

RESOLUTION

**RESOLUTION RETAINING ROBERT A. HULSART AND COMPANY
TO PROVIDE AUDITOR SERVICES TO
THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY**

Commissioner offered the following resolution and moved its adoption:

WHEREAS, Robert A. Hulsart and Company has offered to provide financial advisory services for The Monmouth County Improvement Authority not to exceed \$15,000.00 in total and

WHEREAS, Robert A. Hulsart and Company has provided a written certification that it has not made and will not make any prohibited political contributions and it has also filed the required Business Entity Disclosure Form; and

WHEREAS, Robert A. Hulsart and Company has filed an acceptable Public Disclosure Statement/Business Entity Disclosure Form with The Monmouth County Improvement Authority.

NOW, THEREFORE, BE IT RESOLVED by The Monmouth County Improvement Authority that the Chairman and Secretary be and they are hereby authorized to execute a contract with Robert A. Hulsart and Company to provide the services at a cost stated above.

BE IT FURTHER RESOLVED that this action is taken without competitive bidding because the services to be rendered are professional services, exempt from bidding under N.J.S.A. 40A:11-5(1)(a)(i).

BE IT FURTHER RESOLVED that Robert A. Hulsart and Company shall comply with the Special Pay-to-Play restrictions contained in Resolution No. 08-397 of the County of Monmouth.

BE IT FURTHER RESOLVED that the Secretary cause notice of this action to be printed in an official newspaper of the County of Monmouth.

Seconded by Commissioner _____ and adopted on the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I hereby certify the above to be a true copy of a Resolution adopted by the Monmouth County Improvement Authority at a meeting held on February 4, 2021.

PROFESSIONAL SERVICES CONTRACT

STATE OF NEW JERSEY

COUNTY OF MONMOUTH

THIS AGREEMENT made this 8th day of January, 2021 by and between the Monmouth County Improvement Authority (hereinafter called the “Authority”) a municipal corporation of the State of New Jersey, and Robert A. Hulsart, C.P.A. and R.M.A., of the firm of Robert A. Hulsart and Company (hereinafter called the “Auditor”), a partnership within the State of New Jersey.

WHEREAS, the Authority, on January 8, 2021 has appointed the Auditor for a period commencing and ending as indicated herein, and

WHEREAS, the Authority is required by N.J.S.A. 40A:5-15 to undertake an annual audit and certain related activities which require the services of an independent Registered Municipal Accountant; and

WHEREAS, the Authority may need to undertake a number of certain related accounting services or studies in order to maintain a policy of good fiscal management, and

WHEREAS, the Auditor has offered to provide such services,

BE IT HEREBY AGREED by the parties as follows:

- A. **Term of Contract** – This contract shall be for the fiscal year ending July 31, 2021.

B. Scope of Services

1. The parties agree that the following services shall be performed by the Auditor to assist the Monmouth County Improvement Authority in fulfilling mandatory requirements of statute.
 - a. Preparation of July 31, 2021 audit.
 - b. Personal presentation of the 2021 audit to the Monmouth County Improvement Authority, with discussions of 2021 financial transactions, if required.

C. Payment for Services

1. Payment for all services shall be by itemized voucher.
2. Payment for the annual audit not to exceed \$15,000.00
3. Payment for any project in addition to the annual audit shall be made on vouchers submitted showing time spent by the Auditor and/or his staff. Hours worked shall be billed in accordance with the schedule appended hereto as Appendix I.

D. Representations by the Parties

1. The Auditor represents that he has available sufficient skilled personnel at all times to provide the services specified herein in a timely manner and in full compliance with good accounting practice and with the laws and regulations of the State of New Jersey. The Auditor represents that in scheduling work, he will make every effort to schedule his activities and his work with the Authority employees and in the Authority offices in accordance with the work schedule needs of those employees and offices.
2. The Authority represents that it will provide such data as the Auditor requires in a timely manner.

E. Traditional and Open Contract Contribution Prohibition Language – Political Contribution Disclosure

This contract has been awarded to Robert A. Hulsart and Company based on the merits and abilities of Robert A. Hulsart and Company to provide the goods or services as described herein. This contract was not awarded through a “fair and open process: pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Robert A. Hulsart and Company, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44a-8 or 19:44a-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c. 19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the Monmouth County Improvement Authority if a member of that political party is serving in an elective public office of that Authority when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that Authority when the contract is awarded.

F. Breach or Non-Performance

In the event that either party deems the other to have breached this Agreement or to have failed to perform its obligations under this Agreement, it shall serve written notice of its intention to revoke this Agreement, and forty-five (45) days after service of such notice, the Agreement shall be deemed to have been revoked by the party giving such notice.


IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on this 8th day of January, 2021.

ATTEST:

**MONMOUTH COUNTY IMPROVEMENT
AUTHORITY**

Secretary

Chairman


Notary Public of New Jersey
My Commission expires March 1, 2022

ROBERT A. HULSART AND COMPANY

Robert A. Hulsart, Partner

ROBERT A. HULSART AND COMPANY

HOURLY BILLING RATE

EFFECTIVE JANUARY 1, 2021

Partner – Robert A. Hulsart, Sr. and Robert A. Hulsart, Jr.	\$ 150.00
Manager – Richard J. Hellenbrecht, Jr.	\$ 125.00
Senior Accountants – Patricia Allen, Robert Masiello, Heidi Hazim	\$ 75.00
Para-Professional – Marie Parcesepe	\$ 35.00