

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
March 5, 2013

1. Meeting called to Order
2. Pledge of Allegiance
3. Roll Call - Bernhardt, Galvin, Kelly, Stubbs, Villapiano
4. Let the minutes show that this meeting is being held in accordance with the requirements of the Open Public Meetings Act of 1975 and that adequate notice has been duly posted where required and mailed to its service communities and the Asbury Park Press and The Coaster on February 7, 2013. The minutes of this meeting will be available after Board approval at a subsequent meeting.

WORK SESSION

5. Executive Director's Report
6. Presentation of 2012 Audit
7. Attorney's Report
8. Engineer's Report
9. Plant Superintendent's Report
10. Review of resolutions on agenda

BUSINESS SESSION

11. Approval of minutes of February 5, 2013 reorganization meeting
12. Motion to receive and file Plant Superintendent's Report
13. Communications
14. Review of Bill List
 - a. Member comments
 - b. Public comment
15. [Resolution 13-29](#): Payment of bills
16. [Resolution 13-30](#): Certification of the Annual Audit
17. [Resolution 13-31](#): Authorizing an increase in bid threshold
19. [Resolution 13-32](#): Authorizing the sale of surplus personal property no longer needed for public use on an online auction website
20. [Resolution 13-33](#): Authorizing payment in the amount of \$35,962.59 to Electro Maintenance Inc. for pump station generator project
21. [Resolution 13-34](#): Notice of intent to award contract under a National Cooperative Purchasing agreement
22. [Resolution 13-35](#): Authorizing the hiring of Kaitlyn Fare as a lab technician, effective June 3, 2013 at a starting salary of \$33,000
23. [Resolution 13-36](#): Authorizing advertisement for sodium hypochlorite, liquid oxygen, disposal of sewage screenings and lab testing
24. [Resolution 13-37](#): Approving Corrective Action Plan for 2013
25. [Resolution 13-38](#): Authorize voiding of stale checks
26. Member Comments
27. Public Comment
28. Closed Session
29. Adjournment

RESOLUTION 13 - 29A

BILL LIST

BE IT RESOLVED by the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey (not less than three (3) members affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Executive Director and as set forth in this Resolution are hereby approved for payment.
2. The authorized signers of checks are hereby authorized and directed to sign checks in the payment of bills and claims which are hereby approved.

The computer print-out of the list of bills will be on file in the Purchasing Agent's Office.

CURRENT FUND	\$ 324,832.92
REVIEW and INSPECTION	549.25
EIT & CONSTRUCTION	38,964.09
RENEW and REPLACEMENT	<u>0.00</u>
TOTAL BILLS PAYABLE	\$ 374,168.01

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

RESOLUTION 13 - 30

CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2012 has been filed by a Registered Municipal Accountant with the Executive Director pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the Township of Ocean Sewerage Authority; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each governmental unit shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the Township of Ocean Sewerage Authority have personally reviewed, at a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form attached hereto; and

WHEREAS, such resolution of certification shall be adopted no later than forty-five (45) days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5.

NOW, THEREFORE BE IT RESOLVED that the Members of the Township of Ocean Sewerage Authority hereby states that they have complied with N.J.A.C. 5:30-6.5 and do hereby submit a certified copy of this Resolution and the required affidavit to the Local Finance Board to show evidence of compliance.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary

GROUP AFFIDAVIT
(No photocopies of signatures)

STATE OF NEW JERSEY:

ss:

COUNTY OF MONMOUTH

We, the Members of the Township of Ocean Sewerage Authority governing body in the County of Monmouth, being duly sworn according to law, upon our oath, depose and say:

1. We are the duly appointment members of the governing body of the Township of Ocean Sewerage Authority in the County of Monmouth.

2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Audit filed with the Executive Director pursuant to N.J.S.A. 40A:5-6 for fiscal year 2012.

3. We certify that we have personally reviewed and are familiar with, at a minimum, the sections of the Annual Report of Audit entitled “Comments and Recommendations.”

Richard Bernhardt

Dennis Galvin

Christopher Kelly

Ralph Stubbs

John Villapiano

Sworn and subscribed to
before me this 5th day of
March 2013.

William E. Schmeling
A Notary Public of New Jersey

AUTHORIZING AN INCREASE IN BID THRESHOLD

WHEREAS, effective July 1, 2012, the State of New Jersey adjusted the bid threshold for awarding contracts pursuant to the Local Public Contracts Law and has given local contracting units the ability to increase the bid threshold up to \$36,000, and the quotation threshold up to \$5,400 in municipalities with a Qualified Purchasing Agent; and

WHEREAS, the Authority has appointed a Qualified Purchasing Agent in accordance with N.J.A.C. 5:34-5 *et seq.*; and

WHEREAS, the Authority desires to take advantage of the increased bid threshold and quotation threshold.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Authority hereby increases its bid threshold to \$36,000 and its quotation threshold to \$5,400; and

BE IT FUTHER RESOLVED that any increase in the bid threshold or quotation threshold adopted by the State of New Jersey shall automatically accrue to the benefit of the Township of Ocean Sewerage Authority.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, the Township of Ocean Sewerage Authority has determined that the property described on the Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c.30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Township of Ocean Sewerage Authority intends to utilize the online auction services of GovDeals located at www.govdeals.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008 - 9.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Authority is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.govdeals.com; and

BE IT FURTHER RESOLVED that the terms and conditions of the agreement entered into between GovDeals and the Township of Ocean Sewerage Authority are available at www.govdeals.com and in the Authority's administrative offices.

	Motion	Second	Aye	Nay	Abstain	Absent
DeSarno						
Galvin						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary

SCHEDULE A

2002 Ford F-150 Pickup (VIN 1FTRF17232NA94190)
6 cylinder, 6-foot bed, strobe light, 61,591 miles
1998 Chevy S-10 pickup (VIN
Sharp AR-337 copier
Vaughan Rotamix System pump with motor, Model PE8N10CS-127
10" suction, 8" discharge
PRINTRONIX ProLine Series 5 continuous feed printer
Sharp UX-355L Fax
Dayton portable generator with Briggs & Stratton motor
Caterpillar Model CD040 diesel engine generator set rated at 40kW at 0.8 power factor
trailer mounted
Miller brand welder generator - portable or truck mount
Two (2) WILO 2" submersible pumps - stainless steel
2" submersible EMU pump
Two (2) FLYGT submersible pumps
Electric Steroclave autoclave
Weight Scale made by Sartorius Research
MAC SE 30 computer
Apple ImageWriter #2 printer
HP DeskWriter 550C printer
Epson Perfection 626 scanner/printer
Two (2) Type 17600 dry bath Thermoline
Fisher Scientific stirring hotplate #310T
Two (2) Accumet 925 pH meters (not working)
Fisher Scientific heater/stirrer
Corning heater/stirrer
Hach DR/700 colorimeter (not working)
Thermoline 6000 furnace (not working)
Spectronic 401 - Milton Roy spectrometer (not working)
Shaw-Walker certified 1 hour safe

AUTHORIZING PAYMENT IN THE AMOUNT OF \$ 35,962.59 TO ELECTRO MAINTENANCE INC. FOR PUMP STATION GENERATOR PROJECT

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract to Electro Maintenance Inc (“EMI”) in the amount of \$293,786.00 for the Pump Station Generator Project (the “Contract”) on October 2, 2012; and

WHEREAS, the Authority authorized an amendment to the Contract in the amount of \$39,201.00 on December 4, 2012; and

WHEREAS, EMI has performed certain work and procured certain material which is stored on site for the work; and

WHEREAS, EMI has submitted a request for payment based on the project being 83.54% complete; and

WHEREAS, the Authority staff have reviewed the work completed and the material stored on site and recommend payment in the amount of \$ 35,962.59 to Electro Maintenance Inc.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$ 35,962.59 to Electro Maintenance Inc. for the Pump Station Generator Project.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

**NOTICE OF INTENT TO AWARD CONTRACT
UNDER A NATIONAL COOPERATIVE PURCHASING
AGREEMENT**

WHEREAS, the Township of Ocean Sewerage Authority requests proposals for a pipeline video inspection system; and

WHEREAS, the Authority received proposals and demonstrations from Golden Equipment Co., Inc.; Aries Industries, Inc.; Timmerman Equipment Company; Peirce-Eagle Equipment Co.; Cobra Technologies; and Jet-Vac Inc., a Jack Doheny Company; and

WHEREAS, the Township of Ocean Sewerage Authority intends to participate in the National Intergovernmental Purchasing Alliance (“NIPA”) for the purchase of an IBAK Camera System (Contract Number RFP-RH-10-078); and

WHEREAS, information regarding the contract may be found at Jack Doheny Companies, 15 Taylor Road, Wharton, NJ 07885 (www.doheny supplies.com) during regular business hours, as well as on the NIPA website at www.nationalipa.org; and

WHEREAS, the Township of Ocean Sewerage Authority anticipates joining the NIPA on or about March 25, 2013, on which date the Authority will purchase an IBAK Camera System; and

WHEREAS, the Township of Ocean Sewerage Authority is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority intends to make a contract award to Jet-Vac, Inc., a Jack Doheny Company, on March 25, 2013 under NIPA Contract Number RFP-RH-10-078 pursuant to the pipeline video inspection system proposals requested.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Reorganization Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

AUTHORIZING INTERLOCAL AGREEMENT WITH THE TOWNSHIP OF OCEAN FOR THE PURCHASE AND MAINENANCE OF A PIPELINE VIDEO INSPECTION SYSTEM

WHEREAS, the Township of Ocean Sewerage Authority and the Township of Ocean propose to enter into a Interlocal agreement for the purchase and maintenance of a pipeline video inspection system, where the Authority will take the lead in purchasing the equipment and will store the equipment; and

WHEREAS, the Authority and the Township received proposals and demonstrations from Golden Equipment Co., Inc.; Aries Industries, Inc.; Timmerman Equipment Company; Peirce-Eagle Equipment Co.; Cobra Technologies; and Jet-Vac Inc., a Jack Doheny Company; and

WHEREAS, the Authority and the Township are in agreement that the equipment demonstrated by Jet-Vac, Inc. most clearly meets the needs and requirements of the parties; and

WHEREAS, the Jet-Vac, Inc. equipment is offered pursuant to a national cooperative purchasing contract through the National Intergovernmental Purchasing Alliance (“NIPA”) (Contract Number RFP-RH-10-078); and

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority agrees to enter into an Interlocal Agreement for the purchase and maintenance of a pipeline video inspection system in a form similar to that attached to this Resolution; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority advertise a Notice of Intent to award a contract to Jet-Vac, Inc., a Jack Doheny Company, pursuant to the NIPA Contract Number RFP-RH-10-078.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

**AUTHORIZING THE HIRING OF KAITLYN FARE AS
A LAB TECHNICIAN, EFFECTIVE JUNE 3, 2013 AT A
STARTING SALARY OF \$33,000**

WHEREAS, Lab Manager Mary Jo Gallo passed away on May 30, 2012; and

WHEREAS, the Authority has not previously hired a replacement for Ms Gallo;
and

WHEREAS, Kaitlyn Fare worked in the Linden Roselle Sewerage Authority lab during the summer of 2012; and

WHEREAS, Kaitlyn Fare worked as an intern in the Authority’s lab during the summer of 2012; and

WHEREAS, Kaitlyn Fare is graduating with a degree in Environmental Science from Bryant University in May 2013; and

WHEREAS, the Authority is desirous of employing Kaitlyn Fare in its lab and Kaitlyn Fare is desirous of working for the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby hires Kaitlyn Fare at a starting salary of \$33,000 with her employment beginning June 3, 2013.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

AUTHORIZING ADVERTISEMENT FOR SODIUM HYPOCHLORITE, LIQUID OXYGEN, DISPOSAL OF SEWAGE SCREENINGS AND LAB TESTING

BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes the Executive Director to advertise for the furnishing and delivery of sodium hypochlorite, the furnishing and delivery of liquid oxygen, the disposal of sewage screenings and the furnishing of lab testing.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

RESOLUTION 13 - 37

APPROVING CORRECTIVE ACTION PLAN FOR 2013

WHEREAS, the 2012 Annual Report of Audit has been received by the Members of the Township of Ocean Sewerage Authority; and

WHEREAS, the Annual Report of Audit made recommendations which are more fully set forth; and

WHEREAS, it is the desire of the Township of Ocean Sewerage Authority to implement a Corrective Action Plan in response to the recommendation contained in the 2012 Annual Report of Audit.

NOW, THEREFORE BE IT RESOLVED by the Township of Ocean Sewerage Authority as follows:

1. That the following Corrective Action Plan be implemented in order to comply with the recommendations listed below in the 2012 Annual Report of Audit:

A. Finding 2012 - 1: It is recommended that the imputed income for the group term life insurance calculation for all employees be reviewed for accuracy.

Corrective Action: The Executive Director will review on a monthly basis and will have the Township of Ocean review as well pursuant to the Interlocal agreement between the parties.

B. Finding 2012 - 2: It is recommended that the accounts receivable subsidiary ledger be reconciled monthly to the general ledger.

Corrective Action: The Executive Director will perform monthly as part of his reconciling of the various accounts.

2. That a certified copy of this Resolution shall be forwarded to the Division of Local Government Services and the Authority's Auditor.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on March 5, 2013.

CHRISTOPHER KELLY, Secretary

RESOLUTION 13 - 38

AUTHORIZE VOIDING OF STALE CHECKS

WHEREAS, it is sound financial practice to void stale checks (checks issued more than one year ago); and

WHEREAS, there are seven (7) stale checks in the Authority's payroll account.

NOW, THEREFORE BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Executive Director is authorized to void the following checks in the Authority's payroll account:

<u>Check No.</u>	<u>Issued</u>	<u>Amount</u>
491	December 23, 2010	\$441.52
519	March 4, 2011	\$451.82
555	June 24, 2011	\$371.83
570	September 2, 2011	\$451.82
589	December 9, 2011	\$430.17
2504	April 30, 2010	\$ 7.51
2529	September 2010	\$ 2.51

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary