

**RESOLUTION #3195**  
**AWARD FEE ACCOUNTING SERVICES TO WILLIAM KATCHEN, C.P.A. FROM JULY 1, 2022**  
**TO JUNE 30, 2023 IN THE AMOUNT OF \$39,000**

**WHEREAS**, the Housing Authority of the Township of Woodbridge (the “Authority”) needs to retain a professional to perform Fee Accountant Services on a monthly basis to the Authority’s books and records commencing July 1, 2022 to June 30, 2023; and

**WHEREAS**, the Authority published a notice in the Home News Tribune on April 21, 2022 soliciting proposals for professional Fee Accounting Services through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the following proposal for Fee Accounting Services was received in the Office of the Executive Director until 2:00 PM, May 19, 2022, at which time it was considered in accordance with the Evaluation Process defined in the Specifications:

Firm	Annual Fee / Per Month
William Katchen C.P.A. Cliffside Park, NJ	\$39,000.00 \$3,300.00

**WHEREAS**, it is the evaluation team’s unanimous opinion that William Katchen is qualified to provide general fee accounting Services; and

**WHEREAS**, this recommendation was made to the Contract Officer, Donna F. Brightman, that based upon the quality of the proposal submitted by William Katchen, C.P.A., including the Firm’s extensive relevant experience and expertise in those areas of accounting specified by the Authority in its request for proposals that the firm be recommended for retention.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the Township of Woodbridge, New Jersey, that a contract for professional services be awarded to William Katchen, C.P.A., not to exceed the sum of \$39,000.00 per year to provide Fee Accountant Services in a timely manner to complete all required forms and reports in accordance with the specifications dated May 19, 2022 starting July 1, 2022 through June 30, 2023.

Motion to adopt Resolution #3195 moved by Commissioner Pires and seconded by Commissioner Kenny and upon roll call, the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
AYES: Agarwal Kenny Michelson Perez Pires Walker Ficarra  
NAYS: None  
Abstain: None  
Absent: None

I hereby certify that the above Resolution is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Rescheduled Regular Meeting of June 13, 2022.

Approved as to legal form by  
Terrence Corrison, Esq.

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Donna F. Brightman, Secretary