HISTORIC PRESERVATION COMMISSION AGREEMENT FOR STENOGRAPHIC SERVICES

This AGREEMENT, made this 16th Day of December 2024 by and between the Historic Preservation Commission of the City of Jersey City (hereinafter referred to as the Board) and Precision Reporting Service, Certified Shorthand, 32 Weaver St, Summit NJ 07901; and

WHEREAS, the Board has determined that the attendance of a Certified Shorthand Reporter at all regular and special meetings of the Board is a necessary service that establishes the official record of all business conducted by the Board; and

WHEREAS, the Board has complied with the requirements of the Local Public Contracts Law, specifically at NJSA 40A:11-3.a., through the taking informal quotes for such Certified Shorthand Reporting Services, as the cost of such services paid with public funds will not exceed the dollar amount set by law of $21,000.00 which would require advertised, competitive bidding; and

WHEREAS, the Board desires to engage the services of Precision Reporting Services to provide stenographic and transcript services to said Board;

WHEREAS, Precision Reporting Services is duly licensed to practice shorthand reporter in the State of New Jersey and desires to render and perform professional shorthand services to said Board of the City of Jersey City;

THEREFORE, the Historic Preservation Commission of the City of Jersey City hereby agrees to engage the services of Precision Reporting Services and in consideration of the mutual promises contained in this Agreement and in reliance on the above recitals, the parties hereto agree as follows:

1. Precision Reporting Services will provide shorthand services to the Historic Preservation Commission of the City of Jersey City with respect to all matters, to include attendance at all regular and special meetings of said Board; and will provide the Board with two copies of all transcripts of the meeting minutes and the minutes of individual cases.

2. Reporter shall be compensated for the performance of said services referred to above per the quote submitted by Bridget Lombardozzi on 11/7/2021 and as follows:

Attendance Fee (for the first three (3) hours):	$350.00
Overtime Charge (Per hour):	$95.00
Price per page (not folio):	
Delivered within 14 calendar days of the meeting:	$7.25
Delivered within 7 calendar days of the meeting:	$11.60

| Price to deliver via email, copy of the motion and conditions section (unedited) of each application within two (2) business days of meeting date: | $75.00 per application |

All fees are payable within sixty (60) days of billing. The Jersey City Historic Preservation Commission is responsible for payment made for the reporters attendance at the hearing, for overtime required at the meeting and the cost per page of transcript minutes of the meeting relating to Call to Order; Roll Call, Correspondence, Sunshine Announcement, Old Business (unless otherwise specified), resolution memorialization and any other special agenda items initiated by the Jersey City Historic Preservation Commission such as executive session, by- law amendments or the annual report review.

The individual applicant is responsible for the payment of transcript minutes relating to their particular application or case.

3. The Reporter is responsible for securing the attendance of an alternate reporter in situations where the designated reporter cannot attend. The fee paid for any substitute reporter services shall be the same as that of the regular reporter. Billing shall occur through the regular reporter's service.

4. The terms of the agreement shall be from January 1, 2025 thru December 31, 2025.

5. This agreement constitutes the entire agreement of the parties and shall not be modified or amended except by a writing executed by both parties.

6. This agreement is entered into on the 16th Day of December 2024.

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Robert Gordon, Chairman
Jersey City Historic Preservation Commission

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Bridget Lombardozzi, CSR
Precision Reporting Service

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Margaret O'Neill, Secretary
Jersey City Historic Preservation Commission

Dated: