

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Randolph Township COUNTY: Morris

RECIPIENT: Rockaway Borough COUNTY: Morris

BRIEF DESCRIPTION OF SERVICE:

Public Health Services

EFFECTIVE DATE: 1-1-18

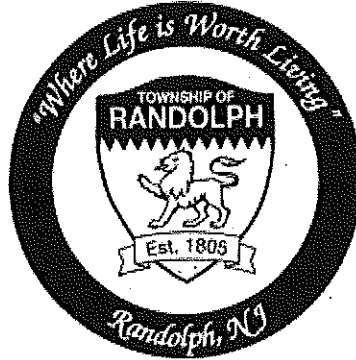
EXPIRATION DATE: 12-31-22

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.

Mayor
Christine Carey

Deputy Mayor
Mark H. Forstenhausler

Council Members
Michael Guadagno
James B. Loveys
Allen M. Napoliello
Lance Tkacs
Joanne Veech



Township Manager
Stephen Mountain

Township Clerk
Donna Marie Luciani

Telephone (973) 989-7100
FAX (973) 989-7076
Website: randolphnj.org
502 Millbrook Avenue
Randolph, NJ 07869-3799

MEMO

TO: Steve Mountain, Township Manager
FROM: Mark Caputo, Health Officer *mc*
DATE: August 30, 2017
RE: 2018 – 2022 Rockaway Borough LH Agreement
CC: Darren Maloney, Finance Officer

Attached hereto please find two original 2018 – 2022 Randolph / Rockaway Borough Local Health Shared Services Agreements with related RB Resolution authorizing same. Kindly place the matter on the next Council agenda for approval.

Please call if there any questions 973-989-7050.

Borough of Rockaway

MUNICIPAL BUILDING • 1 EAST MAIN STREET • ROCKAWAY, NEW JERSEY 07866



Memorandum

TO: Health Officer - M. Caputo

DATE: August 25, 2017

FROM: Borough Clerk - S. Seifert *SS*

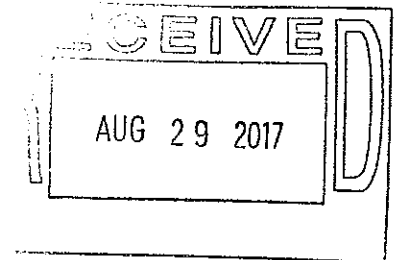
SUBJECT: Health Services Contract
2018-2022

Attached please find a copy of Resolution 155-17, Renew Shared Services Agreement for Public Health Services, which was adopted by the Mayor and Council at meeting held on August 24, 2017.

Also enclosed please find two copies of the Local Health Agency Shared Services Agreement between Randolph Township and the Borough of Rockaway for 2018-2022 executed by Mayor Greuter and myself. We would appreciate receiving a fully executed copy at your earliest convenience.

We look forward to working with you.

Enclosures



RESOLUTION 155-17: RENEW SHARED SERVICES AGREEMENT FOR PUBLIC HEALTH SERVICES

WHEREAS, the Borough of Rockaway has contracted with the Township of Randolph for Public Health Services; and

WHEREAS, the Township of Randolph has submitted a proposal to continue this shared service agreement for Public Health Services for the period January 1, 2018 through December 31, 2022 with the annual costs as follows: 2018 - \$128,000.00; 2019 - \$130,560.00; 2020 - \$133,172.00; 2021 - \$135,836.00; and 2022 - \$138,552.00; and

WHEREAS, a Certification for Availability of Funds has been filed by the Borough of Rockaway Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Rockaway, County of Morris, New Jersey that proper Borough officials are authorized and directed to execute an Agreement between the Board of Health of the Township of Randolph and the Board of Health of the Borough of Rockaway for Public Health Services for the period January 1, 2018 through December 31, 2022 with the annual costs as follows: 2018 - \$128,000.00; 2019 - \$130,560.00; 2020 - \$133,172.00; 2021 - \$135,836.00; and 2022 - \$138,552.00.

DATE: August 24, 2017

BOROUGH OF ROCKAWAY

ATTEST: Sheila Seifert, Borough Clerk

BY: Russell Greuter, Mayor

CERTIFICATION

I, SHEILA SEIFERT, Borough Clerk of the Borough of Rockaway, in the County of Morris, do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Mayor and Council at a meeting held on August 24, 2017.



Sheila Seifert
Borough Clerk

2018-2022
LOCAL HEALTH AGENCY SHARED SERVICES
AGREEMENT
BOROUGH OF ROCKAWAY / RANDOLPH TOWNSHIP

THIS AGREEMENT, made this first day of **January, 2018** between **RANDOLPH TOWNSHIP** (hereinafter **PROVIDER**) and the **BOROUGH OF ROCKAWAY BOARD OF HEALTH** (hereinafter the **RECIPIENT**).

WHEREAS, the parties desire to contract for the furnishing of health services of a technical and professional nature by the **PROVIDER** to the **RECIPIENT**, pursuant to N.J.S.A. 26:1A-15, 26:3A2-1 et. seq. and N.J.S.A. 40:8A-1 et. seq.

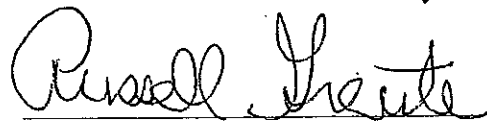
NOW, THEREFORE, in consideration of the terms and conditions hereinafter set forth, the parties agree as follows:

1. The **PROVIDER** shall provide duly licensed personnel to carry out the following Public Health activities:
 - A. Administration as outlined under the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey.
 - B. Overall supervision and compliance to Chapter 52, Public Health Practices Standards of Performance for Local Boards of Health. (New Jersey Administrative Code 8:52-1 et seq)
 - C. Registered Environmental Health Specialist coverage to average three and one-half (3 1/2) days a week, to handle all applicable environmental activities.
 - D. A Registered Professional Public Health Nurse to average two (2 1/2) days per week to carry out the following Public Health Activities:
 - (1) Nursing services to include communicable disease control, maternal and child health and chronic illness control.
 - (2) Statistical reports to be submitted monthly to the Board of Health to keep track of vital data on the number of clients served.
 - E. A professional secretary to average two and one-half (2 1/2) days per week to carry out the following needs:
 - (1) Provides administrative support for the Public Health Activities performed pursuant to this Agreement including, but not limited to, filing reports, issuing licenses and violation notices from the Health Department, typing all correspondence and the minutes of the Board of Health meetings and assisting with the generation of computer licenses and labels for the various licenses issued. In summary, this contract will cover a licensed Health Officer to average one day per week, a licensed Sanitarian to average three and one half days per week, a professional Public Health Nurse to average two days per week and a secretary to average two and one half days per week.

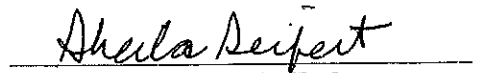
2. The Health Officer of the PROVIDER shall direct and supervise all Public Health activities and employees of the RECIPIENT. The RECIPIENT shall appoint the Health Officer of the PROVIDER, as provided by the laws of the State of New Jersey, as its Health Officer. The Health Officer shall be the enforcement agent of the RECIPIENT for its Ordinances and the Sanitary Laws of the State.
3. The PROVIDER shall provide services specified herein from **January 1, 2018 through December 31, 2022**. Thereafter, the contract shall be automatically renewable, unless terminated in accordance with the procedure set forth in paragraph six below.
4. The RECIPIENT covenants and agrees to pay to the PROVIDER the sum of **six hundred sixty-six thousand one hundred eight-teen (\$666,118)** ^{#666,118} payable as follows:
 - a. In 2018, \$128,000 in 4 quarterly payments of \$32,000,
 - b. In 2019, \$130,560 in 4 quarterly payments of \$32,640,
 - c. In 2020, \$133,172 in 4 quarterly payments of \$33,293,
 - d. In 2021, \$135,836 in 4 quarterly payments of \$33,959 and
 - e. In 2022, \$138,552 in 4 quarterly payments of \$34,638.

Payment retroactive to January 1, 2018 if contract enacted after that date.
5. After the initial term of this agreement, the RECIPIENT may withdraw from this contract by a resolution specifying its method of continuing to meet Public Health Practice Standards. A certified copy of such resolution shall be submitted to the PROVIDER no less than six (6) months from the date fixed in said resolution for the termination of this agreement. A copy of any withdrawal resolution shall be submitted to the New Jersey State Commissioner of Health by the RECIPIENT at least six (6) months prior to the withdrawal date.
6. In order to unify policy and facilitate solutions of common problems, the Board of Health of the PROVIDER and RECIPIENT shall have a joint meeting of designated representatives at least twice a year. Minutes of such meetings shall be taken and sent to the State Commissioner of Health by the PROVIDER.

Christine Carey, Mayor, PROVIDER


Russell Greuter, Mayor, RECIPIENT

Donna Luciani, Township Clerk, PROVIDER


Sheila Seifert, Borough Clerk, RECIPIENT

Christine Radzai, Bd of Health Pres., Recipient

**RESOLUTION NO. 235-17
TOWNSHIP OF RANDOLPH**

WHEREAS, the Borough of Rockaway wishes to obtain Health Services of a technical and professional nature from the Township of Randolph; and

WHEREAS, both parties agree to abide by the provisions set forth in the Shared Services Agreement, which will be in effect January 1, 2018 through December 31, 2022 for a total amount not to exceed \$666,118.00 over the 5 year period.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Township of Randolph do hereby approve the Contract with the Borough of Rockaway.

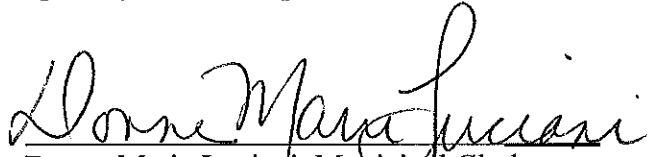
BE IT FURTHER RESOLVED that the Mayor is hereby authorized to sign the contract.

CERTIFICATION

I, Donna Marie Luciani, Municipal Clerk of the Township of Randolph, do hereby certify the above to be a true copy of a resolution adopted by the Randolph Township Council at its meeting on September 28, 2017.

September 28, 2017

Date


Donna Marie Luciani, Municipal Clerk