

**RESOLUTION #2961**

**RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF WOODBRIDGE AND THE HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE FOR DATA STORAGE**

**WHEREAS**, the Housing Authority of the Township of Woodbridge (WHA) has an obligation for record retention for tenant files, fiscal ledgers and bank records, as well as construction and bidding documents; and

**WHEREAS**, the WHA currently has file storage areas in all of its six buildings; and

**WHEREAS**, with the loss of maintenance and supply storage at Bunns Lane, some of the record retention areas need to be converted for maintenance; and

**WHEREAS**, the WHA researched alternative storage methods and is desirous of using the Township of Woodbridge's (TOW) system and method of storage; and

**WHEREAS**, the TOW would provide the WHA access to its laser fiche database system which would store our files on their database; therefore, eliminating our physical storage dilemma; and

**WHEREAS**, the fee for said service would be upfront user fees and training and a fee of \$250.00 per box plus a \$10.00 per box destruction fee; and

**WHEREAS**, the WHA estimates that up to 100 storage boxes would be uploaded to the system.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the Township of Woodbridge (the "Authority") that the Contract Officer of the Authority, Donna F. Brightman is hereby authorized to enter into an agreement with the Township of Woodbridge to provide file storage and retention services to the WHA in an amount not to exceed \$30,000.

**BE IT FURTHER RESOLVED** that pursuant to N.J.S. 40A:65-4(b) a copy of this agreement shall be filed with the Division of Local Government Services.

Motion to adopt Resolution #2961 moved by Commissioner Kenny and seconded by Commissioner Walker and upon roll call, the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Walker Ficarra  
AYES: Agarwal Kenny Michelson Perez-Rosado Walker Ficarra  
NAYS: None  
Abstain: None  
Absent: None

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Rescheduled Meeting of October 4, 2018.

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Donna F. Brightman, Secretary

Approved as to legal form by  
Terrence Corrison, Esq.