



**TOWNSHIP OF DOWNE  
CUMBERLAND COUNTY, NEW JERSEY**

|              | YES | NO | ABSTAIN | ABSENT |
|--------------|-----|----|---------|--------|
| Bart, E.     |     |    |         |        |
| Byrne, S.    |     |    |         |        |
| Jordan, L.   |     |    |         |        |
| Rothman, M.  |     |    |         |        |
| Campbell, R. |     |    |         |        |

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| <b>Resolution Number: R-05-2025</b><br><b>Dated: January 7, 2024</b><br><b>Offered By:</b><br><b>Seconded By:</b> |
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**RESOLUTION APPOINTING A REGISTERED MUNICIPAL ACCOUNTANT  
(RMA) FOR A ONE (1) YEAR TERM**

**WHEREAS**, N.J.S.A. 40A:5-4 provides that the Governing Body of every local unit shall cause an annual audit of its books, accounts and financial transactions to be made after the close of the fiscal year and for that purpose shall employ a Registered Municipal Accountant of the State of New Jersey, and

**WHEREAS**, the Township Committee desires to employ and contract with FORD-SCOTT & ASSOCIATES, LLC as the "Registered Municipal Accountant" for the purposes of carrying out the responsibilities of Registered Municipal Accountant; and

**WHEREAS**, the Township shall pay the Registered Municipal Accountant, FORD-SCOTT & ASSOCIATES, LLC at standard hourly rates, plus expenses and will not exceed \$32,700 for services rendered to Downe Township by the Registered Municipal Accountant; and

**WHEREAS**, said funds are available and have been certified by the Certified Municipal Finance Officer in accordance with New Jersey Authority; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that a Resolution authorizing the award of contracts for "professional services" without competitive bids and the contract be made available for public inspection:

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Downe, County of Cumberland and State of New Jersey, as follows:

1. The Downe Township Committee hereby authorizes the Mayor and Municipal Clerk to execute a form of Agreement with FORD-SCOTT & ASSOCIATES, LLC of 1535 Haven Avenue, Ocean City, New Jersey, 08226 beginning January 7, 2025 through the date of Reorganization 2026 as Registered Municipal Accountant.
2. That the Registered Municipal Accountant shall be available as consultant to the Officials of the Township and render such assistance as may be necessary for the preparation of the 2025 Budget and conduct the 2024 Audit.
3. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the services of the provider are specialized and qualitative in nature and such services cannot be reasonably described by written specification and extensive training and certification are required to satisfactorily provide such services pursuant to applicable New Jersey State Law.
4. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
5. A notice of this action shall be published one time in an official newspaper of the Township of Downe in accordance with N.J.S.A. 40A:11-5(1)(a)(i).

**THIS RESOLUTION** was adopted by the Township Committee of the Township of Downe on January 7, 2025.

ATTEST:

  
Nadine E. Lockley, Municipal Clerk

  
Michael L. Rothman, Mayor

C E R T I F I C A T I O N

I, **NADINE E. LOCKLEY, RMC, CMR**, Municipal Clerk of the Township of Downe, County of Cumberland, State of New Jersey do hereby certify the foregoing to be a true and accurate copy of the Resolution adopted by the Downe Township Committee of the Township of Downe, County of Cumberland, State of New Jersey, at the Reorganization Meeting held on January 7, 2025 at 10:00 am at the Municipal Complex.

\_\_\_\_\_  
Date

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**NADINE E. LOCKLEY, RMC, CMR**  
Municipal Clerk