

**STATE OF NEW JERSEY – COUNTY OF CAMDEN  
BOROUGH OF TAVISTOCK**

**RESOLUTION No. 19-2025**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR  
AUDITING SERVICES**

WHEREAS, the Brough of Tavistock has a need to acquire auditing services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A- 20.5; and,

WHEREAS, the Municipal Finance Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500 and the anticipated term of this contract is one year; and,

WHEREAS, Bowman & Company LLP has submitted a proposal January 22, 2025 indicating they will provide the auditing services for an amount exceeding \$17,500; and

WHEREAS, Bowman & Company LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Bowman & Company LLP has not made any reportable contributions to a candidate committee in the Borough of Barrington in the previous one year, and that the contract will prohibit Bowman & Company LLP from making any reportable contributions through the term of the contract, and

WHEREAS, the Borough of Tavistock complies with certification of the availability of fund requirements pursuant to the provisions of N.J.A.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of Tavistock authorizes entering into a contract with Bowman & Company LLP as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BOROUGH OF TAVISTOCK**

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JOSEPH DEL DUCA  
Mayor

ATTEST:

\_\_\_\_\_  
DENISE K MOULES  
Clerk

**CERTIFICATION**

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on April 22, 2025.

\_\_\_\_\_  
DENISE K MOULES  
Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Damm				
Commissioner Rubino				

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.

### Part I - Vendor Information

Vendor Name: BOWMAN & COMPANY LLP  
Address: 601 WHITE HORSE ROAD  
City: VOORHEES State: NEW JERSEY Zip: 08043

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Jennifer L. Bertino.  
Signature

JENNIFER L. BERTINO  
Printed Name

PARTNER  
Title

### Part II - Contribution Disclosure

Disclosure requirements: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the governmental entities listed on the form provided by the local unit.

☐ Check here if the disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
BOWMAN & COMPANY LLP	EFO DIBATTISTA & RAFEH FOR TOWNSHIP COMMITTEE	4/17/2024	\$ 2,600.00

☐ Check here if the information is continued on subsequent page(s)

STATE OF NEW JERSEY – COUNTY OF CAMDEN  
BOROUGH OF TAVISTOCK

RESOLUTION No. 20-2025

**CERTIFICATION OF COMPLIANCE WITH THE  
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
“Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under  
Title VII of the Civil Rights Act of 1964”**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Board of Commissioners of the Borough of Tavistock, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**BE IT FURTHER RESOLVED**, by the Board of Commissioners of the Borough of Tavistock that this Resolution shall take effect immediately upon adoption.

**BOROUGH OF TAVISTOCK**

\_\_\_\_\_  
JOSEPH DEL DUCA  
Mayor

ATTEST:

\_\_\_\_\_  
DENISE K MOULES  
Clerk

**CERTIFICATION**

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on April 22, 2025.

\_\_\_\_\_  
DENISE K MOULES  
Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Damm				
Commissioner Rubino				

**STATE OF NEW JERSEY – COUNTY OF CAMDEN  
BOROUGH OF TAVISTOCK**

**RESOLUTION No. 21-2025**

**AUTHORIZING LOCAL EXAMINATION OF THE 2025 MUNICIPAL BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

**WHEREAS**, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

**WHEREAS**, pursuant to N.J.A.C. 5:30-7.2 through 7.5 the Borough of Tavistock has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Borough of Tavistock meets the necessary conditions to participate in the program for the 2025 budget year, so now therefore

**BE IT RESOLVED**, by the Borough Commissioners of the Borough of Tavistock that in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officers' certification the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq. are fully met (Complies with the "CAP" law.)
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate, and correctly stated.
  - b. Items of appropriation are properly set forth.
  - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised, and in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

**BOROUGH OF TAVISTOCK**

\_\_\_\_\_  
JOSEPH DEL DUCA, Mayor

ATTEST:

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DENISE K MOULES, Clerk

### CERTIFICATION

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on April 22, 2025.

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DENISE K MOULES  
Clerk

Roll Call Vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mayor Del Duca				
Commissioner Damm				
Commissioner Rubino				

**STATE OF NEW JERSEY – COUNTY OF CAMDEN  
BOROUGH OF TAVISTOCK**

**RESOLUTION No. 22-2025**

**TO INTRODUCE THE 2025 MUNICIPAL BUDGET OF THE BOROUGH OF TAVISTOCK**

**BE IT RESOLVED**, that the following statement of revenues and appropriations shall constitute the Local Municipal Budget for the year 2025;

**BE IT FURTHER RESOLVED**, that the said budget be published in the Retrospect Newspaper in the edition of May 9, 2025 as follows:

A hearing on the budget and tax resolution will be held virtually on May 27, 2025, at 6:00 o'clock p.m., at which time and place objections to said budget and tax resolution of the Borough of Tavistock for the year 2025 may be presented by taxpayers or other interested persons. Access to the meeting will be available on the Borough website.

**Summary of General Section of Budget  
Current Fund**

Municipal Purposes within "CAPS"	\$	192,472.00
Municipal Purposes excluded from "CAPS"	\$	
Deferred Charges excluded from "CAPS"	\$	2,000.00
Reserve for Uncollected Taxes	\$	0.00
Total General Appropriations	\$	194,472.00
Less: Anticipated Revenues	\$	21,236.25
Amount to be Raised by Taxation	\$	173,235.75

**BOROUGH OF TAVISTOCK**

\_\_\_\_\_  
JOSEPH DEL DUCA  
Mayor

ATTEST:

\_\_\_\_\_  
DENISE K MOULES  
Clerk

**CERTIFICATION**

The foregoing Resolution was duly adopted at a meeting of the Board of Commissioners of the Borough of Tavistock on April 22, 2025.

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DENISE K MOULES  
Clerk