

**Regional Center Partnership of Somerset County  
Approved  
Wednesday, September 18, 2019 Meeting Minutes**

**Name/Organization**

**Voting Members**

Troy Fischer, Chair, Regional Center Partnership (RCP)  
Jason Dameo, Vice-Chair, RCP  
Victoria Allen, RWJBarnabas Health  
Anthony Tufaro, Ethicon Somerville  
Daniel Hayes, Mayor, Bridgewater  
Scarlett Doyle, Bridgewater Planner  
Chuck McMullin, Mayor, Raritan Borough  
Jane Kobuta, Somerville Borough Council  
Richard St. Pierre, Somerville  
Bernie Navatto, SC Planning Board  
Walter Lane, SC Planning Division  
Geoffrey Soriano, SC Park Commission  
Cindie Sullivan, SC Park Commission (Alternate)  
Michael Kerwin, SC Business Partnership

**Non-voting County Support Staff**

James Ruggieri, SC Planning Division

**Non-Voting Guests**

Kyle Clonan , NJ Water Supply Authority (NJWSA)  
Rich Reitman, The Reitman Group

The meeting commenced at 5:00 PM

**Business Items**

**Call to Order**

RCP Chair Troy Fischer called the meeting to order.

**Attendance Roll Call**

Principal Planner James Ruggieri read through the roll call and noted for the record the voting members that were in attendance.

**Chair's Remarks**

Chair Fischer noted that, in accordance with the Regional Center Partnership (RCP) bylaws, the Nominating Committee consisting of the three mayors will be meeting prior to the next RCP meeting in November regarding candidates for the four RCP officers and the appointment of one of the at-large private/institutional sector representatives to the Executive Committee.

## **Adoption of Meeting Minutes**

Chair Fischer asked if there were any corrections to the meeting minutes. Mr. Ruggieri noted that on page 3 of the draft minutes, first paragraph under the heading **Strategic Economic Development Activities (Suburban Disadvantage) Phase 2 Update**, the end of the first sentence which reads as "...program which expired June 30 1" should read as "...program expired July 1."

There being no other corrections, Chair Fischer asked for a motion to approve the July 17, 2019 meeting minutes as corrected; Raritan Mayor Chuck McMullin moved and Somerset County Planning Director Walter Lane seconded the motion.

A voice vote was taken resulting in the following voting record:

Ayes: 13  
Nays: 0  
Abstentions: 0

The motion to approve the minutes was approved.

## **Treasurer's Report for September 18, 2019**

Mr. Ruggieri noted the Treasurer Report for September 18, 2019 was sent with the meeting reminder and asked if there were any questions or comments; there being none, Somerset County Planning Board Chair Bernie Navatto moved and Somerville Local private/institutional sector representative Rick St. Pierre seconded the motion.

A roll call vote was taken resulting in the following voting record:

Ayes: Troy Fischer, Jason Dameo, Vicky Allen, Tony Tufaro, Dan Hayes, Scarlett Doyle, Chuck McMullin, Jane Kobuta, Rick St. Pierre, Bernie Navatto, Walter Lane, Geoff Soriano, and Mike Kerwin.  
Nays: none  
Abstentions: none

The motion was approved.

## **Public Comment Period**

There were no public comments concerning the Action items on the agenda.

## **Action Items**

### **Raritan River Rain Barrel Rebate Program**

Chair Fischer and Mr. Ruggieri summarized the proposal in everyone's meeting packet to continue the Raritan River Rain Barrel Rebate Program through October 31, 2020 while funding remains available. The program was last extended in December 2018 to October 31, 2019. \$3,627.35 remains available for rain barrel rebates.

The program criteria and eligible rebate amounts will remain the same. There was some discussion about whether the program could be extended either (a) for two years instead of just one year or (b) until the grant funding runs out. Mr. Ruggieri noted that how the program is or can be extended may be governed by the terms of the Memorandum of Understanding between the New Jersey Water Supply Authority and RCP for administering the rain barrel rebate program. Bridgewater Mayor Dan Hayes noted that, given that there is no uncertainty with extending the program at least another year as currently proposed that we only consider the current proposal.

There being no further discussion, Chair Fischer asked for a motion to continue the Raritan River Rain Barrel Rebate program through October 2020. The motion was made by Mr. Navatto and seconded by Bridgewater Mayor Dan Hayes.

A roll call vote was taken resulting in the following voting record:

Ayes: Troy Fischer, Jason Dameo, Vicky Allen, Tony Tufaro, Dan Hayes, Scarlett Doyle, Chuck McMullin, Jane Kobuta, Rick St. Pierre, Bernie Navatto, Walter Lane, Geoff Soriano, and Mike Kerwin.

Nays: none

Abstentions: none

The motion was approved.

#### **Authorization to Release Request For Proposal for a 24-Month Competitive Contract for Auditing and Tax-related Services**

Mr. Ruggieri reported that staff has prepared a Request For Proposals (RFP) for the annual audit and tax-related services. The scope of work and timeframe was included in the meeting packet. Mr. Ruggieri explained the SOW is similar to the SOW for the last RFP released in 2017. The RFP was prepared using the County's template for RFPs for Competitive Contracts which allows RCP to award a 2-year contract to perform the same services each year contingent on the anticipated funding being received for budget year 2020. The not to exceed amount of \$3,400 would be allocated out of the current budget (2019). Mr. Ruggieri noted the \$3,400 not to exceed amount is the same amount as last time; the last increase was in 2017 (\$200).

There being no questions, Chair Fischer asked for a motion to authorize staff to release the RFP for a 24-month competitive contract for auditing and tax-related services for a not to exceed amount of \$3,400 per year. The motion was made by Mayor McMullin and seconded by Mr. Lane.

A roll call vote was taken resulting in the following voting record:

Ayes: Troy Fischer, Jason Dameo, Vicky Allen, Tony Tufaro, Dan Hayes, Scarlett Doyle, Chuck McMullin, Jane Kobuta, Rick St. Pierre, Bernie Navatto, Walter Lane, Geoff Soriano, and Mike Kerwin.

Nays: none

Abstentions: none

The motion was approved.

## **Information Items**

### **Strategic Economic Development Activities (Suburban Disadvantage) Phase 2 Update**

Somerset County Business Partnership President & CEO Mike Kerwin noted that in everyone's meeting packet was a copy of the August 16, 2019 "Grow NJ Suburban Disadvantage Final Status Report" that was prepared by Somerset County Business Partnership Vice-President for Economic Development John Maddocks. Mr. Kerwin reported that, after much effort, Somerset County including Freeholder Director Brian Levine, Mr. Kerwin and Mr. Lane were invited to present their recommendations before the NJ Senate Select Committee on Economic Growth Strategies, adding that this was a significant achievement for Somerset County and the Regional Center. Mr. Kerwin expressed appreciation to Senator Christopher "Kip" Bateman for his efforts to arrange for this invitation before the Senate Committee.

Mr. Kerwin added that, shortly before today's RCP meeting, the staff to Senate Majority Leader Steve Sweeney called the County Business Partnership to schedule a phone call to review their testimony and report to see exactly what Somerset County is recommending. Mr. Kerwin noted that, in light of there being no legislation passed to extend or replace Grow NJ leaves open the possibility for adoption of the County's recommended legislation to create a fairer and more equitable statewide business incentives program.

Mr. Lane added that the County Planning Board has been having discussions with the Donna Rendeiro, Executive Director of NJ Office for Planning Advocacy, regarding the State Development and Redevelopment Plan and the reinstatement of designated centers. Mr. Lane noted that Ms. Rendeiro is pleased to see how the effort to create a more equitable statewide business incentives program has tied in with the State Plan in regard to how designated centers in Planning Areas 1 and 2 like the Regional Center should get the same priority consideration as the old Garden State Growth Zones. Some brief discussion followed.

### **Website Design/Development & Implementation Update**

Mr. Ruggieri reported that the website design/development and implementation project continues to be a work in progress but a lot of progress has been made towards the final draft design. Since last meeting in July staff and the consultant have been working on the first priority regarding the overall layout of the home page. The applicant has revised the draft design to reflect the extensive feedback staff obtained from in-house website-savvy staff about aspects like navigation, visual appearance, consistency, the appropriate number of drop-down submenu items, etc. The top menu bar has also been finalized. Certain initial photographs have been selected for the "hero" pictures. The design has now been "frozen" by the consultant so that the consultant can focus on the "bones" or framework of the website and how it will appear on various mobile devices. On September 6 staff presented to the Marketing Committee the proposed submenu items and content outline and showed how the website would appear on different mobile devices. Overall the Marketing Committee was pleased with the design and confirmed we are headed in the right direction and provided comments about the submenu items which staff has conveyed to the consultant.

Mr. Ruggieri noted the next step is for staff to consolidate and update existing content for each submenu drop-down item. The entire draft website will then be forwarded to the review committee; we will then make any final changes, and then present the website to the full RCP. Mr. Lane added the overall goal is to condense and streamline the information so people will feel inclined to read the information without feeling overwhelmed.

Chair Fischer noted that if any of the three municipalities have any photographs they would like featured on the website to please get them to Mr. Ruggieri in the next few weeks.

## **Marketing Update**

Marketing consultant Rich Reitman reported he has completed the September newsletter and is now beginning the November newsletter. Mr. Reitman asked if the Regional Center municipalities could help expand the newsletter outreach effort by helping forward it to the citizens which would greatly enhance our current outreach effort. Mr. Reitman also reported he has provided new photos to staff for the website and submitted to staff the weekly Analytics report.

## **Municipal and Other Reports:**

**Somerville** Councilwoman Jane Kobuta reported that Somerville had a successful Art and Music Weekend. Approximately 5,000 people attended the Arts on Division event. The Borough is working with Downtown Somerville Association (DSA) to have more arts events. Gardiner Alley near 30 West Main Street featuring the recently completed murals has been renamed Gonzalez Alley in honor of the late local artist Jerome Gonzalez. A groundbreaking ceremony was held to kick off construction of the proposed Station House residential development at the former Messenger Gazette site on East Veterans Memorial Drive. Councilwoman Kobuta noted that all the downtown events bring a lot of people to downtown which helps fulfill Somerville's long-term goal of being Somerset County's "downtown."

**Raritan** Mayor McMullin reported the Planning Board and a developer are going to put together a redevelopment plan for the designated area in need of redevelopment on LaGrange Street. The Owner of the former Zeus property on Orlando Drive advised the Borough about a couple of alternative proposals being considered to redevelop the property; Mayor McMullin described how this would complement efforts through the North Jersey Transportation Planning Authority (NJTPA) grant to increase access to the downtown and the waterfront area. The Borough has reached an agreement with NJ TRANSIT to design a sidewalk connection between the Raritan train station and the transit oriented development on Block 81 now under construction.

LabCorp has agreed to work with the Borough for installation of an off street bikeway along Johnson Drive where it would extend towards Kennedy School. The Borough's goal is to extend the pathway through existing Green Acres lands along Woodmere Street to Old York Road and the Raritan River Greenway to ultimately connect with Duke Island Park and the Duke Farms/Raritan Connector path via the Nevius Street Bridge.

The Basilone Parade will be held this weekend followed by the Basilone Run. Mayor McMullin noted longtime Basilone Parade chairman John Pacifico passed away. The Borough is renaming Canal Street in honor of Raritan's sister city Colle Sannita in Italy which is the birthplace of John Basilone. Mayor McMullin also reported Johnson & Johnson has announced they are planning to move their workers from Ethicon in Bridgewater to J&J's campus in Raritan Borough.

**Bridgewater** Mayor Hayes reported the New Jersey Center of Excellence is returning to the Planning Board for a public hearing on September 23. The Bridgewater Hills mixed-use project on Frontier Road proposing two hotels, a banquet hall, adult daycare center, and restaurant, was approved by the Planning Board. Heritage Inn on Route 22 at the former Days Inn was approved for a mixed-use project consisting of two hotels, retail and medical office space. The adjacent Bridgewater Choice project proposing a hotel and Goddard School project on corner of Route 22 and Morgan Lane has also been approved.

Mayor Hayes reported on the following projects now under construction: Marriott AC on Commons Way is about six months from completion. Trader Joe's Grocery at the Bridgewater Promenade is about 2-3 months from completion. PM Pediatrics is about 2-3 months from completing their retrofit of the former La Catena restaurant to a walk-in clinic. Uncle Julio's restaurant at the Bridgewater Commons should be completed by November. Exeter is about 3 months from completing their upgrade of existing office space on Route 202-206. 22 West Tap and Grill on Route 22 is expanding their parking lot. The Delaney senior housing complex on

Frontier Road is about 8 months from completion. Mayor Hayes noted the Township-sponsored Electric Ride Car Show & Food Truck Extravaganza will be held September 19.

Noting he would not be able to attend the next RCP meeting on November 7, Mayor Hayes expressed a big thank you to RCP for the opportunity to work with everyone and build a cohesive relationship for the betterment of the community and the region; he also appreciated the relationships and friendships made while working with everyone. Mayor Hayes concluded his remarks by noting that, after January 1, while he will not be in the employ of the residents, he will be in the service of the community. Everyone responded with a round of applause.

**Somerset County Business Partnership** Mr. Kerwin shared about a recent meeting between representatives from Howard County, Maryland, and Somerset County, noting that Mr. Kerwin was interested in what Howard County thought about Somerset County given the similarities between the two counties. They were impressed with our public/private relationships, Hurricane Floyd flood relief, downtown redevelopment, etc. but seemed dismayed over the number of school districts in Somerset County in contrast to their one countywide district.

**Somerset County Park Commission** Secretary/Director Geoffrey Soriano reported the Park Commission is readying Veterans Memorial Park in time for the Basilone Parade. The Raritan River Greenway Raritan/Duke Farms Connector path is expected to be completed very shortly. The Park Commission is in the process of replacing the weathered playground at Duke Island Park.

**Bridgewater Commons** Chair Fischer reported the Apple store will be reopening on September 20.

#### **Public Comment Period**

There were no public comments regarding any items not on the agenda.

#### **Adjournment**

There being no further discussion, the meeting was adjourned.

Regional Center Partnership of Somerset County

Treasurer's Report for July 1 thru August 31, 2019

page 1 of 4

Business Checking

7/1/19 thru 8/31/19

Starting Bal. as of 7/1/2019: \$16,338.62

less expenses:

Table with columns: Date, Item, Amount. Rows include Decker Strategies (\$225.00), J Ruggieri reimbursement for NJ Div of Consumer Affairs CRI-200 filing fee (\$30.00), The Reitman Group (\$1,500.00), Park Circle Technologies (\$4,000.00), Borough of Somerville (\$7,500.00), The Reitman Group (\$1,500.00), Township of Bridgewater (\$7,500.00), and SC Business Partnership: 2nd grant payment Strategic Econ. Dev Activities Phase 2 (\$10,000.00).

subtotal of expenses: \$32,255.00

Deposits 7/1/19 thru 8/31/19

8/12/2019 Dep from Money Market acct \$50,000.00

subtotal of deposits \$50,000.00

Ending Balance (checking) after expenses and deposits: \$34,083.62

Sum of checking & money market accounts: \$238,685.77

Less total Committed But Not Expend: \$120,125.00

Uncommitted Funds \$118,560.77

Money Market Account

7/1/19 thru 8/31/19

Starting Bal. as of 7/1/2019: \$188,792.60

Table with columns: Date\*, Item, Amount. Rows include Somerset County (\$65,792.25), interest (\$8.98), transfer to Checking (-\$50,000.00), interest (\$8.32), and ending bal as of 8/31/19 \$204,602.15.

\*interest earned in the money market account is not reported by bank until after the end of the previous month

**Regional Center Partnership of Somerset County**

**Treasurer's Report for  
July 1 thru August 31, 2019**

page 2 of 4

Table Showing Amounts Committed but Not Expended

<u>Budget Year</u>	<u>Project Initiation Year</u>	<u>Munic or RC</u>	<u>Committed Account Name</u>	<u>Current Balance</u>
2017		BW	(reserved for Bridgewater Creative Placemakg Grant)	\$15,000.00
2017	2018	RT	Raritan Creative Placemaking Challenge Grant	\$7,500.00
2017	2018	RT	Raritan Ped Safety Chall Grant StreetSmart Campaign	\$5,375.00
2017	2018	RT	Raritan Ped Safety Chall Grant Traffic Striping Imp	\$4,250.00
2018	2019	RC	Allocation for Website Upgrade	\$13,500.00
2018		RC	Strategic Marketing Plan & Implementation Activities	\$30,000.00
2018	2019	RC	Strategic Initiatives	\$10,000.00
2018	2019	BW	Phase 2 Pedestrian Safety Enhancmt Challenge Grants	\$7,500.00
2018	2019	RT	Phase 2 Pedestrian Safety Enhancmt Challenge Grants	\$7,500.00
2018	2019	SV	Phase 2 Pedestrian Safety Enhancmt Challenge Grants	\$7,500.00
2019	2019	RC	Principal Marketing Services (contract Year 2)	\$12,000.00
<b>TOTAL:</b>				<b>\$120,125.00</b>



**Regional Center Partnership of Somerset County**

**Treasurer's Report for  
July 1 thru August 31, 2019**

page 3 of 4

Anticipated Revenue for 2019  
(excluding interest payments from Money Mkt acct)

Total Anticipated Revenue	\$0.00
---------------------------	--------

**Regional Center Partnership of Somerset County**  
**Treasurer's Report for**  
**July 1 thru August 31, 2019**  
 page 4 of 4

**Raritan River Rain Barrel Rebate Program**  
 7/1/19 thru 8/31/19

Starting Bal. as of 7/1/2019:

\$3,927.35

<u>Date</u>	<u>Item</u>	<u>Amount of</u> <u>Deductions</u>	
8/9/19	rebate	\$50.00	
8/9/19	rebate	\$100.00	
subtotal of deductions:		\$150.00	
<b><u>ending balance after deductions</u></b>			<b><u>\$3,777.35</u></b>
Deposit (if any)			
subtotal of any Deposits		\$0.00	
<b><u>ending Balance after any Deposits:</u></b>			<b><u>\$3,777.35</u></b>

**REGIONAL CENTER PARTNERSHIP  
OF SOMERSET COUNTY, INC.**

**Business Meeting of  
September 18, 2019**

**AGENDA**

**BUSINESS ITEMS**

1. Call to Order
2. Roll Call
3. Chair's Remarks
4. Adoption of Meeting Minutes: July 17, 2019
5. Adoption of Treasurer's Report for September 18, 2019

**ACTION ITEMS**

*"Public comments will be entertained at this time regarding any action item. All comments shall be directed to the Chair and limited to three (3) minutes per speaker."*

6. Raritan River Rain Barrel Rebate Program
7. Authorization to Release Request For Proposal for a 24-Month Competitive Contract for Auditing and Tax-related Services

**INFORMATION ITEMS**

8. Strategic Economic Development Activities (Suburban Disadvantage) Phase 2 Update
9. Website Design/Development & Implementation Update
10. Marketing Update
11. Municipal and Other Reports

**PUBLIC COMMENT PERIOD**

*Public comments will be entertained at this time regarding any items not on the agenda. All comments shall be directed to the Chair and limited to three (3) minutes per speaker.*

Next Meeting Date: Thursday, November 7, 2019 at 5:00 PM in County Engineering Conference Room

6

## Proposal for Regional Center Partnership to Continue the Raritan River Rain Barrel Rebate Program

September 18, 2019

Proposal to continue the Raritan River Rain Barrel Rebate Program for at least another year through October 2020 allowing residents in Bridgewater Township and Raritan and Somerville Boroughs to continue to be eligible for a rain barrel rebate thru the duration of the program with no changes to the program's eligibility requirements and installation criteria; i.e.,

- Rebates are only available to residents of Bridgewater Township, Raritan Borough and Somerville Borough and must be installed at a residence within these communities.
- Limit of two (2) rebates per installation address for the duration of this program.
- Rain barrels must be operational and pledged to be maintained in good faith by the homeowner for at least two (2) years.
- Rain barrels must be purchased after January 1, 2014\* and meet the criteria as outlined on the rebate application form regarding minimum volume size, mosquito control lid, overflow, spigot, material and installation.

\*or after July 1, 2011 for Peters Brook Watershed residents only

Rebate amounts remain the same:

- \$50 for barrels 40-70 gallons
- \$100 for barrels 70+ gallons
- Rebate will not exceed purchase price
- Maximum of two (2) rebates per household
- Receipts are required\*\*

\*\* for purchases made on-line applicant to provide confirmation email or a screen shot of their purchase confirmation page. There must be a date on the confirmation/receipt, the barrel description (e.g., that it is a rain barrel and not some other item), and the price of the barrel.

7

**Audit and tax-related services SOW and Schedule**  
Year ending 12/31/2019 (12/31/2020 year 2 of contract)

**3. Scope of Work (SOW)**

**Major tasks are as follows:**

Auditing and Federal Tax Return and NJ Charities Statement Preparation Services

**3.1** Prepare an audit and complete the federal income tax return form and the information required to successfully file on-line the NJ charitable organization statement for the Regional Center Partnership of Somerset County for all funds and activities under control of the Regional Center Partnership and for the funds, records, books of accounts and internal control policies and practices associated with sound financial management of public funds. This Scope of Work includes the delivery of audit documents by April 15, 2020 (first year of the contract) and April 15, 2021 (second year of contract).

**Part 1: Minimum requirements**

The following are the minimum threshold requirements for eligible persons and/or firms to be considered for the requested services:

Consultant shall:

- Possess a RMA (Registered Municipal Accountant) and has had a multi-disciplinary accounting practice in the area of State of New Jersey local governmental accounting and finance for a minimum of five (5) years.
- Have knowledge and experience with the rules, regulations and process of the New Jersey Department of Community Affairs, Local Finance Board on behalf of local and county governments, local improvement and utility authority's, 501(c)(3) corporations, etc.
- Have experienced staff with knowledge and expertise with the audit of programs and activities covered by NJSA 40A: 11-1 et seq.; (NJ Local Public Contracts Law), N.J.A.C. 5:30-5.1 et seq. & N.J.A.C. 5:30-11.1 et seq. (Administrative Code).
- Have a minimum five (5) years of demonstrable experience in the representation of non-profit organizations, public-private organizations and public bodies, including but not limited to, counties, municipalities, State of New Jersey or boards or instrumentalities of the County and the State.
- Have enough staff resources to separately staff the described audit as Project managers or team leaders.

Respondents shall provide individual or corporate resumes or portfolios as a response to this request for minimum qualifications.

**Part 2: Fee proposal for auditing and consulting services for the Regional Center Partnership of Somerset County.**

Respondents are asked to provide fees for each specific item listed below as well as hourly or per diem fees for other services or types of activities; Scope of Work, Tasks 1-3, and total consultant costs shall not exceed the amount of **\$3,400.00 per each year of the contract.**

### **Task 1: Preparation of Audit Report**

Prepare an Audit Report of all books and accounts under the control of the Regional Center Partnership of Somerset County, not otherwise separately identified in this RFP, pursuant to and in accordance with N.J.S.A. 40A:5-4 and any other law governing accounts under the control of non-profit organizations involved with the use of public funds, for the year ending December 31, 2019 (December 31, 2020 year 2 of contract). The audit is to be made in accordance with U.S. generally accepted audited standards and is to include tests of the accounting records of the Regional Center Partnership of Somerset County and other procedures deemed necessary in order to render an unqualified written opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. The Audit Report shall include a Statement of Financial Position for the Regional Center Partnership of Somerset County as of December 31, 2019 (December 31, 2020 year 2 of contract).

- Provide five (5) paper copies and one (1) electronic copy of the draft audit report
- Provide 25 paper copies and one (1) electronic copy of the final audit report .

### **Task 2: Preparation of Federal Tax Return Form 990**

Prepare Federal Tax Return IRS Form 990

- By April 15, 2020, provide one (1) completed original paper copy of the Federal Tax Return Form 990 for year ending December 31, 2019 (December 31, 2020 year 2 of contract).

### **Task 3: Preparation of the information necessary for the on-line filing of the N.J. Charitable Organization Registration/Verification Statement**

Prepare the information required by the New Jersey Division of Consumer Affairs to enable the Regional Center Partnership to successfully complete the on-line filing of the N.J. Charitable Organization Registration/Verification Statement.

- By April 15, 2020, provide one (1) paper copy of the information necessary to enable the Regional Center Partnership to successfully complete the on-line filing of the NJ Charitable Organization Registration/Verification Statement for year ending December 31, 2019 (December 31, 2020 year 2 of contract).

The contractor shall correct any errors found in the draft of the three required documents.

### **SUMMARY OF PRODUCTS TO BE DELIVERED:**

In addition to the prescribed number of paper copies, the consultant shall provide one (1) electronic version of both the draft and final audit reports:

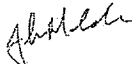
1. Preparation of an audit report of all books and accounts under the control of the Regional Center Partnership of Somerset County for Year Ending December 31, 2019 (December 31, 2020 year 2 of contract)
2. Preparation of Federal Tax Return Form 990 for Year Ending December 31, 2019 (December 31, 2020 year 2 of contract)
3. Preparation of the information necessary for the on-line filing of the NJ Charitable Organization Registration/Verification Statement for Year Ending December 31, 2019 (December 31, 2020 year 2 of contract)

## Schedule

1. Release of RFP: September 24, 2019
2. Questions Due Date: October 8, 2019 at 2:00 PM
3. Proposal Due Date: October 24, 2019 at 2:00 PM
4. Evaluation Completed: October 31, 2019
5. Regional Center Partnership of Somerset County Action: November 7, 2019
6. Contract Execution: November 12, 2019
7. Project Initiation: February 15, 2020
8. Final Draft of All Products Due: April 15, 2020
9. Project Completion: April 30, 2020



August 16, 2019

To: Regional Center Partnership of Somerset County, Inc.  
Fr: John Maddocks   
Re: Grow NJ Suburban Disadvantage Final Status Report

Thank you for the confidence you have placed in the Somerset County Business Partnership to serve as project manager on efforts to reform state level business assistance incentives.

While not conclusive with respect to the adoption of new business assistance legislation, we have continued to represent the interests of Somerset County, NJ and the Regional Center Partnership of Somerset County, Inc. throughout the legislative process.

We are therefore requesting final payment under the terms of our March 7, 2019 expansion of the original March 29, 2018 grant agreement.

Throughout the term of our engagement we continued weekly project conference calls, delivered specific services, and engaged in activities to achieve envisioned outcomes. Following is a summary of our key activities.

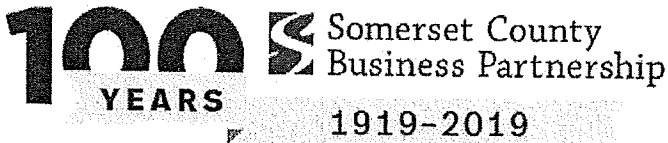
- On March 8, 2019 we provided testimony and a written statement at a Joint Legislative Committee hearing on Grow NJ. A copy of our testimony and follow up letter is attached.
- On May 1, 2019 we distributed an Op-Ed we had drafted (copy attached) communicating key principles to be considered in crafting new business assistance legislation. In addition to social media and press distribution we provided our Op-Ed directly to all 18 state representatives covering parts of Somerset County, NJ, members of the Assembly Commerce and Economic Development Committee, and members of the Senate Economic Growth Committee.
- We represented the interests of Somerset County, NJ and the Regional Center Partnership of Somerset County, Inc. at a June 13, 2019 Assembly Commerce and Economic Development Committee meeting at which an extension to the Grow NJ program was considered. We had previously communicated our support for this extension. The Grow NJ extension has been sent to the Governor.

Cont...



- We presented our Grow NJ-The Suburban Disadvantage report to business leaders, municipal officials, and other partners. Opportunity NJ has adopted job growth and private sector economic investment incentives as key principles in their platform.
- We communicated with the Governor's office (copy attached) on the importance of business assistance programs. We used this opportunity to reinforce that job creation and private sector economic investment must be the primary metrics of any new program and that 500 of 565 NJ municipalities must not be overlooked in statewide business assistance programs.
- On July 7, 2019 we published a framework for new business assistance program legislation. This framework has been used in discussions with key partners and legislators as a means of expressing our position.
- We sought an opportunity to testify at a July 29, 2019 meeting of the Senate Select Committee on Economic Growth Strategies. While we were unsuccessfully in being invited to testify on July 29, we were promised an opportunity to testify at the next meeting of the Committee. In addition to attending the Select Committee meeting we formalized our request to provide testimony by way of the attached communication to the Chair and Committee members. We have since enlisted the support of key individuals to reinforce our request.

Thank you for the opportunity to work on behalf of the Regional Center of Somerset County and please do not hesitate to contact me with any questions, comments, or concerns.



July 30, 2019

Honorable Bob Smith  
Chair  
Senate Select Committee on Economic Growth Strategies  
New Jersey State Legislature  
State House Annex  
PO Box 068  
Trenton, NJ 08625-0068

RE: REQUEST TO TESTIFY, GROW NJ PROGRAM

Dear Senator Smith:

We were pleased with the positive nature of the Committee's first hearing on July 29, 2019 and commend your efforts to engage in a productive discussion on replacing the now expired Economic Opportunity Act of 2013.

Consistent with the desire to improve job creation and private sector economic investment programs in New Jersey, we are anxious to share with the Select Committee our significant research on the impacts of Grow NJ.

To that end we respectfully request an opportunity to testify at the next hearing of the Committee.

Prior to expiration of the Economic Opportunity Act of 2013 the Somerset County Business Partnership, in collaboration with the Somerset County Board of Chosen Freeholders and the Regional Center Partnership of Somerset County, undertook an in-depth review of the job creation and private sector economic investment impacts of the Grow NJ program.

Our analysis of the impacts of Grow NJ has led to some findings and conclusions which we believe the Committee would be interested in hearing and discussing. We have also identified some guiding principles that will help overcome some of the disadvantages of Grow NJ, and specifically provisions in the legislation that unfairly impacted 500 of 565 New Jersey municipalities.

Cont...

Honorable Bob Smith  
July 30, 2019  
Page 2

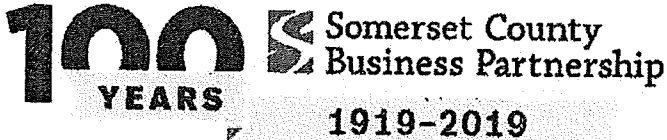
Attached is a summary of our research and findings in support of our request to testify, and we look forward to hearing from you on a date and time when we may address the Committee.

Thank you for your consideration and please do not hesitate to call on me with any questions, concerns, or comments.

Respectfully,

John Maddocks  
Vice President, Economic Development  
Somerset County Business Partnership

C: Members, Senate Select Committee on Economic Growth Strategies  
Honorable Kip Bateman, New Jersey Senate  
Honorable Brian Levine, Freeholder Director, County of Somerset, New Jersey  
Troy Fischer, Chair, Regional Center Partnership of Somerset County, NJ  
Walter Lane, Director of Planning, County of Somerset, NJ  
Mike Kerwin, President & CEO, Somerset County Business Partnership  
Gene Lepore, NJ Senate Majority Office



July 5, 2019

Honorable Phil Murphy  
Governor  
State of New Jersey  
PO Box 001  
Trenton, NJ 08625

Dear Governor Murphy:

We were dismayed to read the recent comments by Darryl Isherwood regarding expiration of the Grow NJ business assistance program and there being no "evidence of any impact." (Is New Jersey closed for business? Tax incentive and jobs programs expire as Murphy, top Dems brawl. nj.com, July 3, 2019, Matt Arco)

Our research on Grow NJ concludes Grow NJ was far from a statewide job creation and private sector economic investment tool. Specifically, Grow NJ disadvantaged 500 of 565 municipalities in the competition for jobs and private sector economic investment.

We can assure you the lack of any discernible economic development assistance has had an impact on company decision making processes. Business location decision making is a site elimination process, not a site selection process. This means that New Jersey will never know it has been eliminated from consideration as a location for jobs, as we will never be contacted for lack of a robust business assistance program.

We encourage you and your staff to consider the principles outlined in our attached position paper which defines the difficult situation New Jersey is in and expresses solutions that will benefit all communities in New Jersey seeking economic growth.

Thank you for your consideration. Please feel free to call on me if we can be of assistance to you in helping build an economy in New Jersey that works for all our communities.

Respectfully,

A handwritten signature in black ink, appearing to read 'Michael Kerwin'.

Michael Kerwin  
President and CEO

Cc: John Maddocks, Director of Economic Development - Somerset County Business Partnership  
Walter Lane, Director of Planning - Somerset County Planning Board



**Ensuring the Economic Competiveness of New Jersey**  
**Michael V. Kerwin, President & CEO, Somerset County Business Partnership**

New Jersey is in a tough position. As with every other state throughout the country, we are consistently fighting for growth. This means fighting for new businesses, while at the same time trying to hold onto businesses currently operating in the State. Over the past few months, there has been an active debate regarding New Jersey's use of business attraction and retention incentives, specifically the Grow New Jersey Assistance Program (Grow NJ). While the current Grow NJ program is certainly far from perfect, with some minor changes, it can and should remain an important part of the State's economic development toolkit.

In a perfect world, New Jersey would be competitive without the need for business attraction and retention incentives. Doing business here would be economically efficient, the cost of living would not be as high, and it would be 70 degrees and sunny all year around. Imagine the possibilities—it would be easy to attract and retain businesses. New Jersey wouldn't have to fight tooth and nail, just hoping to get a shot at making a case for why New Jersey is a great place for a business to operate. In reality, that is not the case. In the real world, we are not only competing with our neighboring states, we are competing with states throughout the country. On a regular basis, we hear about companies growing operations in the Southeast or Midwest. While those states are selling the promise of reducing a businesses' overall operating costs, they are also offering aggressive business incentives.

Let's be clear – New Jersey is an amazing place to live and work. We possess many assets that companies desire, including a highly educated workforce, and incredible access to consumers, both domestically and internationally. The State is also home to amazing natural resources, including the Jersey Shore and the Kittatinny Mountains—to name a few.

However, unfortunately, by every significant economic metric, New Jersey ranks at or near the bottom of our peer states. While our skilled labor force and natural resources have allowed us to attract and retain businesses that may otherwise be lured away, simply put, these factors are often far outweighed by the otherwise costly, difficult, and inefficient nature of doing business in New Jersey.

Other states throughout the country have recognized the challenges businesses in New Jersey face. On a daily basis, representatives of other states are meeting with New Jersey-based businesses in an effort to recruit them – and the people they employ – to locations outside of New Jersey.

No one supports corporate welfare. We all expect our state government and private sector employers to act in the best interest of the citizens of New Jersey. However, we also recognize that we operate in a competitive environment, where customers – i.e., businesses which employ our residents – have choices.

New Jersey is selling a “service” to businesses and the people they employ; our school systems, educated workforce, transportation networks, environmental protections, parks, open space, and more. Our competitors are selling these same services, only at a much lower cost and with much greater efficiency.

The fact that New Jersey would offer to reduce the cost of doing business through a targeted incentive program – for a defined, limited period of time – is not an unreasonable proposition. When such a program is required, by statute, to generate a net economic benefit to the State, some would argue that it’s a no brainer.

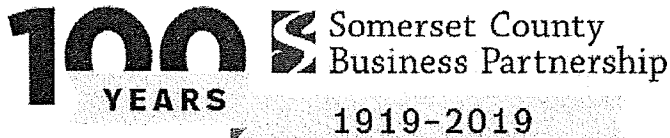
The Grow NJ program is set to expire on June 30, 2019. It is up our Governor and the Legislature to act quickly to modify and extend the current program. New Jersey should not unilaterally disarm. To drastically scale back, or eliminate, business incentive programs would be an unnecessary unforced error.

As the Governor and the Legislature work to come up with an agreement on the modification and extension of the State’s current incentive program, we offer the following suggestions:

1. Business assistance programs should continue to be linked directly to job creation and/or retention, and private sector economic investment. These metrics reflect directly the goals of state business assistance programs. They are also specific, measurable, and relevant to the assistance offered while also producing indirect economic benefits.
2. Business assistance programs should be available in every community in New Jersey seeking a better economic environment for its residents. *Under the current program, nearly 500 of 565 New Jersey communities are greatly limited in their ability to utilize the Grow NJ program in efforts to attract new businesses.* This provision should be eliminated. Doing so will enable our state, our communities, and businesses of all sizes to all achieve their full potential.
3. Business assistance programs should be tied to state and local planning policies. The New Jersey State Development and Redevelopment Plan identifies areas where much of the new development and redevelopment should occur. Municipalities have the ability to designate areas in need of redevelopment or rehabilitation. Some of our communities have established business or special improvement districts. State policies and local planning and redevelopment efforts should be strongly supported in business assistance programs with a focus on smaller Main Street businesses and communities.

4. There should be rigorous oversight and efficient administration of business assistance programs. This can be partially achieved by focusing on job creation and/or retention, and private sector economic investment metrics, where performance and net benefit tests can be applied easily. Where performance has been documented, the transfer of benefits should be administered efficiently and without delay.

We look forward to continuing to be part of the discussion and working hard to make New Jersey an attractive place for businesses for years to come.



March 18, 2019

«Sal» «FullName»  
«Affiliation\_1»  
«Committee»  
«Street\_1»  
«Street\_2»  
«City», «State\_»«Zip»

**RE: Joint Legislative Committee Hearing – Grow New Jersey Assistance Program**

Dear «Title» «LastName»:

I would like to take this opportunity to thank you for allowing the Somerset County Business Partnership (“SCBP”) to testify before the Senate Economic Growth and Assembly Commerce and Economic Development Committees on March 8, 2019.

While we strongly believe that the use of business attraction and retention incentives are a critical part of New Jersey’s economic development toolkit, as our testimony made clear, there is a need to modify the Grow New Jersey Assistance Program (“Grow NJ”) to better enable municipalities throughout the State to take advantage of the program’s many benefits.

Somerset County has a long history of engaging in efforts that promote job creation and private sector economic investment. These efforts have benefitted both our community and the State as a whole. As we testified, certain provisions of Grow NJ program are negatively impacting 500 of the State’s 565 municipalities.

We believe that a revised and extended Grow NJ program is in the best interests of New Jersey, and that our entire state will benefit from the following changes:

- 1. Elimination of the “90 percent limiter” provision, which applies to projects in Priority and Other Eligible areas under the current legislation;**
- 2. A recognition of state planning, local planning, and local redevelopment efforts as significant priority locations for job creation and private sector economic investments; and**
- 3. Maintaining a robust business retention incentive as part of any changes to the current program.**

Cont...



First, the elimination of the "90 percent limiter" provision, which applies only to municipalities designated as Priority and Other Eligible areas (mostly suburban areas throughout the State), will allow these municipalities to compete for new job creation. As we testified, in many cases, this limiter lowers awards in these municipalities by nearly 75 percent, and greatly affects the ability of these areas to attract new business relocations through the use of incentives.

Second, we strongly encourage the legislature to amend to the Grow NJ program to recognize state planning, local plan, and local redevelopment efforts as significant priority locations for job creation and private sector economic investment. This can be done through a provision allowing for increased incentives in these designated areas.

Third, we urge the legislature to maintain a robust job retention component to the Grow NJ program. As we testified, of the 11 Grow NJ projects located in Somerset County, 10 involved job retention. These 10 Grow NJ business retention awards helped keep over 4,800 full-time jobs in Somerset County. It is critical that the retention component of the program is maintained.

In closing, we believe that the extension and modification of the Grow NJ program is essential to the State's ability to compete both regionally and nationally. We appreciate your commitment to advancing the economic health of our State and to fostering an environment that will sustain economic growth and create a robust quality of life for the residents of New Jersey.

We thank you for your time and consideration and we look forward to continuing to be part of the conversation.

Very truly yours,



Michel Kerwin  
President & CEO

John Maddocks  
Vice President, Economic Development

Good morning Chairwoman Cruz-Perez, Chairman Johnson and members of the Committee. Thank you for this opportunity to offer our qualifications, insights, and recommendations with respect to the State's use of economic incentive programs.

My name is John Maddocks and I am the vice president of economic development for the Somerset County Business Partnership. I am here today to talk about the importance of the Grow New Jersey Assistance Program—the State's main incentive for business attraction and job retention, and to offer insight into how to improve the current program moving forward.

We appreciate your commitment to advancing the economic health of our State and to fostering an environment that will sustain economic growth and create a robust quality of life for the residents of New Jersey.

Our research on Grow NJ led us to some important conclusions, which in turn led us to recommendations that we believe will improve the economic competitiveness of New Jersey.

We believe our findings are emblematic of the situation faced by the vast majority of communities throughout our state.

First, we respectfully ask that the current "90 percent limiter" provision be removed from any new or revised business incentives legislation. This provision places 500 of the 565 municipalities in New Jersey at a competitive disadvantage in the competition for jobs and private sector investment.

Second, we ask for recognition of regional and local priority areas, and specifically designated areas in need of redevelopment, as Garden State Growth Zones. By definition, locally designated areas in need of redevelopment are meant to be transformative in nature and of special economic and community importance.

Third, it is imperative that any new or revised state business incentives legislation have a robust business retention component. We note Somerset County's experience with Grow NJ, where 10 out of 11 Grow NJ awards were for business retention. In other words, Grow NJ enabled Somerset County to retain nearly 5,000 jobs that were in jeopardy of leaving the state.

We have documented how the 90 percent limiter, the lack of recognition for designated areas in need of redevelopment, and job retention incentives have impacted Somerset County, NJ. A copy of our summary findings has been submitted to the Committees along with our written statement.

We thank you for your time and look forward to continuing to be part of the conversation.