

**TOWNSHIP OF VERONA  
COUNTY OF ESSEX, STATE OF NEW JERSEY**

**RESOLUTION No. 2022-137**

A motion was made by Councilwoman Holland; seconded by Councilman McEvoy that the following resolution be adopted:

**AUTHORIZING A CONTRACT WITH FILEBANK, INC.**

**WHEREAS**, the Township of Verona has government records with permanent retention pursuant to *N.J.S.A. 47:3-15 et seq.* and *N.J.A.C. 15:3-17 et seq.*; and

**WHEREAS**, the Records Custodian of the Township has determined that permanent records are best kept offsite in a climate controlled facility; and

**WHEREAS**, the cost for storage and retrieval of permanent records is lower with FileBank, Inc. than other vendors; and

**WHEREAS**, the Qualified Purchasing Agent concurs that FileBank, Inc. shall be awarded a contract to provide said services; and

**WHEREAS**, Temporary Chief Financial Officer has certified the availability of funds for this contract, a copy of said Certification is annexed to this Resolution as Exhibit B; and

**WHEREAS**, the award of the contract to FileBank, Inc. is being made pursuant to *N.J.S.A. 19:44A-20.5* and the Business Entity Disclosure Certification and Political Contribution Disclosure Form completed by FileBank, Inc. have been filed with the Township and are annexed to this Resolution as Exhibit C.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Verona, in the County of Essex, New Jersey that FileBank Inc., 22 Thornton Road, Oakland, NJ 07436 is hereby awarded a contract for the records storage to FileBank, Inc. not to exceed \$44,000.00.

**BE IT FURTHER RESOLVED** that the Business Entity Disclosure Certification and Determination of Value are to be placed on file with this Resolution; and

**BE IT FURTHER RESOLVED** that this contract is being awarded pursuant to *N.J.S.A. 19:44A-20.5*.

**BE IT FURTHER RESOLVED** that a notice of this action shall be published once in the Verona-Cedar Grove Times; and

**BE IT FURTHER RESOLVED** that the Township Manager and the Township Clerk are hereby authorized to enter into an agreement for the aforementioned services a copy of which shall be available for public inspection in the Office of the Township Clerk.

**ROLL CALL:**

**AYES:** Holland, McEvoy, McGrath, Roman

**NAYS:**

**ABSENT:** Tamburro

**THIS IS TO CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY TOWNSHIP COUNCIL FOR THE TOWNSHIP OF VERONA AT THE REGULAR MEETING HELD ON JULY 11, 2022**

  
**JENNIFER KIERNAN**  
MUNICIPAL CLERK



**EXHIBIT A**

**DETERMINATION OF VALUE**

**TO:** Township Council of the Township of Verona

**FROM:** Steven Neale, Qualified Purchasing Agent

**DATE:** July 7, 2022

This memorandum is being written to request your approval of a resolution authorizing the award of a contract pursuant to *N.J.S.A. 19:44A-20.5*, for climate controlled storage of permanent government records.

**Contractor:** FileBank, Inc.  
23 Thornton Road  
Oakland, NJ 07436

**Cost:** Not to Exceed \$44,000.00

**Purpose:** Storage/Retrieval of Permanent Government Records

I certify that the value of the contract exceeds \$17,500.00 and is to be awarded as a Non-Fair and Open Contract, pursuant to *N.J.S.A. 19:44A-20.5*.



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STEVEN NEALE,  
Qualified Purchasing Agent

**EXHIBIT B**

**TO:** Township Council of the Township of Verona  
**FROM:** Jennifer Muscara, CTC, Temporary Chief Financial Officer  
**RE:** Certification of Availability of Funds  
**DATE:** July 7, 2022

This is to certify to the Township Council that funds for the above referenced contract are available.

**Contractor:** FileBank, Inc.  
23 Thornton Road  
Oakland, New Jersey 07436

**Contract:** Storage/Retrieval of Permanent Government Records

Budget Account No.	Amount	Account Description
2-01-22-195-053	NTE \$40,000.00	Const Code - Document Management
2-01-20-100-036	NTE \$4,000.00	Admin - Office Supplies

/s/ Jennifer Muscara  
JENNIFER MUSCARA, CTC  
TEMPORARY CHIEF FINANCIAL OFFICER