

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
JANUARY 8, 2019**

1. Meeting called to Order
2. Pledge of Allegiance
3. Roll Call - Bernhardt, Galvin, Stubbs, Theodora, Villapiano
4. Let the minutes show this meeting is being held in accordance with the requirements of the Open Public Meetings Act of 1975 and adequate notice has been duly posted where required and provided to the Asbury Park Press and the Coaster on December 24, 2018 and to its service communities on December 26, 2018, and posted on its website on December 28, 2018. The minutes of this meeting will be available after Board approval at a subsequent meeting.

2018 IN REVIEW

WORK SESSION

5. Executive Director's Report
6. Attorney's Report
7. Engineer's Report
8. Operation Manager's Report
9. Review of resolutions on business session agenda
 - a. Board comments
 - b. Public comment

BUSINESS SESSION

10. Communications
11. Review of Bill List
 - a. Board comments
 - b. Public comment
12. Resolution 19-1: Bill List
13. Resolution 19-2: Authorizing transfer of available surplus funds to the Township of Ocean pursuant to N.J.S.A. 40A:5A-12.1
14. Consent Agenda
 - a. Approval of minutes of December 18, 2018 meeting
 - b. Approval of Operation Manager's report
 - c. Resolution 19-3: Establishing 2019 Employee Compensation

d. Resolution 19-4: Authorizing appointment of Public Agency Compliance Officer for 2019

e. Resolution 19-5: Designating New Jersey Utility Authorities Joint Insurance Fund Commissioner for 2019

f. Resolution 19-6: Authorizing approval of petty cash fund and naming custodian of petty cash fund

15. Public Comment
16. Comments by Authority Members
17. Closed Session, if needed
18. Adjournment

RESOLUTION 19 - 1

BILL LIST

BE IT RESOLVED by the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey (not less than three (3) members affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Executive Director and as set forth in this Resolution are hereby approved for payment.

2. The authorized signers of checks are hereby authorized and directed to sign checks in the payment of bills and claims which are hereby approved.

The computer print-out of the list of bills will be on file in the Purchasing Agent's Office.

CURRENT FUND	\$ 163,328.95
REVIEW and INSPECTION	175.00
EIT and CONSTRUCTION	1,572.10
PAYROLL ACCOUNT	<u>51,188.01</u>
TOTAL BILLS PAYABLE	\$ 216,264.06

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 8, 2019.

RALPH E. STUBBS, Secretary

BILL LIST SUMMARY

Meeting Date January 8, 2019

General Fund Vouchers	\$163,328.95	
Bill List Total	\$152,937.14	
Add: PO 18-00647 (Township of Ocean)		\$965.81
Add: PO 18-00654 (Pilot Electric)		\$3,980.00
Add: PO 18-00662 (One Call Concepts)		\$162.50
Add: PO 18-00666 (JCP&L)		\$2,486.41
Add: PO 18-00667 (Manna & Bonello)		\$783.00
Add: PO 19-00037 (New Coaster)		\$25.19
Add: PO 19-00038 (Edmunds & Associates)		\$3,308.00
Add: PO 19-00040, In 1-4 (WEF Membership)		\$428.00
Payroll	\$51,188.01	
Transfer for 12/28 payroll		\$51,188.01
Construction	\$1,572.10	
2013 EIT Project	\$1,056.60	
CME Associates		\$1,056.60
Lucas Construction Group		
2015 EIT Project	\$0.00	
Maser Consulting		
2017 EIT Project	\$0.00	
SWERP Incorporated		
Ocean Outfall Repair	\$0.00	
Hazen and Sawyer		
Weeks Marine Inc.		
Odor Control System	\$515.50	
CME Associates		\$515.50
Renewal & Replacement	\$0.00	
Review & Inspection	\$175.00	
CME Associates	\$175.00	
Highview Apartments		
Park Avenue Tennis Center		
608 West Park Ave Subdivision		\$175.00
T & M Associates	\$0.00	
Enclave at Ocean		
TOTAL BILL LIST AMOUNT	\$216,264.06	

**BILL
LIST**

January 4, 2019
01:46 PM

Township of Ocean Sewerage Authority
Bill List By Vendor Id

Page No: 1

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AEA 001 AEA HEADQUARTERS								
	19-00028	12/17/18	AEA 2019 DUES	Open	4,500.00	0.00		
ASBURY01 ASBURY PARK PRESS-ADS								
	18-00659	12/26/18	MEETING DATE CHANGE ADVERT	Open	46.00	0.00		
BOR0001 BOROUGH OF TINTON FALLS								
	19-00026	12/10/18	1062 HOPE ROAD SEWER	Open	115.00	0.00		
BRAD CAR BRADLEY CAR CARE								
	18-00191	04/05/18	TRUCK EXPENSES	Open	491.02	0.00		
CINTAS01 CINTAS CORPORATION #062								
	18-00015	01/02/18	UNIFORMS	Open	772.96	0.00		
CME00001 CME ASSOCIATES								
	EIT00597	12/20/18	ENGINEERING SERVICES-AIR PERMI	Open	515.50	0.00		
	EIT00598	12/20/18	ENGINEERING SERVICES - NJEIT	Open	1,056.60	0.00		
	RI000402	12/20/18	ENGINEERING SERVICES - R&I	Open	175.00	0.00		
					1,747.10			
COOP001 COOPER ELECTRIC SUPPLY CO								
	18-00022	01/02/18	GENERAL REPAIRS and SUPPLIES	Open	137.75	0.00		
DELTO01 DELTA DENTAL PLAN OF NJ								
	19-00027	12/13/18	DENTAL INSURANCE PREMIUMS	Open	2,440.28	0.00		
DIRECTEN DIRECT ENERGY BUSINESS								
	18-00656	12/19/18	NATURAL GAS	Open	592.91	0.00		
GRAI001 GRAINGER WW INC								
	18-00003	12/30/17	GENERAL REPAIRS and SUPPLIES	Open	487.88	0.00		
HOME001 HOME DEPOT CREDIT SERVICES								
	18-00625	12/07/18	MISCELLANEOUS TOOLS FOR TRUCK	Open	184.52	0.00		
JETVACEQ JET VAC EQUIPMENT, LLC								
	18-00646	12/13/18	TV and JET TRUCK EQUIPMENT	Open	840.00	0.00		
LYONS LYONS ENVIRONMENTAL SERVICES								
	18-00619	12/03/18	LAB TESTING	Open	410.00	0.00		
	18-00642	12/12/18	LAB TESTING - PROCESS EVAL	Open	26,276.00	0.00		
					26,686.00			
MCI MCI								
	18-00664	01/03/19	TELEPHONE	Open	160.43	0.00		
NJMVC NJ MOTOR VEHICLE COMMISSION								
	19-00032	12/27/18	LICENSE RENEWAL FOR TRAILERS	Open	135.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type	
NJUA NEW JERSEY UTILITIES AUTHORITY									
	19-00024	12/07/18	GENERAL INSURANCE PREMIUMS	Open	65,226.00	0.00			
POLYD001 POLYDYNE INC									
	18-00446	08/23/18	POLYMER	Open	2,461.00	0.00			
SEAB001 SEABOARD WELDING SUPPLY INC									
	18-00014	01/02/18	GENERAL REPAIRS and SUPPLIES	Open	38.25	0.00			
SIEMENS EVOQUA WATER TECHNOLOGIES LLC									
	18-00657	12/20/18	BIOXIDE	Open	6,177.15	0.00			
STAPL001 STAPLES CREDIT PLAN									
	18-00626	12/07/18	OFFICE SUPPLIES	Open	916.67	0.00			
STAT002 STATE OF NJ DEPT.OF TREAS.DIV.									
	18-00001	12/30/17	HEALTH INSURANCE PREMIUMS	Open	21,691.35	0.00			
	19-00001	12/06/18	HEALTH INSURANCE PREMIUMS	Open	13,368.45	0.00			
					35,059.80				
TOWN002 TOWNE HARDWARE									
	18-00008	01/02/18	GENERAL REPAIRS and SUPPLIES	Open	41.95	0.00			
UPS00001 UPS									
	18-00633	12/11/18	RETURN TV LOANER	Open	111.47	0.00			
WITHUM WITHUMSMITH + BROWN, PC									
	18-00660	12/28/18	NOVEMBER BANK RECONCILIATIONS	Open	750.00	0.00			
YOUNG YOUNG'S WATER & SEWER INC.									
	18-00655	12/19/18	BACKFLOW PREVENTER REPAIR	Open	2,818.00	0.00			
Total Purchase Orders:		29	Total P.O. Line Items:		0	Total List Amount:	152,937.14	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	8-01	39,304.31	0.00	39,304.31	0.00	0.00	39,304.31
	8-02	0.00	0.00	0.00	0.00	1,572.10	1,572.10
	Year Total:	39,304.31	0.00	39,304.31	0.00	1,572.10	40,876.41
GENERAL FUND	9-01	85,784.73	0.00	85,784.73	0.00	26,276.00	112,060.73
Total of All Funds:		125,089.04	0.00	125,089.04	0.00	27,848.10	152,937.14

Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	125,089.04	0.00	125,089.04	0.00	26,276.00	151,365.04
	02	0.00	0.00	0.00	0.00	1,572.10	1,572.10
Total of All Funds:		<u>125,089.04</u>	<u>0.00</u>	<u>125,089.04</u>	<u>0.00</u>	<u>27,848.10</u>	<u>152,937.14</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	8-01	39,304.31	0.00	0.00	0.00	39,304.31
GENERAL FUND	9-01	85,784.73	0.00	0.00	0.00	85,784.73
Total of All Funds:		<u>125,089.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,089.04</u>

AUTHORIZING TRANSFER OF AVAILABLE SURPLUS FUNDS TO THE TOWNSHIP OF OCEAN PURSUANT TO N.J.S.A. 40A:5A-12.1

WHEREAS, by resolution dated November 8, 2018, the Township of Ocean requested the Authority appropriate \$317,426 from available surplus reserves.

BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby appropriates \$317,426.00 from its available surplus reserves to the Township of Ocean.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 8, 2019.

RALPH E. STUBBS, Secretary

ESTABLISHING EMPLOYEE COMPENSATION FOR 2019

WHEREAS, the Township of Ocean Sewerage Authority desires to establish base salaries for its employees for 2019.

NOW, THEREFORE, BE IT RESOLVED, this 3rd day of January 2019 that the following annual base salaries are established for employees of the Township of Ocean Sewerage Authority, effective January 1, 2019:

<u>EMPLOYEE</u>	<u>COMPENSATION⁽¹⁾</u>
William E. Schmeling	\$ 120,550.00/yr
Ruth Finn	\$ 5,463.00/yr
Scott Stedman	\$ 45.3019/hour
Bruce Olsen	\$ 43.2500/hour
Sal Lagrotteria, Jr.	\$ 42.0208/hour
Daniel Miller	\$ 42.9771/hour
Alex Milmoe	\$ 34.5793/hour
Richard Dorick	\$ 23.3213/hour
Thomas DiOrio	\$ 49.6947/hour
Vincent D'Esposito	\$ 40.6060/hour
Jennifer Crumley	\$ 36.0613/hour
Richard Roman	\$ 37.0532/hour
Edward Kwityn	\$ 90,795.00/yr
Robert Ruland	\$ 26.6755/hour
Daniel DeSoucey	\$ 26.6755/hour
Josip Jurasic	\$ 14.2309/hour
Joseph Grasso	\$ 19.7596/hour
Samuel Nowell	\$ 19.7596/hour
Board Chairman	\$ 2,250.00/yr
Board Members	\$ 2,000.00/yr

(1) Step increases may occur during year

AND BE IT FURTHER RESOLVED that such base salary amount shall be in addition to any other amounts due an employee in accordance with the Authority's Employee Handbook;

AND BE IT FURTHER RESOLVED that employees participating in the State Health Benefits Program shall pay eighty percent (80%) of the applicable Tier 4 percentage.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 3, 2019.

RALPH E. STUBBS, Secretary

**AUTHORIZING APPOINTMENT OF PUBLIC
AGENCY COMPLIANCE OFFICER FOR 2019**

WHEREAS, the State of New Jersey Department of the Treasury Affirmative Action Office mandates the appointment of a Public Agency Compliance Officer annually; and

WHEREAS, William E. Schmeling currently serves as Public Agency Compliance Officer.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby appointments William E. Schmeling as the Authority's Public Agency Compliance Officer for the year 2019.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 8, 2019.

RALPH E. STUBBS, Secretary

**DESIGNATING NEW JERSEY UTILITY
AUTHORITIES JOINT INSURANCE FUND
COMMISSIONER FOR 2019**

BE IT RESOLVED that the Township of Ocean Sewerage Authority that Executive Director William E. Schmeling is hereby designated as the Authority's Fund Commissioner to the New Jersey Utilities Authority Joint Insurance Fund for 2019.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 8, 2019.

RALPH E. STUBBS, Secretary

**AUTHORIZING APPROVAL OF PETTY CASH FUND
AND NAMING CUSTODIAN OF PETTY CASH FUND**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund and the custodian of the Petty Cash Fund; and

WHEREAS, the Petty Cash Fund should be authorized annually.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes approval of its Petty Cash Fund in the amount of \$50.00 for 2019; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority authorizes William E. Schmeling to serve as Petty Cash Fund custodian.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 8, 2019.

RALPH E. STUBBS, Secretary