

LINWOOD COMMON COUNCIL

CAUCUS AGENDA

May 14, 2025

6:00 P.M.

**NOTICE OF THIS MEETING HAS BEEN PUBLISHED
IN ACCORDANCE WITH THE REQUIREMENTS OF
THE OPEN PUBLIC MEETINGS ACT.**

1. Roll Call
Mayor Matik _____ Mrs. Albright _____ Mr. Kelly _____
Mr. Levinson _____ Mr. Michael _____ Mr. Salerno _____
Mr. Walcott _____ Mr. Ford _____

Professionals: Mr. Youngblood _____ Mr. Polistina _____ Mrs. Napoli _____
2. Approval of Minutes Without Formal Reading
3. Mayor's Report
 - A. Recreation Board and Environmental Commission appointments
4. Councilwoman Albright
 - A. Planning, Engineering, & Development
 1. Resolution approving Change Order No. 1 with South State with regard to the Improvements to Oakcrest Avenue
 2. Resolution approving Change Order No. 1-Final with Arawak Paving with regard to the Resurfacing of Wabash Avenue, Phase III
5. Councilman Kelly
 - A. Neighborhood Services
6. Councilman Levinson
 - A. Revenue & Finance
 1. Resolution authorizing the disposal of surplus property on GovDeals
 2. Resolution authorizing a Contract for Professional Services for property appraisal updates
7. Councilman Michael
 - A. Public Safety
8. Councilman Walcott
 - A. Public Works
9. Council President Ford
 - A. Administration
 1. Resolution authorizing participation with Atlantic County in applying for a LEAP grant for kiosks for the Central Municipal Court participating municipalities
 2. Resolution requesting the Planning Board to prepare a new Housing Element & Fair Share Plan and Spending Plan
10. Solicitor's Report

**LINWOOD COMMON COUNCIL
AGENDA OF REGULAR MEETING
May 14, 2025**

CALL TO ORDER

**NOTICE OF THIS MEETING HAS BEEN
PUBLISHED IN ACCORDANCE WITH THE
REQUIREMENTS OF THE OPEN PUBLIC MEETINGS ACT.**

FLAG SALUTE: Councilwoman Blair Albright

ROLL CALL

APPROVAL OF MINUTES WITHOUT FORMAL READING

RESOLUTIONS WITHIN CONSENT AGENDA

All matters listed under item, **Consent Agenda**, are considered to be routine by City Council, and will be enacted by one motion in the form listed. Any items requiring expenditure are supported by a Certification of Availability of Funds and any item requiring discussion will be removed from the Consent Agenda and discussed separately. All Consent Agenda items will be reflected in full in the minutes.

- | | |
|-----------------|--|
| 98-2025 | A Resolution authorizing disposal of surplus property on GovDeals |
| 99-2025 | A Resolution authorizing the participation with Atlantic County in applying for a Local Efficiency Achievement Program (LEAP) Implementation Grant for the purchase and installation of kiosks in municipalities that participate in the Central Municipal Court |
| 100-2025 | A Resolution confirming the appointment of Jack Doherty to the Linwood Environmental Commission |
| 101-2025 | A Resolution confirming the appointment of Jim Cooper to the Linwood Board of Recreation |
| 102-2025 | A Resolution approving Change Order No. 1 with South State, Inc. with regard to the improvements to Oakcrest Avenue |
| 103-2025 | A Resolution approving Change Order No. 1 – Final with Arawak Paving Co., Inc. with regard to the Resurfacing of Wabash Avenue, Phase III |
| 104-2025 | A Resolution requesting the Planning Board to prepare a new Housing Element and Fair Shore Plan and Spending Plan to address the City of Linwood's 4 th Round Affordable Housing Obligations |
| 105-2025 | A Resolution awarding a Non-Competitive Contract for Professional Services to Jessica Mead for Property Appraisal Services in the City of Linwood |

APPROVAL OF BILL LIST: \$3,457,598.33

MEETING OPEN TO THE PUBLIC

FINAL REMARKS BY MAYOR AND COUNCIL

ADJOURNMENT

RESOLUTION No. 98, 2025

A RESOLUTION AUTHORIZING DISPOSAL OF SURPLUS PROPERTY

WHEREAS, the City of Linwood is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, City Council is desirous of selling said surplus property in an "as is" condition without express or implied warranties;

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Linwood, County of Atlantic, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the City of Linwood.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) The property being sold is:

**One 2003 STE TRK
VIN# 2FZHAZCV43AL67684**

**One Onan Generator
Serial # 0275925283**

One lot of 55 used bicycles

One lot of used Firefighter turnout gear

Once lot of used radios

- (5) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (6) The City reserves the right to accept or reject any bid submitted.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 14th day of May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal
this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 99, 2025

A RESOLUTION AUTHORIZING THE PARTICIPATION WITH ATLANTIC COUNTY IN APPLYING FOR A LOCAL EFFICIENCY ACHIEVEMENT PROGRAM (LEAP) IMPLEMENTATION GRANT FOR THE PURCHASE AND INSTALLATION OF KIOSKS IN MUNICIPALITIES THAT PARTICIPATE IN THE CENTRAL MUNICIPAL COURT

WHEREAS, the State of New Jersey has appropriated \$6 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development, and implementation of new shared and regional services; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, LEAP Implementation Grants exist to support costs associated with shared service implementation to ensure that meaningful, efficiency generating initiatives are not hindered by short term transitional expenses; and

WHEREAS, the Atlantic County Government and various members of the Centralized Municipal Court (CMC) propose to enter into a shared services agreement, but face certain expenses associated with implementation that present a burden to the local units; and

WHEREAS, the purpose of this shared services agreement is for the County and the CMC to purchase and install kiosks with phone connection in each participating entity's town hall so that the public may submit court proceedings without physically having to go to Mays Landing CMC building which will benefit the residents of all participating local units; and

WHEREAS, Atlantic County Government has agreed to be the lead agency in this program and will submit the application to DLGS on behalf of all participating units; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Linwood, that the City of Linwood does hereby join with Atlantic County Government in applying for a LEAP Implementation Grant in the amount of \$77,710.21 to support implementation of this shared service.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 14th day of May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal
this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 100, 2025

A RESOLUTION CONFIRMING THE APPOINTMENT OF JACK DOHERTY TO THE LINWOOD ENVIRONMENTAL COMMISSION

WHEREAS, a vacancy exists on the Linwood Environmental Commission; and

WHEREAS, the Mayor has appointed Jack Doherty of 903 Maple Avenue to the Linwood Environmental Commission; and

WHEREAS, the Common Council is desirous of concurring in said appointment;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Linwood that the Mayor's appointment of Jack Doherty to the Linwood Environmental Commission be and is hereby endorsed and the Common Council concurs in said appointment.

BE IT FURTHER RESOLVED, that said appointment expires on December 31, 2026.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 14th day of May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 101, 2025

A RESOLUTION CONFIRMING THE APPOINTMENT OF JIM COOPER TO THE LINWOOD
BOARD OF RECREATION

WHEREAS, a vacancy exists on the Linwood Board of Recreation; and

WHEREAS, the Mayor has appointed Jim Cooper of 111 E. Cheltenham
Avenue to the Linwood Board of Recreation; and

WHEREAS, the Common Council is desirous of concurring in said
appointment;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City
of Linwood that the Mayor's appointment of Jim Cooper to the Linwood
Board of Recreation be and is hereby endorsed and the Common Council
concurs in said appointment.

BE IT FURTHER RESOLVED, that said appointment expires on December
31, 2027.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood,
do hereby certify that the foregoing resolution was duly adopted at a
Regular Meeting of the City Council of Linwood, held this 14th day of
May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal
this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 102, 2025

A RESOLUTION APPROVING CHANGE ORDER NO. 1 WITH SOUTH STATE, INC. WITH REGARD TO THE IMPROVEMENTS TO OAKCREST AVENUE

WHEREAS, Change Order No. 1 with South State, Inc. with regard to the Improvements to Oakcrest Avenue has been submitted for review and approval; and

WHEREAS, recommendations have been made to authorize the Change Order which will result in an increase of the total contract price in the amount of \$12,000.00 in accordance with the attached Change Order incorporated herein and made part hereof;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that Change Order No. 1 with South State, Inc. regarding the Improvements to Oakcrest Avenue be and is hereby authorized and approved;

BE IT FURTHER RESOLVED, by the Common Council of the City of Linwood that the Mayor be and is hereby authorized and directed to execute Change Order No. 1 with regard to the above referenced project.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon a Certification of Availability of Funds from the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 14th day of May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

Memo

To: Mayor and Members of Council
From: Anthony Strazzeri, CFO
CC: Leigh Ann Napoli, RMC, CMR, MPA, City Clerk
Date: 5-9-2025
Re: Availability of Funds-Improvements to Oakcrest Ave Change Order #1

Pursuant to 40A: 4-57, I hereby certify that sufficient funds in the amount of \$12,000.00 are available under Capital Ordinance 5-2024B Roadway Improvements. Funds will be encumbered to South State Inc PO Box 68 Bridgeton, NJ 08037.

CONTRACT CHANGE ORDER

CHANGE ORDER NO. 1

DATE April 29, 2025

CONTRACT NO. 54

PROJECT DESCRIPTION Improvements to Oakcrest Avenue


CONTRACT DATE December 5, 2024

CONTRACTOR South State, Inc.

REASON FOR CHANGE ORDER Supplemental Work (due to field changes)

<u>CONTRACT ITEM NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>	
				<u>Additions</u>	<u>Deletions</u>
S1	1 LS	Additional Trench Restoration Work	\$12,000.00	\$12,000.00	
			Subtotal	\$12,000.00	\$0.00
			Total	\$12,000.00	

ACCEPTED:

 4/29/25
CONTRACTOR DATE

APPROVAL RECOMMENDED:

 4/30/25
POLISTINA & ASSOCIATES DATE

APPROVED:

OWNER DATE

ORIGINAL CONTRACT AMOUNT: \$ 270,000.00

PREVIOUS CHANGE ORDERS: \$ 0.00

THIS CHANGE ORDER NO. 1: \$ 12,000.00

TOTAL CHANGE ORDERS TO DATE: \$ 12,000.00

ADJUSTED CONTRACT AMOUNT: \$ 282,000.00

PERCENT CHANGE IN CONTRACT: + 04.44 %

NOTE: All work under this Change Order to be done under applicable provisions of the contract. Change Order not valid unless properly authorized and approved.

RESOLUTION No. 103, 2025

A RESOLUTION APPROVING CHANGE ORDER NO. 1 - FINAL WITH ARAWAK PAVING CO., INC. WITH REGARD TO THE RESURFACING OF WABASH AVENUE, PHASE III

WHEREAS, Change Order NO. 1 - Final with Arawak Paving Co., Inc. with regard to the Resurfacing of Wabash Avenue, Phase III has been submitted for review and approval; and

WHEREAS, recommendations have been made to authorize the Change Order which will result in an increase of the total contract price in the amount of \$41,498.98 in accordance with the attached Change Order incorporated herein and made part hereof;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that Change Order NO. 1 - Final with Arawak Paving Co., Inc. regarding the Resurfacing of Wabash Avenue, Phase III be and is hereby authorized and approved;

BE IT FURTHER RESOLVED, by the Common Council of the City of Linwood that the Mayor be and is hereby authorized and directed to execute Change Order No. 1 with regard to the above referenced project.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon a Certification of Availability of Funds from the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 14th day of May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

Memo

To: Mayor and Members of Council
From: Anthony Strazzeri, CFO
CC: Leigh Ann Napoli, RMC, CMR, MPA, City Clerk
Date: 05-08-2025
Re: Availability of Funds-Wabash Ave Resurfacing, Phase 3 Change Order #1

Pursuant to 40A: 4-57, I hereby certify that sufficient funds in the amount of \$41,498.98 under Capital Ordinance 05-24B Improvements to Roads. Funds will be encumbered to Arawak Paving Co Inc. 7503 Weymouth Road Hammonton, NJ 08037.

NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT
CHANGE ORDER NUMBER 1 - FINAL
STATE AID PROJECT

Project	Resurfacing of Wabash Avenue Phase III
Municipality	City of Linwood
County	Atlantic
Contractor	Arawak Paving Co., Inc.

In accordance with the project Supplementary Specification, the following are changes in the contract.

Location and Reason for Change:

Change Order No. 1 - Final addresses the as-built quantity adjustments required for the completion of the project, and the addition of Supplemental Item No. 1. See attached for further information.

<u>Item No.</u>	<u>Description</u>	<u>Quantity (+/-)</u>	<u>Unit Price</u>	<u>Amount</u>
7	Excavation, Unclassified	- 260 CY	\$15.00	- \$3,900.00
8	HMA Milling, 3" or Less	+ 1,945 SY	\$3.00	+ \$5,835.00
9	Hot Mix Asphalt, 12.5M64 Surface Course	+ 373.57 TON	\$94.00	+ \$35,115.58
10	Reset Manhole, Using Existing Casting	+ 3 UNIT	\$400.00	+ \$1,200.00
12	Rip Rap Stone Slope Protection, 12" Thick	- 4 SY	\$100.00	- \$400.00
13	Concrete Gutter, 8" Thick	+ 1.30 SY	\$100.00	+ \$130.00
14	Concrete Vertical Curb	+ 124 LF	\$50.00	+ \$6,200.00
15	Concrete Sidewalk, 4" Thick	+ 15 SY	\$125.00	+ \$1,875.00
17	Concrete Driveway Apron, 6" Thick	+ 30 SY	\$135.00	+ \$4,050.00
18	Traffic Markings, Thermoplastic	+ 56 SF	\$2.40	+ \$134.40
19	Topsoil, Fertilize & Seed	- 283 SY	\$4.00	- \$1,132.00
20	Straw Mulching	- 283 SY	\$0.01	- \$2.83
25	Fuel Price Adjustment	- 5.198838 LS	\$1,300.00	- \$6,758.49
26	Asphalt Price Adjustment	- 4.430764 LS	\$2,200.00	- \$9,747.68
S1	Clearing Work at Marvin and Vernon	+ 1 LS	\$8,900.00	+ \$8,900.00

Amount of Original Contract	\$ 487,700.00
Adjusted Amount Based on Change Order 1 - Final	\$ 529,198.98

Extra	\$ 54,539.98
Supplemental	\$ 8,900.00
Reduction	\$ 21,941.00
Total Change	\$ 41,498.98

% Change in Contract [(+) Increase or (-) Decrease]	+ 8.51 %
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CJK

05/08/25

(Engineer)

(Date)

Approved:

(District Manager)
(Bureau of Local Aid)

(Date)

(Presiding Officer)

(Date)

Quac Bireya

(Contractor)

5/8/2025
(Date)

RESOLUTION No. 104, 2025

RESOLUTION REQUESTING THE PLANNING BOARD TO PREPARE A NEW HOUSING ELEMENT AND FAIR SHARE PLAN AND SPENDING PLAN TO ADDRESS THE CITY OF LINWOOD'S 4TH ROUND AFFORDABLE HOUSING OBLIGATIONS

WHEREAS, on March 20, 2024, the New Jersey Legislature adopted legislation known as P.L.2024, c.2, which set forth a procedure for calculating the 4th Round affordable housing obligation for municipalities, and which required this calculation to be adopted by the governing body of a municipality by way of Resolution; and

WHEREAS, N.J.S.A. 52:27D-304.2(b)(1) provides that the Fourth Round municipal affordable housing obligations shall run from the period of July 1, 2025 through June 30, 2035, and Region 6, which encompasses Atlantic County, Ocean County, Cumberland County and Salem County ("Region 6"); and

WHEREAS, in accordance with N.J.S.A. 52:27D-304.1(f)(1)(b), on January 29, 2025, the City of Linwood adopted Resolution No. 33, 2025, which set the City's 4th Round affordable housing obligation as: (1) Present Need - 49 units; and (2) Prospective Need - 25 units; and

WHEREAS, on January 30, 2025, the City filed the Resolution with the newly created Affordable Housing Dispute Resolution Program (the "Program") created pursuant to N.J.S.A. 52:27D-313.2, in a Declaratory Judgment action under the caption, In the Matter of the City of Linwood's Determination of 4th Round Affordable Housing Obligations, Docket No.: ATL-L-000206-25 ("DJ Action"); and

WHEREAS, N.J.S.A. 52:27D-304.1(f)(2)(a), requires a municipality participating in the Program must adopt and submit to the Program a Housing Element and Fair Share Plan on or before June 30, 2025; and

WHEREAS, the 4th Round Housing Element and Fair Share Plan must contain:

1. Descriptions of all of the compliance mechanisms to ensure full compliance with the City's 4th Round obligations and its prior round obligations;
2. Assessment of the degree to which the municipality has met its fair share obligation from the prior rounds of affordable housing obligations and determine to what extent this obligation is unfulfilled or whether the municipality has credits in excess of its prior round obligations;
3. If any prior round obligation remains unfulfilled, a description of how the unfulfilled obligation will be addressed, except that the Housing Element and Fair Share Plan

shall retain any sites from prior round obligations that are subject to a contractual agreement with a developer, or for which the developer has filed a complete application seeking subdivision or site plan approval prior to adoption of the Housing Element and Fair Share Plan;

4. A detailed site suitability analyses, based on the best available data, for each of the un-built inclusionary or 100 percent affordable housing sites in the plan (including unbuilt sites from prior rounds);
5. Identification of each of the sites that were proposed for such development in the 4th Round and rejected, along with the reasons for such rejection;
6. A concept plan for the development of each of the selected sites should be overlaid on the most up to date environmental constraints map for that site as part of its analysis;
7. Documentation as to the start dates and lengths of affordability controls, income and bedroom distributions, and all affordable housing agreements or deed restrictions for all existing affordable units;
8. Drafts of proposed zoning or other ordinances and resolutions to implement the compliance mechanisms;
9. Spending Plan for the 4th Round; and
10. All other required components of a housing element as set forth in N.J.S.A. 52:27D-310; and

WHEREAS, the Housing Element and Fair Share Plan is an element of the City Master Plan, which the Planning Board has the authority to prepare, adopt or amend pursuant to N.J.S.A. 40:55-28; and

WHEREAS, the Mayor and City Council of the City of Linwood request that the Planning Board prepare and adopt a Housing Element and Fair Share Plan before June 30, 2025 in order to implement and comply with the City's 4th Round affordable housing obligations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Linwood, as follows:

1. The foregoing recitals are incorporated herein by reference as if fully set forth at length.
2. Mayor and City Council hereby requests that the Planning Board prepare and adopt a Housing Element and Fair Share Plan before

June 30, 2025 in order to implement and comply with the City's 4th Round affordable housing obligations.

3. Mayor and City Council further request that the Planning Board submit to the City Solicitor a copy of the adopted Housing Element and Fair Share Plan, and the Planning Board's resolution approving the same within twenty-four (24) hours of adoption.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 14th day of May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

RESOLUTION No. 105, 2025

A RESOLUTION AWARDING A NON-COMPETITIVE CONTRACT FOR PROFESSIONAL SERVICES TO JESSICA MEAD FOR PROPERTY APPRAISAL SERVICES IN THE CITY OF LINWOOD

WHEREAS, there exists within the City of Linwood, New Jersey, the need to engage a professional for appraisal updates to the new BRT system; and

WHEREAS, the Local Public Contracts Law (N.J.S. 40A:11.1 et. seq.) requires that a Resolution authorizing the award of Contracts for "Professional Services" without competitive bids must be advertised;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Linwood that Jessica Mead is hereby hired and retained for an amount not to exceed \$30,000.00 for appraisal updates to the new BRT system as set forth in the proposals submitted, which are attached hereto and incorporated herein;

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized and directed to execute the attached contract with the above named person.

This Contract is awarded without competitive bidding as a "Professional Service" under the provision of the Local Public Contracts Law because the Local Public Contracts Law permits professional services to be awarded without the necessity of competitive bidding.

A copy of this Resolution shall be published in an official newspaper of the City of Linwood as required by law within ten (10) days of its passage.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon a certification of availability of funds by the Chief Financial Officer of the City of Linwood.

I, Leigh Ann Napoli, RMC, Municipal Clerk of the City of Linwood, do hereby certify that the foregoing resolution was duly adopted at a Regular Meeting of the City Council of Linwood, held this 14th day of May, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal
this 14th day of May, 2025.

LEIGH ANN NAPOLI, RMC, MUNICIPAL CLERK

DARREN MATIK, MAYOR

APPROVED: _____

Proposed Linwood Assessment Department

Professional Services Project to be completed by December 31, 2025

Proposed services include:

- *Discover, identify, and enter historical block/lot transitions into the new BRT Powercama system.
- *Discover, identify, and enter all real estate listings for the last three years into the new BRT Powercama system. Including but not limited to interior and exterior photos, interior descriptions, date and length of listing.
- *Scan, encode, and attach the following documents to the proper Block & Lot file in the new BRT Powercama system:

Initial Statements for Exempt Properties

Further Statements for Exempt Properties

Senior/Disabled/Surviving Spouse Deduction applications and supporting documents

Veteran/Widow of Veteran deduction applications and supporting documents

100% Disabled Veteran exemption applications and supporting documents

Services to be performed by:

Jessica Lynn Ricci
100 Cornell Ave
Stratford, NJ 08084
Cell # 856-649-4650, email: jessicalynnmead@gmail.com

Project cost is \$30,000.00 and shall be billed in 4 payments based on the following schedule:

\$7,500.00 June 1, 2025

\$7,500.00 August 1, 2025

\$7,500.00 October 1, 2025

\$7,500.00 December 1, 2025 (final payment is based on the completion of the project)

(Annual updates *may be proposed* in the future years at \$10,000.00/year)

Proposal dated May 13, 2025