

TNSA
RESOLUTION NO. 5302

**RESOLUTION OF THE TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY
TO ENTER INTO A CLOSED SESSION TO DISCUSS; LITIGATION
MATTERS, PERSONNEL MATTERS AND CONTRACTUAL MATTERS**

WHEREAS, the Township of Neptune Sewerage Authority ("Authority"), a duly constituted public body in the County of Monmouth, State of New Jersey, has determined there is a need to discuss the following subjects in closed session:

1. Litigation Matters
2. Contractual Matters
3. Personnel Matters

NOW, THEREFORE BE IT RESOLVED, upon proper motion and vote at a public meeting by the Township of Neptune Sewerage Authority in the County of Monmouth, State of New Jersey as follows:

1. The Authority entered into closed session to discuss the topic above on December 18, 2019.
2. The closed session minutes may be made available to the public shortly after the Authority adopts them by proper motion and vote.

ADOPTED by the Township of Neptune Sewerage Authority on December 18, 2019;



(Secretary's Signature)

01-15-20

(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	x			
Harry Devine	x			
James Mowczan	x			
Alonzo Wright	x			
Linda Johnson	x			

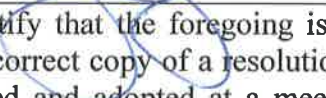
TNSA
RESOLUTION NO. 5303

**RESOLUTION OF THE TOWNSHIP OF NEPTUNE SEWERAGE
AUTHORITY TO CLOSE EXECUTIVE SESSION**

WHEREAS, the Township of Neptune Sewerage Authority by TNSA Resolution No. 5302 to enter into Executive Session; and

WHEREAS, all matters for this Executive Session have been discussed;

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that it be authorized to adjourn from Executive Session at 6:28 p.m.


I certify that the foregoing is a true and correct copy of a resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Alonzo Wright	X			
Linda Johnson	X			

RESOLUTION

No. 5304

December 2019

Payroll - November 07, 2019	\$	35,352.29
Payroll Taxes - November 07, 2019	\$	15,863.05
Payroll - November 21, 2019	\$	36,300.50
Payroll Taxes - November 21, 2019	\$	16,341.65
NJSHP - December Retirees	\$	10,319.67
NJSHP - December Active	\$	31,106.84
NJ Division of Pension - November 2019	\$	10,811.02
Total Paid:	\$	156,095.02
A & J Construction	\$	82,591.58
All Industrial-Safety Products, Inc.	\$	1,689.72
Amerigas Propane, Inc.	\$	1,131.89
B. R. Welding, Inc.	\$	2,297.50
Bradley Car Care	\$	638.48
Cablevision Systems Corporation	\$	256.57
Calumet Branded Products LLC	\$	4,217.33
Capehart & Scatchard PA	\$	1,605.75
Colonial Life & Accident Insurance Co	\$	306.20
Country Clean, Inc.	\$	262.55
Delta Dental of New Jersey, Inc.	\$	1,758.31
Dex Media, Inc.	\$	19.95
Electro Maintenance Inc.	\$	1,940.50
Fed-Ex Corporate Services, Inc.	\$	30.53
Ferguson Enterprises NY-Metro, Inc.	\$	25.68
Fire Security Technologies, Inc.	\$	365.25
FlexFacts.com	\$	45.00
Freehold Cartage, Inc.	\$	1,858.49
Garden State Laboratories, Inc.	\$	4,860.00
Geese Police, Inc.	\$	1,460.00
GP Jager Inc.	\$	3,981.22
Grace Marmero Monmouth, LLP	\$	1,414.00
HD Supply Facilities Maintenanc	\$	6,334.55
Heritage Business Systems, Inc.	\$	161.41
Home Depot U.S.A., Inc.	\$	425.10
JCP&L	\$	31,823.45
Jersey Mail Systems LLC	\$	107.95

Lertch Recycling Co	\$	57.60
Miracle Chemical Co	\$	4,851.00
Nastus Bros., Inc.	\$	898.70
Neptune Township	\$	530.98
New Jersey-American Water Company, Inc.	\$	1,027.06
New Jersey Natural Gas Company	\$	4,963.31
One Call Concepts, Inc.	\$	1.36
Paychex Investment Partnership LP	\$	252.06
Petty Cash	\$	47.94
Pilot Electric Company, Inc.	\$	41,500.00
Postmaster of Neptune	\$	268.00
Russell Reid Waste Hauling and Disposal	\$	108,613.60
Seaboard Welding Supply, Inc.	\$	39.50
Sears Roebuck and Co.	\$	66.20
Staples Contract & Commercial, Inc.	\$	1,955.33
Univar USA Inc.	\$	4,295.70
Vaider Network Solutions	\$	7,023.98
Verizon	\$	658.69
Verizon Business Communications	\$	13.37
Verizon Wireless	\$	93.30
W W Grainger Inc	\$	1,310.54
Watchung Spring Water Co., Inc.	\$	406.35
Water Works Supply Company	\$	1,645.15
Xylem Dewatering Solutions, Inc.	\$	3,195.00
To Be Paid	\$	<u>335,323.68</u>

Petty Cash	\$	650.00
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GRAND TOTAL	\$	<u>492,068.70</u>
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I certify that the foregoing is a true and correct copy of resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

TNSA
Resolution No. 5305

**DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER
(P.A.C.O.)**

WHEREAS, the Affirmative Action Officer of the New Jersey Department of Treasury has revised its obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

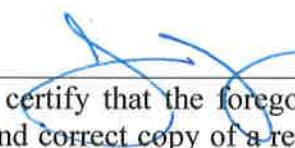
WHEREAS, the regulations require the designation of a "Public Agency Compliance Officer" (P.A.C.O.) to represent the Township of Neptune Sewerage Authority (TNSA); and

WHEREAS, the P.A.C.O. is required to be appointed annually; and

WHEREAS, TNSA designates Tina M. Cunningham as the Public Agency Compliance Officer for calendar year 2020;

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority in the County of Monmouth, State of New Jersey, that:

1. Tina M. Cunningham is appointed as the P.A.C.O for the calendar year 2020;
2. Copies of the resolution shall be forwarded to the New Jersey State Affirmative Action Office and be made available at the Authority's Administration Offices for public inspection.


I certify that the foregoing is a true and correct copy of a resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Linda Johnson	X			
Alonzo Wright	X			

5306

2020 ADOPTED BUDGET RESOLUTION

TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY

FISCAL YEAR: FROM: January 1, 2020 **TO:** December 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Township of Neptune Sewerage Authority for the fiscal year beginning January 1, 2020 and ending, December 31, 2020 has been presented for adoption before the governing body of the Township of Neptune Sewerage Authority at its open public meeting of December 18, 2019; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$6,787,900, Total Appropriations, including any Accumulated Deficit, if any, of \$6,752,100 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,690,000 and Total Unrestricted Net Position planned to be utilized of \$2,690,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Township of Neptune Sewerage Authority, at an open public meeting held on December 18, 2019 that the Annual Budget and Capital Budget/Program of the Township of Neptune Sewerage Authority for the fiscal year beginning, January 1, 2020 and, ending, December 31, 2020 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

12-18-19

(Date)

Governing Body Member:	Aye	Recorded Vote		
		Nay	Abstain	Absent
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Alonzo Wright	X			
Linda Johnson	X			

TNSA
Resolution No. 5307

**STATEWIDE INSURANCE FUND
RESOLUTION APPOINTING FUND COMMISSIONER**

WHEREAS, Township of Neptune Sewerage Authority (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Neptune Sewerage Authority that the Executive Director is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2020**; and

BE IT FURTHER RESOLVED that the Chairman is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2020**; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Township of Neptune Sewerage Authority

ATTEST:



By: _____

Name: James Mowzan

Title: Secretary

This Resolution agreed to the 18th day of December, 2019, by a vote of:

5 Affirmative _____ Abstain _____ Negative _____ Absent

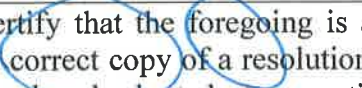
TNSA
Resolution No. 5308

**RESOLUTION TO AUTHORIZE A TWO YEAR
AGREEMENT WITH DELTA DENTAL**

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") has authorized the Executive Director to enter into a two (2) year contract extension with Delta Dental beginning January 1, 2020 through December 31, 2021 for dental services for TNSA employees; and

WHEREAS, the Authority's Certification of Funds is attached and made part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority to authorize the Executive Director to enter into a two (2) year contract extension with Delta Dental beginning January 1, 2020 through December 31, 2021 for dental services for TNSA employees.


I certify that the foregoing is a true and correct copy of a resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

Governing Body Member	Recorded Vote		Abstain	Absent
	Aye	Nay		
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Linda Johnson	X			
Alonzo Wright	X			

**RESOLUTION TO AUTHORIZE FOR THE SOLICITATION
OF PROFESSIONAL SERVICES FOR 2020**

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") has determined that all professional appointments will be made in accordance with the Fair and Open process pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq.; and

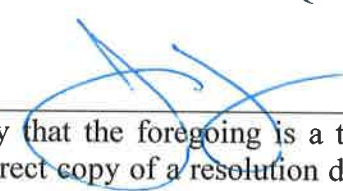
WHEREAS, TNSA will solicit for Request for Qualifications (RFQ's) pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq. (New Jersey Pay to Play Law) for Attorney, Consulting Attorney, Labor & Employment Attorney, Authority Engineer, Consulting Engineer, Financial Advisor, Auditor, Bond Counsel and Risk Management Consultant in the official newspapers; and

WHEREAS, eligible applicants must submit a Statement of Qualifications, Business Registration Certificate and Ownership Disclosure Form; and

WHEREAS, all successful applicants will be required to comply with Affirmative Action Regulations of N.J.S.A. 10:5-31 et seq.; and N.J.A.C. 17:27; including a copy of their Affirmative Action language for Goods, Professional Service and General Service Contracts and N.J.S.A. 52:32-44 et. seq.; New Jersey Business Registration; and

WHEREAS, the TNSA reserves the right to reject any and all submissions;

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority to authorize the Executive Director to advertise for submission of RFQ's for Professional Services as enumerated in this document.


I certify that the foregoing is a true and correct copy of a resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	x			
Harry Devine	x			
James Mowczan	x			
Linda Johnson	x			
Alonzo Wright	x			

**RESOLUTION AUTHORIZING THE TOWNSHIP OF NEPTUNE
SEWERAGE AUTHORITY TO ADOPT THE CIVIL SERVICE
COMMISSION'S UNIFORM DOMESTIC VIOLENCE POLICY**

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") maintains a Personnel Manual; and

WHEREAS, on October 15, 2019, the Civil Service Commission created a uniform domestic violence policy which all public employers regardless if they fall under Civil Service, must adopt and distribute to their employees, pursuant to N.J.S.A. 11A:2-6a; and

NOW, THEREBY, BE IT RESOLVED by the governing body of the Township of Neptune Sewerage Authority that the Uniform Domestic Violence Policy as required per N.J.S.A. 11A:2-6a attached hereto is hereby adopted within the TNSA's Personnel Manual.

BE IT FURTHER RESOLVED that this policy shall apply to all Township of Neptune Sewerage Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, this policy shall prevail.

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Labor Attorney shall assist the Executive Director in the implementation of this policy.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Neptune Sewerage Authority that the attached revised Uniform Domestic Violence Policy be adopted on December 18, 2019.



(Secretary's Signature)

12-18-19

(Date)

Governing Body Member	Recorded Vote		Abstain	Absent
	Aye	Nay		
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Linda Johnson	X			
Alonzo Wright	X			

TNSA
Resolution No. 5311

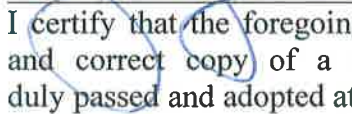
EMPLOYEE ADVISORY SERVICES

WHEREAS, the Township of Neptune Sewerage Authority (“Authority”) is concerned with the health and welfare of its employees; and

WHEREAS, to this end, the Authority desires to provide its employees with access to counseling and rehabilitation services.

NOW, THEREFORE, BE IT RESOLVED this 18th day of December, 2019 as follows:

1. The Township of Neptune Sewerage Authority will authorize a contract with the State of New Jersey Civil Service Commission to provide all TNSA employees with Employee Advisory Services.
2. The Executive Director is hereby authorized to complete any and all documents required to contract this service.


I certify that the foregoing is a true and correct copy of a Resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Linda Johnson	X			
Alonzo Wright	X			

TNSA
Resolution No. 5312

RESOLUTION TO AMEND TNSA RESOLUTION NO. 5297

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") previously approved TNSA Resolution No. 5297 dated November 13, 2019 to purchase two (2) new Carbon Steel Simplex Strainers from Factory Direct Pipeline Products, Inc. in the amount of \$30,590.80;

WHEREAS, TNSA needs to amend TNSA Resolution No. 5297 to adjust for a price difference in the quote received in the amount of \$30,590.80 to \$34,709.40 from Factory Direct Pipeline Products, Inc.;

WHEREAS, the Authority's Purchasing Agent has reviewed the quote and is recommending the award of the purchase of two (2) new Carbon Steel Simplex Strainers from factory Direct Pipeline Products, Inc. in the amount of \$34,709.40; and

WHEREAS, the Authority's Certification of Funds is attached and made part of this resolution;

NOW, THEREFORE, BE IT RESOLVED on the 18th day of December 2019, by the governing body of the Township of Neptune Sewerage Authority to award the above to Factory Direct Pipeline Products, Inc. in the amount of \$34,709.40.



(Secretary's Signature)

01-15-20

(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Linda Johnson	X			
Alonzo Wright	X			

TNSA
Resolution No. 5313

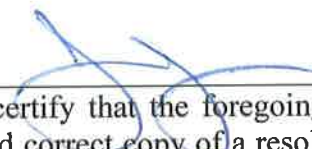
**RESOLUTION TO AUTHORIZE THE TOWNSHIP OF NEPTUNE
SEWERAGE AUTHORITY TO APPROVE A SUPPLEMENTAL RETAINER
TO CHARLES R. DUTILL, II OF HERITAGE TECHNICAL SERVICES, INC
FOR MEDIATION SERVICES**

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") has previously authorized Charles R. Dutill, II of Heritage Technical Services, Inc. to provide engineering services for Digester No. 3 for Phase 1 Services as outlined in his retainer agreement along with supplemental retainers for a site visit to determine his findings, preparation of an Affidavit of Merit and preparation of his preliminary report; and

WHEREAS, it has been determined that Mr. Dutill's services are required for mediation services in the supplemental retainer amount of \$11,000.00;

WHEREAS, the Authority's Certification of Funds is attached and made part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that Charles R. Dutill, II of Heritage Technical Services, Inc. is hereby authorized to provide mediation services for a supplemental retainer of \$11,000.00.


I certify that the foregoing is a true and correct copy of a resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	x			
Harry Devine	x			
James Mowczan	x			
Linda Johnson	x			
Alonzo Wright	x			

TNSA
Resolution No. 5314

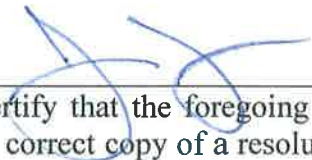
**RESOLUTION APPROVING A ONE-YEAR PERFORMANCE
BOND WITH ELECTRO MAINTENANCE, FOR ELECTRICIAN
SERVICES FOR THE 2020 CALENDAR YEAR**

WHEREAS, the Township of Neptune Sewerage Authority (“TNSA”) has awarded a two-year contract for Electrician Services for the 2019 and 2020 calendar years to Electro Maintenance, Inc.; and

WHEREAS, the Local Public Contracts Law requires that a Performance Bond be submitted in the amount of the contract; and

BE IT RESOLVED, the Authority’s Attorney has reviewed the one-year Performance Bond and found it to be acceptable;

NOW, THEREFORE, BE IT RESOLVED to accept and approve the one-year Performance Bond submitted by Electro Maintenance, Inc. in the amount of the contract for Electrician Services for the 2020 calendar year.


I certify that the foregoing is a true and correct copy of a resolution duly passed and adopted at a meeting of the Township of Neptune Sewerage Authority held on the 18th day of December 2019.

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
James W. Manning, Jr.	X			
Harry Devine	X			
James Mowczan	X			
Linda Johnson	X			
Alonzo Wright	X			