

**BOROUGH OF PENNINGTON  
RESOLUTION 2023 – 8.11**

**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, 2023;

**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 general services requested by the Borough or required by law on notice to the Borough at an hourly rate of \$155 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 \$14,300 for the year, including three fee categories: (1) \$10,000 for the aforesaid general services billed by the hour, (2) \$4,000 in flat fees but only if there are two units @ \$2,000 listed for sale, and (3) \$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, 2023, 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 1, 2022.

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Elizabeth Sterling, Borough Clerk