

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Township of Pennsville COUNTY: Salem

RECIPIENT: Pennsville Sewerage Authority COUNTY: Salem

BRIEF DESCRIPTION OF SERVICE:

Financial Services

EFFECTIVE DATE: 2/27/2014

EXPIRATION DATE: Reorganization 2015

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.

SHARED SERVICES AGREEMENT

Re: Township of Pennsville/Pennsville Sewerage Authority - Shared Services Agreement Which Will Provide for Financial Services to be Rendered by the Township Finance Department to the Pennsville Sewerage Authority

WHEREAS, the Chairman and members of the Pennsville Sewerage Authority have determined that the day-to-day efficiency of the Authority can be increased and substantial monetary savings realized for the citizens of this Township if the various financial tasks set forth on Schedules A and B, which are attached hereto and made a part hereof, are performed by the Township of Pennsville Finance Department; and

WHEREAS, the Authority Chairman and the Chairman of the Township Finance Committee have determined that the proposed services will require the Township's Chief Financial Officer and the Township's Finance Office Clerk to devote five hours of their time, each, per week to Sewerage Authority matters; and

WHEREAS, the Township Committee of the Township of Pennsville has determined that the hours to be devoted to Sewerage Authority work by the Township's Chief Financial Officer and Finance Office Clerk will be in addition to their regular hours which they currently devote to Township business; and


WHEREAS, the Sewerage Authority Clerk has certified that there are funds available to pay the maximum amount of the contract in question; and

NOW, THEREFORE, IT IS AGREED by and between the Township of Pennsville and the Pennsville Sewerage Authority on this 27th day of February 2014 as follows:

1. The Township of Pennsville Finance Office (the Township Chief Financial Officer, and the Township Finance Office Clerk) will provide the services to the Pennsville Sewerage Authority which are set forth on Schedules A and B, which are attached hereto and made a part hereof.
2. In return for the services set forth above, the Sewerage Authority will pay the Township of Pennsville the sum of \$8,000.00.
3. The term of this contract shall be for one year commencing on February 27, 2014, and ending on reorganization day 2015.
4. It is further agreed that any disputes that may arise under this agreement shall be submitted to binding arbitration before the American Arbitration Association.

5. This document shall be executed in duplicate, with one fully executed duplicate original to be retained by the Pennsville Sewerage Authority Clerk, and with one fully executed duplicate original to be retained by the Township of Pennsville Clerk.

TOWNSHIP OF PENNSVILLE



Angela N. Foote, Clerk




Richard D Barnhart, Mayor

PENNSVILLE SEWERAGE AUTHORITY



Diane Ford, Clerk



Robert E. McDade, Chairman

Schedule A

Services Provided by Chief Financial Officer

- 1) Oversee systematic tracking and accounting of Authority operation appropriations
- 2) Oversee systematic tracking and account of Authority revenues
- 3) Oversee proper accounting for general ledger
- 4) Oversee accounting for balance in I & R Account, Construction Account, connection fees, various escrows
- 5) Provide for certification of funds for projects, purchases, etc.
- 6) Oversee payroll function. Make sure monthly and quarterly reports are filed. The reports are, but not limited to, Fed/State taxes, unemployment, pension, W-2's.
- 7) Oversee reconciliation of all Authority bank accounts

Schedule B

Duties of Payroll Officer

- 1) Prepare biweekly, quarterly payroll
- 2) Prepare Fed/State tax deposits, Unemployment Report, 941 Quarterly Return, monthly/quarterly pension report
- 3) Prepare transfers from Revenue Trust to payroll account
- 4) Prepare and mail deduction checks. Includes, but is not limited to, union dues, credit union, deferred compensation, wage attachments.