

*Proposal  
for  
Borough of Red Bank,  
N.J.*

*Executive Search  
Services Business  
Administrator*



## Firm profile and qualifications



### *Here at The Canning Group LLC*

*The Canning Group was organized in 2013, based upon a belief and identification that the organizations serving our citizens were in need of institutional knowledge passed to the next generation of municipal leaders from our vastly experienced members.*

*Our members have served at the highest Level of their professions and have Instructed and mentored numerous communities to a level of excellence.*

*We remain committed to achieving a level of excellence for our clients to assist them in conducting their daily concerns in serving municipal government to a level of excellence.*

### OPERATING PHILOSOPHY

*The Canning Group LLC's mission is to be the preeminent municipal management consulting resource in the State of New Jersey and beyond.*

*Our vision is to assist our clients in attaining a level of professionalism, efficiency, and service that is befitting our common customers: the citizens who expect and demand good government, excellent service and organizational efficiency.*



# *Proposal for Executive Search Services*

April 15, 2021

Hon. Pasquale Menna, Mayor  
Borough of Red Bank  
90 Monmouth Street  
Red Bank, NJ 07701

## **Re: Executive Search Proposal Business Administrator**

Dear Mayor Menna,

We are pleased to submit the proposal below for executive search services to the Borough of Red Bank. Executive search services provided by The Canning Group offer the advantage of a tested process, by which candidates are screened by a team of professionals with a wide range of knowledge and experience in the field of local government in the State of New Jersey. By utilizing The Canning Group, the Borough is assured of an expeditious and fair process designed to produce a short list of qualified candidates from which the Borough can select. We work closely with you and your designated representatives throughout the process to ensure that your needs and expectations are fully met. Our approach is based on identifying practical based experience, qualifications and experience through a rigorous screen process.

Candidates are screened for knowledge and real-world experience in:

- Finance
- Budgeting
- Fund balance strategies
- Strategic debt planning and administration
- Organization
- Staff planning and strategic planning
- Team building
- Human Resources and Personnel Management
- Knowledge of and experience in NJ Civil Service
- Experience in collective bargaining including NJ PERC rules
- Risk Management
- Emphasis on self-insurance and loss control



- Worker's compensation claims management
- Health benefits administration and strategic planning
- Property casualty loss control
- Short- and long-term capital planning
- Fleet
- Facilities
- Infrastructure

## **The Canning Group Executive Search Methodology**

### **Initial meeting with Borough Representatives**

The Canning Group will meet with the Borough's designated representatives (or the governing body as a whole, if preferred) to determine any specific qualifications the Borough may be seeking in its next Borough Administrator. Our goal is to establish the "preferred candidate" credentials that will be used as the guideline for evaluating applicants.

### **Candidate Solicitation (approximately 4 weeks)**

The solicitation process will be New Jersey centric through advertisements with the New Jersey League of Municipalities, the New Jersey Municipal Management Association and the New Jersey Government Finance Officers Association. The Canning Group may also use its extensive contact network to outreach directly to candidates we believe may fit the needs of the Borough. If the Borough is interested in extending the search beyond New Jersey, an advertisement will be placed with the International City/County Management Association (ICMA).

### **Resume Screening (approximately 1 week after close of resume solicitation)**

This initial vetting process has a goal of screening candidates down to approximately 5 to 10 based upon the desired traits, experience, skills and education identified by the Borough. The selected candidates will proceed to the initial interview with The Canning Group.

### **Interviews by The Canning Group Team (approximately 2 to 3 weeks from completion of resume screening)**

The Canning Group team comprised of the team leader and two to three additional senior consultants conduct this initial screening interview. The interviews, which are approximately one hour in length, test candidates for technical competency in the areas of finance, organizational management, human resources, risk management and strategic planning. Each candidate is scored independently by team members in each of the skill areas identified. Top scoring candidates (typically three to four) deemed by The Canning Group as possessing the necessary technical skills to manage the Borough government are recommended for the next round of interviews with the designated Borough official(s).

# THE CANNING GROUP LLC



[WWW.TheCanningGroup.org](http://WWW.TheCanningGroup.org)  
Info@TheCanningGroup.org

## Interview by the Borough of Red bank

The Canning Group will work with the designated Borough official(s) to coordinate and schedule the candidates identified in the processes above for interviews. Thereafter, and at the discretion of the Borough, the Canning Group will attend interview and assist with the development of interview questions.

## Employment Offer

The Canning Group will conduct a background inquiry of prior employers. At the discretion of the Borough, the Canning Group will participate in salary/benefit negotiations with the Borough's chosen candidate. The Borough should expect that the successful candidate will provide his/her current employer with a thirty (30) to sixty (60) day notice.

### *A note on confidentiality:*

Confidentiality is of the utmost importance in any executive search conducted by our firm. Our approach is to receive resumes directly rather than have them arrive at the Borough municipal building and possibly taint the process. Given the high probability that candidates will currently be employed in other jurisdictions we work only with the Borough's designated representatives in sharing the confidential information provided by applicants.

### The Canning Group LLC Proposal for Services:

Executive Search Services	\$15,000.00
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- 33% payable after Phase I advertisement initiation.
- 33% payable after Phase II resume rating.
- Balance due at end of technical interview Phase III

## Phase I

- Meet with committee – gain consensus on preferred candidate qualifications.
- Create recruitment landing page.
- Advertise (scope, Borough to pay advertisement costs).

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## Phase II

- Vetting of qualified resumes to maximum 10 applicants for interview round.
- One (1) to Two (2) rounds of interviews to produce 1-3 or more candidates for the Committee.

## Phase III

- Final one (1) round of interview if necessary.
- Negotiating salary and terms on behalf of Borough if requested.
- Conduct background inquiry of prior employers to determine reputation and ability to work as a team (1-2 final candidates).

The Canning Group LLC is uniquely positioned to assist the Borough in their search process. We have successfully placed interim municipal professionals throughout the State. Our staff is comprised of Administrators/Administrators, chief financial officers, former Chiefs of Police and other municipal professionals with in-depth knowledge and experience in local government in New Jersey.

Additional information and background on The Canning Group is available upon your request. We look forward to working with the Borough of Red bank in finding a solution for your needs as you serve the taxpayers of Red bank.

Thank you

Respectfully for the Canning Group LLC,

Sean Canning  
Frank Bastone  
Jon Rheinhardt  
John Eskilson



## A SAMPLE OF OUR EXECUTIVE SEARCH CLIENTS

TOWNSHIP OF MANCHESTER (ASSISTANT BUSINESS ADMINISTRATOR)

BOROUGH OF BERNARDSVILLE (EXECUTIVE SEARCH SERVICES)

BOROUGH OF RIVER EDGE (EXECUTIVE SEARCH SERVICES)

CITY OF PLAINFIELD (EXECUTIVE SEARCH SERVICES)

CITY OF ENGLEWOOD (EXECUTIVE SEARCH SERVICES)

CITY OF LAMBERTVILLE (EXECUTIVE SEARCH SERVICES)

BOROUGH OF HOPATCONG (EXECUTIVE SEARCH – MUNICIPAL CLERK)

BOROUGH OF WANAQUE (EXECUTIVE SEARCH SERVICES)

TOWNSHIP OF JEFFERSON (EXECUTIVE SEARCH SERVICES)

SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY (EXECUTIVE SEARCH SERVICES)

TOWNSHIP OF WASHINGTON – BERGEN (EXECUTIVE SEARCH SERVICES)

TOWNSHIP OF PEQUANNOCK (EXECUTIVE SEARCH SERVICES)

MAPLEWOOD TOWNSHIP (EXECUTIVE SEARCH SERVICES)

BOROUGH OF MENDHAM (EXECUTIVE SEARCH SERVICES)

LAKE MOHAWK COUNTRY CLUB, SPARTA (EXECUTIVE SEARCH SERVICES)

BOROUGH OF HOPATCONG (EXECUTIVE SEARCH SERVICES)

TOWNSHIP OF ROCKAWAY (EXECUTIVE SEARCH SERVICES)

TOWNSHIP OF TEWKSBURY (EXECUTIVE SEARCH SERVICES)

TOWNSHIP OF HARDING (EXECUTIVE SEARCH SERVICES)

WVRSA (WANAQUE VALLEY REGIONAL SEWER AUTHORITY) EXECUTIVE DIRECTOR  
SERVICES

BOROUGH OF PARK RIDGE (EXECUTIVE SEARCH)



## **Jon Reinhardt, CMFO, CCFO, RPPO, QPA, MPA**

### **Selected project experience:**

- Assistant Treasurer, County of Morris
- Administrator and Finance Officer, Borough of Wharton
- Chairman, Morris County Municipal Joint Insurance Fund (MCMJIF) and representative for the Municipal Excess Liability Joint Insurance Fund and the Residual Claims Fund Joint insurance Fund at the state-wide level
- Instructor, Rutgers University: Teaches the municipal finance course to those seeking certification as CMFO's in the State of New Jersey
- Guest Instructor, Morris County Prosecutor's Office, Command School: Teaches finance to the law enforcement community
- Instructor, County of Morris: Teaches a finance basics course as part of a county-wide shared service educational seminar
- Guest Speaker, New Jersey League of Municipalities, various seminars in the area of shared services
- Chairman, Morris County Employees Federal Credit Union
- Tri Co Federal Credit Union Board of Directors, 2000
- Chairman, Tri Co Federal Credit Union, 2008
- Northern Area Chairman and Chair of the Legislative Committee, Government Finance Officers Association of New Jersey



### Technical Experience

Organizational Change Leadership/ Management Expert

Municipal CEO in six (6) municipalities over 33 year public career

Municipal Utilities Management/Financial Expert

Municipal Self Insurance Management Expert

Founding Partner - The Canning Group LLC

Masters Public Administration

NJ MMA Member



### Mr. Francis J. Bastone, MPA

Francis (Frank) J. Bastone's career in municipal management in northern New Jersey spanned four (4) decades over thirty-three (33) years in six (6) diverse local jurisdictions. In 2013 he embarked on a second career in municipal consulting, with the same drive and success. Mr. Bastone is an innovative leader with vast management experience and a clear record of achievement in a complex, volatile, multi-tasking environment. In addition to excellence in general municipal management, Frank has developed specific expertise in areas of finance administration, contract negotiations, personnel organization, crisis control, environmental responsibility and insurance loss management. In addition, Mr. Bastone has been a consistent leader in municipal utility governance. He rounds out his public service by serving in various capacities, including long-term president, on a number of private, non-profit boards.

#### Record of Achievement

#### Consulting

- Interim Municipal Professionals
- Executive Searches
- Management Seminars
- Operational/Efficiency Studies

#### Management

- Managed regional electric utility
- Liaison to NJ Board of Public Utilities
- Managed regional water utility
- Chamber of Commerce Board of Directors
- Establishment of Regional Sewerage Authority

#### Financial

- Achieved Triple AAA bond rating - one of seven out of 566 NJ municipalities at the time
- Reversed deficit-ridden electric utility finances into self-sustaining utility
- Rate-making - develop long-range fiscal forecasts and implement corresponding rate structures
- Long-range capital planning
- Budget preparation

### Contractual Negotiations

- Negotiated 15 year wholesale water contracts for regional water system
- Negotiated 10 year service contracts with capital contributions for regional animal shelter
- Personnel - Chief negotiator - union collective bargaining agreements
- Successful compulsory interest arbitration awards

### Crisis Management

- Managed artificial turf lead content crisis - quoted in US Today
- Testified before US Congressional Committee on Solid Waste Crisis- transcript available
- Environmental Closure of a landfill

### Insurance Management & Loss Control

- Chairman - State-wide excess liability insurance pool
- Charter member - County-wide self-insured general liability pool
- Vice Chairman - County-wide self-insured general liability pool
- Established regional self-insured medical insurance pool
- Workers Compensation loss control
  - 6 years - zero lost time
  - Reduced workers compensation loss time by 50%

### Mr. Bastone served as CEO:

Township of Mount Olive  
Borough of Hopatcong

Borough of Butler  
Borough of Essex Fells

Township of Fairfield  
Township of Montville

### Educational Background

Pennsylvania State University – Masters of Public Administration  
Fairleigh Dickinson University – Bachelor of Arts – Political Science

### Private, Non-Profit Boards

Somerset Hills Village Condominium Association – 12 years; 11 years as President  
Morris County Organization of Hispanic Affairs – Board of Trustees  
Raritan Yacht Club – Board of Governors



## Technical Experience

Organizational Change Leadership/ Management Expert

Public Procurement & Bidding Expert

State QPA Test Advisor for Purchasing Standards

CEO The Canning Group LLC

Township Administrator Mount Olive Township 2012-2015

Borough Administrator Borough of Lincoln Park 2009-2012

Chief of Police, Lincoln Park Police 2004-2009



## Mr. Sean P. Canning, MPA, QPA

Mr. Sean P. Canning, 32 years of public service spanning three (3) organizations of expert leadership. Mr. Canning is rightly proud of having been a change and reform agent in all organizations, leaving them in excellent shape for future operations and reforming each organization.

Mr. Canning is an expert at organizational management and leadership, management of operations and personnel as well as public procurement. Mr. Canning is an instructor for the Rutgers University Center for Government Services in the realm of public purchasing and municipal finance. He has spoken at the State of New Jersey Public Purchasing Conference, May 2015.

Mr. Canning serves on the advisory panel formulating the State of New Jersey Qualified Purchasing Agent Exam. Mr. Canning also co-chairs the "Yellow Book" sample procurement documents, for the State of New Jersey Department of Community Affairs through Rutgers Center for Government Services. Mr. Canning has served as the Qualified Purchasing Agent for seven (7) municipalities and has engaged in thousands of procurements and authored bids, RFP's and competitive contracts numbering over 400. Mr. Canning's strengths are problem solving, identifying organizational deficiencies and providing cost effective management reform, resulting in organizational stability.

- Managing Member – The Canning Group LLC 2013- current: As a team provide for effective interim administration, executive searches, efficiency studies for municipalities, water and sewer utilities. Provide for leadership and management seminars and public purchasing assistance to municipalities.
- Instructor Rutgers University Center for Government Services: As an instructor for professionals seeking to become qualified for the states licensing process through the topics of public purchasing and municipal finance. Mr. Canning has trained municipal professionals who have successfully passed the Qualified Purchasing Agent exam administered by the Department of Community Affairs.
- Township of Mount Olive 2012-2015: Transformed an organization of 165 employees, conducted organizational change in sanitation district to automation of pickup and \$300,000.00 yearly savings. Provided for \$0.00 tax increase 3 out of 4 years while building fund balance
- Borough of Lincoln Park 2009-2012: Assumed leadership on the heels of financial scandal, effectively led the Borough through the recession of 2009 with no adverse downsizing. Effectively restricted the recycling

Masters Public Administration

QPA New Jersey

Instructor Rutgers University  
Public Purchasing

ICMA Member  
NJMMA Member  
NJGPA Member  
NJSACOP Member  
NIGP Member

pickup program saving \$200,000.00 annually.

- Chief of Police Lincoln Park Police Department 2004-2010 :Led 32 member police department through the New Jersey Accreditation process and national CALEA recognition within 18 months of taking over department on heels of a leadership scandal and crisis. Served as 2nd vice president of Morris Chief's association and served on authoring committee of State Chiefs Association on police consolidation.



## Technical Experience

### State Appointments & Service to Community Organizations

**Sussex County Community College Board of Trustees**  
(2015 to 2017)

**NJ Public Employment Relations Commission (PERC)** (2011 to 2018)

**NJ State Planning Commission (Vice Chair)**  
(2001 to 2018)

National Association of County Administrators  
Board of Directors  
(Regional V.P.)

Highlands Property Tax Stabilization Board  
(Chairman) (2005 to 2015)

Main Street Newton Board of Trustees Sussex County Economic Dev. Partnership – Exec. Comm. & Board of Trustees

Sussex County Strategic Growth Advisory Committee (Chairman 2000-2005)

Statewide Insurance Fund Executive Committee (Chairman 1996-1999)

Sussex County Chamber of Commerce – Executive Comm. Secty. & Bd of Trustees

## Mr. John Henry Eskilson

A proven public service professional with a reputation as a progressive leader and cooperative consensus builder with more than 35 years of service to local government in New Jersey. Retired from full time public service on July 1, 2015. Currently providing services to local government on a consulting basis through Civitas NJ LLC and through the Canning Group LLC

### Professional Experience

*January 1, 2016 to present*

#### **Owner/President – Civitas New Jersey, LLC**

Local government consultant. In cooperation with the Canning Group LLC serving as Interim Executive Director at the Wanaque Valley Regional Sewerage Authority and as Interim Borough Administrator for the Borough of Wanaque (Passaic Co.). Recent service as Interim Administrator for the Township of Clinton (Hunterdon Co.) and the Township of Tewksbury (Hunterdon Co.).

*March 1, 2016 to May 2017*

#### **Fiscal Monitor Affairs**

#### **N.J. Dept. of Community Affairs**

Responsible for fiscal oversight and compliance for the NJ Department of Community Affairs in the City of Paterson

*December 2002 to July 2015*

#### **County Administrator (8/1/04 - 7/1/15 retired)**

#### **County of Sussex, N.J.**

#### **Deputy County Administrator (12/1/02 to 7/31/04)**

Responsible for day-to-day administration of \$100+ million annual budget and staff of 600+. County correctional facility, community health services, 5-facility library system, engineering and roads, farmland preservation and various miscellaneous administrative services. Accomplishments include privatization of County nursing home; shared service agreements for juvenile detention, youth shelter and medical examiner services; expanding County community health services to all 24 of the County's municipalities; reorganizing county organizational structure to focus on customer service and shared services.

*December 1992 to December 2002*

#### **Township Manager**

#### **Township of Hardyston, N.J.**

Chief executive officer for a community of 6,000 residents (32.5 square miles) under the Council/Manager form of municipal government. Annual budget of \$7 million+. Responsible for management of daily operation of municipal government including finance, tax, police, public works, land use, recreation and court. Reported directly to five-member Township Council. Full time/part time staff of 50.

### **Accomplishments:**

- Planning and coordination of shared service contracts with neighboring municipalities resulting in over \$200K tax savings.
- Expansion of recreational opportunities including the opening of a shared community center with the Borough of Franklin and a new 30 acre municipal park facility located on land leased from the Hardyston Board of Education.
- Technology upgrades to 911, police and administrative computers, including laptop

Hardyston Township  
Planning Board (1992 to  
2001)

Hopatcong Borough  
Planning Board (1989 to  
1992)

Sussex County YMCA Board  
of Managers (1995 to  
2003)

North Jersey Municipal  
Employee Benefits Fund  
Board (1996 to 2002)

Sussex County 208 Water  
Quality Policy Advisory  
Committee (1987 to 1989)

Bloomfield Citizens  
Recycling Committee –  
Chairman (1984 to 1986)

Center for Occupational  
Occupation Education  
Advisory Comm. (1981 to  
1987)

- mobile communications computers in police vehicles.
- Implementation of public relations/education program including municipal newsletter, website, outreach to community organizations and community oriented policing program.
- \$7 million+ in successful grant and special aid applications.
- Implementation of comprehensive economic development program promoting growth in recreation, high technology/low impact industry.
- Increased municipal surplus 1500% (from \$200K to \$3.2M)

*September 1989 to December 1992*

**Borough Administrator**

**Borough of Hopatcong, N.J.**

Chief Administrative Officer for community of 16,000 residents. Annual budget of \$8.2M. Responsible for daily activities of municipal government including finance, tax, police, public works, land use, recreation and court. Reported directly to seven member Borough Council. Full time/part time staff of 130.

***Accomplishments:***

- Upgraded police computer and 911 systems.
- Restructured curbside recycling collection program.
- Improvements to municipal facilities including parks and recycling center
- 

*January 1989 to September 1989*

**Borough Administrator**

**Borough of Wharton, N.J.**

Chief Administrative Officer for community of 6,000 residents. Responsible for daily activities of municipal government including finance, tax, police, public works, land use, recreation and court. Reported directly to seven member Borough Council. Full time/part time staff of 40.

***Accomplishments:***

- Opened municipal leaf composting facility.
- Completed study of existing computer and record keeping resources and recommended changes and upgrades.

*April 1987 to January 1989*

**Director of Community Development & Planning Newton, N.J.**

Responsible for administration of planning, zoning, property maintenance, community/economic development, federal/state grants and senior citizen transportation in County seat municipality of 8,000 residents. Town representative to Sussex County Solid Waste Advisory Committee and Water Quality Committee.

***Accomplishments:***

- Coordinated and implemented historic district designation.
- Opened municipal recycling center and implemented curbside recycling program.
- \$300K in successful grant applications.

*1980 to 1987*

**Grants Planner-Dept. of Planning & Economic Development Essex County, N.J.**

Responsible for monitoring regulatory compliance of 18 municipal community development block grant programs. Administered several energy conservation grant programs.

**Education**

Upsala College, East Orange, N.J.

***Bachelor of Arts-Political Science summa cum laude 1978***



## **Why Choose us?**

### **REASONS TO USE THE CANNING GROUPS EXECUTIVE SEARCH SERVICES**

#### **OUR COMPETITIVE, AND YOUR, COMPETITIVE EDGE**

##### **NO ONE CONDUCTS MORE SEARCHES THAN OUR PROFESSIONALS!**

What makes our processes different than other executive search approaches? What makes our approach different than placing a blind ad and hoping someone qualified applies?

There are four (4) simple factors that clearly differentiate our approach from the other approaches and one that has placed SUPERIOR candidates in municipal leadership positions throughout the state!

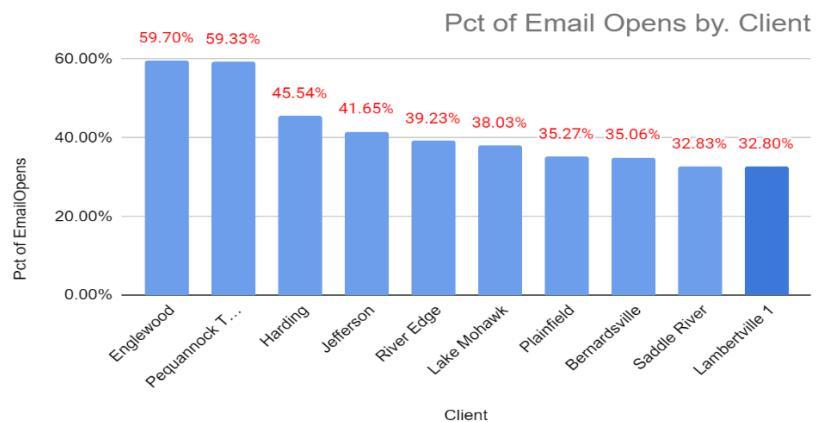


##### **OUR METRICS AND OUTREACH**

Any organization can place an ad in the New Jersey State League classifieds, the New Jersey Municipal Managers Association or the Government Finance Officers Association among others.



The Canning Group has done that as well but have MASTERED the art of social media outreach (strategic partners and LinkedIn) as well as targeted email campaigns. What separates us though is the ANALYSIS AND OUTREACH based data mining, to identify qualified applicants who are visiting our social media outreach campaigns.



## TARGETED RECRUITING

As can be observed from the attached charts, not only do we advertise. We then analyze the "hits" to the website DESIGNED SPECIFICALLY FOR YOUR

ORGANIZATION. Similar to a fishing "bobber" we can identify who is interested, combined with our knowledge of the candidates in the industry, we can identify the best candidates and recruit to apply and hopefully be an acceptable fit for you!!



## OUR APPROACH TO VETTING CANDIDATES

While others in the industry prefer a scholarly approach and time-consuming written responses, we base our vetting upon the REAL-WORLD demand that a candidate is likely to be at a public meeting dais and requires immediate knowledge.

We base our interviews and vetting upon a real-world technical vetting. Our interview is rapid, verbal and aimed at determining an in-depth knowledge basis of knowledge. Candidates either are familiar with the budget process, fiscal affairs and a host of other day to day management issues affecting the position, or they are not. It is an approach that severely curtails and deters unprepared applicants. For our clients this results in vetting the technically sound from those who are not, yet career prepared for this leap.

Those candidates that do not receive further consideration from our clients have often engaged in follow up conversations with us, seeking guidance on what they can do better to prepare for future opportunities.

