TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
JANUARY 2, 2018

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 mailed to its service communities on February 9, 2017 and published in the Asbury Park Press on February 14, 2017 and the Coaster on February 16, 2017. The minutes of this meeting will be available after Board approval at a subsequent meeting.

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. Approval of minutes of December 5, 2017 regular meeting and December 27, 2017 special meeting minutes

11. Motion to receive and file Operation Manager's Report

12. Communications

13. Review of Bill List
   a. Board comments
   b. Public comment

14. Resolution 18-1: Bill List

15. Resolution 18-2: Authorizing amendment to Employee Handbook with Policies and Procedures

16. Resolution 18-3: Establishing annual base salaries for 2018

17. Resolution 18-4: Authorizing appointment of Public Agency Compliance Officer for 2018

18. Resolution 18-5: Designating New Jersey Utility Authorities Joint Insurance Fund Commissioner

19. Resolution 18-6: Authorizing approval of petty cash fund and naming custodian of petty cash fund

20. Resolution 18-7: Authorizing payment in the amount of $123,266.16 to Lucas Construction Group, Inc. for 2013 Collection System Upgrades Project

21. Public Comment

22. Comments by Authority Members

23. Closed Session, if necessary

24. Adjournment

BILL LIST

December 29, 2017 10:10 AM — 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 # / PO #	Name / PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CINTAS01	CINTAS CORPORATION #062						
17-00587	11/01/17	UNIFORMS	Open	667.60	0.00		
COASTC01	COAST CITIES EQUIPMENT SALES,I						
17-00676	12/14/17	JET TRUCK	Open	409.34	0.00		
EXCEL UC	EXCEL URGENT CARE						
17-00683	12/19/17	ADMINISTRATIVE OTHER EXPENSES	Open	125.00	0.00		
HALL001	HALL & ASSOCIATES						
EIT00530	12/23/17	OCEAN OUTFALL PIPE REPAIR	Open	1,745.22	0.00		
KWITYN	EDWARD KWITYN						
17-00694	12/27/17	TRAVEL EXPENSES	Open	20.00	0.00		
MANNA001	MANNA & BONELLO, P.A.						
EIT00529	12/06/17	LEGAL SERVICES - NJEIT	Open	2,500.00	0.00		
MCI	MCI						
17-00697	12/28/17	TELEPHONE	Open	71.86	0.00		
MIRA001	MIRACLE CHEMICAL CO						
17-00692	12/26/17	GENERAL REPAIRS and SUPPLIES	Open	195.00	0.00		
NJUA	NEW JERSEY UTILITIES AUTHORITY						
17-00661	12/08/17	GENERAL INSURANCE	Open	64,676.90	0.00		
SEAB001	SEABOARD WELDING SUPPLY INC						
17-00058	02/02/17	GENERAL REPAIRS and SUPPLIES	Open	38.25	0.00		
17-00669	12/14/17	LIQUID OXYGEN	Open	1,143.95	0.00		
				1,182.20			
SIEMENS	EVOQUA WATER TECHNOLOGIES LLC						
17-00647	12/04/17	BIOXIDE	Open	6,150.43	0.00		
SOLUTION	SOLUTIONWERKS INC.						
17-00678	12/15/17	UNOX MAINTENANCE and REPAIRS	Open	1,713.70	0.00		
SPECTROT	SPECTROTEL						
17-00026	01/16/17	TELEPHONE	Open	164.23	0.00		
STAT002	STATE OF NJ DEPT.OF TREAS.DIV.						
17-00002	01/02/17	HEALTH INSURANCE PREMIUMS	Open	40,263.24	0.00		
WAST001	WASTE MANAGEMENT OF NJ						
17-00005	01/02/17	ADMINISTRATIVE OTHER EXPENSES	Open	111.61	0.00		

Total Purchase Orders: 16 Total P.O. Line Items: 0 Total List Amount: 119,996.33 Total Void Amount: 0.00

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type

Totals by Year-Fund

Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	7-01	27,820.22	0.00	27,820.22	0.00	0.00	27,820.22
	7-02	4,245.22	0.00	4,245.22	0.00	0.00	4,245.22
	Year Total:	32,065.44	0.00	32,065.44	0.00	0.00	32,065.44
	X-01	87,930.89	0.00	87,930.89	0.00	0.00	87,930.89
Total Of All Funds:		119,996.33	0.00	119,996.33	0.00	0.00	119,996.33

Totals by Fund

Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	115,751.11	0.00	115,751.11	0.00	0.00	115,751.11
	02	4,245.22	0.00	4,245.22	0.00	0.00	4,245.22
Total Of All Funds:		119,996.33	0.00	119,996.33	0.00	0.00	119,996.33

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	7-01	27,820.22	0.00	0.00	0.00	27,820.22
	7-02	4,245.22	0.00	0.00	0.00	4,245.22
Year Total:		32,065.44	0.00	0.00	0.00	32,065.44
	X-01	87,930.89	0.00	0.00	0.00	87,930.89
Total Of All Funds:		119,996.33	0.00	0.00	0.00	119,996.33

AUTHORIZING AMENDMENTS TO EMPLOYEE HANDBOOK WITH POLICIES AND PROCEDURES

BE IT RESOLVED that the Township of Ocean Sewerage Authority Employee Handbook is amended in accordance with the revised Step Program; and

BE IT FURTHER RESOLVED that the revised Step Program shall take effect on January 1, 2018.

	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 2, 2018.

RALPH E. STUBBS, Secretary

STEP PROGRAM			
STEPS	**Plant & Collection**		**Lab***
New Hire ($2,000 additional for science-related degree)	$40,000.00		$40,000.00
Complete 6 months of satisfactory performance	$42,000.00		$42,000.00
Complete 1 year of satisfactory performance	$46,000.00		$46,000.00
Complete 18 months of satisfactory performance	$49,000.00		$50,000.00
Obtain C-1, S-1, Electrical or Plumbing license	$54,000.00		
Complete 24 months of satisfactory performance	$57,000.00		$57,000.00
Complete 30 months of satisfactory performance	$63,000.00		$63,000.00
Complete 36 months of satisfactory performance	$65,000.00		$65,000.00
Complete 42 months of satisfactory performance	$68,000.00		$67,000.00
Complete 48 months of satisfactory performance	$70,000.00		$69,000.00
Complete 54 months of satisfactory performance			$71,000.00
Obtain C-2 or S-2 license	$73,000.00		
Complete 60 months of satisfactory performance	$75,000.00		$73,000.00
Complete 72 months of satisfactory performance	$77,000.00		$75,000.00
Complete 84 months of satisfactory performance			$77,000.00
Complete 108 months of satisfactory performance			$80,000.00
Complete 14 years of satisfactory performance	$87,000.00		$85,000.00
Obtain C-3 or S-3 license	Additional $3,000		
Obtain C-4 or S-4 license	Additional $5,000		
Complete 25 years of satisfactory performance	Additional $3,000		$90,000.00
Complete 30 years of satisfactory performance	Additional $3,000		
*$1,000 annual stipend for each license obtained			

ESTABLISHING ANNUAL BASE SALARIES FOR 2018

WHEREAS, the Township of Ocean Sewerage Authority desires to establish base salaries for its employees for 2018.

NOW, THEREFORE, BE IT RESOLVED, this 2nd day of January 2018 that the following annual base salaries are established for employees of the Township of Ocean Sewerage Authority, effective January 1, 2018:

EMPLOYEE	BASE SALARY[(1)]
William E. Schmeling	$ 118,185.00
Ruth Finn	$ 5,317.30
Scott Stedman	$ 91,863.00
Bruce Olsen	$ 87,595.00
Sal Lagrotteria, Jr.	$ 85,064.00
Daniel Miller	$ 79,117.50
Alex Milmoe	$ 66,787.50
Richard Dorick	$ 18,884.00
Thomas DiOrio	$ 101,000.00
Vincent D'Esposito	$ 82,200.00
Jennifer Crumley	$ 70,897.50
Richard Roman	$ 75,007.50
Edward Kwityn	$ 88,365.00
Robert Ruland	$ 43,155.00
Daniel DeSoucey	$ 41,100.00
Josip Jurasic (2)	$ 13.85/hr
Board Chairman	$ 2,250.00
Board Members	$ 2,000.00

(1) Salaries on January 1, 2018 shall be paid based on annualized hourly rate; step increases may occur during year.

(2) Total salary for the year may not exceed $15,000.00

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

AND BE IT FURTHER RESOLVED that employees participating in the State Health Benefits Program shall pay seventy percent (75%) of the applicable Tier 4 percentage.

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	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 2, 2018.

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RALPH E. STUBBS, Secretary

AUTHORIZING APPOINTMENT OF
PUBLIC AGENCY COMPLIANCE OFFICER
FOR 2018

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 2018.

	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 2, 2018.

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RALPH E. STUBBS, Secretary

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DESIGNATING NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND COMMISSIONER

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 2018.

	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 2, 2018.

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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 2018; 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 2, 2018.

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RALPH E. STUBBS, Secretary

AUTHORIZING PAYMENT IN THE AMOUNT OF $123,266.16 TO LUCAS CONSTRUCTION GROUP, INC. FOR 2013 COLLECTION SYSTEM UPGRADES PROJECT

WHEREAS, the Authority awarded a contract for its 2013 Collection System Upgrades project to Lucas Construction Group, Inc. in the amount of $4,575,575.00 (the "Project") on December 6, 2016; and

WHEREAS, the Lucas has performed work and provided equipment and material for the Project; and

WHEREAS, by letter dated December 11, 2017, the Authority's engineer has recommended payment in the amount of $180,945.75 pursuant to its Payment Estimate No. 7.

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority .hereby approves payment in the amount of $180,945.75 to Lucas Construction Group for the 2013 Collection System Upgrades Project in accordance with Payment Estimate No. 7.

	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 2, 2018.

RALPH E. STUBBS, Secretary