

County of Passaic

Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Nadege D. Allwaters, Esq.
County Counsel
Louis E. Imhof
Clerk Of The Board

Date: Feb 10, 2026 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING PAYMENT OF THE ANNUAL MAINTENANCE FEE TO THE COUNTY OF MONMOUTH UNDER THE SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND THE COUNTY OF MONMOUTH FOR USE OF THE DOCUMENT SUMMARY MANAGEMENT SYSTEM BY THE PASSAIC COUNTY CLERK'S OFFICE, PURSUANT TO N.J.S.A. 40A:65-1, ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.
COUNTY ADMINISTRATOR

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.
COUNTY COUNSEL

Official Resolution#	
Meeting Date	2/10/2026
Introduced Date	2/4/2026
Adopted Date	
Agenda Item	2.
CAF#	T-17-56-850-000-801
Purchase Req. #	
Result	

Administration and Finance
COMMITTEE NAME

RESOLUTION AUTHORIZING PAYMENT OF THE ANNUAL MAINTENANCE FEE TO THE COUNTY OF MONMOUTH UNDER THE SHARED SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF PASSAIC AND THE COUNTY OF MONMOUTH FOR USE OF THE DOCUMENT SUMMARY MANAGEMENT SYSTEM BY THE PASSAIC COUNTY CLERK'S OFFICE, PURSUANT TO N.J.S.A. 40A:65-1, ET SEQ.

WHEREAS, the County of Passaic ("County") is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic ("Board") is vested with managing the property, finances, and affairs of the County; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq. authorizes the County to enter into an agreement with any other local unit(s) to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, on June 11, 2024, the Board approved Resolution No. R-24-0479, authorizing execution of a Shared Services Agreement with Monmouth County for use of the Document Summary Management System by the Passaic County Clerk's Office for a ten (10) year contract term, beginning January 1, 2024, and terminating December 31, 2033

WHEREAS, in accordance with the aforementioned Shared Services Agreement, the Passaic County Clerk is recommending payment to Monmouth County in the amount of twenty-four thousand seven hundred thirteen dollars (\$24,713.00) for calendar year 2026, in accordance with the invoice dated December 17, 2025, attached hereto and made part of this Resolution; and

WHEREAS, funds are available in Account No. T-17-56-850-000-801, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2026 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

WHEREAS, this matter was discussed at the January 28, 2026, Administration & Finance Committee meeting, and is being recommended to the Board for approval.

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:65-1, et seq., the Board of County Commissioners of the County of Passaic authorizes payment of the annual maintenance fee in the amount of twenty-four thousand seven hundred thirteen dollars (\$24,713.00) to Monmouth County under the attached Shared Services Agreement by and between the County of Passaic and the County of Monmouth for use of the Document Summary Management System by the Passaic County Clerk's Office.

LET IT BE FURTHER RESOLVED, that the Clerk of the Board, County Counsel, County Administrator, Purchasing Agent, Passaic County Clerk, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.