

COOPERATIVE AGREEMENT

This agreement is made this 3rd day of November, 2016, by and among Haines Township and Penn Township, hereinafter "*Townships*", Millheim Borough, hereinafter "*Borough*" and the Millheim Fire Company No. 1, hereinafter "*Fire Company*".

BACKGROUND

The Townships and Borough shall be responsible for ensuring that fire services are provided within their municipalities by the means and to the extent determined by the Townships and Borough, including the appropriate financial and administrative assistance for these services.

The Townships and Borough shall consult with the fire service provider to discuss the fire service needs of their respective municipality.

The Millheim Fire Company No. 1 currently services the municipalities of Millheim Borough, Haines Township and Penn Township.

The parties desire to establish an advisory committee by which purchases of fire equipment and accessories for the Fire Company utilizing municipal funding will be mutually agreed upon by said parties.

NOW, THEREFORE, intending to be legally bound, the parties agree as follows:

- 1) The parties will establish an advisory committee to review purchases to be made by the Fire Company when requesting municipal funding. Funding shall only be used for the following: the purchase, maintenance and repair of fire equipment and fire apparatus, for the purchase, erection, maintenance and repairs of a firehouse or structure to house fire apparatus, for training of Fire Company personnel, workers compensation insurance premiums, and other expenses as allowed for in Pennsylvania law and/or Pennsylvania municipal codes.
- 2) The Committee shall consist of the following: one (1) Supervisor from each of the Townships, one (1) Council member from the Borough, and one (1) member of the Fire Company serving in a non-voting, ex officio capacity. The fire company representative cannot be an elected official in any of the participating municipalities. The Committee shall have a total of four (4) members.

- 3) Each municipal Committee member shall return to their respective governing body to discuss preliminary committee recommendations for any proposed purchases and/or allowable expenditures and receive input and/or approval/disapproval from their municipality prior to a final approval vote by the committee.
- 4) Proposed allowable expenditures reviewed by the Committee and their respective municipalities shall receive final approval by a unanimous vote of the Committee.
- 5) Following receipt of an invoice from the fire company, for a qualifying expense as approved by the Committee, each municipality shall adopt a resolution approving such expense prior to submitting payment to the fire company. Upon receiving such payment, the fire company shall issue a receipt to the municipality for the payment stating its intended use by referencing that municipality's resolution number.
- 6) The Fire Company will provide an annual budget to each municipality no later than September 1st of each year. The budget will include any proposed new requests for funding.
- 7) The Fire Company shall submit to each governing body an annual report showing any appropriated moneys used during each completed year before any further payments may be made to the Fire Company for the current year.
- 8) A copy of fire company annual financial audits shall be sent to each municipality upon completion.
- 9) It is recommended that a minimum of one annual meeting shall be held between a committee of officers/members of the Millheim Fire Company, Gregg Township Fire Company, and the Miles Township Fire Company to discuss equipment inventories, potential equipment purchases, volume supply purchases, and any activities, financial or otherwise, that may be mutually beneficial.
- 10) The Committee shall meet at least once annually and may meet more often as necessary. Scheduling a meeting may be requested by any committee member. The committee shall reorganize annually electing a chair and recording secretary. All meeting records are the responsibility of the Committee.

COOPERATIVE AGREEMENT

Executed the date first above written.

ATTEST:

Sharon A. Beckman

MILLHEIM BOROUGH

BY: J. Dr. J.

ATTEST:

Susan E. Wennick

HAINES TOWNSHIP

BY: [Signature]

ATTEST:

Barbara E. Shaffer

PENN TOWNSHIP

BY: Robert J. Fox

ATTEST:

Donald E. Hegerstetter

MILLHEIM FIRE COMPANY NO. 1

BY: [Signature]