



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 24-114**

### **AUTHORIZING THE AWARD OF A CONTRACT TO CIVICPLUS FOR ANNUAL RENEWAL OF MUNICODE MEETINGS HUB SOFTWARE**

**WHEREAS**, the Borough of Highlands utilizes CivicPlus LLC, PO Box 737311, Dallas, Texas for its Municode Meetings Hub software; and

**WHEREAS**, CivicPlus LLC has submitted a proposal, dated May 3, 2024, for its annual license in the amount of \$6,000.00, for the term of one (1) year, beginning July 1, 2024 through June 30, 2025; and

**WHEREAS**, such annual renewal for the support or maintenance of proprietary computer software may be awarded without public advertising for bids or bidding in accordance with N.J.S.A. 40:A11-5(dd); and

**WHEREAS**, the proposal includes the following:

1. Municode Meetings Hub Bundled Purchase Renewal - Portal
2. Municode Meetings Hub Bundled Purchase Renewal - Board Management
3. Municode Meetings Premium Annual Renewal

**WHEREAS**, the governing body has determined that it is in the best interest of the Borough to enter into a contract with CivicPlus LLC, for the term of one (1) year, beginning July 1, 2024 through June 30, 2025 for renewal of its Municode Meetings Hub software annual license, in an amount not to exceed \$6,000.00 in accordance with CivicPlus's proposal dated May 3, 2024; 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

**WHEREAS**, in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq., the Municipal Clerk shall publicly advertise notice of this action.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Highlands that:

1. A contract is hereby awarded to CivicPlus LLC for the annual renewal of the Municode Meetings Hub software license, for the term of one (1) year, beginning July 1, 2024 through June 30, 2025, as outlined above for an amount not to exceed \$6,000.00.
2. The contract is awarded without competitive bidding in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(dd). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 24-114:

	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: May 15, 2024

---

Nancy Tran, Municipal Clerk  
Borough of Highlands