

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

PROVIDER: Pennsville Sewerage Authority COUNTY: Salem

RECIPIENT: Township of Pennsville COUNTY: Salem

**BRIEF DESCRIPTION OF SERVICE:**

Joint Billing of Township Water Accounts and Sewer Accounts

EFFECTIVE DATE: 1/1/2014

EXPIRATION DATE: 12/31/2016

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.

## EXHIBIT A

### SHARED SERVICES AGREEMENT

Re: Township of Pennsville/Pennsville Sewerage Authority - Shared Services Agreement Which Will Provide for Services to be Rendered by the Pennsville Sewerage Authority Clerk and Assistant Clerk for Joint Billing of Township Water Accounts and Sewer Accounts

**WHEREAS,** the Mayor and members of the Township Committee of the Township of Pennsville (hereinafter referred to as Committee) and the Chairman and members of the Pennsville Sewerage Authority (hereinafter referred to as Authority) have determined that combining billing for the Township's Water Department and the Pennsville Sewerage Authority will increase the efficiency of both offices and eliminate the salary and benefits of one full time Township employee at a great savings to the Township; and

**WHEREAS,** the Committee has determined that the hours to be devoted to Water Department billing by the Authority Clerk and Assistant Clerk will be performed during their regular hours which they currently devote to Authority business; and

**WHEREAS,** the Committee has also determined that the Authority Clerk and Assistant Clerk should receive a stipend of \$5,000 each to compensate for the added workload; and

**WHEREAS,** the Township's Chief Financial Officer has certified that there are funds available to pay the maximum amount of the agreement in question; and

**NOW, THEREFORE, IT IS AGREED** by and between the Township of Pennsville and the Pennsville Sewerage Authority on this 20<sup>th</sup> day of March 2014 as follows:

1. The Pennsville Sewerage Authority Clerk and Assistant Clerk will render billing services for the Pennsville Water Department, which services are set forth on Schedule A which is attached hereto and made a part hereof.

2. The costs associated with joint billing services are set forth on Schedule B which is attached hereto and made a part hereof. Those costs will be divided evenly between the Township of Pennsville and the Pennsville Sewerage Authority.

3. In return for the services to be rendered by the Authority Clerk and Assistant Clerk with regard to the billing services in question, the Township of Pennsville will pay to the Authority the sum of \$10,000 per year.

4. The term of this agreement shall be three years commencing on January 1, 2014, and ending on December 31, 2016.

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

6. Any dispute that arises as a result of this agreement shall be submitted to binding arbitration before the American Arbitration Association, the cost of which arbitration shall be shared equally by the parties.

TOWNSHIP OF PENNSVILLE

  
\_\_\_\_\_  
Angela N. Foote, Clerk

  
\_\_\_\_\_  
Richard D Barnhart, Mayor

PENNSVILLE SEWERAGE AUTHORITY

  
\_\_\_\_\_  
Diane Ford, Clerk

  
\_\_\_\_\_  
Robert E. McDade, Chairman

## **SCHEDULE A**

Services to be provided by the Authority Clerk and Assistant Clerk

- 1) Prepare quarterly billing for Pennsville Water Department
- 2) Collect payment of quarterly water bill
- 3) Oversee the delinquency process of past due water accounts
- 4) Collect connection and disconnection fees for the Water Department
- 5) Maintain Water Department procedures in conjunction with Water Department Policy, e.g., making deposits of water rents, maintaining reports, etc.

## **SCHEDULE B**

Cost sharing between the Pennsville Water Department and the Pennsville Sewerage Authority

Pennsville Water Department and Pennsville Sewerage Authority will share the costs of billing material 50/50. These costs will include and are not limited to the cost of actual billing materials, cost of licensing for the program being used, cost of postage for mailings, replacement of any equipment that is used in the billing process.