

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
SPECIAL MEETING
DECEMBER 18, 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 published in the Asbury Park Press on November 28, 2018 and the Coaster on November 29, 2018. The minutes of this meeting will be available after Board approval at a subsequent meeting.

WORK SESSION

5. Executive Director's Report
6. Review of resolutions on business session agenda
 - a. Board comments
 - b. Public comment

BUSINESS SESSION

7. Communications
8. Review of Bill List
 - a. Board comments
 - b. Public comment
9. Resolution 18-112: Bill List
10. Resolution 18-103: 2019 Budget Adoption
11. Resolution 18-113: 2018 Budget Amendment
12. Resolution 18-114: Authorizing payment in the amount of \$4,729.05 to SWERP Incorporated for Berkeley Avenue, Lakeview Avenue and Lincoln Drive Sanitary Sewer Replacement Project
13. Resolution 18-115: Authorizing appointment of Conner Strong & Bucklelew as Risk Management Consultant for the year 2019
14. Public Comment
15. Comments by Authority Members
16. Closed Session
 - a. Contractual negotiations
 - b. Potential litigation
17. Adjournment

THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
NOTICE OF SPECIAL MEETING

NOTICE is hereby given that the Township of Ocean Sewerage Authority will hold a Special Meeting on Tuesday, December 18, 2018 at 7:00 p.m. The meeting will be held at the Authority's Administration Building, 224 Roosevelt Avenue, Oakhurst, NJ. The purpose of the meeting is to consider adopt a 2018 budget amendment and 2018 transfers as deemed necessary for the 2018 budget, pay year-end bills and discuss potential litigation and contractual relations in closed session. Official action will be taken at the meeting.

BILL LIST

December 14, 2018
12:00 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
ACCURATE ACCURATE WASTE REMOVAL								
	18-00643	12/12/18	SLUDGE DISPOSAL	Open	34,245.00	0.00		
BRAD CAR BRADLEY CAR CARE								
	18-00191	04/05/18	TRUCK EXPENSES	Open	761.34	0.00		
CLEARY CLEARY GIACOBBE ALFIERI JACOBS								
	18-00641	12/12/18	LEGAL	Open	105.00	0.00		
CME00001 CME ASSOCIATES								
	18-00617	12/03/18	ENGINEERING - TWA PERMIT	Open	235.50	0.00		
	EIT00592	11/26/18	ENGINEERING SERVICES	Open	423.25	0.00		
	RI000399	11/26/18	ENGINEERING SERVICES - R&I	Open	656.25	0.00		
	RI000400	12/03/18	ENGINEERING SERVICES - R&I	Open	262.50	0.00		
					1,577.50			
COAST002 THE NEW COASTER								
	18-00616	12/03/18	ADVERTISE 12/18 SPECIAL MEET	Open	13.37	0.00		
COOP001 COOPER ELECTRIC SUPPLY CO								
	18-00124	02/22/18	GENERATOR MAINTENANCE	Open	1,548.50	0.00		
GREELEY GREELEY AND HANSEN LLC								
	17-00524	09/28/17	COMPUTER SOFTWARE & HARDWARE	Open	3,310.86	0.00		
	18-00640	12/12/18	ENGINEERING - PROCESS EVAL	Open	843.70	0.00		
					4,154.56			
INGE001 INGERSOLL-RAND COMPANY								
	18-00455	08/31/18	UNOX MAINTENANCE	Open	635.13	0.00		
	18-00644	12/12/18	UNOX MAINTENANCE	Open	560.06	0.00		
					1,195.19			
JCPL001 JERSEY CENTRAL POWER & LIGHT								
	18-00629	12/10/18	ELECTRIC	Open	60,211.55	0.00		
LIVEVAUL KeepItSafe, Inc. - LiveVault								
	18-00005	12/30/17	ADMINISTRATIVE OTHER EXPENSES	Open	20.00	0.00		
LUCITY LUCITY								
	18-00255	05/16/18	COMPUTER SOFTWARE and HARDWARE	Open	2,156.25	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			
MANNA001 MANNA & BONELLO, P.A.								
	18-00628	12/10/18	LEGAL SERVICES	Open	304.50	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
MASER MASER CONSULTING P.A.	EIT00594	12/03/18	ENGINEERING SERVICES - NJEIT	Open	745.25	0.00		
MCMAS005 MCMASER-CARR SUPPLY CO.	18-00575	11/13/18	ODOR CONTROL	Open	365.97	0.00		
MIRA001 MIRACLE CHEMICAL CO	18-00611	11/30/18	SODIUM HYPOCHLORITE	Open	5,410.00	0.00		
MONM005 MONMOUTH TRUCK EQUIPMENT	18-00630	12/10/18	SNOW PLOW EQUIPMENT	Open	47.95	0.00		
MOORE MOORE INDUSTRIES-INTERNATIONAL	18-00448	08/23/18	UNIX MAINTENANCE	Open	481.78	0.00		
MOTION MOTION INDUSTRIES	18-00138	03/02/18	GENERAL REPAIRS and SUPPLIES	Open	785.95	0.00		
NJAM001 NEW JERSEY AMERICAN WATER	18-00584	11/14/18	WATER	Open	4,007.07	0.00		
ONECALL ONE CALL CONCEPTS, INC	18-00561	11/01/18	ONE CALL SERVICE	Open	338.75	0.00		
	18-00615	12/03/18	ONE CALL SERVICE	Open	221.25	0.00		
					560.00			
PHOENIX PHOENIX ADVISORS	18-00580	11/13/18	ACCOUNTING	Open	950.00	0.00		
POLARAIR POLAR AIR OF NJ INC.	18-00555	10/29/18	HVAC REPAIRS and INSTALL	Open	4,250.00	0.00		
PRAX001 PRAXAIR, INC.	18-00632	12/11/18	LIQUID OXYGEN	Open	1,860.36	0.00		
REPPEN REPPEN INDUSTRIES, LLC	18-00574	11/13/18	GENERAL REPAIRS and SUPPLIES	Open	178.50	0.00		
SCHMEL01 WILLIAM E SCHMELING	18-00645	12/13/18	RENEW WEBSITE HOSTING	Open	179.88	0.00		
SHOR002 SHORE INDUSTRIAL SUPPLY CORP	18-00012	01/02/18	GENERAL REPAIRS and SUPPLIES	Open	47.93	0.00		
STAT001 STATE SHORTHAND REPORTING	18-00639	12/12/18	CONNECTION FEE TRANSCRIPT	Open	337.00	0.00		
STATE001 NJ DEPARTMENT OF TREASURY	18-00627	12/10/18	DeSOUCEY LICENSE	Open	50.00	0.00		
SWERP SWERP INCORPORATED	EIT00595	12/06/18	2016 NJEIT PROJECT RETAINAGE	Open	4,729.05	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
T-M00001 T & M ASSOCIATES								
	RI000401	12/03/18	ENGINEERING SERVICES - R&I	Open	3,114.14	0.00		
TOWN001 TOWNSHIP OF OCEAN								
	18-00624	12/07/18	GAS, DIESEL and GROUP LIFE	Open	1,412.16	0.00		
USA BLUE USA BLUE BOOK								
	18-00605	11/27/18	LAB and GENERAL SUPPLIES	Open	1,730.55	0.00		
	18-00620	12/04/18	FLOW CHARTS and PUMP	Open	1,020.20	0.00		
					2,750.75			
VERIZON2 VERIZON								
	18-00631	12/10/18	CLOSE OUT DSL ACCOUNT	Open	40.00	0.00		
WAST001 WASTE MANAGEMENT OF NJ								
	18-00013	01/02/18	GRIT DISPOSAL	Open	1,590.00	0.00		
XYLEM XYLEM								
	18-00509	10/03/18	BYPASS PUMP	Open	44,906.41	0.00		
Total Purchase Orders:		44	Total P.O. Line Items:	0	Total List Amount:	211,778.91	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	128,888.13	0.00	128,888.13	0.00	76,993.23	205,881.36
	8-02	0.00	0.00	0.00	0.00	5,897.55	5,897.55
Total of All Funds:		128,888.13	0.00	128,888.13	0.00	82,890.78	211,778.91

Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	128,888.13	0.00	128,888.13	0.00	76,993.23	205,881.36
	02	0.00	0.00	0.00	0.00	5,897.55	5,897.55
Total of All Funds:		128,888.13	0.00	128,888.13	0.00	82,890.78	211,778.91

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	8-01	128,888.13	0.00	0.00	0.00	128,888.13
Total of All Funds:		128,888.13	0.00	0.00	0.00	128,888.13

AUTHORIZING AMENDMENT TO 2018 BUDGET

WHEREAS, on December 5, 2017 the Township of Ocean Sewerage Authority adopted its Budget for the year ending December 31, 2018; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of an Authority, make such correction of the title, text or amount of any appropriation appearing in the budget as may be necessary to make the item of appropriation available for the purpose or purposes required for the needs of the Authority; and

WHEREAS, the Authority desires to add an item of revenue “Connection Fees” and to increase “Investment Interest” with a corresponding increase in expenditures.

NOW, THEREFORE, BE IT RESOLVED that in accordance with N.J.A.C. 5:31-2.8, the Township of Ocean Sewerage Authority hereby requests the Director of the Division of Local Government Services to make the following corrections in the 2018 budget; and

AND BE IT FURTHER RESOLVED that the attached correction is, in the opinion of the Authority, warranted and authorized by the above statute and is necessary for the orderly operation of the Authority for the following reason: Increase in revenue with corresponding increase in budgeted costs

AND BE IT FURTHER RESOLVED that two (2) copies of this Resolution be filed with the Director of the Division of Local Government Services.

	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 December 18, 2018.

RALPH E. STUBBS, Secretary

	2018 ADOPTED BUDGET	ADJUSTMENT	2018 AMENDED BUDGET
REVENUES			
User Charges	\$7,140,636	\$0	\$7,140,636
Investment Interest	\$25,000	\$0	\$25,000
Interest on Delinquent Accts	\$45,000	\$0	\$45,000
Miscellaneous Income	\$35,000	\$0	\$35,000
Reserve for Rate Stabilization	\$226,205	-\$226,205	\$0
Connection Fees	\$0	\$625,000	\$600,000
TOTAL ANTICIPATED REVENUE	\$7,471,841	\$398,795	\$7,870,636
APPROPRIATIONS			
ADMINISTRATION			
Salary and Wages	\$144,436	\$0	\$144,436
Fringe Benefits	\$811,759	\$14,500	\$826,259
Other Expenses	\$775,184	\$21,000	\$796,184
COST OF PROVIDING SERVICES			
Salary and Wages	\$959,345	\$89,000	\$1,048,345
Fringe Benefits			
Other Expenses	\$1,598,171	\$170,500	\$1,768,671
DEBT SERVICE			
Principal Payments	\$2,059,615	-\$139,960	\$1,919,655
Interest Payments	\$773,331	-\$73,671	\$699,660
NON-OPERATING EXPENSES			
Municipal Appropriation	\$0	\$317,426	\$317,426
Operations & Maintenance Reserves	\$350,000	\$	\$350,000
Other Reserves	\$0	\$0	\$0
TOTAL APPROPRIATIONS	\$7,471,841	\$398,795	\$7,870,636

AUTHORIZING PAYMENT IN THE AMOUNT OF \$4,729.05 TO SWERP INCORPORATED FOR BERKELEY AVENUE, LAKEVIEW AVENUE AND LINCOLN DRIVE SANITARY SEWER REPLACEMENT PROJECT

WHEREAS, the Authority awarded a contract for its Berkeley Avenue, Lakeview Avenue and Lincoln Drive Sanitary Sewer Replacement project to SWERP Incorporated (“SWERP”) in the amount of \$373,630.00 (the “Project”) on March 7, 2017; and

WHEREAS, the Project has been completed and SWERP has provided a two-year maintenance bond as required by Resolution 18-61; and

WHEREAS, the Authority presently is holding \$4,729.05 as retainage on the Project.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$4,729.05 to SWERP Incorporated representing the return of retainage for the Project.

	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 December 18, 2018.

RALPH E. STUBBS, Secretary

**AUTHORIZING APPOINTMENT OF CONNER STRONG
& BUCKELEW AS RISK MANAGEMENT CONSULTANT
FOR THE YEAR 2019**

WHEREAS, the Township of Ocean Sewerage Authority is a member of the New Jersey Utility Authority Joint Insurance Fund (“Fund”); and

WHEREAS, the bylaws of the Fund require the Authority to obtain a Risk Management Consultant to perform various professional services required by the Fund and the Authority; and

WHEREAS, the judgmental nature of the Risk Management Consultant’s duties render comparative bidding impractical; and

WHEREAS, Conner Strong & Buckelew has submitted a proposal for risk management services to the Authority; and

WHEREAS, Conner Strong & Buckelew, through its representative Michael C. Avalone, has provided the Authority with quality risk management consulting services; and

WHEREAS, the Authority’s Executive Director has determined and certified in writing that the value of the services as risk management consultant will not exceed \$17,500; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2019 to December 31, 2019; and

WHEREAS, the services to be performed are “professional services” as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-2(6) and therefore are excepted from the Local Public Contracts Law requirements for competitive bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract in general insurance (50-500-318), fees are included in the Authority’s 2019 NJUA JIF assessment.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority as follows:

1. Conner Strong & Buckelew is hereby appointed as Risk Management Consultant for the Authority in accordance with the attached proposed contract for the period January 1, 2019 to December 31, 2019.

2. This contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law because the services involved are of such a qualitative nature and are not readily susceptible or subject to

competitive bidding and further, that the above named firm has been determined to have expertise in this area and, in the opinion of the Authority Members, this firm can best provide the appropriate risk management services required.

3. A notice of this action shall be published according to law.

	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 December 18, 2018.

RALPH E. STUBBS, Secretary