

TO: Mr. John Mahon, Executive Director & Secretary
Bayonne Housing Authority
549 Avenue A
Bayonne, New Jersey 07002

***BHA -HOUSING AUTHORITY OF THE CITY
OF BAYONNE RFP RESPONSE***

***GENERAL COUNSEL PROPOSAL
July 1, 2025- June 30, 2026***

RAFF, MASONE & WEEKS, P.A.

Paul N. Weeks
Andrew Tadrous
Michael Masone
Timothy J. Hawkes

**RAFF, MASONE & WEEKS, P.A.
Attorneys-at-Law
1083 Avenue C
Bayonne, NJ 07002
T: (201) 339-0924
F: (201) 339-0250
E-mail: firm@rmwlawfirm.com**

Submission Date: May 25, 2025

RAFF, MASONE & WEEKS, P.A.

Attorneys-at-Law
A Professional Corporation
1083 Avenue C
Bayonne, New Jersey 07002
Fax: (201) 339-0250
Email: firm@rmwlawfirm.com

Henry M. Raff
(1929-1984)

Michael Masone
Paul N. Weeks
Andrew Tadrous
(201) 339-0924

Timothy J. Hawkes
(201) 339-1300

RAFF, MASONE & WEEKS, P.A. RESPONSE TO BHA RFP: “GENERAL COUNSEL SERVICES”

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SECTION ONE

LETTER OF INTRODUCTION TO RAFF & MASONE AND OUR ATTORNEYS

RAFF, MASONE & WEEKS, P.A.

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Mr. John Mahon, Executive Director & Secretary
Bayonne Housing Authority
549 Avenue A
Bayonne, NJ 07002

Re: Raff, Masone and Weeks, P.A.'s reply to BHA's General Counsel Services RFP

Dear Mr. Mahon:

We respectfully ask that this law firm, Raff, Masone & Weeks, P.A. please be selected to serve as General Legal Counsel for the Bayonne Housing.

Our attorneys are each individually well qualified and skilled, and work together as a team to ensure that our clients' rights are well-represented and that their legal needs are satisfied.

Three of us reside in Bayonne. Michael Masone, Andrew Tadrous and I have lived in Bayonne our entire lives, and our firm, Raff, Masone & Weeks, P.A. has always been located in Bayonne and committed to serving the needs of our community in a far-ranging variety of legal matters since I co-founded the firm in February of 1980.

Paul Weeks maintains a real estate and business-focused practice, and has established himself as competent and highly regarded in zoning, planning and land use representation in Bayonne. Paul also handles commercial accounts for several large clients of Raff, Masone & Weeks, P.A. He has a wealth of experience in Landlord-Tenant matters representing both commercial and residential landlords.

Andrew Tadrous has focused his practice in Landlord Tenant law, Real Estate and Zoning and Planning.

Tim Hawkes is a civil litigator of tremendous experience and stellar reputation who currently defends the County of Hudson in workers' compensation matters (2004-present). Tim also has

earned invaluable experience relevant to the BHA's RFP through his service as former General Counsel to the Jersey City Incinerator Authority (JCIA) from 1985 to 2001 and again from 2003 to 2015.

If selected by the BHA, Raff, Masone & Weeks, P.A. is willing and able to continue working upon the request of the BHA. We most certainly are prepared to serve and capable of providing excellent, thorough, competent, quality General Legal Counsel Services to the BHA for the contract term

Please refer to my Certifications & Statements of Raff, Masone & Weeks, P.A., Section Three tab, for all additional statements required by the BHA RFP.

I again would like to emphasize that the attorneys at our firm, as well as our staff, are Bayonne people who love our community and are involved in it. You will see from the attorney resumes attached that we are committed to legal, charitable and social causes within our community. The firm of Raff, Masone & Weeks, P.A. and our attorneys would be proud to serve as General Legal Counsel to the BHA.

Thank you.

Respectfully submitted,
RAFF, MASONE & WEEKS, P.A.



PAUL N. WEEKS

RAFF, MASONE & WEEKS, P.A.

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SECTION TWO

PROFESSIONAL EXPERIENCE & QUALIFICATIONS TO SERVE AS GENERAL COUNSEL TO THE BAYONNE HOUSING AUTHORITY

Resume/Summary of Qualifications to Serve as BHA General Counsel

Michael Masone

I am an Attorney At Law licensed since 1978 in the State of New Jersey and have been practicing law in Bayonne since that time. My law office is located at 1083 Avenue C, Bayonne, New Jersey and the telephone number is (201) 339-1300.

I have been licensed to practice law in the State of New Jersey and the Federal District Court of New Jersey since 1978.

I was general counsel for the Bayonne Municipal Utilities Authority in 1994.

I also served for many years as the attorney for the Bayonne Rent Control Board. My services included all aspects of the Bayonne Rent Control Ordinance.

I am also Secretary and counsel to Bayonne Family Community Center representing them in their Landlord Tenant Actions. I have represented the B.F.C.C. (previously known as the Y.M.C.A.) since approximately 2005, and have filed hundreds of Complaints in Landlord Tenant Court on their behalf.

I was a Trustee on the Bayonne Board of Education from 2008 to 2014.

There have been no judgments against me with respect to professional malpractice, nor has Raff, Masone & Weeks been involved in any bankruptcy or reorganization proceedings in the last twelve (12) years.

Paul N. Weeks

I am an Attorney At Law licensed since 2000 in the State of New Jersey and have been practicing law in Bayonne since 2002. My law office is located at 1083 Avenue C, Bayonne, New Jersey and the telephone number is (201) 339-1300.

I have been licensed to practice law in the State of New Jersey and the Federal District Court of New Jersey since 2000.

I have been general counsel to the BHA since September 2020. I concentrate my practice primarily in Real Estate matters including purchase and sale transactions in both residential and commercial real estate; representing Applicants before the Bayonne Zoning Board of Adjustment and Bayonne Planning Boards Zoning and Planning; Municipal Tax Appeals, and Commercial and Residential Lease Agreements.

I have appeared on behalf of the B.F.C.C. (previously known as the Y.M.C.A.) since 2010, in hundreds of Complaints in Landlord Tenant Court on their behalf.

I have been a Trustee on the Bayonne Education Foundation since 2005.

I am also a Past President of the Bayonne Chapter of UNICO National.

Andrew Tadrous

I am an Attorney At Law licensed since 2019 in the State of New Jersey and have been practicing law in Bayonne since 2020.

I concentrate my practice primarily in Real Estate and Landlord Tenant matters including purchase and sale transactions in both residential and commercial real estate; and Commercial and Residential Lease Agreements.

Timothy Hawkes

I am an Attorney At Law licensed since November, 1972 in the State of New Jersey and have been practicing law in New Jersey since that time. My law office is located at 1083 Avenue C, Bayonne, Jersey City, New Jersey and the telephone number is (201) 339-1300.

I have been licensed to practice law in the State of New Jersey and the Federal District Court of New Jersey since November, 1972. In the beginning I had a general practice concentrating on many aspects of the law including negligence and workers' compensation matters. About 1985 I began concentrated almost exclusively on representing plaintiffs in negligence actions and workers' compensation petitioners in workers' compensation court.

In addition, I have represented the Jersey City Incinerator Authority as its general counsel from 1985 to 2001, and again in 2003 to 2015. Moreover, since working for the JCIA in 2003, part of my duties was handling all workers' compensation claims. I have handled hundreds of workers' compensation claims on behalf of both petitioners and respondents since the year 2000.

I also have represented the County of Hudson defending workers' compensation petitions for the last fifteen (15) years. My office is located at 1083 Avenue C, Bayonne, New Jersey. As I have for the past several years with respect to Hudson County, I would be the individual performing all workers' compensation related cases. I do not intend to subcontract any of my services to any other individual.

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SECTION THREE

STATEMENTS/CERTIFICATIONS OF RAFF, MASONE & WEEKS, P.A.

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CERTIFICATIONS & STATEMENTS OF RAFF & MASONE. P.A.

I, Paul N. Weeks, Esq., a licensed Attorney-at-Law of the State of New Jersey since 2000 and a principal of the law firm of Raff, Masone & Weeks, P.A., hereby certify under oath to the following statements in support of the firm's Reply to the Bayonne Housing Authority's (BHA) Request for Proposals for General Legal Counsel Services:

1. The firm of Raff, Masone & Weeks, P.A. is in compliance with the business registration provisions of P.L. 2004, c. 57, as subsequently amended by P.L. 2009, c. 315. Attached to our Reply, is a copy of our firm's Business Registration Certificate.
2. The firm of Raff, Masone & Weeks, P.A. is in compliance with the campaign contribution limitation provisions of N.J.S.A. 19:44A-20.5 and 19:44A-20.26.
3. The firm of Raff, Masone & Weeks, P.A. maintains and will continue to maintain appropriate Professional Responsibility/Legal Malpractice Insurance as required by the BHA's RFP for General Legal Counsel Services. Attached to our Reply is a copy of the Certificate for our legal malpractice insurance coverage.
4. The firm of Raff, Masone & Weeks, P.A., if selected by the BHA, will continue to work as General Counsel to the BHA and has the ability to start work as of July 1, 2025.
5. The firm of Raff & Masone, P.A. has performed a Conflict Check and reviewed its client list to confirm that the firm has no clients, past or present, who potentially or perceptually might pose a conflict of interest with the work that we may perform for the BHA if awarded the contract with the exception of:

JKL Rentals 13, LLC. Our office represented JKL Rentals 13, LLC in 2019, concerning the denial of participation in the Housing Choice Voucher Program ("HCVP") by the Bayonne Housing Authority.

Neither this law firm nor any of its attorneys has ever been determined by a judicial body or other local forum to have a conflict of interest with the BHA or any sub-entity thereof. We are in compliance with the requirements of Section I(c) of the BHA RFP.

6. The firm of Raff, Masone & Weeks, P.A. does not employ and never has employed any former BHA employees or Commissioners. We are in compliance with Section I(d) of the BHA RFP.

7. Paul N. Weeks Andrew Tadrous and Michael Masone will be the principal attorneys providing General Legal Counsel Services to the BHA and serving the BHA's needs. Michael, Paul and Andrew are competent, professional attorneys who will handle the General Legal Counsel Services to the BHA that Raff, Masone & Weeks, P.A. will provide.

8. Michael Masone, Paul N. Weeks, Andrew Tadrous and Timothy J. Hawkes, are attorneys in good-standing with our law licenses and the registrations required to practice law in the State of New Jersey and the U.S. District Court for the State. None of us are debarred, suspended or otherwise prohibited from professional legal practice by any Federal, State or local oversight, regulatory or law enforcement authority.

9. There are no existing conflicts pursuant to Section I(c) of the RFP with the exception noted as to JKL Rentals 13, LLC.

10. The firm of Raff, Masone & Weeks, P.A. is financially sound and has financial resources sufficient to successfully execute the prospective BHA agreement for General Legal Counsel Services.

11. The firm of Raff, Masone & Weeks, P.A. operates in full compliance with all applicable civil rights and non-discrimination statutes, executive orders, rules and regulations.

I hereby certify that the foregoing statements made be me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

DATE: May 25, 2025



PAUL N. WEEKS, ESQ.
PRINCIPAL, RAFF, MASONE & WEEKS, P.A.

RAFF, MASONE & WEEKS, P.A.

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SECTION FOUR

PROPOSED BUDGET

BUDGET

BHA GENERAL COUNSEL SERVICES

General Legal Services #1-#28 \$160.00/Hour
(Anticipated 1,500 hours per year)

Maximum Sum for General Counsel Not to Exceed – \$240,000.00

Each month, the Firm will submit a detailed bill for services rendered. The Firm understands and agrees that the fixed price in this proposal will not be a guarantee of payment, but rather the maximum which the BHA will pay for the work listed under “General Legal Services” as reflected by actual hours worked up to the proposed amount with no additional compensation for going over the proposed amount.

The cost proposed (\$160 hours with anticipated 1,500 hours per year) is a “not-to-exceed lump sum proposal and hourly rate” that will be billed off the not-to-exceed lump sum proposal. Any hours worked in excess of that included in this proposal that are above the lump sum proposal shall not be qualified for compensation. If billable hours costs are below the lump sum proposed, the Firm will not be entitled to the difference. This proposal and amount shall not be considered a retainer. Any services outside the scope of services can be billed at the hourly rate submitted in the proposal only with prior authorization

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SECTION FIVE

REQUIRED DOCUMENTS



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	RAFF, MASONE & WEEKS PA
Trade Name:	
Address:	1081 AVENUE C BAYONNE, NJ 07002-3345
Certificate Number:	0451498
Effective Date:	February 05, 1980
Date of Issuance:	February 20, 2025

For Office Use Only:
20250220152302652

Return

***New Jersey Division of Revenue & Enterprise Services
Certificate of Amendment for Domestic Corporations
NJSA 14A:9-2
New Jersey Profit Corporation Act***

State of New Jersey
Department of the Treasury
Division of Revenue & Enterprise Services
Business Amendments
Filed

Validation Number: 4076201546
04/16/19 10:54:06

Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

This Domestic Corporation filed with the Division of Revenue and Enterprise Services to amend its Certificate of Formation. The filer is responsible for ensuring strict compliance with NJSA 14A:9-2.

1. Name of Domestic Corporation: RAFF & MASONE, P.A.
2. Business ID Number: 0100106464
3. Date of the Filing of the Original Certificate: 02/05/1980
4. Amendments:

Article 1, Business Name is amended as follows:

Previous Name: RAFF & MASONE, P.A.
Amended Name: RAFF, MASONE & WEEKS PA

Article 4, the Business Address is amended to the following:

Main Business Address

1083 AVENUE C
BAYONNE, NJ 07002

Principal Business Address

1083 AVENUE C
BAYONNE, NJ 07002

Article 5, the Registered Agent is amended to the following:

MICHAEL MASONE

Article 5, the Registered Office is amended to the following:

1083 AVENUE C
BAYONNE, NJ 07002

Article 6, the Officers and Directors are amended to the following:

MICHAEL MASONE, PRESIDENT
1081 AVENUE C
BAYONNE, NJ 07002

PAUL N WEEKS, DIRECTORS
1083 AVENUE C
BAYONNE, NJ 07002

6. Adoption Proceedings:

Shares Outstanding at Time of Adoption: 100
Voting For: 100
Voting Against: 0
Date of Adoption: 04/16/2019

Continued on next page...

***New Jersey Division of Revenue & Enterprise Services
Certificate of Amendment for Domestic Corporations
NJSA 14A:9-2
New Jersey Profit Corporation Act***

The undersigned represent(s) that this filing complies with State law as detailed in NJSA 14A:9-2 and that they are authorized to sign this form on behalf of the NJ Domestic Corporation on April 16, 2019.

Signature

MICHAEL MASONE, PRESIDENT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER D & O Partners, Inc. 1140 Bloomfield Avenue, Suite 219 West Caldwell NJ 07006		CONTACT NAME: David Ratner PHONE (A/C, No, Ext): 973-521-7051 E-MAIL ADDRESS: david@dopartners.com PRODUCER CUSTOMER ID #:	
INSURED Raff Masone & Weeks PA Raff & Masone P 1083 Avenue C Bayonne NJ 07002		INSURER(S) AFFORDING COVERAGE INSURER A : Kinsale Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			N/A			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			N/A			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$			N/A			EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below			N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
X	Lawyers Professional Liability			2863	02/28/2025	02/28/2026	Limit: \$1,000,000 / \$2,000,000 Retention: \$10,000/\$30,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER UMB Financial Corporation Corporate Legal Department 1010 Grand Boulevard 6th Floor Kansas City MO 64106	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE David Ratner
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