

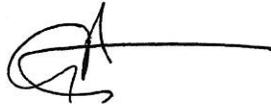
# MASON, GRIFFIN & PIERSON

A PROFESSIONAL CORPORATION  
COUNSELLORS AT LAW

## MEMORANDUM

To: Mayor and Council of Princeton

From: Edwin W. Schmierer, Esq.



Date: November 21, 2013

**Re: Resolution and Professional Services Agreement: Community Grants, Planning and Housing**

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Princeton, having obtained Substantive Certification of its Affordable Housing Plan, must file with COAH reports with regard to funds collected, deposited and expended through the Princeton Affordable Housing Trust Fund. Princeton has utilized Community Grants, Planning and Housing for the past number of years to complete and file with COAH the CTM reports.

The Princeton Housing Board has received and reviewed a proposal from Community Grants, Planning and Housing to complete and file the 2013 CTM report for a sum in the amount of Four Thousand Five Hundred Dollars (\$4,500.00). CGP&H would also complete and file on a quarterly basis, as now recommended, the CTM report for the Trust Fund for 2014 for the cost of Six Thousand Dollars (\$6,000.00). The Princeton Housing Board recommends both expenditures. Funds for this purpose would be utilized as permissive administrative expenses and paid from the Affordable Housing Trust Fund.

I have therefore prepared and attach hereto a proposed resolution authorizing the above referenced agreement with Community Grants, Planning and Housing. The proposed Professional Services Agreement is also attached.

We would appreciate your considering this request as part of your agenda on November 25, 2013.

cc: Robert W. Bruschi, Administrator  
Kathy Monzo, Assistant Administrator  
Linda S. McDermott, Clerk  
Robert V. Kiser, PE, Princeton Engineer  
Christy Peacock, Princeton Affordable Housing Coordinator

COUNTY OF MERCER

PRINCETON

STATE OF NEW JERSEY

**RESOLUTION**

WHEREAS, Princeton has received Substantive Certification of its Affordable Housing Program from the New Jersey Council on Affordable Housing (COAH); and

WHEREAS, a component of said program permits the collection of Affordable Housing development fees; and

WHEREAS, COAH regulations require that reports be filed with COAH concerning receipts and expenditures from the Princeton Township Affordable Housing Trust Fund; and

WHEREAS, the Princeton Housing Board has solicited proposals to undertake and complete this work and recommend to the Mayor and Council an agreement with Community Grants, Planning and Housing to file the required CTM reports for 2013 and file said reports quarterly for 2014.

NOW THEREFORE, be it resolved by the Mayor and Council as follows:

1. The Mayor and Clerk of Princeton hereby authorize and direct to enter into a Professional Services Agreement with Community Grants, Planning and Housing, 569 Abington Drive, Suite E, East Windsor, New Jersey 08520 to have the required COAH CTM reports filed on behalf of Princeton for the sum of Four Thousand Five Hundred Dollars (\$4,500.00) for 2013 and Six Thousand Dollars (\$6,000.00) for 2014. These expenditures shall be charged to the Princeton Affordable Housing Trust Fund as an administrative expense. The Agreement authorized by this Resolution is

on file in the office of the Municipal Clerk and may be inspected during regular office hours.

2. A certified true copy of this Resolution shall be furnished upon its adoption to the Princeton Housing Board as well as to Community Grants, Planning and Housing.

CERTIFICATION

I, Linda S. McDermott, Clerk of Princeton, do hereby certify that the foregoing Resolution was considered and adopted by the Princeton Mayor and Council at its regular meeting held on the 25<sup>th</sup> day of November, 2013.

Linda S. McDermott, Clerk  
Princeton

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** entered into this 25<sup>th</sup> day of November 2013, by and between **PRINCETON**, a municipal corporation of the State of New Jersey, 400 Witherspoon Street, Princeton, New Jersey 08540 (hereinafter referred to as “**PRINCETON**”) and **COMMUNITY GRANTS, PLANNING & HOUSING, LLC**, 569 Abington Drive, East Windsor, New Jersey 08520 (hereinafter referred to as (“**CGPH**”).

### **WITNESSETH:**

**WHEREAS, PRINCETON** requires the preparation of the 2013 and 2014 Council on Affordable Housing (“**COAH**”) Trust Fund Monitoring Report; and

**WHEREAS, PRINCETON** had adopted a Resolution pursuant to the provisions of the New Jersey Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. authorizing the award of a Contract for “Professional Services” without competitive bidding to **CGPH** in order to undertake and complete this work.

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein below **PRINCETON** and **CGPH** agree as follows:

1. **PRINCETON** hereby retains **CGPH** to prepare **PRINCETON**'s 2013 and 2014 **COAH** Trust Fund Monitoring Report, quarterly.
2. **PRINCETON** agrees to compensate **CGPH** for its work on the 2013 and 2014 Trust Funds Monitoring Reports for a sum not to exceed Four Thousand Five Hundred Dollars (\$4,500.00) for 2013, and Six Thousand Dollars (\$6,000.00) for 2014.
3. **CGPH** agrees to bill **PRINCETON** in accordance with their 2013 and 2014 services provided.
4. **CGPH** agrees that the key personnel to provide services shall be the following:  
Randall Gottesman, P.P. and Megan York.

5. **CGPH** agrees to complete the 2013 and 2014 COAH Trust Fund Monitoring Report and to deliver same to **PRINCETON**'s Affordable Housing Coordinator for filing with COAH.
6. As a part of the deliverables by **CGPH** to **PRINCETON**, **CGPH** shall provide to **PRINCETON**, through the Affordable Housing Coordinator, the models utilized to complete said Trust Fund Monitoring Report.
7. **CGPH** agrees to comply with the non-discrimination/affirmative action regulations set forth on Exhibit A.
8. As required by P.L. 2004, c. 57, of the Laws of the State of New Jersey, **CGPH** agrees to file with **PRINCETON**'S Chief Financial Officer its State Contractor Business Registration Form before any payments are authorized pursuant to this Agreement.
9. **CGPH** agrees to adhere to the requirements of the New Jersey "Local Unit Pay-to-Play Law", N.J.S.A. 19:44A-20.7 et seq. as set forth on Exhibit B attached and Princeton Pay-to-Play Ordinance 2007-11.

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

**ATTESTED**

\_\_\_\_\_  
Linda S. McDermott, Clerk

**PRINCETON**

By: \_\_\_\_\_  
Liz Lempert, Mayor

**COMMUNITY GRANTS, PLANNING &  
HOUSING, LLC**

By: \_\_\_\_\_  
Randall Gottesman, P.P., Managing Member