

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Freehold Township COUNTY: Monmouth

RECIPIENT: Freehold Borough COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Automotive Services

EFFECTIVE DATE: 1/1/2014

EXPIRATION DATE: 12/31/2014

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.

SHARED SERVICES AGREEMENT BETWEEN FREEHOLD TOWNSHIP AND FREEHOLD BOROUGH FOR AUTOMOTIVE SERVICES

THIS SHARED SERVICES AGREEMENT is effective the 1st day of January, 2014 between TOWNSHIP OF FREEHOLD, a municipal corporation of the State of New Jersey, 1 Municipal Plaza, Freehold, NJ, hereinafter referred to as "Township" and BOROUGH OF FREEHOLD, a municipal corporation of the State of New Jersey, 51 West Main Street, Freehold, NJ, hereinafter referred to as "Borough".

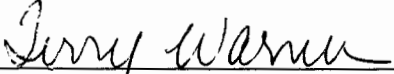
The purpose of this Agreement is for the Township to provide automotive services to the Borough according to the following terms:

1. This Agreement shall take effect January 1, 2014 and expire December 31, 2014.
2. The Township shall provide automotive services to the Borough according to the terms and conditions set forth below.
3. The Township shall charge the Borough for automotive services as follows:
 - a. Labor rate of \$60.00 per man hour
 - b. 20% over Township cost for all repair parts and sublet parts. No charge will be made for parts which are supplied by the Borough.
4. The Township shall provide the Borough with itemized monthly billings of all repair costs. Payment shall be due from the Borough within 30 (thirty) days of the date of billing.
5. No vehicle/equipment repair in excess of \$1,000.00 shall be made by the Township unless specifically authorized by the designated Borough Official.
6. The Borough shall designate one (1) person and one (1) backup person to schedule and be responsible for authorization on all repairs.
7. Minor road calls shall be performed by the Township during normal working hours at the hourly rate provided in 3 above, provided manpower and equipment is available and not being utilized in servicing/repair of Township vehicles.
8. Minor repairs, such as flat tires, will be performed on an as-needed basis at the Township facility during normal business hours. Servicing of equipment and vehicles, such as oil and filter changes, with exception of police vehicles, will be performed by the Borough. The repair of Borough police vehicles shall be a priority. All other Borough vehicles will be repaired as scheduled by the Township.

9. During declared snow emergencies, repairs and/or minor road calls will be performed so long as the Township is likewise under a declared snow emergency.

IN WITNESS WHEREOF, parties of this 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)



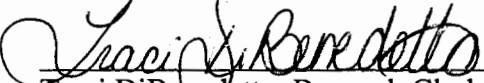
Terry Warner, Township Clerk

TOWNSHIP OF FREEHOLD



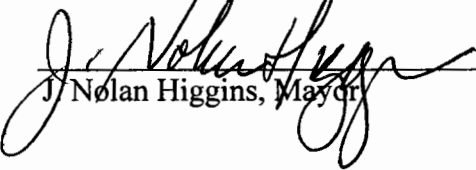
Barbara J. McMorrow, Mayor

ATTEST: (Affix Seal)



Traci DiBenedetto, Borough Clerk

BOROUGH OF FREEHOLD



J. Nolan Higgins, Mayor

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Freehold Township COUNTY: Monmouth

RECIPIENT: Freehold Borough COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Sale of Parking Spaces at Schibanoff Road Commuter Lot

EFFECTIVE DATE: 2/1/2014

EXPIRATION DATE: 1/31/2015

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.

SHARED SERVICES AGREEMENT
BETWEEN TOWNSHIP OF FREEHOLD AND BOROUGH OF FREEHOLD
REGARDING SALE OF PARKING SPACES AT
SCHIBANOFF COMMUTER PARKING LOT

This Agreement is entered into between TOWNSHIP OF FREEHOLD, 1 Municipal Plaza, Freehold, NJ 07728, hereinafter TOWNSHIP, and

BOROUGH OF FREEHOLD, 51 West Main Street, Freehold, NJ 07728, hereinafter BOROUGH; and,

WHEREAS, the Township desires to continue to sell certain available parking spaces located in the Schibanoff Commuter Parking Lot to residents of the Borough on a first-come, first-serve basis; and,

WHEREAS, the Borough believes it will be in its residents' best interest to permit the Township to offer certain parking spaces for sale; and,

WHEREAS, pursuant to NJSA 40:8A-1 et seq., the Interlocal Services Act, the parties are permitted to do such;

NOW, THEREFORE, in consideration of the terms and conditions hereof, it is understood and agreed upon as follows:

1. The Township agrees to offer twenty (20) parking spaces for sale at the Schibanoff Commuter Parking Lot to residents of the Borough on a first-come, first-serve basis for the term of February 1, 2014 through January 31, 2015.
2. The Township will have the sole right to select which of the parking spaces in the Schibanoff Commuter Parking Lot will be made available to Borough residents.
3. The Township will be in charge of administering the sale of the parking spaces to Borough residents, including the selection of parking spaces to be sold, the determination of who will be eligible to purchase parking spaces and the price to be set for each parking space.
4. The parties agree that this Agreement will run until January 31, 2015, and may be renewed by the parties on a yearly basis thereafter depending upon the number of available parking spaces to be sold to Borough residents at the Schibanoff Commuter Parking Lot as determined by the Township.

5. The parties agree that the determination as the priority of receipt of available parking spaces after January 31, 2015 will lie in the sole discretion of the Township, except that to the extent possible, prior purchasers of parking spaces will be given priority over first-time purchasers.

6. This Agreement shall be governed by the laws of the State of New Jersey and, specifically, by the Interlocal Services Act.

IN WITNESS, the parties to this Agreement have caused it to be signed by its properly authorized officers and its corporate seals to be affixed as of the day and year above set forth.

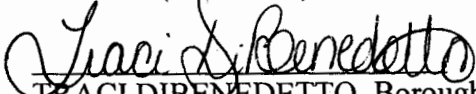
ATTEST (Affix Seal)


TERESA WARNER, Township Clerk

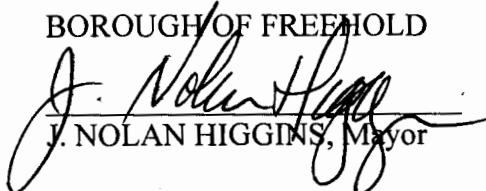
TOWNSHIP OF FREEHOLD


BARBARA J. MCMORROW, Mayor

ATTEST (Affix Seal)


TRACI DIBENEDETTO, Borough Clerk

BOROUGH OF FREEHOLD


J. NOLAN HIGGINS, Mayor

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Freehold Township COUNTY: Monmouth

RECIPIENT: Freehold Borough COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Substance Abuse Prevention and Counseling Services

EFFECTIVE DATE: 1/1/2014

EXPIRATION DATE: 12/31/2014

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.

AGREEMENT
TOWNSHIP OF FREEHOLD & BOROUGH OF FREEHOLD
SUBSTANCE ABUSE PREVENTION AND COUNSELING SERVICES

This Agreement is effective the first day of January, 2014 between the Township Committee of the Township of Freehold, hereinafter referred to as "Provider" and the Borough Council of the Borough of Freehold, hereinafter referred to as "Recipients".

Whereas, the parties desire to contract for the furnishing of substance abuse services of a technical and professional nature by the Provider to the Recipients, pursuant to NJSA 26:3A2-1 et seq. and NJSA 40:8A-1 et seq.;

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

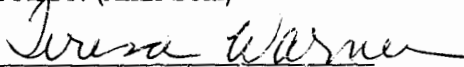
1. The Provider shall provide duly qualified personnel to meet applicable standards.

Full Service: Alcohol and drug abuse prevention education and programs, referral assistance for adults, adolescents and families, substance abuse assessment and intervention assistance for Municipal employees, etc.

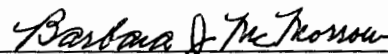
2. The Director of the Provider shall direct and supervise all activities.
3. The Provider shall provide quarterly reports of services performed pursuant to this Agreement.
4. The Provider shall provide the services specified herein from January, 1, 2014 through December 31, 2014.
5. The cost of services to Freehold Borough will be in the form of in-kind contributions as needed.
6. Either Recipients or Provider may withdraw from this Contract by adoption of a Resolution. A certified copy of such a Resolution shall be submitted to the Provider or Recipients at least six (6) months prior to date of intended withdrawal. Unless either party initiates a six-month withdrawal Resolution, this Contract will be automatically renewed.

IN WITNESS WHEREOF, parties of this 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.

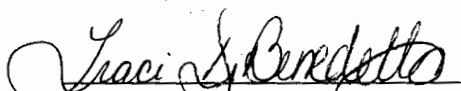
ATTEST: (Affix Seal)

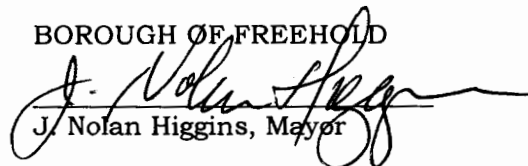

Township Clerk

TOWNSHIP OF FREEHOLD


Barbara J. McMorrow, Mayor

BOROUGH OF FREEHOLD


Borough Clerk


J. Nolan Higgins, Mayor

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Freehold Township COUNTY: Monmouth

RECIPIENT: Freehold Borough COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Information Technology Services

EFFECTIVE DATE: 1/2/2014

EXPIRATION DATE: 12/31/2014

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.

SHARED SERVICES AGREEMENT
BETWEEN
FREEHOLD TOWNSHIP AND FREEHOLD BOROUGH
FOR
INFORMATION TECHNOLOGY SERVICES

THIS SHARED SERVICES AGREEMENT is effective the first day of January, 2014 between TOWNSHIP OF FREEHOLD, a municipal corporation of the State of New Jersey, 1 Municipal Plaza, Freehold, NJ, hereinafter referred to as "Township" and BOROUGH OF FREEHOLD, a municipal corporation of the State of New Jersey, 51 West Main Street, Freehold, NJ, hereinafter referred to as "Borough".

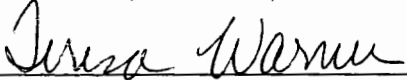
The purpose of this Agreement is for Township to provide information technology services to Borough according to the following terms:

1. This Agreement shall take effect January 2, 2014 and expire December 31, 2014.
2. Township shall provide information technology services to Borough, including its Police Department, according to the terms and conditions set forth below.
3. Township shall charge Borough for information technology services as follows:
 - a) For Level I and Level II support, as described in Appendix A, a flat fee rate of **\$1,450 per month (\$17,400 per annum)**;
 - b) For Level III and Level IV support, as described in Appendix B, will be on an as needed basis, when authorized by Borough, at the rates described in Appendix A for those services;
 - c) Should the Borough decide to engage the Township to perform website work for site maintenance, the hourly rate for this work in accordance with the attached loaded costs would apply. These costs would be billed on an incurred basis.
 - d) When, at the request of Borough, Township purchases equipment from a distributor or manufacturer for the sole use by and to be installed in Freehold Borough, Township shall add a charge of 15% over the actual cost of such equipment. No such charge will be applied for parts which are supplied by Borough.
4. Township shall provide Borough with itemized monthly billings of all Level III and Level IV costs. Payment shall be due from Borough within thirty (30) days of the date of billing.

5. On an annual basis, the hourly rates in Appendix A shall be adjusted to account for the actual loaded costs per assigned employee, in the manner detailed in Appendix A, and shall be presented for subsequent renewals of this Shared Services Agreement. Costs shall be adjusted for fluctuating costs of benefits, pension, salary, etc. Should after-hours emergency calls be required, a rate of time and one-half will be applied for onsite hours worked.
6. No equipment or system repair in excess of \$1,500.00 shall be made by Township unless specifically authorized by the designated Borough Official.
7. Borough shall designate one (1) person and one (1) backup person to schedule and be responsible for authorization on all Level III and Level IV assistance.
8. Borough agrees not to hire any Township employee, subcontractor or agent who provides information technology services to Borough in accordance with this Agreement during the term of the Agreement and for one year past the expiration date of the Agreement.

IN WITNESS WHEREOF, parties of this 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)


TERESA WARNER, Township Clerk

TOWNSHIP OF FREEHOLD


BARBARA J. MCMORROW, Mayor

ATTEST: (Affix Seal)


TRACI L. DIBENEDETTO, Municipal Clerk

BOROUGH OF FREEHOLD


J. NOLAN HIGGINS, Mayor

Appendix A

Level I Support

- Setup of new PCs to conform to standards and installation of software applications
- Troubleshoot/repair hardware issues relating to workstations
- Installation of hardware and routine maintenance for desktop workstations
- Troubleshoot and routine repair of printers (i.e. – fusers, rollers, network cards)
- Troubleshoot applications
- Installation of approved, licensed software on workstations
- Help desk support for workstations – including MS Windows, Office, and approved applications.
- Antivirus updating and scanning of workstations
- Inventory of new hardware and equipment moves
- Relocation of computers and printers as needed for staff moves
- Inventory of new software

Level II Support

- Network infrastructure changes, support and maintenance.
- Maintain/troubleshoot router to NetAccess or current internet provider (T1 internet connection).
- Maintain/troubleshoot Firebox X700 Firewall or current firewall and update to policies on Firebox X700 firewall or current firewall as needed.
- Maintain/configure secure VPN connections for remote users.
- Daily data backup procedures and configuration changes.
- Maintain/troubleshoot connections to remote locations
- Maintain integrity and security of network
 - firewall monitoring
 - antivirus monitoring
 - internet gateway monitoring
 - apply security updates
 - adherence to Computer Use Policy
 - education for users
- Add/Change user login accts and permissions
- Maintain Group Policies
- Maintain and configure Microsoft Exchange e-mail server, e-mail accounts and mailboxes
- Configure network printers
- Update phone system auto-attendant
- Diagnose and troubleshoot system problems. Any failures which would require the rebuilding of servers and/or networking equipment would be covered under level IV support.

Appendix B

Level III Support

Level III support includes project planning, design and development for system-wide changes to the network infrastructure.

- Planning, design and development for enhancement and/or replacement of network or system infrastructure.
- Installation and implementation of new core technology hardware (i.e. servers, routers, switches, firewall, data backup hardware).
- Installation and implementation of new or upgraded core technology software (i.e. operating system, data backup software, anti-virus, anti-spam, Virtual Private Network).
- Documentation of any new infrastructure changes implemented.
- Consultation services.

Level IV Support

Level IV support includes services for emergency response and support situations.

- Core technology failures to include but are not limited to:
 - Server operating system
 - Servers (file/print, email, payroll, terminal services server)
- Core network hardware failures to include but are not limited to:
 - internet router
 - firewall
 - network switches
 - network routers
- Support related to a virus outbreak or network security breach.
- Any off-hour call in requests and work completed during off hours.

APPENDIX C

	Holly Manis	Tom Muh	Phil Marziale
Salary	120,239	75,739	60,780
FICA	6,622	4,696	3,768
Medicare	1,743	1,098	881
Unemployment - Twp average (08)	22	22	22
Workers Compensation Insurance	185	117	94
Medical Insurance	6,900	25,925	27,145
Dental Insurance	376	376	376
Life Insurance	76	50	50
PERS - (from State EPBAM) 10.59%	11,050	6,960	5,586
Total	147,213	114,983	98,702
Divided by 1820 = hourly rate (35 hr/wk)	80.89	63.18	54.23
plus 10% interlocal fee	88.97	69.50	59.66
Rounded Rate	\$ 89.00	\$ 70.00	\$ 60.00
Overtime rate (1.5x minus fixed benefits)	\$ 117.00	\$ 75.00	\$ 60.00

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: Freehold Township COUNTY: Monmouth

RECIPIENT: Keyport Borough COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Licensed Water/Sewer Operator Services

EFFECTIVE DATE: 1/1/2014

EXPIRATION DATE: 12/31/2014

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.

**SHARED SERVICES AGREEMENT
BETWEEN FREEHOLD TOWNSHIP & KEYPORT BOROUGH -
LICENSED OPERATIONAL SERVICES FOR
KEYPORT WATER-SEWER UTILITIES**

THIS SHARED SERVICES AGREEMENT is effective the 1st day of January, 2014 between TOWNSHIP OF FREEHOLD, a municipal corporation of the State of New Jersey and BOROUGH OF KEYPORT, a municipal corporation of the State of New Jersey;

The purpose of this Agreement is for Freehold Township to provide Licensed Operational Services for Keyport Water-Sewer Utilities according to the following:

1. This Agreement shall take effect January 1, 2014 and shall expire December 31, 2014. Either municipality may terminate this Agreement by giving 30 days advanced written notice to the other party.

2. The following Freehold Township staff members with associated New Jersey State Operational Licenses will be available under the supervision of Freehold Township for oversight of the Keyport Borough's Utility:

<u>Freehold Township Utilities Staff</u>	<u>Licenses</u>
Robert J. Koches, Superintendent of Water and Sewer	T-4, C-3 & W-4
James Alexander, Supervisor of Water and Sewer	T-3, C-2 & W-2
Timothy Keune, Supervisor of Water and Sewer	T-2, C-3 & W-3
John Molnar, Supervisor of Water and Sewer	T-2, C-2 & W-2

Freehold Township reserves the right to substitute personnel for each of the positions, provided any replacement personnel hold the same or superior licensing and hold the same position of responsibility with the Township.

3. Freehold Township further offers equipment, owned and operated by the Freehold Township Utilities Department, for use by the Borough of Keyport on a scheduled or as-needed basis or for emergencies. The following equipment is available at the corresponding daily rates:

<u>Freehold Township Equipment</u>	<u>Daily Rate</u>
Sewer jet-vac truck with 2-man crew	\$1,350.00
Closed-circuit television camera truck	\$1,100.00

Freehold Township reserves the right to retire, replace or not to replace any listed equipment.

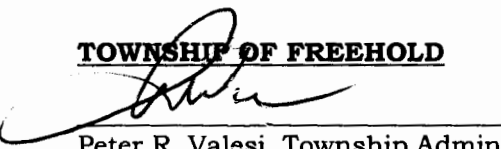
4. The rate for Operational Services using the above-referenced staff will be \$2,170.00 per month (\$26,040.00 per year) and will be billed monthly by the Township.
5. Payment shall be due from Keyport within 30 days of the date of billing.

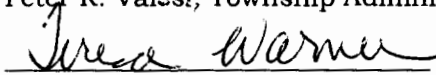
6. During the term of the Agreement and for one year past the expiration of the Agreement, Keyport Borough agrees not to employ any person who is a Freehold Township employee, subcontractor or agent who provides Water-Sewer Utilities services to Keyport Borough in accordance with this Agreement.

7. It is agreed that no employer/employee relationship will exist between the Freehold Township employees and Keyport Borough. Freehold Township agrees to maintain all required insurance on its employees, including workers' compensation insurance

IN WITNESS WHEREOF, parties have hereunto caused this instrument to be signed by the proper authorized parties and have caused their proper seals to be affixed hereto as of the date and year first above written.

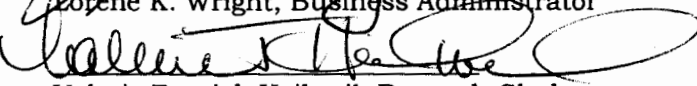
TOWNSHIP OF FREEHOLD


Peter R. Valesi, Township Administrator


Teresa Warner, Township Clerk

BOROUGH OF KEYPORT


Lorene K. Wright, Business Administrator


Valerie Tornick Heilweil, Borough Clerk

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

PROVIDER: Freehold Township COUNTY: Monmouth

RECIPIENT: Farmingdale Borough COUNTY: Monmouth

BRIEF DESCRIPTION OF SERVICE:

Sign making Service

EFFECTIVE DATE: 1/1/2014

EXPIRATION DATE: 12/31/2014

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SHARED SERVICES AGREEMENT
BETWEEN FREEHOLD TOWNSHIP & FARMINGDALE BOROUGH
SIGN MAKING SERVICES & OTHER PUBLIC WORKS RELATED
GOODS AND SERVICES

THIS SHARED SERVICES AGREEMENT is effective the 1st day of January, 2014 between TOWNSHIP OF FREEHOLD, a municipal corporation of the State of New Jersey and BOROUGH OF FARMINGDALE, a municipal corporation of the State of New Jersey;

The purpose of this Agreement is for Freehold Township to provide sign making services and other Public Works related goods and services to Farmingdale Borough according to the following terms:

1. This Agreement shall take effect January 1, 2014 and expire December 31, 2014.
2. Freehold Township shall provide as-needed sign making services and other Public Works related goods and services to the Borough of Farmingdale according to the terms and conditions set forth below.
3. Freehold Township shall charge Farmingdale Borough for the above goods and/or services as follows:
 - a. On as as-needed basis, where a proposal will be provided by Freehold Township for the specified sizes and types of signs and/or other Public Works related goods and services as required by Farmingdale Borough, prior to performing the work.
4. Freehold Township shall provide Farmingdale Borough with itemized monthly billings. Payment shall be due from Farmingdale within 30 (thirty) days of the date of billing.

IN WITNESS WHEREOF, parties have hereunto caused this instrument to be signed by the proper authorized parties and have caused their proper seals to be affixed hereto as of the date and year first above written.

TOWNSHIP OF FREEHOLD

Barbara J. McMorro
Barbara J. McMorro, Mayor

Teresa Warner
Teresa Warner, Township Clerk

BOROUGH OF FARMINGDALE

John P. Moyea
Mayor

Corinne Delancia
Borough Clerk