

**DIVISION OF LOCAL GOVERNMENT SERVICES**  
**SHARED SERVICES AGREEMENT**  
**COVER SHEET**

PROVIDER: Randolph Township COUNTY: Morris

RECIPIENT: Dover Town COUNTY: Morris

BRIEF DESCRIPTION OF SERVICE:

Animal Control Fee

EFFECTIVE DATE: 1-1-17

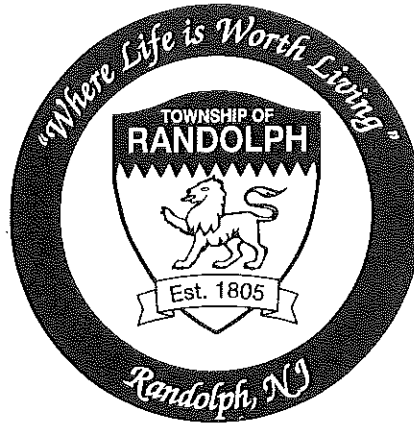
EXPIRATION DATE: 12-31-17

Please submit this cover sheet with shared service agreement either via email to [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us) or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.

*Mayor*  
Christine Carey

*Deputy Mayor*  
Mark H. Forstenhausler

*Council Members*  
Michael Guadagno  
James B. Loveys  
Allen M. Napoliello  
Lance Tkacs  
Joanne Veech



*Township Manager*  
Stephen P. Mountain

*Township Clerk*  
Donna Marie Luciani

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Telephone (973) 989-7100  
FAX (973) 989-7076

502 Millbrook Avenue  
Randolph, NJ 07869-3799  
Website: [www.randolphnj.org](http://www.randolphnj.org)

September 8, 2017

Margaret Verga  
Municipal Clerk  
Dover Town Hall  
37 North Sussex Street  
Dover, NJ 07801

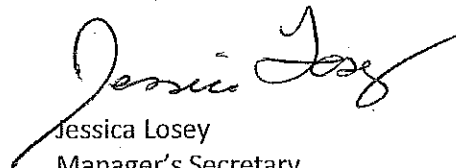
Re: **Animal Control Shared Services Agreement  
Between Randolph Township and Town of Dover**

Dear Ms. Verga,

Please find two (2) fully executed original Dover Animal Control Shared Services Agreement for 2017 which was approved by the Randolph Township at their Council meeting.

Please retain for your records:

Sincerely,

  
Jessica Losey  
Manager's Secretary

c.c.: D. Luciani, Twp. Clerk - original  
D. Maloney, Finance Officer - copy  
M. Caputo, Health Officer - copy

**DOVER ANIMAL CONTROL  
SHARED SERVICES  
AGREEMENT  
2017**

**THIS AGREEMENT**, made this 1st day of **January, 2017**, between the **TOWNSHIP OF RANDOLPH**, in the County of Morris, a municipal corporation of the State of New Jersey, hereinafter referred to as "**Randolph**" and the **TOWN OF DOVER**, in the County of Morris, a municipal corporation of the State of New Jersey hereinafter referred to as "**Dover**"; for and in consideration of the mutual promises herein contained, the parties hereto agree as follows:

1. This agreement shall replace the animal control agreement between the Township of Randolph and the Town of Dover dated ~~JANUARY 1~~, 2016.

2. Randolph will furnish to Dover for a period of one (1) year from the effective date of this contract and thereafter as herein provided, a qualified person to act as Animal Control Officer, an assistant if necessary, suitable transportation and adequate equipment for such purpose. Such officer will undertake to impound all stray and unlicensed dog or dogs running at large, will undertake to trap and transport stray cats directly to designated veterinarian for impoundment and/or euthanasia and will remove small dead animals there from, to the extent that such removal is authorized by local ordinance. Such person will also euthanize such animals as may be permitted by State Law or local ordinance.

3. Animal control services, including euthanasia, patrol, and the follow up of complaints will be made available to Dover for an average of at least 10 - 12 hours

per week during regular working hours. In addition, the Animal Control Officer or her/his assistant will be on call 24 hours a day, seven days a week, for animal control emergencies. The Animal Control Officer will report upon beginning and terminating his duties in Dover to the Police Station (or other such place as may be designated as parties hereto) for the purpose of receiving complaints. The regular working hours of the Animal Control Officer shall be from 9:00 AM to 5:00 PM, Monday through Friday. The work hours spent in Dover shall be flexible including weekends and early evening hours. Animal control scheduling shall be based on need, as derived from planning and mutual agreement by health officials of both municipalities.

4. Randolph will provide for impounding of dogs from Dover and will bear the expense thereof; except fees charged to owners of dogs for impounding and maintaining dogs will be retained by Randolph. Any veterinarian fees or related costs required in connection with the pick up of sick or injured animals in the Town of Dover shall be the responsibility of Dover.

5. Randolph, at the request of the Dover Health Department, will have the Animal Control Officer, or Deputy Animal Control Officer, undertake to trap and transport stray cats directly to a designated veterinarian for impoundment and/or euthanasia. Veterinary fees for cat related services will be billed to the Town of Dover. Said fees are separate from and not included in this agreement.

6. Dover will pay Randolph at the rate of **ninety-four dollars and zero cents (\$94.00) per hour** at a minimum time of 520 to 624 hours of dog control services per year. Said rate is subject to increase or decrease in the event of material changes in costs, reasonable related to such fluctuations of costs, upon thirty (30) days notice in writing.

7. The effective date of this contract shall be the **first day of January, 2017**. Charges will be subject to audit at the option and expense of the party requesting same. **Retroactive to that date if enacted after the first of the year.**

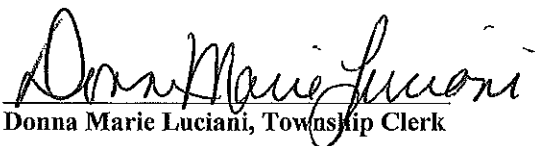
8. The Township of Randolph hereby indemnifies and holds the Town of Dover harmless with regard to all animal control services undertaken by this contract.

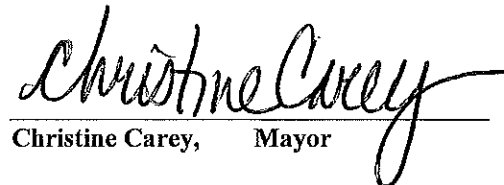
9. The rates, fees and conditions of this contract shall remain unchanged for at least one year after the effective date hereto except as provided in paragraph six and shall be automatically renewed annually thereafter unless one of the parties gives six months written notice of its intentions not to renew.

10. This contract may be modified only by mutual agreement in writing signed by the parties.

**IN WITNESS WHEREOF**, the parties have caused these present to be signed by their proper officers and sealed the day and year first above written.

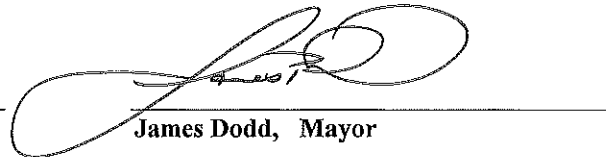
**TOWNSHIP OF RANDOLPH**

  
Donna Marie Luciani, Township Clerk

  
Christine Carey, Mayor

**TOWN OF DOVER**

  
Margaret J. Verga, Town Clerk

  
James Dodd, Mayor

**RESOLUTION NO. 199-17  
TOWNSHIP OF RANDOLPH**

**WHEREAS**, the Town of Dover wishes to obtain Animal Control Services from the Township of Randolph.

**WHEREAS**, both parties agree to abide by the provisions set forth in the Services Agreement dated January 1, 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Township of Randolph do hereby approve the Contract with the Town of Dover.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to sign the contract.

**CERTIFICATION**

I, Donna Marie Luciani, Municipal Clerk of the Township of Randolph, do hereby certify the above to be a true copy of a resolution adopted by the Randolph Township Council at its meeting on September 7, 2017.

January 1, 2017

Date

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Donna Marie Luciani, Municipal Clerk