

July 19, 2021

Mayor John Bruno & Township Committee  
Township of Franklin  
1571 Delsea Drive  
Franklinville, NJ 08322

Subject: Proposal for Municipal Management Consultant Services

Dear Mayor Bruno and Township Committee Members:

Thank you for your interest in Jersey Professional Management's Municipal Management Consultant Services. Our services will cover consulting on any and all aspects of municipal government management, special projects, Human Resources, etc.

Basically, Phase 1 of this Municipal Management Study for Franklin Township will include 3 JPM Senior Managers, as well as me as Project Manager.

4 of the 4 study team members are long time NJ Municipal Managers and Administrators. 2 of the 4 professionals are also Certified Municipal Finance Officers (CMFO or more commonly referred to as CFO).

Personally, I have over 30 years of experience as a NJ Municipal Management Consultant, working for over 300 NJ Municipalities. This includes my having served as a Temporary Manager or Administrator 19 times in 19 different NJ Towns, each for 3 to 9 months.

Each of us will be on site for 4 to 6 hours per day, one day per week, for 4 weeks, starting the week of July 26, 2021.

Each Senior Manager will also work 2 to 4 hours each week off site, reviewing documents and other official municipal data, preparing notes and summaries, as well as drafting initial recommendations.

After these 4 weeks, we will submit a written outline summary report with our initial recommendations, and suggested next steps in a Phase 2, and possibly Phase 3.

We will concentrate on the Municipal Building Employees, including Administrator, Township Clerk and CFO positions, and their respective Departments, as well as including all Township Department Heads.

JPM recommends that the current Township Clerk, Barbara Freijomil, also be appointed as Temporary Acting Township Administrator to work closely with us, and the JPM Study Team would help her implement some of these improvements immediately. We suggest that current Township Administrator, Brandon Umba, continue in an advisory capacity, at least for these next 4 weeks, to be available as needed by telephone or Zoom.

Also, the JPM Study Team recommends the appointment of a Temporary Review Sub Committee, representing the Township Committee Members, so we can interact with them on a weekly basis; the Finance Committee, including the Mayor and Deputy Mayor, would be ideal.

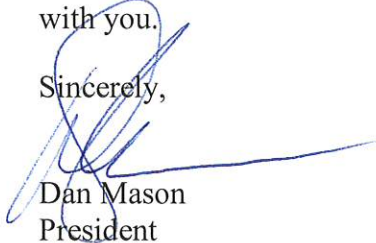
This study may be referred to as an:

Initial Municipal Management and Efficiency Study of the Franklin Township Municipal Building Staff and Organization.

Our flat, all-inclusive fee is \$17,475.

Thanks again for this opportunity to work with you, the Mayor, Township Committee members, Township Administrator, and Acting Township Administrator. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Mason", with a long horizontal flourish extending to the right.

Dan Mason  
President

Accepted By: \_\_\_\_\_  
Mayor John Bruno

Date: \_\_\_\_\_