

## TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY

December 16, 2015 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 Mowczan, Linda Johnson and James W. Manning, Jr. Commissioner Absent, James Williams. The following consultants were also present: Ms. Aldarelli and Mr. Crane. In addition, Executive Director Tina Cunningham and Superintendent Chris Kelly were also present.

Chairman Manning called the meeting to order at 6:00 p.m. Moment of Silence and Flag Salute. Chairman Manning 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. Chairman Manning requested a roll call.

Chairman Manning 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 February 12, 2015 and by filing a copy of said notices with the clerks of the customer municipalities.

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

Chairman Manning questioned Mr. Crane if he had anything else to add to his report. Mr. Crane indicated that the digester cover was repaired and the cover is floating again. Commissioner Devine questioned if the repair was going to an additional expense. Mr. Crane stated that he doesn't believe that it would be.

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

Chairman Manning questioned Mr. Kelly if he had anything to add to his report. Mr. Kelly discussed the fecal coliform and the enterococci limits within the Authority's NJPDES Permit. He stated that he would have additional data to provide to the Commissioners next month to help with the discussions with the NJDEP. He indicated that he has researched area NJPDES permits and their limits for the above appear to be higher. He said that he will discuss this further next month.

Chairman Manning questioned Ms. Cunningham if she had anything to add to her report.

Ms. Cunningham stated that the Authority must appoint a Public Agency Compliance as required by the Division of Contract and Compliance by January 10<sup>th</sup> of each year. She indicated that she has been appointed previously. The Commissioners agreed to appoint Ms. Cunningham as the Public Agency Compliance Officer.

Ms. Cunningham indicated that the Budget Resolution that was passed in October needs to be amended because of an input error on the Budget forms submitted to the DLGS. In addition, the Authority received a conditional approval to Adopt the 2016 Budget she stated.

The Commissioners authorized to amend the introduced Budget Resolution along with the Budget Adoption Resolution.

Next, Ms. Cunningham indicated that the Authority is required by the Joint Insurance Fund to appoint a Fund Commissioner and an Alternate Fund Commissioner. She stated that in the past the Executive Director has been the Fund Commissioner and the Chairman has been the Alternate Fund Commissioner.

The Commissioners agreed with both Fund Commissioners.

In addition, the Joint Insurance Fund requires that a Risk Management Consultant be appointed annually, she stated. The Commissioners agreed to appoint Ted Wardell of Brown & Brown Benefit Advisors as the 2016 Risk Management Consultant.

Next, Ms. Cunningham stated that Mr. Wardell on behalf of the Authority solicited three quotes for the renewal of the Authority's dental insurance. She stated that based upon the quotes he received; the Authority's existing carrier came back with the most favorable renewal for a two year period.

The Commissioners authorized a two year renewal with Delta Dental for 2016 and 2017.

Lastly, Ms. Cunningham added that the Authority has three lawn mowers to be designated as surplus and sold to our customer towns or through Gov Deals.com. The Commissioners agreed to sell the surplus items.

#### APPROVAL OF MINUTES

Commissioner Johnson moved, seconded by Commissioner Devine that the Meeting Minutes of November 4, 2015 be approved as distributed. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

Commissioner Mowczan moved, seconded by Commissioner Devine that the Executive Session Meeting Minutes of November 4, 2015 be approved as distributed. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

#### RESOLUTION

##### No. 4867 – Open Executive Session:

Commissioner Devine moved Resolution No. 4867 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4868 – Adjourn from Executive Session:

Commissioner Devine moved Resolution No. 4868 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4869 – Authorize December Payment of Bills:

Commissioner Mowczan moved Resolution No. 4869 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4870 – Resolution to Amend the 2016 Introduced Budget to reflect Total Appropriations of \$6,749,900:

Commissioner Johnson moved Resolution No. 4870 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4871 – Resolution to Adopt the 2016 Budget:

Commissioner Johnson moved Resolution No. 4871 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4872 – Resolution to Appoint the Executive Director as the Public Agency Compliance Officer:

Commissioner Devine moved Resolution No. 4872 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4873 – Resolution to Appoint the Executive Director as the 2016 Fund Commissioner and the Chairman as the 2016 Alternate Fund Commissioner for the Joint Insurance Fund:

Commissioner Johnson moved Resolution No. 4873 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4874 – Resolution to Appoint Ted Wardell of Brown & Brown Benefit Advisors as the 2016 Risk Management Consultant as required by the Joint Insurance Fund:

Commissioner Mowczan moved Resolution No. 4874 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4875 – Authorize a Two Year Renewal with Delta Dental for 2016 and 2017 Calendar Years:

Commissioner Johnson moved Resolution No. 4875 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4876 – Authorize the Sale of three Authority owned Lawn Mowers designated as Surplus Items to the Customer Towns first if not Sold then going through GovDeals.com:

Commissioner Johnson moved Resolution No. 4876 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

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

A motion was made by Commissioner Devine and seconded by Commissioner Johnson that the meeting be adjourned at 6:25 p.m. On a voice vote, the vote was as follows: Devine: Aye, Williams: Absent, Mowczan: Aye, Johnson: Aye and Manning: Aye.

Respectfully submitted,

Tina M. Cunningham  
Executive Director

