



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-018

AWARDING A FAIR AND OPEN CONTRACT TO DOWNTOWN NETWORK COMPANY FOR THE COMMUNITY RATING SYSTEM (CRS) COORDINATOR

WHEREAS, the Borough of Highlands has a need for Community Rating System (CRS) Coordinator services to be provided to the Borough of Highlands pursuant to the provisions of N.J.S.A. 19:44A-20.5; 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 for a Community Rating System (CRS) Coordinator, wherein one (1) proposal was received by the Borough Administrator no later than 11:00am on December 24, 2024; and

WHEREAS, the Borough has reviewed the proposal that was received and determined that the Mayor and Borough Council desires to authorize the execution of a contract between the following listed person/firm and the Borough for the provision of said services; and

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

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2025 budget.

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

1. Downtown Network Company is hereby awarded the contract for Community Rating System (CRS) Coordinator services in an amount not to exceed \$38,000.
2. The Mayor, Borough Administrator, and Municipal Clerk are hereby authorized to take all steps necessary to engage the services of Downtown Network Company, including executing a contract.
3. A copy of this Resolution as well as the contract/proposal shall be placed on file with Clerk of the Borough of Highlands.
4. The Municipal Clerk is hereby directed to publish a public notice of this award as required by law.

Motion to Approve R 25-018:

	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