



## Municipality of Princeton

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Princeton, NJ 08540-3496

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Office of the Engineer  
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**ROBERT V. KISER, P.E.**  
Director of Engineering

### MEMORANDUM

To: Robert W. Bruschi, Administrator

From: Robert V. Kiser, P.E., Municipal Engineer

Date: April 15, 2013

Re: **Princeton Public Schools – Approval of Shared Services Agreement**

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Attached herewith please find a Shared Services Agreement providing for the improvements of the entrance drive and the addition of parking at Community Park Elementary School

It is in the best interest of both Princeton and Princeton Public Schools to complete this work on school property to improve safety and to provide approximately twenty (20) additional parking spaces that will be used by both school staff and Community Park Pool patrons in the summer months when schools is not in session.

The agreement provides for the Municipality of Princeton to be the lead agency in financing, contracting and completing the work prior to the start of school in September 2013. The work is estimated not to exceed an amount of \$75,000.00. Princeton Public Schools will reimburse Princeton for the actual cost of the improvements within one year after the work is completed.

Princeton Council's consideration in approving this agreement at their May 13<sup>th</sup> meeting will be appreciated.

Please contact either myself or Deanna Stockton, P.E., Assistant Engineer, if you have any questions.

Robert V. Kiser, P.E., Director of Engineering

RVK/cc

c: Linda McDermott, Municipal Clerk  
Edwin W. Schmierer, Municipal Attorney  
Kathryn Monzo, Deputy Administrator  
Sandy Webb, CFO  
Deanna Stockton, P.E., Assistant Engineer

**SHARED SERVICES AGREEMENT FOR THE IMPROVEMENT  
OF THE ENTRANCE DRIVE AND THE ADDITION OF PARKING AT  
COMMUNITY PARK ELEMENTARY SCHOOL**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of May 2013, by and between the Municipality of Princeton and the Princeton Public Schools.

**WITNESSETH;**

**WHEREAS**, the Municipality of Princeton and the Princeton Public Schools have a mutual interest to improve the entrance drive and to construct approximately twenty (20) additional parking spaces at Community Park Elementary School as shown on the attached concept plan marked "Exhibit A"; and

**WHEREAS**, the Engineering Department of the Municipality of Princeton has the expertise to design and contract for the improvements and have the work completed in a cost effective manner, prior to the opening of school in September, as part of a Municipal Road Improvement Project; and

**WHEREAS**, the installation of additional parking spaces will free up parking spaces in the Community Park Pool parking lot when school in session and provide additional parking spaces, when available for pool patrons, during the summer months; and

**WHEREAS**, the cost for the improvements is estimated to not exceed an amount of \$75,000.00 as detailed on "Exhibit B"; and

**WHEREAS**, the work will improve safety by reducing vehicular back-up that regularly occur on Witherspoon Street and enable drop-offs and pick-ups to occur in front of the School in a safe manner; and

**WHEREAS**, the Municipality of Princeton would finance the improvements with the cost repaid by Princeton Public Schools by June, 2014; and

**NOWHEREFORE, IT IS AGREED BY AND BETWEEN THE MUNICIPALITY OF PRINCETON and THE PRINCETON PUBLIC SCHOOLS** as follows:

1. The Municipality of Princeton agrees to be the lead agency to finance, undertake and complete the above referenced improvements in coordination with Princeton Public Schools prior to the opening of school in September, 2013.
2. The Municipality of Princeton will invoice Princeton Public Schools after the work is completed for the actual cost of the improvements not to exceed an amount of Seventy Five Thousand (\$75,000.00) Dollars.

3. Princeton Public Schools will reimburse the Municipality of Princeton in two (2) payments as follows:
  - a) 50% of the cost of the improvements within thirty days after the work has been completed and invoiced.
  - b) The balance of the cost of the improvements prior to June, 2014.
4. Princeton Public Schools agrees to allow pool patrons to utilize the parking spaces along the Community Park School access drive, when available during the summer months.

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

**ATTEST:**

\_\_\_\_\_  
Linda S. McDermott, Municipal Clerk

**MUNICIPALITY OF PRINCETON**

By: \_\_\_\_\_  
Liz Lempert, Mayor

**ATTEST:**

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**PRINCETON PUBLIC SCHOOLS**

By: \_\_\_\_\_



**COMMUNITY PARK ELEMENTARY SCHOOL  
PARKING LOT EXPANSION  
May 7, 2013**

<u>Description</u>	<u>Cost</u>
Roadway Excavation	\$7,500
Road Stone	\$2,500
Asphalt	\$26,000
Concrete Curb	\$12,000
Tree Plates	\$1,000
Concrete Sidewalk	\$8,000
Striping	\$1,200
Restoration	\$7,500
Subtotal	\$65,700
Contingency	\$9,300
Total	\$75,000