

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

PROVIDER: City of Vineland COUNTY: Cumberland

RECIPIENT: County of Cumberland COUNTY: Cumberland

**BRIEF DESCRIPTION OF SERVICE:**

For the purpose of supporting a senior nutrition project at the site of the Vineland Senior Center one day per week. The County, through its Office on Aging and Disabled will work with the City and cooperate in connection with the initiation of and maintenance of a program of nutritious noon time hot lunches for senior citizens aged 60 years and older.

EFFECTIVE DATE: Agreement approved Oct. 2013

EXPIRATION DATE: Service available thru 12/31/14

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.

SHARED SERVICE AGREEMENT BETWEEN  
COUNTY OF CUMBERLAND  
AND  
CITY OF VINELAND

WHEREAS, the County of Cumberland, through its Office on Aging and Disabled, hereinafter referred to as "the County" and the City of Vineland, hereinafter referred to as "the City" are desirous of entering into an agreement for the purpose of supporting a senior nutrition project at the site of the Vineland Senior Center for one day per week; and

WHEREAS, the goal of the nutrition program is to provide at least one nutritious meal per day to clients of the program as well as an opportunity for interaction and socialization between senior citizens and for the purpose of promoting and enhancing the ability of senior citizens to maintain their independence in their own homes or in the community; and

WHEREAS, the County and the City are desirous of entering into a shared services agreement to effectuate the foregoing; and

WHEREAS, this service is available through December 31, 2014, and dependent upon available funding thereafter; and

WHEREAS, shared services between public bodies are authorized pursuant to N.J.S.A. 40A:65-1, et seq.;

NOW THEREFORE, it is agreed by and between the County of Cumberland, through its Office on Aging and Disabled, and the City of Vineland as follows:

1. The County will work with the City and cooperate in connection with the initiation of and maintenance of a program of nutritious noon time hot lunches for senior citizens aged 60 years and over. Priority with respect to such service will be given to elderly residents of the City.
2. The County shall provide the following:

A. Supervision, training, and technical assistance to City staff and volunteers in the proper handling of food, including serving, compliance with appropriate health regulations to include Chapter 12 of the N.J. State Sanitary code, portion control, ordering and reservations and completion of documentation and reports to substantiate meals service provision to appropriate clients.

B. Arrangements for the Senior Center to have meals delivered on-site in bulk at a regularly scheduled time the designated day(s). Meals will include food that is planned on a four or six week menu cycle, containing 1/3 of the DRI (Dietary Reference Intake). Each meal includes milk (2% or skim). In addition, plates, eating utensils, napkins, and cups will be supplied by the Nutrition Program. Tablecloths, trash bags and gloves will also be supplied.

C. Arrangements for donations to be collected daily from users of the program shall be counted by the Office on Aging and Disabled and the amount collected shall be used to enhance the County Nutrition Program.

D. Feedback and communication to the City on the progress of the program shall be provided including access by appropriate City representatives to all project records, reports, and documentation.

E. The County shall require the food preparer and vendor to carry adequate liability insurance to protect against claims of illness or personal injury arising out of any allegations of food poisoning or contaminated food. The food vendor shall supply a certificate of insurance naming the County and the City of Vineland as additional insureds under such policy. The County agrees to hold the City harmless and indemnify it from any claim, demands, liabilities, actions, suits or proceedings asserted or claimed by third parties resulting from claims of illness or personal injury arising out of any allegations of food poisoning or contaminated food.

3. The City will provide the following:

A. The Vineland Senior Center will be open and available to senior and/or disabled citizens at times agreed upon by the County and the City for the provision of a luncheon program to such residents.

B. The City will assign staff to oversee the daily operations of the program. The applicable County and State regulations and the Federal rules governing the administration of the Nutrition Program under the Older Americans Act of 1965, as amended, will be followed. Assigned staff will receive supervision from the Office on Aging Nutrition Program staff as to the activities related to the safe handling and serving of the meals, reservation system, completion of reports, and client information.

C. The City will maintain all records pertaining to the finances and program operations for a period of six years after the end of the project year in which the records were generated. All records pertaining to the operation of the program will be made

available to the County, the State Division of Senior Affairs, or other agencies whose funds contribute to the operation of this program, as requested or required.

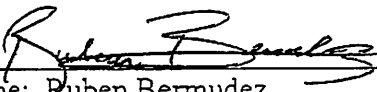
D. The City shall carry liability insurance protecting the City and the County against any claims of personal injury or property damage asserted by any participant in the nutrition program who is injured on the premises of the City of Vineland, and will hold harmless and indemnify the County from any claims, demands, liabilities, actions, suits, or proceeding asserted or claimed by participants or third parties participating in the nutrition project who are injured on the premises of the Vineland Senior Center or other premises owned or controlled by the City.

4. The City and the County agree to incorporate the mandatory nondiscrimination language of N.J.A.C. 17:27-1.1, et seq. set forth in Exhibit A which is attached hereto and made a part hereof.

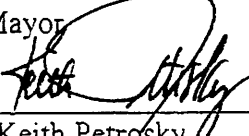
5. This agreement may not be amended except by the mutual agreement of the parties hereto in writing. This agreement may be terminated by either party upon 30 days written notice to the other with or without cause.

6. The City of Vineland and the County of Cumberland hereby represent to the other that those signing this agreement have been given the requisite authority by their respective governing bodies to enter into and be bound by the terms of this agreement.

**For the City of Vineland:**


  
\_\_\_\_\_  
Name: Ruben Bermudez  
Title: Mayor

10/2/13  
\_\_\_\_\_  
Date

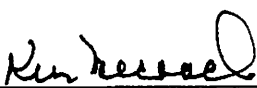
  
\_\_\_\_\_  
Name: Keith Petrosky  
Title: City Clerk

10/2/13  
\_\_\_\_\_  
Date

**For the County of Cumberland**

  
\_\_\_\_\_  
Joseph Derella, Director  
Cumberland County Board of Chosen Freeholders

10/7/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ken Mecouch, Clerk to the Board  
Cumberland County Board of Chosen Freeholders

10/7/13  
\_\_\_\_\_  
Date