

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

PROVIDER: Bernards Township COUNTY: Somerset

RECIPIENT: Borough of Far Hills COUNTY: Somerset

**BRIEF DESCRIPTION OF SERVICE:**

Douglas Road in the Township of Bernards and the Borough of Far Hills in Somerset County, NJ, is a jurisdictionally shared roadway, with the center line being the municipal boundary. Bernards Township will provide at no cost to the Borough of Far Hills professional engineering services that include preparation of any state aid application, project design and specification, bidding and construction management for Douglas Rd improvements.

EFFECTIVE DATE: October 1, 2015

EXPIRATION DATE: September 30, 2018

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.



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-204-2510; www.bernards.org

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## **Resolution #2015-0342**

Approval to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for Douglas Road Improvements

**WHEREAS**, Douglas Road in the Township of Bernards and the Borough of Far Hills in Somerset County, New Jersey, is a jurisdictionally shared roadway, with the center line being the municipal boundary; and

**WHEREAS**, the Township of Bernards proposes to apply to the New Jersey Department of Transportation jointly with the Borough of Far Hills for a Municipal Aid grant for improvements to Douglas Road; and

**WHEREAS**, the Borough of Far Hills will likewise submit a resolution of approval of the joint application; and

**WHEREAS**, a shared services agreement will be executed between the Township and Borough sharing any grant funds received equally and with each municipality paying for ½ of the awarded construction costs after applying any grant that may be received; and

**WHEREAS**, the Township of Bernards shall be the lead agency for the purposes of the grant application and administration and shall submit the grant application for the project on behalf of both municipalities; and

**WHEREAS**, application is hereby made to the Commissioner for Transportation for allotment of aid for Douglas Road Improvements. The project limits are as follows: Allen Road (CR 652) to Liberty Corner Road (CR 512), a distance of 1.06 miles, or such portion thereof as may be approved by the Commissioner of Transportation; and

**WHEREAS**, any aid received as a result of this application will only be used for eligible costs for the project;

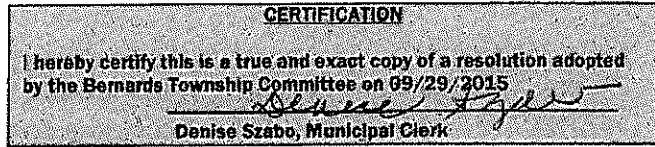
**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of Bernards Township, formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Township Engineer and Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2016-Douglas Road Improvements-00223 for Bernards Township to the New Jersey Department of Transportation on behalf of the Township of Bernards and the Borough of Far Hills.

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Bernards and that their signature

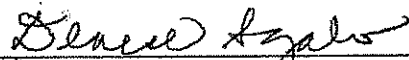
constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

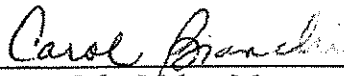
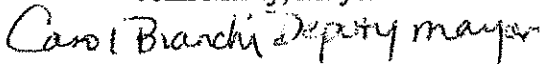
Agenda and Date Voted: 09/29/2015



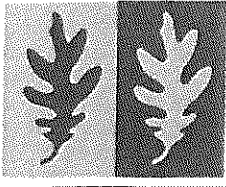
The Mayor's signature and the Municipal Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

  
Denise Szabo, Municipal Clerk

  
John Malay, Mayor  
  
Carol Branchi Deputy Mayor

<b>EXPLANATORY STATEMENT</b>
The Bernards Township Engineering Department applies annually for a grant for infrastructure improvements under the NJDOT Local Aid program. Receipt of the grant supplements tax revenues used for infrastructure improvements. A joint application for this project with the Borough of Far Hills will reduce project costs and allow for greater efficiency in the construction process which are both in the best interest of the public. The grant application process requires formal approval from the Township Committee.
September 17, 2015 Thomas Timko, P.E., C.M.E., Township Engineer



# Resolution of the Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920  
908-204-2510; [www.bernards.org](http://www.bernards.org)

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## **Resolution #2015-0343**

Agreement for the Provisions of Grant Administration, Engineering Design and Construction Services for Douglas Road Improvements with the Borough of Far Hills from the Township of Bernards  
September 29, 2015 – December 31, 2017

**WHEREAS**, Douglas Road in the Township of Bernards and the Borough of Far Hills in Somerset County, New Jersey, is a jurisdictionally shared roadway, with the center line being the municipal boundary; and

**WHEREAS**, the Township of Bernards proposes to apply to the New Jersey Department of Transportation jointly with the Borough of Far Hills for a Municipal Aid grant for improvements to Douglas Road from Allen Road (CR 652) to Liberty Corner Road (CR 512) for fiscal year 2016; and

**WHEREAS**, both parties agree that a joint application and construction project will reduce costs and increase efficiency in construction operations, both of which are in the best interests of the public; and

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

**WHEREAS**, N.J.S.A. 40A:65-1et.seq Uniform Shared Services and Consolidation Act, provides the mechanism for making such contract between public agencies; and

**WHEREAS**, a Shared Services agreement will be executed between the Township and Borough sharing any grant funds received and costs of construction; and

**WHEREAS**, the Township of Bernards shall be the lead agency for the purposes of the grant application and administration and shall submit the grant application for the project on behalf of both municipalities; and

**WHEREAS**, Bernards Township will provide at no cost to the Borough of Far Hills professional engineering services that include preparation of any state aid application, project design and specification, bidding and construction management; and

**WHEREAS**, any grant funds received shall be split evenly between the municipalities; and

**WHEREAS**, the Township of Bernards and Borough of Far Hills agree to split the costs of construction on a 50/50 basis after applying any grant received; and

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Bernards that a contract shall be entered into by the Borough of Far Hills and the Township of

Bernards for the grant administration, engineering design, and construction services for the Douglas Road Improvements as outlined above.

Agenda and Date Voted: 09/29/2015

**CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Committee on 9/29/2015.

  
Denise Szabo, Municipal Clerk

**Explanatory Statement**

Bernards Township is desirous of submitting a joint application with Far Hills Borough for NJDOT Municipal Aid for the resurfacing of a portion of Douglas Road (between Liberty Corner Road and Allen Road). The center line of this road is the municipal boundary between Far Hills Borough and Bernards Township.

Bernards Township will supply all Engineering Services for the aid application and subsequent design, bid, and construction services at no cost to Far Hills Borough.

Actual construction cost is to be split between Far Hills and Bernards on a 50/50 basis, with any state aid grants received to be split evenly between the municipalities.

Date: 9/29/2015

Bruce McArthur  
Township Administrator

**SHARED SERVICES AGREEMENT R2015-0343**  
**FOR A 2016 JOINT GRANT APPLICATION TO NJDOT MUNICIPAL AID FOR DOUGLAS ROAD**  
**RESURFACING PROJECT FROM ALLEN ROAD TO LIBERTY CORNER ROAD AND FOR THE**  
**PROVISION OF ENGINEERING SERVICES FROM BERNARDS TOWNSHIP TO THE BOROUGH OF**  
**FAR HILLS**

A contract made this 29<sup>th</sup> of September 2015 between the Township of Bernards in the County of Somerset and the Borough of Far Hills in the County of Somerset, both municipal corporations of the State of New Jersey.

This contract sets forth the specific provisions for the joint application to the NJDOT Municipal Aid Grant Program for year 2016 for the section of Douglas Road between Allen Road and Liberty Corner Road where the dividing boundary lines of the municipalities run down the center of the roadway. The grant application shall be for the repaving and associated work of Douglas Road. In accordance with the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq. the following provisions for the joint application are set forth:

1. The Township of Bernards will provide all grant administration, engineering design and construction management services for the project. This will include all related professional services, including but not limited to, preparation of plans and specifications, bidding, construction contracts, inspections, payments, NJDOT grant submissions, and related administrative work. The Borough of Far Hills shall incur no cost for these services.
2. The Borough of Far Hills shall provide the Township with the required resolution of the governing body supporting the application. The resolution shall be provided to the Township no later than October 13, 2015.
3. The contract documents shall be prepared in accordance with current NJDOT specifications and requirements. Bernards Township shall provide draft plans and specifications to Far Hills for comment prior to bid.
4. The Township will keep an accounting of all construction costs based on as-built quantities and document these costs for the Borough of Far Hills. The Borough of Far Hills agrees to reimburse the Township in an amount equal to 50% of the as-built costs incurred as the municipal boundary divides the center of the road. Estimated construction costs for each municipality is \$140,000.00 apiece before applying any offsetting grant award.
5. The Township will provide the Borough with notice to bidders, and full bid specifications upon advertisement for bids.
6. The Township will promptly provide the Borough with the results of the construction bid within 24 hours of bid opening.
7. Both the Township and Borough shall formally commit to the terms of the bid award to the lowest responsible bidder by resolution.
8. After bid award, the Borough will pay its proportionate share of costs within thirty (30) days of receipt of the invoice.
9. As allowable under state statute, this contract shall be in force for three (3) years (October 1, 2015 – September 30, 2018) and any previous agreements regarding NJDOT grant projects for Douglas Road are hereby terminated and made null and void.
10. It is understood that the purpose of the project is for the total road resurfacing and related construction items required by NJDOT specifications and to complete the work.
11. Up to the time a construction bid contract is awarded, this Shared Services Agreement may be terminated by either party by giving the other municipality thirty (30) days notice in writing to the governing body of the other municipality. This agreement cannot be terminated after a bid is awarded by resolution for the resurfacing of Douglas Road.
12. This agreement shall take effect upon adoption of an authorizing resolution by the respective governing bodies of the two municipalities; and execution by their governing officials.

FOR THE TOWNSHIP OF BERNARDS

FOR THE BOROUGH OF FAR HILLS

Carol Bianchi  
John Malay, Mayor  
Carol Bianchi, Deputy Mayor  
Rhonda Pisano  
Rhonda Pisano, Deputy Municipal Clerk  
Attest: Denise Szabo, Township Clerk  
Date: 9/29/15

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Attest:  
Date: \_\_\_\_\_