

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

PROVIDER: Bordertown Township COUNTY: Burlington  
08505

RECIPIENT: Florence Township COUNTY: Burlington  
08518

BRIEF DESCRIPTION OF SERVICE:

Animal Control Services

EFFECTIVE DATE: June 1, 2015

EXPIRATION DATE: May 31, 2017

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.

**TOWNSHIP OF FLORENCE**

**RESOLUTION NO. 2015-118**

**RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES  
AGREEMENT BETWEEN THE FLORENCE TOWNSHIP  
AND THE TOWNSHIP OF BORDENTOWN  
FOR ANIMAL CONTROL SERVICES**

WHEREAS, the Township of Florence has the need for Animal Control Services; and

WHEREAS, the Florence Township Council and Bordentown Township wish to enter into a Shared Services Agreement for the purpose of Animal Control; and

WHEREAS, the parties wish to execute a Shared Services Agreement between the Township of Florence and Bordentown Township in accordance with Schedule "A" attached.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Florence, County of Burlington, State of New Jersey that the attached Shared Services Agreement between the Township of Florence and Bordentown Township is hereby approved for the purpose of Animal Control.

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I, JOY M. WEILER, Clerk of the Township of Florence, County of Burlington, State of New Jersey, do hereby certify that the foregoing Resolution is a true copy of the Resolution approved by Township Council at their May 20, 2015 meeting.

  
\_\_\_\_\_  
JOY M. WEILER, RMC/MMC  
Township Clerk

*Note: This Resolution authorizes shared services for Animal Control*

RESOLUTION #2015-159-13

RESOLUTION AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT  
BETWEEN THE TOWNSHIP OF FLORENCE AND THE TOWNSHIP OF BORDENTOWN FOR  
ANIMAL CONTROL SERVICES

WHEREAS, the Township of Florence has the need for Animal Control Services; and

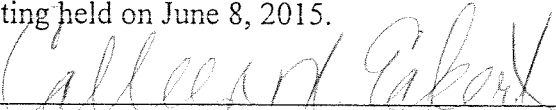
WHEREAS, the Florence Township Council and Bordentown Township Committee wish to enter into a Shared Services Agreement for the purpose of Animal Control; and

WHEREAS, the parties wish to execute a Shared Services Agreement between the Township of Florence and Township of Bordentown in accordance with Schedule "A" attached;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown, County of Burlington, State of New Jersey, that the attached Shared Services Agreement between the Township of Florence and Township of Bordentown is hereby approved for the purpose of Animal Control; and

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are hereby authorized to sign the agreement on behalf of the Township of Bordentown.

It is hereby certified that the foregoing is a true and correct copy of a resolution adopted by the Township Committee of the Township of Bordentown at a meeting held on June 8, 2015.

  
\_\_\_\_\_  
COLLEEN M. ECKERT, RMC, TWP. CLERK

06/08/15

SHARED SERVICES AGREEMENT

for

ANIMAL CONTROL SERVICES

between

TOWNSHIP of BORDENTOWN and TOWNSHIP of FLORENCE

This Agreement is made this 20<sup>th</sup> day of May, 2015 by and between the Township of Florence, a Municipal Corporation with its principal office at 711 Broad Street, Florence, Burlington, New Jersey, hereinafter called "Florence Township", and the Township of Bordentown, a Municipal Corporation with its principal office at 1 Municipal Drive, Bordentown, Burlington County, New Jersey, hereinafter called "Bordentown Township", for animal control services.

It is hereby agreed between Bordentown Township and Florence Township as follows:

- (1) Bordentown Township has an employee who is a certified Animal Control Officer (ACO). That employee shall be utilized to provide Animal Control Services to both Townships. Bordentown Township and Florence Township shall share Animal Control Officer services on an as needed basis.
- (2) Bordentown Township shall enable the Animal Control Officer to maintain his state certification in good standing and a copy of the current certification shall be provided to Florence Township.
- (3) For the purpose of this Agreement, an animal is defined as a domestic animal or any other animals as dictated and agreed upon by the parties. Services can include removing a dead animal from either the public right-of-way or private property, picking up a roaming animal, or other services as dictated and agreed upon by the parties. A call is also defined as a request to include animal cruelty investigations, transportation of birds or domestic animals for testing of West Nile Virus, as well as transportation of quarantined animals in cases involving bites
- (4) Florence Township has a vehicle for picking up and transporting animals. Florence Township will share the vehicle with Bordentown Township at no cost. Bordentown Township will provide the fuel for the vehicle. Florence Township shall be responsible for maintenance of and repairs to the vehicle. The vehicle can be driven to Bordentown each day. The truck will be re-lettered to list both communities.
- (5) Florence Township shall appoint the Animal Control Officer as its Animal Control Officer for the purpose of enforcing laws and ordinances. The Animal Control Officer will issue summonses and testify in court for alleged violations of the Florence Township ordinances, and will assist in Animal Cruelty cases when requested

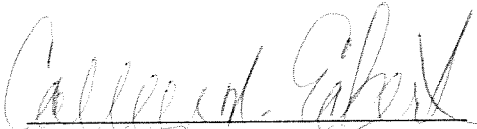
- (6) Animals picked up shall be delivered to the Burlington County Animal Shelter. Each municipality shall be responsible for any and all fees associated with the services of the Burlington County Animal Shelter for animals picked up in the respective municipalities. In like manner, when a sick or injured animal is picked up within either municipality, the cost of required veterinarian care shall be the responsibility of that municipality.
- (7) Insurance. It is acknowledged that both municipalities are insured through the Burlington County Municipal Joint Insurance Fund. The Animal Control Officer is employed full time by Bordentown Township, so that Workers Compensation coverage shall be through Bordentown Township. Since the vehicle is owned by Florence Township, vehicle damage related to an accident shall be under Florence Township's policy. If the employee is involved in an accident while performing Animal Control Officer duties, then liability shall fall to the township he is working on behalf of at the time of the incident.
- (8) Services After Normal Hours. If there is service to Florence Township after normal working hours, then the Animal Control Officer shall be paid a minimum of 2 hours of overtime for the call by Bordentown Township. If another call or service is needed during the 2 hour window, then it shall be covered under the call out. Once the 2 hour window expires, then the service and payment schedule begins again. Florence Township shall reimburse Bordentown Township monthly for all overtime incurred while the ACO is working in Florence Township.
- (9) Services during normal working hours. If a service call is needed in Florence Township during the normal working hours that the Animal Control Officer is working for Bordentown Township, it is understood that the Animal Control Officer shall respond. If the call is deemed an emergency by Central Dispatch, the Florence Township Police Department or the Florence Township Administrator, then the Animal Control Officer shall respond to the call as promptly as reasonably possible. Florence Township will make its determination based upon public safety and any threat to public safety. If a call is minor in nature, then the parties agree that the Animal Control Officer can respond after normal work hours. A call during normal work hours will involve a flat \$40.00 payment to Bordentown Township. If the Animal Control Officer has to return more than once on the same day during normal working hours, there will be no additional fee. Florence Township acknowledges and understands the need to make reasonable use of the Animal Control Officer and both Bordentown Township and Florence Township acknowledge the need to work together in the interest of both municipalities..
- (10) Effective Date: The Shared Services Agreement will take effect on June 1, **2015** and shall be for a period of two (2) years, expiring on May 31, **2017**. This Agreement may be renewed. In the event that either municipality decides not to renew the Agreement, it shall give written notice to the other municipality by March 1, **2017**. Notice shall be sufficient if given by certified mail to the respective Township Clerks.

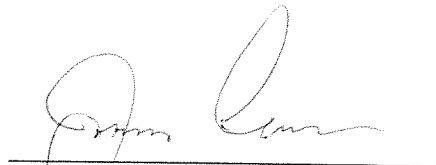
- (11) Modification of Agreement to Add Other Municipalities. The parties agree that any modification of the Agreement to Add Other Municipalities as part of the Shared Service Agreement shall require agreement of all participating municipalities.
- (12) Resolution of Issues. If issues arise during the life of the Agreement, then each side will endeavor to resolve the matter in a timely manner. It is recognized that this Shared Service Agreement is the first such effort for Florence Township and Bordentown Township and both municipalities acknowledge that they can agree to mutually amend or refine the Shared Services Agreement during its term.
- (13) Termination of Agreement. Should logistical or service issues make the Agreement unsustainable, then either party may terminate the Shared Service Agreement with sixty (60) days written notice to the other.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their Mayor and Clerk.

Witnesses:

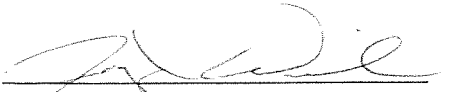
TOWNSHIP OF BORDENTOWN

  
Township Clerk

By:   
MAYOR

Witness:

TOWNSHIP OF FLORENCE

  
Township Clerk 5/20/15

By:   
MAYOR

**TOWNSHIP OF BORDENTOWN  
OFFICE OF THE MUNICIPAL CLERK  
1 MUNICIPAL DRIVE  
BORDENTOWN, NJ 08505  
(609) 298-2800 EXT. 2108  
FAX: (609) 379-4026**

RECEIVED

JUN 15 2015

CLERK'S OFFICE  
FLORENCE, NEW JERSEY

June 11, 2015

Township of Florence  
711 Broad Street  
Florence, NJ 08518  
Attn: Richard Brook, Administrator

*Township Administrator*

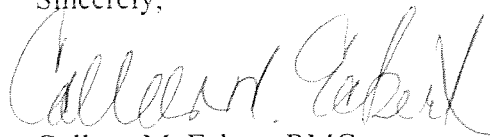
Dear Mr. Brook:

Enclosed please find a fully executed Shared Services Agreement for Animal Control Services, along with a certified copy of Bordentown Township Resolution #2015-159-13 authorizing same.

Should you have any questions relating to this matter, please do not hesitate to contact me.

Thank you.

Sincerely,



Colleen M. Eckert, RMC  
Township Clerk

Enclosure

c: Frank M. Nucera, Jr., Chief of Police/Acting Administrator