

RESOLUTION NO. 2025-56

**AWARD OF ADMINISTRATIVE SERVICES CONTRACT, TAX OFFICE
TO J.H. SERVICES, INC.**

WHEREAS, the Township Administrator has advised the Township Council that there is a need to execute a short-term administrative services contract to assist with the tax assessment data as part of maintaining and updating various tax files for the upcoming tax year, assisting with property inventories; and

WHEREAS, the award of this contract to J.H. Services, Inc. shall not exceed twelve (12) months in length and will not exceed the state bid threshold for municipalities; and

WHEREAS, J.H. Services address is 251 New Freedom Road, Southampton, NJ 08088 and the Tax Assessor has stated that they are qualified to perform the services outlined in the attached schedule "A"; and

WHEREAS, the Administrator in consultation with the Tax Assessor is recommending that the short-term administrative services contract be awarded to J.H. Services, Inc. for the reasons stated herein.

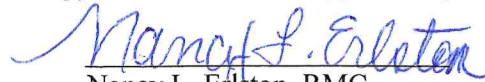
NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Florence, County of Burlington, State of New Jersey, that the Administrative Services Contract be awarded to J.H. Services, Inc., which is noted in the Schedule "A" attached, as recommended by the Township Tax Assessor and Township Administrator.

CERTIFICATION OF FUNDS BY CFO:

Amount	Account
\$14,985.00	# 5-01-20-150-258-523


Michelle Chiemiego, CFO

I, NANCY L. ERLSTON, Clerk of the Township of Florence, County of Burlington, State of New Jersey, do hereby certify that the certification of available funds has been provided to the governing body and that the foregoing Resolution is a true copy of the Resolution approved by Township Council at their February 12, 2025 meeting.


Nancy L. Erlston, RMC
Township Clerk

Note: This Resolution approves the award of a short-term administrative services contract.



TOWNSHIP OF FLORENCE

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Memorandum

To: Mayor and Township Council
From: Thomas A. Sahol, Township Administrator 
Re: Tax Assessors Office – Support and Field Staff
Date: February 4, 2025

Each year, the Township puts out an RFP for professionals in the field of tax assessment in order to obtain proposals for various administrative support and fieldwork services. The proposals for 2025 went out at the end of December and were due back on January 31, 2025.

The Township received one proposal from our solicitation. The single proposal is from Judith Shoemaker of J.H. Services, Inc. Judith is a well-respected assessment professional who has performed this work for the Township over the last few years. Based upon Judith's submittals that have been reviewed by the Tax Assessor and myself, we are confident recommending the appointment of J.H. Services, Inc. for 2025.

The attached resolution is necessary to formally hire J.H. Services, Inc. for 2025.