

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

PROVIDER: Borough of Little Ferry COUNTY: Bergen

RECIPIENT: Borough of Tenafly COUNTY: Bergen

BRIEF DESCRIPTION OF SERVICE:

Registrar Services

EFFECTIVE DATE: January 1, 2017

EXPIRATION DATE: December 31, 2021

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](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.

**BOROUGH OF LITTLE FERRY  
RESOLUTION**

	Aye	Nay	Absent	Abstain	No Vote
Anzalone	X				
Henriquez	X				
Lanum	X				
Muller	X				
Sarlo	X				
Steinhilber			X		
Raguseo (Tie Only)					
Vote Total	5	0	1	0	0

DATE: November 10, 2016

RESOLUTION #: 319

MOTION BY: C/P Henriquez

SECOND BY C/M Lanum

BM

**Re: Entering into a Shared Service Agreement with the Borough of Tenafly  
for Shared Registrar Services**

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**WHEREAS**, an agreement providing for shared services among municipalities is permitted under *N.J.S.A. 40A:65-1 et seq.*, the “Uniform Shared Services and Consolidation Act”; and

**WHEREAS**, *N.J.S.A. 26:8-3* provides that the state department, or the local boards having jurisdiction of the territory in question, may combine two or more registration districts when desirable to facilitate registration; and

**WHEREAS**, the parties desire to share local registrar services and to set forth the administrative and financial responsibilities of each party for the shared registrar services as per *N.J.S.A. 26:8-25 et seq.*; and

**WHEREAS**, the Boroughs of Little Ferry and Tenafly are desirous of sharing a Registrar and such services as required following the rules and regulations of the State of New Jersey and local jurisdiction(s); and

**NOW, THEREFORE, IN CONSIDERATION** of the promises, covenants, terms and conditions set forth, it is mutually agreed as follows:

- Little Ferry shall serve as the lead agency of this shared service agreement with the Borough of Tenafly
- This agreement shall be for approximately five (5) years, beginning January 1, 2017 and sunsetting on December 31, 2021
- The Little Ferry Registrar shall be available in Tenafly two days per week (14 hours) and the hours shall be from 8:30 AM to 4:30 PM, on Tuesdays and Thursdays.
- The Registrar will be permitted to perform work for either municipality regardless of physical location. For example, if the Registrar is in Little Ferry, Tenafly residents may call the Little Ferry office with questions, and the inverse is permitted

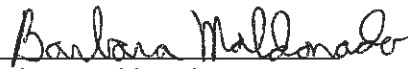
- The Registrar shall be a Little Ferry employee and the Borough shall be required to ensure that all certifications, insurance, bonding, etc shall be met.
- In the event the Registrar is sick and/or utilizing vacation and/or sick time, there will be no coverage or reverse compensation to either municipality
- A complete set of separate financial records and separate reporting shall be maintained for each jurisdiction
- Tenaflly shall pay Little Ferry the following four (4) quarterly installments for leasing of professional staff in a lump-sum payable on or around the 20<sup>th</sup> of March, June, September and December. Payment shall constitute the following:

Year	Quarterly	Annual
2017	\$5,000.00	\$20,000.00
2018	\$5,100.00	\$20,400.00
2019	\$5,202.00	\$20,808.00
2020	\$5,306.00	\$21,224.00
2021	\$5,412.25	\$21,649.00

- Little Ferry may order supplies for operations of the Tenaflly service, including but not limited to: State required safety paper or mailings. Tenaflly may purchase the operational supplies on their own based upon the advice of the Registrar and their own purchasing procedures. Little Ferry shall submit invoices to Tenaflly on or around the first of the month of March, June, September and December in the event that items are purchased.
- Revenue shall be distributed to each municipality based on each municipality's own filings
- Termination: Each municipality reserves the right to terminate this agreement. If Tenaflly desires to terminate the agreement before Little Ferry has introduced its current year municipal budget, Tenaflly shall give two months notice that they desire to terminate the agreement. If Little Ferry has introduced the current year municipal budget, the termination date shall be December 31 of that current year. In the event of criminal or civil wrongdoing by the Little Ferry Registrar, Tenaflly may immediately terminate the agreement. In the event of a retirement, disability or other employee action, Little Ferry will begin the immediate process of hiring a new/replacement Registrar. If desired, Tenaflly may appoint a representative to the interview process of said Registrar.
- In the event of harassment in either jurisdiction, applicable JIF policies and procedures shall be immediately implemented


**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Little Ferry, County of Bergen and State of New Jersey that the aforementioned agreement is hereby entered into.

ATTEST:

  
Barbara Maldonado,  
Borough Clerk

  
Mauro Raguseo, Mayor

I hereby certify the foregoing to be a true copy of a resolution adopted by the Mayor and Council at a meeting held on November 10, 2016

  
Barbara Maldonado,  
Borough Clerk