

**BOROUGH OF GIBBSBORO  
49 KIRKWOOD ROAD  
GIBBSBORO, NJ 08026**

**PHONE: 856-783-6655  
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**SOLICITATION FOR LEGAL SERVICES – SOLICITOR – BOROUGH OF GIBBSBORO**

**NOVEMBER 17, 2023**

- Service:** Borough Solicitor
- Background:** Long time Solicitor John Jehl has announced his intention to retire as Solicitor to the Borough of Gibbsboro effective December 31, 2023 creating an opening for a qualified attorney.
- Submission Deadline:** Friday, December 15, 2023 by noon
- Location to Submit Proposal:** Borough Hall  
Attention: Amy Troxel  
49 Kirkwood Road  
Gibbsboro, NJ 08026
- \*Submit in a sealed envelope with “Legal Services - Borough Solicitor” written on the exterior.
- Summary Scope:** The Gibbsboro Borough Solicitor must attend all meetings of the Borough Council and provide legal advice and rulings to the Council, its members, and municipal employees and volunteers. The Solicitor may prepare or review various resolutions establishing or memorializing the actions of the Council. The Solicitor may prepare or review draft policies and ordinances that are to be considered by the Borough Council. The Solicitor must be available to consult on issues as they occur and may represent the Board in legal proceedings before the Superior Court and various courts of appeal.
- The successful candidate will be a licensed attorney in the state of New Jersey and a member of the New Jersey Bar Association, with previous experience as a municipal Solicitor.
- The Gibbsboro Borough Council meets monthly. 2024 meetings will be held, in person, **notionally on the second Tuesday of the Month** at the Borough Hall, 49 Kirkwood Road in Gibbsboro beginning at 7 p.m. The meeting date/time is subject to change.

Additional Experience Desired:

**1. Familiarity with New Jersey Redevelopment Tools:**  
The Borough of Gibbsboro has created “Areas in Need of Redevelopment” in accordance with New Jersey statutes. The Borough desires a Solicitor familiar with such tools (PILOT, tax abatements, long-term land lease of municipal land, etc) to assist in the economic development and redevelopment of the community.

**2. Familiarity/Experience with Sale of Municipal Land.**

**3. Familiarity/Experience with New Jersey Tax Foreclosure.**

**4. Familiarity/Experience with New Jersey Affordable Housing Requirements and Court Decisions.**

**Deliverable:**

Candidates must provide four (4) copies of the following:

1. Individual resume and/or firm’s credentials highlighting relevant experience – you must identify the person that will function as Solicitor although other legal services and attorneys may be proposed in support of the Solicitor’s role.
2. List of dates/times that the candidate is NOT available to attend meetings of the Borough Council
3. Fee Schedule that covers:
  - a. Attendance at meetings
  - b. Preparation or review of resolutions and ordinances
  - c. Clerical support
  - d. Legal research/consultation
  - e. Court proceedings
  - f. Any travel charges or expenses
  - g. Any other services offered.

**Billing:**

All invoices must clearly delineate the both the service(s) and hours associated with each service to assist the Borough in properly identifying the appropriate municipal account to be charged.

**Selection Process:**

A subcommittee of the Borough Council including the Mayor, Borough Council President, Borough Clerk and up to one additional member of the Borough Council will review proposals and may conduct interviews to make a recommendation to the Mayor and Council for final selection of the Solicitor. Factors to be considered are availability, fees, expertise, and experience.

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