

## TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY

September 17, 2014 Meeting

The meeting for the Township of Neptune Sewerage Authority was held on the above date with the following Authority Commissioners present: Harry Devine, James Williams, James Mowczan and Linda Johnson. The following Commissioner was absent: James W. Manning, Jr. The following consultants were also present: Ms. Aldarelli and Mr. Crane. In addition, Executive Director Tina M. Cunningham and Superintendent Chris Kelly were also present.

Vice Chairman Devine called the meeting to order at 6:00 p.m. Moment of Silence and Flag Salute. Vice Chairman Devine stated that the fire exits are located in the direction that he is indicating, in case of fire you will be notified by bell and or public address system. Vice Chairman Devine requested a roll call.

Vice Chairman Devine made the following statement. Adequate notice of this meeting has been approved by the delivering of the required advertisement to the Asbury Park Press and the Coaster on January 18, 2014 and by filing a copy of said notices with the clerks of the customer municipalities.

Vice Chairman Devine questioned if anyone had any other business that may come before the Authority. None noted.

Vice Chairman Devine presented Mr. Kelly with a plaque on his 25 years of service with the Township of Neptune Sewerage Authority. He stated that Mr. Kelly started with the Authority in September of 1989 and quickly came up the ranks ten years later and became the Authority's Superintendent which he stated was the best decision by the Authority. Mr. Kelly thanked Commissioner Devine and the rest of the Board.

Vice Chairman Devine questioned Mr. Crane if he had anything to add to his report. Mr. Crane stated that he reviewed four (4) proposals for the purchase of a new grit pump because the existing grit pump has exceeded its useful life and it is showing signs of wear. After reviewing each proposal with Mr. Kelly, including the technical data and operational history he is recommending for the Authority to purchase one new grit pumping unit from Wemco in the amount of \$19,925.00. Mr. Kelly agreed with Mr. Crane's recommendation. The Commissioners discussed this for a few minutes and agreed with the purchase of the Wemco pump.

Vice Chairman Devine questioned Ms. Aldarelli if she had anything to report at tonight's meeting. She stated that she had nothing pending.

Vice Chairman Devine questioned Mr. Crane if he had anything to add to his report. Mr. Kelly stated that the Authority's current contractor who performs the Routine & Emergency Response Services for the Authority will be onsite tomorrow to help complete the repair to the Authority's back-up diesel pump at the Laird Avenue Pump Station. He stated that he would keep the Board posted.

Lastly, Mr. Kelly added that he would like to get into a further discussion upon Ms. Cunningham's return about transitioning and mentoring a few employees who expressed interest in eventually moving up into a management position and ultimately the Plant Superintendent's position. The Commissioners agreed to discuss this at a later date.

Vice Chairman Devine questioned Ms. Cunningham if she had anything to add to her report. Ms. Cunningham stated that she prepared a revised September payment of bills list for review and consideration by the Commissioners. She indicated that the new total is \$335,349.71.

Ms. Cunningham stated that Ms. Aldarelli has reviewed and found acceptable the following Performance Bonds for the contracts that were awarded at the Authority's meeting last month: Accurate Waste Removal Services (Sludge Hauling and Disposal 2015 & 2016), Univar (Calcium Hydroxide 2015), Univar (Sodium Hypochlorite 2015), J Fletcher Creamer & Sons (Routine & Emergency Response 2015 & 2016), and EMI (Electrician Services 2015 & 2016). Ms. Cunningham also stated that Mr. Kelly reviewed and the sample submitted by David Weber Oil Company for Degreaser. Mr. Kelly stated that it appears that it is comparable to the current degreaser. Ms. Cunningham stated that she is recommending that the Authority consider awarding the Degreaser Contract to David Weber Oil Company for 2015 & 2016. The Commissioners agreed to award the contract.

Ms. Cunningham indicated that she had a meeting with the Budget Committee last Friday to discuss the draft 2015 Budget. She indicated that the draft budget does not propose any rate increase for the customer towns. She stated that the Capital Outlay line item is the major increase for 2015. She indicated that with the help of Mr. Crane and Mr. Kelly, it was determined that the Digester needs to be cleaned and a new mixing system needs to be installed. The Commissioners discussed this for a few minutes but were pleased with the proposed budget and they agreed to approve it at tonight's meeting.

Lastly, Ms. Cunningham stated that she prepared a revised Request for Proposals based on the comments from the Commissioners at the last meeting concerning the Ocean Outfall Inspection and Repairs. She indicated that with the help of Mr. Crane he provided an estimated number of days not to exceed for the various line items in the cost proposal. The Commissioners were pleased with the changes and authorized the Executive Director to solicit proposals.

## APPROVAL OF MINUTES

Commissioner Johnson moved, seconded by Commissioner Mowczan that the Meeting Minutes of August 20, 2014 be approved as distributed. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

Commissioner Johnson moved, seconded by Commissioner Mowczan that the Executive Session Meeting Minutes of August 20, 2014 be approved as distributed. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

## RESOLUTION

### No. 4754 – Open Executive Session:

Commissioner Mowczan moved Resolution No. 4754 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

### No. 4755 – Adjourn from Executive Session:

Commissioner Williams moved Resolution No. 4755 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

### No. 4756 – Revised September Payment of Bills:

Commissioner Johnson moved Resolution No. 4756 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4757 – Approve the 2015 Budget:

Commissioner Johnson moved Resolution No. 4757 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4758 – Approve the Two Year Performance Bond for Accurate Waste Removal Services for the 2015 & 2016 Sludge Removal Contract:

Commissioner Johnson moved Resolution No. 4758 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4759 – Approve the One Year Performance Bond for Univar for the 2015 Calcium Hydroxide Contract:

Commissioner Johnson moved Resolution No. 4759 seconded by Commissioner Williams. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4760 – Approve the One Year Performance Bond for Univar for the 2015 Sodium Hypochlorite Contract:

Commissioner Johnson moved Resolution No. 4760 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4761 – Approve the Two Year Performance Bond for J. Fletcher Creamer & Sons for the 2015 & 2016 Routine & Emergency Response Services Contract:

Commissioner Johnson moved Resolution No. 4761 seconded by Commissioner Williams. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4762 – Approve the Two Year Performance Bond for Electro Maintenance for the 2015 & 2016 Electrician Services Contract:

Commissioner Johnson moved Resolution No. 4762 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4763 – Approve the Two Year Contract with David Weber Oil Company for the Delivering of Degreaser in the amount of \$14,234.00 for the 2015 & 2016 Calendar Years:

Commissioner Johnson moved Resolution No. 4763 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4764 – Approve to Terminate the Employment of Todd Puryear as a Plant Attendant Effective Immediately:

Commissioner Johnson moved Resolution No. 4764 seconded by Commissioner Williams. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4765 – Approve the Executive Director to Solicit Request for Proposals for the Ocean Outfall Inspection and Repairs:

Commissioner Johnson moved Resolution No. 4765 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

No. 4766 – Approve the Purchase of One (1) Grit Pump from Wemco as Recommended by Authority Engineer Mr. Richard Crane in the amount of \$19,925.00:

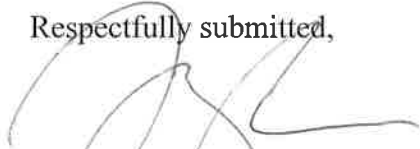
Commissioner Johnson moved Resolution No. 4766 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

Vice Chairman Devine questioned if anyone from the general public had any business to be brought before the Authority. None noted.

Commissioner Mowczan questioned if a procedure or mechanisms were in place when the Authority receives an odor complaint from a resident. Mr. Kelly stated that the Authority feeds chemicals upstream of the Treatment Plant called Bioxide to help minimize odors that develop from the flows that are received at the Laird Avenue Pump Station by member towns. In addition, the Authority accommodates Tinton Falls and has Bioxide injected into their pump station which TNSA bills Tinton Falls for on a monthly basis, Mr. Kelly stated. Mr. Kelly stated that the Authority has odor loggers at the Treatment Plant with feed rates that are adjusted based upon those rates. Mr. Mowczan thanked Mr. Kelly.

A motion was made by Commissioner Williams and seconded by Commissioner Johnson that the meeting be adjourned at 7:11 p.m. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Absent.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tina M. Cunningham', written over the text 'Respectfully submitted,'.

Tina M. Cunningham  
Executive Director