

TNSA
Resolution No. 5194

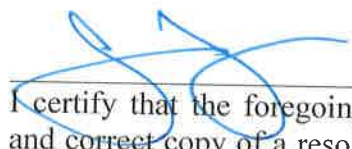
**APPROVING A TWO-YEAR PERFORMANCE BOND EXTENSION
WITH EVOQUA WATER TECHNOLOGIES FOR THE
2019 AND 2020 CALENDAR YEARS**

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") has awarded a two-year contract extension for Furnishing and Delivering of Hydrogen Sulfide Control Chemical for the 2019 and 2020 calendar years to Evoqua Water Technologies; 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 Performance Bond and found it to be acceptable;

NOW, THEREFORE BE IT RESOLVED to accept and approve the Performance Bond submitted by Evoqua Water Technologies in the amount of the contract for Furnishing and Delivering of Hydrogen Sulfide Control Chemical for the 2019 and 2020 calendar years.


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 7th day of November 2018.

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. 5193


**APPROVING A ONE-YEAR PERFORMANCE BOND WITH
ELECTRO MAINTENANCE, INC. FOR THE
2019 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 in the amount of the contract for Electrician Services for the 2019 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 7th day of November 2018.

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. 5192

**AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE
FOR A FULL-TIME ADMINISTRATIVE ASSISTANT**

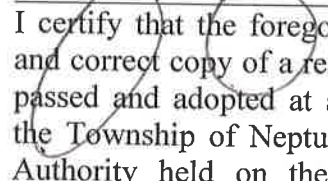
WHEREAS, the Township of Neptune Sewerage Authority (“Authority”) has determined that its administrative needs require a full-time employee; and

WHEREAS, the Authority has determined that in order to better serve the needs of the Authority’s current and future customers as well as to meet operational, financial and other obligations of the Authority, it is in the best interests of the Authority to employ a full-time Administrative Assistant to assist in the administration of the Authority; and

WHEREAS, the Authority’s Executive Director has specified the requirements for this position which is attached and made part hereto; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that the Executive Director be and is hereby authorized to advertise for the position of Administrative Assistant;

BE IT FURTHER RESOLVED that the Authority has determined that the salary range for this position is between \$35,000.00 and \$40,000.00, depending on experience and qualifications.


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 7th day of November 2018.

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			

**AUTHORIZING THE EXECUTIVE DIRECTOR TO POST BOTH
INTERNALLY AND EXTERNALLY FOR THE ASSISTANT
SUPERINTENDENT POSITION**

WHEREAS, the Township of Neptune Sewerage Authority ("Authority") desires to post for the position of Assistant Superintendent internally and externally; and

WHEREAS, the Authority is in need of an Assistant Superintendent; and

WHEREAS, the Authority's Commissioners have specified the requirements for the position of Assistant Superintendent which is attached and made part hereto; and

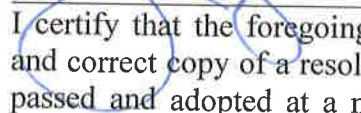
WHEREAS, it is the Authority's policy to provide advancement opportunities to its employees by filling vacant positions from within the Authority's ranks whenever practical and by offering and encouraging employees to take training courses;

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that the Executive Director be and is hereby authorized to post for the position of Assistant Superintendent internally for a period of ten (10) days and externally for a period of thirty (30) days;

BE IT FURTHER RESOLVED that the Assistant Superintendent position contains a job description;

BE IT FURTHER RESOLVED that the aforementioned posting provide that the applicant who is appointed Assistant Superintendent must possess all requirements as indicated from the date of appointment as Assistant Superintendent unless otherwise specified by the Authority Commissioners;

BE IT FURTHER RESOLVED that the salary range for this position is \$95,000.00 - \$105,000.00 and is commensurate with the selected applicants qualifications, education and experience.


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 7th day of November 2018.

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

James W. Manning, Jr.
Chairman

Harry Devine
Vice Chairman

P.O. Box 765
Neptune, N.J. 07753

•
Phone (732) 922-3434
Fax (732) 922-6653

Alonzo Wright
Treasurer
James Mowczan
Secretary
Linda M. Johnson
Assistant Secretary

Date: November 9, 2018

Memo To: Plant Personnel

Memo From: Tina M. Cunningham
Executive Director

Re: **Assistant Superintendent Position**

*As per TNSA Resolution No. 5191, the Authority has approved posting for personnel to be interviewed for the position of Assistant Superintendent. Please find below the job description for this position:

1. **Overview:**

Assist the Authority's Superintendent in the efficient management of both the Authority's employees and operations of its Wastewater Treatment Facility. If required, the Assistant Superintendent will be responsible for maintaining the performance of the TNSA WWTP in the Superintendent's absence.

2. **Minimum Qualifications and Experience:**

- Ten (10) years of experience in the wastewater treatment field or related industry;
- Must possess a valid S-3 NJDEP Wastewater License;
- Must possess a valid New Jersey's Driver's License;
- Must have management/supervisory experience.

3. **Duties and Responsibilities:**

Duties and responsibilities will be determined by the Superintendent and may include, but are not limited to the following:

- Must agree to be on-call on a rotational basis and respond when required;
- Assists in the preparation of NJDEP reporting requirements;

- Assists to ensure compliance with environmental and safety programs as well as effective and efficient plant operations;
- Assists with planning, coordinating, conducting and monitoring of TNSA and NJDEP lab procedures.

4. **Compensation:**

Salary range is \$95,000.00 - \$105,000.00 and will be commensurate with the selected applicants qualifications, education and experience.

Anyone interested in interviewing for this position, please sign below within ten (10) days from the date of this notice.

Name

Date

Name

Date

Name

Date

TNSA
Resolution No. 5190

**AUTHORIZING THE EXECUTIVE DIRECTOR TO POST BOTH
INTERNALLY AND EXTERNALLY FOR THE COLLECTION SYSTEM/
MAINTENANCE SUPERVISOR POSITION**

WHEREAS, the Township of Neptune Sewerage Authority (“Authority”) desires to post for the position of Collection System/Maintenance Supervisor internally and externally; and

WHEREAS, the Authority is in need of a Collection System/Maintenance Supervisor; and

WHEREAS, the Authority’s Commissioners have specified the requirements for the position of Collection System/Maintenance Supervisor which is attached and made part hereto; and

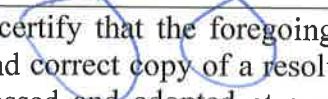
WHEREAS, it is the Authority’s policy to provide advancement opportunities to its employees by filling vacant positions from within the Authority’s ranks whenever practical and by offering and encouraging employees to take training courses;

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that the Executive Director be and is hereby authorized to post for the position of Collection System/Maintenance Supervisor internally for a period of ten (10) days and externally for a period of thirty (30) days;

BE IT FURTHER RESOLVED that the Collection System/Maintenance Supervisor position contains a job description;

BE IT FURTHER RESOLVED that the aforementioned posting provide that the applicant who is appointed Collection System/Maintenance Supervisor must possess all requirements as indicated from the date of appointment as Collection System/Maintenance Supervisor unless otherwise specified by the Authority Commissioners;

BE IT FURTHER RESOLVED that the salary range for this position is \$87,000.00 - \$97,000.00 and is commensurate with the selected applicants qualifications, education and experience.


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 7th day of November 2018.

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

TNSA

James W. Manning, Jr.
Chairman

Harry Devine
Vice Chairman

P.O. Box 765
Neptune, N.J. 07753

Phone (732) 922-3434
Fax (732) 922-6653

Alonzo Wright
Treasurer
James Mowczan
Secretary
Linda Johnson
Assistant Secretary

Date: November 9, 2018

Memo To: Plant Personnel

Memo From: Tina M. Cunningham
Executive Director

Re: **Collection System/Maintenance Supervisor Position**

As per TNSA Resolution No. 5190, the Authority has approved posting for personnel to be interviewed for the position of Collection System/Maintenance Supervisor. Please find below the job description for this position:

1. Knowledge in operation of secondary wastewater treatment facilities;
2. Knowledge of TNSA operations, systems and procedures;
3. Familiarity with maintenance of mechanical and electrical equipment used in secondary sewage treatment processes;
4. Knowledge of preventive, predictive and corrective maintenance;
5. Familiarity with scheduling and record keeping for maintenance activities;
6. Formal supervisory training or willingness to obtain such training;
7. A S-2 license and C-2 license issued by the NJDEP;
8. Five (5) years on-the-job training in the wastewater treatment field;
9. Must agree to be on-call on a rotational basis.

Salary range is \$87,000.00 - \$97,000.00 and will be commensurate with the selected applicants qualifications, education and experience.

Anyone interested in interviewing for this position, please sign below within ten (10) days from the date of this notice.

Name

Date

Name

Date

Name

Date

TNSA
Resolution No. 5189

**AUTHORIZING THE EXECUTIVE DIRECTOR TO POST BOTH
INTERNALLY AND EXTERNALLY FOR THE CHIEF OPERATOR
POSITION**

WHEREAS, the Township of Neptune Sewerage Authority (“Authority”) desires to post for the position of Chief Operator internally and externally; and

WHEREAS, the Authority is in need of a Chief Operator; and

WHEREAS, the Authority’s Commissioners have specified the requirements for the position of Chief Operator which is attached and made part hereto; and

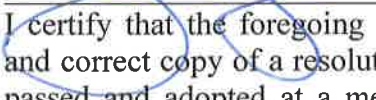
WHEREAS, it is the Authority’s policy to provide advancement opportunities to its employees by filling vacant positions from within the Authority’s ranks whenever practical and by offering and encouraging employees to take training courses;

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that the Executive Director be and is hereby authorized to post for the position of Chief Operator internally for a period of ten (10) days and externally for a period of thirty (30) days;

BE IT FURTHER RESOLVED that the Chief Operator position contains a job description;

BE IT FURTHER RESOLVED that the aforementioned posting provide that the applicant who is appointed Chief Operator must possess all requirements as indicated from the date of appointment as Chief Operator unless otherwise specified by the Authority Commissioners;

BE IT FURTHER RESOLVED that the salary range for this position is \$87,000.00 - \$97,000.00 and is commensurate with the selected applicants qualifications, education and experience.


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 7th day of November 2018.

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

James W. Manning, Jr.
Chairman

Harry Devine
Vice Chairman

P.O. Box 765
Neptune, N.J. 07753

Phone (732) 922-3434
Fax (732) 922-6653

Alonzo Wright
Treasurer
James Mowczan
Secretary
Linda Johnson
Assistant Secretary

Date: November 9, 2018

Memo To: Plant Personnel

Memo From: Tina M. Cunningham
Executive Director

Re: **Chief Operator Position**

As per TNSA Resolution No. 5189, the Authority has approved posting for personnel to be interviewed for the position of Chief Operator. Please find below the job description for this position:

1. Knowledge in operation of secondary wastewater treatment facilities;
2. Knowledge of TNSA operations, systems and procedures;
3. Formal supervisory training or willingness to obtain such training;
4. Sampling and laboratory testing procedures and NJDEP compliance reporting requirements;
5. A S-2 license issued by the NJDEP;
6. Five (5) years on-the-job training in the wastewater treatment field;
7. Must agree to be on-call on a rotational basis.

Salary range is \$87,000.00 - \$97,000.00 and will be commensurate with the selected applicants qualifications, education and experience.

Anyone interested in interviewing for this position, please sign below within ten (10) days from the date of this notice.

Name

Date

Name

Date

Name

Date

TNSA
Resolution No. 5188

**AUTHORIZING UP-TO A SIX MONTH EXTENSION OF
WINFRED JONES PROBATIONARY PERIOD**

WHEREAS, Winfred Jones was hired as a Sewer Plant Operator Trainee on a probationary basis effective October 18, 2017 by approval of TNSA Resolution Number 5063; and

WHEREAS, as per TNSA's Performance Review Procedure Policy; all new employees shall serve a probationary period of one year unless terminated prior thereto by TNSA; and

WHEREAS, the Commissioners of the Township of Neptune Sewerage Authority authorized a probationary extension of up-to six months from his one-year anniversary date of November 6, 2018;

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority to extend Winfred Jones probationary period of up-to six months effective November 6, 2018.

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 7th day of November 2018.

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

No. 5187

November 2018

Payroll - October 11, 2018	\$	32,051.08
Payroll Taxes - October 11, 2018	\$	14,078.40
Payroll - October 25, 2018	\$	32,456.50
Payroll Taxes - October 25, 2018	\$	14,286.49
NJSHP - November Retirees	\$	19,563.77
NJSHP - November Active	\$	27,793.65
NJ Division of Pension - October 2018	\$	9,186.84
Total Paid:	\$	149,416.73

Accurate Waste Removal Services, Inc.	\$	172,774.00
All Industrial Safety Products, Inc.	\$	3,287.90
Atlantic Lock & Safe Services LLC	\$	52.90
Betsy Condiotti & Associates, Inc.	\$	362.50
Bradley Car Care	\$	23.52
Cablevision Systems Corporation	\$	256.31
Capehart & Scatchard PA	\$	1,605.75
CMRS-FP	\$	100.00
Colonial Life & Accident Insurance Co	\$	306.20
DexYP	\$	19.95
Electro Maintenance, Inc.	\$	65,068.50
FlexFacts.Com	\$	25.00
Freehold Cartage, Inc.	\$	175.00
Garden State Laboratories, Inc.	\$	1,654.00
Genuine Parts Company	\$	334.45
Goode & Weyser CPA LLC	\$	208.33
Grace Marmero Monmouth, LLP	\$	3,109.00
Home Depot U.S.A., Inc.	\$	23.20
JCP&L	\$	38,325.91
Jersey Shore Florist, Inc.	\$	100.00
Joseph Fazzio-Wall Limited Liability Company	\$	26.40
Lawes Coal Company, Inc.	\$	491.19
Maser Consulting P.A.	\$	1,755.60
Neptune Township	\$	632.27
New Jersey Natural Gas Company	\$	1,567.85
One Call Concepts, Inc.	\$	5.00
Paycheck Investment Partnership LP	\$	176.22
Petty Cash	\$	650.00
Seaboard Welding Supply, Inc.	\$	39.50
Signal Systems, Inc. - Time Clocks USA	\$	49.74

RESOLUTION

No. 5187

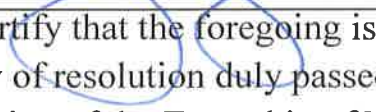
November 2018

Staples Contract and Commercial, Inc.	\$	115.24
Trans-Bearing Co., Inc	\$	95.00
Univar USA Inc.	\$	10,056.36
Verizon	\$	150.74
Verizon Business	\$	12.70
Verizon Wireless	\$	188.49
WW Grainger Inc	\$	1,075.46
Watchung Spring Water Co., Inc.	\$	94.84
Water Environment Federation	\$	107.00
Water Works Supply Company	\$	<u>1,790.56</u>

To Be Paid \$ 306,892.58

FlexFacts.com (Re-Issue Lost Check) \$ 45.00

GRAND TOTAL \$ 456,309.31


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 7th day of November 2018.

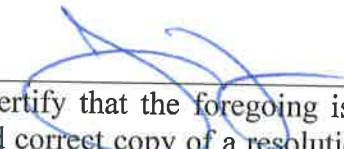
TNSA
RESOLUTION NO. 5186

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

WHEREAS, the Township of Neptune Sewerage Authority by TNSA Resolution No. 5185 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 6:36 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 7th day of November 2018.

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. 5185

**RESOLUTION OF THE TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY
TO ENTER INTO A CLOSED SESSION TO DISCUSS PERSONNEL 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 subject in closed session:

1. 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 November 7, 2018.
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 November 7, 2018;



(Secretary's Signature)

12-19-18

(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			