

TNSA Resolution No. 4982

**RESOLUTION ADOPTING UPDATED PERSONNEL MANUAL FOR  
THE TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

**WHEREAS**, it is the policy of Township of Neptune Sewerage Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the New Jersey Workers Compensation Act, and the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA); and

**WHEREAS**, the Township of Neptune Sewerage Authority has determined that there is a need for general updates and revisions to TNSA's Personnel Manual to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations, as well as to promote consistency, continuity and understanding within the organization.

**NOW, THEREBY, BE IT RESOLVED** by the governing body of the Township of Neptune Sewerage Authority that the Personnel Manual attached hereto is hereby adopted.

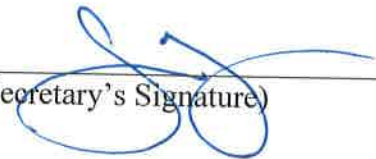
**BE IT FURTHER RESOLVED** that this Personnel Manual shall apply to all Township of Neptune Sewerage Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract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

**BE IT FURTHER RESOLVED** that this Personnel Manual is intended to provide guidelines covering public service by Township of Neptune Sewerage Authority employees and is not a contract. The provisions of this Personnel Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township of Neptune Sewerage Authority.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Township of Neptune Sewerage Authority shall operate under the legal doctrine known as "employment at will".

**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 the policies and procedures in this Personnel Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Neptune Sewerage Authority that the attached revised and updated Personnel Manual be adopted on December 14, 2016.

  
\_\_\_\_\_  
(Secretary's Signature)

12-14-16  
\_\_\_\_\_  
(Date)

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

TNSA  
RESOLUTION  
NO. 4981

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

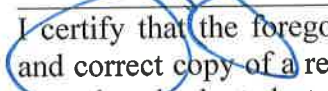
WHEREAS, TNSA will solicit Request for Qualifications (RFQ’s) pursuant to the provisions of N.J.S.A. 19:44A-20.5 et. Seq. (New Jersey Pay to Play Law) for Attorney, Consulting Attorney, Labor & Employment Attorney, Professional Engineer, Consulting Engineer, Financial Advisor, Auditor and Bound Counsel in the official newspaper; and

WHEREAS, eligible applicants must submit a Statement of Qualifications, Business Registration Certificate and Stockholder 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 Statement, P.L. C127 (N.J.A.C. 17:27) Mandatory 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 to authorize the Executive Director to advertise for submission of RFQ's for Professional Services as enumerated in this document.



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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 14<sup>th</sup> day of December 2016.

**RESOLUTION**  
**NO. 4980**

**RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT**

**WHEREAS**, the Township of Neptune Sewerage Authority (hereinafter "Local Unit") has joined 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 Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

**WHEREAS**, the "Fund" has requested its members to appoint individuals or entities to that position; and

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of "Local Unit", in the County of Monmouth and State of New Jersey, as follows:

1. Local Unit hereby appoints Ted Wardell of Brown & Brown Benefit Advisors its Local Risk Management Consultant.
2. The Executive Director and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2017 in the form attached hereto.

Township of Neptune Sewerage Authority

By: \_\_\_\_\_

Secretary

ATTEST

\_\_\_\_\_  
Chairman

Certification

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 14<sup>th</sup> day of December 2016.

4979

**STATEWIDE INSURANCE FUND**

**RESOLUTION APPOINTING FUND COMMISSIONER**

WHEREAS, the 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 year 2017; and

BE IT FURTHER RESOLVED that the Chairman is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2017; 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

By: \_\_\_\_\_

Secretary

ATTEST:

\_\_\_\_\_  
Chairman

This Resolution agreed to the 14<sup>th</sup> day of December 2016 by a vote of:

5

Affirmative

\_\_\_\_\_ Abstain

\_\_\_\_\_ Negative

\_\_\_\_\_ Absent

RESOLUTION  
NO. 4978

WHEREAS, the Affirmative Action Office of the New Jersey Department of Treasury has revised the 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

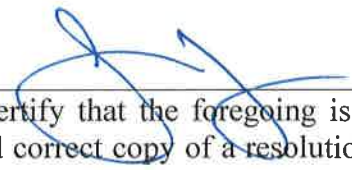
WHEREAS, the regulations require the designation of a "Public Agency Compliance Officer" (PACO) to represent the Township of Neptune Sewerage Authority (TNSA); and

WHEREAS, the PACO is to be appointed annually; and

WHEREAS, the TNSA designates Tina M. Cunningham as the PACO for the TNSA.

NOW, THEREFORE, BE IT RESOLVED by the TNSA in County of Monmouth, State of New Jersey, that:

1. Tina M. Cunningham is appointed as the PACO officer through the 2017 year.
2. Copies of this Resolution shall be distributed 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 a meeting of the Township of Neptune Sewerage Authority.

**2017 ADAPTED BUDGET RESOLUTION  
TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY**

**FISCAL YEAR: FROM:** January 1, 2017 **TO:** December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Township of Neptune Sewerage Authority for the fiscal year beginning January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Township of Neptune Sewerage Authority at its open public meeting of December 14, 2016; and

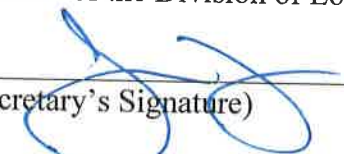
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$6,747,300, Total Appropriations, including any Accumulated Deficit, if any, of \$6,747,300 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,612,000 and Total Unrestricted Net Position planned to be utilized of \$2,612,000; 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 14, 2016 that the Annual Budget and Capital Budget/Program of the Township of Neptune Sewerage Authority for the fiscal year beginning, January 1, 2017 and, ending, December 31, 2017 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 titles 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)

12-14-16  
\_\_\_\_\_  
(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. 4976

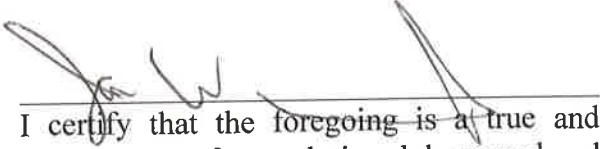
WHEREAS, the Township of Neptune Sewerage Authority requested its Engineer, Spencer T. Pierini, P.E. of Maser Consulting to provide professional services to design Biofilter Odor Control Systems for both the Train 1 & 2 and Train 3 headworks; and

WHEREAS, Mr. Pierini has provided a proposal to the Authority dated December 13, 2016 to provide professional services for the design of a Biofilter Odor Control System as outlined below:

Phase 1.0	Topographic Survey	\$ 6,000.00
Phase 2.0	Biofilter Design Drawings and Specifications	\$27,000.00
Phase 3.0	Meetings	Hourly Fee

WHEREAS, the Authority's Executive Director has certified that funds are available for this project;

NOW, THEREFORE, BE IT RESOLVED to authorize the proposal as submitted by the Authority's Engineer Spencer Pierini, P.E. of Maser Consulting dated December 13, 2016 for his professional services as outlined above.

  
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 14<sup>th</sup> day of December 2016.

TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY

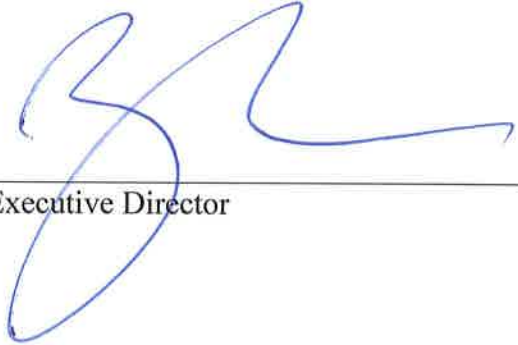
CERTIFICATION OF FUNDS

Date: December 14, 2016  
To: Board of Commissioners  
From: Tina M. Cunningham  
Executive Director  
Subject: Biofilter Odor Control System  
Professional Engineering Services

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I hereby certify that sufficient funds are available for payment for the above referenced contract as follows:

Firm: Maser Consulting  
Amount: \$33,000.00  
Budget Account No.: 6030

  
\_\_\_\_\_  
Executive Director

# RESOLUTION

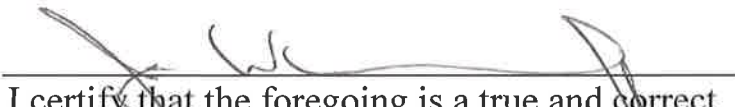
No. 4975

December 2016

Payroll - November 10, 2016	\$	38,322.27
Payroll Taxes - November 10, 2016	\$	19,214.46
Payroll - November 24, 2016	\$	40,078.86
Payroll Taxes - November 24, 2016	\$	20,297.05
NJSHP - December Retirees	\$	8,771.10
NJSHP - December Active	\$	38,047.26
NJ Division of Pension - November	\$	13,747.22
<b>Total Paid:</b>	<b>\$</b>	<b>178,478.22</b>

All Industrial Safety Products, Inc.	\$	1,895.87
Aramark Uniform & Career Apparel, Inc.	\$	373.17
Bradley Car Care	\$	23.49
Cablevision / Optimum	\$	241.85
Capehart & Schatchard P A	\$	1,605.75
Colonial Life & Accident Insurance Co	\$	298.36
Country Clean Paper Supplies	\$	448.06
Cummins Irrigation, Inc.	\$	75.00
De Lage Landen Financial Services, Inc.	\$	161.33
Delta Dental of New Jersey, Inc.	\$	1,920.96
E.Comm Technologies	\$	5,180.05
Electro Maintenance, Inc.	\$	12,145.50
Eurofins QC, Inc.	\$	2,165.00
F&C Automotive Supply, Inc.	\$	9.38
Fire Security Technologies, Inc	\$	848.75
FlexFacts.Com	\$	50.00
Freehold Cartage, Inc.	\$	350.00
Geese Police, Inc.	\$	2,880.00
Goode & Weyser, CPA, LLC	\$	208.33
HD Supply Facilities Maintenanc	\$	2,132.60
William Bittel	\$	1,258.80
Heritage Business Systems, Inc.	\$	36.33
Home Depot U.S.A., Inc.	\$	172.35
Jersey Central Power & Light Company	\$	38,484.22
Joseph Fazzio-Wall Limited Liability Company	\$	252.58
Kiefer Awards Co	\$	15.00

Long Marmero LLP	\$	375.00
Maser Consulting P.A.	\$	4,357.50
McMaster-Carr Supply Company	\$	116.55
Neofunds by Neopost	\$	200.00
Neptune Door Co	\$	61.00
Neptune Township	\$	523.66
New Jersey-American Water Company Inc	\$	509.34
New Jersey Natural Gas Company	\$	4,029.28
New Jersey State League of Municipality	\$	110.00
One Call Concepts, Inc.	\$	3.75
Paychex Investment Partnership LP	\$	156.30
Pilot Electric Company, Inc.	\$	685.00
Postmaster of Neptune	\$	228.00
Seaboard Welding Supply, Inc.	\$	39.50
Trans-Bearing Co., Inc	\$	140.08
Univar USA Inc.	\$	9,881.76
Vaider Network Solutions	\$	3,635.95
Verizon	\$	1,054.25
Verizon Business	\$	16.25
Verizon Wireless	\$	103.72
WW Grainger Inc	\$	1,804.47
Watchung Spring Water Co., Inc.	\$	92.84
		101,356.93
<b>To Be Paid</b>	\$	101,356.93
<b>GRAND TOTAL</b>		<b>\$ 279,835.15</b>


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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 14th day of December 2016.


**RESOLUTION**

**NO. 4974**

WHEREAS, the Township of Neptune Sewerage Authority authorized by Resolution No. 4973 to enter into an 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 7:30 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 14th day of December 2016.

RESOLUTION  
NO. 4973

WHEREAS, the Township of Neptune Sewerage Authority is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.; and

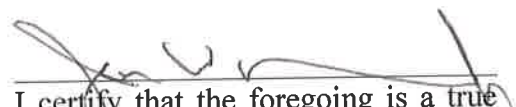
WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the Public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township of Neptune Sewerage Authority to discuss in a session not open to the Public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

<input checked="" type="checkbox"/>	Personnel
<input type="checkbox"/>	Actual Litigation
<input type="checkbox"/>	Potential Litigation
<input checked="" type="checkbox"/>	Contract Negotiations

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority assembled in Public Session on December 14, 2016 that an Executive Session closed to the Public shall be held on December 14, 2016 at 6:15 p.m., at 634 Old Corlies Avenue, Neptune, New Jersey for the discussion of matters relating to the specific items designated above;

BE IT FURTHER RESOLVED that it is anticipated that the deliberations conducted in closed session may be disclosed to the Public upon the determination of the Authority's Counsel that the Public interest will no longer be served by such confidentiality.

  
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 14<sup>th</sup> day of December 2016.