

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Borough of Emerson COUNTY: Bergen

RECIPIENT: Borough of Old Tappan COUNTY: Bergen

BRIEF DESCRIPTION OF SERVICE:

Municipal Court Administrator Shared Services Agreement

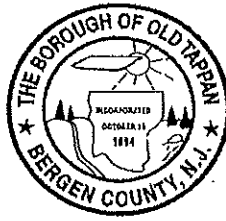
EFFECTIVE DATE: January 1, 2019

EXPIRATION DATE: December 31, 2023

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 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.



227 OLD TAPPAN ROAD
OLD TAPPAN, NJ 07675
(201) 664-1849, ext. 14
Fax: (201) 664-3543

October 2, 2018

Jane Dietsche, Borough Clerk
Borough of Emerson
146 Linwood Avenue
Emerson, NJ 07630

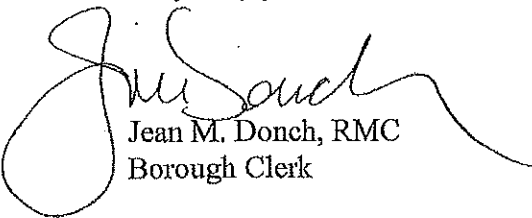
RE: Municipal Court Administrator Shared Services Agreement

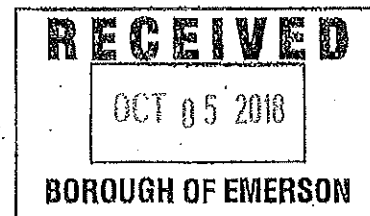
Dear Jane:

Enclosed please find a resolution adopted by the Mayor and Council of the Borough of Old Tappan at their October 1, 2018 meeting for your records.

If you have any questions, please do not hesitate to contact me at the above number.

Very truly yours,


Jean M. Donch, RMC
Borough Clerk



**FROM THE BOROUGH CLERK'S OFFICE
SHARED SERVICES AGREEMENT – MUNICIPAL COURT ADMINISTRATOR**

RESOLUTION

WHEREAS, under an agreement established by both municipalities the Borough of Emerson shall act as lead agency in a shared services agreement with the Borough of Old Tappan to provide Municipal Court Services.

WHEREAS, the term of the shared services agreement shall be for five years, January 1, 2019 through December 31, 2023

WHEREAS, the agreement is outlined in Emerson Resolution 242-18 which contains the shared services agreement in its entirety.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Borough Clerk are hereby authorized to enter into the shared services agreement as outlined in Emerson Resolution 242-18, a copy of which is annexed hereto.

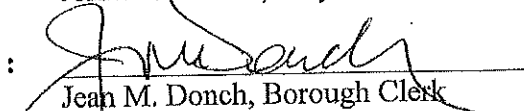
BE IT FURTHER RESOLVED, that the appropriate Borough Officials are authorized to prepare the contract documents and the Mayor to sign the contract.

INTRODUCED BY : Councilwoman Anna Haverilla

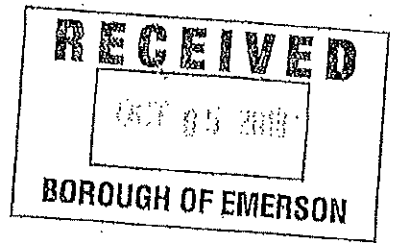
SECONDED BY : Councilman Ronald Binaghi, Jr.

ROLL CALL: Councilman Binaghi - Aye Councilman Gallagher - Aye
Councilman Carnazza - Aye Councilwoman Haverilla - Aye
Councilman Cioce - Aye Councilman Nalbandian - Aye

APPROVED : 
John M. Kramer, Mayor

ATTEST : 
Jean M. Donch, Borough Clerk

DATED : October 1, 2018



**BOROUGH OF EMERSON
COUNTY OF BERGEN, NEW JERSEY
RESOLUTION**

No: 242-18

**RE: RENEWAL OF BOROUGH OF EMERSON AND BOROUGH OF OLD TAPPAN -
SHARED SERVICES AGREEMENT**

Municipal Court

Under an agreement established by both municipalities,
the Borough of Emerson shall act as the lead agency in a shared services agreement
with the Borough of Old Tappan to provide Municipal Court administrative services.

WHEREAS, the Borough of Emerson and the Borough of Old Tappan have had a shared
services agreement that has successfully served the needs of both communities since; and

WHEREAS, both municipalities believe that the renewal of this agreement for a term of
five (5) years for the period January 1, 2019 through December 31, 2023 is in the best interest of
both municipalities, and,

WHEREAS, this resolution will supersede resolution 138-15 which was unanimously
adopted on May 19, 2015, and,

WHEREAS, the terms of the agreement shall be as follows:

Length of agreement – 5 years or 60 months

- 2019 - 2% annual increase
- 2020 - 2% annual increase
- 2021 - 2% annual increase
- 2022 - 2% annual increase
- 2023 - 2% annual increase

- 2019 – 2% annual increase for each special session
- 2020 – 2% annual increase for each special session
- 2021 – 2% annual increase for each special session
- 2022 - 2% annual increase for each special session
- 2023 - 2% annual increase for each special session

The Borough of Old Tappan will pay 20% of the increased health care cost based on the
difference of the 2019 base rate at the new rate for each year of the agreement including medical,
prescription and dental; and

WHEREAS, the general Terms of Agreement for 2015, which is the baseline year for the
interlocal agreement, will remain the same; and

Agenda No. 16

WHEREAS, based on the Terms of Agreement the calculations for the projected monthly and annual costs are:

A \$1,216.00 monthly fee paid to the Borough of Emerson by the Borough of Old Tappan by the 15th of each month for the services of its certified Court Administrator. In 2018, the monthly fee paid to the Borough of Emerson by the Borough of Old Tappan is \$1,290.00. This will become the new baseline for calculations and 2019 will become the baseline year for calculations of projected annual costs.

The Court Administrator shall perform all statutory duties of said position and report to the Borough of Old Tappan's Municipal Judge.

The Court Administrator shall attend one (1) court session per month (see attached schedule). Additional court/special sessions shall be billed to the Borough of Old Tappan's Borough Administrator at \$338.13 per session in 2019 with a 2% increase in each of the successive years of the agreement.

The Court Administrator shall hold six (6) hours of weekly office hours in the Borough of Old Tappan during its regular business hours. Hours shall not begin earlier than 9:00 a.m. and shall not end later than 4:00 p.m. Hours may be split over the course of two (2) business days.

The Borough of Emerson shall also provide a Municipal Court Clerical Assistant during the regularly scheduled Municipal Court sessions.

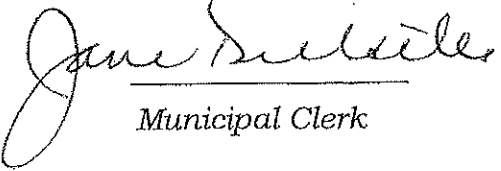
This agreement shall be effective from January 1, 2019 to December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body authorizes the Borough of Emerson and the Borough of Old Tappan to enter into a five (5) year agreement for Municipal Court Services; and

BE IT FURTHER RESOLVED that the appropriate Borough Officials are authorized to prepare the contract documents and the Mayor to sign the contract.

COUNCIL	M O V E D	S E C O N D E D	A Y E S	N A Y S	A B S E N T	A B S E N T
DiPaola			X			
Bayley			X			
Wolf			X			
Knoller	X		X			
Falotico		X	X			
Downing			X			

I hereby certify that the above Resolution was duly adopted by the Borough of Emerson at a meeting held on September 17, 2018.

Attest: 
Municipal Clerk