

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

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**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, April 9, 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
<b>Hon. Helmin J. Caba, Mayor</b>			
<b>Mayor’s Designee</b>			
<b>Sergio Diaz, Chairman</b>			
<b>Antonio Abreu, Vice- Chair</b>			
<b>Kaushik Patel, Treasurer</b>			
<b>Lisett Lebron, Secretary</b>			
<b>Milady Tejada, Council President</b>			
<b>James Snyder, Board Member</b>			

III. **2023 Audit Report** **Robert Butvilla, Auditor**

IV. **Approval of Minutes** **March 7, 2024**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

V. **Approval of Minutes** **March 25, 2024**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

VI. **Approval of Bill List** **April 9, 2024**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

VII. **R-08-04/24- Authorizing an Executive/Closed Session at the April 9, 2024 meeting to discuss personnel matters.**

**Motion to enter Executive Session:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

**Motion to close to Executive Session:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

*Action is anticipated after Executive Session.*

VIII. **Chairman's Report** **Sergio Diaz, Chairman**

- a. Façade Grant for Expanded Area
- b. Budget Timeline

IX. **Director's Report** **Noelia Colon, Executive Director**

- a. New Orientation Date
- b. "Celebrating Local Business Growth" Business Meeting
- c. Transition Status

X. **Committee Report**

Façade Grant Submissions:

- a. The Chepe Barbershop – 278 Madison Avenue

XI. **Old Business:**

None

XII. **New Business:**  
None

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

Motion \_\_\_\_\_  
Second \_\_\_\_\_

**Motion to close the public portion:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

XIV. **Adjourn:**

Motion \_\_\_\_\_  
Second \_\_\_\_\_

*Report of Audit*  
*on the*  
*Financial Statements*  
*of the*  
***Perth Amboy***  
***Business Improvement***  
***District, Inc.***  
*for the*  
*Year Ended*  
*December 31, 2023*

PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.

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**SUPLEE, CLOONEY & COMPANY LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT**

The Board of Trustees of the  
Perth Amboy Business Improvement District  
260 High Street  
Perth Amboy, New Jersey 08861

***Opinions***

We have audited the accompanying financial statements of Perth Amboy Business Improvement District. (the "Organization") which comprise the balance sheet-regulatory basis as of December 31, 2023, and the related statements of revenue, expenses, and changes in fund balance and cash flows-regulatory basis for the year then ended, and the related notes to the financial statements.

***Unmodified Opinion on Regulatory Basis***

In our opinion, the financial statement referred to in the first paragraph present fairly, in all material respects, the asset, liabilities, and fund balance of Perth Amboy Business Improvement District as of December 31, 2023, and its revenue and expenses for the year then ended, in accordance with the financial reporting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey described in Note 1.

***Adverse Opinion of U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" section of our report, the financial statements referred to in the first paragraph do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Perth Amboy Business Improvement District as of December 31, 2023, or the changes in its fund balance for the year then ended.

***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards 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 Perth Amboy Business Improvement District 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 unmodified opinion on the regulatory basis of accounting and or adverse opinion on U.S. generally accepted accounting principles.

## **SUPLEE, CLOONEY & COMPANY LLC**

### ***Basis for Adverse opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 1, the financial statements are prepared by the Organization in accordance with financial reporting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Division of Local Government Services, Department of Community Affairs, State of New Jersey. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonable determinable, are presumed to be material and pervasive.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

### ***Auditor's 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 auditor's report that includes our opinion. 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 generally accepted 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 generally accepted 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 Perth Amboy Business Improvement District'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.

## SUPLEE, CLOONEY & COMPANY LLC

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Perth Amboy Business Improvement District 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.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 3, 2024 on our consideration of the Organization'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 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 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 Organization's internal control over financial reporting and compliance.

April 3, 2024







# SUPLEE, CLOONEY & COMPANY LLC

CERTIFIED PUBLIC ACCOUNTANTS

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

Telephone 908-789-9300

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**INDEPENDENT AUDITOR'S 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**

The Board of Trustees of the  
Perth Amboy Business Improvement District  
260 High Street  
Perth Amboy, New Jersey 08861

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the regulatory financial statements of the Perth Amboy Business Improvement District (the "Organization"), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Organization's regulatory financial statements, and have issued our report thereon dated April 3, 2024. Our report disclosed that, as described in Note 1 to the financial statements, the Organization prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with a modified accrual basis and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the regulatory financial statements, we considered the Organization's 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 Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of Organization's internal control.

## SUPLEE, CLOONEY & COMPANY LLC

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 Organization'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 may exist that have not been identified.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Organization'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 determination of financial statement amounts. 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 results of that testing, and not to provide an opinion on the effectiveness of the Organization'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 Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

April 3, 2024



PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.

BALANCE SHEET  
DECEMBER 31, 2023

ASSETS

Cash and Cash Equivalents	\$ 283,400
	<u>\$ 283,400</u>

LIABILITIES AND FUND BALANCE

Accounts Payable	\$ 30,277
Accrued Expenses	2,170
Fund Balance- Undesignated	<u>250,953</u>
	<u>\$ 283,400</u>

The accompanying notes are an integral part of this financial statement.

PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2023

<u>REVENUES</u>	
Tax Revenue	\$ 249,454
Interest Income	2,907
Other Revenue	3,141
	<hr/>
<u>TOTAL REVENUES</u>	<u>255,502</u>
<u>EXPENSES</u>	
Program Administration	61,936
Advertising and Marketing	1,901
Operating Expense	7,378
Materials and Supplies	2,879
Professional Services	58,557
Insurance	9,345
Facade Program	32,696
Special Projects	21,530
Downtown Beautification	4,325
Grants	6,230
	<hr/>
<u>TOTAL EXPENSES</u>	<u>206,777</u>
Increase in Fund Balance	48,725
Fund Balance at Beginning of Year	<hr/> 202,228
Fund Balance at End of Year	<hr/> <u>\$ 250,953</u>

The accompanying notes are an integral part of this financial statement.

PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2023Cash Flows From Operating Activities

Net Increase (Decrease) in Fund Balance	<u>\$ 48,725</u>
Changes in Operating Assets and Liabilities:	
Increase (Decrease) in Accounts Payable and Accrued Exp	<u>(31,817)</u>
<u>Net Cash Provided (Used) By Operating Activities</u>	<u>16,908</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>16,908</u>
Cash and Cash Equivalents, Beginning of Year	<u>266,492</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 283,400</u></u>

The accompanying notes are an integral part of this financial statement.

PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

ORGANIZATION

Perth Amboy Business Improvement District (the "Organization") is an independent organization, located in Perth Amboy, New Jersey for the purpose of revitalizing and expanding downtown Perth Amboy (the "City") and related business zones as established by the City. The purpose of the Organization is also to promote economic growth and employment within the City and to enhance the commercial viability and attractiveness of the business area. The Organization's support comes primarily from the City of Perth Amboy.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Organization conform to the accounting principles applicable to special districts, which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. The following is a summary of the significant policies:

Basis of Accounting

All governmental funds are accounted for on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized when the related fund liability is incurred.

Fund Accounting

The accounts of the Organization are organized on the basis of fund accounting. Under this basis, the operations of each fund are accounted for with the separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. The principal purpose of fund accounting is to ensure observance of restrictions placed on the use of resources available to the Partnership. Individual funds summarized in the accompanying financial statements are classified as follows:

Fund Types

General Operating Fund - is used to account for all revenues and expenditures applicable to the general operations of the Organization. All general operating revenues not restricted as to use are recorded in the General Fund.

PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Budgets and Budgetary Accounting

According to Ordinance, the Organization is required to submit an annual estimate of the cost of operating and maintaining the Organization for the next fiscal year for the City Council's approval. Upon Council approval, the adopted budget is integrated into the accounting system to provide budgetary control over revenues and expenditures.

Financial Statement Presentation

Net assets and revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net Assets Without Donor Restrictions - Net assets that are not subject to donor-imposed stipulations and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's Board may designate assets without restrictions for specific operational purposes from time to time.

Net Assets With Donor Restrictions - Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, where the donor has stipulated the funds be maintained in perpetuity.

Cash and Cash Equivalents

Cash and cash equivalents include highly liquid debt instruments purchased with original maturity of three months or less.

Prepaid Expenses

The cost of prepaid insurance and other similar items extending over more than one accounting period is accounted for as expenditures of the period of acquisition and not allocated between or among accounting periods.

District Tax Levy

Upon the proper certification to the City of Perth Amboy, taxes are assessed in support of the Organization's budget in the same manner as other municipal taxes. The treasurer of the City of Perth Amboy shall then pay over to the treasurer or custodian of funds of the Organization the taxes assessed.

PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Tax Status

The Organization qualifies as a tax-exempt organization under Section 501 (c)(6) of the Internal Revenue Code and, therefore, has no provision for federal income taxes.

The most significant tax position of the Organization is its assertion that it is exempt from income taxes. Other significant tax positions include its determination of whether any amounts are subject to unrelated business tax (UBIT). Management has determined that the Organization had no activities subject to UBIT in the year ended December 31, 2023. All significant tax positions have been considered by management and it has determined that it is more likely than not that all tax positions would be sustained upon examination by taxing authorities.

The Organization is required to file Form 990 (Return of Organization Exempt from Income Tax) which is subject to examination by the Internal Revenue Service (IRS) up to three years from the extended due date of the tax return. The Forms 990 for 2020 through 2022 are open to examination by the IRS as of December 31, 2023.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities 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.

(2) CASH AND EQUIVALENTS

Cash and cash equivalents consist of:

Checking Accounts	\$ 80,828
Certificate of Deposit	<u>202,572</u>
	<u>\$283,400</u>

Cash on deposit is insured by the Federal Deposit Insurance Corporation in the amount of \$250,000 in each bank depository.



PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.

NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2023

(3) SUBSEQUENT EVENTS

The Organization has evaluated subsequent events occurring after the financial statement date through April 3, 2024 which is the date the financial statements were available to be issued. Based on this evaluation, the Organization has determined that no subsequent events have occurred which require disclosure in the financial statements.

(4) LITIGATION, CLAIMS AND CONTINGENT LIABILITIES

In the ordinary conduct of its business, the Organization may be a party to litigation. At December 31, 2023, in the opinion of management, there were no matters pending or threatened which would have a material adverse effect on the financial position of the Organization.

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

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**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.

**MINUTES**

**I. Salute to the Flag**

**II. Roll Call**

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

**III. Approval of Minutes**

**February 13, 2024**

Motion            A. Abreu  
Second            L. Lebron

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
*Tashilee	Vazquez				x
Milady	Tejeda			x	
James	Snyder	x			

**IV. Approval of February Bill List  
\$16,740.45**

**Kaushik Patel, Treasurer**

Motion K. Patel  
Second A. Abreu  
All in Favor

**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 Executive Session:**

Motion A. Abreu  
Second L. Lebron  
All in Favor

**Closed Session Discussion:**

1. *Discussion of legal advice regarding changes to bylaws for the executive team and the budget sections. Note: Sergio Recused himself from the executive session, only for the portion of the discussion related to personnel and administrative issues.*
- Sergio returned to Closed Session for the following discussions:*
2. *Administrative issues related to legal advice regarding the executive director position and hiring details.*
  3. *Legal discussion regarding the auditor contract and filing of certain tax returns.*
  4. *Legal discussion on language related to the Assessment Policy resolution and proposed updates to the rates.*

**Motion to close to Executive Session:**

Motion T. Vazquez  
Second L. Lebron  
All in Favor

*Discussion Following Closed Session and action Taken in public session:*

1. *Decide and vote on whether or not to retain an independent contractor vs employee;  
Motion hire an independent contractor*

Motion A. Abreu  
 Second L. Lebron  
 Roll Call

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
*Tashilee	Vazquez	x			
Milady	Tejeda			x	
James	Snyder	x			

2. Decide and vote on whether the BID will require separation of a board member before appointment or application; though there is no requirement for a special improvement district to do so.

Motion to decide on the terms of separation of a board member who wishes to apply for a vendor or employment position with the BID. Any hiring or contracting of such board member will require a) the resignation of that board member before applying for the position or submitting a proposed contract; and b) the beginning of employment or the delivery of contractual services shall not begin until after 30 days from such resignation of the board member.

Motion Lisett

Discussion: While there is no requirement to do so, as provided by legal counsel—the board believes it is best practice to do so, even if for some time. The recommendation will be for any board member to separate for a minimum of 30 days, or a maximum of 45 days, and the individual can take the role after that timeframe. They can apply during their time of separation. This information will be added to the Conflict-of-Interest Policy.

Second Antonio A.  
 Roll Call

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
*Tashilee	Vazquez	x			
Milady	Tejeda			x	
James	Snyder	x			

3. Motion to post a request for proposals from either individuals or entities to apply to provide the services of the executive director position.

Motion A. Abreu

Discussion:

An RFP will be prepared and released to post for a certain number of weeks to search for professional services to fill the Executive Director position.

Second L. Lebron  
Roll Call

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
*Tashilee	Vazquez	x			
Milady	Tejeda			x	
James	Snyder	x			

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**

Motion Lisett Lebon  
Second A. Abreu  
Roll Call

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Tashilee	Vazquez	x			
Milady	Tejeda			x	
James	Snyder	x			

VII. **Motion to accept the assessment policy with the recommended changes to the assessment rate noticed as follows: property classifications 4A, 4B, 4C: 0.11, 0.11, 0.55, respectively.**

Motion J. Snyder  
Second L. Lebron  
Roll Call

(Earlier motion withdrawn by James Snyder due to update language on the motion)

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Tashilee	Vazquez	x			
Milady	Tejeda			x	
James	Snyder	x			

VIII. **Chairman's Report**

**Sergio Diaz, Chairman**

a. Proposed Auditor Contract Chairman

*Chairman Diaz: This item was previously tabled at our February 13<sup>th</sup> meeting due to questions related to services.*

*Motion to approve the annual proposed Auditor Contract with Suplee, Clooney and Company in the amount of \$4,500?*

Motion L. Lebron

Second A. Abreu

Roll Call

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN
Sergio	Diaz	x			
Antonio	Abreu	x			
Kaushik	Patel	x			
Lisett	Lebron	x			
Tashilee	Vazquez	x			
Milady	Tejeda			x	
James	Snyder	x			

IX. **Director's Report**

**Noelia Colon, Executive Director**

a. ED Contract Termination/Resignation

Both letters were provided to the Executive Team on March 1<sup>st</sup> and the Board received both letters thereafter.

b. SparqDental Grand Opening- March 19<sup>th</sup>

Details provided to all in the flyer

X. **Committee Report**

None

XI. **Old Business:**

None

XII. **New Business:**

None

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

Motion L. Lebron  
Second A. Abreu  
All in Favor

**Motion to close the public portion:**

Motion L. Lebron  
Second A. Abreu  
All in Favor

XIV. **Adjourn:**

Motion L. Lebron  
Second A. Abreu  
All in Favor

February 28, 2024

Perth Amboy Business Improvement Corporation, Inc.  
Perth Amboy City Hall  
260 High Street  
Perth Amboy, NJ 08861

Dear Executive Team,

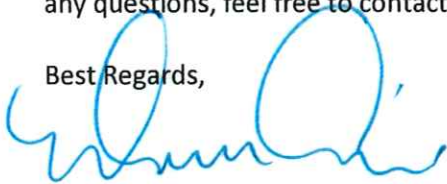
I want to thank the Perth Amboy Business Improvement Corporation, Inc. (PABIC) board for allowing me to serve as the Executive Director both on a full-time and contractual basis.

Please accept this letter as my 30-day notice to finalize my contract term with PABIC. My final date will be March 31<sup>st</sup>. If essential, I will extend my time with the agency for an additional 15 days with an end date of April 15<sup>th</sup>.

As you know, while I continued to serve in the capacity of Executive Director since beginning my contract in February 2023, the title was primarily retained for insurance purposes. Therefore, I have also enclosed my official resignation letter as Executive Director, including transition details, once again for insurance purposes.

I want to express my gratitude for serving alongside you and our business community. Should you have any questions, feel free to contact me directly.

Best Regards,



Noelia Colón

Cc: *Hon. Helmin J. Caba, Mayor*  
*Daniel Guadalupe, Attorney*



Noelia Colon  
675 New Brunswick Avenue  
Perth Amboy, NJ 08861

February 28, 2024

Perth Amboy Business Improvement Corporation, Inc.  
260 High Street  
Perth Amboy, NJ 08861

**RE: Letter of Resignation**

PABIC Board Members,

Last year, there were some changes with the Downtown Perth Amboy Business Improvement District, Inc. (BID), both in our efforts to assess a city-wide expansion and with staffing.

I had served as a city employee while assuming the role of Executive Director of both the BID and the Urban Enterprise Zone (UEZ) since the board hired me in 2019. This was made possible through a long-standing shared service agreement between the City of Perth Amboy and the BID, which allowed for the reimbursement of municipal staff's salary and/or fringe benefits in exchange for services provided to the BID.

In February 2023, the City restructured the Office of Economic and Community Development, which has since included oversight of the UEZ, as it aligns with the mission of economic and business development.

Additionally, to fulfill the goal of the BID functioning in autonomy, as a non-profit organization, the shared service between the City and the BID ended. As a result, my time with the BID as a shared employee also ended.

I have since continued in my role as a city employee and transitioned to leading the Urban Enterprise Zone program and other initiatives, as the Deputy Director of the Office of Economic and Community Development in addition to serving as the Executive Director as a consultant to assist the expansion project.

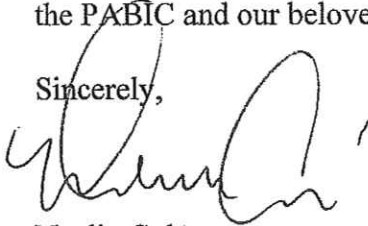
I want to thank each of you for the opportunity to serve the BID/PABIC board and its business community for nearly five years. Together, we have aligned the organization for a future expansion by resources to provide exponential services to merchants, city-wide. We've invested over \$125K in façade grants, leveraged partnerships and matched over \$100K for NEW capital improvements, beautification and promotional projects. We've established and revised our policies and by-laws to create a stronger organization, provided exceptional customer service and outreach via grand openings, meetings and events and most importantly, we've created an overall greater rapport with our merchants.

I believe we have positioned the BID for much growth and development. I want to thank you for your dedication and volunteerism in helping to make this possible. I believe I have built some lifelong friendships with you as some of the most respected business owners and professionals in Perth Amboy. Thank you also for the opportunities for professional and personal development that you have provided me during these past few years.

Please accept this letter as my formal resignation from my position as the PABIC Executive Director. My final day of service to the PABIC is effective March 31st.

As a resident and public servant, I anticipate and desire much success and continued growth for the PABIC and our beloved City.

Sincerely,

A handwritten signature in black ink, appearing to read 'Noelia Colón', written in a cursive style.

Noelia Colón

Cc: *Hon. Helmin J. Caba, Mayor*  
*Daniel Guadalupe, Attorney*

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

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**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 **Monday, March 25, 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**

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

III. **R-07-03/24- Authorizing an Executive/Closed Session at the March 25, 2024 meeting to discuss certain proposed revisions to the PABIC legal matters regarding certain governance, personnel and administrative issues**

**Motion to enter Executive Session:**

Motion M. Tejada  
Second L. Lebron  
All in Favor

**Motion to close to Executive Session:**

Motion M. Tejada  
Second L. Lebron  
All in Favor

**Action was taken after Closed Session**

*Discussion Regarding Personnel/Governance:*

- *Review of RFP Professional Services - Executive Director document. Discussion/legal advice provided on RFP not being a requirement as we are not subject to the Local Contracting Law. RFP done as best practice for org*
- *Request for Sergio to submit a letter communicating that he will be applying for the position.*
  - *Add to the CONFLICT-OF-INTEREST POLICY: "Any Board of Director(s) interested in applying for a paid staff position for PABIC must submit a letter of stating a letter of interest."*
  - *Separation not needed if Board of Director is interested in*
- *Legal advice regarding voting on budgetary matters*
- *Personnel Committee will consist of Executive Team members to provide a recommendation to the board on the RFP for Professional Services*
- *Consideration to hire a headhunter firm and/or services related to training or interim admin services.*
- *Legal advice regarding voting on budgetary matters*
- *Legal Advice provided on Assessment Policy Resolution*
- *Legal Advice on Accounting RFP language regarding Bookkeeping Services and minor Accountant (CPA) requirements to address certain needs of PABIC*

IV. **Chairman's Report**

**Sergio Diaz, Chairman**

**a. Request for Proposal for Accounting Services**

*Chairman: Requested that the team review (if not already) the RFP for Accounting Services. Noelia pointed out two items regarding the need for a CPA which included 501C3 application and filing of 990 tax returns.*

Motion to accept and release the Accounting Services RFP:

*Motion Mayor Caba  
Second M. Tejada*

*Roll Call*

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

**a. 2023 Audit**

*The Suplee, Clooney and Company auditors conducted the 2023 audit with Noelia on Friday, March 22<sup>nd</sup> they will provide their findings and final report by the end of March and he will make a presentation to the board when ready, as done annually.*

**b. Assessment Policy**

*Chairman: Requested that Director Lebron introduce the conversation related to changes to the Assessment Policy:*

Motion to rescind the resolution that was passed at the 3-7-2024 board meeting:

*Motion L. Lebron  
Second M. Tejeda  
Roll Call*

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

Discussion: Mayor Caba shared that the expansion will benefit all of the business in general and they will receive services whether it is more public safety, marketing, etc. The industrial areas will even see funds go towards infrastructure improvements; such are road repairs and public safety.

Another example is to have an emergency response for businesses if there is a fire or an unfortunate event. Having material to assist with boarding up the location immediately as opposed to leaving it until the next morning.

Lisett posed several questions.

*How will the funds be collected?*

*City-wide assessment. The collection will take place as it does now for the small BID area.*

*How will be better align the assessment?*

*Mayor Caba– Believes this is a fair chance to the rate than the previous suggested and the reason being that the current BID member will pay less than the current rate.*

*How do we get this budget passed?*

*Do property owners and stakeholders have input in the process of the budget? Yes, both in the operations and administrative process of adopting this budget.*

*Further discussion related to the assessment versus it being a tax.*

Motion to reintroduce Resolution-08-03/24 for the adoption of the new updated Assessment Policy:

R-08/03-24- Resolution by The Board Of Directors of Perth Amboy Business Improvement Corporation, Inc. (PABIC) Adopting An Assessment Policy For The Special Improvement District

*Motion L. Lebron  
Second M. Tejada  
Roll Call*

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

**c. 2024 Budget Introduction**

*Chairman: Advised Now that we have approved the Assessment Policy for the new rate in the expanded area. Please take this time to recommend changes to the proposed 2024 budget. Sergio recused himself from the discussion, all together.*

*Motion to adopt the introduction of the 2024 budget:*

*Motion A. Abreu  
Second K. Patel*

*Roll Call*

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN	RECUSE
Sergio	Diaz					X
Antonio	Abreu	X				
Kaushik	Patel	X				
Lisett	Lebron	X				
Mayor	Caba	X				
Milady	Tejeda	X				
James	Snyder	X				

***VOTING AGENDA ITEMS ADDED TO THE AGENDA. ACTION TAKEN THAT FOLLOWED THE CLOSED SESSION***

**d. Board of Directors – No Separation of volunteer role before application.**

*Motion to rescind and vacate the previous decision by the board requiring that any board member who wishes to either be employed or independently contracted by the PABIC from the board position in order to apply:*

*Motion Mayor Caba*

*Second M. Tejeda*

*Roll Call*

*Discussion: Both Mayor and Antonio stated that it would discourage members from participating in any volunteer opportunities.*

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN	RECUSE
Sergio	Diaz					X
Antonio	Abreu	X				
Kaushik	Patel	X				
Lisett	Lebron	X				
Mayor	Caba	X				
Milady	Tejeda	X				
James	Snyder	X				

*Motion regarding written disclosure of interest in paid position with PABIC and to be added to the CONFLICT-OF-INTEREST policy.*

*Motion for any compensated position, employee or independent contractor, if a board member has an interest, that such board member provide a letter disclosing such interest to the board and agree to recuse themselves from discussion pertaining to that compensated position himself- pertaining to that compensated position:*

*Motion Mayor Caba*  
*Second M. Tejada*  
*Roll Call*

First Name	Last Name	IN FAVOR	OPPOSED	ABSENT	ABSTAIN	RECUSE
Sergio	Diaz					X
Antonio	Abreu	X				
Kaushik	Patel	X				
Lisett	Lebron	X				
Mayor	Caba	X				
Milady	Tejada	X				
James	Snyder	X				

**V. Director's Report**

**Noelia Colon, Executive Director**

- a. Request for Proposal for Executive Director  
*Make final edits to the RFP and release the next day with final acceptance of application on 4-5-2024.*
- b. 2023 Budget Overview  
*Full review of detailed report regarding the operation and surplus budget*
- c. Upcoming Perth Amboy Eats Program –
  - 1. *The upcoming event will take place on 5-11 and Rain Date on 5-18*
  - 2. *Review of ticket prices and fundraising efforts for student scholarships*
  - 3. *Interest in board volunteering*
  - 4. *Interest in board businesses participating- Dunkin Donuts will participate.*
- d. Public Service Announcement for Skimmers  
*Review of Information in packets*

**VI. Committee Report**

None

**VII. Old Business:**

None

**VIII. New Business:**

*Notes:*

- 1. *New Orientation Dates*
- 2. *Parking Placards for board members*
- 3. *Parking near City Hall- availability*

**Public Portion:**

**Motion to open the public portion:**



Motion A. Abreu  
Second L. Lebron  
All in Favor

**Motion to close the public portion:**

Motion M. Tejada  
Second L. Lebron  
All in Favor

**IX. Adjourn:**

Motion M. Tejada  
Second A. Abreu  
All in Favor

PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.

April 2024  
AS OF 03/20/2024  
BILL LIST

Name	Date	Description	Open Balance
NJ Advance Media	3/20/2024	Public Notice for Regular Meeting Notice   03/25/2024	\$ 30.96
		<b>Total</b>	<b>\$30.96</b>
Verizon	3/24/2024	Phone; Feb 25, 2024 - March 24, 2024	\$ 81.92
		<b>Total</b>	<b>\$81.92</b>
Gannett - LocalIQ	3/25/2024	Public Notice for Regular Meeting Notice   03/25/2024	\$ 14.82
		<b>Total</b>	<b>\$14.82</b>
NJLM	3/27/2024	RFP Posting for Professional Services- Executive Director	\$ 160.00
		<b>Total</b>	<b>\$160.00</b>
The Print Shop	3/28/2024	Perth Amboy Eats Food Tour - Printing of 11'x17' Posters	\$ 315.00
		<b>Total</b>	<b>\$315.00</b>
Cognito	4/1/2024	Monthly Rate Plan- Month of April	\$ 35.00
		<b>Total</b>	<b>\$35.00</b>
Ospino Consulting	4/1/2024	Accounting Services - Month of March	\$ 1,347.00
		<b>Total</b>	<b>\$1,347.00</b>
Constant Contact	4/2/2024	Subscription- Month of April	\$ 81.00
		<b>Total</b>	<b>\$81.00</b>
Ismael Nunez	4/4/2024	Perth Amboy Eats Food Tour- Map Design	\$ 140.00
		<b>Total</b>	<b>\$140.00</b>
PashmanStein Walder Hayden	4/5/2024	Legal Services - Month of March	\$ 2,500.00
		<b>Total</b>	<b>\$ 2,500.00</b>
Noelia Colon	4/5/2024	Q1 Admin Services - Month of March	\$ 4,273.00
		<b>Total</b>	<b>\$ 4,273.00</b>
Suplee, Clooney and Company	4/5/2024	2023 Audit	4500.00
		<b>Total</b>	<b>\$4,500.00</b>
City of Perth Amboy	4/5/2024	Downtown Beautification Program R-06/09-22	\$4,000.00
		<b>Total</b>	<b>\$4,000.00</b>
Amboy Bayside News	4/5/2024	Perth Amboy Eats Food Tour - Half Page Ad/Color	525.00
		<b>Total</b>	<b>\$525.00</b>
			\$ -
		<b>Total</b>	<b>\$ -</b>
		<b>TOTAL</b>	<b>\$18,003.70</b>

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#:0010843401

Sales Rep: NJ LegalRepNJ  
 Account Number:1000907429  
 AD#: 0010843401

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
03/20/2024	Notices NJ	PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC.	public notice_executive session_3-25-2024.	
			Ad Size 1 x 36 L	
			Basic Ad Charge - 03/20/2024	\$30.96
			Total	\$30.96

CLAIMANTS CERTIFICATION AND DECLARATION	
<p>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.</p>	
Date: 3/25/2024	Fed ID#: 13-4123607
Signature: <u>Chris Tighe</u>	Official Position: <u>AR Manager</u>
CERTIFICATION BY RECEIVING AGENCY	CERTIFICATION BY APPROVAL OFFICIAL
<p>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.</p>	<p>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:</p>
Signature: _____	Appropriation Account(s) and Amounts Charged: _____ P.O.#: _____
Title: _____	Signature: _____

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 Monday, March 25, 2024 at 4:00 p.m. The meeting will also consider the following resolution:

R-06-03/24- Authorizing an Executive/Closed Session at the March 25, 2024 meeting to discuss legal matters 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](http://www.perthamboynj.org), under the tab "Public Documents."  
3/20/24 \$30.96



PO BOX 489  
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
b2b.verizonwireless.com	342311378-00001	04/23/24
Change your address at http://sso.verizonenterprise.com	Invoice Number	9960003077

### Quick Bill Summary

Feb 25 – Mar 24



PERTH AMBOY BUSINESS IMPROV  
260 HIGH ST  
PERTH AMBOY, NJ 08861-4451

00076154  
K112

Previous Balance <i>(see back for details)</i>	\$81.92
Payment – Thank You	-\$81.92
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$75.00
Usage and Purchase Charges	
Voice	\$0.00
Data	\$0.00
Surcharges and Other Charges & Credits	\$5.62
Taxes, Governmental Surcharges & Fees	\$1.30
<b>Total Current Charges</b>	<b>\$81.92</b>

**Total Charges Due by April 23, 2024**

**\$81.92**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At b2b.verizonwireless.com	1.800.922.0204 or *611 from your phone



PERTH AMBOY BUSINESS IMPROV  
260 HIGH ST  
PERTH AMBOY, NJ 08861-4451

Bill Date: March 24, 2024  
Account Number: 342311378-00001  
Invoice Number: 9960003077

### Total Amount Due

Will be submitted to credit card on 04/14/24  
DO NOT MAIL PAYMENT

**\$81.92**

P.O. BOX 408  
NEWARK, NJ 07101-0408



99600030770103423113780000100000008192000000081923

Invoice Number 9960003077 Account Number 342311378-00001 Date Due 04/23/24 Page 3 of 6

Overview of Lines

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	9	---	.542GB	---	---	---
<b>Total Current Charges</b>			<b>\$75.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5.62</b>	<b>\$1.30</b>	<b>\$0.00</b>	<b>\$81.92</b>						



**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](http://b2b.verizonwireless.com).

**Monthly Charges**

Business Unlimited Smartphone	03/25 - 04/24	45.00
Add Smartphn Data Access	03/25 - 04/24	25.00
Plan Rate Adjustment	03/25 - 04/24	5.00
		<b>\$75.00</b>

**Usage and Purchase Charges**

Voice	Allowance	Used	Billable	Cost
Calling Plan (02/25 - 03/24) <i>minutes</i>	unlimited	9	---	---
Total Voice				\$.00
Data	Allowance	Used	Billable	Cost
Gigabyte Usage(02/25 - 03/24) <i>gigabytes</i>	unlimited	.542	---	---
Total Data				\$.00
<b>Total Usage and Purchase Charges</b>				<b>\$.00</b>

**Surcharges**

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

**Taxes, Governmental Surcharges and Fees**

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

**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.



  
 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
9966696	PERTH AMBOY BUSINESS IMPROVEMENT CORPORATION, INC. OPMA- Public Meeting  RE:	2 x 19.00 x 1	\$0.39	\$14.82
Net Total Due:				<b>\$14.82</b>

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

# of Copies : \_\_\_\_\_ PO #: \_\_\_\_\_  
 0 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: 03/20/2024  
 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.  
OPWA- 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 Monday, March 25, 2024 at 4:00 p.m. The meeting will also consider the following resolution:

R-06-0324- Authorizing an Executive/Closed Session at the March 25, 2024 meeting to discuss legal matters 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.perthamboyva.org](http://www.perthamboyva.org), under the tab "Public Documents." (\$14.02)



New Jersey State League of Municipalities

222 West State Street Trenton, NJ 08608  
Phone: (609) 695-3481, ext. 111  
Fax (609) 695-0151  
[sdelany@njlm.org](mailto:sdelany@njlm.org)

Jobline Contract for Payment – Please Review Carefully

PERTH AMBOY CITY

TO: Noelia Colon

PHONE: 732-442-6421

EMAIL: [ncolon@perthamboynj.org](mailto:ncolon@perthamboynj.org)

FROM: Sue DeLany

Before your ad will be placed: Please sign this contract with your purchase order or voucher number noted below. This will guarantee payment to the League of Municipalities for placement of your ad. Once signed, e-mail back to [sdelany@njlm.org](mailto:sdelany@njlm.org). You will be notified when ad is posted. Please allow up to three working days for your ad to be posted.

All advertisements will be posted for 30 calendar days from date of insertion.

**Your Advertisement will appear on our Webpage March 27 – April 25**

**RFP-EXECUTIVE DIRECTOR - \$160**

**Signature** \_\_\_\_\_

3/22/24

**Purchase Order # 000-1320** \_\_\_\_\_

This communication, including attachments, may contain information that is privileged and confidential and it is only intended for the use of the individual or entity to which it is addressed. If you are not the intended recipient, any disclosure, copying, distribution, or use of this communication is prohibited. If you have received this in error by facsimile, advise by telephone and destroy the original document.

338 State Street  
Perth Amboy, NJ 08861  
7328263575  
orders@printingcopycenter.com  
printingcopycenter.com



**BILL TO**

Noelia Colon  
OECD  
City Hall  
260 High Street  
Perth Amboy, NJ 08861

**INVOICE 17800**

**DATE 03/28/2024 TERMS Net 15**

**DUE DATE 04/12/2024**

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Posters</b> 11 x 17 / 10pt card stock / color (Tickets 2024)	100	2.25	225.00
	<b>Posters</b> 11 x 17 / 10pt card stock / color (Participating 2024)	30	3.00	90.00

Thank you for your business.  
We hope to see you again!

**TOTAL DUE**

**\$315.00**

# Invoice



Invoice number C2ED2B27-0057  
Date of issue April 1, 2024  
Date due April 1, 2024

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

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

**\$35.00 USD due April 1, 2024**

[Pay online](#)

Description	Qty	Unit price	Amount
Team Apr 1 – May 1, 2024	1	\$35.00	\$35.00
		Subtotal	\$35.00
		Total	\$35.00
		<b>Amount due</b>	<b>\$35.00 USD</b>

# Receipt



Invoice number C2ED2B27-0057  
Receipt number 2297-1890  
Date paid April 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 April 1, 2024

Description	Qty	Unit price	Amount
Team Apr 1 – May 1, 2024	1	\$35.00	\$35.00
		Subtotal	\$35.00
		Total	\$35.00
		<b>Amount paid</b>	<b>\$35.00</b>

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 # 2024-132  
DATE 04/01/2024  
DUE DATE 04/16/2024  
TERMS Net 15

---

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Bookkeeping Services	Bookkeeping Services March 2024	1	1,347.00	1,347.00

Thank you for your business.

BALANCE DUE

**\$1,347.00**

## FW: Constant Contact Payment Receipt for Noelia Colon

Noelia Colon <ncolon@perthamboynj.org>

Tue 4/2/2024 5:57 PM

To: Jheiny Rodriguez <Jheiny@ospinoconsulting.com>

---

**From:** Constant Contact Billing <notification@constantcontact.com>

**Sent:** Tuesday, April 2, 2024 4:02 AM

**To:** Noelia Colon <ncolon@perthamboynj.org>

**Subject:** Constant Contact Payment Receipt for Noelia Colon

 Constant Contact Billing

### Payment Receipt for April 2, 2024

Thank you for your recent payment. Your payment receipt is found below.

Attention: Noelia Colon

Perth Amboy Business Improvement District

206 High Street

Perth Amboy, NJ 08861

US

7324426421

**User Name:** perthamboynbid

**Today's Date:** April 2, 2024

**Payment Date:** April 2, 2024

**Payment Method:** MC (last 4 digits: 4044)

**Amount:** \$81.00



Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

*Important Notice: To help maintain Constant Contact's strong sending reputation, we have implemented a monthly email send allowance and overage fee if the allowance is exceeded. This charge will be reflected on your next invoice, if you exceed the allowance. While most of our customers won't be impacted, [click here](#) to learn more.*

We appreciate your business.  
Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!  
US / Canada Toll Free: (855) 229-5506  
UK Toll Free: 0808-234-0942  
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!  
US / Canada Toll Free: 855-229-5506  
UK Toll Free: 0808-234-0945  
Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <https://link.edgепilot.com/s/3f3e50bd/0Y3JtE1ewkaq1dq42tA5wg?u=https://www.constantcontact.com/help>.

---

# Invoice

**Ismael Nunez**

3444 Fairfax Drive APT 602

732-277-0813

Arlington, VA 22201

ismannunez@gmail.com

**Bill to**Downtown Perth Amboy Business  
Improvement Corporation, Inc.

260 High Street

Perth Amboy, NJ 08861

**Details**

Invoice# 3

Invoice date 04/04/2024

Terms:

Due date

Description	Qty/Hrs	Rate	Amount
Initial map	2	35	\$70.00
Map revisions	2	35	\$70.00

**Customer message**

Hello!

Thank you for you busiuness.  
Please return this invoice with payment.

Thank you!

**Subtotal**

\$140.00

**Sales tax**

\$0.00

**Shipping**

\$0.00

**Total****\$140.00**



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

April 5, 2024  
Invoice #153927  
File Number: 29505-001

RE: General

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours
03/04/2024	DGuada	Advice and counsel and follow up [REDACTED].	0.80
	DGuada	Revisions to resolutions; advice and counsel [REDACTED].	1.00
03/07/2024	DGuada	Attended BID closed session; advice and counsel. Travel thereto.	2.50
03/12/2024	DGuada	Advice and counsel and consultations.	1.50
03/19/2024	DGuada	Review and markup of draft RFP.	1.20
03/22/2024	DGuada	Finalized by-laws / further advice and counsel [REDACTED].	1.50
03/27/2024	DGuada	Revisions to Bookkeeping RFP/ advice [REDACTED].	1.50
	Total		10.00

PROFESSIONAL SERVICES SUMMARY

Attorney	Description	Hours	Rate	Amount
DGuada	Guadalupe, Daniel R.	10.00	\$250.00	\$2,500.00
Total		10.00		\$2,500.00
Total Fees & Disbursements				\$2,500.00
Previous balance				\$5,625.00
03/11/2024 Payment - Thank you, Check # 1313				(\$5,625.00)
Balance due upon receipt				\$2,500.00

# INVOICE

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

Invoice ID **14**  
Issue Date **04/05/2024**  
Due Date **04/05/2024 (upon receipt)**  
Subject **Month of March**

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 - 03/04/2024 - Project Management / Noelia Colon: Meeting with Ospino to finalize bill list, Pubic notice posting for 3-7-2024, prepare resolution for executive session, resolution for by-laws amendments, agenda review, and correspondence.	2.92	\$50.00	\$146.00
Service	BID Board Meeting Prep, Follow-Up, Projects - 03/05/2024 - Project Management / Noelia Colon: Meeting for closed session discussion, accountant review of accounts	6.67	\$50.00	\$333.50
Service	BID Board Meeting Prep, Follow-Up, Projects - 03/06/2024 - Project Management / Noelia Colon	5.52	\$50.00	\$276.00
Service	BID Board Meeting Prep, Follow-Up, Projects - 03/07/2024 - Project Management / Noelia Colon: Board meeting, prep, meeting, post meeting	5.30	\$50.00	\$265.00
Service	BID Board Meeting Prep, Follow-Up, Projects - 03/08/2024 - Project Management / Noelia Colon: Office admin, mailing, resolutions, scan, etc.	1.25	\$50.00	\$62.50
Service	BID Board Meeting Prep, Follow-Up, Projects - 03/25/2024 - Project Management / Noelia Colon: Updating vendor list, office hours, copies for meeting today, website posting	8.07	\$50.00	\$403.50
Service	Transitioning the BID - 03/09/2024 - Project Management / Noelia Colon: ED recruitment posting	2.46	\$50.00	\$123.00
Service	Transitioning the BID - 03/12/2024 - Project Management / Noelia Colon	5.43	\$50.00	\$271.50
Service	Transitioning the BID - 03/13/2024 - Project Management / Noelia Colon: Finalizing ED Posting	4.08	\$50.00	\$204.00
Service	Transitioning the BID - 03/14/2024 - Project Management / Noelia Colon	2.08	\$50.00	\$104.00
Service	Transitioning the BID - 03/15/2024 - Project Management / Noelia Colon: Office Hours, physical file organization, final RFP for posting, facade grant letters and mailing, check deposit bank, audit prep for 3-21 and correspondence.	7.75	\$50.00	\$387.50
Service	Transitioning the BID - 03/18/2024 - Project Management / Noelia Colon: ED posting, public notice	1.50	\$50.00	\$75.00

Service	Transitioning the BID - 03/19/2024 - Project Management / Noelia Colon: Grand opening, correspondence	2.50	\$50.00	<b>\$125.00</b>
Service	Transitioning the BID - 03/20/2024 - Project Management / Noelia Colon	2.10	\$50.00	<b>\$105.00</b>
Service	Transitioning the BID - 03/21/2024 - Project Management / Noelia Colon: Final draft for RFP for ED, Final Draft for RFP for accounting services, PABIC agenda for 3-25-2024, general and legal matters correspondence, Perth Amboy Eats food tour, agenda posting and public notice posting	7.07	\$50.00	<b>\$353.50</b>
Service	Transitioning the BID - 03/22/2024 - Project Management / Noelia Colon: Office Hours, 2023 Audit with Suplee (9-3PM) Clooney & Company staff (in-person), provide additional audit review documents, filing of paperwork, finalize board meeting agenda, correspondence.	9.38	\$50.00	<b>\$469.00</b>
Service	Transitioning the BID - 03/24/2024 - Project Management / Noelia Colon: Updates to supporting agenda documents as per attorney feedback, revised assessment policy resolution, updates to RFP for bookkeeping (accounting) services, and correspondence.	3.10	\$50.00	<b>\$155.00</b>
Service	Transitioning the BID - 03/26/2024 - Project Management / Noelia Colon: Official Posting date for ED	2.38	\$50.00	<b>\$119.00</b>
Service	Transitioning the BID - 03/27/2024 - Project Management / Noelia Colon: Perth Amboy Eats, Yiftee programming, posting for the Bookkeeping services and extending post to other agencies,	4.82	\$50.00	<b>\$241.00</b>
Service	Transitioning the BID - 03/28/2024 - Project Management / Noelia Colon- filing, correspondence, seeking legal advice on matters	1.08	\$50.00	<b>\$54.00</b>

**Amount Due      \$4,273.00**



**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](mailto: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.

# SUPLEE, CLOONEY & COMPANY

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.



# SUPLEE, CLOONEY & COMPANY

Perth Amboy Business  
Improvement Corporation, Inc.

-3-

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*

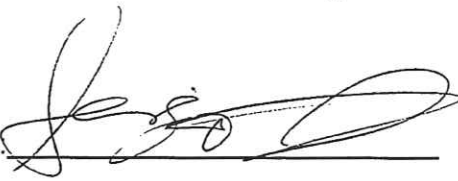
\_\_\_\_\_  
Robert J. Butvilla, Partner

January 31, 2024

RJB:tc

RESPONSE:

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

OFFICER SIGNATURE: 

TITLE: Chairman

DATE: 3/7/24

**City of Perth Amboy**  
260 HIGH STREET  
PERTH AMBOY, NJ 08861

# INVOICE

**Date:** April 3, 2024

**Invoice Number:** 0403

**Billed to:** Perth Amboy Business Improvement Corporation, Inc.  
260 High Street  
Perth Amboy, NJ 08861

Quantity	Description	Unit Price	Amount
1	Downtown Beautification Program Hometown Hero Banner Program (2 <sup>nd</sup> Round) & Holiday Decorations- Red Ornament Stack  PABIC/NPP Partnership R-06-09/22	\$4,000.00	\$4,000.00
<b>Total Due:</b>			\$4,000.00
<b>Make checks payable to: The City of Perth Amboy</b> <b>Memo: OECD- Neighborhood Preservation Program (NPP)</b>			

---

**RESOLUTION  
BY THE BOARD OF DIRECTORS OF  
DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC. (BID)  
APPROVING THE ALLOCATION OF AND FUNDING IN THE SUM OF \$4,000 FOR  
THE DOWNTOWN BEAUTIFICATION PROJECT**

**WHEREAS**, on September 13, 2022, the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. (“the BID” 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;

**WHEREAS**, at said meeting, upon quorum being established, a motion was made, seconded and duly passed, approving a beautification project in partnership with the Urban Enterprise Zone (UEZ) and the Neighborhood Preservation Program (NPP) for a Military Light Pole Banner Project on Smith Street and Christmas Decorations at the “5-Corners” on Smith Street; and

**WHEREAS**, the BID and the Office of Economic and Community Development have co-sponsored Year 1 and Year 2 New Jersey Department of Community Affairs’ Neighborhood Preservation Program (NPP) initiatives that contribute to the beautification, preservation and revitalization of the downtown area; and

**WHEREAS**, the UEZ program exists to foster an economic climate that revitalizes designated urban communities and stimulates their growth by expanding benefits with public improvements, economic development projects, public improvements and employment in designated enterprise zones; and

**WHEREAS**, the BID has partnered with the UEZ and NPP to leverage additional financial and technical assistance to enhance, expand and execute collective goals, outcomes and project activities for commercial districts; and

**WHEREAS**, the UEZ will make a contribution from 2<sup>nd</sup> generation Zone Assistance Funds held in a trust account in an amount not to exceed \$19,000 and the NPP will contribute from its Year 2 funds in the amount of \$20,000, for a total project costs of \$43,000; and

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

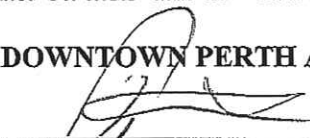
**NOW, THEREFORE**, it is hereby resolved on Tuesday, September 13, 2022, by the Board of Directors of the Downtown Perth Amboy Business Improvement District, Inc. as follows:

1. THAT funding allocated from the BID for a Military Light Pole Banner Project on Smith Street and Christmas Decorations at the “5-Corners” on Smith Street is hereby authorized in the amount of \$4,000; and

2. THAT the Executive Director and the Chair are hereby authorized and empowered to take all necessary actions and execute such documents as required in order to implement the above action.

**ADOPTED this 13<sup>th</sup> of September 2022 at a duly noticed public meeting,**

**DOWNTOWN PERTH AMBOY BUSINESS IMPROVEMENT DISTRICT, INC.**

  
\_\_\_\_\_  
**Barry Rosengarten, Chairman**

  
\_\_\_\_\_  
**Antonio Abreu, Secretary**

**ATTEST to form:**

  
\_\_\_\_\_  
**Noelia Colon, BID Executive Director**

September 13, 2022

VOTING:

First Name	Last Name	YES	NO	Abstain	Excused
Lisett	Lebron	X			
Reyes	Ortega				
Samuel	Quezada	X			
Elizabeth	Sanchez	X			
Fausto	Diaz	X			
James G.	Snyder	X			
Sergio	Diaz	X			
Antonio	Abreu	X			
Asim	Malik	X			
Iris	Diaz				
Helmin J.	Caba, Mayor				
Chairman Barry	Rosengarten	X			



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

**WHEREAS**, on April 9, 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 personnel matters; 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 Tuesday, April 9, 2024, by the Board of Directors of the Perth Amboy Business Improvement Corporation, Inc. as follows:

1. THAT at the April 9, 2024 meeting the PABIC Board of Directors shall conduct an executive “closed session” to discuss personnel matters; and
2. THAT the Minutes of the April 9, 2024, meeting when issued and approved at the next PABIC Board meeting to be held in May 2024 shall summarize the closed session discussion.

**ADOPTED this 9<sup>th</sup> of April 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**

April 9, 2024

Reso: No. R-08/04-24

VOTE:

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



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

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



**Please review the budget timeline below and mark your calendars for these important dates for the PABIC Expansion Budget for Calendar Year 2024!**

PABIC Board to Introduce Budget	<b>March 25, 2024</b>	Regularly scheduled meeting
Public Hearing/Special Meeting Board Approval of PABIC Board Budget	<b>April 22<sup>nd</sup> or any date before May 8<sup>th</sup></b> <i>Tentative</i>	<b>*Important Date</b> Must have quorum for this meeting. If changes need to be made to the budget. It will be made before the Council's public hearing date.
Regular Council Meeting to Introduce proposed PABIC budget	<b>May 8th or May 22nd</b>	Members are encouraged to attend.
Council to Approve Budget/Public Hearing at Council Meeting (regular meeting)	<b>May 22nd or June 5th</b>	It is important to have our Executive Board present.

## Noelia Colon

---

**From:** Edward Trujillo <etcmanagement14@gmail.com>  
**Sent:** Tuesday, March 26, 2024 4:05 PM  
**To:** Noelia Colon  
**Cc:** Vincent Acierno; Denoble, Christopher; Sebastian Trujillo  
**Subject:** Facade Grant Application - Ice Masters Inc. - 481 New Brunswick Avenue  
**Attachments:** Facade Grant Application - Ice Masters Inc..pdf

Hi Noelia,

I hope you are doing well. Attached is a completed application for the facade grant for one of our tenants **Ice Masters Inc.** located at 481 New Brunswick Avenue. They will be opening an ice cream shop. The owners are copied on this email. Please call me if you have any questions or concerns with the application. **We are hopeful that this can be heard at the April 9th 2024 board hearing.**

Please advise if anything else is needed or **if this needs to be delivered in person to city hall.**

Thank you

EJ Trujillo



**SIGNAGE AND FACADE APPLICATION**  
 Downtown Perth Amboy Business Improvement District, Inc.  
 260 High Street, Perth Amboy, NJ 08861  
 (732) 442-6421 | ncolon@perthamboynj.org

**APPLICANT INFORMATION**

Business Name: Ice Masters Inc.  
 Name of Applicant/Business Owner: Christopher DeNoble and Vincent Acierno  
 Business Address: 479 New Brunswick Avenue  
 City Perth Amboy State NJ Zip code 08861  
 Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IMPROVEMENT REQUEST**

Has the Applicant received BID Façade funds in the past? YES  NO  If yes, Amount received \$ \_\_\_\_\_ Date(s) \_\_\_\_\_  
 Business Type: Ice Cream Shop  
 Cost of Improvement: \$ 9360 (per the signed contract between Applicant and contractor)(DO NOT INCLUDE ANY SOFT COSTS SUCH AS ARCHITECT, SURVEYOR, OR ENGINEERING FEES, LEGAL FEES OR COSTS/FEES FOR OBTAINING PERMITS OR GOVERNMENT APPROVALS.)  
 Total Project Amount: \$ 9360  
 Grant Amount: \$ 4,680 (not to exceed \$5,000)

**PROPERTY OWNER'S AUTHORIZATION**

I hereby certify under penalty of perjury that I own the property located at 481 New Brunswick Avenue in Perth Amboy, NJ, that We/I am/are the property owner of Block 177, Lot 21&22 on the tax map of the City of Perth Amboy. I/We authorize the said application and I/We give full consent to the façade changes submitted in this application.

Your tenant, Ice Masters Inc. has submitted an application for a Façade Improvement at the property listed above. Your authorization a property owner is required to process this application. The tenant proposes the following improvement.

Please indicate whether you approve and endorse your tenant's application and whether you reviewed and approve the proposed project Yes No

Edward Trujillo \_\_\_\_\_  
 Property Owner Name (Please Print) Property Owner (Signature)

**FOR PROPERTY OWNERS WITH "TAX EXEMPT" TENANTS**

If you are a landlord leasing to a tax-exempt tenant, the tenant is exempt from paying commercial property taxes and is technically ineligible for a facade improvement grant, which can only be awarded to property owners, and/or business owners who pay the BID special assessment with their commercial property taxes. Therefore, you as the payer of the commercial property tax and BID assessment must apply for the façade improvement grant for your building. Kindly complete the form and apply directly or on behalf of your tenant.



**SIGNAGE AND FAÇADE APPLICATION**  
Downtown Perth Amboy Business Improvement District, Inc.  
260 High Street, Perth Amboy, NJ 08861  
(732) 442-6421 | ncolon@perthamboynj.org

If you want the BID Reimbursement payment to be paid directly to your tenant, you must authorize it in writing here:

Yes  No

Edward Trujillo  
Property Owner Name (Please Print)

*[Handwritten Signature]*  
Property Owner (Signature)

Phone: 732-324-0300 Email: ETCManagement14@gmail.com Date: 3/26/2024

**VERIFICATION OF PAYMENT OF COMMERCIAL PROPERTY TAX**

The commercial property owner/business owner listed below has applied for a façade improvement grant from the Perth Amboy BID. Among our requirements is verification that payment of the commercial property taxes and BID Special Assessments on the property or building be current. Kindly verify below the most recent tax period paid on the subject property.

Property Located at (Street Address): 479 New Brunswick Avenue

Lot Number: 21&22 Block Number: 177 Classification:

Property Owner: 481 New Brunswick Realty LLC

Business Owner: Ice Masters Inc.

**MOST RECENT TAX PAYMENT HISTORY**

Are there any tax liens and/or tax sale certificates on the property?  Yes  No

Most Recent Payment Amount: \$ 3338.45

Most Recent Tax Period Covered: 1Q-2024

Tax Collector: Please provide a tax payment history print out to Applicant.

Perth Amboy Tax Collector's Office Print Name Perth Amboy Tax Collector's Office Authorized Signature Date

**CONTRACTOR BIDS/ESTIMATES**

In order to show the BID that the cost of the proposed improvements is reasonable and customary, Applicants must submit with the application three (3) bids/estimates obtained by the Applicant together with the proposed contract of the contractor ultimately selected by the Applicant. The BID shall not be responsible for obtaining any construction permits or approvals or zoning approvals. No contractors shall contact the City of Perth Amboy or the BID to inquire about reimbursement or payment processing. The BID shall not be a party to any contracts between the Applicant and any contractor.

- 1. Business Name: New Concept in Signs Cost of Improvement: \$9,360
- 2. Business Name: City Printing Cost of Improvement: \$9,625
- 3. Business Name: Bamboo Graphics Cost of Improvement: \$9,655.25



**SIGNAGE AND FAÇADE APPLICATION**  
Downtown Perth Amboy Business Improvement District, Inc.  
260 High Street, Perth Amboy, NJ 08861  
(732) 442-6421 | ncolon@perthamboynj.org

**CODE ENFORCEMENT AUTHORIZATION**

I hereby certify that I own the property located at \_\_\_\_\_ in Perth Amboy, NJ, that We/ am/are the property owner of Block \_\_\_\_\_, Lot \_\_\_\_\_ on the tax map of the City of Perth Amboy. I/We authorize the said application and I/We give full consent to the façade changes submitted in this application in accordance to Chapter 374: Signs & Building Façade: Business Improvement District.

\_\_\_\_\_  
**Zoning Officer (Print Name)**                      \_\_\_\_\_  
**Zoning Officer (Signature)**                      \_\_\_\_\_  
Date                      /                      /

**CERTIFICATION OF APPLICATION**

Please review and ensure the following supplemental documents are included in the application.

- Completed Application**       **Three (3) Estimates/Bids**       **Photos of Current Façade**

I understand that funds will not be paid by the BID for any work that commenced prior to an Award being made by the BID. Eligibility for grant assistance by the BID under this program is determined by the information presented in this application and in the required attachments. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Please contact the Perth Amboy Business Improvement District at (732) 442-6421 before taking any actions that would change the status of the project as reported herein. I, the undersigned, being duly sworn upon my oath say:

- 1. The information contained in this application and all attachments submitted herein are true and complete.
- 2. I understand that any false statement, fraud or misrepresentation made in this application or in seeking, receiving or implementing the façade grant may result in civil and/or criminal penalties plus reimbursement or disgorgement of any Award made back to the BID.
- 3. The Applicant hereby agrees that if the business closes or if the property is sold within one calendar (1) year after the date of the Award of the grant (not the acceptance of the application,) the grant must be refunded to the BID.



**SIGNAGE AND FACADE APPLICATION**

Downtown Perth Amboy Business Improvement District, Inc.  
260 High Street, Perth Amboy, NJ 08861  
(732) 442-6421 | ncolon@perthamboynj.org

4. The Applicant hereby agrees that if the BID makes an Award to said Applicant, and said Award is accepted, all of the terms and conditions set forth herein shall become a binding agreement between the Awardee and the BID. If the BID has to assert or file any claim or suit against Applicant in connection with this application, the Award or the terms herein, the BID shall be entitled to reasonable attorney's fees and costs of suit if it prevails.

Business Owner Name: Ice Masters Inc.

Business Owner Signature: *C. E. Noble* Date: 3/26/24

**INTERNAL USE ONLY**

Checklist Review Notes by S&F Committee \_\_\_\_\_ Complete Yes/No: \_\_\_\_\_

Façade Committee Approval Date: \_\_\_\_\_ Façade Committee Denial Date: \_\_\_\_\_

Board Meeting Approval Date: \_\_\_\_\_ Board Meeting Denial Date: \_\_\_\_\_

If other than acceptable, explain: \_\_\_\_\_

Date Received/Submitted:  / /

**481 New Brunswick Realty LLC**  
270 King Street  
Perth Amboy, NJ 08861  
Tel: (732) 324-0300 Fax: (732) 324-8951

March 26, 2024

Downtown Perth Amboy Business Improvement District, Inc.  
260 High Street  
Perth Amboy, New Jersey 08861

To Perth Amboy BID,

As a condition of the application for Signage and Façade Grant through your agency, a notarized letter of authorization is required. This letter is to inform you that our Tenant, **Ice Masters Inc.**, is authorized to apply for a Signage and Façade Grant through your agency.

If you require any further information or have any questions, please feel free to contact me at 732-324-0300.

Sincerely,



**Edward J. Trujillo**  
Owner, 481 New Brunswick Realty LLC

*[Notary appears on following page]*

**481 New Brunswick Realty LLC**  
270 King Street  
Perth Amboy, NJ 08861  
Tel: (732) 324-0300 Fax: (732) 324-8951


STATE OF NEW JERSEY, COUNTY OF MIDDLESEX

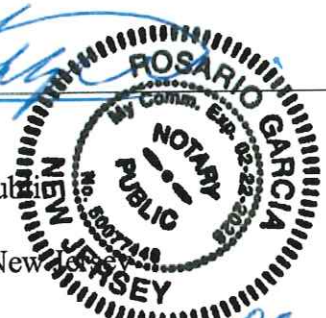
SS:

I CERTIFY that on March 26, 2024

**Edward J. Trujillo**, a Member and Manager of **481 New Brunswick Realty LLC**, a New Jersey Limited Liability Company, personally came before me and acknowledged under oath, to my satisfaction, that this person:

- (a) Is named in and personally signed this document as a Member and Manager of **481 New Brunswick Realty LLC**, a New Jersey Limited Liability Company; and
- (b) Signed, sealed and delivered this document as his act and deed.

  
\_\_\_\_\_  
Notary Public  
State of New Jersey  
My Commission Expires: 02-22-2028







THE HISTORIC CITY OF PERTH AMBOY NEW JERSEY

<b>Block/Lot/Qual:</b>	177. 21.	<b>Tax Account Id:</b>	3460
<b>Property Location:</b>	479 NEW BRUNSWICK AVE	<b>Property Class:</b>	4A - Commercial
<b>Owner Name/Address:</b>	481 NEW BRUNSWICK REALTY LLC	<b>Land Value:</b>	165,000
	PO BOX 2275	<b>Improvement Value:</b>	278,500
	PERTH AMBOY, NJ 08862	<b>Exempt Value:</b>	0
		<b>Total Assessed Value:</b>	443,500
		<b>Additional Lots:</b>	22
<b>Special Taxing Districts:</b>		<b>Deductions:</b>	

Taxes

<a href="#">Make a Payment</a> <a href="#">View Tax Rates</a> <a href="#">View Current Bill</a> <a href="#">Project Interest</a>							
Year	Due Date	Type	Billed	Balance	Interest	Total Due	Status
2024	02/01/2024	Tax	3,338.45	0.00	0.00	0.00	PAID
2024	05/01/2024	Tax	3,338.45	3,338.45	0.00	3,338.45	OPEN
<b>Total 2024</b>			<b>6,676.90</b>	<b>3,338.45</b>	<b>0.00</b>	<b>3,338.45</b>	
2023	02/01/2023	Tax	3,298.54	0.00	0.00	0.00	PAID
2023	05/01/2023	Tax	3,298.53	0.00	0.00	0.00	PAID
2023	08/01/2023	Tax	3,378.36	0.00	0.00	0.00	PAID
2023	11/01/2023	Tax	3,378.36	0.00	0.00	0.00	PAID
<b>Total 2023</b>			<b>13,353.79</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
2022	02/01/2022	Tax	3,302.97	0.00	0.00	0.00	PAID
2022	05/01/2022	Tax	3,302.97	0.00	0.00	0.00	PAID
2022	08/01/2022	Tax	3,294.10	0.00	0.00	0.00	PAID
2022	11/01/2022	Tax	3,294.09	0.00	0.00	0.00	PAID
<b>Total 2022</b>			<b>13,194.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Last Payment: 01/25/24							

[Return to Home](#)





895 State St., Perth Amboy NJ 08861  
P. (732) 944-0202

**QUOTE**

<b>Location Information:</b> 479 New Brunswick Ave Perth Amboy, NJ 08861	<b>Client Name:</b> Uncle Louie G Italian Ices  <b>Address:</b> 479 New Brunswick Ave Perth Amboy, NJ 08861	<b>Quote Date:</b> 02/12/24  <b>PO#:</b>  <b>Quote #:</b> 11138
<b>50% Deposit to Start Production: \$4,680.00</b>	<b>Contact:</b> Chris - 917-626-3916	<b>Questions?</b> 732.442.8080 <a href="mailto:juliohdez.lincoln@gmail.com">juliohdez.lincoln@gmail.com</a>

**DESCRIPTION:**

- 1- New Cover for Existing Awning 16' -6" X 4' X 3' \$2,220.00  
 Color: royal Blue/Cyan Gradient/ White
- 1- New 6'-0" x 4'-0" x 3'-6" Bull-nose center piece Awning \$1,420.00
- 1- Set of Graphics \$470.00  
 Reading: Uncle Louie G / Italian Ices /Ice Cream
- 1- 2 New LED Light Fixtures \$370.00
- 1- Set of Eggcrate Ceiling: 16'-6" X 3' \$650.00
- 1- Pick Up and Re-installation \$480.00
- 1 – Window wrap with price list: 44" x 60" \$490.00
- 2 – New service windows for ordering/serving \$3,260.00  
 (\$1630.00ea) Installation is included

*\*\* Please provide UEZ tax exemption*

**TOTAL PROJECT COST: \$9,360.00**

*Price includes: all materials, labor, and equipment to complete this project*

*Price does NOT include: NJ Sales Tax, Electrical Work, Sealed Engineered Drawings, Permit, or Permit City fees.*

**Payment Options**

**50% Deposit Due to Start Production : \$4,680.00**

**Balance Due Upon Completion: \$4,680.00**

1<sup>st</sup> Payment: \_\_\_\_\_ 2<sup>nd</sup> Payment: \_\_\_\_\_

**THANK YOU FOR DOING BUSINESS WITH US!**



187 New Brunswick Ave, Perth Amboy, NJ 08861  
 Phone: (732) 376-0193 Fax: 732-744-9228

## PROPOSAL

NUMBER	1028-030585
DATE	03/05/2024

ALL TYPE OF PRINT - BANNERS - SIGNS - MAGNETICS AND MORE

**Proposal Submitted To:**

**Job Site Information:**

NAME: <u>Uncle Loui G Italian Ices</u>	JOB NAME: <u>Uncle Loui G Italian Ices</u>
ADDRESS: <u>479 New Brunswick Ave.</u>	JOB LOCATION: <u>479 New Brunswick Ave.</u>
CITY: <u>PERTH AMBOY</u> STATE: <u>NJ</u> ZIP CODE: <u>08861</u>	PHONE: <u>917- 262 3916 / CHRIS</u>

**INCLUDED IN PRICE:**

- 1- NEW WATERFALL AWNING (16'-6"x 4'-0"x3'-0") WITH CENTER BULL NOSE EFFECT / WITH FULL LOGO  
 FABRIC COLOR: BLUE, CYAN AND WHITE
- 1- FULL "UNCLE LOUIE G LOGO
- 1- WINDOW GRAPHICS. MENU (SPANISH AND ENGLISH)
  
- 2- SERVICE WINDOWS FOR EXISTING STORE FRONT.

**Price Do Not Includes:** Permits Or Permit Costs

**TOTAL PRICE:** **\$ 9,625.00**  
 "TAX EXEMPT PROJECT"

We hereby propose to furnish material and labor - Completed in accordance with the above specifications for \_\_\_\_\_ Dollars \$ **9,625.00**

Payment to be made as follows:

50% DP. and 50% COD.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Authorized Signature**

x \_\_\_\_\_



# Bamboo Graphics LLC sent you an estimate

Bamboo Graphics - Bruce Muñiz - 646-318-6433  
www.BambooGraphics.com

- 1 NEW WATERFALL AWNING (16'-6" x 4'-0" x 3'-0") WITH CENTER BULL NOSE EFFECT / WITH FULL LOGO
- FABRIC COLOR: BLUE, CYAN AND WHITE
- 1 FULL "UNCLE LOUIE G LOGO
- 1 WINDOW GRAPHICS. FULL COLOR MENU
- 2- GLASS WINDOWS FOR OUTDOOR SERVICE.

**Customer**  
**Chris**  
**Uncle Louie G Italian Ices**

**917-262-3916**  
**479 New Brunswick Ave.**  
**Perh Amboy NJ. )8861**

**Estimate #0001259**

**March 10 2024**

Estimate #0001259 - 3

## Sign Quote for Primavera Bakery

<b>Complete Signage Awning</b>	<b>\$9, 655.25</b>
<b>Subtotal</b>	<b>\$9, 655.25</b>
<b>tax</b>	<b>N/A</b>
<b>Total</b>	<b>\$9, 655.25</b>

**Bamboo Graphics LLC**

2024 10 10

10 10 2024

[Square Privacy Policy](#) | [Security](#)





JOIN US TO...

# CELEBRATE LOCAL BUSINESS GROWTH

## WEDNESDAY, April 24, 2024

### 11 AM - 12 PM

Light lunch to Follow

## Alameda Center for Rehabilitation and Healthcare

### 303 Elm St. Perth Amboy, NJ

*As a medical facility, masks may be recommended indoors.*

- ✔ Learn about recent developments in Alameda
- ✔ Learn about Initiatives & City developments
- ✔ Q&A Session & Tour



Scan the QR Code to Register!  
*RSVP is required.*

The program is  
brought to you by...

(732) 442-6421





ACOMPAAÑANOS A...

# CELEBRAR EL CRECIMIENTO DE LOS NEGOCIOS LOCALES

## El Miércoles 24 de Abril de 2024

De 11:00 a.m. a 12:00 m.  
Posteriormente, se disfrutará de un almuerzo ligero

### Alameda Center for Rehabilitation and Healthcare

303 Elm St. Perth Amboy, NJ

*Como instalación médica, se recomienda el uso de mascarillas  
en espacios interiores.*

- ✓ Conoce los últimos avances en Alameda.
- ✓ Aprende sobre iniciativas y desarrollos urbanos
- ✓ Sesión de preguntas y respuestas, seguidas de un recorrido.



¡Escanea el código QR para registrarse! Se requiere RSVP.

Este programa es  
presentado por...

(732) 442-6421





**SIGNAGE AND FAÇADE APPLICATION**  
 Downtown Perth Amboy Business Improvement District, Inc.  
 260 High Street, Perth Amboy, NJ 08861  
 (732) 442-6421 | ncolon@perthamboynj.org

**APPLICANT INFORMATION**

Business Name: The Chepe Barbershop  
 Name of Applicant/Business Owner: Jose Estevez  
 Business Address: 278 Madison Ave  
 City Perth Amboy State NJ Zip code 08861  
 Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IMPROVEMENT REQUEST**

Has the Applicant received BID Façade funds in the past? YES  NO  If yes, Amount received \$ \_\_\_\_\_ Date(s) \_\_\_\_\_  
 Business Type: Barbershop  
 \$ 10,700.00 (per the signed contract between Applicant and contractor)(DO NOT INCLUDE ANY SOFT COSTS SUCH AS ARCHITECT, SURVEYOR, OR ENGINEERING FEES, LEGAL FEES OR COSTS/FEE'S FOR OBTAINING PERMITS OR GOVERNMENT APPROVALS.)  
 Cost of Improvement: \_\_\_\_\_  
 Total Project Amount: \$ 10,000.00  
 Grant Amount: \$ \_\_\_\_\_ (not to exceed \$5,000)

**PROPERTY OWNER'S AUTHORIZATION**

I hereby certify under penalty of perjury that I own the property located at 278 Madison Ave in Perth Amboy, NJ, that We/I am/are the property owner of Block \_\_\_\_\_, Lot \_\_\_\_\_ on the tax map of the City of Perth Amboy. I/We authorize the said application and I/We give full consent to the façade changes submitted in this application.

Your tenant, The Chepe Barbershop has submitted an application for a Façade Improvement at the property listed above. Your authorization a property owner is required to process this application. The tenant proposes the following improvement.

Please indicate whether you approve and endorse your tenant's application and whether you reviewed and approve the proposed project Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Property Owner Name (Please Print) Raymond G. T/A Hotel Madison  
 Property Owner (Signature)

**FOR PROPERTY OWNERS WITH "TAX EXEMPT" TENANTS**

If you are a landlord leasing to a tax-exempt tenant, the tenant is exempt from paying commercial property taxes and is technically ineligible for a facade improvement grant, which can only be awarded to property owners, and/or business owners **who pay the BID special assessment with their commercial property taxes**. Therefore, you as the payer of the commercial property tax and BID assessment must apply for the façade improvement grant for your building. Kindly complete the form and apply directly or on behalf of your tenant.





**SIGNAGE AND FAÇADE APPLICATION**  
 Downtown Perth Amboy Business Improvement District, Inc.  
 260 High Street, Perth Amboy, NJ 08861  
 (732) 442-6421 | ncolon@perthamboynj.org

If you want the BID Reimbursement payment to be paid directly to your tenant, you must authorize it in writing here:

Yes  No

Raymond R. B.  
 Property Owner Name (Please Print)

Raymond R. B.  
 Property Owner (Signature)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date:    /    /   

**VERIFICATION OF PAYMENT OF COMMERCIAL PROPERTY TAX**

The commercial property owner/business owner listed below has applied for a façade improvement grant from the Perth Amboy BID. Among our requirements is verification that payment of the commercial property taxes and BID Special Assessments on the property or building be current. Kindly verify below the most recent tax period paid on the subject property.

Property Located at (Street Address): 278 Madison Ave.

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Classification: \_\_\_\_\_

Property Owner: Raymond R. B. T/A Hotel Madison

Business Owner: Raymond R. B. T/A Hotel Madison

**MOST RECENT TAX PAYMENT HISTORY**

Are there any tax liens and/or tax sale certificates on the property?  Yes  No

Most Recent Payment Amount: \$ 6,816.84

Most Recent Tax Period Covered: 2023-Q4

Tax Collector: Please provide a tax payment history print out to Applicant.

Juan Martinez  
 Perth Amboy Tax Collector's Office  
 Print Name

[Signature]  
 Perth Amboy Tax Collector's Office  
 Authorized Signature

1/29/24  
 Date

**CONTRACTOR BIDS/ESTIMATES**

In order to show the BID that the cost of the proposed improvements is reasonable and customary, Applicants must submit with the application three (3) bids/estimates obtained by the Applicant together with the proposed contract of the contractor ultimately selected by the Applicant. The BID shall not be responsible for obtaining any construction permits or approvals or zoning approvals. No contractors shall contact the City of Perth Amboy or the BID to inquire about reimbursement or payment processing. The BID shall not be a party to any contracts between the Applicant and any contractor.

1. Business Name: New Concept in Signs Cost of Improvement: \$10,000.00
2. Business Name: DP Signs + More Cost of Improvement: \$12,412.75
3. Business Name: City Printing Cost of Improvement: \$10,325.00



**SIGNAGE AND FAÇADE APPLICATION**  
Downtown Perth Amboy Business Improvement District, Inc.  
260 High Street, Perth Amboy, NJ 08861  
(732) 442-6421 | ncolon@perthamboynj.org

**CERTIFICATION OF APPLICATION**

Please review and ensure the following supplemental documents are included in the application.

- Completed Application**     **Three (3) Estimates/Bids**     **Photos of Current Façade**

I understand that funds will not be paid by the BID for any work that commenced prior to an Award being made by the BID. Eligibility for grant assistance by the BID under this program is determined by the information presented in this application and in the required attachments. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Please contact the Perth Amboy Business Improvement District at (732) 442-6421 before taking any actions that would change the status of the project as reported herein. I, the undersigned, being duly sworn upon my oath say:

- 1. The information contained in this application and all attachments submitted herein are true and complete.
- 2. I understand that any false statement, fraud or misrepresentation made in this application or in seeking, receiving or implementing the façade grant may result in civil and/or criminal penalties plus reimbursement or disgorgement of any Award made back to the BID.
- 3. The Applicant hereby agrees that if the business closes or if the property is sold within one calendar (1) year after the date of the Award of the grant (not the acceptance of the application,) the grant must be refunded to the BID.
- 4. The Applicant hereby agrees that if the BID makes an Award to said Applicant, and said Award is accepted, all of the terms and conditions set forth herein shall become a binding agreement between the Awardee and the BID. If the BID has to assert or file any claim or suit against Applicant in connection with this application, the Award or the terms herein, the BID shall be entitled to reasonable attorney's fees and costs of suit if it prevails.

Business Owner Name: ROSE ESTEVEZ

Business Owner Signature: ROSE ESTEVEZ Date: 03/27/24



**SIGNAGE AND FAÇADE APPLICATION**  
Downtown Perth Amboy Business Improvement District, Inc.  
260 High Street, Perth Amboy, NJ 08861  
(732) 442-6421 | ncolon@perthamboynj.org

**INTERNAL USE ONLY**

**CODE ENFORCEMENT AUTHORIZATION**

I hereby certify that I own the property located at 275 Madison Ave in Perth Amboy, NJ, that We/I am/are the property owner of Block \_\_\_\_\_, Lot \_\_\_\_\_ on the tax map of the City of Perth Amboy. I/We authorize the said application and I/We give full consent to the façade changes submitted in this application in accordance to Chapter 374: Signs & Building Façade: Business Improvement District.

Rodolfo Rodriguez  
Zoning Officer (Print Name)      [Signature]  
Zoning Officer (Signature)      4 / 2 / 2024  
Date

Checklist Review Notes by S&F Committee \_\_\_\_\_ Complete Yes/No: \_\_\_\_\_

Façade Committee Approval Date: \_\_\_\_\_ Façade Committee Denial Date: \_\_\_\_\_  
Board Meeting Approval Date: \_\_\_\_\_ Board Meeting Denial Date: \_\_\_\_\_

If other than acceptable, explain: \_\_\_\_\_

Date Received/Submitted:   /  /



300 State Street Perth Amboy NJ 08861  
 P: 732-324-8080 F: 732-324-3111  
[www.lincoln-awning.com](http://www.lincoln-awning.com) / [info@lincoln-awning.com](mailto:info@lincoln-awning.com)

**AWNINGS, CANOPIES, SUN SHADES AND SIGNS**

**QUOTE**

<b>Location Information:</b> 278 Madison Ave Perth Amboy, NJ 08861	<b>Client Name:</b> The Chepe's Barbershop  <b>Address:</b> 278 Madison Ave Perth Amboy, NJ 08861  <b>Contact:</b> Jose 732-324-1628	<b>Quote Date:</b> 02/14/24  <b>PO#:</b>  <b>Quote #:</b> 11140A  <b>Questions?</b> 732.442.8080 <a href="mailto:juliohdez.lincoln@gmail.com">juliohdez.lincoln@gmail.com</a>
<b>50% Deposit to Start          Production: \$5,000.00</b>		

**DESCRIPTION:**

- 1 – New retractable awning – 17' wide X 8' projection \$3,516.00  
 Manual open/close
- 1- Set of 16" high front and halo lit channel letters with 30" x 30" logo \$5,200.00  
 mounted on a 16' - 6" x 3' - 0" backing  
 Reading: The Chepe's (logo) Barbershop
- 1 – Set of window graphics \$600.00  
 Reading: "logo" -Haircuts -Shaves - Fades  
 732-324-1628 - Red and blue stripes
- 1 – LED light for awning \$250.00
- 1 – Installation \$900.00
- \*\* *Discount by Julio* -\$466.00

**TOTAL PROJECT COST: \$10,000.00**

*Price includes: all materials, labor, and equipment to complete this project*

*Price does NOT include: NJ Sales tax, Electrical work, Sealed Engineered drawings, Permit, or Permit City fees.*

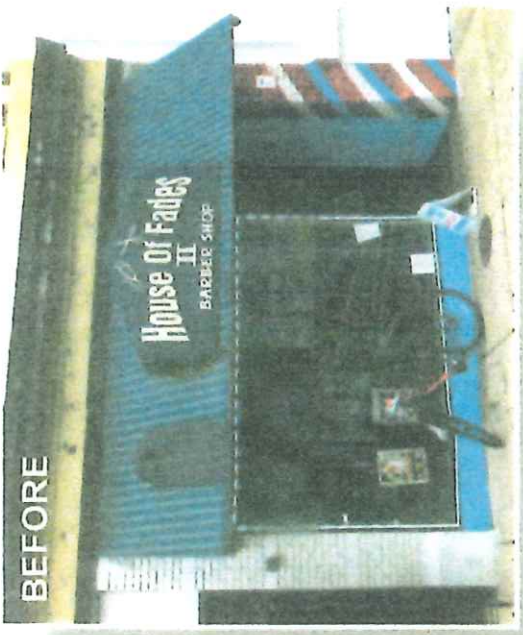
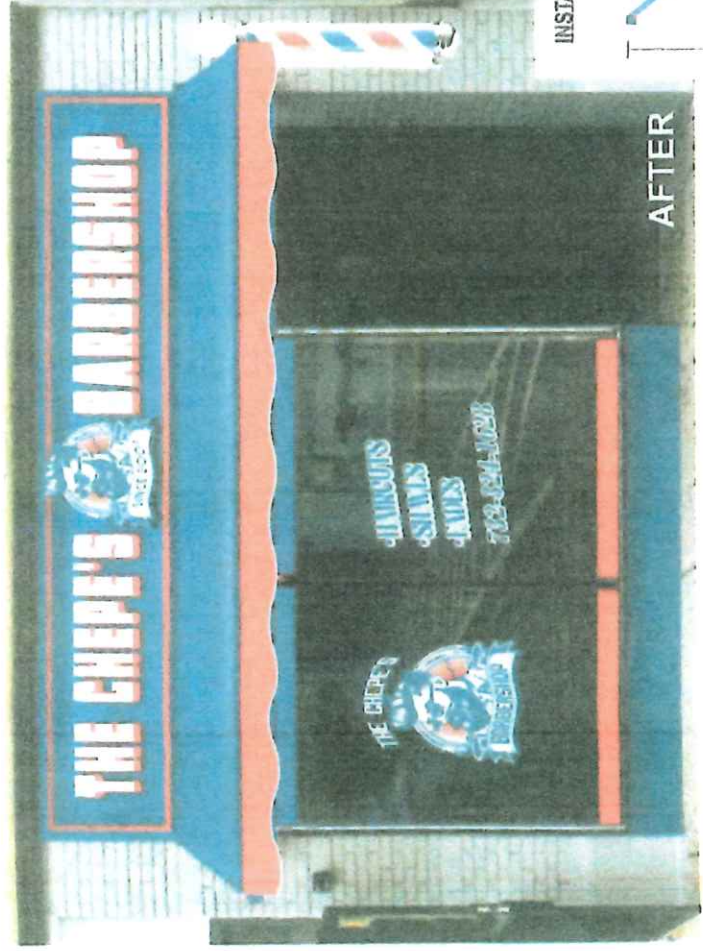
**Payment Options**

**50% Deposit Due to Start Production : \$5,000.00**  
**Balance Due Upon Completion: \$5,000.00**

1<sup>st</sup> Payment: \_\_\_\_\_ 2<sup>nd</sup> Payment: \_\_\_\_\_

**THANK YOU FOR DOING BUSINESS WITH US!**

**ILLUMINATED CHANNEL LETTERS AND AWNING**



451 Sand Street, Suite 100  
 New Jersey, 07061  
 732-422-8800 Fax: 732-422-8812  
 www.signsny.com

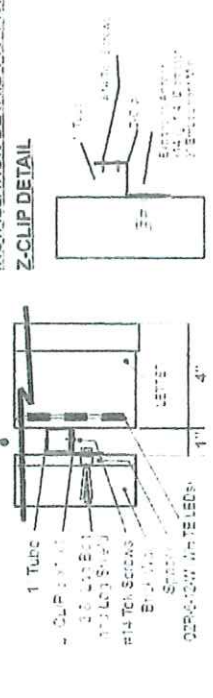
DESIGNER: Julio E. Hernandez  
 SALES: Julio E. Hernandez  
 PM: Florbeto Marceño  
 DATE: 02/19/24  
 CLIENT: THE CHEPE'S BARBER SHOP

PHONE: 732-324-1628  
 LOCATION: 278 MADISON

ZONING CODE: Max. High Letters 19"  
 SO FT PROPOSED: 22.5

IBC-2018  
 FASTENER TYPE: Z CLIPS

Nasin Chaban, PE  
 890 Westminster Ave.  
 Hillside, New Jersey 07205  
 908-692-5351  
 NJ P.E. Licence #289466E



Designed per IBC -2018 NJ Edition with Applicable Amendments.  
**Snow Loads:**  
 Ground Snow Load.....Pg-30 ps  
 Snow Exposure Factor...Ce=1.0  
 Snow Load Importance...Is=1.1  
 Thermal Factor.....Ct=1.0

**Wind Loads:**  
 Basic Wind Speed.....100 mph  
 Wind Importance Factor...I=1.15  
 Wind Exposure.....C  
 ASCE Force Coef.....1.8  
 Gust Factor.....0.85

Exterior Components designed in accordance with applicable provisions of the ASCE 7-10

**FABRIC MEETS ALL CURRENT FLAME RETARDANT STANDARDS INCLUDING CALIFORNIA FIRE MARSHALL F31.02 COVER ATTACHMENT TO FRAME USING ALUMINUM AWNING RAIL AND/OR LACING OR MECHANICAL FASTENER.**

**SHED STYLE AWNING COVER DETAIL**  
 COVER FABRIC TO BE LAMINATED VINYL FABRIC WITH POLYESTER SCRIM 14 OZ. PER SQUARE YARD.

DESIGN # PETSU2223

DATE

CLIENT ZIES NO

LANGLOFF X LIES NO

TOWNSEND YES NO

REVISIONS

DATE



# CITY PRINTING

187 New Brunswick Ave, Perth Amboy, NJ 08861  
Phone: (732) 376-0193 Fax: 732-744-9228

## PROPOSAL

NUMBER

1025-022479

DATE

02/25/2024

### ALL TYPE OF PRINT - BANNERS - SIGNS - MAGNETICS AND MORE

#### Proposal Submitted To:

#### Job Site Information:

NAME: The Chepe's Barbershop  
ADDRESS: 278 Madison ave.  
CITY: PERTH AMBOY STATE: NJ ZIP CODE: 08861

JOB NAME: The Chepe's Barbershop  
JOB LOCATION: 278 Madison ave.  
PHONE: José 732-324-1628

#### INCLUDED IN PRICE:

- 1- NEW RETRACTABLE AWNING (17'x8') w/ Arm lights (4)
  - 1- ILLUMINATED CHANNEL LETTER SIGN WITH LOGO  
Reading: "THE CHEPE'S 16"H (LOGO 19"H) BARBERSHOP" 16" H.
  - 1- WINDOW GRAPHICS. LOGO, SERVICES AND PHONE #
- Price Includes:** Installation  
**Price Do Not Includes:** Removal old signs, Permits Or Permit Costs

**TOTAL PRICE:**

**\$ 10,325.00**

"TAX EXEMPT PROJECT"

We hereby propose to furnish material and labor - Completed in accordance with the above specifications for

Dollars \$ \$ 10,325.00

Payment to be made as follows:

50% DP. and 50% COD.

Authorized Signature

x \_\_\_\_\_



# SIGNS & MORE...

enterprise service

## PROPOSAL / WORK ORDER

646-894-8041

655 Burke Ave. Bronx NY. 10467

**ALL TYPE OF SIGNS \* BANNERS \* CAR GRAPHICS \* NEON  
TRUCK LETTERING \* MAGNETIC \* LIGHT BOX AND MORE...**

E-mail:dpenterpriservice@live.com

PROPOSAL SUBMITTED TO <b>THE CHEPE'S BARBERSHOP</b>		PHONE <b>732-324-1628</b>	DATE <b>02 - 24 - 2024</b>
STREET <b>278 MADISON AVENUE</b>		JOB NAME <b>THE CHEPE'S BARBERSHOP</b>	
CITY, STATE, ZIP CODE <b>PERTH AMBOY NJ 08861</b>		JOB LOCATION <b>SAME</b>	
ARCHITECT	DATE OF PLANS	JOB PHONE <b>973-518-1009</b>	
AGENT #		WORK TO BE COMPLETED BY <b>D. Paulino</b>	

1- ILLUMINATED SIGNS (CHANNEL LETS. W/LOGO ON RACEWAY)	\$ 5,452.00
1- 17'-0"X8'-0" LATERAL ARM RETRACTABLE AWNING	\$ 3,680.20
2- WINDOW LETTERING AND LOGO 10'-0" X 3'-0" X 2'-0" ( SHED STYLE )	\$ 850.00
4- LED's STRIPS FOR AWNING	\$ 980.55
1 - INSTALLATION SIGN AND AWNINGS	\$ 1450.00
<b>QUOTE DO NOT INCLUDE PERMIT COSTS</b>	
	<b>TOTAL: \$ 12,412.75</b>
	DEPOSIT: _____
TERMS: A 50 % advance deposit of the total estimated cost is required at the acceptance of the job. The remaining 50 % will be due when the job is completed.	BALANCE: _____
<small>*We are not responsible for bringing out electrical lines from inside premises, and we don't do any inside electrical connections. Owner must supply his own electrical wiring.          *We are not responsible for obtaining your sign permit from the New York Building Department. We do, however at an additional cost to you file the permit's application.          *Sign is not the customer's property until is completely paid for. (El letrero no es propiedad del cliente hasta que lo haya pagado por completo). There will be a \$35.00 charge for all returned checks. Canceled orders require compensation for incurred costs and related obligations at the time of cancellation. Clients are responsible for all cost incurred to jobs canceled after order was placed. All sales are final. Refunds are not available.</small>	

The Propose Hereby to finish material and labor- complete in accordance with above specifications, for the sum of:

Dollars \$ \_\_\_\_\_

Payments to be made as follows: \_\_\_\_\_ Cash, Certified Check or Money Order \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be Withdrawn by us if not accepted within \_\_\_\_\_ Days

**Acceptance of Proposal** The above prices, specifications and conditions are Satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE: UN SEGUNDO DEPOSITO SERA REQUERIDO PARA COMPLETAR LOS COSTOS DE FABRICACION**