

**RESOLUTION NO. 2018 - 01**

**RESOLUTION OF THE TOWNSHIP OF LITTLE  
EGG HARBOR, COUNTY OF OCEAN, STATE OF  
NEW JERSEY, APPOINTING JEAN L. CIPRIANI,  
ESQ. OF THE LAW FIRM OF GILMORE &  
MONAHAN AS TOWNSHIP ATTORNEY**

**WHEREAS**, there exists a need for Legal Services as Township Attorney, including litigation, for the Township of Little Egg Harbor; and

**WHEREAS**, although the Local Public Contracts 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 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 November 14, 2017; and

**WHEREAS**, Jean L. Cipriani, Esq. of the law firm of Gilmore & Monahan is duly qualified to serve as Township Attorney, including litigation; and

**WHEREAS**, it is the desire of the Mayor & Township Committee to appoint Jean L. Cipriani, Esq. of the law firm of Gilmore & Monahan as Township Attorney including litigation for the Township of Little Egg Harbor; and

**WHEREAS**, the amount of the contract to be awarded under this resolution is determined to be \$200,000.00, which sum is reasonably estimated based upon such Legal 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 Legal 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 Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

**WHEREAS**, 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 and requires that the resolution and contract be made available for public inspection.

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

1. That Jean L. Cipriani, Esq. of the law firm of Gilmore & Monahan is hereby appointed as Township Attorney including litigation for the Township of Little Egg Harbor for a term of one year, commencing January 1, 2018 and ending December 31,

2018, and shall be compensated in accordance with 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 Jean L. Cipriani, Esq. of the law firm of Gilmore & Monahan.

3. That the agreement shall be an open-ended contract with funds being encumbered contingent upon the availability of funds in the budget year. A certificate of availability of funds executed by the Chief Financial Officer is annexed hereto. The following is the line item appropriation[s], which constitute the availability of funds for this contract: 8-01-20-712-020.

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

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

6. That this resolution shall take effect on January 1, 2018.

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 Jean L. Cipriani, Esq. of the law firm of Gilmore & Monahan.

Motion to Approve:

*Stevens*

Second:

*Kehm*

Roll Call:

Crea  
Gormley  
Kehm  
Schlick  
Stevens

*yes*  
*yes*  
*yes*  
*yes*  
*yes*

**CERTIFICATION**

I, **DIANA K. MCCRACKEN, 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, 2018.


  
**DIANA K. MCCRACKEN, RMC**, Clerk  
Township of Little Egg Harbor

**CERTIFICATE OF AVAILABILITY OF FUNDS**

I, **GARRETT LOESCH**, Chief Financial Officer for the Township of Little Egg Harbor, do hereby certify that adequate funds are available for an open-ended contract with Jean L. Cipriani, Esq. of the law firm Gilmore & Monahan as Township Attorney.

The amount of the contract to be awarded under this resolution is determined to be \$200,000.00, which sum is based on a reasonable estimate of the Legal 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]: 8-01-20-712-020.

  
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**GARRETT LOESCH**, Chief Financial Officer  
Township of Little Egg Harbor

**DETAILED HOURLY RATES****Positions**

Partner	\$185.00 an hour
Associate	\$185.00 an hour
Paralegal	\$ 90.00 an hour
Secretarial Services	\$ 30.00 an hour

**Services**

Telephone Calls	Minimum charge of .2 of an hour
Dictating Letters	Minimum charge of .3 of an hour
Reviewing Letters	Minimum charge of .2 of an hour
Travel to and from meetings and court	Minimum charge of one hour
Legal Research	Minimum charge of one hour
Preparation of Ordinances	Minimum charge of one hour
Preparation of Resolutions	Minimum charge of .5 of an hour
Preparation of Contracts	Minimum charge of one hour
Negotiations	Minimum charge of one hour

**Costs and Expenses**

Experts' Fees	As billed
Court Costs	As billed
Accountants' Fees	As billed
Appraisers' Fees	As billed
Service Fees	As billed
Investigator Fees	As billed
Deposition Costs	As billed
Messenger Services	As billed
Photocopying Charges	\$0.25 per copied page
Telephone, Postage and Facsimile Costs	4% of the total services
Word Processing Charge	\$30.00 an hour
Courier	\$20.00 an hour
Transportation Expenses	\$0.32 per mile