

Township of West Milford

Passaic County, New Jersey

~ Resolution 2013 - 353 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT WITH THE CANNING GROUP, LLC FOR AN INTERIM TOWNSHIP ADMINISTRATOR AT AN HOURLY RATE OF \$90

WHEREAS, the Mayor & Township Council have received written notification that the Township Administrator, Nancy Gage, will vacate that office effective January 1, 2014; and

WHEREAS, prior history & experience indicates that the recruitment search for this position can take months to accomplish; and

WHEREAS, to facilitate a comprehensive search, provide for stability in the municipality and to manage the 2014 budget process the Governing Body wishes to engage the services of an experienced public administrator to assume this position in the interim period; and

WHEREAS, The Canning Group, LLC is an agency whose principles have a combined resume of over 100 years of municipal government experience specializing in the executive branches of municipal government; and

WHEREAS, The Canning Group, LLC has submitted a proposal whereby Robert F. Casey will be assigned to serve as Interim Administrator in the Township of West Milford at a rate of \$90 per hour and will oversee the day-to-day operations in the Township investing 20-25 hours per week to that task and a placement fee of \$1,000; and

WHEREAS, The Canning Group, LLC will complete both a Political Contribution Disclosure Form and a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit The Canning Group, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et. seq.) requires that the Resolution authorizing the award of contracts for Professional Services without competitive bids and the contract itself must be available for public inspection.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford as follows:

1. The Mayor & Township Clerk be and are hereby authorized to execute a professional services contract with *The Canning Group, LLC* of 10 Garden Street, Lincoln Park, NJ 07035 for the assignment of Robert F. Casey to serve as Interim Township Administrator in the Township of West Milford at a rate of \$90 per hour for 20-25 hours per week until a successor is appointed to the permanent position of Township Administrator.
2. The CFO shall take whatever action is necessary to transfer funds from the salary & wage line items during the term of this contract to make payment as appropriate for these professional services for as long as the contract remains in effect.
3. That the CFO shall appropriate funds to pay The Canning Group, LLC a \$1,000 placement fee within 30 days of the execution of the above referenced contract.
4. That Mr. Casey shall begin serving in the capacity of Interim Administrator as soon as practicable after the execution of the professional services contract so that he can

prepare a transition plan prior to the departure of Ms. Gage and so that he can be prepared to guide the Township Council through the 2014 budget process.

5. This contract is awarded without competitive bidding as "Professional Services" pursuant to *N.J.S.A. 19:44A-20 et seq.* and the local public contracts law.
6. That a notice of this action shall be published in accordance with law, and said notice to provide that the contract awarded and this resolutions authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: December 4, 2013

Adopted this 4th day of December, 2013
and certified as a true copy of an original.

Antoinette Battaglia, Township Clerk