

TOWNSHIP OF NEPTUNE SEWERAGE AUTHORITY

December 18, 2013 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 Williams, James Mowczan, Linda Johnson and James W. Manning, Jr. The following consultants were also present: Ms. Aldarelli and Mr. Crane. In addition, Executive Director Tina M. 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 12, 2013 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 to add to his report. Mr. Crane stated that the one hundred twenty day (120) trial period for the Air Stabilization Pond Blower began on December 13, 2013. He stated that he would continue to provide the Commissioners with updates on this matter.

Mr. Crane is also recommending for the Commissioners to consider purchasing three (3) Fairbanks Morse Dry Pit Submersible pumps to replace the existing pumps

located in the CCT Building. Mr. Crane stated that he received a quote from PCS in the amount of \$98,000 for all three pumps. Chairman Manning questioned Ms. Cunningham if they were budgeted in the 2014 Budget. Ms. Cunningham stated that they were allocated in the 2014 Capital Budget. The Commissioners authorized the purchase of the three Fairbanks Morse Pumping Units.

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 stated that he had nothing further to add.

Chairman Manning questioned Ms. Cunningham if she had anything to add to her report. Ms. Cunningham indicated that the Performance Bonds submitted by Hibrett Puratex and Pilot Electric were both found to be acceptable by Ms. Aldarelli.

Ms. Cunningham indicated that the 2014 Budget is ready to be authorized by the Commissioners at tonight's meeting.

Next, Ms. Cunningham indicated that annually the NJ Division of Contract Compliance requires the Authority to appoint a Public Agency Compliance Officer (P.A.C.O). She indicated that the Authority appointed the Executive Director last year for this appointment. The Commissioners authorized the appointment of the Executive Director as the P.A.C.O. for 2014.

Ms. Cunningham indicated that Mr. Wardell received proposals for the renewal of the Authority's dental services, which is set to expire on December 31, 2013. She indicated that Mr. Wardell reviewed the proposals and recommended that the Authority

renew a two-year agreement with Delta Dental for 2014 and 2015. The Commissioners agreed with Mr. Wardell's recommendation proposal.

Ms. Cunningham stated that as per the Statewide Joint Insurance Fund, the Authority is required to appoint a Risk Management Consultant on an annual basis. The Commissioners decided to re-appoint Mr. Wardell as the Risk Management Consultant for 2014.

In addition, Ms. Cunningham stated that the Statewide Joint Insurance Fund requires the Authority to appoint a Fund Commissioner and Alternate Fund Commissioner on an annual basis. She indicated that the Executive Director and the Chairman were both Fund Commissioners last year. The Commissioners decided to appoint the Executive Director as the Fund Commissioner and the Chairman as the Alternate Fund Commissioner for 2014.

Ms. Cunningham stated that the Insurance premium for all lines of coverage through the Statewide Insurance Fund has increased moderately by 2.93% for 2014. The Commissioners were pleased with the nominal increase for 2014.

Ms. Cunningham stated that ACC has submitted a change order for additional software needed to complete the BioFor computer upgrade. She indicated that the software cost is in the amount of \$2,570.00, which will complete the upgrade process. The Commissioners agreed to authorize the change order for the additional software needed to complete the upgrade.

Ms. Cunningham discussed the purchase of a vehicle through NJ State contract. She stated that after discussions with the Superintendent it is recommended to replace the 2000 Chevy Pickup with a 2014 Ford F-150 in the amount of \$20,000.00. The

Commissioners discussed this item for a few minutes and decided to move forward with the purchase of the vehicle through NJ State contract.

Lastly, Ms. Cunningham stated that she provided a draft of the revised personnel manual for review by all of the Commissioners. Chairman Manning suggested that the Commissioners discuss the manual in January or February and have the manual sent over to Mr. Plosia for review.

APPROVAL OF MINUTES

Commissioner Mowczan moved, seconded by Commissioner Devine that the Meeting Minutes of November 13, 2013 be approved as distributed. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

Commissioner Johnson moved, seconded by Commissioner Devine that the Executive Session Meeting Minutes of November 13, 2013 be approved as distributed. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

RESOLUTIONS

No. 4676 – Open Executive Session (6:25 p.m.):

Commissioner Johnson moved Resolution No. 4676 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4677 – Adjourn from Executive Session (7:25 p.m.):

Commissioner Devine moved Resolution No. 4677 seconded by Commissioner Williams.

On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4678 – Approve December Payment of Bills:

Commissioner Johnson moved Resolution No. 4678 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4679 – Approve the Purchase of Three (3) Fairbanks Morse Dry Pit Submersible Pumps for the CCT Building as recommended by Mr. Crane in the amount of \$98,000.00:

Commissioner Johnson moved Resolution No. 4679 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4680 – Approve the Performance Bond submitted by Hibrett Puratex for the Delivery of Degreaser for the Calendar Year 2014:

Commissioner Devine moved Resolution No. 4680 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4681 – Approve the Performance Bond Submitted by Pilot Electric for Pump & Motor Repairs for the Calendar Years 2014 & 2015:

Commissioner Mowczan moved Resolution No. 4681 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4682 – Approve the Appointment of Ted Wardell of Brown & Brown Benefit Advisors as the Authority’s Risk Management Consultant for 2014 as required by the Statewide Joint Insurance Fund:

Commissioner Mowczan moved Resolution No. 4682 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4683 – Approve the Appointment of the Executive Director as the Fund Commissioner and Chairman as the Alternate Fund Commissioner for 2014 as required by the Statewide Joint Insurance Fund:

Commissioner Mowczan moved Resolution No. 4683 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4684 – Adopt the 2014 Authority Budget:

Commissioner Johnson moved Resolution No. 4684 seconded by Commissioner Mowczan. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4685 – Approve the Appointment of the Executive Director as the Public Agency Compliance Officer for 2014 as required by the NJ Division of Contract Compliance:

Commissioner Devine moved Resolution No. 4685 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4686 – Approve a Two (2) Year Renewal with Delta Dental for 2014 & 2015:

Commissioner Mowczan moved Resolution No. 4686 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4687 – Approve the Demolition of 636 Old Corlies Avenue by Lertch Wrecking Company in the amount of \$10,000.00:

Commissioner Mowczan moved Resolution No. 4687 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Nay and Manning: Aye.

No. 4688 – Approve the Purchase of a 2014 Ford F-150 on NJ State Contract from Cherry Hill Winner Ford in the amount of \$20,000.00:

Commissioner Johnson moved Resolution No. 4688 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4689 – Authorize the Sale of the 2000 Chevy Pickup to the Customer Towns first or through GovDeals.org:

Commissioner Devine moved Resolution No. 4689 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4690 – Authorize a Change Order submitted by ACC for additional Software called View32 in the amount of \$2,570.00 to complete the BioFor Computer Upgrade:

Commissioner Mowczan moved Resolution No. 4690 seconded by Commissioner Johnson. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

No. 4691 – Approve the Three (3) Year Operator Agreement beginning 1/1/14 though 12/31/16:

Commissioner Johnson moved Resolution No. 4691 seconded by Commissioner Devine. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, 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 Williams and seconded by Commissioner Mowczan that the meeting be adjourned at 7:33.m. On a voice vote, the vote was as follows: Devine: Aye, Williams: Aye, Mowczan: Aye, Johnson: Aye and Manning: Aye.

Respectfully submitted,


Tina M. Cunningham