

2108 Hackettstown Town - County of Warren

Select your local Government unit by  
pressing the triangle**Budget Amendment Certification Form, Appropriations Offset by Revenue**

Counties/Municipalities (NJSA 40A:4-87) or Fire Districts (NJSA 40A:14-78.5)

Resolution Date: 12/10/2020

Resolution # \_\_\_\_\_

Muni Code 2108 Organization Name 2108 Hackettstown Town - County of WarrenFiscal Year 2020 ☒ Calendar Year ☐ State Fiscal Year ☐ Transitional yearRevenue Title Miscellaneous - Entered Manually Amount \$ 3,000.00Description 2020 Statewide Insurance Fund Risk Control GrantAppropriation Title Miscellaneous - Entered Manually Amount \$ 3,000.00Description 2020 Statewide Insurance Fund Risk Control Grant

Local Match \_\_\_\_\_ Amount \_\_\_\_\_

Municipalities and Counties only Chapter 85 - Title and Text

Appropriation (From) Title \_\_\_\_\_ Amount \_\_\_\_\_

Appropriation (To) Title \_\_\_\_\_ Amount \_\_\_\_\_

By electronic transmittal of this form the County Clerk of the Board/Municipal Clerk/Fire District Executive Director certify that this resolution, reference above and included as an attachment with this form, is a true resolution and was properly adopted by the respective governing body

By electronic transmittal of this form the County/Municipality CFO or the Fire District Accountant certifies that this revenue has been realized and/or is in receipt of written notification from the funding source cited in the resolution and included as an attachment with this form and that the revenue/appropriation identified above meets all statutory requirements and that the Annual Operating Budget has been amended to include this item of revenue/appropriation.

☒ By checking this box, I am swearing that the above statement is true. (The Email function will not work until you acknowledge the above statement as true)

William W. Kuster, Jr.

County Clerk of the Board, Municipal Clerk, or Fire District Director

Clerk/Administrator

Title of Certifying Officer

Email Address

Telephone Number

Danette Dyer

County/Municipal CFO or Fire District Accountant

Chief Financial Officer

Title of Certifying Officer

Email Address

Telephone Number

Approval is hereby given to the cited resolution adopted by the governing body pursuant to N.J.S.A.40A: 4-87

For Director, Division of Local Government Services by:

New 

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

Duly Appointed Designee



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## STATEWIDE INSURANCE FUND

A JOINT INSURANCE FUND SERVING NEW JERSEY'S COMMUNITIES SINCE 1994

ONE SYLVAN WAY  
PARSIPPANY, NJ 07054  
862-260-2050 FAX 862-260-2058

November 17, 2020

To: Scott Armstrong-Superintendent. – **Hackettstown**

From: Caroline Conboy, Administrator

Re: **2020 SIF Risk Control Grant Application**

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On behalf of the Executive Committee we are pleased to advise you that the 2020 Grant Application submitted by your entity has been approved to provide funding towards general safety and risk management control as outlined in your application.

Please provide the **approved invoice** and **proof of payment** (copy of check) to the Fund via email ([stagliareni@sifnj.com](mailto:stagliareni@sifnj.com)) within **120 days** from the date of the approval. Once received, Statewide Insurance Fund will issue a reimbursement check up to the total approved amount of **\$3,000.00**.

Please feel free to contact our office should you have any questions.

cc: Bill Ruch – Loss Control Specialist



# TOWN OF HACKETTSTOWN

## MUNICIPAL BUILDING

215 W. STIGER STREET • HACKETTSTOWN • NEW JERSEY 07840

TEL: 908-852-3130 • FAX: 908-852-5728

WWW.HACKETTSTOWN.NET

### MAYOR

Maria DiGiovanni

### MEMBERS OF COUNCIL

Gerald DiMaio, Jr.

Matthew Engelau

Robert Hinrichs

Leonard Kunz

Scott Sheldon

Eric Tynan

### TOWN CLERK/

### ADMINISTRATOR

William W. Kuster, Jr.

RMC/CMC/CMR

### CHIEF FINANCIAL

### OFFICER

Danette Dyer

CMFO/QPA

### MUNICIPAL ASSESSOR

Jason Cohen

CTA

### TAX COLLECTOR

Patricia Noll

CTC

### CONSTRUCTION

### OFFICIAL

Richard O'Connor

### ZONING OFFICIAL

David Diehl

## RESOLUTION

### TOWN OF HACKETTSTOWN, COUNTY OF WARREN, STATE OF NEW JERSEY

WHEREAS, the Tax Collector advises of overpayments of taxes for calendar year 2020 and recommends a refund of the overpaid amount.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body to authorize the Chief Financial Officer to make the following refund of taxes:

Block 55, Lot 3 Corelogic / Refunds Dept 3001 Hackberry Rd Irving, TX 75063	\$ 2,936.00  Payment on exempt property
Block 72, Lot 1 Epp LLC 432 Mt. Bethel Hwy Bangor, PA 18013	\$ 747.83  Credit due to tax appeal
Block 82, Lot 7 Corelogic / Refunds Dept 3001 Hackberry Rd Irving, TX 75063	\$ 1,941.10  Duplicate payment
Block 109, Lot 13 Ruben Duarte 921 Grand Ave Hackettstown, NJ 07840	\$ 1,163.99  Credit due to tax appeal
Block 119, Lot 1.49 Niranjan Joginipally 74 Helm's Mill Rd Hackettstown, NJ 07840	\$ 1,602.05  Credit due to tax appeal
Block 119, Lot 95.01 Merle & Wally 6 Petersburg Rd Hackettstown, NJ 07840	\$ 4,568.34  Credit due to tax appeal



Block 125, Lot 5  
East Avenue Service Park  
108 East Ave  
Hackettston, NJ 07840

\$ 1,251.60

Credit due to tax appeal

It is hereby certified that this is a true and accurate copy of a resolution adopted by the Governing Body of the Town of Hackettstown at a meeting held on December 10, 2020 at the Municipal Building, 215 Stiger Street, Hackettstown, New Jersey.

Witness my hand and the Seal of the Town of Hackettstown.

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WILLIAM W. KUSTER, JR.  
Town Clerk/Administrator



McKIRDY  
RISKIN  
OLSON  
DELLAPELLE  
ATTORNEYS AT LAW

December 2, 2020

VIA EMAIL

Mayor Jerry Di Maio  
and Members of the Municipal Council  
for the Town of Hackettstown  
*c/o William W. Kuster, Jr., Clerk/Administrator*  
Municipal Building  
215 Stiger Street  
Hackettstown, New Jersey 07840

**Re: *Michael Xavier Laurano v Town of Hackettstown***  
***Block 40, Lot 2 – 204 Vail Street***  
***Docket No: 008506-2018; 009239-2019; 012124-2020***  
***302 West Valley View Ave LLC v Town of Hackettstown***  
***Block 79, Lot 11 – 302 West Valley View Ave***  
***Docket No: 008385-2018; 009240-2019; 012528-2020***  
***308 Main LLC v Town of Hackettstown***  
***Block 79, Lot 11 – 308 Main Street***  
***Docket No: 008507-2018; 009241-2019; 012251-2020***  
***210 Vail Street LLC v Town of Hackettstown***  
***Block 40, Lot 4.02 – 210 Vail Street***  
***Docket No: 008505-2018; 009238-2019; 012529-2020***  
***Our File No: 10,619, 10,899, 11,136***

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Dear Mayor Di Maio and Members of the Municipal Council:

I am writing with respect to a proposed settlement which has been reached with respect to the above matter. I understand that the Municipal Council for the Town of Hackettstown will be considering this proposed settlement at its December 10, 2020 municipal council meeting. The proposed settlement s are as follows:

The properties located at 204 and 210 Vail Street and 302 W. Valley View Avenue are small residential properties. The property located on 308 Main Street is a small commercial building. Following extensive negotiations with the attorney and appraiser for the plaintiffs and the tax assessor and appraiser expert for the Town of Hackettstown proposed settlements have been reached as set forth on the attached Resolutions.



McKIRDY  
RISKIN  
OLSON  
DELLAPELLE  
ATTORNEYS AT LAW

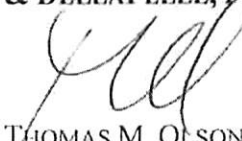
Mayor Jerry Di Maio  
and Members of the Municipal Council  
December 2, 2020  
Page 2

The proposed settlements involve withdrawals of the 2018 appeals on all four (4) matters and relatively minor reductions for the 2019 and 2020 tax years. The expert appraiser and assessor for the Town of Hackettstown recommend the settlement. Settlement at this time of course eliminates the additional uncertainty, expense and delay which a trial of the matters would have involved.

Thank you for your attention in this regard. As always, it is a pleasure to be of service to the Town of Hackettstown. Should anyone on the municipal counsel have any questions or wish me to appear at the December 10, 2020 council meeting, please do not hesitate to contact me. With warmest best wishes,

Very truly yours,

McKIRDY, RISKIN, OLSON  
& DELLAPELLE, P.C.



THOMAS M. OLSON

TMO/mth  
Enclosures

cc: Patti Noll, Tax Collector  
Danette Dyer, CFO  
Jason Cohen, Tax Assessor  
Mark R. Peck, Esq.

**RESOLUTION NO:**

**APPROVING SETTLEMENT ON APPEAL FROM ASSESSMENT**

***210 Vail Street LLC v. Hackettstown  
Block 40, Lot 4.02 – 210 Vail Street LLC  
Docket No: 008505-2018; 009238-2019; 012529-2020  
Our File No: 10,619; 10,899; 11,136***

**WHEREAS** there is presently pending before the Tax Court of the State of New Jersey, the matters entitled " *210 Vail Street LLC vs. Town of Hackettstown*", which matters pertain to the appeals of the 2018, 2019 and 2020 tax year municipal property tax assessments for the property located at Block 40, Lot 4.02; and

**WHEREAS** a proposed settlement has been reached in this matter through the negotiations of special counsel for the Town of Hackettstown, McKirdy, Riskin, Olson & DellaPelle, P.C., and counsel for the property owner, and the Tax Court of New Jersey having been advised of the facts of the proposed settlement, subject, however, to approval by this governing body; and

**WHEREAS**, the subject property had an original total assessment for the 2018, 2019 and 2020 tax years of \$230,800.00; and

**WHEREAS**, the proposed settlement will involve a withdrawal of the 2018 appeal, thereby allowing the original assessment of \$230,800.00 to remain in full force and effect, and will reduce the assessment on the subject property to \$210,000.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the proposed settlement represents a decrease in the assessed value of the subject property of \$20,800.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the total refund due the plaintiff as a result of the within settlement for the 2019 tax year will be approximately \$633.15; and the total refund due for the 2020 tax year will be approximately \$650.83; and

**WHEREAS**, the taxpayer, as part of the within settlement, will waive any pre-judgment interest due on any refunds; and

**WHEREAS**, the within settlement shall be effectuated by way of Stipulation of Settlement executed by counsel for the property owner and special counsel for the Town of Hackettstown, said Stipulation to be filed with the Clerk of the Tax Court and appropriate Judgments to be issued in accordance therewith; and

**WHEREAS**, the counsel for the Town of Hackettstown, being the governing body of said Town, has deemed it to be in the public interest to approve said settlement; and it appearing that the settlement is fair and indicative of the true market value of said property;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Hackettstown by its governing body as follows:

1. The Town Council hereby approves the proposed settlement in these matters as set forth above;
2. The law firm of McKirdy, Riskin, Olson & DellaPelle, P.C., as special counsel for the Town of Hackettstown, is hereby authorized to enter into such Stipulation of Settlement and execute on behalf of the Town all necessary instruments and furtherance thereof;
3. The tax collector and treasurer for the Town of Hackettstown are hereby authorized to issue the refund due the taxpayer in the within matter for the 2019 and 2020 tax years.

**CLERK/ADMINISTRATOR'S CERTIFICATION**

I, **WILLIAM W. KUSTER, JR., RMC**, Clerk/Administrator of the Town of Hackettstown, County of Warren, State of New Jersey, hereby certify that the foregoing is a true and exact copy of a Resolution adopted at a meeting of said Mayor and Council of the Town of Hackettstown held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**WILLIAM W. KUSTER, JR.,  
CLERK/ADMINISTRATOR**

DATED: \_\_\_\_\_, 2020



**RESOLUTION NO:**

**APPROVING SETTLEMENT ON APPEAL FROM ASSESSMENT**

***308 Main LLC v. Hackettstown  
Block 79, Lot 11 – 308 Main Street  
Docket No: 008507-2018; 009241-2019; 012251-2020  
Our File No: 10,619; 10,899; 11,136***

**WHEREAS** there is presently pending before the Tax Court of the State of New Jersey, the matters entitled " *308 Main LLC vs. Town of Hackettstown*", which matters pertain to the appeals of the 2018, 2019 and 2020 tax year municipal property tax assessments for the property located at Block 79, Lot 11; and

**WHEREAS** a proposed settlement has been reached in this matter through the negotiations of special counsel for the Town of Hackettstown, McKirdy, Riskin, Olson & DellaPelle, P.C., and counsel for the property owner, and the Tax Court of New Jersey having been advised of the facts of the proposed settlement, subject, however, to approval by this governing body; and

**WHEREAS**, the subject property had an original total assessment for the 2018, 2019 and 2020 tax years of \$405,900.00; and

**WHEREAS**, the proposed settlement will involve a withdrawal of the 2018 appeal, thereby allowing the original assessment of \$405,900.00 to remain in full force and effect, and will reduce the assessment on the subject property to \$350,000.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the proposed settlement represents a decrease in the assessed value of the subject property of \$55,900.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the total refund due the plaintiff as a result of the within settlement for the 2019 tax year will be approximately \$1,701.60; and the total refund due for the 2020 tax year will be approximately \$1,749.11; and

**WHEREAS**, the taxpayer, as part of the within settlement, will waive any pre-judgment interest due on any refunds; and

**WHEREAS**, the within settlement shall be effectuated by way of Stipulation of Settlement executed by counsel for the property owner and special counsel for the Town of Hackettstown, said Stipulation to be filed with the Clerk of the Tax Court and appropriate Judgments to be issued in accordance therewith; and

**WHEREAS**, the counsel for the Town of Hackettstown, being the governing body of said Town, has deemed it to be in the public interest to approve said settlement; and it appearing that the settlement is fair and indicative of the true market value of said property;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Hackettstown by its governing body as follows:

1. The Town Council hereby approves the proposed settlement in these matters as set forth above;
2. The law firm of McKirdy, Riskin, Olson & DellaPelle, P.C., as special counsel for the Town of Hackettstown, is hereby authorized to enter into such Stipulation of Settlement and execute on behalf of the Town all necessary instruments and furtherance thereof;
3. The tax collector and treasurer for the Town of Hackettstown are hereby authorized to issue the refund due the taxpayer in the within matter for the 2019 and 2020 tax years.

**CLERK/ADMINISTRATOR'S CERTIFICATION**

I, **WILLIAM W. KUSTER, JR., RMC**, Clerk/Administrator of the Town of Hackettstown, County of Warren, State of New Jersey, hereby certify that the foregoing is a true and exact copy of a Resolution adopted at a meeting of said Mayor and Council of the Town of Hackettstown held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**WILLIAM W. KUSTER, JR.,  
CLERK/ADMINISTRATOR**

DATED: \_\_\_\_\_, 2020

**RESOLUTION NO:**

**APPROVING SETTLEMENT ON APPEAL FROM ASSESSMENT**

***Michael Xavier Laurano v. Hackettstown  
Block 40, Lot 2 – 204 Vail Street  
Docket No: 008506-2018; 009239-2019; 012124-2020  
Our File No: 10,619; 10,899; 11,136***

**WHEREAS** there is presently pending before the Tax Court of the State of New Jersey, the matters entitled " *Michael Xavier Laurano vs. Town of Hackettstown*", which matters pertain to the appeals of the 2018, 2019 and 2020 tax year municipal property tax assessments for the property located at Block 40, Lot 2; and

**WHEREAS** a proposed settlement has been reached in this matter through the negotiations of special counsel for the Town of Hackettstown, McKirdy, Riskin, Olson & DellaPelle, P.C., and counsel for the property owner, and the Tax Court of New Jersey having been advised of the facts of the proposed settlement, subject, however, to approval by this governing body; and

**WHEREAS**, the subject property had an original total assessment for the 2018, 2019 and 2020 tax years of \$296,300.00; and

**WHEREAS**, the proposed settlement will involve a withdrawal of the 2018 appeal, thereby allowing the original assessment of \$296,300.00 to remain in full force and effect, and will reduce the assessment on the subject property to \$275,000.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the proposed settlement represents a decrease in the assessed value of the subject property of \$21,300.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the total refund due the plaintiff as a result of the within settlement for the 2019 tax year will be approximately \$648.37; and the total refund due for the 2020 tax year will be approximately \$666.48; and

**WHEREAS**, the taxpayer, as part of the within settlement, will waive any pre-judgment interest due on any refunds; and

**WHEREAS**, the within settlement shall be effectuated by way of Stipulation of Settlement executed by counsel for the property owner and special counsel for the Town of Hackettstown, said Stipulation to be filed with the Clerk of the Tax Court and appropriate Judgments to be issued in accordance therewith; and

**WHEREAS**, the counsel for the Town of Hackettstown, being the governing body of said Town, has deemed it to be in the public interest to approve said settlement; and it appearing that the settlement is fair and indicative of the true market value of said property;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Hackettstown by its governing body as follows:

1. The Town Council hereby approves the proposed settlement in these matters as set forth above;
2. The law firm of McKirdy, Riskin, Olson & DellaPelle, P.C., as special counsel for the Town of Hackettstown, is hereby authorized to enter into such Stipulation of Settlement and execute on behalf of the Town all necessary instruments and furtherance thereof;
3. The tax collector and treasurer for the Town of Hackettstown are hereby authorized to issue the refund due the taxpayer in the within matter for the 2019 and 2020 tax years.

**CLERK/ADMINISTRATOR'S CERTIFICATION**

I, **WILLIAM W. KUSTER, JR., RMC**, Clerk/Administrator of the Town of Hackettstown, County of Warren, State of New Jersey, hereby certify that the foregoing is a true and exact copy of a Resolution adopted at a meeting of said Mayor and Council of the Town of Hackettstown held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**WILLIAM W. KUSTER, JR.,  
CLERK/ADMINISTRATOR**

DATED: \_\_\_\_\_, 2020

**RESOLUTION NO:**

**APPROVING SETTLEMENT ON APPEAL FROM ASSESSMENT**

***302 West Valley View Ave LLC v. Hackettstown  
Block 40, Lot 4.01 – 302 West Valley View Ave  
Docket No: 008385-2018; 009240-2019; 012528-2020  
Our File No: 10,619; 10,899; 11,136***

**WHEREAS** there is presently pending before the Tax Court of the State of New Jersey, the matters entitled " *302 West Valley View Ave LLC vs. Town of Hackettstown*", which matters pertain to the appeals of the 2018, 2019 and 2020 tax year municipal property tax assessments for the property located at Block 40, Lot 4.01; and

**WHEREAS** a proposed settlement has been reached in this matter through the negotiations of special counsel for the Town of Hackettstown, McKirdy, Riskin, Olson & DellaPelle, P.C., and counsel for the property owner, and the Tax Court of New Jersey having been advised of the facts of the proposed settlement, subject, however, to approval by this governing body; and

**WHEREAS**, the subject property had an original total assessment for the 2018, 2019 and 2020 tax years of \$246,800.00; and

**WHEREAS**, the proposed settlement will involve a withdrawal of the 2018 appeal, thereby allowing the original assessment of \$246,800.00 to remain in full force and effect, and will reduce the assessment on the subject property to \$225,000.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the proposed settlement represents a decrease in the assessed value of the subject property of \$21,800.00 for the 2019 and 2020 tax years; and

**WHEREAS**, the total refund due the plaintiff as a result of the within settlement for the 2019 tax year will be approximately \$663.59; and the total refund due for the 2020 tax year will be approximately \$682.12; and

**WHEREAS**, the taxpayer, as part of the within settlement, will waive any pre-judgment interest due on any refunds; and

**WHEREAS**, the within settlement shall be effectuated by way of Stipulation of Settlement executed by counsel for the property owner and special counsel for the Town of Hackettstown, said Stipulation to be filed with the Clerk of the Tax Court and appropriate Judgments to be issued in accordance therewith; and

**WHEREAS**, the counsel for the Town of Hackettstown, being the governing body of said Town, has deemed it to be in the public interest to approve said settlement; and it appearing that the settlement is fair and indicative of the true market value of said property;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Hackettstown by its governing body as follows:

1. The Town Council hereby approves the proposed settlement in these matters as set forth above;
2. The law firm of McKirdy, Riskin, Olson & DellaPelle, P.C., as special counsel for the Town of Hackettstown, is hereby authorized to enter into such Stipulation of Settlement and execute on behalf of the Town all necessary instruments and furtherance thereof;
3. The tax collector and treasurer for the Town of Hackettstown are hereby authorized to issue the refund due the taxpayer in the within matter for the 2019 and 2020 tax years.

**CLERK/ADMINISTRATOR'S CERTIFICATION**

I, **WILLIAM W. KUSTER, JR., RMC**, Clerk/Administrator of the Town of Hackettstown, County of Warren, State of New Jersey, hereby certify that the foregoing is a true and exact copy of a Resolution adopted at a meeting of said Mayor and Council of the Town of Hackettstown held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
**WILLIAM W. KUSTER, JR.,  
CLERK/ADMINISTRATOR**

DATED: \_\_\_\_\_, 2020

## RESOLUTION

WHEREAS, there are stale dated checks outstanding in the Town of Hackettstown Municipal General Account, and

WHEREAS, every avenue has been extinguished to trace these checks,

NOW, THEREFORE BE IT RESOLVED, by the Council of the Town of Hackettstown that the following stale dated checks be cancelled and credited to the Town of Hackettstown Surplus;

Check #	Issue Date	Amount
2867	4/13/20	\$2.00
2868	4/13/20	\$1.00
2869	4/13/20	\$4.00

CERTIFICATION: It is hereby certified that this is a true and correct copy of a resolution adopted by the governing body of the Town of Hackettstown at a meeting held December 10, 2020.

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William W. Kuster  
Town Clerk/ Administrator

**A MOTION OF THE GOVERNING BODY OF THE TOWN OF HACKETTSTOWN  
APPROVING CHECK REGISTER #2020-22 DATED DECEMBER 10, 2020**

BUSINESS IMPROVEMENT DISTRICT ACCT	\$ 5,753.66
COAH TRUST FUND	\$ 125.00
DEVELOPERS ESCROW	\$ 4,303.74
GENERAL TRUST FUND	\$ 8,708.69
POOL ACCOUNT	\$ 487.49
CURRENT ACCOUNT	\$ 1,776,096.10
 TOTAL	 <b>\$ 1,795,474.68</b>

Certified by the Finance Committee:

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Matthew Engelau

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Leonard Kunz

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James Lambo



12/10/2020

**BILL LIST**

**CHECK REGISTER**

COAH Trust Fund	\$	125.00
Developers Escrow	\$	4,303.74
General Trust Account	\$	2,231.78
Pool Account	\$	41.43
Current Account	\$	1,589,805.15
<b>Total Check Register</b>	<b>\$</b>	<b>1,596,507.10</b>

**MANUAL CHECKS**

Current Account	11-30 Payroll	\$	186,290.95
General Trust Fund	11-30 Payroll	\$	6,476.91
Pool Trust Fund	11-30 Payroll	\$	446.06
Hackettstown BID	Oct receipts	\$	5,753.66
<b>Total Hand Checks</b>		<b>\$</b>	<b>198,967.58</b>

<b>TOTAL BILL LIST 12/10/2020</b>	<b>\$</b>	<b>1,795,474.68</b>
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4ward Planning Inc.  
41 Madison Ave  
25<sup>th</sup> and 31<sup>st</sup> Floor  
New York, NY 10010  
646.383.3611 O  
866.974.3777 F

## Is Your Land-Use Strategy "4ward Tested"?™

November 1, 2020

Diane Kohaut-Cecere  
CFO  
Town of Hackettstown  
215 Stiger Street  
Hackettstown, NJ 07840

Dear Ms. Kohaut-Cecere:

4ward Planning is pleased to provide you with the attached scope of services pertaining to the performance of additional fiscal impact and PILOT analyses associated with the proposed Princess Towers Redevelopment project.

After you've had opportunity to review the below scope and associated fee agreement, please contact me, should you have any questions.

Kind regards,

Todd J. Poole,  
Managing Principal

Economic & Real Estate Analysis for Sustainable Land Use Outcomes™

NEW YORK      PHILADELPHIA      PITTSBURGH

[www.LandUseImpacts.com](http://www.LandUseImpacts.com)

## Project Understanding

In 2019, the Hackettstown agreed to a 10-percent annual service charge (ASC) associated with a proposed 275 rental unit project (the Residences at Bilby Road Residential Development Project, sponsored by Moudro Urban Renewal, LLC) which is a part of town's affordable housing plan. The estimated return to developer, based on the financial analysis performed by 4ward Planning, was 9.6%. While a financial agreement was negotiated, it was never adopted nor executed by the town. Now for various reasons, as set forth in a letter from Moudro's legal counsel to the town, the developer is seeking an amendment to the financial agreement, where market units would still pay the 10-percent ASC but affordable units would be subject to a maximum 5-percent ASC.

Consequently, and in support of the town's decision as whether or not to agree to the developer's request, Hackettstown has requested 4ward Planning to perform an updated fiscal impact and PILOT analysis associated with the proposed development, given the than nearly two years have passed since the last such analysis was performed.

## Proposed Scope of Services

4ward Planning will perform an updated fiscal impact and PILOT analyses germane to the Project, to include the following tasks:

- Evaluation of the Project development and operating pro forma and determination of the financial viability of the Project;
- Determination of whether or not the level of the Project's financial return (whether Return on Equity (ROE) or internal rate of return (IRR) is reasonable, given the Project sponsor's request for financial incentives and associated project risk;
- Analyze the Project sponsor's request for a PILOT incentive, to determine the adequacy of need and financial appropriateness;
- Perform a fiscal impact analysis which examines the development's associated annual local public service costs (inclusive costs associated with the provision of educational services for public school age children) against projected annual revenues (e.g., real property taxes, wage and sales taxes); This analysis will also identify what the Client will receive under a PILOT structure, versus otherwise applicable tax (OAT) revenues and what the local school district would forgo in tax revenues under a PILOT agreement.
- Development and analysis of a PILOT model based on the requested structure (e.g., percentage share of the annual gross revenues proposed to the Client and the PILOT's duration.

- Interview with the Project Sponsor, if necessary, to clarify issues regarding updated financial calculations/assumptions (updated since the last analysis performed in early 2019);
- Conference call(s) with Client to discuss findings and recommendations, and answer questions regarding land sale and incentive negotiations.

Upon completing its review, 4ward Planning will craft a findings and recommendations memorandum for the Client, detailing important findings, based on the analyses performed and offering recommendations to Client, in terms of whether or not a PILOT is warranted and, if so, the recommended structure of said PILOT.

## Fee and Schedule

In consideration for undertaking the Project, 4ward Planning shall receive a lump sum fee of \$3,500. Any on-site meetings or presentations shall be invoiced using the following rates:

Project analysis, meetings, calls and presentations:	\$190/hr.
Travel Mileage:	\$0.545/mile

Consultant shall invoice for its analytic work, meeting attendance time and associated travel expenses on a monthly basis. Payment is due within 20 calendar days after Client receives Consultant's invoice.

Any task not specifically referenced within the above list shall be considered outside the scope of this agreement and, therefore, subject to additional negotiated fees. Further, Consultant shall not invoice for any billable hours, outside of the above referenced tasks without first having received prior written approval from Client approving Consultant's additional billable task orders.

If you are in agreement with the above proposed scope of services, and associated fee schedule, please affix your signature and the date, below, and return via email to Michelle Britton, Company Administrator, at [mbritton@landuseimpacts.com](mailto:mbritton@landuseimpacts.com)

Town of Hackettstown, New Jersey

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Signature

---

Name

---

Date

4WARD PLANNING INC.

---

Signature

---

Name

---

Date

Economic & Real Estate Analysis for Sustainable Land Use Outcomes™

NEW YORK

PHILADELPHIA

PITTSBURGH

[www.LandUseImpacts.com](http://www.LandUseImpacts.com)

## RESULTS OF 2021 REQUEST FOR QUOTATIONS

### Spring and Fall Cleanup:

Sanico	\$ 275.000	per container
	\$ 71.000	per ton

### Garbage pickup:

Sanico	DPW	\$ 475.000	per month	5700
	Town Hall	\$ 380.000	per month	4560
	pool complex	\$ 2,191.660	season	2191.66
	moore st firehouse	\$ 105.000	per month	1260
co-mingled	milller street firehouse	\$ 105.000	per month	1260
	total annual			<b>14971.66</b>

### Oil Burner Service

TGM	regular hours	\$ 94.000	hour
	overtime hours	\$ 141.000	hour
	weekend	\$ 141.000	hour
	holiday	\$ 188.000	hour

### Plumbing Service

TGM	regular hours	\$ 94.000	hour
	overtime	\$ 141.000	hour
	weekend	\$ 141.000	hour
	holiday	\$ 188.000	hour

### Leaf Trucking Services

#### 2021 - 2022

All Terrain Excavating	14 to 16 CY tandem	\$ 81.500	per hour
	40-50 CY trailer	\$ 110.000	per hour

## 2021 AWARDS

Spring and Fall Cleanup	Sanico
Garbage Pickup	Sanico
Oil Burner Service	TGM
Plumbing Service	TGM
Leaf Trucking	All Terrain

BID PROPOSAL FORM

TO: Mayor and Common  
Council Town of  
Hackettstown  
215 Stiger Street  
Hackettstown, NJ 07840

For the work as described in the specifications and special and general conditions the undersigned hereby certifies that:

1. The contract documents have been fully examined and understood.
2. The Town has the right to consider and reject any subcontractor assigned to provide the service.

**Bid**

1. Tree trimming and stump removal service (See separate attached bid sheet and bid specification).

The undersigned is a (Corporation) (Partnership) (Individual) under the laws of the State of N. J.

Peterson & Sons Tree Service  
Company Name

222121844

Federal ID # or S.S.#

24 Kelly Pl PO Box 11 Stanhope NJ 07874  
Address

Harry R. Peterson  
Signature of Authorized Agent

Harry R. Peterson Sr  
Type or print name

973 347 0453  
Telephone Number

11/30/20  
Date

TOWN OF HACKETTSTOWN

CONTRACTOR'S BID FOR TREE TRIMMING AND TREE AND STUMP REMOVAL

- Bucket truck and chipper with 3  
Person crew per hour fee

Normal	hours	175	\$	per hour
Overtime	hrs	262.50	\$	per hour
Weekend &				
Holidays		262.50	\$	per hour
  
- Crane truck with operator  
Per hour fee

Normal hours	\$	87.50	per hour
Overtime hrs	\$	131.25	per hour
Weekend &			
Holidays	\$	131.25	per hour
  
- Stump machine with operator  
Per hour fee

Normal hours	\$	75	per hour
Overtime hrs	\$	112.50	per hour
Weekend &			
Holidays	\$	112.50	per hour

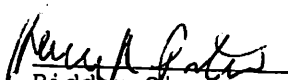
I certify that we will respond to all emergency calls within one hour of being called or being left a voice mail message by the Town of Hackettstown.

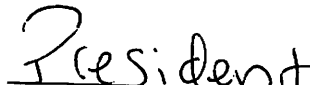
Unless it is an emergency call, all work should be performed during normal work hours. All overtime must be authorized by the DPW Superintendent.

All normally scheduled work must be performed within 7 business days of being scheduled.

Proper signage must be provided by Contractor. The contractor shall adhere to acceptable traffic control standards while working in areas where vehicle or pedestrian traffic may be affected and the safety of workers and the motoring public must be considered, as designated in the Manual on Uniform Traffic Control Devices (MUTCD), current edition.

Wood chips and stump grindings generated can be disposed of on a designated municipal property. Larger wood limbs are to be removed from property and disposed of by bidder on same day as tree removal.

  
Bidder Signature

  
Title



BID PROPOSAL FORM

TO: Mayor and Common  
Council Town of  
Hackettstown  
215 Stiger Street  
Hackettstown, NJ 07840

For the work as described in the specifications and special and general conditions the undersigned hereby certifies that:

1. The contract documents have been fully examined and understood.
2. The Town has the right to consider and reject any subcontractor assigned to provide the service.

Bid

1. Tree trimming and stump removal service (See separate attached bid sheet and bid specification).

The undersigned is a (Corporation) (Partnership) (Individual) under the laws of the State of New Jersey  
Rich Tree Service, Inc.  
Company Name  
325 Bergen Street, South Plainfield, NJ 07080  
Address  
20-2205521  
Federal ID # or S.S.#

[Signature]  
Signature of Authorized Agent

908-755-6008  
Telephone Number

Richard Lewandowski  
Type or print name

12/21/2020  
Date

TOWN OF HACKETTSTOWN

CONTRACTOR'S BID FOR TREE TRIMMING AND TREE AND STUMP REMOVAL

- Bucket truck and chipper with 3  
Person crew per hour fee

Normal	hours	300. <sup>00</sup>	\$	per hour
Overtime	hrs	325. <sup>00</sup>	\$	per hour
Weekend &				
Holidays		\$ 325. <sup>00</sup>		per hour
  
- Crane truck with operator  
Per hour fee

Normal hours	\$	190. <sup>00</sup>		per hour
Overtime hrs	\$	220. <sup>00</sup>		per hour
Weekend &				
Holidays	\$	220. <sup>00</sup>		per hour
  
- Stump machine with operator  
Per hour fee

Normal hours	\$	85. <sup>00</sup>		per hour
Overtime hrs	\$	115. <sup>00</sup>		per hour
Weekend &				
Holidays	\$	115. <sup>00</sup>		per hour


I certify that we will respond to all emergency calls within one hour of being called or being left a voice mail message by the Town of Hackettstown.

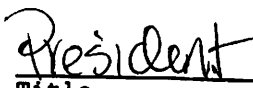
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Wood chips and stump grindings generated can be disposed of on a designated municipal property. Larger wood limbs are to be removed from property and disposed of by bidder on same day as tree removal.

  
\_\_\_\_\_  
Bidder Signature

  
\_\_\_\_\_  
Title

License for Raffle  
(insert bingo or raffle)

License No. 1237

Identification No. 181-5-32289

Insert name of Municipality Hackettstown

Display this license conspicuously  
During the conduct of the games

Insert name  
Of licensee Project Graduation of Hackettstown, Inc.

Address 701 Warren Street, Hackettstown, NJ 07840

1. This license allows the licensee to contact:      Bingo (not to exceed 35 games),   X   Raffle of the kind stated,  
The winner to be determined on each of the dates, at the places and during the hours shown below:

Kind of Game	Date	Place	During hours
Off Premise Raffle	2/28/20	260 Mountain Ave.	12:00 PM

2. The value and character of the prizes authorized to be offered and given on each date are:

1st Prize-Visa Gift Card - \$1,000.00

2nd Prize-Visa Gift Card - \$500.00

3rd Prize-Visa Gift Card - \$250.00

3. This license is valid only if the entire net proceeds are devoted to the following specific purposes:

Our purpose is to raise fund ofr an alcohol and drug free celebration for HHS  
graduates on graduation night.

4. The names and address of the members under whom the games will be held, operated and conducted are:

Name	Address
Kathleen Welsh	203 Church St., Hackettstown
Dilek Heath	57 Mitchell Rd., Hackettstown

Issued by order of Mayor and Common Council on December 12, 2020  
(Insert Name of governing body) (Date)

(SEAL)

\_\_\_\_\_  
(Signature of Municipal Clerk)



December 1, 2020

Town of Hackettstown  
215 W. Stiger Street  
Hackettstown, NJ 07840



Dear Mr. Kuster,

The Hackettstown BID would like to host a "Candy Cane Lane" Drive through Santa Event. This event is an extension of the Hometown Holiday due to the pandemic. Since we are not allowed to gather at Hometown Holiday, we are offering this fun and safe event for our community to participate in. We will be including the businesses by inviting them to add decorations to the event (with recognition of their business) as well as inviting them to add something to the goody bags for advertising purposes. There will be adult and kid goody bags. This will allow businesses to SHINE with our community in a unique and different way.

Candy Cane Lane Santa Event will be held on Saturday, December 12, 2020 from 5-7pm. It will be a safe and fun way for our community and businesses to celebrate the holiday season. Participants will stay in their cars and drive through the Candy Cane Lane Light Drive through...Santa and his elf will be greet each car at the end of the drive through with a goody bag. There will be music, decorations, and lots of festivities to see!

We respectfully ask that the Town of Hackettstown waive the application fee of \$50.

If you should have a questions, please do not hesitate to contact me on my cell # at (908) 455-0179 or email at [director@hackettsownbid.com](mailto:director@hackettsownbid.com).

Thank you in advance for the consideration!

Sincerely,

Laurie Rapisardi  
Executive Director

PD \_\_\_\_\_  
DRW \_\_\_\_\_  
FD \_\_\_\_\_  
Const \_\_\_\_\_  
Squad \_\_\_\_\_



## **Hackettstown BID Event – Candy Cane Lane**

### **I. Applicant Information**

Hackettstown BID  
Laurie Rapisardi, Executive Director  
(908) 455-0179  
219 Main Street, Hackettstown, NJ

### **II. Event Information**

Candy Cane Lane  
Riverfront Park – Seber Road, Hackettstown, NJ 07840  
Saturday, December 12, 2020 from 5-7pm

### **III. EVENT DESCRIPTION**

This event is an extension of the Hometown Holiday due to the pandemic. Since we are not allowed to gather at Hometown Holiday, we are offering this fun and safe event for our community to participate in. We will be including the businesses by inviting them to add decorations to the event (with recognition of their business) as well as inviting them to add something to the goody bags for advertising purposes. There will be adult and kid goody bags. This will allow businesses to SHINE with our community in a unique and different way by participating with decorations as well as adding something to the goody bags (coupon, sale, item, etc.)

Candy Cane Lane Santa Event will be held on Saturday, December 12, 2020 from 5-7pm. It will be a safe and fun way for our community and businesses to celebrate the holiday season. Participants will stay in their cars and drive through the Candy Cane Lane Light Drive through...Santa and his elf will be greet each car at the end of the drive through with a goody bag. There will be live music, decorations, and lots of festivities to see!

We estimate that we could have 400 cars drive through during the 2 hour event. Each car can range from 2-6 people so an estimated number of attendees could be 800 to 2400 people. Again, families will not leave their cars. We plan to keep the volunteers and organizers to a limit in which abides by the current Covid regulations.

- IV. Event safety – The Hackettstown Police department will have 2 officers on hand for traffic control on Willow Grove street as the cars enter from Willow onto Seber Road. The BID and Recreation Department will also have some volunteers on hand to control traffic inside the Candy Cane Lane as well!**

**There are no sanitary needs – No food will be sold or given out and the community will be in their cars...there is a port a john on the premise in the event of an emergency.**

**There will be no need for fire or rescue since no one will be exiting their vehicles. However, the Fire department will have their ladder truck on the site (for purposes of being a part of the event) so I would imagine if there were any issues, there may be a fire person onsite in the event of an emergency.**

**Volunteers, Entertainment, and Staff will park at the Legion lot and will walk into the site. Since this is a drive thru event, there will not be a need for cars to park other than our volunteers, staff and entertainment.**

- V. No Alcohol will be onsite nor food/beverage sales onsite. Goody bags will be handed to each family in their car but there is no need for food permits, etc.**

**The only temporary lighting that will be proposed are the holiday lights and decorations that are being set up with in the parking lot area of Riverfront Park.**

**No Fire or open flames will be present.**

**There will be music via a DJ as well as the Hackettstown Community Band. All music will be finish by 7pm.**

- VI. Additional Information – Please let me know if you need any additional details. Thank you so much for the consideration!**

**215 Stiger Street  
Hackettstown, NJ 07840**

**Date:**