

## RESOLUTION #98-18

### 2018 Revenue Fund

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #12-18 in the total amount of 337,518.50 is hereby approved for transfer as follows:

1. That \$200,982.08 is transferred from the Revenue Fund to the Operating Fund in satisfaction of all approved bills attached hereto and made a part thereof as of this date.
2. That \$136,536.42 is transferred from the Revenue Fund to the Payroll Fund to reimburse the Authority for the prior month's gross payroll and employer payroll taxes.

**BE IT FURTHER RESOLVED**, that bills listed in the aforesaid Revenue Fund Requisition be and are hereby approved for payment from the Operating and Payroll Funds.

CERTIFIED TO BE A TRUE COPY OF A RESOLUTION  
DULY ADOPTED BY THE SOUTH MONMOUTH  
REGIONAL SEWERAGE AUTHORITY AT ITS  
REGULAR OPEN PUBLIC MEETING ON 12-13-18.

BY:

  
\_\_\_\_\_  
JOSEPH C. MAY - SECRETARY

## 2018 REVENUE FUND REQUISITION

Requisition #12-18

Total of Requisition: \$337,518.50

Date: December 13, 2018

### CERTIFICATION

I hereby certify, on behalf of the South Monmouth Regional Sewerage Authority, that the expenses listed on the attached Revenue Fund Requisition have been approved for payment by the Authority. I further certify that (1) the expenses listed are reasonable, (2) the amounts being requisitioned for expenses plus amounts previously requisitioned during the present fiscal quarter for expenses classifiable in the same accounts do not exceed the amounts budgeted for those accounts for the quarter in the current budget on file with the Trustee.

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY

BY:

  
\_\_\_\_\_  
MARY L. BURNE – CHAIRMAN

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY**  
**Supplemental Information to Requisition # 12 - 18**  
**13-Dec-18**

**Total amount of checks** **132,269.33**

Plus:

State Health Benefit Programs - Medical	35,726.08
State Health Benefit Programs - Rx	8,890.77
State Health Benefit Programs - Retirees	21,324.19
BC/BS - Dental Program	2,164.31
VSP - Eye Care	707.40

Re-imburse SMRSA for November, 2018 Gross Payroll	127,315.03
Re-imburse SMRSA for November, 2018 Employer Portion Federal Payroll Taxes	9,221.39

SUB - TOTAL 205,349.17

Adjustments:

Void Check # 17234	-100.00
	<u>0.00</u>

SUB - TOTAL -100.00

**REQUESTED AMOUNT OF WIRE TRANSFER** **337,518.50**

**WIRE INSTRUCTIONS:**

A/P Checks	132,269.33
SHBP	65,941.04
Dental/ Vision	2,871.71
Adjustments	<u>-100.00</u>

**TO OPERATING ACCOUNT** **200,982.08**

Payroll & Related Taxes	136,536.42
Adjustments	<u>0.00</u>

**TO PAYROLL ACCOUNT** **136,536.42**

**REQUETSED AMOUNT OF WIRE TRANSFER** **337,518.50**

0.00

Range of Checking Accts: OPERATING to OPERATING Range of Check Ids: 18060 to 18138  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
18060	12/20/18	ACCURA50 ACCURATE WASTE REMOVAL SERVICE	14,805.00	203
18061	12/20/18	ADPINC50 ADP, LLC	792.51	203
18062	12/20/18	ALLISO50 ALLISON PEST CONTROL	60.00	203
18063	12/20/18	ASBURY33 ASBURY PARK PRESS	65.80	203
18064	12/20/18	ASHOME50 A'S HOME & GARDEN CENTER	101.52	203
18065	12/20/18	BELMAR33 BELMAR PAINT	44.75	203
18066	12/20/18	BETSY50 BETSY CONDIOTTI & ASSOCIATES	377.95	203
18067	12/20/18	BOROU48 BOROUGH OF MANASQUAN	204.42	203
18068	12/20/18	BOROU60 BOROUGH OF SEA GIRT	55.00	203
18069	12/20/18	BRADY50 BRADY, WILLIAM	1,560.00	203
18070	12/20/18	BUJAK50 Bernard Bujak	1,181.02	203
18071	12/20/18	CAPITAL1 Capital One N.A.	1,700.80	203
18072	12/20/18	CDW-G001 CDW GOVERNMENT INC	401.85	203
18073	12/20/18	CLAYT050 CLAYTON BLOCK CO.INC.	65.44	203
18074	12/20/18	CLEARY50 Cleary, Giacobbe, Alfieri Jaco	437.50	203
18075	12/20/18	COAST50 COASTAL SOLUTIONS INC.	1,818.10	203
18076	12/20/18	COLEP005 COLE-PARMER	209.30	203
18077	12/20/18	CORNE005 CORNERSTONE ENVIRONMENTAL	2,451.40	203
18078	12/20/18	COUNT055 County of Monmouth Public Work	25.00	203
18079	12/20/18	DAFELD50 Dafeldecker Associates, LLC	353.00	203
18080	12/20/18	DIESE005 DIESEL POWER SERVICE, LLC	1,600.00	203
18081	12/20/18	FAZZIO50 Joseph Fazzio - Wall LLC	595.83	203
18082	12/20/18	FERGUS55 FERGUSON ENTERPRISES	26.74	203
18083	12/20/18	FERRA050 FERRAIOLI, WIELKOTZ, CERULLO,	525.00	203
18084	12/20/18	FISHER66 FISHER SCIENTIFIC	1,244.25	203
18085	12/20/18	GARDE005 GARDEN STATE LABORATORIES, INC	487.50	203
18086	12/20/18	GRAING50 GRAINGER INC	912.69	203
18087	12/20/18	HACHCO50 HACH CO.	597.00	203
18088	12/20/18	HOMED50 HOME DEPOT CREDIT SERVICE	570.14	203
18089	12/20/18	IDEXX005 IDEXX DISTRIBUTION, INC	177.00	203
18090	12/20/18	JAEGE50 JAEGER LUMBER	138.60	203
18091	12/20/18	JCIJON50 JCI JONES CHEMICALS INC	6,732.60	203
18092	12/20/18	JEMIND50 JEM INDUSTRIAL SERVICES, INC	814.80	203
18093	12/20/18	JERSEY16 JERSEY CENTRAL POWER & LI	15,784.71	203
18094	12/20/18	MANNAB50 MANNA & BONELLO P.A.	3,281.00	203
18095	12/20/18	MERID005 MERIDIAN OCCUPATIONAL HEALTH	2,600.00	203
18096	12/20/18	MILLER50 MILLER, SUSAN	1,305.34	203
18097	12/20/18	MONMOU32 MONMOUTH COUNTY TREASURER	1,197.05	203
18098	12/20/18	MONMOU64 MONMOUTH TELECOM	342.76	203
18099	12/20/18	NAJAR005 NAJARIAN, SCOTT	234.00	203
18100	12/20/18	NJDIVM50 NJ MOTOR VEHICLES COMMISSION	125.00	203
18101	12/20/18	NJNATL33 NJ NAT'L GAS	264.37	203
18102	12/20/18	NJSTAT50 NJ STATE LEAGUE OF MUNICIPALIT	210.00	203
18103	12/20/18	OLIVER50 Oliver, Karen	1,690.76	203
18104	12/20/18	OPTIM005 OPTIMUM	162.59	203
18105	12/20/18	PASSAI50 PASSAIC VALLEY SEWERAGE	8,855.00	203
18106	12/20/18	PATROC50 PMR Building Maintenance, LLC	400.00	203
18107	12/20/18	PCSPU005 PCS PUMP & PROCESS, Inc.	1,102.02	203
18108	12/20/18	PETRO50 PETROCHOICE - CRAFT OIL	1,736.12	203
18109	12/20/18	PETTYC50 PETTY CASH - B. BUJAK	326.28	203
18110	12/20/18	PHILLI50 PHILLIPS, JOHN F	1,560.00	203

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
18111	12/20/18	PILOTE50 PILOT ELECTRIC CO	382.75		203
18112	12/20/18	PREMIER5 Premier Magnesia, LLC	16,260.43		203
18113	12/20/18	RICHAR50 RICHARD SALES & RENTAL	300.00		203
18114	12/20/18	ROBERT50 ROBERTS, ROSEMARIE	780.00		203
18115	12/20/18	SEABOA66 SEABOARD WELDING SUPPLY	93.75		203
18116	12/20/18	SHAFTS50 SHAFTS & SLEEVES	615.00		203
18117	12/20/18	SHOREB50 SHORE BUSINESS SOLUTIONS	7,475.56		203
18118	12/20/18	SMRSAS50 SMRSA SPECIAL OPERATING	892.60		203
18119	12/20/18	STAPLE55 STAPLES BUSINESS ADVANTAGE	777.93		203
18120	12/20/18	STONYB55 STONY BROOK REGIONAL	4,900.00		203
18121	12/20/18	SUBURB50 SUBURBAN PROPANE	55.40		203
18122	12/20/18	SWEETS50 SWEET, SHIRLEY	780.00		203
18123	12/20/18	TAYLOR50 TAYLOR HARDWARE STORE	116.82		203
18124	12/20/18	TEKSA005 TEK-SALES, INC	1,106.00		203
18125	12/20/18	TRANSB50 TRANS BEARING CO INC	367.23		203
18126	12/20/18	VANWIC50 VAN WICKLE AUTO SUPPLY	1,421.74		203
18127	12/20/18	VERIWIRE Verizon Wireless	453.51		203
18128	12/20/18	VERIZO25 VERIZON	672.49		203
18129	12/20/18	WALLTO50 WALL TOWNSHIP WATER/SEWER	1,683.92		203
18130	12/20/18	WALSH55 Walsh, Francis	1,560.00		203
18131	12/20/18	WASTEM50 WASTE MANAGEMENT OF NJ	611.72		203
18132	12/20/18	WATERW66 WATERWORKS SUPPLY CO	558.18		203
18133	12/20/18	WBMASON W.B. MASON	396.49		203
18134	12/20/18	WINTER50 WINTERSTELLA, JOHN L	1,560.00		203
18135	12/20/18	WRIGHT50 WEX Bank - WrightExpress	2,651.17		203
18136	12/20/18	WUCHTE50 WUCHTER, STEVEN	1,170.00		203
18137	12/20/18	XYLEM50 XYLEM DEWATERING SOLUTIONS	348.55		203
18138	12/20/18	ZINKCO50 ZINK COMPANY LLC, JOHN	1,968.58		203

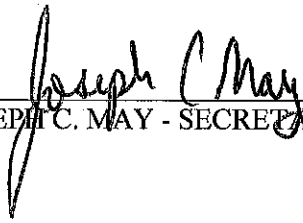
Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	79	0	132,269.33	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>79</u>	<u>0</u>	<u>132,269.33</u>	<u>0.00</u>

## **RESOLUTION #99-18**

### **Construction Project Fund**

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that bills listed in Construction Project Fund Req. #12-18 and totaling \$896,463.83 be and are hereby approved for payment from the Construction Project Fund.

CERTIFIED TO BE A TRUE COPY OF A RESOLUTION  
DULY ADOPTED BY THE SOUTH MONMOUTH  
REGIONAL SEWERAGE AUTHORITY AT ITS REGULAR  
OPEN PUBLIC MEETING ON 12-13-18.

  
\_\_\_\_\_  
JOSEPH C. MAY - SECRETARY

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
CONSTRUCTION PROJECT FUND**

Requisition No. CPF #12-18


Date: December 13, 2018

<u>Payee and Address</u>	<u>Character of Obligation</u>	<u>Amount</u>
CDM Smith 15050 Collection Center Drive Chicago, Ill 60693 Attn: Joan Misseldine	Condition Assessment Plan Resolution #48-18 Invoice No. 90060379	\$ 3,111.00
Mott MacDonald P.O. Box 510344 Pittsburg, PA. 15250-0344 Attn. Annamarie Barbieri	Pump Station Upgrade Project Resolution #53-18 Invoice # IV00276618	\$ 13,616.35
Northeast Remsco Construction, Inc. 1433 Route 34, B1 Farmingdale, NJ 07727	Co-Gen Resiliency Upgrade Project Resolution #09-18 Application No. 4	\$ 878,546.48
PS&S, LLC 67B Mountain Blvd., Ext. P.O. Box 4039 Warren, New Jersey 07059	On-Call Construction Management Services for Co-Gen Resolution #10-18 Invoice # 130031	\$ 1,190.00
	<b>TOTAL</b>	<b>\$ 896,463.83</b>

IN CONNECTION THEREWITH, WE CERTIFY THAT THE ABOVE OBLIGATIONS TO BE PAID WERE PROPERLY INCURRED BY THE AUTHORITY AND ARE PROPER CHARGES AGAINST THE CONSTRUCTION FUNDS. THE AMOUNTS TO BE PAID BY THIS REQUISITION ARE DUE AND UNPAID AND THERE ARE NO KNOWN LIENS OR OTHER CLAIMS AFFECTING THE RIGHT TO PAYMENT WHICH SHOULD BE SATISFIED AND DISCHARGED BEFORE PAYMENT IS MADE OR WHICH WILL NOT BE DISCHARGED BY THIS PAYMENT.

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY

BY: \_\_\_\_\_

  
KEVIN LYNCH - TREASURER

# RESOLUTION #100-18

## A Resolution Request of Change in Title, Text or Amount of Appropriation Pursuant to N.J.A.C 5:31-2.8

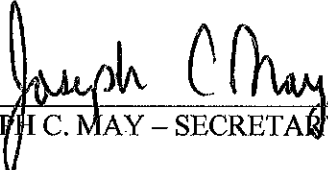
WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of an Authority or District, make such correction of the title, text or amount of any appropriation appearing in the budget as may be necessary to make said item of appropriation available for the purpose or purposes required for the needs of any such Authority or District.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of N.J.A.C. 5:31-2.8, the South Monmouth Regional Sewerage Authority hereby requests the Director of the Division of Local Government Services to make the following corrections in the budget of the year 2018.

BE IT FURTHER RESOLVED that the foregoing correction is, in the opinion of this Authority, warranted and authorized by the statute above referred to, and is necessary for the orderly operation of the Authority for the reasons hereinafter set forth:

1. Reclassification of budgeted amounts among expense categories.

CERTIFIED TO BE A TRUE COPY OF A RESOLUTION  
DULY ADOPTED BY THE SOUTH MONMOUTH  
REGIONAL SEWERAGE AUTHORITY AT ITS  
REGULAR OPEN PUBLIC MEETING ON 12-13-18.

  
\_\_\_\_\_  
JOSEPH C. MAY – SECRETARY

### Governing Body Member:

ROLL CALL	Moved	Seconded	Affirmative	Negative	Abstain	Excused
Mary L. Burne			X			
E. Gene Cory			X			
Edward Donovan	X					
Ken Farrell		X				
Kevin Lynch			X			
Joseph C. May						X
Michael Mattia			X			
Thomas B. Nicol			X			

APPROVED \_\_\_\_\_ 2018

\_\_\_\_\_  
Director, Division of Local Government Services



**RESOLUTION # 100-18  
SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
RESOLUTION FINALIZING THE  
2018 INCOME and APPROPRIATION BUDGETS**

	<u>Amended</u> <u>Budget 2018</u> (10/18)	<u>Adjusted by</u>	<u>Final</u> <u>Budget 2018</u> (12/18)
<b>ADMINISTRATION</b>			
Salary & Wages	407,940	2,500	410,440
Fringe Benefits	488,969	-4,223	484,746
Other Expenses	720,074	32,792	752,866
<b>COST OF PROVIDING SERVICE</b>			
Salary & Wages	1,461,300	-62,757	1,398,543
Fringe Benefits	727,992	-19,162	708,830
Other Expenses	2,016,971	50,851	2,067,822
<b>2018 OPERATING BUDGET</b>	<b>5,823,247</b>	<b>0</b>	<b>5,823,247</b>
<b><u>TOTAL EXPENSE</u></b>			
2017 Operating Budget	5,823,247	0	5,823,247
Debt - Series A 2010 Bond	646,425	0	646,425
Debt - Series B 2011 Bond (2003)	1,041,750	0	1,041,750
Debt - Belmar 2017A-2	70,861	0	70,861
Reserve for Long Term Borrowing	0	0	0
200x NJ - EIT - Towns	378,950	0	378,950
<b><u>TOTAL EXPENSE</u></b>	<b><u>7,961,234</u></b>	<b><u>0</u></b>	<b><u>7,961,234</u></b>
<b>ANTICIPATED REVENUES</b>			
User Charges	7,449,084	0	7,449,084
Interest Income	40,700	0	40,700
Review/ Discharge Fees	12,000	0	12,000
Connection Fees	80,500	0	80,500
Rate Stabilization Fund	0	0	0
FEMA Accts. Receivable	0	0	0
Asset Mgt. Funding	0	0	0
Monmouth County OEM	0	0	0
Asset Mgt. - H2S	0	0	0
NJ - EIT - Towns	378,950	0	378,950
<b>TOTAL ANTICIPATED REVENUE</b>	<b><u>7,961,234</u></b>	<b><u>0</u></b>	<b><u>7,961,234</u></b>
<b>NET SURPLUS/ DEFICIT</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

## RESOLUTION #101-18

### A Resolution to Authorize Solicitation of Bids to Furnish and Deliver 2 Drypit Submersible Pump(s) for the Wall North Pump Station

**WHEREAS**, the South Monmouth Regional Sewerage Authority owns, operates and maintains eleven pumping stations for the purpose of transporting sewage generated within the service area to the Authority's Treatment Plant; and

**WHEREAS**, in the normal course of operation, routine maintenance, repair and part replacement is required to prevent odor nuisances and equipment failure; and

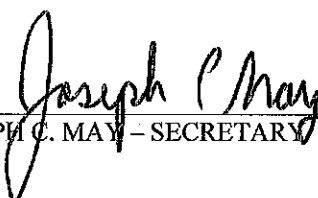
**WHEREAS**, it is the intention of the South Monmouth Regional Sewerage Authority to maintain all of its assets and equipment in proper working order at all times; and

**WHEREAS**, it has been determined that through the normal course of system operations the need has arisen to replace two (2) Drypit Submersible Pump(s) for the Wall North Pump Station; and

**WHEREAS**, it is anticipated that the value of said award will be approximately \$100,000.00 thereby exceeding the New Jersey's Pay to Play threshold of \$17,500 as well as the current public bidding threshold of \$40,000.00 for contracting units that employ a Qualified Purchasing Agent.

**NOW, THEREFORE, BE IT RESOLVED** by the South Monmouth Regional Sewerage Authority that the Executive Director be and is hereby authorized and directed to publicly advertise in the Authority's official newspapers and on its website for the receipt of public bids for the aforementioned Drypit Submersible Pump(s) for the Wall North Pump Station.

CERTIFIED TO BE A TRUE COPY OF A RESOLUTION  
DULY ADOPTED BY THE SOUTH MONMOUTH  
REGIONAL SEWERAGE AUTHORITY AT ITS REGULAR  
OPEN PUBLIC MEETING ON 12-13-18

  
\_\_\_\_\_  
JOSEPH C. MAY - SECRETARY

## RESOLUTION #102-18

### A Resolution Amending the South Monmouth Regional Sewerage Authority Employee Policy and Procedure Manual

**WHEREAS** It is the policy of the The South Monmouth Sewerage Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act), the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS** The South Monmouth Regional Sewerage Authority has determined that there is a need to revise the employee policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the South Monmouth Regional Sewerage Authority the Employee Policies and Procedures Manual is hereby amended to revise and update internal and statutory amendments to include protections against discrimination and accommodation for breastfeeding employees, modification to the communication media policy, modification to the open public records meetings act section, updated drug and alcohol policy and clarification of vacation policy language.

**BE IT FURTHER RESOLVED** that these employee policies and procedures shall apply to all South Monmouth Regional Sewerage Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, employee services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that the manual is intended to provide guidelines covering public service by the South Monmouth Regional Sewerage Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the South Monmouth Regional Sewerage Authority.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the South Monmouth Regional Sewerage Authority shall operate under the legal doctrine known as "employment at will".

**BE IT FURTHER RESOLVED** that the Firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC has reviewed said manual and recommends the aforementioned amendments and continues to advise the South Monmouth Regional Sewerage Authority in personnel matters.

**BE IT FURTHER RESOLVED** that the Executive Director and/or HR/CFO Director is herein directed and authorized to cause any and all administrative action or actions to implement the intent of this resolution,

**LASTLY, BE IT RESOLVED** by the South Monmouth Regional Sewerage Authority that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length.

CERTIFIED TO BE A TRUE COPY OF A RESOLUTION  
DULY ADOPTED BY THE SOUTH MONMOUTH  
REGIONAL SEWERAGE AUTHORITY AT ITS REGULAR  
OPEN PUBLIC MEETING ON 12-13-18.

  
\_\_\_\_\_  
JOSEPH C. MAY - SECRETARY

**SOUTH MONMOUTH REGIONAL  
SEWERAGE AUTHORITY**

At a regularly scheduled open public meeting of the South Monmouth Regional Sewerage Authority held on Thursday, December 13, 2018, the following resolutions were discussed:

<b><u>Resolution Number</u></b>	<b><u>Resolution Description</u></b>
R# 98-18	2018 Revenue Fund Requisition #12-18
R# 99-18	2018 Construction Project Fund Requisition #12-18
R#100-18	Resolution to Approve the SMRSA 2018 Final Income and Appropriation Budgets
R#101-18	Resolution to Authorize the Solicitation of Bids to Furnish and Deliver 2 Drypit Submersible Pump(s) for the Wall North Pump Station
R#102-18	Resolution to Amend the SMRSA Employee Personal Policy and Procedure Manual

In connection therewith, the following Commissioners of the South Monmouth Regional Sewerage Authority by virtue of their initials below hereby attest that the aforementioned resolutions are appropriate and necessary and have reviewed each resolution individually and independently.

	<u>Initials</u>
Commissioner Mary L. Burne	<u>MB</u>
Commissioner E. Gene Cory	<u>EC</u>
Commissioner Edward Donovan	<u>ED</u>
Commissioner Ken Farrell	<u>KF</u>
Commissioner Kevin Lynch	<u>KY</u>
Commissioner Michael Mattia	<u>MM</u>
Commissioner Joseph C. May	
Commissioner Thomas B. Nicol	<u>TB</u>