



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 112-2021**

**DATES AND TIME FOR 2022
COUNCIL MEETINGS, CAUCUS MEETINGS AND WORKSHOP MEETINGS**

BE IT RESOLVED by the Mayor and Council of the Borough of Lawnside, County of Camden, State of New Jersey, that the Regular Council Meetings of the Borough Council of the Borough of Lawnside will be held the First Wednesday of each month in the Council Chambers of the Lawnside Borough Hall, 4 Dr. Martin Luther King Jr. Road, Lawnside, New Jersey at 7:00 P.M unless noted otherwise. *Pursuant to Executive Order Number 103 dated March 9, 2020, Governor Murphy declared a Public Health Emergency in New Jersey. On March 20, 2020 P.L. 2020 Chapter 11 amended the Open Public Meetings Act to allow local public bodies to conduct Remote Public Meetings by use of electronic communications technology during a period declared as a Public Health Emergency or a State of Emergency.* Any updates will be posted on the Borough of Lawnside website, www.lawnside.net.

The following is a list of Council, Caucus and Workshop meetings for Calendar Year 2022:

COUNCIL

1st Wednesday - Unless Noted

- January 5, 2022– Reorganization
- February 2, 2022
- March 2, 2022
- April 6, 2022
- May 4, 2022
- June 1, 2022
- July 6, 2022

NO COUNCIL MEETING IN AUGUST

- September 7, 2022
- October 5, 2022
- November 2, 2022
- December 7, 2022

CAUCUS MEETINGS

4th Monday - Unless Noted

- January 24, 2022
- February 23, 2022 - *4th Wednesday
- March 28, 2022
- April 25, 2022
- May 23, 2022
- June 27, 2022

NO CAUCUS MEETING IN JULY

- August 29, 2022 - *5th Monday
- September 26, 2022
- October 24, 2022
- November 28, 2022
- December 28, 2022 - *4th Wednesday

WORKSHOPS

- January 12, 19, and 26, 2022
- February 9 and 23, 2022
- March 9, 16, 23 and 30, 2022
- April 13, 20, and 27, 2022
- May 11, 18, and 25, 2022
- June 8, 15, 22, and 29, 2022
- July 13, 20, and 27, 2022
- August 3, 10, 17, 24, and 31, 2022
- September 14, 21, and 28, 2022
- October 12, 19, and 26, 2022
- November 9, 16, 23, and 30, 2022
- December 14 and 21, 2022

All Caucus, Council and Workshop meetings will be held in the Borough Council Chambers beginning at 7:00 P.M. unless otherwise advertised.

ACTING BOROUGH CLERK

MARSHAREE A. WRIGHT

ADOPTED: DECEMBER 1, 2021



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 113-2021**

**RESOLUTION DESIGNATING THE COURIER POST
AND THE SOUTH JERSEY JOURNAL
TO RECEIVE ALL NOTICES OF MEETINGS
AS REQUIRED UNDER THE OPEN PUBLIC MEETINGS ACT**

WHEREAS, Section 3 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires the certain notices of meetings be submitted to three (3) newspapers, one of which shall be the official newspaper; and

WHEREAS, the second newspaper designated by this body must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meetings

NOW, THEREFORE, BE IT RESOLVED, by Borough Council of the Borough of Lawnside, County of Camden, State of New Jersey as follows:

1. The **COURIER-POST** is hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
2. The **ANOINTED NEWS JOURNAL** is hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
3. The **SOUTH JERSEY JOURNAL** is hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
4. This resolution is to take effect immediately, and shall remain in effect for 12 months, or so long as the Courier Post, Anointed News Journal and the South Jersey Journal publish in Camden County.

BOROUGH OF LAWNSIDE:

**MARSHAREE A. WRIGHT
ACTING BOROUGH CLERK**

**MARY ANN WARDLOW
MAYOR**

ADOPTED: DECEMBER 1, 2021



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 114 - 2021**

**RESOLUTION ESTABLISHING AND IMPLEMENTING
A FAIR AND OPEN PROCESS FOR THE SELECTION OF
PROFESSIONAL SERVICE AGREEMENTS**

WHEREAS, the Borough of Lawnside requires the services of various professional service providers; and

WHEREAS, professional services are exempt from the requirement of public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Borough of Lawnside continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the Borough of Lawnside; and

WHEREAS, the Borough of Lawnside has determined that it is appropriate to implement a fair and open process for the awarding of professional service contracts; and

WHEREAS, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

WHEREAS, the Borough of Lawnside has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

WHEREAS, the Borough of Lawnside has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the governing body and then published in accordance with N.J.S.A. 40A:11-5; and

WHEREAS, the positions to be solicited are listed as follows:

- Municipal Attorney
- Municipal Court Prosecutor
- Municipal Public Defender
- Municipal Engineers
- Planning Board Attorney
- Zoning Board Attorney
- Planning and Zoning Board Engineer
- Insurance Broker of Record
- Municipal Auditor
- Redevelopment Counsel
- Municipal Bond Counsel
- Redevelopment Consulting Engineer
- Special Counsel – Open Public Records and Conflict Counsel

WHEREAS, the Municipal Clerk shall cause a legal notice to be published in a newspaper authorized to publish legal notices for the Borough, stating that a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualifications will be published in the newspaper and posted on the Website no later than December 10, 2021; and

NOW, THEREFORE, BE IT RESOLVED, the Municipal Clerk is hereby authorized to advertise request for professional services in which must be submitted to the **Office of the Borough Clerk, 4 Dr. Martin Luther King, Jr. Road, Lawnside, New Jersey, 08045, no later than 11:00 A.M. January 12, 2022;** and

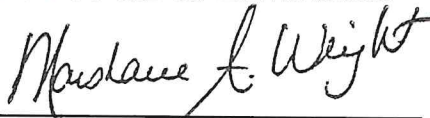
BE IT FURTHER RESOLVED, Commencing at 11:01 A.M. on Wednesday, January 12, 2022, or as soon thereafter as may be possible, the Borough Clerk or her designee shall publicly open and announce all submissions in the Borough public meeting room; and

BE IT FURTHER RESOLVED, The Borough Council shall thereafter review all submissions, Appointments shall thereafter be made at a public meeting of the Borough Council and subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED, the positions solicited will be subject to appointment for the Calendar Year 2022. However, this is subject to the availability of funds and the continuing needs of the Borough. Accordingly, inclusion of a position is not a representation or warranty that such position will be filled, but that if filled, it will be subject to the process contained herein.

BE IT FURTHER RESOLVED, the Borough Council has determined that the terms of this Resolution constitute a fair and open process as to all positions included herein.

BOROUGH OF LAWNSIDE



MARSHAREE A. WRIGHT
ACTING BOROUGH CLERK

ADOPTED: DECEMBER 1, 2021

PROFESSIONAL SERVICE CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Borough of Lawnside solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. **Responses must be received in the Office of the Borough Clerk, 4 Dr. Martin Luther King, Jr. Road, Lawnside, New Jersey, 08045, no later than 11:00 A.M. January 12, 2022.** All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. The applicant/proposer shall submit ten (10) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. Responses will be reviewed by the governing body. The appointment will be announced at a public meeting. Unless otherwise noted, appointment shall be for the Calendar Year of 2022 and subject to the execution of an appropriate contract.

In addition to demonstrating an ability to meet all minimum qualification for a specific professional specialty the firm must provide proof of the following:

1. Proof of Liability Insurance
2. Scope of Services
3. Resume
4. Facilities
5. Conflicts of Interest
6. Fees
7. Form of Contract
8. Other Information
9. MBE/WBE Tracking Information
10. State Business Registration
11. Certification of Debarment
12. Disclosure of Investment Activities in Iran

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law, municipal contract law, public bidding requirements, and public sector labor law. Any experience or knowledge of matters directly affecting the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies.
2. Must have a minimum of seven (7) years' experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, negotiation, and preparation of contracts and other legal documents.
- 6.

MUNICIPAL COURT PROSECUTOR

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a prosecutor who will be the chief legal representative of the State of New Jersey and the Borough of Lawnside in the prosecution of cases before the Municipal Court of the Borough of Lawnside. Applicants should demonstrate knowledge and experience in matters relating to prosecution matters before the municipal courts of the State of New Jersey, as well as a certification from the Prosecutor of Camden County to prosecute DWI cases. Any experience or knowledge of matters that directly affect the Borough of Lawnside or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than three (3) years preceding appointment.
2. Must provide a description of availability for municipal court sessions as scheduled in the Borough of Lawnside.
3. Must maintain a bona fide principal office in the State of New Jersey.
4. Must list other past and present municipal courts served as Prosecutor.
- 5.

MUNICIPAL PUBLIC DEFENDER

GENERAL CRITERIA: The Borough of Lawnside desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services in the Municipal Court of the Borough of Lawnside. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Borough of Lawnside or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have a minimum of three (3) years' experience in the defense of persons before municipal courts of the State of New Jersey.
3. Must have a minimum of three (3) years' experience as a municipal public defender in the municipal courts of the State of New Jersey.
4. Must maintain a bona fide principal office in the State of New Jersey.
- 5.

MUNICIPAL ENGINEERS

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years' experience in providing consulting engineering services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county, and local regulatory agencies with specific experience related to redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Lawnside including, but not limited to: civil engineers, land surveyors, planners, environmental scientists, and construction administrators.
5. Must maintain a principal office location in close proximity to Lawnside so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and Zoning Boards served as Engineer.

MUNICIPAL ENGINEERING SCOPE OF WORK:

The scope of work presented below describes various tasks and responsibilities that will be required by the Borough. In providing the services herein, the Borough reserves the right to modify and adjust this proposed scope of work as deemed appropriate by the Borough.

1. General Municipal Engineering

Consultant may be required to provide general municipal engineering support services including ongoing engineering consultation with Borough staff, interaction with Borough staff and officials at public meetings, support to Mayor, Borough Council and Planning

Commission officials on an as needed basis, response to citizen inquiries, support to Public Works Division on ongoing infrastructure maintenance and related activities.

2. Transportation Engineering Services

Consultant may be required to provide a wide variety of services related to municipal transportation engineering. This includes, but is not limited to planning, design, construction oversight, technical review of efforts directed to roadway design, traffic signals, roadside safety features, signage and striping programs, pavement maintenance programs and related features and activities. Consultant may also be required to prepare or review traffic impact studies and assessments throughout the Borough.

3. Storm Drainage Engineering Services

Consultant may be required to provide a wide variety of services related to storm water drainage engineering. This includes, but is not limited to planning, assessment, design, construction oversight, technical review of efforts directed to storm flow generation, storm drainage collection and disposal, storm water retention and detention, compliance with current state and federal regulations on disposal of storm water flows and related activities.

4. Development Review Services

Consultant may be required to provide a wide variety of services related to development review and engineering. This includes, but is not limited to planning, assessment, design, construction oversight and technical review of efforts associated with commercial or residential developments within the Borough.

5. Parks and Recreation Engineering Services

Consultant may be required to provide a wide variety of engineering services to support Parks and Recreation functions within the Borough. This includes, but is not limited to planning, assessment, design, construction oversight, and technical review of efforts associated with the development of Parks and Recreation facilities within the Borough including parks, trails, parkways, recreation facilities, indoor and outdoor team and individual sports facilities and related improvements.

6. Utility Engineering Services

Consultant may be required to provide a wide variety of services related to utility engineering within the Borough. This includes, but is not limited to the identification and mapping of both Borough and non-Borough owned facilities and utility infrastructure. It may also include all services needed to facilitate the integration of utility impacts within other engineering activities together with the necessary coordination with a wide array of utility owners.

7. Structural Engineering Services

Consultant may be required to provide a wide variety of services related to structural engineering. This includes, but is not limited to the assessment, design, construction oversight and technical review of efforts associated with structural engineering throughout the Borough or as a component to another engineering project effort.

8. Emergency Engineering Response Services

Consultant may be required to provide emergency engineering support to the Borough. This will include provisions for immediate (defined as 24x7 within 2 hours' notice) access to qualified staff to assist the Borough in any and all engineering functions on an emergency response basis.

9. Surveying Services

Consultant may be required to provide a wide variety of surveying services on an as needed basis. This includes, but is not limited to upkeep of Borough's Tax Maps, property surveys, design control and location surveys, right of way mapping and instrument preparation, topographic surveys, aerial mapping services and related activities.

10. GIS Services

Consultant may be required to provide a wide variety of GIS related services on an as needed basis. This includes, but is not limited to creation, input, maintenance and technical consultation to assist the Borough in the maintenance of the Borough GIS system.

11. Preparation of Engineering Graphics / CAD Services

Consultant may be required to provide support to the Borough with CAD services or with the preparation of engineering graphics on an as needed basis. This includes, but is not limited to creation of exhibits or documents for public meetings, preparation of web ready graphics, CAD support for internal Borough engineering projects and related activities.

12. Electrical Engineering

Consultant may be required to support the Borough with electrical engineering services or with services to integrate current Borough pump station facilities. This includes, but is not limited to electrical engineering planning, design, construction oversight and technical review of electrical feeds to Borough infrastructure including pumps, control vaults, roadway lighting, buildings or related infrastructure.

PLANNING BOARD ATTORNEY

GENERAL CRITERIA: The Borough of Lawnside and its Planning Board desire to appoint an attorney consistent with the provisions of the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., whose responsibilities will be to represent the Planning Board at all of its regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Board in any litigation, and assist the Board in any other manner necessary. Applicants should demonstrate knowledge of the Municipal Land Use Law, zoning and planning, preparation of resolutions, redevelopment law, and other matters pertinent to the Planning Board. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed. Applicants may be an individual or a firm.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years' experience representing municipal entities in collection with planning and zoning applications and ordinances.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services requested by the Borough including, but not limited to, preparation of all documents and resolutions necessary and incidental thereto.
5. Must list past and present public entities represented as planning and/or zoning attorney or related issues.

ZONING BOARD ATTORNEY

GENERAL CRITERIA: The Borough of Lawnside and its Zoning Board desire to appoint an attorney consistent with the provisions of the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., whose responsibilities will be to represent the Zoning Board at all of its regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Board in any litigation, and assist the Board in any other manner necessary. Applicants should demonstrate knowledge of the Municipal Land Use Law, zoning and planning, preparation of resolutions, redevelopment law, and other matters pertinent to the Zoning Board. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed. Applicants may be an individual or a firm.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years' experience representing municipal entities in collection with planning and zoning applications and ordinances.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services requested by the Borough including, but not limited to, preparation of all documents and resolutions necessary and incidental thereto.
5. Must list past and present public entities represented as planning and/or zoning attorney or related issues.

PLANNING AND ZONING BOARD ENGINEER

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a firm or firms to provide planning and zoning board engineering services to the Borough's Planning and Zoning Boards. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed. –

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years' experience in providing consulting engineering services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Lawnside including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Lawnside so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer.

INSURANCE BROKER OF RECORD

GENERAL CRITERIA: The Borough of Lawnside desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the Borough of Lawnside including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of seven (7) years.
2. Must have a minimum of seven (7) years' experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Borough of Lawnside.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Borough.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
7. Must list past and present municipal entities served as Insurance Broker.

MUNICIPAL AUDITOR

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a firm or individual who is a certified public accountant to act as municipal auditor for the Borough of Lawnside. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be a certified public accountant that has been licensed in that capacity for a period of not less than seven (7) years prior to the date of appointment.
2. Must be a registered municipal accountant licensed and qualified in that capacity for a minimum of five (5) years prior to the appointment.
3. Must have a minimum of five (5) years' experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office in the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

REDEVELOPMENT COUNSEL

GENERAL CRITERIA: The Mayor and Council of the Borough of Lawnside, acting in its redevelopment capacity under N.J.S.A. 40A:12A-1 *et. seq.* have determined that it is in the interest of the Borough to acquire professional legal services to assist the evaluation of development proposals, redevelopment studies, selection of redevelopers, negotiation of redevelopment agreements, and related activities; and The Borough of Lawnside requires the services of special redevelopment counsel. Applicant should demonstrate knowledge of municipal and finance law, New Jersey redevelopment law and other matters pertinent to these projects. Any experience or knowledge of matters that directly affect the Borough of Lawnside and its redevelopment should be addressed. Applicants may be an individual or a firm.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years' experience representing municipal entities in connection with

- the approval of redevelopment ordinances and redevelopment plans. Must maintain
3. Must maintain a bona fide office in the State of New Jersey.
 4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental thereto.
 5. Must list past and present public entities represented as redevelopment or related issues

MUNICIPAL BOND COUNSEL.

GENERAL CRITERIA: The Borough of Lawnside desires to appoint an attorney or firm who will be the primary legal representative of the Township in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Township. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS.

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years' experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Township including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list present public entities represented as Bond Counsel.

REDEVELOPMENT CONSULTING ENGINEER

GENERAL CRITERIA: The Mayor and Council of the Borough of Lawnside, acting in its redevelopment capacity under N.J.S.A. 40A:12A-1 *et. seq.* have determined that it is in the interest of the Borough to acquire professional legal services to assist the evaluation of development proposals, redevelopment studies, selection of redevelopers, negotiation of redevelopment agreements, and related activities; and The Borough of Lawnside desires to appoint a consulting engineer responsible for the coordination and direction of various professional disciplines relating to redevelopment initiatives. Applicants should demonstrate knowledge and experience in Redevelopment Law and its application in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting redevelopment initiatives in the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of five (5) years' experience providing consulting services to municipal governments in New Jersey relative to redevelopment issues,
2. Must have prior experience obtaining grants and loans for municipal redevelopment projects.
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Principal must have a minimum education to include a bachelors and/or master's degree in a related field of study, such as public policy, planning or administration.
5. Must maintain a bona fide principal office in the State of New Jersey.
6. Must list past and present municipalities and Planning and Zoning Boards served as Consulting Engineer

SPECIAL COUNSEL - OPEN PUBLIC RECORDS AND CONFLICT COUNSEL

GENERAL CRITERIA: The Borough of Lawnside desires to appoint an attorney or firm who will be the primary Special Counsel – Open Public Records and Conflict Counsel to provide services as special legal counsel in the form of legal representation in matters relating to the above legal specialty(s), in accordance with the scope of work detailed by the Borough for each. Applicants should demonstrate knowledge and experience representing public entities in Open Public Records litigation before the Government Records Council, Office of Administrative Law, and Superior Court. Counsel will assist with the oversight and implementation of the Borough of Lawnside's Records Management program and compliance with the New Jersey Open Public Records Act and applicable law. The firm selected as Special Counsel will be required to handle all aspects of providing representation to the Borough of Lawnside in OPRA litigation for Denial of Access Complaints for which a Borough or its agents is the named defendant.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of three (3) years' experience representing public entities in Open Public Records litigation before the Government Records Council, Office of Administrative Law, and Superior Court.
2. Must have prior experience planning and coordination of a municipality's records management program
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Must be able to review responsive records for exempt information and apply redaction prior to release maintain an appropriate redaction and exemption log.
5. Must be able to prepare and maintain appropriate redaction and exemption logs.
6. Must be able to review and maintain email archives for email communication responsive to requests.
7. Must have prior experience developing and implementing procedures, guidelines, and controls for storage, retrieval, tracking, and filing of active and inactive records; ensure records are maintained and destroyed according to the applicable records retention schedules.
8. Must be able to provide regular and ongoing consultation, training, and direction to other departments on the requirements of the NJ Open Public Records Act, records retention policies, and related Borough policies.



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 115-2021**

**RESOLUTION REDUCING THE PERFORMANCE GUARANTEE
FOR VINELAND CONSTRUCTION CO. HISTORIC BOROUGH OF LAWNSIDE STATION BUSINESS PARK**

WHEREAS, the developer of the Site known as Historic Borough of Lawnside Station Business Park (Blk. 507, Lots 1 & 2; Blk. 509, Lot 3; Blk. 510, Lots 9, 10, & 14-16; Blk. 601, Lots 1 & 3; Blk. 701, Lots 6-9 & 15) had originally posted a Performance Guarantee in the amount of **\$758,854.20** (Public Facilities-amt. includes 20% Contingency) and **\$28,800.00** (Landscape Buffer – amt. includes 205 Contingency); and

WHEREAS, the developer has requested a reduction of said Performance Guarantee; and

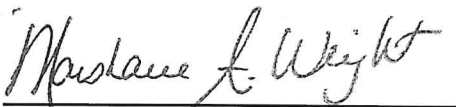
WHEREAS, the Planning & Zoning Board Engineer, Remington & Vernick Engineers (“RVE”), has set forth in their letter dated November 9, 2021 [Appendix 1] as addressed to the Borough Administrator, indicating that pursuant to their inspection, a 70% reduction of both herein referenced Performance Guarantees to the amount of \$551,357.94, **with a resulting bonded site improvement amount of \$236,296.26**, is appropriate; and

WHEREAS, The Governing Body of The Borough of Lawnside agree with the said recommendation in the attached letter from the Planning & Zoning Board Engineer; and

NOW, THEREFORE, BE IT RESOLVED that Mayor and Council of the Borough of Lawnside, County of Camden, and State of New Jersey that the Performance Guarantee be reduced.

A certified copy of this resolution shall be provided by the Office of the Municipal Clerk to RVE, Vineland Construction Co. and the Borough of Lawnside Planning and Zoning Boards.

BOROUGH OF LAWNSIDE:

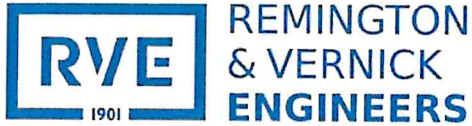


**MARSHAREE A. WRIGHT
ACTING BOROUGH CLERK**



**MARY ANN WARDLOW
MAYOR**

ADOPTED: DECEMBER 1, 2021



RVE HQ:
2059 Springdale Road
Cherry Hill, NJ 08003
O: (856) 795-9595
F: (856) 795-1882

November 9, 2021

Ms. Angelique Rankins
Administrator
Borough of Lawnside
4 Dr. Martin Luther King, Jr. Road
Lawnside, NJ 08045

Re: Borough of Lawnside
Vineland Construction Co.
Historic Borough of Lawnside Station Business Park
Blk.507, Lots 1& 2; Blk.509, Lot 3;
Blk.510, Lots 9,10, & 14-16; Blk.601, Lots 1&2 Blk.
701, Lots 6-9 & 15
Performance Guarantee Reduction
Our File #04-21-I-109

Dear Ms. Rankins:

At the request of the applicant, our office conducted an inspection to the above-referenced project. Based upon our investigation, we recommend the reduction of the Performance Guarantee originally established in the amount of **\$758,854.20** (Public Facilities- amt. includes 20% Contingency) and **\$28,800.00** (Landscape Buffer- amt. includes 20% Contingency). The total amounts released following the reduction is **\$551,357.94** (70% of both Perf. Guarantees). Please note that the amount remaining of site improvements is **\$236,296.26** (the maximum allowed as per M.L.U.L of 30%).

Enclosed, please find our breakdown reflecting the percentage complete and the total amount of site improvement work remaining to date. These reductions reflect the latest revisions to the New Jersey Municipal Land Use Law for the Performance Guarantee.

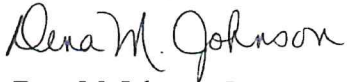
If you should have any questions, please contact Steven D. Fini, Regional Field Supervisor at 856-795-9595.

Page 2
November 10, 2021
Historic Borough of Lawnside
Performance Guarantee Reduction
Our File: 04-21-I-109

Sincerely,
REMINGTON & VERNICK ENGINEERS, INC.



Lenny Cinaglia, MBA, CEFM
Associate, Department Head Municipal CM/CI



Dena M. Johnson, P.E., C.M.E

LC:DMJ:sdf
Enclosure

cc: Marshree Wright, Borough Clerk (email only) m.wright@lawnside.net
Sean Smith Borough Engineer (email only) ssmith@smithcogroup.com
Darryl Rhone, Planning Bd. Solicitor (email only) drhone@email.com
Edward Hill, Esq. <Edward.h.hill@gmail.com>
John S. Krauser, President <john.krauser@vinelandconstruction.com>
Timothy France, Vice President of Real Estate Operations <timothy.france@vinelandconstruction.com>
Demetri Giannakaris, Senior Project Manager <Demetri.Giannakaris@vinelandconstruction.com>
Donna Defrank, Executive Asst. <donna.defrank@vinelandconstruction.com>

SURETY REDUCTION NUMBER 1

9-Nov-21

**BOROUGH OF LAWNSIDE
VINELAND CONSTRUCTION CO.
HISTORIC BOROUGH OF LAWNSIDE
STATION BUSINESS PARK**

R&V NO.: 04-21-I-109

**BLOCK 507, LOTS 1, & 2; BLOCK 509, LOT 3;
BLOCK 510, LOTS 9, 10, & 14-16; BLOCK 601,
LOTS 1 & 2; BLOCK 701, Lots 6-9 & 15**

Type of Guarantee

| Qty | Unit | Item | Cost Per Unit | Price | Percent Complete | Amount Remaining | |
|-----|------|------|---------------|-------|------------------|------------------|--|
|-----|------|------|---------------|-------|------------------|------------------|--|

EXCAVATION & CLEARING

| | | | | | | | |
|------|-----|-------------------------------|------------|--------------|-------|-------------|--------|
| 1.9 | AC | Site Clearing (Forested Site) | \$5,500.00 | \$10,450.00 | 70.0% | \$3,135.00 | Public |
| 5750 | CY | New Road Excavation | \$31.65 | \$181,987.50 | 70.0% | \$54,596.25 | Public |
| 1 | Lot | Final Lot Grading | \$5,000.00 | \$5,000.00 | 70.0% | \$1,500.00 | Public |

SOIL EROSION & SEDIMENT CONTROL

| | | | | | | | |
|------|-------|-------------------------------|------------|------------|-------|------------|--------|
| 2580 | LF | Silt Fence | \$2.50 | \$6,450.00 | 70.0% | \$1,935.00 | Public |
| 8 | Units | Collar/Stone Inlet Protection | \$150.00 | \$1,200.00 | 70.0% | \$360.00 | Public |
| 1 | Unit | Construction Entrance | \$1,500.00 | \$1,500.00 | 70.0% | \$450.00 | Public |

PAVING & CONCRETE

| | | | | | | | |
|------|-------|---|------------|-------------|-------|-------------|--------|
| 4480 | SY | 1.5" Bituminous Surface Course-1 | \$10.50 | \$47,040.00 | 70.0% | \$14,112.00 | Public |
| 4480 | SY | 4" Stabilized Base | \$20.70 | \$92,736.00 | 70.0% | \$27,820.80 | Public |
| 4480 | SY | 6" Dense Graded Aggregate | \$12.00 | \$53,760.00 | 70.0% | \$16,128.00 | Public |
| 4610 | SF | 4" Concrete Sidewalk (Public) | \$7.50 | \$34,575.00 | 70.0% | \$10,372.50 | Public |
| 2660 | LF | 6"x8"x18" Concrete Curbing | \$30.00 | \$79,800.00 | 70.0% | \$23,940.00 | Public |
| 10 | Units | Handicap Ramps, including curb (Public) | \$1,560.00 | \$15,600.00 | 70.0% | \$4,680.00 | Public |

STORM SEWER

| | | | | | | | |
|-----|----|--------------------|---------|-------------|-------|------------|--------|
| 74 | LF | 12" RCP, Class III | \$60.00 | \$4,440.00 | 70.0% | \$1,332.00 | Public |
| 409 | LF | 15" RCP, Class III | \$72.00 | \$29,448.00 | 70.0% | \$8,834.40 | Public |

STORM SEWER STRUCTURES

| | | | | | | | |
|---|-------|----------------------------|------------|-------------|-------|------------|--------|
| 4 | Units | Type B Inlet (0'-6' Depth) | \$4,500.00 | \$18,000.00 | 70.0% | \$5,400.00 | Public |
| 2 | Units | Type B Inlet (6'-8' Depth) | \$5,000.00 | \$10,000.00 | 70.0% | \$3,000.00 | Public |

PLANTING

| | | | | | | | |
|------|-------|-------------------------|----------|-------------|-------|------------|--------|
| 48 | Units | Shade Trees (Public) | \$500.00 | \$24,000.00 | 70.0% | \$7,200.00 | Buffer |
| 2300 | SY | Topsoil/Fertilizer/Seed | \$5.00 | \$11,500.00 | 70.0% | \$3,450.00 | Public |

SURETY REDUCTION NUMBER 1

9-Nov-21

**BOROUGH OF LAWNSIDE
HISTORIC BOROUGH OF LAWNSIDE
STATION BUSINESS PARK**

R&V NO.: 04-21-I-109

**BLOCK 507, LOTS 1, & 2; BLOCK 509, LOT 3;
BLOCK 510, LOTS 9, 10, & 14-16; BLOCK 601,
LOTS 1 & 2; BLOCK 701, Lots 6-9 & 15**

Type of Guarantee

| Qty | Unit | Item | Cost Per Unit | Price | Percent Complete | Amount Remaining |
|-----------------|------|------|------------------|-------|---------------------|---------------------|
| LIGHTING | | | | | | |

| | | | | | | |
|---|-------|---------------------------------|------------|-------------|-------|------------|
| 6 | Units | 105 Watt LED Pole Mounted Light | \$2,800.00 | \$16,800.00 | 70.0% | \$5,040.00 |
|---|-------|---------------------------------|------------|-------------|-------|------------|

Public

MISCELLANEOUS STORM SEWER

| | | | | | | |
|-----|-------|-----------------------------------|------------|------------|-------|------------|
| 9 | Units | Traffic Control Signs | \$288.00 | \$2,592.00 | 70.0% | \$777.60 |
| 1 | LS | Traffic Stripes/Pavement Markings | \$2,500.00 | \$2,500.00 | 70.0% | \$750.00 |
| 4 | Units | 6' Long Bench Model DXS6 | \$850.00 | \$3,400.00 | 70.0% | \$1,020.00 |
| 300 | SF | 10' wide Rumble Strip | \$12.00 | \$3,600.00 | 70.0% | \$1,080.00 |

Public

Public

Public

Public

| | | |
|--|---------------------|---------------------|
| TOTAL OF BONDED SITE IMPROVEMENTS (as per line item along with 20% contingency for both Public Facilities and Landscape Buffer) | \$787,654.20 | \$236,296.26 |
|--|---------------------|---------------------|

TOTAL

| | | |
|---|----------|---------------------|
| TOTAL AMOUNT OF GUARANTEE RELEASED FOLLOWING REDUCTION REQUEST | 9-Nov-21 | \$551,357.94 |
|---|----------|---------------------|

* MAXIMUM REDUCTION 70% AS ALLOWED IN N.J.A.C. 40:55D-53/2E



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 116-2021**

RESOLUTION OF THE BOROUGH OF LAWNSIDE COUNCIL IN SUPPORT OF THE LOCATION FOR THE OPERATION OF CANNABIS-RELATED ACTIVITIES AT THE HISTORIC LAWNSIDE STATION BUSINESS PARK II, LAWNSIDE, NEW JERSEY

WHEREAS, both the medical and adult use of cannabis is authorized in the State of New Jersey ("State"), for medical sales under the Jake Honig Compassionate Use Medical Cannabis Act, N.J.S.A. 24:6I-1, et seq. ("Jake Honig Law"), as well as for adult use sales pursuant to the recent passage of the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act ("CREAMMA") (the Jake Honig Law and CREAMMA collectively referred to as the "New Jersey Cannabis Laws"); and

WHEREAS, the State of New Jersey recognizes both the beneficial uses of medical cannabis as well as the intent of the people of New Jersey to adopt a new approach to cannabis policies by controlling and legalizing cannabis in a similar fashion to the regulation of alcohol for adults; and

WHEREAS, the Borough of Lawnside (the "Borough") recognizes that the ultimate decision to approve any new cannabis licensees is guided by the standards identified within the New Jersey Cannabis Laws and vested in the discretion of the Cannabis Regulatory Commission ("CRC"); and

WHEREAS, the New Jersey Cannabis Laws nevertheless recognize the necessity of ensuring that any potential licensees, such as Shryne Group, Inc., (and/or its assigns) have the support of the local community for the suitability of the location, as evidenced by a resolution adopted by said municipality's governing body indicating that the intended location is appropriately located or otherwise suitable for the activities related to the operations of the proposed cannabis business by a potential licensee, such as Shryne Group, Inc. (and/or it assigns); and

WHEREAS, the New Jersey Cannabis Laws also require, in addition to the resolution identifying support of the local community for the proposed business location as suitable or advantageous for the local community and the surrounding area, that a letter or affidavit be issued from appropriate officials of the municipality stating that the activity will conform to local zoning requirements allowing for activities related to the operation of the proposed cannabis operation to be conducted at the proposed cannabis business location, and any variances granted concerning the operation of cannabis business.

NOW, THEREFORE BE IT RESOLVED, by the Council of the Borough of Lawnside, in the County of Camden, State of New Jersey, as follows:

1. The Council believes that the Borough of Lawnside will benefit from the properly sited and vetted location of a cannabis-related facility within the Borough's boundaries, which may include cultivation or manufacturing of recreational cannabis use under New Jersey Cannabis Laws.
2. The Borough recognizes that the proposed cannabis-related operation(s) to be conducted at the facility located at the Historic Lawnside Station Business Park II, Lawnside, New Jersey 08045 (the "Property") will bring with it the redevelopment of an otherwise blighted property, thereby creating a positive economic development for the surrounding area and Borough as a whole, subject to receipt of all necessary approvals, permits, licenses and/or variances from the Borough. Further, the operation of a cannabis cultivation and/or manufacturing facility will create jobs in the town.

3. Based on the preceding and provided Shryne Group, Inc. (and/or its assigns) or another potential licensee receives an appropriate license from the CRC, the Borough is satisfied that the intended location of a cannabis-related operation of Shryne Group, Inc., and/or its assigns, or another licensed cannabis business will have a positive impact on the Borough and community at large.
4. The Borough also authorizes the municipal attorney and/or zoning officer to issue any required letter or affidavit confirming that the Property conforms to local zoning requirements for activities related to the operation of a said cannabis-related facility.
5. This resolution shall take effect immediately.

BOROUGH OF LAWNSIDE



Marsharee A. Wright
Acting Municipal Clerk



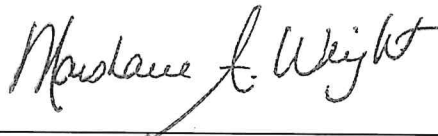
Mary Ann Wardlow
Mayor

Adopted: DECEMBER 1, 2021

ATTEST and AFFIX SEAL

CERTIFICATION OF CLERK

The foregoing Resolution was duly adopted at a meeting of the Mayor and Council of the Borough of Lawnside, County of Camden, State of New Jersey, held on the 1st day of December, 2021 via ZOOM Conference Call Pursuant to Executive Order Number 103 dated March 9, 2020, Governor Murphy declared a Public Health Emergency in New Jersey. On March 20, 2020 P.L. 2020 Chapter 11 amended the Open Public Meetings Act to allow local public bodies to conduct Remote Public Meetings by use of electronic communications technology during a period declared as a Public Health Emergency or a State of Emergency. This said Resolution was adopted by not less than a two-thirds vote of the members of the Borough Council.



Marsharee A. Wright, Acting Municipal Clerk



**BOROUGH OF LAWNSIDE
RESOLUTION NO. 117-2021**

RESOLUTION AUTHORIZING TRANSFERRING CY2021 APPROPRIATIONS

WHEREAS, there are insufficient balances in the CY2021 appropriation account for the legal and efficient operation of the Borough of Lawnside for the year; and

WHEREAS, there are available funds in excess of the requirements necessary; and

WHEREAS, the N.J.S.A. 40A:4-59 provides the legal authority to make necessary transfers.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Lawnside, County of Camden, and State of New Jersey that the following transfers of CY2021 appropriation balances be made.

FROM:

For Line Item and amounts see attachment

TO:

For Line Item and amounts see attachment

BOROUGH OF LAWNSIDE

**Marsharee A. Wright
Acting Municipal Clerk**

**Mary Ann Wardlow
Mayor**

Adopted: DECEMBER 1, 2021