Shared Services for Vehicle Maintenance
Joseph Ciano, CPWM, CRP
Bellmawr Public Works

Shared Services Working Together
Uniform Shared Services and Consolidation Act
Chapter 63 P.L. 2007

- An act to encourage financial accountability of local governments by reducing waste and duplicative services.

- To encourage government efficiency and cost savings through shared services, regionalization, and consolidation.

Shared Services

- “Shared Service” means any service provided on a regional, joint, inter-local, shared or similar basis between local units.
- Memorialized by adoption of resolution by the governing body.
- Does not include any specific service or activity regulated by some other law, rule, or regulation.
Shared Services Agreement

- Shall specify the scope of services
- Level of quality and performance with assignment of responsibility
- Cost of services through duration of agreement
- Duration of agreement
- Procedure for payments
- Shall be filed for informational purposes with the Division of Local Government Services
1.5 Gloucester City agrees to adhere to mechanical water use agreements with any entity or other fire department services.
1.6 Gloucester City is required to open any fireground good-standing accounts with
department officials for repair and maintenance. Gloucester City is required to
provide written notification of fire department needs. All purchases to be charged to Gloucester City.
Gloucester 3390 Valley Road, 547-568-7340
Gloucester Plumbing 320 5. Broadway, Gloucester City, NJ 08030 Phone
Gloucester Plumbing 320 5. Broadway, Gloucester City, NJ 08030 Phone
3.2 1-800-634-3130

For the repair and maintenance of Gloucester City Fire Department Services. All purchases to be charged to Gloucester City.

2. TERM

The services to be furnished hereunder shall commence on the 30th day of November 2017 ending at midnight on the 31st day of November 2017.

3. PAYMENTS

The Borough of Gloucester shall pay Gloucester City the rate of sixty ($60.00) per hour for services performed in this agreement.

4. AUDIT

Particulars in the Single Audit Act of 1984, Hoffmeier agrees to submit Gloucester City to its discretion to examine any and all records relevant to this Agreement and shall make the same available to the auditor at a reasonable time and place for the purpose of auditing the records, reports and documents related to this Agreement.

5. INDEMNIFICATION

Hoffmeier and Gloucester City shall indemnify and hold each other harmless and defend each other, its officers, employees, officers and agents, their agents and employees, officers, employees, agents, and the agents of each entity, against all claims, suits, losses, damages, costs and expenses, on account of bodily injury, death or property damage, resulting from or connected with the performance of the services hereunder in the performance of this Agreement, and in all other respects related to this Agreement.

6. NOTICES

All notices hereunder shall be in writing and sent certified mail, return receipt requested. The Borough of Hoffmeier to the Borough Clerk, Borough of Hoffmeier, at 50 East Main Street, Hoffmeier, New Jersey 08030 and for the City of Gloucester to the Borough Clerk, 512 Missouri Road, Gloucester City, New Jersey 08030.

7. MISCELLANEOUS

The following provisions shall apply to this agreement:

a. Construction of this agreement

The parties acknowledge that this agreement was prepared under New Jersey Law and shall therefore be interpreted under the laws of the State of New Jersey.

b. Amendments

No alteration or modification of any kind shall be binding unless in writing and signed by both parties.
This agreement may not be amended, altered or modified in any
manner except as writing by the parties herein.

c. Headings

This section and any other headings contained in this agreement are
for reference only and shall not affect the meaning and
interpretation of this agreement.

d. Interpretations

Any question regarding proper interpretation of the terms of this
agreement shall be submitted to the Municipal Manager to
be decided upon after review and conclusion by the
Mayor of the Borough of Bellmore, and such decision shall be
final and binding.

If the Mayor of the Borough of Bellmore is unable or unwilling to
act or unable to reach a decision, the Mayor of the
Borough of Bellmore shall have the option to resign and
forward the decision to the Mayor of the City of
Gloucester.

The cost of the arbitration shall be borne equally by the
Borough of Bellmore and the City of Gloucester.

e. Applicability

In the event this agreement is dissolved, made
null and void, voided, or declared by a Court of competent jurisdiction or
proceedings to determine the validity of this agreement, and all other
games or contracts shall be void and
rendered to that force and effect.

IN WITNESS WHEREOF, the appropriate officials of the City of Gloucester
have affixed their signatures and appropriate seals on the ___ day of November
2014.

ATTEST:

THE CITY OF GLOUCESTER

By: [Signature]

Kelly James, Borough Clerk

[Stamp]

IN WITNESS WHEREOF, The appropriate officials of the
Borough of Bellmore have affixed their signatures and appropriate seals on the
___ day of November 2014.

ATTEST:

THE BOROUGH OF BELLMORE

By: [Signature]

Frank J. Filippone, Mayor

[Stamp]

CERTIFICATION:

I, CHARLES J. SALTER, Jr., Borough Clerk, for the Borough of
Bellmore, do hereby certify that the attached copy of the
Borough Service Agreement (Municipal Services) adopted by
resolution of the Borough Council of Bellmore, on the ___ day of
November 2014, and that said Borough Service Agreement
was adopted by resolution which passed by a majority vote of the
Borough Council of the Borough of Bellmore.
RESOLUTION-PF-11-34

AUTHORIZING A SHARED SERVICES AGREEMENT BY AND BETWEEN THE CITY OF GLOUCESTER AND THE BOROUGH OF BELLMAWR, COUNTY OF CAMDEN, STATE OF NEW JERSEY, RELATIVE TO THE MAINTENANCE OF FIRE APPARATUS FOR THE CITY OF GLOUCESTER.

WHEREAS, the City of Gloucester is in need of Maintenance of Fire Apparatus for the City of Gloucester; and

WHEREAS, the Borough of Bellmawr has the capability to provide such services and is desirous of doing so pursuant to shared services agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Bellmawr that the proper officers of the Borough are authorized and directed to enter into a shared services agreement with the City of Gloucester to provide the preceding aid services.

APPROVED:

F. R. FILIPPI
MAYOR

I, Charles J. Sexton, Jr. Borough Clerk of the Borough of Bellmawr, County of Camden, State of New Jersey, hereby certify that the above is true and correct copy of a resolution adopted by the Mayor and Council of the Borough of Bellmawr at a regular meeting held on November 24, 2014 at the Municipal Building, Bellmawr, New Jersey, beginning 7:00 PM.

CHARLES J. SEXTON, JR.
BOROUGH CLERK

---

RESOLUTION OF THE CITY OF GLOUCESTER CITY

County of Camden, State of New Jersey

RESOLUTION AUTHORIZING APPROVAL OF A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF BELLMAWR

WHEREAS, the City of Gloucester City wishes to enter into an agreement for Mechanical Services to the Gloucester City Fire Department’s fleet for the purpose of Fleet Maintenance; and

WHEREAS, the Borough of Bellmawr agrees to provide a qualified mechanic/tech person to perform simple to complex mechanical services to the Gloucester City Fire Department Fleet;

WHEREAS, Gloucester City agrees to pay Bellmawr $60.00 per hour.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of Gloucester City hereby agrees and accepts the Shared Services Agreement with the Borough of Bellmawr as stated above.

BE IT FURTHER RESOLVED, that this agreement shall be for a term of 3 years.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute a Shared Services Agreement with the Borough of Bellmawr to provide this service.

ADOPTED by the Mayor and Governing Council of Gloucester City this 25th day of November, 2014.

[Signature]
Mayor

[Signature]
City Clerk
Why Shared Services?

- Seeking cost savings in the service
- Need to improve efficiency of service
- Unable to provide or sustain current level of service
- Necessitated by the state of economy
- Some cases compliance with the law

---

Seeking Cost Savings

**Borough of Runnemede**

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<td>Total</td>
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<td>$215,004.00</td>
<td>$221,488.00</td>
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Total Base Bid Award, Option 1:

- $209,752.00
- $215,004.00
- $221,488.00

Written amount is reads, five year salary.

R & #100; Fifty Five Thousand Two Hundred Four and 00/100

Alternative #1: 5 Year Contract

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Total Base Bid Award, Alternative #1:

- $209,752.00
- $215,004.00
- $221,488.00

Written amount is reads, five year salary.

One Million One Hundred Eighty Two Hundred Twelve and 00/100
Actual cost savings associated with shared service.

- Previous contracted price = $234,924.00
- Current contracted price = $180,416.00
- Total savings = $54,508.00
In December 2014, Bellmawr was approached by their neighboring community, the Borough of Barrington, to provide repair services for Barrington’s Fire and Ambulance Departments due to the retirement of their long time mechanic.

Shared service agreement constructed, reviewed, and signed January 2015
Compliance with the Law

Above: Ready to wash 'em down after a long day's work. Pictured are from left to right: John Cronin, Sr./Supt. Stony Creek Sewer District, Joe Cronin, Supt. Belknap Hwy Dept., and your own Mike Cronin, Supt. Barrington Public Works.

Compliance with the Law

BARRINGTON TAKES THE LEAD ON CONSTRUCTION OF VEHICLE TRUCK WASH

In January 2010, the Department of Health and Human Services issued regulations prohibiting the discharge of waste water from vehicle wash stations into the sewer system. The regulations also prohibited the discharge of waste water from vehicle wash stations into the storm sewer system. The regulations also required that all vehicle wash stations that discharge waste water into the sewer system must have a certified operator who is responsible for ensuring that the waste water is properly treated and disposed of.

Barrington, therefore, took the lead in implementing these regulations by constructing a vehicle truck wash facility that meets all the requirements of the regulations. The facility is located on the site of the former Belknap Highway Department and has been designed and constructed to meet all the requirements of the regulations. The facility is now in operation and is being used to wash transportation trucks, including school buses, with the waste water being properly treated and disposed of.

The facility is a state-of-the-art wash station that meets all the requirements of the regulations. It is equipped with the latest technology to ensure that the waste water is treated properly and disposed of in an environmentally friendly manner. The facility is also equipped with a state-of-the-art water conservation system that allows for the efficient use of water.

The facility is designed to wash transportation trucks, including school buses, with the waste water being properly treated and disposed of. The facility is also equipped with a state-of-the-art water conservation system that allows for the efficient use of water.

The facility is designed to wash transportation trucks, including school buses, with the waste water being properly treated and disposed of. The facility is also equipped with a state-of-the-art water conservation system that allows for the efficient use of water.
Benefits of Shared Services

- Realizing a cost savings
- Improved Service
- Reduced Workload
- Eliminate Duplication
- Secure an otherwise unavailable product/service
- Convenience

Realizing a Cost Savings
### Realizing a Cost Savings

Borough of Runnemede
24 N. Black Horse Pike
Runnemede NJ, 08107

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<td><strong>Total</strong></td>
<td></td>
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<td><strong>818.55</strong></td>
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</tbody>
</table>

- **Cost of Chassis Maintenance, Fire pump Maintenance, and Diesel Generator Maintenance performed by Emergency Products Inc.** = $1,366.21
- **Cost of Chassis Maintenance, Fire pump Maintenance, and Diesel Generator Maintenance performed by Borough of Bellmawr** = $818.55
- **Total savings for repairs** = **$547.66**
Realizing a Cost Savings
Cost of Chassis Maintenance, Fire pump Maintenance, Hydraulic Generator Maintenance, and Allison Transmission Service performed by Emergency Products Inc. = $1,165.90

Cost of Chassis Maintenance, Fire pump Maintenance, Hydraulic Generator Maintenance, and Allison Transmission Service performed by Borough of Bellmawr = $761.00

Total savings for repairs = $404.90
As a true shared service, the Borough of Bellmawr receives the following municipal tree pruning and line striping service from surrounding communities.

- A simple spreadsheet documents hours and equipment utilized for such projects.
The Borough of Bellmawr performs paving and concrete services for surrounding communities utilizing CDBG funding. These projects require minimal to no engineering, and a set hourly rate is charged to the receiving community. These projects otherwise require prevailing wages, formal bid process, and engineering.

Improved Service / Reduced Workload

Secure an Otherwise Unavailable Product / Service

- The Borough of Bellmawr performs paving and concrete services for surrounding communities utilizing CDBG funding.
- These projects require minimal to no engineering, and a set hourly rate is charged to the receiving community.
- These projects otherwise require prevailing wages, formal bid process, and engineering.
Convenience

- Shared services allow municipalities to forego formal bid process and the need for quotes.

- Projects can be done in a timely fashion, usually at 2/3rd the cost.

Getting Started

- Identify services and operations
- Identify where opportunities exist
- Evaluate efficiency of services
- Identify likely partners
- Meet with officials of school districts, counties, and neighboring communities
- Think “outside the box” when preparing for the upcoming budget cycle
Identify Services and Opportunities

Validation for the hiring of a certified Fire Apparatus Mechanic
And Utilization for Joint Shared Services

Prepared by Joseph Caro
Supt. Public Works

Evaluate Efficiency of Services

Borough of Bellmawr

SHARED SERVICE PROJECT REVIEW

The Borough of Bellmawr and the Borough of Runnemede recently completed the Short Term Improvements Reservoir Field Parking (Project 1).

After completion of the original project a determination by Bellmawr and Runnemede Officials allowed for an additional valuable project to be completed (Project 2).

Project 1 Cost Analysis:

Labor Cost: Bellmawr Project 1 - $4,405.00
Equipment Cost: Bellmawr Project 1 - $3,741.00
Materials Cost: Project 1 for Runnemede - $19,796.75
Total Cost Project 1 Short Term Improvements Reservoir Field Parking - $23,941.75

Savings associated with equipment & labor Runnemede provided - $6,000.00

Project 2 Cost Analysis:

Labor Cost: Bellmawr Project 2 - $6,053.00
Equipment Cost: Bellmawr Project 2 - $3,705.00
Materials Cost: Project 2 for Runnemede - $15,870.00
Total Cost Project 2 Short Term Improvements Reservoir Field Parking - $25,628.00

Savings associated with equipment & labor Runnemede provided - $6,075.00

Total cost associated with Shared Service provided - $38,569.75

Savings achieved Runnemede supplying Operator & Equipment - $5,715.00

All supporting documentation is included in this package. (See spreadsheets associated with project)

Note: This was the first construction project performed jointly by Bellmawr and Runnemede. Special recognition to Runnemede employees for assistance for completion of this project.

Bellmawr looks forward to working hand in hand with our neighboring towns and hopes to continue building a strong relationship with Runnemede moving forward. Additional opportunities between municipalities will be discussed in the near future.

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Identify Likely Partners

- **Maintenance Services**
  - Beaver Brook Fire Alliance
    - Barrington Fire Dept.
    - Bellmawr Fire Dept.
    - Haddon Heights Fire Dept.
    - Runnemede Fire Dept.
  - Automatic Aide Agreements
    - Brooklawn Borough (Police Dept.)
    - Gloucester City (Fire Dept.)
    - Mt. Ephraim Borough (DPW, Ambulance)

- **Concrete and Asphalt Services**
  - Camden County (Highway and Housing)
  - Clementon (Municipal)
  - Collingswood (Municipal)
  - Gloucester City (Municipal)
  - Haddon Heights (Municipal)
  - Hi Nella (Municipal)
  - Lawnside (Municipal)
  - Merchantville (Municipal)
  - Mt. Ephraim (Municipal)
  - Oaklyn (Municipal)
  - Runnemede (Municipal)
  - Somderdale (Municipal)
  - Woodlynne (Municipal)
Identify Likely Partners

- Trash/Recycling Collection
  - Camden County
  - Runnemede Borough
  - Woodlynne Borough

Identify Likely Partners

- Sewer Cleaning, Wet Well Cleaning, & Video Services
  - Barrington Borough
  - Hi Nella Borough
  - Lawnside Borough
  - Mt. Ephraim Borough
  - Woodlynne Borough
Identify Likely Partners

- Showmobile Services, Recreational Field Services
  - Barrington Borough
  - Berlin Borough
  - Blackwood
  - Brooklawn Borough
  - Camden City
  - Camden County
  - Collingswood Borough
  - Deptford Township
  - Gloucester City
  - Gloucester Township
  - Lawnside Borough
  - Mt. Ephraim Borough
  - Pennsauken Township
  - Runnemede
  - Voorhees Township
  - Westville Borough

Identify Likely Partners

- Joint Purchases (We Care, We Share)
  - Barrington Borough (Truck Wash)
  - Bellmawr BOE (Snow Plow, V-Box Salter)
  - Mt. Ephraim Borough (Trash Truck, Truck Wash)
  - Runnemede Borough (Truck Wash)
Identify Likely Partners

- Boards of Education
  - Bellmawr Borough
    - Maintenance, Playground Installation, Concrete & Paving Services, Winter Operations
  - Collingswood Borough
    - Concrete & Paving Services
  - Mt. Ephraim Borough
    - Concrete & Paving Services
  - Oaklynne Borough
    - Concrete & Paving Services

Meet with Officials of School Districts, Counties, and Neighboring Communities
Think “Outside the Box” When Preparing for the Upcoming Budget Cycle

### Calculations Utilized for the Upcoming Budget Cycle

<table>
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<tr>
<th>TOWN ORGANIZATION</th>
<th>AMOUNT BILLED</th>
<th>TYPES OF SERVICE</th>
<th>EXPENSED</th>
<th>AMOUNT EXPIRED</th>
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### Other Billables

- **BELLEMAUR WATERFRONT DEV**: $20,000.00
- **BELLMEAD**: $10,000.00
- **BELLEMAUR**: $20,000.00
- **BELLMEAD**: $30,000.00
- **BELLEMAUR**: $40,000.00
- **BELLEMAUR**: $50,000.00

Total: $105,000.00

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Think “Outside the Box” When Preparing for the Upcoming Budget Cycle

### Shared Services Revenues (January 2008 - December 2004)

<table>
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<tr>
<th>Participating Community/Borough/Other</th>
<th>Description of Service Provided</th>
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Total: $1,174,585.00
Helpful Hints

- Consider holding a public hearing or town meeting.
- Gain the support of elected officials.
- Present the idea to the employees involved and include them in the process.
- Build a relationship of trust with all parties involved.
- Be realistic on what you are trying to accomplish.

Consider Holding a Public Hearing or Town Meeting
Gain the Support of Elected Officials

Bellmawr Council Continues To Pursue Shared Services

By Chris Conkamoez
Gloucester City News
A handful of new Shared Service agreements were announced during last week's Bellmawr Council Meeting.

They include an agreement with Brooklawn Borough for vehicle maintenance, Y-Not for asphalt and concrete rehabilitation throughout the city, and Glouc-
ser City for various asphalt patching services.

These and other like agreements have become more the rule than the ex-
ception in recent years, as the number of municipalities continue to look for
different ways to ease the burden on local taxpayers.

Bellmawr also has ninth

New Mexico, at the 2015-13, for the pur-
chase of a building, as well as the conversion of
Devon Avenue, according to the City's

Contracts.

The facility will distrib-
ute the "pretzels" on a daily basis.

Residents have been advised to expect a delivery every day, as the facility
will operate from 8:00 AM to 5:00 PM.

For information contact

Borough Hall, at (856) 931-2313, or via the web, at www.bellmawr.com.

Present the Idea to the Employees Involved and Include Them in the Process

Gloucester City, Mount Ephraim, Bellmawr Create Concrete Crew

The City of Gloucester has teamed up with the Boroughs of Bellmawr and Mt. Ephraim to create a concrete crew, because "we care, we share," Gloucester Public Works Supervisor Steve Cannetti said.

The crew has performed full-scale reconstruction of streets, sidewalks and storm drains in the Borough of Bellmawr, and in the proposed part of S. Washington Street.

The Borough of Mt. Ephraim will also perform similar work in the section of roadway on Lincoln Avenue and Livingston Avenue.

With rising fuel, stormwater, salinity, material cost and the need for safety, the three municipalities have decided to combine their efforts.

The combined efforts of the municipalities provided all of the necessary labor and equipment for the projects in-house at a considerable savings to the taxpayers, he said.

The practice of shared services is not new to the municipalities, but the concept of using shared concrete crews is.

Cannetti said. Through scheduling changes, optimization of skilled manpower and equipment, the three municipalities have been able to improve the quality of work and significantly reduce costs.

The City of Gloucester supplied the Borough of Bellmawr with a concrete crew to work in conjunction with a Mt. Ephraim employee and Bellmawr's newly sat-

The project started on August 14, and was completed on August 15, as scheduled.

Key players associated with shared service are Mayor Frank Fukoshan, Gloucester City Manager, Councilman Steve Sauer, Borough Clerk, Chuck Sauer, Superintendent Joe Cimino, Congestion Bureau Manager, and Mayor William Harries, City Administrator Jack Lipman, Highway Department, Councilman and Head Chairman Joe Castiglione, Assistant Director Dan Spencer and Councilman Steve Jackson, 759 Main.

Superintendent Bud McCleary.

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Build a Relationship of Trust with All Parties Involved

- Savings - Pros
  - Workload
  - Ability to sustain current levels of service
  - Improved efficiency
  - Economy driven
  - Compliance with current laws
  - Convenience
  - Reduction of workforces

Be Realistic on What You are Trying to Accomplish

- Savings – Pros
  - Workload
  - Ability to sustain current levels of service
  - Improved efficiency
  - Economy driven
  - Compliance with current laws
  - Convenience
  - Reduction of workforces
Be Realistic on What You are Trying to Accomplish

- Pitfalls
  - Does not work for every application
  - Increased wear and tear on equipment
  - Loss of identity
  - Employee concerns
  - Additional payroll costs