

**TOWNSHIP OF WARREN
RESOLUTION NO. 2019-112**

**AWARD OF PROFESSIONAL SERVICE CONTRACT
PROGRAM COORDINATOR FOR
WATCHUNG HILLS MUNICIPAL ALLIANCE COMMISSION –
ALICIA N. WALKER-CARMAN**

WHEREAS, there exists a need for the services of a Grant Coordinator for the Township of Warren, as the lead municipal agency of the Watchung Hills Municipal Alliance, to plan and coordinate on-going needs and assessments of the community, and to seek, research and apply for grants to perpetuate the alliance programs; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., specifically N.J.S.A. 40A:11-5 permits the award of professional services without public advertisement as defined in N.J.S.A. 19:44A-20.7 or competitive bidding, pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Alicia N. Walker-Carman, has submitted a proposal indicating that she can provide the services requested by the Watchung Hills Municipal Alliance; and

WHEREAS, Alicia N. Walker-Carman has completed and submitted a Business Entity Disclosure Certification which certifies that she has not made any reportable contributions to a political or candidate committee in the Township Committee of the Township of Warren in the previous year, and that the contract will prohibit her from making any reportable contributions through the term of the contract, pursuant to N.J.S.A. 19:44A-20.4, et seq.; and

WHEREAS, this contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20.4, et seq.; and

WHEREAS, the Township Committee feels that it is in the best interest of the Township to enter into a contract with Alicia N. Walker-Carman, as a Grant Coordinator for the Township of Warren, as the lead municipal agency of the Watchung Hills Municipal Alliance;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Warren, County of Somerset, and State of New Jersey, as follows:

1. The Mayor and Township Clerk are hereby authorized to execute the Services Agreement with Alicia N. Walker-Carman, for services as a Grant Coordinator for the Township of Warren, as the lead municipal agency of the Watchung Hills Municipal Alliance from May 1, 2019 – April 30, 2020.
2. The Contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5, which permits such work to be performed without advertising for bids.
3. A Certificate showing the availability of funds for the Contract authorized hereby has been provided by the Chief Finance Officer and is made a part hereof indicating that the appropriation for the within expenditure is charged to Account No. X-02-40-703-6919 and shall not exceed \$9,000.

4. The Business Disclosure Entity Certification and the Determination of Value be placed on file with the Township Clerk.

5. Duties and Responsibilities

- 1) Attendance at all meetings of the municipal alliance committee
- 2) Coordinating financial requirements of the alliance grants in accordance with state and county requirements
- 3) Facilitating communication about the grant with alliance members
- 4) Preparing and submitting annual grant proposals and quarterly reports with Somerset and Morris county funding agencies
- 5) Processing for purchase orders
- 6) Tracking spending in accordance with Grant requirements and to insure compliance with grant conditions
- 7) Act as liaison between the Alliance and municipal officials in Warren Township, Greenbrook Township, Watchung Borough, and Long Hill Township
- 8) Performs other duties as may be required

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
x		LAZO	x			
	x	GARAFOLA	x			
		SORDILLO	x			
		MARION	x			
		DINARDO	x			

CERTIFICATION

I, Cathy Reese, Township Clerk of the Township of Warren, in the County of Somerset, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted at a meeting of the Township Committee held on May 9, 2019.

Cathy Reese, RMC
Township Clerk

CHIEF FINANCIAL OFFICER’S CERTIFICATION

I, KAREN DENAVE, CHIEF FINANCIAL OFFICER OF THE TOWNSHIP OF WARREN, HEREBY CERTIFY THAT ADEQUATE FUNDS ARE AVAILABLE FOR THE ABOVE REFERENCED PURCHASE. MONIES ARE AVAILABLE IN ACCOUNT #X-02-40-703-6919.

DATED: MAY 9, 2019

KAREN DENAVE
CHIEF FINANCIAL OFFICER