

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Millstone Twp. BOE

COUNTY: Monmouth

RECIPIENT: Millstone Twp.

COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

HVAC and Electrician Services

EFFECTIVE DATE: 7/1/15

EXPIRATION DATE: 6/30/16

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.

**INTERLOCAL SERVICES AGREEMENT BETWEEN TOWNSHIP OF
MILLSTONE AND MILLSTONE TOWNSHIP BOARD OF EDUCATION
REGARDING MAINTENANCE SERVICES FOR HVAC AND ELECTRICAL**

This Agreement entered into this 1st day of July, 2015, between

TOWNSHIP OF MILLSTONE, a municipal corporation of the State of
New Jersey, with offices located at 470 Stagecoach Road, Millstone Township, New
Jersey, 08510

Hereinafter referred to as "Township";

And

MILLSTONE TOWNSHIP BOARD OF EDUCATION, a body corporate and
politic of the State of New Jersey, with offices located at 5 Dawson Court, Millstone
Township, New Jersey 08535,

Hereinafter referred to as "Board."

WHEREAS, the Township has need for maintenance services inclusive of HVAC
and Electrical to be provided to various facilities owned by the Township of Millstone as
delineated herein below; and

WHEREAS, the Board wishes to assist and cooperate with the Township in the
provision of maintenance services for particular Township facilities;

NOW, THEREFORE, in consideration of the terms and conditions of this
Interlocal Services Agreement entered into by the parties pursuant to N.J.S.A. 40:8-1, *et
seq.*, it is understood and agreed upon as follows:

FACILITIES AND SUPERVISION

1. The following Township facilities are to be provided with maintenance services as needed provided by employees of the Board on behalf of the Township:
 - Municipal Building at 470 Stagecoach Road, Millstone Township, 08510
 - Millstone Municipal Court at 215 Millstone Road, Perrineville, 08535
 - Millstone Township Community Center at 463 Stagecoach Road, Millstone, 08510, and
 - Wagner Farm Park building at 4 Baird Road, Perrineville, 08535

2. The hours for such services will be determined and directed by the Buildings and Grounds Supervisor of the Millstone Township Board of Education in consultation with the Buildings and Grounds Supervisor of the Township. Supervision of the maintenance services entailed will be provided by the Board's Supervisor of Buildings and Grounds.

INTERIOR BUILDING MAINTENANCE SERVICES

3. The types of services and responsibilities to be provided by maintenance personnel of the Board to the Township at the above-referenced facilities are to include but not be limited to the following:
 - Minor wall patching
 - Painting
 - Minor plumbing repairs such as the correction of clogged sinks or toilets and the repair of sink fixtures, etc.
 - Electrical repairs
 - HVAC repairs, and
 - Minor carpentry

4. Requests for maintenance jobs will be made by the placement of a work order addressed to the Buildings and Grounds Office of the Board to Nancy Oliva, who can be accessed by telephone at (732) 786-0950, extension 70001 and reached by telefax at (732) 446-0473. Upon receipt of a request for maintenance services from the Township, Ms. Oliva will enter the work order into the computer system of the Board and print it out for the information of the Board's Building and Grounds Supervisor, Mr. Coolidge. Assignments for maintenance services will be made by Mr. Coolidge to the Board maintenance staff. All materials needed for maintenance jobs will be provided by the Township.

5. The cost for maintenance services to be provided to the Township during the 2015-16 fiscal year of the Township is estimated to be \$ 50.00 per hour. Emergency services calls conducted outside of the normal work hours of 8:00 am to 2:00 pm will be billed at time and a half, or, \$75.00 per hour.

ADMINISTRATION

6. The parties both recognize the amount of time and work involved in administering and overseeing the custodial and maintenance projects for the township and agrees to the following administration fees.
 - 10% for all purchases made on behalf of the Township while performing maintenance, HVAC or Electrical Service.

GENERAL CONDITIONS

7. The Board will maintain workers' compensation insurance coverage on all maintenance personnel providing services to the Township.

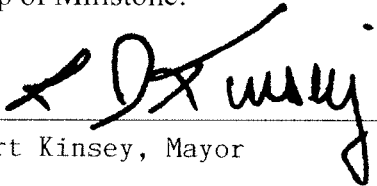
8. The Township will maintain liability insurance coverage and will hold the Board harmless from any tort claims that may be filed based on allegations of negligence relating to the maintenance and upkeep of the Township-owned facilities for which the Board is providing maintenance and custodial services.
9. This Interlocal Services Agreement may be terminated by the Township or by the Board on the provision of 60 days' written notice of one party to the other. In the event of termination of this agreement, all costs for services provided shall be apportioned between the parties based on the actual hours of work performed by employees of the Board on behalf of the Township.
10. Work performed by Board employees servicing Township facilities shall be performed by paying Board employees' straight-time hourly wages whenever possible. In cases where services must be performed by Board employees working on an overtime basis, agents of the Board will apprise the Township supervisor of Buildings and Grounds of the reason for such overtime charges and the charges shall be passed along to the Township for payment.

TERM


11. This agreement shall run from the date that it is effected by the adoption of a resolution by the Township and the Board and shall continue through the date of June 30, 2016, unless it is terminated as otherwise set forth in this agreement.

WHEREFORE, the officials of the Township of Millstone and the Board of Education of the Township of Millstone have signed and sealed this agreement as duly authorized by action of the Township Committee of the Township of Millstone and by the Board of Education of the Township of Millstone.

Township of Millstone:

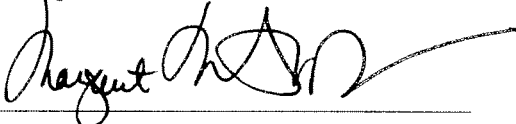
By: 
Robert Kinsey, Mayor

Attest:



Maria Dellasala, R.M.C., Township
Administrator/Clerk

Dated: 8/19/15

Board of Education of the
Township of Millstone

By: 
Margaret Gordon, President

Attest:


Bernard Biesiada, Board Secretary

Dated:

RESOLUTION NO.: 15-147
ADOPTION DATE: 08-19-15

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN
MILLSTONE TOWNSHIP AND MILLSTONE TOWNSHIP BOARD OF EDUCATION
FOR MAINTENANCE SERVICES FOR HVAC AND ELECTRICAL**

C/Grbelja offered the following Resolution and moved its adoption which was second by **C/Dorfman**.

WHEREAS, Millstone Township has the need for maintenance services inclusive of HVAC and Electrical to be provided to various facilities owned by the Township; and

WHEREAS, the Millstone Township Board of Education wishes to assist and cooperate with the Township to meet this need; and

WHEREAS, Millstone Township and the Millstone Township Board of Education have agreed to enter into a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1 et. seq.; and

WHEREAS, the form of Agreement to be entered into is on file in the Township Clerk's office and may be inspected by members of the public during regular business hours.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Millstone that the Mayor and Township Clerk are hereby authorized to execute a Shared Services Agreement for maintenance services inclusive of HVAC and electrical to be provided to various facilities owned by the Township.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Township Clerk to be a true copy be forwarded to the Millstone Township Board of Education, Annette Murphy, Millstone Township Chief Financial Officer and to the New Jersey Department of Community Affairs, Division of Local Government Services.

ROLL CALL:

AYES: C/Grbelja, C/Dorfman, C/Kuczinski
NAYS: None
ABSTAIN: None
ABSENT: C/Masci, M/Kinsey

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Millstone Township Committee at its meeting of August 19, 2015.



Maria Dellasala, RMC
Municipal Clerk