



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-013

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – AFFORDABLE HOUSING ATTORNEY

WHEREAS, the Borough of Highlands has a need for professional legal services for affordable housing attorney for the calendar year 2025 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, such professional services can only be provided by licensed professionals and the firm of Surenian, Edwards, Buzak & Nolan LLC are so recognized; and

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

WHEREAS, the Borough of Highlands, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 solicited proposals from qualified attorneys for the appointment and position of Affordable Housing Attorney for the calendar year 2025 and said requests for Professional Services – Affordable Housing Attorney were received in the Office of the Municipal Clerk no later than 11:00 am on November 26, 2024; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year 2025; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer of the Borough of Highlands contingent upon the adoption of the 2025 Municipal Budget.

NOW THEREFORE BE IT RESOLVED, by the Borough of Highlands Council as follows:

1. That the firm of Surenian, Edwards, Buzak & Nolan LLC is hereby appointed and retained to provide professional legal services as affordable housing attorney at an hourly rate of \$200.00 per hour, for the twelve (12) month period beginning January 1, 2025, through December 31, 2025, in an amount not to exceed \$25,000.00.
2. The Mayor and Municipal Clerk are hereby authorized to sign the contract for the aforesaid professional services.
3. This contract is awarded without competitive bidding as “Professional Services” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(A)(i) because it

is for services performed by persons authorized by law to practice a recognized profession.

4. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Highlands.
5. The Municipal Clerk is hereby directed to publish public notice of this award as required by law.

Motion to Approve R 25-013:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: January 1, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands