

RESOLUTION NO. 2024-146

**RESOLUTION OF THE TOWNSHIP OF PLUMSTED,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AWARDING A PROFESSIONAL SERVICES CONTRACT TO THE
FIRM OF CME ASSOCIATES AS TOWNSHIP PLANNER**

WHEREAS, there exists a need to appoint a Township Planner for the Township of Plumsted; and

WHEREAS, the firm of CME Associates has determined and certified in writing that the anticipated value of the contract will exceed \$17,500; 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 pursuant to the fair and open public solicitation process in compliance with Chapter 47A of the General Ordinances of the Township of Plumsted, which was adopted November 6, 2013, and Ch. 19, P.L. 2004; and

WHEREAS, all proposals were to be submitted to the Office of the Township Clerk by January 31, 2024; and

WHEREAS, the Township has determined that the firm of the CME Associates has the ability and expertise to perform the services required by the Township; and

WHEREAS, the selection criteria used in awarding this contract included:

- A. The qualifications of the individuals who will perform the tasks and the amounts of their respective participation.
- B. Their experience and references.
- C. Their ability to perform the task in a timely fashion, including staffing and familiarity with subject matter.
- D. The cost consideration – including, but not limited to, historical costs for similar contracts, expertise involved and comparable costs for comparable public entities.

WHEREAS, the Township Committee has reviewed the proposals submitted and recommends the firm of CME Associates be appointed as Township Planner for reasons set forth in the aforementioned selection criteria; and

WHEREAS, that the award of the contract is subject to the Certification of Availability of Funds; and

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

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Plumsted, County of Ocean, State of New Jersey as follows:

That the selection criteria used in awarding this contract included:

- A. The qualifications of the individuals who will perform the tasks and the amounts of their respective participation.
 - B. Their experience and references.
 - C. Their ability to perform the task in a timely fashion, including staffing and familiarity with subject matter.
 - D. The cost consideration – including, but not limited to, historical costs for similar contracts, expertise involved and comparable costs for comparable public entities.
2. That the Township Committee has reviewed the proposals submitted and recommends the firm of CME Associates be appointed as Township Planner for reasons set forth in the aforementioned selection criteria.
 3. That the governing body does hereby appoint the firm of CME Associates as Township Planner for the Township of Plumsted for a term of one year commencing February 15, 2024 and ending December 31, 2024.
 4. That the Mayor is hereby authorized to execute and the Township Clerk to attest to an agreement with the firm of CME Associates in accordance with the provisions of this resolution.
 5. This contract is awarded without competitive bidding 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.
 6. This contract is awarded pursuant to a fair and open public solicitation process in compliance with Chapter 47A of the General Ordinances of the Township of Plumsted and Ch. 19, P.L. 2004.
 7. That the amount of this award of contract is not to exceed the certificate of availability of funds executed by the Chief Financial Officer annexed hereto.
 8. A notice of this action shall be printed once in the official newspaper of the Township of Plumsted.

9. That a copy of the written determination of value by the firm of CME Associates shall be placed on file with this resolution.
10. That this resolution shall take effect immediately.
11. That a certified copy of this resolution shall be provided by the Township Clerk to the Chief Financial Officer and the firm of CME Associates.

NAME	BOWEN	GRILLETTO	HAMMERSTONE	MARINARI	CUOZZO
AYES					
ABSTAIN					
NAYS					
ABSENT					

CERTIFICATION

I, JENNIFER WITHAM, Municipal Clerk of the Township of Plumsted, do hereby certify that the foregoing resolution was duly adopted by the Plumsted Township Committee at a meeting held on the **15th** day of **FEBRUARY, 2024**.

JENNIFER WITHAM, RMC, CMR
Municipal Clerk

RESOLUTION NO. 2024-147

**RESOLUTION OF THE TOWNSHIP OF PLUMSTED,
COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING
KARA VRABEL AS PART-TIME ASSISTANT TREASURER**

WHEREAS, due to a vacancy in the Finance office since May 4, 2023, there is a need to appoint an Assistant Treasurer; and

WHEREAS, Kara Vrabel is duly qualified to be the Assistant Treasurer for the Township of Plumsted; and

WHEREAS, it is the desire of the Mayor and Township Committee to appoint Kara Vrabel as the Assistant Treasurer on a part-time basis for the Township of Plumsted; and

WHEREAS, the appointment is contingent upon a satisfactory background check; and

WHEREAS, Kara Vrabel shall be compensated at the rate of \$24.00 per hour, a maximum of 24 hours per week, without any benefits, in performance of her duties as part-time Assistant Treasurer for the Township of Plumsted effective February 26, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Plumsted, County of Ocean, State of New Jersey, as follows:

1. That the Mayor and Township Committee do hereby appoint Kara Vrabel as the Assistant Treasurer for the Township of Plumsted effective February 26, 2024.
2. That Kara Vrabel shall be compensated at the rate of \$24.00 per hour, a maximum of 24 hours per week, without benefits, in accordance with the salary ordinance and resolution.
3. The appointment is contingent upon a satisfactory background check.
4. That a certified copy of this resolution shall be forwarded to Kara Vrabel and the Chief Financial Officer of Plumsted Township.

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JENNIFER WITHAM, RMC, CMR
Municipal Clerk

Received, read and agreed upon by Kara Vrabel this _____ day of _____.

KARA VRABEL

RESOLUTION NO. 2024-148

**RESOLUTION OF THE TOWNSHIP OF PLUMSTED,
COUNTY OF OCEAN, STATE OF NEW JERSEY,
AUTHORIZING AND APPROVING A SHARED SERVICES
AGREEMENT BETWEEN PLUMSTED TOWNSHIP AND
MANCHESTER TOWNSHIP FOR INFORMATION
TECHNOLOGY SERVICES.**

WHEREAS, pursuant to N.J.S.A. 40A:65-1 et seq., a municipality may enter into agreements for shared services with another municipality to provide or receive any service that the units participating in the agreement are empowered to provide or receive within their own jurisdiction; and

WHEREAS, each local unit authorized to enter into an agreement under the Shared Services and Consolidated Act must do so by the adoption of a resolution; and

WHEREAS, the agreement must comply with the requirements of N.J.S.A. 40A:65-7 and specify the services to be performed under the agreement, procedures for payment, and assignment and allocation of responsibility for meeting standards between and among the parties; and

WHEREAS, the Township of Plumsted ("Plumsted") wishes to enter into a Shared Services Agreement with the Township of Manchester ("Manchester") for Information Technology Services to be provided to Plumsted Township by Manchester Township; and

WHEREAS, the terms and conditions of this Shared Services Agreement are attached hereto this resolution, as Exhibit "A"; and

WHEREAS, the Governing Body and Mayor of both Manchester Township and Plumsted Township deem it to be in the best interests of Plumsted Township and Manchester Township to enter into a Shared Services Agreement for information technology services, effective _____, 2024 through December 31, 2024, subject to renewals contained in the Shared Service Agreement, which attached hereto; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Plumsted, County of Ocean, State of New Jersey as follows:

1. That the Mayor is hereby authorized to execute and the Clerk to attest to the Shared Services Agreement with the Township of Manchester for information technology services of the Township of Manchester to the Township of Plumsted; and
2. Plumsted Township agrees to pay Manchester Township a pro rata fee of \$20,000.00 on a per annum basis for a period commencing _____, 2024 and

terminating December 31, 2024 to utilize Manchester Township for information technology services; and

3. Plumsted Township and Manchester Township agree to the terms and conditions set forth within said Shared Services Agreement, which is on file in the Municipal Clerk's office for public review; and
4. That the Township Clerk shall forward a certified copy of this Resolution to the Plumsted Township Mayor, Township Administrator, Plumsted CFO and Manchester Township.

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JENNIFER WITHAM, RMC, CMR
Municipal Clerk

APPENDIX A

Requirements for Plumsted: Network documentation that exists as well as all administrator accounts and passwords.

Level I Support

- Setup of new PC's to conform to standards and installation of software applications
- Troubleshoot/repair hardware issues relating to workstations
- Installation of hardware and routine maintenance for desktop workstations
- Troubleshoot and routine repair of printers (i.e., fusers, rollers, network cards)
- Troubleshoot applications
- Installation of approved, licensed software on workstations
- Help desk support for workstations
- Antivirus updating and scanning of workstations
- Inventory of new hardware and equipment moves
- Relocation of computers and printers as needed for staff moves

Level II Support

- Network changes, support and maintenance
- Maintain integrity and security of network and make changes to SonicWall firewall (i.e., firewall monitoring, antivirus monitoring, apply security updates, education for users).
- Manage VPN connections for users and remote locations
- Daily and weekly backups
- Cyber security maintenance
- Active directory user maintenance
- GPO maintenance
- Maintain and support Office 365 and Exchange Online
- Assist with technology vendors as needed
- Add/change user login accounts and permissions
- Maintain Group Policies
- Configure network printers
- Diagnose and troubleshoot system problems; Any failures which would require the rebuilding of servers and/or networking equipment would be covered under Level IV support.

APPENDIX B

Level III Support

Level III support includes project planning, design and development for system-wide changes to the network infrastructure.

- Planning, design and development for enhancement and/or replacement of network or system infrastructure
- Installation, replacement, and implementation of new core technology hardware (i.e., servers, routers, switches, firewall, data backup hardware)
- Installation and implementation of new or upgraded core technology software (i.e., servers, routers, switches, firewall, data backup hardware)
- Installation and implementation of new or upgraded core technology software (i.e., operating system, data backup software, anti-virus, anti-spam, Virtual Private Network)
- Documentation of any new infrastructure changes implemented
- Consultation services
- Server rebuild or spin up
- Virtualization

Level IV Support

Level IV support includes services for emergency response and support situations.

- Core technology failures to include but not limited to:
Server operating system
Server (file/print, email, payroll, terminal services server)
Internet failures
- Core network hardware failures to include but not limited to:
Internet router
Firewall
Network switches
Network routers
- Support related to virus outbreak or network security breach
- Any off-hour call in requests and work completed during off hours

APPENDIX C

- Annual Support- \$20,000.00
- Current Rate Schedule
Director: \$130.00/hr. - off hours: \$150.00/hr.
Senior Tech: \$90.00/hr. – off hours: \$100.00/hr.
Tech: \$80.00/hr. - off hours: \$90.00/hr.

RESOLUTION NO. 2024-145

RESOLUTION OF THE TOWNSHIP OF PLUMSTED, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING THE CONVENING OF AN EXECUTIVE SESSION IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT

WHEREAS, Section Two of the Open Public Meetings Act, c.231, P.L. of 1975, permits the exclusion of the public under certain circumstances; and

WHEREAS, the governing body is of the opinion that circumstances presently exist to permit the exclusion of the public from certain discussions of the governing body.

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

1. That the public shall be excluded from discussion of the following matters:

ATTORNEY CLIENT PRIVILEGE

2. It is anticipated at this time that the above-stated matters will not be made public in any foreseeable time in the future and not until final conclusion of the matter.
3. This resolution shall become effective immediately.

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JENNIFER WITHAM, RMC, CMR
Municipal Clerk