

DIVISION OF LOCAL GOVERNMENT SERVICES

**SHARED SERVICES AGREEMENT RECEIVED
COVER SHEET
LOCAL FINANCE BOARD**

JUL 24 2017

PROVIDER: County of Mercer COUNTY:
RECIPIENT: Hamilton Township COUNTY: Mercer

BRIEF DESCRIPTION OF SERVICE:

The Provision of Municipal Alliance Programming for Drug and Alcohol Prevention.

EFFECTIVE DATE: July 1, 2017

EXPIRATION DATE: June 30, 2018

ESTIMATED COST SAVINGS
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT \$78,832.00

Approved as to Form and Legality

[Handwritten Signature]
Deputy County Counsel

Date

July 13, 2017

COUNTY EXECUTIVE AND CLERK TO THE BOARD AUTHORIZED TO EXECUTE A SHARED SERVICES AGREEMENT WITH HAMILTON TOWNSHIP FOR THE PROVISION OF MUNICIPAL ALLIANCE PROGRAMMING FOR DRUG AND ALCOHOL PREVENTION. PERIOD: JULY 1, 2017 THROUGH JUNE 30, 2018. AMOUNT NOT TO EXCEED: \$78,332 (NO COUNTY FUNDS)

RECEIVED
JUL 24 2017

WHEREAS, Hamilton Township and the County of Mercer entered into a Shared Services Agreement, as per N.J.S.A. 40A:65-1, et seq., the Uniform Shared Services and Consolidation Act, for Municipal Alliance Programming; and,

WHEREAS, it is mandated by the Governor's Council on Alcohol and Drug Abuse; and,

WHEREAS, it is understood that the County of Mercer and Hamilton Township are entering into this Agreement in an effort to maximize benefits and improve municipal and county drug and alcohol prevention and education; and,

..... Clerk to the Board

RECORD OF VOTE

-2-

WHEREAS, funds for this purpose are available in the 2017 Mercer County Budget and are contingent upon inclusion and the adoption of the 2018 Mercer County Budget; and,

WHEREAS, Hamilton Township accepts the obligation to monitor quarterly costs of activities; and,

WHEREAS, in exchange for receiving the within service, Hamilton Township agrees to indemnify and hold harmless the County of Mercer for any liabilities which may arise out of using the services provided by the County's Office on Addiction Services; now, therefore;

BE IT RESOLVED, that:

1. The County Executive and Clerk to the Board of Chosen Freeholders are hereby authorized to execute a Shared Services Agreement between the County of Mercer and Hamilton Township for the provision of municipal alliance programming for drug and alcohol prevention and programs, for the period of July 1, 2017 through June 30, 2018, in an amount of \$78,832.00 (No County Funds).
2. The Clerk to the Board shall forward a certified copy of the executed Agreement along with a certified copy of this Resolution to Hamilton Township Department of Law, 2090 Greenwood Ave., Hamilton, New Jersey 08650; one (1) to The Governor's Council on Alcoholism and Drug Abuse, P.O. Box 345, Trenton, New Jersey 08625-0345; the Division of Local Government Services, NJDCA, PO Box 800, Trenton, NJ 08625-0800; one (1) copy of each to the Mercer County Department of Human Services Contract Unit, and one (1) to the Office of Addiction Services.



COUNTY OF MERCER
McDADE ADMINISTRATION BUILDING
640 SOUTH BROAD STREET
P.O. BOX 8068
TRENTON, NEW JERSEY 08650-0068
(609) 989-6584
Fax: (609) 392-0488

JERLENE H. WORTHY, CLERK
BOARD OF CHOSEN FREEHOLDERS

LISA M. VENA
DEPUTY CLERK

July 18, 2017

Ms. Kelly Yaede, Mayor
Hamilton Township
2090 Greenwood Ave
Hamilton, NJ 08650

Dear Ms. Yaede,

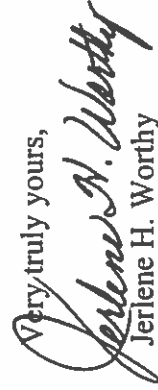
Enclosed please find one (1) executed copy of the Shared Services Agreement with Hamilton Township for the Provision of Municipal Alliance Programming for Drug and Alcohol Prevention, for the period of July 1, 2017 through June 30, 2018, in an amount not to exceed \$78,832.00 (No County Funds)

These documents have been signed by the County Executive and Clerk to the Board.

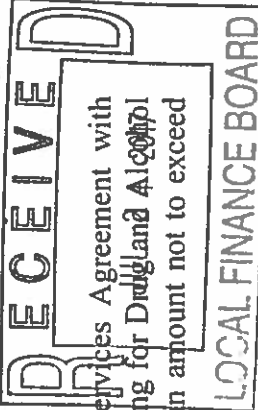
Also enclosed please find one (1) certified copy of Resolution No. 2017-300, which authorizes the execution of said Agreement.

Please retain these copies for your files.

Very truly yours,


Jerlene H. Worthy
Clerk to the Board

Mercer County Board
Of Chosen Freeholders



**FORM 8
ALLIANCE BUDGET**

Alliance Name: HAASA

County: Mercer

Grant Year: 2017-2018

Last Updated:

PROGRAM	DEDR AWARD TOTAL	DEDR			CASH MATCH	IN-KIND
		PERSONNEL/TWP EMPLOYEE	CONSULTANT	OTHER DIRECT COST		
Alliance Coordination	11,824.80	0.00	11,824.80	0.00	17,308.00	42,908.00
Senior Sense Program	4,142.00	0.00	3,480.00	662.00	0.00	0.00
Elementary Prevention Services	26,998.20	0.00	24,700.00	2,298.20	0.00	0.00
Alcohol Awareness/Fatal Vision	21,192.00	0.00	18,735.00	2,457.00	1,400.00	16,216.00
Willow Tree Program	1,500.00	0.00	0.00	1,500.00	500.00	0.00
Safe Prom/Graduation Program	4,500.00	0.00	0.00	4,500.00	0.00	0.00
Community Awareness, Resources & Education Services	5,500.00	0.00	4,200.00	1,300.00	500.00	0.00
Parents Who Host Lose Program	3,175.00	0.00	1,680.00	1,495.00		
	0.00					
	0.00					
TOTAL EXPENSES	78,832.00	0.00	64,619.80	14,212.20	19,708.00	59,124.00

BUDGET MODIFICATION					
FROM:			TO:		
Program Name	Category*	Amount Moved	Program Name	Category*	Amount Moved

* Category must be one of the following: DEDR Personnel/Twp. Employee, DEDR Consultant, DEDR Other Direct Cost, Cash Match, or In-Kind

Justification:

X _____
Alliance Chairperson

Date

X _____
County Alliance Coordinator

X _____
Municipal CFO

Date

X _____
GCADA, Director of Prevention and Training

** SIGNATURES ONLY REQUIRED FOR BUDGET MODIFICATION **

HAMILTON TOWNSHIP MUNICIPAL ALLIANCE PROGRAM

ATTACHMENT A

The Municipal Alliance Committee and the governing body of the municipality shall adhere to the Rules of the Governor's Council on Alcoholism and Drug Abuse as set forth in Public Law 1989, Chapter 51, 17:40.

Proposed changes to this ATTACHMENT A must be forwarded in writing to the County Alliance Coordinator and approved by the County Alliance Steering Subcommittee prior to implementation.

The Contractor agrees to perform the following programmatic activities over the course of the Inter-Local Services Agreement period:

PROGRAMMATIC ACTIVITIES

Parents Who Host Lose The Most

PWHL™ is a program for communities who have experienced challenges with parent hosted underage drinking parties. This program provides community leaders-as well as parents-with tools to educate their peers about the legal, health and safety issues associated with allowing anyone under the age of 21 to consume alcohol. We seek to change community norms so high risk and illegal use of ATOD is not acceptable. This program strives to create consistent parental and community norms that underage drinking is not only illegal, but unsafe, unhealthy and unacceptable. We will kickoff PWHL™ at Back to School Night and run it prior to prom season in mid-April. The program will run until the end of the school year in June. Education programs will be provided to parents of high school seniors by Student Assistance Counselors and Police Officers regarding the legal risks of underage drinking and serving alcohol to minors. Parents of nearly 1000 high school seniors will be reached. Parents will sign Parents Who Host pledge cards, pledging not to serve alcohol to minors. Parents Who Host party brochures will also be given to all parents. We will also have Parent Pledges signed at Community Events throughout the year. Additionally, we will work with local police on enforcement; mandatory fines will be imposed for providing alcohol to minors and hosting parties where minors are drinking. Billboards and lawn signs will be placed in the community.

Senior Sense

This program focuses on at risk behavior of older adults concerning their use of medications and alcohol. The programs objectives include: a basic understanding of alcohol and drug issues as they pertain to older adults, an opportunity to examine their own drinking patterns and medication practices. This program also educates the participants on keeping their alcohol/medication out of the

Elementary Prevention Services

Elementary Prevention Services provides educational programs that empower children with life tools to resist the threats of alcohol. Students will gain coping skills, cognitive development, self-image, resiliency, goal setting abilities, and positive decision-making, which will help deter them from the use and abuse of alcohol. During the school year, the Elementary Prevention Services Program (Campfire NJ, Forest Friends) will be taught for 30-60 minutes per session, one week at a time, for the duration of one to six weeks dependent on the grade being taught. Along with the program, the school and community are provided materials and training workshops to ensure the student's education regarding positive decision-making and refusal skills. A total of over 1000 students will be reached.

Community Awareness, Resources and Education Services

The Alliance Coordinator will provide problem identification and referral services for community residents by collaborating with outside agencies. A current data base of treatment agencies and other community resources will be kept. The Alliance Coordinator and Alliance Committee will provide year long community education on underage, binge and problem drinking and healthy lifestyle topics through literature dissemination, teaching, and public awareness activities at Hamilton Twp. community sponsored events, schools, churches, and other community organizations. Planned alcohol prevention events include distributing prevention literature at our town's annual community events. At the events, we will provide each child with a bag with prevention materials for their parents/caregivers, and themselves. We will incorporate high school and middle school volunteers at these events. During the months of March and April we are partnering with the Hamilton Elks to hold a prevention poster contest which is open to all fifth grade students that attend Hamilton schools. At the awards ceremony the Alliance Coordinator speaks on an alcohol prevention topic and we provide a literature/giveaway table. The Hamilton Alliance partners with Hamilton Twp. Police for Hamilton Night Out. The Alliance Coordinator provides referral information and a literature/giveaway table is set up. The Committee and the Coordinator and set up and keep stocked a literature table at the public library for alcohol awareness month; celebrate Red Ribbon Week with ribbons for middle school students. All participants on this program will receive information to enhance their decision-making skills regarding their alcohol use. Programs take place year round with special events in March, April, May, August, September and October. Programs provide outreach to all Hamilton residents.

Safe Prom/Graduation Campaign

The purpose of this campaign is to focus on problem drinking and the negative consequences that can occur with underage drinking, binge drinking and drunk driving and to reduce the number of alcohol related fatalities during prom and graduation time. Health teachers will again reiterate the dangers of underage drinking and drunk driving through the use of fatal vision goggles, assembly programs and guest speakers. Student drivers are asked to sign a contract that outlines the driving expectations and responsibilities to which the student is committing, particularly at prom and graduation time. Students and their dates who are attending the post graduation or post prom event

I hereby certify this to be a true copy
Township of Hamilton County of Mercer, NJ

Date 5/23/2017 TOWNSHIP OF HAMILTON
COUNTY OF MERCER, NEW JERSEY

[Signature]
Municipal Clerk
RESOLUTION No. 17 133

APPROVED AS TO FORM AND LEGALITY

[Signature]
TOWNSHIP ATTORNEY

FACTUAL CONTENTS CERTIFIED TO BY

[Signature]
TITLE

RESOLUTION AUTHORIZING THE PROPER OFFICIALS OF THE TOWNSHIP OF HAMILTON TO EXECUTE A SHARED SERVICES AGREEMENT WITH THE COUNTY OF MERCER TO ENABLE HAMILTON TOWNSHIP TO ACCEPT FUNDS FROM THE STATE OF NEW JERSEY GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE AND AUTHORIZING THE PROPER OFFICIALS TO DEPOSIT FUNDS (\$78,832.00) IN THE PROPER ACCOUNTS FOR THE HAMILTON TOWNSHIP MUNICIPAL ALLIANCE COMMITTEE ON ALCOHOLISM AND DRUG ABUSE FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018

Whereas the Council of the Township of Hamilton established the Hamilton Township Municipal Alliance Committee on Alcoholism and Drug Abuse by adoption of Ordinance 91-030, which Committee is empowered to seek funds in support of substance abuse programs; and

Whereas the Council of the Township of Hamilton authorized the proper Township officials, by Resolution No. 16-420, to execute an application to the New Jersey Governor's Council on Alcoholism and Drug Abuse for \$78,832.00 in grant funds to the Hamilton Township Municipal Alliance Committee on Alcoholism and Drug Abuse, and said grant being approved;

Now, Therefore, Be It Resolved by the Council of the Township of Hamilton, in the County of Mercer and State of New Jersey, that the proper officials of the Township of Hamilton be and hereby are authorized to execute the necessary Shared Services Agreement with the County of Mercer to enable Hamilton Township to accept the grant

COUNTY OF MERCER

This Shared Services Agreement made and entered into on July 13th of 2017 between the COUNTY OF MERCER, a body politic of the State of New Jersey, having its principal office located at 640 South Broad Street in the City of Trenton and State of New Jersey, hereinafter referred to as the COUNTY, and the

HAMILTON TOWNSHIP

having its principal office located at 2090 Greenwood Avenue, CN 00150, Trenton, New Jersey 08650-0150 and hereinafter referred to as the "CONTRACTOR"

WHEREAS, the County desires that the Contractor perform services of a nature as hereinafter set forth; and,

WHEREAS, the County has determined, after investigation, consultation, and advisory review, the Contractor is fully qualified to perform and provide such services to and for the County; and,

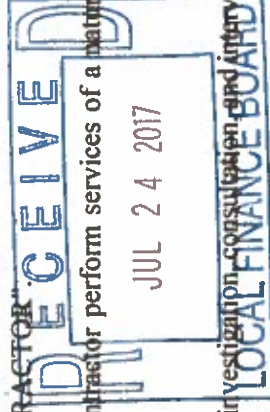
WHEREAS, the Contractor has acknowledged its desire to provide such services to and for the County in a proper manner and under the terms and conditions as hereinafter set forth; now, therefore,

IN CONSIDERATION, of the mutual promises herein contained, and intending to be legally bound thereby, the parties have agreed as follows:

ARTICLE I

GENERAL CONDITIONS OF PAYMENT

In consideration of the faithful performance by the Contractor of its agreements hereunder, and in conformity with the administrative procedures set forth herein, the County



confidentiality, etc. uniform records of services described herein and make such records available to the County at any time during the duration of the Shared Services Agreement or thereafter.

- d. Forward quarterly progress reports of services rendered from the inception of this Shared Services Agreement. These reports shall be submitted no later than the tenth day of the month immediately following the end of the quarter concerned.
- e. Maintain adequate financial and/or personnel attendance leave records pertaining to all services described herein as may be rendered and make said records available for inspection by the County and any or all of its agents at any and all reasonable times during the term of this Shared Service Agreement.
- f. Submit expenditure report forms as prescribed and supplied by the County not later than the tenth day of the month immediately following the end of the quarter concerned. Payment by the County will be based on the quarterly expenditure reports submitted.

ARTICLE II

SPECIAL CONDITIONS

- a. The Contractor's status shall be that of an independent principal, and not as an agent or employee of the County.
- b. The Contractor agrees that in the performance of this Shared Service Agreement, it will obey, abide by and comply with all applicable Federal and State statutes and regulations.

ARTICLE III

TERMS OF SHARED SERVICE AGREEMENT

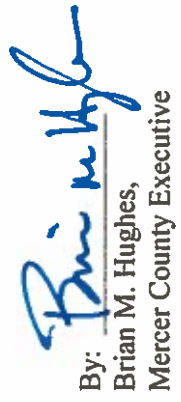
It is understood and agreed by and between the parties hereto upon signing that this Shared Service Agreement shall be deemed effective from July 1, 2017 and continuing until June 30, 2018.

IN WITNESS WHEREOF, the parties hereto have executed this Shared Service Agreement by its duly authorized officers.


CONTRACTOR

COUNTY OF MERCER



By: Kelly Yacde
Mayor, Hamilton Township


By: Brian M. Hughes
Mercer County Executive

ATTEST:


By: Eileen A. Gore, RMC, CMC, MMC
Municipal Clerk
Township of Hamilton

ATTEST:


By: Jerlene H. Worthy
Clerk to the Board of Chosen Freeholders