

**NEW JERSEY UNIFORM FIRE CODE ADMINISTRATION AND ENFORCEMENT
SHARED SERVICES AGREEMENT
BETWEEN
THE TOWNSHIP OF HOWELL
AND
THE BOROUGH OF FARMINGDALE**

THIS SHARED SERVICES AGREEMENT ("Shared Services Agreement" or "Agreement") dated this 11th day of Dec., 2019 by and between the TOWNSHIP OF HOWELL (herein after referred to as the "Provider"), a public body politic and corporate of the State of New Jersey, and the BOROUGH OF FARMINGDALE (hereinafter referred to as the "Recipient"), a body politic and corporate of the State of New Jersey, and;

WITNESSETH, that the Provider and the Recipient agree as follows:

1. **Effective Date:** The services provided hereunder shall begin on January 1, 2020.
2. **Nature and Extent of Services:** The Township of Howell under the auspices of the Howell Fire Bureau will provide Administration and Enforcement of the New Jersey Uniform Fire Code in accordance with N.J.A.C. 5:70-1.1(a), *et seq.* and the Borough of Farmingdale Ordinances Chapter XI, including but not limited to fire inspections, re-inspections, issuance and inspection of permitted activities, collection of fees and penalties, administration of Rapid Entry System and provide fire prevention education throughout the community.
3. **Payments and Compensation:** All inspection fees and other fees collected by personnel on behalf of the Provider for services rendered in the Borough of Farmingdale shall be retained by the Provider. Collection of such fees shall be the responsibility of the Provider. The Provider shall charge fees in the Borough of Farmingdale in accordance with the fee schedule adopted by the Farmingdale Borough Ordinance Chapter II. All monies collected relating to Life Hazard fees shall be retained by the provider. Any charges or updates in any fees established/adopted by Ordinance by the Provider shall also be established/adopted by the Recipient. There shall be no additional compensation paid to the Provider.
4. **Duration of Agreement:** The term of this agreement shall be indefinite. Either party may withdraw from the agreement at the end of any calendar year provided that the party provides thirty (30) days written notice to the other party. This agreement shall go into effect on October 1, 2019.
5. **Insurance:** The Township of Howell shall maintain in full force and effect during the term of this Agreement, worker's compensation, general liability and auto liability insurance, covering all employees and vehicles used in the performance of this agreement herein.
6. **Costs:** During the life of this agreement, the costs of all equipment and/or vehicles acquired specifically for the Howell Fire Bureau shall be the responsibility of the Provider.
7. **Responsibility:** At all times, the Provider shall maintain responsibility for and control over the personnel hired to operate the Howell Fire Bureau. All citizen inquiries and/or complaint resolutions shall be handled by the Provider. The Township Manager and/or the Department of Community Affairs, as appropriate, shall handle any public comments involving the Fire Official and Staff.

8. **Supervision and Director of Staff:** The Provider shall conduct operations from the Howell Township Municipal Building and shall conduct same during the Township's normal business hours. The Fire Official, furnished by the Provider, shall be responsible for the operation and supervision of the Howell Fire Bureau and shall direct and supervise all activities and employees of the Bureau. The Howell Fire Bureau Staff shall be properly licensed as fire code enforcement officials and/or inspectors as appropriate.

9. **Agency Relationship:** It is hereby acknowledged that the Howell Fire Bureau and all personnel within the Bureau subject to this agreement are performing services under this agreement as a general agent for the Borough of Farmingdale and shall have the powers of performance reasonably necessary and convenient to carry out the duties, obligations and responsibilities under the agreement and allowable by law.

10. **Maintenance of Records:** Initially, all Fire Prevention records will be transferred to the Howell Fire Bureau. The Howell Fire Bureau shall maintain documented records of all activities on forms as required by the Fire Official and/or the New Jersey Department of Community Affairs, recording all inspections and activities. The records will be specific with regard to the municipality, address, block/lot and dates. All active files and closed files shall be maintained in the offices of the Provider.

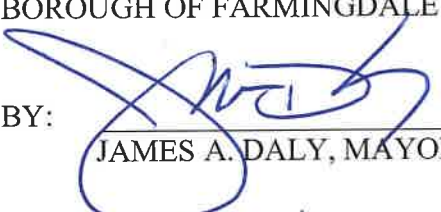
11. **Miscellaneous:** The Borough of Farmingdale shall designate the Howell Fire Bureau as the "Local Enforcing Agency" or "LEA". The Howell Fire Bureau shall provide semi-annual reports of all activities in the Borough to the Mayor and Borough Clerk. The Howell Fire Bureau shall provide updated business information and reports to the Farmingdale Fire Department Chief on a monthly basis.

IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals the day and year first above written,

BOROUGH OF FARMINGDALE

TOWNSHIP OF HOWELL

BY:


JAMES A. DALY, MAYOR

BY:


BRIAN GEOGHEGAN, TWP. MANAGER

Dated:

12/17/19

Dated:

12/11/19

ATTEST:


CORINNE DICORCIA
BOROUGH CLERK


ALLISON CIRANNI
ACTING TOWNSHIP CLERK

**NEW JERSEY UNIFORM FIRE CODE ADMINISTRATION AND ENFORCEMENT
SHARED SERVICES AGREEMENT**

**BETWEEN
THE TOWNSHIP OF HOWELL
AND
THE BOROUGH OF FARMINGDALE**

THIS SHARED SERVICES AGREEMENT ("Shared Services Agreement" or "Agreement") dated this 10 day of Sept, 2019 by and between the TOWNSHIP OF HOWELL (herein after referred to as the "Provider"), a public body politic and corporate of the State of New Jersey, and the BOROUGH OF FARMINGDALE (hereinafter referred to as the "Recipient"), a body politic and corporate of the State of New Jersey, and;

WITNESSETH, that the Provider and the Recipient agree as follows:

1. **Nature and Extent of Services:** The Township of Howell under the auspices of the Howell Fire Bureau will provide Administration and Enforcement of the New Jersey Uniform Fire Code in accordance with N.J.A.C. 5:70-1.1(a), *et seq.* and the Borough of Farmingdale Ordinances Chapter XI, including but not limited to fire inspections, re-inspections, issuance and inspection of permitted activities, collection of fees and penalties, administration of Rapid Entry System and provide fire prevention education throughout the community.

2. **Payments and Compensation:** All inspection fees and other fees collected by personnel on behalf of the Provider for services rendered in the Borough of Farmingdale shall be retained by the Provider. Collection of such fees shall be the responsibility of the Provider. The Provider shall charge fees in the Borough of Farmingdale in accordance with the fee schedule adopted by the Farmingdale Borough Ordinance Chapter II. All monies collected relating to Life Hazard fees shall be retained by the provider. Any charges or updates in any fees established/adopted by Ordinance by the Provider shall also be established/adopted by the Recipient. There shall be no additional compensation paid to the Provider.

3. **Duration of Agreement:** The term of this agreement shall be indefinite. Either party may withdraw from the agreement at the end of any calendar year provided that the party provides thirty (30) days written notice to the other party. This agreement shall go into effect on January 1, 2020.

4. **Insurance:** The Township of Howell shall maintain in full force and effect during the term of this Agreement, worker's compensation, general liability and auto liability insurance, covering all employees and vehicles used in the performance of this agreement herein.

5. **Costs:** During the life of this agreement, the costs of all equipment and/or vehicles acquired specifically for the Howell Fire Bureau shall be the responsibility of the Provider.

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7. **Supervision and Director of Staff:** The Provider shall conduct operations from the Howell Township Municipal Building and shall conduct same during the Township's normal

business hours. The Fire Official, furnished by the Provider, shall be responsible for the operation and supervision of the Howell Fire Bureau and shall direct and supervise all activities and employees of the Bureau. The Howell Fire Bureau Staff shall be properly licensed as fire code enforcement officials and/or inspectors as appropriate.

8. **Agency Relationship:** It is hereby acknowledged that the Howell Fire Bureau and all personnel within the Bureau subject to this agreement are performing services under this agreement as a general agent for the Borough of Farmingdale and shall have the powers of performance reasonably necessary and convenient to carry out the duties, obligations and responsibilities under the agreement and allowable by law.

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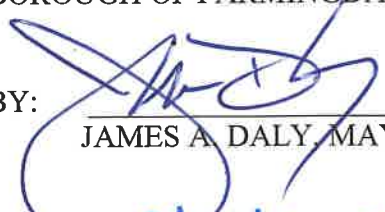
10. **Miscellaneous:** The Borough of Farmingdale shall designate the Howell Fire Bureau as the "Local Enforcing Agency" or "LEA". The Howell Fire Bureau shall provide semi-annual reports of all activities in the Borough to the Mayor and Borough Clerk. The Howell Fire Bureau shall provide updated business information and reports to the Farmingdale Fire Department Chief on a monthly basis.

IN WTNESS WHEREOF, the undersigned have hereto set their hands and seals the day and year first above written,

BOROUGH OF FARMINGDALE

TOWNSHIP OF HOWELL

BY:


JAMES A. DALY, MAYOR

BY:


BRIAN GEOGHEGAN, TWP. MANAGER

Dated:

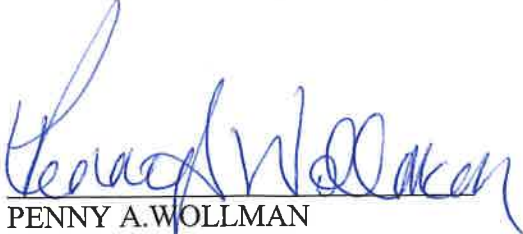
9/17/2019

Dated:

9-10-2019

ATTEST:


CORINNE DICORCIA
BOROUGH CLERK


PENNY A. WOLLMAN
TOWNSHIP CLERK

Mr. Bonevich offered the following Resolution for adoption seconded by Ms. Richmond.

Resolution No: R-19-299

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF HOWELL,
COUNTY OF MONMOUTH, STATE OF NEW JERSEY AUTHORIZING A SHARED
SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF HOWELL AND THE
BOROUGH OF FARMINGDALE FOR NEW JERSEY UNIFORM FIRE CODE
ADMINISTRATION AND ENFORCEMENT**

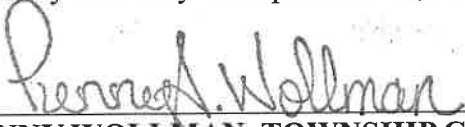
WHEREAS, the Township of Howell and the Borough of Farmingdale desire to enter into a shared services agreement for the providing of New Jersey Uniform Fire Code Administration and Enforcement, as the Local Enforcing Agency, by the Howell Township Fire Bureau to the Borough of Farmingdale; and

WHEREAS, municipalities are permitted to enter into such agreements pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.*

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Howell, in the County of Monmouth, New Jersey herein authorizes the execution of a shared services agreement between the Township of Howell, County of Monmouth, and the Borough of Farmingdale, County of Monmouth, for New Jersey Uniform Fire Code Administration and Enforcement services to commence as of October 1, 2019. Furthermore, the Township Manager is authorized and directed to execute any and all documents and agreements necessary in order to effectuate such shared services. This Resolution takes effect immediately.

VOTE:	AYES	NAYS	ABSTAIN	ABSENT
Mr. Bonevich	X			
Mrs. Richmond	X			
Mr. Russo	X			
Mrs. O'Donnell	X			
Mayor Berger				X

This is to certify that the foregoing Resolution was adopted by the Township Council of the Township of Howell at their Regular Meeting held by that body on September 10, 2019.


PENNY WOLLMAN, TOWNSHIP CLERK

Mr Russo offered the following Resolution for adoption seconded by Ms. Richmond.

Resolution No: R-19-406

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF HOWELL,
COUNTY OF MONMOUTH, STATE OF NEW JERSEY AUTHORIZING A SHARED
SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF HOWELL AND THE
BOROUGH OF FARMINGDALE FOR NEW JERSEY UNIFORM FIRE CODE
ADMINISTRATION AND ENFORCEMENT**

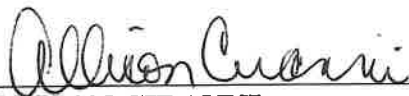
WHEREAS, the Township of Howell and the Borough of Farmingdale desire to enter into a shared services agreement for the providing of New Jersey Uniform Fire Code Administration and Enforcement, as the Local Enforcing Agency, by the Howell Township Fire Bureau to the Borough of Farmingdale; and

WHEREAS, municipalities are permitted to enter into such agreements pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 *et seq.*

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Howell, in the County of Monmouth, New Jersey herein authorizes the execution of a shared services agreement between the Township of Howell, County of Monmouth, and the Borough of Farmingdale, County of Monmouth, for New Jersey Uniform Fire Code Administration and Enforcement services to commence of January 1, 2020. Furthermore, the Township Manager is authorized and directed to execute any and all documents and agreements necessary in order to effectuate such shared services. This Resolution shall take effect immediately.

VOTE:	AYES	NAYS	ABSTAIN	ABSENT
Mr. Bonevich				X
Ms. Richmond	X			
Mr. Russo	X			
Mrs. O'Donnell	X			
Mayor Berger				X

This is to certify that the foregoing Resolution was adopted by the Township Council of the Township of Howell at their Regular Meeting held by that body on September 10, 2019.



ALLISON CIRANNI
ACTING TOWNSHIP CLERK

**NEW JERSEY UNIFORM FIRE CODE ADMINISTRATION AND ENFORCEMENT
SHARED SERVICES AGREEMENT**

RESOLUTION 81-2019

BOROUGH OF FARMINGDALE
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

AUTHORIZING A SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF HOWELL FOR
NEW JERSEY UNIFORM FIRE CODE ADMINISTRATION AND ENFORCEMENT

WHEREAS, the Borough of Farmingdale has always looked for ways to share certain services whenever possible in order to provide the best services possible and ease financial burdens experienced with the local budget; and

WHEREAS, N.J.S.A. 52:27D-192 et seq. allows a municipality to appoint a "Local Enforcing Agency" to perform New Jersey Uniform Fire Code Administration and Enforcement services as well as other duties as described in the Uniform Fire Safety Act. If no such appointment occurs, the NJ Division of Fire Safety will assume all inspections and duties, and

WHEREAS, the Township of Howell has offered to the Borough of Farmingdale, the New Jersey Uniform Fire Code Administration and Enforcement services of the Howell Fire Bureau, and

WHEREAS, the Borough of Farmingdale recognizes that sharing the New Jersey Uniform Fire Code Administration and Enforcement provided through the Township of Howell would provide cost savings to the Borough for administrative costs associated with the fire inspection program, and

WHEREAS, the Borough of Farmingdale recognizes that sharing the New Jersey Uniform Fire Code Administration and Enforcement provided through the Township of Howell will provide a more consistent enforcement of the Uniform Fire Code throughout the Borough, and

WHEREAS, the Township of Howell Fire Official is named as the Local Enforcing Agency for the New Jersey Uniform Fire Code, which enables this person to act on behalf of the Borough of Farmingdale as outlined in the shared service agreement, and

WHEREAS, the Township of Howell, Howell Fire Bureau, will bill multiple family dwellings and commercial properties in accordance with the Borough's fee schedule, which fees are then used to recover some of the operational costs with a portion of the funding to be used for fire prevention activities within the Borough, and

WHEREAS, this shared services agreement is established in accordance with the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., and

WHEREAS, by these determinations, the Borough Council of the Borough of Farmingdale agrees that it is in the best interests of the Borough to join in the shared services agreement with the Township of Howell for New Jersey Uniform Fire Code Administration and Enforcement effective January 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Farmingdale as follows:

1. That the Borough of Farmingdale does hereby authorize and approve the execution of a shared services agreement with the Township of Howell for New Jersey Uniform Fire Code Administration and Enforcement effective January 1, 2020, which service shall be finalized through the adoption of an Ordinance.
2. That the Mayor and Borough Clerk be and are authorized and directed to execute any and all documents and agreements necessary in order to effectuate such participation with the Township of Howell

	MOTION	SECOND	AYES	NAYS	ABSTAIN	ABSENT
Councilman Romano			X			
Councilwoman Linszky						X
Councilman Steinfeld			X			
Councilman Dyevoich			X			
Councilman Brandl		X	X			
Councilwoman Corallo	X		X			
Mayor Daly						

CERTIFICATION

I, Corinne DiCorcia, Borough Clerk of the Borough of Farmingdale, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Governing Body of the Borough of Farmingdale, County of Monmouth, State of New Jersey at the regular meeting held September 17, 2019


Corinne M. DiCorcia, RMC, Borough Clerk

MUNICIPAL BUILDING
11 Asbury Avenue
Farmingdale, New Jersey
07727

Borough Office Hours
8:30 a.m. to 4:00 p.m.
Phone: 732-938-4077
Fax: 732-938-2023



BOROUGH COUNCIL MEETS
1st & 3rd Tuesdays @ 7:00 p.m.

Community Center
13 Asbury Avenue
Farmingdale, New Jersey 07727

BOROUGH OF FARMINGDALE

September 17, 2019

Township of Howell
Attn: Penny Wollman, RMC
4567 Route 9 North
PO Box 580
Howell, New Jersey 07731-0580

RE: Shared Service Agreement for New Jersey Uniform Fire Code Administration and Enforcement

Dear Ms. Wollman:

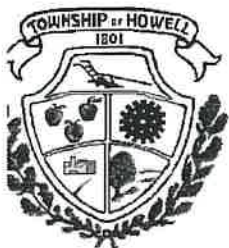
Enclosed please find a certified copy of the Resolution adopted by the Borough of Farmingdale at their meeting of September 17, 2019. This resolution authorizes a Shared Service Agreement for New Jersey Uniform Fire Code Administration and Enforcement. Also enclosed is a fully executed copy of said agreement.

Thank you for your time. If you need anything further, please do not hesitate to contact me at clerk@farmingdaleborough.org

Respectfully,

Corinne M. DiCorcia
Borough Clerk
Borough of Farmingdale

Enc.



TOWNSHIP OF HOWELL

4567 Route 9 North
Post Office Box 580
Howell, NJ 07731-0580

(732) 938-4500
FAX (732) 414-3232
Website: www.twp.howell.nj.us

September 11, 2019

Farmingdale Borough
Attn: Corinne DiCorcia, RMC
11 Asbury Ave.
Farmingdale, NJ 07727

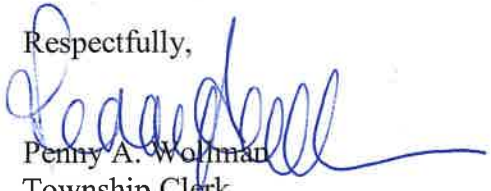
RE: Shared Services Agreement between Township of Howell and Borough of
Farmingdale for New Jersey Uniform Fire Code Administration and Enforcement

Dear Ms. DiCorcia:

Enclosed you will find a certified copy of the Resolution adopted by the Township Council at their meeting of September 10, 2019. This Resolution authorizes a Shared Services Agreement between the Township of Howell and the Borough of Farmingdale for New Jersey Uniform Fire Code Administration and Enforcement provided by the Howell Fire Bureau. Also, enclosed is said Agreement. Please sign and forward a copy back to my office.

Should you have any questions, please do not hesitate to contact me.

Respectfully,


Penny A. Wohlman
Township Clerk
Township of Howell

attachment

cc: Joseph Clark, Township Attorney
Brian Geoghegan, Township Manager
Bob Lewis, Fire Chief
Mike Rizzo, QPA
Taylor August, Purchasing



TOWNSHIP OF HOWELL

4567 Route 9 North
Post Office Box 580
Howell, NJ 07731-0580

(732) 938-4500
FAX (732) 414-3232
Website: www.twp.howell.nj.us

December 11, 2019

Farmingdale Borough
Attn: Corinne DiCorcia, RMC
11 Asbury Ave.
Farmingdale, NJ 07727

RE: Authorize Shared Services Agreement between the Township of Howell and the Borough of Farmingdale for New Jersey Uniform Fire Code Administration and Enforcement

Dear Ms. DiCorcia:

Enclosed you will find a certified copy of a Resolution adopted by the Township Council at their meeting of December 10, 2019. This Resolution authorizes a Shared Services Agreement between the Township of Howell and the Borough of Farmingdale for New Jersey Uniform Fire Code Administration and Enforcement provided by the Howell Township Fire Bureau. Please sign and return a copy to my office.

Should you have any questions, please do not hesitate to contact me.

Respectfully,

Allison Ciranni
Acting Township Clerk
Township of Howell

attachment

cc: Joseph Clark, Township Attorney
Brian Geoghegan, Township Manager
Bob Lewis, Fire Chief
Mike Rizzo, QPA
Taylor August, Purchasing