

TOWNSHIP OF JEFFERSON  
COUNTY OF MORRIS, NJ

CONSENT AGENDA RESOLUTION #18-37

“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT  
FOR PLANNING SERVICES – JILL A. HARTMANN, PP, AICP – FOR PERIOD ENDING DECEMBER 31, 2018”

WHEREAS, the Township of Jefferson has a need for professional Planning services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Jill A. Hartmann, PP, AICP has submitted a proposal indicating that Planning services will be provided for an annual fee not to exceed \$17,500.00 per year; and

WHEREAS, Jill A. Hartmann, PP, AICP has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit Jill A. Hartmann, PP, AICP from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will not exceed \$17,500.00; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$17,500.00.


8-01-21-180-180-260  
8-01-21-185-185-260  
T-15-56-860-000-827

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

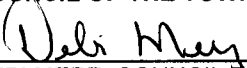
BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with Jill A. Hartmann, PP, AICP, 21 Sparrowbush Road, Mahwah, New Jersey, 07430 for Planning services to the Township of Jefferson for an annual fee not to exceed \$17,500.00 per year.
- Section 2.** Jill A. Hartmann is designated as the Township Planner.
- Section 3.** This contract is awarded as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 4.** The term of this agreement shall be for one year, from January 1, 2018 through December 31, 2018.
- Section 5.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 6.** The resolution authorizing the award of contract for “Professional Services” and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Section 7.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

ATTEST:

  
MICHELE REILLY, TOWNSHIP CLERK  
Dated: January 17, 2018

COUNCIL OF THE TOWNSHIP OF JEFFERSON:

  
DEBI MERZ, COUNCIL PRESIDENT

**CERTIFICATION:** I, Michele Reilly, Clerk of the Township of Jefferson, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Jefferson Township Council at a meeting held on January 17, 2018.

  
Michele Reilly, RMC, Township Clerk

NAME	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
Birmingham			X			
Finnegan	X		X			
Smith		X	X			
Dunham			X			
Merz			X			

**BUSINESS ENTITY DISCLOSURE CERTIFICATION  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant To N.J.S.A. 19:44A-20.8  
TOWNSHIP OF JEFFERSON**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Jefferson as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Jefferson Township Republican Committee	Mayor Felter
	Council President Debi Merz
	Councilman Robert Birmingham
	Councilman Jay Dunham
	Councilwoman Ron Smith
	Councilwoman Kim Finnegan

**Part II – Ownership Disclosure Certification**

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

Check the box that represents the type of business entity:

- Partnership     
  Corporation     
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership   
 Limited Liability Corporation     
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address

**Part 3 – Signature and Attestation:**

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

Name of Business Entity: Jill A. Hartmann, PP, AICP  
 Signed: Jill A. Hartmann Title: Principal  
 Print Name: Jill A. Hartmann Date: 12-5-17

Subscribed and sworn before me this 5<sup>th</sup> day of December, 2017

Linda A. Zacharenko  
 (Affiant)  
Jill A. Hartmann  
 (Print name & title of affiant) (Corporate Seal)

My Commission expires: Linda A. Zacharenko  
 Notary Public, Morris Cty, NJ  
 My Commission Expires 8/10/2020

Jill A. Hartmann

**BUSINESS ENTITY DISCLOSURE CERTIFICATION  
FOR NON-FAIR AND OPEN CONTRACTS  
Required Pursuant To N.J.S.A. 19:44A-20.8  
TOWNSHIP OF JEFFERSON**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**CMFO'S Certification of Availability of Funds**

I, William J. Eagen, hereby certify that sufficient funds will be available with the adoption of the 2018 Municipal Budget: Planning Board OE & Board of Adjustments OE, and Planning/Zoning Escrow Trust Budgets, for the purpose stated herein, all in accordance with requirements of the Local Budget Law NJSA 40A: 4-1, et.seq.

**Purpose:** Township Planner – Land Use Services

**Vendor:** Jill Hartmann (HARTMA50)


**Line Item No.:** 8-01-21-180-180-260  
8-01-21-185-185-260  
T-15-56-860-000-827

**Amount Certified:** \$ 17,500.00

**Total Certified Amount Not to Exceed:**

**\$17,500.00**

Certified this 17<sup>th</sup> day of January, 2018  
For 1/17/2018 meeting


  
\_\_\_\_\_  
**William J. Eagen**  
**Chief Financial Officer**

**PAY TO PLAY  
DETERMINATION OF VALUE**

Pursuant to the Pay To Play Law, the value of the contract awarded through a non-fair and open process must be determined, by an appropriate township official, prior to the award of contract by the Township Council

VENDOR NAME: JILL A. HARTMANN, PP, AICP  
DESCRIPTION OF SERVICE: TOWNSHIP PLANNER  
ESTIMATED VALUE: \$17,500.00

I hereby certify that the above referenced contract is expected to exceed \$17, 500 for 2018.

NAME: William J. Eagen  
TITLE: Chief Financial Officer  
SIGNATURE:   
DATE: January 17, 2018