



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 05-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOROUGH AUDITOR SERVICES FOR THE CALENDAR YEAR 2016**

**WHEREAS**, the Borough of Riverdale has a need to acquire Borough Auditor services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year from January 1, 2015 to December 31, 2015; and,

**WHEREAS**, Nisivoccia LLP has submitted a proposal December 29, 2015 indicating they will provide Borough Auditor services including but not limited to preparation of the Annual Audit, and preparation of the state budget forms for an annual fee of \$27,000.00; and,

**WHEREAS**, Nisivoccia LLP has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit them from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with Nisivoccia LLP as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**BOROUGH OF RIVERDALE  
DETERMINATION OF VALUE FORM AND CERTIFICATION OF FUNDS  
PURSUANT TO NON-FAIR AND OPEN CONTRACT AWARDS**

Prior to the governing body formally considering a resolution awarding a non-fair and open contract, an appropriate official must certify in writing that the estimated amount of the contract to be awarded exceeds \$17,500. The appropriate official may be the purchasing agent, financial officer, chief administrative officer, or an appointed or elected official with knowledge of the contract.

The determination of the amount is based on the value of the full contract life, not the amount spent annually. Therefore a two-year contract for \$10,000 a year awarded through a non-fair and open process falls under this requirement. A single one year contract for \$10,000, however, does not. The determination should be kept on file and made part of the resolution awarding the contract.

Contract For: Borough Auditor  
Contract to be awarded to: Heidi Wohlleb (NISIVOCCIA LLP)  
Contract Period: One Year  
January 1, 2016, through December 31, 2016

**CERTIFICATION**

I hereby certify that the estimated amounts of the contracts to be awarded exceed \$17,500.

I hereby further certify that funds to cover the expenditures for the above-reference contracts will be encumbered by purchase orders on an as-needed basis (as required pursuant to N.J.A.C. 5:30-5.4.).

By: \_\_\_\_\_  
Kenneth Sesholtz, Chief Financial Officer

Certified Date: \_\_\_\_\_

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF RIVERDALE**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the Nisivoccia, LLP has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2016 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Borough of Riverdale** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

The candidate committee, joint candidate committee or political party committee as defined pursuant to N.J.S.A. 44A:A-3(p), (q) and (r) representing any current elected offices in the <b>Borough of Riverdale</b>	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership     
  Corporation     
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership   
  Limited Liability Corporation     
  Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Raymond G. Sarinelli	107 Church St. Rockaway, NJ 07866
David H. Evans	18 Knob Hill Rd. Hackettstown, NJ 07840
Timothy J. Mehaffey	10 Indian Trail Rd. Randolph, NJ 07869
Francis J. Jones Jr	229 Flocktown Rd. Long Valley, NJ 07853
William F. Schroeder	34 Partridge Dr. Blairstown, NJ 07825
Kathryn L. Mantell	63 Combs Hollow Rd. Mendham, NJ 07945
Thomas R. Dartnell	410 Mountain Lake Road, Great Meadows, NJ 07838
Douglas S. Collins	3 Mountain Terrace, Columbia, NJ 07832

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Nisivoccia, LLP  
 Signature of Affiant: *Heidi A. Wohlleb* Title: Partner  
 Printed Name of Affiant: Heidi A. Wohlleb Date: December 11, 2015

Subscribed and sworn before me this 11<sup>th</sup> day of December 2015.

My Commission expires:

**JO ANN DIVITE**  
**NOTARY PUBLIC OF NEW JERSEY**  
 MY COMMISSION EXPIRES ON SEPTEMBER 5, 2019

*JoAnn Divite*  
 (Witnessed or attested by)

(Seal)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

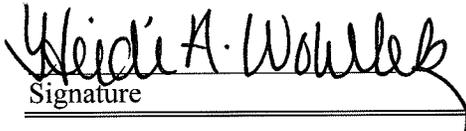
Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

**Part I - Vendor Information**

Vendor Name:	Nisivoccia LLP		
Address:	200 Valley Road, Suite 300		
City:	Mt. Arlington	State: NJ	Zip: 07856

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.



Heidi A. Wohlleb  
Printed Name

Partner  
Title

**Part II - Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$
No reportable contributions were made.			

Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Morris**

State: Governor, and Legislative Leadership Committees

Legislative District #s: 16, 21, 24, 25 & 26

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Boonton Town	Jefferson Township	Mount Olive Township
Boonton Township	Kinnelon Borough	Mountain Lakes Borough
Butler Borough	Lincoln Park Borough	Netcong Borough
Chatham Borough	Long Hill Township	Parsippany-Troy Hills Township
Chatham Township	Madison Borough	Pequannock Township
Chester Borough	Mendham Borough	Randolph Township
Chester Township	Mendham Township	Riverdale Borough
Denville Township	Mine Hill Township	Rockaway Borough
Dover Town	Montville Township	Rockaway Township
East Hanover Township	Morris Plains Borough	Roxbury Township
Florham Park Borough	Morris Township	Victory Gardens Borough
Hanover Township	Morristown Town	Washington Township
Harding Township	Mount Arlington Borough	Wharton Borough

Boards of Education (Members of the Board):

Boonton Town	Lincoln Park Borough	Netcong Borough
Boonton Township	Long Hill Township	Parsippany-Troy Hills Township
Butler Borough	Madison Borough	Pequannock Township
Chester Township	Mendham Borough	Randolph Township
Denville Township	Mendham Township	Riverdale Borough
Dover Town	Mine Hill Township	Rockaway Borough
East Hanover Township	Montville Township	Rockaway Township
Florham Park Borough	Morris	Roxbury Township
Hanover Park Regional	Morris Hills Regional	Sch Dist Of The Chathams
Hanover Township	Morris Plains Borough	Victory Gardens
Harding Township	Mount Arlington Borough	Washington Township
Jefferson Township	Mount Olive Township	West Morris Regional
Kinnelon Borough	Mountain Lakes Borough	Wharton Borough

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Fire Districts (Board of Fire Commissioners):

Hanover Township Fire District No. 2  
Hanover Township Fire District No. 3  
Montville Township Fire District No. 1  
Montville Township Fire District No. 2  
Montville Township Fire District No. 3  
Parsippany-Troy Hills Township Fire District No 1  
Parsippany-Troy Hills Township Fire District No 2

Parsippany-Troy Hills Township Fire District No 3  
Parsippany-Troy Hills Township Fire District No 4  
Parsippany-Troy Hills Township Fire District No 5  
Parsippany-Troy Hills Township Fire District No 6  
Parsippany-Troy Hills Township Fire District No. 7  
Parsippany-Troy Hills Township Fire District No. 8

# STOCKHOLDER DISCLOSURE CERTIFICATION

## Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

## Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

### Stockholders:

Name: Douglas S. Collins	Name: Francis J. Jones Jr.
Home Address: 3 Mountain Terrace, Columbia, NJ 07832	Home Address: 229 Flocktown Rd. Long Valley, NJ 07853
Name: Raymond G. Sarinelli	Name: William F. Schroeder
Home Address: 107 Church St. Rockaway, NJ 07866	Home Address: 34 Partridge Dr. Blairstown, NJ 07825
Name: David H. Evans	Name: Kathryn L. Mantell
Home Address: 18 Knob Hill Rd. Hackettstown, NJ 07840	Home Address: 63 Combs Hollow Rd. Mendham, NJ 07945
Name: Timothy J. Mehaffey	Name: Thomas R. Dartnell
Home Address: 10 Indian Trail Rd. Randolph, NJ 07869	Home Address: 410 Mountain Lake Road, Great Meadows, NJ 07838

Subscribed and sworn before me this 11 day of December, 2015

(Notary Public)

My Commission expires:

*Jo Ann Divite*

**JO ANN DIVITE**  
**NOTARY PUBLIC OF NEW JERSEY**  
**MY COMMISSION EXPIRES ON SEPTEMBER 5, 2016**

*Heidi A. Wohlleb*  
(Affiant)

**Heidi A. Wohlleb, Partner**  
(Print name & title of affiant)

(Corporate Seal)