

**SHARED SERVICES AGREEMENT BETWEEN
TOWNSHIP OF FREEHOLD AND
BOROUGH OF TINTON FALLS
FOR PUBLIC HEALTH SERVICES**

This agreement, made this 1st day of January, 2023 between the Borough of Tinton Falls, hereinafter referred to as “Recipient,” and the Township of Freehold, hereinafter referred to as “Provider,” both municipal corporations of the State of New Jersey,

Whereas, the parties desire to partner in contract for the furnishing of health services of a technical and professional nature by the provider to the recipient, pursuant to N.J.S.A. 26:3A2-1, et seq. and N.J.S.A., 40:8A-1 et seq., and

Now, therefore, in consideration of the terms and conditions hereinafter set forth, the parties agree as follows:

1. The Provider shall provide a duly licensed Health Officer, Registered Environmental Health Specialists and specialized regional expertise to meet N.J.A.C. 8:52, the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey. The provider shall also administer and enforce N.J.S.A. Title 26 and relevant sections of N.J.S.A., Title 58.
2. Services from the Provider shall include: Administrative Services pursuant to 8:52-5, Assurance of Workforce Competencies pursuant to 8:52-8, Maintenance of Community Public Health Partnerships pursuant to 8:52-9, Monitoring of Community Health Status pursuant to 8:52-10, Assistance and Support of Policy Development pursuant to 8:52-11, Diagnosis and Investigations of Health Problems and Hazards pursuant to 8:52-12, Public Health Nursing Services pursuant to 8:52-7, and the Enforcement of Public Health Laws pursuant to 8:53-14. In addition, the provider shall perform Environmental Health, Communicable Disease, Maternal and Child Health, and Adult Health activities according to the programmatic Guidelines for Best Practices.
3. Additional services shall include environmental activities including the investigation of environmental complaints, surface and ground water protection and monitoring, septic system permitting and inspection, and 24/7/365 emergency response.
4. The Health Officer of the provider shall direct and supervise all public health activities and employees of the recipients and shall be the enforcement agent of the recipient for its ordinances and the sanitary laws of the state.
5. The provider employees, through the Freehold Township Health Officer, will directly report to the Recipient’s Borough Administrator, and provide services directly, consistent with the requirements of the Borough, including inspections, responses or reporting, which may be modified as necessary by agreement of both parties.

6. The provider shall provide the services specified from January 1, 2023 through December 31, 2023 at a cost of \$163,775.00 per year. The services specified will thereafter be negotiated annually between the parties for successive terms. The procedure for payments (see N.J.S.A. 40-8A-6A) is to be on Township voucher on the 15th of March, June, September and October.
7. The term of this agreement will end on December 31, 2023. This term may be extended for additional terms thereafter, subject to successful negotiation of the terms, conditions and pricing of the new contract. In the first term of this agreement, the conditions and costs associated with this agreement are outlined in the proposal provided to the Recipient, which has been attached as Appendix A.
8. Either recipient or provider may withdraw from this contract by providing sixty (60) days' certified written notice to the other party.

In witness whereof, the parties hereunto set their hands and seals or caused this document to be signed by their proper officers and their corporate seals to be hereto affixed as of the day and the year first shown above.

CLERK, TOWNSHIP OF FREEHOLD

MAYOR, TOWNSHIP OF FREEHOLD

CLERK, BOROUGH OF TINTON FALLS

MAYOR, BOROUGH OF TINTON FALLS

APPENDIX A
PROPOSAL FOR SHARED LOCAL PUBLIC HEALTH SERVICES
BOROUGH OF TINTON FALLS

In accordance with the request of Tinton Falls Borough and pursuant to N.J.S.A. 26:3A2-1, et seq. and N.J.S.A., 40:8A-1 et seq., the Township of Freehold submits the following proposal to provide public health services for the Borough of Tinton Falls.

1.0 SCOPE OF WORK

- A. Provision of Licensed Personnel: Freehold Township shall provide a duly licensed Health Officer, Registered Environmental Health Specialists (REHS) and specialized regional public health expertise to meet N.J.A.C. 8:52, the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey. The provider shall also administer and enforce relevant sections of N.J.S.A., Title 26 and Title 58.
- B. Administrative Services: Licensed Health Officer shall provide leadership and actively manage all staff and department activities related to the Public Health Services Agreement. Activities include:
- Ensure appropriate coordination, enforcement and response to public health problems
 - Assist in establishing and training a local Board of Health in Tinton Falls Borough that will oversee public health policy, should the Borough of Tinton Falls so desire and as needed or required by State Law
 - Provide expertise and perform duties requested by the appropriate bodies and/or officers of the Borough of Tinton Falls
 - Manage and oversee departmental budget, if appropriate, to ensure efficient and effective use of resources
 - Actively develop and maintain partnerships with community leaders to more effectively service residents
 - Ensure a competent, credentialed and cross-trained workforce
 - Assist in the development of local polices and programs that are consistent with community needs
- C. Environmental Health Services: Freehold Area Health Department shall conduct sanitation and safety programs to include:
- Inspections of retail food establishments, campgrounds, youth camps, public recreational bathing places, daycares, body art facilities, pet shops, kennels and tanning salons as required by law
 - Timely investigations of environmental complaints or concerns raised by the Borough or the public
 - Review of building plans for proposed establishments that are subject to the sanitation codes (i.e. Food Establishments, NJAC 8:24-9; Public Bathing Facilities, NJAC 8:26-2; Septic Systems, NJAC 7:9A; Animal Facilities, NJAC 8:23A-1.2; Body Art, 8:27-2.1), and work with local Building Code Officials with permits and construction inspections
 - Assistance to the Planning and Zoning Boards with review of applications and provide information relevant to potential environmental and public health issues, as needed.
 - Enforcement as required for compliance with public health laws and ordinances

- D. Septic System Regulation and Management: Even though septic systems are limited in the Borough, Freehold Township will provide a septic system management program for compliance with State Regulations to include:
- Plan review of proposed systems and issuance of permits (if and where applicable)
 - Installation inspections and issuance of certificates of compliance
 - Response to septic malfunctions and overflows
 - Oversight and review of septic repairs
 - Enforcement proceedings, as necessary
 - Property re-certifications related to well and septic systems
- E. Emergency Response Services: Freehold Township shall respond to public health emergencies in accordance with applicable State and Federal requirements. Services to include:
- Maintain mechanism for 24-hour emergency communication, seven days per week, including holidays
 - Work with Tinton Falls Office of Emergency Management to plan and respond to local public health emergencies
 - Ensure coordination of public health activities during an emergency
- F. Communicable Disease Control: Freehold Township will conduct and report upon a communicable disease surveillance program to include the following:
- Monitor health status of the Borough
 - Document and conduct prompt investigations of all reportable diseases
 - Investigate disease outbreaks
 - Analyze reported data to plan and evaluate infectious disease program
 - Report and investigate all cases of animal bites
- G. Immunization Services: Freehold Township shall promote immunizations of school age children and older adults. Services to include:
- Support to schools with implementing and enforcing immunization requirements
 - Annual immunization audits
 - Public immunization clinics for seasonal flu
- H. Public Health Nursing Services: Freehold Township will coordinate and provide public health nursing services with the Visiting Nurses Association of Central Jersey. Activities and nursing practices shall provide the core public health functions as required by N.J.A.C. 8:52.7.2. As indicated further in this proposal, the expenses relating to the VNA will continue as they do currently, and will be a reimbursable pass-through expense to the Borough, as they are currently.
- I. Health Education and Health Promotion: Freehold Township shall provide a health education and health promotion program which is designed to facilitate behavioral and environmental adaptations to protect or improve health of Tinton Falls residents.

J. Clerical Services: The Health Department shall provide clerical services to include the following:

- Receive and route routine calls to appropriate staff
- Answer resident questions
- Act as contact liaison and manage all correspondence relating to public health and related issues
- Maintain Tinton Falls Borough public health inspection files
- Coordinate clinics and other community-related public health activities
- Issue permits for wells, septic systems and other facilities, as necessary

2.0 PUBLIC HEALTH KNOWLEDGE AND EXPERIENCE

The Freehold Health Department's professional staff has over 30-years experience in providing shared services to other municipalities. Together, the Health Officer and the Principal Environmental Health Specialist impart more than 60 years of public health service skills and experience. Additional staff members bring multi-disciplinary competence and expertise in lead abatement, occupational health investigations, health education, epidemiology and noise control. All Freehold Township staff are cross-trained and are able to provide seamless service to each community we serve.

3.0 RESPONSIBILITIES OF THE BOROUGH OF TINTON FALLS

- A. Establish a local Board of Health as per N.J.S.A. Title 26, Chapter 3. A Borough Board of Health may be advisory or autonomous.
- B. Provide 24-hour emergency contact information to the Health Officer for the following:
 - a. Administrator
 - b. Clerk
 - c. Mayor (if he/she desires)
 - d. OEM Coordinator
 - e. Police liaison for routine questions
- C. Ensure animal control officer (ACO) effectively communicates with Freehold Area Health Department staff regarding animal bites and rabies control. ACO *must* work with the Health Officer and police with the enforcement of vicious and potentially dangerous dog laws.
- D. Freehold Township uses Jungle Lasers (GEO 3.0) to track and administer Health Department related sanitary inspections and certifications. Tinton Falls will be required to utilize the same system to provide a seamless service with the current workflow procedures. It should be noted that Tinton Falls already has a current relationship with Jungle Lasers for other departments.

4.0 SPECIAL PROJECTS

The Health Officer and staff are available for assistance with environmental nuisance complaints related to the Landfill and other environmental hazards. Hours will be billed per diem at a rate of \$125 per hour.

5.0 EXCLUSIONS

The following services are excluded from this proposal unless so desired by the Borough and negotiated with the Township of Freehold:

- A. Dog and cat licensing
- B. Licensing of kennels, shelters and pet shops
- C. Rabies Vaccination Clinics
- D. Licensing required by Local Ordinance, if any, of establishments requiring a public health inspection (retail food, public pools, body art, and camps). This only excludes licensing, and not the public health inspections detailed above and required by law.

PROPOSED COSTS

A. Staffing:

Tinton Falls Borough requires 0.75 F/T inspectors (REHS), .15 Epidemiologist and Health Educator and .20 F/T clerk based on activity level and population. Freehold proposes to staff this service with an expansion of their current Health Department Staff, but the services of Freehold Township personnel will be seamless and consistent to Tinton Falls.

.75 F/T REHS (Salary & Fringe)	\$ 76,529
.15 Epidemiologist (Salary & Fringe)	\$ 19,010
.15 Health Educator (Salary & Fringe)	\$ 15,519
.20 F/T Clerk (Salary & Fringe)	\$ 10,647
TOTAL	\$ 121,705

B. Share Cost of Health Officer:

Health Officer (Salary & Fringe – 35hr/week)	\$204,100
Subtract 15% from total salary & fringe for work as FT Health/Safety Officer & Department Head	\$173,485
Estimate 10% of remaining time for Tinton Falls	\$ 17,345

C. Lead Agency Fee:

10% of employee costs (includes overhead, incentive, billing and other costs)	\$ 13,905
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D. <u>Other Estimated Costs: Numbers are all approximated.</u>		
VNA Nursing Services (estimated reimb. pass-through)	\$ 8,500	
Travel Costs (estimated lump sum)		
(2.5 trips/wk x 30mi x 52wks x \$0.58/mi)	\$ 2,500	
TOTAL OTHER COSTS		\$ 11,000

E. Summary Total Cost: (Sections A – D)

Base (Section A & B)		
Staff & Health Officer	\$ 139,050	
Lead Agency Fee (Section C)		
Overhead, non-attributable cost, etc.	\$ 13,905	
Estimated Other (Section D)		
VNA, travel, etc	\$ 11,000	
TOTAL		<u>\$ 163,755</u>