



BOROUGH OF ATLANTIC HIGHLANDS  
COUNTY OF MONMOUTH

## RESOLUTION 106-2016

### RESOLUTION AUTHORIZING EXECUTION OF SHARED SERVICES AGREEMENT WITH HIGHLANDS FOR MUNICIPAL CLERK AND REGISTRAR SERVICES

**WHEREAS**, the Borough of Highlands is in need of Temporary Municipal Clerk and Registrar Services due to a medical condition with anticipated disability which has arisen in their Municipality; and,

**WHEREAS**, the Borough of Highlands has requested the services of Atlantic Highlands' current Municipal Clerk, Dwayne M. Harris ("Harris") and current Deputy Registrar, Elizabeth Merkel ("Merkel"), who possess the skills, knowledge and expertise in the area of Municipal Government and is duly certified by the State of New Jersey to provide the statutory requirements for the positions of Municipal Clerk and Registrar; and,

**WHEREAS**, the Borough of Atlantic Highlands is capable of providing these services to the Borough of Highlands through a Shared Services agreement, the terms of which have been negotiated and agreed upon and are in conformance with the revisions to N.J.S.A. 40A:65-1, et. seq., otherwise known as "The Uniform Shared Services and Consolidation Act;" and "The Common Sense Shared Services Pilot Program Act"; and,

**WHEREAS**, the Borough of Atlantic Highlands shall provide the statutorily required Municipal Clerk and Registrar services to Highlands pursuant to a mutually agreeable / flexible schedule, with a maximum of twelve (12) hours of service per week to be provided on site in Highlands and/or in the Atlantic Highlands Municipal Offices located at 100 First Avenue, Atlantic Highlands, New Jersey 07716; and,

**WHEREAS**, the services referenced herein shall be performed by Atlantic Highlands for \$3,600.00 per month, and any time for services over the twelve (12) hours per week will be billed out at \$75.00 per additional hour. Harris will receive \$400.00 per week as compensation and Merkel will receive \$200.00 per week as compensation for the utilization of their specialized skills, knowledge and expertise in executing the duties set forth in N.J.S.A. 40A:9-133(e) and N.J.S.A. 26:8-11 as to Local Registrar.

**NOW THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey, that the Mayor and Borough Administrator are hereby authorized and directed to enter into a shared services agreement with the Borough of Highlands for the provision of Municipal Clerk and Registrar Services, for the contract term of July 14, 2016 to December 31, 2016, under the terms and conditions as specified for the services to be provided, as per the agreement.

**Motion:** Approve Consent Agenda, **moved by** Councilman Hoffmann, **Seconded by** Councilman Lero.

**Vote:** Motion carried by roll call vote (**summary:** Yes = 6).

**Yes:** Councilman Archibald, Councilman Dellosso, Councilman Doyle, Councilman Fligor, Councilman Hoffmann, Councilman Lero.

I, Dwayne M, Harris, Municipal Clerk of the Borough of Atlantic Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Regular Meeting, held July 27, 2016. WITNESS my hand this 1st day of August, 2016.



Dwayne M. Harris, RMC  
Municipal Clerk

