

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Borough of Little Ferry COUNTY: Bergen

RECIPIENT: Borough of Tenafly COUNTY: Bergen

BRIEF DESCRIPTION OF SERVICE:

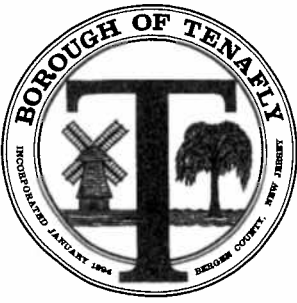
Shared Registrar Services

EFFECTIVE DATE: January 1, 2017

EXPIRATION DATE: December 31, 2021

ESTIMATED COST SAVINGS
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT \$180,000

Please submit this cover sheet with shared service agreement either via email to 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.



Borough of Tenafly

100 RIVEREDGE ROAD
TENAFLY, NEW JERSEY 07670
(201) 568-6100

OFFICE OF THE
BOROUGH CLERK

December 14, 2016

Borough of Little Ferry
Barbara Maldonado, RMC
Borough Clerk
215-217 Liberty Street
Little Ferry, NJ 07643

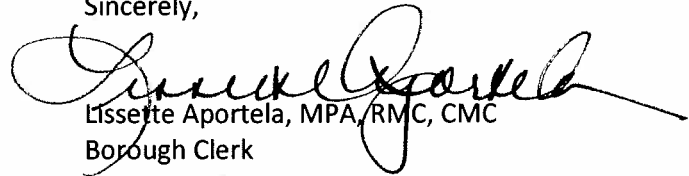
RE: Shared Services Agreement for Registrar Services

Dear Ms. Maldonado:

Enclosed is a certified copy of Resolution #16-400 adopted by the Mayor and Council at their December 13, 2016 meeting, which approves the Shared Services Agreement for Shared Registrar Services between the Borough of Tenafly and the Borough of Little Ferry from January 1, 2017 through December 31, 2021.

If you have any questions or require any additional information, do not hesitate to contact me at 201-568-6100, ext. 5542 or via e-mail at laportela@tenafly.net.

Sincerely,



Lissette Aportela, MPA, RMC, CMC
Borough Clerk

Enc.

w/resolution

cc: Jewel Thompson-Chin, Borough Administrator
Susan Corrado, Chief Financial Officer

Borough of Tenafly

MAYOR AND COUNCIL

RESOLUTION #R16-400

OFFERED BY: C. Barzelatto

SECONDED BY: C. Stefanowicz

At a Regular Meeting of the Mayor and Council of the Borough of Tenafly, County of Bergen, State of New Jersey, held on December 13, 2016.

WHEREAS, an agreement for providing shared services among municipalities is permitted under N.J.S.A. 40A:65-1 et seq., the "Uniform Shared Services and Consolidation Act"; and

WHEREAS, N.J.S.A. 26:8-3 provides that the state department, or the local boards having jurisdiction of the territory in question, may combine two or more registration districts when desirable to facilitate registration; and

WHEREAS, the parties desire to share local registrar services and to set forth the administrative and financial responsibilities for each party for the shared registrar services as per N.J.S.A. 26:8-25 et seq.; and

WHEREAS, the Boroughs of Tenafly and Little Ferry are desirous of sharing a Registrar and such services as required following the rules and regulations of the State of New Jersey and local jurisdictions; and

WHEREAS, the Borough of Little Ferry has prepared, adopted, and submitted Resolution #319 which sets forth the terms and conditions for entering into a shared service agreement with the Borough of Tenafly for Shared Registrar Services, which is attached to this Resolution; and

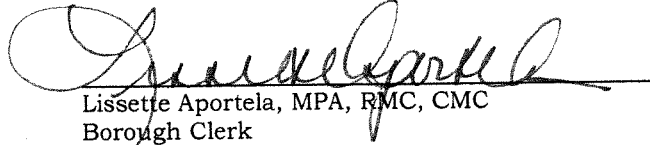
WHEREAS, the Borough of Tenafly has reviewed and concurs with the contractual terms and conditions, and accepts them as set forth in Resolution #319

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Tenafly to: Accept the Resolution offered by the Borough of Little Ferry for a five (5) year agreement for Shared Registrar Services beginning January 1, 2017 and ending on December 31, 2021, in accordance with the fee schedule contained in the document; and

BE IT FURTHER RESOLVED that the Borough Clerk is authorized to submit a certified copy of this Resolution to the Borough Clerk in Little Ferry as requested.

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
BARZELATTO	√				PARK	√			
BASCH	√				STEFANOWICZ	√			
HAIDER				√	ZINNA	√			

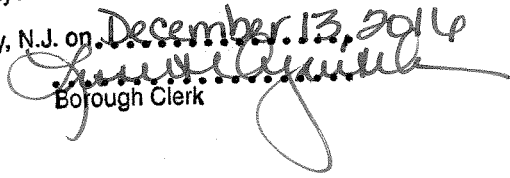
THIS IS TO CERTIFY THAT THE ABOVE RESOLUTION WAS ADOPTED BY THE MAYOR AND COUNCIL ON December 13, 2016



Lissette Aportela, MPA, RMC, CMC
Borough Clerk

I hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of the Borough of

Tenafly, N.J. on December 13, 2016



Borough Clerk

**BOROUGH OF LITTLE FERRY
RESOLUTION**

	Aye	Nay	Absent	Abstain	No Vote
Anzalone	X				
Henriquez	X				
Lanum	X				
Muller	X				
Sarlo	X				
Steinhilber			X		
Raguseo (Tie Only)					
Vote Total	5	0	1	0	0

DATE: November 10, 2016

RESOLUTION #: 319

MOTION BY: C/P Henriquez

SECOND BY C/M Lanum

BM

**Re: Entering into a Shared Service Agreement with the Borough of Tenafly
for Shared Registrar Services**

WHEREAS, an agreement providing for shared services among municipalities is permitted under *N.J.S.A. 40A:65-1 et seq.*, the "Uniform Shared Services and Consolidation Act"; and

WHEREAS, *N.J.S.A. 26:8-3* provides that the state department, or the local boards having jurisdiction of the territory in question, may combine two or more registration districts when desirable to facilitate registration; and


WHEREAS, the parties desire to share local registrar services and to set forth the administrative and financial responsibilities of each party for the shared registrar services as per *N.J.S.A. 26:8-25 et seq.*; and

WHEREAS, the Boroughs of Little Ferry and Tenafly are desirous of sharing a Registrar and such services as required following the rules and regulations of the State of New Jersey and local jurisdiction(s); and

NOW, THEREFORE, IN CONSIDERATION of the promises, covenants, terms and conditions set forth, it is mutually agreed as follows:

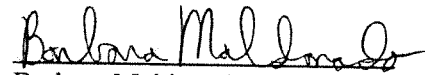
- Little Ferry shall serve as the lead agency of this shared service agreement with the Borough of Tenafly
- This agreement shall be for approximately five (5) years, beginning January 1, 2017 and sunseting on December 31, 2021
- The Little Ferry Registrar shall be available in Tenafly two days per week (14 hours) and the hours shall be from 8:30 AM to 4:30 PM, on Tuesdays and Thursdays.
- The Registrar will be permitted to perform work for either municipality regardless of physical location. For example, if the Registrar is in Little Ferry, Tenafly residents may call the Little Ferry office with questions, and the inverse is permitted

ATTEST:


Barbara Maldonado,
Borough Clerk


Mauro Raguseo, Mayor

I hereby certify the foregoing to be a true copy of a resolution adopted by the Mayor and Council at a meeting held on November 10, 2016


Barbara Maldonado,
Borough Clerk

- The Registrar shall be a Little Ferry employee and the Borough shall be required to ensure that all certifications, insurance, bonding, etc shall be met.
- In the event the Registrar is sick and/or utilizing vacation and/or sick time, there will be no coverage or reverse compensation to either municipality
- A complete set of separate financial records and separate reporting shall be maintained for each jurisdiction
- Tenafly shall pay Little Ferry the following four (4) quarterly installments for leasing of professional staff in a lump-sum payable on or around the 20th of March, June, September and December. Payment shall constitute the following:

Year	Quarterly	Annual
2017	\$5,000.00	\$20,000.00
2018	\$5,100.00	\$20,400.00
2019	\$5,202.00	\$20,808.00
2020	\$5,306.00	\$21,224.00
2021	\$5,412.25	\$21,649.00

- Little Ferry may order supplies for operations of the Tenafly service, including but not limited to: State required safety paper or mailings. Tenafly may purchase the operational supplies on their own based upon the advice of the Registrar and their own purchasing procedures. Little Ferry shall submit invoices to Tenafly on or around the first of the month of March, June, September and December in the event that items are purchased.
- Revenue shall be distributed to each municipality based on each municipality's own filings
- Termination: Each municipality reserves the right to terminate this agreement. If Tenafly desires to terminate the agreement before Little Ferry has introduced its current year municipal budget, Tenafly shall give two months notice that they desire to terminate the agreement. If Little Ferry has introduced the current year municipal budget, the termination date shall be December 31 of that current year. In the event of criminal or civil wrongdoing by the Little Ferry Registrar, Tenafly may immediately terminate the agreement. In the event of a retirement, disability or other employee action, Little Ferry will begin the immediate process of hiring a new/replacement Registrar. If desired, Tenafly may appoint a representative to the interview process of said Registrar.
- In the event of harassment in either jurisdiction, applicable JIF policies and procedures shall be immediately implemented

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Little Ferry, County of Bergen and State of New Jersey that the aforementioned agreement is hereby entered into.