

L A W O F F I C E S O F
ELSBETH J CRUSIUS LLC

267 Summit Avenue
Hackensack, New Jersey 07601
www.crusiuslaw.com

phone (201) 857-4224
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December 16, 2019

VIA HAND DELIVERY

Hector Olmo, Borough Administrator
Borough of Wallington
24 Union Boulevard
Wallington, New Jersey 07057

**Re: Request for Qualifications
 Position of Wallington Prosecutor**

Dear Mr. Olmo:

Kindly accept this response to the Request for Qualifications for the position of Wallington Municipal Prosecutor.

1. **Executive Summary.** As a solo practitioner with a general practice law firm, I handle a variety of different matters; however, the vast majority of my legal experience is in the public sector. My experience dates back to my employment as a Freeholder Aide from 1999 to 2001, when I was responsible for researching and drafting resolutions and ordinances for submission to Freeholder's Counsel and eventual passage. As the Director of Legislation and Policy to a State Senator, I coordinated among local, county and state government as well as governmental agencies. I also drafted various pieces of legislation, many of which were signed into law. Through these positions I have gained a strong background in Bergen County and State government and policy.

From 2007 to 2009, I was an associate at the Law Firm of Huntington Bailey where I represented several Bergen County municipalities advising at public hearings, both defending and initiating law suits, and drafting "white papers" regarding pertinent legal issues. The firm also had a contract with the County for Commitment Hearings for the Adjuster's Office which was frequently part of my responsibilities. I have extensive experience and success defending municipalities through the Bergen County Municipal Joint Insurance Fund, the MEL, Bergen Risk Managers and South Bergen Joint Insurance Fund as well as self-insured municipalities. While at Huntington Bailey, I was also appointed outside counsel to the County of Bergen defending the County against law suits under the Tort Claim Act. Additionally, I was appointed by the County as an alternate public defender in Central Bergen Municipal Court.

Over the last year I have worked with the Bergen County Prosecutor's Office to create a pilot drug court program for municipal court defendants suffering from addiction which we are hoping will serve as a model for the State. I have tried DWI cases, domestic violence, drug cases, and motor vehicle offenses. As a municipal prosecutor, I work with the police, housing authorities, health departments, inspectors, park police, SPCA, as well

as the appointed public defenders and defense bar I am very hands on in my municipalities and do not consider my prosecuting positions as part-time jobs; I have met with the municipal attorneys to improve ordinances, met with the police chiefs to revise procedures and continuously take continuing education classes in this field of law.

Over the last ten years, I been either the prosecutor or the alternate prosecutor in Central Bergen Municipal Court, Fair Lawn, Clifton, Bogota, New Milford, Cresskill, Wood-Ridge, Alpine, Garfield, Ridgefield Park, Englewood Cliffs, Edgewater, Englewood, Little Ferry, Ridgewood, Hackensack and Closter and I substitute for the appointed prosecutors in other Bergen County municipalities on a regular basis. I am a confident prosecutor with an excellent relationship with the Bergen County Defense Bar. The courts where I prosecute have heavy calendars which I move with ease, while treating each defendant with the utmost respect. I understand the intricacies of municipal court and, should I be qualified and appointed as a prosecutor for Wallington Municipal Court, I will bring that same level of professionalism and fairness to the Borough.

2. **Executed Letter of Intent.** See Appendix A.

3. **Executed Certifications Document.** See Appendix B.

4. Contact Information.

Elsbeth J. Crusius, Esq. (*key contact person*)

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(201) 857-4224 Phone

(201) 857-4225 Facsimile

ejc@crusiuslaw.com

www.crusiuslaw.com

5. Description of Business Organization. The Law Offices of Elsbeth J. Crusius, LLC, is a limited liability company formed in 2009. It has operated as a solo law practice for ten (10) years. The only Principal of the Firm is Elsbeth J. Crusius, 267 Summit Avenue, Hackensack, New Jersey 07601. This firm is not owned by any other firm. The Respondent is not part of a partnership or joint venture or similar organization.

6. This Firm has been organized and in business under the current name and management for ten (10) years.

7. Judgments. This Firm has never been adjudicated liable for professional malpractice.

8. Bankruptcy. This Firm has never been involved in any bankruptcy or re-organization proceedings.

9. Licenses. I am currently a licensed attorney in the State of New Jersey in good standing. I am licensed to practice in the State of New Jersey and United States District Court for the District of New Jersey. (See attached Certificate of Good Standing, Appendix F). I also hold a license to practice in the State of Vermont and the United States District Court for the District of Vermont.

10. Documents. Business Registration Certificate (See Appendix G)

Professional Information Requirements.

1. Description of overall Experience.

- a. Description and scope of work by Respondent. This Firm will perform any and all legal work under the scope of the contract as municipal prosecutor; this includes appearing for regular court calendars, preparing cases and witnesses for trial, working with the records department to provide discovery, and working with the court staff.

b. References.

Mark Musella, Esq
Bergen County Prosecutor
Two Bergen County Plaza
Hackensack, NJ 07601
(201) 646-2300
mmusella@bcpo.net

Jerry Kuzemczak, Esq.
Welt & Kuzemczak, LLC
990 Clinton Avenue, Second Floor
Clifton, New Jersey 07013
(973) 773-9800
jkuzemczak@aol.com

The Honorable Giuseppe C. Randazzo, J.M.C.
Law Offices of Giuseppe C. Randazzo, LLC
122 Marsellus Place
Garfield, New Jersey 07026
(973) 405-5200
gr@grandazzolaw.com

- c. Explanation of Perceived relevance of the experience to the RFPO. I am experienced municipal court prosecutor. I prosecute approximately ten (10) sessions a week in courts with varying calendar sizes and offenses. I have prosecuted DWIs, Domestic Violent matters, simple assaults, drug cases, prostitution cases and simple motor vehicles offenses. I am a member of the Bergen County Bar Association Municipal Court Committee; I am frequently attend continuing education classes in this field and read the evolving case law on a weekly basis.

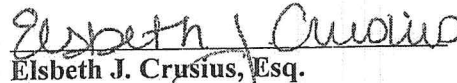
2. Describe the services that Respondent will perform directly. I will perform all work directly. I will communicate with the Court Staff, County Prosecutor's Office, Police

Departments, Records Department, witnesses, and other counsel and parties. I will personally appear in court, and any and all other matters relating to the position of municipal prosecutor, including, but not limited to, obtaining and reviewing discovery, filing motions, trying cases, and negotiating plea agreements.

3. Resumes of Key Employees. See Appendix H.
4. Immediate Relatives of Principal of Respondent who are Employees or Elected Officials. I do not have any immediate family members who are employees of the Borough.
5. Statement that Respondent will Maintain Malpractice Insurance. This firm maintains malpractice insurance and the Insurance Declaration Page shall be provided if required.

Thank you for your attention to this matter and your consideration.

Very truly yours,
LAW OFFICES OF ELSBETH J. CRUSIUS, LLC


Elsbeth J. Crusius, Esq.

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**APPENDIX A
LETTER OF INTENT**

Respondent's Federal EIN: 27-0692666

Hector Olmo, Borough Administrator
Borough of Wallington
24 Union Boulevard
Wallington, New Jersey 07057

December 16, 2019

Attn: Hector Olmo, Borough Administrator

**Re: Outside Legal Services for the Calendar Year 2020
 Borough Prosecutor**

Dear Mr. Olmo:

The undersigned, as Respondent, has submitted the attached Proposal of Qualification Statement in response to a Request for Proposal of Qualifications (RFQ), issued by the Borough of Wallington ("Borough"), dated November 26, 2019, in connection with the services set forth above.

Elsbeth J. Crusius, HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information. We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of the undersigned Respondent.

2. The undersigned Respondent is interested in being invited to respond to the Borough of Wallington Request for Proposals of Qualifications (RFQ). It is the intent of Respondent, to complete and submit a Qualification Statement for the provision of the services set forth above and to enter into a contract for said services if selected and awarded a contract by the Mayor and Council of the Borough of Wallington.

3. The undersigned Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Borough of Wallington Procurement schedule.

4. The undersigned Respondent agrees that all costs incurred by it (them) in connection with the preparation and submission of the Propose of Qualification Statement submitted in

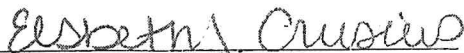
response to the RFQ, or any negotiation which results there from shall be borne exclusively by the Respondent.

5. The undersigned Respondent hereby declares that the only persons participating in this Proposal of Qualification Statements as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional person may subsequently be include as participating principals, but only if acceptable to the Borough of Wallington. The undersigned Respondent further declares that this Proposal of Qualification Statement is made without connection with any other person, firm or parties who has submitted a Proposal of Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. The undersigned Respondent acknowledge and agrees that the Borough of Wallington may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough of Wallington shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. The undersigned Respondent acknowledges that any contract executed with respect to the provision of the above referenced services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

8. The undersigned Respondent acknowledges and agrees that it will be obligated to satisfy the requirements set forth in Section Two of this RFQ at the time of submission of its Qualification Statement. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of its submittal.



Elsbeth J. Crusius, Esq.

Principal

Law Offices of Elsbeth J. Crusius, LLC

December 16, 2019

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**APPENDIX B
CERTIFICATIONS**

In addition to responding to the foregoing items, the undersigned Respondent certifies that:

A. The firm's participation in the matters contemplated by this RFQ will not create any conflict of interest for the firm or any of its officers or employees.

B. The firm is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, age, disability, national origin, or ancestry.

C. The firm is not currently in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on the firm's ability to serve if selected.

D. The firm understands and agrees that during the time it is a member of the group of qualified firms it will not be eligible to serve as financial advisor to the Borough of Wallington, and that it does not, and will not during that time, have a financial interest in any firm providing financial advisory services to the Borough of Wallington.

Firm: Law Offices of Elsbeth J. Crusius, LLC

By: Elsbeth J. Crusius

Name: Elsbeth J. Crusius, Esq.

Title: Principal

Date: December 16, 2019

OWNERSHIP DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

Name of Business Law Offices of Elsbeth J. Crusius, LLC

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned. However if a parent entity holding 10% or more is a publicly traded entity, then the respondent in complying with N.J.S.A. 52:25-24.2 may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Limited Partnership
☒ Limited Liability Corporation ☐ Limited Liability Partnership ☐ Other

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders: ** Due to the nature of my work, I ask that you do not make my home address public.

Name: Elsbeth J. Crusius

Name: _____

Home Address: 5 Custer Drive, Ringwood, NJ 07456

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this 16 day of December, 2019

12.16.19
(Affiant)

(Notary Public)

My Commission expires:

(Corporate Seal)

Jeffy Randolph, Esq.
Attorney-at-Law
State of NJ

Elsbeth J. Crusius
Elsbeth J. Crusius, Esq.
(Print name & title of affiant)

APPENDIX D

DISCLOSURE STATEMENT

The attention of prospective bidders is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Borough Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being a Wallington officer or employee or whether an immediate family member is a Wallington officer or employee. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the bidder, or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an officer or employee of Borough of Wallington

NO

X

YES

Elsbeth J. Crusius
* President, Vice President or Signature of
Authorized Representative

Elsbeth J. Crusius
Print Name

Principal
Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing the Office of the Borough Administrator, 24 Union Boulevard, Wallington, NJ 07057. (Attach a copy of the correspondence to this form).

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

*** FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL MAY RESULT IN REJECTION OF THIS PROPOSAL.**

APPENDIX E

Disclosure of Investment Activities in IRAN

Law Offices of
Elsbeth J. Crusius,
LLC

BID/RFP/Solicitation Number: _____

Bidder/Officer: _____

Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

X

I certify, pursuant to Public Law 012. c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran

pursuant to P.L. 2012. c. 25 ("Chapter 25 List"). I further certify that I am the person listed above. or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name: (Print): Elsbeth J. Crusius

Signature: Elsbeth J. Crusius

Title: Principal

Date: December 16, 2019

Supreme Court of New Jersey

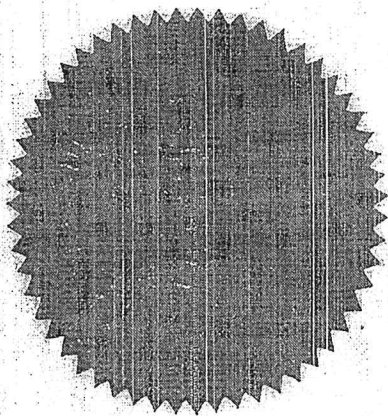


Certificate of Good Standing

This is to certify that **ELSBETH JANE CRUSIUS**
(No. **007722007**) was constituted and appointed an Attorney at Law of New Jersey on **May 24, 2007** and, as such, has been admitted to practice before the Supreme Court and all other courts of this State as an Attorney at Law, according to its laws, rules, and customs.

I further certify that as of this date, the above-named is an Attorney at Law in Good Standing. For the purpose of this Certificate, an attorney is in "Good Standing" if the Court's records reflect that the attorney: 1) is current with all assessments imposed as a part of the filing of the annual Attorney Registration Statement, including, but not limited to, all obligations to the New Jersey Lawyers' Fund for Client Protection; 2) is not suspended or disbarred from the practice of law; 3) has not resigned from the Bar of this State; and 4) has not been transferred to Disability Inactive status pursuant to Rule 1:20-12.

Please note that this Certificate does not constitute confirmation of an attorney's satisfaction of the administrative requirements of Rule 1:21-1(a) for eligibility to practice law in this State.



In testimony whereof, I have
hereunto set my hand and
affixed the Seal of the
Supreme Court, at Trenton, this
18th day of June, 20⁰⁷

Stephen J. Lauria
Clerk of the Supreme Court

Appendix G

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: LAW OFFICES OF ELSBETH J. CRUSIUS LIMITED	TRADE NAME:	
ADDRESS: 267 SUMMIT AVE HACKENSACK, NJ 07601	SEQUENCE NUMBER: 4509064	
EFFECTIVE DATE: 08/28/09	ISSUANCE DATE: 12/04/10	
FORM-BRC This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		Director New Jersey Division of Revenue

APPENDIX H

ELSBETH J. CRUSIUS, ESQ.

Law Offices of Elsbeth J. Crusius, LLC

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(201) 857-4224 (telephone) • (201) 857-4225 (facsimile) • ejc@crusiuslaw.com

www.crusiuslaw.com

PROFESSIONAL EXPERIENCE

LAW OFFICES OF ELSBETH J. CRUSIUS, LLC, Hackensack, NJ, Solo Practitioner

- Prosecutor, Township of South Hackensack, appointed January 2010; Prosecutor, City of Hackensack, appointed July 2017; Prosecutor, Central Bergen Municipal Court, appointed April 2016; Prosecutor Borough of Fair Lawn, appointed January 2016; Prosecutor Borough of Wallington, appointed January 2014-December 2015; Prosecutor Borough Elmwood Park, appointed February 2014- December 2015; Prosecutor, Borough of Bogota, January 2012-December 2013; Prosecutor, Borough of River Edge, January 2015-December 2015
- Alternate Primary Prosecutor, City of Englewood, City of Clifton, City of Garfield, Boroughs of Alpine, Little Ferry, Closter, Cresskill, and Wood-Ridge and Village of Ridgewood
- Partnered with Bergen County Prosecutor's Office to create the Fair Lawn Initiative, a successful pilot municipal drug court program
- Extensive municipal court experience in the fields of DWI, Domestic Violence, Title 39, municipal ordinances and criminal offenses
- Experienced representing private clients in all aspects of real estate matters and in the Special Civil Part including landlord tenant court, small claims court and special civil court
- Board of Health Attorney, Borough of East Rutherford, appointed October 2008
- Panel Attorney- South Bergen Joint Insurance Fund, 2011, 2013, 2014, 2017

HUNTINGTON BAILEY, L.L.P., Westwood, NJ, Associate, June 2007 – August 2009

- Represented the City of Englewood, Borough of Saddle River, Village of Ridgewood, Borough of Westwood and Edgewater Rent Levying Board related to Open Public Records Act, Open Public Meetings Act and New Jersey Local Public Contracts Law
- Frequently appeared in New Jersey Tax Court and the Bergen County Board of Taxation
- Defended public entities in all aspects of general liability and civil rights litigation in both State and Federal Court
- Represented both private clients and public entities in land use matters at the municipal level and in prerogative writ actions

PUBLICATIONS

- Price v. Hudson Heights Development, LLC, 417 N.J. Super. 462

Aided in research and composition of several legal articles including:

- "Property Tax Update," New Jersey Law Journal, September 30, 2002
- "Environmental Compliance & Litigation," Leader Publications, New York, NY, 2002

SPEECHES AND LECTURES

- Lecturer, Municipal Court Practice 101, Bergen County Young Lawyers, April 2013
- Mediator, Legislative Action Impacting Attorneys and Their Clients, Bergen County Bar Association, Legislation Committee, October 2013

ADMISSIONS

- State of New Jersey, admitted 2007
- United States District Court, District of New Jersey, admitted 2007
- State of Vermont, admitted 2016

EDUCATION

- The Justice Morris Pashman American Inn of Court, Hackensack, NJ, 2008-2010
- Pace University School of Law, White Plains, New York, Juris Doctor, 2006
- University of Vermont, Burlington, Vermont, Bachelor of Science, 1999
- Boston University, School for Field Studies, British Columbia, Canada, 1996

ASSOCIATIONS

- Bergen County Bar Association, Legislative Committee Co-Chair, 2009-present, Nominating Committee Member 2014-2016
- Bergen County Bar Foundation, 2008 – present; Vice President, 2010-2016
- Bergen County Bar Association, Young Lawyers' Division, Member 2007-present
- New Jersey State Municipal Prosecutors' Association, Member 2010-present
- New Jersey State Bar Association, Young Lawyer's Division Executive Committee, 2007-2010

COMMUNITY INVOLVEMENT

- District IIA Fee Arbitration Committee for Bergen County- Appointed 2017, Panel Chair Appointed 2018, District II Vice Chari Appointed 2019
- Alternatives to Domestic Violence- Domestic Violence Legal Advocacy Project pro bono attorney volunteer, 2009-2017
- UNICO, Hackensack Chapter, 2013-present
- Starlight Farm, Ringwood, New Jersey, Volunteer, March 2018 – June 2019
- Bergen County Environmental Commission, Member at Large, 2007-2016
- Association of New Jersey Environmental Commissions, Member 2007-2016
- Vincent J. Apruzzese Mock Trial Competition, Judge, 2009-present
- Bergen Bike Tour, Steering Committee Member, 2010-2016
- Bergen Community College Board of Trustees Search Committee, Chairperson 2010-2011
- Bergen County Open Space, Recreation & Farmland Preservation Advisory Board, 2004-2010

Certification 58335

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-NOV-2017** to **15-NOV-2024**

LAW OFFICES OF ELSBETH J. CRUSTIUS, LLC
267 SUMMIT AVE.
BERGEN NJ 07601



Ford M. Scudder

FORD M. SCUDDER
State Treasurer