

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

PROVIDER: FREEHOLD TOWNSHIP COUNTY: MONMOUTH

RECIPIENT: Monmouth County Board of Health COUNTY: MONMOUTH

**BRIEF DESCRIPTION OF SERVICE:**

Public Health Emergency Preparedness

EFFECTIVE DATE: 4/10/2017

EXPIRATION DATE: 6/30/2018

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

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 BETWEEN  
THE MONMOUTH COUNTY BOARD OF HEALTH  
AND THE FREEHOLD TOWNSHIP BOARD OF HEALTH**

THIS SHARED SERVICES AGREEMENT is made this 10th day of April, 2017, by and between the Monmouth County Board of Health, an independent and autonomous body created pursuant to the Local Health Services Act, N.J.S.A. 26-3-1 et seq. (hereinafter referred to as “the County”), having its offices at the Hall of Records, 1 East Main Street, Freehold, New Jersey, and the Freehold Township Board of Health, an independent and autonomous body created pursuant to the Local Health Services Act, N.J.S.A. 26-3-1 et seq., having its offices at One Municipal Plaza, Freehold, New Jersey (hereinafter referred to as “the Township”), as follows:

WHEREAS, the Public Health Emergency Preparedness (“PHEP”) cooperative agreement provides essential funding for local health departments to upgrade their ability to effectively respond to a range of public health threats, including infectious diseases, natural disasters, and biological, chemical, nuclear, and radiological events; and

WHEREAS, the County is the recipient of PHEP funding from the New Jersey Department of Health for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, pursuant to the Public Health Service Act, 42 U.S.C. § 201, et seq., as a condition of the receipt of PHEP funding, the County is required to submit a detailed Work Plan based upon an assessment of the County’s emergency preparedness; and

WHEREAS, the Township has offered to oversee the development of the assessment and Work Plan on behalf of the County; and

WHEREAS, the County deems it to be in the best interest of its resident municipalities to enter into a Shared Services Agreement for the provision of these services with the Township pursuant to the Local Health Services Act, N.J.S.A. 26:3A2-2 et seq., and the Shared Services Act, N.J.S.A. 40A:65-1 et seq.

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties, as follows:

Responsibilities of the Freehold Township Board of Health

1. Oversee the contractor responsible for the assessment and Work Plan process to ensure conformance with the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52-1.1 et seq. (“State Health Standards”); and
2. Submit a quarterly report to the County detailing the process of the assessment and Work Plan and how those components conform with the State Health Standards; and
3. Submit a final assessment and Work Plan to the County on or before June 30, 2018.

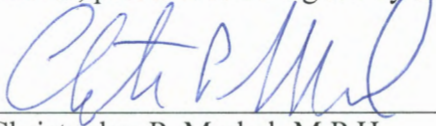
cc: T. Warner (orig.) ✓  
M. Jahn  
C. Campbell

Responsibilities of the Monmouth County Board of Health

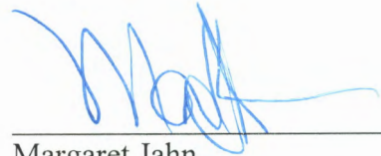
1. Provide facility use for the quarterly meetings of the Health Improvement Coalition; and
2. Provide clerical support for meeting agendas, letter, and mailings; and
3. Reimburse Freehold Township Board of Health \$4250 quarterly during the fiscal grant cycle through the PHEP grant after submittal of the quarterly report (not to exceed \$17,000); and
4. Submit grant progress and expenditure reports to the New Jersey Department of Health.

Disbursement of funds by the County to the Township shall be contingent upon submission of either a municipal purchase order or vendor invoice prior to the end of the grant period on June 30, 2018.

IN WITNESS THEREOF, the said parties hereunto unchangeably set their hands or cause thereto, presents to be signed by their proper officers.



\_\_\_\_\_  
Christopher P. Merkel, M.P.H.  
Public Health Coordinator



\_\_\_\_\_  
Margaret Jahn  
Health Officer