

Martucci, Jason [DCA]

From: Martucci, Jason [DCA]
Sent: Wednesday, October 18, 2023 5:13 PM
To: zichelli@cedargrovenj.org
Cc: Brookes, Bonnie [DCA]; nnabbie@cgajlaw.com
Subject: Cedar Grove Twp. - HFA Contract for GFMS Transition
Attachments: DLGSLetter_100523_TownshipofCedarGrove.pdf

Dear Mr. Zichelli,

The Division of Local Government Services does not object to the Township contracting with Holman Frenia Allison, P.C. to serve as temporary consultants for transitioning from GFMS to Edmunds. Any work would need to be performed under your oversight. However, we would need to see the proposed contract to confirm that its scope complies with the September 26, 2023 Order.

Thank You,

Jason R. Martucci, Esq.
Legislative & Regulatory Affairs Officer
Division of Local Government Services
New Jersey Department of Community Affairs
(609) 292-6613
Jason.Martucci@dca.nj.gov

Martucci, Jason [DCA]

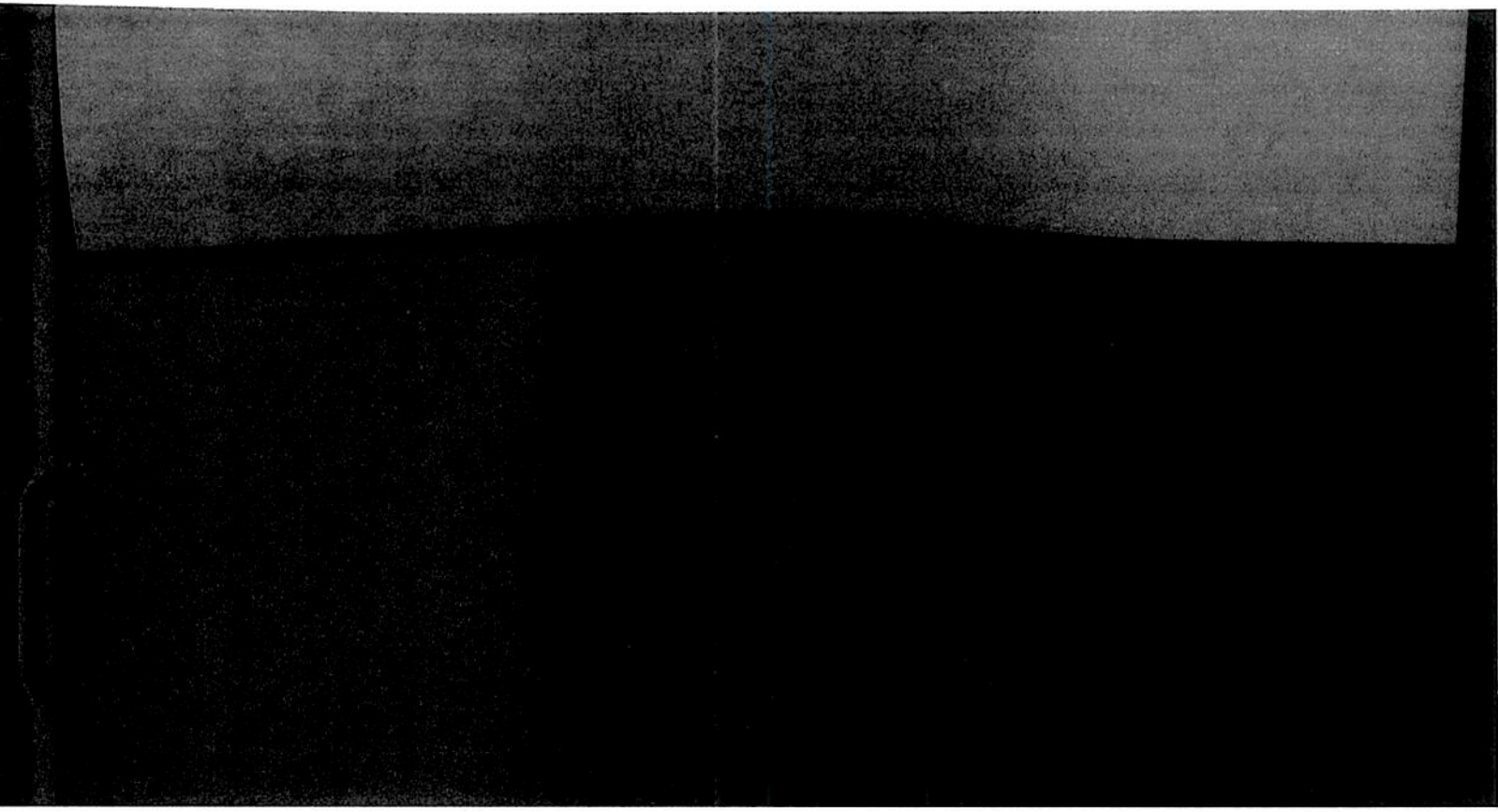
From: Martucci, Jason [DCA]
Sent: Tuesday, October 24, 2023 9:36 AM
To: Joseph Zichelli
Cc: Brookes, Bonnie [DCA]; nnabbie@cgajlaw.com
Subject: RE: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

Do you have a draft contract you can send to us?

Martucci, Jason [DCA]

From: Martucci, Jason [DCA]
Sent: Tuesday, October 24, 2023 9:41 AM
To: Joseph Zichelli
Cc: Brookes, Bonnie [DCA]; nnabbie@cgajlaw.com
Subject: RE: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

That works.



Martucci, Jason [DCA]

From: Martucci, Jason [DCA]
Sent: Friday, October 27, 2023 10:04 AM
To: Joseph Zichelli
Cc: Brookes, Bonnie [DCA]; nnabbie@cgajlaw.com
Subject: RE: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

Mr. Zichelli,

Below are the comments the Division has on the draft agreement, which are limited in scope to ensuring compliance w/ the 9/26/23 Order and grounded in our role of regulatory oversight concerning Township finances. These comments were not included as Track Changes as direct edits should be done by the Township in consultation with legal counsel. We would also ask that the final executed agreement be submitted to the Division for our records.

- Second **WHEREAS**: the Director's 9/26/23 letter actually prohibited HFA from performing CMFO duties "under a 'financial services' contract or any other type of consulting contract.
- Paragraph A of **I) SCOPE**: should say under the oversight of the Township Manager/Temporary Chief Municipal Finance Officer (and perhaps reference the CMFO if a certified individual is appointed as CMFO during the term of the contract).
- Paragraph C of **II) DURATION**: recommend replacing the phrase "prior approval from" with the phrase "the Township first consulting the Division of Local Government Services". This contract as drafted would not be subject to Division approval pursuant to N.J.S.A. 40A:9-140.10 and N.J.A.C. 5:32-2.5; however, pursuant to the Division's regulatory oversight authority, the Township is to update the Division on its software transition and the performance of the contract.

Thank You,

Jason R. Martucci, Esq.
Legislative & Regulatory Affairs Officer
Division of Local Government Services
New Jersey Department of Community Affairs
(609) 292-6613
Jason.Martucci@dca.nj.gov

From: [Martucci, Jason \[DCA\]](#)
To: [@.](#)
Cc: [Brookes, Bonnie \[DCA\]; @.](#)
Subject: Cedar Grove Twp. - HFA Contract for GFMS Transition
Date: Wednesday, October 18, 2023 5:13:56 PM
Attachments: [DLGSLetter_100523_TownshipofCedarGrove.pdf](#)

Dear Mr. Zichelli,

The Division of Local Government Services does not object to the Township contracting with Holman Frenia Allison, P.C. to serve as temporary consultants for transitioning from GFMS to Edmunds. Any work would need to be performed under your oversight. However, we would need to see the proposed contract to confirm that its scope complies with the September 26, 2023 Order.

Thank You,

Jason R. Martucci, Esq.
Legislative & Regulatory Affairs Officer
Division of Local Government Services
New Jersey Department of Community Affairs
(609) 292-6613

[xx@xx](#)

From: [Brookes, Bonnie \[DCA\]](#)
To: [Sarah Fitzpatrick](#)
Subject: RE: Atlantic Highlands -- Director Order
Date: Tuesday, October 3, 2023 9:36:00 AM
Attachments: [image002.png](#)

Received. Thank you.

From: Sarah Fitzpatrick <xxxxxxxxxxxx@xxxxxxxx.xxx>
Sent: Monday, October 2, 2023 12:09 PM
To: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxx@xxx.xx.xxx>; Robert Ferragina <rfxxxxxxx@xxxx.xxx>; Michelle Clark <xxxxxx@xxxx.xxx>; Marguerite Schaffer <mschaffer@shainlaw.com>
Subject: [EXTERNAL] Atlantic Highlands -- Director Order

Good morning,

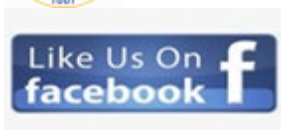
Please see the email below wherein Borough Administrator Ferragina confirms his conversation with Mr. Mannino of HFA indicating that the Borough's contract with HFA was terminated effective September 28, 2023.

Thank you.

From: Robert Ferragina <[xxxxxxxxxxx@xxxx.xxx](#)>
Date: Friday, September 29, 2023 at 2:05 PM
To: Sarah Fitzpatrick <[xxxxxxxxxxxxx@xxxxxxxx.xxx](#)>, Marguerite Schaffer <[xxxxxxxxxxx@xxxxxxxx.xxx](#)>
Subject: FW: HFA

Fyi

Rob Ferragina, M.A., M.A.S.
Borough Administrator
Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716
732-291-1444 x 3101
www.ahnj.com



WARNING: Emails received by or sent from the Borough of Atlantic Highlands are subject to the Open Public Records Act [OPRA]. If you are in anyway concerned about the contents of your email being read by someone other than the person(s) you are contacting, you should consider an alternate way of contacting them.

NOTICE OF CONFIDENTIALITY: This E-mail message and its attachments (if any) are intended solely for the use of the addressees hereof. In addition, this message and the attachments (if any) may contain information that is confidential, privileged and exempt from disclosure under applicable law. If you are not the intended recipient of this message, you are prohibited from reading, disclosing, reproducing, distributing, disseminating or otherwise using this transmission. Delivery of this message to any person other than the intended recipient is not intended to waive any right or privilege. If you have received this message in error, please promptly notify the sender by reply E-mail and immediately delete this message from your system.

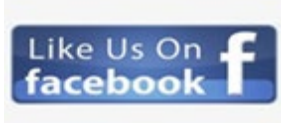
From: Robert Ferragina
Sent: Friday, September 29, 2023 2:04 PM
To: Anthony Mannino <xxxxxxx@xxxxxx.xxx>
Cc: Clerk <xxxxx@xxxx.xxx>
Subject: HFA

Hi Anthony -

Per our conversation yesterday, the contract between the borough and HFA has been terminated.

Thanks,

Rob Ferragina, M.A., M.A.S.
Borough Administrator
Borough of Atlantic Highlands
100 First Avenue
Atlantic Highlands, NJ 07716
732-291-1444 x 3101
www.ahnj.com



WARNING: Emails received by or sent from the Borough of Atlantic Highlands are subject to the Open Public Records Act [OPRA]. If you are in anyway concerned about the contents of your email being read by someone other than the person(s) you are contacting, you should consider an alternate way of contacting them.

NOTICE OF CONFIDENTIALITY: This E-mail message and its attachments (if any) are intended solely for the use of the addressees hereof. In addition, this message and the attachments (if any) may contain information that is confidential, privileged and exempt from disclosure under applicable law. If you are not the intended recipient of this message, you are prohibited from reading, disclosing, reproducing, distributing, disseminating or otherwise using this transmission. Delivery of this message to any person other than the intended recipient is not intended to waive any right or privilege. If you have received this message in error, please promptly notify the sender by reply E-mail and immediately delete this message from your system.

From: [Brookes, Bonnie \[DCA\]](#)
To: [Joseph Sarno](#)
Subject: RE: Message from Jacquelyn A. Suárez, Acting Commissioner, Dept. of Community Affairs & Director, Division of Local Government Services
Date: Thursday, October 5, 2023 9:58:00 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Received.

From: Joseph Sarno <@>
Sent: Wednesday, October 4, 2023 4:06 PM
To: DCA DLGS.Certification [DCA] <@>
Cc: Anthony Mannino <@>; Brookes, Bonnie [DCA] <Bonnie.B@>; Business Administrator <@>; Bob Allison <@>
Subject: [EXTERNAL] RE: Message from Jacquelyn A. Suárez, Acting Commissioner, Dept. of Community Affairs & Director, Division of Local Government Services

Good Afternoon,

Please note pursuant to the letter sent last week to Bradley Beach that I will be assuming the CMFO role and will assist the borough in finding a replacement within the timeframe outlined by the Division. If anyone has any questions please contact me directly

Thanks,

Joe

Joe Sarno, CMFO
Director
[xxxxxx@xxxxxxxx.xxx](#)
(732) 747-0010 x154 (Direct) - (732) 278-4653 (cell)



Headquarters: 1985 Cedar Bridge Ave, Suite 3 | Lakewood, NJ 08701 | (732) 797-1333
Red Bank Office: 194 East Bergen Place | Red Bank, NJ 07701 | (732) 747-0010

Confidentiality Notice: This message is for the sole use of the intended recipient(s) and may contain information which may be confidential and privileged. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received the message in error, please advise the sender by reply e-mail or contact the sender by phone at (732) 797-1333 and delete the message.

From: DCA DLGS.Certification [DCA] <@>
Sent: Wednesday, September 27, 2023 4:23 PM
Cc: Joseph Sarno <@>; Anthony Mannino <@>
Subject: Message from Jacquelyn A. Suárez, Acting Commissioner, Dept. of Community Affairs & Director, Division of Local Government Services

Please see the message below from Jacquelyn A. Suárez, Acting Commissioner of the Department of Community Affairs & Director, Division of Local Government Services

Dear Business Administrator Greg Feherenbach:

We have received and reviewed your request to the Division of Local Government Services' Certification Unit. Attached, you will find the determination letter concerning the Borough of Bradley Beach's private entity CMFO appointment request.

If you have any questions regarding the attached letter, please do not hesitate to contact the Division of Local Government Services' Certification Unit at 609-292-6613, option 6.

Best Regards,

Jacquelyn A. Suárez
Acting Commissioner, Department of Community Affairs
Director, Division of Local Government Services



From: [LFBAPPS \[DCA\]](#)
To: [Albert Cruz](#); [LFBAPPS \[DCA\]](#)
Cc: [Brookes, Bonnie \[DCA\]](#); [Brenda Shepherd](#); [Joe Sarno](#)
Subject: RE: [EXTERNAL] In re: Borough of Frenchtown Appeal of Determination of Director, dated September 6, 2023
Date: Friday, October 6, 2023 4:19:43 PM

Received.

Nick Bennett
Executive Secretary
Local Finance Board

From: Albert Cruz <xxxxxx@xxxxxxxxxxxxx.xxx>
Sent: Friday, October 6, 2023 3:36 PM
To: LFBAPPS [DCA] <xxx.xxxxxxxxxxxxx@xxx.xx.xxx>
Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxx@xxx.xx.xxx>; Brenda Shepherd <xxxxxxxxxxxxxxxxxxxxxx@xxxxx.xxx>; Joe Sarno <xxxxxx@xxxxxxxx.xxx>
Subject: [EXTERNAL] In re: Borough of Frenchtown Appeal of Determination of Director, dated September 6, 2023

Dear Mr. Bennett:

On behalf of the Borough of Frenchtown, attached is a cover letter and Local Finance Board Application, dated October 6, 2023, appealing the Director's decision, dated September 26, 2023.

The basis for the appeal is found in Part X of the Application, with supporting documentation.

If additional information or material is necessary, kindly inform me of any deficiencies.

Respectfully submitted,

Albert E. Cruz, Esq.
DiFrancesco, Bateman, Kunzman,
Davis, Lehrer & Flaum, P.C.
15 Mountain Boulevard
Warren, New Jersey 07059

908-757-7800 Ext. 136

908-757-8039 (fax)

xxxxx@xxxxxxxxxxxxx.xxx

From: [LFBAPPS \[DCA\]](#)
To: [Albert Cruz; LFBAPPS \[DCA\]](#)
Cc: [Brookes, Bonnie \[DCA\]](#); [Brenda Shepherd](#); [Joe Sarno](#)
Subject: RE: [EXTERNAL] In re: Borough of Frenchtown Appeal of Determination of Director, dated September 6, 2023
Date: Thursday, October 12, 2023 3:21:24 PM

Received.

Thank you,

Nick Bennett
Executive Secretary
Local Finance Board

From: Albert Cruz <xxxxx@xxxxxxxxxxxxx.xxx>
Sent: Thursday, October 12, 2023 2:25 PM
To: LFBAPPS [DCA] <xxx.xxxxxxxxxxxx@xxx.xx.xxx>
Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxx@xxx.xx.xxx>; Brenda Shepherd <xxxxxxxxxxxxxxxxxxxxx@xxxxx.xxx>; Joe Sarno <xxxxxx@xxxxxxxx.xxx>
Subject: Re: [EXTERNAL] In re: Borough of Frenchtown Appeal of Determination of Director, dated September 6, 2023

Dear Mr. Bennett:

Attached are the following:

1.Certified Copy of Borough of Frenchtown Resolution #2023-110 hiring Janet Previte as the Borough's part-time Chief Financial Officer;

2.Certified copy of Borough Resolution #2023-111 Ratifying and Confirming the Submission of an Application to the Local Finance Board, and

3.Application Certification.

Kindly consider the above as a supplemental submission to the Borough's October 6, 2023 Application.

Respectfully submitted,

Albert E. Cruz, Esq.
DiFrancesco, Bateman, Kunzman,
Davis, Lehrer & Flaum, P.C.
15 Mountain Boulevard
Warren, New Jersey 07059
908-757-7800 Ext. 136
908-757-8039 (fax)
xxxxx@xxxxxxxxxxxxx.xxx

On Fri, Oct 6, 2023 at 4:19 PM LFBAPPS [DCA] <xxx.xxxxxxxxxxxxx@xxx.xx.xxx> wrote:

Received.

Nick Bennett
Executive Secretary
Local Finance Board

From: Albert Cruz <xxxxx@xxxxxxxxxxxxx.xxx>
Sent: Friday, October 6, 2023 3:36 PM
To: LFBAPPS [DCA] <xxx.xxxxxxxxxxxxx@xxx.xx.xxx>
Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxx@xxx.xx.xxx>; Brenda Shepherd <xxxxxxxxxxxxxxxxxxxxx@xxxxx.xxx>; Joe Sarno <xxxxxx@xxxxxxxx.xxx>
Subject: [EXTERNAL] In re: Borough of Frenchtown Appeal of Determination of Director, dated September 6, 2023

Dear Mr. Bennett:

On behalf of the Borough of Frenchtown, attached is a cover letter and Local Finance Board Application, dated October 6, 2023, appealing the Director's decision, dated September 26, 2023.

The basis for the appeal is found in Part X of the Application, with supporting documentation.

If additional information or material is necessary, kindly inform me of any deficiencies.

Respectfully submitted,

Albert E. Cruz, Esq.
DiFrancesco, Bateman, Kunzman,
Davis, Lehrer & Flaum, P.C.
15 Mountain Boulevard
Warren, New Jersey 07059
908-757-7800 Ext. 136
908-757-8039 (fax)
xxxxx@xxxxxxxxxxxxx.xxx

From: [Martucci, Jason \[DCA\]](#)
To: [Joseph Zichelli](#)
Cc: [Brookes, Bonnie \[DCA\]](#); @.
Subject: RE: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition
Date: Tuesday, October 24, 2023 9:40:57 AM

That works.

From: Joseph Zichelli <xxxxxxxx@xxxxxxxxxxxx.xxx>
Sent: Tuesday, October 24, 2023 9:39 AM
To: Martucci, Jason [DCA] <xxxxx.xxxxxxxx@xxx.xx.xxx>
Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxx@xxx.xx.xxx>; xxxxxxx@xxxxxxxx.xxx
Subject: Re: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

I have not drafted one yet. I can get a draft to you by the end of tomorrow.

Joseph M. Zichelli, Esq.
Township Manager
Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ, 07009
(973) 239 -1410 x 202



On Oct 24, 2023, at 9:36 AM, Martucci, Jason [DCA] <[xxxxx.xxxxxxxx@xxx.xx.xxx](#)> wrote:

Do you have a draft contract you can send to us?

From: Joseph Zichelli <[xxxxxxxx@xxxxxxxxxxxx.xx](#)>
Sent: Monday, October 23, 2023 8:00 AM
To: Martucci, Jason [DCA] <[xxxxx.xxxxxxxx@xxx.xx.xxx](#)>
Cc: Brookes, Bonnie [DCA] <[xxxxxx.xxxxxxx@xxx.xx.xxx](#)>; [xxxxxxx@xxxxxxxx.xxx](#)
Subject: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

Mr. Martucci:

Thank you for writing and thank you, Acting Commissioner Suarez, and

the DLGS for affording this accommodation.

Being that the original order specified that Cedar Grove was unable to have HFA serve under a financial advisory services contract "or any other type of consulting contract", would it be possible to reflect the accommodation for software transition in a new letter from the Acting Commissioner? I also have a CMFO slated to start in a full-time capacity on November 13, 2023, so I hope the transition will be smooth and short. I will oversee HFA's transition and will send you any draft professional services agreement for your consideration before execution. If you are able to provide a new letter to me, I will incorporate that in the recitals of the professional services contract as well.

Please give me a call if you would like to discuss further. Have a nice day.

Thank you,

Joseph M. Zichelli, Esq.
Township Manager
Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ, 07009
(973) 239 -1410 x 202

xxxxxxxx@xxxxxxxxxxxx.xxx



On Wed, Oct 18, 2023 at 5:13 PM Martucci, Jason [DCA] <xxxxx.xxxxxxxx@xxx.xx.xxx> wrote:

Dear Mr. Zichelli,

The Division of Local Government Services does not object to the Township contracting with Holman Frenia Allison, P.C. to serve as temporary consultants for transitioning from GFMS to Edmunds. Any work would need to be performed under your oversight. However, we would need to see the proposed contract to confirm that its scope complies with the September 26, 2023 Order.

Thank You,

Jason R. Martucci, Esq.
Legislative & Regulatory Affairs Officer
Division of Local Government Services
New Jersey Department of Community Affairs
(609) 292-6613

XXXXX.XXXXXXXXXX@XXX.XX.XXX

Links contained in this email have been replaced by Cumulus Global Link Protection. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

From: [Martucci, Jason \[DCA\]](#)
To: [Joseph Zichelli](#)
Cc: [Brookes, Bonnie \[DCA\]](#); @.
Subject: RE: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition
Date: Tuesday, October 24, 2023 9:36:23 AM

Do you have a draft contract you can send to us?

From: Joseph Zichelli <xxxxxxxx@xxxxxxxxxxx.xxx>
Sent: Monday, October 23, 2023 8:00 AM
To: Martucci, Jason [DCA] <xxxxx.xxxxxxxx@xxx.xx.xxx>
Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxx@xxx.xx.xxx>; xxxxxxx@xxxxxxxx.xxx
Subject: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

Mr. Martucci:

Thank you for writing and thank you, Acting Commissioner Suarez, and the DLGS for affording this accommodation.

Being that the original order specified that Cedar Grove was unable to have HFA serve under a financial advisory services contract "or any other type of consulting contract", would it be possible to reflect the accommodation for software transition in a new letter from the Acting Commissioner? I also have a CMFO slated to start in a full-time capacity on November 13, 2023, so I hope the transition will be smooth and short. I will oversee HFA's transition and will send you any draft professional services agreement for your consideration before execution. If you are able to provide a new letter to me, I will incorporate that in the recitals of the professional services contract as well.

Please give me a call if you would like to discuss further. Have a nice day.

Thank you,

Joseph M. Zichelli, Esq.
Township Manager
Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ, 07009
(973) 239 -1410 x 202
[xxxxxxxx@xxxxxxxxxxx.xxx](#)



On Wed, Oct 18, 2023 at 5:13 PM Martucci, Jason [DCA] <[xxxxx.xxxxxxxx@xxx.xx.xxx](#)> wrote:

Dear Mr. Zichelli,

The Division of Local Government Services does not object to the Township contracting with Holman Frenia Allison, P.C. to serve as temporary consultants for transitioning from GFMS to Edmunds. Any work would need to be performed under your oversight. However, we would need to see the proposed contract to confirm that its scope complies with the September 26, 2023 Order.

Thank You,

Jason R. Martucci, Esq.
Legislative & Regulatory Affairs Officer
Division of Local Government Services
New Jersey Department of Community Affairs
(609) 292-6613

XXXXX.XXXXXXXXXX@XXX.XX.XXX

From: [Martucci, Jason \[DCA\]](#)
To: [Joseph Zichelli](#)
Cc: [Brookes, Bonnie \[DCA\]](#); @.
Subject: RE: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition
Date: Friday, October 27, 2023 10:03:36 AM

Mr. Zichelli,

Below are the comments the Division has on the draft agreement, which are limited in scope to ensuring compliance w/ the 9/26/23 Order and grounded in our role of regulatory oversight concerning Township finances. These comments were not included as Track Changes as direct edits should be done by the Township in consultation with legal counsel. We would also ask that the final executed agreement be submitted to the Division for our records.

- Second **WHEREAS**: the Director's 9/26/23 letter actually prohibited HFA from performing CMFO duties "under a 'financial services' contract or any other type of consulting contract.
- Paragraph A of **I) SCOPE**: should say under the oversight of the Township Manager/Temporary Chief Municipal Finance Officer (and perhaps reference the CMFO if a certified individual is appointed as CMFO during the term of the contract).
- Paragraph C of **II) DURATION**: recommend replacing the phrase "prior approval from" with the phrase "the Township first consulting the Division of Local Government Services". This contract as drafted would not be subject to Division approval pursuant to N.J.S.A. 40A:9-140.10 and N.J.A.C. 5:32-2.5; however, pursuant to the Division's regulatory oversight authority, the Township is to update the Division on its software transition and the performance of the contract.

Thank You,

Jason R. Martucci, Esq.
Legislative & Regulatory Affairs Officer
Division of Local Government Services
New Jersey Department of Community Affairs
(609) 292-6613
xxxxx.xxxxxxxx@xxx.xx.xxx

From: Joseph Zichelli <xxxxxxx@xxxxxxxxxxxxx.xxx>
Sent: Wednesday, October 25, 2023 3:00 PM
To: Martucci, Jason [DCA] <xxxxx.xxxxxxxx@xxx.xx.xxx>
Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxx@xxx.xx.xxx>; xxxxxxx@xxxxxxxx.xxx
Subject: Re: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

Mr. Martucci:

Please find attached a DRAFT professional services contract for temporary consulting work to assist the Township with the transition from GFMS to Edmunds. I am not attaching the enclosures referenced in the document as you are already aware of and in possession of same. If you have any comments, please provide in Track Changes. I want to add, Counsel

for the Township has not reviewed yet, so once you provide feedback, I will have them review and return any comments to you after your initial review.

Thank you,

Joseph M. Zichelli, Esq.
Township Manager
Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ, 07009
(973) 239 -1410 x 202

xxxxxxx@xxxxxxxxxxxxx.xxx



On Tue, Oct 24, 2023 at 9:41 AM Martucci, Jason [DCA] <xxxxxx.xxxxxxxx@xxx.xx.xxx> wrote:

That works.

From: Joseph Zichelli <xxxxxxx@xxxxxxxxxxxxx.xx>

Sent: Tuesday, October 24, 2023 9:39 AM

To: Martucci, Jason [DCA] <xxxxxx.xxxxxxxx@xxx.xx.xxx>

Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxxx@xxx.xx.xxx>; xxxxxxx@xxxxxxxxx.xxx

Subject: Re: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

I have not drafted one yet. I can get a draft to you by the end of tomorrow.

Joseph M. Zichelli, Esq.
Township Manager
Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ, 07009
(973) 239 -1410 x 202



On Oct 24, 2023, at 9:36 AM, Martucci, Jason [DCA] <xxxxx.xxxxxxxx@xxx.xx.xxx> wrote:

Do you have a draft contract you can send to us?

From: Joseph Zichelli <xxxxxxx@xxxxxxxxxxxxx.xx>

Sent: Monday, October 23, 2023 8:00 AM

To: Martucci, Jason [DCA] <xxxxx.xxxxxxxx@xxx.xx.xxx>

Cc: Brookes, Bonnie [DCA] <xxxxxx.xxxxxxx@xxx.xx.xxx>; xxxxxxx@xxxxxxxx.xxx

Subject: [EXTERNAL] Re: Cedar Grove Twp. - HFA Contract for GFMS Transition

Mr. Martucci:

Thank you for writing and thank you, Acting Commissioner Suarez, and the DLGS for affording this accommodation.

Being that the original order specified that Cedar Grove was unable to have HFA serve under a financial advisory services contract "or any other type of consulting contract", would it be possible to reflect the accommodation for software transition in a new letter from the Acting Commissioner? I also have a CMFO slated to start in a full-time capacity on November 13, 2023, so I hope the transition will be smooth and short. I will oversee HFA's transition and will send you any draft professional services agreement for your consideration before execution. If you are able to provide a new letter to me, I will incorporate that in the recitals of the professional services contract as well.

Please give me a call if you would like to discuss further. Have a nice day.

Thank you,

Joseph M. Zichelli, Esq.
Township Manager
Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ, 07009
(973) 239 -1410 x 202
xxxxxxx@xxxxxxxxxxxxx.xxx



On Wed, Oct 18, 2023 at 5:13 PM Martucci, Jason [DCA]

<xxxxx.xxxxxxxx@xxx.xx.xxx> wrote:

Dear Mr. Zichelli,

The Division of Local Government Services does not object to the Township contracting with Holman Frenia Allison, P.C. to serve as temporary consultants for transitioning from GFMS to Edmunds. Any work would need to be performed under your oversight. However, we would need to see the proposed contract to confirm that its scope complies with the September 26, 2023 Order.

Thank You,

Jason R. Martucci, Esq.
Legislative & Regulatory Affairs Officer
Division of Local Government Services
New Jersey Department of Community Affairs
(609) 292-6613

xxxxx.xxxxxxxx@xxx.xx.xxx

Links contained in this email have been replaced by Cumulus Global Link Protection. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Links contained in this email have been replaced by Cumulus Global Link Protection. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

From: [Brookes, Bonnie \[DCA\]](#)
To: [Joseph Zichelli](#)
Subject: RE: [EXTERNAL] Township of Cedar Grove | Inquiry of Acting Commissioner Suarez
Date: Friday, September 29, 2023 2:25:00 PM

Received.

From: Joseph Zichelli <xxxxxxx@xxxxxxxxxxxxx.xxx>
Sent: Thursday, September 28, 2023 5:20 PM
To: Brookes, Bonnie [DCA] <xxxxxx.xxxxxx@xxx.xx.xxx>
Cc: Nylema Nabbie <xxxxxxx@xxxxxxxx.xxx>
Subject: [EXTERNAL] Township of Cedar Grove | Inquiry of Acting Commissioner Suarez

Ms. Brookes:

Thank you for taking my calls today. I appreciate your willingness to discuss the matter at hand. The Township of Cedar Grove humbly requests you pass onto Acting Commissioner Suarez the following inquiry.

Acting Commissioner:

As you may be aware, the Township of Cedar Grove is in a peculiar financial position with respect to our CFO search. Our longtime CFO, William Homa, retired after 39 years of service to the Township. Where I would rely upon his advice after his retirement during my time as interim CFO, unfortunately, due to his untimely passing, his resources are no longer available. Regardless, since his retirement, because of our antiquated software and practices, including using a handwritten general ledger, the Township, despite interviewing numerous candidates with CMFO certifications, has been unable to find a candidate willing to accept the challenge of using a software (GFMS) that is only operating in approximately seven (7) municipalities and is not one they are familiar with. This is further compounded by the fact that the Township does not have a viable internet network that allows for web-based service. As such, the Township resorted to hiring HFA to 1) transition the municipality to Edmunds; 2) prepare for a transition to a fulltime CMFO, one potential candidate being a current employee who is halfway through coursework; and 3) guide employees and eventual hires through GFMS which will make hiring a CFO more attractive.

On September 27, 2023, I received your letter dated September 26, 2023, wherein you directed that Cedar Grove cannot have HFA "perform CMFO duties for the Township under a "financial advisory services" contract or any other type of consulting contract." Notwithstanding the questions I have regarding the encumbrance on the municipality's ability to enter into contracts, my question is as follows: would you be willing to allow the Township to retain HFA for the remainder of the year as a consultant for GFMS, whereby they would train a new hire or current staff in the use of GFMS while beginning the Township's transition to Edmunds? The Township anticipates hiring a full time CFO by the new year; however, it would be ideal if I can hire a CFO that would benefit from the training on GFMS while a transition is underway. This would not be consultative work for CFO services, as myself or a CFO would be performing those tasks, rather, this would afford HFA the opportunity to wrap up the work they are currently performing such that a clean handoff can take place.

If you will permit me the courtesy, I will be forever grateful. If I can elaborate more on this peculiar situation and why Cedar Grove is in dire need of the service I outlaid above, I can be reached at my office line at (973) 239 – 1410 x 202 or on my cell at (973) 715 – 4552. I can also be reached by email at [xxxxxxxx@xxxxxxxxxxxxx.xxx](#)

Thank you,

Joseph M. Zichelli, Esq.
Township Manager
Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ, 07009
(973) 239 -1410 x 202
xxxxxxxx@xxxxxxxxxxx.xxx

