

**PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.
CITY HALL
260 High Street, Perth Amboy, NJ 08861
(732) 442-6421**

**PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.
PUBLIC MEETING**

Pursuant to the Open Public Meetings Act, please note that the Special board meeting has been scheduled for the Perth Amboy Business Improvement Corporation to take place on **Thursday, March 7, 2024 at 4:00 p.m.** at City Hall Council Chambers located at 260 High Street, Perth Amboy.

Notice of this meeting has been given to the Star-Ledger, the Home News Tribune, published on the City’s website, PABIC board webpage, and provided to the City Clerk’s office for public posting (bulletin board).

Public portion has been set for a maximum time of 5 minutes per speaker.

AGENDA

I. Salute to the Flag

II. Roll Call

Name	Present	Absent	Excused
Hon. Helmin J. Caba, Mayor			
Mayor’s Designee			
Sergio Diaz, Chairman			
Antonio Abreu, Vice- Chair			
Kaushik Patel, Treasurer			
Lisett Lebron, Secretary			
Milady Tejada, Council President			
James Snyder, Board Member			

III. **Approval of Minutes**

February 13, 2024

Motion _____
Second _____

IV. **Approval of February Bill List**

Kaushik Patel, Treasurer

Motion _____
Second _____

V. **R-05-03/24- Authorizing an Executive/Closed Session at the March 7, 2024 meeting to discuss certain proposed revisions to the PABIC By-Laws and legal matters regarding certain governance and administrative issues**

Motion to enter into Executive Session:

Motion _____
Second _____

Motion to close to Executive Session:

Motion _____
Second _____

Action is anticipated after Executive Session.

VI. **R-06-03/24- Resolution by the Board of Directors of the Perth Amboy Business Improvement Corporation, Inc. (PABIC) Approving the Amended Changes to the By-Laws**

VII. **Chairman’s Report**

Sergio Diaz, Chairman

- a. Proposed Auditor Contract

VIII. **Director’s Report**

Noelia Colon, Executive Director

- a. ED Contract Termination/Resignation
- b. SparqDental Grand Opening- March 19th

IX. **Committee Report**

None

X. **Old Business:**

None

XI. **New Business:**

None

XII. **Public Portion:**

Motion to open the public portion:

Motion _____
Second _____

Motion to close the public portion:

Motion _____
Second _____

XIII. Adjourn:

Motion _____
Second _____

PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.
CITY HALL
260 High Street, Perth Amboy, NJ 08861
(732) 442-6421

PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.
PUBLIC MEETING

Pursuant to the Open Public Meetings Act, please note that the Regular board meeting has been scheduled for the Perth Amboy Business Improvement Corporation to take place on **Tuesday, February 13, 2024 at 4:00 p.m.** at City Hall Council Chambers located at 260 High Street, Perth Amboy.

Notice of this meeting has been given to the Star-Ledger, the Home News Tribune, published on the City’s website, PABIC board webpage, and provided to the City Clerk’s office for public posting (bulletin board).

Public portion has been set for a maximum time of 5 minutes per speaker.

MINUTES

I. Salute to the Flag

II. Roll Call

Name	Present	Absent	Excused
Hon. Helmin J. Caba, Mayor	x		
Sergio Diaz, Chairman	x		
Antonio Abreu, Vice-Chair	x		
Kaushik Patel, Treasurer	x		
Lisett Lebron, Secretary	x		
Milady Tejada, Council President	x		
James Snyder, Board Member		x	

III. **Approval of Minutes**

January 30, 2024

Motion L. Lebron
Second M. Tejada
All in Favor

IV. **Approval of February Bill List
\$23,222.54**

Kaushik Patel, Treasurer

Motion K. Patel
Second Mayor Caba

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Helmin J.	Caba	x			
Milady	Tejada	x			
James	Snyder			x	

V. **Chairman’s Report**

Sergio Diaz, Chairman

a. **Revised Contract for Ospino Consulting Accounting Services**

Chairman Diaz directed all to see the updated contract. The contract was being terminated in the middle of tax season and identifying vendors to provide this service during tax season would be difficult. Ospino has proposed closing the contract on 5-31, which clears tax season and allows us to identify a new firm.

Proposed Auditor Contract

Chairman Diaz directed all to review the contract in the packet. The services offered provided by the auditor.

Motion to approve the Ospino Consulting Accounting Services and the Proposed Auditor Contract:

*Motion K. Patel
Second M. Tejada*

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Helmin J.	Caba	x			
Milady	Tejeda	x			
James	Snyder			x	

VI. Director's Report

Noelia Colon, Executive Director

a. Review of Operating/Surplus Budgets

The accountant was pending some final number. An updated report will be presented at the next regular scheduled board meeting.

VII. R-02-02/24- Authorizing an Executive/Closed Session at the February 13, 2024 meeting to discuss legal matters regarding certain governance issues and administration.

Motion to enter into Executive Session:

Motion L. Lebron
 Second M. Tejeda
 All in Favor

Motion to close to Executive Session:

Motion L. Lebron
 Second M. Tejeda
 All in Favor

Action may be anticipated after Executive Session.

Executive Session Meeting Notes:

1. *Proposed by-law changes, related to executive team and budget procedures.*
2. *Review of Proposed Assessment Policy*
3. *Bookkeeping Services and review of the proposal for a local firm*
4. *Discussion on Personnel*

VIII. Committee Report

None

IX. Old Business:

a. Conflict of Interest Policy Resolution

This item has been tabled.

Motion to withdraw the proposed auditor contract and leave the Ospino consulting contract

Motion K. Patel
Second M. Tejada

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Helmin J.	Caba	x			
Milady	Tejada	x			
James	Snyder			x	

b. Expense Policy Resolution

Motion to adopt the Expense Policy:
Motion L. Lebron
Second Mayor Caba

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Helmin J.	Caba	x			
Milady	Tejada	x			
James	Snyder			x	

c. *Late Starter Discussion: Proposal received Convery Associates*
Initial Proposal with current PABIC Budget: \$ 625
Transition BID with Expanded Budget: \$3,125.00

Discussion: The Board reviewed the proposed services and elected to move forward with an RFP to compare costs for local bookkeeping services.

Motion to prepare and release an RFP for Bookkeeping/Accounting Services

Motion: M. Tejada
Second: Mayor Caba

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Helmin J.	Caba	x			
Milady	Tejeda	x			
James	Snyder			x	

X. **New Business:**
None

XI. **Public Portion:**
Motion to open the public portion:

Motion L. Lebron
Second M. Tejeda
All in Favor

Motion to close the public portion:

Motion L. Lebron
Second M. Tejeda
All in Favor

XII. **Adjourn:**

Motion L. Lebron
Second M. Tejeda
All in Favor

**PERTH AMBOY BUSINESS
IMPROVEMENT CORPORATION, INC.**

March 2024
AS OF 02/11/2024
BILL LIST

Name	Date	Description	Open Balance
NJ Advance Media	2/11/2024	Public Notice for Regular Meeting Notice 02/13/2024	\$ 30.96
		Total	\$ 30.96
Gannett - LocalIQ	2/11/2024	Public Notice for Regular Meeting Notice 02/13/2024	\$ 11.70
		Total	\$ 11.70
Verizon	2/24/2024	Phone; Jan 25, 2024 - Feb 24, 2024	\$ 81.92
		Total	\$81.92
SparqDental Perth Amboy, Inc.	2/29/2024	2023 Façade Grant	\$ 1,458.54
		Total	\$ 1,458.54
D'Fanny Market Corp.	2/29/2024	2023 Façade Grant	\$ 5,000.00
		Total	\$ 5,000.00
Noelia Colon	2/29/2024	Q1 Admin Services - Month of February	\$ 2,843.00
		Total	\$ 2,843.00
Cognito	3/1/2024	Monthly Rate Plan- Month of March	\$ 35.00
		Total	\$ 35.00
Constant Contact	3/2/2024	Subscription Month of March	\$ 81.00
		Total	\$ 81.00
PashmanStein Walder Hayden	3/4/2024	Legal Services - Month of February	\$ 5,625.00
		Total	\$ 5,625.00
Ospino Consulting	3/4/2024	Accounting Services - Month of February	\$ 1,522.00
		Total	\$ 1,522.00
NJ Advance Media	3/4/2024	Public Notice for Regular Meeting Notice 03/05/2024	\$ 36.12
		Total	\$ 36.12
Gannett - LocalIQ	3/4/2024	Public Notice for Regular Meeting Notice 03/05/2024	\$ 15.21
		Total	\$ 15.21
		Total	\$ -
		Total	\$ -
		TOTAL	\$ 16,740.45

March 2024
AS OF 02/11/2024
BILL LIST

Name	Date	Description	C
NJ Advance Media	2/11/2024	Public Notice for Regular Meeting Notice 02/13/2024	\$
		Total	\$
Gannett - LocalIQ	2/11/2024	Public Notice for Regular Meeting Notice 02/13/2024	\$
		Total	\$
Verizon	2/24/2024	BID Phone; Jan 25, 2024 - Feb 24, 2024	
		Total	
SparqDental Perth Amboy, Inc.	2/29/2024	2023 Façade Grant	\$
		Total	\$
D'Fanny Market Corp.	2/29/2024	2023 Façade Grant	\$
		Total	\$
Noelia Colon	2/29/2024	Q2 Admin Services - Month of February	\$
		Total	\$
Cognito	3/1/2024	Monthly Rate Plan- Month of March	\$
		Total	\$
Constant Contact	3/2/2024	Subscription Month of March	\$
		Total	\$
PashmanStein Walder Hayden	3/4/2024	Legal Services - Month of February	\$
		Total	\$
Ospino Consulting	3/4/2024	Accounting Services - Month of February	\$
		Total	\$
NJ Advance Media	3/4/2024	Public Notice for Regular Meeting Notice 03/05/2024	\$
		Total	\$
Gannett - LocalIQ	3/4/2024	Public Notice for Regular Meeting Notice 03/05/2024	\$
		Total	\$
		Total	\$
		Total	\$
		Total	\$
		Total	\$
		TOTAL	\$

NJ Advance Media
 Woodbridge Corporate Plaza
 ATTN: Legal Advertising Dept.
 485 Route 1 South
 Bldg E., Suite 300
 Iselin, NJ 08830



Star-Ledger

PERTH AMBOY BUSINESS IMPROVEMENT
 DISTRICT CITY HALL
 260 HIGH ST
 PERTH AMBOY, NJ 08861

AD#:0010827099

Sales Rep: NJ LegalRepNJ
 Account Number:1000907429
 AD#: 0010827099

FOR QUESTIONS CONCERNING THIS AFFIDAVIT,
 PLEASE CALL 732-902-4318 OR EMAIL legalads@njadvancemedia.com

Remit Payment to:
 NJ Advance Media
 Dept 77571
 P.O. Box 77000
 Detroit, MI 48277-0571

Date	Position	Description	P.O. Number	Costs
02/11/2024	Public Meetings NJ	PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.	public notice_executive session_2-13-2024.	
			Ad Size 1 x 36 L	
			Basic Ad Charge - 02/11/2024	\$30.96
			Total	\$30.96

CLAIMANT'S CERTIFICATION AND DECLARATION	
I do solemnly declare and certify under the penalties of law that this bill or invoice is correct in all its particulars, that the goods have been furnished or services have been rendered as stated herein, that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim, that the amount herein stated is justly due and owing, and that the amount charged is a reasonable one.	
Date: <u>2/14/2024</u>	Fed ID#: <u>13-4123607</u>
Signature: <u>Chris Tighe</u>	Official Position: <u>AR Manager</u>
CERTIFICATION BY RECEIVING AGENCY	CERTIFICATION BY APPROVAL OFFICIAL
I, having knowledge of the facts, certify and declare that the goods have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures or verifiable information.	I certify and declare that this bill or invoice is correct, and that sufficient funds are available to satisfy this claim. The Payment shall be chargeable to:
Signature: _____	Appropriation Account(s) and Amounts Charged: _____ P.O.#: _____
Date: _____	Signature: _____

THIS FORM APPROVED FOR USE BY LOCAL GOVERNMENTS BY THE LOCAL FINANCE BOARD


 New York/New Jersey
GANNETT

Agency:

Perth Amboy Business Improvement District
 260 High ST
 Perth Amboy NJ 08861-4451
 Acct: 1120295

Client:

Perth Amboy Business Improvement District
 260 High ST
 Perth Amboy NJ 08861-4451
 Acct: 1120295

This is not an invoice

Order #	Advertisement / Description	Columns x Lines x Insertions	Rate per Lines	Cost
9832060	PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC. OPMA- Public Meeting RE: Pu	1 x 30.00 x 1	\$0.39	\$11.70
			Net Total Due:	\$11.70

Costs above include daily ad cost and any associated affidavit charges, where applicable

of Copies : 0
 PO #: 9832060
 Check #: _____
 Date: _____

CERTIFICATION BY RECEIVING AGENCY
 I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: _____

TITLE: _____ DATE: _____


CERTIFICATION BY APPROVAL OFFICIAL
 I CERTIFY AND DECLARE THAT THIS ORDER CONFIRMATION IS CORRECT, AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O.# _____

SIGNATURE: _____

TITLE: _____ DATE: _____

CLAIMANT'S CERTIFICATION AND DECLARATION:
 I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS ORDER CONFIRMATION IS CORRECT IN ALL ITS PARTICULARS; THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 02/11/2024
 Signature: 

Federal ID #: 061032273
 Official Position: Clerk

Kindly return a copy of this order confirmation with your payment so that we can assure you proper credit.

Home News Tribune
 Gannett New York-New Jersey LocaliQ
 PO Box 6312102, Cincinnati, OH 45263-1202

**PERTH AMBOY BUSINESS
IMPROVEMENT CORPORATION,
INC.**

**OPMA- Public Meeting
RE: Public Meeting- Executive Session
Notice**

Please be advised that the Perth Amboy Business Improvement Corporation, Inc. will hold a regular board meeting at City Hall Council Chambers on Tuesday, February 13, 2024 at 4:00 p.m. The meeting will also consider the following resolution:

R-01-01/24 Authorizing an Executive/Closed Session at the February 13, 2024 meeting to discuss legal matters regarding certain governance and administrative issues

The meeting agenda will be available online on the Perth Amboy Business Improvement Corporation, Inc. Board page at www.perthamboyi.org, under the tab "Public Documents," (\$11.70)

Overview of Lines

Invoice Number 9957515368 Account Number 342311378-00001 Date Due 03/25/24 Page 3 of 6

Lines	Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental and Fees	Third-Party Charges (Includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
732-372-8772	Noelia Colon	4	\$75.00	---	---	\$5.62	\$1.30	---	\$81.92	---	1	.229GB	---	---	---
Total Current Charges			\$75.00	\$0.00	\$0.00	\$5.62	\$1.30	\$0.00	\$81.92						

Summary for Noelia Colon: 732-372-8772

Your Plan

Business Unlimited Smartphone

\$45.00 monthly charge
Unlimited monthly minutes

UNL Text Messaging

Unlimited M2M Text
Unlimited Text Message

Email & Web Unlimited

Unlimited monthly gigabyte

UNL Picture/Video MSG

Unlimited monthly Picture & Video

Have more questions about your charges?
Get details for usage charges at
b2b.verizonwireless.com.

Monthly Charges

Business Unlimited Smartphone	02/25 - 03/24	45.00
Addl Smartphn Data Access	02/25 - 03/24	25.00
Plan Rate Adjustment	02/25 - 03/24	5.00
		\$75.00

Usage and Purchase Charges

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	1	---	---
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	unlimited	.229	---	---
Total Data				\$0.00

Total Usage and Purchase Charges **\$0.00**

Surcharges

Fed Universal Service Charge	.53
Regulatory Charge	.16
Administrative Charge	1.95
Other Charges and Credits	
Economic Adjustment Charge	2.98
	\$5.62

Taxes, Governmental Surcharges and Fees

NJ 911 System/Emerg. Resp. Fee	.90
NJ State Sls Tax-Telco	.40
	\$1.30

Total Current Charges for 732-372-8772 **\$81.92**

Need-to-Know Information continued ...

Economic Adjustment Charge

Our number one priority is to provide exceptional service to your business and consistently deliver the quality Business.

Just as you are seeing in your business, Verizon Business is seeing a wide range of increases in its costs to provide service. As these challenges have continued to mount, we have made the decision to add an Economic Adjustment Charge.

On June 8, 2023, Verizon Business began adding the charge to new LTE Business Internet and 5G Business Internet lines. And starting in August 2023, the charge will apply to existing LTE Business Internet and 5G Business Internet lines where the applicable price guarantee has already ended and thereafter on a rolling basis as your applicable price guarantee ends. The amount of the charge is \$2.98 or \$3.97 per month, for each qualifying LTE or 5G Business Internet line.

On June 16, 2022, Verizon Business began adding the charge to newly activated and upgraded lines, existing lines that have completed a contract-based line term, and lines that have twelve (12) months or fewer remaining on a Device Payment Plan Agreement. The amount of the charge is \$2.98 or \$3.97 per month/line for each smartphone and data device, and \$0.98 per month/line for each basic phone and tablet device.

As lines meet these criteria, the charge will be automatically added to your bill. You can find the Economic Adjustment Charge in the Other Charges & Credits section of your bill.

PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.

City Hall
260 High Street
Perth Amboy, NJ 08861
(732) 442-6421



Sergio Diaz, Chairman

March 7, 2024

SparqDental Perth Amboy, Inc.
Adam Hashemi, Owner
288 State Street
Perth Amboy, NJ 08861

Dear Mrs. Hashemi,

I am pleased to inform you that your application to the Perth Amboy Business Improvement Corporation, Inc. (PABIC) – Façade Grant Program *has been finalized by the Façade Committee and by the PABIC Board*. Enclosed please find **Check No.** _____ in the amount of **\$1,458.54** for the façade improvements of SparqDental Perth Amboy, Inc. located at 288 State Street.

This grant program is intended to assist business owners within the central business district with beautifying and renovating their storefronts and facades. In addition, the Business Improvement Corporation, Inc. is designed to develop a close working relationship with all businesses, offer opportunities for growth through a comprehensive marketing program and provide them with the tools to attract more customers.

On behalf of the PABIC board, congratulations on your recent investment in your business and much-continued success at your new business.

Sincerely,

Noelia Colon
Executive Director

cc: *Hon. Helmin J. Caba, Mayor*
Sergio Diaz, PABIC Chairman
James Snyder, Façade Committee Chair
PABIC Board

PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.
City Hall
260 High Street
Perth Amboy, NJ 08861
(732) 442-6421



Sergio Diaz, Chairman

March 7, 2024

DFanny's Market Corp.
Dafanny Mercado, Owner
349 Smith Street
Perth Amboy, NJ 08861

Dear Ms. Mercado,

I am pleased to inform you that your application to the Perth Amboy Business Improvement Corporation, Inc. (PABIC) – Façade Grant Program *has been finalized by the Façade Committee and by the PABIC Board*. Enclosed please find **Check No.** _____ in the amount of **\$5,000** for the façade improvements of D'Fanny's Market Corp. located at 349 Smith Street.

This grant program is intended to assist business owners within the central business district with beautifying and renovating their storefronts and facades. In addition, the Business Improvement Corporation, Inc. is designed to develop a close working relationship with all businesses, offer opportunities for growth through a comprehensive marketing program and provide them with the tools to attract more customers.

On behalf of the PABIC board, congratulations on your recent investment in your business and much-continued success at your new business.

Sincerely,

Noelia Colon
Executive Director

cc: *Hon. Helmin J. Caba, Mayor*
Sergio Diaz, PABIC Chairman
James Snyder, Façade Committee Chair
PABIC Board

INVOICE

From **Noelia Colon**
 675 New Brunswick Avenue
 Perth Amboy, NJ 08861

Invoice ID **13**
 Issue Date **03/05/2024**
 Due Date **03/05/2024 (upon receipt)**
 Subject **Month of February- Q1**

Invoice For **Perth Amboy Business Improvement Corporation**
 260 High Street
 Perth Amboy, NJ 08861

Item Type	Description	Quantity	Unit Price	Amount
Service	BID Board Meeting Prep, Follow-Up, Projects - 02/12/2024 - Project Management / Noelia Colon	3.00	\$50.00	\$150.00
Service	BID Board Meeting Prep, Follow-Up, Projects - 02/13/2024 - Project Management / Noelia Colon: Board Meeting Prep, Board Meeting, After Meeting	5.63	\$50.00	\$281.50
Service	BID Board Meeting Prep, Follow-Up, Projects - 02/14/2024 - Project Management / Noelia Colon: Prep checks, correspondence & meeting	2.00	\$50.00	\$100.00
Service	Transitioning the BID - 02/04/2024 - Project Management / Noelia Colon: 2-13 meeting prep, communication with attorney, consultant and accountant and correspondence	2.00	\$50.00	\$100.00
Service	Transitioning the BID - 02/05/2024 - Project Management / Noelia Colon: Meeting with potential bookkeeper and correspondence	2.75	\$50.00	\$137.50
Service	Transitioning the BID - 02/06/2024 - Project Management / Noelia Colon: Assessment Approval - discussion with Start, discussion with Dan, 2-13 meeting preparation, contract review for accounting services, public notices.	5.48	\$50.00	\$274.00
Service	Transitioning the BID - 02/07/2024 - Project Management / Noelia Colon: Executive Tem Meeting, 2-14 agenda prep with chairman, correspondence	2.67	\$50.00	\$133.50
Service	Transitioning the BID - 02/08/2024 - Project Management / Noelia Colon: Safeguard check prints layout prep and order and call with an attorney for exec session prep.	2.00	\$50.00	\$100.00
Service	Transitioning the BID - 02/09/2024 - Project Management / Noelia Colon	1.72	\$50.00	\$86.00
Service	Transitioning the BID - 02/11/2024 - Project Management / Noelia Colon	1.50	\$50.00	\$75.00
Service	Transitioning the BID - 02/15/2024 - Project Management / Noelia Colon: Discussion on Follow-up for Closed Session Matter with DCA and attorney, Facade Grant for Fu Lin, review of application	1.43	\$50.00	\$71.50
Service	Transitioning the BID - 02/16/2024 - Project Management / Noelia Colon: Meeting with DCA and Attorney	0.82	\$50.00	\$41.00

Service	Transitioning the BID - 02/20/2024 - Project Management / Noelia Colon: Facade grant closing for smh operations, closing of two facade applications, prep for March meeting	2.62	\$50.00	\$131.00
Service	Transitioning the BID - 02/21/2024 - Project Management / Noelia Colon: Meeting prep and closed session follow-up, correspondence	3.85	\$50.00	\$192.50
Service	Transitioning the BID - 02/22/2024 - Project Management / Noelia Colon: Attorney meeting and correspondence	2.30	\$50.00	\$115.00
Service	Transitioning the BID - 02/23/2024 - Project Management / Noelia Colon: Façade Grant Follow up with SMH and correspondence	1.17	\$50.00	\$58.50
Service	Transitioning the BID - 02/24/2024 - Project Management / Noelia Colon: RFP Bookkeeping Services and ED posting draft	2.25	\$50.00	\$112.50
Service	Transitioning the BID - 02/26/2024 - Project Management / Noelia Colon	3.50	\$50.00	\$175.00
Service	Transitioning the BID - 02/27/2024 - Project Management / Noelia Colon: Review of surplus and operating budget with Ospino Consulting	3.60	\$50.00	\$180.00
Service	Transitioning the BID - 02/28/2024 - Project Management / Noelia Colon: Surplus budget review with Ospino, closing of Bill.com and meeting with consultant for potential services.	3.35	\$50.00	\$167.50
Service	Transitioning the BID - 02/29/2024 - Project Management / Noelia Colon: Closed Session prep, public notice for 3/7/2024 and continued meeting with Ospino.	3.22	\$50.00	\$161.00

Amount Due \$2,843.00

Receipt



Invoice number C2ED2B27-0056
Receipt number 2354-6934
Date paid March 1, 2024
Payment method Mastercard - 4044

Cognito Forms
929 Gervais St, Suite D
Columbia, South Carolina 29201
United States
+1 888-499-0856
billing@cognitoforms.com

Bill to
Business Improvement District
(BusinessImprovementDistrict1)
ncolon@perthamboynj.org

\$35.00 paid on March 1, 2024

Description	Qty	Unit price	Amount
Team Mar 1 – Apr 1, 2024	1	\$35.00	\$35.00
		Subtotal	\$35.00
		Total	\$35.00
		Amount paid	\$35.00

Invoice



Invoice number C2ED2B27-0056

Date of issue March 1, 2024

Date due March 1, 2024

Cognito Forms

929 Gervais St, Suite D
Columbia, South Carolina 29201
United States
+1 888-499-0856
billing@cognitoforms.com

Bill to

Business Improvement District
(BusinessImprovementDistrict1)
ncolon@perthamboynj.org

\$35.00 USD due March 1, 2024

[Pay online](#)

Description	Qty	Unit price	Amount
Team Mar 1 – Apr 1, 2024	1	\$35.00	\$35.00
		Subtotal	\$35.00
		Total	\$35.00
		Amount due	\$35.00 USD



[Print](#)

Billing Activity - Invoices

Perth Amboy Business Improvement District
Attn: Noelia Colon
206 High Street
Perth Amboy NJ 08861
US
P.: 7324426421

Today's Date: 03/04/2024
User Name:

Invoices from 02/04/2024 to 03/04/2024

Date	Description	Charge Amount	Credit Amount
03/02/2024	Invoice #1709370184	\$81.00	

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



Pashman Stein Walder Hayden
 Court Plaza South
 21 Main Street, Suite 200
 Hackensack, NJ 07601
 (201) 488-8200
 Tax I.D. 22-3384189

Noelia Colon, Executive Director
 Downtown Perth Amboy Business Improvement District, Inc.
 260 High Street
 Perth Amboy, NJ 08861

March 4, 2024
 Invoice #150285
 File Number: 29505-001

RE: General

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours
02/06/2024	DGuada	Analysis of issues and advice and counsel [REDACTED] [REDACTED] Review of statute and case law.	1.00
02/07/2024	DGuada	Attention to notarization and review of and revisions to documents.	1.50
02/08/2024	DGuada	Work on resolution on budget process; legal research [REDACTED]	2.50
02/09/2024	DGuada	Review and comparison of Ospino Consulting contract; review of law and ordinance [REDACTED] [REDACTED] advice and counsel; review and redrafting of resolution.	4.70
02/12/2024	DGuada	Research and preparation for board meeting. Attendance at meeting and advice and counsel.	3.90
02/15/2024	DGuada	Extensive legal research and calls to DCA and Attorney General's office. Advice and counsel.	3.00
02/16/2024	DGuada	Conference with Jeff Butler (former SID DCA head); advice and counsel and analysis and follow up.	1.80
02/22/2024	DGuada	Analysis and advice and counsel [REDACTED] [REDACTED]	1.00
	DGuada	Conference with City counsel on ETC case and analysis of issues.	0.70
02/28/2024	DGuada	Changes to By-Laws. Markup of rate resolution; advice and counsel on various matters this week and today.	2.40

Total 22.50

PROFESSIONAL SERVICES SUMMARY

Attorney	Description	Hours	Rate	Amount
DGuada	Guadalupe, Daniel R.	22.50	\$250.00	\$5,625.00
Total		<u>22.50</u>		<u>\$5,625.00</u>

Total Fees & Disbursements	<u>\$5,625.00</u>
Previous balance	\$6,650.00
02/09/2024 Payment - Thank you, Check # 211774656	(\$3,925.00)
02/21/2024 Payment - Thank you, Check # 1307	(\$2,725.00)
Balance due upon receipt	<u><u>\$5,625.00</u></u>

OSPINO CONSULTING LLC
60 ENGLE ST
ENGLEWOOD, NJ 07631 US
2018940021
karem@ospinoconsulting.com



INVOICE

BILL TO

Perth Amboy Business
Improvement Corporation, INC
260 Hight St
Perth Amboy, NJ 08861 US

INVOICE # Invoice 2024-124

DATE 03/04/2024

DUE DATE 03/19/2024

TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Bookkeeping Services	Bookkeeping Services February 2024	1	1,347.00	1,347.00
Reimbursement	Bill.com February 2024	1	150.00	150.00
Reimbursement	Voided Check Fee in Bill.com - Home News Tribune	1	25.00	25.00

Thank you for your business.

BALANCE DUE

\$1,522.00

PERTH AMBOY BUSINESS
IMPROVEMENT
CORPORATION, INC.
OPMA- Public Meeting

RE: Public Meeting Notice -
Special Meeting/ Executive
Session

Please be advised that the Perth Amboy Business Improvement Corporation, Inc. will hold a Special Board Meeting at City Hall Council Chambers on Thursday, March 7 at 4:00 p.m. to discuss a recommended amendment of the by-laws. The meeting will also consider the following resolution:

R-05-03/24- Authorizing an Executive/Closed Session at the March 7, 2024 meeting to discuss certain proposed revisions to the PABIC By-Laws and legal matters and confidential/ privileged advice regarding certain governance, personnel and administrative issues.

The meeting agenda will be available online on the Perth Amboy Business Improvement Corporation, Inc. Board page at www.perthamboynj.org, under the tab "Public Documents."

3/5/24 \$36.12



New York/New Jersey

GANNETT

Order

N

Account Number:	1120295
Customer Name:	Perth Amboy Business Improvement District
Customer Address:	Perth Amboy Business Improvement District 260 High ST Perth Amboy NJ 08861-4451
Contact Name:	_ DEFAULT
Contact Phone:	
Contact Email:	ncolon@perthamboynj.org
PO Number:	R-05-03/24

Date:

Order Num

Prepayme
Amount:

Column Co

Line Count

Height in I

Print

Product	#Insertions	Start - End	Category
BCN Home News Tribune	1	03/05/2024 - 03/05/2024	Public Notices
BCN mycentraljersey.com	1	03/05/2024 - 03/05/2024	Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount C
 Service Fee 3.99%
 Cash/Check/ACH Discount
 Payment Amount by Cash/Check/ACH
 Payment Amount by Credit Card

Order Confirmation Amount

\$15.21

Ad Preview

PERTH AMBOY BUSINESS
IMPROVEMENT CORPORATION,
INC.
OPMA- Public Meeting

RE: Public Meeting Notice - Special
Meeting/ Executive Session

Please be advised that the Perth Amboy Business Improvement Corporation, Inc. will hold a Special Board Meeting at City Hall Council Chambers on **Thursday, March 7 at 4:00 p.m.** to discuss a recommended amendment of the by-laws. The meeting will also consider the following resolution:

R-05-03/24- Authorizing an Executive/Closed Session at the March 7, 2024 meeting to discuss certain proposed revisions to the PABIC By-Laws and legal matters and confidential/ privileged advice regarding certain governance, personnel and administrative issues.

The meeting agenda will be available online on the Perth Amboy Business Improvement Corporation, Inc. Board page at www.perthamboynj.org, under the tab "Public Documents."

3/5/24 (\$15.21)

**RESOLUTION
BY THE BOARD OF DIRECTORS OF
PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC. (PABIC)
AUTHORIZING EXECUTIVE CLOSED SESSION**

WHEREAS, on March 7, 2024, the Board of Directors of the Perth Amboy Business Improvement Corporation, Inc. (“the PABIC” or “the Corporation”), a non-profit corporation, held a Public Meeting after duly notifying the public pursuant to and in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 (“the Act”);

WHEREAS, at said meeting, upon quorum being established, a motion was made pursuant to the Act to hold an executive “closed session” in order to discuss certain proposed revisions to the PABIC By-Laws and legal matters regarding certain governance, personnel and administrative issues; and

WHEREAS, this Resolution is intended by the PABIC and its Board to memorialize the corporate action taken by the PABIC through its Board; and

NOW, THEREFORE, it is hereby resolved on Thursday, March 7, 2024, by the Board of Directors of the Perth Amboy Business Improvement Corporation, Inc. as follows:

1. THAT at the March 7, 2024 meeting the PABIC Board of Directors shall conduct an executive “closed session” to discuss certain proposed revisions to the PABIC By-Laws and legal matters regarding certain governance, personnel and administrative issues requiring confidential/privileged legal advice; and
2. THAT the Minutes of the March 7, 2024, meeting when issued and approved at the next PABIC Board meeting to be held in April 2024 shall summarize the closed session discussion.

ADOPTED this 7th of March 2024 at a duly noticed public meeting,

PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.

Sergio Diaz, Chairman

Lisett Lebron, Secretary

ATTEST to form:

Noelia Colon, Executive Director

March 7, 2024

VOTE:

First Name	Last Name	YES	NO	ABSTAIN
Sergio	Diaz			
Antonio	Abreu			
Kaushik	Patel			
Lisett	Lebron			
Helmin J.	Caba			
Milady	Tejeda			
James	Snyder			

**RESOLUTION
BY THE BOARD OF DIRECTORS OF
PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC. (PABIC) DIRECTING
CERTAIN ACTION REGARDING AMENDING ITS BYLAWS**

WHEREAS, on March 7, 2024, the Board of Directors of the Perth Amboy Business Improvement Corporation, Inc. (PABIC) a non-profit corporation, held a Special Public Meeting after duly notifying the public pursuant to and in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6;

WHEREAS, at a prior meeting, the proposed amendments to the By-Laws were discussed and reviewed by the Board, and at the meeting to which this Resolution refers, upon quorum being established, a motion was made, seconded and duly passed, and amending the By-Laws in the form and manner reviewed by the Board of Directors and voted upon by the Directors; and

WHEREAS, this Resolution is intended by the PABIC and its Board to memorialize the corporate action taken by the PABIC through its Board.

NOW, THEREFORE, it is hereby resolved on Thursday, March 7, 2024, by the Board of Directors of the Perth Amboy Business Improvement Corporation, Inc. as follows:

1. That the BY-LAWS of the Corporation are hereby amended as shown in the attached redline (Exhibit A), and the By-Laws should be those attached hereto as Exhibit B.
2. That the Secretary shall sign and issue to the Board of Directors the new set of By-Laws attached hereto as Exhibit B and file same in the Corporation's files.

ADOPTED this 7th of March 2024 at a duly noticed public meeting,

PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.

Sergio Diaz, Chairman

Lisett Lebron, Secretary

ATTEST to form:

Noelia Colon, Executive Director

March 7, 2024

VOTE:

First Name	Last Name	YES	NO	ABSTAIN
Sergio	Diaz			
Antonio	Abreu			
Kaushik	Patel			
Lisett	Lebron			
Helmin J.	Caba			
Milady	Tejeda			
James	Snyder			



SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail info@scnco.com

Board of Trustees
Perth Amboy Business
Improvement Corporation, Inc.
City of Perth Amboy
260 High Street
Perth Amboy, New Jersey 08861

We appreciate the opportunity to submit a proposal to audit the Perth Amboy Business Improvement Corporation, Inc. for the year ended December 31, 2023.

We will audit the statement of financial position as of December 31, 2023 and the related statements of activities and cash flows for the year then ended.

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide reports (which do not include opinions) on internal control related to the financial statements and compliance with laws, regulations, and the provisions or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

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Perth Amboy Business
Improvement Corporation, Inc.

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An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Identifying and ensuring that Organizations comply with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your Organization's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

You are responsible for establishing and maintaining internal control and for compliance with laws, regulations, contracts, and agreements. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

You are responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. You are responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. You are also responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

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Perth Amboy Business
Improvement Corporation, Inc.

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In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on your Organization's financial statements.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. (Tests of controls are required only if control risk is assessed below the maximum level.) Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report. Our peer review report accompanies this letter.

Based on our preliminary estimates, the fee should approximate \$4,500.00 for the audit. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Fees for additional services requested by your Organization will be mutually agreed upon prior to the commencement of any work.

We warrant that our services and advise will comply with and meet the standard of care which applies to auditors in the State of New Jersey.

SUPLEE, CLOONEY & COMPANY

Perth Amboy Business
Improvement Corporation, Inc.

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We appreciate the opportunity to be of service to your Organization and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Yours very truly,

SUPLEE, CLOONEY & COMPANY

Robert J. Butvilla

Robert J. Butvilla, Partner

January 31, 2024

RJB:tc

RESPONSE:

This letter correctly sets forth the understanding of the Perth Amboy Business Improvement Corporation, Inc.

OFFICER SIGNATURE: _____

TITLE: _____

DATE: _____