

**RESOLUTION NO. 2023-007**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG  
HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY,  
APPOINTING HOLMAN FRENIA ALLISON, P.C. AS  
TOWNSHIP AUDITOR**

**WHEREAS**, N.J.S.A. 40A:5-4 requires that every municipality shall have an annual audit of its books, accounts and financial transactions by a registered municipal accountant of New Jersey; and

**WHEREAS**, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for “Professional Services” without competitive bids, the Township issued a request for proposals for professional service contracts in accordance with the competitive negotiation procedure as delineated within Section 40-8 of the Township Code of the Township of Little Egg Harbor, entitled “Fair and open process utilized to award contracts with anticipated value in excess of \$17,500”; and

**WHEREAS**, a determination of value has been made by the Township that said contract shall be a value in excess of \$17,500; and

**WHEREAS**, said competitive negotiation procedure satisfies the requirements of a fair and open process under N.J.S.A. 19:44A:20.2 *et seq.*; and

**WHEREAS**, all proposals were to be submitted to the Office of the Township Clerk by December 1, 2022; and

**WHEREAS**, the Township Administrator has reviewed the proposals submitted and recommends Holman Frenia Allison, P.C.; and

**WHEREAS**, Holman Frenia Allison, P.C. is duly qualified to serve as Township Auditor; and

**WHEREAS**, it is the desire of the Township Committee to appoint Holman Frenia Allison, P.C., as Township Auditor for the Township of Little Egg Harbor; and

**WHEREAS**, the maximum amount of the contract to be awarded under this resolution is set forth in the 2023 municipal budget; and

**WHEREAS**, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

**WHEREAS**, the amount of the contract to be awarded under this resolution is determined not to exceed \$ 65,000.<sup>00</sup> which sum is reasonably estimated based upon such auditing services s may be required over the contract term to be awarded under this resolution, including, but not limited to, the amount spent for such auditing services from the previous calendar year, the costs of compensation under the contract to be awarded, and any projected increase or decrease in services anticipated versus the prior year, and which sum the Township of Little Egg Harbor is under no obligation to spend and which may be exceeded; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for "Professional Services" and requires that the resolution and contract be made available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That Holman Frenia Allison, P.C., is hereby appointed as Township Auditor for the Township of Little Egg Harbor for a term of one year, commencing January 1, 2023, and ending December 31, 2023 and shall be paid for all services as set forth on Schedule A, attached hereto and made a part hereof.
2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the attached agreement with Holman Frenia Allison, P.C.

3. That this contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person(s) authorized by law to practice a recognized profession.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Little Egg Harbor.


5. That this resolution shall take effect on January 1, 2023.

6. That the agreement shall be an open ended contract with funds being encumbered contingent upon the availability of funds in the budget year. No services shall be rendered under the contract until the Chief Financial Officer has certified the availability of funds for such services.

7. That a certified copy of this resolution, together with a copy of the contract between the parties, shall be provided by the Township Clerk to the Chief Financial Officer and to Holman Frenia Allison, P.C.

#### CERTIFICATION

I, **KELLY LETTERA, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 1<sup>st</sup> day of **January, 2023**.

  
\_\_\_\_\_  
**KELLY LETTERA, RMC**  
Township Clerk  
Little Egg Harbor Township

**CERTIFICATE OF AVAILABILITY OF FUNDS**

I, **RODNEY HAINES**, Chief Financial Officer for the Township of Little Egg Harbor, do hereby certify that adequate funds are available for an open-ended contract with the Homan Frenia Allison, P.C.

The amount of the contract to be awarded under this resolution is determined not to exceed \$ 16,500.00 which sum is based upon a reasonable estimate of the auditing services required over the contract term. The Township of Little Egg Harbor is not obligated to spend this amount and is permitted to exceed this amount during the course of performance of this contract.

The funds which are available for this open-ended contract are found in the following line item appropriation(s): 01-20-706



**RODNEY HAINES**, Chief Financial Officer  
Township of Little Egg Harbor



# SCHEDULE A

## COST PROPOSAL

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### Pricing Structure & Fees

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 Department 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 below fee.

The total compensation and expenses for the audit service outlined in this proposal for the year ended December 31, 2023 will not exceed **\$59,500**. The "not to exceed" fee includes all funds, account groups, court reports, animal report, and single audit, if necessary. All other administration fees, confirmation costs, travel, copies, etc. are included in the "not to exceed" fee.

We propose a fee of **\$4,925** for the preparation of the Deferred Compensation Plan Review.

Our proposed fee for services related to debt issuances (bond issues and notes) and verification services, if necessary, would range between **\$5,000** and **\$10,000**, contingent on level of service.

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

STANDARD HOURLY RATES	
Role	Price
Engagement Partner	\$220.00
Quality Review Partner	220.00
Senior Manager	185.00
Manager	175.00
Supervisor	155.00
Senior	135.00
Staff II	120.00
Staff I	100.00
Administrative	90.00

## ADDITIONAL FIRM INFORMATION

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### 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.

### Judgements

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.

**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** made this \_\_\_\_ day of **January, 2023**,

**BETWEEN:**    **TOWNSHIP OF LITTLE EGG HARBOR**, a municipal corporation of the State of New Jersey, having its principal offices located at 665 Radio Road, Little Egg Harbor, New Jersey 08087 (hereinafter referred to as "Township");

**AND:**            **HOLMAN FRENIA ALLISON, P.C.**, having its principal offices located at 19855 Cedar Bridge Avenue, Suite 2, Lakewood, New Jersey 08701 (hereinafter referred to as "Township Auditor").

**W I T N E S S E T H :**

**WHEREAS**, N.J.S.A. 40A:5-4 requires that every municipality shall have an annual audit of its books, accounts and financial transactions by a registered municipal accountant of New Jersey; and

**WHEREAS**, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for "Professional Services" without competitive bids, the Township issued a request for proposals for professional service contracts in accordance with the competitive negotiation procedure as delineated within Section 40-8 of the Township Code of the Township of Little Egg Harbor, entitled "Fair and open process utilized to award contracts with anticipated value in excess of \$17,500"; and

**WHEREAS**, a determination of value has been made by the Township that said contract shall be a value in excess of \$17,500; and

**WHEREAS**, said competitive negotiation procedure satisfies the requirements of a fair and open process under N.J.S.A. 19:44A:20.2 *et seq.*

**WHEREAS**, all proposals were to be submitted to the Office of the Township Clerk by December 1, 2022; and

**WHEREAS**, the Township Administrator has reviewed the proposals submitted and recommends Kevin Frenia, CPA, RMA, of Holman Frenia Allison , P.C.; and

**WHEREAS**, Kevin Frenia, CPA, RMA, is duly qualified to serve as Township Auditor; and

**WHEREAS**, it is the desire of the Mayor and Township Council to appoint Kevin Frenia, CPA, RMA, of Holman Frenia Allison , P.C., as Township Auditor for the Township of Little Egg Harbor; and

**WHEREAS**, the maximum amount of the contract to be awarded is set forth in the 2010 municipal budget; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for “Professional Services” and requires that the resolution and contract be made available for public inspection; and

**WHEREAS**, pursuant to law, the parties hereto wish to enter into an agreement for Professional Accounting Services.

**NOW, THEREFORE**, the parties hercunder do agree as follows:

1. That Kevin Frenia, CPA, RMA, of Holman Frenia Allison, P.C., is hereby appointed as Township Auditor for the Township of Little Egg Harbor for a term of one year, commencing January 1, 2023, and ending December 31, 2023. Despite the term of this contract, the Township Auditor shall be responsible for the preparation of the 2023 budget and the preparation and filing of the 2022 Audit, which Audit will be performed in the year 2023.

2. The Township Auditor shall provide the following services:

A. The Township Auditor agrees to audit the books, accounts and financial transactions, including those of the Revenue Sharing Fund and the Anti-Recession Title II Fund for the

year 2022. The audit will be made in accordance with generally accepted auditing standards, as well as the Standard Audit Program for Registered Municipal Auditors of New Jersey, and will include such tests of the financial books and records and such auditing procedures as considered necessary in the circumstances. In addition to the regular report of audit, a synopsis will be prepared for the Mayor and each member of the Township Committee, the Township Clerk, the Chief Financial Officer, the Tax Collector and the Township Attorney.

B. The Township Auditor agrees to assist with the preparation of the 2023 Budget, including attendance at the public hearing, if required by the governing body.

C. The Township Auditor will provide such advice and assistance to Township personnel relative to systems and records as is deemed appropriate; and if necessary, will submit in writing a separate letter of comments and recommendations for consideration by the governing body.

3. Upon the adoption of the 2023 Budget, the basic fee for the preparation of the 2023 Budget, 2022 Annual Financial Statement and the 2022 Annual Debt Statement and the 2022 Annual Audit (including utility funds) will be as set forth in the attached Schedule A, and in the event services of a special nature materialize from unusual findings or unforeseen situations during the engagement, or the Township Auditor is called upon to perform services that Auditors in the State of New Jersey are usually expected to do, the rate of compensation will be at the 2023 government billing rates of the Township Auditor as set forth also on Schedule A attached hereto and made a part hereof.

4. Any other extraordinary Accounting Services as determined and authorized by the Township Committee and which could not be anticipated at the time of this Agreement, shall be charged at the rates above stated and shall not exceed the amount appropriated for said purposes by the Township Committee.



5. The amount of the contract to be awarded under this resolution is determined not to exceed the amount in the approving Resolution, which sum is reasonably estimated based upon such auditing services as may be required over the contract term to be awarded under this resolution, including, but not limited to, the amount spent for such auditing services from the previous calendar year, the costs of compensation under the contract to be awarded, and any projected increase or decrease in services anticipated versus the prior year, and which sum the Township of Little Egg Harbor is under no obligation to spend and which may be exceeded

6. The parties to this contract agree to incorporate into this contract the mandatory language of subsection 3.4(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Township Auditor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4(a).

7. The parties to this contract agree to incorporate into this contract the mandatory language of section 3.6 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Township Auditor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said section 3.6.

8. The Township Auditor shall execute the Affirmative Action Agreement, Exhibit A attached hereto, which shall be incorporated herein by reference.

9. The Township Auditor shall submit a copy of the Certificate of Employee Information Report, or a copy of letter of Federal approval, or Form AA-302 (Initial Employee Information Report) prior to execution of this Agreement.

10. The Township Auditor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the Township Auditor.

11. Before final payment on the contract is made by the Township, the Township Auditor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

12. For the term of the contract, the Township Auditor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

13. A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 *et. al.*) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

14. The Township of Little Egg Harbor and the Township Auditor for themselves, their heirs, executors, administrators, successors or assigns, hereby agree to the full performance of the covenants herein contained.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be  
executed the day and year first above written

**WITNESS AND ATTEST: TOWNSHIP OF LITTLE EGG HARBOR**

\_\_\_\_\_  
**KELLY LETTERA, RMC**  
Township Clerk  
(Seal)

By \_\_\_\_\_, Mayor

**HOLMAN FRENIA ALLISON , P.C.**

\_\_\_\_\_  
As to Kevin P. Frenia, CPA, RMA

By \_\_\_\_\_  
**KEVIN P. FRENIA, CPA, RMA**

**EXHIBIT A****MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE****N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)****N.J.A.C. 17:27****GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus,

colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Company \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_