



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 26-088**

### **AUTHORIZING THE BOROUGH OF HIGHLANDS TO ENTER INTO AN AGREEMENT WITH ACCSES NEW JERSEY FOR RECORDS MANAGEMENT SERVICES**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-12, any contracting unit may without advertising for bids, purchase any goods or services under any contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the Borough of Highlands has a need to organize, inventory, and review municipal records in accordance with applicable records retention requirements and schedules for local government; and

**WHEREAS**, the Borough has determined that it is necessary to engage such services to assist with the organization, identification, and management of municipal records; and

**WHEREAS**, the Association for Choices in Community Supports and Employment Services ("ACCSES") New Jersey, in partnership with the Center for Vocational Rehabilitation ("CVR"), provides record management services including records inventory, retention identification, as well as the secure destruction of records which are eligible for the same pursuant to records retention requirements and approval; and

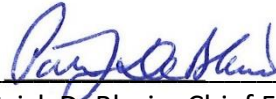
**WHEREAS**, ACCSES New Jersey has entered into a contract with the State of New Jersey, Division of Purchase and Property in the Department of the Treasury under State Contract Number 89099; and

**WHEREAS**, in accordance with the pricing pursuant to State Contract Number 89099, ACCSES New Jersey has submitted a proposal, dated March 5, 2026, to provide records management services to the Borough of Highlands for an amount not to exceed \$8,959.79, inclusive of records organization in the amount of \$7,832.79 and a shredding estimate in the amount of \$1,127.00; and

**WHEREAS**, the governing body believes that the Borough will benefit from the records management services provided by ACCSES New Jersey in organizing and managing municipal records; and

**WHEREAS**, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify that funds are available as follows:



Patrick DeBlasio, Chief Financial Officer

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

1. ACCSES New Jersey is hereby retained to provide records management services for the Borough of Highlands in accordance with their proposal for an amount not to exceed \$8,959.79.
2. The Mayor and Borough Clerk are hereby authorized to execute an Agreement with ACCSES New Jersey, subject to review and approval by the Borough Attorney.
3. This contract is awarded without competitive bidding in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-12(a), as any contracting unit may without advertising for bids, purchase any goods or services under any contract or contracts for such services entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury.
4. A certified copy of this Resolution shall be placed on file with the Borough Clerk of the Borough of Highlands.

Motion to Approve R 26-088:

	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: March 18, 2026

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Nancy Tran, Municipal Clerk  
Borough of Highlands