

TNSA
Resolution No. 5446

RESOLUTION ADOPTING COVID-19 POLICY

WHEREAS, the Township of Neptune Sewerage Authority Board of Commissioners have reviewed and approved the COVID-19 Policy as follows;

COVID-19 POLICY

Township of Neptune Sewerage Authority encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. However, the recent COVID-19 epidemic requires certain modifications to policies as it pertains to prevention, exposure, and post-exposure actions with COVID-19. In light of the importance of continuing to maintain a functioning department, all Authority employees are deemed essential employees.

Health Information

In the following circumstances, an employee shall submit documentation to the Executive Director and/or Superintendent verifying that they are:

- Diagnosed with COVID-19;
- Directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19;
- Undergoing a period of self-quarantine or isolation at the direction of a government agency or physician;
- Caring for an immediate family member who has been diagnosed with COVID-19;
- Caring for an immediate family member who was directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19;
- Experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- Caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Confidentiality

The Authority will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

- Medical information may be disclosed with the prior written informed consent of the person who is the subject of the information.
- Information may be disclosed without the prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program

evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.

- Information may be disclosed to the Department of Health as required by State or Federal law.

Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Employees with questions or concerns about contagious or life-threatening illnesses are encouraged to contact their Supervisor.

Prevention

To prevent further infection, the Centers for Disease Control and Prevention (CDC), New Jersey Department of Health (NJDOH) and the World Health Organization (WHO), encourage employees to:

- A. *Practice good hygiene*
 - Stop handshaking – use other non-contact methods of greeting;
 - Clean hands at the door and schedule regular hand washing reminders by email;
 - Create habits and reminders to avoid touching your face and cover coughs and sneezes;
 - Disinfect surfaces like doorknobs, tables, desks, and handrails regularly;
 - Increase ventilation by opening windows or adjusting air conditioning.
- B. *Be careful with meetings and travel*
 - Use videoconferencing for meetings when possible;
 - When not possible, hold meetings in open, well-ventilated spaces;
 - Consider adjusting or postponing large meetings or gatherings;
 - Assess the risks of business travel.
- C. *Handle food carefully*
 - Limit food sharing;
 - Strengthen health screening for employees handling food items and their close contacts;
 - Ensure employees and their close contacts practice strict hygiene.
- D. *Stay home if...*
 - They are feeling sick;
 - They have a sick family member in their home.

- E. *Personal Protective Equipment (PPE) and Disinfecting Workspaces*
- Employees who work closely with (either in contact with or within 6 feet of) other employees/individuals shall wear PPE provided by the Authority when working on Authority premises;
 - Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment including the employee's personal workspace, copiers, postage machines, etc.

Applicable Leave Time Procedures for COVID 19 and Other Illnesses:

Families First Coronavirus Response Act ("FFCRA")

By way of background on April 1, 2020, the Families First Coronavirus Response Act ("FFCRA") took effect. The FFCRA's paid leave provisions were effective on April 1, 2020 and applied to leave taken between April 1, 2020 and December 31, 2020. These provisions were ultimately not extended, meaning that employers will not be required to provide paid leave under the FFCRA after December 31, 2020.

Therefore effective January 1, 2021, the following policy shall apply to all employees of the Authority regarding requests for leave related to COVID-19. The Authority will allow for the use of paid leave to eligible employees regarding COVID-19 exposure and testing for the specific purpose of time being taken off following a close contact with a positive Covid-19 individual. This time off will be charged against the employees' existing PTO.

If the close contact exposure is the result of a work related contact, the Authority will allow for the use of paid leave when the Authority or government guidelines require that an employee self-quarantine pending the results of that employees testing. This paid leave shall be charged against the employees PTO.

Any employee requesting to use leave shall abide by the policies and regulations as previously adopted by the Authority. This includes submission of documentation verifying the employees need to take leave.

For any employee requesting leave for any other purpose related to COVID-19 the employee is required to utilize their PTO. For any employees that previously exhausted their leave under the FFCRA those employees may utilize any paid time off including; sick, vacation, personal or any other time off if you need to quarantine related to COVID-19. Sick time shall be utilized first.

The Authority will follow the guidance regarding quarantine/isolation and returning to work as issued by the State of New Jersey, the CDC, and the Department of Labor. This policy includes the guidance issued by the State of New Jersey requiring periods of quarantine and isolation, including those employees whom chose to travel. See below for a sample of the current guidance regarding isolation and quarantine.

Anyone experiencing COVID related symptoms should not be at work and should quarantine.

- If you test positive and have symptoms it is critical that you isolate for:

10 days after symptoms first appeared; and
24 hours with no fever without fever reducing medication; and
Other symptoms have improved.

Employees PTO will be utilized for this type of leave.

- If you tested positive and have NO symptoms:

Employees are required to self-monitor and practice safe social distancing guidelines for 14 days after you received your positive test. Self-monitoring means that people should wear a mask at all times and monitor themselves for fever by taking their temperature twice a day and remaining alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or the Monmouth County Health Department to determine whether medical evaluation is needed.

Any employee choosing to quarantine while asymptomatic or that develops symptoms and must self-isolate must utilize the Employees PTO for this type of leave.

- If you have a close contact:

Get a viral test 3-5 days after exposure and follow self-monitoring procedures, including appropriate social distancing and proper use of PPE. Avoid close contact with other employees. If required to self-isolate as a result of doctor or governmental orders, the employees PTO must be used for this leave.

- If you travel outside of NJ upon return to the state you must:

Self-monitor for a period of fourteen days after your return to the state. Employees choosing to travel must continue to remain at least 6 feet apart from coworkers, both indoors and outdoors. Employees are also required to wear a mask and properly utilize PPE during this period, particularly when in shared office spaces. It is further recommended that employees during this self-monitoring period take extra care to wash their hands often or use hand sanitizer with at least 60% alcohol.

Required Medical Documentation

For cases where individuals are undergoing a period of isolation or quarantine under the circumstances described above, documentation from a local, state or federal governmental agency, a medical professional, office, or hospital or proof that the employee was recently

in a location where the recommendation by a governmental agency is to self-quarantine will satisfy the requirement to provide documentation. Even in the event that proper documentation is provided, the employee must utilize their PTO for any leave taken.

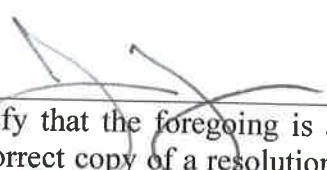
Attendance Monitoring

Until further notice, employees who had previously been subjected to documentation requirements under the Authority's standard policies and/or contract provisions due to excessive absenteeism or abuse of sick leave shall not be disciplined for future absences that occur as a result of their being suspected of or diagnosed with the COVID-19 virus or having to be absent to care for a family member impacted by the virus. Additionally, the Authority shall not use any absenteeism related to the COVID-19 virus to subject any employee to a documentation requirement for excessive absenteeism. If no documentation is received within a reasonable time to support an asserted COVID-19 related absence, the Authority may exercise its discretion in determining its response.

Additional Leaves Available

Should an employee exhaust their entitlement under FFCRA, FMLA, NJFLA, etc., the employee should consult with the Personnel Director regarding additional leaves and options available dependent upon the circumstances and need for such leave.

NOW, THEREFORE, BE IT RESOLVED, that the Township of Neptune Sewerage Authority Board of Commissioners do hereby adopt the COVID-19 Policy as stated 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 17th day of March 2021.

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			

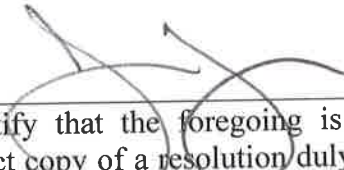
TNSA
Resolution No. 5445

**AUTHORIZING AN AGREEMENT WITH REMINGTON & VERNICK
ENGINEERS FOR ODOR CONTROL UPGRADES**

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") and Remington & Vernick Engineers have entered into an Agreement for Odor Control Upgrades for Train 1&2 & Train 3 at the Wastewater Treatment Plant,

WHEREAS, the Authority's Attorney Carla Aldarelli of Capehart & Scatchard has reviewed the Agreement and has recommended that the Authority execute said Agreement pursuant to the terms and conditions contained herein; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that it hereby authorizes and directs the Chairman to execute the Agreement attached hereto with Remington & Vernick Engineers.


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 17th day of March 2021.

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. 5444

RESOLUTION IN OPPOSTION TO SENATE BILL S3375

WHEREAS, the Statewide Insurance Fund ("Fund") was created to provide a cost-efficient means of supplying workers' compensation benefits to injured municipal and other public employees including emergency volunteers; and

WHEREAS, the Fund is not a traditional, profit-making insurance company, but rather is composed of individual municipalities, counties, municipal utilities authorities and other local government entities whose budgets are all funded by taxpayer or public rate payers; and

WHEREAS, because the Fund's members are funded, in large, by tax dollars, and because the Fund has determined that senate Bill 3375 will increase workers' compensation costs drastically, creating an undue burden to the taxpayers and rate payers of its members; and

WHEREAS, Senate Bill 3375 requires significant changes to the Workers' Compensation Act where current law already has provisions in place to protect injured workers from claim abuse and requires all reasonable and necessary medical care be provided in a timely manner, subject to penalty; and

WHEREAS, any communications between the patient, a physician, a joint insurance fund, an insurance carrier and its representative, are already governed by Court Rules, the rules of evidence, and both medical and legal ethical standards; and

WHEREAS, the hallmark of the New Jersey Workers' Compensation Act is the obligation of the employer to provide medical benefits to an injured worker, as long as the injury or illness arises out of and in the course of employment, tantamount with the obligation to provide medical care, is the employer's statutory right to authorize the medical provider and the treatment to be administered. This bill would do nothing more than shift the entire balance of an already equitable system, to one side, to the detriment and greater cost of the employer.

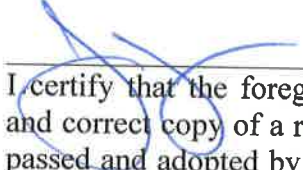
WHEREAS, Senate Bill 3375 will not serve the interest of the taxpayers and rate payers in New Jersey because it will increase the costs associated with workers' compensation claims by at least 35% and these costs will be borne by the taxpayers of individual municipalities, counties, municipal utilities authorities and other public rate payers.

NOW, THEREFORE, BE IT RESOLVED by the Township of Neptune Sewerage Authority that it strongly opposes the adoption of Senate Bill 3375 and urges the

Governor, State Senators and Assemblymen to protect taxpayers and rate payers from unnecessary and unwarranted charges; and

NOW, THEREFORE, BE IT RESOLVED that a copy of this resolution be sent to the following:

1. The Honorable Phillip Murphy, Governor;
2. All members of the New Jersey State Senate;
3. All members of the New Jersey State Assembly;
4. Statewide Insurance Fund


I certify that the foregoing is a true and correct copy of a resolution duly passed and adopted by the Township of Neptune Sewerage Authority held on the 17th day of March, 2021.

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

TNSA
Resolution No. 5443

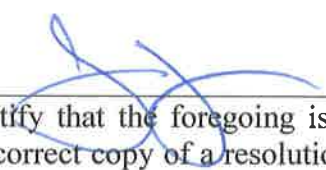
**RESOLUTION AUTHORIZING REIMBURSEMENT
OF 2% RESERVE ACCOUNT**

WHEREAS, the Township of Neptune has requested the return of the excess balance in their Two Percent Reserve Account in the amount of \$95,600.00; and

WHEREAS, the contractual agreement between the Township of Neptune Sewerage Authority ("TNSA") and the Township of Neptune indicates that after a minimum balance has been accumulated in the Township's Reserve Account, the excess may be turned over by TNSA to the Customer upon request;

WHEREAS, the Township of Neptune has requested the excess balance in their Reserve account in the amount of \$95,600.00;

NOW, THEREFORE, BE IT RESOLVED that TNSA has authorized the return of the excess balance in their Two Percent Reserve Account to the Township of Neptune in the amount of \$95,600.00.


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 17th day of March 2021.

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. 5442

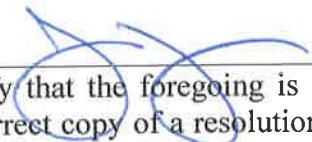
**RESOLUTION APPROVING A PERFORMANCE BOND
WITH GARDEN STATE LABORATORIES, INC.**

WHEREAS, the Township of Neptune Sewerage Authority ("TNSA") has awarded a contract for Furnishing and Delivering of Laboratory Analysis Services to Garden State Laboratories, Inc.

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 Garden State Laboratories, Inc.


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 17th day of March 2021.

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

RESOLUTION

No. 5441

March 2020

Payroll - February 11, 2021	\$	34,411.75
Payroll Taxes - February 11, 2021	\$	17,098.88
Payroll - February 25, 2021	\$	34,793.08
Payroll Taxes - February 25, 2021	\$	17,433.83
NJSHP - March Retirees	\$	\$13,011.94
NJSHP - March Active	\$	\$27,287.19
NJ Div. of Pension - February 2021	\$	\$10,746.46
Annual Employer Appropriation (PERS)	\$	\$235,701.00
Total Paid:	\$	390,484.13
All Industrial-Safety Products, Inc.	\$	484.20
Allied Fire and Safety Equipment Company	\$	654.50
Amerigas Propane, Inc.	\$	1,944.96
Aramark Uniform & Career Apparel, Inc.	\$	240.21
Benjamin, Arthur A.	\$	289.20
Betsy Condiotti & Associates, Inc.	\$	450.25
Bradley Car Care	\$	1,783.00
Cablevision Systems Corporation	\$	250.09
Capehart & Scatchard PA	\$	1,875.00
CMRS-FP	\$	100.00
Colonial Life & Accident Insurance Co	\$	350.24
Delta Dental of New Jersey, Inc.	\$	1,601.40
Electro Maintenance	\$	11,803.00
Evoqua Water Technologies	\$	3,096.00
FlexFacts.Com	\$	25.00
Freehold Cartage Inc	\$	1,176.68
Gannett Satellite Information Network, Inc.	\$	190.60
Garden State Laboratories, Inc.	\$	1,840.00
Geese Police, Inc.	\$	1,460.00
Groff Tractor New Jersey Limited Liabili	\$	1,199.77
HD Supply Facilities Maintenanc	\$	2,396.57
Heritage Business Systems, Inc.	\$	76.36
Home Depot U.S.A., Inc.	\$	294.53
Jersey Central Power & Light Company	\$	38,496.49
Marmero Law LLC	\$	890.00
McMaster-Carr Supply Company	\$	73.43
Miracle Chemical Company	\$	7,225.68
MSC Industrial Supply	\$	135.76
Nastus Bros., Inc.	\$	5,365.00
Neptune Township	\$	514.86
Nestle Waters North America Inc.	\$	354.46

RESOLUTION

No. 5441

March 2020

New Jersey-American Water Company, Inc.	\$	433.28
New Jersey Natural Gas Company	\$	21,113.98
One Call Concepts, Inc.	\$	2.86
Pilot Electric Company, Inc.	\$	74,145.00
Remington & Vernick Engineers II, Inc.	\$	5,298.25
Safeguard Business Systems	\$	253.54
Seaboard Welding Supply, Inc.	\$	39.50
Shore Industrial Supply Corp.	\$	64.74
Sip's Paint and Hardware	\$	109.74
SoniClear	\$	473.00
Staples Contract & Commercial, Inc.	\$	515.40
State of New Jersey - DEP	\$	835.00
Statewide Insurance Fund	\$	46,742.00
The New Coaster, LLC	\$	106.66
THRYV, Inc.	\$	19.95
Trans-Bearing Com., Inc	\$	5,152.83
Unifirst-first Aid Corporation	\$	1,901.02
Univar USA, Inc.	\$	12,887.10
University Enterprises	\$	164.00
Verizon Network Intergration Corp	\$	233.98
Verizon Business Communications	\$	15.24
Verizon Wireless	\$	80.12
W W Grainger Inc	\$	767.56
To Be Paid	\$	257,991.99
Township of Neptune - 2% Res Reimb.	\$	95,600.00
GRAND TOTAL	\$	648,476.12

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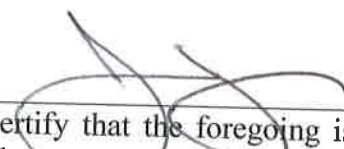
TNSA
RESOLUTION NO. 5440

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

WHEREAS, the Township of Neptune Sewerage Authority by TNSA Resolution No. 5439 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 6:33 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 17th day of March 2021.

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. 5439

**RESOLUTION OF THE TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY
TO ENTER INTO A CLOSED SESSION TO DISCUSS; PERSONNEL MATTER;
CONTRACTUAL MATTERS, LEGAL MATTER**

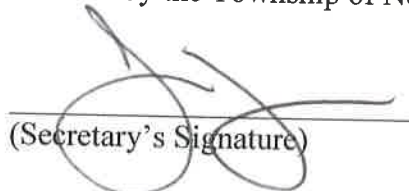
WHEREAS, the Township of Neptune Sewerage Authority ("Authority"), a duly constituted public body in the County of Monmouth, State of New Jersey, has determined there is a need to discuss the following subject in closed session:

1. Personnel Matter
2. Contractual Matters
3. Legal Matter

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 topics above on March 17, 2021.
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 March 17, 2021;



(Secretary's Signature)

04-21-21

(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			