Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.
Attorneys at Law

Steven R. Rubenstein◆▫▪
Lawrence N. Meyerson▪
Anne M. Fox▪
Robert J. Mancinelli*◊
John A. Conte, Jr.
Douglas M. Bern*
Carol A. Hawk*
Marianne Quinn▪
—
Michelle J. Marose*
Brian E. Shea*▪
Andrew P. Bolson*
Evelyn Nissirios
Emily R. Carstensen
Beth L. Barnhard*
James de Stefano
Lynda Picinic*

One Paragon Drive
Suite 240
Montvale, New Jersey 07645
—
Telephone: (201) 802-9202
Facsimile: (201) 802-9201
Website: rmfmclaw.com

Please Respond to Our
Montvale, New Jersey Office

515 Madison Avenue, 6th Floor
New York, New York 10022

90 West Palisade Avenue
Englewood, New Jersey 07601

◆Member NJ & MA Bars
*Member NJ & NY Bars
▫Certified Matrimonial Law Attorney
▪Court Approved Mediator
◊Diplomate in NJ Local Gov't Law

Writer's email:
dbern@rmfmclaw.com

December 15, 2015

Jacqueline Scalia, RMC
Borough Clerk
Glen Rock Municipal Building
1 Harding Plaza
Glen Rock, NJ 07452

Re: Borough Attorney RFQ Response - Year 2016

Dear Ms. Scalia:

Enclosed please find an original and one (1) copy to Request for Qualification, per your instructions, issued by the Borough of Glen Rock ("Borough") in connection with the Borough's need for a Borough Attorney for the year 2016.

If you should require any additional information, please do not hesitate to contact me.

Very truly yours,

Rubenstein, Meyerson, Fox,
Mancinelli, Conte & Bern, P.A.

By: _____
Douglas M. Bern, Esq.

DMB:ddc
Enclosure

RESPONSE TO REQUEST FOR QUALIFICATION (RFQ)
FOR THE PROVISION OF 2016 BOROUGH ATTORNEY
FOR THE BOROUGH OF GLEN ROCK
SUBMITTED BY DOUGLAS M. BERN, ESQ.

Douglas M. Bern, Esq., a member of the Law firm of Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A. hereby submits the following responses to the to the Request for Qualifications (RFQ) issued by the Borough of Glen Rock, dated November 25, 2015, in connection with Borough's need for Borough Attorney:

SECTION 2 **SCOPE OF SERVICES**

Douglas M. Bern is aware of the limitations of the Contract contained in Section 2, Scope of Services, and is willing to accept the provisions of the same.

SECTION 3.2 **ADMINISTRATIVE INFORMATION REQUIREMENTS**

1. See enclosed Executive Summary of Douglas M. Bern, Esq. (Exhibit "A")

2. See enclosed executed Letter of Qualification of Douglas M. Bern, Esq. (Exhibit "B")

3. See enclosed executed Letter of Intent of Douglas M. Bern, Esq. (Exhibit "C")

4. Name: Douglas M. Bern, Esq.
Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern, P.A.

Address: One Paragon Drive, Suite 240
Montvale, New Jersey 07645

Telephone: (201) 802-9202

Contact: Douglas M. Bern

5. A description of the business organization of the firm, its ownership and its organizational structure:

(a) Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern P.A., is New Jersey Professional Corporation. In addition to the Respondent, Douglas M. Bern, shareholders are the following individuals:

Steven R. Rubenstein, Esq.
Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern, P.A.
One Paragon Drive, Suite 240
Montvale, New Jersey 07645

Lawrence N. Meyerson, Esq.
Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.
One Paragon Drive, Suite 240
Montvale, New Jersey 07645

Anne M. Fox, Esq.
Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.
One Paragon Drive, Suite 240
Montvale, New Jersey 07645

Robert J. Mancinelli, Esq.
Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern, P.A.
One Paragon Drive, Suite 240
Montvale, New Jersey 07645

John A. Conte, Jr., Esq.
Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern, P.A.
One Paragon Drive, Suite 240
Montvale, New Jersey 07645

(b) See Exhibit "D" Stockholder Disclosure Certification

(c) N/A

(d) N/A

6. The firm is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, age, disability, national origin or ancestry. The firm has applied with all applicable affirmative action requirements with respect to business activities. See annexed copy of Evidence of Compliance with New Jersey affirmative action requirements. (Exhibit "E")

7. Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A. has been in existence since July 1, 2013.

8. Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern, P.A. has been in existence since July 1, 2013 as successor to Rubenstein, Meyerson, Fox, Mancinelli & Conte, P.A., the principals of which have been the managing partners since 1993.

9. None.

10. None.

11. Respondent represents that he is in good standing as an attorney in the State of New Jersey. See annexed copy of NJ Lawyer's Fund for Client Protection Active Attorney Detail for Douglas M. Bern, Esq. (Exhibit "F").

12. A copy of Respondent's State of New Jersey Business Registration Certificate. (Exhibit "G").

13. A copy of all Federal, State, County and/or Local political contributions made by the firm; its principals; employees and or relatives thereof as required by the State Pay-to-Play Legislation as contained in P.L. 2005 c. 271 of the Non-Fair and Open Process. A copy of the regulations as published by the Division of Local Government Services is attached hereto together with instructions and Disclosure Forms that are to be completed and included with the RFQ Submission. (Exhibit "H").

SECTION 3.3 **PROFESSIONAL INFORMATION REQUIREMENTS**

13. a. In addition to the information contained in the annexed resume of Respondent, Douglas M. Bern, and the other partners of Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern, P.A., the Respondent submits the following (Exhibit "I"):

Mr. Bern has been Legal Advisor, Special Counsel and Attorney for a number of New Jersey Municipalities and Authorities. He has lectured and appeared at forums on municipal law topics. His background as a former Municipal and County of Bergen Official provides him with a unique expertise in advising municipal governments and public entities. As well, his understanding of the interrelationship of different levels of government- local, state and federal brings significant additional benefit to Mr. Bern's governmental clients.

Mr. Bern is currently Special Counsel for the Borough of North Arlington and the Borough of Bogota. He also serves as Borough Attorney for the Borough of Leonia and Attorney for the Zoning Board of Cliffside Park. He is Special Counsel to the Northwest Bergen County Utilities Authority, which he has represented as General and Special Counsel since 2002, and Counsel to the Bergen County Improvement Authority. Mr. Bern has also been General Counsel for the North Arlington – Lyndhurst Joint Sewer Meeting, and Special Counsel on Land Use and Litigation issues to the Borough of Alpine and has served as Special Counsel to the City of Hackensack, County of Bergen, Borough of Cliffside Park, and numerous other engagements which involve litigation, land use, redevelopment or land use related litigation. Mr. Bern represented the Hoboken Planning Board and Zoning Board, cumulatively for more than 10 years and helped guide the redevelopment of that community.

Mr. Bern has also served from time to time as Special Counsel to the City of Paterson Planning Board, the Maywood Planning Board, North Arlington Planning Board, Lyndhurst Planning Board, Fair Lawn Planning Board as well as numerous other engagements representing private and non-profit development and redevelopment applicants before Governing Bodies and Zoning and Planning Boards throughout New Jersey.

b. Hon. Thomas Calabrese, Mayor, Borough of Cliffside Park
Borough of Cliffside Park
525 Palisade Ave
Cliffside Park, NJ 07010
(201) 945-3456

Hon. Peter Massa, Mayor
Borough of North Arlington
214 Ridge Road
North Arlington, NJ 07031
(201) 991-0140

Peter Kortright III, Chairman Fair Lawn Planning Board
Borough of Fair Lawn
8-01 Fair Lawn Ave
Fair Lawn, NJ 07410
(201) 336-7500

PROFESSIONAL AWARDS OF DOUGLAS M. BERN INCLUDE:

- Bergen County Top Lawyers - *(201) Magazine - 2014*
- New Jersey's Top Legal Minds - *Inside Jersey - 2015*
- "Saviors of the Environment" - *NJ Alliance for Action - 2012*
- NY Area's Top Rated Lawyers - *New York Magazine – 2012*
- "2015 Top Rated Lawyers – Land Use and Zoning" – National Law Journal/American Lawyer
- "2015 Top Rated Lawyers In Energy – Environmental/Natural Resources"
- Martindale –Hubbell AV Rated

14. Respondent believes that his 29 years of experience in providing a wide range of legal services to public entities and specifically, his experience in handling environmental, authority, and land use matters is highly relevant to the experience level required under the terms of the RFQ. Respondent's legal and professional background provides him with the ability to provide the needed legal counsel to the Borough Attorney for the Borough of Glen Rock.

15. Respondent would perform legal services on behalf of the Borough, including administrative matters, contract matters, eminent domain and real estate and tax appeal matters as needed by the Governing Body and administration.

16. The Respondent does not anticipate the need to sub-contract any other professional with respect to Respondent's performance of the professional services required as Borough Attorney for the Borough of Glen Rock. There may be an occasion that Respondent might need to engage another legal professional to handle a matter in which Respondent could not handle due to a possible conflict or other reason. In such a case, the Respondent would address the matter with the Borough Administrator and seek the authorization of the Commissioners if the need existed.

17. None.

18. See annexed Resumes for Douglas M. Bern, Esq. and Partners; In addition, the Respondent will devote other staff members as necessary. (Exhibit "I")

19. It is Respondent's understanding that the Borough of Glen Rock's goals with regard to the role of its Borough Attorney is to provide day to day legal services in a professional, competent and timely manner as follows:

- Counsel for the Borough of Glen Rock should have sufficient resources and staffing to allow him to focus a significant amount of his practice to the Borough of Glen Rock and be personally available to attend all scheduled meetings and have flexibility to react to any emergent matter or needs of the Borough of Leonia;

- Representation of the Borough of Glen Rock in all/any legal matters;

- Conduct legal research and render legal opinions and assistance to the Borough of Glen Rock and Officials;

- Assist, when necessary, any other Engineer, Attorney, or other Professional which the Borough of Glen Rock may engage.

20. None.

SECTION 6 **COST PROPOSAL**

21. Hourly rate of $150.00 to be billed on a monthly basis or in accordance with the Borough's existence practices, or a combination of annual retainer and hourly; hourly rate of $75.00 for all paralegal time to be billed on a monthly basis or in accordance with the Borough's existing practices.

INDEX OF EXHIBITS

A. Executive Summary of Douglas M. Bern, Esq.

B. Letter of Qualification

C. Letter of Intent

D. Stockholder Disclosure Certification/Business Entity Disclosure Certification

E. Evidence of Compliance with New Jersey Affirmative Action requirements

F. NJ Lawyer's Fund for Client Protection Active Attorney Detail for Douglas M. Bern, Esq. & Ineligibility List

G. Business Registration Certificate for Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.

H. Political Contribution Disclosure Form

I. Resume of Douglas M. Bern, Esq. and Partners

EXECUTIVE NARRATIVE SUMMARY OF DOUGLAS M. BERN, ESQ.

During the past 29 years, Douglas M. Bern, Esq. has developed a broad public entity representation practice, including representation of numerous Municipal Agencies, utility authorities, and Municipalities which include or have included, Borough Attorney for the Borough of Leonia, Borough Attorney for the Borough of North Arlington, Borough of Cliffside Park Zoning Board Attorney, Borough Attorney for the Borough of Bogota and Borough of North Arlington General Counsel, Borough of Cliffside Park Zoning Board Attorney and Attorney for the Special Counsel, and Attorney for the North Arlington – Lyndhurst Joint Sewer Meeting, the City of Hackensack as Special Litigation Counsel, City of Hoboken, Special Counsel and Planning Board and Zoning Board of Adjustment Counsel; the Borough of Palisades Park Planning Board, Borough of Fair Lawn Planning Board; Borough of North Arlington Planning Board; Borough of Alpine Special Counsel; Borough of Lyndhurst Planning Board, Counsel to the Northwest Bergen County Utility Authority, Borough of Maywood Planning Board, Lyndhurst Re-development counsel, and numerous other appointments in litigation, labor and Land Use matters, Re-development matters, eminent domain and Special Litigation for public entities including the South Bergen Joint Insurance Fund ("JIF").

The Borough of Glen Rock, like every governmental entity, requires diligent and competent representation in legal matters at effective cost so that the Borough's goals may be defined and acquired while at the same time costs and efficiencies are achieved.

Mr. Bern and the Firm have special expertise in municipal legal matters, having represented the aforesaid public entities as well as private developers and municipal contractors with the Borough of Fort Lee, the Village of Ridgefield Park, the City of Englewood, the City of Hoboken, the Port of New York Authority and numerous other public entities.

Mr. Bern in particular has long experience in the public sector, having served as City Councilman and City Council President in the City of Englewood where he oversaw significant community and economic development matters. He also served as Bergen County Freeholder and Freeholder Chairman in the County of Bergen where he oversaw management reforms, budget matters and reorganization of the County of Bergen.

Mr. Bern is admitted to practice law in New Jersey and New York as well as district courts therein. He is a member of the Bergen County Bar Association. Mr. Bern is supported by his Law Firm where partners average over twenty-five (25) plus years of experience and have served in numerous public capacities including John A. Conte, Jr. a respected attorney in Bergen County who was the Township of Mahwah Borough Attorney and Robert Mancinelli, Esq. who was Borough of Park Ridge Borough Attorney and serves as appointed attorney for the Township of Woodbridge Insurance Commission. In addition, Mr. Mancinelli is a member of the

New Jersey Institute of Local Government Attorneys ("NJILGA") and has received the designation as a Diplomate in Local Government Law, which is awarded by the NJILGA.

Although Mr. Bern intends to personally oversee all duties and provide all services upon his selection as Borough Attorney for the Borough of Leonia, his Law Firm consists of 16 attorneys with sufficient support staff to allow him to devote his time and priority to this work.

Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.
Attorneys at Law

Steven R. Rubenstein◆▪▪
Lawrence N. Meyerson▪
Anne M. Fox▪
Robert J. Mancinelli*◊
John A. Conte, Jr.
Douglas M. Bern*
Carol A. Hawk*
Marianne Quinn▪

Michelle J. Marose*
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◆Member NJ & MA Bars
*Member NJ & NY Bars
▪Certified Matrimonial Law Attorney
▪Court Approved Mediator
◊Diplomate in NJ Local Gov't Law

Writer's email:
dbern@rmfmclaw.com

December 15, 2015

Jacqueline Scalia
Borough Clerk
Borough of Glen Rock
1 Harding Plaza
Glen Rock, NJ 07606

Re: **LETTER OF QUALIFICATION – Borough Attorney**

Dear Ms. Scalia:

The undersigned has reviewed my Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough of Glen Rock ("Borough") in connection with the Borough's need for professional services for Borough Attorney.

I affirm that the contents of my Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of my knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of Douglas M. Bern, Esq.

Signed: _____

Printed: Douglas M. Bern

Title: Partner

Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.
Attorneys at Law

Steven R. Rubenstein◆•▪
Lawrence N. Meyerson▪
Anne M. Fox▪
Robert J. Mancinelli*◊
John A. Conte, Jr.
Douglas M. Bern*
Carol A. Hawk*
Marianne Quinn▪

Michelle J. Marose*
Brian E. Shea*▪
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*Member NJ & NY Bars
•Certified Matrimonial Law Attorney
▪Court Approved Mediator
◊Diplomate in NJ Local Gov't Law

Writer's email:
dbern@rmfmclaw.com

December 15, 2015

Jacqueline Scalia
Borough Clerk
Borough of Glen Rock
1 Harding Plaza
Glen Rock, NJ 07606

Re: LETTER OF INTENT – Borough Attorney

Dear Ms. Scalia:

The undersigned, as Respondent, has submitted the attached Qualification Statement in response to the Request for Qualifications (RFQ) issued by the Borough of Glen Rock ("Borough") in connection with the Borough's need for professional services for Borough Attorney .

Douglas M. Bern, Esq., HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

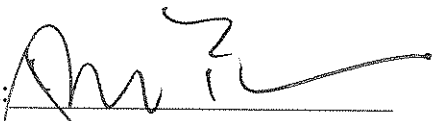
2. Douglas M. Bern agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Borough's procurement schedule.

3. Douglas M. Bern acknowledges that all costs incurred by him in connection with the preparation and submission of the Qualification Statement and any other documents prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively be the Respondent.

4. Douglas M. Bern hereby declares that the only persons anticipated by respondent to perform the professional services for which the Qualification Statement is submitted is submitted are named herein and that no person other than those herein mentioned has any participation in the Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently perform professional services or extraordinary services for which this Qualification Statement is submitted, but only if acceptable to the Borough. Respondent declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. Douglas M. Bern acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in the RFQ.

6. Douglas M. Bern acknowledges that any contract executed with respect to the provision of professional services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Signed: 

Printed: Douglas M. Bern

Title: Partner

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: **Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.**

☒ **I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.**

☐ **I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.**

Check the box that represents the type of business entity:

☐ **Partnership** X **Corporation** ☐ **Sole Proprietorship** ☐ **Subchapter S Corporation**

☐ **Limited Partnership** ☐ **Limited Liability Corporation** ☐ **Limited Liability Partnerhsip**

Name of Stock or Shareholder	Home Address:
Robert J. Mancinelli, Esq.	166 Pond Drive, Washington Township, NJ 07676
Steven R. Rubenstein, Esq.	78A Primrose Lane, Paramus, NJ 07652
Lawrence N. Meyerson, Esq.	27 Winthrop Road, Hillsdale, NJ 07642
John A. Conte, Jr., Esq.	656 Wyckoff Avenue, Mahwah, NJ 07430
Anne M. Fox, Esq.	408 Four Seasons Lane, Montvale, NJ 07645

Part III - Signature and Attestation

The Undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.
Signed: _____ Title: Partner
Print Name: Douglas M. Bern, Esq.
Date: December 15 , 2015

Subscribed and sworn before me this 8th day of December, 2015

_____
(Affiant)

_____
Douglas M. Bern, Esq.,
Partner

Notary Public

JENNIFER WORMKE
Notary Public, State of New Jersey
My Commission Expires
September 06, 2018

My Commission Expires:

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
REQUIRED PURSUANT TO N.J.S.A. 19:44A-208
BOROUGH OF GLEN ROCK

Part I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Douglas M. Bern, Esq., has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 *et seq.*, that pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2011 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Maywood as defined pursuant to N.J.S.A.19:44A-3(p), (q) and (r).

MAYOR BRUCE J. PACKER	*COUNCIL MEMBER KRISTINE MORIEKO*
COUNCIL MEMBER MICHAEL O'HAGAN	*BERGEN COUNTY REPUBLICAN ORGANIZATION*
COUNCIL MEMBER ARTHUR PAZAN	*GLEN ROCK REPUBLICAN ORGANIZATION*
COUNCIL MEMBER MARY JANE SURRAGO	*BERGEN COUNTY DEMOCRATIC ORGANIZATION*
COUNCIL MEMBER AMY MARTIN	*GLEN ROCK DEMOCRATIC ORGANIZATION*
COUNCIL MEMBER WILLIAN (SKIP) HUSKING	

Part II - Ownership Disclosure Certification

☒ **I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.**

Check the box that represents the type of business entity:

☐ **Partnership** ☒ **Corporation** ☐ **Sole Proprietorship** ☐ **Subchapter S Corporation**

☐ **Limited Partnership** ☐ **Limited Liability Corporation** ☐ **Limited Liability Partnerhsip**

Name of Stock or Shareholder	**Home Address:**
Robert J. Mancinelli, Esq.	**166 Pond Drive, Washington Township, NJ 07676**
Steven R. Rubenstein, Esq.	**78A Primrose Lane, Paramus, NJ 07652**
Lawrence N. Meyerson, Esq.	**27 Winthrop Road, Hillsdale, NJ 07642**
John A. Conte, Jr., Esq.	**656 Wyckoff Avenue, Mahwah, NJ 07430**
Anne M. Fox, Esq.	**408 Four Seasons Lane, Montvale, NJ 07645**

Part III - Signature and Attestation

The Undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A.
Signed:
Print Name: Douglas M. Bern, Esq.
Title: Partner
Date: December 15, 2015

Subscribed and sworn before me this 8th day of December, 2015

(Affiant)
Douglas M. Bern, Esq., Partner

Notary Public

JENNIFER WORMKE
Notary Public, State of New Jersey
My Commission Expires
September 06, 2018

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful Vendor's requirements to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful Vendor shall submit to the public agency, after notification of aware but prior to execution of the contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17-27-4;

OR

(c) A photocopy of Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the vendor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said vendor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Rubenstein, Meyerson, Fox Mancinelli, Conte & Bern, P.A.

SIGNATURE:

PRINT NAME: Douglas M. Bern, Esq.

TITLE: Partner

DATE: December 15, 2015

- Office of Attorney Ethics
- Disciplinary Review Board
- Client Protection Fund
- Board on Attorney Certification
- NJ Board of Bar Examiners
- Pro Bono
- Continuing Legal Education
- Attorney Online Registration and Payment
- Contact Us
- Índice de Abogados de Nueva Jersey

NJ Attorney Detail

DOUGLAS MITCHELL BERN

NJ Attorney ID :	041551984
Bar Admission Date :	12/20/1984
City :	MONTVALE
State :	NJ
County :	BERGEN
Phone Number :	(201)802-9202
Current Status :	ACTIVE

(Click the Current Status link for a more detailed explanation of the status description.)

Back

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NJ LAWYERS' FUND FOR CLIENT PROTECTION
Ineligible List

For Period Ending November 30, 2015

ATTORNEY ID	ATTORNEY NAME	YR ADM	ATTORNEY ADDRESS	CITY	ST	ZIP
043492008	BERGER LINDSEY NICOLE	2009	44 STRATHMORE RD	GREAT NECK	NY	11023
024151993	BERGER RENEE E	1994	POB 1001 1000 LENOLA RD	MOORESTOWN	NJ	08057
028592009	BERGIN JENNIFER NICOLE	2011	491 BALTIMORE PIKE #412	SPRINGFIELD	PA	19064
024482012	BERGSTRESSER JOHN GORDON	2012	521 OWLS NEST RD	STROUDSBURG	PA	18360
000391975	BERK STEVEN	1975	1700 BENJAMIN FRANKLIN PKWY STE 240	PHILADELPHIA	PA	19103
053591992	BERKOWITZ WENDY HOPE	1992	3608 MILSHIRE CT	HENRICO	VA	23233
035171999	BERMAN ARI M	2000	10 OATES TER	WEST CALDWELL	NJ	07006
003341986	BERMAN DAVID CHARLES	1986	PO BOX 111	MORRISTOWN	NJ	07963
012351986	BERMAN DAVID IRA	1987	560 MISSION ST	SAN FRANCISCO	CA	94105
043401997	BERMAN MICHAEL ERIC	1997	APT 61 270 SHORE RD	LONG BEACH	NY	11561
050201990	BERMAN MICHAEL STEVEN	1990	7-23 FAIRHAVEN PL	FAIR LAWN	NJ	07410
021832012	BERMAN MICHAEL VINCENT	2013	167 13TH STREET #1F	BROOKLYN	NY	11215
009982007	BERMAN RANDALL MARKAM	2007	P O BOX 3001	BRIARCLIFF MANOR	NY	10177
030802012	BERMAN SAMANTHA KASKEY	2012	2300 WALNUT STREET #520	PHILADELPHIA	PA	19103
041992003	BERMINGHAM BEVIN B	2003	97 BROOKLYN AVE #2L	BROOKLYN	NY	11216
034482010	BERNAL ROXANA	2010	309 W 138TH ST APT 1	NEW YORK	NY	10030
029582002	BERNARD ADLER C	2002	355 CLINTON AVE #2G	BROOKLYN	NY	11238
015251993	BERNSTEIN ALAN P	1993	1 PLUM CT	FLEMINGTON	NJ	08822
019152011	BERNSTEIN CHAD M	2011	APT 8L 420 E 72ND ST	NEW YORK	NY	10021
035931996	BERNSTEIN DOUGLAS NEIL	1998	1251 AVE OF THE AMERICAS	NEW YORK	NY	10020
024492004	BERNSTEIN FARYL BETH	2004	924 OAK RIDGE RD	BRYN MAWR	PA	19010
042601987	BERNSTEIN HELENE S	1987	44 COURT STREET STE 905 44 COURT STREET STE. 905 BROOKLYN, N	BROOKLYN	NY	07090
025482011	BERNSTEIN MATTHEW A	2012	1345 AVENUE OF THE AMERICAS	NEW YORK	NY	10105
029041984	BERNSTEIN SAMUEL A	1985	616 EAST 18TH ST #2C	BROOKLYN	NY	11226
041211993	BERNSTEIN WENDY JOY	1994	31 RIDGEWOOD DR	LIVINGSTON	NJ	07039
029591999	BERNSTOCK CHRISTINE ANN	1999	316 ROMAIN AVE	POMPTON LAKES	NJ	07442
029842009	BERRY ELVIRA NONYE	2010	29 SOUTH DARLINGTON ST	WEST CHESTER	PA	19382
036281996	BERRY KIMBERLY DAWN	1997	4126 7TH ST NW	WASHINGTON	DC	20011
014702000	BERSCHADSKY JONATHAN	2000	1290 AVE OF THE AMERICAS	NEW YORK	NY	10104
033222000	BERTORELLI DAVID ANDREW JR	2000	PO BOX 5226	PRINCETON	NJ	08543
021821987	BESANCON LYNN SUSAN	1987	25 MARKET ST P.O. BOX 106	TRENTON	NJ	08625
032582008	BESPALOV ALEKSANDR	2008	22 EAST FIRST ST APT 613	NEW YORK	NY	10003
037641992	BEST JOANNE LYNN	1993	86 MAIN ST	BROCKPORT	NY	14420
038811990	BETANCOURT LORRAINE J	1990	251 LIVINGSTON AVE	NEW BRUNSWICK	NJ	08901
042002002	BETRON ERIC B	2002	531 REDWOOD DR	CEDARHURST	NY	11516
910042012	BEVERLY SIYAN K	2012	3353 18TH ST. NW	WASHINGTON	DC	20010
025602011	BEYTENBROD STEVE	2011	120 YORK ST APT 409	JERSEY CITY	NJ	07302
044272004	BEZER MICHAEL J	2004	14 ONTARIO ST	HONEOYE FALLS	NY	14472
033272009	BEZERMAN MATTHEW	2009	4021 ANNE DRIVE	SEAFORD	NY	11783

STATE OF NEW JERSEY

BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:
RUBENSTEIN, MEYERSON, FOX, MANCINELLI &

TRADE NAME:

ADDRESS:
1 PARAGON DRIVE
MONTVALE NJ 07645-1765

SEQUENCE NUMBER:
1476356

EFFECTIVE DATE:
03/30/09

ISSUANCE DATE:
07/23/13

Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

8510023937 ©
PressureSeal

reserved.
- 0207

REMOVE THESE
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DE EDGES FIRST
ALONG PERFORATION

CERT-1

THEN FOLD, CREASE AND TEAR THIS STUB ALONG PERFORATION

REMOVE SIDE EDGES FIRST
②

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	RUBENSTEIN, MEYERSON, FOX, MANCINELLI & CONTE, P.A.
Trade Name:	
Address:	1 PARAGON DRIVE MONTVALE, NJ 07645
Certificate Number:	1476356
Effective Date:	March 30, 2009
Date of Issuance:	April 14, 2009

For Office Use Only:
20090414163315069

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Rubenstein,Meyerson, Fox, Mancinelli, Conte & Bern, P.A.		
Address:	One Paragon Drive,Suite 240		
City:	Montvale	State: NJ	Zip: 07645

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Douglas M.Bern, Esq.	Partner
	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
NONE			$

☐ Check here if the information is continued on subsequent page(s)

Douglas M. Bern
285 Booth Avenue
Englewood, New Jersey 07631
(201) 454-1515 mobile

Education:	George Washington University Washington, D.C.
	B.A. Political Science and Philosophy New York Law School, New York, NY J.D.
Bar Admissions:	New Jersey New York

Douglas M. Bern is a partner of the firm of Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A., a full-service law practice with offices in New Jersey and New York. Mr. Bern's areas of practice include public entity representation, real estate and zoning, finance, environmental law, and redevelopment law.

Mr. Bern has served as Counsel to numerous public and private entities and institutions. He also served as Assistant Counsel and occasional Parliamentarian for the New Jersey State Senate.

As examples of Mr. Bern's real estate and corporate engagements, he served as Counsel to the El Ad Group, Ltd. in its corporate reorganization and acquisition of a portfolio of approximately 2500 rental and condominium properties in New York and New Jersey from Bank Leumi, and as Special Counsel for Fairfield Residential, LLC, in its due diligence of an $860,000,000., portfolio of New Jersey residential and mixed use properties that were subject to numerous zoning, tax and New York/New Jersey Port Authority agreements. He is Counsel to AvalonBay Communities, Inc. in a significant rezoning and multi-family development project.

Among Mr. Bern's numerous public sector engagements, as Planning and Zoning attorney for the City of Hoboken, he provided legal guidance in the renaissance of that City in reviving its Hudson River waterfront, and building on its diverse assets and new light rail transit to help make it an example of a modern, vibrant, 'new urban' community.

Mr. Bern is presently Counsel for the Borough of Leonia, and is presently Special Counsel to the Borough of North Arlington, Borough of Bogota, Zoning Board Attorney for Cliffside Park and Re-development and Planning Counsel for Lyndhurst Borough.

Mr. Bern is Special Counsel to the Northwest Bergen County Utilities Authority, a regional wastewater treatment utility that serves ten member municipalities in North Jersey. He has managed the legal aspects of the expansion of that agency's wastewater collection system, including environmental permitting, financing, and eminent domain litigation.

Mr. Bern served four successful terms as City Councilman and Council President for the City of Englewood, New Jersey. During his tenure, he spearheaded an initiative to redevelop Englewood's downtown business district and aging industrial areas, which earned the City the New Jersey Smart Growth Award and County of Bergen award for downtown redevelopment, and led to New Jersey Monthly Magazine's naming Englewood the number one City in New Jersey in 2001.

During his tenure on the Englewood City Council, Mr. Bern was also elected to the Bergen County Board of Chosen Freeholders, the County legislature representing seventy (70) municipalities and a population of 850,000 in northern New Jersey. He was selected by his colleagues as Chairman, and he concentrated on implementing management reforms in the County's 1100-bed hospital and achieved the designation and partial funding of a light rail transit system from the State and Federal Governments.

Immediately following law school, Mr. Bern was a law clerk for the Hon. Paul R. Huot, Presiding Judge of the Chancery Division of the New Jersey Superior Court. He previously served as Coordinator for State and Federal Aid for Bergen County, New Jersey.

Mr. Bern received his J.D. degree from New York Law School, after earning a Bachelor of Arts degree from George Washington University where he served as a Congressional Intern. He is admitted to the New Jersey and New York Bars, and is a member of the New Jersey State Bar Association and the Bergen County, NJ, Bar Association.

Mr. Bern serves on numerous boards. He resides in Englewood, New Jersey, with his wife, Karen Maas, and their three children.

Douglas M. Bern, Esq.

Rubenstein, Meyerson, Fox
Mancinelli, Conte & Bern, P.A.

One Paragon Drive
Suite 240
Montvale, New Jersey 07645
Tel (201) 802-9202 • Fax (201) 802-9201
dbern@rmfmclaw.com

Practice Areas:	Public Entity Representation ▪ General Authority Law ▪ Real Estate and Zoning ▪ Environmental ▪ Finance ▪ Trusts and Estates ▪ Business Law
Bar Admissions:	New Jersey and New York, U.S. District Court, District of New Jersey
Legal Experience:	Law Clerk to Hon. Paul R. Huot, Judge of Superior Court of New Jersey, Chancery Division, General Equity (Presiding)
	Assistant Counsel, New Jersey State Senate, 2004 to 2011
	Borough Attorney, Borough of Leonia – 2015 - Present
	Board Attorney, Cliffside Park Board of Education – 2015 - Present
	Borough Attorney, Borough of North Arlington – 2012 – 2015
	Borough Attorney, Borough of Bogota – 2013 – 2014
	Counsel, Borough of Cliffside Park Zoning Board, 2014 – Present
	Counsel, City of Hoboken Zoning Board, 2002 to 2011 and Planning Board, 2000 - 2002
	Counsel, Borough of Fair Lawn Planning Board, 2000 to 2012
	Counsel, Land Use matters, Borough of North Arlington Planning Board, 2010 – 2012
	Counsel, Bergen County Improvement Authority - 2015
	Counsel, North Arlington-Lyndhurst Joint Sewer Meeting – 2013
	Counsel, Bank of New York, N.J. Health Care Facilities Financing Authority with Trinitas Regional Medical Center, Trustee
	Counsel, Commerce Bank, N.J. Health Care Facilities Financing Authority Beth Israel Hospital Association Issue
	Counsel, Wachovia Bank Trustee • Bergen County Improvement Authority Issue • N.J. Educational Facilities Authority, The William Paterson University of NJ issue

Counsel, Sierra Club of New Jersey, Application of Suez Lyonnais before the N.J. Board of Public Utilities

Planning Board Counsel, Re-development Counsel, Township of Lyndhurst 2013

Special Counsel, real estate, labor and environmental matters, Northwest Bergen County Utilities Authority, a regional waste water treatment utility authority for ten member communities, 2003 to Present

Special Counsel, Land Use matters, Borough of Alpine, 2002 – 2004

Special Counsel, Litigation and redevelopment matters, City of Hackensack, 2003 – 2012

Special Counsel, Borough of Maywood Planning Board – 2011 to Present

Special Counsel, Labor and Litigation matters, Borough of Cliffside Park – 2010 to Present

Special Counsel, Borough of Bogota – 2015 - Present

Special Counsel, Police, Labor and OPRA matters - Borough of North Arlington – 2015 - Present

Education:

B.A., George Washington University
J.D., New York Law School

Professional Memberships: Bar

Member, New Jersey and New York Bar Associations; Bergen County Association

Martindale-Hubbell™ and American Lawyer Media rating AV Preeminent®[1]

Professional Awards:

Bergen County Top Lawyers - *(201) Magazine* – 2012-2015
New Jersey's Top Legal Minds – *Inside Jersey* – 2012-2015
"Saviors of the Environment" – *NJ Alliance for Action* - 2012
NY Area's Top Rated Lawyers – *New York Magazine* – 2015
"2015 Top Rated Lawyers™ - Land Use and Zoning" – *National Law Journal / American Lawyer*
"2015 Top Rated Lawyers™ in Energy • Environmental / Natural Resources"
Martindale-Hubbell AV Rated

Public Offices

Englewood, NJ, City Council, Member; President (1992-2004)

Held:	County of Bergen, Board of Chosen Freeholders, Member; Chairman (1999-2002)
Community Activities:	Board member/officer, Jewish Family Services; Member, Sierra Club; Hispanic-American Alliance; N.A.A.C.P.; Board member Bergen County Urban League; Former Chair, Bergen County Transit Committee; Board Member Tenafly Nature Center
Personal:	Member, Bergen County, New Jersey and New York State Bar Associations. Mr. Bern is married to Karen L. Maas, a licensed social worker who works in early intervention with special needs children. He and his wife live in Englewood, NJ, with their three children.

[1] Martindale-Hubbell is a peer-review database for attorneys. The AV rating is the highest rating given for legal ability and general ethical standards.

ROBERT J. MANCINELLI, ESQ.

One Paragon Drive, Suite 240
Montvale, New Jersey 07645
(201) 802-9202
EMAIL: rmancinelli@rmfmclaw.com

PROFESSIONAL EXPERIENCE:

07/07 to present	RUBENSTEIN, MEYERSON, FOX, MANCINELLI, CONTE & BERN, P.A. Shareholder One Paragon, Drive, Montvale, New Jersey
10/99 to 07/07	LAW OFFICES OF ROBERT J. MANCINELLI Owner 144 Kinderkamack Road, Park Ridge, New Jersey
10/99 to 12/31/05	VTS TRAVEL ENTERPRISES, INC. CFO & General Counsel 860 Wyckoff Avenue, Mahwah, New Jersey
1990 - 1999	CARVER & MANCINELLI Partner 126 Fairview Avenue, Westwood, New Jersey
1985 - 1990	SCELZA & CARVER Associate 2460 Lemoine Avenue, Fort Lee, New Jersey

BAR ADMISSIONS

New Jersey and New York State Courts; United States Supreme Court; U.S. District Court, District of New Jersey; U.S. District Court, Southern District of New York; U.S. District Court, Eastern District of New York.

Member of American Bar Association and Bergen County Bar Association.

Member of New Jersey Institute of Local Government Attorneys - Designated Diplomate in New Jersey Local Government Law

EDUCATION:

1985:	Juris Doctorate, Mississippi College School of Law
1981:	Bachelor of Science, Business, Fairleigh Dickinson University

PUBLIC SERVICE:

2014 to present	Borough of Maywood Labor Attorney
2012 to 2015	Borough of Dumont Tax Appeal Attorney
2012 to 2015	Borough of Park Ridge Tax Appeal Attorney
2012	Borough of Park Ridge Labor Attorney
2012 to present	Park Ridge Board of Education Special Counsel
2011 to present	Borough of Emerson Tax Appeal Attorney
2011	Borough of Paramus Special Counsel Tax Appeal Attorney
2009 to 2011	Park Ridge Borough Attorney
2007 to present	Park Ridge Chamber of Commerce Legal Counsel
2004 to 2013	Pascack Valley History Project, Inc. Legal Counsel and Trustee
1994 to present	Octoberwoman Foundation Legal Counsel and Committee Member
1993 to present	Special Counsel to Township of Woodbridge Law Department
1993 to present	Legal Counsel to Township of Woodbridge Insurance Commission
1993-1996	Public Defender, Borough of Old Tappan
1989-1996	Public Defender, Township of River Vale

Also has served as pro bono legal counsel for several civic and charitable associations and organizations in the Pascack Valley Area for past 30 years. Coaches Baseball, Basketball and Soccer for children in River Vale Athletic Association programs.

REFERENCES: Furnished Upon Request

JOHN A. CONTE, JR.

Attorney at Law
One Paragon Drive, Suite 240
Montvale, New Jersey 07645
(201) 802-9202

****

Education

SETON HALL UNIVERSITY SCHOOL OF LAW Newark, New Jersey	**J.D. (1984)**
SETON HALL UNIVERSITY South Orange, New Jersey	**B.A. (1981)**

Bar Admissions:

SUPREME COURT OF THE UNITED STATES
UNITED STATES DISTRICT COURT FOR THE DISTRICT OF N.J.
UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT
STATE OF NEW JERSEY

Firm Affiliations:

RUBENSTEIN, MEYERSON, FOX, MANCINELLI, CONTE & BERN, P.A. One Paragon Drive, Suite 240, Montvale, NJ 07645	**Partner** **9/2007-Present**
SPINATO, NOVEMBER, CONTE & ACQUAVIVA, P.A. 266 Harristown Road, Glen Rock, NJ 07452	**Partner** **2002 - 2007**
STRUBLE, RAGNO, PETRIE, SPINATO, BONANNO MACMAHON, CONTE & ACQUAVIVA, P.C. 266 Harristown Road, Glen Rock, NJ 07452	**Partner** **1999 - 2002**
CONTE, CLAYTON & CONTE 50 Market Street, Saddle Brook, NJ 07663	**Partner** **1985 - 1999**

Legal Experience:

JUDGE OF THE MUNICIPAL COURT, BOROUGH OF OAKLAND 10 Lawlor Drive, Oakland, NJ 07436	**2008 - Present**
ATTORNEY FOR THE ZONING BOARD OF ADJUSTMENT BOROUGH OF NORWOOD 455 Broadway, Norwood, NJ 07648	**2008 - Present**
ATTORNEY FOR THE PLANNING BOARD BOROUGH OF ELMWOOD PARK 182 Market Street, Elmwood Park, NJ 07407	**7/2011- Present**
TOWNSHIP ATTORNEY, TOWNSHIP OF MAHWAH 475 Corporate Drive, Mahwah, NJ 07430	**7/2011 - 1/2012**
TAX APPEAL ATTORNEY, TOWNSHIP OF MAHWAH 475 Corporate Drive, Mahwah, NJ 07430	**7/2011 - 8/2012**
ATTORNEY FOR THE PLANNING BOARD TOWNSHIP OF SADDLE BROOK 93 Market Street, Saddle Brook, NJ 07663	**2001 - 2003**

ALTERNATE PROSECUTOR, TOWNSHIP OF MAHWAH 475 Corporate Drive, Mahwah, NJ 07430	**2002 - 2005**
PROSECUTOR, BOROUGH OF OAKLAND 10 Lawlor Drive, Oakland, NJ 07436	**2001 - 2007**
PROSECUTOR, BOROUGH OF NORWOOD 455 Broadway, Norwood, NJ 07648	**2006 - 2007**
PUBLIC DEFENDER, TOWNSHIP OF SADDLE BROOK 93 Market Street, Saddle Brook, NJ 07663	**1993 - 2000**
PUBLIC DEFENDER, BOROUGH OF OAKLAND 10 Lawlor Drive, Oakland, NJ 07436	**1993 - 2000**
PUBLIC DEFENDER, BOROUGH OF ELMWOOD PARK 182 Market Street, Elmwood Park, NJ 07407	**1992 - 2000**
INSTRUCTOR OF LEGAL CURRICULUM **SADDLE BROOK COMMUNITY SCHOOL** Saddle Brook, New Jersey	**1990 - 2000**

Court Appointments:

CONDEMNATION COMMISSIONER
Appointments by the Assignment Judge, County of Bergen, to serve on Condemnation Commissions, including service as Presiding Commissioner

COURT-APPOINTED TRUSTEE
Appointments by Chancery Division to serve as Court-Appointed Trustee

SPECIAL COUNSEL
Court Appointed Special Counsel to assist Court in Real Estate transactions

COURT-APPOINTED ATTORNEY
Court Appointed Attorney to represented Incapacitated Individuals

Related Experience:

Authored an Article published in the New Jersey Law Journal, entitled, **"Is the 'Smartphone Will' in Our Future (Or is it Already Here)?,"** Published June 4, 2012

References:

Furnished upon request

ANDREW BOLSON

199 Phelps Avenue, Cresskill, New Jersey 07626 · 201-914-7079 · Andrew.Bolson@gmail.com

EDUCATION

Rutgers School of Law – Newark, *Newark, NJ*
J.D., May 2010
GPA: 3.28
Honors: ***Rutgers Law Review,*** *Managing Editor*
Raimondo Legislative Fellow, *Eagleton Institute of Politics,* 2009-2010

The George Washington University, *Washington, DC*
B.A, Political Science, Minor in History, May 2005
Study Abroad: **International Education of Students London**, *London, England,* Spring 2004

BAR MEMBERSHIP

Admitted New Jersey, November 2010
Admitted New York, June 2011

EXPERIENCE

Rubenstein, Meyerson, Fox, Mancinelli, Conte & Bern, P.A., *Montvale, NJ,* September 2011 – Present
Associate. Aid attorneys on a variety of cases including will contests, guardianship disputes, commercial litigation matters and property tax appeals. Responsibilities include drafting complaints and agreements, researching and writing various memorandum, motions and mediation statements, and conducting discovery.

The Bergen County Chancery Division, *Hackensack, NJ,* February 2011 – August 2011
Law Clerk. Assisted The Honorable Harry Carroll and The Honorable Robert Contillo in the preparation of their motions. Researched and wrote memoranda on foreclosure matters, probate disputes, requests to vacate arbitrations and various business lawsuits. Mediated various disputes for the Bergen County Small Claims Court.

The Honorable Elijah Miller, Bergen Co. Civil Presiding Judge, *Hackensack, NJ,* Sept. 2010 – Jan. 2011
Law Clerk. Prepared memoranda for all opposed motions submitted to the Court which summarized the Plaintiff's and Defendant's arguments and recommended a legal solution to the Judge. Researched case law and the New Jersey Court Rules to find answers to legal questions posed by the various motions. Contacted attorneys to coordinate the scheduling of oral arguments for each motion day.

New Jersey Attorney General's Office, *Trenton, NJ,* Summer 2009
***Law Clerk*, Homeland Security and Environmental Enforcement Section.** Researched and wrote memoranda on matters involving due process and search and seizure challenges to New Jersey's Department of Environmental Protection. Conducted privilege reviews and prepared documents for production to opposing counsel. Created a spreadsheet that detailed all key developments in the Clean Air Act's New Source Review for the past ten years.

The Honorable Patrick DeAlmeida, Tax Court of New Jersey, *Newark, NJ,* Summer 2008
Judicial Intern. Conducted legal research and prepared memoranda on a variety of tax issues, including Chapter 91 property assessments and parsonage exemptions. Cite-checked judicial opinions being prepared for publication. Researched statutes and case law pertaining to various state and local tax appeals.

Thelen Reid Brown Raysman & Steiner LLP, *Washington, DC,* July 2005 – May 2007
Legal Assistant. Acted as lead paralegal on several large construction litigation matters; assisted in document management and production. Drafted documents, prepared closing files, and managed executed documents for corporate closings.

JAMES D. DE STEFANO, ESQ.

58 Willard Avenue ▪ Totowa, NJ 07512 862.684.3371 ▪ james.d.destefano@gmail.com

ASSOCIATE ATTORNEY

Ambitious, resourceful, professional recognized for leadership, initiative, and positive impact in a wide range of legal areas. A quick learner commended for ability to work well independently, keen decision-making skills, and diplomatic abilities. Experience drafting and filing motions in New Jersey, New York and Federal Court. *Kaplan PMBR Representative.*

Proven multi-tasker with proficiency in legal matters as well as operations and staff oversight. Completed law school while working as a top performer in a demanding supervisory position and additional roles to fully finance education.

Practice Areas ▪ Bankruptcy ▪ Immigration ▪ Corporate Law ▪ Commercial Litigation ▪ Civil Litigation ▪ Domestic Violence ▪ Probate ▪ Personal Injury ▪ Divorce ▪ Municipal Court Practice ▪ Real Estate and Foreclosure Defense ▪ Tenancy

Core Competencies ▪ Legal Research ▪ Document Review ▪ Motion Summaries ▪ Medical Terminology ▪ Legal Analysis ▪ Litigation Preparation ▪ Case Management Systems (CMS) ▪ State Regulations ▪ Federal Practice ▪ LexisNexis and Westlaw

PROFESSIONAL EXPERIENCE

RUBENSTEIN, MEYERSON, FOX, MANCINELLI, CONTE & BERN, P.A., MONTVALE, NJ ▪ 10/2014 – PRESENT

Associate Attorney | Civil Litigation Department, focusing on employment and business litigation.

Hired to assist Senior Partners with employment, business and residential litigation cases as well as tenancy matters, commercial and residential real estate and foreclosure defense. Independently responsible for all pretrial practice, including litigation strategy, discovery and motion practice.

Key Results:

- Filed two (2) successful Order to Show Causes obtaining Temporary Restraints based on emergent needs.
- Extended Discovery showing exceptional circumstances on eve of trial.

LAW OFFICES OF NEAL H. FLASTER, L.L.C., Florham Park, NJ ▪ 1/2014 – 10/2014

Associate Attorney | Civil Litigation Firm, focusing on employment, business, and family litigation.

Tasked with providing support for Senior Partner assisting on business litigation cases in New Jersey, New York and Federal Court. Hold significant responsibility in a short time. Perform depositions and engage in extensive client contact. Draft, negotiate and finalize settlement agreements. Significant writing experience drafting pleadings, subpoenas, discovery responses/requests, summary judgment motions, motions to compel and motions to dismiss. Draft UCC security agreements and review other corporation documents.

Key Results:

- Uncovered evidence in a weak Medical Malpractice case that created leverage for client. This leverage from non-compliance with state safety regulations may result in a settlement on behalf of the client.
- Negotiated a settlement in a foreclosure matter, saving significant time and costs of a previously imminent trial.

LAW OFFICES OF MICHAEL LUPOLOVER, P.C., Englewood Cliffs, NJ ▪ 8/2013 – 1/2014

Associate Attorney/In-House Counsel | Consumer Advocacy

Hired during a time of expansion and charged with helping to commence litigation for a firm that previously preferred to settle all claims. Supervised 2 paralegals and advised co-counsels in all 50 States. Key Results:

- Obtained $100,000 net profit in < 6 months. Managed a high-volume of 80 to 100 cases; achieved 30 suits in < 6 months, expected to increase profit; revised firm settlement releases affording stronger protection for clients and firm.
- Rapidly obtained appropriate co-counsels and process servers throughout the country for litigating claims. Created a streamlined process to carry out this and quickly learned applicable Federal "Local Rules," in multiple States.
- Advised both in-house attorneys and out-of-state co-counsels on whether to proceed with litigation or settle cases. Implemented procedures and processes for both litigation and/or settlement.

PROFESSIONAL EXPERIENCE

LAW OFFICES OF LAURA RUVOLO LIPP, LLC/RUVOLO LAW GROUP, Morristown, NJ ▪ 1/2013 – 7/2013

Associate Attorney | Family and Domestic Relations Law Firm

Recruited to be trained in / function as the lead on major litigation cases for a small firm expecting rapid growth. (Growth was slower to materialize than firm anticipated.) Prepared research memos on family law issues. Key Results:

- Attended intensive 8-day "Boot Camp" style training in litigation. Provided trial assistance to senior attorneys.
- Fostered legal advantage by redrafting discovery demands that led to quicker resolution of cases.

LAW OFFICES OF CHARLES MICHAEL DAMIAN, Cedar Grove, NJ ▪ 5/2011 – 12/2012

Lead Attorney | General/Real Estate Practice (5/2011 – 12/2012) | Earlier Career - Law Clerk (12/2006 – 5/2008)

Lead attorney for all litigation matters and oversaw 2 paralegals. Trained interns in litigation, discovery, legal research and brief writing. Trained the senior partner on use of computer-based legal research, Lexisnexis and Westlaw. Key Results:

- Tasked as 2nd in Command; advising clients; and handling financial matters and daily operations. Simultaneously oversaw 40 cases. Led efforts to streamline systems and processes.
- First-chaired over thirty (30) bench trials in the New Jersey Superior Court, Special Civil Part.
- Championed business initiatives that increased profit: spearheaded office rental & referrals to attorneys with different specialties that reduced costs and assisted clients by enabling "one stop shopping" for legal services.
- Led conversions of antiquated processes; updated retainer fee agreements and discovery requests expediting litigation.

NEWARK RE-ENTRY LEGAL SERVICES, Newark, NJ ▪ 10/2010 – 5/2011

Legal Assistant / Paralegal – Legal Aid for Community Reintegration

Held high authority assisting attorneys in case analysis and recommendations for course of action in expungement, drivers' license restoration, and family matters. Trained all attorneys and support staff in using the case management system.

Key Result: Bestowed in representing litigants in municipal court proceedings before being Barred.

KIM, CHO, AND LIM, LLC, Palisades, Park, NJ ▪ 9/2009 – 4/2010

Legal Assistant

Conducted legal research for general practice involving personal injury, family, labor law, bankruptcy, immigration, and commercial litigation. Familiar with PIP insurance coverage. Key Results: Accelerated reduction in case backlog early in tenure. Served as driving force in managing CMS. Streamlined the settlement process and tracking for personal injury cases.

THE HONORABLE LISA PEREZ FRISCIA, Hackensack, NJ ▪ 1/2010 – 3/2010

THE HONORABLE DEBORAH USTAS, Hackensack, NJ ▪ 1/2008 – 4/2008

Judicial Intern, Chancery Division, Family Court

Conducted legal research and drafted memos on family law. Summarized motions and provided *Pro Se* litigants with legal assistance. Attended mediation sessions and oral arguments. Key Results: Evaluated cases and made recommendations. Reduced the Law Clerk's caseload by 75% while she was on vacation.

ADDITIONAL EXPERIENCE

Shipping Manager, P.C.I. GLOBAL, (5 years; financed legal education). Helped cut company shipping costs by 33%.

Law School Tutor | Cardio Kickboxing Instructor (since 2004-2010) | Volunteer Project (Reunion Event)

EDUCATION ▪ SEMINARS ▪ ACTIVITIES

Bar Status: New Jersey Bar | Juris Doctor – PACE UNIVERSITY SCHOOL OF LAW, NY ▪ 2010 | Financed 100% of law school

Houston Family Law Trial Institute at the South Texas College of Law ▪ 24 Biennial CLE credits

Bachelor of Arts, History, cum laude – MONTCLAIR STATE UNIVERSITY, NJ ▪ 2007

Honors: Paralegal Studies Highest Grade Point Average Award ▪ Paralegal Certification, A.B.A. Approved