

RESOLUTION NO. 2022.300

A RESOLUTION OF THE TOWNSHIP OF PENNSAUKEN AUTHORIZING A SHARED SERVICE AGREEMENT WITH THE BOROUGH OF LAWNSIDE FOR MUNICIPAL CLERK SERVICES

WHEREAS, the Borough of Lawnside has requested to enter into a shared service agreement with the Pennsauken Township for assistance in its Clerk's office by means of telephonic and email communication during business hours Monday-Friday 9:00am – 5:00pm with Municipal Clerk Pamela Scott-Forman, RMC, CMR for her skill and knowledge of the duties of a municipal clerk; and

WHEREAS, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40:65-1 et seq., encourages the sharing of municipal services which are effectuated by resolution; and

WHEREAS, the Township will enter into the attached shared services agreement to assist the Borough of Lawnside.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Pennsauken hereby agrees to enter into the attached shared service agreement with the Borough of Lawnside for Municipal Clerk services, and the Borough of Lawnside Deputy Clerk shall send a copy of this resolution and the executed agreement to the Department of Community Services, Division of Local Government Services.

PENNSAUKEN TOWNHSIP

Pamela Scott-Forman, RMC
Township Clerk

ADOPTED: JULY 7, 2022

**SHARED SERVICES AGREEMENT BETWEEN THE BOROUGH OF
LAWNSIDE AND PENNSAUKEN TOWNSHIP FOR
MUNICIPAL CLERK SERVICES**

WHEREAS, the Borough of Lawnside is in need of a registered municipal clerk to provide telephonic and email communication during regular business hours concerning the duties of the municipal clerk; and

WHEREAS, Pamela Scott-Forman, RMC, CMR possesses the necessary skills, knowledge and expertise to serve as the Clerk of the Pennsauken Township, and she is able to provide, when necessary by means of telephonic and email communication, Monday through Friday, assistance in the operation of the office of the Borough of Lawnside Municipal Clerk; and

WHEREAS, the "Uniform Shared Services Consolidation Act," N.J.S.A. 40A:65-1 et seq., encourages municipalities to enter into agreements for the provision of any service which a public entity can provide within its own jurisdiction for the benefit of another public entity such as services to be provided by a municipal clerk; and

WHEREAS, the Pennsauken Township wishes to provide assistance to the Borough of Lawnside by means of this shared services agreement for assistance with the operation of the Borough of Lawnside's Municipal Clerk's office by telephonic and email communication; and

WHEREAS, in recognition of the need of the Borough of Lawnside to have the benefit of telephonic and email communication with the Pennsauken Township Borough Clerk Pamela Scott-Forman, the parties agree as follows:

1. **PURPOSE.** The purpose of this agreement is to enable the staff in the Borough of Lawnside's Clerk's office to communicate both telephonically and by email, when necessary, with Municipal Clerk Pamela Scott-Forman, Monday through Friday, during normal working hours, for advice and guidance on non-routine matters involving the clerk's office.
2. **TERM.** The term of this agreement shall be for June 1, 2022 until December 31, 2022.
3. **SERVICES.** Pamela Scott-Forman shall provide through telephonic and email communications advice and guidance to the staff in the office of the Borough of Lawnside Municipal Clerk when requested on non-routine matters.
4. **COST.** The Borough of Lawnside shall pay Pennsauken Township the sum of \$500.00 per month during the term of this agreement.
5. **INDEMNIFICATION.** The Borough of Lawnside shall defend and indemnify Pennsauken Township and Pamela Scott-Forman, RMC, CMR from all costs and damages in the event either is named as a party in any litigation pertaining to services rendered by Pamela Scott-Forman, RMC, CMR to the Borough of Lawnside.

IN WITNESS WHEREOF, on June 1, 2022, the Parties have caused this agreement to be signed by their respective officers duly authorized, and to be duly attested, and to have their respective corporate seals affixed hereto, and have caused this agreement to be dated as of the day and year first written above.

Jessica Rafeh, Mayor

Mary Ann Wardlow, Mayor

Pamela Scott-Forman,
RMC/CMR Municipal Clerk

Attest: