

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
ESTABLISHED QUALIFICATION CRITERIA**

The Borough of Buena solicits statements of qualifications for applicants for appointment to the following professional positions. Responses should address the general criteria and submission requirements for the position sought. Responses must be received in the Borough Council Chambers, Borough Hall, Minotola, New Jersey 08341, no later than 12:00 noon, January 12, 2023. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk of the Borough of Buena or his representative. The applicant/proposer shall submit two (2) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. Responses will be reviewed by the Mayor or his designee. All appointments will be announced at a public meeting. Unless otherwise noticed, appointments shall be for the year of 2023 and subject to the execution of an appropriate contract.

ASSISTANT BOROUGH SOLICITOR

GENERAL CRITERIA: The Borough of Buena desires to appoint an attorney to serve as Assistant Borough Solicitor. Applicants shall demonstrate knowledge of Public Contracts Law, Open Public Meetings Act, Open Public Records Act and general New Jersey municipal law. Applicants must have a minimum of ten (10) years' experience representing municipal governmental entities.

SUBMISSION MUST INCLUDE:

- 1) Evidence of license to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
- 2) Description of experience representing municipal governmental entities.
- 3) Description of sufficient support staff to provide all services requested by the Borough of Buena, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
- 4) List of all past and present governmental entities represented by applicant including dates of service.
- 5) A statement of no conflict of interest.
- 6) A description of any other factors which the applicant believes are relevant to its ability to provide the Borough of Buena with superior service.

LAND USE BOARD ATTORNEY

The Land Use Board Solicitor shall be appointed by the Borough of Buena Land Use Board (“Land Use Board”) pursuant to the provisions of the New Jersey Municipal Land Use Law, N.J.S.A. 40:55-D-1 et seq. The Land Use Board Solicitor shall be appointed by a majority vote of the Land Use Board which is a combined Planning Board/Zoning Board and shall serve a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The Solicitor shall be an attorney-at-law of the State of New Jersey. In lieu of appointing an individual attorney, the Land Use Board may appoint a firm of attorneys, all members of which shall be attorneys-at-law of New Jersey. The Solicitor shall be appointed in a manner consistent with Local Public Contracts. The Land Use Board Solicitor and/or firm shall receive such compensation as agreed upon and determined by the Land Use Board subject to Borough of Buena Council (“Council”) having appropriate funding to carry out the objectives of the Land Use Board in accordance with the provisions of N.J.S.A. 40:55-D-1 et seq. 2. The Land Use Board Solicitor shall:

- a. Review and aid in the preparation of Ordinances, Resolutions and legal documents pertaining to the Land Use Board;
- b. Attend regular, special and continued sessions of the Land Use Board; c. Attend work sessions and executive sessions of the Land Use Board; d. Conduct legal research and render legal opinions and assistance to the Land Use Board Officials;
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- e. Assist, when necessary, any other Attorney which the Borough may engage;
- f. Assist the Land Use Board in any other manner that may be necessary;
- g. Representation of the Land Use Board in litigation;
- h. Cooperate with the Council and Borough Solicitor regarding any matters pertaining to the Land Use Board;
- i. The Land Use Board Solicitor shall coordinate their efforts or the firm's efforts with the Department of Community Development and the office of the Borough Administrator to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as N.J.S.A. 40:55- D-1 et seq.

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ANIMAL CONTROL OFFICER

SCOPE OF STANDARDS SERVICES

1. The Contractor shall be properly licensed and certified at all times during the term of the contract in accordance with N.J.S.A. 4:19-15.16a. The Contractor shall be responsible for animal control within the Borough and shall enforce and abide by the provisions of N.J.S.A. 4:19-15.16. The Contractor shall have the authority and be responsible to enforce all State Statutes and municipal ordinances including such duties as enumerated in N.J.S.A. 4:19-15.16(c) and 4:19-15.16(d).
2. The Contractor shall maintain regular inspection patrols of the Borough.
3. Pick up and impound dogs/cats running at large upon public streets and property.
 1. Dogs/cats that are picked up will be transported to the appropriate Atlantic County Animal Shelter. Make every effort to contact owners of dogs/cats bearing registration/identification tags prior to the transporting of animals to the shelter.
4. Provide residential/commercial wildlife removal services, provided there is a health or safety hazard present, or the animal is injured. Wildlife will be removed from residential/commercial structures (occupied areas) and will be released outside in the immediate vicinity, unless the animal displays symptoms of disease, or is injured. Will advise residents of proper measures to discourage wildlife intrusion. Work with local Wildlife and Aviary

Rehabilitators as well as maintain membership in the New Jersey State

2. Certified Animal Control Officers Association. Dead animals on private property are the responsibility of the homeowner.
5. Maintain availability and easy access (800 Number, Pagers, Cell phones) on a 24 hour per day basis. During normal business hours (9:00 AM B 5:00 PM) and in emergency situations be available to respond to animal control/wildlife complaints from Borough residents and/or authorized officials within one (1) hour for the following: aggressive animals, injured animals, suspect rabid animals, bite cases and at the Official's discretion.
6. Pick up and dispose of domestic/wildlife Aroad kill@ on request, up to approximately 100 pounds (excluding deer) in compliance with New Jersey Department of Health regulations (D.E.P approved). Larger domestic animals (livestock) that are creating a road, or safety hazard will be removed to a non-hazardous area and authorities designated by the Borough will be notified immediately. CONTRACTOR will not be responsible for removing dead animals from private residential property.
7. The BOROUGH will be responsible for any emergency veterinary expenses incurred by the CONTRACTOR in conjunction with their duties in the BOROUGH. If the owner of the injured animal is located, these expenses will become the responsibility of the owner.
8. Be a source of information to the BOROUGH residents and officials concerning animal control regulations and related current information. Maintain a professional image and make public relations a top priority.
9. Maintain a \$500,000.00 liability insurance coverage in compliance with the Municipal Joint Insurance Fund (JIF)

requirements. Give the BOROUGH a Certificate of Liability Insurance naming them as additional insured. Will maintain \$500,000.00 commercial vehicle liability insurance on all vehicles.

10. Will appear on behalf of the BOROUGH for Court proceedings necessary to enforce animal regulations. The BOROUGH will be responsible for supplying summonses.

11. Will provide all necessary vehicles, equipment and maintenance required to conduct the BOROUGH'S animal control services in a professional manner. All equipment and vehicles will be kept in compliance with New Jersey State Department of Health standards.

All vehicles in use shall be lettered with company name, origin and an 800-telephone number. All animal control officers will wear appropriate uniforms and carry State Department of Health picture identification. (Each residential contract will be given the responding Animal Control Officers personal business card with company name and an 800-telephone number for future reference.)

Provide the BOROUGH'S residents and officials with animal control services, cruelty investigation, residential wildlife and road kill disposal.

a. BIENNIAL CANVAS FOR UNLICENSED DOGS OPTION B:
PROPOSAL

Conduct the BOROUGH'S Dog Census in odd numbered years, as required by N.J.S.A.

4:19-15.15. Compose a flyer outlining Borough Ordinances, licensing requirements and general information. Flyers will be distributed to Borough residences during a door-to-door

canvass. A 7-Day Warning Notice will be issued to residents owning, possessing or harboring unlicensed dogs. Residents failing to obtain the required license will be issued Court Summons and the CONTRACTOR shall appear on behalf of the BOROUGH for the Court proceedings necessary to enforce licensing. The BOROUGH will be responsible for the issuance of licenses, collection of fees. The CONTRACTOR will incur all expenses necessary to conduct the Census.

- (A) The CONTRACTOR shall notify the Municipal Clerk in writing of the date the canvas is actually started and the names, addresses, telephone number and age of anyone assisting in the canvas. No fee will be paid prior to this start date regardless of whether or not the BOROUGH collects a late fee.
- (B) The agreed upon fee will only apply to licenses where the BOROUGH has collected a late fee from the resident. For example, this will not include license issued to new dog owners or to new residents of the BOROUGH, where the BOROUGH does not charge a late fee.
- (C) The CONTRACTOR shall issue a summons to all persons who fail to obtain the required licenses after receiving a 7-day warning notice. The CONTRACTOR shall appear in the Borough of Buena Municipal Court as the Charging Official or Plaintiff in such cases at no additional cost to the BOROUGH.
- (D) The CONTRACTOR shall file a completed final report of the Biennial Canvas, on the required State forms, with the New Jersey Veterinarian Health Department on or before the deadline of September 1st,

established by the State for submission of said report
and submit a copy thereof to the Municipal Clerk.