

STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
NEW JERSEY HISTORIC TRUST
CONFLICT OF INTEREST DISCLOSURE
DCA RFP #10-02-2012

The New Jersey Historic Trust is an Agency of State Government, established in but not of the Department of Community Affairs, for the proposed of promoting and assisting historic sites preservation in the State of New Jersey. The “New Jersey Conflicts of Interest Law,” N.J.S.A. 52:13D-12 et seq., contains the following legislative findings: “To ensure propriety and preserve public confidence, persons serving in government should have the benefit of specific standards to guide their conduct and of some disciplinary mechanism to ensure the uniform maintenance of those standards amongst them.” Therefore, to guide and govern the conduct of State officers and employees of the New Jersey Historic Trust, the following rules and regulations are hereby adopted by the New Jersey Historic Trust pursuant to Section 12 of the “New Jersey Conflicts of Interest Law,” N.J.S.A 52:13D-23.

I. Definitions

1. As used in the Conflict of Interest Disclosure, and unless a different meaning clearly applies from the context, the following terms shall have the following meanings:
 - a. “Trust” means the New Jersey Historic Trust.
 - b. “Members” means trustees of the New Jersey Historic Trust who receive no compensation other than a sum in reimbursement of expenses in the office and are, therefore, special State Officers within meaning of N.J.S.A. 52:13D-13(e).
 - c. “Employee” means any person holding employment in the New Jersey Department of Community Affairs who is deemed to be principally employed in connection with the work of the Trust, but shall not mean any person employed in the capacity of an evaluator.
 - d. “Evaluator” means a person who is recognized as knowledgeable in a particular area of historic preservation and is retained or serves on a part time and temporary basis for the limited purpose of evaluating the merit of feasibility of a historic preservation project(s) designated by the Trust “employee” as that term is used in this Code.

II. Employees

2. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in conflict with the proper discharge of his duties in the public interest.
3. No employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others.
4. No employee shall act in his official capacity in any matter wherein he has a direct or indirect personal or financial interest that might reasonably be expected to impair his objectivity or independence of judgment.
5. No employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his objectivity and independence of judgment in the exercise of his official duties.
6. No employee shall accept any gift, favor, service or other things of value under circumstances from which it might be reasonably inferred that such gift, service or other things of value was given or offered for the purpose of influencing him in the discharge of his official duties.
7. No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his acts that he may be engaged in conduct violative of historic trust as an employee.

III. Evaluators

8. No person retained by the Trust in the capacity of an evaluator shall have any interest, financial or otherwise, direct or indirect, or engage in any business or professional activity, which is in conflict with proper discharge of this duties, specifically to provide the Trust with an objective evaluation of the merit and feasibility of programs and/or projects designated by the Trust. Any prospective evaluator with reason to believe he may have such an interest in an individual or organization associated with a program must provide the Trust, or its designated member or members or Executive Director, with written notice prior to accepting any appointment as an evaluator. Further, the evaluator shall not participate in or be present for the discussion and recommendation regarding said program or project made to the Trust. An evaluator shall receive a copy of this Code prior to appointment by the Trust, and such receipt shall be acknowledged in writing to the Executive Director.

IV. Members

9. No member of the Trust shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in conflict with proper

discharge of his duties. Any member with reason to believe he may have such an interest in an individual or organization seeking funding from the Trust must provide the Trust, or its designated member or members or Executive Director, with written notice. During his term of office, a member shall not appear for, negotiate on behalf of, or agree to represent in any discussion, proceedings, evaluations or negotiations, any organization, which has applied for, or received funds from the New Jersey Historic Trust. Further, the member shall not be present for any discussion, recommendation, or vote regarding any such organization.

10. No member shall use confidential information, i.e. information that is not available to the public, obtained through his service to the Board of Trustees to further his own private interests or the interest of others.

11. No member shall use or attempt to use official position to secure unwarranted privileges or advantages for himself or others.

12. No member shall accept any gift, favor, service or other things of value under circumstances from which it might be reasonably inferred that such gift, service or other things of value was given or offered for the purpose of influencing him in the discharge of his official duties.

13. No member shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his acts that he may be engaged in conduct violative of historic trust as an employee.

14. No member, subsequent to his term, shall appear before the Trust to represent or negotiate on behalf of any person or organization in connection with any matter upon which he has given any opinion or been otherwise substantially and directly involved while serving as a member.

V. Enforcement

Violations of the Conflict of Interest Disclosure shall be cause for removal, suspension, demotion or other disciplinary actions by the Trust after opportunity for adequate hearing has been afforded; however, no action for removal or discipline shall be taken except upon the referral or with the approval of the Executive Commission on Ethical Standards as provided by N.J.S.A. 52:13D-23.

Every employee, evaluator and member shall receive a copy of this Conflict of Interest Disclosure prior to appointment, or employment by the Trust, and such receipt shall be acknowledged in writing to the Executive Director.

2012 Applications:

Please review the following list of applicants and project. Reviewers cannot have any connection to the following organizations and projects, nor in the future undertake any projects with the following organizations and resources.

Applicant	Resource	Municipality	County
1759 Vought House Inc. A Revolutionary War Loyalist Homestead	Vought Homestead	Clinton Township	Hunterdon
Allamuchy Township Board of Education	Rutherford Hall	Allamuchy Township	Warren
Atlantic Highlands Historical Society	Strauss Mansion	Atlantic Highlands	Monmouth
Barrow Mansion Development Corporation	Barrow Mansion	Jersey City	Hudson
Bayshore Discovery Project	Bivalve Shipping Sheds and Wharves	Port Norris	Cumberland
Beacon Hill Club	Carroll Phillips Bassett House	Summit	Union
Bordentown Historical Society, Inc.	Bordentown Friends Meeting House	Bordentown	Burlington
Borough of Fieldsboro	White Hill Mansion	Fieldsboro	Burlington
Bradley Beach Public Library	Bradley Beach Public Library	Bradley Beach	Monmouth
Brick City Development Corporation	Felix J. Kastner House	Newark	Essex
Bridgeton City	The Nail House	Bridgeton	Cumberland
Cape May County Historical and Genealogical Society	Nathaniel Foster House	Lower Township	Cape May
Cherry Hill Township	Croft Farm	Cherry Hill	Camden
Christ Church Bordentown	Christ Church Cemetery, Bordentown	Bordentown	Burlington
Clinton Memorial AME Zion Church	Belleville Ave Congregational Church	Newark	Essex
Coopers Ferry Partnership	Benjamin Cooper House	Camden	Camden
Count Basie Theater, Inc.	Count Basie Theatre	Red Bank	Monmouth
Crosswicks Community Association	Crosswicks Community House	Crosswicks	Burlington
Fanwood-Scotch Plains Rotary Frazee House, Inc.	Elizabeth and Gershom Frazee House	Scotch Plains	Union
First Presbyterian Church of Springfield	First Presbyterian Church of Springfield	Springfield	Union
First Reformed Church, New Brunswick	First Reformed Church of New Brunswick	New Brunswick	Middlesex
Gibbsboro Borough	John Lucas House	Gibbsboro	Camden
Grace Episcopal Church, Plainfield	Grace Episcopal Church	Plainfield	Union

Greater New Brunswick Day Care Council Inc.	Livingston Ave UCC	New Brunswick	Middlesex
Haddon Heights Borough	Glover Fulling Mill	Haddon Heights	Camden
Harmony Township	Hoff Vannatta Farmstead	Harmony Township	Warren
High Bridge Borough	Solitude House	High Bridge	Hunterdon
Hillsdale Borough	Hillsdale Railroad Station	Hillsdale	Bergen
Historic Morven, Inc.	Morven	Princeton Borough	Mercer
Hoboken City	Hoboken City Hall	Hoboken	Hudson
Hoboken Public Library Trustees	Hoboken Public Library	Hoboken	Hudson
Hunterdon Land Trust	Case/Dvoor Farm	Raritan Township	Hunterdon
Information Age Learning Center	Camp Evans	Wall Township	Monmouth
Jacob's Chapel AME Church	Jacob's Chapel AME Church	Mount Laurel	Burlington
Kenilworth Historical Society	Oswald J. Nitschke House	Kenilworth	Union
Knowlton Township Historic Commission	Ramsaysburg Homestead	Knowlton Township	Warren
Little Silver Borough	Parker Homestead	Little Silver	Monmouth
Masonic Charity Foundation of New Jersey	West Hill	Burlington Township	Burlington
Mauricetown Historical Society	Edward Compton House	Mauricetown	Cumberland
Meadows Foundation	Wyckoff-Garretson House	Somerset	Somerset
Montclair Historical Society	Israel Crane House	Montclair	Essex
Moorestown Historical Society	Smith-Cadbury Mansion	Moorestown Township	Burlington
Morris County Historical Society	Acorn Hall	Morristown	Morris
Morris County Parks Commission	Fosterfields	Morris Township	Morris
Museum of Early Trades and Crafts	Museum of Early Trades and Crafts	Madison	Morris
NJ DEP, State Park Service	Indian King Tavern	Haddonfield	Camden
Passaic County	Passaic County Courthouse	Paterson	Passaic
Perkins Center for the Arts	Perkins Center for the Arts	Moorestown	Burlington
Phillipsburg Area Historical Society	Roseberry Homestead	Phillipsburg	Warren
Preservation New Jersey	First Presbyterian Church, Ewing	Ewing	Mercer
Raritan Borough	Relief Hose Company No. 2 Engine House, Raritan	Raritan Borough	Somerset
Red Mill Museum Village	Hunt's Mill and M.C. Mulligan & Sons Quarry	Clinton	Hunterdon
Reeves-Reed Arboretum	The Clearing	Summit	Union
Roxbury Historical Trust, Inc.	King Store and King House	Roxbury Township	Morris
Rutgers University - Camden	Pierre Building	Camden	Camden
Salem County Bd. of Freeholders	Salem County Insane Asylum	Mannington Township	Salem

St. Bernard's Episcopal Church, Bernardsville	St. Bernard's Episcopal Church Parish House	Bernardsville	Somerset
St. Mary's Episcopal Church, Burlington	St. Mary's Episcopal Church, Burlington	Burlington	Burlington
St. Paul's Church, Camden	St. Paul's Church, Camden	Camden	Camden
St. Paul's Episcopal Church, Englewood	St. Paul's Episcopal Church, Englewood	Englewood	Bergen
St. Peter's Episcopal Church, Spotswood	St. Peter's Episcopal Church, Spotswood	Spotswood	Middlesex
The AIDS Resource Foundation for Children	Fort Hancock Building #2	Middletown	Monmouth
The Contemporary	Contemporary Victorian Townhouse Museum	Trenton	Mercer
Town of Hammonton	Hammonton Commercial District	Hammonton	Atlantic
Trinity Church, Asbury Park	Trinity Episcopal Church	Asbury Park	Monmouth
Ventnor City	Ventnor City Municipal Building	Ventnor	Atlantic
Wayne Historical Commission	Wayne Historic House Museums	Wayne	Passaic
West Milford Historic Preservation Commission	Wallisch Homestead	West Milford	Passaic
Woodbridge Township	Barron Arts Center	Woodbridge	Middlesex

Statement of Acknowledgement and Disclosure

Name: _____ Member
Address: _____ Evaluator
_____ Staff

I am a member, director or consultant to the following organizations in New Jersey.

<u>Name of Organization</u>	<u>Nature of Association</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I am affiliated with the following historic preservation projects presently underway or planned to take place in New Jersey. Specify if you have or will have a financial interest in the project.

<u>Name of Organization</u>	<u>Nature and Dates of Association</u>	Financial Interest
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

I understand that I have a continuing obligation to advise the Executive Director immediately of any potential conflicts of interest as I become aware of them.

I hereby acknowledge that I have received and read a copy of the New Jersey Historic Trust Conflict of Interest Disclosure.

Signature: _____

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Date: _____