

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

PROVIDER: HIGHTSTOWN BOROUGH COUNTY: MERCER

RECIPIENT: ROOSEVELT BOROUGH COUNTY: MONMOUTH

BRIEF DESCRIPTION OF SERVICE:

MUNICIPAL CLERK SERVICES

EFFECTIVE DATE: JUNE 9, 2014

EXPIRATION DATE: DECEMBER 31, 2015

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.

**SHARED SERVICES AGREEMENT**

This AGREEMENT made this 9<sup>th</sup> of June, 2014, by and between

**BOROUGH OF HIGHTSTOWN**  
148 North Main Street  
Hightstown, New Jersey 08520  
(hereinafter referred to as "Hightstown")

AND

**BOROUGH OF ROOSEVELT**  
33 North Rochdale Avenue  
Post Office Box 128  
Roosevelt, New Jersey 08555  
(hereinafter referred to as "Roosevelt")

**WHEREAS**, Hightstown and Roosevelt (hereinafter collectively referred to as the "Parties") wish to encourage inter-municipal cooperation; and

**WHEREAS**, Roosevelt is in need of Municipal Clerk services and the Parties recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

**WHEREAS**, N.J.S.A. 40:48-5 authorizes a municipality to contract with any public or private entity for the provision of any service which the municipality itself could provide directly; and

**WHEREAS**, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1 et seq., authorizes local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any Party to the agreement is empowered to render within its own jurisdiction; and

**WHEREAS**, Hightstown and Roosevelt agree that Hightstown's current Municipal Clerk, Debra Sopronyi ("Sopronyi"), possesses specialized skills, knowledge and expertise in the area of Municipal Government and is duly certified by the State of New Jersey to provide the statutory requirements for the position of Municipal Clerk; and

**WHEREAS**, the Parties have each duly authorized their proper officials to enter into and execute this Agreement.

municipal clerk of Roosevelt, but rather, her services as municipal clerk are controlled by this Agreement. Further, Sopronyi is not being appointed for a term as Registrar of Vital Statistics, but rather, her services as Registrar of Vital Statistics are controlled by this Agreement.

8. The term of this Agreement shall be through December 31, 2015, with the right to renew upon such terms and conditions as are agreed upon by the Parties at that time. Prior to that time, either Party may terminate this Agreement upon thirty (30) days advance written notice without penalty.

9. This Agreement shall be interpreted in accordance with the rights of the Parties hereto and shall be governed by the laws of the State of New Jersey.

10. Any dispute regarding the terms of this Agreement shall be venued in New Jersey Superior Court, Monmouth County.

11. The rights, duties and obligations of this agreement may not be assigned without either Party's prior written consent and it is agreed that a failure or delay in the enforcement of any of the provisions of this agreement by either Party shall not constitute a waiver of those provisions.

12. The Parties acknowledge and agree that they are associated for only the purposes set forth in the agreement and each is a public entity separate and distinct from the other.

13. This Agreement sets forth the entire agreement between the Parties concerning the subject matter hereof and shall only be modified or amended by an instrument in writing signed by both Parties.

14. This Agreement shall be binding upon the Parties and their legal representatives, successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their respective officers duly authorized, and to be duly attested, and to have their respective corporate seals affixed hereunto, and have caused this Agreement to be dated as of the day and year first written above.

ATTEST:

THE BOROUGH OF HIGHTSTOWN

By: Debra L. Sopronyi  
Debra L. Sopronyi, Borough Clerk

Steven Kirson  
Steven Kirson, Mayor

Date: 6/2/14

ATTEST:

THE BOROUGH OF ROOSEVELT

By: Kelyst

Elsbeth Battel  
Elsbeth Battel, Mayor

Date: 6/9/14

# Resolution 2014-127

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROOSEVELT BOROUGH FOR MUNICIPAL CLERK SERVICES

**WHEREAS**, the Borough of Hightstown (“Hightstown”) and the Borough of Roosevelt (“Roosevelt”) wish to enter into a Shared Services Agreement for the provision of Municipal Clerk services by Hightstown to Roosevelt; and

**WHEREAS**, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40:65-1, *et seq.*, authorizes the approval of Shared Services Agreements by Resolution; and

**WHEREAS**, Hightstown and Roosevelt agree that Hightstown’s current Municipal Clerk, Debra Sopronyi, possesses specialized skills, knowledge and expertise in the area of Municipal Government and is duly certified by the State of New Jersey to provide the statutory requirements for the position of Municipal Clerk; and

**WHEREAS**, with the above in mind, the parties wish to enter into the attached Shared Services Agreement; and

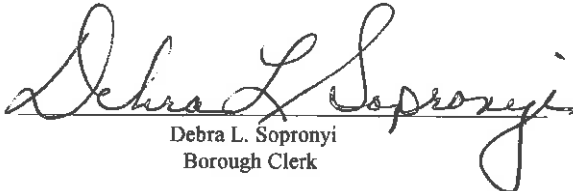
**WHEREAS**, the parties acknowledge and agree that they are associated for only the purposes set forth in the Agreement and that each is a public entity separate and distinct from the other.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Hightstown:

1. That the Mayor is hereby authorized to execute and the Municipal Clerk to attest the attached Shared Services Agreement for the services of Municipal Clerk.
2. That a certified copy of this resolution and a copy of the attached Agreement shall be sent to the Department of Community Affairs, Division of Local Government Services.

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on June 2, 2014.

  
Debra L. Sopronyi  
Borough Clerk

**BOROUGH OF ROOSEVELT  
RESOLUTION NO. 14-81**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF HIGHTSTOWN FOR MUNICIPAL CLERK SERVICES.**

WHEREAS, the Borough of Roosevelt ("Roosevelt") and the Borough of "Hightstown") wish to enter into a Shared Services Agreement for the provision of Municipal Clerk services by Roosevelt and Hightstown; and

WHEREAS, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40:65-1, et seq., authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, Roosevelt and Hightstown agree that Hightstown's current Municipal Clerk, Debra Sopronyi; possesses specialized skills, knowledge and experience in the area of Municipal Government and is duly certified by the State of New Jersey to provide the statutory requirements for the position of Municipal Clerk; and

WHEREAS, with the above in mind, the parties wish to enter into the attached Shared Services Agreement; and

WHEREAS, the parties acknowledge and agree that they are associated for only the purposes set forth in the Agreement and that each is a public entity separate and distinct from the other.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Roosevelt:

1. That the Mayor is hereby authorized to execute and the Municipal Clerk to attest the attached Shared Services Agreement for the services of Municipal Clerk.

2. That a certified copy of this resolution and a copy of the attached Agreement shall be sent to the Department of Community Affairs, Division of Local Government Services.

I hereby certify the above to be a true copy of a Resolution adopted by the Borough Council of Roosevelt, Borough of Roosevelt, County of Monmouth, State of New Jersey at a meeting held 6/9, 2014.

  
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Acting Municipal Clerk