

MONMOUTH COUNTY

# SHARED SERVICES



Hall of Records Annex  
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732-431-7460 ext. 2115





**Monmouth County Division of Shared Services**

Hall of Records Annex

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MONMOUTH COUNTY

# SHARED SERVICES



Dear Friends:

As your County Commissioner Liaison to the Monmouth County Shared Services program, I am proud to say that Monmouth County has developed one of the most successful shared services initiative in New Jersey.



Through this advantageous initiative, municipalities, authorities, commissions, public schools, institutions of higher education and local emergency services departments have reduced costs and increased efficiencies, while continuing to deliver a high quality of services to residents.

Whether it's through the successful sharing of 9-1-1 dispatch, public works assistance, cooperative purchasing, information technology or digital records management, among other services, municipalities have already saved millions of dollars by partnering with the County.

Here in Monmouth County, we recognize the challenge to maintain an annual budget without raising taxes. This is why I join my colleagues in proudly saying we have worked hard to produce and maintain a zero-tax increase in our own budget. We look forward to continuing to work to bring these same cost-saving measures to all of our municipalities.

We are constantly working with our municipal partners to find new ways to improve and expand our shared services initiative. As such, we're streamlining the County's approach while directing our outreach, education and implementation methods to best serve the needs of your community.

Together, we can help reduce the heavy tax burden on New Jersey citizens and preserve the high quality of life we all have come to enjoy in Monmouth County.

Thank you for your interest in this initiative. Please feel free to contact us with any questions regarding what our shared services initiative has to offer you and your colleagues.

I look forward to working with you.

A handwritten signature in black ink that reads 'Thomas A. Arnone'. The signature is fluid and cursive.

---

Commissioner Director Thomas A. Arnone  
Monmouth County Shared Service Liaison  
732-431-7396  
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## MONMOUTH COUNTY SHARED SERVICES

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*Naval Weapons Station Earle and Monmouth County signed the first agreement to exist between a County government and the U.S. Navy in May 2018. Pictured from left to right: NWS Earle Commanding Officer, Captain Pierre A Fuller, Commissioner Lillian G. Burry and Commissioner Director Thomas A. Arnone.*

## OVERVIEW

### **What are Shared Services?**

- An opportunity to share existing resources and collective purchasing power to lower costs and save taxpayers' money
- A "one-stop-shop" for key shared services

### **Who can work with Monmouth County Shared Services?**

- Municipalities
- Police departments
- Fire departments
- First aid squads
- Authorities
- Commissions
- Public schools
- Institutions of higher learning

### **What are the advantages and benefits of working with Monmouth County Shared Services?**

- Provide more efficient public services and commodities to residents at a lower cost
- Continue to provide and potentially expand the delivery of services
- Rely less on your tax base, lowering capital and operating costs
- Economy-of-scale purchasing power means a lower price
- Broad range of cost-saving services and commodities available
- Continuity and reliability of service as well as increased quality and efficiencies
- Free up local staff and resources, and less local maintenance
- Improved, up-to-date systems and equipment
- Standardized, time-tested process with state-certified systems
- Professional and highly-trained staff
- Share a master agreement or contract a service or commodity on an as-needed basis





## MONMOUTH COUNTY SHARED SERVICES TIMELINE

- |                   |   |
|-------------------|---|
| <b>Jan. 1997</b>  | County IT Department and Tax Board begin offering MOD IV services to municipalities   |
| <b>Jan. 2003</b>  | Board of County Commissioners establishes the Municipal Open Space Grant Program to support and share open space and park development costs with municipalities   |
| <b>Oct. 2005</b>  | Monmouth County opens an e-filing Web portal to counties for the filing and research of mortgages and land deeds  |
| <b>Sept. 2006</b> | County extends its deer carcass removal contract service to municipalities  |
| <b>Dec. 2007</b>  | County Clerk M. Claire French invites municipalities to use the Monmouth County Archives and Records Center for the storage of valuable historic records  |
| <b>Dec. 2007</b>  | Board of County Commissioners uses a \$300,000 grant from the NJ Department of Community Affairs to explore the development of sharing services in Monmouth County  |
| <b>Aug. 2009</b>  | Board of County Commissioners adopts resolutions that allow County school districts to enter into Shared Services agreements and participate in the Commodity Resale System   |
| <b>Oct. 2009</b>  | County's Division of Mental Health and Addiction Services teams up with the Monmouth County Police Chief's Association to offer a symposium about crisis response and support for children, adults and individuals with special needs |
| <b>Nov. 2009</b>  | Municipal public works directors attend a seminar on controlling ice and snow, and hear about Cooperative Purchasing and Municipal Assistance Programs  |
| <b>Jan. 2010</b>  | Board of County Commissioners adopts resolutions that allow the County Clerk to enter into Shared Services agreements for the Document Summary Management System (DSMS)   |
| <b>July 2010</b>  | County opens a public health clinic in Hazlet Township  |
| <b>July 2010</b>  | Monmouth begins a Shared Services agreement with Middlesex County for juvenile detention services   |
| <b>June 2011</b>  | Shared Services crews begin work in municipalities to clean out catch basins  |
| <b>July 2011</b>  | Monmouth County Division of Shared Services is established  |
| <b>June 2012</b>  | County opens regional 9-1-1 dispatching hub to serve shore towns for police, fire and first aid dispatching   |
| <b>July 2012</b>  | County opens automated truck wash facility that meets rigorous new wastewater guidelines. This facility is opened to municipalities through a Shared Services agreement   |
| <b>Jan. 2013</b>  | Tax Board begins offering Online Appeal System statewide  |
| <b>April 2014</b> | County opens Public Safety Center designed to meet increasing demand for County-wide emergency communications   |
| <b>May 2018</b>   | Monmouth County and Naval Weapons Station Earle sign unique Intergovernmental Support Agreement; first agreement between the U.S. Navy and County Government  |
| <b>Sept. 2018</b> | Shared Services Summit attended by elected officials, CFOs, town administrators and public works officials  |
| <b>Oct. 2018</b>  | County expands Municipal Assistance and Commodity Resale Shared Services agreements to include local boards of education, fire districts, first aid squads, utility authorities, Brookdale Community College and Monmouth County SPCA |
| <b>Dec. 2019</b>  | County expands Shared Services agreement to include Board of Health memorandum of agreement for three towns   |

## COOPERATIVE PURCHASING PROGRAM

### **Coordinating Department: Monmouth County Purchasing Division**

- Through this program, a municipality can choose to purchase the same goods and services being purchased by the County (per existing contract) at the County contract rate, which is typically more cost-effective, and without the bidding and administrative process
- The Monmouth County Purchasing Division is available to assist local entities with this process

### **Here is a partial list of items available:**

- Public works equipment
- Supplies
- Vehicles
- Trucks
- Auto parts
- Public safety equipment
- Flags
- Lumber
- HVAC Supplies
- Sodium Chloride
- Granular Sodium Chloride treated with Liquid Magnesium
- Health service supplies
- Plumbing supplies
- Paper and office supplies
- Printer cartridges and toner
- Batteries
- Concrete
- Paint
- Hardware and electronic supplies
- Filters
- Propane gas

### **How To Get Started:**

Contact Elizabeth Perez, Shared Services Coordinator by phone at [732-431-7460](tel:732-431-7460), ext. 2115 or email [MCSharedServices@co.monmouth.nj.us](mailto:MCSharedServices@co.monmouth.nj.us)





## MUNICIPAL ASSISTANCE

### Coordinating Department: Monmouth County Department of Public Works and Engineering

- The County maintains specialized tools and equipment, which are available to assist local governments
- With County labor, equipment and supplies, your town's snowplowing, vehicle repair work and guide rail installation can be accomplished with significant savings
- The County provides public works services based on the labor, material cost, and wear and tear on equipment, along with a modest administrative fee

#### Some of the assistance available:

- Catch basin cleaning
- Culvert repairs
- Diesel inspections
- Dredging
- Equipment use with operator
- Fire scene assistance
- Guide rail installation
- Mill & Pave
- Mowing
- Snowplowing
- Salting and brining
- Street sign installation
- Street sweeping
- Tub grinding
- Towing
- Traffic signal installation
- Vehicle painting
- Vehicle repairs
- Vehicle washing
- Other services as available

#### Municipal Assistance Shared Services Agreement:

- This agreement is typically signed by a governing body in advance of arrangements for public works assistance and other service-related shared services
- Based on the service under consideration, the agreement will specify the terms of pricing, dates and representatives authorized to approve the service agreements



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2. Enter into a [Municipal Assistance Shared Services Agreement](#)
3. Submit a [completed request form](#) to the County
4. County to provide price quote
5. Entity receives contracted service(s)

## COMMODITY RESALE SYSTEM

- Through “economies-of-scale” purchasing and increased efficiencies of equipment sharing, the Monmouth County Department of Public Works and Engineering is able to provide increased services to constituents through a low-cost, fee-based system
- The County recoups the actual cost of the commodity and a modest administrative fee

### What you can buy for less:

- Gasoline
- Diesel fuel
- Snow de-icing chemicals
- Liquid salt brine
- Magnesium chloride
- Road construction materials & supplies
- Gravel
- Bituminous mix
- Other items and materials approved by NJ Division of Local Government Services

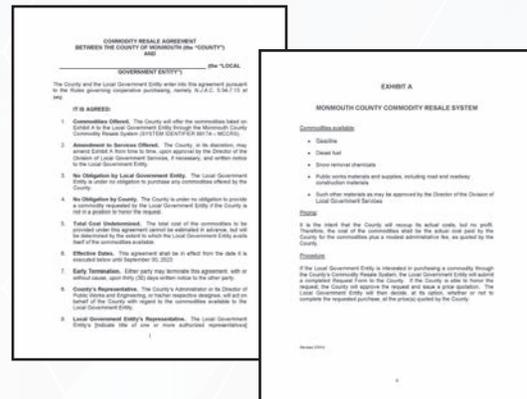
### Looking for an item not listed?

Contact the Shared Services Coordinator to find out how it may be added to the list.

**For the most current list of available commodities, please visit [www.visitmonmouth.com](http://www.visitmonmouth.com)**

### Commodity Resale Shared Services Agreement:

- This agreement is typically signed by a governing body in advance of purchasing items listed in the Commodity Resale section of this booklet
- In this agreement, specific items, their terms of pricing and delivery, and representatives authorized to approve the purchase will be specified



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2. Enter into a [Commodity Resale Agreement](#)
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5. Entity receives contracted service(s)



## **DIVISION OF FLEET SERVICES**

### *Featuring Colts Neck Police Fleet*

Ensuring government vehicles are running in top condition at the lowest cost is one of many concerns for local officials, and why some are working with County of Monmouth Fleet Services. Since 2018, Township of Colts Neck Police Department has sent most vehicles to the County for emergent and routine maintenance, a change that Police Chief Paul Santucci says made a big difference. "Your guys at the shop are very detailed," Santucci said. "They fix everything top-notch."

Prior to working with the County, Santucci said Colts Neck Road Department handled police vehicle repairs. But due to an increase in police personnel and vehicles, police vehicle maintenance work needed to be outsourced to a provider that could handle the growing intake. So far, Santucci says he is very pleased with the work, noting there are eight patrol vehicles that are serviced often as well as up to 10 additional vehicles on an as-needed basis. "The response time is excellent. We deal with Mike at the shop and we basically just call to make sure he can fit us in, and we drop it off," Santucci said. "If it's an emergency, they'll do it that day. Mike will make room for us. He has been very accommodating. Otherwise, we have scheduled times based on mileage. If a vehicle is coming up on a basic rotation, we'll bring it in."



#### **WASH STATION AND FUELING**

- Automated vehicle wash facilities
- Gasoline and diesel fuel dispensing

#### **TRUCK SHOP**

- Full service repair facility with preventative maintenance repairs
- Diagnostic testing and troubleshooting
- Specialized repairs

#### **PAINT AND BODY SHOP**

- Full service repair facility with preventative maintenance repairs
- Frame straightening
- Paint booth and specialized vehicle refinishing

#### **DISABLED VEHICLE TOWING / WRECKER SERVICES**

- Heavy equipment transporting
- Law enforcement assistance
- Specialized towing and field service

## DIVISION OF FLEET SERVICES continued

### *Featuring Colts Neck Police Fleet*

While maintenance costs have increased in the years since working with the County, Santucci said he believes those numbers will go down in the future. "We'll see better numbers within the next year or two," Santucci said. "But again, everything is running top-notch, and we haven't been replacing vehicles as often as we should've been. So that may also trickle down as we get more new vehicles, and we'll have less old vehicles that have problems."

*"Your guys at the shop are very detailed, They fix everything top-notch."*

*- Paul Santucci, Police Chief, Township of Colts Neck*

Santucci says he has enjoyed working with County Fleet Services because they are very professional, fair, thorough and prompt. "I asked our sergeant in charge of all vehicle maintenance, and he was completely positive about it. I can't tell you of a problem I've even heard of," Santucci said. "When I don't hear any complaints and things run smoothly, we're not touching it. We're not fixing what's not broken. I'm very happy with them. Mike and his guys are excellent and very professional. We're always happy to deal with them."





## **DIVISION OF SHADE TREE**

### *Featuring City of Long Branch*

Trees are beautiful to look at, not to mention providing the Earth and our bodies with much-needed oxygen to survive, yet come with a need – and sometimes a hefty price tag – for maintenance. That’s why throughout Monmouth County, Shared Services partners are working with the County’s Shade Tree Commission for small and large projects as well as emergent public safety issues – with increased efficiency and lower costs to boot.

One partner in particular is City of Long Branch, whose Director of Maintenance Services Stan Dziuba began working with the County’s Shade Tree Commission shortly after taking the department’s helm in 2017. “We’re saving money by using the County,” says Dziuba. “What’s nice about the Shared Services program is when I had to go out and get outside contractors, I would have to get at least three quotes whereby using the Shared Services, I can just call them and get the job done.”

The largest project to date was Jackson Woods Park, which required tree maintenance and removal without hindering the feeling in the park. “You can’t hear what’s going on in the rest of the town. It’s just a nice walk-through,” Dziuba says. “These guys came through and did a job that was unbelievable. They cut everything down, cleaned everything up, they ground it up. They took 90 percent of what they cut down. The park looked like it wasn’t even touched. They came in and just did a fantastic job with that.”

Dziuba noted Jackson Woods Park wasn’t a huge project, but he was so pleased with a job well done that he asked Shade Tree Commission for assistance with smaller jobs, such as elevation work, tree maintenance in main city areas, and assessing large cedar trees in front of City Hall. “We brought them over to determine which tree was good and which tree was rotten – we didn’t want to start cutting trees down. They came in the same day, and did a fantastic job.”

Since 2018, Shade Tree Commission performed several small, one-day projects – three within the past year – that were of public safety concern, says Dziuba. For instance, a large tree fell onto Norwood Avenue and into another tree, blocking the roadway and requiring emergent removal. “I don’t have the equipment to do that,” Dziuba says. “I called them and they came out on emergency within a day, took the entire tree down, and mitigated the hazard.”



#### **SERVICES PROVIDED:**

- Tree removal and maintenance
- Landscape services
- Transplanting of trees
- Emergency tree removal
- Arbor Day programs
- Right of way maintenance

## **DIVISION OF SHADE TREE continued**

### ***Featuring City of Long Branch***

Dziuba even asks for the same workers he met day one, known as “Eddie’s crew,” who do a professional job, complete with the appropriate safety equipment. “They block off the area, and they work with the public to help people get around the area. I can’t say enough about them.”

The benefits of working with Shade Tree Commission extend beyond cost-savings, too, as Dziuba noted the job – and the clean-up – were thorough. “Other tree services would come in, they would grind a stump or cut the tree down, and the next thing you know, I have my crew out with blowers to blow all the different, small pieces of twigs and stuff like that,” Dziuba explained. “When Shared Services came in, they cleaned up, and it was immaculate.”

The Mayor and Council took note of the trees in front of City Hall immediately as well as within Jackson Woods Park. “They walk through [the park] all the time and they did notice, and they complimented us and the County,” Dziuba says. “I actually called Mr. Tobia a few times, and thanked him for his crew being so professional and doing such a good job. I cannot say enough about these guys from Shade Tree, and I’m not just saying that. I feel very comfortable. When they come in, I know the job is going to get down properly.”



*“We’re saving money by using the County. What’s nice about the Shared Services program is when I had to go out and get outside contractors, I would have to get at least three quotes whereby using the Shared Services, I can just call them and get the job done.”*

*- Stan Dziuba, Director of Maintenance Services, City of Long Branch*



## **DIVISION OF HIGHWAY**

### ***Featuring Holmdel Township***

While it may not be front page news or all that noticeable from day-to-day, Holmdel Township has been saving taxpayers' money since 2017 through milling and paving projects with County of Monmouth Division of Shared Services and Department of Public Works.

We're not talking about small potatoes here, either — more than 60 projects in total were documented between 2017 and 2019. Victor Stevens, Holmdel's Director of Infrastructure, says this shared service has been a tremendous success and in fact, "it was so successful that many other towns in Monmouth County started doing the same thing."

The County's DPW has the equipment needed to handle jobs of this nature, including milling and paving machines, rollers, and "everything necessary to do a competitive job," says Stevens. This shared service is saving Holmdel Township administration time and money that would normally be spent hiring an engineer, who would put together a bid package, go out to bid, and ultimately select a vendor.

After working in construction for 10 years and in government for the past 25 years, Stevens said he always takes how much a contractor is going to charge into consideration, which varies based on the fuel price adjustment. Yet the County never changed that figure. "Initially, I got involved with them because I looked at the numbers they were coming with, and it was saving the taxpayers of Holmdel by having Monmouth County provide this service," Steven said. "I was buying the black top from the plant, and they were providing the equipment and the labor to install it." So far, Stevens said residents have been happy with the work, and he can't say they've had any complaints.



#### **MOWING/SNOW AND ICE CONTROL:**

- Long reach and slope mowing
- Rock salt treated with magnesium chloride and salt
- Brine loading, plowing and spreading operations
- Salt storage

#### **CATCH BASIN AND STREET CLEANING:**

- Storm water compliance
- Drainage
- Flooding

#### **FIRE SCENE ASSISTANCE:**

- Storm water compliance
- Drainage
- Flooding

#### **MILLING AND PAVING**

## **DIVISION OF HIGHWAY continued** *Featuring Holmdel Township*

Although much of this shared service surrounds milling and paving projects, Stevens said the County has assisted with drainage projects and emergency situations. "They've helped us if we need a truck to clear a block on one of our streets or in one of our pipes. If we have a blockage in a pipe, and we're not sure if the pipe is intact, they would send their camera truck out here, and they would camera TV the line for us. It was just great. So one call, you guys have the equipment," said Stevens. "If it's an emergency, they have always been out the same day."

Residents as well as the mayor, council and administration fully support this shared service with the County, according to Stevens, and he expressed his approval of the County DPW staff. "I really have to say, I've been doing this for a very long time, and the quality of the work, the speed, the rapid response time, the way they're able to complete a job in such a timely manner — I'm very impressed," Steven said. "I would compare them to the best contractors I've worked with."

*"I really have to say, I've been doing this for a very long time, and the quality of the work, the speed, the rapid response time, the way they're able to complete a job in such a timely manner — I'm very impressed," Steven said. "I would compare them to the best contractors I've worked with."*

*- Victor Stevens, Holmdel's Director of Infrastructure*





## **PUBLIC SAFETY TRAINING**

### **Coordinating Department: Monmouth County Sheriff's Office**

- Two specialized academies teach and train individuals for law enforcement and firefighting services
- Faculty members at both academies include specially trained and educated practitioners who are members of federal, state, county and municipal agencies. Visiting faculty assist the full-time staff to enhance the learning experience

### **Monmouth County Police Academy:**

- Offers basic courses for police officers and special law enforcement training (SLEO I and II)
- Ongoing, in-service training keeps veteran officers up-to-date on current laws and procedures

### **Monmouth County Fire Academy:**

- Prepares firefighters to command and control emergency operations involving fire, rescue, hazardous materials and weapons of mass destruction incidents

### **Shared Service opportunity:**

- Each academy provides the most current training for public safety staff in local communities



### **How To Get Started:**

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## 9-1-1 & DISPATCH SERVICES

- The Monmouth County Sheriff's Office provides the highest level of emergency call answering and dispatching services to local police, fire and first aid through a seamless communications infrastructure
- The County upgraded its technology in 2014 with a new, state-of-the-art Public Safety Center that will serve expanding emergency communications needs to meet increased demand
- Each year, the Sheriff's Office of Communications Division answers more than 750,000 calls for assistance
- The Communications Division maintains a trained full-time staff, providing dispatching services for 22 police departments, 32 EMS squads and 60 fire departments county-wide.

### Dispatch Services Available:

- 9-1-1 calls
- Police, Fire, EMS Dispatch
- Public Safety Software
- Information Technology services

### Our communication partners:

- Aberdeen
- Allenhurst
- Allentown
- Asbury Park
- Atlantic Highlands
- Avon-By-The-Sea
- Bradley Beach
- Brielle
- Brookdale Community College
- Colts Neck
- Deal
- Englishtown
- Fair Haven
- Farmingdale
- Freehold Borough
- Freehold Township
- Hazlet Township
- Hazlet EMS
- Hazlet Fire District 1
- Highlands
- Holmdel
- Keansburg
- Keyport
- Little Silver
- Long Branch





- Manalapan Fire District 1
- Manalapan Fire District 2
- Manasquan
- Matawan Police, Fire and EMS
- Middletown Township
- Millstone Township
- Monmouth Beach
- Monmouth University
- Neptune Township
- Neptune City
- Ocean Fire District 1
- Ocean Fire District 2
- Ocean Township
- Oceanport
- Red Bank
- Roosevelt
- Rumson
- Sea Bright
- Sea Girt
- Shrewsbury Borough
- Shrewsbury Township
- Spring Lake Borough
- Tinton Falls
- Union Beach
- Upper Freehold
- West Long Branch

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## RECORDS MANAGEMENT

### Records Storage

#### **Coordinating Department: Monmouth County Clerk's Office**

- MR-MARC, short for Municipal Records at Monmouth County Archives and Records Center, allows municipal governments to deposit and store up to 30 cubic feet of historical records
- MR-MARC service helps to alleviate the burden upon municipal governments to find suitable space to house permanent and historical records
- Municipalities retain ownership of the records and can access the records at any time. Municipalities decide which records to deposit, so records vary from town-to-town.
- Storage is provided free of charge to municipalities by the County Clerk and the Board of County Commissioners



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## RECORDS MANAGEMENT

### Municipal Records Information Management (Muni-RIM)

#### Coordinating Departments: Monmouth County Clerk's Office, Office of Public Records/ Records Information Management

- Underwritten by PARIS Grant funding, Monmouth County developed the RIM records management software to address the County's growing needs to manage paper and electronic records
- The County extended access to this cost-saving, web-based centralized software to all 53 municipalities
- Participating entities can store and retrieve documents electronically to avoid paper storage needs, and improve record inventory controls and cost savings
- The system permits the storage of several file types, including PDF, Word, Excel, audio, spreadsheets and video

OPRS Home Contact Us FAQs

**Monmouth County Clerk**  
**Open Public Records Search System**

[County Clerk](#) | [Tax Board](#) | [County Commissioners](#) | [Shared Services](#) | [Boards and Authorities](#) | [Planning Board](#) | [Consolidated Records Search](#) | [County Forms](#) | [County Home](#) | [County Clerk Home](#)

**Office of Records Management**  
 A Division of the Monmouth County Clerk's Office

Welcome to Monmouth County's Open Public Records Search System (OPRS). This system is maintained by the Office of Records Management, a Division of the Monmouth County Clerk's Office. Monmouth County is committed to providing superior public service by granting free electronic access to records declared to be "permanent and public" by the New Jersey Division of Revenue and Enterprise Services (DORES) – Records Management Services (RMS) and reducing the recurring cost of managing paper records. We also provide access to records of a historic nature that have been preserved for future generations.

While there are tens of millions of records currently available within this site, both new and existing record-types are expanded daily. To search available records, simply select any of the various agencies presented on the left of this page and follow the steps on the subsequent screens.

  
**Christine Giordano Hanlon**  
 Monmouth County Clerk

#### How To Get Started:

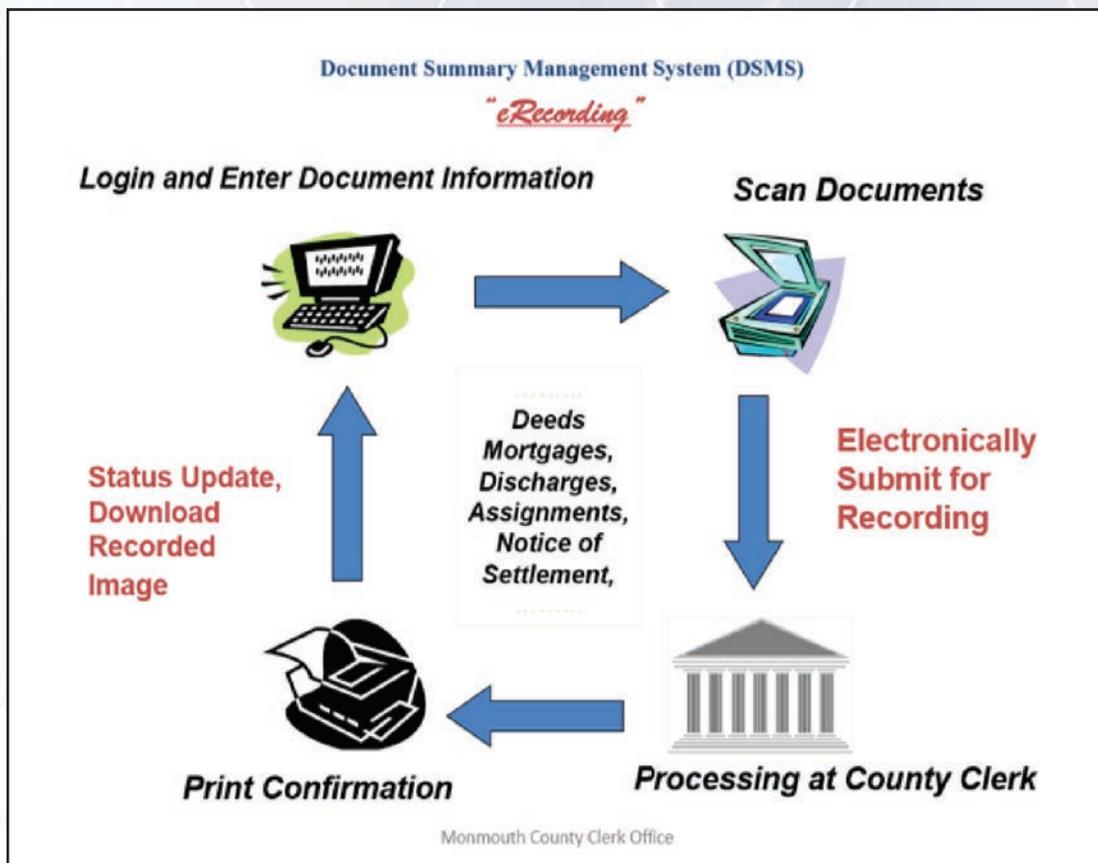
Contact Elizabeth Perez, Shared Services Coordinator by phone at [732-431-7460](tel:732-431-7460), ext. 2115 or email [MCSharedServices@co.monmouth.nj.us](mailto:MCSharedServices@co.monmouth.nj.us)

## RECORDS MANAGEMENT

### Document Summary Management System (DSMS)

#### Coordinating Department: Monmouth County Clerk's Office

- DSMS permits electronic recording of land records that conform to the guidelines and standards of the New Jersey Division of Archives and Records Management (NJDARM)
- Participating entities can store and retrieve documents electronically, avoiding paper storage needs, and greatly improving record inventory controls as well as cost savings at the local level
- All 21 counties in New Jersey participate in this shared service
- Partners in this program save by avoiding costs associated with designing and implementing a public records search and management system. It also alleviates the need to purchase and maintain costly state-certified software updates



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## **FREQUENTLY ASKED QUESTIONS**

### **Can my public agency purchase items through the Shared Services program without going out for solicitation?**

Yes! Here's how:

- All purchasing contracts are solicited by Monmouth County in accordance with applicable government purchasing rules and regulations
- Each solicitation contains language advising suppliers that the contract may be used by other government entities in Monmouth County implementing a public records search and management system. It also alleviates the need to purchase and maintain costly state-certified software updates

### **How much does it cost to participate in Monmouth County's Shared Services program?**

- Costs vary by service, commodity and department
- The County's intent is to cover its costs as well as a modest administrative fee

### **How does the County benefit from the Shared Services program?**

- By purchasing items in bulk, the County saves and can pass that cost-savings onto towns, boards of education and utility authorities within the County

### **How do I share services with my municipal and County partners?**

- The legal process for Shared Services starts with the Inter-local Service Act, (N.J.S.A. 40:8A-1, 40:8A-2. Repealed by L.2007, c. 63, 35, eff. Nov. 1, 2007 was replaced by N.J.S.A. 40A:65-1 Uniform Shared Services and Consolidation Act.)
  - This broad-based law allowed for the voluntary sharing of services between two or more entities
- An agreement lays the groundwork and terms for how local units may share services and how they will be provided

### **How can our government entity get started?**

1. Submit a request form to Monmouth County Division of Shared Services
2. County Shared Services will review the request
3. If the request is approved, a price, delivery and schedule are set
4. Agency accepts the agreement
5. The shared service begins

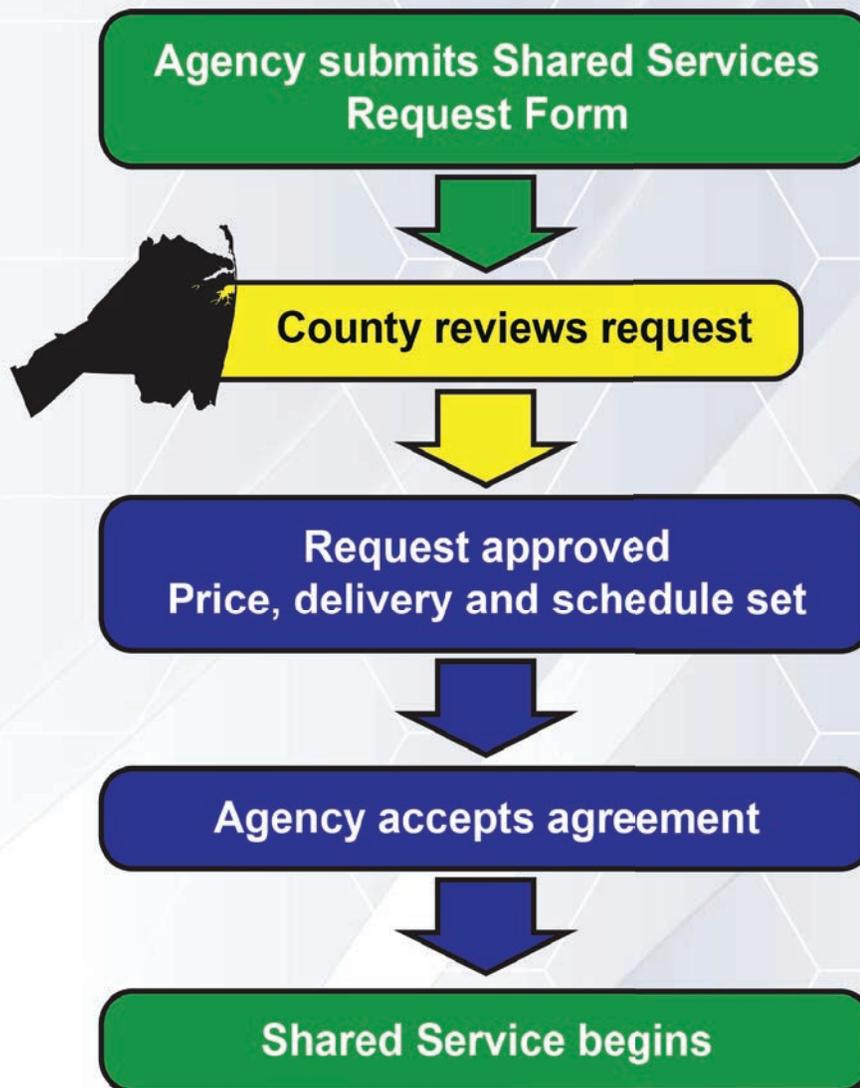
### **With whom can I share services?**

- There are opportunities to partner with the County as an advisor or as a service provider
- Potential shared service partners include:
  - municipalities
  - counties
  - school boards
  - fire districts
  - boards of education
  - authorities
  - other public agencies

## FREQUENTLY ASKED QUESTIONS CONTINUED

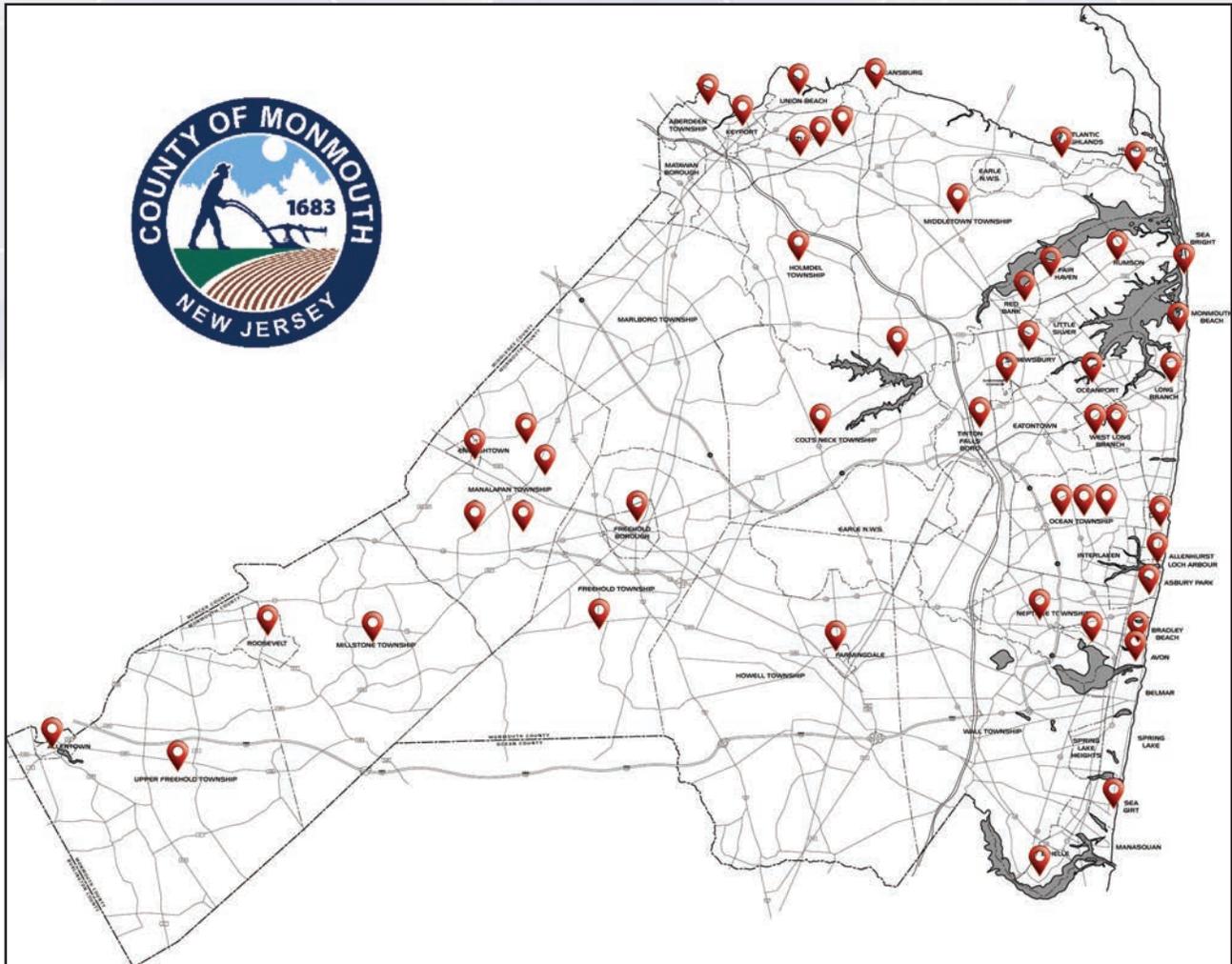
- Copies of this Monmouth County Shared Services booklet and other Shared Services documents are available on the Monmouth County website at [www.visitmonmouth.com](http://www.visitmonmouth.com)
- To download a copy of a document, click on the "Shared Services" link under the "Departments" tab
- Each agreement should be accompanied by an authorizing resolution

### SHARED SERVICE HOW-TO





## MAP OF SHARED SERVICES PARTNERS



- Aberdeen
- Allenhurst
- Allentown
- Asbury Park
- Atlantic Highlands
- Avon-By-The-Sea
- Bradley Beach
- Brielle
- Brookdale Community College
- Colts Neck
- Deal
- Englishtown
- Fair Haven
- Farmingdale
- Freehold Borough
- Freehold Township
- Hazlet Township
- Hazlet EMS
- Hazlet Fire District 1
- Highlands
- Holmdel
- Keansburg
- Keyport
- Little Silver
- Long Branch
- Manalapan Fire District 1
- Manalapan Fire District 2
- Manasquan
- Matawan Police, Fire and EMS
- Middletown Township
- Millstone Township
- Monmouth Beach
- Monmouth University
- Naval Weapons Station Earle
- Neptune Township
- Neptune City
- Ocean Fire District 1
- Ocean Fire District 2
- Ocean Township
- Oceanport
- Red Bank
- Roosevelt
- Rumson
- Sea Bright
- Sea Girt
- Shrewsbury Borough
- Shrewsbury Township
- Spring Lake Borough
- Tinton Falls
- Union Beach
- Upper Freehold
- West Long Branch









**2021**

**Monmouth County Board of County Commissioners**

Thomas A. Arnone, Director  
Susan M. Kiley, Deputy Director  
Lillian G. Burry  
Nick DiRocco  
Ross F. Licitra



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