

**RESOLUTION**  
**KENILWORTH, NJ**

**WHEREAS**, the Borough of Kenilworth is desirous in obtaining services from the Borough of Roselle Park for Chief Municipal Finance Officer Services; and

**WHEREAS**, the Borough of Roselle Park, is ready, willing and able to furnish said services in accordance with the State minimum standards of performance and licensure; and

**WHEREAS**, the Chief Municipal Finance Officer Services will be for a period of January 1, 2025 through December 31, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Kenilworth, County of Union, State of New Jersey, that the Mayor and/or her designee is authorized to enter into and execute a shared services agreement with the Borough of Roselle Park, in substantially the form attached hereto, to provide the Borough of Kenilworth with Chief Municipal Finance Officer Services.

**BE IT FURTHER RESOLVED** that the Clerk shall forward a copy of this resolution and the proposed shared services agreement to the Borough of Roselle Park.

**BE IT FURTHER RESOLVED** that in accordance with N.J.S.A. 40A:65-1 et seq., this Agreement shall be filed with the Department of Community Affairs, Division of Local Government Services.

	MOVED	SECONDED	AYES	NAVS	ABSTAIN	ABSENT	
Councilman Patrick Boyle			x				I hereby certify that the above Resolution was adopted by the Borough Council of the Borough of Kenilworth at a Meeting held on January 2, 2025.
Councilman Joseph Finistrella			x				
Councilwoman Toni Giordano Picerno			x				
Councilman William Mauro	x		x				
Councilman Douglas Piper			x				
Councilman Savino Scorese		x	x				
Mayor Linda Karlovitch							
<b>ON CONSENT AGENDA</b>	Yes	x	No				Laura Reinertsen, Borough Clerk

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KENILWORTH, NJ  
SHARED SERVICES AGREEMENT**

This SHARED SERVICE AGREEMENT (the “Agreement”) is entered into this 1<sup>st</sup> day of January 2025 by and between:

Borough of Roselle Park (“Roselle Park”)  
110 East Westfield Avenue, Roselle Park, NJ 07204

AND

Borough of Kenilworth (“Kenilworth”)  
567 Boulevard, Kenilworth, NJ 07033

**RECITALS**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. permits municipalities and other local units to enter into Shared Services Agreements with other governmental units by adoption of a Resolution authorizing such shared services; and,

**WHEREAS**, Roselle Park presently employs a Chief Financial Officer/Treasurer who holds the certification of Certified Municipal Finance Officer (CMFO); and,

**WHEREAS**, Kenilworth is in need of certain “Contemplated Services” further defined for the purposes of the foregoing agreement as a Certified Municipal Finance Officer (CMFO) to work as its Chief Financial Officer/Treasurer and perform such duties outlined in N.J.A.C. 5:32-2.1; and,

**WHEREAS**, Roselle Park and Kenilworth have determined that it would be mutually beneficial to enter into the foregoing Agreement whereby Roselle Park would act as the “Lead Agency” and provide its aforementioned certified personnel, their expertise, and labor to Kenilworth to assist Kenilworth in their fulfillment of requirements of state statute and the needs of Kenilworth; and,

**WHEREAS**, the parties to this Agreement desire to enter into the same effective January 1, 2025 through December 31, 2025 which will allow the Roselle Park Certified Municipal Financial Officer to provide the Contemplated Services during regular business hours and be available for public meetings when needed; and,

**WHEREAS**, Roselle Park is prepared to provide the Contemplated Services by this Shared Service Agreement to Kenilworth; and,

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**WHEREAS**, the consideration for these Contemplated Services would be seventy-five thousand dollars and zero cents (\$75,000.00) per year or eighteen-thousand seven-hundred fifty dollars and zero cents (\$18,750.00) per calendar quarter.

**NOW THEREFORE**, in consideration to the promises, mutual covenants, understanding and agreements contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by all parties it is agreed by and between the parties as follows:

1. Effective January 1, 2025 through and including December 31, 2025 Roselle Park will perform all Contemplated Services, for Kenilworth as provided herein and restated here as follows:
  - A. The Roselle Park Certified Municipal Finance Officer (CMFO) will work as the Kenilworth Chief Financial Officer/Treasurer and perform such duties outlined in N.J.A.C. 5:32-2.1; and,
2. The Roselle Park Certified Municipal Financial Officer (CMFO) will perform the duties and services outlined in Paragraph 1 (above) for Kenilworth as-needed including, when appropriate, via remote access as necessary to perform the duties.
3. While acting in his certified capacity for Kenilworth the aforementioned Roselle Park employee will report to Kenilworth's Governing Body, or the Governing Body's designee, in all matters needed to maintain state statute, administrative regulation, continuity of operation, and professionalism, on a routine basis.
4. Roselle Park shall continue to provide all compensation to its personnel affected by the Agreement in the same manner as said employee is currently receiving compensation and benefits, or with such adjustments as approved and authorized within the sole discretion of the Roselle Park Governing Body.
5. Roselle Park shall be paid the total sum of seventy-five thousand dollars and zero cents (\$75,000.00) by Kenilworth for services effective January 1, 2025 until, December 31, 2025 representing payment for services rendered by Roselle Park. Said future payment

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shall be made in equal installments on a quarterly basis on April 1<sup>st</sup>, July 1<sup>st</sup> October 1<sup>st</sup> and December 1<sup>st</sup>, 2025.

6. This Agreement may be terminated by Roselle Park or Kenilworth with thirty (30) days written notice to the other party, unless mutually agreed between Roselle Park and Kenilworth that said termination should be effective earlier.

**IN WITNESS WHEREOF**, Roselle Park and Kenilworth, by and through their duly authorized representatives, have hereunder set their hand and corporate seals executing this Agreement:

BOROUGH OF ROSELLE PARK:

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Joseph Signorello III  
Mayor

BOROUGH OF KENILWORTH:

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Linda Karlovitch  
Mayor

ATTEST (ROSELLE PARK):

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Andrew J. Casais, RMC  
Municipal Clerk

Dated: \_\_\_\_\_

ATTEST (KENILWORTH):

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Laura Reinertsen, RMC  
Municipal Clerk

Dated: \_\_\_\_\_

(SEAL)

(SEAL)