



COUNTY ADMINISTRATOR
Matthew P. Jordan, Esq.

DEPUTY COUNTY ADMINISTRATOR
Timothy Roetman

ASSISTANT COUNTY ADMINISTRATOR
Kelly C. Ruffel

ASSISTANT COUNTY ADMINISTRATOR
Maeve McGinley

OFFICE OF THE
COUNTY ADMINISTRATOR
ADMINISTRATION BUILDING
401 GRAND STREET, ROOM 205
PATERSON, NJ 07505

P. 973.881.4405
F. 973.881.2853

COUNTY OF PASSAIC
Board of County Commissioners

LETTER OF INTENT

June 30, 2026

Sent via email admin@wanaqueborough.com

Mr. Robert Hermansen
Business Administrator
Borough of Wanaque
579 Ringwood Avenue
Wanaque, New Jersey 07465

**RE: Shared Services Agreement by and between the Borough of Wanaque and County of Passaic
Emergency Dispatching Services**

Dear Mr. Hermansen:

Pursuant to recent meetings between the Borough of Wanaque (hereafter "Borough") and County of Passaic (hereafter "County"), this Letter of Intent (hereafter "LOI") outlines the material terms and conditions for a shared services agreement between the Borough and County whereby the Passaic County Sheriff's Office would undertake emergency dispatching services on behalf of the Borough (hereafter "Agreement").

By way of background, the County and Borough determined that by consolidating emergency dispatching services through the Passaic County Sheriff's Office, the County would be able to save the Borough approximately two hundred and fourteen thousand dollars (\$214,000.00) in the first year of the Agreement, with conservative projected savings of two million one hundred forty thousand dollars (\$2,140,000.00) over the ten year term of the Agreement.

To that end, the Borough and County wish to memorialize the materials terms of the Agreement through this LOI. Subject to approval by the Board of County Commissioners and Borough Council, the parties agree in principle to the following:

I. Term.

The term of the Agreement shall be for ten (10) years, commencing August 4, 2026 and terminating on July 31, 2036, unless terminated sooner by either party as set forth below.

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II. Provision of Services.

The County, through the Passaic County Sheriff's Office, shall provide emergency dispatching services twenty-four (24) hours a day, three hundred and sixty-five (365) days per year.

III. Compensation.

The Borough shall pay the County the following yearly annual rate, billed monthly:

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YEAR	START	END	FEE
Year 1	August 1, 2026	July 1, 2027	\$212,896.80
Year 2	August 1, 2027	July 1, 2028	\$218,219.22
Year 3	August 1, 2028	July 31, 2029	\$223,674.70
Year 4	August 1, 2029	July 31, 2030	\$229,266.57
Year 5	August 1, 2030	July 31, 2031	\$234,998.23
Year 6	August 1, 2031	July 31, 2032	\$240,873.19
Year 7	August 1, 2032	July 31, 2033	\$246,292.83
Year 8	August 1, 2033	July 31, 2034	\$252,450.16
Year 9	August 1, 2034	July 31, 2035	\$258,761.41
Year 10	August 1, 2035	July 31, 2036	\$265,230.44

IV. Reduction of Fee.

If, in the future, the County contracts with other municipalities for dispatching service that could reduce the cost of providing these services by the County to the Borough, the County will work cooperatively with the Borough on an appropriate amount by which to reduce the compensation schedule set forth herein.

V. Quarterly Meetings.

There shall be quarterly meetings between the Passaic County Sheriff's Office, Office of the County Administrator and Borough Officials, including but not limited to, the Borough Administrator, Chief of Police or designee, Fire Chief or designee, and an Ambulance Corp. designee for the entire term of the Agreement.

VI. Employee Reconciliation.

The Borough is responsible for any requirements with the Civil Service Commission for any employees that are transferred or terminated by virtue of this Agreement.

VII. Intergovernmental Transfer of Borough Employees.

The County and Borough shall work cooperatively to effectively ensure transfers of any full time Borough employees who are qualified and possess the minimum qualifications to serve as a Public Safety Telecommunicator with the Passaic County Sheriff's Office.

VIII. Computer-Aided Dispatch and Records Management System.

The Borough is responsible for a one-time fee in an amount not to exceed seventy-five thousand one hundred dollars (\$75,100.00) for costs related to data conversion, training, mobile access, and could storage related to the County undertaking the services outlined herein.

IX. Termination.

Either Party shall have the right to terminate the Agreement upon ninety (90) days' written notice serviced upon the other party via certified mail (return receipt requested).

If acceptable, please execute the signature block set forth below. This LOI is not intended to be binding on either party until it is ratified by the respective governing bodies via resolution. Thereafter, the County and Borough shall work cooperatively to draft a formal shared services agreement to be approved and executed by the parties.

Please let me know if there are any questions or concerns. Thank you.

Sincerely,



Matthew P. Jordan, Esq.
County Administrator

cc: Sheriff Thomas Adamo (via email)
Undersheriff George Rosenthal (via email)
Tim Roetman, Dep. County Administrator (via email)
Maeve McGinley, Asst. County Administrator (via email)
Chief Keith Spillane (via email)

AGREED AND ACCEPTED:



Robert Hermansen
Business Administrator, Borough of Wanaque

DATED: 07-14-26