

**RESOLUTION 2025-303**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING BRS, INC. TO SUBMIT A NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP) NATURAL CLIMATE SOLUTIONS GRANT APPLICATION FOR LIVING SHORELINE ALONG OHIO DRIVE**

**WHEREAS**, BRS, Inc. submitted a proposal to the Township for the development of a NJDEP Natural Climate Solutions Grant to support the construction of a living shoreline along Ohio Drive; and

**WHEREAS**, BRS, Inc. proposal for grant writing and Natural Land Trust Coordination in the amount of \$11,374.00 is within the QPA bid threshold for the municipality; and

**WHEREAS**, the Township desires to authorize BRS, Inc. to submit an application for a NJDEP Natural Climate Solutions Grant to support the construction of a living shoreline along Ohio Drive.

**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 the interim Township Administrator and/or the Mayor are authorized to execute any and all documentation to facilitate the NJDEP Natural Climate Solutions Grant application, to be submitted by BRS, Inc. for the Township, and to support the construction of a living shoreline along Ohio Drive, in accordance with the terms of this Resolution.

**r|m|sh|c**

Rothstein, Mandell, Strahm,  
Halm & Cipriani, P.A.  
ATTORNEYS AT LAW

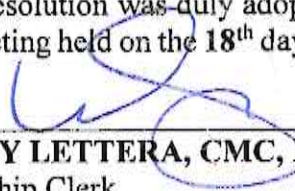
98 East Water Street  
Toms River, NJ 08753

o: 732.363.0777  
f: 732.905.6555

2. That a certified copy of this resolution shall be provided to the Township Chief Financial Officer, Interim Township Administrator, Township Engineer and BRS, Inc..

**CERTIFICATION**

I, **KELLY LETTERA, CMC, 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 18<sup>th</sup> day of **December, 2025**.



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**KELLY LETTERA, CMC, RMC**  
Township Clerk  
Little Egg Harbor Township

**r|m|s|h|c**

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Halm & Cipriani, P.A.  
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August 26, 2025

Mr. Rodney R. Haines  
Certified Municipal Finance Officer  
Little Egg Harbor Township  
665 Radio Road  
Little Egg Harbor, New Jersey 08087

Via email: [finance@leht.com](mailto:finance@leht.com)

**RE: Proposal for NJDEP Natural Climate Solutions Grant  
Township of Little Egg Harbor**

Dear Mr. Haines:

Brownfield Environmental Solutions, Inc. (BRS) is pleased to submit this proposal for the development of a NJDEP Natural Climate Solutions Grant application to support the construction of a living shoreline along Ohio Drive in Little Egg Harbor Township (LEH). As discussed, because this property is owned by the NJDEP Natural Lands Trust (NLT), this proposal is divided into two tasks, with the initial task outreach to NLT to determine if support for this project is feasible. Upon confirmation that NLT will allow a living shoreline to be constructed on the property, task 2, writing of the grant, will be initiated. No work will begin on Task 2 until NLT agrees to allow the project to move forward.

Historic imagery shows an accelerated rate of erosion of the salt marsh that protects the infrastructure at Ohio Drive. BRS was instrumental in negotiating the agreements with NLT to allow for a living shoreline to be constructed at Iowa Court, and assisted in developing the project scope, acquiring the financing, and managing the resultant project. The project at Ohio Drive would continue this work and further serve to protect Osborne Island from erosion.

#### **SCOPE OF WORK**

Work to be completed under this agreement would include the following:

##### **Task 1: Outreach to Natural Lands Trust: (estimated 25 hours)**

- BRS will contact the Natural Lands Trust to inform them of LEH's wish to pursue this project and get feedback on their willingness to work with the Township.
- If required, BRS will conduct a site visit either in advance of the NLT Board meeting or with NLT Board members

- BRS will facilitate a presentation to the NLT, including scheduling, developing a presentation for the NLT Board and presenting at the meeting
- BRS will facilitate the drafting and execution of a MOA between LEH and NLT

### **Task 2: Grant Application**

BRS has prepared a scope of work for the preparation of a Climate Solutions Grant application, with the understanding that T&M will be available to provide information on costs, quantities, mapping, and other technical support as required.

#### *SAGE Assistance*

BRS will assist the Township in resolving any issues with the SAGE registration, to ensure that the application can be submitted correctly and on time.

#### *Planning Conference*

BRS will participate in a planning session with representatives from the Township and their consultant, T&M, to discuss the best possible strategy to meet the grant criteria. Topics discussed during this conference include: eligibility vetting, grant objectives, grant budget, and identification of information and data needed. This planning meeting will result in a draft budget and strategy which will be followed in the grant write-up.

#### *Grant Preparation*

BRS will prepare the grant application following the Climate Solutions applicable guidance documents. BRS's preparation efforts will be based upon the strategy outlined during the planning meeting and upon information and data provided by the Township and T&M. BRS will be responsible for the preparation of the grant application including developing and/or compiling the following:

- Narrative - 12 sections
- Timeline
- Budget/ budget narrative
- Monitoring Plan draft
- Maintenance Plan draft
- Site map/ Marsh retreat map
- Co-Benefit Report
- Plans and Design Documents, including restoration and/or planting plans
- Letter of Resource Commitment (match suggested)
- Proof of Authority
- Community Support Letters
- List of permits and their status
- Baseline data to evaluate carbon sequestration impact



BRS will provide a draft submission for review and comment to the Township. Upon receipt of comments, BRS will incorporate the comments and input the information into the online application system; the NJDEP SAGE application system. BRS can issue the final application online on behalf of the Township if desired.

*Ancillary Support*

BRS will remain available to the Township for technical assistance and support throughout the entire grant application process. BRS will be available to provide responses to any requests for additional information, clarifications and conference calls as required.

In the event of the grant award, BRS can also provide technical assistance for completion of the grant agreement and/or grant management and implementation. Cost estimates for this additional support can be provided upon request.

**COST ESTIMATE**

The detailed cost proposal is attached. Actual number of hours invoiced in Task 1 will be based upon actual hours worked and level of effort associated with performance of client requested activities. Task 2 activities will not commence until NLT agrees to allow the improvements to take place on their property.

If this proposal is acceptable, please sign below and return one copy. If you have any questions, please do not hesitate to contact me at 732-859-0831.

Sincerely,



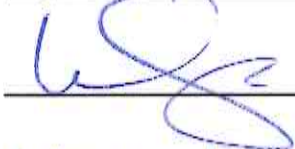
Leah Yasenchak  
Brownfield Redevelopment Solutions, Inc.

CC: Laura Burnham, BRS  
Jennifer Taylor, BRS  
Carolyn Reinhardt, BRS



**AUTHORIZATION:**

Date: 12/19/25

Signature: 

Printed Name: Kelly Lettara



**BRS, Inc.**  
**Project Cost Proposal**

<b><u>Activity</u></b>	<b><u>Cost</u></b>
<b><u>Task 1. Natural Land Trust Coordination:</u></b>	
Labor:	
Principal 2 hours @ \$204 / hour	\$408
Professional Engineer 4 hours @ \$156 / hour	\$696
Project Manager 20 hours @ \$132 / hour	\$2,640
Materials: Will be invoiced for actual cost of any travel/ materials	<u>\$130</u>
<b>Task 1. Subtotal:</b>	<b>\$3,874</b>
<b><u>Task 2. Grant Writing</u></b>	
Lump Sum	<b>Task 2. Subtotal: \$7,500</b>

**TOTAL ESTIMATE: \$11,374**

**BRS, Inc.**  
**Cost Estimate Assumptions and Conditions**

1. Task 1 work will be invoiced on a time and materials basis. Activities conducted beyond the total contracted man-hours will constitute a contractual out of scope. The Client will only be invoiced for actual hours worked.
2. BRS's hourly rates quoted will remain the same for performance period of the contract and will not be subject to increase during this time.
3. Sub-consultants are not expected to be needed for the scope of work. In the event that additional activities are performed which would require subcontractors, subcontractor costs would contain a 15% markup.
4. Rates provided include routine telephone, copying and postage rates.
5. Significant direct costs such as travel, overnight shipping, bulk copying, etc. are not included in the hourly rates and will be invoiced as pass through costs with no markup.
6. This Agreement may be modified with the mutual consent of both parties. All modifications must be made in writing and must be signed by authorized representatives of the Client and BRS.
7. The obligation to provide services under this Agreement may be terminated by either party upon five days written notice. In the event of termination, BRS will be paid for all services rendered and reimbursable expenses incurred to the date of the termination.
8. BRS shall be entitled to use, for promotional purposes, the Client's name, a general description of the services performed, and a general description of the project, unless requested by the Client not to do so.
9. BRS will generate project invoices on a monthly basis. Payment is due upon receipt of invoice. Invoices past due for 45 days or more may be subject to a 5% finance charge.

