

RESOLUTION NO. 2026-77

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

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

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

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

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

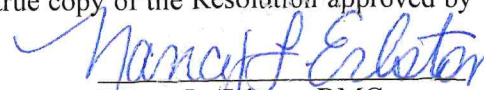
NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Florence, County of Burlington, State of New Jersey, that the Administrative Services Contract be awarded to J.H. Services, Inc., which is noted in the Schedule "A" attached, as recommended by the Township Tax Assessor and Township Administrator.

CERTIFICATION OF FUNDS BY CFO:

Amount	Account
\$15,200	# 6-01-20-150-258-523
\$ 525	# 6-01-20-150-101-129


Michelle Chiemiego, CFO

I, NANCY L. ERLSTON, Clerk of the Township of Florence, County of Burlington, State of New Jersey, do hereby certify that the certification of available funds has been provided to the governing body and that the foregoing Resolution is a true copy of the Resolution approved by Township Council at their April 1, 2026 meeting.


Nancy L. Erlston, RMC
Township Clerk

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

J.H. Services Incorporated

251 New Freedom Road, Southampton NJ 08088

609-706-3294

shoemakerjudi@gmail.com

March 23, 2026

Township of Florence
Municipal Building
711 Broad Street
Florence, New Jersey 08518

Attention: Thomas A. Sahol, Administrator

Re: 2026 Professional Services Proposal for Tax Assessor's Office


Dear Mr. Sahol,

As per your request, I have reviewed the scope of work to be performed in assisting the Tax Assessor with 2025 county tax appeal defense, general record maintenance including 2026 added/omitted assessments. I understand that these projects must start immediately, and time is of the essence. Attached, I have submitted a signed Request for Quote, an addendum which outlines the cost of the project and a summary of qualifications. I look forward to working with the Tax Assessor, Justin Lamicella and continuing to assist his office in Florence Township.

The total cost of this project is: \$ 15,725

If you have any questions or concerns, please don't hesitate to contact me.

Sincerely,



Judith Shoemaker, President
J. H. Services Incorporated