

**BOROUGH OF PENNINGTON
RESOLUTION 2024 – 8.4**

**RESOLUTION AUTHORIZING RETENTION OF CGP&H FOR AFFORDABLE HOUSING
ADMINISTRATIVE SERVICES**

WHEREAS, Borough oversight of the purchase and sale and other matters affecting the titles to Affordable Homes in Pennington require the Borough to retain professional administrative assistance; and

WHEREAS, the Borough inventory of affordable housing includes 16 affordable units in Heritage at Pennington and 8 affordable units at Pennington Point and various independent units; and

WHEREAS, the Borough seeks to enter into a Professional Services Agreement with CGP&H, LLC (“CGP&H”) for performance of required administrative services during the year beginning August 1, 2024;

WHEREAS, a copy of the Professional Services Agreement proposed by CGP&H is attached to this Resolution;

WHEREAS, in accordance with the proposed Agreement, CGP&H will perform “municipal” services requested by the Borough or required by law on notice to the Borough at an hourly rate of \$165 per hour for senior staff, invoiced monthly, not to exceed in the aggregate for the year \$10,000 without the prior written approval by Borough Council:

WHEREAS, CGP&H will also be paid a flat fee of \$2,000 for each unit listed for sale and related services;

WHEREAS, the proposed Agreement contemplates a total budget of \$15,500 for the year, including three fee categories: (1) \$10,000 for the aforesaid “municipal” services billed by the hour, (2) \$1,200 for the aforesaid “applicant services” at a monthly rate of \$100; (3) \$4,000 in flat fees but only if there are two units @ \$2,000 listed for sale, and (4) \$300 for reimbursable expenses during the course of the year;

WHEREAS, it is understood that CGP&H may not invoice above an individual fee category without prior written authorization by the Borough even if the overall contract budget has not been exhausted;

WHEREAS, the Chief Financial Officer has certified that funds are available for this contract from the COAH Trust Fund;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Pennington, that the above recitals are herein incorporated by reference in this Resolution; and

BE IT FURTHER RESOLVED, that subject to these recitals the Mayor and the Borough Clerk are hereby authorized to enter into the attached Agreement with CGP&H on behalf of the Borough for the year beginning August 1, 2024, subject to such modifications as the Borough Attorney may require in conformance with the above recitals.

Record of Council Vote on Passage

COUNCILMAN	AYE	NAY	N.V.	A.B.	COUNCILMAN	AYE	NAY	N.V.	A.B.
Angarone					Valenza				
Chandler					Marciante				
Gnatt					Stern				

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on August 5, 2024.

Elizabeth Sterling, Borough Clerk