



RESOLUTION 20-193

RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF HIGHLANDS AND THE TOWNSHIP OF MIDDLETOWN FOR THE PROVISION OF MUNICIPAL CLERK SUPPORT SERVICES

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., allows a local unit to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction, including services incidental to primary purposes of any of the participating local units; and

WHEREAS, the Borough of Highlands and the Township of Middletown wish to encourage inter-municipal cooperation; and

WHEREAS, the Borough of Highlands and the Township of Middletown have reached an agreement for which the cost to provide such services to the Borough of Highlands will be \$56,000.00 per year, billed and paid on a quarterly basis, consisting of the following:

- a. Work closely with Highlands' Acting Clerk and answer questions on process and statutory requirements.
- b. Assist with online forms, creating meeting minutes, and agenda packet preparation and attend council meetings when needed.
- c. Assist with Request for Proposals and Non Fair/Fair and Open bids.
- d. Process local permits and licenses for ABC, LGCCC, Landlord Registration certificates, and any other local licenses to be determined.
- e. Assist with the certification of polling places and party petitions, process returns to the County, and cover issues that arise on Election Days.
- f. Provide RIM system training for imaging, inventory, and destruction of records.
- g. Assist with meeting notices, resolution publications, and ordinance publication and codification.
- h. Prepare professional service contracts for RFP's and support documents.
- i. Assist with Registrar matters and processing.

; and

WHEREAS, the term of the Agreement shall be for a period of one (1) year, with two (2) one (1) year renewal options, along with the ability to terminate with sixty (60) days' notice.

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands:

I hereby certify that funds are available as follows:



Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands, that the Mayor be and is hereby authorized to execute a Shared Services Agreement with the Township of Middletown for the provision of Municipal Clerk Support services, in the amount of \$56,000.00 per year.

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized to undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 40A:65-1, a certified copy of the within Resolution shall be forwarded to the New Jersey Department of Community Affairs, Division of Local Government Services.

BE IT FURTHER RESOLVED, that certified copies of this Resolution be forwarded to the Chief Financial Officer, the Borough of Highlands Administrator and the Township of Middletown Administrator.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA			X			
RYAN		X	X			
VALKOS			X			
BROULLON	X		X			

Date of Vote: September 2, 2020



Michelle Hutchinson, Acting Municipal Clerk