



# Mayor and Common Council Borough of Flemington

June 13, 2022

Council Meeting Room and Online

## Call to Order

Mayor Driver called the meeting to order at 6:30 p.m. and read the following notice: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of June 13, 2022 was included in a list-of-meetings notice sent to the Hunterdon County Democrat and Courier-News on Jan. 5, 2022, posted on the bulletin board at Borough Hall on that date, and has remained continuously posted as required. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Borough Clerk.

## Executive Session (6:30 PM)

1. RESOLUTION 2022-147: ENTERING EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE REGARDING THE LIBERTY VILLAGE PROJECT

<b>RESULT:</b>	<b>ADOPTED [3 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>EXCUSED:</b>	Jessica Hand
<b>AWAY:</b>	Malik Johnston, Tony Parker

Council retired into executive session at 6:30 p.m. Minutes kept separately.  
Council returned to open session at 6:50 p.m.

## Work Session (7:00 PM)

There was no topic for this work session. After Council returned to open session the meeting was adjourned until the start of the regular meeting.

## Regular Meeting (7:30 PM)

This meeting is being held in conformance with the Open Public Meetings Act.

Flag Salute

Roll Call:

Attendee Name	Title	Status	Arrived
Jessica Hand	Council Vice President	Excused	
Malik Johnston	Council Member	Present	6:38 PM
Jeremy Long	Council President	Present	
Tony Parker	Council Member	Present	7:15 PM
Elizabeth Rosetti	Council Member	Present	
Kimberly Tilly	Council Member	Present	
Betsy Driver	Mayor	Present	

### I. Mayor's Report

Mayor Driver said footings are going in at the Courthouse Square project. Construction started last week on the Dewey Avenue road project; Hopewell Avenue work will be starting soon.

The new water standpipe is online. Soon they'll be draining the old tank and rehabbing it. When both tanks are in operation, the borough's water capacity will increase. The need for this was seen when the Tirpok Cleaners fire occurred. Last week she met with Cardinal Capital and they walked around the site of that project (where the Guitar Boy mural is located). Work on an amended redevelopment plan will begin soon.

On May 24 she and the DPW and Engineer met with USDA about funding sources.

The mayor discussed the events she's attended recently.

On Park Ave. Extension the yellow line has been ground out to discourage people from going the wrong way on the one-way road.

The DPW is working with JCP&L about the redundant Main Street lights. They'll be testing to see if there's enough light when the overhead Cobra lights are off.

There's a light coming for William Street as well.

Captiva is before the Planning Board with its site plan for the Global Ag site, and they've returned the draft RDA from 2 years ago, which will have to be reviewed.

## II. Council Members' Reports

Council Member Johnston

Yoga continues at the Samuel Fleming House on Tuesdays. Last week there were 14 participants.

Mr. Johnston discussed the history of Juneteenth, marking the end of slavery in the U.S. after the Civil War, and mentioned a few places where activities are planned.

Council Member Parker

Nothing to report.

Council Vice President Hand

Excused from meeting.

Council Member Rosetti

Ms. Rosetti said the property maintenance official is pursuing grass and overgrown brush issues.

The Fire Marshal's office is very busy doing inspections related to events, but operating as normal.

Council Member Tilly

Ms. Tilly also attended the USDA meeting about funding.

There have been 3 Liberty Village Redevelopment Committee meetings since the last Council meeting.

She participated in her first event as a CERT member, handling crowd control at the Memorial Day parade.

The Historic Preservation Commission will be holding its meeting both in-person at Borough Hall and online through Zoom, starting with Wednesday's meeting.

Council President Long

Mr. Long marched in the Memorial Day Parade and said he enjoys events like that where Flemington comes alive.

On June 23, 5-8:30 p.m. at RFIS, the Flemington Police are holding a community night full of varied activities.

The FCP is planning a "walk audit" of the south side of the Borough, with the help of Go Hunterdon officials. It's part of the Neighborhood Preservation Program effort to improve walkability in the Borough.

Plants and flower baskets are being installed this week.

There are many events planned in the Borough.

The FCP is looking for volunteer and paid historical tour guides for the summer. If interested, email: [communications@flemingtoncp.com](mailto:communications@flemingtoncp.com).

## III. Public Comments - Session I (up to 3 minutes each, for a maximum of 30 minutes)

No comments.

## IV. Approval of Minutes

Motion To: **Approve Minutes: May 23, 2022 Regular Council Meeting**

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Malik Johnston, Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>ABSTAIN:</b>	Tony Parker
<b>EXCUSED:</b>	Jessica Hand

Motion To:       **Approve Minutes: May 23, 2022 Executive Sessions**

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Malik Johnston, Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>ABSTAIN:</b>	Tony Parker
<b>EXCUSED:</b>	Jessica Hand

Consent Agenda

Moved by Tilly; seconded by Long. Parker abstained. Hand excused. All others voted in favor.

1. RESOLUTION 2022-138: AUTHORIZING THE RENEWAL OF PLENARY RETAIL DISTRIBUTION LIQUOR LICENSE NUMBER 1009-44-004-007 FOR FLEMINGTON CENTRAL LIQUORS, DBA LITTLE BROTHERS BEVERAGE, FOR THE TERM 2022-2023
2. RESOLUTION 2022-139: A RESOLUTION IN SUPPORT OF AN OUTDOOR CLASSROOM RIPARIAN RESTORATION PROJECT AT READING-FLEMING INTERMEDIATE SCHOOL AND A SECTION OF TUCCAMIRGAN PARK
3. RESOLUTION 2022-140: AUTHORIZING FLEMINGTON'S CONTINUED PARTICIPATION IN THE STATE LOCAL COOPERATIVE HOUSING INSPECTION PROGRAM (SLCHIP) FOR CERTAIN MULTI-FAMILY DWELLINGS FOR THE PERIOD OF JULY 1, 2022, THROUGH JUNE 30, 2023
4. RESOLUTION 2022-141: AUTHORIZING THE REDEMPTION OF TAX SALE CERTIFICATE 2020-02 HELD ON BLOCK 17 LOT 9 QUALIFIER C4206, 63 MAIN STREET

Regular Agenda

Motion To:       **Move Consideration of Resolution 2022-148 to the Top of the Regular Agenda**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

2. RESOLUTION 2022-148: AUTHORIZING A REDEVELOPMENT AGREEMENT BY AND BETWEEN THE BOROUGH OF FLEMINGTON AND HBC LIBERTY, LLC

Planner McManus discussed the Redevelopment Agreement for the Liberty Village project, addressing the affordable housing elements. Phase 2 will have a 15% set-aside of integrated affordable housing. Phase 1 will have a 10% set-aside of affordable for-sale townhouses, and 5% will be used to provide special-needs housing (group homes) for adults with disabilities. The supervised housing will be operated by a provider that specifically does that work.

Attorney Brewer discussed other aspects of the Redevelopment Agreement, including Council approval of the whole plan, donation of land for a new well, donations of a small park in the area, donation of the Polo building, and for Phase 1, \$1 million toward Flemington's infrastructure. Phase 2, 225 rentals in 5 buildings, requires some DEP approvals for flooding and drainage issues. He said

the project is financially stretched and the developer will be requesting a PILOT. Also, sewer and water hookup fees are required for each unit; for the affordable housing units, those fees will be waived.

Mayor Driver noted the developer is responsible for building his own infrastructure within the project area, and is working with the Borough to ensure it's up to Borough standards. She thanked all the Liberty Village Redevelopment Committee members for the extensive work they're done.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Member
SECONDER:	Malik Johnston, Council Member
AYES:	Johnston, Long, Parker, Rosetti, Tilly
EXCUSED:	Jessica Hand

3. SECOND READING, ORDINANCE 2022-7: AN ORDINANCE TO AMEND THE CODE OF THE BOROUGH OF FLEMINGTON BY ADDING SECTION 2-30 ESTABLISHING A COMMUNITY EMERGENCY RESPONSE TEAM (CERT) PROGRAM

Motion to open public hearing: Tilly, seconded by Long. All present voted in favor. Hearing opened at 8:05 p.m.

No comments.

Motion to close public hearing: Tilly, seconded by Long. All present voted in favor. Hearing closed at 8:06 p.m.

No Council comments.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Member
SECONDER:	Jeremy Long, Council President
AYES:	Johnston, Long, Parker, Rosetti, Tilly
EXCUSED:	Jessica Hand

4. RESOLUTION 2022-142: APPROVING THE APPOINTMENT AND HIRING OF MICHAEL HUMPHREY AS BUSINESS ADMINISTRATOR AS OF JULY 5, 2022, AND ACTING BOROUGH CLERK AS OF AUGUST 1, 2022

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Member
SECONDER:	Jeremy Long, Council President
AYES:	Johnston, Long, Parker, Rosetti, Tilly
EXCUSED:	Jessica Hand

5. RESOLUTION 2022-143: APPROVING THE SCHEDULE OF PAYMENTS FOR THE FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT FOR THE 2022-2023 SCHOOL YEAR

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Member
SECONDER:	Jeremy Long, Council President
AYES:	Johnston, Long, Parker, Rosetti, Tilly
EXCUSED:	Jessica Hand

6. RESOLUTION 2022-144: APPROVING THE SCHEDULE OF PAYMENTS FOR THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL DISTRICT FOR THE 2022-2023 SCHOOL YEAR

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

7. RESOLUTION 2022-145: AWARDING A CONTRACT FOR BROWNFIELDS ASSESSMENT GRANT ADMINISTRATOR TO STANTEC CONSULTING SERVICES, INC., IN THE AMOUNT OF \$5,000

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

8. RESOLUTION 2022-146: AUTHORIZING THE AWARD OF A CONTRACT TO TORRES LANDSCAPING TO REMOVE DEAD TREES AND STUMPS FROM MAIN STREET

Mayor Driver said this is an emergency situation due to the high-traffic areas threatened by dead trees and the extensive infrastructure under and above the trees. She said each situation is considered on its own and this does not set a precedent.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

V. Public Comments - Session II (up to 3 minutes each, for a maximum of 30 minutes)

Tom Chen, 27 Bluebird Court, Raritan Township, owner of Ener-Qi, thanked Council for approving the removal of dead trees on Main Street.

VI Attorney's Report

Attorney St. Angelo said painting of the old water tank should be taking place this week.

She asked for a short executive session to provide an update on potential property acquisition.

VII. Payment of the Bills

Motion To: Pay the Bills in the Amount of \$721,270.37

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Malik Johnston, Council Member
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

VIII. Executive Session for Any Other Applicable Matter Identified During the Regular Meeting (Action May Be Taken)

1. Motion To: Retire into Executive Session to Obtain Attorney Advice on Potential Property Acquisition

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

Council retired into executive session at 8:21 p.m. Minutes kept separately.  
Council returned to open session at 8:32 p.m. No action was taken.

IX. Adjournment

Motion To: **Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Malik Johnston, Council Member
<b>SECONDER:</b>	Kimberly Tilly, Council Member
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

The meeting adjourned at 8:33 p.m.

Attest:

  
Sallie Graziano, Borough Clerk

*Approved by Council 6/27/22.*

**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Board Policy  
Prepared By: Sallie Graziano  
Initiator: Sallie Graziano  
Sponsors:  
DOC ID: 3820

**ADOPTED**

**RESOLUTION 2022-138**

**Authorizing the Renewal of Plenary Retail Distribution Liquor  
License Number 1009-44-004-007 for Flemington Central  
Liquors, DBA Little Brothers Beverage, for the Term 2022-  
2023**

**BOROUGH OF FLEMINGTON  
COUNTY OF HUNTERDON**

**WHEREAS**, application has been received from Flemington Central Liquors, dba Little Brothers Beverage, to renew Plenary Retail Distribution Liquor License (1009-44-004-007); and

**WHEREAS**, said application is complete and accompanied by the required fees, affidavits, and tax clearance certificate from the New Jersey Division of Taxation; and

**WHEREAS**, no written objection to the renewal of this license was received by the Borough Clerk;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the Borough of Flemington, County of Hunterdon, State of New Jersey, as follows:

1. That the license as referenced above be renewed for the 2022-2023 license term and that the Borough Clerk be directed to forward a certified copy of this Resolution to the Division of Alcoholic Beverage Control, Department of Law and Public Safety, for processing, and to the applicants; and;
2. That the Borough Clerk be authorized to issue the 2022-2023 license to the proper holder.
3. This Resolution shall take effect immediately.

Adopted: June 13, 2022

Attest:

By: Sallie Graziano  
Sallie Graziano, RMC, Borough Clerk

By: Betsy Driver  
Betsy Driver, Mayor

**CERTIFICATION**

I, Sallie Graziano, RMC, Clerk of the Borough of Flemington do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Borough Council on June 13, 2022.

Sallie Graziano  
Sallie Graziano, RMC, Borough Clerk

June 14, 2022  
Date

<b>RESULT:</b>	<b>ADOPTED BY CONSENT VOTE [4 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Malik Johnston, Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>ABSTAIN:</b>	Tony Parker
<b>EXCUSED:</b>	Jessica Hand

**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Board Policy  
Prepared By: Sallie Graziano  
Initiator: Sallie Graziano  
Sponsors:  
DOC ID: 3821

**ADOPTED**

**RESOLUTION 2022-139**

**A Resolution in Support of an Outdoor Classroom Riparian Restoration Project at Reading-Fleming Intermediate School and a Section of Tuccamirgan Park**

WHEREAS, the NOAA Planet Stewards Program supports educators' efforts to implement hands-on, action-based projects that conserve, restore, and protect communities and natural resources from environmental challenges; and

WHEREAS, an Outdoor Riparian Restoration project has been proposed at Reading-Fleming Intermediate School that will extend onto the east side of Borough-owned Tuccamirgan Park; and

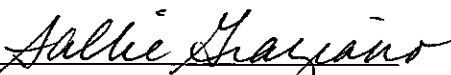
WHEREAS, the restoration project is eligible for a grant from the NOAA Planet Stewards Program; and

WHEREAS, the Council and Mayor of the Borough of Flemington support this restoration project;

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to write a letter of support for the effort to obtain a grant from the NOAA Planet Stewards Program for the restoration project at Reading-Fleming Intermediate School extending onto the east side of Tuccamirgan Park.

Adopted: June 13, 2022

Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

<b>RESULT:</b>	<b>ADOPTED BY CONSENT VOTE [4 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Malik Johnston, Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>ABSTAIN:</b>	Tony Parker
<b>EXCUSED:</b>	Jessica Hand



**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Board Policy  
Prepared By: Sallie Graziano

Initiator: Sallie Graziano

Sponsors:

**ADOPTED**

**RESOLUTION 2022-140**

DOC ID: 3822

**Authorizing Flemington's Continued Participation in the State Local Cooperative Housing Inspection Program (SLCHIP) for Certain Multi-Family Dwellings for the Period of July 1, 2022, through June 30, 2023**

**WHEREAS** the Borough of Flemington has participated in New Jersey's State Local Cooperative Housing Inspection Program (SLCHIP) since approximately 2011, and

**WHEREAS** the agreement to participate in SLCHIP must be renewed from time to time, and

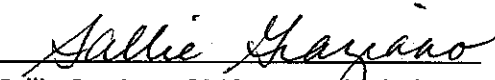
**WHEREAS** Flemington has been notified by the NJ Department of Community Affairs (DCA) that the agreement is due for renewal for the period of July 1, 2022, through June 30, 2023, and


**WHEREAS** Flemington considers its participation to be beneficial and its current renewal is recommended by the borough's fire official,

**THEREFORE BE IT RESOLVED** that the mayor is authorized to sign the attached letter from the NJ DCA to confirm Flemington's continued participation in the SLCHIP program for the period of July 1, 2022, through June 30, 2023.

Adopted: June 13, 2022

Attest:

  
Sallie Graziano, RMC, Borough Clerk

  
Betsy Driver, Mayor

<b>RESULT:</b>	<b>ADOPTED BY CONSENT VOTE [4 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Malik Johnston, Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>ABSTAIN:</b>	Tony Parker
<b>EXCUSED:</b>	Jessica Hand



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 810  
TRENTON, NJ 08625-0810

PHILIP D. MURPHY  
Governor

LT. GOVERNOR SHEILA Y. OLIVER  
Commissioner

June 1, 2022

The Honorable Betsy Driver  
Mayor, Flemington Boro  
38 Park Avenue  
1009 Flemington, New Jersey 08822

Re: State Local Cooperative Housing Inspection Program

Dear Mayor Driver:

On behalf of Governor Philip Murphy and the New Jersey Department of Community Affairs, it is my pleasure to welcome the Flemington Boro's participation in the State Local Cooperative Housing Inspection Program. Under this Program, your municipality has requested and received authorization to conduct the State mandated inspections of hotels and multiple dwellings within its jurisdiction on behalf of the Bureau of Housing Inspection during the period from July 1, 2022 to June 30, 2023. This Authorization is based upon the requirement that these inspections and their related activities be conducted in strict accordance with the Conditions of Authorization enclosed with this letter.

In order to pay your municipality for conducting these State inspections during Fiscal Year 2023, the Bureau has allocated the sum of \$5,815.00. This amount is based upon the number of hotels, motels and multiple dwellings in your municipality that will require inspection during Fiscal Year 2023. In addition to the current inspections, this number may also include inspections determined by the Bureau to be overdue.

To indicate your acceptance of this authorization, please sign both copies of this letter and return one copy to Joseph Krajewski, Supervisor of the State Local Cooperative Housing Inspection Program, Bureau of Housing Inspection, Post Office Box 810, Trenton, New Jersey 08625-0810. Please retain the other copy for your files.

I thank you for your interest in the Department's State Local Cooperative Housing Inspection Program and look forward to working with you during the upcoming months toward our common goal of ensuring safe and decent housing within your municipality.

Sincerely,

Edward M. Smith  
Director  
Division of Codes and Standards

Betsy Driver, Mayor  
1009 Flemington  
Enclosure

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**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Board Policy  
Prepared By: Rebecca Newman  
Initiator: Rebecca Newman  
Sponsors:  
DOC ID: 3825

**ADOPTED**

**RESOLUTION 2022-141**

**Authorizing the Redemption of Tax Sale Certificate 2020-02  
Held on Block 17 Lot 9 Qualifier C4206, 63 Main Street**

BOROUGH OF FLEMINGTON  
COUNTY OF HUNTERDON

**WHEREAS**, funds were received in the amount of \$25,866.60 for the redemption of tax sale certificate # 2020-002 held on Block 17 Lot 9 Qualifier C4206, known as 63 Main Street, property owners Strauss & Tauriello Real Estate, certificate owner, US Bank Cust/PC8 Firsttrust Bank;


**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Common Council of the Borough of Flemington, County of Hunterdon, State of New Jersey that the Tax Sale certificate #2020-002 held on Block 17 Lot 9 Qualifier C4206 is redeemed in the amount of \$25,866.60 and the CFO is instructed to cut a check to the lien holder.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be provided to the Tax Collector.

Adopted: June 13, 2022

  
Betsy Driver, Mayor

Attest:

  
Sallie Graziano, R.M.C.  
Borough Clerk

<b>RESULT:</b>	<b>ADOPTED BY CONSENT VOTE [4 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Malik Johnston, Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>ABSTAIN:</b>	Tony Parker
<b>EXCUSED:</b>	Jessica Hand

**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Appointments  
Prepared By: Sallie Graziano

Initiator: Sallie Graziano

Sponsors:

**ADOPTED**

**RESOLUTION 2022-142**

DOC ID: 3812

**Approving the Appointment and Hiring of Michael Humphrey  
as Business Administrator as of July 5, 2022, and Acting  
Borough Clerk as of August 1, 2022**

**WHEREAS**, Borough Clerk Sallie Graziano is retiring effective August 1, 2022, leaving a vacancy in the position of Borough Clerk; and

**WHEREAS**, N.J.S.A. 40A:9-133 states that the term of office of the Municipal Clerk shall be three years and that the term shall be deemed to have begun as of the actual date upon which a person serving as municipal clerk is appointed; and

**WHEREAS**, the position of Business Administrator, authorized by the adoption of Ordinance 2020-19 on November 9, 2020, is currently vacant; and

**WHEREAS**, Borough Code Section 2-29.3 states that the term of Business Administrator is one year with a six-month probationary period; and

**WHEREAS**, the Borough is interesting in hiring someone as a full-time Borough Clerk and Business Administrator; and

**WHEREAS**, the position of Borough Clerk and Business Administrator was advertised; and

**WHEREAS**, Michael Humphrey was interviewed by the Council and determined to be qualified for the position of Acting Borough Clerk and Business Administrator; and

**WHEREAS**, pursuant to N.J.S.A. 40A:9-133, municipalities are allowed to appoint a person who does not hold a Registered Municipal Clerk certificate to serve as Acting Municipal Clerk for a period not to exceed one year and commencing on the date of the vacancy; and

**WHEREAS**, the person appointed as Acting Municipal Clerk pursuant to N.J.S.A. 40A:9-133(c) may be appointed for two (2) additional years with the approval of the Director of the Division of Local Government Services in the Department of Community Affairs; and

**WHEREAS**, Mr. Humphrey does not hold a Registered Municipal Clerk Certificate ("RMC Certificate"), but intends on obtaining an RMC Certificate and is currently enrolled in Rutgers University's Registered Municipal Clerk certification program; and

**WHEREAS**, the position of Acting Municipal Clerk and Business Administrator carries with it an initial salary of \$80,000, with future salary as specified in the annual salary ordinance; and

**WHEREAS**, once Mr. Humphrey attains his certification as a Registered Municipal Clerk, his annual salary will increase to \$90,000 retroactive to the date he received his certification;

**WHEREAS**, it is the intention of the parties to appoint Mr. Humphrey to the position of Clerk for a three-year term and the position of Business Administrator for a one-year term with a six-month probationary period;

**NOW, THEREFORE, BE IT RESOLVED** that Council approves the full-time appointment of Mr. Humphrey as Borough Business Administrator effective July 1, 2022, and Acting Borough Clerk effective August 1, 2022, at an annual salary of \$80,000, with substantially the same terms as reflected in the attached agreement; and

**BOROUGH OF FLEMINGTON EMPLOYMENT AGREEMENT  
FOR BUSINESS ADMINISTRATOR AND MUNICIPAL CLERK**

THIS AGREEMENT is entered between the Borough of Flemington, 38 Park Avenue, Flemington, New Jersey 08822 (hereinafter referred to as the "Borough") and Michael Humphrey, 8 Fieldstone Drive, Clinton, New Jersey 08809. (hereinafter referred to as "Humphrey").

**WITNESSETH**

**WHEREAS**, the Borough desires to employ the services of Humphrey as Business Administrator for the Borough of Flemington, Hunterdon County, NJ, pursuant to N.J.S.A. 40A:60-1, *et seq.* and Borough Code Section 2-29; and

**WHEREAS**, The Borough also seeks to employ Michael Humphrey in the position of Acting Municipal Clerk.

**WHEREAS**, it is the desire of the Borough to provide certain benefits and establish certain terms and conditions of employment of Humphrey; and

**WHEREAS**, Humphrey desires to accept employment in the joint position of Business Administrator and Acting Municipal Clerk for the Borough; and

**WHEREAS**, the purpose of this Agreement is to set forth the terms and conditions of said employment; and

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants set forth herein, the parties hereto now agree as follows:

1.

**Employment as Business Administrator.** The Borough of Flemington hereby agrees to employ Michael Humphrey, and Michael Humphrey agrees to accept said employment, to perform the functions and duties of Business Administrator and to perform all legally permissible and proper duties and functions as the Flemington Mayor and Council shall from time to time assign, subject to this Agreement.

2.

**Powers & Duties as Business Administrator.** Michael Humphrey, subject to the direction of the Flemington Borough Mayor and Council, shall perform the duties of Business Administrator, as they are set forth in §2-29.10 in the Code of the Borough of Flemington. Michael Humphrey acknowledges that during the term of this Agreement the provisions of §2-29.10 may be amended or supplemented by ordinance duly adopted by the Flemington Borough Council and approved by the Flemington Borough Mayor.

In the event that §2:29.10 of the Code of the Borough of Flemington is amended or supplemented during the term of this Agreement, Michael Humphrey acknowledges that the duties of Business Administrator shall be performed in accordance with the provisions of §2:29.10, as they are amended or supplemented.

3.

**Employment as Municipal Clerk.** The Borough of Flemington hereby agrees to employ Michael Humphrey, and Michael Humphrey agrees to accept said employment, to perform the functions and duties of Acting Municipal Clerk and to perform all legally permissible and proper duties and functions as the Flemington Mayor and Council shall from time to time assign, subject to this Agreement.

4.

**Powers & Duties as Municipal Clerk.** Michael Humphrey, subject to the direction of the Flemington Borough Mayor and Council, shall perform the duties of Acting Municipal Clerk, as they are set forth in §2-1 through §2-1.8 in the Code of the Borough of Flemington. Michael Humphrey acknowledges that during the term of this Agreement the provisions of §2-1 may be amended or supplemented by ordinance duly adopted by the Flemington Borough Council and approved by the Flemington Borough Mayor.

In the event that §2-1 of the Code of the Borough of Flemington is amended or supplemented during the term of this Agreement, Michael Humphrey acknowledges that the duties of Municipal Clerk shall be performed in accordance with the provisions of §2-1, as they are amended or supplemented.

5.

**Term & Salary.** The Term of Business Administrator shall commence July 5, 2022 and have a six (6) month probationary term. The Term of the Acting Borough Clerk shall commence August 1, 2022 and shall be for a period of one (1) year of this Agreement to permit Michael Humphrey the ability to obtain a Registered Municipal Clerk Certificate ("RMC Certificate"). If Mr. Humphrey has not obtained his RMC Certificate within the first year, the Parties may (but are not obligated to) agree to extend the one (1) year period up to two (2) more years (but no longer) subject to the approval of the Director of the Division of Local Government Services in the Department of Community Affairs.

If the RMC Certificate is obtained by Michael Humphrey within the period set forth above, he shall be appointed to the position of Municipal Clerk for a three (3) year term consistent with N.J.S.A. 40A:9-133. Nothing in this Agreement shall prevent, limit or otherwise interfere with Michael Humphrey's right to voluntarily resign from his position and employment or obligate the Borough to grant tenure after the 3 year term. The Borough of Flemington shall pay Michael Humphrey for the performance of his services under this Agreement in

accordance with the procedures that are set forth in the current and most recently updated Borough of Flemington Employee Manual (the "Employee Manual").

Michael Humphrey's annual, gross salary shall be \$80,000 for his position as Acting Municipal Clerk and Business Administrator. (\$59,000 of which will represent compensation for the position of Acting Clerk). Once Michael Humphrey obtains his Registered Municipal Clerk certification, his salary shall be increased to \$90,000. The Borough will reimburse Mr. Humphrey for classes required for the RMC Certification but Mr. Humphrey will reimburse the Borough these costs if his employment is terminated or ends within two years of the classes being completed.

Holiday, Personal, and Sick Leave. Michael Humphrey shall be entitled to Holiday, Personal, and Sick Leave in compliance with the Borough Personnel Policies and Procedures Manual.

Vacation. Michael Humphrey shall be entitled to vacation leave in compliance with the Borough Personnel Policies and Procedures Manual.

Medical/Dental/Life Insurance. Michael Humphrey shall be eligible to participate in the Borough's medical, dental and life insurance plans in compliance with the Borough Personnel Policies and Procedures Manual, except that waiting period of three (3) months before health benefits coverage begins shall be reduced to one (1) month. Nothing herein shall waive the requirement that Mr. Humphrey timely submit a properly completed application form for benefits.

Pension. Michael Humphrey will be enrolled in the appropriate pension system according to applicable statutes and regulations.

Hours of Work. The combined position of Business Administrator and Municipal Clerk is a full-time position. Michael Humphrey shall work at least thirty-five (35) hours per week with a one-hour paid lunch consistent with the Borough Personnel Policies and Procedures Manual. Michael Humphrey's regular schedule will consist of in-office hours within normal hours during which Borough Hall is open and will be consistent from week-to-week except for emergencies and tasks requiring out-of-office work. Michael Humphrey's regular salary also includes extra time for his attendance at various evening meetings (such as the Borough Council and Planning Board meetings) upon the request of Mayor and Council without receiving any additional time off or compensation.

6.

**Transition upon Resignation or Retirement.** The Borough of Flemington and Michael Humphrey desire and agree an orderly transition upon Michael Humphrey's resignation or retirement. Michael Humphrey shall give notice of his resignation or retirement at least ninety (90) days before his resignation or retirement. Should Mr. Humphrey voluntarily terminate his position as

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Administrator/Municipal Clerk, then he shall be permitted to accumulate and sell back any and all unused vacation and sick leave in accordance with the current Employee Manual, provided he at that time is, and remains until his final day of employment, an employee in good standing. During the 90-day period after his resignation or retirement, Michael Humphrey shall pass full control and responsibility for his duties to his successor. After the 90-day period, Michael Humphrey agrees to remain active only in a consulting role to facilitate an orderly transition, if necessary. Michael Humphrey's role as a consultant will be considered that of an independent contractor and, as such, shall be approved by Resolution of Borough Council. Said consulting services shall be paid at an hourly rate of \$75.00 per hour. Nothing herein shall require the Borough to utilize Mr. Humphrey as a consultant, and nothing herein shall preclude the Borough from hiring other consultants.

7.

**Removal; Termination.**

- a. **Removal.** Michael Humphrey acknowledges that, notwithstanding the provisions set forth above, N.J.S.A. 40A:9-137 indicates, in part, that "the term of the office of municipal administrators shall be at the pleasure of the governing body." As a result, the Flemington Borough Council may remove Michael Humphrey from the position as Borough Business Administrator and as an employee of Flemington Borough upon the adoption of a resolution therefore with a vote of not less than 2/3 of Flemington Borough Council per the provisions of N.J.S.A. 40A:9-138. Likewise, Michael Humphrey acknowledges that his position as Acting Municipal Clerk is "at will" and subject to termination at any time with or without cause.
- b. **Termination.** In the event of Mr. Humphrey's removal from office per paragraph (a) above and N.J.S.A. 40A:9-138, the resolution of removal shall become effective three (3) months after its adoption. Per the provisions of N.J.S.A. 40A:9-138, Flemington Borough Council may provide that the resolution of removal shall have immediate effect. In such case, and as required by N.J.S.A. 40A:9-138, Flemington Borough Council shall cause Michael Humphrey "to be paid forthwith any unpaid balance of his salary and his salary for the next 3 calendar months following adoption of the resolution."

In the event that Michael Humphrey's removal from office pursuant to the provisions of this agreement and N.J.S.A. 40A:9-138, and provided Mr. Humphrey is an employee in good standing as of the effective date of the resolution of removal, Michael Humphrey shall receive compensation for all earned, but unused vacation and personal time on a pro rata basis which will be paid in a lump sum processed in accordance with the procedures



for a regularly scheduled pay and he further shall be entitled to health, prescription and dental insurance for 90 days after the effective date of the resolution of removal. Thereafter, Michael Humphrey shall be entitled to maintain health, prescription and dental insurance in accordance with the Federal Comprehensive Omnibus Budget and Reconciliation Act ("COBRA") or such other federal or state statutes and regulations as may then be applicable.

8.

**Renewal.** There shall be no automatic renewal of this Agreement. Renewal of this Agreement shall be authorized by Resolution of the Borough of Flemington Council, and the Flemington Borough Council will provide 90 days' notice to Michael Humphrey prior to the end of the Term of this Agreement as to renewal of the same. In the event this Agreement goes to term and is not renewed, Michael Humphrey shall receive severance pay for a total of ninety (90) days paid consecutively on normally scheduled payroll dates.

9.

**Borough of Flemington Employee Manual.** Unless otherwise specifically set forth in this Agreement, all other terms and conditions of employment, which are contained in the Employee Manual, as the same pertains to non-uniform management level employees, shall be incorporated into this Agreement by this reference as if fully set forth, and this incorporation further is subject to any amendments of said Employee Manual authorized by the Flemington Borough Council.

A copy of the Borough's Personnel Policies and Procedures Manual has been provided to Michael Humphry. It is not part of this agreement and does not represent a contract. The Borough may change its terms from time to time, unilaterally. To the extent any of its provisions are inconsistent with those set forth in this Agreement, the terms and provisions of this Agreement shall prevail.

Termination of this Agreement is government by statute and by the provisions of this Agreement and not pursuant to the provisions of the Employee Manual. In the event of any inconsistencies or conflicts that may exist in the ordinances of the Borough of Flemington and this Agreement, the terms of the ordinances of the Borough of Flemington shall take precedence.

10. **No Assignment.** This Agreement is personal to Michael Humphrey and, as a result, Michael Humphrey hereby acknowledges and agrees that this Agreement is not assignable.
11. **No Waiver of Breach of Remedies.** No waiver by a Party of any breach of this Agreement or of any representation hereunder by the other Party shall be deemed to be a waiver of any other breach by the other Party (whether preceding or succeeding and whether or not of the same or similar nature), and no acceptance of performance by a Party after any breach by the other Party shall be deemed to be a waiver of any breach of this Agreement or of any representation hereunder by the other Party whether or not the first Party knows of such breach at the time they accept such performance. No failure or delay by a Party to exercise any right it may have by reason of the default of the other Party shall operate as a waiver of default or modification of this Agreement or shall prevent the exercise of any right by the first Party while the other Party continues to be so in default. Any remedy that either Party may have by reason of a breach of any provision of this Agreement by the other Party at all times shall be preserved and may not be waived.
12. **Severability.** If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.
13. **Governing Law.** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of New Jersey and all actions, suits and litigation arising under the terms of this Agreement shall be litigated in the Superior Court of New Jersey, Hunterdon County, but no such litigation shall be initiated by a Party until there has been compliance with the mediation provisions of this Agreement that are set forth above.
14. **Entire Agreement.** This Agreement contains the entire understanding between the parties, and such understanding may not be modified or terminated except in writing and signed by all parties to this Agreement.
-

15.

**Notice.** Any notice required or permitted under this Agreement or under state law shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested. Flemington Borough and Michael Humphrey may change the address required for service of any notice by providing the other party to this Agreement with a new address for sending and receiving of required notices under this Agreement. Any notices to Flemington Borough or Michael Humphrey shall be mailed to the following addresses:

Flemington Borough:

Flemington Borough  
38 Park Avenue  
Flemington, New Jersey 08822

Michael Humphrey:

Michael Humphrey  
8 Fieldstone Drive  
Clinton, NJ 08809

16.

**Miscellaneous.**

- a. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and all those who succeed to their rights and responsibilities, including their respective successors in interest.
  - b. The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement and shall not be deemed to explain, modify, amplify or otherwise alter the substance of this Agreement.
  - c. Each Party, upon written request from the other Party and with no obligation to incur substantial costs, shall take all reasonable steps to aid the other Party in obtaining any required approval or permit from any relevant governmental entity or to otherwise aid the other Party in carrying out its functions and obligations, as contemplated by this Agreement.
-

- d. Flemington Borough and Michael Humphrey each acknowledge that they have had adequate opportunity to review the contents of this Agreement with legal counsel and have executed this Agreement with full and complete understanding of its terms.
- e. This Agreement (and all exhibits thereto) is deemed to have been jointly prepared by the Parties hereto, and any uncertainty or ambiguity existing herein, if any, shall not be interpreted against any Party, but shall be interpreted according to the application of the rules of interpretation for arm's-length agreements.
- f. Indemnification: The Borough agrees to defend, save harmless and indemnify Michael Humphry against claims brought against him in accordance with the Indemnification Ordinance of the Borough set forth in Chapter 13, Article I of the Borough Code.
- g. This Agreement is expressly contingent upon the approval of the Flemington Borough Council.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals the day and year first above written.

ATTEST:

Borough of Flemington

\_\_\_\_\_

By: \_\_\_\_\_  
BETSY DRIVER, MAYOR

ATTEST:


\_\_\_\_\_

By: \_\_\_\_\_  
MICHAEL HUMPHREY

**BE IT FURTHER RESOLVED** that Mr. Humphrey's salary will increase to \$90,000 once he has attained certification as a Registered Municipal Clerk.

Adopted: June 13, 2022

Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

ADOPTED

Initiator: Sallie Graziano  
Sponsors:

RESOLUTION 2022-143

DOC ID: 3823

Approving the Schedule of Payments for the Flemington-Raritan Regional School District for the 2022-2023 School Year

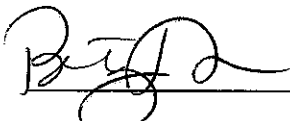
WHEREAS, the total levy for the 2022-2023 school year for the Flemington-Raritan Regional School Board of Education has been certified at \$5,847,842.00;


NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Flemington that the 2022-2023 school tax be paid as follows:

July 15, 2022: \$974,640.33  
September 15, 2022: \$974,640.33  
November 17, 2022: \$974,640.33  
January 15, 2023: \$974,640.33  
March 15, 2023: \$974,640.34  
May 15, 2023: \$974,640.34

Adopted: June 13, 2022

Attest:

  
Betsy Driver, Mayor

  
Sallie Graziano, Borough Clerk

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Member
SECONDER:	Jeremy Long, Council President
AYES:	Johnston, Long, Parker, Rosetti, Tilly
EXCUSED:	Jessica Hand

ADOPTED

RESOLUTION 2022-144

Approving the Schedule of Payments for the Hunterdon  
Central Regional High School District for the 2022-2023  
School Year

WHEREAS, the total levy for the 2022-2023 school year for the Hunterdon Central Regional High School has been certified at \$2,505,621.00;


NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Flemington that the 2022-2023 school tax be paid as follows:

July 10, 2022: \$417,603.67  
September 10, 2022: \$417,603.67  
November 10, 2022: \$417,603.66  
January 10, 2023: \$417,603.33  
March 10, 2023: \$417,603.33  
May 10, 2023: \$417,603.34

Adopted: June 13, 2022

Attest:

  
Betsy Driver, Mayor

  
Sallie Graziano, Borough Clerk

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Member
SECONDER:	Jeremy Long, Council President
AYES:	Johnston, Long, Parker, Rosetti, Tilly
EXCUSED:	Jessica Hand

**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Financial Approval  
Prepared By: Sallie Graziano

Initiator: Sallie Graziano  
Sponsors:

**ADOPTED**

**RESOLUTION 2022-145**

DOC ID: 3819

**Awarding a Contract for Brownfields Assessment Grant  
Administrator to Stantec Consulting Services, Inc., in the  
Amount of \$5,000**

BOROUGH OF FLEMINGTON, COUNTY OF HUNTERDON

WHEREAS, the Borough of Flemington solicited proposals for the services of a Brownfields Assessment Grant administrator through a fair and open process; and

WHEREAS, responsive proposals were received from:

Stantec Consulting Services, Inc., 10000 Midlantic Drive, Suite 300W,  
Mount Laurel, NJ 08054 - \$5,000; and

VHB, 1805 Atlantic Avenue, Manasquan, NJ 08736 - \$24,290; and

WHEREAS, the proposal that is in the best interest of the Borough of Flemington is the Stantec proposal;

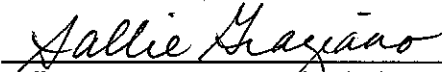
NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the Borough of Flemington, County of Hunterdon, State of New Jersey that Stantec Consulting Services, Inc of Mount Laurel, NJ be awarded a contract in the amount of \$5,000; and


BE IT FURTHER RESOLVED that this contract extend for one year from the date of award; and

BE IT FURTHER RESOLVED that the Chief Financial Officer certifies that funds are available in the budget.

Adopted: June 13, 2022

Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

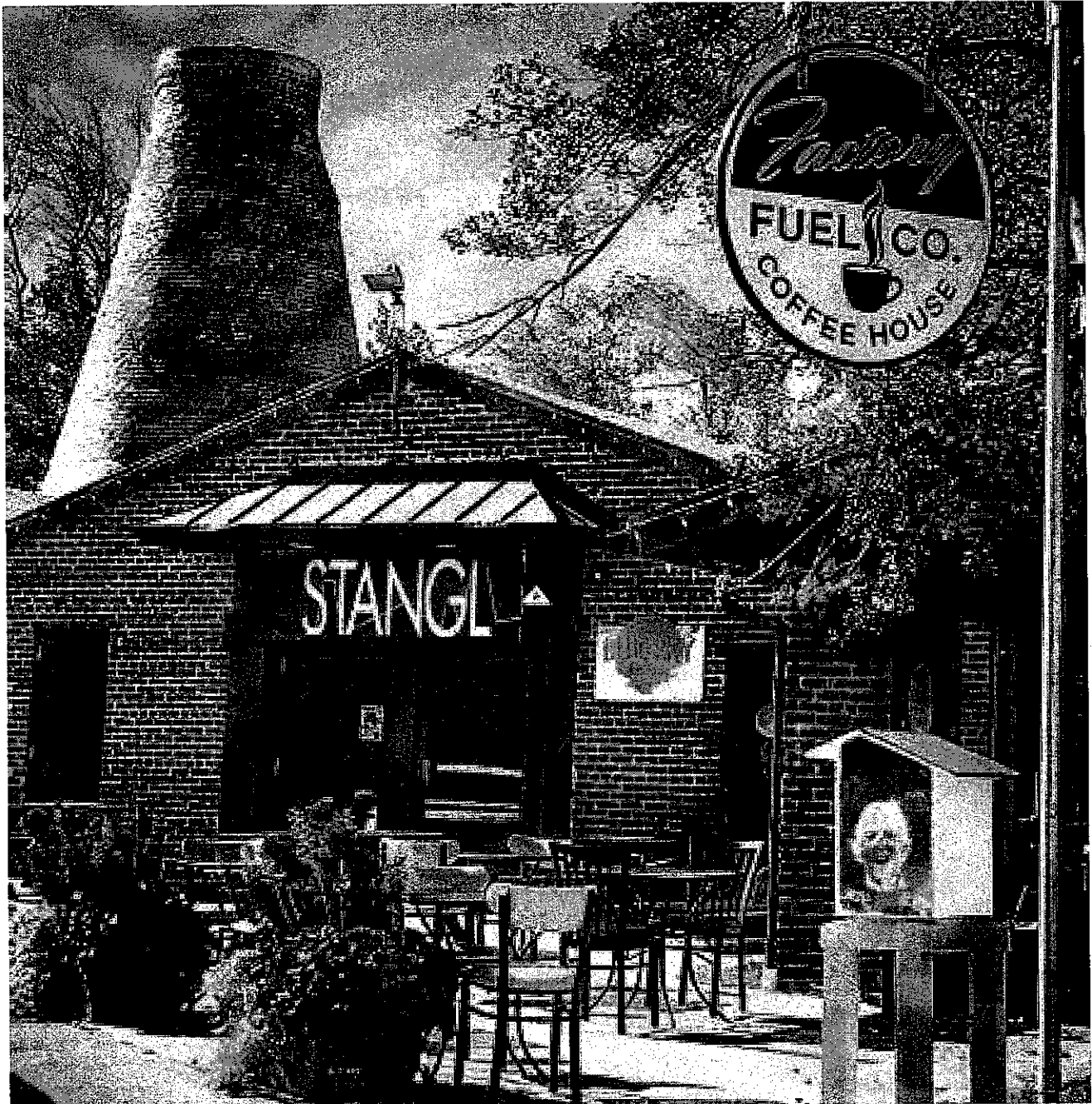
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand





**REQUEST FOR PROPOSALS**  
**FLEMINGTON BOROUGH**

**Brownfields Assessment Grant Administrator RFP for 2022**  
April 22, 2022





STANLEC CONSULTING SERVICES INC.  
10000 Midantic Drive Suite 300W  
Mount Laurel, New Jersey 08054

April 22, 2022

Flemington Borough, 38 Park Avenue, Flemington, New Jersey 08822

RE: Flemington Borough | US EPA Brownfields Assessment Grant Administrator RFP for 2022

Dear Selection Committee:

On behalf of Stanlec's Brownfields & Community Revitalization Program (BCRP), we are pleased to submit this proposal. We appreciate the opportunity to build off the success of the Flemington Community Action Plan and look forward to being your active partners in securing EPA brownfield grant funding.

Our nationally recognized brownfield expertise combined with local understanding and experience will ensure you have the optimal chance of securing the maximum amount of EPA funding. Our key strengths include:

**We have exceptional EPA Brownfield Grant expertise.** The Stanlec team has assisted with 430 EPA brownfield grants totaling nearly \$1.63M. As part of the Fiscal Year (FY) 2021 grant competition alone, we assisted with 41 successful applications totaling \$20M, approximately 30% of all funding awarded last year. We have an exceptional track record in EPA Region 2, including being selected as the only consultant to co-present alongside EPA Region 2 staff in the national webinar "EPA Green Writing Tips: Tools to Defeat Your ARC Nemesis". We were invited to perform an analysis of recent EPA Region 2 brownfield grant application results and suggest strategies for improved performance.

**We provide multidisciplinary services to help communities develop sustainable Brownfield Revitalization Programs.** Our BCRP Leader Chris Galk leads an internal team of nearly 75 brownfield specialists, including engineers, geologists, scientists, planners, and funding specialists who work together seamlessly to deliver best in class results for communities throughout the US. In addition to our brownfield specialists, we have an extremely deep bench of professionals to support your brownfield needs, including:

- 132 Multidisciplinary Professionals in our Mount Laurel (88), Rochelle Park (72), and Wall Township (22) NJ Offices.
- 1,300 Multidisciplinary Professionals throughout the Tri-State Region (NY, NJ and PA).
- 165 Funding Specialists who have secured more than \$4B in grants and loans to advance the quality of life within communities across the continent.

**We understand your needs.** Having worked closely with community stakeholders over the past year in completing the Flemington Community Action Plan, we've developed important relationships, understanding, and experience. Working with a coalition of local and regional partners, we led a community visioning and consensus building process to establish a shared vision and set of priorities for revitalization. Furthermore, in preparation for this specific opportunity, we've conducted an initial brownfield inventory and performed detailed demographic and Environmental Justice (EJ) data analysis to support an EPA brownfield grant application. We are uniquely positioned to prepare a compelling EPA brownfield grant application on your behalf.

**An offer of exceptional value.** We are submitting a \$5,000 total lump sum bid for the grant application services requested in this RFP. At an average cost of \$50/hour, this is an offer of significant value and is indicative of our strong desire to partner with you in this endeavor.

We appreciate the opportunity to continue supporting the Borough, your project partners, and other community stakeholders to achieve your collective revitalization goals. If you have any questions, or wish to discuss this proposal further, please feel free to contact us.

Sincerely,

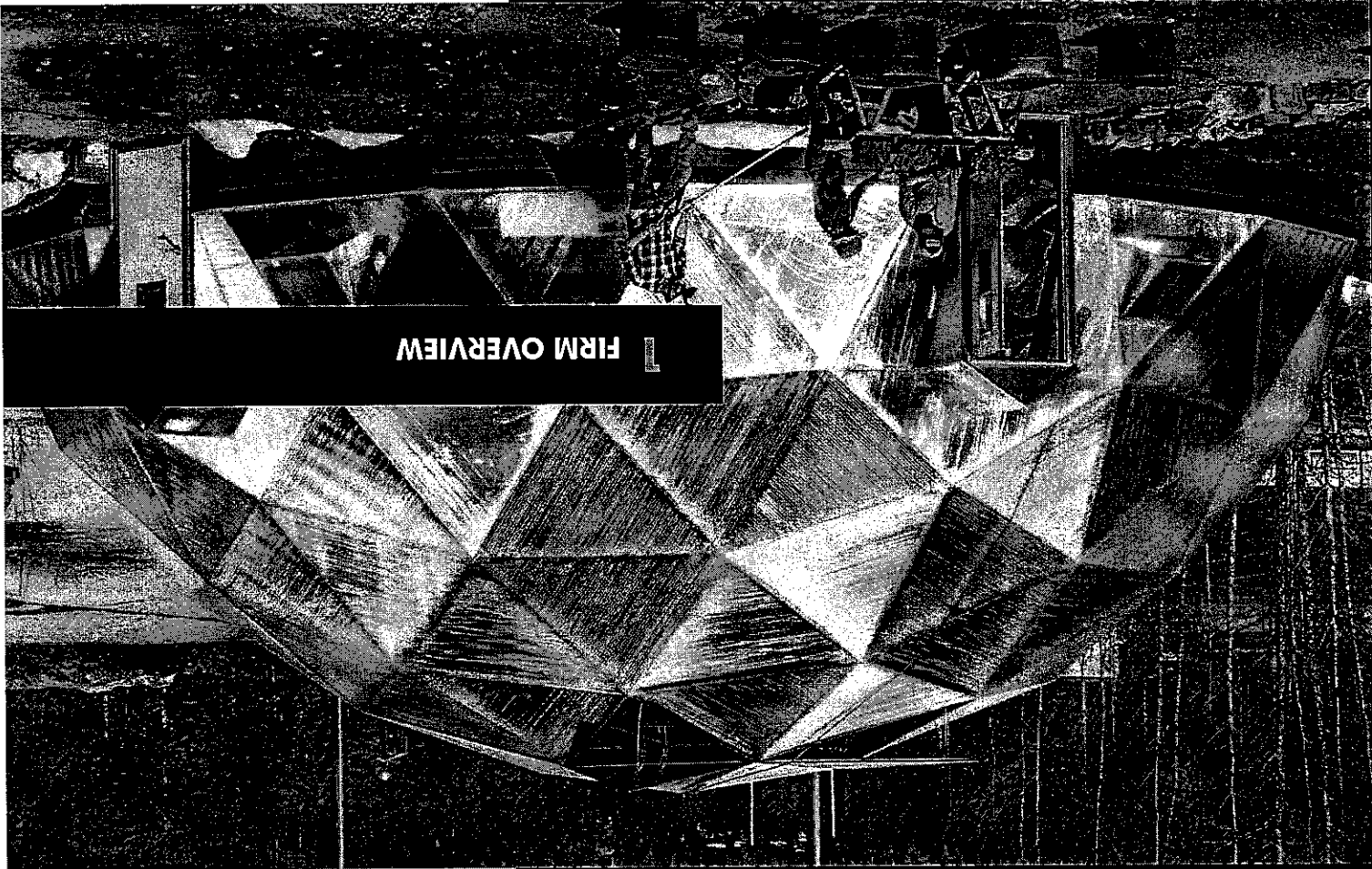
Stanlec Consulting Services Inc.

Chris Galk  
Project Manager  
475-598-7398  
chris.galk@stanlec.com

Carolyn Weaver  
Lead Grant Writer  
727-431-1558  
carolyn.weaver@carcho.com

Chris McCordell  
Environmental/Technical Lead  
494-723-3162  
chris.mccordell@stanlec.com





## 1 FIRM OVERVIEW

Cloud City Conservation Center Community Farm, Greenhouse, & Living Classroom Leadville, CO

## WHO WE ARE

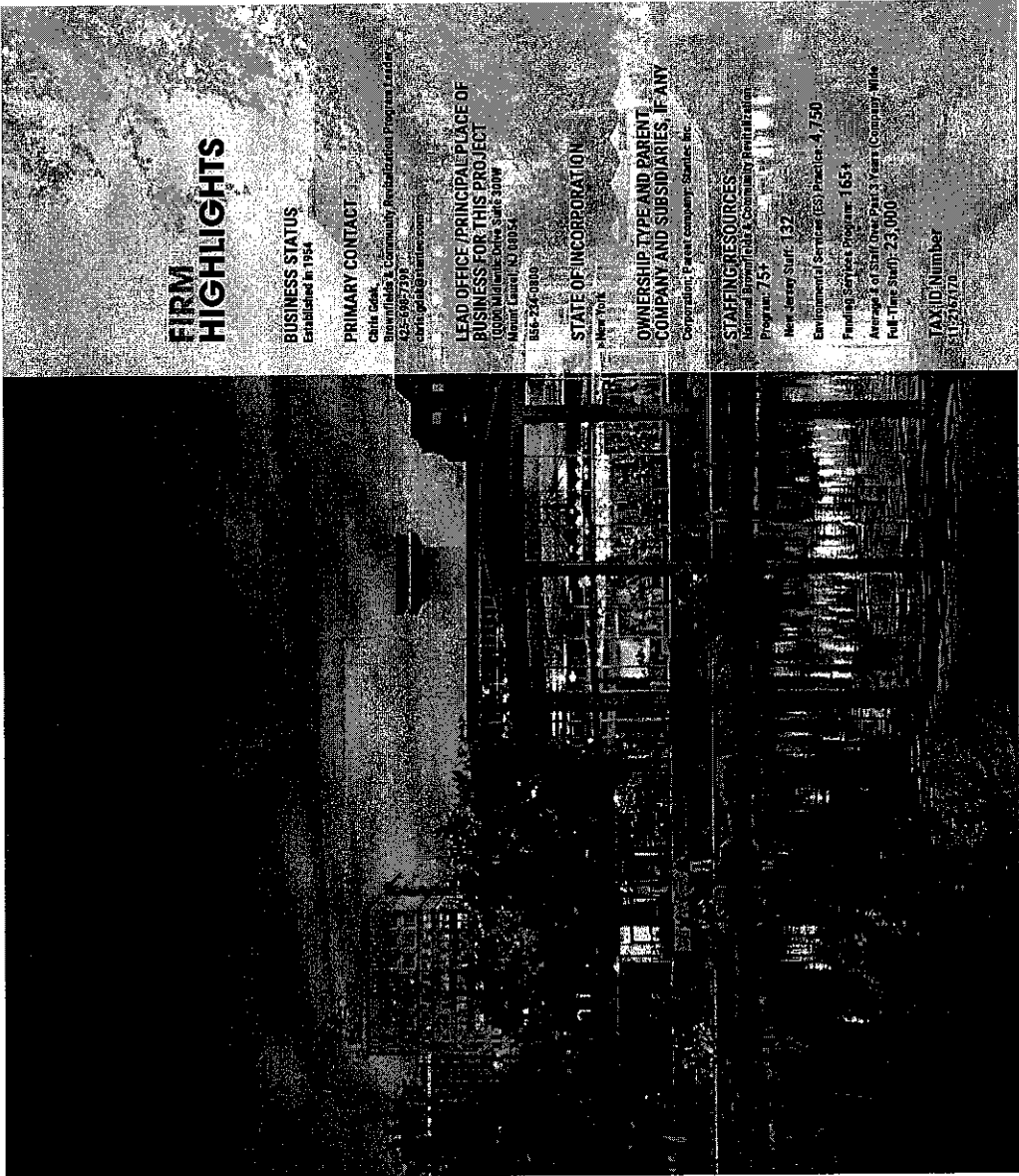
### Stantec's Brownfield Team

The Stantec community unites over 25,000 employees across 400 locations. Our "multi-disciplinary" consulting in environmental remediation, brownfield redevelopment and infrastructure engineering begins at the intersection of community, capability, and client relationships.

From Stantec's inception in 1954 as a one-person environmental services firm, the Stantec community has grown to include more than 4,750 environmental professionals covering 20 technical specialties. For decades, Stantec's local strength, technical expertise, and passionless coupled team to meet our client's needs in more creative and specialized ways. With a long-term commitment to the people and places we serve, our staff are able to connect to projects on a personal level and, through these projects, work towards advancing the quality of life in communities across the globe.

We have the expertise, enthusiasm and resources necessary to assist the through with the assessment, cleanup, and redevelopment of brownfields, including procurement of federal and state funding necessary to achieve remediation. Our National Brownfields (NSB) Program is a unique partnership between Stantec and the U.S. Environmental Protection Agency (EPA) that has nearly 75 community development programs (CDP) funded, nearly 100 professionals throughout the country to deliver results to diverse communities and clientele. We have 132 multi-disciplinary staff based in our three New Jersey Offices (Mount Laurel, Roselle Park and Wall Township), and over 1,000 additional staff in neighboring states. We collaborate across disciplines to provide nationally recognized expertise in brownfield redevelopment including: funding services; grant writing; grant management; community outreach; Phase I & II Environmental Site Assessments (ESAs); regulated building material (RBM) surveys; health and safety; remediation; land use and revitalization planning; real estate strategy; architecture and engineering; and sustainable design. We see tremendous opportunity in brownfield redevelopment and hope to be a part of this transformative project!

Riverfront Park | Spokane, WA



## FIRM HIGHLIGHTS

**BUSINESS STATUS**  
Established in 1954

**PRIMARY CONTACT**  
Chris Cook  
Brownfield & Community Remediation Program Leader  
253-582-1200  
ccook@stantec.com

**LEAD OFFICE / PRINCIPAL PLACE OF  
BUSINESS FOR THIS PROJECT**  
10000 Mountain Drive, Suite 100W  
Mount Laurel, NJ 08054

856-750-0000

**STATE OF INCORPORATION**  
New York

**OWNERSHIP TYPE AND PARENT  
COMPANY AND SUBSIDIARIES, IF ANY**  
Corporation; Parent company: Stantec, Inc.

**STAFFING RESOURCES**  
National Brownfield & Community Remediation  
Program: 75+

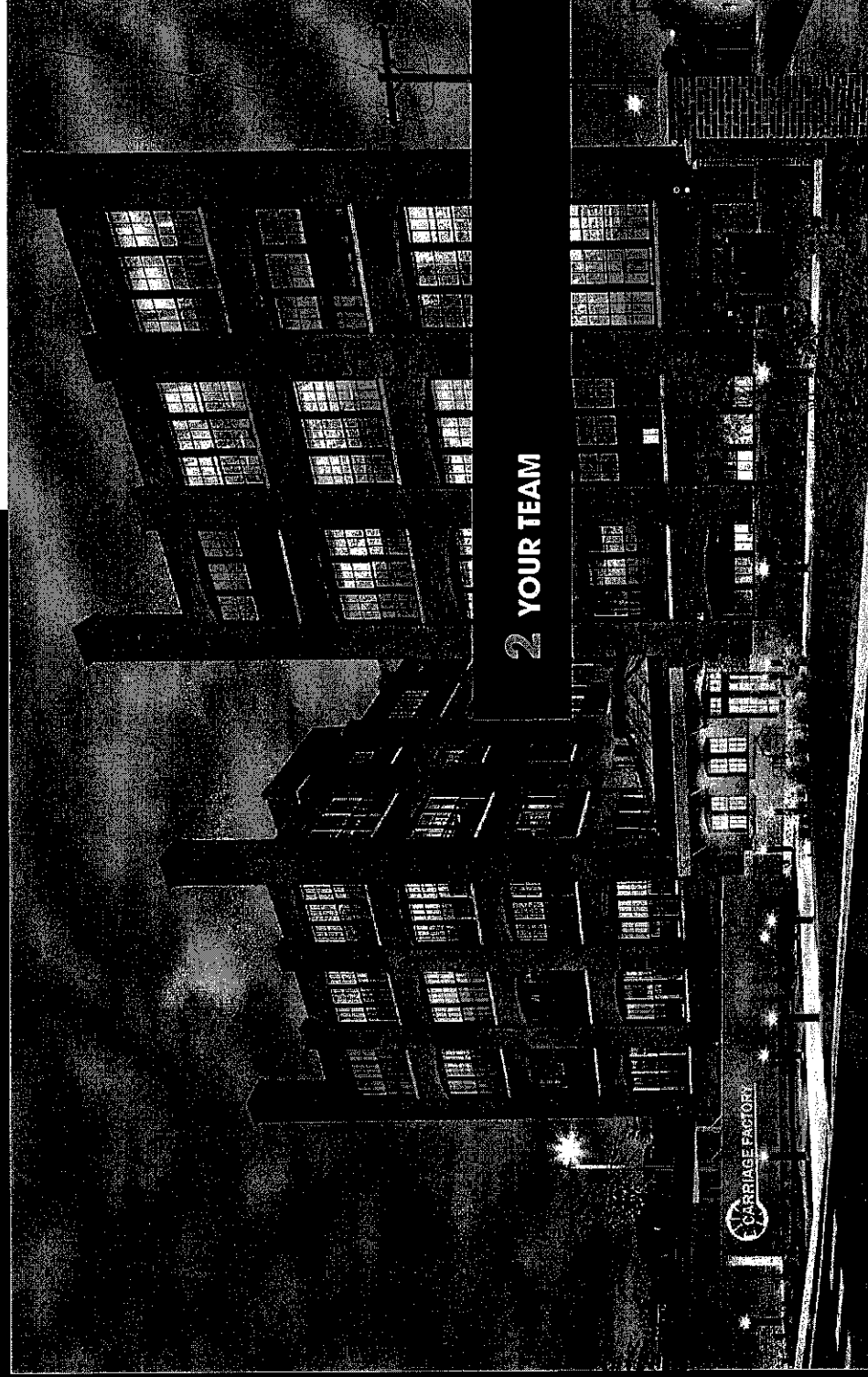
New Jersey Staff: 132

Environmental Services (ES) specialists: 4,750

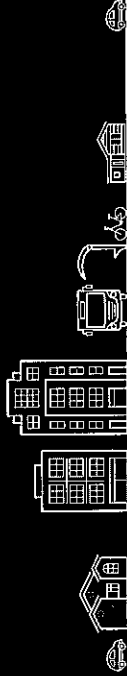
Planning Services Program: 65+

Average # of Staff Over Past 3 Years Company-Wide  
Full-Time Staff: 23,000

**TAX ID Number**  
51-1216170



Carriage Factory Apartments (Former Cunningham Carriage Factory) | Rochester, NY (Photo Credit: SWBP Architects)



## FLEMINGTON BOROUGH

Chris Cook  
Project Manager

Carolyn Weaver  
Lead Grant Writer

### Grant Application

Steven Campbell  
Environmental Consultant  
New Jersey Department of Environmental Protection  
Aron Waser  
DC, CSS  
Brownsboro  
New Jersey  
Community Development & Planning

We have assembled an exceptional and highly qualified team to specifically meet the needs for your project. An organizational chart is provided to the left. Brief introductions for each key staff member are as follows:

- Project Manager (PM)** Chris Cook leads Statlec's National Brownfields & Community Revitalization Program. Chris' experience in EPA Regions 1-2 includes serving as grant writing support and brownfield grant specialist for multiple successful brownfield grants over the past 5 years. He has secured \$1.7M of federal grant funding for the New Jersey Department of Environmental Protection and \$1.1M of assessment and cleanup grants for the City of Rochester NY, Greater Syracuse Land Bank (GSLB) NY and Wayne County NY. In addition to serving PM functions, Chris will assist Carolyn with grant application strategy and grant writing activities.

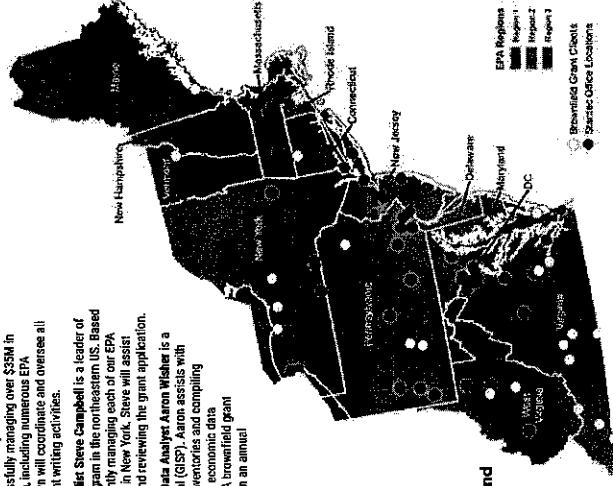
- Lead Grant Writer Carolyn Weaver** is a New Jersey-based certified grant professional. Carolyn has assisted clients with securing and successfully managing over \$25M in federal and state funding, including numerous EPA brownfield grants. Carolyn will coordinate and oversee all data acquisition and grant writing activities.

- Brownfield Grant Specialist Steve Campbell** is a leader of our brownfield grant program in the northeastern US. Based in Rochester, he is presently managing each of our EPA brownfield grant projects in New York. Steve will assist Carolyn with preparing and reviewing the grant application.

- Brownfield Inventory & Data Analyst Aaron Waser** is a certified GIS Professional (GISP). Aaron assists with completing brownfield inventories and compiling demographic, health and economic data to support dozens of EPA brownfield grant projects across the US on an annual basis.

- Environmental Assessment/Remediation Lead Chris McCordell** is a New Jersey Licensed Site Remediation Professional (LSRP) based in our lead office in Mount Laurel. Chris will assist Carolyn in evaluating environmental conditions at priority brownfields throughout the community.

- Community Engagement & Planning Lead Jeff Sasser** led Statlec's efforts in completing the Flemington Community Action Plan, and will leverage this experience to support Carolyn with respect to engagement and redevelopment planning aspects of the EPA brownfield grant application. Resumes are provided on pages 8-15.



Statlec Offices and Brownfield Grant Client Locations throughout NE US



Chris Gdak

PROJECT MANAGER

20 YEARS EXPERIENCE

Chris is a fulltime environmental engineer with over 20 years of consulting experience throughout the United States. He presently leads Statene's National Brownfields & Community Remediation Program. His technical expertise includes developing funding strategies, authoring grant applications, grant/project management, Phase I & II Environmental Site Assessments (ESAs) and cleanup/reuse planning activities for a wide variety of clients and revitalization projects. His experience includes planning, oversight and performance of field activities, data collection, management and analysis, and preparation and review of technical work plans and reports. Chris' technical knowledge includes special emphasis and experience in implementation of U.S. EPA and State Brownfield Grants. Chris' experience in EPA Regions 1-2 includes serving as grant writing support and brownfield grant specialist for multiple successful EPA Brownfield Grants over the past 5 years, including \$1.7M of assessment and cleanup grants for the Northeastern Vermont Development Association (NVDA) VT, and \$1.4M of assessment and cleanup grants for the City of Rochester NY, Greater Syracuse Land Bank (GSLB) NY, and Wayne County NY.

EDUCATION

Bachelor of Science, Civil/Environmental Engineering, Western University

RELEVANT EXPERIENCE

EPA Brownfields Grant Application Services, Various Clients | Grant Writer

Since 2011, Chris has assisted clients throughout the US in preparing successful applications for nearly 70 grants from the EPA Brownfield Grant program totaling over \$35 million in funding. His experience through the FY2021 Grant Competition includes assisting with successful applications for one area-wide planning (AWP) grant, 10 cleanup grants, one multi-purpose grant and 38 assessment grants. Chris was the primary or coauthor for approximately half of these applications, and a technical reviewer or key strategy consultant for the remaining applications.

Geographically, Chris has worked on applications for clients eight EPA Regions and in 17 states (AK, AZ, CA, CO, HI, IL, IN, NM, NY, NY, OR, TX, UT, VT, WA, WI, and WV). Including grant awards resulting from redemptions, Chris's overall success rate on applications for EPA brownfield grants exceeds 85%.

EPA Brownfields Grant Implementation Services, Various Clients | Project Manager/Principal/QA/QC

Chris has assisted clients in implementing 78 grants from the EPA Brownfields Grant program totaling \$38 million in funding. Geographically, Chris has helped implement grants for clients in eight of the 10 EPA Regions (all except Regions 3 and 7) and in 18 states (AK, AZ, CA, CO, ID, IL, IN, NM, NY, NY, OR, SC, TN, TX, UT, VT, WA, and WI).

Chris has assisted with all components of these projects including completion of technical studies (Phase I and II environmental site assessments (ESAs); regulated building material surveys; cleanup plans; analysis of brownfield cleanup

sites approved for funding have been enrolled in the state's Brownfields Reuse and Environmental Liability Limitation (BRELLA) Program and State Certified Certification of Remediation (SCR) Program. Statene also successfully prepared a second (2021) Assessment Coalition Grant Application securing an additional \$600K for the NVDA to address additional priority sites in the community. To date Statene has assisted NVDA with securing eligibility approval for 13 sites completed Phase I ESAs for 4 sites Phase II ESAs for 9 sites have been completed or are in progress; RBM Surveys for 2 sites are in progress; and CAPs for 3 sites have been completed or are in progress. In addition, 8 of the 13 sites approved for funding have been enrolled in the state's Brownfields Reuse and Environmental Liability Limitation (BRELLA) Program. Additionally, Statene Project Manager Steve Campbell assisted the Town of St. Johnsbury (a Coalition partner) with securing a \$500,000 EPA Brownfield Cleanup Grant as part of the FY2021 grant competition.

Greater Syracuse Land Bank (GSLB) EPA Brownfield Assessment Coalition Grant | Syracuse, NY | Project Principal

During FY2019, Statene assisted the GSLB with securing \$500,000 of EPA Coalition Grant funding – the largest CWA grant awarded in New York since 2013. After successfully applying for funding, Statene assisted the bank with preparing a project for assistance with a CWA Grant application and forming a strategic coalition with the Syracuse Industrial Development Agency (SIDA) and Onondaga County IDA. Notice of grant award from EPA was issued in May 2019 and we have since assisted with all grant implementation activities. To date we have completed Phase I ESAs on 15 sites and Phase I ESA activities have been completed on approximately 13 properties. As a result, purchase offers have been received on six brownfields and several other brownfields are presently on the market for disposition and reuse. The project is anticipated to be completed on budget and ahead of the allotted three-year grant implementation schedule. Additionally, we positioned GSLB to apply for additional funding during the FY2022 competition.

Town of St. Johnsbury VT EPA Brownfield Cleanup Grant | St. Johnsbury, NY | Project Principal

Statene assisted with preparing a FY2021 EPA Brownfield Cleanup Grant application. The application was successful and St. Johnsbury was awarded \$500,000 of funding to assist with remediation and mitigation related to the historic building of the Armory for municipal reuse. The Armory building is a key catalyst for future development of other portions of the community and a vital part of St. Johnsbury's revitalization plan. Preparing the application included showcasing the community's history, compelling arguments to revitalize the Armory as a historic building, estimating cleanup costs and outlining overall community need and benefit. EPA funding is being used to address regulated building materials (asbestos, lead) and concrete flooring impacted by PCBs. Statene is currently under contract to assist the Town with overseeing implementation of the grant funded activities. Agreement activities are anticipated to be completed during 2022.

City of Rochester NY EPA Brownfield Cleanup Grant | Rochester, NY | Grant Writer

Chris assisted the City of Rochester with preparing a successful \$200,000 FY2018 EPA Brownfield Cleanup Grant application. Statene was subsequently selected by the City to manage implementation of the grant funded activities. This involved the cleanup of a former gasoline station property slated for multi-family development, and industrial removal of 1,836 tons of impacted soil, groundwater treatment with GAO-409, to reduce groundwater to concentrations below established cleanup standards, and NYSDEC Spill File Closure.

El Paso Downtown Management District (DMD) EPA Brownfield Assessment Coalition Grant | El Paso, TX | Project Manager

In 2019 the El Paso DMD selected Statene to provide funding strategy, grant application and implementation assistance under a multi-year contract. Chris is serving as the consultant Project Manager. Over the past 2 years he has assisted the DMD in forming a Coalition with the City and County of El Paso and securing \$500,000 of EPA Brownfield Assessment Coalition Grant funding to support assessment and remediation/reuse planning activities within the DMD and throughout El Paso County. Funding was used to complete two brownfield inventories, one area-wide revitalization plan, four Phase I ESAs, five Phase II ESAs, 12 regulated Building Material (BIM) Surveys, two ABOS and three site-specific Reuse Plans. Over 70% of funding was utilized in the first year of the project, allowing the DMD to apply for \$500,000 of supplemental assessment funding as part of the FY2022 competition. Additionally, Statene assisted the Medical Center of the Americas (MCA) in applying for a \$500,000 Cleanup Grant for one of the priority sites.

Environmental Due Diligence – 500+ Sites | Multiple Clients throughout the U.S.

Chris has completed due diligence projects at over 500 sites since 2001, specializing in historic fill/metals impacted sites, petroleum-impacted sites, and dry cleaner/solvent sites. Sites include a variety of residential, commercial, industrial, and institutional properties. Chris performed research, planning, oversight, and performance of surface/subsurface investigations, including soil, sediment, groundwater, soil gas, and surface water sampling, design, operation, and maintenance of various remediation technologies; preparation of Phase I/II ESA Reports, Remedial Investigation (RI)/Feasibility Study (FS) Reports, and development of Remedial Objectives (RO), Analysis of Brownfield Cleanup Alternatives (ABCAs), and Cleanup Action Plans (CAPs).





Carolyn  
Weaver

LEAD GRANT WRITER

20

YEARS EXPERIENCE

Carolyn Weaver is a New Jersey-based grants manager and works with a variety of state and federal grant programs. She assists public and non-profit sector clients to reach their funding goals. In addition to her grant writing and management experience, Carolyn has extensive experience in environmental community-based education, community development, higher education and non-profit/ social services program management, negotiation, and service delivery. In the non-profit sector, she has a successful record in advancement and development services, community engagement, and strategic planning. Carolyn has assisted in securing over \$35 million in federal and state funds for Carbone clients. She has been instrumental in winning grant funds for clients in highly competitive programs and successfully managing the utilization, tracking, and reporting of these funds and grant activities to their respective awarding agencies. These agencies include US Department for Homeland Security, US Department of Education, US Environmental Protection Agency, US Department of Housing and Urban Development, Federal Emergency Management Agency, US Department of Health and Human Services, National Institute for Health, Federal Highway Administration, and National Park Service, as well as state-funded programs across the eastern United States.

EDUCATION

Bachelor of Arts, Communications/ Advertising,  
Penn State University

Master of Arts, Professional Writing, DePaul University

RELEVANT EXPERIENCE

Recent Significant Grant Wins

- FY2016—City of Orono/Beech, FL: \$400,000, EPA Assessment Grant, recognized by the EPA as one of the top scoring applications in the US that year
- FY2018—SCOEID, OR: \$800,000, EPA Coalition Assessment Grant
- FY2018—Beaure DeKalu: \$500,000 EPA Revolving Loan Fund Grant
- FY2019—East Point, GA: \$300,000, EPA Assessment Grant
- FY2020—Hawley County, OR: \$300,000, EPA Coalition Assessment Grant
- FY2020—City of Albany, GA: \$900,000, EPA Revolving Loan Fund Grant
- FY2020—City of 12, RI: \$1 million, EPA Revolving Loan Fund Grant
- FY2021—City of South Bay, FL: \$2 million, FL DEQ Repair Grant

Project Experience

USDA Community Facilities Technical Assistance Project |

South Bay, FL | Grants Manager

Ms. Weaver is the grants manager providing opportunity research and grant writing support to develop a full-service community center for rural LMV community.

South Central Oregon Economic Development District | OR |

Grants Manager

Ms. Weaver is the grants manager assisting with the EPA Brownfields Coalition Assessment grant project to assess potentially contaminated properties. The grant is managed and administered by the Oregon Department of Environmental Quality. Responsibilities include quarterly reporting, financial tracking and coordination, as well as supporting the client community in community involvement activities and producing programmatic documentation.



Steven  
Campbell

BROWNFIELD GRANT  
SPECIALIST

34

YEARS EXPERIENCE

Steven has been a project manager/contract manager for Hazardous Waste Site and Brownfield Investigation/Cleanups for over 25 years. During this time, he has directed Phase II investigations and remedial projects under the NYSDEC Hazardous Waste Disposal Site (HWDS), Voluntary Cleanup (VCP), Brownfield Cleanup Project (BCP), Petroleum Spills and Environmental Restoration Programs (ERP). He has also worked on Federally funded Brownfield Cleanup projects in Claydon and Watertown, New York as well as working on City of Rochester Brownfield sites such as Orchard Whitney and Scoo Street. All of those projects involved soil and groundwater removal to address petroleum impacts. Since joining Stateneo in June of 2019 Steven has worked with the National Brownfields team working to secure funding for environmental site assessments, cleanups and community planning projects. He worked to secure \$600,000 for Wayne County to implement a Community Wide Assessment program and is currently the project manager for that effort. In the Fall of 2020, he completed a successful \$500,000 Cleanup Grant for St. Johnsbury Vermont which included preparation of an Analysis of Brownfield Cleanup Alternatives (ABCA). He currently the Stateneo Co-Chair for Stateneo's Brownfield work in EPA Regions 1 and 2 and continues to work with communities and business partners to evaluate properties for community revitalization.

EDUCATION

BS, State University of New York at Brockport

RELEVANT EXPERIENCE

Community Wide Assessment Grant Application | Wayne County, NY

Steven was the lead grant writer for the FY2020 EPA Community Wide Assessment Brownfield Grant Application for Wayne County. The County was awarded \$600,000 to evaluate Brownfield sites to support community revitalization plans. Steven is the project manager and works closely with Wayne County, their community partners and community support groups to identify Brownfield sites in the county to assess and the grant application has directed the completion of 14 Phase I ESAs and multiple Phase II ESAs to date.

Wayne County Brownfield Site Inventory Project | Wayne County, NY

Steven was the project manager responsible for identifying potential Brownfield sites in the County, mapping and GIS locating identified sites, scoring properties for priority development and completing a SMOT analysis to evaluate which properties best meet community planning goals. Over 60 sites have been identified to date for the inventory and over 15 of those sites are being evaluated under the existing EPA CWA program.

USDA Brownfield Cleanup Grant Preparation, St. Johnsbury Amory Building | St. Johnsbury, VT

Steven was the lead grant writer for the FY2021 EPA Brownfield Cleanup Grant application. The application was successful and St. Johnsbury was awarded \$500,000 in cleanup funding to assist with environmental remediation required to promote renovation of the Amory for municipal reuse. The Amory building is a key catalyst for future development of other portions of the community and a vital part of St. Johnsbury's revitalization plan. Preparing the application included showcasing the community's history, compelling arguments to revitalize the Amory as a historic building,

estimating cleanup costs and outlining overall community need and benefit. EPA cleanup funding will be used to address regulated building materials (asbestos, lead) and remediation of concrete flooring impacted by PCBs.

Rochester Environmental Team Agreement | Rochester, NY

Steven has overseen the completion of over 200 environmental projects under this term agreement contract since 1996. Projects have included USEPA Grant Writing (Scoo Street Brownfield Project) building demolition, petroleum tank and contaminated soil removal, soil, water and groundwater testing, asbestos identification and abatement, mold and lead surveys, and soil vapor intrusion testing and mitigation. Once projects have included comprehensive Brownfield investigation and remediation, waste management and environmental training. This contract requires our personnel to be available and response to overall demands of the City.

Former Frick America Property, NYSDEC Environmental Restoration Project Plan\* | Clayona, NY

Steven wrote the winning EPA Brownfield Assessment and Cleanup Grant applications totaling \$400,000 for the former Frick America snowplow manufacturing site in Clayton, New York. He also prepared a NYSDEC Environmental Restoration Program (ERP) grant application to secure approximately \$700,000 in additional cleanup funding. When funding was secured, he was also responsible for managing all facets of the project including workplan development, the identification of the vertical and horizontal extent of contamination, surface soil sampling, soil borings and groundwater monitoring well installations, removal of underground storage tanks, building demolition specifications and contractor selection/oversight, PCB sampling, air RIFS report, development and implementation of a Work Plan to address known impacted soils and submission of all reports and reimbursement requests.





## Aaron Wisner, LG, GISP

BROWNFIELD INVENTORY & DATA ANALYST

20 YEARS EXPERIENCE



## Jeff Sauser

COMMUNITY ENGAGEMENT & PLANNING

11 YEARS EXPERIENCE

Aaron is a geologist with more than 20 years of experience in field investigation, analysis, reporting, and the preparation of geologic maps and reports. He supports projects for state and local governmental entities, private clients, and large corporations with environmental contamination. Aaron is a subject matter expert in brownfield inventories and GIS analysis and production, and works independently on projects in marine, urban, and remote environments. He has conducted site assessments for critical area investigations, reviewed geologic and geotechnical reports, conducted field investigations using various drilling and exploratory techniques. As an expert in brownfield inventories, he has assembled inventories in dense urban areas and in sparsely populated areas from data gathered from multiple sources including historical records, site visits, and publicly available data.

### EDUCATION

Master of Science, Geology, Central Washington University  
Bachelor of Science, Geology, University of Puget Sound

### RELEVANT EXPERIENCE

**Inventory Work | Multiple EPA Brownfield Assessment Grant Projects | Various Locations**

Aaron has completed more than 14 brownfields inventories as part of EPA Brownfield Community-Wide Assessment Grants. These projects have ranged from downtown "Main Street" or transit corridors that are as little as a mile long, to areas that are up to 25,000 square miles. Clients include the cities of Spokane and Bremerton in Washington; the Greater Syracuse Land Bank in New York; the cities of El Paso, San Elizario, and Dallas in Texas; the cities of Kodiak and Anchorage in Alaska; the Grays Harbor Coalition of Governments in Grays Harbor County, Washington; the Malanuska-Susitna Borough in Alaska; the Northeastern Vermont Development Association in Vermont; Fremont County, Colorado; Carbon County, Utah; Wayne County, NY; and the Port Gamble S'Klallam Tribe.

**GIS Inventory Work | Multiple EPA Brownfield Assessment Grant Applications | Various Locations**

Aaron has completed more than 20 brownfields inventories in support of applications for EPA Brownfield Assessment Grants. These projects typically included collection, presentation, and analysis of information from state and federal environmental databases, assessor parcel data (where available), and demographic data, and were used to help clients identify target areas and catalyst sites well aligned with EPA funding priorities.

**NY State Brownfield Grant Inventory Services | Wayne County, NY**

Aaron developed an initial inventory of and associated figures for Wayne County, New York. Stantec helped the prepare multiple successful state and federal brownfield grant applications. Funding is being used to conduct cleanup activities at multiple priority redevelopment sites within the County. Aaron has

supported the completion of multiple Phase I and II ESAs in the County and reported statuses and progress to EPA's AGRIS database.

**EPA Brownfield Assessment Coalition Grant Inventory and Implementation Support | El Paso Downtown Management District | El Paso, TX**

Aaron developed a brownfield inventory database utilizing historical records and publicly available data. He created tables, figures and maps showcasing potential brownfields and incorporating site visit data into the inventory.

**EPA Brownfield Cleanup Grant | City of Spokane | Spokane, WA**

Aaron assisted with the development of an inventory of and associated figures for the University District focus area. Stantec helped the City of Spokane prepare multiple successful EPA Brownfield Cleanup Grant applications. Funding is being used to conduct cleanup activities at multiple priority redevelopment sites within the City's University District. Located in the heart of the Spokane, the University district is undergoing rapid growth and redevelopment due to the rapidly expanding universities in the area. Aaron has supported the completion of multiple Phase I and II ESAs in the district and completed an Analysis of Brownfield Cleanup Alternatives (ABCA) at one site that is being redeveloped into student housing.

**EPA Brownfield Grant Implementation Services | Multiple Clients | Various Locations throughout the U.S.**

Aaron completed Phase I and/or Phase II Environmental Site Assessments (ESAs) for numerous properties throughout the western U.S. since 2019. Aaron managed field activities including sampling, securing and implementing permits, supervised subcontractors, and coordinated work plans. General tasks also include the development of a site-specific health and safety plan; contract procurement and oversight of subcontractors; oversight of monitoring well installation, petroleum-impacted soil and groundwater sampling, and maintaining communication with the client throughout field activity operations.

Jeff Sauser is a senior associate and urban designer at Stantec and a founding member of the Stantec's Urban Places Group. Jeff manages many of the group's largest, most complex urban planning, design, and redevelopment projects across North America. His work focuses on creating compact, walkable, mixed-use redevelopment in transitioning neighborhoods and emerging communities in both urban and suburban contexts. His clients include large and small private developers, downtown improvement districts, municipalities, and other urban advocates.

### EDUCATION

Master of Architecture and City and Regional Planning, Georgia Institute of Technology

Bachelor of Arts, Metropolitan Studies, New York University

### RELEVANT EXPERIENCE

**Community Action Plan | Flemington, NJ | Flemington Community Partnership and others**

Implementation-focused community visioning and revitalization plan to build on Flemington's walkable urban fabric and strong entrepreneurial heritage by directing future public investment toward quick-turnaround, high-impact public realm projects and ambitious but feasible redevelopment strategies for key sites ringing downtown with an emphasis on public-private partnership.

**River District Master Plan and Implementation | Elkhart, IN | River District Implementation Team**

In partnership with urbanist Jeff Speck, developed master plan for rapidly emerging River District adjacent to downtown Elkhart with focus on a world-class streetscape and public realm; ambitious, dense, pedestrian-oriented redevelopment program; and innovative district parking and autonomous mobility strategies. The plan guides our client from vision plan through detailed documentation and implementation support with first-phase construction commencing in 2018.

**Industrial District and Corporate Office Park Vision Plan | Trumbull, CT | Town of Trumbull**

Developed vision plans for two important districts in Trumbull, a regional office park including Unilever's world headquarters and an eclectic commercial light industrial area. Both districts constitute major job centers and tax contributors but have been in slow decline for decades. For each, we analyzed the area from an urban design and placemaking perspective and considered its redevelopment potential in light of current trends in real estate markets and employment. Our recommendations aim to reposition the districts for better employer attraction and retention by appealing to prevailing workforce lifestyle preferences. The plans focus on achievable implementation steps calibrated to the Town's fiscal capabilities and geared to maximize return on investment.

**Suburban retrofit strategy | Wellington, FL | Village of Wellington**

Suburban retrofit strategy to create mixed-use, walkable centers and a vibrant civic destination in the heart of suburban Wellington. The effort has unfolded through a progressive series of studies from helping Village staff and community advocates win Council and public support for their forward-looking vision to specific plans for catalytic redevelopment concepts at neighborhood hub locations to a detailed master plan for a reimagined civic core which is being implemented presently.

**Downtown Hammond Master Plan | Hammond, IN | City of Hammond**

In partnership with urbanist Jeff Speck, led master planning for downtown Hammond, Indiana. The plan channels new commuter rail service to Chicago and a burgeoning housing market into the foundation for long-term revitalization supported by strategic public realm investments and private development incentives along a core, 4-block stretch of the city's main street.

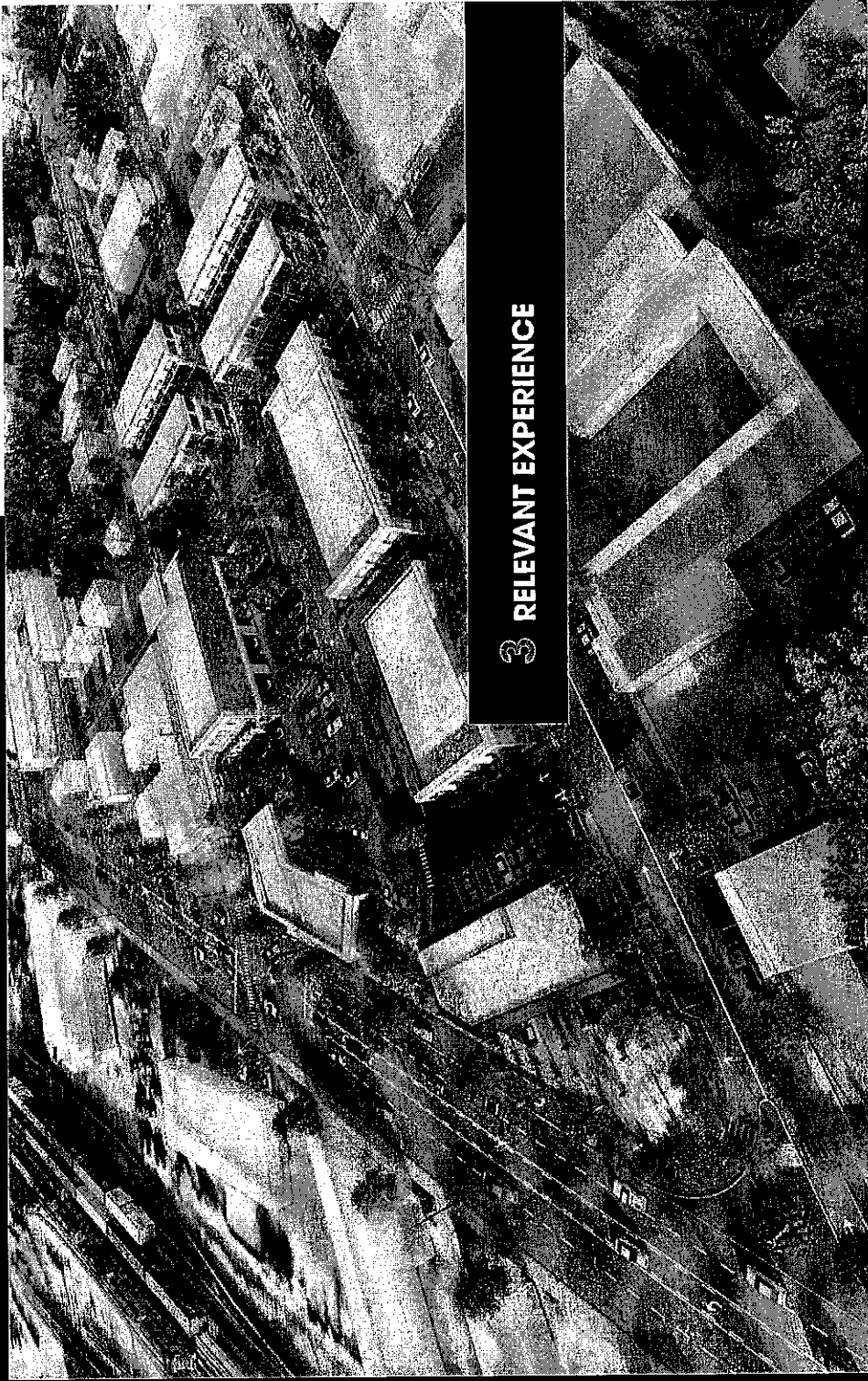
**Morrissey Boulevard Development Master Plan | Boston, MA | Center Court Partners**

Master plan for 2 million sf of mixed-use transit-oriented development in Boston's rapidly changing Dorchester neighborhood. The plan emphasizes creating a vibrant, walkable main street connecting this and adjacent developments to a nearby Red Line subway station and incorporates key public benefits such as open spaces, community services, and sea level rise resiliency measures.

**Needham Street Development Master Plan | Newton, MA | Northland Investment Corporation**

Plan for transforming a low-density suburban site into an authentic urban village that strengthens the surrounding neighborhood and introduces new housing and retail choices into a district long starved for both. Redevelopment will replace the non-historic elements with more than 1 million sf of walkable stores, offices, and multifamily housing.





### 3 RELEVANT EXPERIENCE

Gateway Catalyst Project | Idaho Falls, ID

Similar EPA Brownfield Grant Experience

With nearly 75 brownfield specialists throughout the U.S., Stantec's National Brownfields & Community Revitalization Program (BCRP) builds sustainable brownfield programs for communities of all shapes and sizes. From Alaska to Florida and Maine to Hawaii, we assist communities in leveraging grants and technical expertise to build strong revitalization programs that fuel public-private partnerships.

When it comes to EPA Brownfield Grants, we are the experts. The Stantec team has assisted with 433 EPA Brownfield Grants totaling nearly \$163M. As part of the Fiscal Year (FY) 2021 grant competition alone, we assisted with 41 successful applications totaling \$20M, approximately 30% of all funding awarded last year. During the FY2022 competition, we assisted with 73 applications with a total potential award value of \$40M (announcements anticipated in Spring 2022).

Given the extensive amount of Stantec's EPA Brownfield Grant experience over the past 20 years, the following table only includes recent grant experience within EPA Regions 1 and 2 (2013-2022) and within EPA Regions 1 and 2 (January 2019-2021). Figure 1 on page 20 depicts the locations of Stantec offices and brownfield grant clients throughout the U.S. Contact information for our current clients can be provided upon request.

Select EPA Brownfield Grant Experience					
EPA Region	Agency, State	FY	Grant Type	Amount	
1	Portland Harbor Commission, ME	2015	CWA	\$350,000	
1	Northwestern Vermont Dev. Association, VT	2018, 2021	CWA Coalition	\$1,200,000	
1	Town of St. Johnsbury, VT	2021	Cleanup	\$900,000	
1	Addison County Regional Planning Commission, VT	2022	CWA	\$500,000	
2	City of Rochester, NY	2013	CWA	\$300,000	
2	City of Rochester, NY	2014	CWA	\$200,000	
2	City of Rochester, NY	2018	Cleanup	\$200,000	
2	Greater Syracuse Land Bank, NY	2019	CWA Coalition	\$600,000	
2	Wayne County, NY	2020	CWA Coalition	\$500,000	
2	Wayne County, NY	2022	RLF	\$800,000	
3	City of Danville, VA	2019	CWA	\$300,000	
3	Altaville, VA	2020	CWA	\$300,000	
3	City of Bristol, VA	2020	CWA	\$500,000	
3	Northampton County, VA	2021	CWA	\$300,000	
3	Virginia DEQ	2021	CWA	\$300,000	
3	Blufffield, WV	2021	Cleanup	\$200,000	
4	Cape Fear, SC	2019	CWA	\$300,000	
4	City of College Park, GA	2019	CWA	\$500,000	
4	College Park Bus. & Ind. Dev. Auth. (BIDA), GA	2019, 2021	Cleanup, Multipurpose	\$1,300,000	
4	City of East Point, GA	2019	CWA	\$500,000	
4	City of Albany, GA	2020	RLF	\$900,000	

Select EPA Brownfield Grant Experience					
EPA Region	Agency, State	FY	Grant Type	Amount	
4	Albany Museum of Art, GA	2020	Cleanup	\$550,000	
4	Anderson City, SC	2020	CWA	\$300,000	
4	Gastonia, NC	2020	CWA	\$300,000	
4	City of Salisbury, NC	2020	Cleanup	\$500,000	
4	City of Albany, GA	2021	CWA	\$320,000	
4	Bullie Heritage, SC	2021	Cleanup	\$240,000	
4	City of College Park, GA	2021	CWA Cleanup	\$695,000	
4	Town of Druell, NC	2021	Cleanup	\$500,000	
4	City of Florence, SC	2021	CWA	\$300,000	
4	Talbot, NC	2021	CWA	\$300,000	
4	Warrenton, NC	2021	CWA	\$300,000	
5	City of Peoria, IL	2019	CWA	\$250,000	
5	DeKalb County CDA, MN	2019	CWA Coalition	\$400,000	
5	Shoshong County, WI	2019	CWA	\$300,000	
5	Calumet County, WI	2019	CWA	\$300,000	
5	City of Green Bay, WI	2019	CWA	\$300,000	
5	Green Bay Redevel. Authority, WI	2019	Cleanup	\$520,000	
5	Anatomical Regional Dev. Corporation, MN	2020	CWA Coalition	\$600,000	
5	City of Peoria, IL	2020	Cleanup	\$500,000	
5	City of Billon, WI	2020	Cleanup	\$500,000	
5	City of Green Bay, WI	2020	RLF	\$800,000	
5	Washington County, WI	2020	RLF Coalition	\$800,000	
5	City of Marquette, MN	2021	CWA	\$300,000	

Select EPA Brownfield Grant Experience					
EPA Region	Agency, State	FY	Grant Type	Amount	
5	Washington County Community Development Authority (CDA), MN	2021	CWA Coalition	\$600,000	
5	City of Marquette, MN	2021	CWA Coalition	\$600,000	
5	City of Stevens Point, WI	2021	CWA	\$300,000	
6	El Paso Downtown Management District, TX	2020	CWA Coalition	\$600,000	
6	City of Dallas, TX	2020	CWA Coalition	\$600,000	
6	Bentville County, NM	2020	CWA Coalition	\$600,000	
6	Chicot County, AR	2021	CWA	\$300,000	
6	City of Austin, TX	2021	CWA Coalition	\$600,000	
6	Houston Land Bank TX	2021	CWA Coalition	\$600,000	
7	Honolulu Community Betterment Committee, MO	2021	CWA Coalition	\$600,000	
7	City of Eugene, KS	2021	CWA	\$300,000	
8	Fremont County, CO	2018	CWA Coalition	\$600,000	
8	Carbon County, UT	2018	CWA Coalition	\$600,000	
8	City of Colorado Springs, CO	2019	CWA Coalition	\$600,000	
8	City of Aberdeen, SD	2020	CWA	\$300,000	
8	City of Trinidad, CO	2021	CWA Coalition, Cleanup	1,700,000	
8	City of Menden, MD	2021	CWA	\$300,000	
8	Canon City, CO	2021	Multipurpose	\$800,000	
9	Self River Pima Community, AZ	2021	Multipurpose	\$600,000	
9	Northern Arizona CCG (Coconino, Navajo, Mohave, Navajo and Yavapai Counties), AZ	2019	CWA Coalition	\$600,000	
9	National Development Council, CA	2019	CWA Coalition	\$600,000	
9	Cochise County, CA	2019	CWA Coalition	\$600,000	
9	Fresno, CA	2020, 2019	CWA Coalition, RLF	\$1,400,000	
9	Redmond Community Foundation	2020	CWA	\$300,000	

Select EPA Brownfield Grant Experience					
EPA Region	Agency, State	FY	Grant Type	Amount	
9	Navyo Nation	2021	EI, SSA	\$475,000	
9	Los Angeles, CA	2018, 2019	Cleanup Grant	\$1,500,000	
10	Craig Harbor Council of Governments (Craig Harbor County), WA	2019, 2021	CWA Coalition	\$1,200,000	
10	City of Spokane, WA	2019, 2021	Cleanup & CWA	\$1,500,000	
10	City of Beaverton, OR	2019	CWA	\$300,000	
10	Prosper Portland, OR	2019	Cleanup	\$300,000	
10	Port Gamble-Stadium Title, WA	2020	CWA	\$300,000	
10	Henney County, OR	2020	CWA Coalition	\$600,000	
10	Copale Indian Title, OR	2020	SSA	\$350,000	
10	City of The Dalles, OR	2020	CWA Coalition	\$600,000	
10	Boiler Technical Institute, OR	2020, 2021	Cleanup, CWA Coalition	\$1,100,000	
10	Confederated Tribes of the Grand Ronde, OR	2021	Multipurpose	\$800,000	
10	City of Clatskanie, OR	2021	CWA	\$300,000	
10	South Central OR Economic Dev. Dist., OR	2019, 2021	CWA Coalition	\$1,200,000	
10	Benton-Franklin COQ, WA	2021	CWA Coalition	\$600,000	

CWA - Community-Wide Assessment  
EI - Environmental Impact  
RLF - Revolving Loan Fund  
SSA - Site-Specific Assessment

We leverage best practices throughout all phases of brownfields redevelopment and utilize proven strategies to help our clients maximize each dollar of funding. Below are some examples of how Stanlec is helping our clients throughout the US build and strengthen their brownfield redevelopment programs.

#### Region 1 – New England

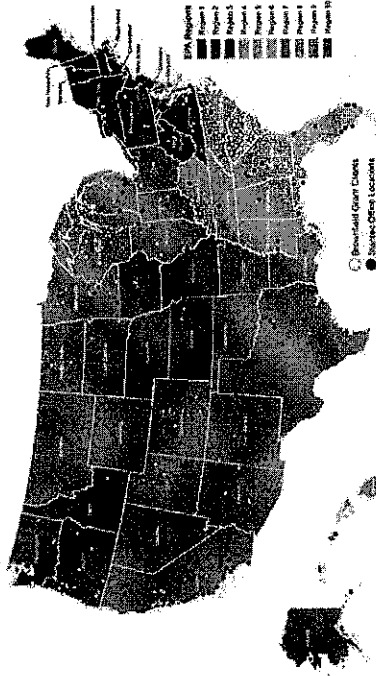
The Stanlec team has assisted four EPA brownfield grant clients in region 1 with three assessment grants, one cleanup grant, and one FY2022 EPA brownfield grant application. We have assisted three years with the Vermont Brownfields Program. We have assisted the Vermont Department of Environmental Conservation (DEC) with securing and implementing \$1.2M of EPA Brownfield Assessment Coalition Grants awarded in 2018 and 2021, the largest assessment grant awards in New England in nine years. To date we've assisted the DEC in assessing 20 properties, half of which have already enrolled in the state's Brownfields Reuse and Environmental Liability Limitation Agreement Program (BRELLA) to pursue certificates of completion. In 2021, we also assisted the Town of St. Johnsbury, a Coalition member, in successfully applying for \$500,000 of EPA brownfield cleanup grant additional funding to support redevelopment of the historic St. Johnsbury Armory Building. We are currently assisting the Town with implementing the grant funded activities, which include abatement of asbestos, lead-based paint and PCB-containing building materials.

#### Region 2 – New Jersey, New York, and Puerto Rico

The Stanlec team has assisted three EPA brownfield grant clients in region 2 with six assessment grants, five cleanup grants, one RLF grant, and one FY2022 EPA brownfield grant application. Over the past 20 years, we've assisted the City of Rochester, New York, with securing and/or implementing more than \$2 million in EPA Brownfield Grant funding. We're also currently assisting the Greater Syracuse Land Bank (GSLB), New York, with implementing a \$600,000 Assessment Coalition Grant awarded in 2019. Over a two-year period, we have initiated assessments on 18 sites, including purchase offers on six brownfields. Additionally, in 2020, Stanlec assisted Wayne County with securing \$600,000 of Assessment Coalition Grant funding, after the County had applied unsuccessfully on their own over a period of eight years.

Our exceptional grant application track record in region 2 led to us being selected as the only consultant to co-present alongside EPA Region 2 staff in the regional webinar "EPA Grant Writing Tips: Tools to Boost Your ARC Hennevis" Chris Gask was invited to perform an analysis of recent region 2 brownfield grant applications and suggest strategies for improved performance.

Figure 1 - Stanlec Offices and Brownfield Grant Client Locations Throughout US



#### Region 3 – Mid-Atlantic

The Stanlec team has assisted 17 EPA brownfield grant clients in region 3 with 21 assessment grants, one cleanup grant, and seven FY2022 EPA brownfield grant applications. In West Virginia, we're leveraging various sources of funding to complete dozens of regulated building materials (RBM) surveys and assessment plans to support restoration and/or demolition activities. For example, during 2020-2021 Stanlec provided assessment inspections, plans, specifications, and design demolition activities for 50 projects across the state. We're also assisting the West Virginia Department of Environmental Protection (WVDEP) with securing a Cleanup Grant which is being utilized to remediate a vacant block in downtown that once housed various commercial businesses.

#### Region 4 – Southeast

The Stanlec team has assisted 135 EPA brownfield grant clients in region 4 with 153 assessment grants, three area-wide planning grants, 64 cleanup grants, 12 RLF grants, and 28 FY2022 EPA brownfield grant applications. Within Region 4 we have worked with a number of communities to leverage multiple grants in order to catalyze community driven revitalization initiatives. In Albany, Georgia we were able to help the City secure two assessment grants and an RLF Grant that has been leveraged to revitalize several "blighted" properties in downtown. One of the properties was gifted to the Albany Museum of Art, and we helped the museum secure a \$400,000 cleanup grant to address soil and ground water impacts, as well as abatement of asbestos and lead-based paint to prepare for renovations.

#### Region 5 – Great Lakes/Upper Midwest

The Stanlec team has assisted 35 EPA brownfield grant clients in region 5 with 46 assessment grants, three area-wide planning grants, 11 cleanup grants, seven RLF grants, and nine FY2022 EPA brownfield grant applications. Over the past 20 years our key staff have assisted some of the most successful EPA brownfield grant programs in the region, including back-to-back National Brownfield Revitalization Award Winning Projects awarded to the cities of Wausau and Neenah, Wisconsin, and recent awards from EPA and American Planning Association (APA).

#### Region 6 – South Central

The Stanlec team has assisted 11 EPA brownfield grant clients in region 6 with nine assessment grants, two cleanup grants, one multi-purpose grant, and four FY2022 EPA brownfield grant applications. Since 2020 the Stanlec team has assisted the cities of Austin, Dallas, El Paso, and the Houston Land Bank, Texas, and Bernalillo County, New Mexico, each secure \$500,000 EPA brownfield assessment coalition grants to support their brownfield redevelopment programs.

#### Region 7 – Lower Midwest

The Stanlec team has assisted four EPA brownfield grant clients in region 7 with six assessment grants and two FY2022 EPA brownfield grant applications. We're currently assisting the City of Pueblo and the City of Fort Collins, Regional Council in Kansas with implementing \$1.7M of EPA brownfield assessment grants awarded since 2017. Funds are being leveraged to build sustainable brownfield reuse and revitalization programs in each community.

#### Region 8 – Mountains/Plains

The Stanlec team has assisted 18 EPA brownfield grant clients in region 8 with 18 assessment grants, one area-wide planning grant, one cleanup grant, one multi-purpose grant, and four FY2022 EPA brownfield grant applications. For example, we have experience with other funding sources. For example, we have secured over \$20M for assessment/cleanup activities from the State of Colorado!

#### Region 9 – Southwest

The Stanlec team has assisted 20 EPA brownfield grant clients in region 9 with 21 assessment grants, three cleanup grants, one multi-purpose grant, one RLF grant, and six FY2022 EPA brownfield grant applications. We're assisting some of the largest metropolitan areas in the US (including Los Angeles, California, and Clark County/Las Vegas/Henderson, Nevada, and Phoenix/Tucson) by strengthening their programs with supplemental EPA brownfield grant funding.

#### Region 10 – Northwest

The Stanlec team has assisted 37 EPA brownfield grant clients in region 10 with 34 assessment grants, one area-wide planning grant, five cleanup grants, and 11 FY2022 EPA brownfield grant applications. In 2017 we assisted the Municipality of Anchorage (MOA), Alaska, in securing their initial \$300,000 OYA grant. In a period of 18 months, we helped MOA complete successful implementation and secure a supplemental \$600,000 Assessment coalition grant (awarded in 2019). During the past 5 years we've also assisted the City of Spokane, Washington in securing over \$1.6M in EPA brownfield grant funding. The revitalization of Spokane's 100-acre Riverfront Park has been featured as a national success story by EPA and the project is currently under consideration for an EPA Phoenix Award.

Through this experience, we've become intimately familiar with EPA and other agency requirements and expectations, including Quality Assurance Project Plans (QAPPS), Sampling and Analysis Plans (SAPs), Health and Safety Plans (HSPs), Phase I and II ESAs, Analysis of Brownfield Cleanup Alternatives (ABCAs), eligibility determinations and all types of reporting. This experience will speed agency approval and efficiencies, saving grant funds for site-specific activities. The project will meet EPA requirements, while providing flexibility to respond to redevelopment opportunities, public input, and evolving priorities. Project descriptions and references for select EPA brownfield grants involving key staff identified in this proposal are provided on pages 22-29.

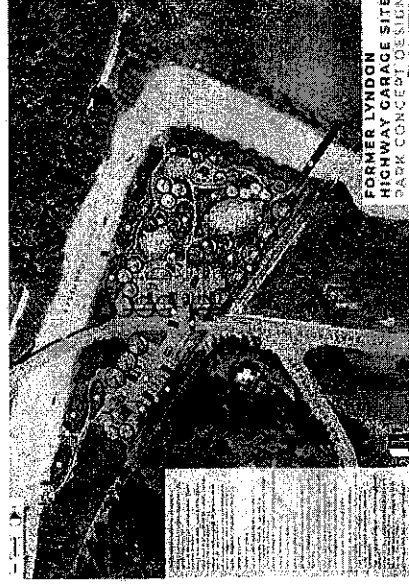
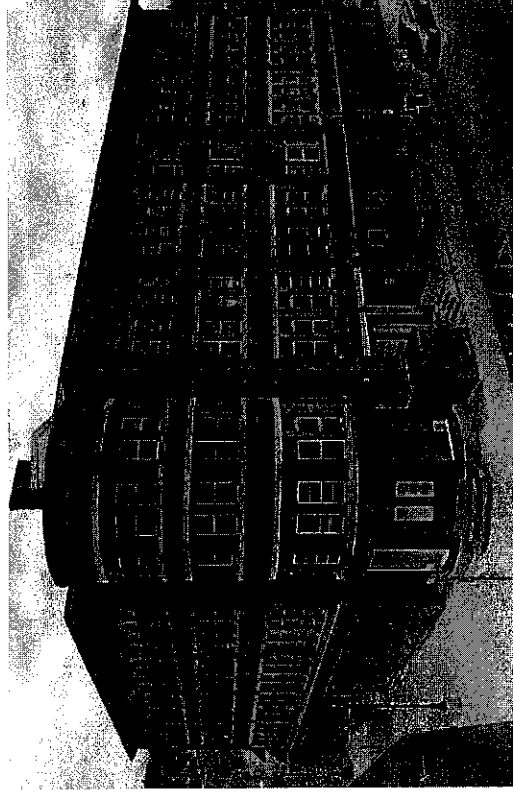
## Northeastern Vermont Development Association (NVDA) EPA Brownfield Assessment Coalition Grants

St. Johnsbury, VT

Stanlec team members Chris Gak and Steven Campbell assisted the NVDA with securing/implementing a total of \$1,200,000 of EPA Brownfield Assessment Coalition Grant funding as part of the 2018 and 2021 grant competitions – the largest Assessment Grant awards in New England since 2011! The FY2018 Grant was substantially completed one year ahead of schedule. Implementation accomplishments included developing project webpage content and related outreach materials; facilitating community outreach and engagement activities; and completing: 1) Phase I ESAs, 13 Phase II ESAs, 2 Regulated Building Materials (RBM) Surveys, 2 Analysis of Brownfield Alternatives (ABAs) and 4 Cleanup Action Plans (CAPs). 8 of the sites assessed were enrolled in the state's BRCLIA (Brownfields Reuse Environmental Liability Limitation Act) Program. Stanlec also assisted property owners with securing additional funding from the State of Vermont and the federal government for assessment and cleanup activities. Over \$20 million of public and private funding was leveraged for cleanup and redevelopment activities.

Stanlec also assisted the NVDA with securing and implementing a second \$500,000 FY2021 Assessment Coalition Grant. Although the official start date was only 10/01/21, we secured EPA approval to start three months early and have already completed the EPA-approved CA Work Plan and Master QAPP Update; secured eligibility approval for 13 sites; completed Phase I ESAs for 4 sites; Phase II ESAs for 8 sites have been completed or are in progress; Regulated Building Materials (RBM) Surveys for 2 sites are in progress; and Corrective Action Plans (CAPs) for 3 sites have been completed or are in progress. In addition, 8 of the 13 sites approved for funding have been enrolled in the state's BRCLIA Program and nearly \$2M of public and private funding has been leveraged to date for cleanup and redevelopment activities.

Reference:  
David Shedeker, Executive Director  
NVDA  
(802) 748-8303  
dshedeker@nvda.net





## Greater Syracuse Land Bank (GSLB) EPA Brownfield Assessment Coalition Grant

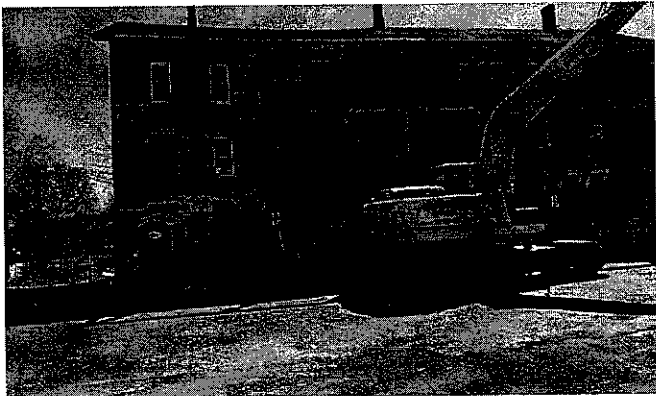
Syracuse, NY

In 2019, Stantec team members Chris Gdak, Andrea Pedersen and Mike Storonosky assisted the GSLB with securing \$600,000 of CWA Coalition Grant funding – the largest CWA grant awarded in New York since 2013. After previously applying unsuccessfully on their own as a solo applicant, Stantec was procured by the GSLB for assistance writing a CWA Grant application and forming a strategic coalition with the Syracuse Industrial Development Agency (IDA) and Onondaga County IDA. Notice of grant award from EPA was issued in May 2019. Following the notice of award, Stantec prepared the EPA-approved CA Work Plan and the Master QAPP.

We have prepared 19 Phase I ESAs and eight Phase I ESA Updates. Phase I ESA activities have been completed on 11 properties. Sampling and Analysis Plans have been, or are being, prepared for four more sites. As a result of the Phase I and/or Phase II ESAs that have been completed, purchase offers have been received on five brownfields, several other brownfields are presently on the market for disposition and reuse, and GSLB was able to successfully obtain a Targeted

Brownfields Assessment grant for another Phase II ESA. Additionally, we positioned the GSLB Coalition to apply for additional funding during the FY2022 grant competition. The project is anticipated to be completed four months ahead of the allotted three-year grant implementation schedule.

**Reference**  
Katelyn Wright, Executive Director, GSLB  
(315) 422-2301  
kwright@syracuselandbank.org



## Wayne County Brownfield Grant Services utilizing EPA, HUD and NYS DED Funding

Wayne County, NY

In 2019 Wayne County Industrial Development Agency (IDA) received a grant from the New York State (NYS) Department of Economic Development (DED) to complete a comprehensive inventory of potential brownfields and highlight potential redevelopment opportunity sites within Wayne County. Stantec was selected by Wayne County IDA to implement the grant funded work. Steve Campbell and Aaron Wisner assisted with development of a County-Wide Inventory (CWI) of potential Brownfield Sites; screening each site in the inventory using a scoring matrix developed specifically for the County to establish development priorities; and using a Strength Weaknesses Opportunity and Threats (SWOT) analysis to further evaluate sites that scored the highest during the scoring matrix process. The inventory project identified approximately 60 priority brownfields.

In 2020, Stantec team members Steve Campbell, Chris Gdak and Andrea Pedersen assisted Wayne County with securing \$600,000 of CWA Coalition Grant funding. After previously applying unsuccessfully on their own over a period of eight years, Stantec was procured by the Wayne County for assistance writing a CWA Grant application and forming a strategic coalition with the Wayne County

Land Bank, the Village of Newark and the Towns of Lyons and Arcadia. Notice of grant award from EPA was issued in May 2020 and to date we've prepared the EPA-approved CA Work Plans, a Master QAPP, 17 Phase I ESAs, six Sampling and Analysis Plans, two reuse planning studies, as well as project webpage content, fact sheets, and related outreach materials. Our work on the CWA has also resulted in an investigation and cleanup project for a former cold storage facility using \$300K of Community Development Block Grant (CDBG) funding. We also assisted the County in applying for \$1M of EPA Brownfield Revolving Loan Fund (RLF) Grant funding as part of the 2022 EPA grant competition. Award announcements are anticipated to occur in early May 2022.

**Reference**  
Ora Rothfuss  
Planner, Wayne County  
(315) 946-7692  
orothfuss@co.wayne.ny.us

## City of Rochester EPA Brownfield Assessment, Cleanup & RLF Grants

### Rochester, NY

Stantec has been performing brownfield projects for Rochester for more than 20 years, totaling almost \$7M in services, including projects funded using EPA Brownfield Grants. Below is a summary of services provided:

Using a 2003 EPA Cleanup Grant, Stantec successfully remediated a public park that was the site of three former gasoline stations.

Using a 2003 EPA Assessment Grant, Stantec performed a site investigation, evaluation of remedial alternatives, and selection of a preferred remedial alternative of a former Collision shop. This site was successfully remediated by Stantec using a 2006 EPA Cleanup Grant.

The City's EPA RLF Grant was successfully used in 2012 for a long-time manufacturer for whom Stantec performed an in-situ reductive dechlorination groundwater treatment program and quarterly groundwater monitoring to document its performance.

Stantec assisted the City with successful preparation of the 2013 Cleanup Grant application for a former auto repair and RV cleaning facility, for which Stantec previously performed an EPA Brownfield Grant-funded site assessment and which we remediated using the 2013 Cleanup Grant.

During 2013, Stantec performed a Remedial Investigation which was partially funded by an EPA Brownfield Assessment Grant at a former 100+ year old factory for a not-for-profit developer who subsequently completed remediation of the Site pursuant to the NYSDOC Brownfield Cleanup Program. The site was redeveloped as a 71-unit special needs housing development.

Stantec performed a Phase I ESA in 2013, and a Phase II ESA in 2015 at a former gas station and auto repair facility using EPA Brownfield Assessment Grant funding.

During 2008 & 2016, Stantec performed Phase I and/or Phase II ESAs of different portions of a former oil refinery using EPA Brownfield Assessment Grant funding.

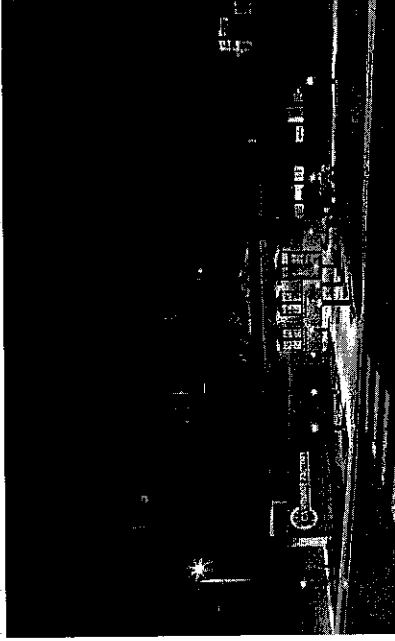
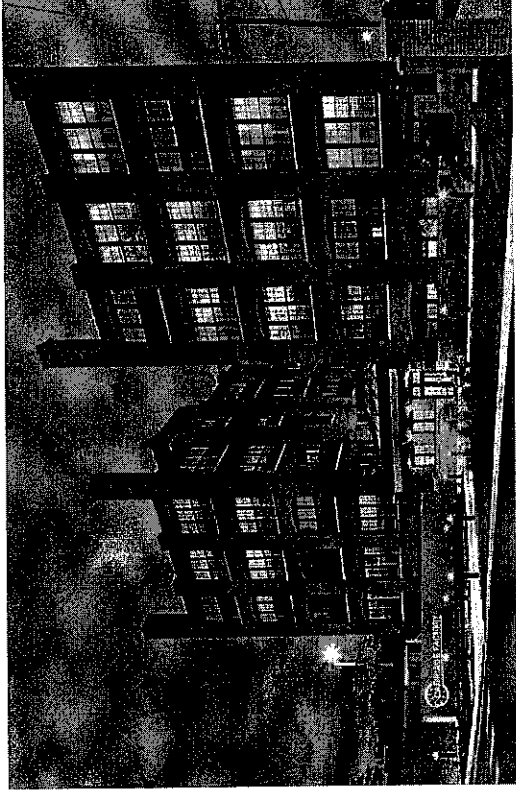
During 2018, Stantec performed cleanup grant writing for the Reynolds Street Brownfield project, a former gasoline service station for which we successfully completed cleanup activities in 2021.

Numerous other EPA Brownfield Assessment Grant funded Phase I and Phase II ESAs have been performed by Stantec for the City over a period of many years.

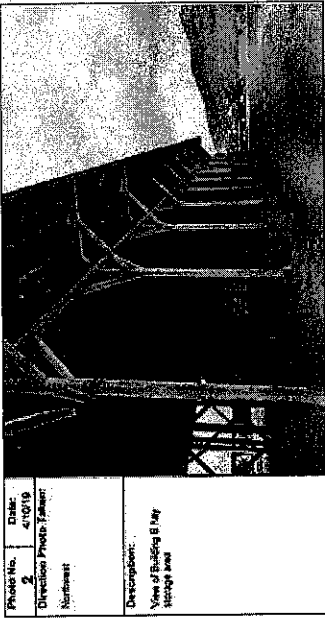
**Reference**  
Joe Bonidollo, Associate Environmental Specialist, City of Rochester  
(585) 428-6649

Joseph.Bonidollo@cityofrochester.gov

*The image courtesy of SMM Architects*







## South Central Oregon Economic Development District (SCOEDD) - EPA Brownfield Assessment Coalition Grants

Lake County, OR

Cardno, now Stanlec, is currently contracted with the SCOEDD to execute the technical and programmatic services associated with its current EPA Brownfields Coalition Assessment. Coalition partners include:

- Lake County
- The City of Paisley
- The Town of Lakeview

Cardno now Stanlec team member Carolyn Weaver, in partnership with the Coalition members, authored the successful FY2010 grant application, which was awarded after a single submission. The goal of the project is to assess targeted brownfields sites within the referenced jurisdictions and develop a strategy to reuse and rehabilitate those sites that will suit the unique needs of this rural coalition.

During the FY 2010 grant, Cardno completed 11 Phase I ESAs, six lead-based paint and asbestos surveys, eight Phase II ESAs, and eight public engagement meetings. The grant has also funded a countywide GIS-based Development Opportunity Inventory, lease plans for two

lumber mill sites, and a Development Demand Analysis. Three successful property transfers have occurred as a result. Cardno's due diligence work

Weaver, with input from the coalition members, wrote a subsequent FY21 EPA Brownfields Coalition

Assessment grant to continue the work of this vital project. SCOEDD is also considering a future EPA Revolving Loan Fund project to move these sites and others in its jurisdiction to the next stages of remediation and then reuse.

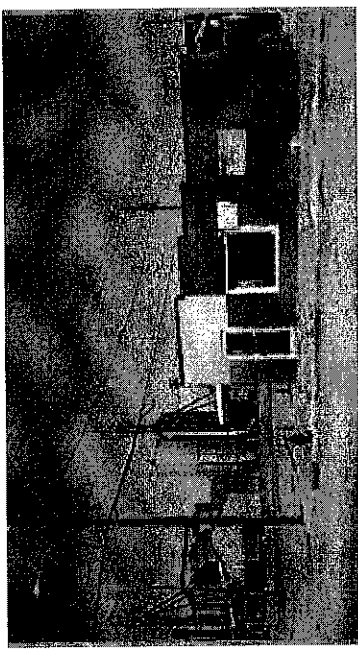
### Reference

Glinger Casio

Rural Development Specialist

glngcasio@aol.com;

541 944 8176



## Harney County, Oregon - EPA Brownfield Assessment Coalition Grant

Harney County, OR

Cardno, now Stanlec, was contracted with Harney County to write and implement its FY2020 EPA Brownfields Coalition Assessment grant project. Coalition partners include the following entities:

- Harney County
- The Town of Hines
- The City of Burns

In partnership with the Coalition members, Cardno now

Stanlec team member Carolyn Weaver authored the successful grant application in order to initiate a project to assess targeted brownfields sites within the stated jurisdictions and to tailor reuse and revitalization plans that would suit the unique needs of these rural partners. To jump start the effort, Cardno initiated pre-award services including:

- A countywide GIS-based Development Opportunity Inventory
- A Generic Quality Assurance Project Plan
- Developed a Community Involvement Plan

The first community engagement meeting was held on October 7, 2020. Since then, two additional engagement meetings and two planning presentations have been conducted. Ten Phase I ESAs and seven Phase II ESAs have been completed. The Cardno, now Stanlec, team have facilitated the development of a Brownfield Economic Development District Plan and a site disposition strategy with subsequent developer RFP. The project is on target to close ahead of schedule.

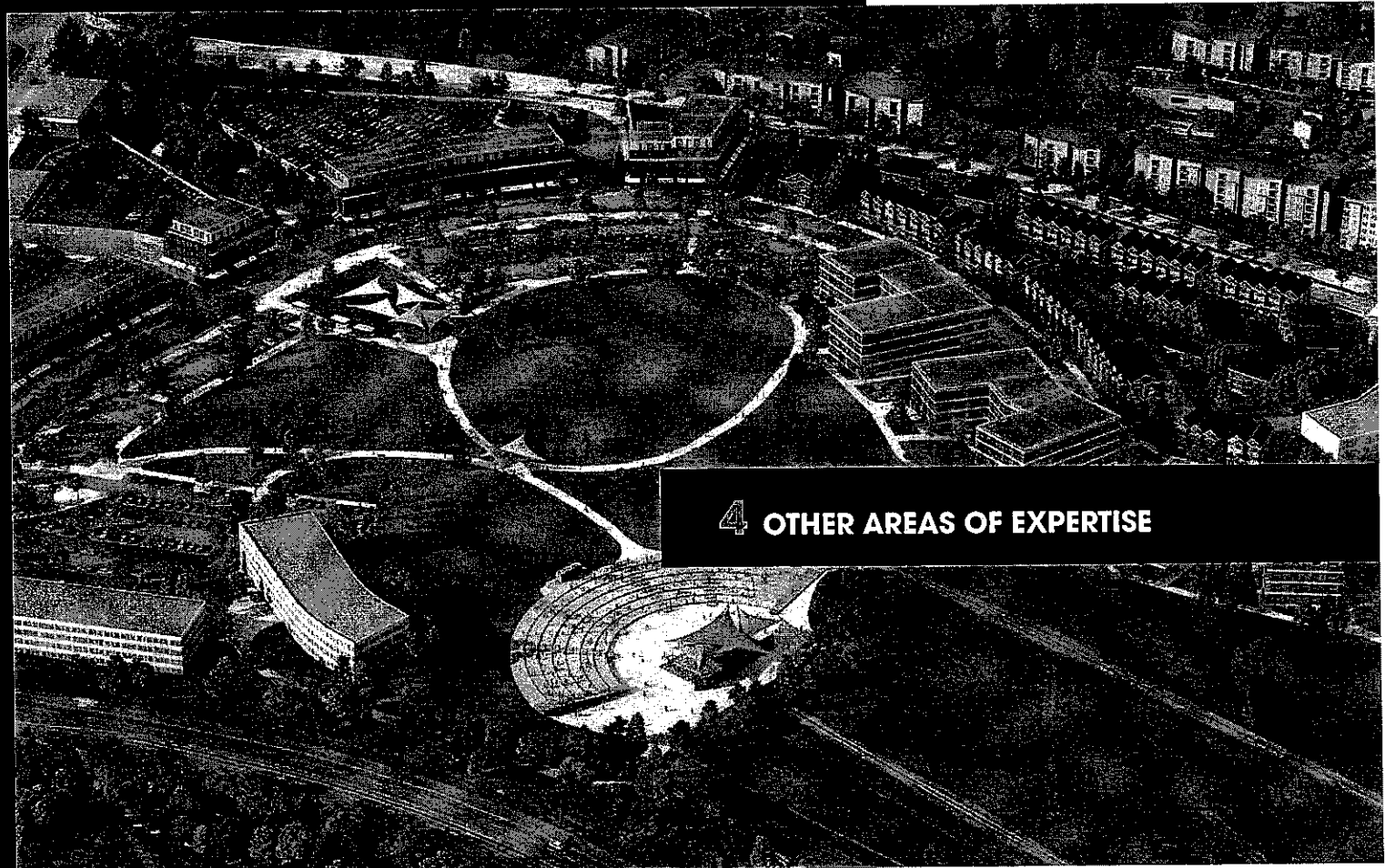
### Reference

Judge Pete Rummels

Project Director

pete.rummels@co.harney.or.us

541 573 6356



#### 4 OTHER AREAS OF EXPERTISE

Kent Highlands Landfill Reuse Concept | Kent, WA

We support all phases of brownfield redevelopment projects, including grant, application/funding assistance, public involvement, environmental site assessments (ESAs), remediation, redevelopment planning, real estate strategy, all disciplines of architecture and engineering, as well as construction/asset management. Our diverse team of local technical professionals work closely with our brownfields grant specialists to apply innovative technologies and best practices to achieve community revitalization goals.

## BROWNFIELD INVENTORY AND SITE PRIORITIZATION

Our team can work with you to enhance and update the preliminary inventory of brownfields and to prioritize sites and target areas that have the greatest opportunity to provide near- to mid-term community benefits. We have assisted clients on more than 200 EPA Brownfield Community-Wide Assessment (CWA) Grant projects in completing a broad spectrum of brownfield inventory and prioritization tasks customized to their specific target areas, interests, and needs. These include GIS analyses encompassing data for thousands of parcels, windshield surveys, incorporation of information from federal and state environmental databases into GIS and integrating new types of data into GIS (such as georeferenced images of historic Suburban life insurance maps).

We have also assisted EPA brownfield CWA Grant recipients in conducting a broad spectrum of prioritization activities focused on sites identified as part of brownfield inventories as well as additional sites that are typically nominated or identified during later stages of the project. For EPA Brownfield Grant projects, the prioritization is typically based on a combination of economic development, environmental, and social/community priority criteria, beyond site eligibility and project feasibility, the specific criteria as well as their relative assigned point weightings are tailored to a specific client or neighborhood priorities.

We have developed a wide range of community exercises that can be integrated with the inventory and outreach tasks and used to solicit input on various site prioritization criteria. The assigned scores or ranking are used as one factor in prioritizing sites for use of funding or soliciting additional community input. Other factors considered include logistics such as stakeholder interest and likelihood of securing access.

We are prepared to support Flemington Borough and its partners in whatever prioritization activities are requested. We will also offer recommendations for new and innovative activities that can enhance the way sites are selected for funding to further overall goals for the project, and establishing a strong and sustainable brownfield redevelopment program.

The inventory/prioritization process will be coordinated with local GIS departments. We will produce data in a manner that will interface with existing resources, so the inventory can serve as a long-term planning and economic development tool. It will also be useful in serving as a foundation for future EPA Brownfield Grants by providing evidence of the number of prioritized sites in need of assessment and cleanup/reuse activities.

## SITE CHARACTERIZATION AND ASSESSMENT SERVICES

### Phase I & II Environmental Site Assessments (ESAs)

Stantec has completed more than 500 Phase I ESAs as part of EPA Brownfields CWA Grant projects. We are experienced in the procedures specific to EPA, such as the All Appropriate Inquiry (AAI) Checklist required for Phase I ESAs. EPA Phase I ESAs often face challenges associated with conducting Phase I ESAs on brownfield sites, such as where (a) previous occupants of the site cannot be identified, (b) buildings or other structures that may offer clues to past areas of chemical contamination are no longer present, and (c) petroleum use and/or storage have long ago been demolished; and (d) some of the greatest potential environmental liabilities relevant to redevelopment may be associated with sources not typically identified through the standard Phase I ESA process (i.e., historic fill materials, illegal dumping, exposure to floodwaters, and exposure to atmospheric deposition from historic sources of air pollution not specifically associated with a target property). Our team will conduct Phase I ESAs for multiple brownfields incorporating the following standards:

- Stantec prepares site eligibility determination (ETD) requests for agency approval. We also help collect information for compliance with Endangered Species Act (Section 7) & Historic Preservation (Section 106).
- We strictly adhere to American Society for Testing and Materials (ASTM) Standard E1227-21, 1903-11 and the AAI Rule.
- We align ESAs with anticipated near-term real estate transactions so that assessments are current at transfer of title, reducing the need for Phase I ESA updates for reports older than six months.
- Our Phase I ESA reports include site maps with GIS coordinates identifying historic and present-day environmental concerns. The maps can be subsequently adapted for use in Quality Assurance Project Plans (QAPPs) and Sampling and Analysis Plans (SAPs) required for Phase II ESAs, producing superior reports as well as time and cost savings for future work.

### GAPPS, SAPs, and Health and Safety Plans (HASPs)

The EPA requires that an approved QAPP be in place before Phase I ESA activities are completed. We have prepared several required QAPPs for EPA Brownfields Grant projects that have been approved by EPA Region 2 and which incorporate all current EPA requirements associated with QAPPs. These QAPPs can be efficiently updated for use on this project, providing a significant cost savings and accelerated EPA review and approval time. This will greatly reduce lag time typically associated with preparing QAPPs, allowing for a quick response to time sensitive redevelopment opportunities that occur during the first three to six months of grant implementation. The EPA also requires SAPs

and HASPs for all sites where Phase II ESAs or other environmental testing is required. The templates developed for other ongoing EPA Brownfield Grant projects managed by Stantec can be adapted for use on your project, also providing a cost savings and accelerated EPA and New Jersey Department of Environmental Protection (NJDEP) review times.

### Phase II ESAs

Stantec has completed over 300 Phase II ESAs as part of EPA Brownfields CWA Grant projects. We understand that Phase II ESAs conducted as part of a brownfield program have different objectives than studies performed for other types of regulatory closure at a site where there are no previous brownfield plans. We are experienced in the design and performing Phase II ESAs specific to brownfield sites, such as where (a) previous occupants of the site cannot be identified, (b) buildings or other structures that may offer clues to past areas of chemical contamination are no longer present, and (c) petroleum use and/or storage have long ago been demolished; and (d) some of the greatest potential environmental liabilities relevant to redevelopment may be associated with sources not typically identified through the standard Phase I ESA process (i.e., historic fill materials, illegal dumping, exposure to floodwaters, and exposure to atmospheric deposition from historic sources of air pollution not specifically associated with a target property). Our team will conduct Phase II ESAs for multiple brownfields incorporating the following standards:

### Pre-Demolition/Renovation Surveys for Regulated Building Materials

For brownfields on which there are existing buildings that will be either demolished or renovated for adaptive reuse, EPA funding can be utilized to perform pre-demolition/renovation surveys for asbestos, lead-based paint and other hazardous building materials. Stantec will complete the surveys utilizing West Virginia-certified staff who specialize in this work. The QAPP template that Stantec utilizes for our EPA CWA Grant projects includes documentation for laboratories specializing in these types of analyses. The template includes standard operating procedures (SOPs) specific to pre-demolition testing, including testing for hazardous materials of emerging concern such as polychlorinated biphenyls (PCBs) in window caulk.

In addition, we have developed templates for both site-specific and area-wide SAPs specific to pre-demolition testing activities that can be cost effectively adapted for use on this project. We are experienced in designing pre-demolition scopes to accommodate either renovation or demolition, and in working with property owners and developers on the challenges associated with performing "destructive testing" where required on roofing materials or in occupied living spaces.

## COMMUNITY ENGAGEMENT

Our team has facilitated public outreach and engagement activities on more than 300 EPA Brownfield Grant projects. We understand that public outreach will garner ongoing program support, help secure additional funding, and is fundamental to developing a sustainable program. We routinely help our clients organize interactive public forums, create informational print and electronic media, and field stakeholder questions regarding site eligibility, signalization, and other concerns common to

brownfield revitalization programs. We help communities avoid controversy by crafting materials sensitive to public concerns. For instance, the term "brownfield" is often misunderstood and carries negative connotations. We make appropriate and carefully considered use of the term, utilizing alternative terminology, such as revitalization opportunity or catalyst site.

We will work with your staff and project partners to coordinate brownfield outreach efforts including press releases, project fact sheets, and website materials to publicize the project and encourage stakeholder participation. We will assist with establishing and engaging with a Brownfield Advisory Committee (BAC), comprised of a diverse group of key stakeholders. We will utilize our extensive experience with one-on-one outreach to brownfield property owners, prospective purchasers, businesses and developers. Our in-depth understanding of common stakeholder concerns, effectively communicating with regulators, and conveying the benefits of participation in the project will help break down barriers to redevelopment.

Success of brownfield redevelopment is measured by client results and community support. Sustained outreach to the full range of stakeholders allows the redevelopment process to conclude with strong community backing. An effective public information campaign will build community excitement and encourage reinvestment.

Our team will continue with the momentum achieved through the Flemington Community Action Plan. Working with a coalition of local and regional partners, we led a community visioning and consensus building process to establish a shared vision and set of priorities for Flemington Borough's downtown revitalization. With this intimate knowledge and working relationships with key stakeholders, we are uniquely qualified to assist Flemington Borough with effective community engagement activities for this project.

## CLEANUP AND REDEVELOPMENT PLANNING

### Cleanup Planning

At sites found to have significant environmental impacts, and where engineered barriers and/or institutional controls are infeasible or insufficient as sole remedies, Stantec will utilize brownfield grant funding to develop ABCAs and/or Remedial Action Plans (RAPs). Where feasible, we incorporate cleanup activities into redevelopment plans to expedite delivery, save our clients' money, and turn liabilities into assets. We have experience planning and implementing site remediation projects that utilize a broad range of environmental cleanup technologies and meet EPA, NJDEP and local regulatory cleanup standards and expectations.

This may include establishing site-specific cleanup levels and other state/federal regulatory requirements and evaluating institutional and engineering controls. Each remediation scenario presents a unique array of technical, regulatory and liability issues. These issues must be balanced in the most cost-effective and practical manner so that they protect public health and the

environment, meets public acceptance/consensus, client liability expectations and EPA, NJDEP and/or local regulatory program requirements.

By preparing cleanup plans, along with cleanup cost estimates, we can produce grant-ready sites, potentially eligible for cleanup and redevelopment funding. In cases where redevelopment has been stalled by uncertainty regarding cleanup costs, scheduling impacts, and site redevelopment constraints, removing these unknowns can result in deal ready and shovel ready sites.

## Remediation

Stantec has been very successful progressing sites through all phases of environmental remediation under the current NJDEP regulations since the Site Remediation Reform Act (SRRA) of 2009 instituted the Licensed Site Remediation Professional (LSRP) program. Our five LSRPs manage the performance of environmental remediation work in accordance with NJDEP regulations through:

- Preliminary Assessments,
- Site Investigations,
- Remedial Investigations,
- Remedial Actions,
- Issuance of Response Action Outcomes (RAOs), and
- Compliance and certification of Soil and Groundwater Remedial Action Permits.

Currently we are the LSRPs of record for dozens of sites in NJDEP's Site Remediation Program (SRP). The variety of sites we are responsible for include commercial, industrial, retail petroleum, former manufactured gas plant sites, and refineries, among others.

Our familiarity with the Site Remediation Program regulatory process allows us to advocate for our clients while remaining in compliance with applicable regulations. This has led to the issuance of RAOs since the institution of the SRP Program and will continue to be utilized for priority site efforts in order to achieve regulatory closure of the sites we are responsible for.

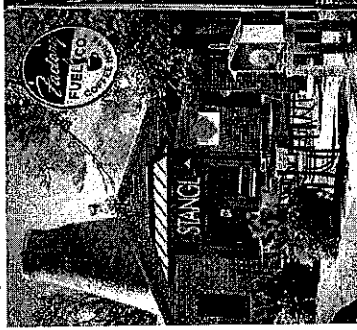
Our professional staff have experience conducting Site characterization, remedial investigations, remedial action implementations (excavation, chemical injections, slurry walls, soil vapor extraction systems, monitored natural attenuation, etc.) under the NJDEP's SRP for over 30 years. Our LSRPs' experience, combined with the availability of subject matter Stantec experts (SMSEs) from throughout the country, allows Stantec to be on the leading edge of remediation and can use these assets to the benefit of our clients.

## Redevelopment Planning

To help address redevelopment challenges beyond environmental liabilities, our team incubates unrivaled expertise in utilizing EPA Brownfield Grant funding to perform various types of reuse planning activities. This includes infrastructure analysis, market demand studies, transportation studies, economic development strategies, design charrettes, and more. Prior to redevelopment, funding strategies are developed for individual sites or on an area-wide basis for priority brownfield target areas.

Stantec has been a national leader in implementing various types of area-wide and site-specific reuse planning as part of EPA Brownfields CWA Grant projects. We recognize that the goals of catalyzing redevelopment are more likely to be achieved when the EPA Brownfield Grants are used to support a process that integrates environmental assessment, with planning, and economic analysis. AWP is especially relevant for neighborhoods where there are large numbers of small, scattered brownfield sites, for which it is particularly important. The AWP process can also serve as a platform to coordinate meaningful input from area-wide stakeholders to create a meaningful heat from and strategies for revitalization of the neighborhood as well as cleanup and reuse of individual sites.

Our team incorporates infrastructure analysis, land use planning, market research, and real estate strategy with cleanup plans to create aspirational - and achievable - plans, grounded in the realities of market, culture, and place. An example of this type of work is the recently completed Flemington Community Action Plan.



Flemington Community Action Plan  
Flemington, NJ

**BUILDING COMMUNITY CONSENSUS AROUND A SHARED VISION OF FLEMINGTON'S FUTURE AND THE PRIORITIES AND STRATEGIES TO ACHIEVE IT.**

Working with a coalition of local and regional partners, we led a community visioning and consensus building process to establish a shared vision and set of priorities for Flemington Borough's downtown revitalization. Recommendations focused on actionable projects and policies that can be achieved in the following 1-3 years to build significant momentum in new housing development, placemaking, neighborhood walkability,

and other concerns critical to positioning Flemington as a destination for today's and tomorrow's knowledge workers, creatives, and entrepreneurs.

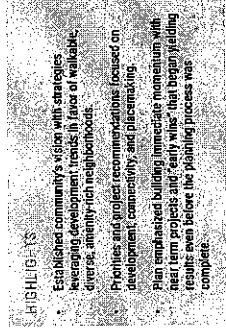
Recognizing the accumulated opportunity for attractive, livable, walkable communities within the greater New York City and Philadelphia metro areas in the post-Covid economy, the plan emphasized immediate implementation steps - including progress before the process was even complete - to build momentum and create a sense of urgency. The plan also included a series of recommendations for future development sites, for which it is particularly important. The AWP process can also serve as a platform to coordinate meaningful input from area-wide stakeholders to create a meaningful heat from and strategies for revitalization of the neighborhood as well as cleanup and reuse of individual sites.

Several recommendations coalesce along a corridor of opportunity connecting Bangl Road with Main Street alongside many of Flemington's most impactful future development sites. Components of this 'cohesive corridor' include:

- **Continuous pedestrian pathway** from Route 12 to Broad Street and beyond.
- **Potential redevelopment** of Liberty Village, Out Glass, Turntable Junction and other sites.
- **Temporary and long-term public spaces** for events, festivals, recreation, and other programming.
- **Placemaking enhancements along Main Street** connecting the pedestrian path to the Courthouse area.

### Reference:

Robin Lapilus, Executive Director  
Flemington Community Partnership (BCP)  
617-549-1373  
[director@flemingtoncommunitypartnership.org](mailto:director@flemingtoncommunitypartnership.org)



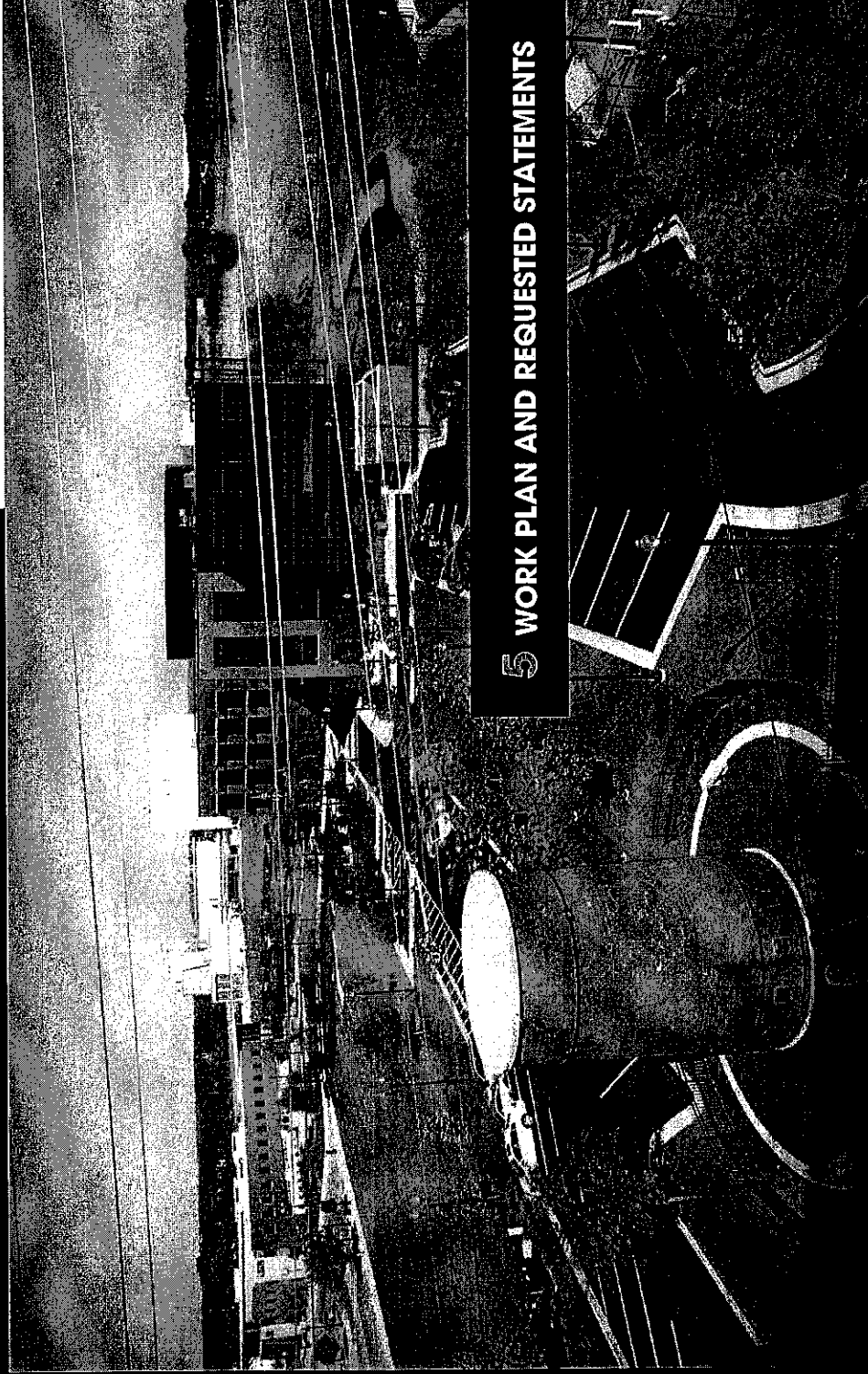
## GRANT ADMINISTRATION SUPPORT

Stantec is currently providing grant management, reporting and administrative support for more than 100 ongoing EPA Brownfield Grants. We help many of our clients in efficiently completing their Cooperative Agreement (CA) Work Plan and other required CA documents. Throughout the grant implementation terms, we draw upon our experience and existing templates to help efficiently prepare all EPA-required Quarterly and technical reports, including but not limited to Quarterly Progress Reports (QPRs), Annual Progress Reports (APRs), Final Progress Reports (FPRs), and Final Financial Reports (FFRs). We also assist with the preparation of the Final Assessment, Cleanup and Outcomes in EPA's Assessment, Cleanup and Redevelopment Exchange System (ACRES) database.

## WE'LL GET THAT FUNDED

We recognize that securing funding is a critical component of executing projects that advance the quality of life in communities. For 20+ years, Stantec has partnered with our clients to successfully apply for grants and loans and have helped our clients secure more than \$4 billion in funding.

Funding services is a natural and complementary extension of the other technical and professional services we offer as a firm. With Stantec, from concept to construction you have an integrated team of resources at your fingertips—not only grant writers, but more than 120 funding experts, experienced financial consultants, urban planners, engineers, landscape architects, transportation designers, and GIS analysts. We've compiled a team of funding advisors that have decades of experience developing financial plans and securing grants and loans for communities across the country. We have successfully leveraged our technical offerings into our funding services to create robust applications that "wow" funding agencies. With Stantec, you get all the services you need in-house.



Plexus Corp Global Headquarters (former Claitcher Paper Mill) | Wrentham, WI

## 5 WORK PLAN AND REQUESTED STATEMENTS

## OVERALL STRATEGY

We understand your desire to attract private development and community-focused investment to help transition Flemington Borough into a desirable "place" for living, shopping, work and leisure. We see brownfields as revitalization opportunities, not costly cleanup jobs. We let redevelopment plans guide the assessment and cleanup process to leverage efficiencies and produce effective plans and strategies that deliver transformational results.

To build on the momentum generated by our work on the recent Flemington Community Action Plan, we'll help you secure EPA Brownfield Grant funding by incorporating winning strategies from the 200+ successful applications we've prepared. Based on our thorough understanding of EPA scoring criteria and evolving standards, we're confident we can help you prepare a compelling application that will maximize your chances of securing funding.

Once funded, we'll provide technical assistance to ready opportunity sites and focus areas for redevelopment. We'll work with you to inventory assets and conduct feasibility and planning of priority sites and areas. We'll help you establish an Area-Wide Planning (AWP) team, if desired by the Borough, we'll also conduct Area-Wide Planning (AWP) activities in priority focus areas. Research EPA funding for infrastructure analysis, market research, transportation studies, community visioning exercises and other reuse planning activities. Throughout the process, we'll help you identify additional sources of funding to move sites from assessment to cleanup and redevelopment.

## APPROACH FOR EPA BROWNFIELD GRANT APPLICATION SERVICES

Our approach to grant writing is unique within the industry, and the results are evident by our track record (see the table in Section 3). Applications are prepared by an experienced lead grant writer and enhanced with support from team members with diverse and specialized technical skill sets, such as historic research, demographic/economic/health data mining, environmental inquiry, and public involvement planning. We collaborate across EPA regions, sharing information and insights amongst grant writers throughout the country. Senior staff provide expert-level review and ensure grant applications align with evolving EPA standards. For the upcoming Fiscal Year (FY) 2023 grant competition, Santeeco will prepare a single application for the optimal amount of EPA Brownfield Community-Wide Assessment (CWA) Grant funding. Funding thresholds are still being established by EPA, but it is estimated that the optimal amount for the Borough to apply for will range between \$500,000 to \$1,000,000. The grant application will be led by Carolyn Weaver, an experienced EPA Brownfield Grant writer based in New Jersey, and will incorporate the proven strategies described in the following sections.

### Characterizing Brownfields

We'll complete a preliminary inventory of brownfields as part of the grant application process to demonstrate maximum need for funding. We'll include a special focus on priority focus areas, such as Main Street, Stangl Road, Liberty Village and the Turntable Junction area. We'll utilize existing sources of information, such as the recent studies, assessor data, local estate listings, and state, federal, and historical databases to identify and characterize documented or suspected brownfields, and provide detailed information on select high priority sites, including site history, known impacts, lost opportunity costs, effects on local property value, potential exposure to contaminants, and other compelling value. As part of Santeeco's work on the Flemington Community Assessment and Planning (CWA) project, this research is completed on some initial brownfield inventory activities. The results are summarized in the table on page 43.

Site Address	Owner Name	Area (Acres)	Zoning	Redevelopment Area	Desktop Survey Info	Federal Opportunity Zone	Land Use Score	Building Age Group	Site Remediation Score	Environmental Score	Historical/Vacancy Score	Total Environmental Score	PRS Facility Name	PRS Facility Name
24 CENTRAL AVE	JAKE ANGLINE	0.26	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Sale, Former Bowdoin, well maintained existing, possible RSM						7	1		
35 N MAIN ST	DEV OULIAN LLC	3.34	Transition Commercial	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Rent, Vacant, Older Brick Exterior (SBE) building, poor condition, possible brownfield			0			6	4		FLEMINGTON IN BULK PLANT
40-42 N MAIN ST	FLEMINGTON IN NORTH LLC DO STEVES	2.27	Transition Commercial	NORTH BLOCK	Vacant warehouse/commercial building, poor condition, brownfield			0			6	4	FLEMINGTON BORO	FRANZ'S DAIRY STORE
144 MAIN ST	BOROUGH OF FLEMINGTON	0.36	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Sale, former gas station, identified brownfield			0			6	6	UNITED TELEPHONE CO OF NJ	GRACE MAIN STREET MOBIL
148 MAIN ST	COMITELLI RONALD & SIBERN	0.34	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Sale, former residential, converted to former restaurant, poor condition, brownfield			0			0	1	148 MAIN STREET	
150 MAIN ST	DALLASBELLY FLEMINGTON LLC	2.6	Downtown Business	FLEMINGTON CUT GLASS BLOCK	Large, mostly vacant lot adjacent to railroad tracks. Older building at lot end of lot, brownfield			0			6	2	FLEMINGTON GLASS TONAHOMES	WILLIAMS BROTHERS PRODUCE
24 PARKER AVE	YARD, RICHARD	0.41	Highway Retail	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Older industrial building, brownfield			0			6	1	22 PARKER AVENUE	
70-74 MAIN ST	SMS HOTEL LLC	0.5	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Old derelict building, brownfield			0			6	1	UNION HOTEL	
75 MAIN ST	FLEMINGTON CENTER URBAN RENOV LLC	0.3	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Former commercial building, brownfield			0			6	1	WINTERSON COUNTY OF COURTHOUSE	
150 MAIN ST	SHAMAK LON	0.06	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Looks like older residential or commercial, but abandoned. Very RSM			0			6	1	STERLING HOLDINGS	
84 HIGHWAY 12	JAVA GLOBAL CO TO BANK LOAN SBY	3.84	Transition Commercial	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Difficult to see, but appears to be a large industrial building, brownfield			0			6	4	BEIMS CO INC	BEIMS COMPANY INC
HIGHWAY 12 & BROAD ST	POWER TEST REALTY CO LTD	0.08	Highway Retail	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Active Exxon Station with older building on property, likely not a brownfield			0			0	6	CONKLING BURDETT	LEHIGH GAS SERVICE STATION
76 STANLEY RD	DELAWARE VALLEY ASSOCIATES LLC	2.16	Village Arden Shopping	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Large Parking Lot, history?			0			0	6	RAUSTON PURINA CO	
8 SPRING ST	FLEMINGTON CENTER URBAN RENOV LLC	0.61	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Commercial building, "Emergence Court", previously vacant RSM			0			0	3	FLEMINGTON PLAZA	
7 SPRING ST	FLEMINGTON CENTER URBAN RENOV LLC	0.1	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Building for adjacent to emergency room, history?			0			0	6		
90 MAIN ST	FLEMINGTON BOROUGH	0.73	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Old building, history? brownfield, history?			0			0	6		
110 BROAD ST	DALLASBELLY FLEMINGTON LLC	1.6	Transition Commercial	FLEMINGTON CUT GLASS BLOCK	Vacant lot along railroad tracks			0			0	6		
24 MINE ST	THE WILSON AT 24 MINE STREET LLC	1.02	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Sale, Commercial/Residential Mix, history? good condition, history? RSM? Currently vacant, but large office			0			0	4	24 MINE STREET	
92 PARK AVE	SEPTANT GROUP LLC	1.46	Professional Office	DANBROOK BLOCK	Looks like a park			0			0	4	FLEMINGTON BURLYN TEX INC	
27-31 CENTRAL AVE	TURNABLE & PALMER LLC DO J GOLD	0.15	Village Arden Shopping	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Commercial, former restaurant, history? good condition, history? RSM?			0			0	4		
4 CHURCH ST	TURNABLE & PALMER LLC DO J GOLD	0.71	Village Arden Shopping	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Old Commercial building, history?			0			0	4	PRESSET FOOD PRODUCTS INC	
85 MAIN ST	MAIN STREET ASSOC CO ALFRED BLAKE	0.51	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Vacant commercial, former ice cream shop, history?			0			0	4	MINASA FACTORY STORE	
38 HIGHWAY 12	FEED MILL STATION LLC	1.9	Village Arden Shopping	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	"Feed Mill Station" Never commercial building			0			0	4	DONS IMPORTED CAR REPAIRS INC	
23 STANLEY RD	LIBERTY REALTY OUTLET LLC & ETAL	3.09	Village Arden Shopping	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Commercial building, history?			0			0	4		
3 CHURCH ST	LIBERTY REALTY OUTLET LLC & ETAL	10	Village Arden Shopping	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Commercial building, history?			0			0	4	LIBERTY VILLAGE PREMIUM OUTLETS	
26 CENTRAL AVE	GRADIAN PROPERTIES LLC	0.27	Commercial	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Sale, "Barnes Wood Open", well maintained exterior, possible RSM			0			0	4		
70 CHURCH ST	60 CHURCH SPICE FACTORY LLC	3.99	Highway Retail	SPICE FACTORY	"Spice" Other space for basic retail, additional Flemington Fur Co, building, RSM			0			0	4	ERWEKA AMERICA CORP	
2 SPRING ST	FLEMINGTON CENTER URBAN RENOV LLC	0.12	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Vacant former fur store, now owner's old space			0			0	4		
21 BLOOMFIELD AVE	FLEMINGTON CENTER URBAN RENOV LLC	0.6	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Sale, old bank commercial building, RSM			0			0	4		
1 E MAIN ST	ASB REALTY LLC DO HOWARD J BARBER	1.3	Professional Office	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	For Sale, old bank commercial building, RSM			0			0	4	FLEMINGTON COAL GAS SITE	
22 MAIN ST	FLEMINGTON CENTER URBAN RENOV LLC	0.34	Downtown Business	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Vacant, "C.M." building, commercial but looks like it was a former garage/service shop			0			0	4		
30 CLIFFER RD	TURNABLE & PALMER LLC DO J GOLD	0.35	Village Arden Shopping	ADDITIONAL AREAS PRIMED FOR REDEVELOPMENT	Older commercial building, history?			0			0	3		





of priorities for Flemington Borough's downtown revitalization. During the grant application process, we'll help you secure early participation from partner organizations like the Flemington Community Partnership Business Improvement District (BD), Chamber of Commerce, and County Office of Economic Development) and other community stakeholders (such as property/business owners and developers). The needs/commitments of these partners and the value they will bring to the project will be clearly defined in the application.

### Defining the Anticipated Scope of Work and Budget

Developing a strong and focused scope of work is key to a successful grant application. We'll help you develop a project strategy to meet Flemington Borough's specific needs. Our team will provide detailed task descriptions tailored to meet your redevelopment goals and define specific outputs. We will also develop detailed cost estimates for each task and quantify anticipated staff time to oversee grant funded activities.

### Demonstrating Programmatic Capability

We'll identify and highlight the qualifications and experience of staff who will serve as the brownfield program director and brownfield grant project manager. We'll also identify key staff and project partners who can contribute to financial management, community engagement, brownfield inventory, reuse planning, real estate strategy and other technical elements of the project.

We'll identify the successes of other state and federal grants administered by the Borough (such as the 2019 \$100K Opportunity Zone Grant award from the NJEDA), and the systems in place for ensuring effective implementation of an EPA brownfield grant.

### Creating a Compelling Narrative and Tying it All Together

Positioning Flemington as a destination for today's and tomorrow's knowledge workers, creatives, and entrepreneurs. Recognizing the accentuated opportunity for attractive, livable, walkable communities within the post-Covid economy. Providing jobs and business opportunities, developing quality affordable housing, creating safe and enjoyable gathering places, and fostering an environment that supports fun and growth. These are at the forefront of community interests.

We'll help you communicate this vision and demonstrate how the assessment, cleanup and redevelopment of priority brownfields can help you achieve established goals and objectives. We'll leverage the vision, strategies and momentum generated by the Flemington Community Action Plan to create a compelling EPA brownfield grant application that will maximize your chances for securing critical funding and will serve as the foundation for building a successful brownfield revitalization program.

## SCOPE OF SERVICES

Stantec will assist the Borough with all facets of preparing its EPA brownfield grant application, including:

- Working closely with staff to obtain and review relevant background documents and conducting research to prepare various sections of the grant application;
- Assisting with community engagement activities including:
  - Solicitation of a required letter from the NJDEP;
  - Securing commitments from government partners, community-based organizations, and other local stakeholders; and
  - Coordinating and attending one public informational meeting as part of the grant application process to solicit public input on the application (a step that usually results in more favorable scoring of the application by EPA reviewers).
- Meetings with staff as needed throughout the grant application process;
- Preparing a draft grant application for review two weeks prior to the submittal deadline;
- Addressing comments on the draft narrative and providing a final grant for final review at least three days prior to the submittal deadline;
- Assisting with assembling the final application package for submittal to EPA; and
- Other activities identified by Stantec and the Borough that may increase the likelihood of a successful application.

## COLLABORATION

Although Stantec can take the lead on all grant application activities, the nature of the project requires a strong partnership between the Borough and Stantec in working together to deliver a top-notch application that will be selected for funding. Therefore, we request the following support from Borough staff:

- Attend kick-off meeting and bi-weekly calls to assist in identifying background documents and developing content for the grant narrative.
- Participate in community engagement activities as part of the grant application process.
- Provide timely responses to questions, reviews, and requested feedback throughout the grant application process.
- Submit the final application package via Grants.gov.

We find the best results come when the grantee is fully engaged in the grant writing process.

## PROPOSED SCHEDULE

The table below identifies a schedule for the grant preparation process. Following the notice to proceed, Stantec will schedule a kick-off call. During this call, Stantec will provide additional details regarding how the Borough can support the application.

PROPOSED PROJECT SCHEDULE	
Tasks	Start Date and Anticipated Completion Date
Task 1. Grant Application Kick-off Call; Monthly Check-in calls through August 2022.	We will work with Borough to schedule a kick-off call within two weeks of receiving written notice to proceed. We will also schedule monthly check-in calls with the Borough through August 2022. We will strive to get a jump on the grant application prior to release of the FY2023 EPA guidelines (anticipated to occur in late August 2022).
Task 2. Review EPA Grant Funding Guidelines, Announcements, FAQs, and changes as they are released.	Immediately upon release of the FY2023 EPA guidelines, we will review them to identify any changes from previous guidelines and develop strategies for addressing them.
Task 3. Prepare Grant Application; establish bi-weekly Check-in Calls; submit draft application for Borough review.	After the grant guidelines are released, we will establish bi-weekly check-in calls for the remainder of the grant application period. Our team will work on the application continuously until providing a substantially complete draft approximately one month prior to the submittal deadline.
Task 4. Revise Grant Application per comments from the Borough.	Immediately following receipt of comments from the Borough, we will begin addressing them. A final version of the application will be provided to the Borough for review a minimum of a week prior to the submittal deadline.
Task 5. Submission of Grant Application to EPA.	We will provide a complete grant application package to the Borough for submittal to the EPA through the Grants.gov website. The EPA Grant submittal deadline for FY2023 applications is anticipated to be in November 2022.

## Requested Statements

### Proof of Professional Liability Insurance

See attached proof of insurance form in section 7.

### Proof of Professional Licenses from the State of New Jersey

While no specific licenses or certifications from the State of New Jersey are required to complete the requested EPA brownfield Grant applications, our key staff do have several qualifications, including:

- Project Manager Chris Gdak is a Qualified Environmental Professional (QEP).
- Brownfield Inventory & Data Analyst Aaron Wisher is a certified GIS Professional (GISP).
- Environmental Assessment/Remediation Lead Chris McCordell is a New Jersey Licensed Site Remediation Professional (LSRP).

Additionally, Stantec employs additional employees such as professional engineers, architects and land surveyors.

### Statement of Workers' Compensation and Employer's Liability Insurance

Stantec has the required Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law. See the attached proof of insurance forms in section 7.

### Statement of Ability to Practice

None of the personnel proposed for this project are disbarred, suspended, or otherwise prohibited from professional practice.

### Description of Proposer's Proximity and Availability

Stantec's office locations in close proximity to the Flemington Borough can be found on the map on page 7 of this proposal. We have four staff based in the Borough and we will have additional staff for start-up, conferences, training, and emergency response. Our team is cohesive and will respond to you promptly. Stantec will not charge for out of state mobilization.

### Affirmative Action Statement

See the attached Affirmative Action policy in section 7.

### Non-Collision Affidavit

See the attached form in section 7.

### Owner Disclosure Statement

See the attached form in section 7.

### Statement of Compliance

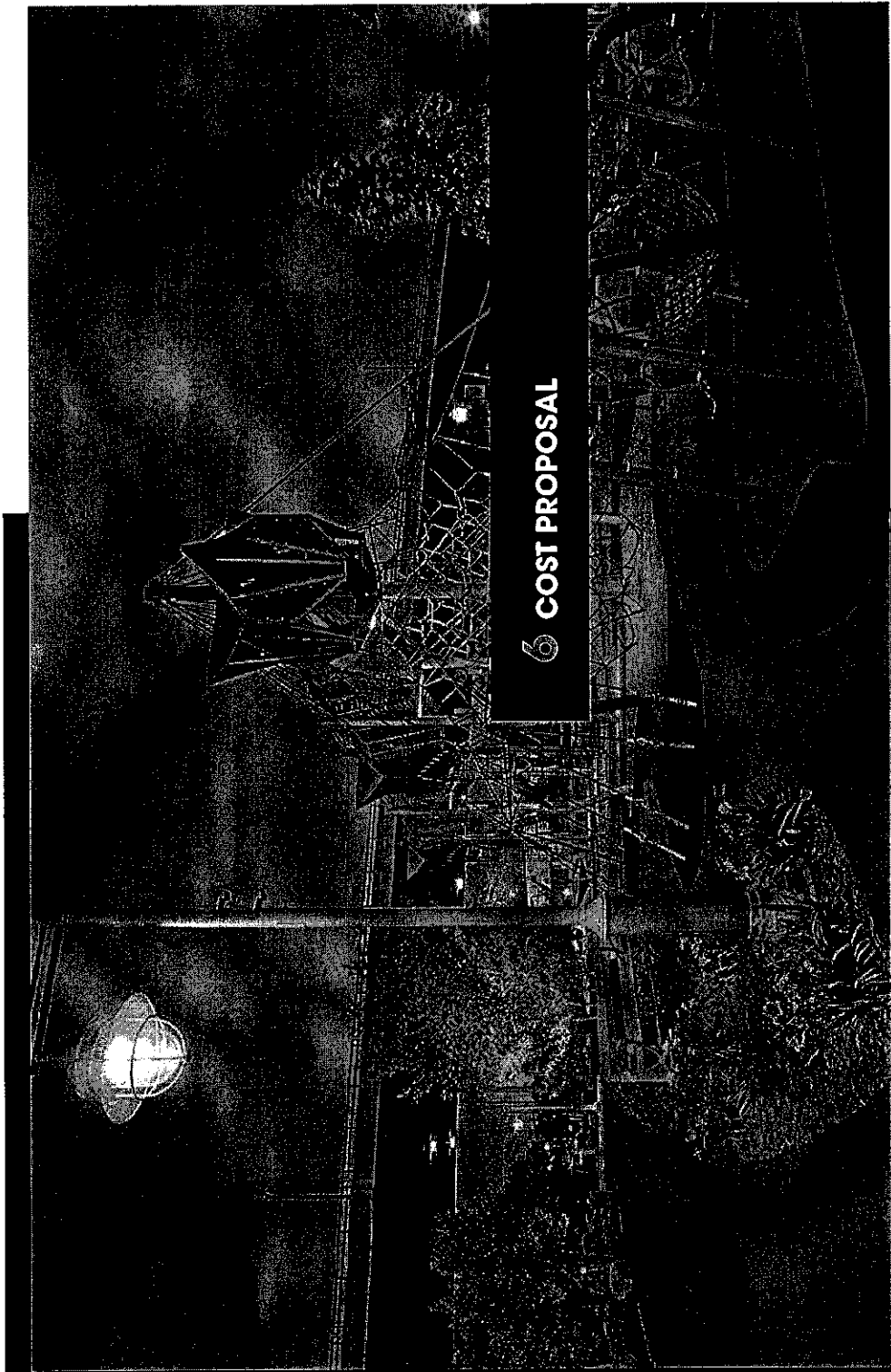
Stantec will comply with the General Terms and Conditions required by Flemington and we are confident that we can enter into the Flemington Borough standard Professional Services Contract.

### Business Registration Certificate

See the attached form in section 7.

### Americans with Disabilities Statement

See the attached form in section 7.



## 6 COST PROPOSAL

COST PROPOSAL

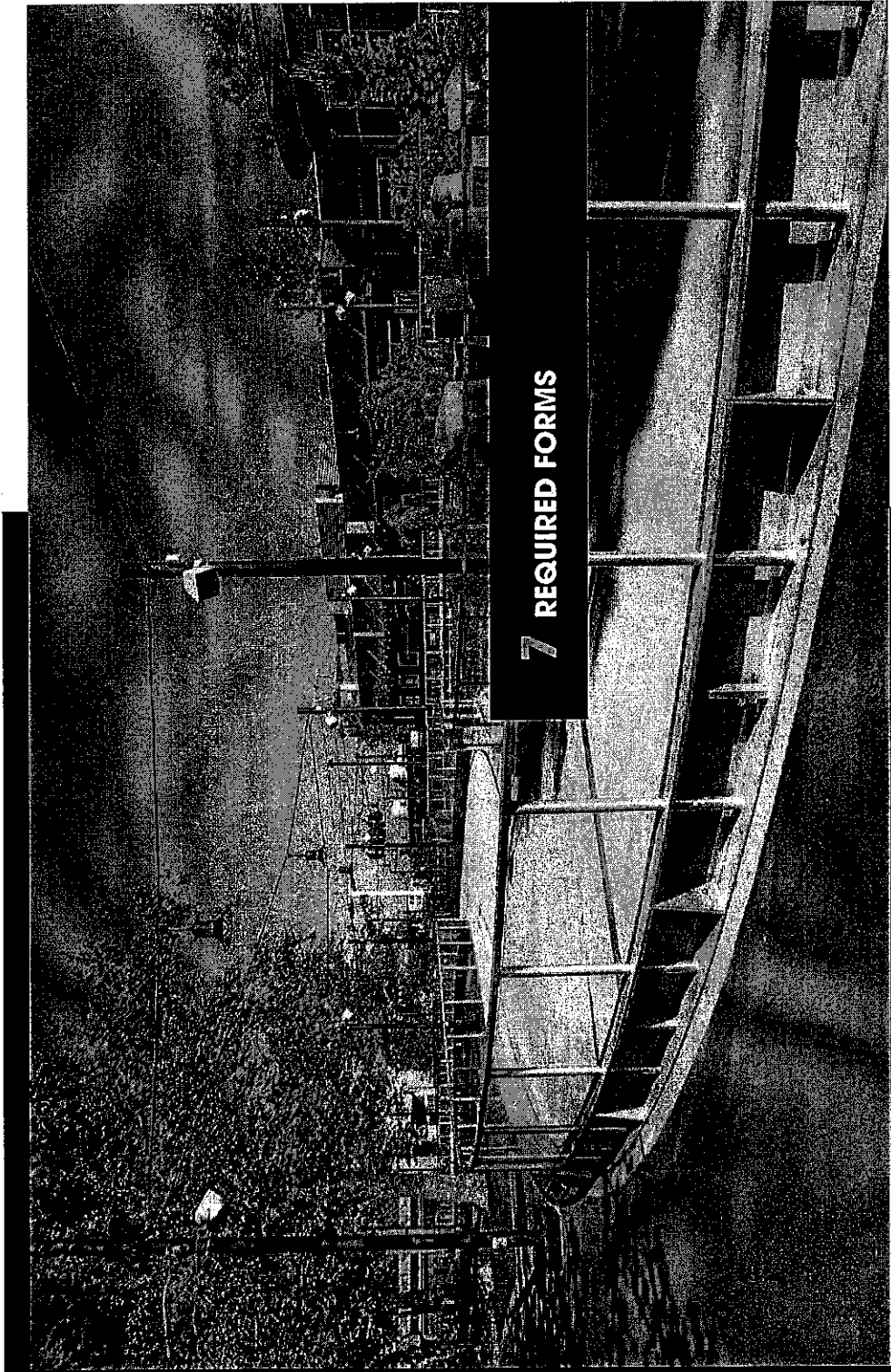
Communities are fundamental. Whether around the corner or across the globe, they provide a foundation, a sense of place and of belonging. That's why at Stanec, we always design with community in mind. We care about the communities we serve—because they're our communities too. This allows us to assess what's needed and connect our expertise to appropriate nuances and mission needs never been considered, to bring together diverse perspectives so we can collaborate toward a shared success. We're designers, engineers, scientists, and project managers, moving together at the intersection of community, creativity, and client relationships. Blending these priorities results in projects that advance the quality of life in communities across the globe.

We estimate that we will invest approximately 100 hours of staff time over a six-month period to prepare a compelling and successful grant application. Consistent with our corporate philosophy, Stanec proposes to assist with preparing the Borough's Fiscal Year (FY) 2023 EPA Brownfield Community-Wide Assessment (CWA) Grant application for a lump sum fee of \$5,000. The fee will be invoiced following submittal of the grant application. At an average cost of \$50/hour, this represents an offer of significant value and is indicative of our strong desire to partner with you in this endeavor.

In the event that the application is not funded during the FY2023 grant competition, we will participate in EPA debriefing(s) to identify areas of improvement and, if desirable to all parties, revise and resubmit the application as part of the FY2024 competition.

As requested in the RFP, the following is our hourly billing rates in effect for 2022. Implementation of other requested services will be performed on a time and materials (TAM) basis in accordance with the rates provided below. The majority of work will be completed by staff at lower billing levels and managed by the key staff members listed. Stanec will not charge for any out of state mobilization costs.

Billing Title	Key Team Members	Hourly Rate	Anticipated Project Tasks
GIS Technician/Field Technician I		\$115	GIS, Fieldwork
GIS Technician/Field Technician II		\$122	GIS, Fieldwork
GIS Technician/Field Technician III		\$127	GIS, Fieldwork
Project Engineer/Geologist/Scientist I		\$137	Phase I/II ESA Reports, Fieldwork, Site Cleanup Plans
Project Engineer/Geologist/Scientist II		\$143	Phase I/II ESA Reports, Fieldwork, Site Cleanup Plans
Project Engineer/Geologist/Scientist III		\$154	Phase I/II ESA Reports, Fieldwork, Site Cleanup Plans
Professional Engineer/Geologist/Scientist I	Aaron Wisner, LC, GISP Carolyn Weaver	\$158	Project Management, Reporting, Community/ Stakeholder Engagement, Site Inventory & Eligibility, Phase I/II ESA Reports, Site Reuse Plans
Senior Engineer/Geologist/Scientist/ Planner I	Steven Campbell Jeff Sauter	\$167	Phase I/II ESA Reports, Technical Review, QA/QC, Site Cleanup/Reuse Planning
Senior Engineer/Geologist/Scientist/ Planner II		\$173	Phase I/II ESA Reports, Technical Review, QA/QC, Site Cleanup/Reuse Planning
Principal Engineer/Geologist/Scientist I	Chris McCardell, LSRP	\$191	Senior Technical Advisor, QA/QC, Site Cleanup/ Reuse Planning, Reporting, Technical Review, Community Stakeholder Engagement
Principal Engineer/Geologist/Scientist II	Chris Gotsch	\$219	Senior Technical Advisor, QA/QC, Site Cleanup/ Reuse Planning, Technical Review



## 7 REQUIRED FORMS

**REQUEST FOR PROPOSAL CHECKLIST**

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

Please initial below, indicating that your proposal includes the itemized document.

**A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS  
IS CAUSE FOR REFUSAL**

	INITIAL
BELOW	
A. An original complete proposal.	<u>CG</u>
B. Non-Collusion Affidavit properly notarized	<u>CG</u>
C. Public Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity.	<u>CG</u>
D. Authorized signatures on all forms.	<u>CG</u>
E. Business Registration Certificate(s) <b>Must be submitted prior to award</b>	<u>CG</u>
F. Americans with Disabilities Form	<u>CG</u>
G. Disclosure of Investment Activities in Iran Form	<u>CG</u>
H. Pay-to-Play Certification	<u>CG</u>

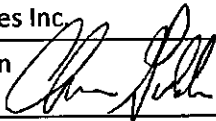
Note: N.J.S.A 52:32-44 provides that the borough shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES  
THE ABOVE LISTED REQUIREMENTS.**

NAME OF PROPOSER:

Stantec Consulting Services Inc.

Person, Firm or Corporation



Chris Gdak, Senior Principal, Environmental Services

BY:

(NAME)

TITLE)

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted Borough employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted borough employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

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universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

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**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY

Flemington Borough

ss:

I am Chris Gdalk

Of the Firm of

Stantec Consulting Services Inc.

UPON MY OATH, I DEPOSE AND SAY:

1. That I executed the said proposal with full authority so to do;
2. That this proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with this engagement;
3. That all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that Flemington Borough relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said engagement; and
4. That no person or selling agency has been employed to solicit or secure this engagement agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial of selling agencies of the proposer. (n.j.s.a.52: 34-25)

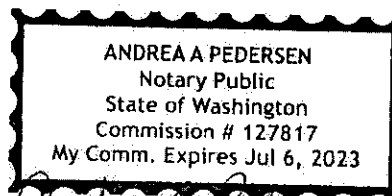
Chris Gdalk

(Type or print name of Affiant under signature)

Subscribed and sworn to before me this 19th day of April, ~~2019~~ 2022.

Notary public of

My Commission expires: July 6, 2023



Andrea A Pedersen



**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)**  
**FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED**  
**INFORMATION IS CAUSE FOR AUTOMATIC REJECTION**

**CHECK ONE:**

- ☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- ☒ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check which business entity applies:**

- ☐ Partnership ☒ Corporation ☐ Sole Proprietorship
- ☐ Limited Partnership Corporation ☐ Limited Liability Partnership ☐ Limited Liability
- ☐ Subchapter S Corporation ☐ Other \_\_\_\_\_

**Complete if the bidder/respondent is one of the 3 types of Corporations:**

Date Incorporated: August 27, 1929 Where incorporated: New York

**Business Address:**

10000 Midatlantic Drive Suite 300W, Mount Laurel, New Jersey 08054  
Street Address City State Zip

425-698-7398 chris.gdak@stantec.com  
Telephone # Fax# Email

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

Stantec Consulting Services Inc is 100% owned by Mustang Acquisition Holdings Inc.

Name	Home Address
------	--------------

Name	Home Address
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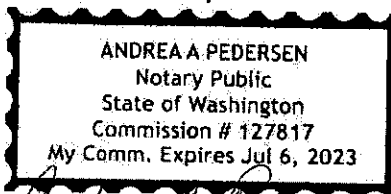
Name	Home Address
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CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes ☐ No ☒

Signature: [Signature] Date: 04/19/22

Printed Name and Title: Chris Gdak, Sr. Principal

Sworn and subscribed  
before me this 19th  
day of April 2022



Andrea A. Pedersen

01/25/10

Taxpayer Identification# 112-167-170/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.



If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione  
Director  
New Jersey Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: <b>STANTEC CONSULTING SERVICES INC.</b>	TRADE NAME: <b>SEAR-BROWN GROUP</b>	
ADDRESS: <b>50 WEST 23RD STREET NEW YORK NY 10010</b>	SEQUENCE NUMBER: <b>0057580</b>	
EFFECTIVE DATE: <b>01/29/88</b>	ISSUANCE DATE: <b>01/25/10</b>	
 Director New Jersey Division of Revenue		
FORM-BRC (04-00)-0205846V <small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-NOV-2019 to 15-NOV-2022



STANTEC CONSULTING SERVICES, INC.  
1599 ROUTE 34, SUITE 3  
WALL TWP. NJ 07727



*Elizabeth Maher Muoio*

ELIZABETH MAHER MUOIO  
State Treasurer

**AMERICANS WITH DISABILITIES ACT**  
**Equal Opportunities for Individuals with Disabilities**

The Contractor and Flemington Borough do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "ADA") (42 U.S.C. Section 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Borough pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend the Borough in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect and save harmless the Borough, its agents, servants and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Borough grievance procedure, the Contractor agrees to abide by any decision of the Borough which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Borough or if the Borough incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.


The Borough shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Borough or any of its agents, servants, and employees, the Borough shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Borough or its representatives.

It is expressly agreed and understood that any approval by the Borough of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the ADA and to defend, indemnify, protect, and save harmless the Borough pursuant to this paragraph.

It is further agreed and understood that the Borough assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Borough from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

Name of Proposer: Stantec Consulting Services Inc. Date: April 21, 2022

(Person, Firm or Corporation)

By:  Senior Principal, Environmental Services  
(NAME) (Title)

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**RFP Title:** US EPA Brownfields Assessment Grant Administrator      **Proposer:** Stantec Consulting Services Inc

**PART 1: CERTIFICATION**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):**

  X   is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

  X   is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to Flemington Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: \_\_\_\_\_ Relationship to Proposer: \_\_\_\_\_

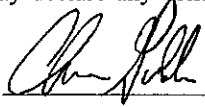
Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**PART 3: CERTIFICATION**

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

Full Name (Print): Chris Gdak Signature: 

Title: Senior Principal, Environmental Services Date: April 21, 2022

**PAY-TO-PLAY" LAW**

**CERTIFICATION BY A BUSINESS ENTITY OR INDIVIDUAL  
THAT HAS NOT MADE A CONTRIBUTION  
THAT WOULD BAR AWARD OF A CONTRACT FOR OVER \$17,500  
UNLESS AWARDED PURSUANT TO A "FAIR AND OPEN" PROCESS**

**(TO BE ATTACHED TO BID SPECIFICATIONS AND PROPOSALS FOR  
CONTRACTS HAVING ESTIMATED VALUE IN EXCESS OF \$17,500 UNLESS  
"FAIR AND OPEN" PROCESS IS FOLLOWED)**

Stantec Consulting Services Inc.

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(Name of Business Entity or Individual)

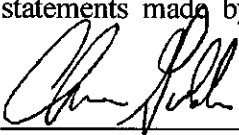
seeks to be awarded a contract by Flemington Borough and hereby certifies under penalty of perjury that such entity or individual has not made and will not make any contribution(s) that would bar the award of a contract pursuant to an act concerning campaign contributions by certain business entities seeking or holding a municipal contract (the New Jersey "Pay-to-Play Law"). This certification is made and submitted in fulfillment of the requirement of *N.J.S.A. 19:44A-20.8* of the Pay-to-Play Law which reads as follows:

Prior to awarding any contract, except a contract that is awarded pursuant to a fair and open process, a State agency in the Legislative Branch, a county or a municipality shall require the business entity to which the contract is to be awarded to provide a written certification that it has not made a contribution that would bar the award of a contract pursuant to this act.

Said business entity or individual has not made (and will not make) prior to January 1, 2013, and will not make during the term of the contract, reportable contributions (currently those in excess of \$300 per *N.J.S.A. 19:44A-8.d.* and *N.J.A.C. 19:25-10.2, et seq.*) to any municipal committee of a political party in Flemington if a member of that political party is serving in an elective public office in Flemington when the contract is awarded, or to any candidate committee of any person serving in an elective public office of Flemington when the contract is awarded.

I hereby certify that all of the foregoing statements made by me are true; I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: April 21, 2022



Name: Chris Gdak

Title: Senior Principal, Environmental Services

Company: Stantec Consulting Services Inc.



CERTIFICATE OF LIABILITY INSURANCE

5/1/2022 4/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED	STANTEC CONSULTING SERVICES INC. 370 INTERLOCKEN BLVD SUITE 300 BROOMFIELD CO 80021-8012	INSURER(S) AFFORDING COVERAGE INSURER A: 22276 INSURER B: 25674 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL/CROSS <input checked="" type="checkbox"/> XCU COVERED GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N		5/1/2021	5/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B B B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N		5/1/2021 5/1/2021	5/1/2022 5/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$	N	N		5/1/2021	5/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
B B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N		5/1/2021 5/1/2021	5/1/2022 5/1/2022	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) TO WHOM IT MAY CONCERN.

CERTIFICATE HOLDER	CANCELLATION
14193567 TO WHOM IT MAY CONCERN	See Attachment
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 





CERTIFICATE OF LIABILITY INSURANCE

10/1/2022 9/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	1414100 STANTEC CONSULTING SERVICES INC. 370 INTERLOCKEN BOULEVARD, SUITE 300 BROOMFIELD CO 80021-8012	E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: [REDACTED] NAIC # 22276	
		INSURER B: [REDACTED] NAIC # 26883	
		INSURER C:	
		INSURER D:	
		INSURER E:	
INSURER F:			

COVERAGES CERTIFICATE NUMBER: 14181323 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX
							MED EXP (Any one person) \$ XXXXXXXX
							PERSONAL & ADV INJURY \$ XXXXXXXX
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ XXXXXXXX
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ XXXXXXXX
	OTHER:						\$
	AUTOMOBILE LIABILITY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX
	ANY AUTO						BODILY INJURY (Per person) \$ XXXXXXXX
	OWNED AUTOS ONLY <input type="checkbox"/>						BODILY INJURY (Per accident) \$ XXXXXXXX
	HIRED AUTOS ONLY <input type="checkbox"/>						PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/>						\$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/>			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX
	EXCESS LIAB <input type="checkbox"/>						AGGREGATE \$ XXXXXXXX
	DED <input type="checkbox"/> RETENTION \$						\$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ XXXXXXXX
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX
A	Professional Liab	N	N	[REDACTED]	10/1/2021	10/1/2022	\$3,000,000 PER CLAIM/AGG INCLUSIVE OF COSTS
B	Contractors Pollution Liab			[REDACTED]	10/1/2021	10/1/2023	\$3,000,000 PER LOSS/AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
14181323 TO WHOM IT MAY CONCERN	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



March 3, 2021

## **Notice to Employees: US EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICIES**

Stantec Consulting Services Inc. has implemented the following policies and procedures as part of its longstanding commitment to compliance with all applicable equal opportunity and affirmative action requirements.

### Equal Opportunity Policy

Stantec is committed to maintaining a work environment that is free from any and all forms of unlawful discrimination and harassment. It is therefore the company's policy to prohibit discrimination and harassment against any applicant, employee, vendor, contractor, customer or client on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, veteran status, genetic information, sexual orientation, gender identity and expression, citizenship status, or any other basis prohibited by law. It is also the company's policy to prohibit any and all forms of retaliation against any individual who has complained of harassing or discriminatory conduct, or participated in a company or agency investigation into such complaints.

### Affirmative Action Policy

Stantec is also a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended ("Section 4212") and Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"). As such, Stantec is committed to take positive steps to implement the employment related aspects of the company's equal opportunity policy. Accordingly, it is Stantec's policy to take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. Under this policy, Stantec also will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the company's business.

The company's affirmative action policy also prohibits employees and applicants from being subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503, Section 4212, or any other Federal, state or local law requiring equal opportunity for disabled persons or covered veterans; (3) opposing any act or practice made unlawful by Section 503 or Section 4212 and their implementing regulations, or any other Federal, state or local law requiring equal opportunity for disabled persons or covered veterans; or (4) exercising any other right protected by Section 503 or Section 4212 or their implementing regulations.

The non-confidential portions of the affirmative action program for women/minorities, individuals with disabilities and protected veterans shall be available for inspection upon request by any employee or applicant for employment during regular business hours.

### Application of Equal Opportunity and Affirmative Action Policies

These policies apply whenever and wherever a company employee is performing a function of his or her job, including all Stantec locations, client worksites, and company-sponsored or client-sponsored business and social functions. The company's equal opportunity and affirmative action policies require that employment decisions be based only on valid job requirements, and extend to all terms, conditions, and privileges of employment including, but not limited to, recruitment, selection, compensation, benefit, training, promotion, and disciplinary actions.

### Workplace Harassment, Including Sexual Harassment

A key component of the company's commitment to equal opportunity is zero tolerance for workplace harassment based on, or because of, an individual's race, color, religion, creed, sex, national origin, age, disability, pregnancy, veteran status, sexual orientation, gender identity and expression, citizenship status, or any other reason prohibited by law. Such harassment, whether committed by company personnel or by clients, customers, vendors, or other individuals doing business with Stantec, will not be tolerated.

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Prohibited harassment occurs when a supervisor, co-worker, or even a non-employee behaves or acts in such a way that creates a hostile work environment for another employee based on an individual's race, color, religion, creed, sex, national origin, age, disability, pregnancy, veteran status, sexual orientation, gender identity and expression, citizenship status, or any other protected characteristic. Stantec management is responsible for ensuring compliance with all aspects of this equal employment opportunity policy and for developing implementation strategies that promote its intent.

#### Zero Tolerance for Retaliation

Every employee is encouraged to come forward without fear of reprisal, as Stantec's equal opportunity and affirmative action policies prohibit any and all forms of retaliation against anyone who in good faith complains that these policies are not being followed, or who otherwise participates in a company or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. If you believe that you have been subjected to retaliation, your complaint should be directed to one of the individuals identified below. (Where do we ID these people?)

After receiving a complaint involving a violation of the company's equal opportunity or affirmative action policy, the company will investigate and take corrective action, as appropriate. Complaints and investigations will be kept strictly confidential to the maximum extent possible. No one, regardless of position or length of service, is exempt from these policies.

#### Obligations of Company Personnel

Stantec personnel have an obligation to contribute to a harassment and discrimination free workplace. Any employee who suffers or observes harassment or any other violation of this policy is strongly encouraged to notify one of the individuals identified below. (Who?) Stantec will promptly and thoroughly investigate the alleged misconduct and, if a violation of this policy is found, will take immediate and appropriate corrective action.

#### Pay Transparency

Stantec will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Employees, however, who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

#### Responsibility for Implementation

As CEO, I fully support our affirmative action program and the policy of Pay Transparency. I am committed to the implementation of the Stantec's equal opportunity and affirmative action policies. Stantec's affirmative action programs for minorities, women, people with disabilities, and protected veterans are available for review during regular business hours. The US EEO/AAP Compliance Consultant and Human Resources are responsible for administering the affirmative action programs in the United States. These people are also responsible for conducting an analysis of all personnel actions to ensure equal opportunity and for submitting reports on the progress of our equal opportunity efforts. Employees or applicants who feel they have been discriminated against should contact them.

We request the support of all employees in accomplishing equal employment opportunity.

A handwritten signature in black ink, appearing to read "Gord Johnston", written over a horizontal line.

Gord Johnston, CEO, Stantec



Design with  
community in mind

ADOPTED

RESOLUTION 2022-146

Authorizing the Award of a Contract to Torres Landscaping  
to Remove Dead Trees and Stumps from Main Street

WHEREAS, several trees within the right-of-way on Main Street have died and are at risk of falling or dropping branches on the public sidewalk, creating an emergent safety hazard; and

WHEREAS, the Borough has a need to have several dead trees and stumps removed from the public right of way on Main Street, which are creating a public nuisance and safety hazard; and

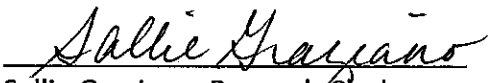
WHEREAS, quotes were requested from the following:

Torres Landscaping  
Action Tree  
Tamke Tree

WHEREAS, the firm that returned the quote most advantageous to the Borough was Torres Landscaping, which verbally gave a quote of \$1,700 to remove three dead trees and four stumps from within the public right-of-way on Main Street;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the Borough of Flemington, County of Hunterdon, State of New Jersey that the Mayor and Clerk are authorized to sign a contract with Torres Landscaping to remove three dead trees and four stumps within the public right-of-way on Main Street, at a cost of \$1,700.

Adopted: June 13, 2022  
Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Member
SECONDER:	Jeremy Long, Council President
AYES:	Johnston, Long, Parker, Rosetti, Tilly
EXCUSED:	Jessica Hand

**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Board Policy  
Prepared By: Sallie Graziano  
Initiator: Sallie Graziano  
Sponsors:  
DOC ID: 3827

**ADOPTED**

**RESOLUTION 2022-147**

**Entering Executive Session for the Purpose of Obtaining  
Legal Advice Regarding the Liberty Village Project**

WHEREAS, the Common Council of the Borough of Flemington desires to discuss and obtain attorney advice regarding the Liberty Village project; and

WHEREAS, an executive session for this discussion is justified under N.J.S.A. 10:4-12 (7), which cites:

pending or anticipated litigation or contract negotiation other than in subsection B. (4) herein in which the public body is, or may become, a party, or matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise her ethical duties as a lawyer; and

WHEREAS, a date cannot yet be given for when the minutes from the executive session may be made public;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the Borough of Flemington go into executive session for the above-started purpose.

Adopted: June 13, 2022

Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

<b>RESULT:</b>	<b>ADOPTED [3 TO 0]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Jeremy Long, Elizabeth Rosetti, Kimberly Tilly
<b>EXCUSED:</b>	Jessica Hand
<b>AWAY:</b>	Malik Johnston, Tony Parker

**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Financial Approval  
Prepared By: Sallie Graziano

Initiator: Sallie Graziano  
Sponsors:

**ADOPTED**

**RESOLUTION 2022-148**

DOC ID: 3828

## **Authorizing a Redevelopment Agreement by and Between the Borough of Flemington and HBC Liberty, LLC**

**WHEREAS**, the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1, et seq., as amended and supplemented (the “Act”), authorizes municipalities to participate in the redevelopment and improvement of areas in need of redevelopment; and

**WHEREAS**, by Resolution 2021-15, on October 12, 2021, the Borough of Flemington designated the Liberty Village Redevelopment Area as a “Non-Condemnation” Redevelopment area comprising of ten (10) lots and approximately twenty-three (23) acres (collectively, the “Redevelopment Area”); and

**WHEREAS**, by Ordinance No. 2021-28 on December 13, 2021, the Borough of Flemington adopted a plan for the redevelopment of the parcels within the Redevelopment Area known as the Liberty Village Redevelopment Plan (“Redevelopment Plan”); and

**WHEREAS**, the Borough desires that certain property located within the Redevelopment Area be redeveloped in accordance with the Redevelopment Plan, as may be amended from time to time, a complete copy of which is on file at Borough Hall:

- Block 35, Lots 22, 23, 24, 25, 31, 53, 54, 69, 70, and 71 - property known as Liberty Village, consisting of approximately 23 acres located generally at the intersection of NJ Route 12, Stangl Road, and Church Street (“Project Site”); and

**WHEREAS**, by Resolution dated January 24, 2022, the Borough authorized the execution of a Conditional Designation Agreement with HBC Liberty Village, LLC, and thereafter engaged in negotiations for a comprehensive Redevelopment Agreement with HBC Liberty Village, LLC for the redevelopment of the Redevelopment Area; and

**WHEREAS**, the Borough has negotiated the terms of a Redevelopment Agreement with HBC Liberty Village, LLC for the comprehensive redevelopment of the Redevelopment Area, a copy of which is attached to this Resolution; and

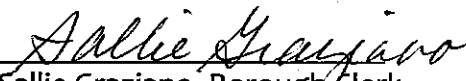
**WHEREAS**, the Borough and Redeveloper desire to enter into this Agreement, which supersedes any and all previous Agreements for the Redevelopment of the Redevelopment Area;

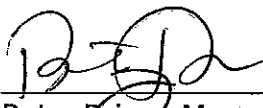
**NOW, THEREFORE BE IS RESOLVED** by the Borough of Flemington Council, County of Hunterdon, State of New Jersey, as follows:

1. The Mayor is hereby authorized and directed to execute a Redevelopment Agreement between the Borough of Flemington and HBC Liberty Village, LLC in substantially the form attached hereto as Attachment A.
2. The Clerk and Staff of the Borough of Flemington are hereby authorized and directed to take all actions as shall be deemed necessary or desirable to implement this Resolution.
3. This Resolution shall be effective immediately.

Adopted: June 13, 2022

Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Malik Johnston, Council Member
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

**CERTIFICATION**

I, Sallie Graziano, Borough Clerk of the Borough of Flemington do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Borough Council on June 13, 2022.

  
Sallie Graziano, RMC, Borough Clerk

June 14, 2022



**Mayor and Common Council**

38 Park Avenue  
Flemington, NJ 08822

Meeting: 06/13/22 07:30 PM  
Department: Clerk of the Borough  
Category: Council Ordinance  
Prepared By: Sallie Graziano

Initiator: Sallie Graziano  
Sponsors:

**ADOPTED**

**ORDINANCE 2022-7**

DOC ID: 3807

**An Ordinance to Amend the Code of the Borough of  
Flemington by Adding Section 2-30 Establishing a  
Community Emergency Response Team (CERT) Program**

**WHEREAS**, the Mayor, Borough Council, and the Borough Emergency Management Coordinator recognize the willingness of local residents to be involved in their community by volunteering during times of disaster; and

**WHEREAS**, the Federal Emergency Management Agency ("FEMA") offers a Community Emergency Response Team ("CERT") Program which educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations; and

**WHEREAS**, using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help; and

**WHEREAS**, CERT members are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community; and

**WHEREAS**, the CERT course will provide the auxiliary members the training to respond to and cope with the aftermath of a disaster; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Flemington, in the County of Hunterdon, in the State of New Jersey that Section 2-30, entitled "Community Emergency Response Team" is hereby added as follows:

**Section 2-30 Community Emergency Response Team**

- a. **Establishment.** Under the direction of the Borough's Emergency Management Coordinator there shall be established a Community Emergency Response Team (CERT) created to serve as auxiliary members of the Office of Emergency Management during disasters and special events.
- b. **Membership.** All members of the Community Emergency Response Team (CERT) will be appointed by the Governing Body, and will be required to complete the training offered by FEMA or the County of Hunterdon Office of Emergency Management.
- c. **Purpose.** The purpose of the CERT Team is as follows:
  1. Supplement the Borough's response capability after a disaster or during special events, serving as auxiliary members of the Office of Emergency Management;
  2. During and after an emergency or disaster, provide immediate assistance to victims, organize spontaneous volunteers who have not had the training and collect disaster intelligence that will assist professional responders with prioritization and allocation of resources following a disaster;
  3. Provide assistance with traffic flow when needed;

4. Participate in meetings for the Office of Emergency Management;
5. Provide assistance to other communities located in the County of Hunterdon.

Introduced: May 23, 2022

Adopted: June 13, 2022

Attest:

  
Sallie Graziano, Borough Clerk

  
Betsy Driver, Mayor

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand

#### CERTIFICATION

I, Sallie Graziano, Borough Clerk of the Borough of Flemington do hereby certify the foregoing to be a true and correct copy of an Ordinance introduced by the Borough Council on May 23, 2022, and finally adopted following a public hearing on June 13, 2022.

  
Sallie Graziano, Borough Clerk

  
Date

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kimberly Tilly, Council Member
<b>SECONDER:</b>	Jeremy Long, Council President
<b>AYES:</b>	Johnston, Long, Parker, Rosetti, Tilly
<b>EXCUSED:</b>	Jessica Hand