

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
OCTOBER 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, 2018 and published in the Asbury Park Press on February 13, 2018 and the Coaster on February 15, 2018. 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. Operator'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 18 -87: 2019 budget introduction
13. Resolution 18-88: Bill List
14. Consent Agenda
 - a. Approval of minutes of September 4, 2018 regular meeting
 - b. Motion to receive and file Operation Manager's Report
 - c. Resolution 18-89: Confirming the hiring of Joseph Grasso
 - d. Resolution 18-90: Authorizing the hiring of Samuel Nowell

e. Resolution 18-91: Authorizing amendment to Employee Handbook with Policies and Procedures

f. Resolution 18-92: Authorizing amendment to Authority's Rules and Regulations

g. Resolution 18-93: Authorizing renewal of contract for sewer line and facilities repairs with Mark Woszczak Mechanical Contractors, Inc. for the period October 1, 2018 to September 30, 2019

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

**2019 AUTHORITY BUDGET RESOLUTION
TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
FISCAL YEAR: JANUARY 1, 2019 TO DECEMBER 31,
2019**

WHEREAS, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented to the governing body of the Township of Ocean Sewerage Authority at its open public meeting of October 2, 2018; and

WHEREAS, the Annual Budget, as introduced, reflects Total Revenues of \$7,329,221, Total Appropriations, including any Accumulated Deficit, of \$7,329,221 and Total Unreserved Net Assets utilized of \$0.00; and

WHEREAS, the Capital Budget, as introduced, reflects Total Capital Appropriations of \$18,607,500 and Total Unreserved Net Position planned to be utilized as funding thereof of \$90,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenue, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the Authority's planning and management objectives; specific authorization to expend funds for the purposes described in this Section of the budget must be granted by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on October 2, 2018 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2018 and ending December 31, 2018 is hereby approved; and

BE IT FURTHER RESOLVED that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Authority's outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

BE IT FURTHER RESOLVED that the Governing Body of the Township of Ocean Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 4, 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 October 2, 2018.

 RALPH E. STUBBS, Secretary

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BILL LIST

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
ACCURATE ACCURATE WASTE REMOVAL								
	18-00475	09/13/18	SLUDGE DISPOSAL	Open	51,660.00	0.00		
AQUA LAB AQUA PRO-TECH LABORATORIES								
	18-00471	09/13/18	LAB TESTING	Open	2,085.00	0.00		
BANK001 BANK OF NEW YORK NA								
	18-00470	09/13/18	TRUSTEE and AGENT FEE	Open	3,849.97	0.00		
BATBULBS BATTERIES+BULBS								
	18-00472	09/13/18	GENERAL REPAIRS and SUPPLIES	Open	23.95	0.00		
CINTAS01 CINTAS CORPORATION #062								
	18-00015	01/02/18	UNIFORMS	Open	675.92	0.00		
CME00001 CME ASSOCIATES								
	17-00562	10/13/17	ENGINEERING SERVICES	Open	3,012.75	0.00		
	18-00451	08/27/18	ENGINEERING SERVICES	Open	521.75	0.00		
	18-00478	09/13/18	ENGINEERING SERVICES	Open	232.50	0.00		
	EIT00573	08/27/18	ENGINEERING SERVICES	Open	1,838.25	0.00		
	EIT00574	08/27/18	ENGINEERING SERVICES - NJEIT	Open	5,012.50	0.00		
	EIT00577	09/13/18	ENGINEERING SERVICES - NJEIT	Open	612.00	0.00		
	EIT00578	09/13/18	ENGINEERING SERVICES	Open	500.50	0.00		
	RI000391	08/27/18	ENGINEERING SERVICES - R&I	Open	1,356.25	0.00		
	RI000392	08/27/18	ENGINEERING SERVICES - R&I	Open	87.50	0.00		
	RI000393	09/13/18	ENGINEERING SERVICES - R&I	Open	596.00	0.00		
	RI000394	09/13/18	ENGINEERING SERVICES - R&I	Open	306.25	0.00		
					14,076.25			
COOP001 COOPER ELECTRIC SUPPLY CO								
	18-00022	01/02/18	GENERAL REPAIRS and SUPPLIES	Open	387.58	0.00		
DELT001 DELTA DENTAL PLAN OF NJ								
	18-00011	01/02/18	DENTAL INSURANCE PREMIUMS	Open	2,305.11	0.00		
DESAR001 ANDREW G DE SARNO								
	18-00336	07/02/18	HOSPITALIZATION INSURANCE	Open	5,437.50	0.00		
DIRECTEN DIRECT ENERGY BUSINESS								
	18-00488	09/17/18	NATURAL GAS	Open	1.99	0.00		
ELE001 ELECTRO MAINTENANCE INC								
	18-00473	09/13/18	CONTRACTOR REPAIRS	Open	876.25	0.00		
GENERALC GENERAL CARBON CORP.								
	18-00440	08/20/18	ODOR CONTROL	Open	4,005.00	0.00		
GOVCON01 GOVCONNECTION, INC								
	18-00415	08/13/18	COMPUTER HARDWARE	Open	842.84	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
GPJAGER GP JAGER INC.	18-00424	08/15/18	PUMPS	Open	5,029.22	0.00		
GRAI001 GRAINGER WM INC	18-00003	12/30/17	GENERAL REPAIRS and SUPPLIES	Open	2,510.36	0.00		
GREELEY GREELEY AND HANSEN LLC	17-00524	09/28/17	COMPUTER SOFTWARE & HARDWARE	Open	13,109.27	0.00		
	18-00485	09/14/18	ENGINEERING	Open	7,041.83	0.00		
					20,151.10			
GUIR001 JOHN GUIRE CO INC	18-00489	09/17/18	GENERAL REPAIRS and SUPPLIES	Open	77.79	0.00		
HAZEN HAZEN and SAWYER	EIT00579	09/17/18	OCEAN OUTFALL REPLACEMENT	Open	14,231.33	0.00		
JCPL001 JERSEY CENTRAL POWER & LIGHT	18-00467	09/05/18	ELECTRIC	Open	25,247.25	0.00		
KWITYN EDWARD KWITYN	18-00501	09/27/18	TRAVEL EXPENSE	Open	52.92	0.00		
LONG001 LONGO ELECTRICAL-MECHANICAL	18-00322	06/25/18	PUMP REPAIR	Open	4,176.49	0.00		
LYONS LYONS ENVIRONMENTAL SERVICES	18-00465	09/05/18	LAB TESTING	Open	398.00	0.00		
MANNA001 MANNA & BONELLO, P.A.	18-00469	09/13/18	LEGAL SERVICES	Open	986.00	0.00		
MASER MASER CONSULTING P.A.	EIT00576	09/13/18	ENGINEERING - NJEIT	Open	549.48	0.00		
MIRA001 MIRACLE CHEMICAL CO	18-00468	09/13/18	SODIUM HYPOCHLORITE	Open	5,800.00	0.00		
NEP AUTO NEPTUNE AUTO SUPPLY	18-00464	09/05/18	TRUCK EXPENSE	Open	10.36	0.00		
NJAM001 NEW JERSEY AMERICAN WATER	18-00477	09/13/18	WATER	Open	2,316.64	0.00		
NJNAT001 NEW JERSEY NATURAL GAS CO	18-00476	09/13/18	NATURAL GAS	Open	132.76	0.00		
NJST001 NJ STATE LEAGUE OF MUNIC	18-00491	09/18/18	SEMINARS	Open	55.00	0.00		
NJWAT001 NJ WATER ENVIRONMENT ASSOC	18-00459	09/04/18	EDUCATION and DUES	Open	1,307.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ONECALL ONE CALL CONCEPTS, INC	18-00463	09/05/18	ONE CALL SERVICE	Open	317.50	0.00		
PARKPUMP PARK PUMPS & CONTROLS, INC.	18-00385	07/27/18	PLANT MAINTENANCE CHEMICAL	Open	1,370.00	0.00		
PIL001 PILOT ELECTRIC CO INC	18-00423	08/15/18	PUMPS	Open	29,493.80	0.00		
POLYD001 POLYDYNE INC	18-00458	09/04/18	POLYMER	Open	2,461.00	0.00		
RULAND ROBERT RULAND	18-00466	09/05/18	TRAVEL EXPENSE	Open	47.52	0.00		
SEAB001 SEABOARD WELDING SUPPLY INC	18-00405	08/06/18	LIQUID OXYGEN	Open	13,713.33	0.00		
SISS001 PERMADUR INDUSTRIES, INC.	18-00353	07/16/18	SAFETY REPAIRS	Open	3,894.11	0.00		
SPECTROT SPECTROTEL	18-00002	12/30/17	TELEPHONE	Open	199.10	0.00		
SPLASH SPLASHTOP INC.	18-00497	09/24/18	COMPUTER HARDWARE and SOFTWARE	Open	396.00	0.00		
STAT002 STATE OF NJ DEPT.OF TREAS.DIV.	18-00001	12/30/17	HEALTH INSURANCE PREMIUMS	Open	39,168.15	0.00		
STATE001 NJ DEPARTMENT OF TREASURY	18-00479	09/14/18	TWA PERMIT	Open	1,830.22	0.00		
TOWN001 TOWNSHIP OF OCEAN	18-00484	09/14/18	GAS, DIESEL and GROUP LIFE	Open	832.59	0.00		
TOWN002 TOWNE HARDWARE	18-00008	01/02/18	GENERAL REPAIRS and SUPPLIES	Open	33.97	0.00		
WAST001 WASTE MANAGEMENT OF NJ	18-00013	01/02/18	GRIT DISPOSAL	Open	1,590.00	0.00		
	18-00016	01/02/18	PAPER RECYCLING	Open	81.16	0.00		
					1,671.16			
WITHUM WITHUMSMITH + BROWN, PC	18-00498	09/25/18	ADMINISTRATIVE OTHER EXPENSE	Open	687.50	0.00		
Y-PER001 Y-PERS	18-00301	06/13/18	GENERAL REPAIRS and SUPPLIES	Open	138.00	0.00		
ZEP001 ZEP MFG CO	18-00416	08/13/18	GENERAL REPAIRS and SUPPLIES	Open	323.47	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
Total Purchase Orders: 59 Total P.O. Line Items: 0 Total List Amount: 265,836.48 Total Void Amount: 0.00								

Totals by Year-Fund		Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
GENERAL FUND	8-01	222,172.67	0.00	222,172.67	0.00	18,353.11	240,525.78
	8-02	0.00	0.00	0.00	0.00	22,744.06	22,744.06
	Year Total:	222,172.67	0.00	222,172.67	0.00	41,097.17	263,269.84
	X-01	2,566.64	0.00	2,566.64	0.00	0.00	2,566.64
Total of All Funds:		224,739.31	0.00	224,739.31	0.00	41,097.17	265,836.48

Totals by Fund		Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
GENERAL FUND	01	224,739.31	0.00	224,739.31	0.00	18,353.11	243,092.42
	02	0.00	0.00	0.00	0.00	22,744.06	22,744.06
Total of All Funds:		224,739.31	0.00	224,739.31	0.00	41,097.17	265,836.48

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	8-01	222,172.67	0.00	0.00	0.00	222,172.67
	X-01	2,566.64	0.00	0.00	0.00	2,566.64
Total of All Funds:		224,739.31	0.00	0.00	0.00	224,739.31

CONFIRMING THE HIRING OF JOSEPH GRASSO

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for additional personnel; and

WHEREAS, the Personnel Committee interviewed several individuals who had supplied the Authority with resumes; and

WHEREAS, the Personnel Committee made a recommendation to the Board to hire Joseph Grasso; and

WHEREAS, Joseph Grasso accepted the Authority’s offer of employment; and

WHEREAS, Joseph Grasso began working for the Authority on September 19, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby confirms the hiring of Joseph Grasso as Utility 2 at a starting salary of \$40,000 beginning on September 19, 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 Regular Meeting held on October 2, 2018.

RALPH E. STUBBS, Secretary

AUTHORIZING THE HIRING OF SAMUEL NOWELL

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for additional personnel; and

WHEREAS, the Personnel Committee interviewed five (5) individuals who had recently supplied the Authority with resumes; and

WHEREAS, the Personnel Committee has recommending the hiring of Samuel Nowell to the Board; and

WHEREAS, Samuel Nowell has accepted the terms and conditions of employment set forth in the employment offer letter.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby hires Samuel Nowell as a Utility 2 at a starting salary of \$40,000 as of October 3, 2018 subject to completion of a physical with no adverse recommendations.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

**AUTHORIZING AMENDMENT TO EMPLOYEE HANDBOOK
WITH POLICIES AND PROCEDURES**

WHEREAS, the Municipal Excess Liability JIF has recommended a change to employee handbooks insured by it.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority Employee Handbook is amended in accordance with the revised page attached hereto; and

BE IT FURTHER RESOLVED that the revisions shall take effect immediately.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

employee's official personnel file except medical records including physical examinations which must be maintained in a separate file. All records related to other candidates must be retained for at least one (1) year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Initial Employment Period Procedure

Except where State requirements direct otherwise, new employees will be hired subject to an initial employment period (during which time the employee is considered a probationary employee) of twelve (12) months. During this initial employment period, the new employee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation (see Employee Evaluation Policy). New employees may be discharged at any time during this initial employment period if the Executive Director concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Executive Director may extend the initial employment period. Newly hired employees are not eligible for payment of paid time off except holidays or earned sick time, until the successful completion of their initial employment period.

Nothing in this Procedure shall alter the Authority's employment at will policy. Employment with the Authority is at will and may be terminated at any time with or without cause or notice by the Authority or the employee.

Open Public Meetings Act Procedure concerning Personnel Matters

Discussions by the Authority Board or any body of the Authority concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee ~~shall~~ may be held in closed session, ~~unless the individual requests in writing that the discussion be held in open session; such request must be granted.~~ Prior to the discussion by the Authority Board or any body of the Authority concerning such matters, the Executive Director shall notify the affected person or persons of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. In many instances, it is advisable to allow the employee to be present in the closed session. Ultimately, the guidance as to notification of employees and the right to have the discussion in executive or the open session should be discussed with and be based upon the guidance and advice of the Authority's legal counsel and recent court decisions.

Performance Evaluation Procedure

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized

in addition to areas for improvement. Supervisors should review future training needs and career planning. The

AUTHORIZING AMENDMENTS TO AUTHORITY’S RULES AND REGULATIONS

BE IT RESOLVED that the Township of Ocean Sewerage Authority’s Rules and Regulations are amended as indicated on the attached sheets (bold underline for additions, strikethrough for deletions); and

BE IT FURTHER RESOLVED that the amendments shall take effect immediately.

	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 October 2, 2018.

RALPH E. STUBBS, Secretary

5.0 CONNECTION OR DISCONNECTION TO SYSTEM

5.1 Connection Fee.

Prior to connecting to the Authority's System, a connection fee shall be payable to TOSA by the Developer or Owner prior to application to the Township for a building permit on vacant property. The connection fee shall be based on anticipated flows for the buildings to be connected to the Authority's system using, but not restricted to, projected flow criteria contained in N.J.A.C. 7:14A-23.3 or by reference to existing flows for the proposed development, and computed in accordance with the current rate schedule adopted by the Authority. For existing dwellings abandoning septic tanks, payment of the connection fee shall be payable by the Owner prior to application to the Township for a plumbing permit for a connection to the Authority's sewer system.

Notwithstanding the above, the determination of any new connection fee shall be subject to the provisions of P.L.2018, c.74.

5.2 Disconnection.

In the event that an Owner desires to disconnect sewer service from the Authority's sewer system, the Owner shall file an Application for Disconnection (Exhibit D) with the Authority accompanied by a fee of Fifty Dollars (\$50). The disconnection must be for a period of not less than one (1) year. The Owner must provide the Authority with evidence that water service to the property has been discontinued. Once the disconnection has been approved by the Authority's staff, the Application for Disconnection shall be approved by resolution of the Authority. Following approval of the Application for Disconnection, the Owner shall not be subject to the annual service charge beginning on the first day of the month following the approval. If and when the Owner elects to connect to the Authority's System, the connection shall be inspected by the Authority's staff.

5.3 Demolition.

In the event a structure subject to a service charge is to be demolished, the Owner shall provide the Authority with a copy of the demolition permit issued by the Township. Beginning on the first day of the month following the issuance of the demolition permit until the first day following the issuance of a Certificate of Occupancy (temporary or permanent), the Owner shall not be subject to the annual service charge.

5.4 Inspection Fee.

For any inspection by the Authority's staff for a connection ~~or a disconnection~~ to the Authority's System, the Owner or Developer shall be responsible for a One Hundred Twenty-Five Dollars (\$125) inspection fee **except where the installation of lines servicing the home or homes to be connected to the Authority's System have been inspected by the Authority's Engineer during the construction of the development.**

AUTHORIZING RENEWAL OF CONTRACT FOR SEWER LINE AND FACILITIES REPAIRS WITH MARK WOSZCZAK MECHANICAL CONTRACTORS, INC. FOR THE PERIOD OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for Sewer Line and Facilities Repairs in the Asbury Park Press on September 12, 2016 and posted the bid opportunity and bid documents on its website; and

WHEREAS, four (4) bids were received at the Authority's office on the return date of September 28, 2016; and

WHEREAS, a contract was awarded to Mark Woszczak Mechanical Contractors, Inc. by resolution dated October 4, 2016; and

WHEREAS, the bid documents provided that the Authority could renew the contract award for two (2) one-year periods in accordance with N.J.S.A. 40A:11-15; and

WHEREAS, the Authority's staff has determined that the services provided have been performed in an effective and efficient manner; and

WHEREAS, Mark Woszczak Mechanical Contractors, Inc. has advised the Authority that it will hold its bid prices for the period October 1, 2018 to September 30, 2019; and

WHEREAS, the Authority is desirous of continuing its working relationship with Mark Woszczak Mechanical Contractors, Inc.; and

WHEREAS, the Authority's Executive Director has certified that funds are available for this contract under contractor repairs (01-60-600-351 and 01-61-601-351).

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby renews its contract for providing Sewer Line and Facilities Repairs with Mark Woszczak Mechanical Contractors, Inc. for the period October 1, 2018 to September 30, 2019 at the prices indicated in the proposal signed September 28, 2016; the total maximum bid price does not bind the Authority to the payment of any specific total, the amount to be paid under the contract shall be in accordance with the quantity of materials provided at prevailing per gallon charge; and

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized and directed to execute the contract for the award on behalf of the Authority.

	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 Regular Meeting held on October 2, 2018.

RALPH E. STUBBS, Secretary