

INTERLOCAL SERVICES AGREEMENT
BETWEEN
THE TOWNSHIP OF PRINCETON
AND
THE BOROUGH OF PRINCETON
ESTABLISHING THE
PRINCETON HUMAN SERVICES DEPARTMENT

THIS AGREEMENT, made this 14th day of April , 1998, by and between the TOWNSHIP OF PRINCETON, a municipal corporation of the State of New Jersey, having its principal offices located at 369 Witherspoon Street, Princeton, New Jersey, 08540 (hereinafter referred to as "TOWNSHIP") and the BOROUGH OF PRINCETON, a municipal corporation of the State of New Jersey, having its principal offices located at One Monument Drive, Princeton, New Jersey, 08542 (hereinafter referred to as "BOROUGH").

WITNESSETH:

WHEREAS, the TOWNSHIP and BOROUGH are responsible by law for providing for public assistance and additionally wish to jointly address the responsibilities of the Princeton community as they pertain to protecting civil rights; providing services to senior citizens, and providing for the needs of the youth of the community; and

WHEREAS, the TOWNSHIP and BOROUGH wish to create the Princeton Human Services Department to satisfy the above-referenced statutory and community needs; and

WHEREAS, the New Jersey Interlocal Services Act, N.J.S.A. 40:8A-1, et seq., permits local units of the State of New Jersey to

enter into contracts with other local units to provide for these services jointly; and

WHEREAS, the TOWNSHIP and BOROUGH have authorized and approved this Agreement by Resolution duly adopted pursuant to N.J.S.A. 40:8A-4 of said Act.

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein, the TOWNSHIP and BOROUGH AGREE, as follows:

1. Office Created. The parties hereby create the Princeton Human Services Department. Said Department shall be responsible for providing services to the Princeton community in the following areas:

A. To provide public assistance and serve as the Local Assistance Board(s) (LAB) for the TOWNSHIP and BOROUGH pursuant to N.J.A.C. 10:85-8.1, et seq; and

B. To assume the responsibility of the Princeton Joint Commission on Civil Rights as created by Resolution, dated December 16, 1968;

C. To assume the responsibilities of the Commission on Aging and provide services to the senior citizens in the Princeton community including the providing of senior transportation services; and

D. Establishing programs and conducting periodically needs assessments in order to provide for the needs of the youth of the Princeton community.

2. Human Services Commission; Creation; Members; Terms.

There is hereby created the Princeton Human Services Commission. Said Commission shall consist of twelve (12) members. Six (6) members shall be appointed by the TOWNSHIP; and six (6) shall be appointed by the BOROUGH. Of the said initial appointments, the TOWNSHIP and BOROUGH shall each appoint one (1) member each from their existing Local Assistance Board (LAB); one (1) member each from the Commission on Aging; one (1) member each from their representatives on the Joint Civil Rights Commission; one (1) member each from an organization within their respective municipalities providing services or programs for the youth of the Princeton community and two (2) citizens-at-large from each municipality. Additionally, each governing body shall designate one (1) of their respective members to serve as a liaison to said Commission.

Pursuant to N.J.A.C. 10:85-2.2, three members of said Commission shall serve as a subcommittee of said Commission and be appointed jointly by the TOWNSHIP and BOROUGH to serve as the community's joint Local Assistance Board (LAB). At least one of the members of said subcommittee serving on the LAB shall be a woman. Said members of the subcommittee serving as the joint LAB shall, in turn, designate the Director of the Department of Human Resources as the community's Director of Welfare. In this capacity, said Director shall have the necessary qualifications to

serve in his or her capacity as the Director of Welfare and shall serve for a term of five years from the date of appointment.

The term of office of the twelve (12) members of the Commission shall be as follows:

A. Four (4) of said members shall be appointed for an initial term of one year. Of this number, one shall be a member designated to serve on the Commission's subcommittee functioning as the community's joint LAB;

B. Four (4) members shall serve initial terms of two years each, provided that two of said members be designated as members of the Commission's subcommittee serving as members of the joint LAB; and

C. The remaining four (4) members shall serve a term of three years each.

When a vacancy occurs before the expiration of a member's term, the new member serves only the unexpired portion of the term of the person he or she is replacing. After the initial appointees serve their respective one (1) or two (2) year terms, all subsequent appointments shall be for full three (3) year terms.

As provided for hereinabove, each municipality shall designate as a subcommittee of the Commission one member of said Commission to serve on the joint LAB. The third member of the subcommittee to serve on the joint LAB shall be an appointment mutually agreeable to both the TOWNSHIP and BOROUGH. The Commission subcommittee serving as the joint LAB shall select a Chairperson from among its

number and said Chairperson shall serve in this capacity for a term of two years.

3. Human Services Commission Charge. It is the intention of the TOWNSHIP and BOROUGH to consolidate into the aforementioned and heretofore-created Department of Human Services the current functions of the TOWNSHIP and BOROUGH LABs; the Commission on Aging; the Joint Civil Rights Commission; and the development of youth programs for the Princeton community.

Upon the Commission's appointment, the Commission shall hold an organizational meeting. At said meeting, the Commission shall elect a Chairperson and Vice Chairperson who shall serve in this capacity for a term of two years. After the Commission is organized, it shall be the responsibility of said Commission to develop a specific job title and duties of the Director of the Department, including, but not limited to, said Director's function to satisfy his or her statutory obligations as the Director of Welfare and to qualify for same pursuant to N.J.A.C. 10:85-2.2(d)(2); to propose how civil rights issues are to be addressed within the Princeton community; and to propose how senior programs, including transportation, etc., can be best coordinated and to develop an assessment of and recommendations concerning the programming for the needs of the youth of the Princeton community.

Additionally, said Commission shall make recommendations to the TOWNSHIP and BOROUGH concerning the appointment of the Director

of the Department. Said appointment shall be made by the governing bodies of both municipalities.

Both the Commission recommendation concerning the specific job title and duties of the Director and a recommendation concerning the individual(s) to be considered for appointment as Director of the Department shall be submitted to the TOWNSHIP and BOROUGH within 90 days of the Commission's organizational meeting.

4. Administrative Oversight; Secretarial Support. The Department of Human Services shall be administered through the TOWNSHIP. Said Department shall be under the administrative supervision of the TOWNSHIP Administrator and shall be governed by the Personnel Practices Manual of said TOWNSHIP. Said Department shall be provided necessary secretarial and related services in accordance with a budget or budgets to be established annually by the TOWNSHIP and BOROUGH for said Department. Said Department shall be funded by equal, annual appropriations as determined by the governing bodies of the TOWNSHIP and BOROUGH.

5. Reports. The Director of the Department of Human Services shall prepare and submit to the TOWNSHIP and BOROUGH ~~monthly reports~~ of his or her activities during the previous month; the Commission shall prepare and present to the TOWNSHIP and BOROUGH ~~annually~~ a report concerning the overall operation of the Department for the preceding year.

6. Insurance. The aforementioned Director, secretarial support staff, and other personnel within the Department shall be

covered by the TOWNSHIP's general liability, officer's and official's, and worker's compensation insurance policies to be paid from the Department's budget.

7. Indemnification. The TOWNSHIP and BOROUGH shall reciprocally indemnify, hold harmless, and defend one another against any and all claims brought against the Department or any of its agents or employees arising out of any activities undertaken by said Department. Each municipality shall furnish to the other proof of insurance for this joint agency.

8. Termination of Agreement. Upon the adoption of reciprocal Resolutions by the TOWNSHIP and BOROUGH as referenced hereinabove, the Princeton Human Services Department shall be established. If at some future date, either the TOWNSHIP or BOROUGH wish to terminate this Interlocal Services Agreement and dissolve the Commission, the municipality wishing to terminate must provide at least one year's written notice to the other municipality in order to terminate this Agreement.

9. Former Agencies/Commissions Dissolved. Upon the adoption of the aforementioned reciprocal Resolutions creating the Princeton Human Services Department, the TOWNSHIP and BOROUGH hereby dissolve the Commission on Aging and their individual municipal LABs; and the Joint Civil Rights Commission; and agree to amend, repeal, or rescind any and all other such Agreements, Resolutions, or ordinances in order to implement the provisions of this Agreement. Said Agencies/Commissions shall, however, continue

to function until the Human Services Department is organized and functioning pursuant to paragraph three (3) hereinabove.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, the day and date first written above.

ATTESTED:

TOWNSHIP OF PRINCETON

Patricia C. Shuss
Patricia C. Shuss, Clerk

By: Phyllis L. Marchand
Phyllis L. Marchand, Mayor

BOROUGH OF PRINCETON

Penelope S. Edwards-Carter
Penelope S. Edwards-Carter,
Clerk

By: Marvin R. Reed
Marvin R. Reed, Mayor

**RESOLUTION REAFFIRMING MUNICIPAL COMMIT-
MENT TO THE MISSION OF THE PRINCETON
JOINT COMMISSION ON CIVIL RIGHTS**

WHEREAS, the Princeton Joint Commission on Civil Rights was established in 1968 pursuant to joint resolution of the Mayor and Common Council of the Borough of Princeton and the Township Committee of the Township of Princeton; and

WHEREAS, said Commission was born of citizen concern for the advancement of the civil rights in the Princeton community following an increase in awareness of civil rights issues during the 1960's; and

WHEREAS, the recent verdict in the Rodney King trial in Ventura County, California, and the riots which followed in Los Angeles, California, and other cities betray the fact that many of the root causes of civil rights violations remain as present today as they were at the time that the Princeton Joint Commission on Civil Rights was established, including, poverty, lack of educational, economic and political opportunity, and discrimination between people based on ascribed characteristics;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Common Council of the Borough of Princeton:

1. Recognize that it is the mission of the Princeton Joint Commission on Civil Rights to eliminate discrimination between people based on ascribed characteristics such as race, color, creed, national origin, sex, age, marital status, sexual preference, and disability, and to conciliate conflict arising therefrom; and

2. Reaffirm the municipal commitment to the mission of the Princeton Joint Commission on Civil Rights; and

3. Declare that it is in the municipal interest to continue advancing the cause of civil rights within the Princeton community through education, negotiation, conciliation, and all other means at the disposal of the Princeton Joint Commission on Civil Rights.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be delivered by the Borough Clerk to the Princeton Joint Commission on Civil Rights, the governing body of the Township of Princeton, the New Jersey Division on Civil Rights, the State legislators representing the residents of the Borough of Princeton, and the Governor of the State of New Jersey.

CERTIFICATION

I, PENELOPE S. EDWARDS-CARTER, Clerk of the Borough of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Borough at a meeting held May 26, 1992.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Borough, this 27th day of May, 1992.



PENELOPE S. EDWARDS-CARTER
Borough Clerk