

**RESOLUTION OF THE BOROUGH OF MERCHANTVILLE,  
COUNTY OF CAMDEN AND STATE OF NEW JERSEY  
ESTABLISHING AND IMPLEMENTING A FAIR AND OPEN  
PROCESS FOR THE SELECTION OF PROFESSIONAL  
SERVICES PROVIDERS FOR THE BOROUGH OF  
MERCHANTVILLE IN THE CALENDAR YEAR 2025**

**WHEREAS**, the Borough of Merchantville requires the services of various professional service providers for the calendar year 2025; and

**WHEREAS**, professional services are exempt from the requirement of public bidding pursuant to N.J.S.A.40A:11-5; and

**WHEREAS**, the Borough of Merchantville continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the Borough of Merchantville; and

**WHEREAS**, the Borough of Merchantville has determined that it is appropriate to implement a fair and open process for the awarding of professional service contracts; and

**WHEREAS**, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

**WHEREAS**, the Borough of Merchantville has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

**WHEREAS**, the Borough of Merchantville has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments

be made at a public meeting of the governing body and then published in accordance with N.J.S.A. 40A:11-5.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Borough Council of the Borough of Merchantville as follows:

1. All professional service appointments contained on Schedule A attached to and made a part hereof shall be subject to a fair and open process as set forth below.

2. The Borough Clerk shall cause a legal notice to be published in a newspaper authorized to publish legal notices for the Borough, stating that a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualifications will be posted on the Borough's internet website beginning no later than October 15, 2024.

3. The criteria for each position contained on Schedule A follows immediately subsequent to the listing on Schedule A. These criteria shall be disclosed together with the posting of these positions on the Borough's internet website as set forth above.

4. The website posting shall inform potential applicants that all submissions must be made to the Office of Borough Clerk and received not later than 11:00 a.m. October 30, 2024.

5. Commencing at 11:01 a.m. on October 30, 2024, or as soon thereafter as may be possible, the Borough Clerk or his designee shall publicly open and announce all submissions in the Borough's public meeting room.

6. The Mayor and Borough Council shall thereafter review all submissions.

7. Appointments shall thereafter be made at a public meeting of the Mayor and Borough Council of the Borough of Merchantville.

8. Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Council have determined that the terms of this Resolution constitute a fair and open process as to all positions included herein.

**October 14, 2024**

**THE BOROUGH OF MERCHANTVILLE**

**BY:** \_\_\_\_\_  
**EDWARD F. BRENNAN, MAYOR**

**ATTEST:**

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**DENISE L. BROUSE, BOROUGH CLERK**

I, **DENISE L. BROUSE**, Borough Clerk for the Borough of Merchantville, do hereby certify the foregoing to be a true and correct copy of the Resolution of the Borough of Merchantville, at a meeting of said Borough of Merchantville on October 14, 2024, and that said Resolution was passed by a majority vote of the Borough Council of the Borough of Merchantville.

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**DENISE L. BROUSE, BOROUGH CLERK**