

**BOROUGH OF ENGLISHTOWN
RESOLUTION No. 2021-093**

**RESOLUTION OF AUTHORIZATION TO ENTER INTO A SHARED
SERVICES AGREEMENT WITH FREEHOLD TOWNSHIP FOR IT SERVICES**

WHEREAS, the "Uniform Shared Services and Consolidation Act" N.J.S.A. 40A:65-1 through 40A:65-35 (the "Act"), authorizes local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the Borough of Englishtown has identified an area where working together through shared services will result in positive outcomes for both municipalities; and

WHEREAS, the Borough of Englishtown now wishes to enter into a Shared Services Agreement ("Agreement") for Information Technology Services with Freehold Township to provide such service; and

WHEREAS, Freehold Township has agreed to provide the Borough of Englishtown with the services of its Information Technology Services pursuant to the terms and conditions set forth in a Shared Services Agreement between the Parties.

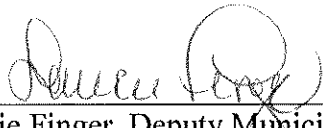
NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey that it hereby authorizes and directs the Mayor to execute a Shared Services Agreement for Information Technology Services for one year (1) at a cost not to exceed \$24,360.00 per annum.

Offered By: C/Mann

Seconded By: C/Marter

Roll Call: Ayes: C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: C/Francisco

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a special meeting held May 10, 2021.


Laurie Finger, Deputy Municipal Clerk

SHARED SERVICES AGREEMENT
TOWNSHIP OF FREEHOLD & BOROUGH OF ENGLISHTOWN
INFORMATION TECHNOLOGY SERVICES

THIS SHARED SERVICES AGREEMENT is effective the 1st day of June, 2021 between FREEHOLD TOWNSHIP, a municipal corporation of the State of New Jersey, 1 Municipal Plaza, Freehold, NJ, hereinafter referred to as "Township" and ENGLISHTOWN BOROUGH, a municipal corporation of the State of New Jersey, 15 Main Street, Englishtown, NJ 07726, 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 is effective June 1, 2021 and shall expire June 1, 2023.
2. Township shall provide information technology services to Borough, including its Police Department, according to the terms and conditions set forth below.

SCOPE OF SERVICES:

The Township of Freehold will provide Level I Basic and Level II Networking services as described below as part of the normal monthly support. Level III Project and Level IV Emergency support services will be provided on an as needed basis.

Level I Basic Support

Support includes, but is not limited to:

- 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
- Relocation of computers and printers as needed for staff moves
- Provide recommendations/quotes for computer replacement program

Level II Networking Support

Support includes, but is not limited to:

- Network infrastructure changes, support and maintenance
- Maintain/troubleshoot router to current internet provider
- Maintain/troubleshoot firewall update policies on current firewall as needed
- Maintain/configure secure VPN (if needed) 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
 - wireless access points
 - spam and web blocker filtering
 - VPN support on existing firewall
 - adherence to Computer Use Policy (if available)
 - education for users
- Add/Change user login accts and permissions
- Maintain Group Policies
- Maintain and support hosted e-mail server, e-mail accounts and mailboxes for Microsoft Exchange E-mail Server and/or Microsoft O365 Exchange solution (**admin account and password must be provided**)
- Configure network printers
- Assistance with current voice/internet provider
- Assistance with door access system with support as needed from current vendor
- 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.

Level III Project Support

Support includes project planning, design and development for system-wide changes to the network infrastructure. Work will only be performed under this level of service when authorized by the Borough of Mantoloking. Typically, a proposal for this type of work would be prepared and submitted for budgeting and approval. (See rate schedule).

- * 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 Emergency Support

Support includes services for emergency response and support situations. Work will only be performed under this level of service when authorized by the Borough of Mantoloking (see current rate schedule.)

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

Required Documentation and Information

In order to begin the transition of IT Consultant services, Township would need to work closely with Administration and/or previous IT Consultants for any and all documentation/passwords of the Borough's current Information Technology infrastructure. Here is a list of the items needed, but not limited to:

- Administrator Passwords and Accounts
- Any network documentation
- Firewall accounts and passwords
- Network device accounts and passwords
- Office 365 or hosted email administrator accounts and passwords
- Any Borough application account and password for day-to-day operations, if needed

Although Township will conduct its own initial discovery upon a successful shared service agreement, any documentation/information given up front will ensure a quick and easy transition. Upon completion of the extensive discovery, there may be further recommendations to address.

FOR LEVEL I & LEVEL II SUPPORT:

Year 1 Support	\$2,030 per month (\$24,360 per year)
Year 1 Projects – Opt 1*	\$3,967 est. labor costs (see Appendix A)
Year 1 Projects – Opt 2*	\$2,901 est. labor costs (see Appendix A)
Year 2 Support	\$1,770 per month (\$21,240 per year)

Year 1 assumes that a newer client will require more on-site visits and technical support.

Year 1 Projects, while suggested, are required to be completed within the first year for proper system security and to allow proper engagement and support by Freehold Township IT. Please note that equipment costs in Appendix A are based on best available quotes.

Year 2 Support price is reduced to reflect the changes in infrastructure. After Year 2, increases consistent with wage growth will be negotiated between both parties.

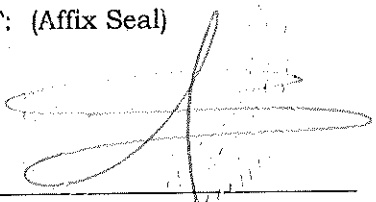
CURRENT RATE SCHEDULE: (For Level III and Level IV services only)

Assigned Staff	Director of Info Tech.	Assistant Director of Info Tech.	Network Tech.	Network Tech.	Network Tech.
Normal Rate	\$122/hr	\$98/hr	\$53/hr	\$53/hr	\$35/hr
Emerg. After Hour Rate	\$145/hr	\$115/hr	\$65/hr	\$65/hr	\$42/hr

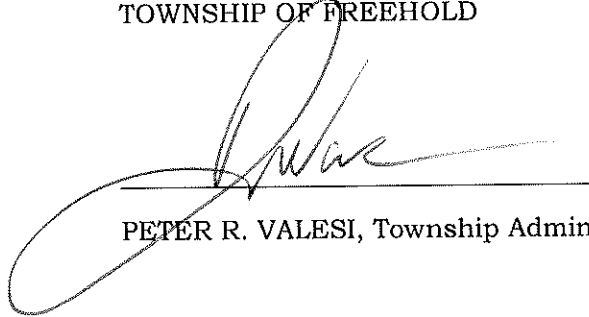
1. Should the Borough decide to engage the Township to perform website work for site maintenance, the hourly rate for this work in accordance with the attached loaded costs would apply. These costs would be billed on an incurred basis.
2. When, at the request of Borough, Township purchases equipment from a distributor or manufacturer for the sole use by and to be installed in the Borough, Township shall add a charge of 15% over the actual cost of such equipment if purchased through Freehold Township finance. No such charge will be applied for parts which are supplied or ordered by the Borough.
3. 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.
4. No equipment or system repair in excess of \$1,500.00 shall be made by Township unless specifically authorized by the Borough Administrator.
5. 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.
6. 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.
7. This Agreement shall continue in full force and effect until the date of its termination, unless terminated by either party within sixty (60) days written notice.

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)


SANABEL ABOUZEINA, Township Clerk

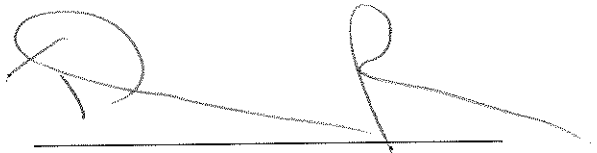
TOWNSHIP OF FREEHOLD


PETER R. VALES, Township Administrator

ATTEST: (Affix Seal)


Deputy Municipal Clerk
Gretchen McCarthy

BOROUGH OF ENGLISHTOWN



Appendix A-Recommendations

Backup Solution – Utilize a Synology D220+ NAS boxes to backup both Municipal and Police data. This solution can sync to cloud storage for an additional level of redundancy.

Synology DS220+ Backup Devices (Mun and PD)	2 @ \$479.00 = \$958.00
Veeam Backup Essentials SW(Annual Recurring)	\$398.00
Cloud Storage	In the process of obtaining prices
Labor - 3hr @ \$122	\$366.00

Firewalls – Install and configure Watchguard Firewalls for both PD and Municipal. Watchguard Firewalls offers Intrusion Prevention System and a host of enterprise class protection systems. Install and configure Cisco ASA 5506-X firewall to connect to the County Sheriff's Office for CJIS/NCIC connection. This firewall will make the Police Department CJIS compliant.

Watchguard T40 w/ Tot Security – 2 @ \$775.20	\$1550.40
Cisco ASA 5506-X Router (County CJIS)	\$596.00
Labor – 9hrs @ \$122	\$1098.00

Domain Controller/File Servers – Install and configure new servers. Migrate any data from old servers to new. Configure shared folders and permissions on new server. Decommission old servers.

Police -Dell PowerEdge T340 with MS Licensing	\$2924.21
Smart UPS 1500 – Battery Backup	\$480.67
Muni - Labor -7 hrs @ \$122; 4 hrs @ \$53	\$1066.00
Optional Server Replacement	
Muni -Dell PowerEdge T340 with MS Licensing	\$2924.21
Smart UPS 1500 – Battery Backup	\$480.67
Police - Labor -7 hrs @ \$122; 4 hrs @ \$53	\$1066.00

Webroot Antivirus – Webroot Antivirus Endpoint Protection provides a proven level of security and protection at the workstation and server level. The Borough is currently using a very outdated and expired version of Symantec Antivirus.

Webroot Antivirus – 35 licenses @ \$14.90 (Municipal and Police)	\$372.50
Labor – 7hrs @ \$53/hr)	\$371.00

**** Price quotes based on recent quote obtained. We have provided this quote for reference, subject to change with revised pricing from vendor.**