

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
MAY 1, 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
 - a. Discussion of Two Rivers Water Reclamation Authority lawsuit
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 18-42: Bill List
13. Consent Agenda
 - a. Approval of minutes of April 3, 2018 regular meeting
 - b. Motion to receive and file Operation Manager's Report
 - c. Resolution 18-43: Authorizing adjustment to account number

d. Resolution 18-44: Authorizing Executive Director to prepare a competitive contracting proposal for removal from and installation of molecular sieve in the cooling tower

e. Resolution 18-45: Authorizing amendments to Authority's Rules and Regulations

f. Resolution 18-46: Authorizing award of a contract to Industrial Services Company for cooling tower maintenance

14. Resolution 18-47: Authorizing amendment to Greeley and Hansen contract to perform consulting engineering services related to a computer maintenance management program

15. Resolution 18-48: Authorizing contract with Lucity for a Computer Maintenance Management Program

16. Public Comment

17. Comments by Authority Members

18. Closed Session, if necessary

19. Adjournment

BILL LIST

April 26, 2018
01:35 PM

Township of Ocean Sewerage Authority
Bill List By Vendor Id

Page No: 1

P.O. Type: All	Open: N	Paid: N	Void: N
Range: First to Last	Rcvd: Y	Held: Y	Aprv: N
Format: Condensed	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								
	18-00201	04/13/18	SLUDGE DISPOSAL	Open	35,055.00	0.00		
ATLA001 ATLANTIC PLUMBING SUPPLY CORP.								
	18-00004	12/30/17	GENERAL REPAIRS and SUPPLIES	Open	11.14	0.00		
ATLAS ATLAS COPCO COMPRESSORS LLC								
	18-00141	03/02/18	UNOX MAINTENANCE	Open	6,610.50	0.00		
BILLS001 BILLS WORK CLOTHING STORE INC.								
	18-00006	12/30/17	UNIFORMS	Open	150.00	0.00		
BRAD CAR BRADLEY CAR CARE								
	18-00177	03/28/18	TRUCK EXPENSES	Open	23.52	0.00		
	18-00191	04/05/18	TRUCK EXPENSES	Open	23.52	0.00		
					47.04			
CERT001 CERTIFIED LABORATORIES								
	18-00045	01/16/18	UNOX MAINTENANCE	Open	361.58	0.00		
CINTAS01 CINTAS CORPORATION #062								
	18-00015	01/02/18	UNIFORMS	Open	616.00	0.00		
CLEARY CLEARY GIACOBBE ALFIERI JACOBS								
	18-00199	04/13/18	LEGAL	Open	3,062.50	0.00		
COOP001 COOPER ELECTRIC SUPPLY CO								
	18-00022	01/02/18	GENERAL REPAIRS and SUPPLIES	Open	514.76	0.00		
DELT001 DELTA DENTAL PLAN OF NJ								
	18-00011	01/02/18	DENTAL INSURANCE PREMIUMS	Open	2,305.11	0.00		
DIRECTEN DIRECT ENERGY BUSINESS								
	18-00214	04/20/18	NATURAL GAS	Open	697.06	0.00		
EAGL001 EAGLE EQUIPMENT INC								
	18-00078	02/01/18	JET TRUCK	Open	17,739.32	0.00		
	18-00174	03/23/18	JET TRUCK	Open	2,352.66	0.00		
					20,091.98			
EDMUN001 EDMUNDS & ASSOCIATES INC								
	18-00194	04/06/18	ADMINISTRATIVE OTHER EXPENSES	Open	836.00	0.00		
EXCEL UC EXCEL URGENT CARE								
	18-00212	04/17/18	ADMINISTRATIVE OTHER EXPENSES	Open	250.00	0.00		
GRAI001 GRAINGER WW INC								
	18-00003	12/30/17	GENERAL REPAIRS and SUPPLIES	Open	51.41	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
GREELEY GREELEY AND HANSEN LLC	17-00524	09/28/17	COMPUTER SOFTWARE & HARDWARE	Open	5,365.46	0.00		
HALL001 HALL & ASSOCIATES	EIT00539	04/23/18	OCEAN OUTFALL REHABILITATION	Open	1,860.68	0.00		
HAZEN HAZEN and SAWYER	EIT00537	04/16/18	OCEAN OUTFALL REHABILITATION	Open	54,131.85	0.00		
HERITAGE HERITAGE BUSINESS SYSTEM, INC.	18-00202	04/16/18	ADMINISTRATIVE OTHER EXPENSES	Open	448.00	0.00		
JCPL001 JERSEY CENTRAL POWER & LIGHT	18-00195	04/06/18	ELECTRIC	Open	35,585.38	0.00		
LANDOVER LANDOVER COOLING TOWER SERVICE	R-R00085	03/01/18	UNOX MAINTENANCE	Open	34,500.00	0.00		
LIVEVAULT KeepItSafe, Inc. - LiveVault	18-00005	12/30/17	ADMINISTRATIVE OTHER EXPENSES	Open	20.00	0.00		
LYONS LYONS ENVIRONMENTAL SERVICES	18-00184	04/03/18	LAB TESTING	Open	434.00	0.00		
MANNA001 MANNA & BONELLO, P.A.	18-00188	04/04/18	LEGAL SERVICES	Open	420.50	0.00		
MCI MCI	18-00220	04/24/18	TELEPHONE	Open	30.31	0.00		
NJAM001 NEW JERSEY AMERICAN WATER	18-00203	04/16/18	WATER	Open	1,043.23	0.00		
NJNAT001 NEW JERSEY NATURAL GAS CO	18-00211	04/16/18	NATURAL GAS	Open	1,001.36	0.00		
NJUA NEW JERSEY UTILITIES AUTHORITY	18-00007	12/30/17	GENERAL INSURANCE PREMIUM	Open	64,426.90	0.00		
ONECALL ONE CALL CONCEPTS, INC	18-00181	04/02/18	ONE CALL SERVICE	Open	423.75	0.00		
RAPI001 RAPID PUMP & METER SERVICE	18-00176	03/28/18	UNOX MAINTENANCE	Open	1,343.04	0.00		
SCHMEL01 WILLIAM E SCHMELING	18-00197	04/13/18	TRAVEL EXPENSE	Open	58.75	0.00		
SEAB001 SEABOARD WELDING SUPPLY INC	18-00173	03/23/18	LIQUID OXYGEN DELIVERY	Open	1,404.06	0.00		
SPECTROT SPECTROTTEL	18-00002	12/30/17	TELEPHONE	Open	235.59	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
STAPL001 STAPLES CREDIT PLAN								
	18-00186	04/03/18	OFFICE SUPPLIES	Open	403.91	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								
	18-00198	04/13/18	PERMIT	Open	200.00	0.00		
	EIT00540	04/24/18	2015/16 NJEIT PROJECT	Open	200.00	0.00		
					400.00			
TOWN001 TOWNSHIP OF OCEAN								
	18-00118	02/16/18	GAS, DIESEL and GROUP LIFE	Open	1,031.50	0.00		
	EIT00541	04/26/18	2015/16 NJEIT PROJECT	Open	2,000.00	0.00		
					3,031.50			
UPS00001 UPS								
	18-00189	04/04/18	SHIPPING, HANDLING & POSTAGE	Open	9.73	0.00		
	18-00210	04/16/18	POSTAGE and SHIPPING	Open	21.63	0.00		
					31.36			
VERIZON2 VERIZON								
	18-00010	01/02/18	TELEPHONE	Open	49.99	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	129.84	0.00		
					1,719.84			
Total Purchase Orders:		46	Total P.O. Line Items:	0	Total List Amount:	318,197.69	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	202,400.38	0.00	202,400.38	0.00	23,104.78	225,505.16
	8-02	1,860.68	0.00	1,860.68	0.00	56,331.85	58,192.53
	8-05	34,500.00	0.00	34,500.00	0.00	0.00	34,500.00
Total Of All Funds:		238,761.06	0.00	238,761.06	0.00	79,436.63	318,197.69

Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	202,400.38	0.00	202,400.38	0.00	23,104.78	225,505.16
	02	1,860.68	0.00	1,860.68	0.00	56,331.85	58,192.53
	05	34,500.00	0.00	34,500.00	0.00	0.00	34,500.00
Total Of All Funds:		238,761.06	0.00	238,761.06	0.00	79,436.63	318,197.69

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	8-01	202,400.38	0.00	0.00	0.00	202,400.38
	8-02	1,860.68	0.00	0.00	0.00	1,860.68
	8-05	34,500.00	0.00	0.00	0.00	34,500.00
Total of All Funds:		<u>238,761.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>238,761.06</u>

**AUTHORIZING ADJUSTMENT TO ACCOUNT
NUMBER 18688-0**

WHEREAS, the property located at 250 Norwood Avenue is identified as sewer account number 18688-0, which is billed for five (5) units; and

WHEREAS, the 2017 compound water reading use for account number 18688-0 was 758,000 gallons; and

WHEREAS, one of the water readings covered a three year period which results in an average water reading of 122,000 gallons per year; and

WHEREAS, the average use of standard meter results in an overall usage for 2017 of 512,000 gallons; and

WHEREAS, usage of 512,000 gallons results in an excess usage amount of 147,000 gallons and an excess bill of \$926.10.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes that the water usage for account number 18688-0 be adjusted to 512,000 gallons for 2017 resulting in an excess usage charge of \$926.10, and 2018 quarterly bills of \$806.44.

	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 May 1, 2018.

RALPH E. STUBBS, Secretary

AUTHORIZING EXECUTIVE DIRECTOR TO PREPARE A COMPETITIVE CONTRACTING PROPOSAL FOR REMOVAL FROM AND INSTALLATION OF MOLECULAR SIEVE IN THE COOLING TOWER

WHEREAS, the Authority’s contractor providing maintenance services for its oxygen production and distribution system has determined that the molecular sieve in the cooling tower is beyond its useful life and contaminated; and

WHEREAS, the Authority has contacted several vendors to determine a price and method for removal of the existing molecular sieve and the installation of new molecular sieve; and

WHEREAS, the price for this work exceeds \$40,000; and

WHEREAS, the Authority has been presented with several different methods to accomplish the task making it impossible to prepare adequate specifications protecting the Authority.

THEREFORE, BE IT RESOLVED the Township of Ocean Sewerage Authority hereby authorizes the Executive Director to prepare a competitive contracting proposal for the removal and installation of molecular sieve in the cooling tower.

	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 February 6, 2018.

RALPH E. STUBBS, Secretary

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 (underline for additions, strikethrough for deletions); and

BE IT FURTHER RESOLVED that the revised Step Program shall take effect on May 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 May 1, 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			

AUTHORIZING AWARD OF A CONTRACT TO INDUSTRIAL SERVICES COMPANY FOR COOLING TOWER MAINTENANCE

WHEREAS, the PSA system is integral to the proper operation of the treatment process at the Authority’s treatment plant; and

WHEREAS, the cooling tower is an important component of the PSA system; and

WHEREAS, the Authority has determined that periodic maintenance of the cooling tower should be undertaken; and

WHEREAS, the Authority has obtained quotes from two vendors who have examined and inspected the cooling tower; and

WHEREAS, the Authority’s Executive Director has certified in writing that funds exist for this contract in UNOX maintenance (line number 01-60-600-361).

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority hereby authorizes a contract with Industrial Services Company for cooling tower maintenance for the period May 1, 2018 to April 30, 2019 at an hourly rate of \$95 per man-hour during regular working hours (Monday through Friday, 8:30 am to 5:00 pm) and at an hourly rate of \$120 for overtime and holidays, plus \$250 for each service and inspection visit.

	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 May 1, 2018.

RALPH E. STUBBS, Secretary

AUTHORIZING AMENDMENT TO GREELEY AND HANSEN CONTRACT TO PERFORM CONSULTING ENGINEERING SERVICES RELATED TO A COMPUTER MAINTENANCE MANAGEMENT PROGRAM

WHEREAS, the Authority previously awarded a contract to Greeley and Hansen to perform engineering services related to a computer maintenance management program; and

WHEREAS, a portion of the services involved cataloging O&M manuals for the equipment populating the computer maintenance management program; and

WHEREAS, Greeley and Hansen has determined that is a large number of missing O&M manuals for equipment; and

WHEREAS, Greeley and Hansen has provided the Authority with a proposal dated April 17, 2018 to obtain and create the missing O&M manuals for a lump sum price of \$11,500.

WHEREAS, the Executive Director of the Authority has certified that there are funds available for this work from the Authority’s GL Reserves under computer hardware and software (01-500-00-017) and the 2018 budget line item for engineering (01-50-500-313).

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes an amendment to the Greeley and Hansen contract for engineering services related to a computer maintenance management program in an amount of \$11,500 in accordance with its proposal dated April 17, 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 May 1, 2018.

RALPH E. STUBBS, Secretary

**AUTHORIZING CONTRACT WITH LUCITY FOR A
COMPUTER MAINTENANCE MANAGEMENT
PROGRAM**

WHEREAS, the Authority previously awarded a contract to Greeley and Hansen to perform engineering services related to a computer maintenance management program; and

WHEREAS, a portion of the services involved obtaining information on various computer maintenance management programs; and

WHEREAS, Greeley and Hansen reviewed information on ten (10) different vendors and provided the Authority with a comparison worksheet and narrative; and

WHEREAS, after reviewing the information provided by Greeley and Hansen, the Authority pared the vendors to two: Lucity and Mainsaver; and

WHEREAS, after computer demonstrations by each vendor of how their program would be used in the field, the Authority’s staff preferred Lucity’s program over Mainsaver’s; and

WHEREAS, the Executive Director has certified in writing there are funds available for this contract from asset management reserves for computer hardware and software (01-500-00-017) and the SCADA improvements (01-50-00-018).

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes an amendment to the Greeley and Hansen contract for engineering services related to a computer maintenance management program in an amount of \$11,500 in accordance with its proposal dated April 17, 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 May 1, 2018.

RALPH E. STUBBS, Secretary