

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Manalapan Township COUNTY: Monmouth

RECIPIENT: Manalapan Englishtown Regional School District COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Special Law Enforcement Officers to two (2) schools, Pine Brook and MEMS for the provision of law enforcement security services requested by the Board of Education

EFFECTIVE DATE: July 1, 2018

EXPIRATION DATE: June 30, 2019

ESTIMATED COST SAVINGS
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT \$unknown

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.

TOWNSHIP OF MANALAPAN

RESOLUTION NO. 2018-184

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANALAPAN, COUNTY OF MONMOUTH, STATE OF NEW JERSEY, AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE MANALAPAN ENGLISHTOWN REGIONAL SCHOOL DISTRICT.

Mr. Uniglicht offered the following resolution and moved its adoption:

WHEREAS, the Township Committee finds that providing a safe and secure environment for the school students of the Township of Manalapan is of critical importance to the Township and its residents; and

WHEREAS, the Township is willing and prepared to share costs to provide for the assignment of Special Law Enforcement Officers to any or all of our schools, as may be requested by the Board of Education; and

WHEREAS, for the 2018-2019 school year the Board of Education has requested that the Township provide Special Law Enforcement Officers to two (2) schools, Pine Brook and MEMS; and

WHEREAS, the Township Committee finds that it would be in the best interests of the Township and its residents to enter into a Shared Services Agreement with the Board of Education of the Manalapan Englishtown Regional School District for the provision of law enforcement security services requested by the Board of Education;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Manalapan that the Mayor and Township Clerk be and are hereby

authorized and directed to execute a Shared Services Agreement with the Manalapan Englishtown Regional School District, a copy of which is annexed hereto and a copy of which shall be maintained on file in the Office of the Township Clerk.

Seconded by Mrs. Musich and adopted on roll call by the following vote:

AFFIRMATIVE: Cohen, Kane, Musich, Uniglicht, McNaboe
NEGATIVE: None
ABSTAIN: None
ABSENT: None
DATED: May 23, 2018

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A
RESOLUTION ADOPTED BY THE TOWNSHIP OF MANALAPAN
DURING A MEETING HELD ON MAY 23, 2018


MUNICIPAL CLERK
TOWNSHIP OF MANALAPAN

SHARED SERVICES AGREEMENT

THIS SHARED SERVICES AGREEMENT (hereinafter "Agreement") is made on this 23RD day of MAY, 2018 by and between the MANALAPAN ENGLISHTOWN REGIONAL SCHOOL DISTRICT (hereinafter "Board of Education"), with offices located at 54 Main Street, Englishtown, New Jersey, 07726 and the TOWNSHIP OF MANALAPAN (hereinafter "Township"), with offices located at 120 Route 522, Manalapan, New Jersey, 07726.

WHEREAS, the parties are desirous of entering into a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1 et seq. for the Township to provide Class Three Special Law Enforcement Officers to the Board of Education for security; and

WHEREAS, the Board of Education and the Township agree that it makes financial sense for the parties to enter into a Shared Services Agreement for the provision of such services; and

WHEREAS, the Board of Education and the Township agree that their mutual public purposes and best interests will be promoted by the execution and delivery of this Shared Services Agreement;

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained and other good and valuable consideration, the parties do hereby agree as follows:

1. Purposes.

- (a) The Chief of Police shall assign two (2) Class Three Special Law Enforcement Officers (SLEO) to the schools in Manalapan Township described below. One (1) such officer shall be assigned to Pine Brook School and one (1) officer shall be assigned to MEMS. The duties to be performed and the extent of said duties shall be assigned by the Chief of Police in cooperation with the Superintendent or his/her designee. The Township represents and warrants that an officer will be assigned in accordance with this Agreement regardless of the use of sick, vacation, personal, compensatory or any other time off. In the event that a SLEO III is not available, the Township will assign a SLEO II or regular officer, if necessary, to school duty, with costs to be shared pursuant to paragraph 4(a) herein.
- (b) The Township and the Board of Education agree to confer and cooperate in their efforts to provide a secure environment for school students and staff. In the event the District determines that additional officers are needed, the Township shall provide such additional officers to the District as soon as practicable.

2. Supervision. The SLEO shall be under the supervision and direction of the Manalapan Township Chief of Police or another superior officer designated by the Chief of Police. The SLEO shall remain subject to all rules and regulations of the Manalapan Township Police Department and shall not be considered employees of the school or the Board of Education.
3. Powers. The SLEO shall have full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security at Schools in the Township pursuant to this Agreement.
4. Reimbursement.
 - (a) The Board of Education agrees to pay the Township fifty (50%) percent of all costs incurred by the Township for the services rendered hereunder, as set forth in Appendix A annexed hereto.
 - (b) The Township will provide the Board of Education with monthly invoices of costs incurred for the services hereunder, which shall be paid within thirty (30) days.
 - (c) On or before June 30, 2019, any outstanding amounts due to the Township shall be paid in full by the Board of Education or any overpayment due to the Board of Education shall be paid by the Township.
5. Term of Agreement. This Agreement shall be for a one year period commencing July 1, 2018 and shall terminate on June 30, 2019. The Agreement shall renew annually for an additional three (3), one (1) year terms, unless either Party provides written notice sixty (60) days prior to the termination date as to their intention not to renew this Agreement.
6. Termination. Except as otherwise provided in Paragraph 5, either Party may terminate this Agreement upon providing ninety (90) days prior written notice to the other.
7. Indemnification. The parties shall mutually indemnify and hold each other harmless from all claims, including attorney's fees and costs, arising out of the duties of the SLEO pursuant to the terms of this Agreement, except if such loss, claim, damage, liability, cost or expense arises out of the willful misconduct of either Party.
8. Applicable Law. This Agreement shall be governed by the laws of the State of New Jersey.
9. Notice. Any notice required by this Agreement shall be in writing and shall be delivered to the other party as specified below:

To the Township:

Tara Lovrich, Township Administrator
120 Route 522
Manalapan, NJ 07726

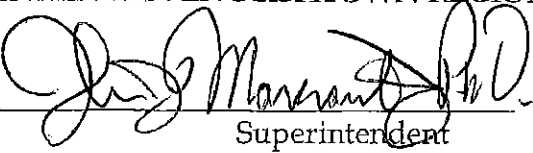
To the Board of Education:

Business Administrator
54 Main Street
Englishtown, NJ 07726

10. Authorization. Both the Board of Education and the Township represent that the execution, delivery and performance of this agreement has been authorized by its respective governing body.

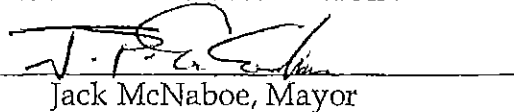
IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year written below.

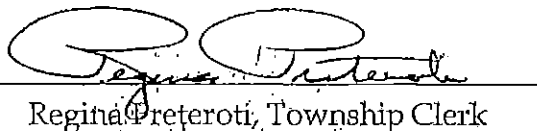
MANALAPAN ENGLISHTOWN REGIONAL SCHOOL DISTRICT

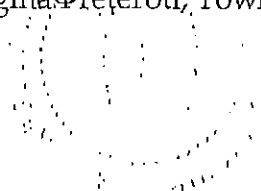
By: 
Superintendent

ATTEST: 
Board Secretary

TOWNSHIP OF MANALAPAN

By: 
Jack McNaboe, Mayor

ATTEST: 
Regina Preteroti, Township Clerk



APPENDIX A

SLEO 3		Cost Per Officer	
\$25 an hour/180 days/8 hours a day	\$	36,000	
FICA	\$	2,232	
Medicare	\$	522	
Unemployment	\$	50	
Workers Comp	\$	533	
Subtotal	\$	39,337	
 Annual Costs	 \$	 39,337	
50% Cost Share BOE for S&W	\$	19,669	Per Officer
 *Absence of SLEO 3			
Hourly Rate SLEO 2		\$15.00	
Average Hourly OT Rate of Patrolman		\$72.50	
Equipment			
Maintenance on Equipment	\$	1,000	
Car Fee	\$	18,000	\$100 per day 180 days
Subtotal	\$	19,000	
50% Cost Share to BOE for Other Expenses	\$	9,500	
 S&W + Other Expense	 \$	 29,169	
Per Officer			
 10% Admin fee	 \$	 2,917	
SUBTOTAL BOE COST PER SLEO 3		\$	32,085
			Annual Cost
			32,085
SLEO 3 Initial Costs, Equipment & Training			
Radio	\$	3,000	
Body Armor	\$	1,000	
Body Cameras	\$	2,000	
Uniform	\$	1,200	
Gun	\$	600	
Holster	\$	160	
Evaluations	\$	750	
Training School	\$	350	
Handgun Light	\$	260	
Outside Body Armor Carrier	\$	225	
Building & Services Equipment (Fobs, Lockers)	\$	750	
Subtotal	\$	10,295	
50% Cost to BOE for Set up Fee	\$	5,148	
FINAL COST TO BOE YEAR 1 PER SLEO 3		\$	37,233

* Dependent on # of officers hired an additional Sergeant will be required as per the Chief

*Dependent on # of officers hired additional cars will need to be purchased for the fleet

**Initial Costs per officer may vary based on retention of officers