

**TOWN OF SECAUCUS**  
**MAYOR AND COUNCIL MEETING - 6/25/2024**

The town does not provide agenda for Council Meetings; however, below is a list of matters scheduled to be discussed which is intended to be a worksheet or reference sheet only for the Mayor and Council Members. No person shall rely on this sheet because scheduled items may be deleted and new items may be added, and Council Members may raise issues during the meeting and take action with respect to the same which are not listed herein.

**PLEDGE OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS ACT**

**ADOPTION OF THE 2024 BUDGET FOR THE TOWN OF SECAUCUS**

**APPROVAL OF MINUTES**

Resolution approving the minutes of the Regular Meetings of March 26, 2024, April 9, 2024, April 23, 2024, May 14, 2024 and May 28, 2024

**ORDINANCES FOR PUBLIC HEARING**

**Ordinance No. 2024-8**: An ordinance amending Chapter 62A "Cannabis" of the Code of the Town of Secaucus

**Ordinance No. 2024-9**: An ordinance amending Chapter 135 "Zoning" of the Code of the Town of Secaucus entitled to update the Cannabis Provisions

**Ordinance No. 2024-13**: Calendar Year 2024 Ordinance to exceed the municipal budget appropriation limits and to establish a CAP Bank

**Ordinance No. 2024-14**: Ordinance amending Chapter 127-58B of the Code of the Town of Secaucus entitled "Designation of Locations at or Near Private Residences" (Addition of handicapped parking spots on Charles Street, Hagan Place, Huber Street, Ninth Street and Paterson Plank Road and the deletion of two handicapped parking spots on Centre Avenue)

**ORDINANCES FOR INTRODUCTION**

**Ordinance No. 2024-15**: An ordinance amending Chapter 127 of the Code of the Town of Secaucus entitled "Vehicles and Traffic" to update a parking location where time is restricted

**ORDINANCES FOR INTRODUCTION (CONTINUED)**

**Ordinance No. 2024-16:** Bond ordinance to make various amendments to Bond Ordinance (Ord. No. 2021-23) entitled: "Bond ordinance to authorize the making of various public improvements and the acquisition of new additional or replacement equipment and machinery, new information technology and telecommunications equipment, new communication and signal systems equipment, and new automotive vehicles, including original apparatus and equipment, in, by and for the Town of Secaucus, in the County of Hudson, State of New Jersey, to appropriate the sum of \$9,644,000 to pay the cost thereof, to appropriate Town reserve funds, to make a down payment, to authorize the issuance of bonds to finance such appropriation and to provide for the issuance of bond anticipation notes in anticipation of the issuance of such bonds", adopted August 24, 2021

**RESOLUTIONS (CONSENT AGENDA)**

PLEASE SEE CONSENT AGENDA FOR LIST OF RESOLUTIONS

**PAYMENT OF CLAIMS**

**COMMUNICATIONS REQUIRING ACTION BY MAYOR AND COUNCIL**

- 1) Request by the Childrens Studio in East Rutherford to use the Swim Club on Thursdays from June 27 to August 15 (except for July 4) for summer camp
- 2) Request by the RBNY Academy, Inc. to use Shetik Field from Monday, August 19 to Friday, August 23 for the Red Bulls RDS Summer Camp
- 3) Request by Jayesh Mulani c/o Senior Friends of New Jersey to use Buchmuller Park on July 13 for a cultural movie event
- 4) Request by Borough of East Newark Senior Citizen Department to use the Secaucus Swim Club on July 10 and 23 and August 23 and 30
- 5) Acceptance of George D. Spangenberg as a Firefighter of the Secaucus Volunteer Fire Department, pending the successful completion of a stress test
- 6) Acceptance of Julian Miranda as a Probationary Firefighter of the Secaucus Volunteer Fire Department, pending the successful completion of a stress test
- 7) Acceptance of Kyle M. Garcia as a Probationary Firefighter of the Secaucus Volunteer Fire Department, pending the successful completion of a physical examination

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

REMARKS OF CITIZENS

ADJOURNMENT

## Town of Secaucus

### CONSENT AGENDA – 6/25/24

THIS AGENDA IS FOR DISCUSSION PURPOSES AND IS SUBJECT TO CHANGE.

ITEMS MAY BE ADDED OR REMOVED AS DETERMINED BY THE TOWN COUNCIL.

- 1) Resolution approving the promotion of Police Officers Martin Moreda, Mark Valentino and Taylor Ensmann to the ranks of Captain, Lieutenant and Sergeant respectively
- 2) Resolution appointing Michael Benavides to the position of Probationary Police Officer for the Secaucus Police Department
- 3) A resolution amending Resolution 2024-161 for the Lease Agreement for the property at 5000 Riverside Station Boulevard, Secaucus, New Jersey
- 4) A resolution to approve Change Order #1 to a contract with All State Technology, Inc. for the Kiddie Pool Improvements
- 5) A resolution authorizing the award of a Non-Fair and Open Contract for a Payroll, Human Resource and Time and Attendance Software Program to ADP, LLC
- 6) A resolution authorizing the award of a Non-Fair and Open Contract with Concentrix Catalyst for the provision of utility bill analysis & management services
- 7) A resolution to award a proprietary contract for a Draeger Alcotest 9510 System and Support to Draeger, Inc.
- 8) A resolution authorizing the award of a Non-Fair and Open Contract for the provision and support of Edmunds Software to Edmunds Govtech
- 9) A resolution authorizing the emergency purchase of a Chiller for Secaucus Town Hall from F&G Mechanical Corp. under the Bergen County Cooperative
- 10) A resolution authorizing the award of a Non-Fair and Open Contract for Datto BCDR Digital Backup Services to Liberman Networks
- 11) A resolution authorizing to advertise and receive bids for Seaview Drive Improvements
- 12) A resolution authorizing a contract with the Craft Cléque for Arts and Crafts Services
- 13) Resolution appointing Jenna DePaolo to the position of Intern in the Public Works Department, effective June 25, 2024, at the hourly rate of \$17.00

**TOWN OF SECAUCUS  
COUNTY OF HUDSON  
RESOLUTION**

**BE IT RESOLVED**, by the Mayor and Council of the Town of Secaucus, that the minutes of the Regular Meetings of March 26, 2024, April 9, 2024, April 23, 2024, May 14, 2024 and May 28, 2024 are hereby approved.

June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

**AN ORDINANCE OF  
THE TOWN OF SECAUCUS, NEW JERSEY**

**ORDINANCE NO. 2024-8**

**AN ORDINANCE AMENDING CHAPTER 62A "CANNABIS" OF THE CODE OF  
THE TOWN OF SECAUCUS**

**WHEREAS**, the Town of Secaucus has established a Cannabis Ordinance which provides for the imposition of a medical cannabis transfer tax; and

**WHEREAS**, the Mayor and Council have determined that changes are needed to expand the cannabis transfer tax to include adult use cannabis in addition to medical cannabis in Chapter 62A.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, as follows:

The following sections and provisions of Chapter 62A of the Code of the Town of Secaucus, "**Cannabis**" be, and are hereby amended and supplemented to read as follows: (deletions are indicated by ~~crossouts~~; additions are indicated in **bold**):

§ 62A-1. Title.

This article shall be known and may be cited as the "~~Medical Cannabis Transfer Tax.~~"

§ 62A-2. Definitions.

**ADULT USE CANNABIS**

**The acquisition, possession, transport or use of cannabis or cannabis items by a person 21 years of age or older and does not include resale to other persons or entities, as authorized by N.J.S.A. 24:6I-31 et seq. and N.J.A.C. 17:30-1.1 et seq.**

**DISPENSE**

The furnishing of **adult use cannabis** or medical cannabis to a registered qualifying patient, designated caregiver, or institutional caregiver by a medical cannabis dispensary or clinical registrant pursuant to written instructions issued by a health care practitioner pursuant to the requirements of N.J.S.A. 24:6I-1 et seq. The term shall include the act of furnishing medical cannabis to a medical cannabis handler for delivery to a registered qualifying patient, designated caregiver, or institutional caregiver, consistent with the requirements of N.J.S.A. 24:6I-20.

§ 62A-3. Tax imposed.

A.

As authorized by N.J.S.A. 24:6I-10(i) **and N.J.S.A. 24:6I-31**, there is hereby imposed a 2% transfer tax on any ~~medical~~ cannabis dispensed by the dispensary located within Secaucus, including medical cannabis that

is furnished by the dispensary to a medical cannabis handler for delivery to a purchaser or to a registered qualifying patient or the patient's caregiver.

B.

All taxes imposed by this section shall be collected on behalf of the Town of Secaucus by the person dispensing cannabis to the **consumer**, patient, the patient's designated caregiver, or cannabis handler.

C.

The Division of Finance and/or its designee is hereby designated as collector of the ~~medical~~ cannabis transfer tax. The methods for reporting taxes due shall be on forms and in accordance with procedures prescribed by the Town Administrator from time to time.

G.

The ~~medical~~ cannabis transfer tax shall be in addition to any other fee imposed pursuant to statute or local ordinance or resolution by any governmental entity upon the medical cannabis dispensary.

1. There are no other changes to this Chapter of the Code of the Town of Secaucus.
2. All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.
3. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed to be valid and effective.
4. This Ordinance shall take effect immediately upon passage and publication in accordance with law.

**IT IS FURTHER ORDAINED**, that the remainder of this Chapter and the Code of the Town of Secaucus shall remain in full force and effect.

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of an ordinance introduced and passed on first reading on March 26, 2024 and finally adopted by the Mayor and Council on April 23, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

### Introduction 3-26-24

Motion:	Yes	No	Abstain	Absent
<i>RC</i>				
Second:				
<i>JG</i>				
Councilman Costantino	✓			
Councilman McKeever		✓		
Councilman Clancy		✓		
Councilman Dehnert	✓			
Councilman Gerbasio	✓			
Councilwoman Tringali		✓		
Mayor Gonnelli	✓			

### Adoption 4-23-24

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				



**AN ORDINANCE OF  
THE TOWN OF SECAUCUS, NEW JERSEY**

**ORDINANCE NO. 2024-9**

**AN ORDINANCE AMENDING CHAPTER 135 “ZONING” OF THE CODE OF  
THE TOWN OF SECAUCUS TO UPDATE THE CANNABIS PROVISIONS**

**WHEREAS**, the Town of Secaucus has established a Zoning Ordinance pursuant to the Municipal Land Use Law designed to regulate buildings and uses; and

**WHEREAS**, the Mayor and Council have determined that changes, recommended by the Zoning Official, are needed to update the provisions of Chapter 135 related to Cannabis.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, as follows:

1. The following sections and provisions of Chapter 135 of the Code of the Town of Secaucus, “Zoning” be, and are hereby amended and supplemented to read as follows: (deletions are indicated by ~~crossouts~~; additions are indicated in **bold**):

**G.**

Cannabis establishments.

**(1)**

Definitions.

**CANNABIS ESTABLISHMENTS**

Cannabis establishments, including a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, a cannabis retailer, a cannabis delivery service, except for the delivery of cannabis items and related supplies by a delivery service, as those items are defined in N.J.S.A. 24:6I-33, are hereby prohibited in all districts, except as otherwise specifically permitted herein. **The number of cannabis establishments shall be limited to two within the Town of Secaucus at any point in time.**

**(2)**

Cannabis establishments, as defined above, shall be permitted as a conditional use/special exception in the Light Industrial A Zone **and the Commercial Park Zone**, as defined in the regulations of the New Jersey Sports and Exposition Authority, N.J.A.C. 19:4-5.74, subject to the requirements set forth herein.

**(3)**

The following specifications and standards shall apply to the development of cannabis establishments including a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, a

cannabis retailer, and a cannabis delivery service, as those terms are defined in N.J.S.A. 24:6I-33, within the Light Industrial A Zone **and the Commercial Park Zone**, as defined in the regulations of the New Jersey Sports and Exposition Authority, N.J.A.C. 19:4-5.74, as a conditional use/special exception use:

**(a)**

Dimensional, Density and Other Bulk Restrictions. Except as specifically modified herein, dimensional, density and other bulk restrictions and other provisions and requirements of the Light Industrial A Zone **and Commercial Park Zone** shall apply;

**(b)**

Location. Cannabis establishments shall only be permitted within the following lots and blocks within the Light Industrial A Zone: Block 10, Lots 1, 2, **3**, and 4.01, Block 9, Lots 5, 6.03, **and 7**, **and Block 19, Lots 3, 4 5, 6.01 and 8 and within the following lots and blocks within the Commercial Park Zone: Block 117, Lots 2 and 3 and Block 118, Lots 2, 3, 4, and 5.** No cannabis establishment shall be permitted unless the establishment is more than 1,000 feet away from any public or private educational institution (including elementary, high school and/or college level), day care center, public library, house of worship or any recovery and/or drug treatment facility;

2. This Ordinance shall be subject to review and recommendation by the Town Planning Board in accordance with N.J.S.A. 40:55D-26.
3. The County Planning Board shall be provided notice of this proposed ordinance in accordance with N.J.S.A. 40:27-6.10.
4. There are no other changes to this Chapter of the Code of the Town of Secaucus.
5. All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.
6. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed to be valid and effective.
7. This Ordinance shall take effect immediately upon passage and publication in accordance with law.

**IT IS FURTHER ORDAINED**, that the remainder of this Chapter and the Code of the Town of Secaucus shall remain in full force and effect.

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of an ordinance introduced and passed on first reading on March 26, 2024 and finally adopted by the Mayor and Council on April 23, 2024.

\_\_\_\_\_  
 Town Clerk                      Mayor

Introduction 3-26-24

Motion:	Yes	No	Abstain	Absent
RC				
Second: JG				
Councilman Costantino	✓			
Councilman McKeever		✓		
Councilman Clancy		✓		
Councilman Dehnert	✓			
Councilman Gerbasio	✓	✓		
Councilwoman Tringali	✓			
Mayor Gonnelli	✓			

Adoption 4-23-24

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

TOWN OF SECAUCUS, NEW JERSEY

ORDINANCE NO. 2024-13

CALENDAR YEAR 2024 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET  
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Town Council of the Town of Secaucus, in the County of Hudson, finds it advisable and necessary to increase its CY 2024 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Town Council hereby determines that a 1.0% increase in the budget for said year, amounting to \$544,565.36 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Mayor and Town Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Town Council of the Town of Secaucus, in the County of Hudson, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2024 budget year, the final appropriations of the Town of Secaucus shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$1,905,978.76, and that the CY 2024 municipal budget for the Town of Secaucus be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of an ordinance introduced and passed on first reading on May 28, 2024 and finally adopted by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
 Town Clerk                      Mayor

Introduction 5-28-24

Motion: JC	Yes	No	Abstain	Absent
Second: JG				
Councilman Costantino				✓
Councilman McKeever	✓			
Councilman Clancy	✓			
Councilman Dehnert				✓
Councilman Gerbasio	✓			
Councilwoman Tringali	✓			
Mayor Gonnelli	✓			

Adoption 6-25-24

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

AN ORDINANCE OF  
THE TOWN OF SECAUCUS, NEW JERSEY

ORDINANCE NO. 2024-14

AN ORDINANCE AMENDING SECTION 127-58B OF THE CODE OF THE TOWN OF SECAUCUS ENTITLED "DESIGNATION OF LOCATIONS AT OR NEAR PRIVATE RESIDENCES"

SECTION 1

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Town of Secaucus that Section 127-58B - "Designation of Locations at or Near Private Residences" shall be amended by adding the following locations:

<u>NAME OF STREET</u>	<u>SIDE</u>	<u>LOCATION</u>
Charles Street	North	On the north side of Charles Street, beginning at a point 198 feet east of the northeast corner of County Avenue and Charles Street continuing east for a distance of 18 feet in front of 180 Charles Street
Hagan Place	South	On the south side of Hagan Place, beginning at a point 760 feet west of the Southwest corner of Schopmann Drive and Hagan Place continuing west for a distance of 20 feet in front of 301 Hagan Place
Huber Street	North	On the north side of Huber Street, beginning at a point 144 feet east of the northeast corner of Paterson Plank Road and Huber Street continuing East for a distance of 18 Feet in front of 208 Huber Street

Ninth Street	East	On the east side of Ninth Street, beginning at a point 189 feet south of the southeast corner of Centre Avenue and Ninth Street continuing south for a distance of 18 feet in front of 730 Ninth Street
Paterson Plank Road	South	On the south side of Paterson Plank Road, beginning at a point 131 feet east of the southeast corner of Paterson Plank Road and Village Place continuing east for a distance of 18 feet in front of 1601 Paterson Plank Road

That the parking space designated for 180 Charles Street adopted by Ordinance is to be personalized for Placard Number P2489152.

That the parking space designated for 301 Hagan Place adopted by Ordinance is to be personalized for Placard Number P2469990.

That the parking space designated for 208 Huber Street adopted by Ordinance is to be personalized for Placard Number P2636265.

That the parking space designated for 180 Charles Street adopted by Ordinance is to be personalized for Placard Number P2880084.

That the parking space designated for 1601 Paterson Plank Road adopted by Ordinance is to be personalized for Placard Number P2719654.

**BE IT FURTHER ORDAINED**, by the Mayor and Council of the Town of Secaucus that Section 127-58B - "Designation of Locations at or Near Private Residences" shall be amended by deleting the following locations:

<u>NAME OF STREET</u>	<u>SIDE</u>	<u>LOCATION</u>
Centre Avenue	South	On the south side of Centre, beginning at a point 84 feet east of the southeast corner of Centre Avenue and Fifth Street continuing east for a distance of 20 feet in front of 249 Centre Avenue
Centre Avenue	North	On the north side of Centre Avenue, beginning at a point 70 feet west of the northwest corner of Humboldt Street and Centre Avenue continuing west for a distance of 20 feet in front of 124 Centre Avenue

**SECTION 2**

**SEVERABILITY**

**BE IT FURTHER ORDAINED**, that the provisions of this ordinance are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of the regulation or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and if such persons or circumstances, to which the ordinance or part thereof is held inapplicable, had been specifically exempted therefrom.



SECTION 3

REPEALER

BE IT FURTHER ORDAINED, that all other ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed, to the extent of such inconsistency.

SECTION 4

EFFECTIVE DATE

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon passage and publication as provided by law.

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of an ordinance introduced and passed on first reading on May 28, 2024 and finally adopted by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
 Town Clerk                                  Mayor

Introduction 5-28-24

Motion:	Yes	No	Abstain	Absent
Second: <i>OT</i> <i>WM</i>				
Councilman Costantino				✓
Councilman McKeever	✓			
Councilman Clancy	✓			
Councilman Dehnert				✓
Councilman Gerbasio	✓			
Councilwoman Tringali	✓			
Mayor Gonnelli	✓			

Adoption 6-25-24

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

**AN ORDINANCE OF  
THE TOWN OF SECAUCUS, NEW JERSEY**

**ORDINANCE NO. 2024-15**

**AN ORDINANCE AMENDING CHAPTER 127 OF THE CODE OF THE TOWN OF SECAUCUS ENTITLED “VEHICLES AND TRAFFIC” TO UPDATE A PARKING LOCATION WHERE TIME IS RESTRICTED**

**WHEREAS**, the Mayor and Council recognize that the safety of all motorists, passengers, pedestrians, children, residents and visitors is of utmost importance; and

**WHEREAS**, the Town enacted §127-1 et seq. to assist in alleviating dangerous situations on the Town’s streets, promote safe passage, address traffic flow and parking, and specify penalties for violations; and

**WHEREAS**, upon the review and recommendation of the Secaucus Police Department’s Traffic Division, the Mayor and Council have determined an update is needed for the location of Paterson Plank Road and Fairview Avenue, which is in a high residential and traffic area to aid in resident and public safety and decrease parking congestion for residents, business owners and the general public.

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, as follows:

1. The following change shall be made to §127-24 “Schedule II: No Parking Certain Hours” of the Code of the Town of Secaucus and the following location shall be deemed no parking during certain hours under § 127-8. Chapter 127 be, and is hereby amended and supplemented to read as follows: (deletions are indicated by ~~crossouts~~; additions are indicated in **bold**):

Name of Street	Side	Hours	Location
Paterson Plank Road [Added 6-23-15 by Ord. No. 2015-26]	East	7:30 a.m. to 8:30 a.m., 11:30 a.m. to 4:00 p.m. Monday through Friday while school is in session	<del>Beginning 36 feet north of</del> <b>From</b> the northeast corner of <del>the intersection of</del> of Paterson Plank Road and Fairview Avenue, <del>heading</del> <b>continuing</b> north <del>on</del> <del>Paterson Plank Road</del> for a distance of 325 feet

2. There are no other changes to this Chapter of the Code of the Town of Secaucus.
3. All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.
4. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to that section, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed to be valid and effective.
5. This Ordinance shall take effect immediately upon passage and publication in accordance with law.

**IT IS FURTHER ORDAINED**, that the remainder of this Chapter 127 of the Code of the Town of Secaucus shall remain in full force and effect.

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of an Ordinance introduced and passed on first reading on \_\_\_\_\_, 2024 and finally adopted by the Mayor and Council on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

**RESOLUTION: \_\_\_\_\_**

**TOWN OF SECAUCUS  
COUNTY OF HUDSON  
STATE OF NEW JERSEY**

**BE IT RESOLVED**, by the Mayor and Council of the Town of Secaucus, County of Hudson, and State of New Jersey, pursuant to the recommendation of Dennis Miller, Police Chief and the Police Committee, the listed officers are hereby appointed to the below ranks with a salary commensurate with the collective bargaining agreement effective July 9, 2024, as follows:

**Captain**

Moreda, Martin

**Lieutenant**

Valentino, Mark

**Sergeant**

Ensmann, Taylor

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

**RESOLUTION: \_\_\_\_\_**

**TOWN OF SECAUCUS  
COUNTY OF HUDSON  
STATE OF NEW JERSEY**

**BE IT RESOLVED**, by the Mayor and Town Council of Secaucus, County of Hudson, State of New Jersey, pursuant to the recommendation of the Police Committee and Police Chief, Dennis Miller, the person listed below is hereby appointed to the position of Probationary Police Officer for the Secaucus Police Department (#31002). This position is based on the collective bargaining contractual agreement step #6 with a base salary of \$69,584.85 per annum, plus any contractual stipends effective as follows:

Benavides, Michael (Hire Date -July 9,2024)

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

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Town Clerk	Mayor			
Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AMENDING RESOLUTION 2024-161 FOR THE LEASE  
AGREEMENT FOR THE PROPERTY AT 5000 RIVERSIDE STATION BOULEVARD,  
SECAUCUS, NEW JERSEY**

**WHEREAS**, a Lease Agreement was approved under Resolution 2024-161 for the Lease Agreement between the Town of Secaucus and the Property Located at 5000 Riverside Station Boulevard, Secaucus New Jersey; and

**WHEREAS**, the “monthly rent of \$25,000.00” must be amended to “a monthly rent of Two Thousand Eighty-Three Dollars and 33/100 (\$2,083.33).”

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council for the Town of Secaucus, County of Hudson, in the State of New Jersey, that the Amendment to Resolution 2024-161 is hereby approved; and

**BE IT FURTHER RESOLVED**, that the Mayor and/or Town Administrator or his designee is hereby authorized to take any action or execute any Agreements necessary to effectuate said purpose and intent.

Adopted: June 25, 2024

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION TO APPROVE CHANGE ORDER #1 TO A CONTRACT  
ALL STATE TECHNOLOGY, INC. FOR THE KIDDIE POOL IMPROVEMENTS**

**WHEREAS**, the Town of Secaucus has a contract with All State Technology, Inc. for the Kiddie Pool Improvements under Resolution 2024-120 in the amount of \$86,700.00; and

**WHEREAS**, it has been determined that a reduction of work is required, which will decrease the total contract cost by Eleven Thousand Five Hundred Dollars and 00/100 (\$11,500.00); and

**WHEREAS**, there is a need for a Change Order #1 to decrease the contract All State Technology, Inc. in the amount of Eleven Thousand Five Hundred Dollars and 00/100 (\$11,500.00) which will decrease the overall contract amount to Seventy-Five Thousand Two Hundred Dollars and 00/100 (\$75,200.00); and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, that the above statements are incorporated herein and Change Order #1 for All State Technology, Inc. in the reduced amount of Eleven Thousand Five Hundred Dollars and 00/100 (\$11,500.00) is hereby approved.

Adopted: June 25, 2024



I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

---

Town Clerk                      Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR A PAYROLL, HUMAN RESOURCE AND TIME AND  
ATTENDANCE SOFTWARE PROGRAM TO ADP, LLC**

**WHEREAS**, the Town of Secaucus has a continuing need for a Payroll, Time and Attendance and Human Resource Assistance Software Program; and

**WHEREAS**, ADP, LLC of Roseland, NJ is the current provider of said services to the Town; and

**WHEREAS**, it has been determined that changing service providers would cause undo hardship and costs to the Town, including implementation fees, the time and manpower required to set up a new system and data entry, and the time required to train staff; and

**WHEREAS**, ADP, LLC submitted Price Agreement #C-10258594118 as attached, at a 0.0% increase for year one, and a 1.00% increase for years two (2) and three (3); and

**WHEREAS**, the term of this contract shall be for a one (1) year term, with two (2) one (1) year extension options; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 4-01-20-1203-2069

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, award a contract to APD, LLC for Payroll, Human Resource, and Time and Attendance Software Program for a one (1) year period, beginning on July 1, 2024, at an amount not to exceed One Hundred Twenty-Five Thousand Dollar and 00/100 (\$125,000.00), based upon the number of employees and Town needs; and

**BE IT FURTHER RESOLVED**, that ADP, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that ADP, LLC has not made any reportable contributions to a candidate committee in the Town of Secaucus in the previous one year, and that the contract will prohibit ADP, LLC from making any reportable contributions through the term of the contract, and

**BE IT FURTHER RESOLVED**, that ADP, LLC shall provide any and all updated compliance information requested by the Town of Secaucus' Office of Purchasing, which may include but is not limited to, proof of continued insurance coverage; and

**BE IT FURTHER RESOLVED**, that the Mayor, Town Administrator, or their designee is hereby authorized to execute any other documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

Adopted: June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Ciancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law N.J.S.A. 40A:4-1 in Account Number:

18 - 01 - 20 - 1203 - 2069.

Amount \$ 125,000.00

Date 6/25/24

*Sheetal Nagpal*

Sheetal Nagpal

RESOLUTION NO. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT WITH CONCENTRIX CATALYST FOR THE PROVISION OF UTILITY  
BILL ANALYSIS & MANAGEMENT SERVICES**

**WHEREAS**, the Town of Secaucus has a continued need for the provision of Utility Bill Analysis and Management Services to consolidate the Town's invoices and monitor for accuracy; and

**WHEREAS**, the Town of Secaucus obtained two (2) quotes for said services; and

**WHEREAS**, Concentrix Catalyst of Cincinnati, OH provided the proposal at the lowest cost for said services; and

**WHEREAS**, the projected costs for said services shall not exceed Twenty-Five Thousand Dollars and 00/100 (\$25,000.00) during a one-year term; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 4-01-20-1101-2069.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, award the contract for Utility Bill Analysis with Concentrix Catalyst at a fee of Three Dollars and 50/100 (\$3.50) per utility invoice per month, in addition to other utility account creation and closure fees, not to exceed Twenty-Five Thousand Dollars and 00/100 (\$25,000.00) for a one (1) year term, beginning on July 1, 2024; and

**BE IT FURTHER RESOLVED**, that said contract shall have two (2) one (1) year options to renew; and

**BE IT FURTHER RESOLVED**, that Concentrix Catalyst has completed and submitted a Business Entity Disclosure Certification which certifies that Concentrix Catalyst has not made any reportable contributions to a candidate committee in the Town of Secaucus in the previous one year, and that the contract will prohibit Concentrix Catalyst from making any reportable contributions through the term of the contract, and

**BE IT FURTHER RESOLVED**, that Concentrix Catalyst shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing; and

**BE IT FURTHER RESOLVED**, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract or take any action necessary to effectuate the spirit and purpose of this Resolution.

Adopted: June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NJSA 40A:4-1 in

Account Number:

11-01-20-1101-2009

Amount \$ 25000.00 Date 6/25/24

*Sheetal Nagpal*  
Sheetal Nagpal

## **Statement of Work for Project Work**

This Statement of Work ("SOW") will be performed in accordance with the provisions of the Master Services Agreement ("Agreement") dated \_\_\_\_\_ ("Effective Date") between Concentrix CVG Customer Management Group, Inc. ("Concentrix Catalyst") and \_\_\_\_\_ ("Customer") and the Agreement is incorporated by reference herein. Upon execution by Concentrix Catalyst and Customer, this SOW forms a separate agreement between Concentrix Catalyst and Customer from any other SOW's. Capitalized terms used in this SOW not otherwise defined herein shall have the definitions specified in the Agreement. The terms of this SOW shall govern and control in case of conflict with the Agreement. Subject to the alterations and amendments contained in this SOW, Concentrix Catalyst and Customer ratify and confirm the Agreement as applicable to this SOW in all other respects.

### **Project Details**

<b>Project Name:</b>	Town of Secaucus
<b>Summary of Services:</b>	Utility Data Collection & Payment

### **Customer Details**

<b>Billing Address:</b>	Address, City, ST, ZIP
<b>Billing Contact:</b>	Name, Title, Phone, Email

## **SECTION 1: Scope of Services & Deliverables**

### **Overview**

- Concentrix Catalyst will redirect invoices to our PO Box or email
- Concentrix Catalyst will receive utility bills directly from the vendor via PO Box, email or pulling from the vendor website
- Concentrix Catalyst will capture the data elements from the invoice
- Concentrix Catalyst will conduct verification and QA on the data entered to ensure accuracy of data
- Concentrix Catalyst will send exception reports to Customer as defined during the transition process
- Concentrix Catalyst will present the utility invoice data on its web presentment site, EMS.
- Concentrix Catalyst will bucket live invoices in queue for payment
- Concentrix Catalyst will consolidate all invoices in a Funding Statement at a predetermined interval

## CONCENTRIX™ CATALYST

- Number and frequency of funding statements is configurable by the client throughout the Service Operations Manual and can be updated at anytime
- Concentrix Catalyst will notify client that a Funding Statement has been raised via email
- Concentrix Catalyst will pass Customer an AP/GL file on a predetermined interval via three options: EMS Download, email or SFTP.
- Customer will push Concentrix Catalyst funds via ACH or Wire to the established bank account set up for the Customer
  - Concentrix Catalyst will proceed with payment
  - Funding the client dedicated sub-account shall be deemed authorization by the Customer for Concentrix Catalyst to pay the applicable Invoice.
- Concentrix Catalyst will pay client invoices once funds are received with the following assumptions:
  - The amount of funds received matches exactly to the amount requested in the funding request.
- Non-English Invoices (if applicable)
  - Will be processed for their data only. Concentrix Catalyst will not process invoices to the AP File that are not in English or that originate in the US.
  - Must be submitted to Concentrix Catalyst via email or posted to an SFTP.
- Post-Payment Invoices (if applicable)
  - Will be processed for their data only. Concentrix Catalyst will not process invoices to the AP File or funding statement that are not in English or that originate in the US.
  - Must be submitted to Concentrix Catalyst via email or posted to an SFTP.

### **Scope of Services**

- Historical data capture as needed
- Utility Bill Entry
- Utility Bill Verification
- Utility Bill Quality Assurance
- Utility Bill Presentment
- Web presentment of Utility Data with standard features
- Utility Bill Receipt and Scanning
- Missing bill research and follow up
- Utility billing address changes
- Vendor side exception resolution
- GL interface file
- Utility Bill Payment
- Bills must be in English and originate in the U.S.

### **Out of Scope Services**

Any services as not listed as in-scope.

### **Change Management**

# CONCENTRIX™ CATALYST

It is understood that the Customer may request a change to functionality defined in the Scope of Services covered in this SOW. Concentrix Catalyst will assess the change request and provide a written report describing the scope of change and the associated time, effort and cost involved to complete the change request. Upon approval by the Customer, Concentrix Catalyst will provide an Addendum to the SOW (See Attachment A) for Customer Approval and proceed with the change implementation.

## **Project Timeline (Tasks)**

The estimated start date for this project is \_\_\_\_\_ .

## **Tasks and Responsibilities**

#	Task Description	Responsibility
1	Provide all Utility Providers, Account Numbers	Customer
2	Provide all locations and descriptions	Customer
3	Provide copies of invoice for each location	Customer
4	Provide rules to Concentrix Catalyst for missing information on bills	Customer
5	Create Sites and Account Structure	Customer
6	Sign Off on Inventory and Account Templates	Customer
7	Define any customizations needed	Customer, Concentrix Catalyst
8	Finalize any additional rules to be implemented.	Customer, Concentrix Catalyst
9	Finalize Company representatives and Roles.	Customer, Concentrix Catalyst
10	Define Exception handling process	Customer, Concentrix Catalyst
11	Define Data Interface and Funding Requirements	Customer, Concentrix Catalyst
12	Create Service Operations Manual	Customer, Concentrix Catalyst

## **SECTION 2: Customer Responsibilities**

- Customer will allocate experienced staff as Subject Matter Experts to provide input on business processes and technical infrastructure.
- Time and cost estimates throughout this SOW are based on the scope as understood and outlined elsewhere in this SOW, and all changes to scope will be made through Change Requests.
- At a minimum, Customer shall fund Concentrix Catalyst at least twice a week for the utility payments.
- Within three (3) business days of receiving a payment request or funding statement from Concentrix Catalyst, Customer must provide Concentrix Catalyst with the necessary funds as required by that payment request or funding statement.
- If Concentrix Catalyst is late in paying a Customer bill or invoice that is covered in the Scope of Services covered in this SOW solely due to Customer not providing sufficient funds to cover



## **CONCENTRIX™ CATALYST**

that payment request or funding statement, Customer shall be solely responsible for any late fee(s) due to this late payment.

- Customer acknowledges that some payment windows for utility accounts are fifteen (15) days or fewer, or require payment via physical mail, so even if Customer complies with its responsibilities contained in this SOW, a bill or invoice may not be paid on time due to these time constraints. Concentrix Catalyst shall not be responsible for a late fee in these situations, however will attempt to negotiate the late fee on behalf of the client.
- Customer acknowledges that Concentrix Catalyst has no responsibility to fully or partially pay a bill or invoice covered in the Scope of Services of this SOW using Concentrix Catalyst funds. If Concentrix Catalyst pays a bill or invoice using its own funds due to Customer not providing the necessary funds, Customer acknowledges that this does not create any future obligations of Concentrix Catalyst to repeat this action. However, if Concentrix Catalyst chooses to pay a bill or invoice using its own funds, Customer shall be responsible for reimbursing Concentrix Catalyst for such payment, and may be responsible for an additional fee of \$25 or 1% of the payment, whichever is higher.
- Customer acknowledges that Concentrix Catalyst's ability to deliver the Services depends on Customer's full and timely cooperation with Concentrix Catalyst and on the accuracy and completeness of any information and data Customer provides to Concentrix Catalyst. Customer will use reasonable efforts to
  - Provide Concentrix Catalyst with access to and use of all information, data, and documentation deemed necessary by Concentrix Catalyst, however, will not provide Concentrix Catalyst access to any Personally Identifiable Information or Protected Health Information and will not require Concentrix Catalyst to access, process, or store any such information.
  - Provide Concentrix Catalyst with an inventory of active accounts and utility vendors. Any new set up/changes to inventory are promptly notified to Catalyst.
  - Timely provide Concentrix Catalyst with all necessary authorization for Concentrix Catalyst to carry out its services, including negotiating fees with utility vendors for Customer.
    - Appoint a representative who will provide professional and prompt liaison with Concentrix Catalyst, and
    - Confer with Concentrix Catalyst at regular intervals to review progress and resolve any issues relating to the Services.

### **SECTION 3: Concentrix Catalyst Responsibilities**

- Concentrix Catalyst reserves the right to perform portions of the work remotely according to a schedule mutually agreed to by both Customer and Concentrix Catalyst.
- Concentrix Catalyst will exercise exclusive control over its employees working on the project. These individuals will be wholly controlled and supervised by Concentrix Catalyst, and Concentrix Catalyst will hire, pay, and make all other personnel decisions regarding their employment. Concentrix Catalyst will exclusively employ and control all of its employees who work on the project.
- Concentrix Catalyst shall dispute all late fees above \$1.00 each with the utility vendor and ensure they are waived or refunded to the Customer when appropriate. Concentrix Catalyst shall not be responsible for any late fee, regardless of reason, for accounts that have only

# CONCENTRIX™ CATALYST

been set up in Concentrix Catalyst's system for 60 days or two full billing cycles, whichever is longer.

## **SECTION 4: Operating Agreements**

- If the assumptions used to develop this SOW are found to be incorrect, the parties agree to meet and negotiate, in good faith, equitable changes to this SOW, Service Levels and/or Fee Schedule, as appropriate.
- The acceptance will be based on work that is done solely by the Concentrix Catalyst team; Concentrix Catalyst is not responsible for the work of third parties.
- Concentrix Catalyst is not responsible for resolving compatibility or other issues that cannot be resolved by the manufacturer or for configuring hardware or software in contradiction to the settings supported by the manufacturer.
- Concentrix Catalyst is not responsible for project or Service delivery delays caused by the Customer facility, other Customer projects or personnel challenges.
- Concentrix Catalyst's pricing does not include the assumption of any Customer or third-party personnel, hardware, software, equipment, or other assets currently utilized in Customer's operating environment.

## **SECTION 5: Financial Terms**

At the end of each calendar month, Concentrix Catalyst will determine the service fees owed by Customer using the fees quoted in the section below. Payments are due 30 days from invoice date. This excludes Concentrix Catalyst's bill paying services as described above in Section 2. Payment of the monthly invoices is deemed acceptance of the services provided.

This SOW shall have a term of one (1) year from the Effective Date ("Initial Term"). Upon the expiration of this Initial Term, this SOW shall be automatically renewed for successive periods of one (1) year each (each, a "Renewal Term") unless, at least thirty (30) days prior to the renewal date, either party gives the other party written notice of its intent not to renew this SOW.

Listed below are the rates for the service fees for the Initial Term. Thereafter, effective on the first anniversary of this SOW's Effective Date, and each anniversary thereafter during the Renewal Term(s) of this SOW, the rates for the Transaction Fee set forth herein shall be increased upon the greater of (i) three percent (3%); or (ii) the increase for the prior year as determined by the index listed below. Concentrix Catalyst shall provide Customer with written notice of the new rates for the service fees and any applicable rate adjustments of the applicable year.

CPI Index

<https://www.bls.gov/news.release/eci.toc.htm>; Table 13 at  
<https://www.bls.gov/news.release/eci.t13.htm>

**CONCENTRIX™  
CATALYST**

<p><b>Set-up Charges (One-time Fee, per instance of EMS)</b> Includes the following services:</p> <ul style="list-style-type: none"> <li>• Covers project management required to implement EMS services</li> <li>• Set-up of our system EMS</li> <li>• Includes 80 hours of IT effort for AP file creation</li> <li>• Time spent in excess of 80 hours shall be billable at platform customization pricing given below</li> </ul>	<p>Already paid</p>
<p><b>Transaction Fee (Bill Payment)</b></p>	<p>\$3.50, per meter processed</p>
<p><b>Pricing Assumptions</b></p>	<p>We charge based on each meter processed per month. For un-metered services like Trash, etc., we create a placeholder for the meter number following a standard naming convention (&lt;Site#&gt;_&lt;Utility account&gt;_&lt;commodity&gt;) which are charged as separate meters.</p> <p>This statement of work is subject to calculated fees or a minimum monthly commitment of \$1000.</p>
<p><b>Other Charges</b></p>	<p><b>Price</b></p>
<p><b>New Account Creation (After Go Live)</b></p>	<p><b>\$2.50 per meter</b></p>
<p><b>Historical Data (Imported)</b></p>	<p><b>\$0.25 per meter per month</b></p>
<p><b>Historical Data (Capture from Invoices)</b></p>	<p><b>Same as transaction pricing</b></p>
<p><b>Custom Development Effort</b></p>	<p><b>\$125 per hour</b></p>
<p><b>Site Open/Close Services</b></p>	<p><b>\$100 per meter opened/closed</b></p>

**CONCENTRIX™  
CATALYST**

IN WITNESS WHEREOF, Concentrix Catalyst and Customer have each caused this SOW to be signed and delivered by its duly authorized officer, all as of the date first set forth above.

**Concentrix CVG Customer  
Management Group, Inc.:**

**Customer:**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

**CONCENTRIX™  
CATALYST**

**Attachment A – SOW Change Request Template for Professional Services**

This Change Request (“CR”) will be performed in accordance with the provisions of that Statement of Work dated [INSERT] (the “SOW”) which incorporates by reference that Master Services Agreement (“Agreement”) dated [INSERT] made by and between [INSERT] (“Concentrix Catalyst”) and [INSERT] (“Customer”). Concentrix Catalyst and Customer agree to make the following changes to the SOW as follows, effective [INSERT EFFECTIVE DATE]:

<b>Customer Name:</b>	[INSERT]
<b>Project Name:</b>	[INSERT]
<b>Concentrix Catalyst Project Manager:</b>	[INSERT]
<b>SOW:</b>	[INSERT]
<b>Change Request #:</b>	[INSERT]
<b>Scope of Change:</b>	[INSERT]
<b>Reason for Change:</b>	[INSERT]

**Resources & Rates**

Role	Original Rate	Original Est. Hours	Revised Rate	Revised Est. Hours	Revised Est. Price
<b>Estimated Total</b>					

This CR, in combination with the SOW and any prior change requests revises the total project price to be [INSERT] and sets the project end date to be [INSERT].

By signing below, the parties agree to be bound by this CR

EXECUTED by the authorized representatives of:

*(Signature page follows)*

**CONCENTRIX™**  
**CATALYST**

**Concentrix  
CVG  
Customer  
Management  
Group, Inc.:**

**CUSTOMER:**

**Signature:**

**Name:**

**Title:**

**Date:**

<b>Signature:</b>	<b>Signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

*Do Not Sign Here*

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION TO AWARD A PROPRIETARY CONTRACT FOR A DRAEGER  
ALCOTEST 9510 SYSTEM AND SUPPORT TO DRAEGER, INC.**

**WHEREAS**, the Town of Secaucus Police Department has the need for the Provision and Maintenance Support of Draeger Alcotest 9510 Alcohol Testing Devices under New Jersey Mandate; and

**WHEREAS**, Draeger, Inc. of Telford, PA has submitted Quote QUO-roachsh-1183-001, that was presented to the qualified purchasing agent, providing for said services at a price of Twenty-Two Thousand Eight Hundred Twenty-Two Dollars and 50/100 (\$22,822.50); and

**WHEREAS**, N.J.A.C. 5:34-9.1(A)(1)(ii) identifies Proprietary as “Specialized in Nature” and “The good or service is patented, and the patented feature is essential for operational performance”; and

**WHEREAS**, the Draeger Alcotest 9510 System is of a Proprietary nature in accordance with their submitted documentation, a procurement governed by N.J.S.A. 40A:11-13(d) and regulated by N.J.A.C. 5:34-9.1, ; and

**WHEREAS**, the Draeger Alcotest 9510 System is a sole source product, manufactured, sold, and distributed exclusively by Draeger, Inc.; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line-item G-02-41-3200-2010.

**NOW THEREFORE, BE IT RESOLVED**, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey award the Proprietary Contract for the Provision and Maintenance Support for Draeger Alcotest 9510 Systems at an amount not to exceed Twenty-Two Thousand Eight Hundred Twenty-Two Dollars and 50/100 (\$22,822.50); and

**BE IT FURTHER RESOLVED**, that pursuant to N.J.S.A. 19:44A-20.8 and N.J.S.A. 19:44A-20.26, Draeger, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Draeger, Inc has not made any reportable contributions to a candidate committee in the Town of Secaucus in the previous one year, and that the contract will prohibit the Draeger, Inc from making any reportable contributions through the term of the contract, and

**BE IT FURTHER RESOLVED**, that Draeger, Inc. shall provide any and all compliance information requested by the Town of Secaucus Office of Purchasing; and

**BE IT FURTHER RESOLVED**, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract, or take any action necessary to effectuate the spirit and purpose of this resolution.

Adopted: June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law N.J.S.A. 40A:4-1 in Account Number:

G-02-41-3200-2010

Amount \$ 22,822.50 Date 6-25-24  
*Sheetal Nagpal*  
 Sheetal Nagpal





# Quotation

Customer no.  
150078361

Customer  
SECAUCUS POLICE DEPT.

PATERSON PLANK RD 1203  
SECAUCUS NJ 07094-3226

Quotation no.	Date of offer
QUO-roachsh-1183-001	6/10/2024

Please reference on inquiries  
Payer 150078361  
SECAUCUS POLICE DEPT.

PATERSON PLANK RD 1203  
SECAUCUS NJ 07094-3226

### Your request

6/10/2024  
Treasury Contract T-3031 - Must ship complete

### Ship-To party

150078361
-----------

SECAUCUS POLICE DEPT.  
  
PATERSON PLANK RD 1203  
SECAUCUS NJ 07094-3226

### Your contact person

Sharon Roach  
412-720-8571  
  
sharon.roach@draeger.com

Dear Customer,

Thank you for your inquiry. Please find enclosed our corresponding offer.  
If you have any further questions, please do not hesitate to contact us.

**Quotation no.:** QUO-roachsh-1183-001  
**Responsible:** Sharon Roach  
**Regional Sales Manager**  
Telephone: 412-720-8571  
Fax:  
E-mail: sharon.roach@draeger.com

Best regards,  
Draeger Inc.

Draeger Inc.  
7256 S Sam Houston W  
PKWY., Suite 100  
Houston, TX 77085

Phone 1-800-437-2437

US-safety@draeger.com  
www.draeger.com



# Quotation

Customer no.  
150078361

Quotation no.  
QUO-roachsh-1183-001  
Please reference on inquiries

Date of offer  
6/10/2024

Page 2 / 2

Payer  
150078361

Pos.	Quant	Part number / Description	Unit price USD	%	Total price USD
010	1 EA	4412301 Alcotest 9510 system - New Jersey	17,900.00		17,900.00
020	1 EA	MQ91434 10 Year Service Agreement	3,968.00		3,968.00
030	2 EA	4401036 Dry gas, .10% 105L (ethanol/N2)	200.00		400.00
040	10 EA	6805703 Mouthpiece Classic w/ valve (25 pcs.)	17.45		174.50
050	1 EA	NA10675 UPS Pro, 8 outlets, AVR, LCD interface	380.00		380.00
----- Net value excl. Sales Tax			-----	-----	22,822.50
----- <b>TOTAL AMOUNT</b>			-----	-----	<b>22,822.50</b>
=====			=====	=====	=====
<b>Delivery time:</b> Per state rollout					
<b>Incoterms:</b> DAP - Delivered at Place to SECAUCUS					
<b>Payment terms:</b> D013 - 30 DAYS AFTER INVOICE DATE					
<b>Quotation valid until:</b> 10/31/2024					

The sale of the products identified herein is expressly subject to the Draeger, Inc. - Terms and Conditions of Sale which are attached hereto and which may also be found at: [www.draeger.com/en-us\\_us/Home/Terms-Conditions](http://www.draeger.com/en-us_us/Home/Terms-Conditions).

Customer is hereby informed that section 1128B(b) of the Social Security Act may apply, which requires that discounts and other reductions in price or the existence of discount programs be properly disclosed and reflected in the costs claimed or charges made by a provider under Medicare or a Federal or State Health Program.

**PLEASE CHECK THIS ORDER CAREFULLY FOR ACCURACY IN PRICING, PART # AND DESCRIPTION. Contact Customer Service immediately if there are any discrepancies. This acknowledgement and note constitutes the entire agreement with respect to the contemplated transaction and supersedes all previous negotiations, proposals, writings, advertisements, or publications.**

TENTATIVE Alcotest 9510 Rollout Plan & DDEF Priority Processing Periods			2023			2024			2025			2026		
			June	July	August	September	October	November	December	January	February	March	April	May
<b>GROUP 1</b>														
MONMOUTH	install remaining Alcotest machines													
MERCER	Operator training classes by ADTU.													
MIDDLESEX	Operator training classes by ADTU.													
OCEAN	Operator training classes by ADTU.													
All Group 1 agencies	Install remaining Alcotest machines													
<b>GROUP 2</b>														
ATLANTIC	DDEF Priority Processing for Alcotest 9510 purchases													
CAPE MAY	DDEF Priority Processing for Alcotest 9510 purchases													
CUMBERLAND	DDEF Priority Processing for Alcotest 9510 purchases													
SALEM	DDEF Priority Processing for Alcotest 9510 purchases													
SOMERSET	DDEF Priority Processing for Alcotest 9510 purchases													
HUNTERDON	DDEF Priority Processing for Alcotest 9510 purchases													
WARREN	DDEF Priority Processing for Alcotest 9510 purchases													
All Group 2 agencies	Purchase order submission deadline to Draeger													
All Group 2 agencies	Alcotest machine production time by Draeger													
STATEWIDE	DDEF Application period for NON-Alcotest expenditures													
STATEWIDE	ALCOTEST 9510 PRICE INCREASE TO \$21,305 EST.													
Draeger has requested a price increase for all orders placed after 1/1/2024. We will provide updates after action is taken on the request.														
All Group 2 agencies	Shipping of Alcotest 9510 machines to agencies.													
All Group 2 agencies	Operator training classes by ADTU.													
All Group 2 agencies	Alcotest 9510 machine installations by ADTU.													
<b>GROUP 3</b>														
GLOUCESTER	DDEF Priority Processing for Alcotest 9510 purchases													
SUSSEX	DDEF Priority Processing for Alcotest 9510 purchases													
BURLINGTON	DDEF Priority Processing for Alcotest 9510 purchases													
MORRIS	DDEF Priority Processing for Alcotest 9510 purchases													
UNION	DDEF Priority Processing for Alcotest 9510 purchases													
PASSAIC	DDEF Priority Processing for Alcotest 9510 purchases													
HUDSON	DDEF Priority Processing for Alcotest 9510 purchases													
All Group 3 agencies	Purchase order submission deadline to Draeger													
All Group 3 agencies	Alcotest machine production time by Draeger													
STATEWIDE	DDEF Application period for NON-Alcotest expenditures													
All Group 3 agencies	Shipping of Alcotest 9510 machines to agencies.													
All Group 3 agencies	Operator training classes by ADTU.													
All Group 3 agencies	Alcotest 9510 machine installations by ADTU.													
<b>GROUP 4</b>														
CAMDEN	DDEF Priority Processing for Alcotest 9510 purchases													
ESSEX	DDEF Priority Processing for Alcotest 9510 purchases													
BERGEN	DDEF Priority Processing for Alcotest 9510 purchases													
All Group 4 agencies	Purchase order submission deadline to Draeger													
All Group 4 agencies	Alcotest machine production time by Draeger													
STATEWIDE	DDEF Application period for NON-Alcotest expenditures													
All Group 4 agencies	Shipping of Alcotest 9510 machines to agencies.													
All Group 4 agencies	Operator training classes by ADTU.													
All Group 4 agencies	Alcotest 9510 machine installations by ADTU.													

AFTER AUGUST 2025, AGENCIES WILL ONLY BE ABLE TO ACCESS DDEF FUNDS DURING THE NORMAL ANNUAL APPLICATION PERIOD FROM OCTOBER 1 THROUGH DECEMBER 15.

\*\*\* In order to keep the Rollout Plan moving forward, agencies that contact the DDEF Office outside of their priority processing period can only be assisted as resources and time allow \*\*\*

DDEF QUESTIONS & SUBMISSIONS --> HTS.DDEF@NJOAG.GOV

**New Jersey Division of Highway Traffic Safety - Drunk Driving Enforcement Fund**  
**REIMBURSEMENT REQUEST PACKAGE - FORM A - NOTICE OF AVAILABLE FUNDING**

Page: 1 of       

Agency Name: Secaucus PD County: Huds Calendar Year: 2024  
Agency Address: 1203 Paterson Plank Road, Secaucus, NJ 07094

The above-named agency has been found to be in good standing and has accumulated Drunk Driving Enforcement Funds (DDEF) that may be used within the Law, regulations, and requirements to advance their Drunk Driving enforcement program. The agency may encumber up to their available funding amount and then submit for reimbursement of only allowable expenses. Funds not requested will remain available to the agency in future years. See the DDEF Program Requirements for instructions and more information.

AVAILABLE DDEF FUNDING*:	\$	<b>22,822.50</b>	for allowable DWI expenditures between: <u>1/1/2024</u> and <u>12/31/2024</u>
--------------------------	----	------------------	---

**THIS NOTICE OF AVAILABLE FUNDING IS NOT A GUARANTEE OF PAYMENT OF ANY FUNDS.**  
All DDEF program laws, regulations, requirements, and reporting must be fully completed in order to receive funding.

**The only reimbursable DDEF expenditures are:**

**1) MANDATORY Expenditures (use Form B, attached):**

- a. Sworn officer overtime for supplemental DWI roving patrols or DWI checkpoints
- b. IMPORTANT: At least 50% of the total reimbursement must be in this section.

**2) Optional Expenditures (use Form C, attached):**

- a. Officer court overtime for DWI cases only;
- b. Audio visual equipment to document and preserve evidence of DWI enforcement;
- c. Breath testing instruments, and supplies or repairs to breath testing instruments;
- d. Blood and/or urine test kits to document and preserve evidence of DWI enforcement; and
- e. Safety equipment (traffic cones, road flares, lighting, or reflective uniform clothing only).

**3) Other Expenditures (use Form D, attached):**

- a. Any programs or equipment not specifically listed above that contributes the agency's DWI enforcement program.
- b. IMPORTANT: Pre-authorization MUST be obtained prior to encumbering anything in this category. Due to the lengthy approval process necessary, the last day to submit requests for pre-authorization is July 1 of the Calendar Year. Any activities and/or purchases not pre-authorized in writing will not be reimbursed under any circumstances. *Contact the DDEF Office for additional information.*

**Questions and paperwork submissions:**  
**HTS.DDEF@NJOAG.GOV**

Before January 31st of the succeeding year, agencies may submit a reimbursement request for allowable expenses up to the available funding amount shown above. The reimbursement request must be on the forms attached to this document and be accompanied by official documentation or certification. Undocumented or unsubstantiated requests will be denied and can not be resubmitted in any subsequent year.

**\*CRITICAL STEP: You MUST SUBTRACT from this amount, any subsequent reimbursement you receive.**

**New Jersey Division of Highway Traffic Safety - Drunk Driving Enforcement Fund**  
**FORM B - MANDATORY Expenditures Reimbursement Request**

Agency Name: Secaucus PD

County: Huds

Page: \_\_\_\_\_ of \_\_\_\_\_

Enforcement Overtime Sworn Officer Name (1 Officer per shift per line)	Patrol (P) or Checkpoint (C)	Start Date	Start Time	End Time	Total Hours	M.V. Stops	DWI Summons' Issued	Other Summons' Issued	Hourly Rate	Total Amount Paid for Shift
0. Example - Sgt. Testy Testerson	P	99/99/9999	2200	0200	4.00	10	1	12	\$75.00	\$ 300.00
1.										\$ -
2.										\$ -
3.										\$ -
4.										\$ -
5.										\$ -
6.										\$ -
7.										\$ -
8.										\$ -
9.										\$ -
10.										\$ -
11.										\$ -
12.										\$ -
13.										\$ -
14.										\$ -
15.										\$ -
16.										\$ -
17.										\$ -
18.										\$ -
19.										\$ -
20.										\$ -
<b>PAGE TOTALS:</b>					<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<i>n/a</i>	<b>\$ -</b>

\* Add additional Form B pages as necessary \*

**New Jersey Division of Highway Traffic Safety - Drunk Driving Enforcement Fund**  
**FORM C - Optional Expenditures Reimbursement Request**

Agency Name: Secaucus PD

County: Huds

Page: \_\_\_\_\_ of \_\_\_\_\_

Optional Expenditures Description (one item per line)	Court OT <i>(DWI cases only)</i>	Audio visual equip.	Breath instruments/ supplies/repairs	Blood/Urine test kits	Traffic cones	Road flares	Lighting	Reflective uniform clothing	Requested expenditure amount
0. <i>Ex. Alcotest solution</i>	\$ -	\$ -	\$ 179.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179.00
1. Draeger Alcotest 9510 System			\$ 22,822.50						\$ 22,822.50
2.									\$ -
3.									\$ -
4.									\$ -
5.									\$ -
6.									\$ -
7.									\$ -
8.									\$ -
9.									\$ -
10.									\$ -
11.									\$ -
12.									\$ -
13.									\$ -
14.									\$ -
15.									\$ -
16.									\$ -
17.									\$ -
18.									\$ -
19.									\$ -
20.									\$ -
21.									\$ -
22.									\$ -
23.									\$ -
24.									\$ -
25.									\$ -
<b>PAGE TOTALS:</b>	\$ -	\$ -	\$ 22,822.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,822.50

\* Add additional Form C pages as necessary \*

**New Jersey Division of Highway Traffic Safety - Drunk Driving Enforcement Fund**

**FORM D - Other Expenditures Reimbursement Request**

Agency Name: Secaucus PD

County: Huds

Page: \_\_\_\_\_ of \_\_\_\_\_

**IMPORTANT: Do not complete this form unless you have received written pre-approval from DDEF to make an Other Expenditure reimbursement request. Such pre-approval requests are required to be submitted to DDEF before July 1 on Pre-Approval Request for DDEF Other Expenditures form.**

Other Expenditures Description <i>(one item per line)</i>	Detailed description of how the expenditure contributes to agency's DWI program? <i>(attach sheet if more space is needed)</i>	Did agency receive written pre-authorization back from DDEF Coordinator? <i>(copy attached)</i>	Requested expenditure amount
0. <i>Example: Purchase one (1) variable message trailer (VMT) with shipping and extended warranty.</i>	VMT will be used to broadcast legally required forewarning in advance of a DWI checkpoint and other impaired driving related messaging.	Yes, DDEF Coordinator approved via signed pre-approval request form and email on 4/30/2023 <i>(copy attached)</i>	\$ 12,000.00
1.			\$ -
2.			\$ -
<b>PAGE TOTALS:</b>			\$ -

\* Add additional Form D pages as necessary \*

**New Jersey Division of Highway Traffic Safety - Drunk Driving Enforcement Fund**  
**FORM E - Summary Reimbursement Request**

Agency Name: Secaucus PD County: Huds Page: \_\_\_\_\_ of \_\_\_\_\_

<b>Notice of Available Funding Amount</b>	from FORM	Available Funding	<b>Double-Check these Requirements before Submitting Reimbursement Request</b>  This is the maximum amount the entity may request. It is provided by DHTS on Form A of this DDEF Reimbursement Request Package. Agencies are NOT required to request the full amount. Any unused funds will be added to the following years available funding amount.
	A	\$ 22,822.50	

<b>Summary of Total Reimbursement Requested</b>			<b>Double-Check these Requirements before Submitting Reimbursement Request</b>
<b>MANDATORY Expenditure Amount Requested:</b>	B	\$ -	
<b>Optional Expenditure Amount Requested:</b>	C	\$ 22,822.50	<b>Total of amounts listed in C &amp; D can NOT exceed amount in B. The ONLY expenditures allowed here are overtime for DWI-only court appearances; audio/visual equipment for DWI enforcement and/or prosecution; purchase, supplies or repairs to approved breath testing instruments; blood or urine test kits; traffic cones; road flares; lighting; or reflective uniform clothing.</b>
<b>Other Expenditure Amount Requested:</b>	D	\$ -	
<b>TOTAL AMOUNT OF REIMBURSEMENT REQUEST:</b>		\$ 22,822.50	<b>REMINDER: You MUST SUBTRACT this amount from any Notice of Available Funding you received at the end of this CY before scheduling any activities or purchases for the new year.</b>

**Certification and Attestation:** In lieu of payroll registers and payment records, I hereby certify that the entity has disbursed the overtime salaries and purchases through its regular budget and purchasing processes. I further certify that I have reviewed the DDEF Program Requirements and will fully comply with the requirements as stated therein. All records must be retained for a period of seven (7) years and are subject to review and audit by DHTS and the New Jersey Office of the Attorney General.

**Project Manager:** Name (printed): Dennis Miller Title: Chief of Police Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Ex. Police department point of contact)

Email address: dmiller@secaucusnjpolice.gov Phone: \_\_\_\_\_

**Financial Official:** Name (printed): Pat DeBlasio Title: Chief Financial Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Ex. Chief Financial Officials only)

**Authorizing Official:** Name (printed): Gary Jeffas Title: Town Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Ex. Mayor, City Administrator, or Clerk only)

**FOR DHTS USE ONLY:**

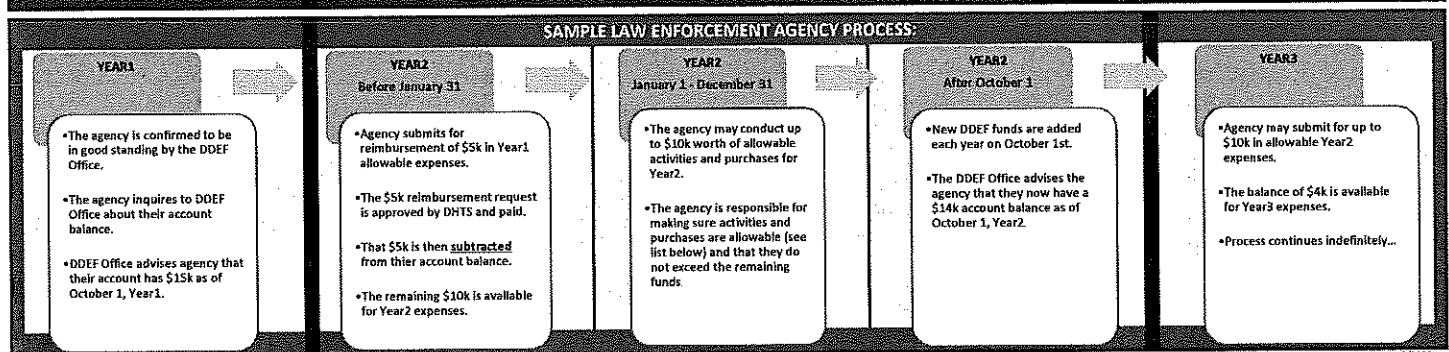
Mandatory OT 50% or more:	Yes / No (deny)	Reporting history:	OK / Corr. action plan developed	Other exp. pre-approval:	Yes / No / na
Last audit date:	Audit findings:	None / Yes - see report on file	Agency in good-standing:	Yes / No - corr. action plan developed	
DDEF Coord. Approval:	Date:		Approved Reimburs. Amount:	\$	-
Director Approval:	Date:		Submitted to Fiscal for payment date: _____		



## NEW JERSEY DRUNK DRIVING ENFORCEMENT FUND - REIMBURSEMENT PROCESS QUICK REFERENCE\*

*To qualify for DDEF funding, agencies must be audited by DHTS and found in advance to be in good standing. The information required for the DHTS audit includes auditable records of all past DDEF spending and the current balance in the agency's dedicated and local DDEF budget account. This information is typically available from the town's local finance office.*

YEAR1	YEAR2			YEAR3
	Before January 31	January 1 - December 31	After October 1	
<b>LAW ENFORCEMENT AGENCY RESPONSIBILITIES:</b>				
<p>DDEF account balances are updated once annually on October 1.</p> <p>Law enforcement agencies can request their account balance by emailing <a href="mailto:hts.ddef@njoag.gov">hts.ddef@njoag.gov</a> after October 1.</p>	<p>Agencies may submit once annually for reimbursement of allowable expenses from Year1 any time before January 31, Year2.</p> <p>The amount reimbursed for Year1 will be <b>subtracted</b> from their account balance. The remainder will be available for use in Year2.</p>	<p>Conduct Year2 allowable activities and make allowable purchases up to the Year2 remaining account balance.</p> <p><i>See below for list of the only allowable DDEF expenditures.</i></p> <p>Make sure activities and purchases are allowable (see list below) and that they do not exceed the remaining funds.</p>	<p>DDEF account balances are updated once annually on October 1.</p> <p>Agencies can request their account balance by emailing <a href="mailto:hts.ddef@njoag.gov">hts.ddef@njoag.gov</a> after October 1.</p>	<p>Agencies may submit once annually for reimbursement of allowable expenses from Year2 any time before January 31, Year3.</p> <p>The amount reimbursed for Year2 will be <b>subtracted</b> from their account balance. The remainder will be available for use in Year3.</p>



\* This is only a summary document. See full DDEF Program Requirements for complete requirements and instructions.

rev. 4/2023

### DDEF ALLOWABLE EXPENDITURES:

1. **MANDATORY** expenditures (at least 50% of annual expenditures MUST be in this category):
  - Officer overtime for DWI enforcement patrols or checkpoints. *HINT: The Attorney General has granted a one-time exception to the mandatory expenditure requirement through 2025 only for the purchase of a new Alcotest 9510 breath testing machine.*
2. **Optional Expenditures** (up to the amount of mandatory expenditures only):
  - Overtime for DWI Court only; audio/visual equipment to document or preserve evidence of DWI; approved breath testing instruments including supplies and repairs; blood and/or urine test kits; road flares; traffic cones; lighting; or reflective uniform clothing. *HINT: Optional (or Other) Expenditures reimbursement amounts may never exceed the amount of Mandatory Expenditures.*
3. **Other Expenditures** (requires advance pre-approval that must be submitted to DHTS before July 1)
  - Anything related to DWI enforcement that is not specifically listed under mandatory or optional expenditures above. Reimbursement for Other Expenditures will only be paid if written pre-approval from the DDEF Office is provided. Due to the time needed to gain pre-approvals, requests for pre-approval are due no later than July 1 of the calendar year in which the activity or purchase is intended to be made.
  - HINT: DUE TO ADDITIONAL REQUIREMENTS AND TIMELINES NECESSARY, IT IS STRONGLY RECOMMENDED THAT YOU CONTACT THE DDEF OFFICE WELL IN ADVANCE OF REQUESTING PRE-APPROVAL FOR OTHER EXPENDITURES!*

DDEF contact info.: [hts.ddef@njoag.gov](mailto:hts.ddef@njoag.gov)

**New Jersey Division of Highway Traffic Safety**

**Pre-Approval Request for Drunk Driving Enforcement Fund "Other" Expenditure**

Agency Name: Secaucus PD Calendar Year: 2024  
County: Huds Submission Date: \_\_\_\_\_

**I. Describe in detail the activity or equipment you are requesting pre-approval for (1 item per page):**

**II. Describe in detail how this expenditure would contribute to your agency's DWI enforcement program:**

**III. What is the price of the activity or equipment for which you are requesting pre-approval:**

*On behalf of the Law Enforcement Agency, we attest that the information contained above is correct to the best of our knowledge and that we request pre-authorization to encumber the above-mentioned funds for potential reimbursement from NJ Drunk Driving Enforcement funds. Further, we understand that the granting of a pre-approval is not a guarantee of payment of any funds until and unless we meet all of the laws, regulations, and requirements of the DDEF program.*

Project Manager (name): _____	Title: _____	Signature: _____
Email: _____		Phone: _____
Financial Official (name): _____	Title: _____	Signature: _____
Authorizing Official (name): _____	Title: _____	Signature: _____

*When completed up to this point, submit form to [hts.ddef@nj.oag.gov](mailto:hts.ddef@nj.oag.gov) prior to July 1.*

**BELOW IS FOR DHTS USE ONLY**

**Drunk Driving Enforcement Fund - State Coordinator Programmatic Review:**

*I have reviewed the proposed equipment/activity and have determined that (A) this request falls into one or more of the categories previously approved by OAG memorandum and complies with all of the requirements stated therein; or (B) that it will enhance the ability of the entity to increase enforcement of N.J.S.A. 39:4-50 in accordance with NJAC 13:86-2.4(c) and recommend that this equipment/activity be approved.*

DDEF State Coordinator signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Division of Highway Traffic Safety - Fiscal Supervisor Review:**

*I have completed a fiscal review of the entities DDEF funds and application and find that sufficient funds are available to the entity to make the proposed expenditures, that required prerequisite expenditures are a part of the entity's properly executed DDEF program, and that this expenditure complies with the financial requirements of the DDEF program.*

DHTS Fiscal Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Division of Highway Traffic Safety - Director Recommendations:**

*I hereby attest that the above information is accurate and complete and respectfully recommend that the Attorney General of the State of New Jersey grant pre-approval of the requested expenditures as stated herein.*

DHTS Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Drunk Driving Enforcement Fund - State Coordinator Programmatic Review:**

*I have reviewed the recommendation from the Director of the New Jersey Division of Highway Traffic Safety and find that the proposed expenditure will enhance the ability of the entity to increase enforcement of NJSA 39:4-50 in accordance with NJAC 13:86-2.4(c), and I hereby approve this request.*

Attorney General (designee) name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency: If approved, a copy of this form must be attached to your end-of-year reimbursement request.**

## New Jersey Drunk Driving Enforcement Fund Frequently Asked Questions

### Who can/must sign the DDEF Reimbursement paperwork?

All DDEF submissions and forms must be signed by three unique representatives:

- Project Director - Anyone from the Police Department who will serve as the primary point of contact for the DDEF program.
- Financial Official - the Chief Financial Officer for the entity who will serve as the primary local financial overseer of the DDEF program.
- Authorizing Official - The Mayor, City Administrator, or Clerk. Chiefs of Police may NOT sign here.

### Can I buy equipment without working overtime patrols or checkpoints?

*No. The DDEF program is an enforcement program. Failure to spend at least 50% of your reimbursement request on officer overtime will eliminate all or part of any equipment you may ask to be reimbursed for.*

### What are acceptable uses for the DDEF overtime funds?

*Sworn officer overtime can include supplemental overtime:*

- Roving DWI enforcement patrols;
- DWI checkpoints; and
- Paying the difference in an officers overtime hourly rates and the \$70/hour cap on all Federal impaired driving overtime grants (ex. Drive Sober or Get Pulled Over, but NOT Click It or Ticket).

### What rate of pay can officers be paid for DDEF work?

*The rate of pay for DDEF overtime for all officers in a department can be either:*

- Each individual officers time-and-a-half overtime rate; OR
- A single flat hourly rate for all officers as determined by the chief law enforcement officer, so long as it is reasonable (contact DDEF for info on what is "reasonable").

### Do I have to spend all of the available funds or risk losing it? OR

### Can I save some of my available funds to purchase the Alcotest 9510 when I am able?

*You are under no obligation to spend any of your available funding so long as your agency periodically uses some. Funds not requested or approved from one year to the next will automatically carry forward for you to use in a future year. Agencies that have failed to use any funds for several years however may risk having those funds reallocated elsewhere. This will not occur during the Alcotest 9510 rollout period, currently slated to run through 2025.*

### How do I get DDEF funding for the new Alcotest 9510?

*Your available funding may be used toward a new Alcotest 9510 machine only when your county has been approved by the NJSP ADTU to make the purchase. You will want to contact the DDEF office well in advance of your purchasing timeline to ensure all compliance steps are completed in time.*

### What equipment can I buy with DDEF funds?

*By regulation, the only equipment that the DDEF Office can approve are:*

- Officers overtime salaries for DWI Court appearances only;
- Audio visual equipment to document and preserve evidence of DWI;
- Breath testing instruments (including supplies and repairs);
- Blood and/or urine test kits;
- Traffic cones;
- Road flares;
- Lighting; and

- *Reflectorized uniform clothing.*

**Can I pay for anything else with DDEF funds?**

*Maybe, but there is a lengthy process involved. Requests to use DDEF funds for ANY other purpose must be pre-approved by the Office of the Attorney General. The process to seek approval is to submit the Pre-Approval Request for Other Expenditure form attached to this worksheet. It must be filled out completely and submitted before July 1 of the calendar year. Any expenses paid prior to full pre-approval being granted will not be reimbursed. Pre-approval is not a guarantee of payment as all other DDEF program laws, regulations, and requirements must be met. It is strongly suggested that you contact the DDEF Office prior to considering submitting for Other Expenditures.*

**Can I pay for an additional Dispatcher(s) for busy DWI enforcement nights, or can I pay Judge, Prosecutor, or Court personnel expenses for extra DWI court sessions?**

*No. DDEF funds can only pay sworn law enforcement officers conducting enforcement operations.*

**What documentation will I need to submit with my reimbursement request?**

*Agencies will not have to submit significant documentation to support their reimbursement claims, but the Project Director, the Financial Official, and the Authorizing Official will be attesting that the submissions are true and accurate under penalty of Law. Agencies are required to retain copies of all relevant records and documents for no less than seven (7) years after the close of the calendar year and they are to be made available to DHTS and the Office of the Attorney General upon request.*

**How long do I have to keep items purchased with DDEF funds, and how do I dispose of them?**

*Equipment purchased with DDEF funds must remain in the possession of the agency for at least three (3) years, unless it is specifically designed for one-time use (ex. blood kits). At the conclusion of three years, the agency may auction or sell items but the proceeds must go into the law enforcement agencies general operating budget. Proceeds from items sold or auctioned prior to three years, must be retained within the law enforcement agencies operational budget, but cannot be encumbered without written DDEF Office pre-approval.*

**We are a County law enforcement agency. How do I get funding?**

*All DDEF funds collected on behalf of county law enforcement agencies are pooled under the County Prosecutor's Office. The Prosecutor's Office must be the requestor for County DDEF funds, but he/she may reimburse other County sworn law enforcement agencies for DDEF-allowable expenditures.*

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT  
FOR THE PROVISION AND SUPPORT OF EDMUNDS SOFTWARE TO  
EDMUNDS GOVTECH**

**WHEREAS**, the Town of Secaucus has determined the continuing need for the Provision and Support of existing Edmunds GovTech Software; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(1)(dd) the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software may be negotiated and awarded by the governing body without public advertising; and

**WHEREAS**, Edmunds GovTech provided invoice 24-IN4856 in the amount of Thirty-Five Thousand Five Hundred Fifty-Six Dollars and 00/100 (\$35,556.00) for said services; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 4-01-20-1203-2069.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, authorize the award a Non-Fair and Open contract for the Provision and Support of Edmunds Software to Edmunds GovTech in an amount not to exceed Thirty-Five Thousand Five Hundred Fifty-Six Dollars and 00/100 (\$35,556.00); and

**BE IT FURTHER RESOLVED**, that the term of this contract shall be for one (1) year, beginning on August 1, 2024; and

**BE IT FURTHER RESOLVED**, that pursuant to N.J.S.A. 19:44A-20.8 and N.J.S.A. 19:44A-20.26, Edmunds GovTech has completed and submitted a Business Entity Disclosure Certification which certifies that Edmunds GovTech has not made any reportable contributions to a candidate committee in the Town of Secaucus in the previous one year, and that the contract will prohibit the Edmunds GovTech from making any reportable contributions through the term of the contract, and

**BE IT FURTHER RESOLVED**, that Edmunds GovTech shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing; and

**BE IT FURTHER RESOLVED**, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract or take any action necessary to effectuate the spirit and purpose of this Resolution.

Adopted: June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NJSA 40A:4-1 in

Account Number:

4-01-201203-2069

Amount \$ 35,556.00

Date 6/25/24

*Sheetal Nagpal*  
Sheetal Nagpal

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING THE EMERGENCY PURCHASE OF A CHILLER  
FOR SECAUCUS TOWN HALL FROM F&G MECHANICAL CORP. UNDER  
THE BERGEN COUNTY COOPERATIVE**

**WHEREAS**, the Town of Secaucus has determined the emergent need for the purchase of a Replacement Chiller for Secaucus Town Hall, a public building frequently utilized by Town residents, as one of the existing units has failed; and

**WHEREAS**, it has been determined that there is an emergent need to replace the broken Chiller as the potential loss of properly operating air conditioning can pose a serious health risk to residents and Town staff; and

**WHEREAS**, F&G Mechanical Corp. provided Quote #3593 for said Chiller in the amount of Forty-Three Thousand Eight Hundred Thirty-Three Dollars and 37/100 (\$43,833.37); and

**WHEREAS**, services as set forth in the Proposal submitted by F&G Mechanical Corp. will be procured through the Bergen County Cooperative Pricing System via Contract No. 22-.01.1 HVAC Services; Time and Materials; and

**WHEREAS**, the Town of Secaucus is a member of the Bergen County Cooperative Pricing System previously authorized by Resolution 2014-346; and

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes the award of a contract on an emergent basis where there is a threat to the health, safety and welfare of the public; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line-item C-04-55-2019-2070.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, that the issuance of a contract on an emergency basis to F&G Mechanical Corp. for an amount not to exceed Forty-Three Thousand Eight Hundred Thirty-Three Dollars and 37/100 (\$43,833.37) for the Emergency Purchase of a Chiller for Secaucus Town Hall is hereby ratified; and

**BE IT FURTHER RESOLVED**, that F&G Mechanical Corp. shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing; and

**BE IT FURTHER RESOLVED**, that the Mayor, the Town Administrator or their designee are hereby authorized to execute any other documents or take any other necessary action to effectuate the spirit and intent of this Resolution.

Adopted: June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NJSA 40A:4-1 in

Account Number:

C-04-55-2019-2070

Amount \$ 43,833.37 Date 6/25/24

Sheetal Nagpal  
Sheetal Nagpal



**Work Order Quote: 3593**

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**Serv. Site:** MUNICIPAL BUILDING  
**Address:** 1203 PATERSON PLANK ROAD  
SECAUCUS, NJ 07094 US

**Customer:** TOWN OF SECAUCUS  
**Address:** 1203 PATERSON PLANK ROAD  
SECAUCUS, NJ 07094 US

**Req. By:** PHIL TAGLIERI      **On:**  
**Phone:** 201-273-8110

**Contact:** PHIL TAGLIERI  
**Phone:** 201-273-8110

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**Scope Seq:**    1    **QUOTED WORK**

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YORK CHILLER COMPRESSOR #2 REPLACEMENT

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**Quote Notes**

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Scope of Work

F&G Mechanical will provide a Field Service Professional to perform the following.....

ALL WORK HERE-IN FALLS UNDER THE CO-OP # 1170-23

1. Recover all refrigerant from circuit #2 and set aside for reuse.
2. Disconnect prep compressor #2 for removal.
3. Remove and replace circuit #2 thermal expansion valve with OEM valve.
4. Remove and replace compressor with OEM compressor.
5. Connect all fittings and sensors.
6. Replace (2) drier cores.
7. Perform an acid test on compressor oil from existing compressor.
8. Pressure test entire circuit.
9. Evacuate circuit to below 500 microns and perform a decay test.
10. Charge with recovered gas and top off as needed using customer refrigerant stock.
11. Perform a start up.

\*\*\*Compressor comes with a 1 year warranty from York. To add an additional warranty extending 2-5years  
Add: \$5,367.07 to the quoted price for a total of \$49,200.44

If any discrepancies are found they will be brought to the attention of the Maintenance Supervisor.

\*This quoted price is valid for 30 Days from the date of issue\*

Work not included:  
premium or overtime labor  
permit fees  
painting  
electrical power, interlock or control wiring  
EMS, BMS or BAS work  
temporary heating or cooling or related stand by labor, equipment maintenance or extended warranties  
disconnect switches  
motor starters  
new insulation for existing pipe, duct or equipment  
new refrigerant  
leaks found outside of our scope of work

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

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

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

**Quote Flat Price Totals**

<b>Sub Total:</b>	43,833.37
<b>Tax Basis:</b>	43,833.37
<b>Tax Total:</b>	0.00
<b>Price Total:</b>	43,833.37

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT  
FOR DATTO BCDR DIGITAL BACKUP SERVICES TO LIBERMAN NETWORKS**

**WHEREAS**, the Town of Secaucus has the continued need for Datto BCDR Digital Backup Services to service Town computers; and

**WHEREAS**, Liberman Network has been providing these services, and have created a system specialized to the Town of Secaucus; and

**WHEREAS**, in accordance with N.J.S.A. 40A:11-5(dd) “the provision of support and maintenance of proprietary computer hardware and software may be awarded by the governing body without public advertising;” and

**WHEREAS**, Liberman Networks of Fort Lee, NJ has submitted a Quote, that was presented to the Qualified Purchasing Agent, providing for continued Datto BCDR Digital Backup Services for a total contract price of Twenty-Three Thousand Three Hundred Sixty Dollars 00/100 (\$23,360.00); and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 4-01-20-1119-2069 @ \$11,680.00 and 4-01-25-2131-2069 @ \$11,680.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, award the Non-Fair and Open Contract for Datto BCDR Digital Backup Services to Liberman Networks at an amount not to exceed Twenty-Three Thousand Three Hundred Sixty Dollars and 00/100 (\$23,360.00), for a one (1) year term, to begin on July 1, 2024; and

**BE IT FURTHER RESOLVED**, that all of the above referenced vendors have submitted a Chapter 271 Political Disclosure Form, which certifies that they each have not made any reportable contributions to a political or candidate committee in the Town of Secaucus, in the County of Hudson, in any public entity in Hudson County, or in the 32<sup>nd</sup> Legislative District in the previous twelve (12) months, and that the contract will prohibit them from making any reportable contributions through the term of the contract, in compliance with necessary regulations and measure of the State of New Jersey under N.J.S.A. 19:44A-20.26; and

**BE IT FURTHER RESOLVED**, that Liberman Networks shall provide any and all compliance information requested by the Town of Secaucus’ Office of Purchasing; and

**BE IT FURTHER RESOLVED**, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract or take any action necessary to effectuate the spirit and purpose of this Resolution.

Adopted: June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NJSA 40A:4-1 in Account Number:

Amount \$ 23,360.00 Date 6/25/24  
*Sheetal Nagpal*  
 Sheetal Nagpal

401-20-1119-2069      \$ 11,680  
 401-25-2131-2069      \$ 11,680  
 -----  
 23,360<sup>00</sup>

Secaucus - Township and Police Department  
2024 - 2025 Budget Assumptions: BACKUP Only

Location	Service	Billing	QTY	Rate	Monthly Amount	Annual Amount	Note
<b>Town of Secaucus</b>							
	Datto BCDR	Annual	1	\$ 11,680.00		\$ 11,680.00	1
	Datto SaaS	Mthly	243	\$ 3.50	\$ 850.50	\$ 10,206.00	2
Subtotal - Town of Secaucus					\$ 850.50	\$ 21,886.00	
<b>Secaucus Police Department</b>							
	Datto BCDR	Annual	1	\$ 11,680.00		\$ 11,680.00	1
	Datto SaaS	Mthly	140	\$ 3.50	\$ 490.00	\$ 5,880.00	2
Subtotal - Secaucus Police Department					\$ 490.00	\$ 17,560.00	

Note 1

Effective July 1, 2024

Note 2

Billing for SaaS BACKUP is calculated monthly by ACTIVE & ARCHIVED email accounts. These accounts may total more than actual users.

The client is responsible for notifying support to add/remove users by generating a service ticket. Service ticket requests adding/removing users will be reflected in the next billing cycle.

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING TO ADVERTISE AND RECEIVE BIDS  
FOR SEAVIEW DRIVE IMPROVEMENTS**

**WHEREAS**, the Town of Secaucus has the need for Seaview Drive Improvements.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Town Council for the Town of Secaucus, County of Hudson, State of New Jersey, that the Town Clerk is hereby authorized to advertise for and receive bids from vendors for Seaview Drive Improvements.

Adopted: June, 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

Resolution No. \_\_\_\_\_

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**A RESOLUTION AUTHORIZING A CONTACT WITH THE CRAFT CLIQUE  
FOR ARTS AND CRAFTS SERVICES**

**WHEREAS**, the Town of Secaucus has determined the need for Arts and Crafts Services to service the residents of Secaucus; and

**WHEREAS**, The Craft Clique, LLC of Secaucus, NJ provides said services throughout the calendar year for events both on and off Town owned property; and

**WHEREAS**, the total for said services does not exceed Six Thousand Five Hundred Dollars and 00/100 (\$6,500.00) during the calendar year; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds to award this contract are available under line item 4-01-30-5184-2069.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council for the Town of Secaucus, County of Hudson, State of New Jersey, authorize a contract with The Craft Clique, LLC at an amount not to exceed Six Thousand Five Hundred Dollars and 00/100 (\$6,500.00) as described herein; and

**BE IT FURTHER RESOLVED**, that The Craft Clique, LLC shall provide any and all compliance information requested by the Town of Secaucus' Office of Purchasing; and

**BE IT FURTHER RESOLVED**, that the Mayor, Town Administrator, or their designee are hereby authorized to execute any documents regarding the awarding of this contract or take any action necessary to effectuate the spirit and purpose of this Resolution.

Adopted: June 25, 2024

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

Town Clerk

Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				

I, Sheetal Nagpal, Treasurer of the Town of Secaucus, do hereby certify that funds are available in accordance with the Local Budget Law NJSA 40A:4-1 in

Account Number:

4-01-30-5184-2069

Amount \$ 6,500.00 Date 6/25/24

*Sheetal Nagpal*  
Sheetal Nagpal



**RESOLUTION NO. \_\_\_\_\_**

**TOWN OF SECAUCUS  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**BE IT RESOLVED**, by the Mayor and Council of the Town of Secaucus, County of Hudson, State of New Jersey, pursuant to the recommendation of Kevin O'Connor of the Department of Public Works, that the person listed below is hereby appointed to the position of an Intern in the Public Works Department (#50000) effective on June 25, 2024, as follows:

DePaolo, Jenna

\$17.00/Hour

I, Michael Marra, Town Clerk of the Town of Secaucus, County of Hudson, do hereby certify that the above is a true copy of a resolution approved by the Mayor and Council on June 25, 2024.

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

Motion:	Yes	No	Abstain	Absent
Second:				
Councilman Costantino				
Councilman McKeever				
Councilman Clancy				
Councilman Dehnert				
Councilman Gerbasio				
Councilwoman Tringali				
Mayor Gonnelli				