

MASON, GRIFFIN & PIERSON

A PROFESSIONAL CORPORATION
COUNSELLORS AT LAW

MEMORANDUM

To: Mayor and Council of Princeton

From: Edwin W. Schmierer, Esq.
Assistant Municipal Attorney



Date: April 2, 2014

Re: Princeton's Administrator Position: Summit Collaborative Advisors, LLC

Princeton Administrator, Robert Bruschi has announced his intention to retire from his position effective December 31, 2014. The Mayor and Council therefore will be charged with the responsibility of hiring a new Administrator for Princeton effective January 1, 2015.

In order to assist the Mayor and Council with this task, it has been recommended that the Mayor and Council work with a consultant familiar with municipal administration. Robert Bruschi has received a proposal from Summit Collaborative Advisors, LLC (Reagan Burkholder) to assist the Mayor and Council for a sum not to exceed \$4,500.00. The assistance would take the form, among other things, of creating an updated and accurate job description for the position of Administrator, assisting the Mayor and Council in developing goals and objectives which would be tasked to the new Administrator and also providing assistance during the interview process.

I have therefore prepared and attach hereto a proposed resolution and agreement to retain Summit Collaborative Advisors, LLC.

EWS:kaj

cc: Robert W. Bruschi, Administrator
Kathryn Monzo, Assistant Administrator
Linda McDermott, Clerk
Robert V. Kiser, P.E., Princeton Engineer

COUNTY OF MERCER

PRINCETON

STATE OF NEW JERSEY

RESOLUTION

WHEREAS, the current Princeton Administrator has indicated to the Mayor and Council his intention to retire from his position effective December 31, 2014; and

WHEREAS, the Mayor and Council are about to embark on a process to identify and hire a new Administrator for Princeton; and

WHEREAS, the current Administrator recommends that the Mayor and Council utilize a consultant to assist with the process of hiring a new Administrator for Princeton; and

WHEREAS, the proposal obtained to provide this assistance is below the bidding threshold required by the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of Princeton as follows:

1. The Mayor and Clerk are hereby authorized and directed to enter into an agreement with Summit Collaborative Advisors, LLC, 27 Argyle Court, Summit, New Jersey, 07901 for a sum not to exceed \$4,500.00 to assist the Mayor and Council in the process of hiring a new Administrator for Princeton as of January 1, 2015. 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. This agreement is being awarded without competitive bidding since the amount of the contract does not exceed the bidding threshold of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*

AGREEMENT

This Agreement entered into on this 7th day of April, 2014 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 Summit Collaborative Advisors, LLC, 27 Argyle Court, Summit, New Jersey, 07901 (hereinafter referred to as "Consultant").

WITNESS

WHEREAS, Princeton wishes to embark on a process to hire a new Administrator for Princeton as of January 1, 2015; and

WHEREAS, the Consultant has submitted a proposal to assist the Mayor and Council with this task; and

WHEREAS, said proposal does not exceed the bidding threshold established by the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*; and

WHEREAS, the Mayor and Council have adopted a resolution authorizing the award of a contract to the Consultant for this purpose.

NOW THEREFORE, Princeton and the Consultant agree as follows:

1. Princeton hereby retains the Consultant to assist the Mayor and Council in a process which will lead to the hiring of a new Administrator for Princeton effective January 1, 2015.
2. The Consultant agrees to assist Princeton with at least the following tasks associated with the search for a new Administrator:
 - A. Develop an updated job description for the position of Princeton Administrator.

B. Develop a list of goals and objectives which the Mayor and Council will task to the new Administrator.

C. Assist the Mayor and Council with the screening and interview process for the new Administrator.

3. Princeton agrees to compensate the Consultant to perform these tasks and provide other assistance to the Mayor and Council which the parties deem appropriate for a sum not to exceed \$4,500.00.

4. The parties to this agreement hereby incorporate by reference into it the affirmative action/non-discrimination requirements as set forth on Exhibit "A", attached.

5. The parties to this agreement hereby incorporate into it the requirements to satisfy the New Jersey Business Registration Act as set forth on Exhibit "B", attached.

6. The parties hereby incorporate into this agreement the requirement to adhere to the New Jersey Pay-to-Play regulations as set forth on Exhibit "C", attached.

IN WITNESS WHEREOF, the parties have hereunto set their hand and seal the day and date first written above.

ATTEST:

PRINCETON

Linda McDermott, Clerk

By: _____
Liz Lempert, Mayor

**SUMMIT COLLABORATIVE ADVISORS,
LLC.**

By: _____
Reagan Burkholder, Managing Member