

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: County of Salem COUNTY: Salem

RECIPIENT: Pollution Control Financing Authority of Salem County COUNTY: Salem

BRIEF DESCRIPTION OF SERVICE:

Financial services - \$20,000/year

EFFECTIVE DATE: Feb 1, 2016

EXPIRATION DATE: Jan 31, 2019

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.



Approved as to Form and Legality

Date Adopted

February 3, 2016

Committee

Administrative

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE COUNTY OF SALEM AND THE POLLUTION CONTROL FINANCING AUTHORITY OF SALEM COUNTY

WHEREAS, the Salem County Purchasing Agent, as authorized contracting agent for the Board of Chosen Freeholders of the County of Salem has received a request from the Pollution Control Financing Authority of Salem County to utilize the Salem County Treasury Department for financial services; and

WHEREAS, the governing bodies of the County of Salem and the Pollution Control Financing Authority of Salem County have deemed it desirable to adopt a Resolution authorizing a Shared Services Agreement; and

WHEREAS, N.J.S.A. 40:11-5(2) permits Counties and Authorities to enter into contracts without publicly advertising for bids; and

WHEREAS, the Pollution Control Financing Authority of Salem County agrees to pay the County of Salem \$20,000.00 for said services; and

WHEREAS, the term of this agreement shall be for three (3) years.

NOW THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Salem as follows:

1. The Board of Chosen Freeholders of the County of Salem shall enter into a Shared Service Agreement to provide financial services to the Pollution Control Financing Authority of Salem County, subject to the approval of the County Solicitor, at a cost of \$20,000.00 (Twenty Thousand Dollars and Zero Cents).
2. The contract shall commence, retroactively, February 1, 2016 and terminate January 31, 2019 and shall be completed in full accordance with the terms and conditions of the Shared Service Agreement.
3. The Freeholder Director and Clerk of the Board shall be authorized to execute said Shared Services Agreement.

Freeholder Julie Acton
Board of Chosen Freeholders

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on Wednesday, February 3, 2016.

Kevin L. Crouch
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	N.V.	ABSENT	RES.	SEC.	FREEHOLDER	AYE	NAY	N.V.	ABSENT	RES.	SEC.
D. Cross	✓						L. Ware	✓					
B. Laury				✓			J. Acton	✓					
R. Vanderslice	✓				✓								
D. Painter	✓					✓							

X - Indicates Vote

N.V. - Not Voting

Res. - Resolution Moved

Sec. - Resolution Seconded

Financial Services
INTERLOCAL SERVICE AGREEMENT BETWEEN
THE COUNTY OF SALEM AND
THE POLLUTION CONTROL FINANCING AUTHORITY OF SALEM COUNTY

THIS AGREEMENT is entered effective February 1, 2016 between

THE COUNTY OF SALEM, a body politic and corporate of the State of New Jersey (referred to as "Provider" or "County"); and

THE POLLUTION CONTROL FINANCING AUTHORITY OF SALEM COUNTY, a body politic and corporate of the State of New Jersey (referred to as "Recipient" or "Agency").

WITNESSETH, that the Provider and the Recipient agree as follows:

ARTICLE I: SCOPE OF SERVICES

A. Designation as General Agent

The Provider is hereby designated as the agent of the Recipient, to furnish a Treasurer and/or Assistant Treasurer to fulfill the financial duties required of the Pollution Control Financing Authority of Salem County.

B. Responsibility.

At all times, the Provider shall maintain responsibility for and control over the personnel hired to provide the service. All citizen inquiries and complaint resolutions regarding employee performance shall be handled through the Provider.

ARTICLE II: ACTIVITIES

A. Services to be Performed

The Provider will provide to the Recipient a Treasurer and/or an Assistant Treasurer, to fulfill all statutory duties required of the Pollution Control Financing Authority of Salem County. Duties include:

1. Assist Agency in the preparation of the annual budget
2. Prepare monthly financial reports
3. Comply with single audit requirements
4. Maintain an internal control system to safeguard Agency assets
5. Prepare and sign Annual Financial Statement, Annual Debt Statement, and Supplemental Debt Statement
6. Coordinate bank reconciliations
7. Act as custodian of funds
8. Prepare end of fiscal year report of all revenues and expenditures
9. Attend monthly meetings

B. Hours of Service

The Treasurer and/or Assistant Treasurer shall be present at the Recipient's regularly scheduled meetings held the first Tuesday of each month. All financial duties identified in this agreement on behalf of the Recipient shall be performed during the Providers regular business hours; 8:30AM-4:30PM, Monday - Friday.

D. Maintenance of Records

All records produced by the Treasurer and/or Assistant Treasurer on behalf of the Pollution Control Financing Authority of Salem County shall be retained in the Salem County Treasury Department.

ARTICLE III: FUNDING

A. Funding

For the life of this agreement, Recipient shall pay the Provider the sum of \$20,000.00 (Twenty Thousand Dollars and Zero Cents).

B. Payment by Recipients to Provider

The Recipient shall provide sufficient funds in their budget to cover contract costs. The Recipient shall provide payment for the service charges, based on the figures shown under Article III, Section A. Payment may be made in one lump sum.

ARTICLE IV: DURATION OF CONTRACT, TERMINATION & AMENDMENT

A. Duration

The agreement shall be for three (3) years commencing February 1, 2016 and terminating January 31, 2019.

B. Termination

Either party may terminate its participation in the shared service agreement by providing at least thirty (30) days written notice to the other participant.

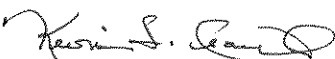
C. Amendment

The agreement may be amended at any time by mutual agreement of the parties, provided that such amendment is reduced to writing, executed by the governing body of each entity and specifies the date the provisions of such amendment shall be effective.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date written below.

COUNTY OF SALEM

Attest:



Kevin Crouch, Clerk of the Board



Julie A. Acton, Freeholder Director

Dated: 2/3/2016

POLLUTION CONTROL FINANCING AUTHORITY OF SALEM COUNTY

Attest:



Veronica Merriel, Secretary
Veronica Merriel



Fran Grenier, Chairman

Dated: 2/2/2016