

RESOLUTION 2020-35

WHEREAS, there exists a need for the services of a registered municipal accountant to serve as Auditor for The Bordentown Sewerage Authority; and

WHEREAS, funds are available for this purpose and a certificate of availability of funds has been provided by the designated certifying finance officer and is attached hereto; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the Resolution authorizing the award of contract for "professional services" without competitive bids and the resulting contract must be available for public inspection; and

WHEREAS, the Local Public Contracts Law further requires that a Notice of the award of the contract be printed as a legal advertisement; and

WHEREAS, this contract was awarded after a fair and open process.

NOW, THEREFORE, BE IT RESOLVED, by The Bordentown Sewerage Authority this 16th day of March, 2020, as follows:

1. Michael Holt, Registered Municipal Accountant of Holt McNally & Associates, be and the same is hereby appointed as Auditor for The Bordentown Sewerage Authority.

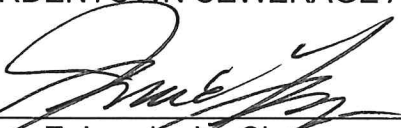
The term of appointment is effective March 1, 2020 and shall be for a term of one year.

2. This contract is awarded without competitive bidding after a fair and open process as a "professional service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said contract encompasses a professional service recognized, and regulated by law.

3. The Chair and Secretary are hereby authorized and directed to execute the professional services contract with Michael Holt, Registered Municipal Accountant of Holt McNally & Associates.


4. Notice of this action shall be published once as a legal advertisement in the official newspaper of The Bordentown Sewerage Authority within ten days of its adoption.

THE BORDENTOWN SEWERAGE AUTHORITY

By: 
James E. Lynch, Jr., Chairman

ATTEST: 
Joseph R. Malone, III, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.


Thomas J. Coleman, III, Esquire
General Counsel

CERTIFICATE OF AVAILABILITY OF FUNDS

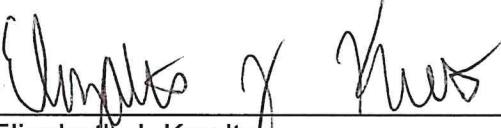
I, Elizabeth J. Kwelty, Administrative Manager and Certifying Finance Officer of The Bordentown Sewerage Authority, do hereby certify, pursuant to the rules of the Department of Community Affairs, Division of Local Government Services (N.J.A.C. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Auditor
CONTRACT NUMBER: 2020-C13
CONTRACTOR: Michael Holt, Registered Municipal Accountant
of Holt McNally & Associates
CONTRACT AMOUNT: See Attachment A
BUDGETARY LINE ITEM: 01-001-610E

I certify that the same funds have not been certified as available for more than one pending contract.

3/16/20

Date



Elizabeth J. Kwelty
Certifying Finance Officer

Special situations (check all that apply):

- A.) The Authority is operating under a temporary budget and:
- 1. the full cost of the contract is certified against the temporary budget; or
 - 2. only the pro rata amount of the contract is charged against the temporary budget and the contract contains a clause making its continuation past the date subject to a further appropriation of sufficient funds.
- B.) This contract is an open-ended contract for goods at a unit price up to a maximum amount and:
- 1. the full maximum amount permitted by the contract is being certified; or
 - 2. the amount of the purchase shall be certified at the time that such goods are ordered by attaching the certificate of availability to the file copy of the purchase order.
- C.) This 12-month contract does not coincide with the fiscal year and:
- 1. the full cost of the contract is hereby certified against the budget of the year in which the contract is awarded; or
 - 2. the amounts for which liability is to be incurred is hereby certified against the two respective budgets at this time.
- D.) This is a multi-year contract and:
- 1. this contract is for construction and related services and the full amount of the contract is hereby certified to the current budget; or
 - 2. this is not a construction contract, and the availability of funds will be certified to the respective budgets at the time that the goods or services are ordered.

3/16/20

Date

Elizabeth J. Kwelty
Certifying Finance Officer

Attachment A

Bordentown Sewerage Authority
Proposal for Authority Auditor



COST PROPOSAL

We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely service.

The fee below assumes that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary as a result of errors, omissions, misstatements, or other inadequacies in the financial records or as a result of a discovery of material weaknesses in the internal controls, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additionally, should the Division of Local Government Services impose additional auditing requirements which would require us to expand our engagement beyond the procedures and tests presently contemplated, we will advise you in writing of any such circumstance that would require us to seek an adjustment of the fee below.

The total compensation and expenses for the audit service for Bordentown Sewerage Authority outlined in this proposal will not exceed **\$25,500**. Any additional services will be at our hourly rates below.

For special projects or additional services, our hourly rates will apply.

STANDARD HOURLY RATES	
Engagement Partner	\$200.00
Quality Review Partner	200.00
Principal	170.00
Manager	160.00
Supervisor	140.00
Senior	120.00
Staff II	110.00
Staff I	90.00
Administrative	80.00

We charge the same rates for all services provided to authorities.

ADDITIONAL FIRM INFORMATION

- **Affirmative Action**
HFA has complied with all affirmative action requirements; a copy of our current Certificate of Employee Information Report is included in this proposal.
- **Judgments**
HFA has never been adjudicated liable for professional malpractice.
- **Bankruptcy**
HFA is not now and never has been involved in any bankruptcy or reorganization proceedings.
- **Federal, State & Professional Licenses**
HFA is in possession of all appropriate federal and state licenses to conduct business. All assigned key professional staff are properly registered/licensed to practice in New Jersey. Licenses are included in this proposal.