

SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES



**Tuesday, January 28, 2024
5:00 p.m. – Executive Office Board Room**



**Board of Trustees Regular Meeting
Tuesday, January 28, 2025 – 5:00 p.m.
Executive Office Board Room**

AGENDA

1. General Institutional Functions

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building when the yearly Board Meeting Schedule was noticed on December 6, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- 1.4 Welcome to Guests

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

ACTION

- 1.6 Approval/Acceptance of Minutes
 - 1.6.1 Minutes from the October 10, 2024 Board Retreat. (Emailed, Resolution No. GI01282025-1)
 - 1.6.2 Minutes from the November 26, 2024 Annual Organization Meeting. (Emailed, Resolution No. GI01282025-2)
 - 1.6.3 Minutes from the November 26, 2024 Executive Session. (Emailed, Resolution No. GI01282025-3)
 - 1.6.4 Minutes from the November 26, 2024 Regular Meeting. (Emailed, Resolution No. GI01282025-4)
 - 1.6.5 Acknowledgment of Receipt of Committee Meeting Minutes. (Emailed, Resolution No. GI01282025-5)
 - Personnel and Curriculum Committee – January 21, 2025.
 - Audit and Policy Committee – January 21, 2025.
 - Finance and Facilities Committee – January 21, 2025.

2. **Consent Agenda – ACTION/RC**

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions: November 12, 2024 – January 14, 2025. (Attachment pgs. 1 & 2, Resolution No. P01282025-1)
- 2.2 Approval of Curriculum Items
 - 2.2.1 Changes to 2025-2026 Academic Calendar. (Attachment pgs. 3-6, Resolution No. CI01282025-1)
- 2.3 Approval of Policy Items
 - 2.3.1 Re-Adopt Policy No. 200.21 Smoke & Tobacco Free Campus. (Attachment pg. 7, Resolution No. AP01282025-1)
 - 2.3.2 Re-Adopt Policy No. 200.26 Time Benefits for Part-Time Employees – Updated with new payment proceedings to align with the Union Contracts (pay for all PT employees during winter break regardless of time served). (Attachment pg 8, Resolution No. AP01282025-2)
 - 2.3.3 Re-Adopt Policy No. 200.45 Grievance Policy for Employees Not Covered Under a Collective Bargaining Agreement. (Attachment pg. 9, Resolution No. AP01282025-3)
 - 2.3.4 Re-Adopt Policy No. 507.1 Basic Skills Placement Test Policy. (Attachment pg. 10, Resolution No. AP012820025-4)
 - 2.3.5 Rescind Policy No. 200.49 Vaccination Policy. (Attachment pg. 11, Resolution No. AP01282025-5)
- 2.4 Approval of Finance Items
 - 2.4.1 Approve the College's FY 2026 Budget. (Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expenses of the College for FY26, and for the President to Prepare the Final Bound FY26 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Attachment pgs. 12-26, Resolution No. BFF01282025-1)
 - 2.4.2 Authorization to Schedule the Board of School Estimate Meeting and for The Board Secretary to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating and Capital Expenditures. (BFF01282025-2)
 - 2.4.3 Report on Financial Statements and Schedules of Expenditures of Federal Awards and State Financial Assistance in Accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB Circular 15-08 Years Ended June 30, 2024 and 2023. (Annual Audit) (Attachment pgs. 27-101, Resolution No. BFF01282025-3)
 - 2.4.4 BPO Increase for Canteen – Cafeteria Food Service - Current BPO \$40,000 – Estimated Before Activity Increase \$80,000.00. Operating funds. (Attachment pgs. 102-108, Resolution No. BFF01282025-4)

- 2.4.5 Subscription Renewal with SHI for \$ 20,784.25. Renewal of Adobe Creative Suite used in multiple graphic design student labs and Adobe Acrobat Pro used by multiple faculty and staff for advanced editing of documents in PDF Format. Operating funds. (Attachment pgs. 109 & 110, Resolution No. BFF01282025-5)
- 2.4.6 Board Resolution Authorizing the Removal of Ketan Gandhi as a Signer and the Appointment of Theresa Pappan as a Signer for the College and Foundation Bank and Investment Accounts. (Resolution No. BFF01282025-6)
- 2.4.7 Board Resolution Authorizing the Removal of Jon Connolly as a Signer and the Appointment of Cory Homer as a Signer for the College and Foundation Bank and Investment Accounts. (Resolution No. BFF01282025-7)
- 2.4.8 Board Resolution Appointing Cory Homer as the School Alliance Insurance Fund (SAIF) Commissioner. (Attachment pg. 111, Resolution No. BFF01282025-8)
- 2.5 Approval of Facilities Items
 - 2.5.1 Accept Bid from Billy Contracting & Restoration, Inc., for R Building Addition in the Amount of \$1,274,000. (Attachment pgs. 112-228, Resolution No. BFF01282025-9)
 - 2.5.2 Hannon Floors – for Carpet Removal and Install for \$ 18,822.50. Chapter 12 funded. (Attachment pgs. 229 & 230, Resolution No. BFF01282025-10)

3. Personnel – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Award Tenure to Diane Harris, Instructor of Mathematics. (Attachment pgs. 231-236, Resolution No. P01282025-2)

4. Finance – ACTION/RC

- ACTION/RC** 4.1 Recommendation: Acknowledge Receipt and Review of Financial Statements: December 31, 2024, Six Months YTD FY25 Budget. (Attachment pgs. 237-244, Resolution No. GI01282025-6)

5. Reports

- 5.1 Correspondence File – (Attachment pgs. 245-256)

6. Presentations – Student Spotlight

7. Courtesy of the Floor on General Matters (Public Session-5 Minutes per Speaker)

8. Other Business

- ACTION/RC** 8.1 Second Reading and Adoption of Amended Board of Trustees Bylaws. Section 3.4, regarding the election of Board of Trustees officers, is changed to read, “The election shall be by voice vote or by written ballot providing, however, the written ballots shall be cast and read aloud during open session identifying each member’s vote to the public and said votes shall be published in the meeting minutes. The change appears on page 4 of the Bylaws. (Resolution No. AP01282025-6)

ACTION 8.2 Appointment of the Nominating Committee.

ACTION 8.3 Appointments to Board of School Estimate.

Discussion / Reports / Announcements:

8.4 Trustee Activity Update

8.5 President's Report

8.6 Chair's Comments

8.7 The next meeting of the Board of Trustees will take place on Tuesday, February 25, 2025, in the Executive Office Board Room.

9. **Executive Session** – None this month.

10. **Adjournment**

SUSSEX COUNTY COMMUNITY COLLEGE BOARD RETREAT
Project Self-Sufficiency, Community Room, Newton, NJ
October 10, 2024

Minutes

Start: 9:00 am.

End: 8:30-9:00

Present: Mr. Gewecke, Mrs. Smith, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Dr. Connolly, Mrs. Fullem, Dr. Nespoli, and Dr. Ender. Dr. Homer joined the meeting during lunch.

- 9:00-10:00 Introductions, Opening Comments, and Outline for Retreat
- Kurt Gewecke, Board Chair
 - President Jon Connolly: Challenges in NJ Higher Education
 - Dr. Larry Nespoli: Challenges Facing Community Colleges
 - In-brief – Roles of Trustees
- 10:00-10:45 PACE Survey and Follow-Up Action Plan – A Facilitated Conversation
- History
 - Findings
- 10:45-11:00 Break (15 minutes)
- 11:00-NOON PACE Survey and Follow-Up Action Plan – A Facilitated Conversation Continued
- Early Action Plan Activities
 - Future Action Plan Activities
- Noon-12:30 Lunch and Importance of Policy-Driven Governance
- Chart: Policy-driven governance framework and the important relationship between the board and its president.
 - Three key principles that flow from the policy-driven governance model
 - The board has only one employee-the president
 - Individual trustees have no authority-legal or otherwise. The authority to govern rests solely with the collective board
 - Individual trustees should not meet with college staff
 - NJ Trustee Leadership Academy with the NJ Council of County Colleges in collaboration with the national Association of Community College Trustees. Law now requires new trustees to attend this academy, but it is open to all trustees.
- 12:45-1:45 Other Important Issues in 2024-25
- Capital construction priorities:
 - L-building Learning Commons
 - McGuire Technical Education Center back building
 - E-building residence halls
 - D-building kitchen and cafeteria
 - R-building Optics Technology program
 - Repurposing of Horton Mansion

1:45-2:00

Major Take-Aways, Closing Observations, and Next Steps

- Major Take-Aways – Larry Nespoli
- Major Take-Aways – Trustees
- Next Steps – Board Chair Gewecke and President Connolly
- Review - Harvard Business Review Article "*What Makes Great Boards Great*"

Approved:



COMMUNITY COLLEGE

Board of Trustees

ORGANIZATION MEETING

Tuesday, November 26, 2024

Board Room

MINUTES

1. Organizational Matters

- a. Mr. Gewecke called the meeting to order at 4:30 p.m.
- b. Mr. Santillo read the Public Statement: Adequate and electronic notice of this meeting specifying the time and location was transmitted via fax, email, posted to the Sussex County Community College Website, and in the main entry of the Administration Building, on Thursday, November 21, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- c. The following were present: Mr. Gewecke-Chair, Mrs. Smith-Vice Chair, Mr.Santillo-Secretary, Dr. Crowley-Treasurer, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Dr. Silverthorne, Mr. Yardley (participated via telephone), Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Dr.Gallo-Associate Vice President of Academic Affairs, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation, and Dr. Gandhi-CFO

- d. Mr. Gewecke welcomed the guests.
- e. Mr. Gewecke announced the Public Session (Courtesy of the Floor) and read:

All members of the public who provide public comments shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

No one spoke.

2. Election of Officers - (Resolution RO11262024-1)

Mr. Hofmann, Chair of the Nominating Committee, ran this part of the meeting. He announced the slate of officers:

Chair – Mr. Gewecke
Vice Chair – Mrs. Smith
Secretary – Mr. Santillo
Treasurer – Dr. Crowley

There were no nominations from the floor.

Ballots were distributed, trustees made their selections, and then returned the ballots to Mr. Hofmann, who read aloud each trustee's name and their votes. The slate of officers put forth was voted unanimously.

ACTION

- a. Action on the Nominating Committee Recommendations/Election (The newly elected officers immediately assumed their respective offices once elected, and the Chair resumed with the order of the day.)

EXECUTIVE SESSION – Contract Discussion

At 4:36 p.m., Mrs. Smith moved to enter into Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

Mr. Gewecke read the following: Now, be it resolved that the Board of Trustees will go into an Executive Session to discuss matters pertaining to a contract. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known if and when that will be. It is expected that the Executive Session will last approximately 15 minutes.

At 4:55 p.m., Mrs. Smith moved to adjourn the Executive Session and continue with the Organization Meeting. Mr. Santillo seconded the motion. The motion carried unanimously.

3. Code of Ethics Policies Acknowledgement. Trustees signed the cover page of the Ethics Policies included in their meeting packet. The page notes their acknowledgment of receipt and understanding of the policies.

ACTION/RC

4. Appointment of Legal Counsel
- 4a. **Recommendation**: General Counsel – Florio Perrucci Steinhardt Cappelli & Tipton, LLC. (Resolution No. RO11262024-2)

Mrs. Smith moved to appoint General Counsel as noted above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, and Mr. Yardley voted yes. Mrs. Pepe and Mr. Gewecke abstained from the vote. The motion carried.

ACTION/RC

- 4b. **Recommendation**: Special Counsel Services – General Counsel – Porzio, Bromberg & Newman. (Resolution No. RO11262024-3)

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

ACTION/RC 4c. **Recommendation:** Special Counsel Services – Weiner Law Group. (Resolution No. RO11262024-4)

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

ACTION/RC 4d. **Recommendation:** Special Counsel Services – Laddy, Clark, and Ryan. (Resolution No. RO11262024-5)

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

ACTION/RC 5. Appointment of an Auditing Firm
Recommendation: PKF O’Conner Davies Wiss & Co. (Resolution No. RO11262024-6)
Mrs. Smith moved to appoint PFK O’Conner Davies Wiss & Co. as the College’s auditing firm. Dr. Crowley seconded the motion.

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, and Mr. Gewecke voted yes. Mr. Yardley abstained from the vote. The motion carried.

ACTION/RC 6. Re-Appointments of On-Call Engineering and Architectural Firms
Recommendation: Mott McDonald, HQW Architects, LLC, USA Architects, and J.G. Petrucci Co./Iron Hill, Inc. as Existing Service Providers. (Resolution No. RO11262024-7)

Mrs. Smith moved to re-appoint on-call engineering and architectural firms as recommended. Dr. Crowley seconded the motion.

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mr. Yardley, and Mr. Gewecke voted yes. Mrs. Smith abstained from the vote. The motion carried.

ACTION/RC 7. Appointment of Bank Depositories
Recommendation: Provident Bank, and First Hope Bank (Resolution No. RO11262024-8)

Mrs. Smith moved to appoint bank depositories as recommended above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

- ACTION/RC** 8. Appointment of Insurance Brokers of Record
Recommendation: Arthur J. Gallagher Risk Management Services, LLC. and SAIF (School Alliance Insurance Fund). (Resolution No. RO11262024-9)

Mrs. Smith moved to appoint insurance brokers of record as recommended. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

- ACTION/RC** 9. **Recommendation:** IT Consulting Services for FY25 – Managed IT Services, Distinctive Voice and Data, LLC, Little Falls, NJ. (Resolution No. RO11262024-10)

Mrs. Smith moved to approve IT Consulting Services as recommended. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

- ACTION/RC** 10. **Recommendation:** Security Control System Services – Open System Integrators, Inc., Hamilton, NJ. (Resolution No. RO11262024-11)

Mrs. Smith moved to approve the College's security control system services as recommended. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

- ACTION/RC** 11. Appointments to the College's Board of School Estimate. (Resolution No. RO11262024-12)

Mr. Gewecke appointed himself and Mrs. Frank.

Mrs. Smith moved to accept the appointments. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

- ACTION/RC** 12. Naming of the Board's Official Newspaper/s of Record
Recommendation: The New Jersey Herald and The New Jersey Star-Ledger (Resolution No. RO11262024-13)

Mrs. Smith moved to name the Board's official newspaper/s of record as recommended. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe,

Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

ACTION 13. Selection of the Date, Time, and Location of Meetings (Resolution No. RO11262024-14)

Meetings will occur on the fourth Tuesday of each month, except August and December, when there are no scheduled meetings. Unless otherwise specified, meetings will begin at 5:00 p.m., and take place in the Executive Office Board Room.

Mrs. Smith moved to approve the meeting schedule. Dr. Crowley seconded the motion. The motion carried unanimously.

(*) ACTION 14. Consideration of the Appointment of Standing and Ad Hoc Committees. Current Committees Include: (Resolution No. RO11262024-15)

- a. Executive Committee – The four officers of the Board
- b. Personnel and Curriculum Committee – Mrs. Smith as Chair, with members Mr. Hofmann, Dr. Crowley, and Dr. Carrick
- c. Finance and Facilities Committee – Mrs. Frank as Chair, with members Dr. Silverthorne, Mr. Santillo, and Mrs. Pepe
- d. Audit and Policy Committee – Dr. Carrick as Chair, with members Mr. Yardley, Mr. Santillo, and Mrs. Frank

Mrs. Smith moved to approve committee appointments as presented. Dr. Crowley seconded the motion. The motion carried unanimously.

(*) ACTION 15. Appointment of a Representative (Board Chair) and Alternate to the New Jersey Council of County Colleges (Resolution No. RO11262024-16)

Mr. Gewecke appointed himself and Mrs. Pepe.

Mrs. Smith moved to approve the appointments. Dr. Crowley seconded the motion. The motion carried unanimously.

ACTION 16. Appointment of Foundation Liaison (Resolution No. RO11262024-17)

Mr. Gewecke appointed Dr. Silverthorne.

Mrs. Smith moved to approve the appointment. Dr. Crowley seconded the motion. The motion carried unanimously.

ACTION/RC 17. First Reading of Amended Board of Trustees Bylaws. Section 3.4, regarding the election of Board of Trustees officers, is changed to read, "The election shall be by voice vote or by written ballot providing, however, the written ballots shall be cast and read aloud during open session identifying each member's vote to the public and said votes shall be published in the meeting minutes. The change appears on page 4 of the Bylaws. (Resolution No. RO11262024-18)

Mrs. Smith moved to approve the first reading of the amended bylaws as stated above. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

ACTION 18. Appointment of Recording Secretary to the Board
Recommendation: Wendy Fullem with Saliha Iftikhar as Alternate (Resolution No. RO11262024-19)

Mrs. Smith moved to approve the appointment of a Recording Secretary and Alternate to the Board as recommended. Dr. Crowley seconded the motion. The motion carried unanimously.

ACTION 19. Appointment of Title IX Coordinator for a Year – November 2023 – November 2024
Recommendation: Stacie Caputo (Resolution No. RO11262024-20)

The Resolution was changed to November 2024-2025. Mrs. Smith moved to approve the recommendation and amended Resolution. Dr. Crowley seconded the motion. The motion carried unanimously.

ACTION 20. Appointment of Public Agency Compliant Officer (PACO) for Equal Employment Opportunity (EEO)
Recommendation: Stacie Caputo (Resolution No. RO11262024-21)

Mrs. Smith moved to appoint the PACO officer as recommended. Dr. Crowley seconded the motion. The motion carried unanimously.

21. Other Business – None

22. Public Session (Courtesy of the Floor)

Mr. Gagliardi thanked the Board for two interesting years. He said he appreciates having had the opportunity to work with Dr. Connolly as president and acknowledged Dr. Connolly's grace under pressure.

Mr. Gewecke thanked Mr. Gagliardi and noted the Board's appreciation for his guidance during a difficult time.

23. Adjournment

At 5:12 p.m. Mrs. Smith moved to adjourn the Organization Meeting. Dr. Crowley seconded the motion. The motion carried unanimously.

(*) Trustee Bylaws provide authorization for the Board Chair to make these appointments upon confirmation by a majority of the voting Board members.

Approved:



Board of Trustees
Tuesday, November 26, 2024
Board Room

EXECUTIVE SESSION MINUTES

Start: 4:36 p.m.

End: 4:55 p.m.

Present: Mr. Gewecke-Chair, Mrs. Smith-Vice Chair, Mr. Santillo-Secretary, Dr. Crowley-Treasurer, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Dr. Silverthorne, Mr. Yardley (participated via telephone), Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

During the Executive Session, the Board spoke about:

- Contract negotiation with legal firms, including personnel items under attorney-client privilege.

Approved:



**Board of Trustees Regular Meeting
Tuesday, November 26, 2024
Executive Office Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Mr. Gewecke called the meeting to order at 5:13 p.m.
- 1.2 Mr. Santillo read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building on November 21, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.

1.3 Roll Call / Pledge of Allegiance

The following were present: Mr. Gewecke - Chair, Mrs. Smith - Vice Chair, Mr. Santillo - Secretary, Dr. Crowley - Treasurer, Dr. Carrick, Mrs. Frank, Mrs. Pepe, Mr. Hofmann, Dr. Silverthorne, Mr. Yardley (participated via phone), Dr. Connolly - President and Ex-officio member, and Mrs. Fullem - Recording Secretary.

Also present: Dr. Homer - Vice President of Student Success and Institutional Effectiveness, Dr. Gallo-Associate Vice-President of Academic Affairs, Mr. Fruge - Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation and Dr. Gandhi – CFO.

1.4 Mr. Gewecke welcomed the guests and stated:

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours prior to the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

No one spoke

ACTION

1.6 Approval/Acceptance of Minutes

Mrs. Smith moved to approve all minutes, as noted below. Dr. Crowley seconded the motion. Mr. Yardley abstained. The motion carried.

1.6.1 Minutes from the October 22, 2024, Regular Board Meeting (Resolution No. GI11262024-1).

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI11262024-2).

- Personnel and Curriculum Committee – November 19, 2024.
- Audit and Policy Committee – November 19, 2024.
- Finance and Facilities Committee – November 19, 2024.

Consent Agenda – ACTION/RC

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

Mrs. Smith moved to approve all items on the Consent Agenda. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mrs. Pepe, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions: October 7, 2024 – November 12, 2024. (Resolution No. P11262024-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 New Policy No. 508.7 Athletic Department Drug Testing Program. (Resolution No. AP11262024-1)

2.3.2 Re-adoption of the following policies. There are no changes:

- Policy No. 200.35 Termination of Employment Policy (Resolution No. AP11262024-2).
- Policy No. 200.37 Retirement Policy (Resolution No. AP11262024-3).
- Policy No. 200.39 Overtime Compensation Policy (Resolution No. AP11262024-4).
- Policy No. 200.40 Pay Procedures Policy (Resolution No. AP11262024-5).
- Policy No. 200.42 Expenditure Decisions in Outside Grants Policy (Resolution No. AP11262024-6)

2.4 Approval of Finance Items

2.4.1 CampusWorks Contract Extension: December 1, 2024, through May 31, 2025. The total cost of the remote services described in the Scope of Work is \$186,702. The monthly cost is \$31,117/month. (Resolution No. BFF11262024-1)

2.4.2 Kubota - Skid Steer from Tri-State Rentals for \$54,830.16. (Chapter 12) (Resolution No. BFF11262024-2)

- 2.4.3 Kubota Training Program from Kubota – Loader Landscaper series B26TLB Tractor Loader Backhoe - for \$44,887.57. (Perkins Grant) (Resolution No. BFF11262024-3)
- 2.4.4 Kubota Training Program from Kubota - V Series RTV-X1140W-H – Full Size Diesel Utility Vehicle, for \$20,005.60. (Perkins Grant) (Resolution No. BFF11262024-4)
- 2.4.5 Kubota Training Program from Kubota - ZD1000 Series – Zero Turn Mower, for \$14,379.72. (Perkins Grant) (Resolution No. BFF11262024-5)
- 2.5 Approval of Facilities Items
 - 2.5.1 Cafeteria Floor - Ratify the purchase of repair/replacement for demolition and site preparation and concrete slab installation to CS Construction as follows: \$3,800.00 (Purchase Order # 108758), \$106,675.00 (Purchase Order # 108759). (Insurance claims) (Resolution No. BFF11262024-6)
 - 2.5.2 Emergency Operations Plan. (Resolution No. BFF11262024-7)

3. Finance – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2024, Four Months YTD FYE June 30, 2025. (Resolution No. G11262024-3)

Dr. Gandhi presented the October 31, 2024 financial statements, Four Months YTD FYE June 30, 2025, including credit hours, income statements, and assets. He highlighted a 7% increase in credit hours and a 1.4% decrease from last year. He mentioned that salaries and benefits are up this year, driving the increase in losses.

Dr. Carrick moved to acknowledge receipt and review of the above financial statements. Mrs. Pepe seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mrs. Pepe, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

4. Reports

- 4.1 The Correspondence File was received, reviewed, and filed.

- 5. Presentations** – John Dixon, Director of the Public Safety Training Academy, presented a detailed SWOT analysis of the PSTA's capital facilities plan to the Board. Key highlights included the need to expand the classroom building, which is 60-70 years old, to accommodate increasing student enrollment and recent technology upgrades. He also noted that the concrete residential burn house, built in the late 1980s, requires a \$3-6 million replacement due to its imminent condemnation.

Additionally, he emphasized the revitalization of the Hampton fire ground, which received \$25,000 in in-house improvements, and the 42-year-old training tower, which will need replacement within the next five years.

Improvement proposals included paving the grounds, constructing an outdoor rifle range, and enhancing the main street through sponsorship opportunities.

6. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker.)

No one spoke

7. **Other Business**

Discussion / Reports / Announcements:

7.1 Trustee Activity Update

Mr. Hofmann expressed his gratitude for the opportunity to attend the October ACCT meeting in Seattle, emphasizing the value of the experience. He noted the opportunities and resources identified at the conference with Dr. Connolly and the Board of Trustees, exploring whether they could benefit the colleges.

Mrs. Smith shared her enthusiasm about attending a production of "12 Angry Jurors", praising the college theater performance. She commended both the director and the actors.

7.2 The President's Report included the introduction of administration's Responsive Action Plan to the PACE Study. The President's Report is on file in the Office of the President.

7.3 Chair's Comments

Mr. Gewecke expressed his appreciation for Drs. Connolly and Gandhi, emphasizing their contributions to the college's administration and financial stability. He also thanked Dr. Gandhi for his strategic insights and vision.

7.4 The next meeting of the Board of Trustees will take place on Tuesday, January 28, 2025, in the Executive Office Board Room.

8. **Executive Session** – None this month.

9. **Adjournment**

At 6:30 p.m., Mrs. Smith moved to adjourn the Regular meeting. Dr. Crowley seconded the motion. The motion carried unanimously.

Approved:

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, January 21, 2025

Zoom Virtual Meeting

MINUTES

Start: 3:00 p.m.
End: 4:01 p.m.
Present: Dr. Carrick-Chair, Mrs. Frank, Mr. Santillo, Mr. Yardley, Mr. Santonastaso, Mr. Gewecke, Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, Mrs. Caputo, and Dr. Carr. Mr. Gewecke left the meeting due to a quorum of the board. When Mr. Santillo signed from the meeting, Mr. Gewecke later rejoined.

POLICY – The committee reviewed the following policies:

- Policy No. 200.21 Smoke & Tobacco Free Campus – The word “all” has been added to the first paragraph to read, “The purpose of this policy is to provide all Sussex County Community College (“College”) employees, students and visitors with a healthy environment, and to comply with New Jersey statutory requirements for smoke-free educational institutions.” ***The committee agrees to bring the policy to the Board of Trustees for re-adoption.***
- Policy No. 200.26 Time Benefits for Part-Time Employees—Updated with new payment procedures to align with the Union Contracts (pay for all PT employees during winter break regardless of time served). The committee engaged in conversation about pay during inclement weather and emergency closings. ***The committee agrees to bring the policy to the Board of Trustees for re-adoption.***
- Dr. Homer explained that the College plans to hire a consultant to work with us on rewriting the Emergency Operations Plan.
- Policy No. 200.45 Grievance Policy for Employees Not Covered Under a Collective Bargaining Agreement – No Changes. ***The committee agrees to bring the policy to the Board of Trustees for re-adoption.***
- Policy No. 200.49 Vaccination Policy—Request to rescind and archive. The committee engaged in an informative dialogue regarding the need for a vaccination policy and potential government mandates. It was determined that the College will address any mandates as they may arise. ***The committee agrees to bring the policy to the Board of Trustees to be rescinded and retired.***
- Policy No. 507.1 Basic Skills Placement Test Policy and Procedure Updates. Conversation about student needs and a gap in readiness from HS to college. It could be due to the COVID year. Students can opt-in and see where the test places them. ***The committee agrees to bring the policy to the Board of Trustees for updates approval and re-adoption.***
- Ms. Caputo provided an update about the Title IX policy and procedures. The policy and procedures are reverting to before changes were made over the summer. These changes and the changes made during the summer are all state-mandated.
- The committee received a reminder about the bylaws amendment's second reading at the Board Meeting.

AUDIT

- Mrs. Pappan provided an update on the annual audit. The audit was forwarded to committee members a few minutes ago. Mrs. Pappan noted that she just received the audit from our auditing firm. She received the final foundation audit, their signed Management Letter, and the College's audit and Management Letter. There is a slight finding on the fixed assets schedule - some items are in "construction in progress" and should have been depreciated and put onto the fixed assets schedule. She noted that this finding is small and immaterial. Mrs. Pappan said we are no longer short-staffed in the finance office, and she does not expect any issues for this coming fiscal year. The Foundation was clean. ***The auditors will present the final audit during next week's Board Meeting.***

OTHER BUSINESS

- The November 15, 2024 - January 15, 2025 Incident Reports were reviewed.
- Administration and staff left the meeting (Mrs. Fullem remained). Mr. Gewecke explained the terms and conditions, salary, and bonus structure for Dr. Homer's Interim President contract. Committee members unanimously support the agreement.

PERSONNEL & CURRICULUM COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, January 21, 2025

Zoom Virtual Meeting

MINUTES

Start: 4:00 p.m.
End: 4:50 p.m.
Present: Mrs. Smith-Chair, Dr. Carrick, Dr. Crowley, Mr. Cable (at 4:30), Mr. Gewecke, Dr. Homer, Dr. Okay, Mrs. Fullem, and Ms. Caputo.

PERSONNEL

- The committee reviewed Personnel Actions from November 12, 2024, to January 14, 2025, including full-time and part-time new hires, resignations/terminations/positions ended, and full-time and part-time open positions. ***The committee agrees to bring to the Board of Trustees for approval.***
- The awarding of tenure to Diane Harris, Math Instructor, was discussed in depth. The tenure timeline and process were reviewed. The College has 14-15 tenured faculty members, with four more in process. ***The committee agrees to bring to the Board of Trustees for approval.***
- Ms. Caputo provided an update about the Title IX policy and procedures. The policy and procedures are reverting to before changes were made over the summer. These changes and the changes made during the summer are all state-mandated. These changes are state-mandated.

CURRICULUM

- The committee reviewed changes to the 2025-2026 Academic Calendar and agreed to bring ***to the Board of Trustees for approval.***

OTHER BUSINESS

- November 15, 2024 - January 15, 2025 incidents were reviewed.
- The committee received a reminder about the bylaws amendment's second reading at the Board Meeting.
- Administration and staff left the meeting (Mrs. Fullem remained). Mr. Gewecke explained the terms and conditions, salary, and bonus structure for Dr. Homer's Interim President contract. Committee members unanimously support the agreement.

FINANCE & FACILITIES COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, January 21, 2025

Zoom Virtual Meeting

MINUTES

Start: 5:02 p.m.
End: 6:40 p.m.
Present: Mrs. Frank-Chair, Mr. Santillo, Dr. Silverthorne, Mrs. Pepe, Mr. Gewecke, Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, Mr. Fruge, Mr. Rago, Mrs. Unrath, Ms. Belli, and Mr. Stoppay.

INTRODUCTIONS

- Theresa Pappan, Vice President of Finance and Administration, Cerene Belli, Director of Finance, Tony Rago, Director of Facilities, and Finance and Facilities Committee Members.
- Mrs. Frank reminded committee members that they are more prone to phishing attacks being on this committee.

FINANCE

- Mrs. Pappan presented the Financial Statements: December 31, 2024 Six Months YTD FY25 Budget, including credit hours, income statement, balance sheet-assets, balance sheet-liabilities and net assets, and key metrics. Additional staff were added who were unbudgeted. The College remains committed to staying within the budget. Mrs. Pappan will share the Strategic Staffing Plan. ***The committee agrees to bring to the Board of Trustees to acknowledge receipt and review.***
- Mrs. Pappan will send revenue information.
- The committee reviewed the FY26 Budget, which included budget assumptions, credit hour projections, financial projections, and a Draft FY 2026 Expense Budget. The committee requests that the budget be prepared in accordance with the dates per State Statutes. ***The committee agrees to bring the budget to the Board of Trustees for approval and for the Board of School Estimate Meeting to be scheduled.***
- Mrs. Pappan provided an update on the annual audit. Mrs. Pappan noted that she just received the audit from our auditing firm. She received the final foundation audit, their signed Management Letter, and the College's audit and Management Letter. There is a slight finding on the fixed assets schedule - some items are in "construction in progress" and should have been depreciated and put onto the fixed assets schedule. She noted that this finding is small and immaterial. Mrs. Pappan said we are no longer short-staffed in the finance office, and she does not expect any issues for this coming fiscal year. The Foundation was clean. ***The auditors will present the final audit during next week's Board Meeting.***
- ***The committee also reviewed the following and agree to bring to the Board of Trustees for approval:***
 - BPO Increase for Canteen – Cafeteria Food Service - Current BPO \$40,000 Estimated Before Activity Increase \$80,000.00. Operating funds.

- Subscription Renewal with SHI for \$ 20,784.25. Renewal of Adobe Creative Suite used in multiple graphic design student labs and Adobe Acrobat_Pro used by multiple faculty and staff for advanced editing of documents in pdf format. Operating funds.
- Board Resolution Authorizing the Removal of Ketan Gandhi as a Signer and the Appointment of Theresa Pappan as a Signer for the College and Foundation Bank and Investment Accounts.
- Board Resolution Authorizing the Removal of Jon Connolly as a Signer and the Appointment of Cory Homer as a Signer for the College and Foundation Bank and Investment Accounts.
- Board Resolution appointing Cory Homer as the School Alliance Insurance Fund (SAIF) Commissioner.
- Mrs. Pappan provided an investment review, including moving from Morgan Stanley to Bank One and searching for a new investment managing company.
- The committee discussed the origin of the Board approval threshold of \$17,500. This will be discussed more in the future.

FACILITIES

- Hannon Floors—\$18,822.50 for Carpet Removal and installation (Chapter 12 funded) was discussed. The committee agrees to bring **to the Board of Trustees for approval**.
- Dr. Homer led a discussion about dormitories, the presentation to the Commissioners, and an update regarding HQW. The Sussex County Commissioners recommended the utilization of the 33k sq. ft. jail. Dr. Homer summarized that several of the executive team visited the jail and concluded that dormitories are not likely the best use of this type of building. Additionally, the cost to update the building is likely to be very high.
- Dr. Homer, Mrs. Pappan, and Mr. Rago provided updates regarding Building B HVAC, ATC, Jenzabar, and PFOS. He noted that with Jenzabar and Middle States ongoing and other projects, we will back off a bit from projects like the dorms and complete other projects. We will revisit the priority list.
 - HVAC work in the B building will be resolved from February 21st to 23rd. The manufacturer, Trane, is doing the work. We are not paying. It is under warranty. Supplemental heat will be in the building during the time work is being performed.
 - ATC siding – The wrong product was used for the building. We are meeting with the architects, who said the work will be redone. A \$100k check is being held.
 - Jenzabar migration is ongoing. We are required to reconcile the January close by February 3rd. There is a two-week blackout period during which we will reconcile what is in old Jenzabar and new Jenzabar J1. Finance will then let IT (Judy Lovas) know. The cutover to J1 is still scheduled for October. We are on time with the migration. The contract with Campusworks is set to expire in May. We will discuss it internally with the staff who are doing the work. Dr. Homer does not think we need to continue moving forward with them after the contract ends.
 - Mrs. Pappan explained PFOS and the background of the PFOS issue at the PSTA. The College is following the County's lead and joined the Gross or Class Action Tort against 3M.
- The bid from Billy Contracting & Restoration, Inc., for R Building Addition in the Amount of \$1,274,000 was added to the agenda. The amount does not include the septic line. The current system remains workable. Dr. Homer explained that this is the optics expansion off the R building.

He said this went out to bid in 2022 and returned around \$2.2-\$2.4M. Our budget was \$1M. We reengineered a few things to fit into what the initial budget. 75% of the total is through a grant called Securing Our Children's Future Bond Act that we wrote four to five years ago. That \$800k is there. The rest is covered by Chapter 12, a requirement of the grant that we match 25% of the total. We have several optics machining tools that we have not been able to use yet. We secured these through a grant from the Department of Defense. This project allows us to fully utilize the lab space and equipment. This is our partnership with Thorlabs. ***The committee agrees to bring to the Board of Trustees for approval.***

SAFETY AND SECURITY

- The November 15, 2024 - January 15, 2025 Incident Reports were reviewed.

OTHER BUSINESS

- The committee was reminded that there will be a second reading of the bylaws amendment at the Board Meeting.
- Administration and staff left the meeting (Mrs. Fullem remained). Mr. Gewecke explained the terms and conditions, salary, and bonus structure for Dr. Homer's Interim President contract. Committee members unanimously support the agreement.

Sussex County Community College

Personnel Actions: November 12, 2024 – January 14, 2025

NEW HIRES:

Full-time

- Theresa Pappan - Vice President of Finance and Administration
- Cerene Belli - Director of Finance
- Anthony Rago - Director of Facilities
- Sierra LoCicero - Academic Affairs and Student Affairs Executive Assistant

Part-Time:

- Karin Rennie – PT ABE/HSE (Adult Basic Education/High School Equivalency) Program Instructor
- Joseph Sorrentino - Adjunct Photography
- Kelsie Stefkovich - PT SAS (Student-Athlete Success) Advisor
- Weldon Braxton - PT Assistant Coach Football
- Ryan Mondo - PT Assistant Coach Football
- Kenneth Schwemmer - Adjunct History
- Joseph Linskey - Adjunct Criminal Justice
- Emily Curran - Adjunct History
- Laura Sullivan - PT ATC (Adult Transition Center) Transitions Coach
- Tiffany Snow-Smith - Adjunct Exercise Science
- Tiffany Spear - PT Academic Affairs Coordinator

RESIGNATIONS/TERMINATIONS/POSITION ENDED:

- Keith Festa - Campus Safety Manager – Involuntary Resignation
- Lance Marquez – Coach – Voluntary Resignation
- Michael Barfield – Equipment Manager – Voluntary Resignation
- Erin Shroll – Program Coordinator – Voluntary Resignation
- Jean LeBlanc – Asst. Professor - Retirement
- Luke Krumich – Coach – Voluntary Resignation
- Louis De La Osa – Security Guard – Voluntary Resignation
- James Robertson – Coach – Involuntary Resignation

ON LEAVE:

- n/a

OPEN POSITIONS:

Full-Time:

- Director of Campus Safety and Security
- Math Instructor

Part-Time:

- PT CTE Student Performance Coordinator
- Adjunct – Electrical Line Worker

- PT Campus Store Student Worker
- Adjunct – Cosmetology
- Adjunct – Accounting
- PT Kitchen Lab Assistant
- PT Porter Dishwasher
- PT Service Staff
- Adjunct - Chemistry
- Adjunct – Math
- Adjunct – Spanish
- Adjunct – Environmental Science
- Adjunct – History
- Adjunct – Business
- Adjunct – Graphic Design
- PT Campus Life Assistant
- Adjunct – English Effective Speaking
- Adjunct – Business Management
- PT Head Coach Football
- PT IT Tech
- PT Assistant Coach Men’s Baseball
- PT Assistant Coach Men’s Wrestling
- Adjunct – Biology
- Adjunct – Education
- PT ESOL Program Assistant
- PT ESOL Program Instructor
- PT ESOL Conversation Class
- PT Head Coach Women’s Volleyball
- PT Head Coach Golf

2025-2026 Academic Calendar

The College reserves the right to adjust the calendar as conditions necessitate.

Summer 2025 (May 19 – August 21, 2025)

SUMMER 1 2025 (5 Weeks)

May 15	UPP & Senior Citizen Registration begins
May 19	Classes begin: Late Registration begins
May 20	Last day to late register or add a class
May 22	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
May 22	Last day to change to an audit
May 23 to May 27 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
May 26	Memorial Day – College Closed
June 16	Last day to withdraw with a “W”
June 19	Juneteenth – College Open – Events Planned on Campus
June 23	Final day of semester
June 17 to June 25 (11:59 pm)	Final Grades Entered Online (Faculty Only)

SUMMER 2 2025 (7 Weeks)

June 18	UPP & Senior Citizen Registration begins
June 24	Classes begin; Late Registration begins
June 26	Last day to late register or add a class
July 2	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
July 2	Last day to change to an audit
July 3 to July 7 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
July 3 to 4	July 4th Holiday Observance – College Closed
July 30	Last day to withdraw with a “W”
August 7	Final day of semester
August 5 to August 9 (11:59 pm)	Final Grades Entered Online (Faculty Only)

SUMMER 3 2025 (5 Weeks)

June 25	UPP & Senior Citizen Registration begins
June 30	Classes begin; Late Registration begins
July 1	Last day to late register or add a class
July 3	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
July 3	Last day to change to an audit
July 4 to July 7 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
July 3 to 4	July 4th Holiday Observance – College Closed
July 25	Last day to withdraw with a “W”
July 31	Final day of semester
July 28 to August 2 (11:59 pm)	Final Grades Entered Online (Faculty Only)

SUMMER 4 2025 (14 Weeks – Medical Assistant Only)

May 15	UPP & Senior Citizen Registration begins
May 19	Classes begin; Late Registration begins
May 26	Memorial Day – College Closed
May 23	Last day to late register or add a class
June 3	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
June 3	Last day to change to an audit
June 4 to June 10 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
July 3 to 4	July 4th Holiday Observance – College Closed
August 1	Last day to withdraw with a “W”
August 21	Final day of semester
August 18 to August 23 (11:59 pm)	Final Grades Entered Online (Faculty Only)

FALL 2025

August 25 -August 29	Full-Time Faculty Return/Faculty & Staff Orientation
TBD (multiple dates being considered at this time)	Orientation for New & Transfer Students
August 28	Adjunct Faculty Orientation
August 28	UPP & Senior Citizen Registration begins

September 1	Labor Day - College Closed
September 2	Classes Begin; Late Registration begins
September 8	Last day to late register or add a class
September 15	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
September 15	Last day to change to an audit
September 16 to September 22 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
September 30	Last day to change Spring & Summer Incomplete grades
October 13	Indigenous Peoples' Day – College Closed
October 20 to October 26 (11:59 pm)*	Midterm D's & F's Entered Online (Faculty Only)*
November 10***	Registration for Winter begins
November 11	Veterans Day – College Open - Events Planned on Campus
November 17	Registration for Spring begins
November 26 (5:00 pm) to November 30	Thanksgiving Holiday – College Closed
December 1	Last day to withdraw with a “W”
December 20	Final day of the semester
December 9 to December 22 (11:59 pm)	Final Grades Entered Online (Faculty Only)
December 24, 2025 to January 1, 2026	Winter Break – College Closed
FALL 2025 Early Finish	
September 1	Labor Day - College Closed
September 2	Classes Begin; Late Registration begins
September 4	Last day to late register or add a class
September 9	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
September 9	Last day to change to an audit
September 10 to September 14 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
October 13	Indigenous Peoples' Day – College Closed
October 16**	Last day to withdraw from Early Finish with a “W”
October 25	Final day of Early Finish
October 14 to October 27 (11:59 pm)**	Final Grades Entered Online (Faculty Only)
FALL 2025 Delayed Start	
September 22	Classes Begin; Late Registration begins
September 25	Last day to late register or add a class
October 1	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
October 1	Last day to change to an audit
October 2 to October 7 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
October 13	Indigenous Peoples' Day – College Closed
November 11	Veterans Day – College Open - Events Planned on Campus
November 26 (5:00 pm) to November 30	Thanksgiving Holiday – College Closed
December 8	Last day to withdraw from Delayed Start with a “W”
December 20	Final day of Late Start Session
December 9 to December 22 (11:59 pm)	Final Grades Entered Online (Faculty Only)

*Mid-term online grading will be unavailable due to the system change but you can utilize Canvas for grading and conversations with students in danger of failing.

**This will be handled via paper withdrawals and grading through the Registrar's Office due to the system change.

***Winter 2026 registration needs to be delayed due to the system conversion.

FALL 2025 Late Start	
October 27	Classes Begin; Late Registration begins
October 29	Last day to late register or add a class
November 3	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
November 3	Last day to change to an audit
November to November 7 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
November 11	Veterans Day – College Open - Events Planned on Campus
November 26 (5:00 pm) to November 30	Thanksgiving Holiday – College Closed
December 11	Last day to withdraw from Late Start with a “W”
December 20	Final day of Late Start
December 8 to December 22 (11:59 pm)	Final Grades Entered Online (Faculty Only)
WINTER 2026	
December 23	UPP & Senior Citizen Registration begins
January 5	Classes begin; Late Registration begins
January 5	Last day to late register or add a class
January 6	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
January 6	Last day to change to an audit
January 7 to January 9 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
January 14	Last day to withdraw with a “W”
January 16	Final day of semester
January 16 to January 18 (11:59 pm)	Final Grades Entered Online (Faculty Only)
SPRING 2026	
TBD (multiple dates being considered at this time)	Orientation for New & Transfer Students
January 12-16	Full-Time Faculty Return/Faculty & Staff Orientation
January 15	Adjunct Faculty Orientation
January 15	UPP & Senior Citizen Registration begins
January 19	Martin Luther King Jr. Day – College Closed
January 20	Classes begin; Late Registration begins
January 26	Last day to late register or add a class
February 2	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
February 2	Last day to change to an audit
February 3 to February 9 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
February 15	Last day to change Fall & Winter Incomplete grades
February 16	Registration for Summer begins
March 9 to March 15	Spring Break
March 16 to March 22 (11:59 pm)	Midterm D’s & F’s Entered Online (Faculty Only)
March 23	Registration for Fall begins
April 21	Last day to withdraw with a “W”
May 11	Final day of semester
May 5 to May 13 (11:59 pm)	Final Grades Entered Online (Faculty Only)
May 13 (Severe Weather Date – 5/14)	Commencement

SPRING 2026 Early Finish	
January 20	Classes begin; Late Registration begins
January 22	Last day to late register or add a class
January 27	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
January 27	Last day to change to an audit
January 28 to February 1 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
February 26	Last day to withdraw from Early Finish with a "W"
March 9 to March 15	Spring Break
March 18	Final day of Early Finish
March 2 to March 20 (11:59 pm)	Final Grades Entered Online (Faculty Only)
SPRING 2026 Delayed Start	
February 9	Classes Begin; Late Registration begins
February 12	Last day to late register or add a class
February 18	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
February 18	Last day to change to an audit
February 19 to February 24 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
March 9 to March 15	Spring Break
April 27	Last day to withdraw from Delayed Start with a "W"
May 9	Final day of Delayed Start
May 4 to May 11 (11:59 pm)	Final Grades Entered Online (Faculty Only)
SPRING 2026 Late Start	
March 19	Classes Begin; Late Registration begins
March 23	Last day to late register or add a class
March 26	Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date.
March 26	Last day to change to an audit
March 27 to March 30 (11:59 pm)	Tenth Day Enrollment Entered Online (Faculty Only)
April 27	Last day to withdraw from Late Start with a "W"
May 9	Final day of Late Start
April 30 to May 11 (11:59 pm)	Final Grades Entered Online (Faculty Only)

Sussex County Community College
Policy No.: 200.21
Area: Human Resources
Adopted: May 24, 2016
Re-adopted: February 25, 2020
Updated and Re-adopted:

200.21 Smoke and Tobacco-Free Campus Policy

PURPOSE OF THE POLICY

The purpose of this policy is to provide [all](#) Sussex County Community College (“College”) employees, students and visitors with a healthy environment, and to comply with New Jersey statutory requirements for smoke-free educational institutions.

GENERAL STATEMENT OF SMOKE AND TOBACCO-FREE POLICY

The College is a smoke and tobacco-free campus. This includes all tobacco products, and electronic smoking devices. Smoking and use of tobacco products are not permitted in any campus buildings, facilities, athletic and social venues, or anywhere else on campus other than inside personal vehicles.

200.26 Time Benefits for Part-Time Employees Policy

PURPOSE OF THE POLICY

To maintain an equitable method of compensation for part-time employees of Sussex County Community College (“College”).

GENERAL STATEMENT OF TIME BENEFITS FOR PART-TIME EMPLOYEES POLICY

Part-time employees ~~who have a minimum of five years of continuous service to the College~~ will receive straight time pay ~~for any hours regularly scheduled for a portion of~~ during the time the College is closed during the period between Christmas and New Year’s. ~~The hours paid to the eligible employee will be based on 60% of the weekly number of hours typically worked by the employee.~~

In the event of a declared College closure after a part-time employee reports to work, the employee will receive a minimum of two hours of regular wages.

Sussex County Community College
Policy No.: 200.45
Area: Human Resources
Adopted: January 24, 2017
Revised & Re-adopted: November 24, 2020
Updated and Re-adopted:

200.45 Grievance Policy for Employees Not Covered by a Collective Bargaining Agreement

PURPOSE OF POLICY

It is the policy of Sussex County Community College (“College”) to develop and maintain a satisfied and efficient workforce. Any employee not covered under a collective bargaining agreement is entitled to a fair and equitable process to resolve work-related complaints and grievances regarding alleged misinterpretations or misapplications of policies and/or procedures.

GENERAL STATEMENT OF GRIEVANCE POLICY FOR EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT

The College maintains a grievance procedure to provide those employees not covered by a collective bargaining agreement with an opportunity to voice work-related complaints without fear of reprisal. The procedures developed pursuant to this policy are also available to address allegations of discrimination or harassment based on race, color, creed, religion, sex, ancestry, national origin, pregnancy, age or disability or any other legally protected classification.

Sussex County Community College

Policy No.: 507.1

Area: Student Services

Adopted: April 23, 2019

Draft: December 3, 2024

Updated and Re-adopted:

507.1 Basic Skills Placement Test Policy

PURPOSE OF THE POLICY

All entering students have the option of taking the Placement Test which is used as a measure in advising for appropriate course placement. Students will not be bound by the results, but instead, may choose to use the results for self-reflection, and/or for further discussion with their advisor.

GENERAL STATEMENT OF PLACEMENT TEST POLICY

Although no longer a mandatory requirement for college placement, students can still be encouraged to take the placement test as an additional tool of measurement for course placement. Non-traditional students are also welcome to take the placement test if other tools of measurement are not available for review.

Sussex County Community College

Policy No.: 200.49

Area: Human Resources

Adopted: March 23, 2021

Rescinded:

200.49 Vaccination Policy

PURPOSE OF THE POLICY

In accordance with Sussex County Community College's duty to provide and maintain a workplace that is free of known hazards, Sussex County Community College is adopting this policy to safeguard the health of our students, faculty, employees and their families, our visitors and the community at large from infectious diseases, such as COVID-19, which may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Center for Disease Control and Prevention and local health authorities as applicable.

GENERAL STATEMENT OF VACCINATION POLICY

Sussex County Community College firmly believes in the effectiveness of vaccines to prevent illness and encourages all employees and students to receive vaccinations.



**Sussex County Community College
FY 2026 Budget Preview
For Board and BOSE**

SCCC Strategic Plan



MISSION - *Sussex County Community College provides a dynamic college experience to a diverse community of students that supports the economic prosperity of the region through lifelong learning, and high-quality academic and occupational programs, in an accessible and supportive environment to ensure student success.*

VISION - *Sussex County Community College will be a leader in NJ Higher Education as a premier provider of 21st-century learning opportunities, professional training, and skills development to meet the needs of the people of our community in a globally competitive environment.*

Strategic Plan - Areas of Focus

Area of Focus #1 High-Quality Academic and Occupational Programs

GOAL: To strengthen and support high-quality academic and occupational programs through a comprehensive teaching and learning experience which fosters student success.

OBJECTIVES:

1. Increase inclusive curricular offerings that incorporate various styles of teaching and learning.
2. Increase program-specific student success through recruitment, completion, and post-graduation preparation.
3. Develop pathways to improve access and opportunities to postsecondary education and labor force participation.



Area of Focus #2 Accessible and Supportive Environment

GOAL: To provide an accessible, inclusive, and supportive environment that fosters a holistic approach to academic and student support resources for the success of all students.

OBJECTIVES:

1. Maximize comprehensive student and academic support resources to efficiently facilitate student success.
2. Identify and remove roadblocks that impede student success.

Strategic Plan Areas of Focus

Area of Focus #3 Dynamic College Experience

GOAL: To offer a unique, robust college experience including engaging campus life, athletics, and clubs to strengthen the student experience.

OBJECTIVES:

1. Enhance the quality of innovative and unique programming to improve student engagement.
2. Maximize relationships with community partners and alumni that support the campus experience.



Area of Focus #4 Lifelong Learning

GOAL: To foster a community-wide culture that promotes scholarly inquiry, professional development, and academic research.

OBJECTIVES:

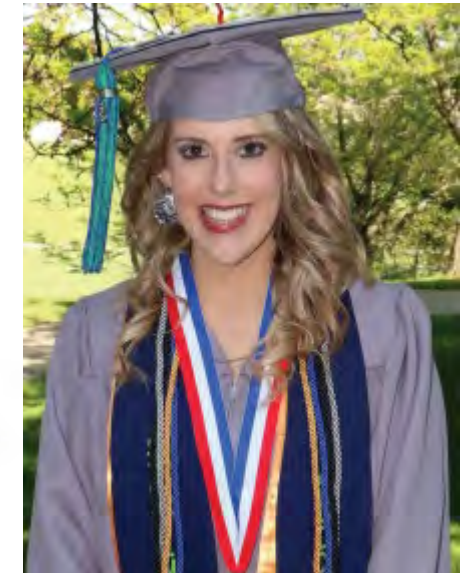
1. Expand opportunities for college-wide scholarly inquiry and research.
2. Broaden and diversify professional development opportunities for all members of the college community.

Area of Focus #5 Inclusive College Community

GOAL: To embrace and strengthen an inclusive culture that values all members of the community.

OBJECTIVES:

1. Cultivate an environment where members of the college community feel safe, respected, and included.
2. Strengthen the role of shared governance to develop a more inclusive college community.



Budget Assumptions

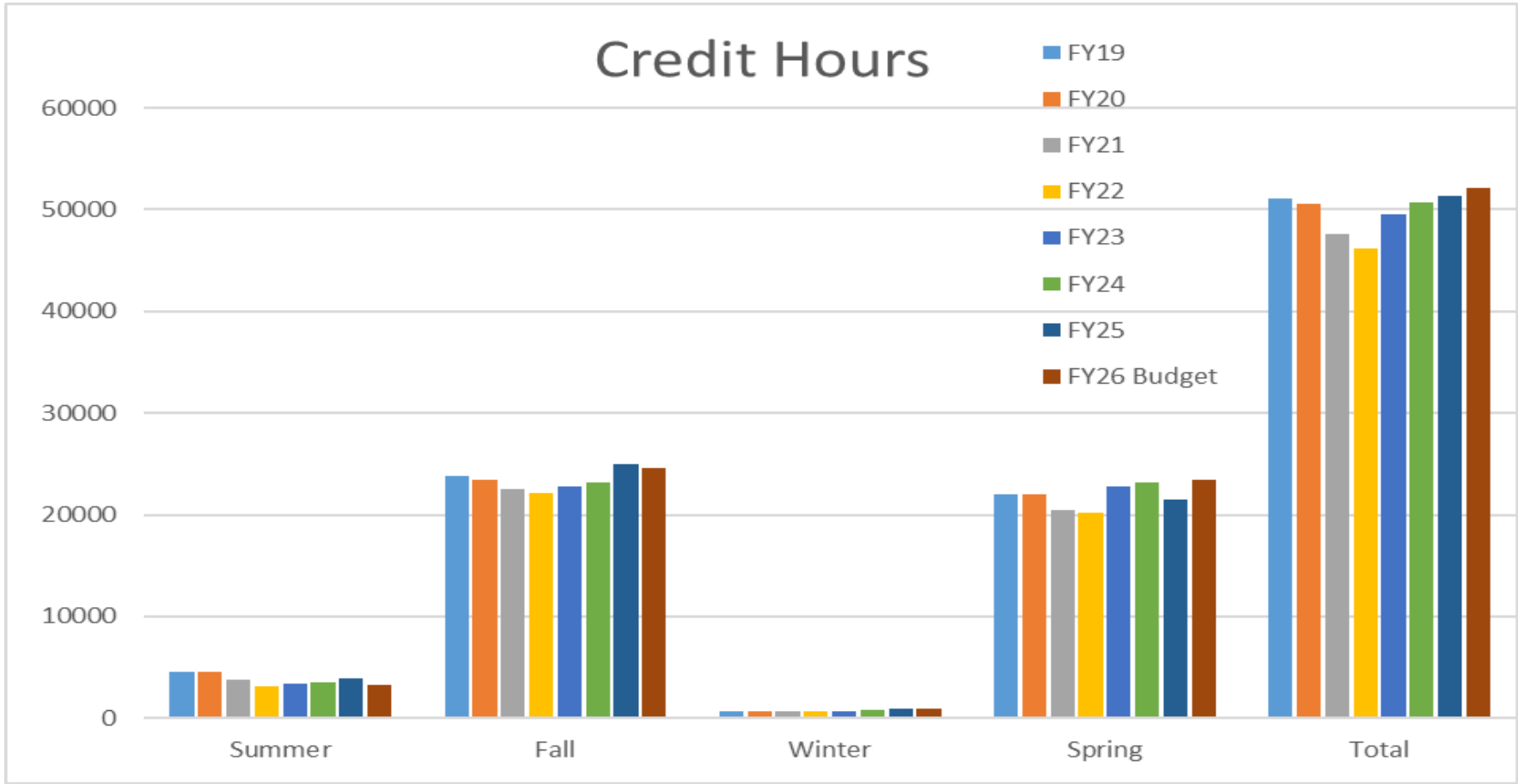
- Continue Implementation of Strategic Plan
 - Continuing work to provide and improve new academic opportunities for our students.
 - Providing a rich campus life experience including events, athletics, and student leadership opportunities.
- Balanced budget
- Tuition rates and fees remain unchanged.
- 3% pay rate increases
- 4.5% expense reduction in non-salary and benefit line items
- State funding calculated at latest formula.
- Other funding calculated on current activity trend. (facility rentals, investments, income from other programs.

Credit Hour Projections

- The College utilizes a multi-statistical approach to forecast credit hours, taking into account the unique variables that impact each sub-session that the College offers. The College additionally weighs subjective data and information to make informed decisions regarding the amount of error in each projection.
- For the FY 26 credit hour projection, predictions for all sub-sessions are we analyzed all areas of growth and carefully predicted. When building the impacts on both Fall and Spring, we are projecting to be 6% above last year's budgeted credit hours.

Credit Hour Projections

(\$thsd)	FYE 2024 Actual	FYE 2025 Budget	FYE 2025 Estimate	FYE 2026 Budget	Var FY26 Budget vs FY25 Budget
Student Credit Hours	50,703	48,626	51,315	52,190	3,564
FTE Students/30 Credits	1,690	1,621	1,711	1,740	119
Tuition per credit hour	140	146	146	146	-
General Fee-per credit hour	40	40	40	40	-
Student Service Fee-per Credit Hour	20	20	20	20	-
Technology Fee-per Credit Hour	25	25	25	25	-
Total Fees-per Credit Hour	85	85	85	85	-
Total Tuition & Fees per Credit Hour	225	231	231	231	(0)



	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26 Budget
Summer	4511	4492	3838	3194	3331	3523	3941	3305
Fall	23856	23460	22506	22166	22736	23219	24974	24548
Winter	721	625	734	671	717	841	900	909
Spring	22033	22060	20495	20185	22737	23120	21500	23428
Total	51121	50637	47573	46216	49521	50703	51315	52190

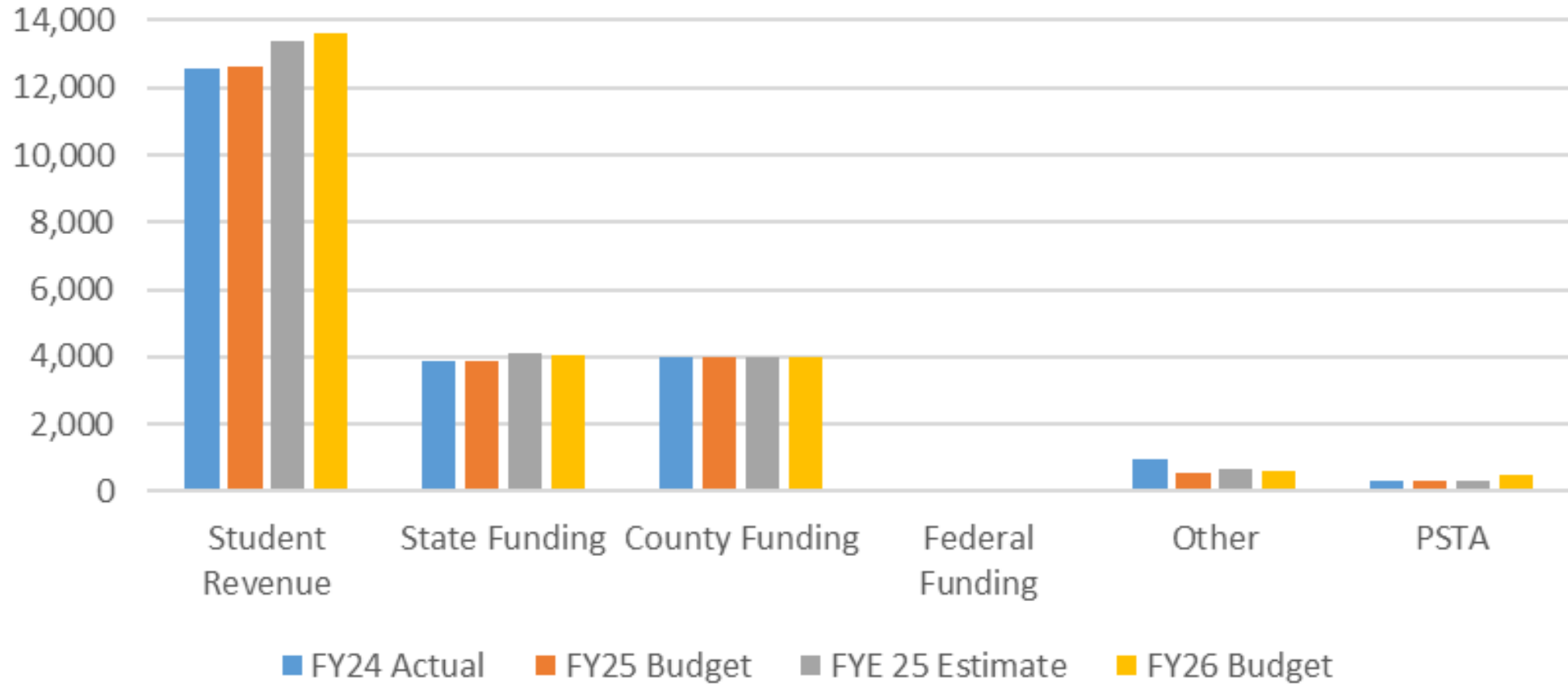
Sussex County Community College

Revenue Projections - Operations

FY25/26

	FYE 2024 Actual	FYE 2025 Budget	FYE 2025 Estimate	FYE 2026 Proposed Budget	Var FY26 Budget vs FY25 Budget
Operating Revenue					
Net Student Revenues	12,584	12,643	13,393	13,622	979
Student Tuition & Fee Revenue	12,584	12,643	13,393	13,622	979
State Funding	3,894	3,902	4,102	4,039	137
County Funding	4,020	4,020	4,020	4,020	-
Other	986	548	650	630	82
PSTA-County	340	340	340	500	160
Subtotal non student revenue	9,240	8,810	9,112	9,189	379
Total BOSE Revenue	21,824	21,453	22,505	22,811	1,358

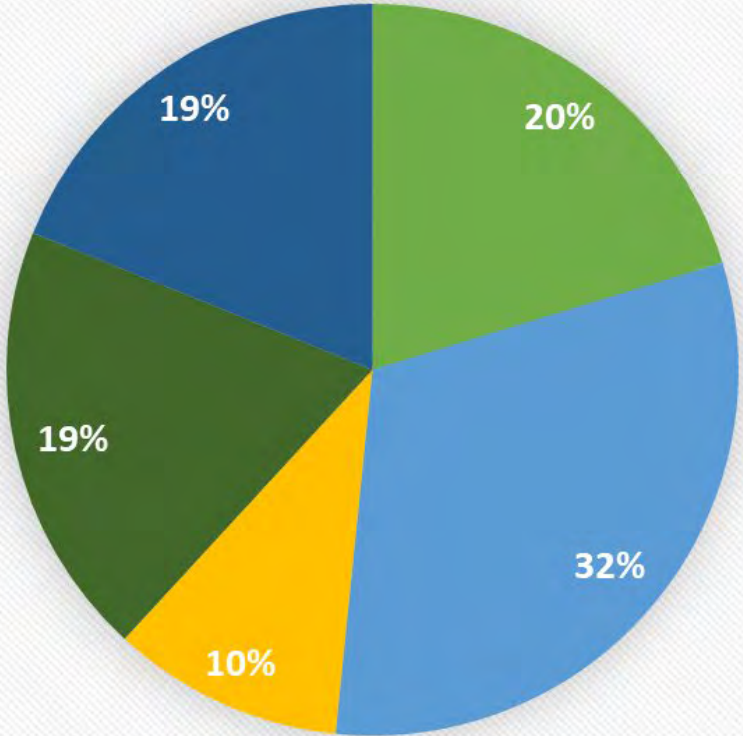
SCCC Operating Revenues



Sussex County Community College Expense Projections - Operations FY25/26

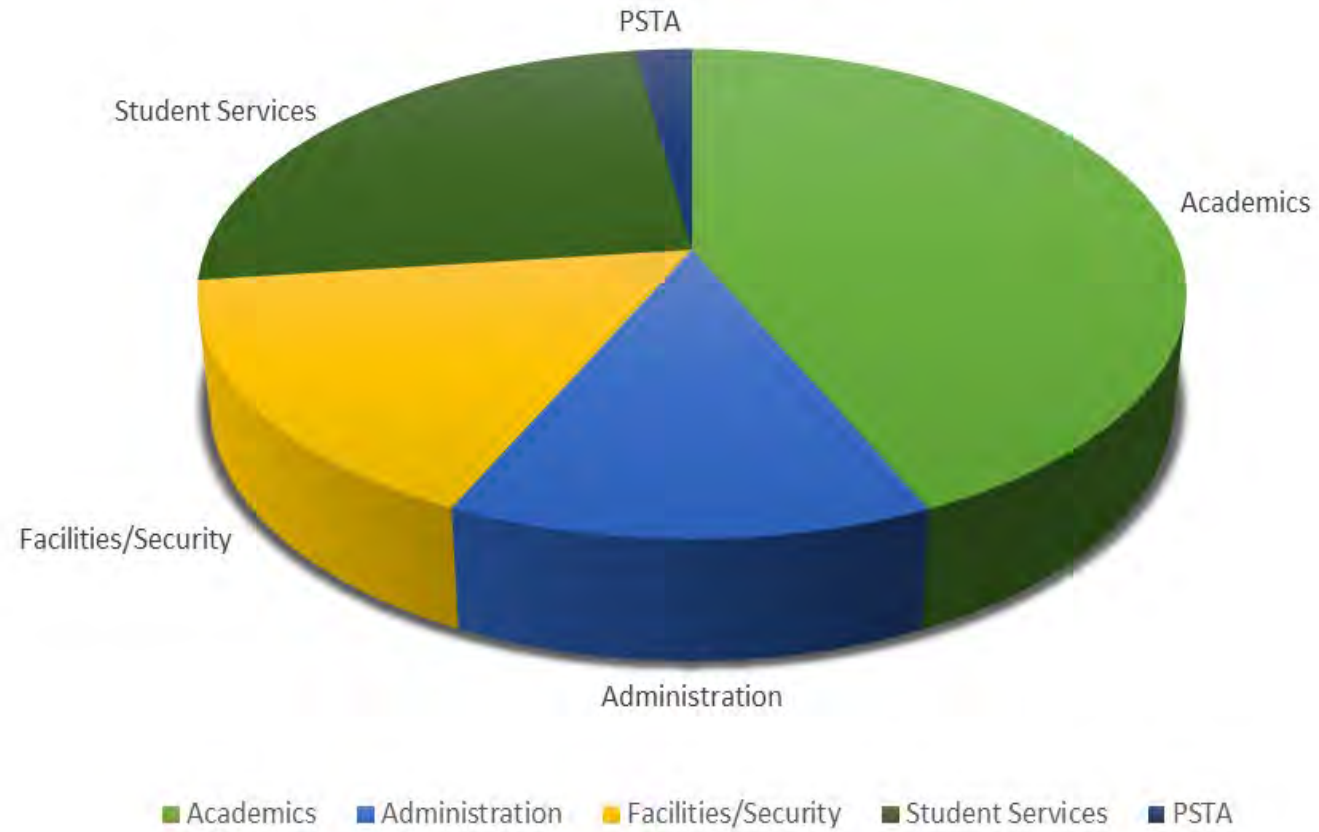
Operating Expenses	FYE 2024 Actual	FYE 2025 Budget	FYE 2025 Estimate	FYE 2026 Proposed Budget	Var FY26 Budget vs FY25 Budget
Personnel Expenses	9,794	10,198	10,578	11,098	900
Benefits	3,028	3,534	3,450	3,965	431
Other Expenses	8,094	7,378	7,178	7,248	(130)
PSTA-County	476	340	340	500	160
BOSE Expenses	21,392	21,450	21,546	22,811	1,361

SCCC FY26 Budget including Strategic Plan Allocations

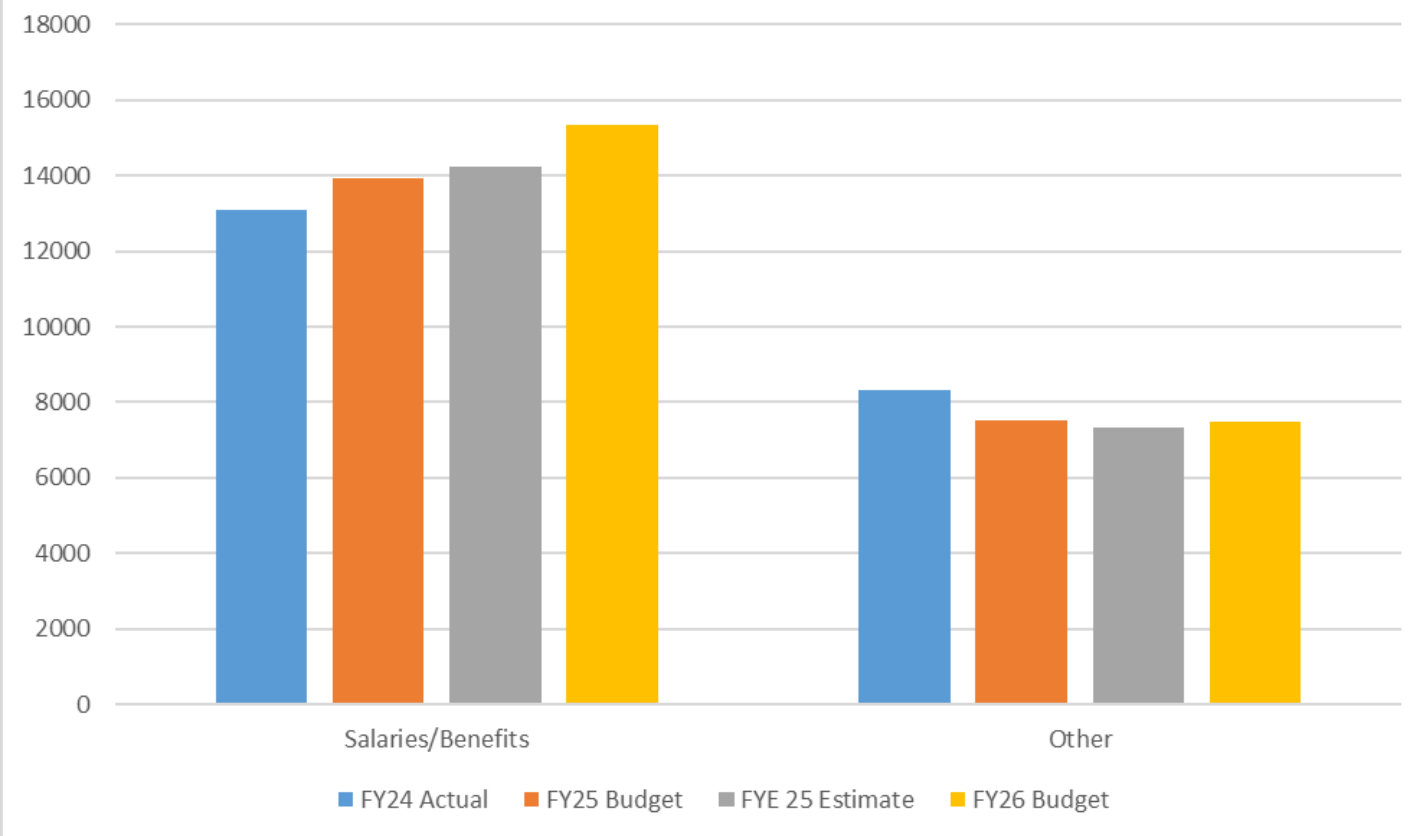


- High Quality Programs
- Dyanmic College Experience
- Inclusive College Community
- Accesible and Supportive Environment
- Lifelong Learning

Budgeted Expenses by Area FY26

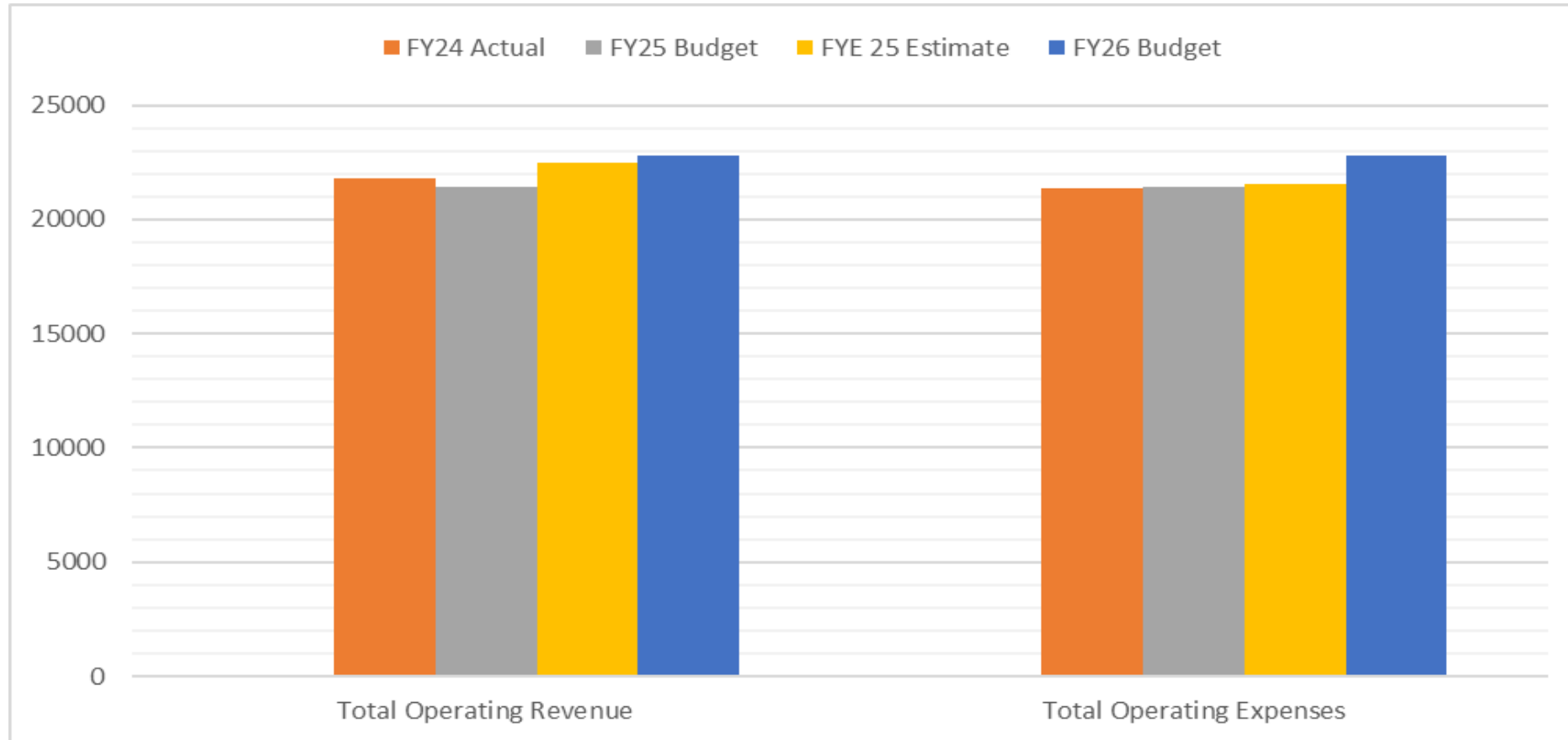


SCCC Operational Expenses



	FY24 Actual	FY25 Budget	FYE 25 Estimate	FY26 Budget
Salaries/Benefits	13088	13922	14218	15343
Other	8304	7528	7328	7468
Total	21392	21450	21546	22811

BOSE Revenue and Expenses



	FY24 Actual	FY25 Budget	FYE 25 Estimate	FY26 Budget
Total Operating Revenue	21,824	21,453	22,505	22,811
Total Operating Expenses	21,392	21,450	21,546	22,811

Sussex County Community College

Communication of Matters Identified in the
Audit to Those Charged with Governance

June 30, 2024

draft



Communication of Matters Identified in the Audit to Those Charged with Governance

To the Board of Trustees Sussex County Community College

We have audited the financial statements of Sussex County Community College, in the County of Sussex State of New Jersey ("College") as of and for the year ended June 30, 2024, and have issued our report thereon dated January 28, 2025. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated August 1, 2024. This letter provides additional required communications related to our audit.

Our responsibility under professional standards

Our responsibility is to form and express an opinion about whether the financial statements, which are the responsibility of management, are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America ("US GAAP"). Those individuals charged with governance of the College are responsible for the oversight of the financial reporting process, and our audit does not relieve management and those charged with governance of their respective responsibilities.

Our responsibility for the supplementary information accompanying the financial statements is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

With respect to such supplementary information, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with US GAAP, the method of preparing it has not changed from the prior year, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

In connection with our audit, we performed tests of the College's compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance and NJ OMB 15-08, we examined, on a test basis, evidence about the College's compliance with the types of compliance requirements described in the "*U.S. Office of Management and Budget Compliance Supplement*" and "*New Jersey Compliance Supplement*" applicable to each of its major federal and state programs for the purpose of expressing an opinion on the College's compliance with those requirements. While our audit provided a reasonable basis for our opinion, it does not provide a legal determination on the College's compliance with those requirements.

Sussex County Community College

Communication of Matters Identified in the Audit to Those Charged with Governance

Planned scope and timing of the audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Qualitative aspects of significant accounting practices

Significant accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the College are described in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the reporting period that had a significant impact on the financial statements. No matters have come to our attention that would require us to inform you about (1) the methods used to account for significant unusual transactions, and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant accounting estimates

Accounting estimates made by management are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Actual results could differ from those estimates.

Certain accounting estimates are particularly sensitive because of their significance to financial statements and their susceptibility to change, such as collectability of grants receivable.

Management believes that the estimates used and assumptions made are adequate based on the information currently available. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements as a whole.

Financial statement disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements relate to:

- Net position

The financial statement disclosures are consistent and clear.

Sussex County Community College

Communication of Matters Identified in the Audit to Those Charged with Governance

Significant difficulties encountered during the audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and corrected misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management.

We are required to communicate to you misstatements that remain uncorrected, including any related to prior periods, and the effect, if any, that they may have on the opinion in our report, and request their correction. There are no such financial statement misstatements that remain uncorrected.

In addition, we are required to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Our audit did not identify misstatements needed to be corrected by management.

Disagreements with management

For purposes of this letter, a disagreement with management is a matter, whether or not resolved to our satisfaction, concerning financial accounting, reporting, or auditing, which could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations requested from management

We have requested certain written representations from management in a separate letter dated January 28, 2025.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other matters discussed with management

We generally discuss with management a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the College, and plans and strategies that may affect the risks of material misstatement. None of the matters discussed and our responses thereto were a condition to our retention as auditors.

Sussex County Community College

Communication of Matters Identified in the Audit to
Those Charged with Governance

Auditor independence

We affirm that PKF O'Connor Davies, LLP is independent with respect to the College in accordance with professional standards.

This communication is intended solely for the information and use of the Board of Trustees and management of the College, and is not intended to be, and should not be used by anyone other than these specified parties.

PKF O'Connor Davies, LLP

PKF O'Connor Davies, LLP

Cranford, New Jersey

January 28, 2025

draft

FINDINGS AND COMMENTS ON INTERNAL CONTROL**OVERVIEW****Definition and Explanation**

Internal control can be defined as the organization and policies and procedures used in business to:

- (1) safeguard its assets from loss by fraud or by unintentional errors;
- (2) assure the reliability of the accounting data which management may use in making business decisions; and
- (3) promote operational efficiency and encourage adherence to adopted policies.

The conditions which permit substantial frauds or the development of unreliable accounting data are either a poor system of internal control or an effective system which is reduced by poor execution of the prescribed procedures or by deliberate avoidance of them by persons in a position to do so. While it is sometimes difficult to be protected completely against all types of fraud, for instance, those resulting from collusion, the adopted procedures should provide whatever safeguards are reasonably possible.

The basic elements which contribute to a good system of internal control are:

- (1) an appropriate plan of organization which provides for the proper assignment of authority and responsibility among departments and individual officers and employees so as to furnish the necessary segregation of duties;
- (2) integrated policies and procedures which take into account the functions of all sections of the organization;
- (3) personnel whose qualifications and abilities are commensurate with the duties and responsibilities assigned;
- (4) proper execution of the procedures prescribed by management after careful consideration of the objectives to be accomplished;
- (5) realization of the importance of internal control by each person concerned and an understanding of the part he plays in providing the desired safeguards; and
- (6) provision for policing the effectiveness of the prescribed procedures by those charged with governance, by constant review, examinations by internal auditors or other means.

Internal Control Deficiencies and Definitions

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency may exist in the design or operations of an entity's internal control and its severity may represent a *significant deficiency* or a *material weakness*.

- Material Weakness:

A *material weakness* is a significant deficiency, or a combination of significant deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

- Significant Deficiency:

A *significant deficiency* is a deficiency, or a combination of deficiencies, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

- Deficiency in Operation:

A *deficiency in operation* exists when a properly designed control does not operate as designed, or the person performing the control does not possess the necessary authority or competence to perform the control effectively.

- Deficiency in Design:

A *deficiency in design* exists when a control necessary to meet the control objective is missing or an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met.

FINDING:

During our audit, we did become aware of an other matter that is an opportunity for strengthening internal controls and operating efficiency that merit your consideration. This report summarizes our comment and suggestion regarding this matter.

DEFICIENCY IN OPERATION:

Capital Assets (Deficiency in Operation)

Finding:

During our audit of capital assets, several adjustments were required to reconcile capital assets accounting records with the College's accounting records.

Recommendation:

We suggest that the College review and reconcile its capital assets ledgers to the College's accounting software.

Management's Response:

We expect to improve processes for reconciling capital assets in FY2025 and do not anticipate material adjustments beyond the year-end close.

draft

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

**REPORT ON FINANCIAL STATEMENTS AND
SCHEDULES OF EXPENDITURES OF FEDERAL
AWARDS AND STATE FINANCIAL ASSISTANCE
IN ACCORDANCE WITH
UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT
REQUIREMENTS FOR FEDERAL AWARDS (UNIFORM GUIDANCE) AND
NEW JERSEY OMB CIRCULAR 15-08**

YEARS ENDED JUNE 30, 2024 AND 2023

draft

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report	1 - 3
Management's Discussion and Analysis-Required Supplementary Information	4 - 13
Basic Financial Statements:	
Statements of Net Position (Sussex County Community College and Foundation)	14
Statements of Revenues, Expenses and Changes in Net Position (Sussex County Community College and Foundation)	15
Statements of Cash Flows (Sussex County Community College)	16 - 17
Notes to Financial Statements	18 - 50
Required Supplementary Information and Note to Required Supplementary Information	
Schedule of the College's Proportionate Share of the Net Pension Liability – PERS and Note to Required Supplementary Information	51
Schedule of the College's Contributions – PERS and Note to Required Supplementary Information	52
Schedule of the State's Proportionate Share of the Net OPEB Liability Associated with the College and Changes in the Total OPEB Liability and Related Ratios – PERS and ABP and Note to Required Supplementary Information	53
Single Audit Section:	
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	54 - 55
Independent Auditors' Report on Compliance For Each Major Federal and State Program and Report on Internal Control over Compliance Required by the Uniform Guidance and New Jersey OMB Circular 15-08	56 - 58
Schedule of Expenditures of Federal Awards-Supplementary Information	59
Schedule of Expenditures of State Financial Assistance Supplementary Information	60
Notes to Schedules of Expenditures of Federal Awards and State Financial Assistance	61 - 62
Schedule of Findings and Questioned Costs	63 - 66

Independent Auditors' Report

The Board of Trustees
Sussex County Community College

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit, Sussex County Community College Foundation, (the "Foundation") of Sussex County Community College (the "College"), a component unit of the County of Sussex, as of and for the years ended June 30, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the College and the Foundation, as of June 30, 2024 and 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended, in accordance with accounting principles generally accepted in the United States of America. The financial statements of the Foundation were not audited in accordance with *Government Auditing Standards*.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards and requirements are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

**The Board of Trustees
Sussex County Community College**

Page 2

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinions.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, schedule of the College's proportionate share of the net pension liability-PERS, schedule of the College's contributions-PERS, schedule of the State's proportionate share of the net OPEB liability associated with the College and changes in the total OPEB liability and related ratios – PERS and ABP, as identified in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial

**The Board of Trustees
Sussex County Community College**

Page 3

statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise the College's basic financial statements. The accompanying supplementary information as presented in the table of contents, which consists of the schedules of expenditures of federal awards and state financial assistance, as required by Title 2 U.S. *Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance) and New Jersey OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*, respectively, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 28, 2025, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

PKF Signature

Cranford, New Jersey
January 28, 2025

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023

Overview of the Basic Financial Statements and Financial Analysis

This section of the audited financial statements for Sussex County Community College (the "College") presents management's discussion and analysis of the College's financial position for the years ended June 30, 2024 and 2023, with selected information pertaining to the year ended June 30, 2022. Management has prepared the financial statements and the related note disclosures, along with this discussion and analysis. Responsibility for the completeness and fairness of this information rests with management. Combined with the financial statements and accompanying notes that follow, this explains and clarifies College-wide financial performance, as well as the direction envisioned for the future.

Financial Statements

Included in this report are the College's basic financial statements, which include the Statements of Net Position, Statements of Revenues, Expenses and Changes in Net Position and the Statements of Cash Flows. These basic financial statements are prepared in accordance with Governmental Accounting Standards Board ("GASB") principles and accounting principles generally accepted in the United States of America.

In accordance with GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*, component unit data is presented in the financial data of the primary government.

As a result, this report also includes the statements of financial position and statements of activities and changes in net assets of the Sussex County Community College Foundation (the "Foundation"). The Foundation is a legally separate component unit of the College and is exempt from tax under the Internal Revenue Code Section 501(c)(3). The Foundation's purpose is to assist the Trustees of the College in the development and growth of college scholarships programs and facilities that broaden and enhance educational opportunities and services provided for those seeking postsecondary education in Sussex County, New Jersey. Because the resources of the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is presented in the College's financial statements. Complete financial statements can be obtained from the Sussex County Community College Foundation at One College Hill Road, Newton, New Jersey 07860.

Statements of Net Position

Net position represents the residual interest in the College's assets and deferred outflows of resources after liabilities and deferred inflows of resources are deducted. Net position consists of three categories: net investment in capital assets, restricted and unrestricted. Net investment in capital assets reflects the equity in capital assets, after deducting any debt associated with the acquisition of the capital assets. Restricted for external purposes primarily includes scholarships and funds held by the New Jersey Community College Consortium for Workforce and Economic Development that are subject to regulations or restrictions governing their use. Unrestricted net position is available to the College for general purposes, some of which is internally designated for student and financial software upgrades, information technology initiatives, enrollment

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023**

growth/student success initiatives, deferred capital maintenance projects, academic initiatives, new sports programs, other capital programs and online program investment.

The statements of net position present the College's current and non-current assets, deferred outflow of resources, liabilities, deferred inflow of resources and the resultant net position. The statements of revenues, expenses and changes in net position show the College's revenues and expenses segregated into operating and non-operating sections. It is important to note that the state and county appropriations, which are essential to the College's operations, are recorded as non-operating revenues. In addition, the College recorded \$1,765,320 of CARES Act revenues as nonoperating revenues in the 2024 fiscal year. Therefore, the operating revenues less operating expenses show an operating loss of (\$13,869,604) and (\$11,577,739) for fiscal years ended June 30, 2024 and 2023, respectively, and after adding the non-operating revenues shows income before other revenues of \$777,848 and \$1,761,004 for the fiscal years ended June 30, 2024 and 2023, respectively. The statements of cash flows show the sources and uses of the College's cash for operating activities, non-capital financing activities, capital and related financing activities, and investing activities.

Because the statements of net position treat the College as a whole as opposed to a group of separate funds, all inter-fund receivables and payables have been eliminated.

Management's discussion and analysis of specific assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, and expenses follows this general discussion. For the most part, this analysis will utilize condensed portions of the basic financial statements with appropriate comments on specific items.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023

Financial Highlights

Condensed Statements of Net Position

The following represents assets, deferred outflows and inflows of resources, liabilities and net position of the College at June 30, 2024, 2023, and 2022

	Net Position as of June 30,				
	2022	2023	2024	Change from 2023	Percent Change from 2023
CURRENT ASSETS	\$ 23,179,148	\$ 25,313,764	\$ 26,863,921	\$ 1,550,157	6%
NON-CURRENT ASSETS:					
Capital assets, nondepreciable land and construction in progress	19,237,330	17,689,445	18,994,072	1,304,627	7%
Capital assets, net of accumulated depreciation	25,591,807	27,656,742	26,513,247	(1,143,495)	-4%
Total Assets	<u>\$ 68,008,285</u>	<u>\$ 70,659,951</u>	<u>\$ 72,371,240</u>	<u>\$ 1,711,289</u>	2%
DEFERRED OUTFLOW OF RESOURCES	485,227	753,146	542,101	(211,045)	-28%
CURRENT LIABILITIES	\$ 2,635,497	\$ 2,987,888	\$ 3,188,062	\$ 200,174	7%
NON-CURRENT LIABILITIES:					
Financed purchases payable	-	-	223,218	223,218	100%
Net pension liability	3,724,601	4,871,744	4,042,396	(829,348)	-17%
Compensated absences	1,349,269	1,283,468	1,300,587	17,119	1%
Total Liabilities	<u>\$ 7,709,367</u>	<u>\$ 9,143,100</u>	<u>\$ 8,754,263</u>	<u>\$ (388,837)</u>	-4%
DEFERRED INFLOW OF RESOURCES	3,416,483	1,413,085	1,196,881	(216,204)	-15%
NET POSITION:					
Net investment in capital assets	\$ 44,808,687	\$ 45,346,187	\$ 45,258,124	\$ (88,063)	0%
Restricted	147,162	148,809	158,865	10,056	7%
Unrestricted	12,411,813	15,361,916	17,545,208	2,183,292	14%
Total Net Position	<u>\$ 57,367,662</u>	<u>\$ 60,856,912</u>	<u>\$ 62,962,197</u>	<u>\$ 2,105,285</u>	3%

This schedule is prepared from the College's Statements of Net Position.

Net position at June 30, 2024, totaled \$63.0 million.

Net position at June 30, 2023, totaled \$60.9 million.

Net position at June 30, 2022, totaled \$57.4 million.

Deferred outflow of resources and deferred inflow of resources has decreased based upon the actuarial valuation performed related to the net pension liability for the State of NJ as a result of Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions* and Governmental Accounting Standards Board Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*.

Current assets increased due to investment increases due to operating results and an unrealized gain on investments. These increases were offset by decreases in cash and equivalents and grants and other receivables.

Non-current liabilities decreased due to the decrease of net pension liability based upon the State's actuarial valuation of the net pension liability. This decrease was offset by an increase in the financed purchases payable as a result of the new financed purchase payable that began in FY24.

Balances in net position are shown as either net investment in capital assets, restricted or unrestricted. Restricted funds are those specifically restricted by the funding source. Certain unrestricted funds have been designated by the Board of Trustees for the residence hall project, the health sciences building addition, cafeteria expansion, information technology initiatives, enrollment growth/student success initiatives and deferred capital maintenance projects. All board-designated and undesignated amounts are included in unrestricted net position on the statements of net position. There has been an overall increase in net position due to efforts of management to manage operating costs, as well as due to the reduction in the net pension liability.

At June 30, 2024, \$5,000,000 has been identified and designated for the College's residence hall project, \$1,000,000 for Building B of MTEC, \$4,000,000 for the health sciences addition, \$1,000,000 for cafeteria expansion, \$5,000,000 for deferred capital maintenance, \$700,000 for enrollment growth and student success and \$440,000 for information technology initiatives.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023

Condensed Schedules of Operating Expenses

A summary of the College's operating expenses for the years ended June 30, 2024, 2023, and 2022 follows:

	Year Ended June 30,			Change from 2023	Percent Change from 2023
	2022	2023	2024		
OPERATING EXPENSES:					
Instruction	\$ 7,807,887	\$ 7,916,578	\$ 8,743,300	\$ 826,722	10.4%
Academic support	503,982	684,757	882,449	197,692	28.9%
Student affairs	2,418,600	2,637,123	3,080,975	443,852	16.8%
Institutional support	3,278,130	3,632,472	3,871,095	238,623	6.6%
OPEB expenses	1,641,914	1,254,239	1,087,505	(166,734)	-13.3%
Operation and maintenance of plant	3,414,292	3,170,721	3,362,805	192,084	6.1%
Student aid	7,768,023	8,908,714	10,678,645	1,769,931	19.9%
Chargeback expenses	138,293	140,513	116,468	(24,045)	-17.1%
Depreciation	2,297,136	2,351,385	2,453,902	102,517	4.4%
	<u>\$ 29,268,257</u>	<u>\$ 30,696,502</u>	<u>\$ 34,277,144</u>	<u>\$ 3,580,642</u>	11.7%

Operating expenses include salaries, fringe benefits, and other personal services expenses needed to operate the College. Fringe benefits are allocated to functional departments using various factors, including direct charges and headcounts. Operating expenses overall increased, approximately 12% from the prior year, however excluding payments made for student aid, the increase was approximately 8%. As the College continues to recover from the COVID-19 pandemic and implements initiatives to increase enrollment, expenses are expected to increase gradually.

Academic support expenses increased from the prior year due to an increase in pension expense in accordance with GASB 68.

Student affairs expenses increased due to the increase in information technology expenses as well as certain administrative costs.

Institutional support expenses increased in the current year due to increases in marketing, administrative, research and consulting expenses.

Operation and maintenance of plant has increased as costs have risen as well as increased maintenance activities on campus.

Student aid increased in the current year as a result of increased spending of federal and state awards to benefit students.

Chargeback expenses have decreased as the College has continued to offer additional programs to keep students in county rather than have them attend out of county community colleges.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023

Condensed Statement of Revenues, Expenses and Changes in Net Position

The statements of revenues, expenses and changes in net position present the College's changes in net position. The purpose of the statement is to present revenues earned by the College, both operating and non-operating and expenses incurred by the College. A summary of the College's revenues and total operating expenses for the years ended June 30, 2024, 2023, and 2022 are as follows:

	Year Ended June 30,			Change from 2023	Percent Change from 2023
	2022	2023	2024		
OPERATING REVENUES:					
Net student revenues	\$ 11,562,147	\$ 12,195,013	\$ 12,583,570	\$ 388,557	3%
Federal and local grants and contracts	2,430,602	2,962,461	3,264,746	302,285	10%
State grants and contracts	3,453,779	3,667,232	4,109,950	442,718	12%
Other operating revenues	355,111	294,057	449,274	155,217	53%
Total	17,801,639	19,118,763	20,407,540	1,288,777	7%
Less: Operating expenses	29,268,257	30,696,502	34,277,144	3,580,642	11.7%
Operating Loss	(11,466,618)	(11,577,739)	(13,869,604)	(2,291,865)	20%
NON-OPERATING REVENUES/(EXPENSES):					
State appropriations	3,349,747	3,559,252	3,894,377	335,125	9%
County appropriations	4,020,000	4,020,000	4,020,000	-	0%
Federal PELL grants	3,259,860	3,200,804	3,835,814	635,010	20%
Federal CARES grants - institutional	1,102,421	1,337,788	578,826	(758,962)	-57%
Federal CARES grants - student aid	592,007	684,217	1,186,494	502,277	73%
Federal CARES grants - Strengthening Institutional Program	158,113	-	-	-	0%
Investment income, net	109,966	350,042	537,498	187,456	54%
Unrealized gain (loss) on investments	(699,538)	186,640	594,443	407,803	218%
Total	11,892,576	13,338,743	14,647,452	1,308,709	10%
OTHER REVENUES	3,254,340	1,728,246	1,327,437	(400,809)	-23%
INCREASE IN NET POSITION	\$ 3,680,298	\$ 3,489,250	\$ 2,105,285	\$ (1,383,965)	-40%

Net student revenues have increased as a result of enrollment increases.

Federal and local grants and contracts have increased in the current year due to increases in PELL grants, direct loans and Perkins grants. State grants and contracts have increased due increased spending of the Adult Transition Center Grant and the Hunger Free Campus Grant. There were also increases in State student financial assistance. The overall increases in state grants and contracts was offset by a decrease in the on-behalf payments made by the State for OPEB benefits paid for retirees.

Other operating revenues increased due to an increased collection of fees, namely for the culinary and entrepreneurial programs.

County appropriations remained flat in FY 2024.

State appropriations increased in FY 2024 in accordance with the state funding award to the College.

Nonoperating revenues increased in the 2024 fiscal year, mainly due to the increased PELL awards and investment related income. These increases were offset by a decrease in CARES grant spending as the CARES programs come to a close.

Other revenues decreased in FY 2024 fiscal year due to a decrease in the use of Chapter 12 funds which was offset by an increase in higher-education funding.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023

Condensed Schedules of Capital Assets, Net

The following presents the changes in capital assets and related depreciation for the years ended June 30, 2024 and 2023:

Capital Assets Activity for the Year Ended June 30, 2024	Beginning Balance	Acquisitions	Ending Balance
Land	\$ 16,656,635		\$ 16,656,635
Construction in progress	1,032,810	\$ 1,304,627	2,337,437
Land improvements	3,270,742	32,428	3,303,170
Buildings and building improvements	39,205,615	138,404	39,344,019
Machinery, equipment and vehicles	16,354,238	1,139,575	17,493,813
Total	76,520,040	2,615,034	79,135,074
Accumulated depreciation	31,173,853	2,453,902	33,627,755
Net capital assets	<u>\$ 45,346,187</u>	<u>\$ 161,132</u>	<u>\$ 45,507,319</u>

Capital Assets Activity for the Year Ended June 30, 2023	Beginning Balance	Acquisitions	Transfers	Ending Balance
Land	\$ 16,656,635			\$ 16,656,635
Construction in progress	2,580,695		\$ (2,491,968)	1,032,810
Land improvements	2,975,215		295,527	3,270,742
Buildings and building improvements	34,427,485	\$ 1,264,264	3,513,866	39,205,615
Machinery, equipment and vehicles	17,011,575	660,088	(1,317,425)	16,354,238
Total	73,651,605	2,868,435	-	76,520,040
Accumulated depreciation	28,822,468	2,351,385	-	31,173,853
Net capital assets	<u>\$ 44,829,137</u>	<u>\$ 517,050</u>	<u>\$ -</u>	<u>\$ 45,346,187</u>

Depreciation of capital assets is recorded on a straight-line basis over their estimated useful lives.

Additional information related to capital assets and related depreciation can be found at Note 3 to the basic financial statements.

Long-Term Liabilities

At June 30, 2024 and 2023, the College had \$1,625,734 and \$1,604,335 (including current and long-term), respectively, of outstanding long-term liabilities related to compensated absences.

At June 30, 2024, the College had a financed purchase payable in the amount of \$249,195 related to the New Jersey Educational Facilities Authority Higher Education Equipment Leasing Fund. Payments will be made in annual installments at an interest rate of 5.000%.

At June 30, 2024 and 2023, the College had a net pension liability of \$4,042,396 and \$4,871,744, respectively.

For more detailed information, please refer to Note 4 to the basic financial statements.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023**

Summary and Outlook

Founded in 1982, Sussex County Community College enrolls more than 3,000 students annually from Sussex County, New Jersey, Pike County, Pennsylvania, and southern Orange County, New York.

A few of the campus highlights from FY2024 include:

- The College is proud to announce that it has earned ARM Institute Endorsement for its Robotics Technology program. ARM Endorsement recognizes programs that prepare students for manufacturing careers working with robotics. The ARM Endorsement Program is a thorough process used to identify organizations that are the most effective at preparing students for careers in manufacturing working with robotics.
- The Human Services Program at SCCC has seamless articulation/transfer agreements with Ramapo College of New Jersey. The Human Services Program at SCCC is designed to transfer to Bachelor of Social Work program. This field of study is the perfect start for someone who is concerned about inequality, injustice, and unequal distribution of resources.
- The College Wrestling Team competed in the 2024 Garden State Athletic Conference Team Championship. This Tournament consisted of the top 4 schools in the Conference based on records and results of in-season. The Skylanders knocked off the top-seeded Camden Cougars 34-15 for the win. This gives SCCC Wrestling their first GSAC Championship.
- The College's Culinary Institute and Arbor Restaurant have garnered acclaim with the Business Innovation Award from the Sussex County Chamber of Commerce at their annual luncheon. The Business Innovation Award recognizes a company that initiates new ideas and/or approaches to doing business and challenges the status quo with outside-the-box thinking to improve business processes or services.
- SCCC will receive \$546,000 for the Public Safety Training Academy through a FY24 Congressionally Directed Spending request. The funding will provide "needed" comprehensive academic and vocational emergency management programming.
- The College Foundation received a generous \$10,000 donation from Provident Bank to support the College's Theater Arts program. This contribution enabled the purchase of a new, larger shed for the Theater program. This donation from Provident Bank will significantly and directly impact the students currently enrolled in the theater arts program.
- SCCC welcomed a record number of new students at its annual New Student Orientation. President Connolly greeted more than 350 students from every school district in the county, nearby counties, and other states, who participated in the event. They enjoyed a complimentary lunch, played games, toured the campus, and had the chance to meet their future classmates.
- Along with the Arbor Restaurant, the new Bake Shop was also opening for the Baking and Pastry Arts students to use their skills and prepare baked goods for the community. The Bake Shop was open on Fridays during the semester.
- The SCCC Foundation hosted community events such as the Funding Their Future Foundation Event, Women's History Month, and the 100 Women Breakfast, which contributed to over \$160,000 in student scholarships.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023**

- The College announce a significant reduction in fees associated with its Credit for Prior Learning program, an initiative designed to help students translate their professional, military, and life experiences into academic credits.

Enrollment

Enrollment in the Fall 2023 semester reflected roughly a 2.1% increase in total credit hours from Fall 2022, while Spring 2024 enrollment showed an approximate increase of 12.4% in total credit hours compared to Spring 2023. Total credit enrollment for the 2024 Fiscal Year increased by approximately 2.4% from Fiscal Year 2023.

The College hosted several “One Stop” Career & Technical Education Open Houses to bolster the programs offered. Attendees learned about industry-standard training from leaders in the industry. Student support services were on hand to ease students into the enrollment process.

The College continues with its Strategic Enrollment Group (SEG) which aids and supports enrollment and retention initiatives at the College, along with other areas such as academic offerings and campus services. The SEG is responsible for undertaking a number of initiatives designed to bolster enrollment and increase efficiencies in both the near-term and long-term future. The group consistently benchmarks and implements best-practices in enrollment planning and enhancing our outreach to underdeveloped market niches. The group additionally reviews statistical information, generates ideas for expanded outreach and further review and development of student markets.

The College’s administration continues to streamline the admissions and enrollment process for students and continues to make changes to ensure that the SCCC Student Success Center is a “one-stop” for admissions and enrollment needs. This includes the upgrade of the College’s ERP system, Jenzabar, to incorporate a more streamlined, effective, and efficient system. The migration from CX to J1 is currently on schedule to be completed by October 2025.

In FY24, the College Department of Marketing and Communications continued to focus on promoting specific college programs being offered including the new degree offerings and certificate programs. A shift in media outlets that appeal to this changing population included social media, Spotify Radio, digital advertising on various mobile platforms incorporating geofencing and geotargeting campaigns.

New academic and athletic programs continue to grow different enrollment markets for potential students. The new Advanced and Continues Studies program with Ramapo College continues to evolve as a growing number of students continue to express interesting in this innovation 3+1 program. The Women’s Wrestling program was launched officially in FY24 and will make their competition debut in FY25. In addition to women’s wrestling, cheerleading has shown to draw student interest. Cheerleading began as a club in FY24 and will continue to build in FY25.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
(Required Supplementary Information)
Years ended June 30, 2024 and 2023**

Maintaining our tradition to community service

Consistent with the College's mission, SCCC supported and continued many outreach initiatives:

- 100 Women Breakfast Series
- Agricultural Field Day for participants to explore the agricultural field
- Annual 911 Memorial Ceremony
- Annual Skylanders Golf Outing
- Annual butterfly release for Karen Ann Quinlan Hospice
- Art Gallery Showings
- Betty June Silconas Poetry Festival
- Blood drives are held each semester
- Boots on the Ground 5K Walk/Run to support veterans
- Business Expo and Job Fair
- Caring Awards for middle and high school students
- Center for Lifelong Learning Events
- Culinary Workshops
- DASI Candlelight Vigil/Walk Run for Domestic Violence
- FAFSA Workshops offered financial guidance on filling out FAFSA information.
- Grant-funded Training in Excel, Communication and Writing Skills
- Health Fair held by the Allied Health Dept on campus
- Holiday Wish Tree
- Holiday Cards for Veterans overseas
- Military Appreciation Game
- Political debates, lectures, and community forums
- Teen Arts Festival for area middle and high school students
- Veterans Appreciation Dinner
- Veterans Day Ceremony

Focus on the Future

The College is committed to a proactive approach in financial matters. The College continually works to ensure that Sussex County Community College operates in the most efficient manner possible while making appropriate investments in updating our business processes, infrastructure and technology for continued and future sustainability. The College remains financially stable.

Requests for Information

This financial report is designed to provide a general overview of Sussex County Community College's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Sussex County Community College, One College Hill Road, Newton, New Jersey 07860.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

STATEMENTS OF NET POSITION

	June 30,			
	Business-type Activities Sussex County Community College 2024	Component Unit Sussex County Community College Foundation 2024	Business-type Activities Sussex County Community College 2023	Component Unit Sussex County Community College Foundation 2023
ASSETS AND DEFERRED OUTFLOW OF RESOURCES				
CURRENT ASSETS:				
Cash and equivalents	\$ 9,953,147	\$ 1,418,851	\$ 11,654,229	\$ 1,137,833
Cash held by bond trustee - NJEFA	724,150		63,457	
Restricted cash and equivalents	100,000		100,000	
Investments	13,998,984	2,219,890	10,979,720	2,193,885
Total Cash and Equivalents and Investments	<u>24,776,281</u>	<u>3,638,741</u>	<u>22,797,406</u>	<u>3,331,718</u>
Receivables - student, net of allowance of \$1,334,106 and \$1,443,340, respectively	426,162		380,299	
Due from Foundation	141,530		99,153	
Prepaid assets	732,831			
Other assets	25,977	26,039	197,911	7,765
Other receivables	545,169	109,160	1,681,982	159,160
Other restricted receivables - grant funds	215,971		157,013	
Total Current Assets	<u>26,863,921</u>	<u>3,773,940</u>	<u>25,313,764</u>	<u>3,498,643</u>
NON-CURRENT ASSETS:				
Capital assets, non depreciable assets	18,994,072		17,689,445	
Capital assets, net of accumulated depreciation of \$33,627,755 and \$31,173,853, respectively	<u>26,513,247</u>	<u>20,596</u>	<u>27,656,742</u>	<u>23,436</u>
Total Non-Current Assets	<u>45,507,319</u>	<u>20,596</u>	<u>45,346,187</u>	<u>23,436</u>
Total Assets	<u>72,371,240</u>	<u>3,794,536</u>	<u>70,659,951</u>	<u>3,522,079</u>
DEFERRED OUTFLOW OF RESOURCES -				
Pension deferrals	<u>542,101</u>		<u>753,146</u>	
Total Assets and Deferred Outflow of Resources	<u>72,913,341</u>	<u>3,794,536</u>	<u>71,413,097</u>	<u>3,522,079</u>
LIABILITIES AND DEFERRED INFLOW OF RESOURCES				
CURRENT LIABILITIES:				
Accounts payable and accrued expenses:				
Vendors	1,099,029	3,465	1,900,459	38,362
Compensated absences, current portion	325,147		320,867	
Unearned revenue	1,737,909		766,562	
Due to Sussex County Community College		141,530		99,153
Financed purchases payable-current	25,977			
Total Current Liabilities	<u>3,188,062</u>	<u>144,995</u>	<u>2,987,888</u>	<u>137,515</u>
NON-CURRENT LIABILITIES:				
Financed purchases payable-noncurrent	223,218			
Compensated absences	1,300,587		1,283,468	
Net pension liability	4,042,396		4,871,744	
Total Non-Current Liabilities	<u>5,566,201</u>		<u>6,155,212</u>	
Total Liabilities	<u>8,754,263</u>		<u>9,143,100</u>	
DEFERRED INFLOW OF RESOURCES -				
Pension deferrals	<u>1,196,881</u>		<u>1,413,085</u>	
Total Liabilities and Deferred Inflow of Resources	<u>9,951,144</u>	<u>144,995</u>	<u>10,556,185</u>	<u>137,515</u>
NET POSITION				
NET INVESTMENT IN CAPITAL ASSETS	45,258,124		45,346,187	
RESTRICTED FOR EXTERNAL PURPOSES	158,865	3,283,756	148,809	2,994,108
UNRESTRICTED	17,545,208	365,785	15,361,916	390,456
Total Net Position	<u>\$ 62,962,197</u>	<u>\$ 3,649,541</u>	<u>\$ 60,856,912</u>	<u>\$ 3,384,564</u>

See accompanying notes to financial statements.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Year Ended June 30,			
	Business-type Activities Sussex County Community College 2024	Component Unit Sussex County Community College Foundation 2024	Business-type Activities Sussex County Community College 2023	Component Unit Sussex County Community College Foundation 2023
OPERATING REVENUES:				
Student revenues:				
Tuition and fees	\$ 13,372,500		\$ 12,761,095	
Less: Scholarship allowance	(788,930)		(566,082)	
Net student revenues	12,583,570		12,195,013	
Federal and local grants and contracts	3,264,746		2,962,461	
State grants and contracts	4,109,950		3,667,232	
Chargeback reimbursements	116,468		140,513	
Fundraising		\$ 535,683		\$ 636,661
Other operating revenues	332,806		153,544	
Total Operating Revenues	<u>20,407,540</u>	<u>535,683</u>	<u>19,118,763</u>	<u>636,661</u>
OPERATING EXPENSES:				
Instruction	8,743,300		7,916,578	
Academic support	882,449		684,757	
Student affairs	3,080,975		2,637,123	
Institutional support	4,958,600	558,132	4,886,711	647,153
Operation and maintenance of plant	3,362,805		3,170,721	
Student aid	10,678,645		8,908,714	
Chargeback expenses	116,468		140,513	
Depreciation	2,453,902		2,351,385	
Total Operating Expenses	<u>34,277,144</u>	<u>558,132</u>	<u>30,696,502</u>	<u>647,153</u>
OPERATING (LOSS) INCOME	<u>(13,869,604)</u>	<u>(22,449)</u>	<u>(11,577,739)</u>	<u>650,924</u>
NON-OPERATING REVENUES				
State appropriations	3,894,377		3,559,252	
County appropriations	4,020,000		4,020,000	
Federal PELL grants	3,835,814		3,200,804	
Federal CARES grants - institutional	578,826		1,337,788	
Federal CARES grants - student aid	1,186,494		684,217	
Interest and investment income	537,498		350,042	
Unrealized gain on investments	594,443	287,426	186,640	330,306
Total Non-Operating Revenues	<u>14,647,452</u>	<u>287,426</u>	<u>13,338,743</u>	<u>330,306</u>
INCOME BEFORE OTHER REVENUES	777,848	264,977	1,761,004	319,814
OTHER REVENUES:				
Capital appropriations-Chapter 12 funds	782,335		1,643,229	
Higher Education funds - Equipment Leasing	545,102		85,017	
Total Other Revenues	<u>1,327,437</u>		<u>1,728,246</u>	
INCREASE IN NET POSITION	2,105,285	264,977	3,489,250	319,814
NET POSITION, BEGINNING OF YEAR	<u>60,856,912</u>	<u>3,384,564</u>	<u>57,367,662</u>	<u>3,064,750</u>
NET POSITION, END OF YEAR	<u>\$ 62,962,197</u>	<u>\$ 3,649,541</u>	<u>\$ 60,856,912</u>	<u>\$ 3,384,564</u>

See accompanying notes to financial statements.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

STATEMENTS OF CASH FLOWS

	Year Ended June 30,	
	2024	2023
CASH FLOWS FROM OPERATING ACTIVITIES:		
Student tuition and fees	\$ 13,509,054	\$ 12,180,037
Federal and local grants and contracts received	3,194,817	2,913,235
State grants and contracts	3,022,445	2,412,993
Payments to suppliers	(20,353,104)	(15,951,183)
Payments for employee salaries and benefits	(12,713,931)	(12,037,889)
Decrease of restricted cash		100,000
Other receipts	655,093	1,716,953
Net cash flows used by operating activities	(12,685,626)	(8,665,854)
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:		
Direct lending receipts	2,020,646	1,896,470
Direct lending disbursements	(2,011,074)	(1,908,955)
Federal PELL grant receipts	3,837,213	3,392,844
Federal CARES Act subsidies	2,709,403	1,072,593
State appropriations	3,894,377	3,559,252
County appropriations	4,020,000	4,020,000
Net cash flows provided by non-capital financing activities	14,470,565	12,032,204
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Deposits held by bond/lease trustee-NJEFA	(660,693)	23,942
County Capital appropriation	782,335	1,643,229
Capital lease payable	249,195	(20,450)
Higher Education Equipment Leasing Fund (ELF and HETI)	545,102	85,017
Purchase of capital assets	(2,615,034)	(2,868,435)
Net cash flows used by capital and related financing activities	(1,699,095)	(1,136,697)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest on investments	213,074	79,155
Investments purchased	(2,000,000)	(500,000)
Net cash flows used by investing activities	(1,786,926)	(420,845)
NET CHANGE IN CASH AND EQUIVALENTS	(1,701,082)	1,808,808
CASH AND EQUIVALENTS, BEGINNING OF YEAR	11,654,229	9,845,421
CASH AND EQUIVALENTS, END OF YEAR	\$ 9,953,147	\$ 11,654,229

See accompanying notes to financial statements.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

STATEMENTS OF CASH FLOWS (CONTINUED)

	Year Ended June 30,	
	2024	2023
RECONCILIATION OF OPERATING LOSS TO		
NET CASH FLOWS USED BY OPERATING ACTIVITIES:		
Operating loss	\$ (13,869,604)	\$ (11,577,739)
Adjustments to reconcile operating loss to net cash flows used by operating activities:		
Depreciation	2,453,902	2,351,385
Non-cash donation of equipment		
Changes in operating assets, deferred outflows, liabilities and deferred inflows:		
Restricted cash and equivalents		100,000
Receivables - student, net	(45,863)	(241,878)
Due from Foundation	(42,377)	(83,112)
Prepaid assets	(732,831)	
Other assets	171,934	170,862
Other receivables	92,333	1,475,659
Other restricted receivables - grant funds	(69,929)	(49,226)
Deferred outflows-pension deferrals	211,045	(267,919)
Accounts payable and accrued expenses - vendors	(807,875)	201,798
Accounts payable-pension	6,445	(34,080)
Compensated absences	21,399	(82,251)
Unearned revenue	971,347	226,902
Net pension liability	(829,348)	1,147,143
Deferred inflows-pension deferrals	(216,204)	(2,003,398)
Net cash flows used by operating activities	\$ (12,685,626)	\$ (8,665,854)

See accompanying notes to financial statements.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Organization and Summary of Significant Accounting Policies:

Organization - Sussex County Community College (the "College") was established as a unit of the New Jersey Master Plan for Higher Education and is one of 19 county colleges in the State of New Jersey. The College offers pre-baccalaureate preparation (A.S. and A.A. degrees), as well as programs and certificates that are designed to prepare students for employment (A.A.S. degrees). The College also maintains a comprehensive community development operation, which provides lifelong learning opportunities to the citizens and businesses of the County of Sussex. The College is a component unit of the County of Sussex under Governmental Accounting Standards Board ("GASB") Statement No. 61, *The Financial Reporting Entity*. The College is an institution of higher education and a governmental unit and an instrumentality of the State of New Jersey as provided by the County College Act, N.J.S.A. 18A:64A.

Sussex County Community College Foundation, (the "Foundation") is a legally separate component unit of Sussex County Community College, exempt from tax under the Internal Revenue Code Section 501(c)(3). The Foundation's purpose is to assist the Trustees of the College in the development and growth of college scholarships, programs and facilities that broaden and enhance educational opportunities and services provided for those seeking postsecondary education in Sussex County, New Jersey. Because the resources of the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College. Complete financial statements can be obtained from the Sussex County Community College Foundation at One College Hill Road, Newton, New Jersey.

The accounting policies of the College conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities and the accounts are maintained on the accrual basis of accounting. The College's reports are based on all applicable GASB authoritative literature in accordance with GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.

Net Position - Net position represents the difference between assets, deferred outflows of resources, deferred inflows of resources and liabilities in the financial statements. Net investment in capital assets consists of capital assets net of accumulated depreciation and any related debt on lease obligations. Net positions are reported as restricted in the financial statements when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

GASB Statement No. 35 and 63 established standards for external financial reporting for public colleges and universities and requires that resources be classified for accounting and reporting purposes into the following net position categories:

- **Net investment in capital assets:** Capital assets, net of accumulated depreciation attributable to the acquisition, construction, or improvement of those assets and any debt on financed purchase obligations associated with the acquisition of the capital assets.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Organization and Summary of Significant Accounting Policies (continued):

- **Restricted:**

- **Nonexpendable** - Net position subject to externally imposed stipulations that they be maintained permanently by the College.

- **Unrestricted:** Net position not subject to externally imposed stipulations that may be designated for specific purposes by action of management or the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net position is designated for academic programs and initiatives and capital programs.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the College's policy is to first apply the expense towards restricted resources and then towards unrestricted resources.

Measurement Focus and Basis of Accounting - The accompanying financial statements have been prepared on the accrual basis of accounting using the economic resources measurement focus in accordance with the GASB. The College reports its financial statements as a business-type activity, as defined by GASB Statement Nos. 34 and 35. Business-type activities are those that are financed in whole or in part by fees charged to external parties for goods or services.

Cash and Equivalents - Cash and equivalents consist of cash and short-term, highly liquid investments that are readily convertible to known amounts of cash and that have original maturities of three months or less when purchased.

Cash held by Bond Trustee - Cash held by bond trustee consists of amounts held on behalf of the College by the New Jersey Educational Facilities Authority for the Higher Education Equipment Leasing Fund (ELF), the Higher Educational Technology Infrastructure Fund (HETI) and the Higher Educational Facilities Trust Fund (HEFT) programs.

Prepaid Assets – Prepaid assets represent payments made prior to the commencement of a subscription term associated with a subscription based information technology arrangement (SBITA) contract made to the SBITA vendor. At the commencement of the subscription term, the College will recognize the right-to-use subscription asset and the corresponding subscription liability.

Investments – Investments are recorded in the financial statements at fair value, which is based on quoted market prices. Purchases and sales of investments are accounted for on the trade-date basis. Investment income is recorded on an accrual basis.

Capital Assets - Capital assets include construction in progress, land, land improvements, buildings and building improvements and machinery, equipment and vehicles with acquisition costs of at least \$5,000 and useful lives of at least three years and are recorded at historical cost or estimated historical cost if purchased or constructed. Construction-in-progress is recorded as costs

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Organization and Summary of Significant Accounting Policies (continued):

are incurred during construction. Donated capital assets are valued at acquisition value on the date of acquisition. The cost of normal maintenance and repairs that do not add to the value or materially extend the useful lives are not capitalized.

Capital assets of the College are depreciated using the straight-line method over the following estimated useful lives:

Buildings	30 years
Building improvements	15 years
Land improvements	15 years
Machinery, Equipment and Vehicles	5-7 years

Revenue Recognition - Student tuition and fees are presented net of scholarships applied to student accounts, while other payments made directly to students are presented as scholarship expense and are recognized in the periods earned. Student tuition and fees collected for courses that are held subsequent to year end are recorded as unearned revenue in the accompanying financial statements.

Grants and contracts revenue is comprised mainly of revenues received from grants from the State of New Jersey, the Federal government and the County of Sussex and are recognized as the related expenses are incurred. Amounts received from grants which have not yet been earned under the terms of the agreement are recorded as unearned revenue in the accompanying financial statements.

Revenue from state and county appropriations is recognized in the fiscal years during which the State of New Jersey and the County of Sussex appropriate the funds to the College.

Allowance for Doubtful Accounts - The College records an allowance for doubtful accounts for its accounts receivable balances. The allowance consists of all items currently being handled by a collection agency, 100% of all receivable balances outstanding in excess of 180 days and 50% of all receivable balances outstanding in excess of 90 days.

Compensated Absences - The College accounts for compensated absences (e.g. unused vacation and sick leave) in accordance with GASB Statement No. 16, *Accounting for Compensated Absences*. A liability for compensated absences attributable to services already rendered and not contingent on a specific event that is outside the control of the employer and employee is accrued as employees earn the rights to the benefits.

College employees are granted varying amounts of vacation and sick leave in accordance with the College's personnel policy or applicable labor contract. Upon termination, employees are paid for accrued vacation. The College's policy permits employees to accumulate unused sick leave and carry forward the full amount to subsequent years. Upon retirement, employees are paid for their unused sick leave in accordance with the College's policies and agreements with the various employee unions.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Organization and Summary of Significant Accounting Policies (continued):

Classification of Revenue - For the purposes of the statements of revenues, expenses and changes in net position, the College's policy is to define operating activities as those that serve the College's principal purpose and generally result from exchange transactions, such as the payment received for services or the payment made for the purchase of goods and services. Examples of such operating activities include (1) student tuition and fees, net of scholarship allowances, and (2) most federal, state and local grants and contracts. Non-operating revenues include activities that have the characteristics of non-exchange transactions, such as operating and capital appropriations from the federal, state and county governments and net investment income.

Scholarship Allowance – Student tuition and fees and are reported net of scholarship allowances in the statement of revenues, expenses and changes in net position. Scholarship allowances are the difference between the stated charge for tuition and services provided by the College and the amount that is paid to students and/or third parties making payments on students' behalf. To the extent that revenues from such programs are used to satisfy tuition and fees and other student services, the College has recorded a scholarship allowance.

Unearned Revenue - Unearned revenue includes student tuition, fees and deposits collected in advance of the applicable academic term, as well as NJEFA funds received in advance.

Long-Term Obligations - Long-term obligations are due more than one year from the date of the statements of net position.

Financial Dependency - Significant sources of revenue include appropriations from the State of New Jersey and the County of Sussex. The College is economically dependent on these appropriations to carry on its operations.

Income Taxes - The College and Foundation are exempt from Federal income taxes under Internal Revenue Code Sections 115 and 501(c)(3), respectively.

The Foundation is no longer subject to Federal tax examinations for its Federal Form 990 and for the State of New Jersey Form CRI-300R for years prior to June 30, 2021.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities and deferred outflows and deferred inflows of resources at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

County of Sussex Capital Support - The County of Sussex is responsible for the issuance of certain bonds and notes for the College's capital expenses which are financed by bond ordinances. The County of Sussex is also responsible for the payment of interest on issued debt and the retirement of such obligations. Accordingly, the debt is not included in the accompanying financial statements of the College.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Organization and Summary of Significant Accounting Policies (continued):

The County of Sussex adopts capital ordinances to fund certain capital expenses of the College. The College receives County of Sussex bond monies to fund certain capital assets expenses. Unexpended money in the current year is available for capital expenses in subsequent years.

Deferred Outflows/Inflows of Resources - In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The College has one item that qualifies for reporting in this category, deferred amounts related to pensions. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to future periods and so will *not* be recognized as an inflow of resources (revenue) until that time. The College has one item that qualifies for reporting in this category, deferred amounts related to pensions.

Recently Issued Accounting Pronouncements - The GASB issued Statement No. 101, *Compensated Absences* in June 2023. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for periods beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. Management has not determined the impact of the Statement on the financial statements.

The GASB issued Statement No. 102, *Certain Risk Disclosures* in January 2024. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. The requirements of this Statement are effective for periods beginning after June 15, 2024, and all reporting periods thereafter. Management has not yet determined the impact of the Statement on the financial statements.

The GASB issued Statement No. 103, *Financial Reporting Model Improvements* in April 2024. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. The requirements of this Statement are effective for periods beginning after June 15, 2025, and all reporting periods thereafter. Management has not yet determined the impact of the Statement on the financial statements.

The GASB issued Statement No. 104, *Disclosures of Certain Capital Assets* in September 2024. The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets including lease assets, intangible right-to-use assets, subscription assets, other intangible assets and assets held for sale. The requirements of this Statement are effective for periods beginning after June 15, 2025, and all reporting periods thereafter. Management has not determined the impact of the Statement on the financial statements.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 1 - Organization and Summary of Significant Accounting Policies (continued):

Subsequent Events - Management has reviewed and evaluated all events and transactions from June 30, 2024 through January 28, 2025, the date that the financial statements are available to be issued and the effects of those that provide additional pertinent information about conditions that existed at the statements of net position date, have been recognized in the accompanying financial statements.

Note 2 - Cash and Equivalents and Investments:

Deposits

New Jersey statutes permit the deposit of public funds into the State of New Jersey Cash Management Fund or into institutions located in New Jersey that are insured by the Federal Deposit Insurance Corporation (the "FDIC") or by any other agencies of the United States that insure deposits. New Jersey statutes require public depositories to maintain collateral for deposits of public funds that exceed insurance limits as follows:

- (a) The market value of the collateral must equal 5% of the average daily balance of public funds, or
- (b) If the public funds deposited exceed 75% of the capital funds of the depository, the depository must provide collateral having a market value equal to 100% of the amount exceeding 75%.

All collateral must be deposited with the Federal Reserve Bank, the Federal Home Loan Bank Board or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.

As of June 30, 2024 and 2023, cash held by trustees was \$724,150 and \$63,457, respectively. In addition, as of June 30, 2024 and 2023, the College's carrying amount of unrestricted and restricted deposits was \$10,053,147 and \$11,754,229, respectively, and the bank balance was \$10,015,815 and \$12,281,045, respectively. Of the above 2024 amounts, \$500,000 of the total deposits were insured by the FDIC as of June 30, 2024 and the remainder was covered by a collateral pool maintained by the bank as required by New Jersey statutes in accordance with the New Jersey Government Unit Deposit Protection Act.

GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, requires that the College disclose whether its deposits are exposed to custodial credit risk (risk that in the event of failure of the counterparty, the College would not be able to recover the value of its deposit or investment). Deposits are considered to be exposed to custodial credit risk if they are: uncollateralized (securities are not pledged to the depositor), collateralized with the securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the name of the College.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 2 - Cash and Equivalents and Investments (continued):

Credit Risk and Custodial Credit Risk - The College does not have a policy for either credit risk or custodial credit risk. However, it is the College's policy only to invest with banks that are approved by the Board of Trustees and insured by FDIC and covered by the New Jersey Government Unit Deposit Protection Act ("GUDPA"). At least five percent of the College's deposits were fully collateralized by funds held by the financial institutions, but not in the name of the College. Due to the nature of GUDPA, further information is not available regarding the full amount that is collateralized.

Restricted Cash and Equivalents - Restricted cash consists of funds designated for student activity groups (student club dues), for the workforce consortium, and escrow funds due to the Sussex County Community College Foundation.

Investments - The College's investment policy is to invest excess cash balances in the form of United States Treasury bills or notes, certificates of deposit, repurchase agreements, or other investments such as United States government agency instruments, corporate stocks and bonds, and commercial paper. All insured money market investments are made at official depositories approved by the Board of Trustees. On an average monthly basis, the College's investment portfolio's fixed income portion is not less than 50 percent.

Interest Rate Risk - The College does not have a policy to limit interest rate risk. Investments consist of certificates of deposit with original maturities of greater than three months and less than one year.

Fair Value Measurement – Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the financial statement measurement date. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels as follows:

Level 1 – unadjusted quoted prices for identical assets or liabilities in active markets that a government can access at the measurement date.

Level 2 – quoted prices other than those included within Level 1 and other inputs that are observable for an asset or liability, either directly or indirectly.

Level 3 – unobservable inputs for an asset or liability.

The fair value hierarchy gives the highest priority to Level 1 inputs and the lowest priority to Level 3. When the fair value of an asset or a liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level that is significant to the entire measurement.

While the College believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at the reporting date.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 2 - Cash and Equivalents and Investments (continued):

The following is a description of the valuation methodologies used for instruments measured at fair value:

- U.S. treasuries and corporate stock are valued at quoted price reported on the active market.
- Corporate bonds, and other fixed income securities are valued using prices based on bid evaluations or quoted prices in an inactive market.

As of June 30, 2024 and 2023, the College's investments are summarized in the following table by their fair value hierarchy:

Type	2024		
	Level 1	Level 2	Totals
U.S. Treasuries	\$ 94,965		\$ 94,965
Corporate Bonds		\$ 4,359,768	4,359,768
Corporate Stock	4,798,331		4,798,331
Other Fixed Securities		4,745,920	4,745,920
Total Investments	\$ 4,893,296	\$ 9,105,688	\$ 13,998,984

Type	2023		
	Level 1	Level 2	Totals
U.S. Treasuries	\$ 90,152		\$ 90,152
Corporate Bonds		\$ 4,289,447	4,289,447
Corporate Stock	4,313,393		4,313,393
Other Fixed Securities		2,286,728	2,286,728
Total Investments	\$ 4,403,545	\$ 6,576,175	\$ 10,979,720

As of June 30, 2024 and 2023, the Foundation's investments are summarized in the following tables by their fair value hierarchy:

Type	2024		
	Level 1	Level 2	Total
Mutual funds	2,219,890		2,219,890
	\$ 2,219,890	\$ -	\$ 2,219,890

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 2 - Cash and Equivalents and Investments (continued):

Type	2023		
	Level 1	Level 2	Total
Equities	\$ 1,959,154		\$ 1,959,154
Mutual funds	69,216		69,216
Corporate bonds		\$ 67,815	67,815
Government securities	97,700		97,700
	<u>\$ 2,126,070</u>	<u>\$ 67,815</u>	<u>\$ 2,193,885</u>

As of June 30, 2024 and 2023, the College had the following investments and maturities:

Investment Type	Fair Value	2024		
		Maturities (in years)		
		Less than 1	1-5	Greater than 5
U.S. Treasuries	\$ 94,965	\$ 94,965		
Corporate Bonds	4,359,768		\$ 3,842,501	\$ 517,267
Corporate Stock	4,798,331	4,798,331		
Other Fixed Income Securities	4,745,920	4,745,920		
Total	<u>\$ 13,998,984</u>	<u>\$ 9,639,216</u>	<u>\$ 3,842,501</u>	<u>\$ 517,267</u>

Investment Type	Fair Value	2023		
		Maturities (in years)		
		Less than 1	1-5	Greater than 5
U.S. Treasuries	\$ 90,152	\$ 90,152		
Corporate Bonds	4,289,447		\$ 3,688,947	\$ 600,500
Corporate Stock	4,313,393	4,313,393		
Other Fixed Income Securities	2,286,728	2,286,728		
Total	<u>\$ 10,979,720</u>	<u>\$ 6,690,273</u>	<u>\$ 3,688,947</u>	<u>\$ 600,500</u>

Note 3 - Capital Assets:

Capital assets include land, land improvements, construction in progress, buildings and building improvements and machinery, equipment and vehicles. Major outlays for capital assets and improvements are capitalized as projects are constructed. The County of Sussex is responsible for the issuance of bonds and notes for the College's major capital expenses which are financed by County bond ordinances. The County is also responsible for the payment of interest on issued debt and the principal retirement of such obligations. Accordingly, the debt is reported in the financial statements of the County of Sussex. The financed purchase payable on the College's financial statements is related to the New Jersey Educational Facilities Authority Higher Education Equipment Leasing Fund program.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 3 - Capital Assets (continued):

Capital asset activity for the years ended June 30, 2024 and 2023 is comprised of the following:

	Year Ended June 30, 2024		
	Beginning Balance	Acquisitions	Ending Balance
DEPRECIABLE ASSETS:			
Buildings and building improvements	\$ 39,205,615	\$ 138,404	\$ 39,344,019
Land improvements	3,270,742	32,428	3,303,170
Machinery, equipment and vehicles	<u>16,354,238</u>	<u>1,139,575</u>	<u>17,493,813</u>
Total Depreciable Assets	<u>58,830,595</u>	<u>1,310,407</u>	<u>60,141,002</u>
ACCUMULATED DEPRECIATION:			
Buildings and building improvements	15,944,647	1,535,096	17,479,743
Land improvements	2,048,563	112,755	2,161,318
Machinery, equipment and vehicles	<u>13,180,643</u>	<u>806,051</u>	<u>13,986,694</u>
Total Accumulated Depreciation	<u>31,173,853</u>	<u>2,453,902</u>	<u>33,627,755</u>
DEPRECIABLE ASSETS, NET	<u>27,656,742</u>	<u>(1,143,495)</u>	<u>26,513,247</u>
NONDEPRECIABLE ASSETS:			
Land	16,656,635		16,656,635
Construction in progress	<u>1,032,810</u>	<u>1,304,627</u>	<u>2,337,437</u>
Total Nondepreciable Assets	<u>17,689,445</u>	<u>1,304,627</u>	<u>18,994,072</u>
	<u>\$ 45,346,187</u>	<u>\$ 161,132</u>	<u>\$ 45,507,319</u>

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 3 - Capital Assets (continued):

	Beginning Balance	Acquisitions	Transfers	Ending Balance
DEPRECIABLE ASSETS:				
Buildings and building improvements	\$34,427,485	\$1,264,264	\$ 3,513,866	\$39,205,615
Land improvements	2,975,215		295,527	3,270,742
Machinery, equipment and vehicles	<u>17,011,575</u>	<u>660,088</u>	<u>(1,317,425)</u>	<u>16,354,238</u>
Total Depreciable Assets	<u>54,414,275</u>	<u>1,924,352</u>	<u>2,491,968</u>	<u>58,830,595</u>
ACCUMULATED DEPRECIATION:				
Buildings and building improvements	12,726,982	1,530,002	1,687,663	15,944,647
Land improvements	1,967,200	111,675	(30,312)	2,048,563
Machinery, equipment and vehicles	<u>14,128,286</u>	<u>709,708</u>	<u>(1,657,351)</u>	<u>13,180,643</u>
Total Accumulated Depreciation	<u>28,822,468</u>	<u>2,351,385</u>	<u>-</u>	<u>31,173,853</u>
DEPRECIABLE ASSETS, NET	<u>25,591,807</u>	<u>(427,033)</u>	<u>2,491,968</u>	<u>27,656,742</u>
NONDEPRECIABLE ASSETS:				
Land	16,656,635			16,656,635
Construction in progress	<u>2,580,695</u>	<u>944,083</u>	<u>(2,491,968)</u>	<u>1,032,810</u>
Total Nondepreciable Assets	<u>19,237,330</u>	<u>944,083</u>	<u>(2,491,968)</u>	<u>17,689,445</u>
	<u>\$44,829,137</u>	<u>\$ 517,050</u>	<u>\$ -</u>	<u>\$45,346,187</u>

Depreciation expense for the years ended June 30, 2024 and 2023 was \$2,453,902 and \$2,351,385, respectively. There were no significant commitments outstanding on projects as of June 30, 2024, however projects were identified and funds were board designated for deferred capital maintenance and other capital programs, including the Residence Hall Project, Building B of MTEC, Health Services Addition, and cafeteria expansion in the amount of \$16,000,000 as of June 30, 2024.

Chapter 12 Capital Projects Funds available to the College that have been approved by the State and County, and are bonded, consist of ten bond ordinances totaling \$25,677,000. As of June 30, 2024, \$24,793,934 had been spent with \$883,066 remaining to be spent for completion of the approved Capital Projects. As of June 30, 2023, \$24,011,599 had been spent with \$265,401 remaining to be spent for completion of the approved Capital Projects.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 4 – Prepaid Asset:

The College has recorded prepaid assets in the amount of \$758,808 as of June 30, 2024. The prepaid assets represent costs associated with the beginning stages of the College’s student and financial software migration. Upon implementation, integration and full completion, costs related to this project will be amortized over future benefit periods.

Note 5 - Non-Current Liabilities:

Summary of Changes in Non-Current Liabilities - The following tables summarize the changes in non-current liabilities, including pensions disclosed in Note 5, for the years ended June 30, 2024 and 2023:

Year Ended June 30, 2024	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion	Noncurrent Portion
Compensated absences	\$ 1,604,335	\$ 351,585	\$ 330,186	\$ 1,625,734	\$ 325,147	\$ 1,300,587
Financed purchase payable		249,195		249,195	25,977	223,218
Net pension liability	4,871,744		829,348	4,042,396		4,042,396
	<u>\$ 6,476,079</u>	<u>\$ 600,780</u>	<u>\$ 1,159,534</u>	<u>\$ 5,917,325</u>	<u>\$ 351,124</u>	<u>\$ 5,566,201</u>
Year Ended June 30, 2023	Beginning Balance	Additions	Reductions	Ending Balance	Current Portion	Noncurrent Portion
Compensated absences	\$ 1,686,586	\$ 264,372	\$ 346,623	\$ 1,604,335	\$ 320,867	\$ 1,283,468
Financed purchase payable	20,450		20,450			
Net pension liability	3,724,601	1,147,143		4,871,744		4,871,744
	<u>\$ 5,431,637</u>	<u>\$ 1,411,515</u>	<u>\$ 367,073</u>	<u>\$ 6,476,079</u>	<u>\$ 320,867</u>	<u>\$ 6,155,212</u>

The College has recorded a liability for compensated absences of \$1,625,734 and \$1,604,335 as of June 30, 2024 and 2023, respectively. The liability is calculated based upon employees’ accrued vacation and sick leave as of the statements of net position date. Vacation and sick leave provisions are documented in the employees’ collective bargaining agreements.

Equipment Fund – Financed Purchase Payable - In October of 2023, the College entered into a purchase agreement payable with the New Jersey Educational Facility Authority (NJEFA), as lender, to issue bonds to finance the costs of acquiring and installing higher education equipment for lease to the College. The State’s Equipment Leasing Fund (ELF) provides funds to support the purchase of scientific, engineering, technical, computer, communications, and instructional equipment for public and private institutions of higher education.

The total amount of equipment to be financed is \$1,052,851. The College’s basic rent as set forth in the loan schedule is equal to approximately 25% of the debt service on the bonds, consisting of principal of \$249,195 and interest of \$58,188. In addition, the College is required to pay program expenses and administrative fees over the life of the lease. The College’s repayment schedule is the following:

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 5 - Non-Current Liabilities (continued):

<u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 25,977	\$ 11,810	\$ 37,787
2026	27,309	10,478	37,787
2027	28,709	9,078	37,787
2028	30,182	7,605	37,787
2029	31,729	6,057	37,786
2030-2034	105,289	8,073	113,362
	<u>\$ 249,195</u>	<u>\$ 53,101</u>	<u>\$ 302,296</u>

Note 6 - Retirement Plans:

Plan Descriptions - The College participates in several retirement plans for its employees - the State of New Jersey Public Employees' Retirement System ("PERS") and the Alternate Benefit Program ("ABP"), which presently makes contributions to the Teachers' Insurance and Annuity Association - College Retirement Equities Fund ("TIAA"), MetLife Insurance Company ("Brighthouse"), AXA Financial ("Equitable"), MassMutual Retirement Services (the "Hartford"), VOYA Financial Services ("VOYA") formerly known as ING U.S. Inc. and Variable Annuity Life Insurance Company ("VALIC") a subsidiary of AIG Retirement Services. ABP is administered by a separate board of trustees. Generally, all employees, except certain part-time employees, participate in one or more of these plans. The College also participates in the New Jersey Defined Contribution Retirement Plan ("DCRP").

PERS Information - The Public Employees' Retirement System was established in January 1955 under the provisions of N.J.S.A. 43:15A to provide coverage including post-retirement health care to substantially all fulltime employees of the State or any county, municipality, school College or public agency, provided the employee is not a member of another State- administered retirement system. Age eligibility and benefit provisions were affected by Chapters 92 and 103, P.L. 2007, Chapter 89, P.L. 2008, Chapter 1, P.L. 2010, and Chapter 78, P.L. 2011. Members are classified into one of five tiers dependent upon the date of their enrollment. Tier 1, 2 and 3 members are eligible to retire at age 60, 60, and 62, respectively with an annual benefit generally determined to be 1/55th of the average annual compensation for the highest three fiscal years' compensation for each year of membership during years of credited service. Tier 4 and 5 members are eligible to retire at age 62 and 65, respectively with an annual benefit generally determined to be 1/60th of the average annual compensation for the highest five fiscal years' compensation for each year of membership during years of credited service. Anyone who retires early and is under their respective tier's retirement age receives retirement benefits as calculated in the above-mentioned formulas but at a reduced rate in accordance with applicable New Jersey Statute based upon their tier.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

The State of New Jersey PERS is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pension and Benefits. The State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, issues publicly available financial reports for PERS that include financial statements and required supplementary information. These reports may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Pension and Benefits, P.O. Box 295, Trenton, NJ 08625-0295.

PERS Funding Policy - PERS members are required to contribute 7.50% of their annual covered salary. The College is required to contribute at an actuarially determined rate. The College's actuarially determined contributions to PERS for the years ended June 30, 2024, 2023, and 2022 were \$379,452, \$373,007 and \$407,087, respectively, equal to the required contributions for each year. The contribution requirements of the plan members and the College are established and may be amended by the State of New Jersey.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of PERS and additions to/deductions from PERS fiduciary net position have been determined on the same basis as they are reported by PERS. For the purposes, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Public Employees' Retirement System (PERS) - 2024

At June 30, 2024, the College reported a liability of \$4,042,396 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation July 1, 2022, which was rolled forward to June 30, 2023. The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating colleges, actuarially determined. At June 30, 2023, the College's proportion was 0.0279086713 percent, which was a decrease of 0.0043729701 percent from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the College recognized full accrual pension benefit of \$455,055 in the financial statements. At June 30, 2024, the College reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions	\$ 8,880	\$ 244,987
Difference between expected and actual experience	38,651	16,524
Net difference between projected and actual earnings on pension plan investments	18,616	
Changes in proportion and differences between College contributions and proportionate share of contributions	96,502	935,370
College contributions subsequent to the measurement date	379,452	
	\$ 542,101	\$ 1,196,881

\$379,452 is reported as deferred outflows of resources related to pensions resulting from College contributions subsequent to the measurement date. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2025	\$ (562,305)
2026	(356,904)
2027	59,086
2028	(163,928)
2029	(10,181)
	\$ (1,034,232)

Actuarial Assumptions

The collective total pension liability for the June 30, 2023 measurement date was determined by an actuarial valuation as of July 1, 2022, which was rolled forward to June 30, 2023. This actuarial valuation used the following actuarial assumptions:

Inflation rate:	
Price	2.75%
Wage	3.25%
Salary increases	2.75 – 6.55%
	based on years of service
Investment rate of return	7.00%

The actuarial assumptions used in the July 1, 2022 valuation were based on the results of an actuarial experience study for the period July 1, 2019 to June 30, 2022. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

Mortality Rates

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2021.

Long-Term Expected Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2023) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2023 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. Equity	28.00%	8.98%
International Small Cap Equity	1.25%	9.22%
Non-U.S. developed markets	12.75%	9.22%
Private Equity	13.00%	12.50%
Emerging markets equity	5.50%	11.13%
Real Estate	8.00%	8.58%
Real Assets	3.00%	8.40%
High Yield	4.50%	6.97%
Private Credit	8.00%	9.20%
Investment Grade Credit	7.00%	5.19%
Cash Equivalents	2.00%	3.31%
U.S. Treasuries	4.00%	3.31%
Risk Mitigation Strategies	3.00%	6.21%
	<u>100.00%</u>	

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

Discount rate

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2023. The projection of cash flows used to determine the discount rate assumed that contributions from employers and the nonemployer contributing entity will be based on 100% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments to determine the total pension liability.

Sensitivity of the College's proportionate share of the net pension liability to changes in the discount rate

The following presents the College's proportionate share of the net pension liability as of June 30, 2023 calculated using the discount rate as disclosed above as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate:

	At 1% decrease (6.00%)	At current discount rate (7.00%)	At 1% increase (8.00%)
College's proportionate share of the net pension liability	\$ 5,262,340	\$ 4,042,396	\$ 3,004,063

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report for the State of New Jersey Public Employees Retirement System.

Additional Information

Collective balances for the local group at June 30, 2023 are as follows:

Deferred outflows of resources	\$ 1,080,204,730
Deferred inflows of resources	\$ 1,780,216,457
Net pension liability	\$ 14,606,489,066
College's Proportion	0.0279086713%

Collective pension benefit for the Local Group for the measurement period ended June 30, 2023 is \$79,181,803.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

The average of the expected remaining service lives of all employees that are provided with pension through the pension plan (active and inactive employees) determined at July 1, 2023, 2022, 2021, 2020, 2019, 2018, 2017 and 2016 is 5.08, 5.04, 5.13, 5.16, 5.21, 5.63, 5.48 and 5.57 years, respectively.

Public Employees' Retirement System (PERS) - 2023

At June 30, 2023, the College reported a liability of \$4,871,744 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation July 1, 2021, which was rolled forward to June 30, 2022. The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating colleges, actuarially determined. At June 30, 2022, the College's proportion was 0.032281641 percent, which was an increase of 0.000841124 percent from its proportion measured as of June 30, 2021.

For the year ended June 30, 2023, the College recognized full accrual pension benefit of \$1,015,832 in the financial statements. At June 30, 2023, the College reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions	\$ 15,094	\$ 729,493
Difference between expected and actual experience	35,162	31,008
Net difference between projected and actual earnings on pension plan investments	201,637	
Changes in proportion and differences between College contributions and proportionate share of contributions	128,246	652,584
College contributions subsequent to the measurement date	373,007	
	\$ 753,146	\$ 1,413,085

\$373,007 is reported as deferred outflows of resources related to pensions resulting from College contributions subsequent to the measurement date. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2024	\$ (664,492)
2025	(398,405)
2026	(193,005)
2027	222,986
2028	(30)
	\$ (1,032,946)

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

Actuarial Assumptions

The collective total pension liability for the June 30, 2022 measurement date was determined by an actuarial valuation as of July 1, 2021, which was rolled forward to June 30, 2022. This actuarial valuation used the following actuarial assumptions:

Inflation rate:	
Price	2.75%
Wage	3.25%
Salary increases through 2026	2.75 – 6.55%
	based on years of service
Investment rate of return	7.00%

The actuarial assumptions used in the July 1, 2021 valuation were based on the results of an actuarial experience study for the period July 1, 2018 to June 30, 2021. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

Mortality Rates

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2021.

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2022) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2022 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Risk mitigation strategies	3.00%	4.91%
Cash equivalents	4.00%	1.75%
U.S. Treasuries	4.00%	1.75%
Investment grade credit	7.00%	3.38%
High yield	4.00%	4.00%
Private Credit	8.00%	8.10%
Real Assets	3.00%	3.00%
Real Estate	8.00%	8.00%
U.S. Equity	27.00%	8.12%
Non-U.S. development markets equity	13.50%	8.38%
Emerging markets equity	5.50%	5.50%
Private equity	13.00%	13.00%
	<u>100.00%</u>	

Discount rate

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2022. The projection of cash flows used to determine the discount rate assumed that contributions from employers and the nonemployer contributing entity will be based on 100% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments to determine the total pension liability.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

Sensitivity of the College's proportionate share of the net pension liability to changes in the discount rate

The following presents the College's proportionate share of the net pension liability as of June 30, 2022 calculated using the discount rate as disclosed above as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate:

	At 1% decrease (6.00%)	At current discount rate (7.00%)	At 1% increase (8.00%)
College's proportionate share of the net pension liability	\$ 6,258,764	\$ 4,871,744	\$ 3,691,334

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report for the State of New Jersey Public Employees Retirement System.

Additional Information

Collective balances for the local group at June 30, 2022 are as follows:

Deferred outflows of resources	\$ 1,660,772,008
Deferred inflows of resources	\$ 3,236,303,935
Net pension liability	\$ 15,219,184,920

College's Proportion	0.0322816410%
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Collective pension benefit for the Local Group for the measurement period ended June 30, 2023 is \$1,032,778,934. The average of the expected remaining service lives of all employees that are provided with pension through the pension plan (active and inactive employees) determined at July 1, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015 and 2014 is 5.04, 5.13, 5.16, 5.21, 5.63, 5.48, 5.57, 5.72 and 6.44 years, respectively.

Alternative Benefit Program Information - ABP provides the choice of six investment carriers, all of which are privately operated, defined contribution retirement plans. The College assumes no liability for ABP members other than payment of contributions. ABP provides retirement and death benefits for, or on behalf of, those full-time professional employees and faculty members electing to participate in this optional retirement program. Participation eligibility is established by the State of New Jersey Retirement and Social Security Law, as are contributory and noncontributory requirements. Benefits are determined by the amount of individual accumulations and the retirement income option selected. All benefits vest after the completion of

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 6 - Retirement Plans (continued):

one year of service. Individually owned annuity contracts that provide for full ownership of retirement and survivor benefits are purchased at the time of vesting. Participating College employees contribute 5% of their salaries and may contribute a voluntary additional contribution, up to the maximum Federal statutory limit, on a pre-tax basis. Employer contributions are 8% of participating employee eligible salaries. Contributions are made on base salary excluding bonus, overtime and other forms of extra compensation. The participants have personal contracts with the fund companies and personally own the annuities. During the year ended June 30, 2023, ABP investment carriers received approximately 54% employer and 46% employee (includes additional discretionary amounts) contributions totaling \$1,365,666. During the year ended June 30, 2023, ABP investment carriers received approximately 56% employer and 44% employee (includes additional discretionary amounts) contributions totaling \$1,387,579. The contributions made by the Division on behalf of the College for the year ended June 30, 2024 amounted to \$237,433 compared to \$287,488, including back contributions of \$53,538, for fiscal year 2023.

Defined Contribution Retirement Plan - The DCRP was established under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007 and expanded under the provisions of Chapter 89, P.L. 2008 and Chapter 1, P.L. 2010 providing eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage. DCRP provides coverage to elected and certain appointed officials, effective July 1, 2007. Membership is mandatory for such individuals and the DCRP is administered by Prudential. DCRP employer contributions are 3% of base salary and employee contributions are 5.5% of base salary. Employees can direct employer and employee contributions to any investment in their plan. Employees are 100% vested in employer's contributions after 12 months of participation and immediately vested in their own contributions. DCRP employee and employer contributions were \$23,252 and 12,282, respectively, for the fiscal year ended June 30, 2024 and \$10,515 and \$6,030, for the fiscal year ended June 30, 2023, respectively.

Note 7 – Other Postemployment Benefits:

Plan description and benefits provided

The State of New Jersey reports a liability due to its statutory requirements to pay other post-employment (health) benefits for State Health Benefit Local Education Retired Employees Plan. The State Health Benefit Local Education Retired Employees Plan is a multiple-employer defined benefit OPEB plan that is administered on a pay-as-you-go basis. Accordingly, no assets are accumulated in a qualifying trust that meets the criteria in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for the Postemployment Benefits Other than Pensions*. The State Health Benefit Local Education Retired Employees Plan provides medical, prescription drug, and Medicare Part B reimbursement to retirees and their covered dependents of local education employers. The State Health Benefits Program Act is found in New Jersey Statutes Annotated, Title 52, Article 17.25 et.seq. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. The State of New Jersey Division of Pension and Benefits issues a publicly available financial report that includes

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 - Other Postemployment Benefits (continued):

financial statements and required supplementary information for SHBP. That report may be obtained by writing to Division of Pension and Benefits, PO Box 295, Trenton, NJ 08625-0295.

The employer contributions for the participating local education employers are legally required to be funded by the State of New Jersey in accordance with N.J.S.A. 52:14-17.32f. According to N.J.S.A. 52:14-17.32f, the State provides employer-paid coverage to employees who retire from a board of education or county college with 25 years or more of service credit in, or retires on a disability pension from, one or more of the following plans: the Teachers' Pension and Annuity Fund (TPAF), the Public Employees' Retirement System (PERS), the Police and Firemen Retirement System (PFRS), or the Alternate Benefit Program (ABP). Pursuant to Chapter 78, P.L., 2011, future retirees eligible for postretirement medical coverage who have less than 20 years of creditable service on June 28, 2011 will be required to pay a percentage of the cost of their health care coverage in retirement provided they retire with 25 or more years of pension service credit. The percentage of the premium for which the retiree will be responsible will be determined based on the retiree's annual retirement benefit and level of coverage.

Certain local participating employers also provide post-retirement medical coverage to their employees.

Retirees who are not eligible for employer paid health coverage at retirement can continue in the program if their employer participates in this program or if they are participating in the health benefits plan of their former employer and are enrolled in Medicare Parts A and B by paying the cost of the insurance for themselves and their covered dependents. The total nonemployer OPEB liability does not include certain other postemployment obligations that are provided by the local education employers.

The State funds post-retirement medical benefits on a "pay-as-you-go" basis, which means that the State does not pre-fund, or otherwise establish a reserve or other pool of assets against the PRM expenses that the State may incur in future years. For fiscal year 2020, the State contributed \$1.578 billion to pay for pay-as-you-go PRM benefit costs incurred by covered retirees. The State's "pay-as-you-go" contributions have decreased from fiscal year 2019 amounts. Reductions are attributable to various cost savings initiatives implemented by the State, including the new Medicare Advantage contracts. The State has appropriated \$1.775 billion in fiscal year 2021 as the State's contribution to fund pay-as-you-go PRM costs.

In accordance with the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, the State is required to quantify and disclose its obligations to pay Other Postemployment Benefits (OPEB) to retired plan members. The State is required to accrue a liability in all instances where statutory language names the State as the legal obligor for benefit payments. The Fiscal Year 2022 total State OPEB liability to provide these benefits is \$88.9 billion, a decrease of \$12.7 billion or 12.5 percent from the \$101.6 billion liability recorded in fiscal year 2021. Additional information on Pensions and OPEB can be accessed on the Division of Pensions and Benefits Financial Reports webpage: <https://www.state.nj.us/treasury/pensions/financialreports.shtml>.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

Total OPEB Liability - 2024

The total OPEB liability from New Jersey's plan is \$52,361,668,239.

Changes in the College's Total OPEB Liability

Below represents the changes in the State's portion of the total OPEB liability associated with the College for the year ended June 30, 2023:

	<u>Total OPEB Liability</u>
Beginning Balance, June 30, 2022	\$ 21,362,159
Changes for the year:	
Service cost	1,079,503
Interest cost	708,968
Difference between expected and actual experience	(2,526,335)
Changes of assumptions	40,575
Member contributions	18,168
Gross benefit payments	(552,652)
Net changes	(1,231,773)
Ending Balance, June 30, 2023	\$ 20,130,386

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

Employees covered by benefit terms

The following employees were covered by the benefit terms:

Local Education	June 30, 2023
Active Plan Members	217,212
Inactive Plan Members or Beneficiaries Currently Receiving Benefits	152,383
	369,595

The State, a nonemployer contributing entity, is the only entity that has a legal obligation to make employer contributions to OPEB for qualified retired PERS and TPAF participants. The College's proportionate share percentage determined under paragraphs 193 and 203 through 205 of GASBS No. 75 is zero percent. Accordingly, the College did not recognize any portion of the collective net OPEB liability on the Statement of Net Position. The State's proportionate share of the net OPEB liability associated with the College as of June 30, 2023 was \$20,130,386. Additional information can be obtained from the State of New Jersey's annual comprehensive financial report.

Actuarial assumptions and other inputs

The total nonemployer OPEB liability as of June 30, 2023 was determined by an actuarial valuation as of June 30, 2022, which was rolled forward to June 30, 2023 and included in the June 30, 2023 audited financial statements of the State Health Benefit Local Education Retired Employees Plan. The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following assumptions, applied to all periods in the measurement:

	TPAF/ABP	PERS
Inflation rate	2.50%	2.50%
Salary increases	2.75 - 4.25%	2.75 - 6.55%
	based on service years	based on service years

Mortality Rates

Preretirement mortality rates were based on the Pub-2010 Healthy "Teachers" (TPAF/ABP) and "General" (PERS) classification headcount-weighted mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021. Postretirement mortality rates were based on the Pub-2010 "General" classification headcount-weighted mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021. Disability mortality was based on the Pub-2010 "General" classification headcount-weighted disabled mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of actual experience studies for the periods July 1, 2018 through June 30, 2021. 100% of active members are considered to participate in the Plan upon retirement.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

Discount Rate

The discount rate for June 30, 2023 was 3.65%. This represents the municipal bond return rate as chosen by the Division. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

Health Care Trend Assumptions

For pre-Medicare medical benefits, the trend rate is initially 6.50% and decreases to a 4.50% long-term trend rate after nine years. For post-65 medical benefits PPO, the trend is initially -1.99% in fiscal year 2023, increasing to 13.80% in fiscal year 2026, decreasing to 4.50% in fiscal year 2033. For HMO the trend is initially 3.54% in fiscal year 2023, increasing to 17.40% in fiscal year 2026 and decreases to 4.50% in fiscal year 2033. For prescription drug benefits, the initial trend rate is 9.50% and decreases to a 4.50% long-term trend rate after eight years. For the Medicare Part B reimbursement, the trend rate is 5.00%.

The following represents sensitivity of total non-employer OPEB liability to changes in the discount rate and health care cost trend rate

The following presents the total non-employer OPEB liability associated with the College as of June 30, 2023 calculated using the discount rate as disclosed above as well as what the total non-employer OPEB liability would be if it was calculated using a discount rate that is 1-percentage-point lower (2.65%) or 1-percentage-point higher (4.65%) than the current rate:

	At a 1% decrease (2.65%)	At current discount rate (3.65%)	At a 1% increase (4.65%)
Total OPEB Liability (Allocable to the College and the responsibility of the State)	\$ 23,599,422	\$ 20,130,386	\$ 17,345,153

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

The following presents the total non-employer OPEB liability associated with the College as of June 30, 2023 calculated using the healthcare cost trend rate as disclosed above as well as what the total non-employer OPEB liability would be if it was calculated using a healthcare cost trend rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	At a 1% decrease	At current healthcare cost trend rate	At a 1% increase
Total OPEB Liability (Allocable to the College and the responsibility of the State)	\$ 16,711,324	\$ 20,130,386	\$ 24,604,238

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2024, the College recognized on-behalf OPEB expense and revenue in the financial statements of \$1,087,505 for OPEB expenses incurred by the State.

Collective balances of the Local Education Group at June 30, 2023 are as follows:

Deferred outflows of resources	\$	17,347,811,894
Deferred inflows of resources	\$	30,503,688,706
Collective OPEB expense	\$	1,389,124,126
College's Proportion		0.04%

Special Funding Situation

The employer contributions for local participating employers are legally required to be funded by the State, therefore, the College records an expense and corresponding revenue for its respective share of total OPEB expense and revenue attributable to the State of New Jersey.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

Total OPEB Liability - 2023

The net OPEB liability from New Jersey’s plan is \$50,646,462,966.

Changes in the College’s Total OPEB Liability

Below represents the changes in the College’s total OPEB liability for the year ended June 30, 2022:

	<u>Total OPEB Liability</u>
Beginning Balance, June 30, 2021	\$ 23,530,336
Changes for the year:	
Service cost	1,183,762
Interest cost	566,121
Difference between expected and actual experience	2,355,301
Changes of assumptions	(5,730,591)
Member contributions	17,989
Gross benefit payments	(560,759)
Net changes	(2,168,177)
Ending Balance, June 30, 2022	\$ 21,362,159

Employees covered by benefit terms

The following employees were covered by the benefit terms:

<u>Local Education</u>	<u>June 30, 2022</u>
Active Plan Members	213,148
Inactive Plan Members or Beneficiaries Currently Receiving Benefits	151,669
	364,817

The State, a nonemployer contributing entity, is the only entity that has a legal obligation to make employer contributions to OPEB for qualified retired PERS and TPAF participants. The College’s proportionate share percentage determined under paragraphs 193 and 203 through 205 of GASBS No. 75 is zero percent. Accordingly, the College did not recognize any portion of the collective net OPEB liability on the Statement of Net Position. The State’s proportionate share of the net OPEB liability associated with the College as of June 30, 2022 was \$21,362,159. Additional information can be obtained from the State of New Jersey’s annual comprehensive financial report.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

Actuarial assumptions and other inputs

The total nonemployer OPEB liability as of June 30, 2022 was determined by an actuarial valuation as of June 30, 2021, which was rolled forward to June 30, 2022. The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

	TPAF/ABP	PERS
Inflation rate	2.50%	2.50%
Salary increases	2.75 - 4.25% based on service years	2.75 - 6.55% based on service years

Mortality Rates

Preretirement mortality rates were based on the Pub-2010 Healthy "Teachers" (TPAF/ABP) and "General" (PERS) classification headcount-weighted mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021. Postretirement mortality rates were based on the Pub-2010 "General" classification headcount-weighted mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021. Disability mortality was based on the Pub-2010 "General" classification headcount-weighted disabled mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021.

The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. The actuarial assumptions used in the June 30, 2021 valuation were based on the results of TPAF and PERS studies for the periods July 1, 2018 through June 30, 2021.

Discount Rate

The discount rate for June 30, 2022 was 3.54%. This represents the municipal bond return rate as chosen by the Division. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

Health Care Trend Assumptions

For pre-Medicare medical benefits, the trend rate is initially 6.25% and decreases to a 4.50% long-term trend rate after eight years. For post-65 medical benefits PPO, the trend rate is initially -1.99% in fiscal year 2023, increasing to 13.44% in fiscal year 2023, increasing to 13.44% in fiscal year 2026 and decreases to 4.50% in fiscal year 2033. For HMO trend is initially -3.54% in fiscal year 2023, increasing to 15.19% in fiscal year 2026 and decreases to 4.50% in fiscal year 2033. For prescription drug benefits, the initial trend rate is 8.00% and decreases to a 4.50% long-term trend rate after seven years. For Medicare Part B, the trend rate is 5.00%.

The following represents sensitivity of total non-employer OPEB liability to changes in the discount rate and health care cost trend rate

The following presents the total non-employer OPEB liability associated with the College as of June 30, 2022 calculated using the discount rate as disclosed above as well as what the total non-employer OPEB liability would be if it was calculated using a discount rate that is 1-percentage-point lower (2.54%) or 1-percentage-point higher (4.54%) than the current rate:

	At a 1% decrease (2.54%)	At current discount rate (3.54%)	At a 1% increase (4.54%)
Total OPEB Liability (Allocable to the College and the responsibility of the State)	\$ 24,995,088	\$ 21,362,159	\$ 18,359,277

The following presents the total non-employer OPEB liability associated with the College as of June 30, 2022 calculated using the healthcare cost trend rate as disclosed above as well as what the total non-employer OPEB liability would be if it was calculated using a healthcare cost trend rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	At a 1% decrease	At current healthcare cost trend rate	At a 1% increase
Total OPEB Liability (Allocable to the College and the responsibility of the State)	\$ 17,657,130	\$ 21,362,159	\$ 26,228,939

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 7 – Other Postemployment Benefits (continued):

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the College recognized on-behalf OPEB expense and revenue in the financial statements of \$1,254,239 for OPEB expenses incurred by the State.

Collective balances of the Local Education Group at June 30, 2022 are as follows:

Deferred outflows of resources	\$	20,104,625,333
Deferred inflows of resources	\$	34,996,842,046
Collective OPEB expense	\$	1,595,653,262
College's Proportion		0.04%

Special Funding Situation

The employer contributions for local participating employers are legally required to be funded by the State, therefore, the College records an expense and corresponding revenue for its respective share of total OPEB expense and revenue attributable to the State of New Jersey.

Note 8 - Risk Management:

The College is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors or omissions; employee health and accident claims; and natural disasters. The College maintains commercial insurance coverage for property, liability and student accidents and does not retain risk of loss. Health insurance is provided through New Jersey State Health Benefits. There have been no significant reductions in insurance coverage from the prior year and there have been no settlements in the prior three years that exceeded insurance coverage.

Note 9 - New Jersey Unemployment Compensation Insurance:

The College is on a direct reimbursement basis with the State for New Jersey for Unemployment Compensation Insurance claims.

Note 10 - Commitments and Contingencies:

The College receives support from Federal and State of New Jersey grant programs, primarily student financial assistance. Entitlement to the resources requires compliance with terms of the grant agreements and applicable regulations, including the expenditure of the resources for eligible purposes. Substantially all grants are subject to financial and compliance audits by the grantors. As of June 30, 2024, the College estimates that adjustments, if any, as a result of such audits would not have a material adverse effect on the College's financial statements.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 10 - Commitments and Contingencies (continued):

The College is involved in claims and lawsuits incidental to its operations. In the opinion of management, the ultimate resolution of these matters will not have a material adverse effect on the financial position of the College and the College's insurance coverage is sufficient to address the risk presented by the claims.

Note 11 - Component Unit - Sussex County Community College Foundation:

Sussex County Community College Foundation (the "Foundation") is a legally separate, tax-exempt component unit of Sussex County Community College. The Foundation acts primarily as a fundraising organization to supplement the resources that are available to the College in support of its programs. The Foundation's Board is comprised of community leaders from the public and private sector. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources and income thereon that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by or for the benefit of the College, the Foundation is considered a component unit of the College and is presented in the College's financial statements.

During the year ended June 30, 2024, the Foundation did not make any distributions to the College for either restricted and unrestricted purposes. Complete financial statements for the Foundation can be obtained from the administrative office at One College Hill Road, Newton, New Jersey 07860.

The Foundation is a private nonprofit organization that conforms with Statement of Financial Accounting Standards Board Accounting Standards Certification (FASB ASC) Topic 958, "*Financial Statements for Non-for-Profit Organizations.*" Thus, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the College's financial reporting entity to account for these differences.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Note 12 - Components of Net Position:

At June 30, 2024 and 2023, the College's net position consisted of the following components:

	Net Investment in			Total FY	Total FY
	<u>Capital Assets</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>2024</u>	<u>2023</u>
NET INVESTMENT IN CAPITAL ASSETS	\$ 45,258,124	\$ -	\$ -	\$ 45,258,124	\$ 45,346,187
RESTRICTED FOR:					
Student activity groups		58,865		58,865	48,809
NJ Community College Consortium for Workforce & Economic Development		100,000		100,000	100,000
BOARD-DESIGNATED FOR:					
Residence Hall Project			5,000,000	5,000,000	
Building B of MTEC			1,000,000	1,000,000	
Health Sciences Addition			4,000,000	4,000,000	
Cafeteria Expansion			1,000,000	1,000,000	
Deferred capital maintenance			5,000,000	5,000,000	5,000,000
Enrollment growth/student success			700,000	700,000	700,000
Information technology			440,000	440,000	420,000
Student and financial software conversion					1,200,000
Academic Initiatives					1,500,000
New Sports Programs					500,000
Other Capital Programs					600,000
Online Program Investment					100,000
EFFECT OF GASB 68 ADJUSTMENTS UNDESIGNATED			(5,076,628)	(5,076,628)	(5,904,690)
			<u>5,481,836</u>	<u>5,481,836</u>	<u>11,246,606</u>
Total per Statements of Net Position	<u>\$ 45,258,124</u>	<u>\$ 158,865</u>	<u>\$ 17,545,208</u>	<u>\$ 62,962,197</u>	<u>\$ 60,856,912</u>

The Board has also approved a reserve for funds received above certain thresholds. In the event that revenues associated with student growth increase beyond what is reflected in the budget, those excess revenues, net of expenses, at the rate of 25% of the excess growth, will be deposited into a Board-Designated Reserve Fund.

Note 13 - Middle States Commission on Higher Education:

Sussex County Community College is fully accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104. Regular accreditation visits by a team of MSCHE visitors are scheduled to take place every ten years; and five years after every regular visit, a status report, referred to as Periodic Review Report (PRR) is due to the Commission in order to document the institution's progress in certain areas as recommended by each visiting team assigned by the accrediting agency. The College was first accredited in 1993, and subsequently reaccredited in 1998 and 2008. The most recent visit from Middle States occurred in April 2018 and the College was reaccredited on November 15, 2018.

Any formal actions that MSCHE takes with respect to the College's accreditation status can be viewed on the MSCHE website: www.msche.org.

Sussex County Community College
 Schedule of the College's Proportionate Share of the Net Pension Liability and Note to Required Supplementary Information - PERS
 Public Employees' Retirement System
 Required Supplementary Information

Last Ten Fiscal Years

	Fiscal Year Ended June 30,									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
College's proportion of the net pension liability (asset) - Local Group	0.0279086713%	0.0322816414%	0.0314405174%	0.0334103155%	0.0367686852%	0.0369494900%	0.0395027726%	0.0441984819%	0.0449877506%	0.0415572530%
College's proportionate share of the net pension liability (asset)	\$ 4,042,396	\$ 4,871,744	\$ 3,724,601	\$ 5,448,349	\$ 6,625,159	\$ 7,275,169	\$ 9,195,614	\$ 13,090,323	\$ 10,098,849	\$ 7,780,654
College's covered-employee payroll	\$ 2,167,527	\$ 2,452,965	\$ 2,452,965	\$ 2,448,455	\$ 2,457,047	\$ 2,727,452	\$ 3,067,727	\$ 2,727,452	\$ 3,067,727	\$ 3,276,196
College's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	186.50%	198.61%	151.84%	222.52%	269.64%	266.74%	299.75%	479.95%	329.20%	237.49%
Plan fiduciary net position as a percentage of the total pension liability - Local Group	65.23%	62.91%	70.33%	58.32%	56.27%	53.60%	48.10%	40.14%	47.93%	52.08%

The amounts presented for each fiscal year were determined as of the previous fiscal year-end.

Note to Required Supplementary Information

Benefit Changes

There were none.

Changes of Assumptions

There were none.

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Sussex County Community College
Schedule of College Contributions - PERS
Public Employees' Retirement System
Required Supplementary Information

Last Ten Fiscal Years

	Fiscal Year Ended June 30,									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	\$ 379,452	\$ 373,007	\$ 407,087	\$ 368,205	\$ 365,492	\$ 358,557	\$ 368,836	\$ 392,653	\$ 386,774	\$ 342,592
Contributions in relation to the contractually required contribution	(379,452)	(373,007)	(407,087)	(368,205)	(365,492)	(358,557)	(368,836)	(392,653)	(386,774)	(342,592)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
College's covered-employee payroll	\$ 2,167,527	\$ 2,452,965	\$ 2,448,455	\$ 2,457,047	\$ 2,491,872	\$ 2,541,794	\$ 2,727,452	\$ 3,067,727	\$ 3,276,196	\$ 3,737,160
Contributions as a percentage of covered-employee payroll	17.51%	15.21%	16.63%	14.99%	14.67%	14.11%	13.52%	12.80%	11.81%	9.17%

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Sussex County Community College
Schedule of the State's Proportionate Share of the Net OPEB Liability Associated With the College
and Changes in the Total OPEB Liability and Related Ratios
and Note to Required Supplementary Information
Public Employees' Retirement System and Alternate Benefit Program
Required Supplementary Information

Last Ten Fiscal Years*

	Fiscal Year Ended June 30,							
	2024	2023	2022	2021	2020	2019	2018	2017
State's proportion of the net OPEB liability (asset) associated with the College	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.03%	0.03%
College's proportionate share of the net OPEB liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State's proportionate share of the net OPEB liability associated with the College	\$ 20,130,386	\$ 21,362,159	\$ 23,530,336	\$ 26,250,866	\$ 15,940,593	\$ 16,635,875	\$ 18,516,905	\$ 19,431,939
Total proportionate share of the net OPEB liability (asset) associated with the College	<u>\$ 20,130,386</u>	<u>\$ 21,362,159</u>	<u>\$ 23,530,336</u>	<u>\$ 26,250,866</u>	<u>\$ 15,940,593</u>	<u>\$ 16,635,875</u>	<u>\$ 18,516,905</u>	<u>\$ 19,431,939</u>
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total OPEB Liability								
Service cost	\$ 1,079,503	\$ 1,183,762	\$ 1,214,103	\$ 793,459	\$ 724,080	\$ 1,073,126	\$ 1,270,170	
Interest cost	708,968	566,121	610,402	578,003	662,730	693,704	584,165	
Changes in benefit terms			(25,045)					
Differences between expected and actual	(2,526,335)	2,355,301	(4,077,983)	4,586,834	(1,844,944)	(1,309,347)	-	
Changes of assumptions	40,575	(5,730,591)	23,214	4,795,131	237,676	(1,909,050)	(2,356,272)	
Member contributions	18,168	17,989	15,605	13,852	14,505	15,374	15,793	
Gross benefit payments	(552,652)	(560,759)	(480,826)	(457,006)	(489,329)	(444,837)	(428,890)	
Net change in total OPEB liability	<u>(1,231,773)</u>	<u>(2,168,177)</u>	<u>(2,720,530)</u>	<u>10,310,273</u>	<u>(695,282)</u>	<u>(1,881,030)</u>	<u>(915,034)</u>	
Total OPEB liability - beginning	<u>21,362,159</u>	<u>23,530,336</u>	<u>26,250,866</u>	<u>15,940,593</u>	<u>16,635,875</u>	<u>18,516,905</u>	<u>19,431,939</u>	
Total OPEB liability - ending	<u>\$ 20,130,386</u>	<u>\$ 21,362,159</u>	<u>\$ 23,530,336</u>	<u>\$ 26,250,866</u>	<u>\$ 15,940,593</u>	<u>\$ 16,635,875</u>	<u>\$ 18,516,905</u>	
Covered-employee payroll	<u>\$ 2,445,323</u>	<u>\$ 2,167,527</u>	<u>\$ 2,448,455</u>	<u>\$ 2,457,047</u>	<u>\$ 2,491,872</u>	<u>\$ 2,457,047</u>	<u>\$ 2,491,872</u>	
Total OPEB liability as a percentage of covered-employee payroll	<u>823.22%</u>	<u>985.55%</u>	<u>961.03%</u>	<u>1068.39%</u>	<u>639.70%</u>	<u>677.07%</u>	<u>743.09%</u>	

The amounts presented for each fiscal year were determined as of the previous fiscal year-end.

* This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, governments should present information for those years for which information is available.

** information not available.

Note to Required Supplementary Information

Benefit Changes

There were none.

Changes of Assumptions

The discount rate changed from 3.54% as of June 30, 2022 to 3.65% as of June 30, 2023.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Independent Auditors' Report

**The Board of Trustees
Sussex County Community College**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Sussex County Community College (the "College"), a component unit of the County of Sussex, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated January 28, 2025. The financial statements of the Sussex County Community College Foundation, the discretely presented component unit, were not audited in accordance with *Government Auditing Standards*.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**The Board of Trustees
Sussex County Community College**

Page 2

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF Signature

Cranford, New Jersey
January 28, 2025

draft



**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL AND STATE PROGRAM AND
REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM
GUIDANCE AND NEW JERSEY OMB CIRCULAR 15-08**

Independent Auditors' Report

**The Board of Trustees
Sussex County Community College**

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

We have audited Sussex County Community College's (the "College") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the *New Jersey State Aid Grant Compliance Supplement* that could have a direct and material effect on each of the College's major federal and state programs for the year ended June 30, 2024. The College's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the College complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America ("GAAS"); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("*Government Auditing Standards*"), the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and New Jersey OMB Circular 15-08 *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Our responsibilities under those standards, the Uniform Guidance and New Jersey OMB Circular 15-08 are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state program. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

PKF O'CONNOR DAVIES, LLP
20 Commerce Drive, Suite 301, Cranford, NJ 07016 | Tel: 908.272.6200 | Fax: 908.272.2416 | www.pkfod.com

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**The Board of Trustees
Sussex County Community College**

Page 2

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the College's federal and state programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance and New Jersey OMB Circular 15-08 will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Non-compliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance and New Jersey OMB Circular 15-08, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and New Jersey OMB Circular 15-08, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and New Jersey OMB Circular 15-08. Accordingly, this report is not suitable for any other purpose.

PKF Signature

Cranford, New Jersey
January 28, 2025

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2024

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal AL Number	Grant or FAIN Number	FY 2024 Expenditures	Passed through to Subrecipients
U.S. Department of Education:				
Direct Awards:				
Student Financial Assistance Cluster:				
Federal Pell Grant Program (PELL)	84.063	P063P234434	\$ 3,835,814	
Federal Supplemental Educational Opportunity Grants (SEOG)	84.007	P007A237578	116,130	
Federal Direct Student Loans - Subsidized	84.268	P268K244434	723,371	
Federal Direct Student Loans - Non subsidized	84.268	P268K244434	1,287,703	
Federal Work-Study Program (FWS)	84.033	P033A237578	63,563	
Total Student Financial Assistance Cluster			<u>6,026,581</u>	
Education Stabilization Fund:				
COVID-19 Higher Education Emergency Relief Fund (HEERF III) - Institutional Aid	84.425F	P425F210488	578,826	
COVID-19 Higher Education Emergency Relief Fund (HEERF III) - Student Aid	84.425E	P425E211247	1,186,494	
Total Education Stabilization Fund			<u>1,765,320</u>	
Total Direct Awards			<u>7,791,901</u>	
U.S. Department of Education Passed Through the				
NJ Department of Education:				
Career and Technical Education - Basic Grants to States	84.048	V048A230030	146,289	
Career and Technical Education - Basic Grants to States (Perkins Rural)	84.048A	V048A230030	160,937	
Cybersecurity Grant	84.116Z	P116Z220226	44,922	
Adult Education - Basic Grants to States	84.002	V002A200031	223,537	
Total U.S. Department of Education Passed Through the NJ Department of Education			<u>575,685</u>	
U.S. Department of Education Passed Through the				
NJ Office of the Secretary of Higher Education:				
COVID-19- Mental Health in Higher Education: Community Provider Partnerships and Professional Development	21.027	Unavailable	16,824	
Total U.S. Department of Education Passed Through the NJ Office of the Secretary of Higher Education			<u>16,824</u>	
U.S. Department of Labor Passed Through the NJ Department of Labor				
COVID-19 American Rescue Plan Act (ARPA) Unemployment Reimbursement (NC)	17.000	Unavailable	46,393	
Total U.S. Department of Labor Passed Through the NJ Department of Labor			<u>46,393</u>	
Total Expenditures of Federal Awards			<u>\$ 8,430,803</u>	<u>\$ -</u>
NC - Non-cash expenditures				

See accompanying notes to schedules of expenditures of federal awards and state financial assistance.

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

YEAR ENDED JUNE 30, 2024

State of New Jersey Grantor/Program or Cluster Title	State of New Jersey Account/ Grant Number	FY 2024 Award Amount	Grant Period	FY 2024 Cash Receipts	FY 2024 Expenditures
Student Financial Assistance Cluster:					
New Jersey Commissioner of Higher Education					
Tuition Aid Grant (TAG)	100-074-2405-007	\$ 724,716	7/1/23-6/30/24	\$ 761,393	\$ 761,393
Student NJ Class Loan (NJCL)	NJCL	10,183	7/1/23-6/30/24	10,183	10,183
New Jersey STARS	100-074-2405-313	206,303	7/1/23-6/30/24	206,303	206,303
Educational Opportunity Fund - Summer 2024	100-074-2401-002	44,787	7/1/23-6/30/24	44,787	43,967
Educational Opportunity Fund	100-074-2401-002	179,930	7/1/23-6/30/24	210,498	179,930
Educational Opportunity Fund - Summer 2025	100-074-2401-002	48,684	6/1/24-6/30/25	3,059	2,575
Community College Opportunity Grant (CCOG)	Not Available	750,365	7/1/23-6/30/24	846,686	846,686
Law Enforcement Officer Memorial Scholarship Fund	Not available	17,922	7/1/23-6/30/24	17,922	17,922
Total Student Financial Assistance Cluster				<u>2,100,831</u>	<u>2,068,959</u>
Other State of New Jersey Programs:					
New Jersey Commissioner of Higher Education					
Operational Costs - County Colleges	100-074-2400-001	3,894,377	7/1/23-6/30/24	3,894,377	3,894,377
Alternate Benefit Program	100-082-2155-017	237,433	7/1/23-6/30/24	125,459	237,433
Alternate Benefit Program	100-082-2155-017	287,488	7/1/22-6/30/23	109,013	
Subtotal New Jersey Commissioner of Higher Education				<u>4,128,849</u>	<u>4,131,810</u>
New Jersey Office of the Secretary of Higher Education					
College Readiness Now Project IV	Not available	25,680	7/1/21-6/30/23	25,680	9,810
College Readiness Now Project IV	Not available	9,502	7/1/23-6/30/24		9,502
Community College Opportunity Grant (CCOG)	Not available	227,821	7/1/23-6/30/24	177,069	227,821
Adult Transition Center	Not available	250,000	6/15/23-6/30/24		9,760
Adult Transition Center	Not available	765,739	7/1/23-6/30/24	765,739	419,400
Hunger Free Campus Grant	Not available	53,808	7/1/22-6/30/24	33,808	19,765
Hunger Free Campus Grant	Not available	42,730	7/1/23-6/30/24	29,276	29,352
Some College no Degree	Not available	105,561	7/1/23-6/30/24	105,561	85,882
Some College no Degree	Not available	17,574	7/1/23-6/30/24		5,636
Subtotal New Jersey Office of the Secretary of Higher Education				<u>1,137,133</u>	<u>816,928</u>
New Jersey Community College Consortium for Workforce and Economic Development					
Pathways to Career Opportunities	Not available	260,000	7/1/22-6/30/24	165,000	122,868
Subtotal New Jersey Community College Consortium for Workforce and Economic Development				<u>165,000</u>	<u>122,868</u>
New Jersey Council for the Humanities					
Journalism Grant	Not available	40,000	7/1/23-6/30/24	20,000	8,730
Action Grant - Skylands Research Innovation	Not available	5,000	7/1/23-6/30/24	5,000	4,961
Subtotal New Jersey Council for the Humanities				<u>25,000</u>	<u>13,691</u>
Total other State of New Jersey programs				<u>5,455,982</u>	<u>5,085,297</u>
Total Expenditures of State Financial Assistance				<u>\$ 7,556,813</u>	<u>\$ 7,154,256</u>

See accompanying notes to schedules of expenditures of federal awards and state financial assistance.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

**NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE
YEAR ENDED JUNE 30, 2024**

1. Basis of Presentation

The accompanying schedules of expenditures of federal awards and state financial assistance include the federal award and state grant activity of Sussex County Community College (the "College") and are presented on the accrual basis of accounting. The College is defined in Note 1 to the College's Notes to Financial Statements. The information in these schedules is presented in accordance with the requirements of 2 CFR 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Therefore, some amounts presented in these schedules may differ from amounts presented in, or used in the preparation of, the basic financial statements. For the purposes of these schedules, Federal Awards and State Financial Assistance include any assistance provided by a Federal and State agency directly or indirectly in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, direct appropriations and other non-cash assistance. Because these schedules present only a selected portion of the activities of the College, it is not intended to, and does not, present the financial position, changes in net position and other changes of the College in conformity with generally accepted accounting principles.

The accounting practices followed by the College in preparing the accompanying schedules are as follows:

Expenditures for direct costs are recognized as incurred using the accrual method of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance.

2. Loan Programs

Sussex County Community College is responsible only for the performance of certain administrative duties with respect to the Loan Programs. The balance of loans outstanding to students of Sussex County Community College under the federal loan programs was \$2,046,463 at June 30, 2024. The College processed \$2,011,074 under Federal Direct Loans and \$10,183 under Student NJ Class Loans, during the fiscal year ended June 30, 2024.

3. Alternate Benefit Program

During the year ended June 30, 2024, the State of New Jersey, Department of Treasury made payments on behalf of Sussex County Community College to the Alternate Benefit Program of \$237,433. These benefits are reimbursed by the State of New Jersey at the rate of 8% for faculty and staff involved in the student instruction process, all other disbursements for other staff are reflected in the accompanying basic financial statements for the year ended June 30, 2024. The June 30, 2024 benefit reimbursement for faculty is included in the accompanying schedule of expenditures of state financial assistance.

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

**NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE
YEAR ENDED JUNE 30, 2024**

4. Indirect Costs

The College has elected not use the 10% de minimis indirect cost rate as allowed by Uniform Guidance.

draft

SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2024

Part I- Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified? Yes None reported

Noncompliance material to the financial statements noted? Yes No

Federal Awards and State Financial Assistance

Internal control over major federal and state programs:

- Material weakness(es) identified? Yes No
- Significant deficiency(ies) identified Yes None reported

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a) or NJ OMB 15-08?

Yes No

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

Schedule of Findings and Questioned Costs (continued)

Year ended June 30, 2024

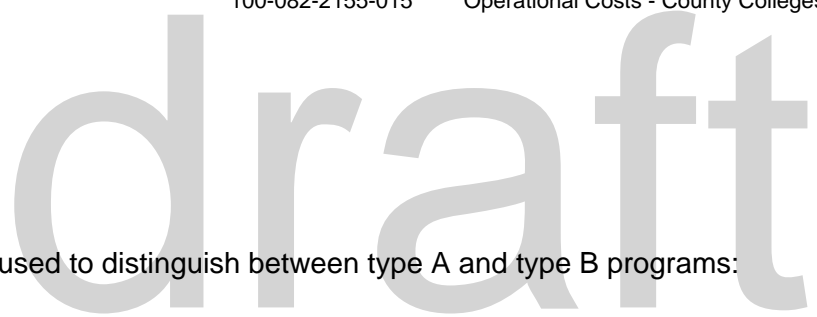
Part I- Summary of Auditors' Results

Identification of major federal and state programs:

AL Number/State Account Number	FAIN Number	Name of Federal and State Program or Cluster
Federal Awards:		
United States Department of Education		
COVID - 19 - Education Stabilization Fund		
84.425E	P425E201247	Higher Education Emergency Relief Fund - Student Aid Portion
84.425F	P425F200488	Higher Education Emergency Relief Fund - Institutional Portion

State Financial Assistance:

100-082-2155-015 Operational Costs - County Colleges



Dollar threshold used to distinguish between type A and type B programs:

Federal	<u>\$ 750,000</u>
State	<u>\$ 750,000</u>

Auditee qualified as low-risk auditee? X Yes No

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

Schedule of Findings and Questioned Costs (continued)

Year ended June 30, 2024

Part II - Schedule of Financial Statement Findings

No financial statement findings noted that are required to be reported under *Government Auditing Standards*.

draft

**SUSSEX COUNTY COMMUNITY COLLEGE
(A Component Unit of the County of Sussex)**

Year ended June 30, 2024

**Part III – Schedule of Federal and State Award Findings
and Questioned Costs**

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs, related to the audit of major federal and state programs, as required by 2 CFR 200 Section 516(a) and New Jersey Treasury Circular OMB 15-08, respectively.

Federal Award Programs

No compliance or internal control findings noted that are required to be reported in accordance with 2 CFR 200 Section 516(a).

State Award Programs

No compliance or internal control findings noted that are required to be reported in accordance with New Jersey Treasury Circular OMB 15-08.

draft



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Jon Connolly

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: January 15, 2025

SUBJECT: BPO Increase for Cafeteria

Description: Food Service – Cafeteria

Vendor Name: Canteen

Amount: Current BPO \$40,000 – Estimated Prior to Activity
Increase \$80,000.00

Procurement Method: Bid Exception – Food Services

Funding: Operating Funds

Attachments: Canteen Agreement



FOOD SERVICES AGREEMENT

This agreement (the “**Agreement**”) is entered on 9/1/2024 (“**Effective Date**”) between Sussex County Community College (“**Client**”) and Compass Group USA, Inc. by and through its Canteen Division (“**Canteen**,” and collectively with Client, the “**Parties**”), who agree as follows:

I. Services/Responsibilities of the Parties

- A.** Client grants Canteen the exclusive right to provide food and beverage services (**Services**) for the employees, guests, and invitees of Client at the premises (**Premises**) set forth in the attached Statement(s) of Work (**SOW**), which further describes the financial arrangements and the parties’ responsibilities and obligations.

II. Term and Termination

- A.** The service initiation date is to be determined and Services will continue for three (3) years from that date (**Initial Term**). Once a commencement date is determined, the Parties shall memorialize this date in writing. The agreement will continue for consecutive three-year terms thereafter (each, a **Renewal Term**), unless terminated.
- B.** Either party may terminate this agreement (or any SOW): (i) without cause upon 60 days’ prior written notice; (ii) with cause for a Payment Default (as defined in the SOW); or (iii) with cause if a party breaches this agreement and fails to cure such breach within 30 days following written notice.
- C. Early Termination Fee.** If Client terminates this agreement (or applicable SOW) prior to the end of the Term other than for Canteen’s default, or if the Premises is permanently closed before the end of the Term resulting in the cessation of Services, then Client shall pay Canteen an amount equal to the Management Fee owed through the remainder of the Term.

III. Indemnification and Insurance.

- A.** Each Party shall indemnify, defend and hold harmless the other Party from any and all losses, damages or expenses, including reasonable attorneys’ fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage, any breach or default hereunder, or other injury or damage if caused by any negligent act or omission of the indemnifying party, its employees, or agents.
- B.** The indemnifying party must receive notice of any claim no later than 10 days after receipt of notice of the claim or lawsuit. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR SPECIAL, INDIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES, OR ANY DAMAGES CONSTITUTING LOST PROFITS, SUFFERED BY EITHER PARTY UNDER THIS AGREEMENT.
- C.** Canteen shall provide: i) commercial general liability insurance (including contractual and products-completed operations liability) of \$1,000,000 each occurrence and \$5,000,000 general aggregate; ii) business automobile coverage of \$1,000,000 each accident; and iii) workers’ compensation (including employers’ liability coverage) of \$1,000,000 each accident/each employee/policy limit in an amount not less than required by applicable statute.
- D.** Client shall provide commercial general liability insurance of at least \$1,000,000 per occurrence, with excess coverage of at least \$5,000,000 to cover claims in the aggregate, as well as property insurance against risks covered by standard forms of fire, theft and extended coverage in such amounts as appropriate.
- E.** Prior to commencement of Services, each party must provide certificates of insurance for all required coverage, listing the applicable party as an additional insured with respect to commercial general liability and auto liability coverage.

IV. Canteen Vendors

- A. Canteen shall purchase inventory, equipment, and services from sellers selected by Canteen (each a **Vendor**) under such terms Canteen deems in its sole discretion as acceptable (**Vendor Terms**). All Vendor Terms are the exclusive obligation and property of Canteen. Client does not have any liability under the Vendor Terms, and the Vendor Terms will not affect Client's obligations. Canteen will retain all purchasing discounts, credits, rebates and any other forms of vendor discounts, and such discounts will not be credited to the Client.

V. Financial

- A. **Payment Terms.** Client shall pay to Canteen any amounts owed under this agreement within 15 days of the invoice date, via Client check or electronic fund transfer. To dispute an invoice, Client must notify Canteen specifying any billing errors within 10 days of invoice receipt. If Client fails to pay when due the full amount of any Client obligation under this agreement (**Payment Default**) Client shall pay to Canteen a default charge equal to 1.5% of the unpaid balance (**Default Charge**), which begins accruing on the first day following the due date. Canteen's receipt and acceptance of any Default Charges does not constitute a waiver or cure of the Payment Default. Notwithstanding the above, all catering invoices will be paid by Credit Card on the day of the event.
- B. **Change of Circumstances.** In the event of either (1) changing conditions at the Premises (including but not limited to population changes, changes in employee work arrangements, office closures, disruption in operation, changes in catering revenue, or changes in participation rates) or (2) a change in revenue of more than 10% over a three-month period for reasons outside of Canteen's reasonable control, the parties shall renegotiate the financial terms of this agreement. If the parties are unable to agree upon alternate financial terms within 30 days, Canteen may terminate this agreement and/or a SOW for cause effective upon 30 days' written notice.
- C. **Taxes/Assessments.** Each party shall pay when due all federal, state, local, and other governmental taxes or assessments in connection with its respective obligations under this agreement.
- D. **Audit.** Canteen shall keep all records relevant to this agreement on file for a period of three years from the date the record is made. Canteen will allow Client (upon at least five days prior written notice and at Client's sole expense at the location(s) where the records are normally maintained) to inspect the business records that are solely and directly relevant to the Services. The parties shall keep such information confidential in accordance with the terms of Section 7.

VI. Employees

- A. Canteen shall provide the necessary staff to perform its Services. Client shall not, during the term of this agreement nor for one year thereafter, solicit to hire, hire, or contract with any employee, manager, director, or officer of Canteen or its affiliates. In the event that Client breaches the terms of this provision, Client shall pay Canteen two times the annual salary of such employee.
- B. **The parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that the parties take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

VII. Confidentiality

- A. The parties might be exposed to each other's trade secrets or other confidential or proprietary information and materials, such as financial information, menus, recipes, signage, food service surveys, studies, management guidelines, procedures, operating manuals, and software (**Confidential Information**). The parties shall keep confidential and shall not disclose any Confidential Information during the Term and for two years thereafter except: (a) to its employees and affiliates as necessary to perform each party's obligations under this agreement (under the prerequisite of confidentiality); (b) as

expressly authorized by the disclosing party; (c) to the extent the Confidential Information was public at the time of disclosure or became public after disclosure (not as a result of a party's breach of this provision); (d) if the Confidential Information already was in the receiving party's possession at the time of disclosure and was not acquired directly or indirectly from the disclosing party; (e) if the receiving party subsequently received the Confidential Information on a non-confidential basis from a third party with a right to provide the information; or (f) as required by order of a judicial, regulatory, or other governmental authority, provided that the receiving party promptly provides notice of its intent to make the disclosure and takes all reasonable measures to assure that the Confidential Information is disclosed subject to a protective order or given confidential treatment. Upon termination of the agreement, each party will return or destroy any Confidential Information. This provision survives the termination or expiration of this agreement.

VIII. Technology

- A. Canteen might need to operate certain information technology systems not owned by the Client (**Non-Client Systems**), which might need to interface with or connect to Client's networks, internet access, or information technology systems (**Client Systems**). Canteen is responsible for all Non-Client Systems, and Client is responsible for Client Systems, including taking the necessary security and privacy protections as are reasonable under the circumstances. If Canteen serves as the merchant-of-record for any credit or debit card transactions in connection with any of the Services, then Canteen will be responsible for complying with all applicable laws, regulations and payment card industry data security standards related to the protection of cardholder data (**Data Protection Rules**). If Non-Client Systems interface with or connect to Client Systems, then Client promptly shall implement, at its own expense, the changes to the Client Systems that Canteen reasonably requests and believes are necessary or prudent to ensure Canteen's compliance with the Data Protection Rules. Each party shall indemnify, defend and hold harmless the other party from all claims, liabilities, damages and costs (including reasonable attorneys' fees) to the extent caused by the indemnifying party's failure to comply with its obligations in this section.
- B. Camera Technology. Canteen may, in its reasonable discretion, install camera technology to enhance security and comply with state and local laws, regulations, and ordinances (e.g., permitting, food safety, etc.). Canteen will purchase and install such cameras at its sole cost and expense and remove them upon termination or expiration of this Agreement. Client will allow Canteen reasonable access to the Premises for installation and removal.

IX. Proprietary Marks

- A. The names, logos, service marks, trademarks, trade dress, trade names, and patents, whether or not registered, of Canteen are proprietary. Client may not use such intellectual property except as expressly permitted in writing.

X. Notices

- A. The Parties shall make all notices required under this Agreement by registered or certified mail (return receipt requested) or overnight air courier to the addresses below. All such notice will be deemed to have been given upon receipt.

To:	Canteen	Client
Entity Name:	Compass Group USA, Inc. by and through its Canteen Division	Sussex County Community College
Attn:	Joe Benti, Division President	Cory Homer, Vice President
Address:	150 Gordon Drive, Exton, PA 19341	1 College Hill Road, Newton, NJ 07860
w/ copy to:	Managing Legal Counsel - Canteen	
Address:	2400 Yorkmont Rd.	

XI. Miscellaneous

- A. Each party shall comply with all federal, state and local ordinances, laws and regulations applicable to its respective obligations hereunder;
- B. Canteen shall use commercially reasonable efforts to obtain all applicable licenses and permits that are required for its operation;
- C. Canteen is performing such Services as an independent contractor;
- D. Nothing contained in this agreement establishes an employment relationship, partnership or joint venture between the parties or the parties' employees;
- E. Neither party may assign or subcontract this agreement to an unaffiliated business entity without the prior written consent of the other party;
- F. This agreement merges and supersedes all prior and contemporaneous agreements, understandings and representations. Any modifications will be deemed effective only if such modification is in writing and signed by both parties;
- G. If a party's performance of any obligations hereunder is delayed, prevented or hindered because of compliance with any governmental agency or authority, or because of riots, war, public disturbances, strikes, lockouts, fire, flood, Act(s) of God, epidemic, pandemic, or any other reason whatsoever which is not within the control of the party whose performance is interfered with and which, by exercise of reasonable diligence said party is unable to prevent, the party so suffering may at its option suspend, without liability, the performance of its obligations hereunder (other than the payment of Operating Charges) during the period such cause continues, and, if mutually agreed, extend the term of this agreement for the period of such suspension;
- H. Neither party may deduct, setoff, or apply any payment owed against any sums due from the other party; provided, however, that in the event of a breach or default of a payment obligation by Client, Canteen may: (i) deduct, setoff, recoup, or otherwise apply any investment, deposit, advance, or prepayment made by Client under this agreement against, and in satisfaction of, such breached or defaulted payment obligation; and (ii) require that such investment, deposit, advance, or prepayment be replenished by Client as a condition of Canteen's further performance under this agreement;
- I. This agreement may be executed in any number of counterparts;
- J. The laws of North Carolina govern this agreement; and
- K. In the event of a conflict between this agreement and any SOW, this agreement will control, except for (a) matters that under the terms of this agreement are to be established in the SOW and (b) provisions in the SOW which, by their express terms, are intended to supersede the corresponding provision in this agreement.

IN WITNESS WHEREOF, each of the Parties hereto has caused this Agreement to be executed by its duly authorized officer:

ACCEPTED AND AGREED TO:

**Compass Group USA, Inc. by and through its
Canteen Division**

Sussex County Community College

By: _____
Print Name: Joe Benti
Title: Division President

By: _____
Print Name: Jason Fruge
Title: Dean of Technical Occupations

EXHIBIT A
STATEMENT OF WORK

1. **Client Premises.** Canteen will provide the Services at the following Client Premises:
 - A. 1 College Hill Road, Newton, NJ 07860
 - B. Hours of Operation: As agreed upon by the parties
2. **Canteen Services & Responsibilities.**
 - A. **Purchasing.** Canteen shall purchase on Client's behalf, as an Operating Charge, all inventories of food, beverages, paper supplies, detergent/cleaning items, and other supplies necessary for the provision of the Services. Provided however, Canteen shall invoice Client for the cost of such inventory, and upon receipt of payment, title to such inventory shall vest in Client.
 - B. **Food Services.** Canteen shall provide: **Café/Dining Services.** Meal service in the café (and in temporary locations upon request) during agreed upon operating hours;
 - C. **Smallwares and Expendable Equipment.** If necessary, Canteen will provide (as an Operating Charge) an initial supply of china, flatware, glassware, cooking utensils, measuring/mixing tools, knife sharpening tools, bowls, pots, pans, linens, employee uniforms, and other related items needed for its services. Replenishment of par stock levels shall be at Client expense.
 - D. **Maintenance and Sanitation.** Canteen shall clean all areas of the kitchen and serving area except for walls above a height of six feet, ceilings, windows, grease traps, and hoods and vents above the filter line. Canteen shall regularly clean all equipment, including that owned by Client, and shall transport kitchen refuse to designated collection areas for removal from the Premises.
3. **Client Responsibilities**
 - A. **Operation Facilities and Equipment.** Client shall provide and maintain, for Canteen's exclusive use, kitchen and serving areas and suitably furnished office space (**Operation Facilities**), adequate cooking and refrigeration equipment, point of sale equipment, cash drawers and computer processing systems, dining furniture, kiosks and servery/display units, and fire extinguishing equipment (**Equipment**) in good safe operating condition.
 - B. **Maintenance and Sanitation.** Client shall clean and maintain the dining area, all windows, ceilings, fans and lighting fixtures, ventilation fittings and interiors, grease traps, restrooms, walls above six feet, floors. Client shall provide routine maintenance of the Operation Facilities, Equipment and all HVAC, refrigeration, plumbing, and electrical systems to ensure continued safe condition and compliance with applicable laws concerning building conditions, sanitation, safety and health (including, without limitation, OSHA regulations). Any modifications or alterations (whether structural or non-structural) necessary to comply with any statute or governmental regulation will be Client's responsibility/expense. Canteen will report in writing to Client any conditions Canteen reasonably considers unsafe upon knowledge of such condition, and Client shall remedy such within ten days of such notice. Should Client use the Premises Dining Room for its own purposes (or allow use by a third party) after the end of regular hours of operation by Canteen, Client shall be responsible for cleaning said areas and Canteen is not liable for any loss, damage or injury that may occur during or as a result of such use. Should Client use the Operation Facilities or Equipment for its own purposes (or allow use by a third party), Client shall provide reasonable prior notice to Canteen, not interfere in any manner with Canteen's provision of Services, clean and restore such facilities and equipment to the prior existing condition, and pay for a Canteen Employee to be present during such non-Canteen use. Client shall indemnify or cause such third parties to indemnify, defend and hold Canteen harmless from any and all liabilities in connection therewith.
 - C. **Utilities.** Client shall provide all utilities necessary for the Services, including but not limited to adequate heat, water, gas, electric, phone, internet, lighting, pest extermination, garbage removal, and facilities sewage disposal (collectively, **Utilities**), at no cost to Canteen. If there is an interruption in power caused

by the negligent act or omission of the Client, then Client shall assume all losses and costs incurred as a result.

4. **Financial Arrangements.** Client shall bear all Operating Charges resulting from the provision of Services. In the event that sales receipts collected by Canteen are less than Operating Charges, Client shall pay to Canteen such difference (**Subsidy**). In the event that receipts are greater than Operating Charges, Canteen shall pay to Client such overage.

A. Operating Charges including but not limited to:

- i. **Management Fee.** An annualized fee of \$25,000.00 gross Café/Dining and Catering Services sales.
- ii. Purchase or rental, storage, and maintenance of inventory (including any inventory costs associated with opening, closing and usage), equipment, and systems.
- iii. Training, relief staff, hourly wages, and salaries.
- iv. A flat charge of 40.00% of gross payroll to cover payroll taxes and employee benefit costs (medical plans, life insurance, FICA, FUI, SUI, Workers' Compensation insurance, state disability insurance, 401(k), payroll, pension and benefit plan participation and processing and associated legal costs). Canteen shall notify Client of any changes in the above, which may be adjusted periodically.
- v. Sales or property taxes, licenses, permits, rent, special security costs, liability insurance, cash or property losses unrelated to Canteen employees.
- vi. An annualized fee of 3.2% of gross Dining and Catering Services sales for operational administration, supervision and support relating to district accounting, corporate training programs, culinary and other departments supporting the services.
- vii. Deployment or investment of capital, as applicable.
- viii. Any additional expenses related to the provision of Services.
- ix. Canteen will adjust the Operating Charges to reflect a) changes in any federal, state or local law, regulatory or legislative mandates; b) changes in any federal, state, or local taxes including social security taxes, unemployment taxes, or payroll taxes; c) an increase in the minimum wage rate or the enactment of any "living wage" or similar laws by any governmental entity; or d) an increase in employee benefits whether as a result of a change in federal, state, or local laws or a federal, state, or local legislative or regulatory mandate. Such increases will be based upon the projected change in costs to Canteen from the date such change occurs. If an appropriate governmental authority determines that the Subsidy payment, either in part or in full, is subject to any sales tax or any similar tax, the full amount of such tax and any interest and/or penalties will be an Operating Charge, regardless of the year in which such determination is made.
- x. Should additional labor be required to support catering, the cost shall be place on the catering invoice.

- B. Prices.** Initial prices for café and catering Services are mutually determined by Client and Canteen. Thereafter, prices may be adjusted annually by Canteen at a rate not less than the greater of the then-current, rate published for the national or regional Consumer Price Index – Food Away From Home (**CPI**) or the relevant Employment Cost Index (**ECI**).



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Jon Connolly

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: January 15, 2025

SUBJECT: Subscription Renewal

Description: Renewal of Adobe Creative Suite used in multiple graphic design student labs and Adobe Acrobat Pro used by multiple faculty and staff for advanced editing of documents in pdf format

Vendor Name: SHI

Amount: \$ 20,784.25

Procurement Method: Contract Name: Edge Market – TeCHS Full Catalog
Contract #: 269EMCPS-21-001-EM-SHI

Funding: Operating Funds

Attachments: SHI Quote



Pricing Proposal
 Quotation #: 25672138
 Created On: 12/26/2024
 Valid Until: 1/24/2025

NJ-Sussex County Community College

Inside Account Executive

George Santana

Newton, NJ
 United States
 Phone: 973-300-2249
 Fax:
 Email: gsantana@sussex.edu

Paul Munday

290 Davidson Ave
 Somerset, NJ 08873
 Phone:
 Fax:
 Email: paul_munday@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Adobe Acrobat Pro for teams - Subscription Renewal - 1 named user - academic - Value Incentive Plan - level 4 (100+) - Win, Mac - Multi North American Language Adobe - Part#: 65297993BB04A12 Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI	22	\$117.21	\$2,578.62
2 Adobe Stock for teams (Small) - Team Licensing Subscription Renewal (monthly) - 10 assets, 1 named user - academic - Value Incentive Plan - level 4 (100+) - Win, Mac - Multi North American Language Adobe - Part#: 65271970BB04A12 Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI	1	\$329.21	\$329.21
3 Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription Renewal (monthly) - 1 device - academic - Value Incentive Plan - level 4 (100+) - Shared Device Education License Lab and Classroom - Win, Mac - Multi North American Language Adobe - Part#: 65297198BB04A12 Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI	82	\$195.80	\$16,055.60
4 Adobe Creative Cloud for teams - Team Licensing Subscription Renewal (monthly) - 1 named user - academic - Value Incentive Plan - level 4 (100+) - Win, Mac - Multi North American Language Adobe - Part#: 65272480BB04A12 Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI	7	\$245.12	\$1,715.84
5 Adobe Illustrator CC for teams - Team Licensing Subscription Renewal (monthly) - 1 named user - academic - Value Incentive Plan - level 4 (100+) - Win, Mac - Multi North American Language Adobe - Part#: 65272363BB04A12 Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI	1	\$104.98	\$104.98
Total			\$20,784.25

RESOLUTION

Appointing School Alliance Insurance Fund Commissioner

BE IT RESOLVED, by the School Board of Sussex County Community
College, County of Sussex, State of New Jersey, that it
hereby appoints Interim President Cory Homer as the School Alliance
Insurance Fund Commissioner.

and

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded to the
following:

1. Cory Homer
(Fund Commissioner)
2. School Alliance Insurance Fund

I hereby certify the foregoing to be a true copy of a Resolution adopted by the School
Board of the Sussex County Community College
on the _____ day of _____, 20_____.

INTRODUCED BY: _____

SECONDED BY: _____

ROLL CALL
APPROVE: _____

OPPOSE: _____



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Jon Connolly

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: January 16, 2025

SUBJECT: R-Building Addition

Description: Construction of Optics Technology Center

Vendor Name: Billy Contracting & Restoration

Amount: \$1,274,000.00

Procurement Method: Bid # 24-11-0001

Funding: Securing Our Children's Future/Chapter 12

Attachments: Billy Contracting & Restoration's Bid Form

**SUSSEX COUNTY COMMUNITY COLLEGE
R BUILDING ADDITION
BID #24-11-0001
BID FORM**

The Bidder, having examined the Specifications, Instructions to Bidders, bid documents, and various forms, and being familiar with the conditions surrounding the proposed Contract, including the availability of equipment, materials, and labor, as relevant, hereby proposed to perform the Work in accordance within the time set forth in the Specifications and at the prices stated below.

R BUILDING ADDITION COST:

Bidder agrees to provide the services described in the attached bid specifications for the all-inclusive fixed sum for the **R Building Addition** of:

Cost \$ 1,274,000.

(In words) One Million Two Hundred Seventy-Four Thousand.

SUSSEX COUNTY COMMUNITY COLLEGE
BIDDER CHECKLIST

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS WITH BID SHALL RESULT IN
MANDATORY CAUSE FOR REJECTION

Items submitted with Bid
Check Below

- B.R. -- Bid Form
- B.R. -- Bid Guarantee (Bid Bond, Cashiers Check, or Certified Check for 10% of the bid price)
- B.R. -- Consent of Surety (for Payment, Performance, and Maintenance Bonds as indicated within the bid specification package)
- B.R. -- Ownership Disclosure Certification
- B.R. -- EEO/Affirmative Action Statement
- B.R. -- Corporate Resolution (required with the bid if the bidder is a corporation)
- B.R. -- Non-Collusion Affidavit
- B.R. -- Company Information and Qualifications Questionnaire with References
- B.R. -- List of Subcontractors


THE FOLLOWING ITEMS MAY BE SUBMITTED WITH THE BID, BUT ARE REQUIRED
PRIOR TO THE AWARD OF THE CONTRACT

Items submitted with Bid
Check Below

- B.R. -- Evidence of Affirmative Action Compliance
- B.R. -- Certified Payroll Statement
- B.R. -- Disclosure of Investment Activities in Iran
- B.R. -- Disclosure of Activities in Russia and Belarus
- B.R. -- W-9 Form
- B.R. -- State of New Jersey Business Registration Certificate for the bidder and listed subcontractors
- B.R. -- Public Works Contractor Registration Certificate for the bidder and listed subcontractors, effective on the date of bid
- B.R. -- Construction Trade Licenses
- B.R. -- Certificate of Insurance
- B.R. -- Schedule of Values
- B.R. -- Contractor's Preliminary Construction Schedule

THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED
DOCUMENTS.

Company Name: Billy Contracting & Restoration Inc.

Signed By: 

**SUSSEX COUNTY COMMUNITY COLLEGE
R BUILDING ADDITION
BID #24-11-0001
BID FORM**

The Bidder, having examined the Specifications, Instructions to Bidders, bid documents, and various forms, and being familiar with the conditions surrounding the proposed Contract, including the availability of equipment, materials, and labor, as relevant, hereby proposed to perform the Work in accordance within the time set forth in the Specifications and at the prices stated below.

R BUILDING ADDITION COST:

Bidder agrees to provide the services described in the attached bid specifications for the all-inclusive fixed sum for the **R Building Addition** of:

Cost \$ 1,274,000.

(In words) One Million Two Hundred Seventy-Four Thousand.

**SUSSEX COUNTY COMMUNITY COLLEGE
R BUILDING ADDITION
BID #24-11-0001
BID FORM**

The Bidder hereby certifies that all of the figures, computations, and additions used in estimating the bid herein have been carefully checked and are accurate in all respects and no claim shall be made as a basis for withdrawal of this bid by reason of mathematical or computational errors. All blanks on the Bid Form must be filled with a dollar amount, "\$0", "No Charge", or "No Bid". Bid containing blanks or phrases such as "Not Applicable (N/A)" where the Bid Forms calls for amounts to be filled in will be rejected as nonresponsive.

The Bidder hereby acknowledges receipt of the following addenda:

Addendum # <u> 1 </u>	Date <u>12/18/2024</u>	Initial Here <u>B.R.</u>
Addendum # _____	Date _____	Initial Here _____
No addenda were received – Initial Here _____		Clarification #1 Dated: 01/03/2025

(B.R.)

The Bidder understands that the College reserves the right to reject any and all bids to the maximum extent of its lawful discretion, and to waive any information in the bidding.

By signing this Bid, the signatory represents to the College that he/she is fully authorized by the Bidder to submit this Bid, is doing so with the knowledge and consent of the Bidder, and that the Bidder consents to be bound by this Bid.

Submitted By B.R.

Authorized Bidder Signature

Billy Contracting & Restoration Inc.

Company Name

Blagoice Runtewski

Name of Signer (Typed or Printed)

67 Danforth Avenue

Street Address

President

Title

Paterson, NJ 07501

City/State/Zip

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, **Billy Contracting & Restoration, Inc.** as Principal, and **Bondex Insurance Company** as Surety, are hereby held and firmly bound unto **Sussex County Community College** as Owner in the penal sum of **Ten Percent of the Amount Bid Not to Exceed twenty thousand and 00/100 dollars (10% of the Amount Bid Not To Exceed \$20,000.00)** for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this 7th day of January, 2025. The Condition of the above obligation is such that whereas the Principal has submitted or about to submit to **Sussex County Community College** a certain Bid attached hereto and hereby made a part hereof to enter into a contract in writing for the **Sussex County Community College Building R Addition for the Optics CTE Program (Re-Bid) / (HQW #15-5050)**

NOW, THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which Sussex County Community College may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Billy Contracting & Restoration, Inc. (L.S.)

Bondex Insurance Company

By: *[Signature]*
Principal
Bilgajic & Rutevski

By: *[Signature]*
Surety
Philip S. Tobey, Attorney-in-Fact

IMPORTANT: Surety companies executing bonds must be authorized to transact business in the State of New Jersey.

SUSSEX COUNTY COMMUNITY COLLEGE
CONSENT OF SURETY

Bondex Insurance Company

(Name of Surety)

a corporation of the State of New Jersey and authorized to do business in the State of New Jersey, with offices at 30 A Vreeland Road, Florham Park, New Jersey 07932 (address of Surety), certifies that application has been made to the Surety by:

Billy Contracting & Restoration, Inc.

67 Danforth Ave, Paterson, NJ 07501

(Name and Address of Bidder)

and satisfactory arrangements have been completed by which the undersigned Surety has agreed, that if the Bidder is awarded the Overall Contract Work for the

SUSSEX COUNTY COMMUNITY COLLEGE

The undersigned Surety will execute and furnish to the SUSSEX COUNTY COMMUNITY COLLEGE (i), the Performance/Payment Bond and the Labor/Material Bond upon the terms and conditions stated in the bid package, equal to 100% of the Contract Sum, which bond(s) shall be conditioned for the faithful performance on the part of the Bidder and its subcontractors of the terms and conditions of the Contract according to the drawings and specifications on which the bid is made, and (ii) a ten percent (10%) Maintenance Bond for one year from the date of Substantial Completion.

Attach the usual proof of authority of Officers of surety company to execute this consent

Bondex Insurance Company

SURETY COMPANY

By: _____

Authorized Agent **Philip S. Tobey, Attorney-in-Fact**



Lorean Aponte, Witness As to Surety

Philip S. Tobey, Attorney-in-Fact

Print or type name and title below signature

***CONSENT OF SURETY MUST BE COMPLETED AND SUBMITTED WITH BID PROPOSAL**

*Use of any standard bonding company Consent of Surety form that is in compliance with New Jersey law and the requirements contained within the bid specification package for this project will be acceptable.

POWER OF ATTORNEY
Bondex Insurance Company

Bond Number **BID BOND**

KNOW ALL MEN BY THESE PRESENTS: That **Bondex Insurance Company**, a corporation duly organized under the laws of the State of New Jersey, and having its principal office in Atlanta, County of Cobb, State of Georgia, does hereby appoint:

Philip S. Tobey, Lionel D. Jorge, Jeffrey R. Bauman, Megan C. Bauer

its true and lawful Attorney(s)-in-Fact, with full power and authority to execute on its behalf bonds, undertakings, recognizances, and other contracts of indemnity and writings obligatory in nature thereof, issued in the course of its business and to bind the Company in an amount not to exceed Twelve Million and 00/100 dollars.

This Power of Attorney is granted and is signed and sealed by the authority of the following Resolution adopted by the Board of Directors of Bondex Insurance Company at a meeting duly called and held on the 7th day of March, 2007.

RESOLVED that the Chief Executive Officer, President, Vice President or Secretary, shall have the power and authority

1. *To appoint Attorney(s)-in-Fact and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writing obligatory in the nature thereof and,*
2. *To remove, at any time, any such Attorney-in-Fact and revoke any authority given.*

RESOLVED FURTHER, that the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached as though manually affixed.

IN WITNESS WHEREOF, **BONDEX INSURANCE COMPANY** has caused its seal to be affixed hereto and executed by its President on the 27th day of June, 2024.

BONDEX INSURANCE COMPANY

BY Antonio R. Barner
Antonio R. Barner, President

State of GEORGIA
County of COBB

ACKNOWLEDGEMENT

On this 27th day of June, 2024, before me, a notary public, personally appeared Antonio R. Barner, personally known to me, who being duly sworn did say that he is the President of Bondex Insurance Company, the Corporation described in the foregoing instrument, and that the Seal affixed to said instrument is the said Corporate Seal and that he executed the same in his authorized capacity, and that said instrument was signed and sealed on behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof I have set my hand and affixed my official Seal, the day and year first written above,



BY Mara Buffington
Name: Mara Buffington
Notary Public

CERTIFICATE

I, J. Stephen Berry, Secretary of Bondex Insurance Company, do hereby certify that the Power of Attorney and the resolution adopted by the Board of Directors of said company as set forth above, are true and correct transcripts thereof and that neither the said Power of Attorney nor the resolution have been revoked and they are now in full force and effect.

Signed and Sealed at Atlanta, Georgia this 7th day of **January, 2025**.



BY J. Stephen Berry
J. Stephen Berry, Secretary

WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

DLG

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: Billy Contracting & Restoration Inc.

Organization Address: 64 Danforth Avenue, Paterson, NJ 07501

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address
Blagojce Runtevski (52%)	61 Rose Place, Woodland Park, NJ 07424
Dime Runtevski (24%)	74 Dewey Avenue, Little Falls, NJ 07424
Tomislav Velkoski (24%)	672 McBride Avenue, Woodland Park, NJ 07424

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

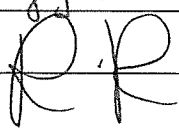
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s
N/A	

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address
N/A	

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Blagojce Runtenski	Title:	President
Signature:		Date:	01/02/2025

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

N.J.A.C. 17:27-1.1 et seq.

CONSTRUCTION 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 will send to each labor union, with which it has a collective bargaining agreement, 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.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program, may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B, and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active card carrying members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- (A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract

award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor or subcontractor prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

- (B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:
- (1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
 - (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
 - (3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;
 - (4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
 - (5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and nondiscrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;
 - (6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE-CONTINUED

- (i) The contactor or subcontractor shall interview the referred minority or women worker.
 - (ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.
 - (iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.
 - (iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.
- (7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.
- (C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE-CONTINUED

exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

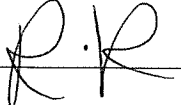
After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA-201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Dept. of LWD, Construction EEO Monitoring Program, and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

- (D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program 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 Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

The undersigned bidder, having read the above Equal Employment Opportunity and Affirmative Action requirements, hereby agrees to comply with these regulations and submit, prior to contract, the required Affirmative Action evidence.

Firm Name: Billy Contracting & Restoration Inc.

Signature: 

Printed Name: Blagojce Runtenski

Title: President

Date: 01/02/2025

Project: Sussex County Community College Building R Addition for the Optics CTE Program

THIS DOCUMENT MUST BE SIGNED AND SUBMITTED WITH BID

CORPORATE RESOLUTION

Be it resolved that the following named officers:

Blagojce Runtensui

be and are hereby authorized and empowered to sign and submit to Sussex County Community College the attached bid or proposal and further that said officers are authorized to execute the contract or any other agreement or bond or statement necessary for the fulfillment of obligations incurred by the acceptance of the bid or proposal by Sussex County Community College.

CERTIFICATION

I hereby certify that the above constitutes a true copy of a resolution passed and approved by the Board of Directors at a meeting held on January 7th, 2025.



Secretary

(Corporate Seal)

**RESOLUTION OF AUTHORIZATION MUST BE COMPLETED AND SUBMITTED WITH BID
IF BIDDER IS A CORPORATION**

SUSSEX COUNTY COMMUNITY COLLEGE
NON-COLLUSION AFFIDAVIT
R BUILDING ADDITION

STATE OF New Jersey
COUNTY OF Passaic

I, Blagojce Runtevski of the City of Woodland Park

in the County of Passaic and the State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am president of the firm Billy Contracting & Restoration Inc. the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do: that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the above project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Sussex County Community College 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 project or item.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Billy Contracting & Restoration Inc.
Name of Contractor

R.R.
Signature

Blagojce Runtevski
Type or print name of affidavit under signature

Subscribed and Sworn to
before me this day:

JAN. 6, 2025

(Seal)

[Signature]
Notary Public of

TOMISLAV VELKOSKI
Notary Public, State of New Jersey
Commission # 60056951
Commission Expires 3/18/2027

My Commission expires _____

THIS FORM MUST BE COMPLETED, NOTORIZED, AND SUBMITTED WITH THE BID PROPOSAL

TOMISLAV VELKOSKI
Notary Public, State of New Jersey
Commission # 60056951
My Commission Expires 3/18/2027

SUSSEX COUNTY COMMUNITY COLLEGE
Company Information & Contractor Qualifications Questionnaire

Answer all questions. If not applicable, write N/A.

1. Name of Bidder: Billy Contracting & Restoration Inc.
2. Address: 67 Danforth Avenue, Paterson, NJ 07501

3. Remittance Address (if different than above): _____

4. Phone: (973) 396-2579 5. Fax: (973) 396-2580
6. Email: billy@billycontracting.com 7. Website: N/A
8. What is your organization's primary business? General Construction
9. Business Classification (check all that apply): Small Bus.: Women Owned: Minority Owned:
10. How long have you been in business under the present name? 21 years.
11. List any parent, subsidiary, DBA, or former company names: _____
N/A

12. Have you ever failed to complete any work awarded to you? No.
If so, where and why? N/A
13. Have any liens or lawsuits of any kind been filed against any of your contracts? No.
If so, give full details: N/A

SUSSEX COUNTY COMMUNITY COLLEGE
Company Information & Contractor Qualifications Questionnaire

14. List all current work in progress for contracts held by the Bidder including the Owner's name and amount of contract. Attached additional sheets if required. _____
See attached.

15. State at least three (3) projects the Bidder has completed which are similar to this Project.

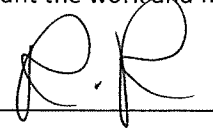
a. Project Name _____
Owner Name _____
Owner Address _____
Contact Person & Telephone # _____
Description of Project _____
Dollar Value of Work Complete _____

b. Project Name _____
Owner Name _____
Owner Address _____
Contact Person & Telephone # _____
Description of Project _____
Dollar Value of Work Complete _____

c. Project Name _____
Owner Name _____
Owner Address _____
Contact Person & Telephone # _____
Description of Project _____
Dollar Value of Work Complete _____

See attached.

I, Blagojce Runtewski (Name of Bidder) hereby certify the Contractor has the financial strength to fully perform, service, and warrant the work and materials provided within this contract.

Authorized Signature  Date: 01/02/2025

Print Name and Title Blagojce Runtewski, President

SUSSEX COUNTY COMMUNITY COLLEGE
SUBCONTRACTOR LIST

In accordance with N.J.S.A.18A:64A-25.25, the following information **MUST** be provided for all subcontractors to whom you will subcontract the furnishing of 1) plumbing and gas fitting work, 2) refrigeration, heating and ventilating systems, and equipment, 3) electrical work, and 4) structural steel and ornamental iron work.

Instructions:

List below any proposed subcontractors furnishing work in the above listed trades, including the subcontractor's name, business address, and State license number, if applicable. Where a subcontractor is not listed for one of these trades, a Bidder will be deemed to have elected to perform the trade work with Bidder's own workforce.

- 1) Plumbing and gas fitting and all kindred work

Zabransky Mechanical Corp.
44 Mehrof Rd.
Little Ferry, NJ 07643

- 2) Refrigeration, heating, and ventilating systems and equipment and all kindred work

1st Goal Heating and Cooling
271 E. Blackwell St.
Dover, NJ 07801

- 3) Electrical work including, including any electrical power plants, tele-data, fire alarm, or security systems.

Lulo Electric LLC.
25 Saxton Dr.
Hackettstown, NJ 07840

- 4) Structural steel and ornamental iron work

R.S. Phillips Steel
128 Lake Pochnung Rd.
Sussex, NJ 07461

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

Bidder's Authorized Representative

Company Name: Billy Contracting & Restoration Inc.

Signature:  Date: 01/02/2025

Printed Name: Blagojce Runtewski Title: President

Project: Sussex County Community College Building R Addition for the Optics CTE Program

THIS FORM MUST BE SUBMITTED WITH BID

Sample Federal Letter of Approval

Attachment 5

U.S. Department of Labor

Employment Standards Administration
Office of Federal Control Compliance Programs
Newark Area Office
124 Evergreen Place, Fourth Floor
East Orange, NJ 07108



<Date>

Dear

Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on <date>.

We found no apparent deficiencies or violations of Executive Order 11266, as amended, Section 503 of the Rehabilitation Act of 1973 or 38 USC 2012 (the Vietnam Era Veterans Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.

The Office of Federal Contract Compliance Programs sincerely appreciates the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.

Sincerely,

Area Office Director

SAMPLE

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX
CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

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-DEC-20XX to 15-DEC-20XX

**SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625**



State Treasurer

VOID

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.**

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEE IS NON-REFUNDABLE)** TO:

**NJ Department of the Treasury
Division of Public Contracts
Equal Employment Opportunity Compliance
P.O. Box 206**

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

**SUSSEX COUNTY COMMUNITY COLLEGE
NOTICE TO ALL CONTRACTORS
PREVAILING WAGE/CERTIFIED PAYROLL STATEMENT
R BUILDING ADDITION**

Contractor is here advised that Regulation N.J.A.C. 12:60-2.1 and 6.1 of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-55.25 et seq. requires that all public works employers (contractors and subcontractors) shall submit a certified payroll record to the public body or lessor which contracted for the public work project each payroll period within ten (10) days of the payment of wages. The public body shall receive, file and make available for inspection during normal business hours the certified payroll records.

A copy of the certified payroll form may be obtained through the State of New Jersey Department of Labor and Workforce Development website, www.nj.gov/labor/wagehour/wagerate/pwr_construction.html. Certified copies of the records must be submitted to the College. Failure of the Contractor to submit payroll records to the College may result in delays of invoice payments.

I, Blagojce Runtevski of the organization/firm of Billy Contracting & Restoration Inc. in the (City, Town, Borough) of Woodland Park State of New Jersey and being of full age, being duly sworn according to law on my oath depose and say that:

I am or represent the Bidder submitting the bid for the products/services relative to this project, that I executed the Bidder's Proposal with full authority to do so, and that said **Bidder shall pay prevailing wage rates for this project and comply with the Prevailing Wage laws of the State of New Jersey.**

Payroll on the project will be processed: (check one)

Weekly Bi-Weekly Semi-Monthly Monthly

The above information is true and to the best of my knowledge.

Bidder's Authorized Representative: Blagojce Runtevski
Printed Name

President
Title

R.R.
Signature

This form must be completed and submitted with bid.

**SUSSEX COUNTY COMMUNITY COLLEGE
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX

FAILURE TO CHECK ON OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the State of New Jersey, Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Department of Treasury's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Department of Treasury finds a person or entity to be in violation of this law, the Department of Treasury shall take action 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 party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed below nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 (Chapter 25 List). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Departments Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and sign and complete the Certification below. 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.

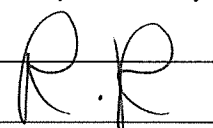
PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate, and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the investment activities in Iran outlined above by completing the information below.

Please provide thorough answers to each question. If you need to make additional entries, use additional pages.

Person/Entity Name:		Relationship to Bidder/Offeror:	
Description of Activities:	N/A		
Duration of Engagement:		Anticipated Cessation Date:	
Bidder/Offeror Contact Name:		Contact Phone Number:	

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 below-referenced person or entity. I acknowledge that Sussex County Community College 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 College to notify the College 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 Sussex County Community College and that the College, at its option may, declare any contract(s) void and unenforceable.

Full Name (Print):	Blagojce Runtevski	Signature:	
Title:	President	Date:	01/02/2025



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action 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 party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

N/A

(Attach Additional Sheets If Necessary.)

R.R.

Signature of Vendor's Authorized Representative

01/02/2025

Date

Blagoice Runtovski President

Print Name and Title of Vendor's Authorized Representative

02-0676286

Vendor's FEIN

Billy Contracting & Restoration Inc.

Vendor's Name

(973) 396-2579

Vendor's Phone Number

67 Danforth Avenue

Vendor's Address (Street Address)

(973) 396-2580

Vendor's Fax Number

Paterson, NJ 07501

Vendor's Address (City/State/Zip Code)

billy@billycontracting.com

Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>Billy Contracting & Restoration Inc.</u>	
	2 Business name/disregarded entity name, if different from above _____	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <input type="checkbox"/> Other (see instructions) ► _____ <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. <u>67 Danforth Avenue</u>	Requester's name and address (optional) _____
	6 City, state, and ZIP code <u>Paterson, NJ 07501</u>	
	7 List account number(s) here (optional) _____	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►		Date ► <u>01.06.25</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(j)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/6/2025

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 Dale Group PO Box 6 Florham Park NJ 07932	CONTACT NAME: Tina Taran PHONE (A/C, No., Ext): 973-377-7000 FAX (A/C, No): 973-377-4614 E-MAIL ADDRESS: tinat@dalegroup.com														
INSURED Billy Contracting & Restoration 67 Danforth Avenue Paterson NJ 07501	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Ategrity Specialty InsuranceCo</td> <td style="text-align: center;">16427</td> </tr> <tr> <td>INSURER B : St. Paul Protective Insurance Company</td> <td style="text-align: center;">19224</td> </tr> <tr> <td>INSURER C : Navigators Insurance Company</td> <td style="text-align: center;">42307</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORING COVERAGE	NAIC #	INSURER A : Ategrity Specialty InsuranceCo	16427	INSURER B : St. Paul Protective Insurance Company	19224	INSURER C : Navigators Insurance Company	42307	INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER: 1416911027** **REVISION NUMBER:**

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
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		MP0082001008695	9/17/2024	9/17/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS	Y		PES-XS-01-2967	9/17/2024	9/17/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	BNDR2024	10/8/2024	10/8/2025	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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)
 Evidence of Insurance

CERTIFICATE HOLDER Sussex County Community College	CANCELLATION 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
--	--

All businesses **MUST** provide a copy of their Business Registration Certificate (BRC) for their registration to be complete. Below are samples of a BRC Certificate. The Taxpayer Name on the BRC must be the same as the name on the Vendor Registration and the W9 form.

Non-profit Organizations must provide proof of 501(c)(3) exemption instead of the BRC.

Online BRC Look-up: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Information on BRC Requirements: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

Public Works and Construction Bids

Contractor's Registration Evidence

Certificate Number
629534

Registration Date: 03/13/2016
Expiration Date: 03/12/2018



State of New Jersey

Department of Labor and Workforce Development
Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

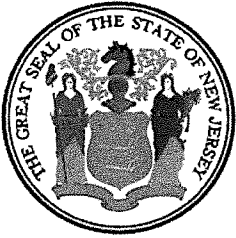
Eagle Mechanical, Inc.

Responsible Representative(s):
Henry S. Stronski Jr., CEO


Harold J. Wirths, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 6,500,000.

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Respectfully submitted,

By Billy Contracting & Restoration Inc.

Name of Firm

Handwritten signature R.R.

Signature

President

Title

64 Danforth Avenue
Business Address

Paterson, NJ

07501

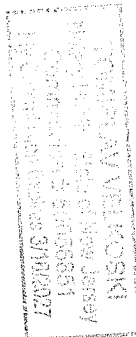
(973) 396-2579

Phone

Sworn to and subscribed before me This 6 day of JAN. 2025

Notary Public

Handwritten signature of Notary Public



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:
BILLY CONTRACTING & RESTORATION, INC.

TRADE NAME:

ADDRESS:
**61 ROSE PLACE
WOODLAND PARK NJ 07424**

SEQUENCE NUMBER:
0975933

EFFECTIVE DATE:

ISSUANCE DATE:

02/25/03

05/29/18



Director
New Jersey Division of Revenue

FORM-BRC

~~This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.~~

104-081: D205846V

NOTICE: The enclosed N.J. State Sales Tax Certificate of Authority (CA-1) is a permit to:

- Collect N.J. State Sales Tax
- Issue N.J. Resale Certificates (ST-3)
- Issue N.J. Exempt Use Certificates (ST-4)

The Resale and Exempt Use Certificates can be found at: <http://www.nj.gov/treasury/taxation/pmtsale.shtml>

You must have a valid N.J. Sales Tax Certificate to collect Sales Tax or issue certificates.

If you are not subject to collect N.J. Sales Tax but need to issue Resale or Exempt Use Certificates, you can request to be placed on a "Non-reporting Basis". To be placed on a "Non-reporting Basis" you must complete Form ST-6205. This form can be obtained by downloading it at:

http://www.nj.gov/treasury/taxation/pdf/other_forms/sales/c6205st.pdf or by calling (609) 292-9292.

This Certificate of Authority (CA-1) must be displayed at your place of business.

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N J 08695

The person, partnership or corporation named below is hereby authorized to collect:

NEW JERSEY SALES & USE TAX

pursuant to: **N.J.S.A. 54:32B-1 ET SEQ.**

This authorization is good **ONLY** for the named person at the location specified herein.
This authorization is null and void if any change of ownership or address is effected.



Acting Director, Division of Taxation

BILLY CONTRACTING & RESTORATIO
61 ROSE PLACE
WOODLAND PARK NJ 07424

Tax Registration No.: **XXX-XXX-296/000**

Tax Effective Date: **05-29-18**

Document Locator No.: **C0000035749**

Date Issued: **05-29-18**

This Certificate is **NOT** assignable or transferable. It must be conspicuously displayed at above address.

NOT AN
ELECTRICIAN'S
OR PLUMBER'S
LICENSE

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs



THIS IS TO CERTIFY THAT THE
Home Improvement Contractors

HAS REGISTERED

BILLY CONTRACTING & RESTORATION INC.
Blagojce Runteviski
67 Danforth Ave
Paterson NJ 07501

FOR PRACTICE IN NEW JERSEY AS A(N): Home Improvement Contractor

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Home Improvement Contractors
HAS REGISTERED
BILLY CONTRACTING & RESTORATION INC.
Home Improvement Contractor

NOT AN ELECTRICIAN'S OR PLUMBER'S LICENSE
02/02/2024 TO 03/31/2025
VALID

SIGNATURE

Cari Sais

13VH04622000

02/02/2024 TO 03/31/2025

VALID

[Handwritten Signature]

Signature of Licensee/Registrant/Certificate Holder

13VH04622000

LICENSE/REGISTRATION/CERTIFICATION #

Cari Sais

ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

PLEASE DETACH HERE

Certificate Number
633265

Registration Date: 09/14/2024
Expiration Date: 09/13/2025



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Billy Contracting & Restoration Inc.

Responsible Representative(s):
Blagojce Runtevski, President

Handwritten signature of Robert Asaro-Angelo.

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.

NON TRANSFERABLE

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
ANNUAL REPORT CERTIFICATE**

BILLY CONTRACTING & RESTORATION, INC.
0100898165

The Division of Revenue and Enterprise Services hereby affirms that the following annual report for BILLY CONTRACTING & RESTORATION, INC. was submitted on 11/18/2024 for the year: 2025

Registered Agent and Office

BLAGOJCE RUNTEVSKI
61 ROSE PLACE
WEST PATERSON, NJ 07424

Main Business Address

61 ROSE PLACE
WEST PATERSON, NJ 07424

Principal Business Address

67 Danforth Ave
Paterson , NJ 07501

Officers and Directors

CHIEF EXEC. OFFICER (CEO)
BLAGOJCE RUNTEVSKI
61 ROSE PLACE
WEST PATERSON, NJ 07424

SECRETARY
TOMISLAV VELKOSKI
672 MCBRIDE AVE
WOODLAND PARK, NJ 07424

VICE PRESIDENT
DIME RUNTEVSKI
74 DEWEY AVE
LITTLE FALLS, NJ 07424

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
ANNUAL REPORT CERTIFICATE**

BILLY CONTRACTING & RESTORATION, INC.
0100898165



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal, this
18th day of November, 2024*

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 2851167426
Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

BILLY CONTRACTING & RESTORATION INC.
67 DANFORTH AVE
PATERSON, NJ 07501

State of New Jersey



DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND
CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$12,000,000	C009 -GENERAL CONSTRUCTION/ALTER.& ADDITIONS	10/22/2024	10/21/2026
	C070 -ROOFING-BUILT UP	10/22/2024	
	C066 -ROOFING-MEMBRANE EPDM	10/22/2024	
	C068 -ROOFING-MEMBRANE MODIFIED BITUMEN	10/22/2024	
	C072 -ROOFING-TILE/SLATE/SHINGLES	10/22/2024	

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at <https://www.nj.gov/treasury/dpmc/Assets/Files/DPMC701.pdf>.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE DPMC WEB SITE.

4 attachments

- ATT00002.bin
6K
- ATT00001.bin
4K
- ATT00001.bin
4K
- ATT00002.bin
6K



CONTRACTOR NOTICE OF PREQUALIFICATION

for

Billy Contracting & Restoration, Inc.

67 Danforth Avenue

Paterson, NJ 07501

In accordance with N.J.S.A. 18A:7G-41 and any rules and regulations issued pursuant hereto, your firm has been approved with the NJSDA for Prequalification:

Effective Date: October 9, 2024

Expiration Date: October 21, 2026

Aggregate Limit: \$12 Million

<input type="checkbox"/> Construction Manager as Constructor	<input type="checkbox"/> Sprinkler Systems	<input type="checkbox"/> Pile Driving
<input type="checkbox"/> Design Build	<input type="checkbox"/> Sheet Metal (Mechanical)	<input type="checkbox"/> Prefabrication Buildings
<input type="checkbox"/> General Construction	<input type="checkbox"/> Electrical	<input type="checkbox"/> Prefabrication Music/Sound Clean Rooms
<input checked="" type="checkbox"/> General Construction/Alterations & Additions	<input type="checkbox"/> Communications Systems	<input type="checkbox"/> Relocatable Buildings
<input type="checkbox"/> Partitions/Ceilings	<input type="checkbox"/> Fire Alarm/Signal Systems	<input type="checkbox"/> Asbestos Removal/Treatment
<input type="checkbox"/> Doors & Hardware	<input type="checkbox"/> Security/Intrusion Alarms	<input type="checkbox"/> Asbestos Removal/Mechanical
<input type="checkbox"/> Windows	<input type="checkbox"/> Audio Visual Systems	<input type="checkbox"/> Waste Removal Toxic/Hazardous
<input type="checkbox"/> Siding & Gutters	<input type="checkbox"/> Site Work	<input type="checkbox"/> Radon Mitigation
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Sewage & Water Treatment Plants	<input type="checkbox"/> Lead Paint Abatement
<input type="checkbox"/> Flooring/Tile	<input type="checkbox"/> Sewer Piping & Storm Drains	<input type="checkbox"/> Detention Equipment Systems
<input type="checkbox"/> Millwork	<input type="checkbox"/> Landscape Construction	<input type="checkbox"/> Energy Management Systems
<input type="checkbox"/> Insulation	<input type="checkbox"/> Underground Water & Utilities	<input type="checkbox"/> Elevators
<input type="checkbox"/> Acoustical	<input type="checkbox"/> Road Construction & Paving	<input type="checkbox"/> Museum Exhibits
<input type="checkbox"/> Concrete/Foundation Footings/ Masonry Work	<input type="checkbox"/> Athletic Fields/Tracks/Courts	<input type="checkbox"/> Test Boring
<input type="checkbox"/> Gunite	<input type="checkbox"/> Athletic Fields/Synthetic Turf	<input type="checkbox"/> Well Drilling
<input type="checkbox"/> Demolition	<input type="checkbox"/> Pumping Stations	<input type="checkbox"/> Microbial Remediation
<input type="checkbox"/> Fencing	<input type="checkbox"/> Landscape Irrigation	<input type="checkbox"/> Food Service Equipment
<input type="checkbox"/> Historical Light Fixture Restoration	<input checked="" type="checkbox"/> Roofing-Membrane EPDM	<input type="checkbox"/> School Furnishings
<input type="checkbox"/> Historical Restoration	<input type="checkbox"/> Roofing-Membrane PVC/CPE/CSPE	<input type="checkbox"/> Lab Furniture/Equipment
<input type="checkbox"/> Pre-Cast Concrete	<input checked="" type="checkbox"/> Roofing-Membrane Modified Bitumen	<input type="checkbox"/> Seating/Bleachers
<input type="checkbox"/> Curtain Walls	<input type="checkbox"/> Roofing-Urethane	<input type="checkbox"/> Swimming Pools
<input type="checkbox"/> Architectural Cast Iron	<input checked="" type="checkbox"/> Roofing-Built Up	<input type="checkbox"/> Dust Collectors
<input type="checkbox"/> Welding	<input type="checkbox"/> Roofing-Metal	<input type="checkbox"/> Signage & Graphics
<input type="checkbox"/> Structural Steel & Ornamental Iron	<input checked="" type="checkbox"/> Roofing-Tile/Slate/Shingles	<input type="checkbox"/> Septic Systems
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Caulking & Waterproofing	<input type="checkbox"/> Stage Equipment
<input type="checkbox"/> Oil & Gas Burners	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Underground Storage Tanks/Closure & Installation
<input type="checkbox"/> HVACR	<input type="checkbox"/> Roofing-Historical Sites	<input type="checkbox"/> Underground Storage Tanks/Installation
<input type="checkbox"/> Boilers (New Repair)	<input type="checkbox"/> Roofing-TPO	<input type="checkbox"/> Underground Storage Tanks/Closure
<input type="checkbox"/> Service Station	<input type="checkbox"/> Painting-General	<input type="checkbox"/> UST/Tank Testing
<input type="checkbox"/> Solar Energy Systems	<input type="checkbox"/> Painting-Tanks/Steel Structures/ Elevated Structures	<input type="checkbox"/> Underground Storage Tanks/ Corrosion Protection Systems Analysis
<input type="checkbox"/> Energy Services (ESCO)	<input type="checkbox"/> Painting-Historical Sites	<input type="checkbox"/> Above Ground Storage Tanks
<input type="checkbox"/> Geothermal Loop Systems	<input type="checkbox"/> Sandblasting	<input type="checkbox"/> Site Remediation
<input type="checkbox"/> Fireproof Applications	<input type="checkbox"/> Divers	<input type="checkbox"/> Inside Plant Cable
<input type="checkbox"/> Insulation (Mechanical)	<input type="checkbox"/> Barges	<input type="checkbox"/> Outside Plant Cable
<input type="checkbox"/> Fire Suppression Systems	<input type="checkbox"/> Bulkhead & Docks	<input type="checkbox"/> Fiber Installation & Splicing
<input type="checkbox"/> Control Systems	<input type="checkbox"/> Jetty & Breakwater	
<input type="checkbox"/> Parking & Control Systems	<input type="checkbox"/> Dredging	

ANY ATTEMPT TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS NOTICE MAY RESULT IN PROSECUTION, DEBARMENT, AND/OR DISQUALIFICATION.

Information contained in this notice can be verified at: <https://sda03.njsda.gov/PublicReportsUI/ VendorSearch.aspx>

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
ANNUAL REPORT CERTIFICATE**

BILLY CONTRACTING & RESTORATION, INC.
0100898165

The Division of Revenue and Enterprise Services hereby affirms that the following annual report for BILLY CONTRACTING & RESTORATION, INC. was submitted on 12/27/2023 for the year: 2024

Registered Agent and Office

BLAGOJCE RUNTEVSKI
61 ROSE PLACE
WEST PATERSON, NJ 07424

Main Business Address

61 ROSE PLACE
WEST PATERSON, NJ 07424

Principal Business Address

67 Danforth Ave
Paterson , NJ 07501

Officers and Directors

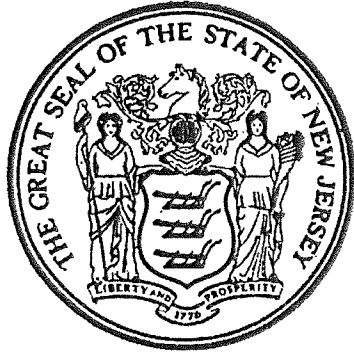
CHIEF EXEC. OFFICER (CEO)
BLAGOJCE RUNTEVSKI
61 ROSE PLACE
WEST PATERSON, NJ 07424

SECRETARY
TOMISLAV VELKOSKI
672 MCBRIDE AVE
WOODLAND PARK, NJ 07424

VICE PRESIDENT
DIME RUNTEVSKI
74 DEWEY AVE
LITTLE FALLS, NJ 07424

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
ANNUAL REPORT CERTIFICATE

BILLY CONTRACTING & RESTORATION, INC.
0100898165



IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal, this
27th day of December, 2023

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 2770059832
Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

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-JUN-2021** to **15-JUN-2028**

BILLY CONTRACTING & RESTORATION INC.
67 DANDORTH AVE.
PATERSON NJ 07501



Handwritten signature of Elizabeth Maher Muoio.

ELIZABETH MAHER MUOIO
State Treasurer



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026
TRENTON, NJ 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

5-YEAR RECERTIFICATION
APPROVED
under the
Small Business Set-Aside Act

This certificate acknowledges BILLY CONTRACTING & RESTORATION, INC. DBA: Billy Contracting & Restoration Inc as a Category 3 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13.

In order for this certification to remain in effect throughout the 5 year certification period, the business must submit annual verification statements attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a small business. The verification statements must be submitted not more than 60 days prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists small business entities. If the business seeks to be certified again, it will have to reapply by submitting a new application.



Peter Lowicki

Peter Lowicki
Deputy Director

Issued: 9/12/2023

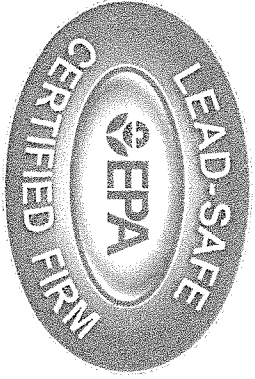
*Expiration: 9/12/2028

Certification Number: A0401-20

*As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years.

United States Environmental Protection Agency

This is to certify that



Billy Contracting & Restoration Inc

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires

May 21, 2025

NAT-F153386-2

Certification #

May 05, 2020

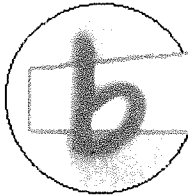
Issued On

A handwritten signature in cursive script that reads "Michelle Price".

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch





**BILLY CONTRACTING
& RESTORATION INC**

67 Danforth Ave. Paterson, NJ 07501

Ph. 973-396-2579

Fax: 973-396-2580

Project References 2019-2023

Project Name: Auditorium Renovation at Chatham Middle School

480 Main St.

Chatham, NJ 07928

Owner: School District of the Chathams

Owner Contact: Peter Daquila (973)-457-2526

Contract Amount: \$2,508,000

Architect: Parette Somjen Architects

Architect Contact: William Ross (973)-525-2542

Start Date: April 2019

Completion Date: March 2020

Project Name: Renovations & Alterations at Queen of Peace High School

21 Church Pl.

North Arlington, NJ 07031

Owner: North Arlington Board of Education

Owner Contact: Samantha Dembowski (914)-772-8091

Contract Amount: \$2,141,000

Architect: Spiezle Architects

Architect Contact: Anthony Catana (609)-947-8723

Start Date: December 2019

Completion Date: October 2020

Project Name: Morristown Office Fit-Out

30 Schuyler Pl.

Morristown, NJ 07960

Owner: Morris County

Owner Contact: Mike Drury (973)-885-8111

Contract Amount: \$797,000

Architect: Musial Group Architects

Architect Contact: Noel Musial (908)-510-6500

Start Date: August 2019

Completion Date: February 2020

Project Name: Roof Replacement at Jefferson & Eisenhower Schools

Various Locations

Owner: Roxbury Board of Education

Owner Contact: Pete (973)-479-6860

Contract Amount: **\$1,639,000**

Architect: SSP Architects

Architect Contact: Cory Wilkerson (201)-704-4353

Start Date: May 2020

Completion Date: October 2020

Project Name: Toilet Room Renovations at Sandshore Elementary School

386 Sand Shore Rd. Hackettstown, NJ 07840

Owner: Mt. Olive Township School District

Owner Contact: Glenn Miller (973)-691-4008

Contract Amount: **\$402,500**

Architect: Gianforcaro Architects

Architect Contact: Anthony Gianforcaro (908)-510-6450

Start Date: June 2019

Completion Date: August 2019

Project Name: Restroom Renovations Phase 02 at Montville Board of Education

Various Locations

Owner: Montville Board of Education

Owner Contact: Steven Toth (973)-725-3841

Contract Amount: **\$596,000**

Architect: Parette Somjen Architects

Architect Contact: William Ross (973)-525-2542

Start Date: June 2019

Completion Date: September 2019

Project Name: Administration Building Courtroom Renovations & HVAC Pathogen Controls

1 Old Bridge Plaza

Old Bridge, NJ 08857

Owner: Old Bridge Township

Owner Contact:

Contract Amount: **\$471,000.00**

Architect: EI Associates

Architect Contact:

Start Date: July 2021

Completion Date: September 2021

Project Name: **Fire Headquarters Plainfield Roof Replacement Project**

315 Central Avenue

Plainfield, NJ 07060

Owner: City of Plainfield

Owner Contact:

Contract Amount:

Architect:

Architect Contact:

Start Date:

Completion Date:

Project Name: **Gym & Locker Room Renovations at Franklin Township Elementary School**

226 Quakertown Road

Quakertown, NJ 08868

Owner: Franklin Township School District

Owner Contact:

Contract Amount: **\$612,500.00**

Architect: SSP Architects

Architect Contact:

Start Date: June 2021

Completion Date: September 2021

Project Name: **Hunterdon Central Reg HS IMC Reconfiguration Phase 2**

84 Route 31

Flemington, NJ 08822

Owner: Hunterdon Central Regional Board of Education

Owner Contact: Don Thornton

Contract Amount: **\$1,574,000.00**

Architect: SSP Architectural Group

Architect Contact: Cory Wilkerson

Start Date: March 2021

Completion Date: August 2021

Project Name: **Kearny Public Library AV Room and Exterior Patio**

318 Kearny Ave

Kearny, NJ 07032

Owner: Town of Kearny

Contract Amount: **\$312,400.00**

Architect: Buchholz Architects

Architect Contact: Cory Buchholz

Start Date: January 2021

Completion Date: June 2021

Project Name: **Lakeview ES Roof Replacement**

44 Cooper Road

Denville, NJ 07834

Owner: Denville Township School District

Owner Contact:

Contract Amount: **\$1,379,000**

Architect: El Associates

Architect Contact:

Start Date: June 2021

Completion Date: September 2021

Project Name: **Public Works Interior Renovations**

37 North Sussex Street

Dover, NJ 07801

Owner: Town of Dover

Contract Amount: **\$354,000**

Architect: The Musical Group Architecture

Architect Contact: Noel Musial

Start Date: May 2021

Completion Date: August 2021

Project Name: **Restroom Renovations at Park Ridge HS**

2 W Park Ave

Park Ridge, NJ 07656

Owner: Park Ridge Board of Education

Owner Contact: Tom

Contract Amount: **\$348,000**

Architect: Parette Somjen Architects

Architect Contact: Jannine Angbetic

Start Date: June 2021

Completion Date: August 2021

Project Name: **Window Replacement at Stony Brook Elementary School**

136 Cedar Grove Rd

Branchburg, NJ 08876

Owner: Branchburg Board of Education

Contract Amount: **\$686,000**

Architect: Gianforcaro Architects

Architect Contact: Anthony Gianforcaro

Start Date: June 2021

Completion Date: September 2021

Project Name: Alterations to Susan B. Anthony Elementary School

45 Beech Street

North Arlington, NJ 07031

Owner: North Arlington School District

Owner Contact: Tony Alho

Contract Amount: **\$964,000**

Architect: Spiezle Architectural Group

Architect Contact: Melissa Garlatti

Start Date: June 2022

Completion Date: August 2022

Project Name: C-Wing Toilet Renovations at Pascack Hills HS and Toilet Upgrades at Pascack Valley High School

225 West Grand Avenue/200 Piermont Avenue

Montvale, NJ 07645/Hillsdale, NJ 07642

Owner: Pascack Valley Regional High School Board of Education

Owner Contact: Rob

Contract Amount: **\$219,200/\$148,000**

Architect: Environetics Group Architects

Architect Contact: Maria Periera

Start Date: June 2022

Completion Date: August 2022

Project Name: Roofing Replacement at Veterans Middle School

191 Rutherford Place

North Arlington, NJ 07031

Owner: North Arlington School District

Owner Contact: Tony Alho

Contract Amount: **\$1,544,000**

Architect: Spiezle Architectural Group

Architect Contact: Melissa Garlatti

Start Date: June 2022

Completion Date: August 2022

Project Name: Improvements at the Mahwah Police Department

221 Franklin Turnpike

Mahwah, NJ 07430

Owner: Township of Mahwah

Contract Amount: **\$492,000**

Architect: DMR Architects

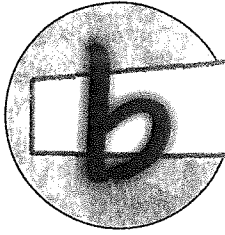
Architect Contact: David Gagliano

Start Date: October 2021

Completion Date: February 2022

Billy Contracting & Restoration Inc.





BILLY CONTRACTING & RESTORATION INC.

12 Maple Ave. bldg. F Pine Brook NJ 07058 Ph. 973 396 2579 Fax 973 396 2580

References Completed Projects

2018:

Project Name: **Wheeler Park Pool House Demolition & New Construction**

700 S. Wood Ave.

Linden, NJ 07036

Owner: County of Union

Contract Amount: **\$1,971,000**

Architect: USA Architects

Start Date: 03/14/2018

Completion Date: In Progress

Project Name: **Montville Township High School Bathroom Renovation**

100 Horseneck Rd.

Montville, NJ 07045

Owner: Montville Township Board of Education

Contract Amount: **\$719,000**

Architects: Parette Somjen Architects

Start Date: 06/08/2018

Completion Date: Sept 2018

Project Name: **Partial Roof Replacements for the Montville Board of Education (3 Schools)**

Montville, NJ 07045

Owner: Montville Township Board of Education

Contract Amount: **\$1,843,000**

Architects: Parette Somjen Architects

Start Date: 05/14/2018

Completion Date: Sept 2018

Project Name: **Restroom Renovation for the Montville Board of Education Phase 1 (3 Schools)**

Montville, NJ 07045

Owner: Montville Township Board of Education

Contract Amount: **\$646,000**

Architects: Parette Somjen Architects

Start Date: June 2018

Completion Date: Sept 2018

Project Name: Stage Renovation for the Sussex County Technical School

105 N. Church Rd.

Sparta, NJ

Owner: Sussex County Technical School

Contract Amount: **\$1,235,000**

Architects: HQW Architects

Start Date: End of June 2018

Completion Date: Sept 2018

Project Name: Paramus High School 600 Wing Bathroom Renovation

99 E. Century Rd.

Paramus, NJ 07652

Owner: Paramus Board of Education

Contract Amount: **\$189,500**

Architects: Environetics Group Architects

Start Date: June 2018

Completion Date: Sept 2018

2017:

Project Name: All-Purpose Room Window Replacement at Marie V. Duffy Elementary School

137 Central Ave.

Wharton, NJ

Owner: Wharton Board of Education

Contract Amount: **\$197,230**

Architects: Parette Somjen Architects

Start Date: 07/24/2017

Completion Date: 09/11/2017

Project Name: Roof Replacement at the Vernon Municipal Building

21 Church St.

Vernon, NJ 07462

Owner: Township of Vernon

Contract Amount: **\$231,300**

Architects: Parette Somjen Architects

Start Date: 04/10/2017

Completion Date: 06/08/2017

Project Name: Morris Hills High School Academy Classroom Renovation at Morris Hills High School

520 Main St.

Rockaway, NJ 07866

Owner: Rockaway Board of Education

Contract Amount: **\$109,300**

Architects: FKA Architects

Start Date: 04/18/2017

Completion Date: 06/07/2018

Project Name: Proposed Office Medical Building

533-535 Lexington Ave.

Clifton, NJ

Owner: Wheelbarrow Management LLC

Contract Amount: **\$840,000**

Architect: DAL Design Group

Start Date: 12/16/2014

Completion Date: 10/19/2015

Project Name: Partial Roof Replacement at the Board of Education Office

20 School Ave.

East Hanover, NJ 07936

Owner: East Hanover Township School District

Contract Amount: **\$75,000**

Architect: Parette Somjen Architects

Start Date: 04/14/2014

Completion Date: 04/25/2014

Project Name: Phase 2 Roof Replacement at Haledon Public School

91 Henry St.

Haledon, NJ 07506

Owner: Haledon Board of Education

Contract Amount: **\$709,500**

Architect: DiCara-Rubino Architects

Start Date: 08/14/2014

Completion Date: 10/17/2014

Project Name: Phase VIII Roof Replacement at Manchester Regional High School

70 Church St.

Haledon, NJ 07508

Owner: Haledon Board of Education

Contract Amount: **\$148,050**

Architect: DiCara-Rubino Architects

Start Date: 07/21/2014

Completion Date: 08/07/2014

Project Name: Replacement of Exterior Mailboxes and Related Work at Various Sites

Bayonne, NJ

Owner: Bayonne Housing Authority

Contract Amount: \$156,000

Architect: In-house

Start Date: 04/14/2014

Completion Date: 05/23/2014

Project Name: **Partial Roof Replacement at Upper Middle School & Village Elementary School**
Montgomery, NJ
Owner: Montgomery Township Board of Education
Contract Amount: **\$1,397,700**
Architects: Parette Somjen Architects
Start Date: 06/19/2017
Completion Date: 10/20/2017

Project Name: **Roof Replacement for the Sussex County Technical School**
105 N. Church Rd.
Sparta, NJ 07871
Owner: Sussex County Technical School
Contract Amount: **\$1,384,000**
Architects: HQW Architects
Start Date: 08/28/2017
Completion Date: 12/15/2017

Project Name: **Media Center Renovation at Madison Junior School**
160 Main St.
Madison, NJ 07940
Owner: Madison Public Schools Board of Education
Contract Amount: **\$872,300**
Architects: Parette Somjen Architects
Start Date: 05/22/2017
Completion Date: 10/18/2017

Project Name: **Piscataway Toilet Room Alterations at Piscataway High School**
100 Behmer Rd.
Piscataway, NJ
Owner: Piscataway Township Board of Education
Contract Amount: **\$1,465,500**
Architect: Spiegle Architectural Group, Inc
Start Date: 07/05/2017
Completion Date: In Progress

2016:

Project Name: **Roof Replacement at Luther Lee Emerson School Phase 2**
15 Columbus Rd.
Demarest, NJ 07626
Owner: Demarest School District
Contract Amount: **\$189,000**
Architect: EI Associates
Start Date: 06/24/2016
Completion Date: 08/30/2016

Project Name: **Lafayette Avenue & Southern Boulevard School Restroom Renovation**
Chatham, NJ
Owner: Chatham Board of Education
Contract Amount: **\$386,700**
Architect: Parette Somjen Architects
Start Date: 06/27/2016
Completion Date: 09/02/2016

Project Name: **Toilet Renovations at Ramsey High School**
256 E. Main St.
Ramsey, NJ 07446
Owner: Ramsey Board of Education
Contract Amount: **\$122,800**
Architect: Solution Architects
Start Date: 12/23/2015
Completion Date: 02/25/2016

Project Name: **Interior Alterations and Renovation for the Verona Public Library**
17 Gould St.
Verona, NJ 07092
Owner: Township of Verona
Contract Amount: **\$218,000**
Architect: Solutions Architects
Start Date: 02/29/2016
Completion Date: 08/31/2016

Project Name: **Roof Replacement at Hoboken Firehouse**
1313 Washington St.
Hoboken, NJ 07030
Owner: City of Hoboken
Contract Amount: **\$98,000**
Architect: RSC Architects
Start Date: 12/12/2015
Completion Date: 02/12/2016

Project Name: **Bloomfield Roof Replacement at Demarest Elementary School**
465 Broughton Ave.
Bloomfield, NJ 07003
Owner: Bloomfield Board of Education
Contract Amount: **\$788,000**
Architect: Parette Somjen Architects
Start Date: 07/11/2016
Completion Date: 10/12/2016

Project Name: Morris County Courthouse Window Replacement

1 Ann St.

Morristown, NJ 07963

Owner: County of Morris

Contract Amount: \$411,700

Architect: Professional Consulting Inc.

Start Date: 05/25/16

Completion Date: 08/30/2016

Project Name: Hobart Hall Window Replacement at William Paterson University

300 Pompton Rd.

Wayne, NJ 07470

Owner: William Paterson University

Contract Amount: \$372,900

Architect: In-house

Start Date: 04/18/2016

Completion Date: 06/28/2016

Project Name: President's Office Suite Alterations

505 Ramapo Valley Rd.

Mahwah, NJ 07430

Owner: Ramapo College of NJ

Contract Amount: \$655,000

Architect: RSC Architects

Start Date: 04/18/2016

Completion Date: 10/14/2016

Project Name: Central Firehouse Window & Cornice Replacement

419 Central Ave.

Orange, NJ 07050

Owner: City of Orange

Contract Amount: \$224,000

Architects: Netta Architects

Start Date: 03/07/2016

Completion Date: 09/23/2016

2015:

Project Name: Roof Replacement at the Morris County Courthouse

1 Ann St.

Morristown, NJ 07963

Owner: County of Morris

Contract Amount: **\$220,000**

Architect: Parette Somjen Architects

Start Date: 09/02/2015

Completion Date: 09/23/2015

Project Name: Restroom Renovations at Lincoln School

140 Anderson Ave.

Fairview, NJ 07022

Owner: Fairview Board of Education

Contract Amount: **\$399,000**

Architect: George A. Held, AIA & Associates, Architects & Planners

Start Date: 06/26/2015

Completion Date: 08/26/2015

Project Name: Roof Replacement at Luther Lee Emerson School

15 Columbus Rd.

Demarest, NJ 07627

Owner: Demarest Board of Education

Contract Amount: **\$163,100**

Architect: El Architects

Start Date: 06/29/2015

Completion Date: 07/31/2015

Project Name: Shingle Roof Replacement at the Edgemont & Rand Schools

Montclair, NJ 0742

Owner: Montclair Board of Education

Contract Amount: **\$159,500**

Architect: Richard Rigolo Architects

Start Date: 07/13/2015

Completion Date: 08/27/2015

Project Name: Partial Roof Replacement at Thomas Jefferson Middle School

75 First St.

Lodi, NJ 07644

Owner: Lodi Board of Education

Contract Amount: **\$319,000**

Architect: SSP Architectural Group

Start Date: 07/13/2015

Completion Date: 08/26/2015

2014:

Project Name: Roof Replacement and Mechanical Penthouse Wall Repair

40 N. Bridge St.

Somerville, NJ

Owner: County of Somerset

Contract Amount: **\$840,500**

Architect: USA Architects

Start Date: 05/27/2014

Completion Date: 11/13/2014

Project Name: Bradley Beach Municipal Building Roof Replacement and Masonry Restoration

701 Main St.

Bradley Beach, NJ 07720

Owner: Borough of Bradley Beach

Contract Amount: **\$86,700**

Architect: Sonnenfeld and Trocchia Architects

Start Date: 08/13/2014

Completion Date: 08/27/2014

Project Name: Roof Coating at the Clary Anderson Arena

41 Chestnut St.

Montclair, NJ 07042

Owner: Township of Montclair

Contract Amount: **\$99,000**

Architect: In-house

Start Date: 05/27/2014

Completion Date: 06/20/2014

Project Name: The Children's Library Roof Replacement

90 Broad St.

Bloomfield, NJ 07003

Owner: Township of Bloomfield

Contract Amount: **\$185,915**

Architect: Remmington & Vernick Engineers

Start Date: 05/14/2014

Completion Date: 09/11/2014

Project Name: Torey J. Sabatini Partial Roof Replacement

359 Woodland Rd.

Madison, NJ 07940

Owner: Madison Board of Education

Contract Amount: **\$360,700**

Architect: Parette Somjen Architects

Start Date: 08/04/2014

Completion Date: 10/21/2014

2013:

Project Name: Roof Replacement at the DPW Public Safety Building

495 DeMott Ln.

Somerset, NJ 08873

Owner: Franklin Township (Somerset)

Contract Amount: **\$116,235**

Architects: In-house

Start Date: 08/21/2013

Completion Date: 09/06/2013

Project Name: **School #82 John E. Dwyer & #83 William F. Halsey Jr. Façade Repair**
Elizabeth, NJ
Owner: Elizabeth Public School
Contract Amount: **\$271,000**
Architects: USA Architects
Start Date: 07/01/2013
Completion Date: 08/09/2013

Project Name: **Masonry Restoration and Related Work at School #5**
1014 Bower St.
Linden, NJ 07932
Owner: Linden Board of Education
Contract Amount: **\$230,500**
Architects: Thomas C. Rienzi, RA
Start Date: 07/01/2013
Completion Date: 08/16/2013

Project Name: **Masonry Chimney Height Reduction at the Central Heating Plant**
22 Valley Rd.
Montclair, NJ 07042
Owner: Montclair Board of Education
Contract Amount: **\$45,000**
Architect: Richard Rigolo Architects
Start Date: 08/20/2013
Completion Date: 08/23/2013

Project Name: **Roof Replacement Library & Cadmus Place Water Garage**
Fair Lawn, NJ
Owner: Borough of Fair Lawn
Contract Amount: **\$125,660**
Architect: In-house
Start Date: 07/01/2013
Completion Date: 08/09/2013

2012:

Project Name: **Bleacher Repairs at Millburn High School**
462 Millburn Ave.
Millburn, NJ 07041
Owner: Millburn Board of Education
Contract Amount: **\$147,300**
Architects: Parette Somjen Architects
Start Date: 07/24/2012
Completion Date: 09/14/2012

Project Name: **Stephen Crane Elderly Village Façade Repairs on 3 Buildings**

789, 801, 815 N. 6th St.

Newark, NJ

Owner: Newark Housing Authority

Contract Amount:

Architects: HAKS Engineers, Architects, & Land Surveyors, P.C.

Start Date: 05/31/2012

Completion Date: 09/28/2012

Project Name: **Proposed Medical Building Roof Installations & Interior Finishes**

988 Broadway.

Bayonne, NJ 07002

Owner: Corner Square LLC

Contract Amount: **\$196,530**

Architect: DAL Design Group

Start Date: 02/15/2012

Completion Date: 04/15/2012

2011:

Project Name: **Bloomfield Public Safety Building Façade Repair & Window Replacement**

1 Municiple Plaza.

Bloomfield, NJ

Owner: Township of Bloomfield

Contract Amount: **\$232,687**

Architect: GA Architecture

Start Date: 03/28/2011

Completion Date: 06/17/2011

Billy Contracting & Restoration Inc.
61 Rose Pl. Woodland Park, NJ 07424

Inventory-Equipment-Material-Vehicle List

Item #	Type:	Description:	Quantity:	Value:
1	Inventory	Office Furniture	1	\$ 30,000
2	Inventory	Office Appliances	1	\$ 25,000
3	Equipment	1200lb Roofing Tar Kettle	1	\$ 15,000
4	Equipment	Flat Roof Cutter	1	\$ 4,000
5	Equipment	Power Buggy	1	\$ 7,500
6	Equipment	Flat Roof Remover	1	\$ 9,000
7	Equipment	Hot Tar Spreader	1	\$ 3,000
8	Equipment	Generators Honda 7500	7	\$ 8,400
9	Equipment	Power Washers 5000 PSi	3	\$ 7,500
10	Equipment	Gas Powered Air Compressors	2	\$ 2,400
11	Equipment	Welder (Chicago Electric)	2	\$ 3,000
12	Equipment	Heavy Duty Hammer Drills (Hilti)	2	\$ 6,000
13	Equipment	Medium Duty Hammer Drills (Bosch)	12	\$ 12,000
14	Equipment	Light Duty Hammer Drills (Bosch)	10	\$ 7,000
15	Equipment	Air Compressor	5	\$ 1,250
16	Equipment	Metal Cut-Off Saw 14" (Milwaukee)	4	\$ 2,400
17	Equipment	Table Saw 10" (Bosch)	2	\$ 1,600
18	Equipment	Miter Saw 12" (DeWalt)	3	\$ 1,800
19	Equipment	Singular Saw 7" (Bosch)	10	\$ 2,000
20	Equipment	Ceramic Tile Saws (Rigid)	2	\$ 3,000
21	Equipment	Airless Sprayers (Greco)	5	\$ 7,500
22	Equipment	HVLP Sprayer (CAP)	1	\$ 3,500
23	Equipment	Concrete Mixer	2	\$ 2,000
24	Equipment	Self Leveling Lasers (Specktra)	2	\$ 2,000
25	Equipment	Self Leveling Lasers (Bosch)	3	\$ 3,000
26	Equipment	Buffers	2	\$ 2,000
27	Equipment	TPO Heat Welder	1	\$ 6,000
28	Equipment	Air Movers (Rigid)	5	\$ 1,500
29	Equipment	Sawzall (DeWalt)	10	\$ 3,000
30	Equipment	Cordless Screw Guns (DeWalt)	20	\$ 4,000
31	Equipment	Roofer Nail Guns (Rigid)	6	\$ 1,200
32	Equipment	Drywall Screw Guns	8	\$ 1,600
33	Equipment	Construction Vacuum Cleaners	7	\$ 2,100
34	Equipment	Extension Cords 100lf	30	\$ 1,500
35	Equipment	Extension Cords 50lf	25	\$ 750
36	Equipment	Extension Ladders 32ft (Werner)	5	\$ 1,500
37	Equipment	Extension Ladders 40ft (Werner)	2	\$ 800
38	Equipment	Extension Ladders 20ft (Werner)	5	\$ 1,000
39	Equipment	Step Ladders 12ft (Werner)	3	\$ 750
40	Equipment	Step Ladders 10ft (Werner)	8	\$ 1,600
41	Equipment	Step Ladders 8ft (Werner)	10	\$ 1,500
42	Equipment	Step Ladders 6ft (Werner)	15	\$ 1,500

43	Material	Construction Material	BULK	\$ 40,000
44	Vehicle	Ford E350 HD Van 2004	1	\$ 8,000
45	Vehicle	Chevrolet Cargo Van 2007	1	\$ 10,000
46	Vehicle	Ford Passanger Van 2008	1	\$ 5,000
47	Vehicle	Ford F150 Truck 2007	1	\$ 12,000
48	Vehicle	Toyota Pruis 2014	1	\$ 10,000
49	Vehicle	Jaguar XF 2015	1	\$ 35,000
Total:				\$ 322,150



67 Danforth Avenue | Paterson, NJ 07501 | Main: 973-396-2579 / Fax: 973-396-2580

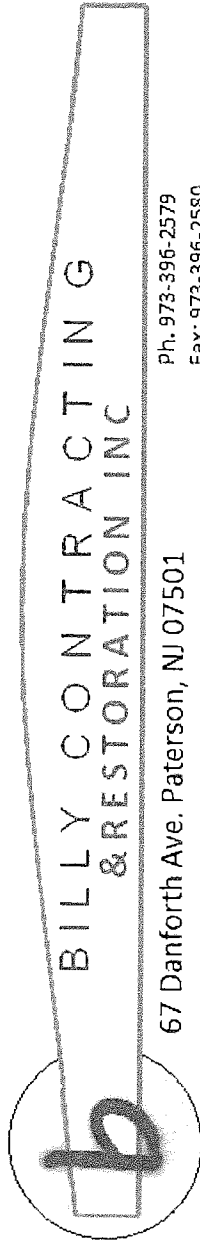
To Whom it may concern,

Please find our trade references below. Should you require additional references, please do not hesitate to contact us.

Thank you,

Billy Contracting and Restoration, Inc.

Company	Contact	Phone/Fax Number	E-mail
Kamco Supply of NJ 845 E. 25 th Street Paterson, NJ 07513	Cheryl Horsch	973-247-1234 Fax N/A	chorsch@kamco.com
Passaic Metal & Building Supplies (PAMCO) 5 Central Ave., Clifton, NJ 07011	Barry	973-479-8735 Fax N/A	N/A
Kenseal (White Cap) 21-32 Borden Ave Long Island City, NY 11101	Sean Pardue	973-546-9000 Fax N/A	sean.pardue@kenseal.com
Sherwin Williams 440 US Highway 46 Parsippany, NJ 07054	Kyle	973-575-6000 Fax N/A	N/A



Principals of Billy Contracting and Restoration

<u>Name</u>	<u>Title</u>	<u>Years/Experience</u>	<u>Scope of Work</u>	<u>In What Capacity?</u>
Blagojce Runtevski	President	26 years	General Contracting	100%
Dime Runtevski	Project Manager	10 years	General Contracting	100%
Tomislav Velkoski	Project Manager	18 years	General Contracting	100%

09/19/01

ZABRANSKY MECHANICAL CORP.
44 MEHRHOF RD
LITTLE FERRY NJ 07643

Taxpayer Identification# 223-281-195/000

Dear Business Representative:

Recently enacted State law (Public Law 2001, c.134) requires all contractors and subcontractors with State, county and municipal agencies to provide proof of their registration with the Department of the Treasury, Division of Revenue. The law became effective September 1, 2001.

Our records indicate that you are currently registered with the Division of Revenue, and accordingly, we have attached a Proof of Registration Certificate for your use. If you are currently under contract or entering into a contract with a State, county or local agency, you must provide a copy of the certificate to the contracting agency.

Please note that the law sets forth penalties for non-compliance with the provisions above. See N.J.S.A. 54:52-20.

Finally, please note that the new law amended Section 92 of the Casino Control Act, which deals with the casino service industry.


Should you have any questions or require more information about the attached certificate, or are involved with the casino service industry, call (609) 292-1730.

Thank you in advance for your consideration and cooperation.

Sincerely,



Patricia A. Chiacchio
Director, Division of Revenue

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08640-0252
TAXPAYER NAME: ZABRANSKY MECHANICAL CORP.	TRADE NAME:	
TAXPAYER IDENTIFICATION# 223-281-195/000	CONTRACTOR CERTIFICATION# 0097840	
ADDRESS 44 MEHRHOF RD LITTLE FERRY NJ 07643	ISSUANCE DATE: 09/19/01	
EFFECTIVE DATE: 02/25/94	 Director, Division of Revenue	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable It must be conspicuously displayed at above address	

06/21/06

Taxpayer Identification# 223-281-195/000

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.

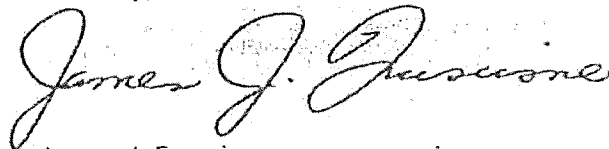
Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

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)282-1730.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Acting 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: ZABRANSKY MECHANICAL CORP.	TRADE NAME:	
ADDRESS: 44 Mehrhof Road Little Ferry NJ 07643	SEQUENCE NUMBER: 0097840	
EFFECTIVE DATE: 02/25/94	ISSUANCE DATE: 06/21/06	
		 Acting Director New Jersey Division of Revenue

FORM-BRC(08-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

NOTICE: The enclosed N.J. State Sales Tax Certificate of Authority (CA-1) is a permit to:

- Collect N.J. State Sales Tax
- Issue N.J. Resale Certificates (ST-3)
- Issue N.J. Exempt Use Certificates (ST-4)

You must have a valid N.J. Sales Tax Certificate to collect Sales Tax or issue certificates.

If you are not subject to collect N.J. Sales Tax but need to issue Resale or Exempt Use Certificates, you can request to be placed on a "Non-reporting Basis". Call or write the Division to obtain the proper forms (ST-6205) at:

State of New Jersey Division of Taxation P O Box 252 Trenton, N.J. 08646-0252 (609) 292-1730.

This Certificate of Authority (CA-1) must be displayed at your place of business.

223-281-195/000

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N.J. 08605

The person, partnership or corporation named below is hereby authorized to collect:
NEW JERSEY SALES & USE TAX

pursuant to: N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the named person at the location specified herein.
This authorization is null and void if any change of ownership or address is effected

Acting Director, Division of Taxation

ZABRANSKY MECHANICAL CORP.
44 Mehrhof Road
Little Ferry NJ 07643

Tax Registration No.: XXX-XXX-195/000

Tax Effective Date: 09-01-95

Document Locator No.: B0000571364

Date Issued: 10-12-06

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address

Certificate Number
604607

Registration Date: 04/04/2023
Expiration Date: 04/03/2025



State of New Jersey
Department of Labor and Workforce Development
Division of Wage and Hour Compliance
Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Zabransky Mechanical Corp
2023

Responsible Representative(s):
Nelson Zabransky Jr., President

Handwritten signature of Robert Asaro-Angelo.

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.

**State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE
Board of Exam. of Master Plumbers

HAS LICENSED

Nelson Zabransky Jr
T/A ZABRANSKY MECH CORP
44 MEHRHOF ROAD PO BOX 268
LITTLE FERRY, NJ 07643

FOR PRACTICE IN NEW JERSEY AS A(N): **Master Plumber**

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Exam. of Master Plumbers
HAS LICENSED
Nelson Zabransky Jr
Master Plumber

[Signature]
SIGNATURE
Carri Zois
ACTING DIRECTOR
05/03/2023 TO 06/30/2025
VALID
36B101058800
License/Registration/Certificate #

05/03/2023 TO 06/30/2025
VALID

36B101058800
LICENSE/REGISTRATION/CERTIFICATION #

[Signature]
Signature of Licensee/Registrant/Certificate Holder

[Signature]
ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Exam. of Master Plumbers
P.O. Box 45008
Newark, NJ 07101

PLEASE DETACH HERE

Nelson Zabransky Jr EXPIRATION DATE **2025**
YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS **36B1 01058800** . PLEASE USE IT IN ALL
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS USE THIS SECTION TO REPORT ADDRESS
CHANGES YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED
BELOW

Board of Exam. of Master Plumbers
P.O. Box 45008
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW
YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE
AVAILABLE TO THE PUBLIC.

HOME
BUSINESS

PRINT YOUR NEW MAILING ADDRESS BELOW
YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL
CORRESPONDENCE

HOME
BUSINESS

TELEPHONE
INCLUDE AREA CODE

TELEPHONE
INCLUDE AREA CODE

If the law governing your profession requires the current license/registration/certificate to be displayed, it should be within reasonable proximity of your original license/registration/certificate at your principal office or place of business.

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Examiners of HVACR Contractors

HAS LICENSED

Nelson Zabransky Jr
44 Mehrohof Road
Little Ferry NJ 07643

FOR PRACTICE IN NEW JERSEY AS A(N): Master HVACR Contractor

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Examiners of HVACR Contractors
HAS LICENSED
Nelson Zabransky Jr
Master HVACR Contractor

04/24/2024 TO 06/30/2026
VALID
SIGNATURE
Carri Bais
ACTING DIRECTOR
19HC00250000
License/Registration/Certificate #

04/24/2024 TO 06/30/2026
VALID

19HC00250000
LICENSE/REGISTRATION/CERTIFICATION #


Signature of Licensee/Registrant/Certificate Holder


ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Examiners of HVACR Contractors
P.O. Box 47031
Newark, NJ 07101

PLEASE DETACH HERE

Nelson Zabransky Jr
YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS 19HC 00250000 . EXPIRATION DATE 2026
PLEASE USE IT IN ALL
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS USE THIS SECTION TO REPORT ADDRESS
CHANGES YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED
BELOW

Board of Examiners of HVACR Contractors
P.O. Box 47031
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW
YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE
AVAILABLE TO THE PUBLIC

HOME
BUSINESS

TELEPHONE
INCLUDE AREA CODE

PRINT YOUR NEW MAILING ADDRESS BELOW
YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL
CORRESPONDENCE

HOME
BUSINESS

TELEPHONE
INCLUDE AREA CODE

If the law governing your profession requires the current license/registration/certificate to be displayed, it should be
within reasonable proximity of your original license/registration/certificate at your principal office or place of business.

Joni Madonna

From: CClass@treas.state.nj.us
Sent: Tuesday, July 30, 2024 8:47 AM
To: Joni Madonna
Subject: Notice of Classification

ZABRANSKY MECHANICAL CORP.
44 MEHRHOF ROAD
LITTLE FERRY, NJ 07643

State of New Jersey



**DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND
CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034**



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$30,000,000	C032 -HVACR license #: 19HC00250000 C030 -PLUMBING license #: 36BI01058800	08/27/2024 08/27/2024	08/26/2026

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at <https://www.nj.gov/treasury/dpmc/Assets/Files/DPMC701.pdf>.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE [DPMC WEB SITE](#).

NJSDA TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

I certify that the Firm's total amount of uncompleted construction work (defined as the total contract value of unbilled work - including public and private) as of the bid due date is \$ 17,000,000.00

A firm may **exclude** from "uncompleted construction work" the following:

- "Non-at-Risk" construction management services (also known as "fee only" construction management services) where the firm is acting strictly as an agent for the owner.
- On any project where the firm was awarded a single prime contract which encompasses work to be performed by a subcontractor in a principal trade defined as plumbing and gas fitting; steam and hot water heating and ventilation; electrical; or structural steel and ornamental iron work, the firm may calculate the value of the awarded contract by deducting eighty-five percent (85%) of the actual subcontract price of the work to be performed by principal trade(s) from the actual price of the contract awarded to it. The firm will have the burden of proving that the work is encompassed by the principal trades and the value of the amount of work performed by those principal trades.

I further certify that the amount of this bid proposal, including the amount listed above does not exceed my New Jersey Schools Development Authority, Aggregate Rating limit.

Respectfully submitted,



By: Zabransky Mechanical Corp
Name of Firm

Nelson Zabransky Jr.
Signature

Nelson Zabransky Jr. President
Type or Print Name and Title

44 Mehrhof Road
Business Address
Little Ferry, NJ 07643
201-296-0633
Telephone

Date: January 1, 2025

AFFIDAVIT OF COMPLIANCE
PLUMBING CONTRACTOR

Public Law 1988, Chapter 442 (NJSA 45:14C-1 through 4) defines Plumbing Contractor as a licensed master plumber that shall be the holder of not less than 10% of the issued and outstanding shares of stock in the corporation, or not less than 10% of the capital of the partnership, or not less than 10% of the ownership of any other firm or legal entity engaging in the business of plumbing contracting in the State and shall employ either journeyman, plumbers or apprentice plumber or both.

Due to the enactment of Public Law 1988, Chapter 442, you must certify the following:

I certify that I own not less than () 10% of the issued and outstanding shares of stock in the corporation, or not less than () 10% of the capital of the partnership, or not less than () 10% of the ownership of any other firm or legal entity.

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

SWORN AND SUBSCRIBED TO

BEFORE ME THE 1 DAY

OF January 20 25
(type or print)

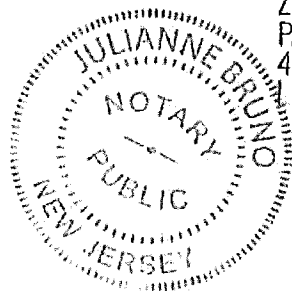
Julianne Bruno
Signature of Notary Public

My Commission Expires: 3/24/25

Nelson Zabransky, Jr.
SIGNATURE

NELSON ZABRANSKY, JR.
NAME OR PERSON SIGNING

President
TITLE OF PERSON SIGNING



ZABRANSKY MECHANICAL CORP.
P.O. BOX 268
44 MEHRHOF ROAD
LITTLE FERRY, NJ 07643

P.A.



CONTRACTOR NOTICE OF PREQUALIFICATION

for
Zabransky Mechanical Corp.
44 Mehrhof Road
Little Ferry, NJ 07643

In accordance with N.J.S.A. 18A:7G-41 and any rules and regulations issued pursuant hereto, your firm has been approved with the NJSDA for Prequalification:

Effective Date: July 30, 2024
Expiration Date: August 26, 2026

Aggregate Limit: \$30 Million

Table with 3 columns and 40 rows of construction services, each with a checkbox. Checked items include Plumbing and HVAC.

ANY ATTEMPT TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS NOTICE MAY RESULT IN PROSECUTION, DEBARMENT, AND/OR DISQUALIFICATION.

Information contained in this notice can be verified at: https://sda03.njsda.gov/PublicReportsUI/VendorSearch.aspx

STATEMENT OF COMPLIANCE (PLUMBING)

The party responsible for plumbing work for this project, including the subcontractor, shall complete this form. The form is to be submitted with the Bid Package.

The licensed master plumber, firm, partnership, corporation or other legal entity with undertakes or offers to undertake for another the planning, laying out, supervising, installing or making of additions, alterations and repairs in the installation of plumbing for this project is the holder of not less than 10% of the issued and outstanding shares of stock in the corporation, or not less than 10% of the capital of the partnership, or not less than 10% of the ownership of any other firm or legal entity engaging in the business of plumbing contracting in the State and shall employ either journeymen, or apprentice plumbers or both.

Zabransky Mechanical Corp.

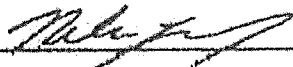
Company Name

Nelson Zabransky, Jr.

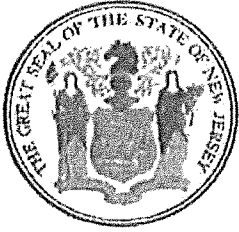
Licensed Plumbers Name

10588

License #

 President.

Signature



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 17,000,000.00

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Respectfully submitted,

By Zabransky Mechanical Corp

Name of Firm

Signature

Handwritten signature of Nelson Zabransky, Jr.

Nelson Zabransky, Jr, President

Title

44 Mehrhof Road

Business Address

Little Ferry, NJ 07643

201-296-0633

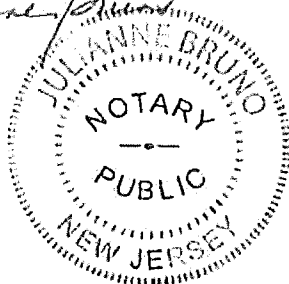
Phone

Sworn to and subscribed before me

This 1 day of January 2025

Notary Public

Handwritten signature of Notary Public



DPMC 701 (3/15)

08/03/16

Taxpayer Identification# 463-966-114/000

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: 1ST GOAL HEATING AND COOLING LIMITED LIA	TRADE NAME:	
ADDRESS: 10 SIESTA DR WAYNE NJ 07470	SEQUENCE NUMBER: 1833552	
EFFECTIVE DATE: 11/07/13	ISSUANCE DATE: 08/03/16	
	 Director New Jersey Division of Revenue	

NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES

CERTIFICATE OF FORMATION

1ST GOAL HEATING AND COOLING LIMITED LIABILITY COMPANY

0400612672

The above-named DOMESTIC LIMITED LIABILITY COMPANY was duly filed in accordance with New Jersey state law on 11/04/2013 and was assigned identification number 0400612672. Following are the articles that constitute its original certificate. &

1. Name:

1ST GOAL HEATING AND COOLING LIMITED LIABILITY COMPANY

2. Registered Agent:

QUINCEY FELIX 3.

Registered Office:

10 SIESTA DR

WAYNE, NJ 07470 4.

Business Purpose:

REPAIR AND INSTALL HOME AIR CONDITIONING AND HEATING

5. Effective Date of this Filing is:

11/20/2013

6. Main Business Address:

10 SIESTA DR

WAYNE, NJ 07470

Signatures:

QUINCEY FELIX

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Examiners of HVACR Contractors

HAS LICENSED

Quincey A. Felix
271 E Blackwell St Unit 4
Dover NJ 07801

FOR PRACTICE IN NEW JERSEY AS A(N): Master HVACR Contractor

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Examiners of HVACR Contractors
HAS LICENSED
Quincey A. Felix
Master HVACR Contractor

04/23/2024 TO 06/30/2026
VALID

19HC00169600

SIGNATURE
Cari Zaris
ACTING DIRECTOR
License/Registration/Certificate #

04/23/2024 TO 06/30/2026
VALID

19HC00169600
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Examiners of HVACR Contractors
P.O. Box 47031
Newark, NJ 07101

PLEASE DETACH HERE

Quincey A. Felix

EXPIRATION DATE 2026

YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS 19HC 00169600 . PLEASE USE IT IN ALL
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS. USE THIS SECTION TO REPORT ADDRESS
CHANGES. YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED
BELOW.

Board of Examiners of HVACR Contractors
P.O. Box 47031
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW.

YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE
AVAILABLE TO THE PUBLIC.

HOME

BUSINESS

TELEPHONE
INCLUDE AREA CODE

PRINT YOUR NEW MAILING ADDRESS BELOW.

YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL
CORRESPONDENCE.

HOME

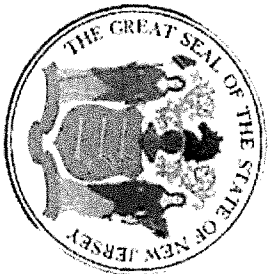
BUSINESS

TELEPHONE
INCLUDE AREA CODE

If the law governing your profession requires the current license/registration/certificate to be displayed, it should be
within reasonable proximity of your original license/registration/certificate at your principal office or place of business.

Certificate Number
707921

Registration Date: 08/13/2024
Expiration Date: 08/12/2026



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

1st Goal Heating and Cooling, LLC
2024

Responsible Representative(s):
Quincey Felix, Owner

Handwritten signature of Robert Asaro-Angelo in black ink.

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.



Page 1 of 1

State of New Jersey

DEPARTMENT OF THE TREASURY DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

33 WEST STATE STREET - P.O. BOX 034 TRENTON, NEW JERSEY 08625-0034

NOTICE OF CLASSIFICATION FOR:

1ST GOAL HEATING AND COOLING LIMITED LIABILITY COMPANY
271 E BLACKWELL ST UNIT 4
DOVER, NJ, 07801

BOND AMOUNT: \$ 3,000,000.00

In accordance with N.J.S.A. 18A:18A-27 et seq. (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department(s) as previously noted.

Aggregate Rating	Trade(s) & License(s)	Effective Date	Expiration Date
\$3,000,000.00	C032 – HVACR* 19HC00169600	09/22/2024	09/21/2026

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- Information on aggregate amounts can be verified on the [DPMC WEB SITE](#).

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION.

Subject Notice of Classification
From <CClass@treas.state.nj.us>
To: <firstgoalhvac@yahoo.com>
Date Today at 8:14 AM

1ST GOAL HEATING & COOLING, LLC
 271 EAST BLACKWELL ST UNIT 4
 DOVER, NJ 07801

State of New Jersey



DEPARTMENT OF THE TREASURY
 DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
 33 WEST STATE STREET - P.O. BOX 034
 TRENTON, NEW JERSEY 08625-0034



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$3,000,000	C032 -HVACR license #: 19HC00169600	09/22/2024	09/21/2026

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC)
- Current license information must be verified prior to bid award
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at <https://www.nj.gov/officeofpublicworks/Assets/Forms/701%201918.pdf>

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE [DPMC WEBSITE](https://www.nj.gov/officeofpublicworks/).



CONTRACTOR NOTICE OF PREQUALIFICATION

for
1st Goal Heating and Cooling, LLC
271 East Blackwell Street Unit #4
Dover, NJ 07801

In accordance with N.J.S.A. 18A:7G-41 and any rules and regulations issued pursuant hereto, your firm has been approved with the NJSDA for Prequalification:

Effective Date: August 14, 2024
Expiration Date: September 21, 2026

Aggregate Limit: \$3 Million

<input type="checkbox"/> Construction Manager as Constructor	<input type="checkbox"/> Sprinkler Systems	<input type="checkbox"/> Pile Driving
<input type="checkbox"/> Design Build	<input type="checkbox"/> Sheet Metal (Mechanical)	<input type="checkbox"/> Prefabrication Buildings
<input type="checkbox"/> General Construction	<input type="checkbox"/> Electrical	<input type="checkbox"/> Prefabrication Music/Sound Clean Rooms
<input type="checkbox"/> General Construction/Alterations & Additions	<input type="checkbox"/> Communications Systems	<input type="checkbox"/> Relocatable Buildings
<input type="checkbox"/> Partitions/Ceilings	<input type="checkbox"/> Fire Alarm/Signal Systems	<input type="checkbox"/> Asbestos Removal/Treatment
<input type="checkbox"/> Doors & Hardware	<input type="checkbox"/> Security/Intrusion Alarms	<input type="checkbox"/> Asbestos Removal/Mechanical
<input type="checkbox"/> Windows	<input type="checkbox"/> Audio Visual Systems	<input type="checkbox"/> Waste Removal Toxic/Hazardous
<input type="checkbox"/> Siding & Gutters	<input type="checkbox"/> Site Work	<input type="checkbox"/> Radon Mitigation
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Sewage & Water Treatment Plants	<input type="checkbox"/> Lead Paint Abatement
<input type="checkbox"/> Flooring/Tile	<input type="checkbox"/> Sewer Piping & Storm Drains	<input type="checkbox"/> Detention Equipment Systems
<input type="checkbox"/> Millwork	<input type="checkbox"/> Landscape Construction	<input type="checkbox"/> Energy Management Systems
<input type="checkbox"/> Insulation	<input type="checkbox"/> Underground Water & Utilities	<input type="checkbox"/> Elevators
<input type="checkbox"/> Acoustical	<input type="checkbox"/> Road Construction & Paving	<input type="checkbox"/> Museum Exhibits
<input type="checkbox"/> Concrete/Foundation Footings/ Masonry Work	<input type="checkbox"/> Athletic Fields/Tracks/Courts	<input type="checkbox"/> Test Boring
<input type="checkbox"/> Gunite	<input type="checkbox"/> Athletic Fields/Synthetic Turf	<input type="checkbox"/> Well Drilling
<input type="checkbox"/> Demolition	<input type="checkbox"/> Pumping Stations	<input type="checkbox"/> Microbial Remediation
<input type="checkbox"/> Fencing	<input type="checkbox"/> Landscape Irrigation	<input type="checkbox"/> Food Service Equipment
<input type="checkbox"/> Historical Light Fixture Restoration	<input type="checkbox"/> Roofing-Membrane EPDM	<input type="checkbox"/> School Furnishings
<input type="checkbox"/> Historical Restoration	<input type="checkbox"/> Roofing-Membrane PVC/CPE/CSPE	<input type="checkbox"/> Lab Furniture/Equipment
<input type="checkbox"/> Pre-Cast Concrete	<input type="checkbox"/> Roofing-Membrane Modified Bitumen	<input type="checkbox"/> Seating/Bleachers
<input type="checkbox"/> Curtain Walls	<input type="checkbox"/> Roofing-Urethane	<input type="checkbox"/> Swimming Pools
<input type="checkbox"/> Architectural Cast Iron	<input type="checkbox"/> Roofing-Built Up	<input type="checkbox"/> Dust Collectors
<input type="checkbox"/> Welding	<input type="checkbox"/> Roofing-Metal	<input type="checkbox"/> Signage & Graphics
<input type="checkbox"/> Structural Steel & Ornamental Iron	<input type="checkbox"/> Roofing-Tile/Slate/Shingles	<input type="checkbox"/> Septic Systems
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Caulking & Waterproofing	<input type="checkbox"/> Stage Equipment
<input type="checkbox"/> Oil & Gas Burners	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Underground Storage Tanks/Closure & Installation
<input checked="" type="checkbox"/> HVACR	<input type="checkbox"/> Roofing-Historical Sites	<input type="checkbox"/> Underground Storage Tanks/Installation
<input type="checkbox"/> Boilers (New Repair)	<input type="checkbox"/> Roofing-TPO	<input type="checkbox"/> Underground Storage Tanks/Closure
<input type="checkbox"/> Service Station	<input type="checkbox"/> Painting-General	<input type="checkbox"/> UST/Tank Testing
<input type="checkbox"/> Solar Energy Systems	<input type="checkbox"/> Painting-Tanks/Steel Structures/ Elevated Structures	<input type="checkbox"/> Underground Storage Tanks/ Corrosion Protection Systems Analysis
<input type="checkbox"/> Energy Services (ESCO)	<input type="checkbox"/> Painting-Historical Sites	<input type="checkbox"/> Above Ground Storage Tanks
<input type="checkbox"/> Geothermal Loop Systems	<input type="checkbox"/> Sandblasting	<input type="checkbox"/> Site Remediation
<input type="checkbox"/> Fireproof Applications	<input type="checkbox"/> Divers	<input type="checkbox"/> Inside Plant Cable
<input type="checkbox"/> Insulation (Mechanical)	<input type="checkbox"/> Barges	<input type="checkbox"/> Outside Plant Cable
<input type="checkbox"/> Fire Suppression Systems	<input type="checkbox"/> Bulkhead & Docks	<input type="checkbox"/> Fiber Installation & Splicing
<input type="checkbox"/> Control Systems	<input type="checkbox"/> Jetty & Breakwater	
<input type="checkbox"/> Parking & Control Systems	<input type="checkbox"/> Dredging	

ANY ATTEMPT TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS NOTICE MAY RESULT IN PROSECUTION, DEBARMENT, AND/OR DISQUALIFICATION.

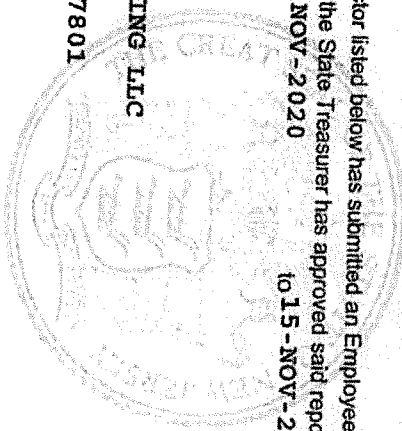
Information contained in this notice can be verified at: <https://sda03.njsda.gov/PublicReportsUI/ VendorSearch.aspx>


Certification 633725

CERTIFICATE OF EMPLOYEE INFORMATION REPORT INITIAL

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-2020** to **15-NOV-2027**

1ST GOAL HEATING & COOLING LLC
271 EAST BLACKWELL ST
DOVER NJ 07801




ELIZABETH MAHER MUOIO
State Treasurer

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

1st Goal Heating & Cooling, LLC

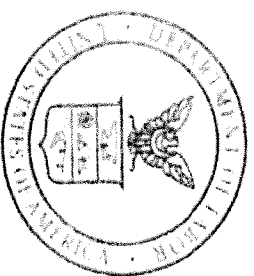
Wharton, NJ

For the occupation of HEATING & AIR CONDITIONING MECHANIC & INSTALLER

Registered as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor

May 31, 2019

2019-NJ-73549



Jul V. Kelly

Registration of Apprenticeship Program

United States Environmental Protection Agency

This is to certify that



1st Goal Heating and Cooling LLC

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

In the jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires November 21, 2028

NAT-F256339-1

Certification #

November 07, 2023

Issued On

A handwritten signature in cursive script that reads "Michelle Price".

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch





State of New Jersey

PHIL MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026

SHEILA OLIVER
Lt. Governor

TRENTON, NJ 08625-034
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

APPROVED

under the
Small Business Set-Aside Act

This certificate acknowledges 1ST GOAL HEATING AND COOLING LIMITED LIABILITY COMPANY as a Category 4 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13 and/or 17:14.

This certification will remain in effect for three years. Annually the business must submit, not more than 60 days prior to the anniversary of the certification approval, an annual verification statement in which it shall attest that there is no change in the ownership, control, or any other factor of the business affecting eligibility for certification as a small businesses.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified small businesses. If the business seeks to be certified again, it will have to reapply.



Peter Lowicki
Deputy Director

Issued: 1/26/2023
Certification Number: A0317-07

Expiration: 1/26/2026

The expiration date is contingent on the proper and on-time filing of all Annual Verifications for non-provisional certificates. Please see above for more detail.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026
TRENTON, NJ 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

PHIL MURPHY
Governor

TAHESHA WAY, ESQ.
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

5-YEAR RECERTIFICATION

APPROVED

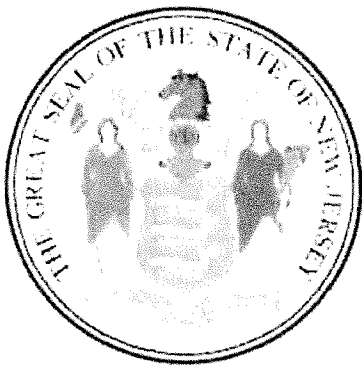
under the

Minority and Women Business Certification Program

This certificate acknowledges 1ST GOAL HEATING AND COOLING LIMITED LIABILITY COMPANY as a Certified Minority Business Enterprise (MBE) that has met the criteria established by N.J.A.C. 17:46.

In order for this certification to remain in effect **throughout the 5 year certification period**, the business **must submit annual verification statements** attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a minority or women-owned business. The verification statements must be submitted **not more than 60 days** prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified minority and women-owned businesses. If the business seeks to be certified again, it will have to reapply by submitting a new application.



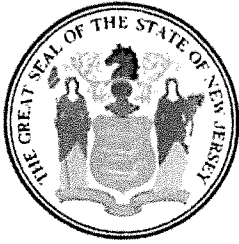
Peter Lowicki
Deputy Director

Issued: 2/2/2024

*Expiration: 2/2/2029

Certification Number: A0438-15

***As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years**



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08626-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 506,832.00.

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Respectfully submitted,

By 1st Goal Heating and Cooling
Name of Firm

Signature [Handwritten Signature]

Manager
Title

271 E Blackwell St
Business Address

Dover NJ 07801

201-598-2740
Phone

Sworn to and
subscribed before me
This 2 day of January
2025

Notary Public

QUINCEY A FELIX
Notary Public, State of New Jersey
Comm. # 50143937
My Commission Expires 11/19/2025

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors

HAS LICENSED

Clifford M. Hartman, Jr
25 Saxton Drive
Hackettstown NJ 07840

FOR PRACTICE IN NEW JERSEY AS A(N): Electrical Contractor

02/02/2024 TO 03/31/2027
VALID

34EI01590800
LICENSE/REGISTRATION/CERTIFICATION #

Cari Zais
ACTING DIRECTOR

Signature of Licensee/Registrant/Certificate Holder

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors
HAS LICENSED
Clifford M. Hartman, Jr
Electrical Contractor

02/02/2024 TO 03/31/2027
VALID
34EI01590800
License/Registration/Certificate #
Cari Zais
SIGNATURE
ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Examiners of Electrical Co
P.O. Box 45006
Newark, NJ 07101

PLEASE DETACH HERE

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors

HAS LICENSED

LULO ELECTRIC LLC
CLIFFORD M HARTMAN, JR
25 Saxton Drive
Hackettstown NJ 07840

FOR PRACTICE IN NEW JERSEY AS A(N): Electrical Business Permit

02/02/2024 TO 03/31/2027
VALID

34EB01590800
LICENSE/REGISTRATION/CERTIFICATION #

Cari Zais
ACTING DIRECTOR

Signature of Licensee/Registrant/Certificate Holder

New Jersey Office of the Attorney General
Division of Consumer Affairs
THIS IS TO CERTIFY THAT THE
Board of Examiners of Electrical Contractors
HAS LICENSED
LULO ELECTRIC LLC
Electrical Business Permit

02/02/2024 TO 03/31/2027
VALID
34EB01590800
License/Registration/Certificate #
Cari Zais
SIGNATURE
ACTING DIRECTOR

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Board of Examiners of Electrical Co
P.O. Box 45006
Newark, NJ 07101

PLEASE DETACH HERE

to be placed on a "Non-reporting Basis". Call or write the Division to obtain the proper forms (ST-6205) at:
State of New Jersey Division of Taxation P O Box 252 Trenton, N.J. 08646-0252 (609) 292-1730.
This Certificate of Authority (CA-1) must be displayed at your place of business.

208-413-693/000

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N J 08695

The person, partnership or corporation named below is hereby authorized to collect:
NEW JERSEY SALES & USE TAX

pursuant to: N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the named person at the location specified herein.
This authorization is null and void if any change of ownership or address is effected.

LULO ELECTRIC LLC
25 SAXTON DRIVE
HACKETTSTOWN NJ 07840

Tax Registration No.: **XXX-XXX-693/000**

Tax Effective Date: **07-01-07**

Document Locator No.: **I0000310765**

Date Issued: **02-14-07**

Carol H. Ferguson
Acting Director, Division of Taxation

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

CERT-1 (7-06)

(See Reverse Side)

James J. Fruscione

James J. Fruscione
Acting 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:
LULO ELECTRIC LLC

ADDRESS:
25 SAXTON DRIVE
HACKETTSTOWN NJ 07840

EFFECTIVE DATE:
02/09/07

TRADE NAME:

SEQUENCE NUMBER:
1302600

ISSUANCE DATE:
03/14/07

James J. Fruscione
Acting Director
New Jersey Division of Revenue

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

Certification 54214

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-Apr-2029 to 15-Apr-2036

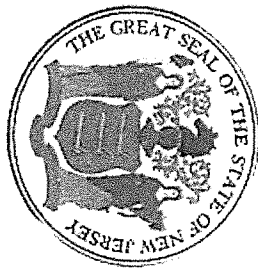
LULO ELECTRIC LLC
25 SAXTON DR.
HACKETTSTOWN NJ 07840



Elizabeth Maher Muoio
ELIZABETH MAHER MUOIO
State Treasurer

Certificate Number
667442

Registration Date: 12/04/2024
Expiration Date: 12/03/2025



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Responsible Representative(s):
Clifford Hartman, President

2024
LULO Electric

Handwritten signature of Robert Asaro-Angelo in black ink.

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.

LULO ELECTRIC LLC
25 SAXTON DR
HACKETTSTOWN, NJ 07840

State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034

NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$1,750,000	C047 -ELECTRICAL license #: 34EB01590800	03/23/2024	03/22/2026

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at <https://www.nj.gov/treasury/dpmc/Assets/Files/DPMC701.pdf>.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE DPMC WEB SITE.

Attachments (2 files, 11.8 KB)

- statelogo (4.8 KB)
- dpmclogo (7.0 KB)



CONTRACTOR NOTICE OF PREQUALIFICATION

for
LuLo Electric, LLC
25 Saxton Drive
Hackettstown, NJ 07840

In accordance with N.J.S.A. 18A:7G-41 and any rules and regulations issued pursuant hereto, your firm has been approved with the NJSDA for Prequalification:

Effective Date: March 19, 2024

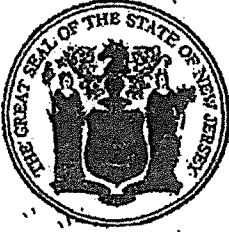
Expiration Date: March 22, 2026

Aggregate Limit: \$ 1.750 Million

Table with 3 columns of prequalification categories and checkboxes. Categories include Construction Manager as Constructor, Design Build, General Construction, etc. The 'Electrical' checkbox is checked.

ANY ATTEMPT TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS NOTICE MAY RESULT IN PROSECUTION, DEBARMENT, AND/OR DISQUALIFICATION.

Information contained in this notice can be verified at: https://sda03.njsda.gov/PublicReportsUI/VendorSearch.aspx



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

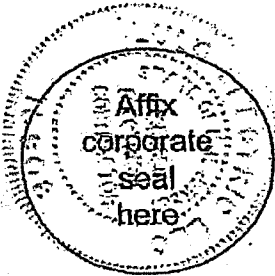
TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 344,112.78

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Respectfully submitted,

By Lulo Electric
Name of Firm

Cell. M. Arj
Signature

President
Title

25 Saxon Dr.
Business Address

Hackettstown, NJ 07840

908.850.1248
Phone

Sworn to and subscribed before me
This 3 day of January 2025
Carmela Carratie
Notary Public

CARMELA CARRATIE
NOTARY PUBLIC OF NEW JERSEY
Commission # 50138378
My Commission Expires 9/29/2025

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:

R.S. PHILLIPS STEEL, LLC

TRADE NAME:

TAXPAYER IDENTIFICATION#

223-660-595/000

CONTRACTOR CERTIFICATION#

0087669

ADDRESS

128 LAKE POCHUNG ROAD
SUSSEX NJ 07461

ISSUANCE DATE:

09/13/01

EFFECTIVE DATE:

06/24/99

Patricia A. Chiacchis

Director, Division of Revenue

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

RS/10/14

NOTICE: The enclosed N.J. State Sales Tax Certificate of Authority (CA-1) is a permit to:

- Collect N.J. State Sales Tax
- Issue N.J. Resale Certificates (ST-3)
- Issue N.J. Exempt Use Certificates (ST-4)

You must have a valid N.J. Sales Tax Certificate to collect Sales Tax or issue certificates. If you are not subject to collect N.J. Sales Tax but need to issue Resale or Exempt Use Certificates, you can request to be placed on a "Non-reporting Basis". Call or write the Division to obtain the proper forms (ST-6205) at: State of New Jersey Division of Taxation P O Box 252 Trenton, N.J. 08646-0252 (609) 292-9292. This Certificate of Authority (CA-1) must be displayed at your place of business.

223-660-595/000

STATE OF NEW JERSEY
Certificate of Authority

DIVISION OF TAXATION
TRENTON, N.J. 08646

The person, partnership or corporation named below is hereby authorized to collect
NEW JERSEY SALES & USE TAX

pursuant to N.J.S.A. 54:32B-1 ET SEQ.

This authorization is good ONLY for the named person at the location specified herein.
This authorization is null and void if any change of ownership or address is effected.

R.S. PHILLIPS STEEL, LLC
128 LAKE POCHUNG ROAD
SUSSEX NJ 07461

Michael J. Boy
Acting Director, Division of Taxation

Tax Registration No: **xxx-xxx-595/000**
Tax Effective Date: **01-01-11**
Document Locator No.: **B0000815908**
Date Issued: **01-11-11**

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

CERT-1
04-08, D205846L

(See Reverse Side)

NOT AN
ELECTRICIAN'S
OR PLUMBER'S
LICENSE

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Home Improvement Contractors

HAS REGISTERED

RS PHILLIPS STEEL LLC
Neil Phillips, Scott Phillips, Reginald Phillip
128 Lake Pochung Rd
Sussex NJ 07461

FOR PRACTICE IN NEW JERSEY AS A(N): Home Improvement Contractor

New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Home Improvement Contractors
HAS REGISTERED
RS PHILLIPS STEEL LLC
Home Improvement Contractor

NOT AN ELECTRICIAN'S OR PLUMBER'S LICENSE
02/01/2024 TO 03/31/2025
VALID

SIGNATURE
Cari Sain
ACTING DIRECTOR
13VH07560500
License/Registration/Certificate #

02/01/2024 TO 03/31/2025
VALID

13VH07560500
LICENSE/REGISTRATION/CERTIFICATION #

Cari Sain
ACTING DIRECTOR

Signature of Licensee/Registrant/Certificate Holder

PLEASE DETACH HERE
IF YOUR LICENSE/REGISTRATION/
CERTIFICATE ID CARD IS LOST
PLEASE NOTIFY:
Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

PLEASE DETACH HERE

RS PHILLIPS STEEL LLC

EXPIRATION DATE 2025

YOUR LICENSE/REGISTRATION/CERTIFICATE NUMBER IS 13VH 07560500 . PLEASE USE IT IN ALL
CORRESPONDENCE TO THE DIVISION OF CONSUMER AFFAIRS. USE THIS SECTION TO REPORT ADDRESS
CHANGES. YOU ARE REQUIRED TO REPORT ANY ADDRESS CHANGES IMMEDIATELY TO THE ADDRESS NOTED
BELOW.

Home Improvement Contractors
P.O. Box 45016
Newark, NJ 07101

PRINT YOUR NEW ADDRESS OF RECORD BELOW.
YOUR ADDRESS OF RECORD IS THE ADDRESS THAT WILL PRINT ON
YOUR LICENSE/REGISTRATION/CERTIFICATE AND IT MAY BE MADE
AVAILABLE TO THE PUBLIC.

PRINT YOUR NEW MAILING ADDRESS BELOW.
YOUR MAILING ADDRESS IS THE ADDRESS THAT WILL BE USED BY
THE DIVISION OF CONSUMER AFFAIRS TO SEND YOU ALL
CORRESPONDENCE.

HOME
BUSINESS

HOME
BUSINESS

TELEPHONE
INCLUDE AREA CODE

TELEPHONE
INCLUDE AREA CODE

If the law governing your profession requires the current license/registration/certificate to be displayed, it should be
within reasonable proximity of your original license/registration/certificate at your principal office or place of business.

CONTRACTOR NOTICE OF PREQUALIFICATION

for
 R.S. Phillips Steel LLC
 128 Lake Pochung Road
 Sussex, NJ 07461

In accordance with N.J.S.A. 18A:7G-41 and any rules and regulations issued pursuant hereto, your firm has been approved with the NJSDA for Prequalification:

Effective Date: August 6, 2024
 Expiration Date: September 24, 2026

Aggregate Limit: \$3 Million

<input type="checkbox"/> Construction Manager as Constructor	<input type="checkbox"/> Sprinkler Systems	<input type="checkbox"/> Pile Driving
<input type="checkbox"/> Design Build	<input type="checkbox"/> Sheet Metal (Mechanical)	<input type="checkbox"/> Prefabrication Buildings
<input type="checkbox"/> General Construction	<input type="checkbox"/> Electrical	<input type="checkbox"/> Prefabrication Music/Sound Clean Rooms
<input type="checkbox"/> General Construction/Alterations & Additions	<input type="checkbox"/> Communications Systems	<input type="checkbox"/> Relocatable Buildings
<input type="checkbox"/> Partitions/Ceilings	<input type="checkbox"/> Fire Alarm/Signal Systems	<input type="checkbox"/> Asbestos Removal/Treatment
<input type="checkbox"/> Doors & Hardware	<input type="checkbox"/> Security/Intrusion Alarms	<input type="checkbox"/> Asbestos Removal/Mechanical
<input type="checkbox"/> Windows	<input type="checkbox"/> Audio Visual Systems	<input type="checkbox"/> Waste Removal Toxic/Hazardous
<input type="checkbox"/> Siding & Gutters	<input type="checkbox"/> Site Work	<input type="checkbox"/> Radon Mitigation
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Sewage & Water Treatment Plants	<input type="checkbox"/> Lead Paint Abatement
<input type="checkbox"/> Flooring/Tile	<input type="checkbox"/> Sewer Piping & Storm Drains	<input type="checkbox"/> Detention Equipment Systems
<input type="checkbox"/> Millwork	<input type="checkbox"/> Landscape Construction	<input type="checkbox"/> Energy Management Systems
<input type="checkbox"/> Insulation	<input type="checkbox"/> Underground Water & Utilities	<input type="checkbox"/> Elevators
<input type="checkbox"/> Acoustical	<input type="checkbox"/> Road Construction & Paving	<input type="checkbox"/> Museum Exhibits
<input type="checkbox"/> Concrete/Foundation Footings/ Masonry Work	<input type="checkbox"/> Athletic Fields/Tracks/Courts	<input type="checkbox"/> Test Boring
<input type="checkbox"/> Guniting	<input type="checkbox"/> Athletic Fields/Synthetic Turf	<input type="checkbox"/> Well Drilling
<input type="checkbox"/> Demolition	<input type="checkbox"/> Pumping Stations	<input type="checkbox"/> Microbial Remediation
<input type="checkbox"/> Fencing	<input type="checkbox"/> Landscape Irrigation	<input type="checkbox"/> Food Service Equipment
<input type="checkbox"/> Historical Light Fixture Restoration	<input type="checkbox"/> Roofing-Membrane EPDM	<input type="checkbox"/> School Furnishings
<input type="checkbox"/> Historical Restoration	<input type="checkbox"/> Roofing-Membrane PVC/CPE/CSPE	<input type="checkbox"/> Lab Furniture/Equipment
<input type="checkbox"/> Pre-Cast Concrete	<input type="checkbox"/> Roofing-Membrane Modified Bitumen	<input type="checkbox"/> Seating/Bleachers
<input type="checkbox"/> Curtain Walls	<input type="checkbox"/> Roofing-Urethane	<input type="checkbox"/> Swimming Pools
<input type="checkbox"/> Architectural Cast Iron	<input type="checkbox"/> Roofing-Built Up	<input type="checkbox"/> Dust Collectors
<input checked="" type="checkbox"/> Welding	<input type="checkbox"/> Roofing-Metal	<input type="checkbox"/> Signage & Graphics
<input checked="" type="checkbox"/> Structural Steel & Ornamental Iron	<input type="checkbox"/> Roofing-Tile/Slate/Shingles	<input type="checkbox"/> Septic Systems
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Caulking & Waterproofing	<input type="checkbox"/> Stage Equipment
<input type="checkbox"/> Oil & Gas Burners	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Underground Storage Tanks/Closure & Installation
<input type="checkbox"/> HVACR	<input type="checkbox"/> Roofing-Historical Sites	<input type="checkbox"/> Underground Storage Tanks/Installation
<input type="checkbox"/> Boilers (New Repair)	<input type="checkbox"/> Roofing-TPO	<input type="checkbox"/> Underground Storage Tanks/Closure
<input type="checkbox"/> Service Station	<input type="checkbox"/> Painting-General	<input type="checkbox"/> UST/Tank Testing
<input type="checkbox"/> Solar Energy Systems	<input type="checkbox"/> Painting-Tanks/Steel Structures/ Elevated Structures	<input type="checkbox"/> Underground Storage Tanks/ Corrosion Protection Systems Analysis
<input type="checkbox"/> Energy Services (ESCO)	<input type="checkbox"/> Painting-Historical Sites	<input type="checkbox"/> Above Ground Storage Tanks
<input type="checkbox"/> Geothermal Loop Systems	<input type="checkbox"/> Sandblasting	<input type="checkbox"/> Site Remediation
<input type="checkbox"/> Fireproof Applications	<input type="checkbox"/> Divers	<input type="checkbox"/> Inside Plant Cable
<input type="checkbox"/> Insulation (Mechanical)	<input type="checkbox"/> Barges	<input type="checkbox"/> Outside Plant Cable
<input type="checkbox"/> Fire Suppression Systems	<input type="checkbox"/> Bulkhead & Docks	<input type="checkbox"/> Fiber Installation & Splicing
<input type="checkbox"/> Control Systems	<input type="checkbox"/> Jetty & Breakwater	
<input type="checkbox"/> Parking & Control Systems	<input type="checkbox"/> Dredging	

ANY ATTEMPT TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS NOTICE MAY RESULT IN PROSECUTION, DEBARMENT, AND/OR DISQUALIFICATION.

Information contained in this notice can be verified at: <https://sda03.njsda.gov/PublicReportsUI/ VendorSearch.aspx>

NJSDA Risk Management – Prequalification Unit – 609-858-5356



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES

P.O. BOX 026

TRENTON, NJ 08625-026

PHONE: 609-292-2146 FAX: 609-984-6679

PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

AMENDED 5-YEAR RECERTIFICATION

APPROVED

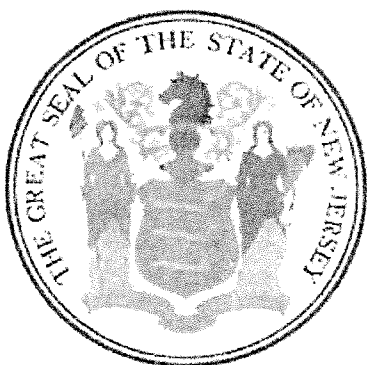
under the

Small Business Set-Aside Act

This certificate acknowledges R.S. PHILLIPS STEEL, LLC DBA:RS PHILLIPS STEEL LLC as a Category 5 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13.

In order for this certification to remain in effect **throughout the 5 year certification period**, the business **must submit annual verification statements** attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a small business. The verification statements must be submitted **not more than 60 days** prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified small business entities. If the business seeks to be certified again, it will have to reapply by submitting a new application.



Peter Lowicki
Deputy Director

Issued: 11/4/2021

*Expiration: 11/4/2026

Certification Number: A0184-65

*As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years.

Barbara Kimmich

From: CClass@treas.state.nj.us
Sent: Thursday, August 1, 2024 8:07 AM
To: barbarak@rsphillipssteel.com
Subject: Notice of Classification

R.S. PHILLIPS STEEL, LLC
128 LAKE POCHUNG ROAD
SUSSEX, NJ 07461

State of New Jersey



DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

Aggregate Amount	Trade(s) & License(s)	Effective Date	Expiration Date
\$3,000,000	C029 -STRUCTURAL STEEL & ORNAMENTAL IRON C028 -WELDING	09/25/2024 09/25/2024	09/24/2026

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at <https://www.nj.gov/treasury/dpmc/Assets/Files/DPMC701.pdf>.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE [DPMC WEB SITE](#).

CERTIFICATE of PARTICIPATION

ACKNOWLEDGES THAT THE FOLLOWING COMPANY

RS Phillips Steel, LLC

PURSUANT TO AMENDMENTS TO N.J.S.A. 34:11-56.50 AND N.J.S.A. 34:11-56.52(6),
ABC-NJ CERTIFIES PARTICIPATION IN A REGISTERED APPRENTICESHIP PROGRAM BY
ACTIVELY PARTICIPATING IN THE ERISA TRUST.

ABCNJ - ERISA TRUST PARTICIPATOR

Trade(s) covered by participation: Structural Iron Worker

Samantha DeAlmeida Roman

**SIGNED, Samantha DeAlmeida Roman
ERISA Administrative Manager**

EXPIRES 5.31.2025

ABC-NJ
REGISTERED
APPRENTICESHIP
ERISA MEMBER

NJ DOL Program # 2019-NJ-72802
Cert# 13904145
Issue Date 4.26.2024



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
ANNUAL REPORT CERTIFICATE

R.S. PHILLIPS STEEL, LLC
0600070722

The Division of Revenue and Enterprise Services hereby affirms that the following annual reports for R.S. PHILLIPS STEEL, LLC was submitted on 03/26/2024 for the years: 2023-2024

Registered Agent and Office

NEIL PHILLIPS
128 LAKE POCHUNG RD
SUSSEX, NJ 07461-4127

Main Business Address

128 LAKE POCHUNG RD
SUSSEX, NJ 07461

Principal Business Address

128 LAKE POCHUNG RD
SUSSEX, NJ 07461

Officers and Directors

GENERAL PARTNER
NEIL S PHILLIPS
128 LAKE POCHUNG RD
SUSSEX, NJ 07461-4127

GENERAL PARTNER
SCOTT F PHILLIPS
128 LAKE POCHUNG RD
SUSSEX, NJ 07461-4127



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal, this
26th day of March, 2024*

A handwritten signature in cursive script, appearing to read "Elizabeth Maher Muoio".

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 2796532372
Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
ANNUAL REPORT CERTIFICATE**

R.S. PHILLIPS STEEL, LLC
0600070722

The Division of Revenue and Enterprise Services hereby affirms that the following annual report for R.S. PHILLIPS STEEL, LLC was submitted on 05/02/2022 for the year: 2022

Registered Agent and Office

NEIL PHILLIPS
128 LAKE POCHUNG RD
SUSSEX, NJ 07461-4127

Main Business Address

128 LAKE POCHUNG RD
SUSSEX, NJ 07461

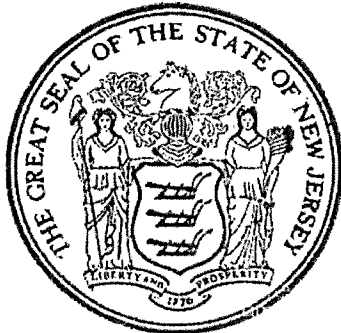
Principal Business Address

128 LAKE POCHUNG RD
SUSSEX, NJ 07461

Officers and Directors

GENERAL PARTNER
NEIL S PHILLIPS
128 LAKE POCHUNG RD
SUSSEX, NJ 07461-4127

GENERAL PARTNER
SCOTT F PHILLIPS
128 LAKE POCHUNG RD
SUSSEX, NJ 07461-4127



*IN TESTIMONY WHEREOF, I have
hereunto set my hand and affixed
my Official Seal, this
2nd day of May, 2022*

*Elizabeth Maher Muoio
State Treasurer*

Certificate Number : 2633210947
Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

LICENSE NO.
L068066

State of New Jersey
Department of Banking and Insurance
Licensing Services Bureau - Banking
PO Box 473
Trenton, NJ 08625-0473

SEQUENCE NO.
602892

REFERENCE NO.
1300279-C03

THIS CERTIFIES THAT: **R S PHILLIPS STEEL LLC**

LOCATED AT: **128 LAKE POCHUNG ROAD
SUSSEX, NJ 07461**

IS LICENSED AS A: **HOME REPAIR CONTRACTOR (CORPORATION)**

LICENSE ISSUE DATE
07/01/2023

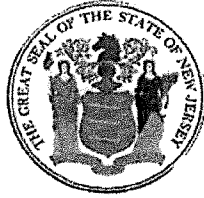
LICENSE EXPIRE DATE
06/30/2025

Marlene Caride

Commissioner

Certificate Number
610461

Registration Date: 12/05/2023
Expiration Date: 12/04/2025



State of New Jersey

Department of Labor and Workforce Development
Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

RS Phillips Steel LLC
2023

Responsible Representative(s):
Scott Phillips, Managing Member

Responsible Representative(s):
Neil Phillips, Managing Member

Handwritten signature of Robert Asaro-Angelo in cursive.

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned
and may be revoked for cause by the Commissioner
of Labor and Workforce Development.

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

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-APR-2022** to **15-APR-2029**



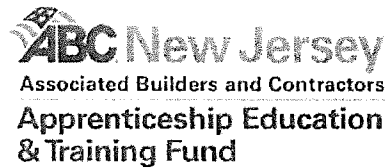
RS PHILLIPS STEELLC
128 LAKE POCHUNG RD
SUSSEX NJ 07461



Handwritten signature of Elizabeth Maher Muoio.

ELIZABETH MAHER MUOIO
State Treasurer

AA-302 CERTIFICATE



R.S. Phillips Steel, LLC
Scott Phillips
128 Lake Pochung Road
Sussex, NJ 07461

May 15, 2023

Dear Mr. Phillips,

On behalf of the Board of Trustees, thank you for your participation in the ABC New Jersey Apprenticeship Education & Training Fund (ABC-NJ AETF). Your participation provides the necessary resources to grow and sustain our Apprenticeship Program.

Please accept this letter as confirmation of your annual participation to ABC-NJ AETF, the ERISA Trust established to administer ABC-NJ's Apprenticeship Program. Below are the details of your participation:

Participation amount: \$3200.00
Credit Card ID #64369944178
Trade(s) covered by participation: Structural Iron Work
Participation expiration date: 5.31.2024

Thank you again for your annual participation.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Samantha DeAlmeida'.

Samantha DeAlmeida
Administrative Manager

Please note: Companies may be able to take a credit against their employee's prevailing wage fringe benefits obligation to cover the cost of the yearly contributions to the ABC-NJ Apprenticeship Training & Education Fund, an ERISA Trust. Contact your legal and accounting professionals for guidance on how to properly credit your company's contribution.

ABC New Jersey Apprenticeship Education & Training Fund
Tax ID: 83-367087

ABC New Jersey Apprenticeship Training & Education Fund

139 Gaither Drive, Suite I · Mount Laurel, NJ 08054
(856) 437-4130 · training@abcnjc.org · www.abcnjc.org



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES

P.O. BOX 026

TRENTON, NJ 08625-026

PHONE: 609-292-2146 FAX: 609-984-6679

PHIL MURPHY
Governor

TAHESHA WAY, ESQ.
Lt. Governor

ELIZABETH MAHER MUOIO
State Treasurer

AMENDED 5-YEAR RECERTIFICATION

APPROVED

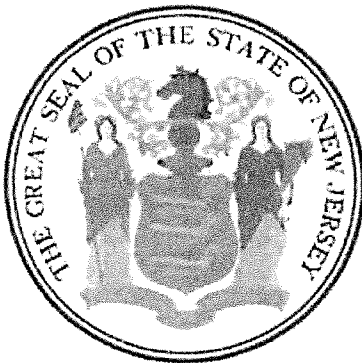
under the

Small Business Set-Aside Act

This certificate acknowledges R.S. PHILLIPS STEEL, LLC DBA:RS PHILLIPS STEEL LLC as a Category 5 Approved Small Business Enterprise (SBE) that has met the criteria established by N.J.A.C. 17:13.

In order for this certification to remain in effect **throughout the 5 year certification period**, the business **must submit annual verification statements** attesting that there has been no change in ownership, control, or any other factor of the business affecting eligibility for certification as a small business. The verification statements must be submitted **not more than 60 days** prior to the anniversary of the certification approval.

If the business fails to submit the annual verification statement by the anniversary date, or a renewal by its expiration date, the certification will lapse and the business will be removed from the system (SAVI) that lists certified small business entities. If the business seeks to be certified again, it will have to reapply by submitting a new application.



Peter Lowicki
Deputy Director

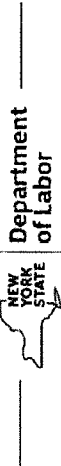
Issued: 11/4/2021

*Expiration: 11/4/2026

Certification Number: A0184-65

*As noted above, in order to maintain its certification status, the business must submit verification statements for each of the five years.

WE ARE YOUR DOL



DIVISION OF SAFETY AND HEALTH LICENSE AND CERTIFICATE UNIT, STATE OFFICE CAMPUS, BUILDING 12, ALBANY, NY 12226

CERTIFICATE OF CONTRACTOR REGISTRATION

This Certificate Entitles the Holder to Perform and Bid on Public Work and

Covered Private Construction Projects in the State of New York,

Subject to the Prevailing Wage Requirements of

NYS Labor Law Article 8

R.S. Phillips Steel, LLC

128 Lake Pochung Road

Sussex, New Jersey 07461

Phone Number: 9738276464

Registration Number: 24-64N7E-CR

Date of Issue: 2024-12-17

Expiration Date: 2026-12-29

(This license is valid only for the contractor named above)

A handwritten signature in cursive script that reads "Roberta Reardon".

Roberta Reardon

Commissioner

New York State Department of

Labor





R.S. Phillips Steel, LLC
128 Lake Pochung Road
Sussex, New Jersey 07461

Hello,

Enclosed is your **Certificate of Contractor Registration**. Please keep this document as proof of your registration.

This Certificate is valid for two (2) years, unless revoked or suspended.

If you bid or commence work on a public work project or covered private project without being properly registered, you may be subject to a civil penalty and denial of your registration application pursuant to NYS LL § 220-I(8).

If your registration or a subcontractor's registration lapses while performing contracted work on a covered project, the work for that project may be completed.

If you are determined unfit and your certificate is revoked or suspended, then a monitor approved by the Commissioner must be appointed to oversee the completion of the work at your expense.

If your certificate is to be suspended or revoked for any reason, you will receive a notice and an opportunity to contest at a hearing prior to the suspension or revocation taking effect.

Please note that any subcontractors or independent contractors you hire to work on a public work or covered private construction project must obtain their own Certificate of Contractor Registration to perform such work.

If you allow a subcontractor or independent contractor to perform work on a public work or covered private project without being properly registered, you and the other contractor may be subject to a civil penalty and revocation/suspension/denial of your registration pursuant to NYS LL § 220-I(8).

Any project where work is performed in violation of Contractor Registration requirements, or any provisions of NYS Labor Law Article 8, is subject to the issuance of a Stop Work Order, pursuant to NYS LL § 224-B.

Shaun McCready
Director of Public Work &
Prevailing Wage Enforcement



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

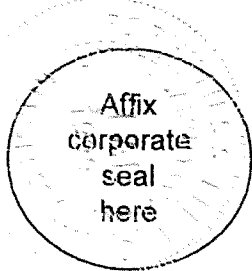
TOTAL AMOUNT OF UNCOMPLETED CONTRACTS

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ 1,000,000.

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Respectfully submitted,

By R.S. Phillips Steel LLC
Name of Firm

[Signature]
Signature

P.M.
Title

128 Lake Pochung Rd.
Business Address

Sussex, NJ 07461

(973) 827-6464
Phone

Sworn to and subscribed before me
This 2nd day of JANUARY
20 25

[Signature]
Notary Public

BARBARA A. KIMMICH
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires Sept. 12, 2027

DPMC 701 (3/15)



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Jon Connolly

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: January 15, 2025

SUBJECT: Carpet Removal and Install

Description: Building B Executive Office Lobby and Board Room

Vendor Name: Hannon Floors

Amount: \$ 18,822.50

Procurement Method: NJ STATE Approved Pricing System #65MCESCCPS Commercial Floor Carpet & Flooring: Purchase, Installation, & Related Service (# ESCNJ 23/24-14)

Funding: Chapter 12

Attachments: Hannon Floors Quote



Sussex County Community College

1 College Hill Rd
Newton, NJ 07860
Attention: Rose Figueroa

December 11, 2024

We are pleased to submit our estimate as follows. Abatement of existing tile non friable and mastic in the Executive Boardroom. All generated waste will be disposed of in regulated EPA landfill. Remove two layers of carpeting from the lobby area of the Executive Suite. Prepare skim coat floor as needed throughout both specified areas. Furnish and install new carpet in the boardroom and lobby entrance. Price includes 6-inch base and transitions where needed.

Job Location: Building B Executive Office Lobby & Board Room

RE Flooring Quote (NJ STATE Approved Pricing System #65MCESCCPS Commercial Floor Carpet & Flooring: Purchase, Installation, & Related Service #ESCNJ 23/24-14)

Abatement- Conference Room

VAT non-friable \$8.61 x 750	\$6,457.50
Mastic removal- 3.52 x750	\$2,640.00
<hr/>	
	Total- \$9,097.50

Conference Room and Lobby Area

Carpet removal- 119 square yards x 6.44 per each layer (times 2)	\$1,532.72
Carpet disposal 119 x 2.94 (per each layer time 2)	\$699.72
Base removal 208 x .46	\$95.68
Base disposal 208 x .91	\$189.28
<hr/>	
	Total- \$2,517.40

Prep & Install

Skim/prep \$1.85 x 500 square feet	\$925.00
Carpet install- \$14.49 x 119	\$1,724.31
Base 6" \$3.15 x 208	\$655.20
<hr/>	
	Total- \$3,304.51

Material

Mohawk Swipe Right- \$29.95 x 119	\$3,564.05
6" base 1.63 x 208	\$339.04
<hr/>	
	Total- \$3,903.09

Job Total- \$18,822.50

- Work @ regular hours
- Price does not include any unforeseen issues
- Furniture removed by other.
- Manufactory maintenance and Warranty will be provided for products used.
- Proper furniture and chair protection should be followed.

Should you have any questions please feel free to call.

Thank you,
Kristin Banks
973-784-2941

Memo

To: Board of Trustees
From: Dr. Cory Homer, Interim President
Re: Diane Harris, Tenure Recommendation

It is a great honor to recommend granting tenure to Ms. Diane Harris, Instructor of Mathematics. Diane has served many instructional roles at the College, including as an instructor in our long-standing, grant-based Adult Education consortium, an academic tutor, an adjunct faculty member, and a full-time faculty member. After reviewing the recommendations of the assembled tenure committee, the Chief Academic Officer and the Associate Vice President of Academic Affairs, each make sound and convincing arguments in favor of this determination.

Full-time faculty are one of the most important resources of any institution of higher education. They are the “anchors” within disciplines, providing a tethering among the adjunct faculty within the same discipline. Among many other offerings, full-time faculty serve on governance and non-governance committees, which shape and support important decision-making frameworks. Faculty research, explore and develop new degree offerings, and they work with the administration to support our students. They become life-long mentors to students as they pursue their advanced degrees. All of the ways that I have described the significance of full-time faculty are strengths I find in Diane Harris.

I have personally worked with Diane through the College’s Skylands Research Institute, specifically examining the potential correlation between self-regulated learning and academic achievement in mathematics. I was happy to see her present on this research at the Mathematics Association of Two Year Colleges Annual Conference in the Fall 2024 Semester.

After considering all of these items, I offer my full support for awarding Diane Harris tenure at Sussex County Community College.

Cory Homer, Ph.D.
Interim President

Memo

To: Board of Trustees

From: Jon H. Connolly, President

Re: Diane Harris, Tenure Recommendation

Upon the recommendation of the assembled faculty tenure committee, the Chief Academic Officer, and the Associate Vice President of Academic Affairs & Dean of Faculty, I present Diane Harris for Tenure to the Board of Trustees of Sussex County Community College. I fully agree with these recommendations and hereby present Ms. Diane Harris for tenure.

Diane has been with the college as an adjunct faculty member, part-time tutor, a full-time consortium specialist/instructor in the grant-funded Adult Basic Skills program, and now as full-time faculty in the math department. Her dedication to the work of student success and to quality instruction is well-known and her expectations of students are high. Rigor and high standards have been blended with a profound alacrity to help students in their efforts. This approachability has invited students to seek help from her when they have trouble. This is the most important thing we can do to help students: draw-out of them the ability to seek help and ask questions to improve. Diane has a remarkable gift in this regard, in a discipline that is the most anxiety-producing of all for students in college.

Dr. Katheen Okay writes of Diane: “Diane is a wonderfully talented and highly knowledgeable professor in her discipline. Her enthusiasm for her discipline is infectious! Diane LOVES math – and she wants you to love it too! Upon entering the class, and throughout the entire session, what was readily apparent was a warm rapport between Diane and her students.”

Dean, Nancy Gallo writes of Diane Harris: “My assessment is based on witnessing Prof. Harris’s stalwart advocacy of our college’s institutional mission, as well as my appreciation for our collaborative and positive working relationship these past five years. I have found that her empathy, productivity and ethics, joined with her commitment to student needs is evidenced daily. My assessment of Prof. Harris is affirmed by Prof. Peter Burger from Passaic County Community College, in his independent subject matter expert’s report, wherein he declares, “I have never met a harder working person who puts forth such quality effort and meaningful results. I give my full recommendation of tenure for Mrs. Harris.”

It is therefore with unreserved and full-throated affirmation that I recommend Diane Harris for tenure at Sussex County Community College.

Sussex County Community College Office of Academic Affairs

December 3, 2024

Dear Dr. Connolly,

I am pleased to inform you that both the Tenure committee, and Dr. Nancy Gallo, Associate Vice President of Academic Affairs and Dean of Faculty, have returned positive affirmations of their support for Ms. Harris' candidacy for the granting of tenure status.

Diane has served admirably and excellently as an instructor of mathematics, as well as Lead Faculty for mathematics. Prior to this, Diane served as an adjunct instructor and as a full-time consortium specialist for our ABE/HSE grant program. In addition to interacting with Diane on various campus initiatives, I have been very impressed with her contributions, and overall willingness, to always step up to increased responsibilities. This has been very clearly evidenced over the past several years in her role of Chair for the Curriculum Committee. In addition to this example of service, Diane was lauded and unanimously supported last month by the Academic Standards Committee to serve as Chair of this committee as well, effective spring 2025. Curriculum and Standards are arguably the two most significant committee assignments for faculty; they govern the core creation of academic programs, and the very foundational standards of excellence and rigor in order to maintain quality educational offerings.

I was invited to observe Diane teach a section of Calculus I on 10/17/24. Prior to my attending the class, I asked Diane to send me the syllabus for that course, which she promptly provided. The syllabus provided was rich in detail, and organized in a cohesive manner. Along with essentials like a clear grading rubric, text and technology requirements for the course, and a very detailed list of topics presented, the document also provided key support information on accessibility, tutoring, student handbook, and library resources. Key issues like absentee procedures and academic integrity were clearly laid out. Diane is a wonderfully talented and highly knowledgeable professor in her discipline. Her enthusiasm for her discipline is infectious! Diane LOVES math – and she wants you to love it too! Upon entering the class, and throughout the entire session, what was readily apparent was a warm rapport between Diane and her students. The students made inquiries throughout the session, underscoring how Diane has established a comfortable and safe the learning environment. Diane responded to each question in a thoroughly respectful and encouraging manner. Diane uses technology in a masterful way. She utilized a smart board with a very detailed PowerPoint focused on that day's

topics. Diane was able to mark up the PowerPoint and save the notes made for the students to reference. She used physical props to effectively discuss theoretical matters. Diane incorporated a key vocabulary review so that her students would have the proper “language” with which to navigate the subject matter. Finally, Diane provided deep instruction, alternating with guided practice time, for students to tackle the newly learned skill.

What I would also like to emphasize is Diane’s ability to work fluidly with students across a wide spectrum of mathematics – that is *NOT* always easy to do. Diane is as encouraging and nurturing to the students she taught in our grant-funded Adult Basic Education class as she was with her Calculus I students. That is a tremendous skillset in and of itself.

Diane is a highly creative, caring, talented, and knowledgeable professor of mathematics who exudes pure joy in the teaching of her craft. We are lucky to have her as part of our faculty.

Respectfully submitted,

Dr. Kathleen Okay

Senior Vice President of Academic & Student Affairs

Dr. Kathleen Okay
Senior Vice President of Academic and Student Affairs

Re: Tenure Candidate Diane Harris, Math Instructor

November 18, 2024

Dear Dr. Okay,

It is with great pleasure that I proffer this letter supporting Prof. Diane Harris's tenure application. It is my opinion that Prof. Harris has met all of the institutional tenure criteria in an exemplary manner. Institutional criteria include providing evidence of the following: Excellence in Teaching and Innovation in Classroom Methodology; Professional Development and Scholarly Achievement; Service to the College; and Service and/or Outreach Activities to the Greater Sussex County Community. Her history here at the College and her tenure portfolio provides more than ample affirmation of Prof. Harris's considerable contributions.

My assessment is based on witnessing Prof. Harris's stalwart advocacy of our college's institutional mission, as well as my appreciation for our collaborative and positive working relationship these past five years. I have found that her empathy, productivity and ethics, joined with her commitment to student needs is evidenced daily. My assessment of Prof. Harris is affirmed by Prof. Peter Burger in his independent subject matter expert's report, wherein he declares, "I have never met a harder working person who puts forth such quality effort and meaningful results. I give my full recommendation of tenure for Mrs. Harris." See Prof. Burger's Report.

My support for Prof. Harris's tenure candidacy has also been eloquently and unanimously endorsed by her Tenure Committee. See Diane Harris Tenure Committee Report.

Sincerely,

Nancy Gallo, J.D.
Associate Vice President of Academic Affairs & Dean of Faculty



December 31, 2024
Six Months YTD
FY25 Budget

Table of Contents

Table of Contents	2
Financial Status Discussion	3
Credit Hours	4
Income Statement	5
Balance Sheet	6-7
Key Metrics	8

Financial Status Discussion

- Overall Financial Status Actual vs. Budget

- Revenue:

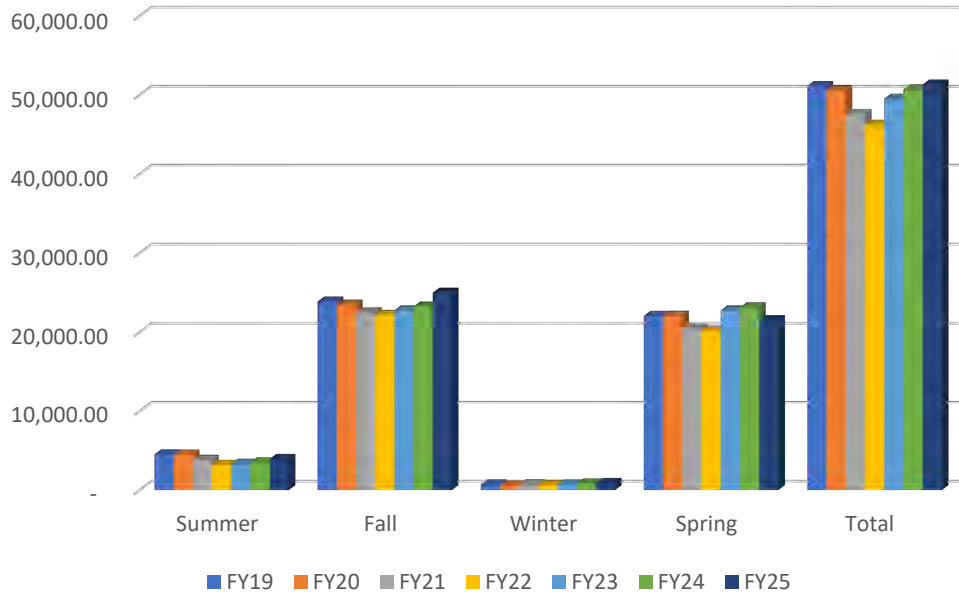
- Actual enrollment vs. budget up 6%
 - Other revenue increase driven by realized gains, interest & dividends
 - Grants – timing of actuals in line with prior years

- Expenses:

- 1 FT English faculty & a few custodial positions added & not budgeted for, anticipating a retirement soon.
 - Professional fees – legal & finance consultants
 - College Representation – increase in hospitality, transportation, lodging, meals for training & professional development

Sussex County H.S. Senior Class Population

Credit Hours



1750
1700
1650
1600
1550
1500
1450



Total H.S.

■ 2019 ■ 2020 ■ 2021 ■ 2022 ■ 2023 ■ 2024 (est.)

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4,511.00	4,492.00	3,838.00	3,194.00	3,331.00	3,523.00	3,941.00
Fall	23,856.00	23,460.00	22,506.00	22,166.00	22,736.00	23,219.00	24,974.00
Winter	721.00	625.00	734.00	671.00	717.00	841.00	900.00
Spring	22,033.00	22,060.00	20,495.00	20,185.00	22,737.00	23,120.00	21,500.00
Total	51,121.00	50,637.00	47,573.00	46,216.00	49,521.00	50,703.00	51,315.00
		-0.9%	-6.1%	-2.9%	7.2%	2.4%	1.2%

(\$thsd)	6 Mos. YTD 25	6 Mos.25 YTD Budget	Budget Var \$	6 Mos. 24 YTD	Prior Year Var \$	FY 2025 BOSE Budget
Total Student Revenues	6,515	6,158	357	6,378	136	12,154
Change in Student Revenue			5.8%		2.1%	
Non-Student Revenues						
State Support	2,029	1,951	78	1,935	95	3,902
County Support	2,010	2,010	0	2,010	0	4,020
CARES Support	0	0	0	935	(935)	0
GEER Support	0	0	0	0	0	0
SIP Support	0	0	0	0	0	0
CRF	0	0	0	0	0	0
Other Revenues	415	274	141	713	(298)	548
Subtotal Non-Student Revenues	4,454	4,235	219	5,593	(1,139)	8,470
Subtotal all Revenues	10,969	10,393	576	11,971	(1,001)	20,624
Grant Revenue (Pass thru)	1,230	400	830	564	665	800
PSTA Revenue	199	170	29	172	28	340
Federal, State Financial Aid	3,711	1,956	1,755	4,340	(630)	3,911
Federal, State Loans	1,107	1,476	(368)	940	167	2,951
Subtotal Grant Revenues(Pass thru)	6,247	4,001	2,246	6,016	231	8,002
Total Operating Revenues	17,216	14,394	2,822	17,988	(771)	28,626
Expenses						
-						
Salaries/Benefits	7,014	6,788	227	6,438	576	13,575
Other Expenses	3,589	3,524	66	3,737	(148)	7,047
Subtotal Expenses	10,604	10,311	293	10,175	428	20,622
Grant Expense (Pass thru)	1,230	400	830	564	665	800
PSTA Expense	199	170	29	172	28	340
Federal, State Financial Aid	3,711	1,987	1,724	4,340	(630)	3,974
Federal, State Loans	1,107	1,444	(337)	940	167	2,888
Subtotal Grant Expenses(Pass thru)	6,247	4,001	2,246	6,016	231	8,002
Total Operating Expenses	16,851	14,312	2,539	16,192	659	28,624
Contribution to Unrestricted Fund Balance	365	82	283	1,796	(1,431)	2

Ba

	12/31/2024	12/31/2023	\$ Change Year/Year	% Chg
Assets				
<u>Current Assets:</u>				
Operating accounts	9,458	9,882	(424)	-4%
Restricted Cash- Student Clubs	211	185	26	14%
BNY Mellon - ELF	669	790	(121)	-15%
Morgan Stanley	11,259	9,969	1,291	13%
Lakeland Bank CD	1,764	1,688	77	5%
First Hope Bank CD	1,564	1,518	46	3%
Total Cash and Cash Equivalents	24,926	24,032	894	4%
Student Accounts Receivable Gross	1,774	2,505	-731	-29%
Less: Student Accounts Receivable Reserve	(1,467)	(1,161)	-306	26%
Student Accounts Receivable Net	307	1,344	-1,037	-77%
Other Receivables Due From/Due To:				
Grants & Financial Aid	(642)	(488)	-154	32%
Other Receivables	319	(201)	520	-259%
Intercompany/Interfund	305	195	110	56%
Prepaid Expenses	436	707	-271	-38%
Total Current Assets	25,651	25,589	-48	0%
Fixed Assets Gross	80,855	77,367	3,488	5%
(Net of Accumulated Depreciation)	(34,863)	(32,148)	-2,715	8%
Total Fixed Assets	45,992	45,219	773	2%
Pension Deferrals				
Deferred Outflows of Resources	753	485	268	55%
Total Assets	72,396	71,293	1,103	2%

Liabilities and Net Assets

Accounts Payable				
Capital Lease Payable	(26)	0	-26	0%
Operating Payables/Encumbrances	701	633	68	11%
Accruals--- McGuire Escrow	0	0	0	0%
Other Payables	(2)	(2)	0	0%
	<u>673</u>	<u>630</u>	<u>42</u>	<u>-7%</u>

2010 NJ State Funding Adjustment			0	
Accrued Compensated Absences Payable	1,727	1,629	98	6%
Deferred Revenues	0	1,551	-1,551	-100%
Deferred other deposits	620	120	500	417%
NJEFA Higher Ed(ELF)Equi	669	790	-121	-15%
NJEFA Higher Ed(HETI)Tec	0	0	0	0%
Deferred Grant Revenue	0	425	-425	-100%
	<u>3,015</u>	<u>4,515</u>	<u>-1,500</u>	<u>-33%</u>

Total Current Liabilities	<u>3,688</u>	<u>5,145</u>	<u>-1,457</u>	<u>-28%</u>
----------------------------------	---------------------	---------------------	----------------------	--------------------

Net Pension Liability	4,872	3,725	1,147	31%
Pension Deferrals				
Deferred Inflows of Resources	1,413	3,416	-2,003	-59%

NET POSITION

Invested in Capital Assets	45,992	45,219	773	2%
Capital Lease Payable(ELF)	0	0	0	0%
Net Invested in Capital Assets	<u>45,992</u>	<u>45,219</u>	<u>773</u>	<u>2%</u>

Restricted	111	85	26	31%
NJ Comm College Worforce Consortium Investment	100	100	0	0%
		0	0	0%
Restricted	<u>211</u>	<u>185</u>	<u>26</u>	<u>14%</u>

Unrestricted-Operating Statement PL	16,015	13,398	2,617	20%
GASB 68 PERS	(9,500)	(9,500)	0	0%
Board Designated funds	9,705	9,705	0	0%
Operating and Board Designated Funds	<u>16,220</u>	<u>13,603</u>	<u>2,617</u>	<u>19%</u>

Total Net Assets	<u>62,424</u>	<u>59,007</u>	<u>3,417</u>	<u>6%</u>
Total Liabilities and Net Assets	<u><u>72,396</u></u>	<u><u>71,292</u></u>	<u><u>1,104</u></u>	<u><u>2%</u></u>

SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	December YTD 25	December YTD 24	December YTD 23
Balance Sheet - Current Assets			
Operating Cash Accounts	\$ 9,458	\$ 9,882	\$ 10,717
BNY Mellow - ELF & HETI & HEFT Grants Funds	\$ 669	\$ 790	\$ 63
Investment CD'S Designated Funds	\$ 14,799	\$ 13,360	\$ 10,317
Student Accounts Receivable	\$ 307	\$ 1,344	\$ 231
Grants Receivable	\$ (642)	\$ (488)	\$ (205)
Other Receivables	\$ 1,060	\$ 701	\$ 2,320
Total Current Assets	\$ 25,651	\$ 25,589	\$ 23,443
# Months of OPEX covered by Liquid Assets	12.4	12.4	10.0
Financial Benchmark 3-4 months avg			
Accounts Payable			
Operating Payables	\$ 673	\$ 630	\$ 716
PTO Accruals	\$ 1,727	\$ 1,629	\$ 1,716
NJEFA - ELF & HETI & HEFT	\$ 669	\$ 1,215	\$ 63
Deferred Revenue	\$ 620	\$ 1,671	\$ 567
Grant Revenue	\$ -		\$ -
Total Current Liabilities	\$ 3,688	\$ 5,145	\$ 3,062
Working Capital	\$ 21,963	\$ 20,444	\$ 20,381
Working Capital/Current Ratio.....current year	6.96	4.97	7.66
Financial Benchmark 2-4 avg			
Operating Statement (exclusive of pass thru's)			
	December YTD 25	December YTD 24	December YTD 23
Operating Revenue	\$ 10,969	\$ 11,971	\$ 10,238
Operating Expenses	\$ 10,604	\$ 10,175	\$ 9,328
Net Contribution to Fund Balance	\$ 365	\$ 1,796	\$ 910



Correspondence File – January 2025

1. Thank you email to Dr. Homer from a student who has taken his class.
2. Thank you email from HPRHS regarding IRB Research Presentations.
3. Sussex County Community College Honored in 2024 American Graphic Design Awards - Idiom & Image Magazine won a publication of excellence award.
4. SCAHC - 2025 Regrant Award.
5. Email from Sussex Tech. regarding our partnerships.
6. Email regarding having a great experience taking a class at SCCC due to winning a raffle at the fair.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

To: Cory Homer <chomer@sussex.edu>

Subject: Emma M. Rumpeltn (PSYC227-HA Cognitive Psychology) just sent you a message in Canvas.

Thank You

Cory,

I did not want to send this in an e-mail, however I know that if I write you a letter and try to find you on campus that I may never be so lucky, as finding you is like finding a needle in a haystack :)

With the semester coming to an end, and as I wrap up my last few assignments to submit to you, I can't help but reflect on this past year, and how impactful it was on both my academic career and overall life journey.

You truly are one of the most influential people that I have ever had the pleasure of meeting. I cannot think of a better teacher, advisor, mentor, than you. When I started the 3+1 program, I was so scared that I was not on the right path. I was debating whether or not choosing psychology was too rash of a decision, all while dealing with pressure from my family to succeed, as many of my family members do not see psychology as a legitimate field. To my surprise, I had both you and Shannon in my corner, cheering me on every step of the way, supporting me in my choice to become a psychologist. For this, I am eternally grateful.

Thank you so much for all of the opportunities, second chances, forgiveness, and support that you have extended to me. I will never forget your kindness, and only hope that I can do for someone someday what you have done for me. The tools that I have learned from you are tools that I will carry with me for the rest of my life. For you, you may have just been doing your job. I, however, have been positively impacted forever! Know that this is not a goodbye, but a See You Later, and I am looking forward to updating you on both my academic journey and my career. I promise you that you won't regret ever taking a chance on me :)

Warm Regards (for the final time),
Emma Rumpeltn



Emma M. Rumpeltn

You can reply to this message in Canvas by replying directly to this email. If you need to include an attachment, please log in to Canvas and reply through the Inbox.



[View this message in Conversations](#) | [Update your notification settings](#)

[REDACTED]

[REDACTED]

From: Seamus Campbell <scampbell@hpregional.org>

Sent: Thursday, December 19, 2024 1:33 PM

[REDACTED]

Subject: Re: High Point IRB Research Presentations

Good Afternoon.

Thank you so much for your enthusiasm and support...and for asking so many great questions this morning. Your unique perspectives and guidance continue to be very meaningful for our students.

Happy Holidays,
Seamus



Seamus Campbell @SeamusWCampbell · 4m

TY to our awesome staff and community volunteers who provided feedback on student's AP Capstone Research projects this morning!
@HPRwildcats @HighPointSTEM @jacq_mccarthy @sussexedu
@CollegeBoard @Felician_edu @JAVERBAUMWURGAF @Zarembola

The collage consists of four images:

- Top Left:** A poster titled "High Point's IRB Team 24-25" featuring five staff members with their names and titles: Dr. Michael Taylor (President of Schools, Middlebury College), Ms. Laurel Patten (Assistant, Middlebury College), Dr. Eric Patten (Assistant Professor, Middlebury College), Mr. Bill Oak (Assistant Professor, Middlebury College), and Dr. Rebecca Zarembola (Assistant Professor, Middlebury College).
- Top Right:** A poster titled "IRB Panel" with two sections: "Institutional Review Board" (Reviews and advises research involving human subjects to ensure ethical standards are properly followed) and "Staff Participants" (Dr. Scott Ripley, Dr. Stacy Zarembola, Dr. Kyla Whelan, Ms. Heather Gonzalez, Ms. Jacqueline McCarthy, Mr. Brian DeFick, Mr. Josh Talamy, Mr. Seamus Campbell).
- Bottom Left:** A poster titled "AP Capstone" with two sections: "AP Research" (Ms. Heather Gonzalez) and "AP Seminar" (Ms. Caroline Eubank-Kennel). Below these is a section titled "AP Research Standards and Topics" (October 16, 2024) with text about research standards and topics.
- Bottom Right:** A poster titled "AP Capstone" with three sections: "AP Seminar" (Ms. Caroline Eubank-Kennel), "AP Research" (Ms. Heather Gonzalez), and "AP Capstone" (Ms. Heather Gonzalez).

FOR IMMEDIATE RELEASE---December 16, 2024

Sussex County Community College Honored in 2024 American Graphic Design Awards

Newton, NJ — Sussex County Community College (SCCC) is honored to announce its recognition for the student publication *Idiom & Image* in the prestigious 2024 American Graphic Design Awards, presented by *Graphic Design USA (GDUSA)*. This highly regarded competition celebrates outstanding design work across two dozen categories, spanning print, digital, and interactive media.

The 2024 competition attracted over 8,000 entries from design professionals, agencies, in-house teams, freelancers, and students nationwide. Only the top 10% earned recognition. *Idiom & Image* has been a long-standing student publication at SCCC since its inception in 1983. It showcases the creativity and innovation of the College's design students.

This year's award-winning edition was developed by a talented team of SCCC alumni and students under the leadership of Anita Collins, an adjunct professor and award-winning designer at the College. The creative team was led by alumnus Anthony Klein, with contributions from alumni Liam Toro, Kelly Carlino, Jacob Enering, and current student Tessa Heidt.

"Students with backgrounds in film, illustration, and graphic design all came together under Anthony's direction to create this year's publication," said Anita Collins. "This isn't just a student award—it's a professional design competition. To be recognized alongside industry leaders is a tremendous achievement."

This year's edition of *Idiom and Image* featured innovative design elements, including pagination that transforms the magazine into a flip book. "We wanted to create something exclusive and unique," said Anthony Klein. "The flip book design allowed us to push boundaries and stand out."

The recognition places SCCC alongside renowned institutions such as Harvard University, Syracuse University, and the School of Art and Design.

The American Graphic Design Awards, GDUSA's flagship competition, annually celebrates the best in design. With a long tradition of recognizing excellence, this program underscores the incredible talent and creativity within the design community, including SCCC students. Registration for the spring semester is going on now. To apply for the Graphic Design program or any of the 100+ programs at SCCC, visit sussex.edu/spring.

Picture: Anthony Klein, SCCC alumnus, and Anita Collins, SCCC adjunct professor, proudly display the award-winning publication, Idiom & Image.

From: [Kathleen Okay](#)
To: [Jon Combs](#); [Wendy Fuller](#)
Subject: Fw: Our 61st GDUSA Design Showcase Is Live
Date: Monday, January 13, 2025 3:25:02 PM

For the correspondence file for the Board

Get [Outlook for iOS](#)

From: Anita Collins <acollins@sussex.edu>
Sent: Monday, January 13, 2025 3:23 PM
To: Nancy Gallo <ngallo@sussex.edu>; Kathleen Okay <kokay@sussex.edu>; Sherry Fitzgerald <sfitzgerald@sussex.edu>; Kathleen Peterson <kpeterson@sussex.edu>; Maureen Lynch <mlynch@sussex.edu>
Subject: Fw: Our 61st GDUSA Design Showcase Is Live

Hi Kathleen, Kathleen, Maureen, Nancy, and Sherry,
I'm pleased to share the live link to see SCCC's winning *Idiom & Image* magazine listed as a winning publication of excellence:)
Many thanks for your help in submitting the application to GDUSA. This is the first time in the four years we have won a recognition that we have been featured on the GDUSA website.
<https://gdusa.com/competitions/graphic-design/2024-agda-awards>
With best regards,

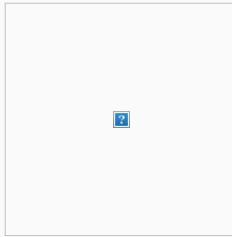
Anita

Anita Collins
SCCC Adjunct Professor
Faculty Advisor, *Idiom & Image* Arts & Literary Magazine
Sussex County Teen Arts Coordinator
201-400-0897
acollins@sussex.edu

[Take a tour of our campus](#)

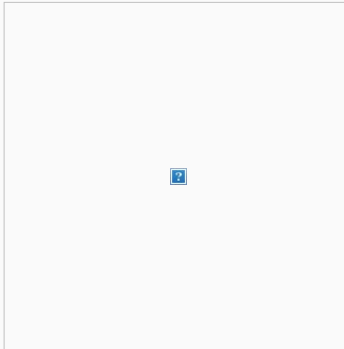
From: GDUSA Magazine <info@jjulktl.createsend7.com>
Sent: Friday, January 10, 2025 1:19 PM
To: Anita Collins <acollins@sussex.edu>
Subject: Our 61st GDUSA Design Showcase Is Live

Official known as the American Graphic
Design Awards™



In Case You Missed It...

Our 61st GDUSA Design Annual Showcase



Shown here: National Institutes of Health Library
Visual Branding by Bonnie Hamalainen of the NIH
Medical Arts Branch. See 770 winning pieces in 25
categories that reflect the value that graphic designers
bring to the table. The showcase is available on our
website, digital magazine and, coming soon, the print
edition.

[SEE THE SHOWCASE ON OUR WEBSITE](#)

[SEE THE SHOWCASE IN OUR DIGITAL MAGAZINE](#)

[NOW OPEN FOR ENTRIES: GDUSA PACKAGE AWARDS](#)

From: [Kathleen Okay](#)
To: [Wendy Fullem](#); [Saliha Iftikhar](#); [Jon Connolly](#)
Subject: Fw: SCAHC - 2025 Regrant Application
Date: Saturday, January 4, 2025 6:32:17 PM

For January board correspondence file

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From: Kathleen Okay <kokay@sussex.edu>
Sent: Saturday, January 4, 2025 6:31 PM
To: Allison Ognibene <aognibene@sussex.edu>; Sherry Fitzgerald <sfitzgerald@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>
Cc: Jon Connolly <jconnolly@sussex.edu>; Wendy Fullem <wfullem@sussex.edu>; Kathleen Peterson <kpeterson@sussex.edu>; Cory Homer <chomer@sussex.edu>
Subject: Re: SCAHC - 2025 Regrant Application

This is so wonderful!! It is just one of the many, many unique experiences you have created for our students. Thank you, Allison, for all that you do!

Kathleen

Get [Outlook for iOS](#)

From: Allison Ognibene <aognibene@sussex.edu>
Sent: Saturday, January 4, 2025 6:14 PM
To: Sherry Fitzgerald <sfitzgerald@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Kathleen Okay <kokay@sussex.edu>
Subject: Fw: SCAHC - 2025 Regrant Application

Hello Sherry, Kathleen and Nancy,

I wanted to share with you that I received a grant from the Sussex County Arts and Heritage Foundation. I wrote this special project grant for the workshop that I teach. I requested \$4,000 and was awarded \$2,700, which is fine. I am perfectly fine with this award.

Currently, I only have three students signed up and hopefully I will get more. The students are following the course sequence so this year is my off year. I will ask the students once again if they are willing to make an exception to take this workshop class.

In any event, I am thrilled that the theater department received funding!

What a great way to start the year off!

Sincerely,

Allison Ognibene
Lead Faculty Theater
Adjunct-Theater

Sussex County Community College
One College Hill
Newton, NJ
Work - 973-300-2184
aognibene@sussex.edu

Register for Spring Semester at www.sussex.edu

From: Allison Ognibene <aognibene@sussex.edu>
Sent: Saturday, January 4, 2025 6:09 PM
To: Joe Fontana <fontanaj@scahc.org>
Subject: Re: SCAHC - 2025 Regrant Application

Hello Joe,

I am so grateful for this award! Thank you so much for supporting this very special project that focuses on Theater for the Young Audience. Thank you so much!

With sincere appreciation,

Allison Ognibene
Lead Faculty Theater
Adjunct-Theater

Sussex County Community College
One College Hill
Newton, NJ
Work - 973-300-2184
aognibene@sussex.edu

Register for Spring Semester at www.sussex.edu

From: Joe Fontana <fontanaj@scahc.org>
Sent: Saturday, January 4, 2025 3:30 PM
To: Allison Ognibene <aognibene@sussex.edu>
Subject: SCAHC - 2025 Regrant Application

Please see the attached (pdf) award letter from Sussex County Arts & Heritage Council concerning your organization's 2025 Regrant Application.

Best Regards,

Joe

Joseph A. Fontana

Executive Director

fontanaj@scahc.org

[Sussex County Arts & Heritage Council](#)

133 Spring Street

Newton, NJ 07860

973.383.0027

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From: [Cory Homer](#)
To: [Wendy Fullem](#)
Subject: Fw: Thank you!
Date: Wednesday, January 22, 2025 5:08:18 PM

Cory Homer, Ph.D.
Interim President
Sussex County Community College

From: Stacy Crosson <scrosson@sussextech.org>
Sent: Wednesday, January 22, 2025 3:00:07 PM
To: Sherry Fitzgerald <sfitzgerald@sussex.edu>; Kristen Elias <keliass@sussex.edu>
Cc: Cory Homer <chomer@sussex.edu>; Modla, Gus <gmodla@sussextech.org>; Keiper, Debra <dkeiper@sussextech.org>; Bina Varkey <Bvarkey@sussextech.org>
Subject: Thank you!

Hello Sherry and Kristen

Thank you both so much for your visit today! We truly appreciate the partnership and the opportunities for our students. The students were so receptive to learning and possibly coming as seniors. That's a win-win for both institutions! Thank you so much. As always, I look forward to continuing our partnership and working together. I will update the parents that starting 1/27 the students will be continuing their credit-earning potential and that Prof. Elias will be here Mondays and Wednesdays.

Kind regards,

--

Stacy A. Crosson

Vice Principal - Career Technical Education

Sussex County Technical School

105 North Church Road

Sparta, NJ 07871

973-383-6700 ext. 231

The Sussex County Technical School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation.

From: [Cory Homer](#)
To: [Wendy Fullem](#)
Subject: Fw: Thank You!
Date: Monday, January 13, 2025 8:07:36 AM

Board correspondence? Maybe?

Cory Homer, PhD
Vice President,
Student Success and Institutional Effectiveness
Sussex County Community College

From: Anika Padin <apadin@student.sussex.edu>
Sent: Monday, January 13, 2025 8:00:00 AM
To: Cory Homer <chomer@sussex.edu>
Cc: AnikaPadin@gmail.com <AnikaPadin@gmail.com>
Subject: Thank You!

Dear Dr. Homer,

Hope you are well and had a great holiday season!

I'm reaching out to express my gratitude for the opportunity to take a class at SCCC through the NJ State Fair raffle. I ended up taking Intro Sociology with Dr. Golin, which was a great experience! I learned lots, and I'll be able to apply the material in many aspects of my life.

I also wanted to share that I will be entering the Master of Information program at Rutgers, with a concentration in library and information science, starting later this month. Going back to school this past semester has definitely helped me to feel prepared.

I'm not sure who all was involved in the implementation of the raffle, but please send along my thanks. This is a great program and I hope you continue it! If there is a specific donor, I would be happy to write to them directly.

And just as an FYI, I have my personal email address cc'd as I don't plan to use this inbox in the future.

All the best,

Anika Padin