

RESOLUTION NO. 2016-05

RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING KEVIN FRENIA, CPA, RMA, PSA, CFE, OF HOLMAN FRENIA ALLISON, P.C. AS TOWNSHIP AUDITOR

WHEREAS, N.J.S.A. 40A:5-4 requires that every municipality shall have an annual audit of its books, accounts and financial transactions by a registered municipal accountant of New Jersey; and

WHEREAS, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for “Professional Services” without competitive bids, the Township issued a request for proposals for professional service contracts in accordance with the competitive negotiation procedure as delineated within Section 40-8 of the Township Code of the Township of Little Egg Harbor, entitled “Fair and open process utilized to award contracts with anticipated value in excess of \$17,500”; and

WHEREAS, a determination of value has been made by the Township that said contract shall be a value in excess of \$17,500; and

WHEREAS, said competitive negotiation procedure satisfies the requirements of a fair and open process under N.J.S.A. 19:44A:20.2 *et seq.*; and

WHEREAS, all proposals were to be submitted to the Office of the Township Clerk by December 1, 2015; and

WHEREAS, the Township Administrator has reviewed the proposals submitted and recommends Kevin Frenia, CPA, RMA, PSA, CFE, of Holman Frenia Allison, P.C.; and

WHEREAS, Kevin Frenia, CPA, RMA, PSA, CFE, is duly qualified to serve as Township Auditor; and

WHEREAS, it is the desire of the Mayor and Township Committee to appoint Kevin Frenia, CPA, RMA, PSA, CFE, of Holman Frenia Allison, P.C., as Township Auditor for the Township of Little Egg Harbor; and

WHEREAS, the maximum amount of the contract to be awarded under this resolution is set forth in the 2016 municipal budget; and

WHEREAS, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* authorizes the award of contracts for “Professional Services” and requires that the resolution and contract be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That Kevin Frenia, CPA, RMA, PSA, CFE, of Holman Frenia Allison, P.C., is hereby appointed as Township Auditor for the Township of Little Egg Harbor for a term of one year, commencing January 1, 2016, and ending December 31, 2016 and shall be paid for services as set forth in Schedule A, attached hereto and made a part hereof.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the attached agreement with Kevin Frenia, CPA, RMA, PSA, CFE, of Holman Frenia Allison, P.C.

3. That this contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person(s) authorized by law to practice a recognized profession.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Little Egg Harbor.

5. That this resolution shall take effect on January 1, 2016.

6. That the agreement shall be an open ended contract with funds being encumbered contingent upon the availability of funds in the budget year. No services shall be rendered under the contract until the Chief Financial Officer has certified the availability of funds for such services.

7. That a certified copy of this resolution, together with a copy of the contract between the parties, shall be provided by the Township Clerk to the Chief Financial Officer and to Kevin Frenia, CPA, RMA, PSA, CFE, of Holman Frenia Allison, P.C.

Motion to Approve: Gormley Second: Kehm Roll Call:

Gormley	<u>yes</u>
Kehm	<u>yes</u>
Kobryn	<u>yes</u>
Schlick	<u>yes</u>
Stevens	<u>yes</u>

CERTIFICATION

I, DIANA K. MCCRACKEN, RMC, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 1st day of **January, 2016**.

Diana K McCracken, RMC
DIANA K. MCCRACKEN, Township Clerk
Little Egg Harbor Township

CERTIFICATE OF AVAILABILITY OF FUNDS

RESOLUTION NO. 2016-05

Holman Frenia Allison, P.C. as Township Auditor

I, GARRETT LOESCH, Chief Financial Officer for the Township of Little Egg Harbor, do hereby certify that no amount shall be chargeable or certified until such time as goods and/or services are ordered and/or rendered. Prior to incurring the liability by placing the order or receiving the services, the certification of available funds shall be issued and attached to the file copy of the purchase order or other such document.



GARRETT LOESCH, Chief Financial Officer
Township of Little Egg Harbor

COST PROPOSAL

We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely service.

The fee below assumes that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary as a result of errors, omissions, misstatements, or other inadequacies in the financial records or as a result of a discovery of material weaknesses in the internal controls, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additionally, should the Division of Local Government Services impose additional auditing requirements which would require us to expand our engagement beyond the procedures and tests presently contemplated, we will advise you in writing of any such circumstance that would require us to seek an adjustment of the fee below.

We would propose a not to exceed fee of \$50,000 for the preparation of the 2016 audit.

For special projects or additional services our hourly rates will apply.

Standard Hourly Rates	
Engagement Partner	\$185.00/200.00
Quality Review Partner	185.00/200.00
Manager	150.00
Supervisor	120.00
Senior	110.00
Staff II	100.00
Staff I	90.00
Administrative	80.00

Our current hourly rates are our standard rates for 2016 and charged for all municipal audit services.

Services to Include:

The 2016 Audit of the Township of Little Egg Harbor's Financial Statements including single audit, if applicable, preparation of the 2016 Annual Financial Statement and preparation of the 2016 Annual Debt Statement.

Prior to the undertaking of additional work, an estimated fee will be submitted for approval. Personnel will be selected to perform these additional duties that will provide the maximum benefit at the minimum cost.