

DIVISION OF LOCAL GOVERNMENT SERVICES

SHARED SERVICES AGREEMENT

COVER SHEET

PROVIDER: Township of Robbinsville

COUNTY Mercer

RECIPIENT: Borough of Allentown

COUNTY Monmouth

BRIEF DESCRIPTION OF SERVICE:

To provide supervisor and general laborer to perform all Public Works functions throughout the Borough as required on a daily basis.

EFFECTIVE DATE: 01/01/2013

EXPIRATION DATE: 12/31/2013

Please submit this cover sheet with shared service agreement either via e-mail 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 08625-803. Mailed correspondence should be sent to the attention of Shared Services

SHARED SERVICES AGREEMENT BETWEEN ROBBINSVILLE TOWNSHIP AND
THE BOROUGH OF ALLENTOWN

THIS SHARED SERVICES AGREEMENT is effective January 1st, 2013, until December 31st, 2013, between the TOWNSHIP OF ROBBINSVILLE, a municipal corporation of the State of New Jersey, 1 Washington Blvd., Robbinsville, NJ, 08691 hereinafter referred to as "Township" and THE BOROUGH OF ALLENTOWN, PO Box 487, Allentown, NJ 08501 hereinafter referred to as "Allentown Borough".

Witnesseth that:

Whereas, Allentown Borough desires to contract with the Township for the provision of supervisory services for the Public Works staff; and

Whereas, the Township is agreeable to providing supervisory services to Allentown Borough for a fee and certain specified conditions; and

Whereas, the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.* permits local units of this State to enter into a contract with any other local unit for the joint provisions within their combined jurisdictions of any service which any party to the agreement is empowered to render within its jurisdiction; and

Whereas, the Township and Allentown Borough have authorized and approved of this Agreement by resolution duly adopted pursuant to *N.J.S.A. 40A:65-1* of the *Uniform Shared Services Consolidation Act*;

Now, Therefore, in consideration of the mutual agreements and covenants contained herein, the parties hereto agree as follows:

1. **Term.** This Agreement shall take effect January 1st, 2013 and expire December 31st, 2013.
2. **Scope of Services.** The Township shall provide supervisory & labor services to Allentown Borough according to the terms and conditions set forth below:
 - a. The Township of Robbinsville will provide a general supervisor to perform, schedule & oversee the required Public Works functions of Allentown Borough from 6:30 AM to 3:00 PM, Monday through Friday, holidays excluded.
 - b. The Township of Robbinsville will provide a laborer to perform, along with the general supervisor, the required Public Works functions of Allentown Borough from 6:30 AM to 3:00 PM, Monday through Friday, holidays excluded.

c. The duties to be performed will include the following:

1. Grass Cutting & weedwacking at the following locations:

Borough Hall
Sara Barnes Park
Pearl Street Parking Lot
Water Plant
Church Street Parking Lot
Guardrail across from Water plant
Heritage Park
Borough Annex
Sensi Park
Lakeview Drive
Farmer Park
Reid Park
Cemetery
Water Tower
Sewer Plant
Main Street entrance to Heritage Park

2. Pickup leaves during the fall leaf season as necessary until complete, as per schedule to be determined.

3. Snow removal & salt control on Borough Streets when necessary.

4. Snow removal & salt control on sidewalks & parking lots of Borough owned properties.

5. Building Maintenance, which includes carpentry, minor electrical, minor plumbing, and general repairs & maintenance on the following buildings: (HVAC to be covered under Section d.)

- a. Borough Hall
- b. Annex & Barn
- c. Water Treatment Plant
- d. Sewer Plant

6. Empty trash on Main Street & in Parks 3 times per week.

7. Weekly brush pickup for residents. (Schedule to be determined)

8. Setup for court & council meetings.

9. Clean Borough Hall & Police Dept. weekly & as necessary.

10. Routine Road maintenance such as patching potholes, cleaning debris from inlet grates, etc.

11. Maintenance on dock, gazebo, walking bridge, & ice skating rink.

12. Maintain Basketball court on Lakeview Drive.

d. Additional staff or equipment to complete a particular job or project, provided by the Township of Robbinsville, will be billed at an hourly rate listed in 3e below. This work will be authorized by Allentown Borough before commencement.

3. **Fees.** The Township shall charge Allentown Borough for supervisory services as follows:

a. 100% of our supervisor's salary will be billed to The Borough of Allentown. (\$55,770 per year) plus benefits, (\$23,644 per year), plus any overtime costs incurred.

b. 100% of the laborers salary (\$26,010 per year) plus benefits, (\$9,201 per year), plus any overtime costs incurred.

c. 5% Administrative costs on \$114,625 (\$5,731)

d. Total annual payment of \$120,356 to be billed monthly @ \$10,029.67 per month.

e. Additional hourly rate of \$60 per hour for equipment, (dump truck, trash truck, backhoe, wheel loader, includes operator) per piece and \$25 per hour for labor, per person shall be billed to Allentown Borough should it be required.

f. Allentown shall be responsible for any payment of overtime costs incurred, and any materials, when necessary, for performing these services.

4. **Billing and Payment.** The Township shall provide Allentown Borough with itemized monthly billings of all costs. Payment shall be due from Allentown Borough within 30 (thirty) days of the date of billing.


5. **Liability.** The Township and Allentown Borough shall be responsible for acts of their own negligence consistent with the provisions of the *New Jersey Tort*

Claims Act, N.S.J.A. 59:1-1 et seq., arising out of or related to performance of any activity under the terms of this Agreement.

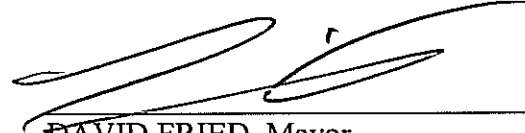
6. Each party shall notify the other in writing sixty (60) days before expiration of this agreement if it desires to continue services and negotiate a new contract for the succeeding year.

IN WITNESS WHEREOF, parties of the Agreement have caused it to be signed by their proper officers and their corporate seals to be affixed as of the day and year set forth above.


ATTEST: (Affix Seal)


MICHELE SEIGFRIED,
Township Clerk


TOWNSHIP OF ROBBINSVILLE


DAVID FRIED, Mayor

ATTEST: (Affix Seal)


JULIE MARTIN,
Township Clerk

THE BOROUGH OF ALLENTOWN


STUART A. FIERSTEIN,
Mayor