024

The above has been reviewed  
and approved as to form.

  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council

FROM: Gerald C. Seneski, Director of Finance

**TITLE OF ORDINANCE/RESOLUTION: Resolution authorizing refunds to various lien holders, property owners and mortgage companies for various properties.**

Point of Contact:	Lydia Laracuente	Finance-Revenue Collection	7003	LyLaracu@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director Supporting Department Director (if necessary) Director of Grants Management Qualified Purchasing Agent Director of Finance				
				

Approved by:  
Business Administrator



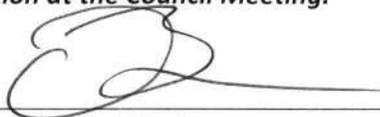
Signature

Date

Attachments (list and attach all available):

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney



Signature

Date

NOV 25 2024



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”

  
\_\_\_\_\_

Michelle D. Hill, Tax Collector

11/15/24

Date

December 10, 2024

**TITLE OF RESOLUTION/ORDINANCE:** Resolution to refund.

**BRIEF DESCRIPTION OF ACTION:** Resolution authorizing refunds to various lien holders, property owners and mortgage companies for various properties. Please see attached.

Prepared By: \_\_\_\_\_ Michelle Hill \_\_\_\_\_ 7003 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Lydia Laboy-Laracunte \_\_\_\_\_ 7003 \_\_\_\_\_

Name	Amount	Reason
TLOA of NJ LLC PO Box 669488 Dallas TX 75266	\$236.09	Refund lienholder the difference paid between the 2024 tax sale certificate amount and the wired amount for various property due to the Tax Sale program format of 2024
Calzaretto & Bernstein LLC 459 Route 38 West Maple Shade NJ 0052	\$100.00	Amend MC No 9719 & Refund requestor the duplicate certificate fee for Cert #941351 834 State St. B/L 786/66 due to requestor finding the original certificate and withdrawing the request for a duplicate
Corelogic 3001 Hackberry Rd Irving TX 75063	\$1806.14	Refund Mortgage Co. tax payments made to 4th qtr. 2023 and 3 <sup>rd</sup> qtr. 2024 for 29 S. 35 <sup>th</sup> St B/L 1059/17 due to owner having been approved for 100% Disabled Veteran Deduction. All future billings will be cancelled while the deduction is applicable to this property
Fig Cust FigNJ19LLC & Sec Pty PO Box 54226 New Orleans LA 70154	\$546.64	Refund the lienholder for sub payment erroneously submitted by the lienholder for redeemed lien Cert #21-01379 474 Raritan St B/L 1244/139
Pro Cap 8 FBO Firsttrust Bank PO Box 774 Fort Washington PA 19034	\$3075.60	Refund lienholder for sub payment made to Cert #22-00048 517-519 Market St B/L 119/32 due to board up charge not being included in the lien redemption paid to lienholder
Nevoro Young 1219 1 <sup>st</sup> Ave Bridgeton NJ 08302	\$911.81	Refund lienholder for Cert #16-00423 1002 S 8 <sup>th</sup> St. B/L 383/43 due to lienholder erroneously redeeming lien
Haddon Development Group LLC PO Box 304 Camden NJ 08101	\$4456.18	Refund owner for Cert #24-01688 1055-1057 Haddon Ave B/L 1306/66 due to additional legal fees which the owner was informed of and failed to make payment

**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\*\*\*\***

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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 AMENDING RESOLUTION MC-24:9697 ADOPTED  
ON SEPTEMBER 10, 2024**

WHEREAS, on September 10, 2024, the Council of the City of Camden authorized resolution MC-24:9697 to accept a grant from the State of New Jersey Department of Environmental Protection (NJDEP); and

WHEREAS, it is necessary to amend Resolution MC-24:9697 to include language required by NJDEP; and

WHEREAS, the governing body of the City of Camden desires to further the public interest by obtaining a grant from the State of New Jersey in the amount, for up to \$850,000.00 to fund the following project:

**Leafing Out Management Grant**

THEREFORE, BE IT RESOLVED, that the governing body resolves that Timothy J. Cunningham or the successor to the office of Business Administrator is authorized:

- (a) to make application for such a grant,
- (b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than \$0.00 not more than \$850,000.00 and
- (c) to execute any amendments thereto.

BE IT FURTHER RESOLVED, that the Mayor and Council authorize and hereby agree to match 0% of the Total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, services, or property, is hereby certified. Zero % of the match will be made up of in-kind services (if allowed by grant program requirements and the agreement).

BE IT FURTHER RESOLVED, that the Grantee agrees to comply with all applicable Federal, State, and municipal laws, rules, and regulations in its performance pursuant to the agreement.

BE IT FURTHER RESOLVED, by the City Council of the City of Camden, that the proper officials are authorized to (a) to make application for such a grant, (b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than \$0.00 not more than EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$850,000.00) and (c) to execute any amendments thereto for the Leafing Out Management Grant for the purposes of forestry education programs and tree planting, maintenance, and removal.

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: December 10, 2024

The above has been reviewed  
and approved as to form.



DANIEL S. BLACKBURN  
City Attorney

ANGEL FUENTES  
President, City Council

ATTEST:

LUIS PASTORIZA  
Municipal Clerk



CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

12/10/24

COUNCIL MEETING DATE: DECEMBER 8, 2024

TO: City Council  
FROM: Gerald C. Seneski

amending Resolution MC-24:9697

TITLE OF ORDINANCE/RESOLUTION: Resolution authorizing the amendment to MC-24:9697-  
Adopted on September 10, 2024

Point of Contact: Keith Walker Public Works (856)757-7143 Kewalker@ci.camden.nj.us

Name Department-Division-Bureau Phone Email

ENDORSEMENTS

Table with 5 columns: Recommendation Approval (Y/N), Signature, Date, Comments. Rows include Responsible Department Director, Supporting Department Director, Director of Grants Management, Qualified Purchasing Agent, and Director of Finance.

Approved by: Business Administrator

Signature

Date

NOV 25 2024

Attachments (list and attach all available):

Email from NJDEP

“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.

Received by: City Attorney

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing the amendment to MC-24:9697

### FACTS/BACKGROUND:

(Email from NJDEP)

Thank you for the attached .pdf of governing body resolution MC-24: 9697. We ask for your patience and assistance in this process. Is it possible to amend MC-24: 9697? Some adjustments to the resolution language are needed for execution of this grant agreement.

First, we apologize for the confusion we created about the Leafing Out Education "Grant". In May of this year, we did describe this as a grant award. However, different arrangements were made subsequently for the education funding to be paid through a different method that would cover the registration fees for your participants. These funds are no longer being distributed through a grant agreement. The only grant agreement will be for the Leafing Out Management Grant, a reimbursement grant of up to \$850,000.00. The governing body resolution must reflect one grant and one grant award—the Leafing Out Management Grant for \$850,000.00.

There should be no references to the Leafing Out Education Grant in the resolution.

The resolution must name the one official or the successor to that office who is authorized to sign the Leafing Out Management Grant agreement and execute any amendments thereto. (Amendments may be needed during the work period of the agreement.)

The Leafing Out Management Grant will be used to update the Community Forest Management Plan, conduct tree maintenance, and plant trees as needed.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** 0.00

### IMPACT STATEMENT:

- What will happen if the City Council approves this legislation?
  - The City will be able to begin working on Grant
- Why Should the City Council approve this legislation?
  - To be compliant with grant agreement

### SUBJECT MATTER EXPERTS/ADVOCATES:

- Keith Walker, City of Camden

Prepared by: Scott Z. Parker

(856)757-6405

R-38

**RESOLUTION MC-24: 9697**  
*On Motion Of: Fallo Leyba-Martinez*  
**APPROVED: September 10<sup>th</sup>, 2024**

DB:AIV  
09-10-24

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF TWO (2) GRANTS FROM  
THE NEW JERSEY FOREST SERVICE URBAN AND COMMUNITY FORESTRY  
PROGRAM ENTITLED (1) "LEAFING OUT EDUCATION GRANT" IN THE AMOUNT  
OF \$12,500.00; AND (2) "LEAFING OUT MANAGEMENT GRANT" IN THE AMOUNT  
OF \$850,000.00**

WHEREAS, the New Jersey Forestry Service Urban and Community Forestry Program ("NJUCF") has awarded the City of Camden two (2) grants: 1.) "Leafing Out Education Grant"; and 2.) "Leafing Out Management Grant"; and

WHEREAS, as a Grantee of the Leafing Out Education Grant the City will receive a credit of TWELVE THOUSAND FIVE HUNDRED DOLLARS (\$12,500.00) over four (4) consecutive years (\$3,125.00 a year) to cover registration fees for approved forestry education training programs for employees and selected engaged community volunteers; and

WHEREAS, as a Grantee of the Leafing Out Management Grant the City will receive EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$850,000.00) to write a Community Forest Management Plan, conduct tree maintenance/removals, and plant trees as needed between May 1, 2024 and April 26, 2028; and

WHEREAS, the City Council of the City of Camden believes that 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 officials are authorized to accept two (2) grants from the New Jersey Forest Service Urban and Community Forestry Program entitled 1.) Leafing Out Education Grant in the amount of TWELVE THOUSAND FIVE HUNDRED DOLLARS (\$12,500.00); and 2.) Leafing Out Management Grant in the amount of EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$850,000.00) for the purposes of forestry education programs and tree planting, maintenance and removal.

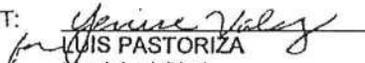
BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 52:27BBB-23, a true copy of this Resolution shall be forwarded to the State Commissioner of Community Affairs, who shall have ten (10) days from the receipt thereof to veto this Resolution. All notices of veto shall be filed in the Office of the Municipal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

Date: September 10, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

  
\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST:   
JUANA PASTORIZA  
Municipal Clerk

## Amia Valentine

---

**From:** Dionne Hicks-Giles  
**Sent:** Monday, November 25, 2024 11:33 AM  
**To:** Amia Valentine  
**Cc:** Daniel S. Blackburn  
**Subject:** FW: (EXTERNAL) ACTION NEEDED\_Camden Resolution - Leafing Out Management Grant  
**Attachments:** 20241104102823080.pdf; Camden\_LOG Resolution\_copy.docx; Amend Leafing Out Resol.docx

Please see the amended resolution for your revisions.

---

**From:** Scott Z. Parker <ScParker@camdennj.gov>  
**Sent:** Monday, November 25, 2024 10:55 AM  
**To:** Timothy J. Cunningham <TiCunnin@camdennj.gov>; Daniel S. Blackburn <DaBlackb@camdennj.gov>; Amia Valentine <AmValent@camdennj.gov>; Dionne Hicks-Giles <DiHicks@camdennj.gov>; Diana Gonzalez <DianeG@camdennj.gov>  
**Subject:** Fw: (EXTERNAL) ACTION NEEDED\_Camden Resolution - Leafing Out Management Grant

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**From:** Scott Z. Parker  
**Sent:** Thursday, November 14, 2024 8:53:19 AM  
**To:** Daniel S. Blackburn <DaBlackb@camdennj.gov>; Amia Valentine <AmValent@camdennj.gov>  
**Cc:** Timothy J. Cunningham <TiCunnin@ci.camden.nj.us>; Gerald C. Seneski <GeSenesk@camdennj.gov>; Dionne Hicks-Giles <DiHicks@camdennj.gov>; Diana Gonzalez <DianeG@ci.camden.nj.us>  
**Subject:** FW: (EXTERNAL) ACTION NEEDED\_Camden Resolution - Leafing Out Management Grant

Good Morning All,

NJDEP is requesting that we make an amendment to the attached resolution to reflect what is stated below for the Leafing Out Grant. They have also attached a sample resolution as a guideline. Can this amendment please be added for the December council meeting.

Thanks,  
Scott

---

**From:** Shapella, Patricia [DEP] <Patricia.Shapella@dep.nj.gov>  
**Sent:** Wednesday, November 13, 2024 8:39 PM  
**To:** Scott Z. Parker <ScParker@camdennj.gov>  
**Cc:** Leonard, Delysse [DEP] <Delysse.Leonard@dep.nj.gov>; McDonald, Brian [DEP] <Brian.McDonald@dep.nj.gov>; Justin Dennis <justin.dennis@tpl.org>  
**Subject:** (EXTERNAL) ACTION NEEDED\_Camden Resolution - Leafing Out Management Grant

Good morning, Mr. Parker,  
Thank you for the attached .pdf of governing body resolution MC-24: 9697. We ask for your patience and assistance in this process. Is it possible to amend MC-24: 9697? Some adjustments to the resolution language are needed for execution of this grant agreement.

First, we apologize for the confusion we created about the Leafing Out Education ‘Grant’. In May of this year, we did describe this as a grant award. However, different arrangements were made subsequently for the education funding to be paid through a different method that would cover the registration fees for your participants. These funds are no longer being distributed through a grant agreement. The only grant agreement will be for the Leafing Out Management Grant, a reimbursement grant of up to \$850,000.00. The governing body resolution must reflect one grant and one grant award—the Leafing Out Management Grant for \$850,000.00.

There should be no references to the Leafing Out Education Grant in the resolution.

The resolution must name the one official or the successor to that office who is authorized to sign the Leafing Out Management Grant agreement and execute any amendments thereto. (Amendments may be needed during the work period of the agreement.)

The Leafing Out Management Grant will be used to update the Community Forest Management Plan, conduct tree maintenance, and plant trees as needed.

Could you use the language in the Camden\_LOG Resolution\_copy attached here to amend your resolution? This document contains the exact language needed. It is likely that the copy of this we sent earlier in the year did not make it to the correct person.

If you have any questions, please contact me.

We look forward to working with you.

Patricia Shapella  
Grant Administrator  
NJDEP Division of State Parks, Forests and Historic Sites  
Urban, Community & Private Forestry  
609-940-7159 Office

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**From:** Scott Z. Parker <ScParker@camdennj.gov>  
**Sent:** Monday, November 4, 2024 10:45 AM  
**To:** Leonard, Delysse [DEP] <Delysse.Leonard@dep.nj.gov>  
**Cc:** Shapella, Patricia [DEP] <Patricia.Shapella@dep.nj.gov>  
**Subject:** [EXTERNAL] RE: (EXTERNAL) Attn: Camden Resolution Leafing Out Grant

Good morning,

Please see attached for resolution.

Thanks,  
Scott

---

**From:** Leonard, Delysse [DEP] <Delysse.Leonard@dep.nj.gov>  
**Sent:** Friday, November 1, 2024 11:04 AM  
**To:** Scott Z. Parker <ScParker@camdennj.gov>  
**Cc:** Shapella, Patricia [DEP] <Patricia.Shapella@dep.nj.gov>  
**Subject:** (EXTERNAL) Attn: Camden Resolution Leafing Out Grant

Hello,

We are close to getting legal approval for their grant agreements and we need an approved governing body resolution from your municipality as soon as possible.  
Please use the exact language in the sample or the execution of their grant agreement will be delayed.

If you have any questions, you can call me at **609-940-5516** or Pat Shapella [Patricia.Shapella@dep.nj.gov](mailto:Patricia.Shapella@dep.nj.gov) **609-940-7159** as well.

*Delysse Leonard*

Grant Administrator  
NJDEP Division of State Parks, Forests and Historic Sites  
Urban, Community & Private Forestry  
609-940-5516

The governing body of City of Camden desires to further the public interest by obtaining a grant from the State of New Jersey in the amount, for up to \$850,000. 00 to fund the following project:

**Leafing Out Management Grant**

Therefore, the governing body resolves that Timothy J. Cunningham or the successor to the office of Business Administrator is authorized (a) to make application for such a grant, (b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than \$0.00 not more than \$850,000.00 and (c) to execute any amendments thereto.

The Mayor and Council authorize and hereby agree to match 0% of the Total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, services, or property, is hereby certified. Zero % of the match will be made up of in-kind services (if allowed by grant program requirements and the agreement).

The Grantee agrees to comply with all applicable Federal, State, and municipal laws, rules, and regulations in its performance pursuant to the agreement.

Introduced and passed \_\_\_\_\_.

R-25

DB:AIV  
12-10-24

**RESOLUTION AUTHORIZING A CONTRACT TO INDEPENDENT ANIMAL CARE SERVICES FOR ANIMAL CONTROL OFFICER SERVICES**

**WHEREAS**, there exists a need for animal control services in the City of Camden; and

**WHEREAS**, on November 14, 2024, the City of Camden received one (1) bid in response to BID #24-16 to provide Animal Control Officer Services for a period of one (1) year with a second (2<sup>nd</sup>) year option; and

**WHEREAS**, Independent Animal Care Services, LLC, was the only responsible bid submitted in the amount not to exceed \$750,000.00 for per year; 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 items 5-01-E4-601-908 and 6-01-E4-601-908, 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, INDEPENDENT ANIMAL CARE SERVICES LLC, 133 Berlin Road, Gibbsboro, NJ 08026, is hereby awarded the contract for Bid #24-16, Animal Control Officer Services for the City of Camden for a Period of one (1) year with a second (2<sup>nd</sup>) year option for an amount not to exceed SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00) per year.

**BE IT FURTHER RESOLVED**, by City Council that the proper officers of the City of Camden are hereby authorized to take any and all necessary actions to execute and effectuate the aforesaid contract 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: December 10, 2024

The above has been reviewed and approved as to form.



DANIEL S. BLACKBURN  
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: INDEPENDENT ANIMAL CARE SERVICES

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

- BUDGET APPROPRIATION: 5-01-E4-601-908 AND 6-01-E4-601-908  
AMOUNT \$ 1,500,000.00 (\$750,000.00 EACH YEAR )

APPROPRIATION RESERVE:

AMOUNT: \$

- DEDICATED BY RIDER:

AMOUNT: \$

- RESERVE FOR STATE AND FEDERAL GRANT:

- AMOUNT \$

- CAPITAL ORDINANCE

AMOUNT: \$

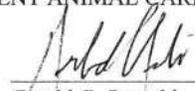
- TRUST ACCOUNT:

AMOUNT: \$

**DETERMINATION OF VALUE CERTIFICATION**

I CERTIFY, AS CHIEF FINANCIAL OFFICER, THAT THE ANTICIPATED VALUE OF THE CONTRACT, OVER THE FULL LIFE, WILL BE \$ 1,500,000.00 (\$750,000.00 EACH YEAR )

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING A CONTRACT TO INDEPENDENT ANIMAL CARE SERVICES FOR ANIMAL CONTROL SERVICES

  
\_\_\_\_\_  
Gerald C. Seneski  
Chief Financial Officer  
Date: 11/26



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: 12/10/2024

TO: City Council  
FROM: Timothy J. Cunningham, Business Administrator

## TITLE OF ORDINANCE/RESOLUTION: Resolution Authorizing A Contract to Independent Animal Care Services For Animal Control Officer Services.

Point of Contact:	Lateefah Chandler	Admin-Purchasing	856-757-7475	lachandl@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

### ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director				
Supporting Department Director (if necessary)				
Grants Management				
Qualified Purchasing Agent	Y			
Director of Finance	Y			

Approved by:  
Business Administrator

\_\_\_\_\_  
Signature

11/27/24  
Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:

City Attorney	Signature	Date
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<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution Authorizing A Contract to Independent Animal Care Services For Animal Control Officer Services.

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- Independent Animal Care Services, PO Box 312, West Berlin NJ 08091 will provide animal control officers for a one year period with a 2<sup>nd</sup> year option
- Vendor will provide comprehensive animal control services 2 hours 7 days per week
- Services include, but are not limited to, capturing and removing stray, sick, injured animals, education, and court appearances as the result of tickets/summons.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$750,000.00 each year  
**APPROPRIATION NUMBER:** 5-01-E4-601-908 & 6-01-E4-601-908(contingent upon availability of funds)

\$1,500,000 2025 + 2026

**PROCUREMENT:** BID 24-16 – RECEIVED ONE (1) PROPOSAL ON NOVEMBER 14, 2024

**IMPACT STATEMENT:**

- For the safety and well-being of the City's population

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- N/A

**COORDINATION:**

- N/A

Prepared by: LATEEAH CHANDLER

856-757-7159

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Name

Phone/Email

**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
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Professional Service or EUS Type	N/A
Name of Vendor	INDEPENDENT ANIMAL CARE SERVICES
Purpose or Need for service:	ANIMAL CONTROL SERVICES FOR 1 YEAR WITH A 2 <sup>ND</sup> YEAR OPTION IN THE CITY OF CAMDEN
Contract Award Amount	\$750,000.00 EACH YEAR
Term of Contract	12 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 24-16
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.

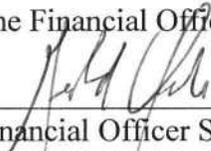
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\_\_\_\_\_  
Mayor's Signature\* Date \_\_\_\_\_

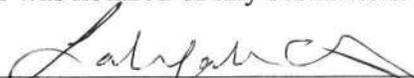
\_\_\_\_\_  
Business Administrator/Manager Signature Date \_\_\_\_\_

\*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.

  
\_\_\_\_\_  
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 24-16 - ANIMAL CONTROL OFFICER SERVICES FOR THE CITY OF CAMDEN FOR A PERIOD OF ONE (1) YEAR WITH A SECOND YEAR OPTION

Opening Date: November 4, 2024 11:45 AM

Closing Date: November 14, 2024 11:00 AM

## Vendor Details

Company Name: Independent Animal Care Services  
Does your company conduct business under any other name? If yes, please state: Community animal Wellness Center by IACS  
Address: PO Box 312  
West Berlin , NJ 08091  
Contact: Robert Chabot  
Email: Rchabot@iacsnj.com  
Phone: 855-422-7226 710  
HST#:

## Submission Details

Created On: Wednesday November 06, 2024 19:33:50  
Submitted On: Wednesday November 13, 2024 21:30:46  
Submitted By: Robert Chabot  
Email: Rchabot@iacsnj.com  
Transaction #: 877cf470-863a-48d6-a375-b5175966a284  
Submitter's IP Address: 73.193.166.79

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**Schedule of Prices**

The Respondent hereby Bids and offers to enter into the Contract referred to and to supply and perform all or any part of the Work which is set out or called for in these specifications, at the unit prices, and/or lump sums, hereinafter stated.

\*Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Owner.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

**Price Sheet**

The bid price submitted shall include a proposed sum to cover the cost of all, labor, supervision, equipment, materials, supplies and tools necessary to complete the scope of work for providing Animal Control Services within the City of Camden for one year with a second year option.

Period	Annual Payment *	Total
Year 1	\$750,000.0000	\$ 750,000.00
Year 2	\$750,000.0000	\$ 750,000.00
Subtotal:		\$ 1,500,000.00

**Summary Table**

Bid Form	Amount
Price Sheet	\$ 1,500,000.00
Subtotal Contract Amount:	\$ 1,500,000.00

DB:dh  
12-10-24

R-24

**RESOLUTION AUTHORIZING CHANGE ORDER #2 AND FINAL TO  
CONSTRUCTION CONTRACT #09-23-045 WITH SOUTH STATE, INC. FOR  
A DECREASE IN THE AMOUNT OF -\$262,222.52 IN CONNECTION WITH THE  
2023 ROADWAY IMPROVEMENTS (CONTRACT II) PROJECT**

WHEREAS, on September 5, 2023, by Resolution MC-23:9107, the Council of awarded a Contract #09-23-045 to South State, Inc. for the 2023 Roadway Improvements (Contract II) Project under Bid #23-12 for an amount not to exceed Two Million Eight Hundred Thirty-Five Thousand Nine Hundred Seven Dollars And Eighty-Three Cents (\$2,835,907.83); and

WHEREAS, on August 13, 2024, by Resolution R-31 MC:24-9635, the Council of the City of Camden amended Contract #09-23-045 by Change Order #1 to increase the contract amount by Two Hundred Ninety Thousand Eight Hundred Seventy-Eight Dollars And Forty-Seven Cents (\$290,878.47) to provide additional construction of resurfacing portions of 3<sup>rd</sup> Street from Clinton Street to Federal Street; and

WHEREAS, it is necessary to further amend Contract #09-23-045 by Change Order #2 and Final, to decrease the contract amount by Two Hundred Sixty-Two Thousand Two Hundred Twenty-Two Dollars and Fifty-Two Cents (-\$262,222.52) due to final adjustment of as-built quantities, making to total contract amount an amount not to exceed Two Million Eight Hundred Sixty-Four Thousand Five Hundred Sixty-Three Dollars and Seventy-Eight Cents (\$2,864,563.78); now, therefore

BE IT RESOLVED, by the City Council of the City of Camden that contract #09-23-045 between the City of Camden and South State, Inc. be amended to reflect Change Order #2 and Final to decrease the contract amount by Two Hundred Sixty-Two Thousand Two Hundred Twenty-Two Dollars and Fifty-Two Cents (-\$262,222.52) for a total contract amount of TWO MILLION EIGHT HUNDRED SIXTY-FOUR THOUSAND FIVE HUNDRED SIXTY-THREE DOLLARS AND SEVENTY-EIGHTY CENTS (\$2,864,563.78).

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: December 10, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Edward Williams, Director Planning & Development/Office of Capital Improvements  
**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing Change Order #2 and Final, a decrease of (\$262,222.52) to Construction Contract #09-23-045 with South State, Inc., in connection with 2023 Roadway Improvement (Contract II) project.

Point of Contact: Charles Chelotti  
Capital Improvements (856) 757-7680  
Email: Charles.Chelotti@camdennj.gov

Name	Department-Division-Bureau	Phone	Email
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## ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director	Y			
Supporting Department Director (if necessary)	N			
Director of Grants Management	Y			
Qualified Purchasing Agent	N			
Director of Finance	Y			

Approved by:  
Business Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***"Walk-on" note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

\_\_\_\_\_  
Signature

NOV 26 2024  
\_\_\_\_\_  
Date

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** Resolution authorizing Change Order #2 and Final, a decrease of (\$262,222.52) to Construction Contract #09-23-045 with South State, Inc., in connection with 2023 Roadway Improvement (Contract II) project.

### FACTS/BACKGROUND:

- Resolution-R2, MC-23:9107 on 9/5/2023 awarded contract to SouthState, Inc. in amount of \$2,835,907.83.
- Resolution R-31, MC-24:9635 on 8/13/34 approved change order #1, an increase of \$290,878.47
- Request for Change Order #2 and Final, to amend this contract by a decrease of (\$262,222.52) due to final adjustment of as-built quantities, as outlined in the attached letter from RVE, dated 10/3/24 & Revised: 11/5/24
- Original Contract \$2,835,907.83
- Change Oder #1: \$290,878.47
- Change Order #2 and Final a decrease of (\$262,222.52)
- New Total Contract Amount: \$2,864,563.78

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** (\$262,222.52) change order #2

**APPROPRIATION NUMBER:** N/A

### IMPACT STATEMENT:

- As outlined in attached letter dated 10/3/24 & Revised: 11/5/24 final adjustment of as-built quantities and contract costs as summarized in above mentioned letter from RVE
- City Council approval of this legislation will improve City of Camden streets
- If not approved by Council corrective and preventative action to City streets will not be properly addressed

### SUBJECT MATTER EXPERTS/ADVOCATES:

- Charles Chelotti, City Engineer
  - Attendance: (Y/N/Tentative). Confirmed?
- Edward Williams, Director Planning & Development
  - Attendance: (Y/N/Tentative). Confirmed?

### COORDINATION:

- Ultimately, City of Camden residents will be impacted by approval of this Council request.

**Prepared by:** Tytanya Ray (856) 757-7680 tyray@ci.camden.nj.us

---

Name

Phone/Email

**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	Change Order #2 And Final REDUCTION
Name of Vendor	South State, Inc.
Purpose or Need for service:	Change Order #2 and Final. Due to reduction of As-Built quantities and contract costs, a reduction in amount of (\$262,222.52) is needed in connection with 2023 Roadway Improvement (Contract II) project in the City of Camden.
Contract Award Amount	N/A
Term of Contract	
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.)	N/A
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.

\_\_\_\_\_  
Mayor's Signature\*

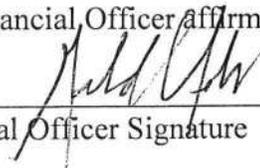
Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature

Date \_\_\_\_\_

\*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.

  
\_\_\_\_\_  
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.

\_\_\_\_\_  
Certifying Officer

Date \_\_\_\_\_

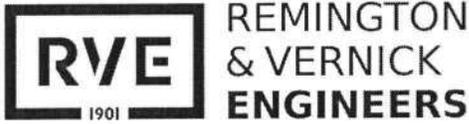
***For LGS use only:***

Approved  Denied

\_\_\_\_\_  
Date \_\_\_\_\_

Director or Designee,  
Division of Local Government Services

Number Assigned \_\_\_\_\_



RVE HQ:  
2059 Springdale Road  
Cherry Hill, NJ 08003  
O: (856) 795-9595  
F: (856) 795-1882

October 3, 2024  
*Revised:* November 5, 2024

Scott Z. Parker, MSTFP  
Director of Finance  
Department of Finance City  
Hall-Suite 213 Camden, NJ  
08101

**Re: City of Camden  
2023 Roadway Improvement Program - Contract II  
Change Order #2 Final  
RVE #: 0408-T-196**

Dear Mr. Parker:

As you are aware, the City awarded the above-captioned construction contract to South State, Inc. in the amount of \$2,835,907.83.

Enclosed herewith please find Change Order #2 Final as signed by Contractor for your review and approval. The Change Order represents a final adjustment of as-built quantities and contract costs as summarized below:

• Original Contract Amount:	\$2,835,907.83
• Change Order #1:	\$290,878.47
• Proposed Change Order #2 Final:	<u>(\$262,222.52)</u>
• Final Contract Amount:	\$2,864,563.78

Additionally, the contractor has requested an extension of the project's contractual timeframe, from one hundred twenty (120) calendar days to two hundred forty-five (455), due to long lead times and additional work requested by the City. This request would shift the completion date from January 30, 2024 to June 3, 2024.

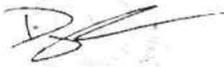
Kindly have the Clerk's Office prepare a Resolution for approval by Council which adjusts the contract amount to \$2,864,563.78 and amends the contract length to two hundred forty-five (245) calendar days.

Upon passage of the Resolution, please send an electronic copy of the same to Megan Field, at [Megan.Field@rve.com](mailto:Megan.Field@rve.com), for further processing.

If you should have any questions or require any further information, please do not hesitate to contact our office.

Sincerely,

**REMINGTON & VERNICK ENGINEERS**



Douglas M. Johnson, P.E.

DMJ/mf  
Enclosure

cc: Gerald Seneski, Chief Financial Officer  
Timothy Cunningham, Business Administrator  
Lateefah Chandler, City Purchasing Agent  
Tytanya Ray, Contract Admin.  
Keith Walker, City DPW Director  
Edward Williams, Director of Planning & Development  
Stephanie Walker, Assistant to City Engineer  
RVE: Anthony Morici, Greg Marchese, John Calvello



CHANGE ORDER #2 - FINAL

CONTRACTOR:  
SOUTH STATE, INC.  
P.O. BOX 68  
BRIDGETON, NJ 08302

10/23/24

NAME OF PROJECT:  
2023 ROADWAY IMPROVEMENT PROGRAM - CONTRACT 2

PROJECT NUMBER:  
0408-T-196

CLIENT:  
CITY OF CAMDEN

REASON FOR CHANGE:  
- FINAL AS-BUILT QUANTITIES &  
- EXTEND CONTRACT FROM ONE HUNDRED TWENTY (120) TO TWO HUNDRED FORTY-FIVE (245) CALENDAR DAYS

ITEM #	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	AMOUNT
<b>SUPPLEMENTALS</b>					
S3	EXISTING INLET DESIGN	1.00	LS	\$13,566.79	\$13,566.79
S4	DOWN TIME FOR STRUCTURE IN ROAD	1.00	LS	\$3,803.79	\$3,803.79
S5	EXISTING INLET DESIGN	1.00	LS	\$4,522.26	\$4,522.26
S6	REPAIR ASPHALT FROM CAR FIRE	1.00	LS	\$1,861.64	\$1,861.64
S7	DRIVEWAY AT LINCOLN	1.00	LS	\$8,463.61	\$8,463.61
S8	ROOT 24	1.00	LS	\$26,401.82	\$26,401.82
	<b>SUBTOTAL:</b>				<b>\$58,619.91</b>
<b>EXTRAS</b>					
6E	TRAFFIC SAFETY OFFICERS, IF & WHERE DIRECTED	683.94	HR	\$83.93	\$57,403.34
11E	HMA MILLING, 3" OR LESS	5,667.55	SY	\$11.00	\$62,343.05
20E	HOT MIX ASPHALT 12.5 M/G SURFACE COURSE, 2" THICK	1,060.55	TON	\$125.00	\$132,568.75
30E	SET INLET, TYPE A, NEW CASTING	18.00	LN	\$2,000.00	\$36,000.00
40E	CONCRETE SIDEWALK, 5" THICK	706.92	SY	\$150.00	\$106,038.00
60E	TREE REMOVAL, OVER 36" DIAMETER	4.00	LN	\$4,500.00	\$18,000.00
63E	TOPSOIL SPREADING, 4" THICK	222.20	SY	\$5.00	\$1,111.00
64E	FERTILIZING & SEEDING, TYPE A-3	222.20	SY	\$2.00	\$444.40
S2E	TRAFFIC MARKINGS, SYMBOLS	14.00	SY	\$9.48	\$132.72
	<b>SUBTOTAL:</b>				<b>\$414,041.26</b>
<b>REDUCTIONS</b>					
5R	PORTABLE VARIABLE MESSAGE SIGN	5.00	LN	\$1.00	(\$5.00)
7R	TRAFFIC DIRECTOR, FLAGGER, IF & WHERE DIRECTED	1,056.50	HR	\$83.93	(\$88,672.05)
7E.R	TRAFFIC DIRECTOR, FLAGGER, IF & WHERE DIRECTED	32.00	HR	\$83.93	(\$2,685.76)

8R	FUEL PRICE ADJUSTMENT	0.8975	DOLL	\$6,500.00	(35,813.60)
9R	ASPHALT PRICE ADJUSTMENT	2.1362	DOLL	\$10,650.00	(52,750.00)
10R	ROADWAY EXCAVATION	370.00	CY	\$75.00	(27,750.00)
12R	HMA MILLING, 3" TO 6"	1,375.00	SY	\$20.00	(27,500.00)
13R	HMA MILLING, 6" TO 9"	1,450.00	SY	\$20.00	(29,000.00)
14R	HOT MIX ASPHALT PAVEMENT REPAIR, IF & WHERE DIRECTED	3,100.00	SY	\$0.01	(31.00)
15R	SAWCUTTING, IF & WHERE DIRECTED	3,750.00	LF	\$0.01	(37.50)
16R	TACK COAT	1,845.00	GAL	\$0.01	(18.45)
16ER	TACK COAT	1,415.00	GAL	\$0.01	(14.15)
18R	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK	820.00	SY	\$10.00	(8,200.00)
19R	HOT MIX ASPHALT 12.5 M 64 LEVELING COURSE, IF & WHERE DIRECTED	500.00	TON	\$0.01	(5.00)
21R	HOT MIX ASPHALT 12.5 M 64 SURFACE COURSE, 3" THICK	240.00	TON	\$125.00	(30,000.00)
22R	HOT MIX ASPHALT 19 M 64 BASE COURSE, 4" THICK	804.54	TON	\$125.00	(101,067.50)
23R	FULL DEPTH CONCRETE PAVEMENT BASE REPAIR, CONCRETE CLASS B, IF & WHERE DIRECTED	200.00	SY	\$5.00	(1,000.00)
24R	SEALING EXISTING JOINTS IN CONCRETE PAVEMENT, IF & WHERE DIRECTED	1,500.00	SY	\$1.00	(1,500.00)
25R	BICYCLE SAFE GRATE, CAMPBELL FOUNDRY, MODEL NO. 2618, OR APPROVED EQUAL	5.00	UN	\$590.00	(2,950.00)
26R	CURB PIECE, ECO, TYPE N-ECO, CAMPBELL FOUNDRY, OR APPROVED EQUAL	5.00	UN	\$500.00	(2,500.00)
27R	INLET, TYPE A, WITH TRAP	2.00	UN	\$12,000.00	(24,000.00)
29R	INLET, TYPE B, MODIFIED, WITH TRAP	2.00	UN	\$2,000.00	(4,000.00)
31R	SET INLET, TYPE B, NEW CASTING	1.00	UN	\$2,000.00	(2,000.00)
34R	RECONSTRUCT CITY INLET, USING NEW TYPE A CASTING, IF & WHERE DIRECTED	13.00	UN	\$12,000.00	(156,000.00)
36R	RECONSTRUCT INLET, TYPE B, USING NEW CASTING	5.00	UN	\$2,000.00	(10,000.00)
37R	RECONSTRUCT INLET, TYPE E, USING NEW CASTING	6.00	UN	\$2,000.00	(12,000.00)
38R	RESET MANHOLE, USING NEW CASTING	7.00	UN	\$1,200.00	(8,400.00)
39R	RESET MANHOLE, USING EXISTING CASTING	1.00	UN	\$400.00	(400.00)
41R	DETECTABLE WARNING SURFACES, (ADA SOLUTIONS, MODEL #2460, COLOR SAFETY RED, OR APPROVED EQUAL)	69.80	SY	\$300.00	(20,940.00)
42R	BRICK PAVERS	205.00	SY	\$360.00	(73,800.00)
43R	RESET BRICK PAVERS	30.00	SY	\$225.00	(6,750.00)
44R	CONCRETE DRIVEWAY, REINFORCED, 6" THICK	21.35	SY	\$160.00	(3,416.00)
45R	RESET GRANITE CURB	25.00	LF	\$45.00	(1,125.00)
46R	RESET SLATE CURB, IF & WHERE DIRECTED	100.00	LF	\$60.00	(6,000.00)
47R	GRANITE CURB	30.00	LF	\$300.00	(9,000.00)
48R	7"X8"X18" CONCRETE VERTICAL CURB	223.00	LF	\$80.00	(17,840.00)
49ER	TRAFFIC STRIPES, 4"	135.00	LF	\$1.00	(135.00)
50R	TRAFFIC MARKING LINES, 6"	1,036.00	LF	\$1.20	(1,243.20)
50ER	TRAFFIC MARKING LINES, 6"	920.00	LF	\$1.20	(1,104.00)
51ER	TRAFFIC MARKING LINES, 24"	49.00	LF	\$5.00	(245.00)
52R	REGULATORY AND WARNING SIGNS	25.00	SF	\$45.00	(1,125.00)
53R	GUIDE SIGN, TYPE GA, STEEL, "C" POST SUPPORTS	10.00	SF	\$50.00	(500.00)
54R	RESET WATER VALVE BOX	50.00	UN	\$0.01	(50.50)
55R	RESET WATER VALVE BOX, NEW CASTING	4.00	UN	\$0.01	(4.04)
56R	RESET GAS VALVE BOX	29.00	UN	\$0.01	(29.29)
58R	TREE REMOVAL, OVER 12" TO 24" DIAMETER	1.00	UN	\$3,000.00	(3,000.00)
62R	BORROW TOPSOIL	10.00	CY	\$50.00	(500.00)
SLR	TRAFFIC MARKINGS, LINES, 8"	329.00	LF	\$2.40	(789.60)
<b>SUBTOTAL:</b>					<b>(3734,981.69)</b>

PREVIOUS CHANGE ORDERS		CURRENT CHANGE ORDER
No.	AMT.	REASON FOR CHANGE
1	\$290,878.47	SUPPLEMENTAL WORK FOR THE RESURFACING OF 3rd ST. (from Clinton St. to Federal St.)
2		
3		

<b>NET CONTRACT CHANGE THIS CHANGE ORDER:</b> + SUPPLEMENTAL: \$58,619.91 + EXTRA: \$414,041.26 - REDUCTION: (\$574,883.69) <u>(\$362,222.52)</u>
---

OVERALL CHANGE ORDER SUMMARY

ORIGINAL CONTRACT AMOUNT:	\$2,835,907.83
AMENDED CONTRACT AMOUNT:	\$2,864,563.78
TOTAL CONTRACT CHANGE (AMOUNT):	\$28,655.95
TOTAL CONTRACT CHANGE (PERCENT):	1.01%

CONTRACT LENGTH SUMMARY

THE TIME PROVIDED FOR COMPLETION OF THIS PROJECT IS:  ORIGINAL CONTRACT LENGTH: One Hundred Twenty (120) Calendar Days NOTICE TO PROCEED DATE: October 2, 2023 ORIGINAL CONTRACT COMPLETION DATE: January 30, 2024 PREVIOUS CONTRACT LENGTH AMENDMENTS: None TOTAL CONTRACT LENGTH CHANGE: Two Hundred Forty-Five (245) Calendar Days AMENDED CONTRACT COMPLETION DATE: June 3, 2024	UNCHANGED INCREASED DECREASED
---	-------------------------------------

ACCEPTED BY: *Tyler Mackley* 10/28/24 Date

South State, Inc.

Chief Inspector: *Gregory M... ..* 10-29-2024 Date

Engineer: *[Signature]* 10/31/24 Date

APPROVED BY: *[Signature]* 11/14/2024 Date

Client: *[Signature]* Date

DB:dh  
12-10-24

R-27

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) CHEVROLET TAHOE  
FROM GENTILINI MOTORS VIA SOURCEWELL NATIONAL COOPERATIVE**

WHEREAS, there exists a need to purchase a 2024/2025 Chevrolet Tahoe 9C1 Patrol Police Package Vehicle ("PPV") for use by the Camden City Fire Department Liberty Street Station; and

WHEREAS, pursuant to N.J.S.A. 52:34-6.2(b)(3), contracting units may purchase goods, contract for services, through a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process within any state if the contracting unit determines that the use of the cooperative purchasing agreement shall result in cost savings after all factors, including charges for service, material, and delivery, have been considered; and

WHEREAS, the Purchasing Agent has determined that purchasing a 2024/25 Chevrolet Tahoe 9C1 PPV from Gentilini Motors via Sourcewell National Cooperative Agreement #090122-WHL, will result in a cost savings to the City and has recommended that the City utilize Sourcewell National Cooperative Agreement #090122-WHL for the purchase in the amount of NINETY THOUSAND ONE HUNDRED FIFTY-FOUR DOLLARS AND SEVENTY CENTS (\$90,154.70); 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 budget of the City of Camden under line item "4-01-E3-550-901" 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 contract be awarded to Gentilini Motors under the Sourcewell National Cooperative Purchasing Cooperative Agreement #090122-WHL, for the purchase of a 2024/2025 Chevrolet Tahoe 9C1 Patrol Police Package Vehicle, in the amount of NINETY THOUSAND ONE HUNDRED FIFTY-FOUR DOLLARS AND SEVENTY CENTS (\$90,154.70), according to Public Contracts Law, P.L. 1971, Chapter 198, and that the proper City Officials 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: December 10, 2024

The above has been reviewed  
and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

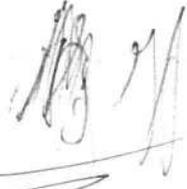
COUNCIL MEETING DATE 12/10/2024

TO: City Council  
FROM: Jesse Flax, Fire Chief

## TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2024 CHEVROLET TAHOE THROUGH COUNTY COOPERATIVE

Point of Contact:	Lateefah Chandler	Admin-Purchasing	856-757-7475	lachandl@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

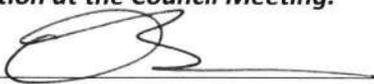
### ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director	Y			
Supporting Department Director (if necessary)				
Director of Grants Management				
Qualified Purchasing Agent	Y			
Director of Finance	Y			
Approved by: Business Administrator				
		Signature	Date	

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:		NOV 26 2024
City Attorney	Signature	Date

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2024 CHEVROLET TAHOE THROUGH COUNTY COOPERATIVE**

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- The City will purchase one (1) 2024/2025 Chevrolet Tahoe 9C1 Patrol Police Package Vehicle (PPV) from Municipal Equipment Enterprises, partnering with Gentilini Motors, 2703 Fire Road, Egg Harbor Township, NJ 08034, to include radio installation, command box and lighting package for Battalion Chief station at Broadway & Liberty
- Vehicle replaces 2015 Chevy Tahoe which has too many miles and various damages to the body & mechanical parts
- Vehicles will allow staff assigned to Broadway & Liberty Firehouse to complete and oversee daily operational and administrative functions

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$90,154.70

**APPROPRIATION NUMBER:** 4-01-E3-550-901

**PROCUREMENT:** N.J.S.A 52:34-6.2(b)(3) – Sourcewell 090122-WHL

**IMPACT STATEMENT:**

- Vehicles needed for staff to efficient complete operation and daily functions

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- N/A

**COORDINATION:**

- N/A

**Prepared by:** LATEEAH CHANDLER

**856-757-7475**

---

Name

Phone/Email

**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	GENTILINI MOTERS
Purpose or Need for service:	PURCHASE OF ONE 2024/2025 CHEVY TAHOE PPV
Contract Award Amount	\$90,154.70
Term of Contract	~6 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.)	<u>N.J.S.A 52:34-6.2(b)(3)</u> – Sourcewell 090122-WHL
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.

---

\_\_\_\_\_  
Mayor's Signature\* Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature Date \_\_\_\_\_

\_\_\_\_\_  
\*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.

\_\_\_\_\_  
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.

\_\_\_\_\_  
Certifying Officer Date \_\_\_\_\_

***For LGS use only:***  
\_\_\_\_\_  
 Approved  Denied

\_\_\_\_\_  
Date \_\_\_\_\_  
Director or Designee,  
Division of Local Government Services

Number Assigned \_\_\_\_\_

# Whelen Engineering

## Law enforcement equipment

#090122-WHL

Maturity Date: 11/7/2026

Website: [whelen.com/sourcewell](https://whelen.com/sourcewell) 

Products & Services 

## Products & Services

Sourcewell contract 090122-WHL gives access to the following types of goods and services:

- Warning lights and beacons
- Warning sirens and speakers
- Police lightbars
- White illumination lighting
- Siren control systems
- DOT lighting systems
- Utility and tow lighting systems
- Traffic arrow and traffic advisors
- Dash, deck, and visor warning lights
- Full vehicle control systems
- Warning lightheads
- Police, fire, and EMS lights and sirens

timeliness of any content on the external site or for that of subsequent links. All questions related to content on external sites should be addressed directly to the host of that particular website.

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# The New York State Contract Reporter

This document printed  
Tuesday, 07/26/2022

*NYS' official source of contracting opportunities  
Bringing business and government together*

## Contracting Opportunity

**Title:** Law Enforcement Equipment  
**Agency:** Sourcewell  
**Division:** Procurement Department  
**Contract Number:** 090122  
**Contract Term:** 4 years, with potential 1 year extension  
**Date of Issue:** 07/14/2022  
**Due Date/Time:** 09/01/2022 4:30 PM  
Central Time  
**County(ies):** All NYS counties  
**Classification:** Safety & Security - *Commodities*  
**Opportunity Type:** General  
**Entered By:** Chris Robinson  
**Description:** Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Law Enforcement Equipment to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than September 1, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.

**Service-Disabled Veteran-Owned Set Aside:** No

**Business entities awarded an identical or substantially similar procurement contract within the past five years:** None

## Bid Results

Bid Results have not been entered

AFFIDAVIT OF PUBLICATION



# DJCOREGON

11 NE Martin Luther King Jr. Blvd. Suite 201 / Portland, OR 97232-3579  
(503) 226-1311

STATE OF OREGON, COUNTY OF MULTNOMAH--ss.

I, **Nick Bjork** , being first duly sworn, depose and say that I am a **Publisher** of the **Daily Journal of Commerce** , a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, and WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

**Case Number: NOT PROVIDED**

**LAW ENFORCEMENT EQUIPMENT**

**Sourcewell; Bid Location Staples, MN, Todd County; Due 09/01/2022 at 04:30 PM**

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

7/15/2022

State of Oregon  
County of Multnomah

SIGNED OR ATTESTED BEFORE ME  
ON THE **15th** DAY OF **July**, 2022

**Nick Bjork**

Notary Public-State of Oregon



**SOURCEWELL**  
**LAW ENFORCEMENT EQUIPMENT**  
Proposals due 4:30 pm,  
September 1, 2022  
**REQUEST FOR PROPOSALS**

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Law Enforcement Equipment to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://portal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than September 1, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.  
Published Jul. 15, 2022. 12137724

**Carol Jackson**  
**Sourcewell**  
202 12th St NE  
Staples, MN 56479-2438

Order No.: 12137724  
Client Reference No:



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
34474	288920	Print Legal Ad - IPL0080919		\$126.85	1	18 L

**Attention:** Carol Jackson

SOURCEWELL  
 PO BOX 219  
 STAPLES, MN 56479

**REQUEST FOR PROPOSALS**  
 Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for **Law Enforcement Equipment** to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://portal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than September 1, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.  
 IPL0080919  
 Jul 14 2022

**State of South Carolina**

**County of Richland**

I, Tara Pennington, makes oath that the advertisement, was published in The State, a newspaper published in the City of Columbia, State and County aforesaid, in the issue(s) of

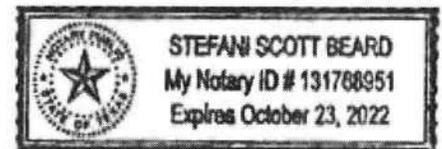
No. of Insertions: 1  
 Beginning Issue of: 07/14/2022  
 Ending Issue of: 07/14/2022

*Tara Pennington*  
 Tara Pennington

Sworn to and subscribed before me this 14th day of July in the year of 2022

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



*Errors- the liability of the publisher on account of errors in or omissions from any advertisement will in no way exceed the amount of the charge for the space occupied by the item in error, and then only for the first incorrect insertion.*

Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!



**Opportunity Notice**  
**Law Enforcement Equipment**

Category: Services

potential vendors (bidders) may view the bid package here.

[View Bid Package](#)

**Opportunity Information**

**Organization:** Saskatchewan  
**Organization Address:**  
**Reference Number:** RFP090122  
**Solicitation Number:** RFP090122  
**Solicitation Type:** Request for Proposal  
**Posting (MM/dd/yyyy):** 07/26/2022  
**Closing (MM/dd/yyyy):** 09/01/2022  
**Last Update (MM/dd/yyyy):** 07/25/2023  
**Agreement Type:** NWFTA and CFTA and CETA  
**Region of Opportunity:**  
**Region of Delivery:** Saskatchewan  
**Opportunity Type:**  
**Commodity Codes:**

**Response Submission:**

**Response Contact:**

**Response Specifics:**

**Opportunity Description:**

The competition detail and documents are currently available at <https://sasktenders.ca/Content/Public/Search.aspx?CompetitionNumber=RFP090122>

The Saskatchewan Association of Rural Municipalities (SARM) has established a purchasing relationship with Sourcewell, based in Staples Minnesota, through the Rural Municipalities of Alberta (RMA). The relationship is intended to provide access to selected Sourcewell openly competed for contracts, to RMA's represented associations, which include SARM and its members, rural and urban local governmental organizations located in all provinces and territories in Canada. SARM's members, the 395 rural municipalities of Saskatchewan are listed here: <http://sarm.ca/about/members-map>

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for LAW ENFORCEMENT EQUIPMENT to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposal can be found on the Sourcewell Procurement Portal: <http://portal.sourcewell-mn.gov>.

This opportunity is subject to copyright. Please contact the originating jurisdiction for more information.

**Origin System URI :**

<https://sasktenders.ca>

APC "Opportunity Notices" This notice is provided for information purposes only. Refer to the "Opportunity Documents" in the bid package for authoritative information.

All queries pertaining to the language, content or any missing or inaccurate information within this abstract must be sent to the originator of the abstract, as specified in the opportunity notice.

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## View Details

Click [here](#) to return to the Sourcewell Procurement Portal home page.

**Bid Details**

<p>Bid Classification:</p> <p>Bid Type:</p> <p>Bid Number:</p> <p>Bid Name:</p> <p>Bid Status:</p> <p>Bid Closing Date:</p> <p>Question Deadline:</p> <p>Electronic Auctions:</p> <p>Language for Bid Submissions:</p> <p>Submission Type:</p> <p>Submission Address:</p> <p>Public Opening:</p> <p>Description:</p>	<p>Goods</p> <p>RFP - General</p> <p>RFP 090122</p> <p>Law Enforcement Equipment</p> <p><b>Open</b></p> <p>Thu Sep 1, 2022 4:30:00 PM (CDT)</p> <p>Wed Aug 24, 2022 4:30:00 PM (CDT)</p> <p>Not Applicable</p> <p>English unless specified in the bid document</p> <p>Online Submissions Only</p> <p>Online Submissions Only</p> <p>No</p> <p>Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for <b>Law Enforcement Equipment</b> to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<a href="https://proportal.sourcewell-mn.gov">https://proportal.sourcewell-mn.gov</a>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than September 1, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.</p>
<p>Bid Document Access:</p>	<p>Bid Opportunity notices and awards and a free preview of the bid documents is available on this site free of charge without registration. Please note, some documents may be secured and you will be required to register for the bid to download and view the documents. There is no cost to obtain an unsecured version of the document and /or to participate in this solicitation.</p>
<p>Categories:</p>	<p>Show Categories [+]</p>

 Submit a Question
 Register for this Bid
 Download Bid Documents

## Meeting Locations

The following are the meeting times and locations for the opportunity:

Meeting Location	Description	Date / Time	Mandatory Me...	Meeting Document
Online Pre-Proposal Conference	Login instructions will be posted to the "Documents" section and available to registered suppliers two business days prior to the web conference.	Wednesday August 3, 2022 10:00 AM (CDT)	No	

**Documents**

File Name	Pages	
<b>RFP_090122_Law_Enforcement_Eqpt</b> Wednesday July 13, 2022 02:23 PM	13	 Download
<b>RFP_090122_Law_Enforcement_Eqpt_Contract_Template</b> Tuesday July 5, 2022 03:41 PM	18	 Download

- Publish
- Bid Announcements
- Doc. Taker's List

**Publish** / Verify Contents Save as Template

**Solicitation Setting**

- Invite Bidders No
- Evaluate Response online No
- Internal Approval No
- Enable Collaboration with other Users No

**Solicitation Details**

Mandatory Information	
Solicitation Type	RFP
Solicitation Name	Law Enforcement Equipment
Country & Province/State	Canada / Ontario
Accept Questions	Not Applicable
Solicitation Number	090122
Procurement Type	Goods, Services
Published By	Sourcewell

Internal Information (For Internal Use Only)	
Procurement Title/Project Name	090122 Law Enforcement Equipment

**Advertisement**

Basic Settings	
Solicitation Type	Open to all suppliers
Publish Date	07/14/2022
Publish Option	
Estimated Contract Amount	\$80,000,000.00
Closing Date & Time	09/01/2022 16:30:00 CT
Value Range for this Solicitation	10,000,001 over

**Selected Categories**

<b>Business Services/ Supplies</b>	
<b>Security Services / Supplies</b>	Access control systems, security guards, guard dogs, home alarms, locksmiths, Private investigation services, tracing services, armored services, guns, security software, barcode scanners, parking meters equipment, ID Systems, radar, CCTV, confidential shredding of documents, etc firearms, ammunitions, magazines, holsters, crowd control / portable gates etc.



**Solicitation Overview**



**Law Enforcement Equipment**

090122

Closing Date: 09/01/2022 04:30:00 PM CT

Detail:

**Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Law Enforcement Equipment to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [https://portal.sourcewell-mn.gov]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than September 1, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.**

**Additional Bidding Instructions**

Sourcwell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Law Enforcement Equipment to result in a contracting solution for use by its Participating Entities. Sourcwell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcwell Procurement Portal [<https://proportal.sourcwell-mn.gov>]. Only proposals submitted through the Sourcwell Procurement Portal will be considered. Proposals are due no later than September 1, 2022, at 4:30 p.m. Central Time, and late proposals will not be considered.



**CAMDEN CITY**  
 520 MARKET STREET  
 P O BOX 95120  
 CAMDEN, NJ 08101-5120  
 TEL (856)757-7000

REQUISITION	
NO.	R2402224

S H I P T O	FRANK SANDROCK, DEPUTY CHIEF FIRE ADMINISTRATION 4 N 3RD STREET CAMDEN, NJ 08102
	V E N D O R
	UNKNOWN VENDOR NJ
	VENDOR #: UNK01

ORDER DATE: 11/14/24  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS: *lots*

*Must have*

*Rept...*  
*DO...*

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00 EA	2024 TAHOE 9C1 PPV BAT VEHICLE (1) 2024 TAHOE 9C1 PPV BATTALION VEHICLE INCLUDE GRAPHICS, COMMAND BOX, RADIO INSTALLATION, LIGHTING PACKAGE,  TO BE ASSIGNED AT BROADWAY & LIBERTY STREETS FIREHOUSE. Catalog #: QT3 #EST10688	4-01-E3-550-901	90,154.7000	90,154.70
1.00	RECOMMENDED VENDER GENTILINI MOTORS 2703 FIRE ROAD EGG HARBOR TOWNSHIP, NJ 08234 WWW.HPFITME.COM	4-01-E3-550-901	0.0000	0.00
			TOTAL	90,154.70

CITY OF CAMDEN  
PURCHASING BUREAU

2024 NOV 18 PM 11: 22

Approved:

*[Signature]*

Department Head

11/15/24

Date

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

*[Signature]*

Receiver of Goods

11-15-24

Date

**FORWARD THIS COPY OF THE REQUISITION TO THE PURCHASING BUREAU**

**City of Camden**  
**New or Change Vendor Request Form**

<b>Vendor Name:</b>	GENTILINI MOTORS		
<b>Street Address:</b>	2703 FIRE ROAD		
<b>City:</b>	EGG HARBOR TOWNSHIP		
<b>State:</b>	NJ	<b>Zip Code:</b>	08234
<b>Remit To:</b> (Payment Center)	AME AS ABOVE		
<b>City:</b>	_____		
<b>State:</b>	_____	<b>Zip Code:</b>	_____
<b>Contact Person:</b>	DANIELLE POLISTINA, Municipal Equipment (Vice President)		
<b>Phone No:</b>	609-484-0555	<b>Email:</b>	dpolistina@upfitme.com
<b>State Contract No:</b>	_____		
<b>Purchasing Bureau Approval:</b>	_____	<b>Date:</b>	_____
<b>For Finance Department Use Only</b>			
<b>Vendor No.</b>	_____	<b>Vendor Name:</b>	_____
<b>1099 Type:</b>	_____	<b>Tax I. D. #:</b>	_____
<b>Finance Department Approval:</b>	_____	<b>Date:</b>	_____

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
*Gentilini Chevrolet, LLC*

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applying to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.  
*500 John S. Penn Blvd.*

**6** City, state, and ZIP code  
*Woodbine, NJ 08270*

**7** List account number(s) here (optional)

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
26	-	18	35	90	00				

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <i>1/15/2024</i>
------------------	----------------------------	-------------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (cancelled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT  
INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAY-2019** to **15-MAY-2026**

**GENTILINI CHEVERLET, LLC  
500 JOHN PENN BLVD.  
WOODBINE NJ 08270**



*Elizabeth M. Maher*

ELIZABETH MAHER MUJOIO  
State Treasurer



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** GENTILINI CHEVROLET LLC  
**Trade Name:**  
**Address:** 500 JOHN S PENN BLVD  
WOODBINE, NJ 08270-2214  
**Certificate Number:** 1390582  
**Effective Date:** January 23, 2008  
**Date of Issuance:** April 15, 2019

**For Office Use Only:**  
20190415162306386



Gentilini Motors  
 2703 Fire Rd  
 Egg Harbor Township NJ 08234  
 (609) 484-0555  
 www.upfitme.com

# Quote

#EST10688

9/27/2024

Bill To  
 City of Camden Div of Fire  
 4 N 3rd St  
 Camden NJ 8102  
 United States

**TOTAL**  
\$90,154.70

Customer #	Expires 10/11/2024	Sales Rep Dom Fresco	Contract Ref T2776-21-01485 TAHOE 4WD
------------	-----------------------	-------------------------	--

Qty	Item	MSRP	Dist Amt	Ext Amt
1	<b>G-V-24TAH-NJS-9C1-LATESTMODEL</b> 2024 TAHOE 9C1 PATROL PPV or 2025 Factory Order Price Protected  ( 071 - 05 ) Section 10 Price Line 19 from the Bid Solicitation. 2024 Chevrolet Tahoe Police Package Vehicle (PPV), 4-Door, 4WD THIS QUOTE IS FROM DEALER INVENTORY PRE-ORDERED  CUSTOMER QUOTE IF AFTER MANUFACTURER CUT-OFF DATE			
1	<b>CK10706-V-24-NJS-9C1-FO</b> 2024 Chevrolet Tahoe (CK10706) 4WD 4dr PPV 9C1 PACKAGE NJS  2025 Chevrolet Tahoe Factory Order if 2024 vehicles are depleted We will make every attempt to assign Stk Vehicles  Doc #:21-FLEET-01485 Item #:3 Section 10 Price Line 19 from the Bid Solicitation. 2024 Chevrolet Tahoe Police Package Vehicle (PPV), 4-Door, 4WD, with Gasoline Engine as specified in the Bid Solicitation. Model Year: 2024 Make: Chevrolet Model: Tahoe Police Package Vehicle (PPV), 4-Door, 4WD, with Gasoline Engine Manufacturer's Body Code: Ck10706 with 1FL Preferred Equipment Group package (includes Air Conditioning), L84 (5.3L V8 Engine), MQC Receipt of Purchase Order: 90 days  <b>CK10706-ITEM</b> Blanket Order Number 21-FLEET-01485 Item # 3 Class-Item 071-05 Section 10 Price Line 19 from the Bid Solicitation. Chevrolet Tahoe Police Package Vehicle (PPV), 4-Door, 4WD, with Gasoline Model: Tahoe Police Package Vehicle (PPV), 4-Door, 4WD, with Manufacturer's Body Code: Ck10706	\$54,943.07	\$54,943.07	\$54,943.07
1	<b>AMF-CK10706-23 AMF</b> Remote Keyless Entry Package	\$75.00	\$68.25	\$68.25





Gentilini Motors  
 2703 Fire Rd  
 Egg Harbor Township NJ 08234  
 (609) 484-0555  
 www.upfitme.com

# Quote

#EST10688

9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
1	<b>V76-CK10706-22 V76</b> Recovery hooks, 2 front, frame-mounted, Black	\$50.00	\$45.50	\$45.50
1	<b>5T5-CK10706-22 5T5</b> Seats, front cloth and second row vinyl	\$0.00	\$0.00	\$0.00
1	<b>PREP-KIT-25</b> PREP-KIT-STOCK VEHICLES STK-Protection Package Dealer installed option on all stock vehicles  **Included in 2025 pricing** This item in included with 2024 Tahoe Stock	\$0.00	\$0.00	\$0.00
1	<b>6J7-CK10706-22 6J7</b> Flasher system, headlamp and taillamp, DRL compatible with control wire	\$0.00	\$0.00	\$0.00
1	<b>RZB-CK10706-23</b> Color Keyed with lettering / Vinyl (dealer-installed) Door entry guard installed on each scuff plate (4 doors). Reflective grade vinyl is visible when doors are open. (Item can be duplicated for additional Safety Reflective coverage area) 1" inch Diamond Grade Reflective square Item in lieu of factory Black Grille and bow tie modified due to factory constraints are open. (Item can be duplicated for additional Safety Reflective coverage area) 1 inch square x 4 Item in lieu of factory Black Grille and bow tie modified due to factory constraints	\$850.00	\$773.50	\$773.50
1	<b>6J3-CK10706-23 6J3</b> Wiring, grille lamps and siren speakers	\$92.00	\$83.72	\$83.72
1	<b>6J4-CK10706-23 6J4</b> Wiring, horn and siren circuit	\$55.00	\$50.05	\$50.05
1	<b>BTV-CK10706-23 BTV</b> Remote start	\$300.00	\$273.00	\$273.00
1	<b>PQA-CK10706-23 PQA</b> 1FL Safety Package  It will select: UHY Automatic Emergency Braking UEU Forward Collision Alert UE4 Following Distance Indicator UKJ Front Pedestrian Braking	\$395.00	\$359.45	\$359.45
1	<b>T53-CK10706-23 T53</b> Lamps, alternate flashing Red & Blue rear compartment lid warning	\$565.00	\$514.15	\$514.15
1	<b>UTQ-CK10706-22 UTQ</b> Theft-deterrent system	\$50.00	\$45.50	\$45.50
1	<b>UDA-CK10706-21</b> OnStar deactivated (does not delete Bluetooth) (Deletes (UE1) OnStar and (VV4) 4G LTE Wi-Fi Hotspot capable.)	\$0.00	\$0.00	\$0.00



EST10688



Gentilini Motors  
 2703 Fire Rd  
 Egg Harbor Township NJ 08234  
 (609) 484-0555  
 www.upfitme.com

# Quote

#EST10688

9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
1	<b>UN9-CK10706-23 UN9</b> Radio Suppression Package, with ground straps	\$95.00	\$86.45	\$86.45
1	<b>WX7-CK10706-23 WX7</b> Wiring, auxiliary speaker.	\$60.00	\$54.60	\$54.60
1	<b>UT7-CK10706-23 UT7</b> Ground wires, blunt cut cargo area and blunt cut console area Requires additional installation from dealer	\$0.00	\$0.00	\$0.00

**COLORS**

COLORS LISTED BELOW (PLEASE SPECIFY COLOR BELOW)  
 PRICING AND MAY REQUIRE ADDL PRICING  
 \*\* TWO TONE AVAILABLE BY MEE \*\*

0	<b>CLR-GBA-CK10706-24-BLACK GBA-BLK</b> Black	\$0.00	\$0.00	\$0.00
0	<b>CLR-GAZ-CK10706-22-WHITE GAZ-WHITE</b> Summit White	\$0.00	\$0.00	\$0.00
0	<b>CLR-TGK-CK10543-24 TGK</b> Special Paint	\$450.00	\$450.00	\$0.00
0	<b>CLR-G6M-COLOR DARK ASH</b> Dark Ash	\$0.00	\$0.00	\$0.00
0	<b>CLR-GXD-CK10706-22-STERLING GRAY</b> Sterling Gray Metallic	\$0.00	\$0.00	\$0.00
1	<b>CLR-01U-CK10543-24</b> Special Exterior Color	\$0.00	\$0.00	\$0.00
1	<b>CLR-5T4-CK10706-21</b> Exterior body colored parts	\$250.00	\$227.50	\$227.50

**17-FLEET-00758-MEE**

Item # 4 30% off listed MSRP  
 Solicitation (Bid) No.: 17DPP00046  
 Class-Item 055-79  
 Category 12 Vehicle Siren Systems and Vehicle Light  
 Systems and Associated Accessories  
 Price Line 143 from the Bid Solicitation State-Supplied  
 Price Sheet  
 Brand: Municipal Equipment  
 Primary Vendor {Contractor}  
 Delivery Days After Receipt of Order: 30 Days

1	<b>VAV-MEE</b> LPO, All-weather floor mats (dealer-installed)	\$649.00	\$454.30	\$454.30
---	--	----------	----------	----------



EST10688



Gentilini Motors  
 2703 Fire Rd  
 Egg Harbor Township NJ 08234  
 (609) 484-0555  
 www.upfitme.com

# Quote

#EST10688

9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
-----	------	------	----------	---------

**ADD-EQUIP**

THIS VEHICLE IS SUBJECT TO ADDITIONAL BILLING ON ANOTHER CONTRACT. IT IS QUOTED SEPARATELY AND THE PURCHASE CANNOT BE COMPLETED WITHOUT THE ADDITIONAL BILLING NOT INCLUDED IN THIS QUOTE.

PLEASE NOTE IF THERE IS NO LINE ITEM WITH AN ADDITIONAL ESTIMATE NUMBER THIS QUOTE IS INCOMPLETE.

\*\* Gentilini and Municipal Equipment has the unilateral right to cancel this order if and when the manufacturer cancellations affect the pecking order or vehicles assigned. \*\*

\*\* This is our mission until product and supplies improve \*\*

THIS VEHICLE HAS AN ADDITIONAL WORK ORDER. PLEASE CALL MUNICIPAL EQUIPMENT FOR COMPLETE DETAILS.

PLEASE EMAIL: ORDERS@UPFITME.COM OR 609-484-0555

Please ask for Dom Fresco or email Dom  
 dfresco@upfitme.com

2	<b>UND-MEE-25-TAHOE ONLY</b> Undercoat per gallon	\$0.00	\$0.00	\$0.00
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34	<b>LABOR-25 TAHOE ONLY</b> Labor for MEE items Included with Vehicle undercoat and misc items	\$0.00	\$0.00	\$0.00
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**STK-24TAH**

PLEASE NOTE: THIS QUOTE IS FROM DEALER INVENTORY AND WAS PRE-ORDERED FOR INVENTORY. VEHICLE INVENTORY SPECIFICATIONS "MAY" HAVE ADDED EQUIPMENT.

QUOTES MAY HAVE OTHER CONTRACT AND/OR NON-CONTRACTS ITEMS LISTED ON STOCK VEHICLES.

CUT OFF DATE HAS PASSED ON 2024 MODELS.  
 2025 ORDER BANKS OPEN EARLY FALL

\$57,979.04

1	<b>G-E-24TAH-WHM WHELEN CORE MARKED PACKAGE</b> Legacy overhead bar Duo, Speaker SA315, C399 siren controller.			
---	---	--	--	--

**Contract List**

T-0106 17DPP00046 5/15/19  
 MEE Contract # 17-FLEET-00758 \$92.50 per hour  
 MEE 30 % off MSRP  
 Havis 20% off MSRP Contract # 17-FLEET-00719  
 Setina 20% off MSRP  
 Odyssey 15% off MSRP  
 Kussmaul 10% off MSRP  
 AMES/ Power Innovations 25%  
 Code 3 Contract 46% off MSRP #17-FLEET-00739

Sourcwell #090122-WHL Whelen 41% off MSRP



EST10688



Gentilini Motors  
 2703 Fire Rd  
 Egg Harbor Township NJ 08234  
 (609) 484-0555  
 www.upfitme.com

# Quote

#EST10688

9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
<p><b>LABOR WARRANTY INCLUDED</b>            LABOR WARRANTY INCLUDED            This packaged upfit includes a 90-day labor warranty from date of original delivery. It covers LABOR for all equipment sold by AND installed by Municipal Equipment Enterprises. Service will be performed at no cost to the customer when brought to Municipal Equipment's location. If mobile service is required, the current on-site service fee will be billed to cover travel costs per instance. Warranty does not apply to damage caused by service to vehicles done outside of Municipal Equipment Enterprises. Municipal Equipment Enterprises will not be responsible for invoices from other shops when the customer brings the vehicle anywhere other than Municipal Equipment for repairs. If net 30 payment terms are not met after vehicle delivery the warranty is void. ** Customer supplied equipment that does not operate correctly at time of install (correct installation but faulty product) or after will incur additional labor hours to repair. Parts may be subject to substitution with discretion of customer subject to availability**</p>				
1	<p><b>MEE-HTAH-WH</b>            Premium Modular Harness Package for Tahoe with Whelen Core Controller. Allows for maximum programmability, functionality, quality, and uniformity of the lighting system of vehicle fleets.</p>	\$1,727.32	\$1,209.12	\$1,209.12
1	<p><b>MEE-P18-FLEX</b>            Power Distribution Center, Provides Power, Ground, Ignition, and programmable shutdown times for 12v accessories.</p>	\$774.23	\$541.96	\$541.96
1	<p><b>MEE-HTAH-PWR</b>            Battery Cable for Tahoe 6ga to rear cargo, 150 amp circuit breaker</p>	\$314.23	\$219.96	\$219.96
6	<p><b>LABOR 2021 LABOR #</b>            NJ Labor for installation or repairs to vehicles</p>	\$92.50	\$92.50	\$555.00
<p><b>DOME LIGHT</b>            DOME LIGHT R/W</p>				
1	<p><b>60CREGCS</b>            Interior Light, 6" Round , Low Profile, Surface Mount Super-LED® Interior Light 12 Diode Interior Light, Split Red/White, 6" Round Surface Mount, Includes Switches</p>	\$252.00	\$136.08	\$136.08



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# Quote

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9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
1	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$92.50
<b>FORWARD FACING EQUIPMENT</b> FORWARD FACING EQUIPMENT				
6	<b>TLI3JC</b> ION™ T-Series™ TRIO R/B/W 4 upper grille, 2 side bumper cover intersection.	\$216.00	\$116.64	\$699.84
1	<b>BHGMB-TH21</b> 2021+ Tahoe Upper Grill Main Bracket	\$107.72	\$58.17	\$58.17
1	<b>SA315U</b> SA315 Series , Small Round Profile, Composite Speaker, 6.5" H x 6.5" W x 2.9" D. Speaker, Nylon Composite	\$403.00	\$217.62	\$217.62
1	<b>SAK70</b> 2021+ TAHOE SA315 BRACKET	\$51.00	\$27.54	\$27.54
<b>ACTIVATE WIGWAG</b> ACTIVATE WIGWAG				
1	<b>CEM16</b> EXPANSION MODULE 16	\$286.00	\$154.44	\$154.44
14	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$1,295.00
<b>LIGHTBAR / SIREN CONTROLLER</b> LIGHT BAR / SIREN CONTROLLER				
1	<b>EB2SP3J</b> Legacy® DUO™ WeCanX™ Series Lightbar D/E, K/M	\$2,737.00	\$1,477.98	\$1,477.98





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# Quote

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9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
1	<b>GBAWD</b> DUO ALLEY R/W	\$144.00	\$77.76	\$77.76
1	<b>GBAWE</b> DUO ALLEY B/W	\$144.00	\$77.76	\$77.76
4	<b>GBDLK</b> DUO LONG R/A	\$246.00	\$132.84	\$531.36
4	<b>GBDLM</b> DUO LONG B/A	\$246.00	\$132.84	\$531.36
4	<b>GBDLE</b> DUO LONG B/W	\$246.00	\$132.84	\$531.36
4	<b>GBDLD</b> DUO LONG R/W	\$246.00	\$132.84	\$531.36
1	<b>C399</b> CenCom Core Amplifier Control Module, Flashing Outputs, Includes 3 WeCanX™ Ports, and Controls up to 99 Devices/ Remote Modules, Control Heads Purchased Separately	\$1,383.00	\$746.82	\$746.82
1	<b>CCTL6</b> CenCom Core Includes 3 Section Control Head and 8 Push-Buttons, 4-Position Slide Switch with a 7-Position Rotary Knob. Manual, Airhorn Plus 3 Traffic Advisor™ Switches and Microphone with Extension Cable	\$463.00	\$250.02	\$250.02
1	<b>C399K6</b> NEW 2021 Chevy Tahoe and Suburban Installation Kit for C399	\$185.00	\$99.90	\$99.90
1	<b>CV2V</b> VEHICLE TO VEHICLE MODULE FOR CORE	\$363.00	\$196.02	\$196.02
18	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$1,665.00

**SIDE FACING EQUIPMENT**  
 SIDE FACING EQUIPMENT



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# Quote

#EST10688

9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
2	<b>TCRWX5</b> 5 LAMP WECANX TRACER	\$1,150.00	\$621.00	\$1,242.00
4	<b>TCRWXSD</b> WECANX TRACER LIGHTHEAD	\$57.00	\$30.78	\$123.12
4	<b>TCRWXSE</b> WECANX TRACER LIGHTHEAD	\$57.00	\$30.78	\$123.12
2	<b>TCRWXPD</b> WECANX TRACER LIGHTHEAD	\$57.00	\$30.78	\$61.56
2	<b>TCRB54A</b> 21+ TAHOE TRACER BRACKET	\$107.00	\$57.78	\$115.56
2	<b>TLI3JC</b> ION™ T-Series™ TRIO R/B/W	\$216.00	\$116.64	\$233.28
2	<b>TIONBKT1</b> ION™ T-Series™ Linear Super-LED®, Surface Mount Lighthead, Includes Clear Lens Optional Universal "L" Mounting Bracket for One TLI™ Lighthead	\$19.00	\$10.26	\$20.52
14	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$1,295.00
	<b>REAR FACING EQUIPMENT</b> REAR FACING EQUIPMENT			
1	<b>BS548</b> RST WCX 8 LAMP 2021+ TAHOE	\$1,371.00	\$740.34	\$740.34
4	<b>ISDK</b> Red / Amber DUO™ Lighthead for FST™ and RST™, For WeCan® Series Only, Price Available When Ordered with Inner Edge® Tray	\$61.00	\$32.94	\$131.76





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# Quote

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9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
4	<b>ISDM</b> Blue / Amber DUO™ Lighthouse for FST™ and RST™, For WeCan® Series Only, Price Available When Ordered with Inner Edge® Tray	\$61.00	\$32.94	\$131.76
4	<b>TLI3JC</b> ION™ T-Series™ TRIO R/B/W	\$216.00	\$116.64	\$466.56
2	<b>3SRCCDCR</b> Compartment Light, Combination Red/White, with Independent Control of Red and White Light Note: In the Model Number the 3rd and 4th Digit are for the LED or Super-LED® Color.	\$101.00	\$54.54	\$109.08
	<b>ACTIVATE WIGWAG</b> ACTIVATE WIGWAG			
16	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$1,480.00
	<b>CONSOLE &amp; ACCESSORIES</b> CONSOLE & ACCESSORIES			
1	<b>C-VS-1012-TAH-1</b> Standard 9" Wide High Angled 22" Vehicle Specific Console for 2021 Chevrolet Tahoe Police Pursuit Vehicle	\$780.00	\$624.00	\$624.00
2	<b>C-FP-3</b> Mounting Solutions====> Consoles====> Accessories====> Filler Plates====> 3" Filler Plate	\$15.00	\$12.00	\$24.00
2	<b>C-FP-2</b> Mounting Solutions====> Consoles====> Accessories====> Filler Plates====> 2" Filler Plate	\$13.00	\$10.40	\$20.80
1	<b>C-FP-4</b> Mounting Solutions====> Consoles====> Accessories====> Filler Plates====> 4" Filler Plate	\$15.00	\$12.00	\$12.00
1	<b>CUP2-1001</b> Self-Adjusting Double Cup Holder	\$67.00	\$53.60	\$53.60



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# Quote

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9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
1	<b>C-MCB</b> Mounting Solutions====> Consoles====> Accessories====> ====> Mic clip bracket	\$19.00	\$15.20	\$15.20
1	<b>MEE-MMSU-1</b> Magnetic Mic Single Unit  Ultimate EZ magnetic Mic with no clips	\$129.23	\$90.46	\$90.46
1	<b>C-ARM-101</b> Mounting Solutions====> Consoles====> Arm Rests====> ====> Top mount arm rest	\$107.00	\$85.60	\$85.60
1	<b>C-EB40-CCS-1P</b> 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen Cencom CCSRN, CCSRNTA, MPC03	\$37.00	\$29.60	\$29.60
6	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$555.00
	<b>install custom graphics</b>			
6	<b>MEE-KIT</b> MATERIALS	\$304.23	\$212.96	\$1,277.76
8	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$740.00
	<b>command cabinet options</b>			
1	<b>MISC-ITM</b> FC-CTAH24-C-4338-P-WO1999  custom cabinet to match provided drawing.	\$1.00	\$7,045.88	\$7,045.88
0	<b>MISC-ITM</b> FSGL-CTAH21-C  1060-201-000	\$1.00	\$4,458.95	\$0.00
8	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$740.00
1	<b>TAH-WHM</b>	\$0.00	\$0.00	\$0.00





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9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
	<b>ADDITIONAL EQUIPMENT</b>			
	ADDITIONAL EQUIPMENT NOT INCLUDED... Consider additional equipment provided by MEE or customer.			
	*RADIO			
	*CAMERA SYSTEM (WATCH GUARD CERTIFIED INSTALLERS)			
	*RADAR			
	*TRUNK BOX			
	*PUSH BUMPER (CAN BE UPGRADED TO FULL PIT BAR WITH FENDER WRAPS)			
	*COMPUTER			
	*LICENSE PLATE READER			
	*GRAPHICS			
	*WINDOW TINT			
	*ALL TERRAIN TIRES (General tires on state contract)			
	*UPGRADED WHEELS			
	***PRISONER CAGES QUOTED SEPARATELY***			
				\$29,511.49
1	<b>MEE-RADIO Radio Install</b> Radio install for one radio, remote head or self contained. Includes one antenna cable. If not customer provided specify face plate for console, and antenna mast (must know band with Mhz).			
1	<b>503384</b> 0-960 MHz 3/4" Brass Mount/ No Connector	\$36.92	\$36.92	\$36.92
1	<b>C-MCB</b> Mounting Solutions====> Consoles====> Accessories====>====> Mic clip bracket	\$19.00	\$15.20	\$15.20
1	<b>22737</b> LAIRD 118-970 MHz Unity gain field tunable 1/4 wave antenna Chrome whip	\$27.39	\$27.39	\$27.39
1	<b>MEE-MMSU-1</b> Magnetic Mic Single Unit  Ultimate EZ magnetic Mic with no clips	\$129.23	\$90.46	\$90.46
4	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$370.00
				\$539.97

kussmaul auto charger



EST10688



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# Quote

#EST10688

9/27/2024

Qty	Item	MSRP	Dist Amt	Ext Amt
1	<b>MEE-KIT MATERIALS</b>	\$304.23	\$212.96	\$212.96
1	<b>091-237-12</b> AUTO CHARGE 2000 PLC 18A total: 15A battery charger, 3A battery saver Microprocessor controlled, completely automatic operation regulates the output to a dual battery bank Precision voltage controller senses battery voltage, eliminating the need for sense wires Parasitic Load Compensation allows for user input of total accessory load amps on the vehicle. This allows the charger to shift the absorption stage set point so the battery voltage drops to the float voltage when desired current is reached Battery Type Selection Switches: Lead-Acid, Gel Cell, AGM or Odyssey Float / 3-Step Charge Mode Selection Switches 3 year warranty Remote Bar Graph Included 091-39-IND Also will work with Auto Eject with Deluxe Cover, 63-11-7106 (20 Amps) 61-11-7106 (15 Amps)	\$911.30	\$811.06	\$811.06
1	<b>091-55-20-120RD</b> SUPER AUTO EJECT 30 amp RED	\$404.70	\$360.18	\$360.18
8	<b>LABOR 2021 LABOR #</b> NJ Labor for installation or repairs to vehicles	\$92.50	\$92.50	\$740.00
			<b>Subtotal</b>	\$90,154.70
			<b>Tax (0%)</b>	\$0.00
			<b>Total</b>	\$90,154.70

Please email all Purchase Order to:  
[ORDERS@UPFITME.com](mailto:ORDERS@UPFITME.com)

Purchase Orders are not confirmed until you receive a return email confirming receipt of Purchase Order.



EST10688

CAMDEN CITY  
 520 MARKET STREET  
 P O BOX 95120  
 CAMDEN, NJ 08101-5120  
 TEL (856)757-7000

REQUISITION	
NO.	R2402224

SHIP TO	FRANK SANDROCK, DEPUTY CHIEF FIRE ADMINISTRATION 4 N 3RD STREET CAMDEN, NJ 08102
	VENDOR #: UNK01 UNKNOWN VENDOR , NJ

ORDER DATE: 11/14/24  
 DELIVERY DATE:  
 STATE CONTRACT:  
 F.O.B. TERMS:

*lots miles/damages*

*Replacem  
 2015 Tahoe.*

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00 EA	2024 TAHOE 9C1 PPV BAT VEHICLE (1) 2024 TAHOE 9C1 PPV BATTALION VEHICLE INCLUDE GRAPHICS, COMMAND BOX, RADIO INSTALLATTON, LIGHTING PACKAGE,  TO BE ASSINGED AT BROADWAY & LIBERTY STREETS FIREHOUSE. Catalog #: QT3 #EST10688	4-01-E3-550-901	90,154.7000	90,154.70
1.00	RECOMMENDED VENDER GENTILINI MOTORS 2703 FIRE ROAD EGG HARBOR TOWNSHIP, NJ 08234 WWW.UFPITME.COM	4-01-E3-550-901	0.0000	0.00
			TOTAL	90,154.70

CITY OF CAMDEN  
 PURCHASING BUREAU  
 2024 NOV 18 PM 11: 22

Approved:

*[Signature]*

Department Head

*11/15/24*

Date

I hereby certify that the work or supplies specified are necessary for the proper transaction of the business of this bureau or office.

*[Signature]*

Receiver of Goods

*11-15-24*

Date

**FORWARD THIS COPY OF THE REQUISITION TO THE PURCHASING BUREAU**

**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: CHEVROLET TAHOE

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

• BUDGET APPROPRIATION: 4-01-E3-550-901  
AMOUNT \$ 90,154.70

APPROPRIATION RESERVE:  
AMOUNT: \$

• DEDICATED BY RIDER:  
AMOUNT: \$

• RESERVE FOR STATE AND FEDERAL GRANT:  
AMOUNT \$

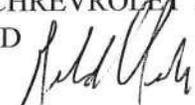
• CAPITAL ORDINANCE  
AMOUNT: \$

• 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 \$ 90,154.70

DESCRIPTION OF THE GOODS AND SERVICES TO BE PROCURED: RESOLUTION AUTHORIZING THE PURCHASE OF ONE 2024 CHREVROLET TAHOE THROUGHT COUNTY COOPERATIVE FACTS/BACKGROUND

  
\_\_\_\_\_  
Gerald C. Seneski  
*Chief Financial Officer*

Date: 11/25

R-28

DB:dh  
12-10-24

**RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF CAMDEN AND COUNTY OF CAMDEN FOR THE FY2024 EDWARD  
BYRNES MEMORIAL JUSTICE ASSISTANCE GRANT**

WHEREAS, the County of Camden ("County") has been selected as the fiscal agent/lead applicant of the FY2024 Edward Byrne Memorial JAG Program; and

WHEREAS, the City of Camden has been awarded Nine Thousand Dollars (\$9,000.00) in JAG grant funds via the JAG Youth Leadership Program to be administered by the County; and

WHEREAS, it is necessary for the City of Camden to enter into a Memorandum of Understanding with County of Camden to define the terms and conditions for the FY2024 Edward Byrne Memorial JAG Program and Youth Leadership Program grant award; and

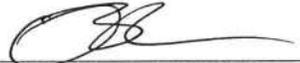
WHEREAS, the Mayor of the City of Camden and the City Council support and deem it in the best interest of the City of Camden to enter into a Memorandum of Understanding with the County for the City to receive the FY2024 Edward Byrne Memorial (JAG) Program Youth Leadership grant award; now, therefore

BE IT RESOLVED by the City of Camden that the proper officers be and are hereby authorized to enter into a Memorandum of Understanding for the above stated reasons.

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: December 10, 2024

The above has been reviewed and approved as to form.

  
\_\_\_\_\_  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE: DECEMBER 10, 2024

TO: City Council  
FROM: Dorri Brown, Acting Director, Dept. Human Services

## TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CAMDEN AND COUNTY OF CAMDEN FOR THE FY-2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

Point of Contact: **Taylor Ali**      **Youth Community Outreach Division**      609-952-6629      TaAli@ci.camden.nj.us

Name	Department-Division-Bureau	Phone	Email

### ENDORSEMENTS

Responsible	Recommend Approval (Y/N)	Signature	Date	Comments
Department Director			10-30-24	
Supporting Department Director (if necessary)				
Director of Grants Management	y		10/31/24	
Qualified Purchasing Agent				
Director of Finance	y		11/4/2024	
Approved by: Business Administrator				

Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

**“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.**

Received by:

NOV 26 2024

<sup>1</sup> 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

<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CAMDEN AND COUNTY OF CAMDEN FOR THE FY-2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT**

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- Request to enter into a MOU with Camden County for the FY-2024 Edward Byrnes Memorial Justice Assistance Grant
- Every year the City enters into a MOU with County and other local governmental entities including County Police Services, Sheriff's Dept., Camden County Prosecutor's Office, Lindenwold, Cherry Hill Twp, Winslow Twp, and Pennsauken Twp, for the County to act as the lead applicant in securing a JAG award to be shared by the aforementioned entities.  
Camden County will apply for, receive and administer the grant.
- The City of Camden has been awarded \$9,000 in grant funds for the Youth Leadership Program.

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$9,000.00

**IMPACT STATEMENT:**

- The City will receive \$9,000 in grant funds for the Youth Leadership Program.

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Dorri Brown, Acting Director, Dept. Human Services Attendance:
- Daniel Blackburn, City Attorney

**COORDINATION:**

Prepared by: Taylor Ali

856-952-6629;taali@ci.camden.nj.us

---

Name

Phone/Email

City Attorney

---

Signature

Date

**Bureau of Grants Management Grant Summary Form****Grant Status Code: G**

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

Department: Human Services

Grant Analyst: Taylor Ali

Grant Analyst #: 856-952-6629

Grant/Project Name:		FY 2024 JAG — MOU between the City of Camden and the County of Camden					
Grant #:							
City Contract Date:				City Contract #:			
Application Resolution #:				Appropriation Code:			
Funding Source:		2024 Edward Byrne Memorial JAG Program					
Pass Through:		N	Source:				
Amount of Grant:		\$90000.00					
Local Match:	Y	N	Cash:			In-Kind:	
Budget Insertion Resolution # & Date:							
Term of Grant:				Location of Activity:		City of Camden	
Date of Analysis:		10/30/2024		Reviewed By:		Barbara Johnson	

Summary: The Department of Human Services is requesting a resolution for an MOU between the City of Camden and the County of Camden for the FY 2024 Edward Byrne Memorial Justice Assistance Grant. The amount of the grant is \$9000.00. The grant will be used for the City's Leadership Program. The program offers an exceptional opportunity for young men and ladies in grades 8-12 to engage in a variety of cultural, academic and social activities. This 7 month program runs from October 2024 to April 2025 and aims to develop leadership skills, foster community engagement and prepare participants for future academic and profession endeavors.

**Time Lines:**

Problematic Areas/Recommendations : I do not see any issues with the Department apply for the MOU with the County.

**Bureau of Grants Management Grant Summary Form**

**Grant Status Code: G**

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

Department: Human Services

Grant Analyst: Taylor Ali

Grant Analyst #: 856-952-6629

Grant/Project Name:		FY 2024 JAG — MOU between the City of Camden and the County of Camden					
Grant #:							
City Contract Date:				City Contract #:			
Application Resolution #:				Appropriation Code:			
Funding Source:		2024 Edward Byrne Memorial JAG Program					
Pass Through:		N	Source:				
Amount of Grant:		)					
Local Match:	Y	N	Cash:		In-Kind:		
Budget Insertion Resolution # & Date:							
Term of Grant:				Location of Activity:		City of Camden	
Date of Analysis:		10/30/2024		Reviewed By:		Taylor Ali	

Summary: The Department of Human Services is requesting a resolution for an MOU between the City of Camden and the County of Camden for the FY 2024 Edward Byrne Memorial Justice Assistance Grant. The amount of the grant is \$9000.00. The grant will be used for the City's Leadership Program. The program offers an exceptional opportunity for young men and ladies in grades 8-12 to engage in a variety of cultural, academic and social activities. This 7 month program runs from October 2024 to April 2025 and aims to develop leadership skills, foster community engagement and prepare participants for future academic and profession endeavors.

Time Lines:

Problematic Areas/Recommendations :

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's Youth Leadership offers an exceptional opportunity for young men and women in grades 8–12 to engage in a variety of cultural, academic, and social activities. This 7-month program, running from October 2024 to April 2025, aims to develop leadership skills, foster community engagement, and prepare participants for future academic and professional endeavors.

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

Name	Taylor Ali
Title	Youth Group Worker
Telephone Number	856-952-6629
Email	taali@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?

Funding will come from the Edward Byrne Memorial JAG Program.

\_\_\_\_\_  
Mayor's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Business Administrator/Manager Signature

Date \_\_\_\_\_

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

\_\_\_\_\_

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***For LGS use only:***

Approved

Denied

\_\_\_\_\_  
Director or Designee,  
Division of Local Government Services

Date \_\_\_\_\_

Number Assigned \_\_\_\_\_

DB:dh  
12-10-24

R-29

**RESOLUTION AUTHORIZING THE PURCHASE OF SURVEILLANCE EQUIPMENT  
VIA HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
COOPERATIVE WITH THE USE OF AMERICAN RESCUE PLAN STATE LOCAL  
FISCAL RECOVERY FUNDS**

WHEREAS, there exists a need to purchase surveillance equipment for the Department of Public Works to provide protection for staff and office equipment; and

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the City of Camden is a member of the Hunterdon County Educational Services Commission of New Jersey Pricing System #65MCESCCPS (HCESC NJ) for the purchase of goods and services and is permitted to make purchases and contract for services through the use of HCESC NJ Contract #HCESC-TECH-R24-09; and

WHEREAS, the Purchasing Agent recommends the City utilize HCESC NJ Contract #HCESC-TECH-R24-09 to purchase the aforementioned surveillance equipment from Signal Electric Corporation utilizing American Rescue Plan State and Local Fiscal Recovery Funds to best serve the needs of the City; and

WHEREAS, the Purchasing Agent has determined that purchasing surveillance equipment via HCESC Contract # HCESC-TECH-R24-09 will result in a cost savings to the City; 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 "G-02-FF-712-20J" 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 Signal Electric Corporation, 3005 Hadley Road, Unit #1, South Plainfield, NJ 07080 for the purchase of surveillance equipment for the Department of Public Works to provide protection for staff and office equipment under HCESC Contract #HCESC-TECH-R24-09, in the amount of ~~TBD~~, 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.

Dated: December 10, 2024

The above has been reviewed  
and approved as to form.



DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST:

\_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk



# CITY OF CAMDEN — CITY COUNCIL ACTION REQUEST FORM

COUNCIL MEETING DATE 12/10/2024

TO: City Council  
FROM: KEITH L. WALKER, DIRECTOR OF PUBLIC WORKS

**TITLE OF ORDINANCE/RESOLUTION: RESOLUTION AUTHORIZING THE PURCHASE OF SURVEILLANCE EQUIPMENT THROUGH COUNTY COOPERATIVE WITH THE USE OF AMERICAN RESCUE PLAN STATE LOCAL FISCAL RECOVERY FUNDS**

Point of Contact:	Lateefah Chandler	Admin-Purchasing	856-757-7475	lachandl@ci.camden.nj.us
	Name	Department-Division-Bureau	Phone	Email

## ENDORSEMENTS

	Recommend Approval (Y/N)	Signature	Date	Comments
Responsible Department Director Supporting Department Director (if necessary) Director of Grants Management	Y			
Qualified Purchasing Agent	Y			
Director of Finance	Y			

Approved by:  
Business Administrator

Signature	Date
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Attachments (list and attach all available):

1. Waiver Request Form Attached for State DCA/DLGS Approval - (If applicable)<sup>1</sup>
2. Certification of Funds<sup>2</sup>
3. Addition supporting documents.

***“Walk-on” note: All walk-on legislation must be pre-approved by the Business Administrator. The Department Director and Contact Person are jointly responsible for delivering all necessary documents to the City Clerk for distribution at the Council Meeting.***

Received by:  
City Attorney

Signature	Date
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NOV 26 2024

<sup>1</sup> 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  
<sup>2</sup> Mandatory for any financial commitment to the City or expenditure of City Funds.

## EXECUTIVE SUMMARY

**TITLE OF ORDINANCE/RESOLUTION:** RESOLUTION AUTHORIZING THE PURCHASE OF SURVEILLANCE EQUIPMENT THROUGH COUNTY COOPERATIVE WITH THE USE OF AMERICAN RESCUE PLAN STATE LOCAL FISCAL RECOVERY FUNDS

**FACTS/BACKGROUND:** (Executive level details. Short concise bullets)

- Signal Electric Corporation, 3005 Hadley Road, Unit #1, South Plainfield, NJ 07080
- Currently DPW surveillance equipment does not effectively provide protection to both staff and equipment at 101 Newton. Wiring is outdated, new cameras are needed to ensure all angles are accounted and footage retention is too short

**AMOUNT OF PROPOSED CONTRACT or TOTAL COST OF PROPOSAL:** \$TBD

**APPROPRIATION NUMBER:** G-02-FF-712-20J

**PROCUREMENT:** N.J.A.C 5:34-7.1

*HCESC-Tech-24-09*  


**IMPACT STATEMENT:**

- Equipment upgraded to adequately provide protection to both staff and equipment

**SUBJECT MATTER EXPERTS/ADVOCATES:**

- Director Keith Walker, DPW

**COORDINATION:**

- N/A

**Prepared by:** LATEEAH CHANDLER

**856-757-7475**

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Name	Phone/Email
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**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	SIGNAL ELECTRIC
Purpose or Need for service:	DPW SECURITY UPGRADES
Contract Award Amount	\$TBD
Term of Contract	~6 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.)	N.J.A.C 5:34-7.1
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.

\_\_\_\_\_  
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.

\_\_\_\_\_  
Certifying Officer

Date \_\_\_\_\_

***For LGS use only:***

Approved  Denied

\_\_\_\_\_  
Date \_\_\_\_\_

Director or Designee,  
Division of Local Government Services

Number Assigned \_\_\_\_\_

# Resolution #30

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Resolution awarding a contract to **CME Associations** for special coordinator- roadway improvement projects

## **RESOLUTION**

**NOT available at time of print on  
Friday, December 06, 2024.**

Wait-on R-31

DB:dh  
12-10-24

**RESOLUTION AUTHORIZING PERMISSION FOR THE MUNICIPAL ENGINEER OR  
DESIGNEE TO SIGN AND SUBMIT WATER & SEWER INFRASTRUCTURE  
IMPROVEMENT APPLICATIONS TO VARIOUS GOVERNMENT AGENCIES**

WHEREAS, from time to time, the City of Camden will make application to various State and Federal Governmental Agencies related to the undertaking of Water & Sewage infrastructure improvements or connections; and

WHEREAS, said documents require the City's Municipal Engineer or designated licensed professional engineer (the "designee") to review and approve all documents; and

WHEREAS, it is necessary for the governing body of the City of Camden to authorize the Municipal Engineer or designee to execute and submit all necessary documents related to the installation, improvement, or connection to water & sewage lines throughout the City of Camden; and

WHEREAS, it is in the best interest of the City of Camden to authorize a general resolution to be affixed to all applications or documents requiring approval from the governing body of the City of Camden; now, therefore

BE IT RESOLVED, that the Municipal Engineer or designee is hereby authorized to sign and submit on behalf the City of Camden, all necessary documents to support applications to various State and Federal Governmental Agencies related to the undertaking of Water & Sewage infrastructure improvements or connections.

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: December 10, 2024

The above has been reviewed and approved as to form.

  
DANIEL S. BLACKBURN  
City Attorney

\_\_\_\_\_  
ANGEL FUENTES  
President, City Council

ATTEST: \_\_\_\_\_  
LUIS PASTORIZA  
Municipal Clerk