

TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY

December 13, 2017 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, Alonzo Wright and Chairman James W. Manning, Jr. The following consultants were also present: Ms. Aldarelli and Mr. Mannix. 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 January 25, 2017 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. Mannix if he had anything else to add to the Engineer's Report. Mr. Mannix indicated that Mr. Van Dorpe prepared a recommendation letter to the Board regarding the change order for the Digester No. 3 Upgrade Project. Ms. Aldarelli indicated that this discussion should proceed in executive session.

Mr. Mannix provided the Commissioners with a few updates from the Engineer's report.

Chairman Manning questioned Ms. Aldarelli if she had anything to report. She indicated that she had nothing pending.

Chairman Manning questioned Mr. Kelly if he had anything to add to his report. Mr. Kelly indicated that the roof was replaced on the Grit Chamber. He also stated that the maintenance staff located two ARV's that were previously not found by the Contactor on the Tinton Falls force main. He stated that the staff would be back out on the trunk line next week to try and locate the remaining ARV that was not found previously. The Commissioners thanked Mr. Kelly and the staff on a job well done.

Chairman Manning questioned Ms. Cunningham if she had anything to add to her report. Ms. Cunningham stated that the 2018 Budget was approved by the Division of Local Government Services and it can now be adopted by the Board. The Commissioners agreed to adopt the 2018 Budget.

Ms. Cunningham indicated that the Authority is required to appoint annually a Public Agency Compliance Officer (P.A.C.O.) as directed by the Division of Contract Compliance. Ms. Cunningham indicated that she has been appointed in the past. The Commissioners agreed to appoint Ms. Cunningham as the P.A.C.O. for the 2018 calendar year.

Ms. Cunningham indicated that Mr. Wardell obtained quotes on the renewal of the Authority's dental insurance and he is recommending to renew the insurance with Delta Dental for a two year period. She stated that the premium would be a minimal price increase of less than 1%. The Commissioners agreed to renew the dental insurance with Delta Dental for a two year period beginning January 1, 2018.

Ms. Cunningham stated that annually the Statewide Joint Insurance Fund requires two resolutions to be adopted by the Board. The first, she stated is to appoint a Fund Commissioner

and Alternate Fund Commissioner. In the past, the Executive Director and Chairman were appointed to these positions, she indicated. The Commissioners agreed to appoint the Executive Director as the Fund Commissioner and the Chairman as the Alternate Fund Commissioner.

In addition, the Statewide Joint Insurance Fund requires the Authority to appoint a Risk Management Consultant for the calendar year, she stated. The Commissioners agreed to appoint Ted Wardell of Brown & Brown Benefit Advisors as the Risk Management Consultant for the 2018 calendar year.

Next, Ms. Cunningham indicated that Ms. Aldarelli has reviewed the bids that were received for the 2018 & 2019 Pump & Motor Repair Services Contract. She indicated that Pilot Electric was the lowest most responsible bidder. The Commissioners agreed to award the contract to Pilot Electric Company.

Ms. Cunningham stated that Electro Maintenance, Inc. submitted a Performance Bond for the 2018 calendar year for Electrician Services which Ms. Aldarelli has reviewed and found to be acceptable.

Last, Ms. Cunningham indicated that she prepared draft RFQ's for the 2018 Professional Services if the Commissioners elect to proceed in this manner. The Commissioners agreed to proceed with the RFQ's.

APPROVAL OF MINUTES

Commissioner Johnson moved, seconded by Commissioner Devine that the Meeting Minutes of November 8, 2017 be approved as distributed. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Abstain.

RESOLUTIONS

No. 5067 – Open Executive Session:

Commissioner Devine moved Resolution No. 5067 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5068 – Adjourn from Executive Session:

Commissioner Devine moved Resolution No. 5068 seconded by Commissioner Wright. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5069 – December Payment of Bills:

Commissioner Johnson moved Resolution No. 5069 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5070 – Appoint the Executive Director as the Public Agency Compliance Officer for the 2018 Calendar Year:

Commissioner Johnson moved Resolution No. 5070 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5071 – Approve a Two Year Agreement with Delta Dental for the 2018 & 2019 Calendar Years:

Commissioner Wright moved Resolution No. 5071 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5072 – Appoint the Executive Director as the Fund Commissioner and the Chairman as the Alternate Fund Commissioner for the Statewide Insurance Fund for 2018:

Commissioner Johnson moved Resolution No. 5072 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5073 – Appoint Ted Wardell of Brown & Brown Benefit Advisors as the Risk Management Consultant for the 2018 Calendar Year:

Commissioner Devine moved Resolution No. 5073 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5074 – Adopt the 2018 Budget:

Commissioner Wright moved Resolution No. 5074 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5075 – Solicit Request for Qualifications for Professional Services for the 2018 Calendar Year:

Commissioner Mowczan moved Resolution No. 5075 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5076 – Award a Two Year Contract to Pilot Electric Company for Pump & Motor Repair Services for the 2018 & 2019 Calendar Years:

Commissioner Devine moved Resolution No. 5076 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5077 – Approve the Performance Bond submitted by Electro Maintenance, Inc. for Electrician Services for the 2018 Calendar Year:

Commissioner Wright moved Resolution No. 5077 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5078 – Approve a Five Year Agreement with the Executive Director beginning January 1, 2018 with a 3% Increase on Base Pay:

Commissioner Johnson moved Resolution No. 5078 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

No. 5079 – Approve a Three Year Agreement with a 3% Increase on Base Pay for the Management Team (Chief Operator, Collection System/Maintenance Supervisor and Superintendent) beginning January 1, 2018 and the Recently Hired Assistant Superintendent will receive a 3% Increase beginning January 1, 2019:

Commissioner Mowczan moved Resolution No. 5079 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: 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 6:55 p.m. On a voice vote, the vote was as follows: Devine: Aye, Mowczan: Aye, Johnson: Aye, Wright: Aye and Manning: Aye.

Respectfully submitted,


Tina M. Cunningham
Executive Director