RESOLUTION #51-18

2018 Revenue Fund

BE IT RESOLVED, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #05-18 in the total amount of $321,035.78 is hereby approved for transfer as follows:

1. That $170,652.00 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 $150,383.78 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 05-10-18.

BY: __________________________

JOSEPH MAY – SECRETARY
2018 REVENUE FUND REQUISITION

Requisition #05-18  
Total of Requisition: $321,035.78  
Date: May 10, 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
Total amount of checks 187,425.91

Plus:

State Health Benefit Programs - Medical 35,234.89
State Health Benefit Programs - Rx 8,468.97
State Health Benefit Programs - Retirees 21,217.53
BC/BS - Dental Program 707.40
VSP - Eye Care 2,168.26

Re-imburse SMRSA for April, 2018 Gross Payroll 140,092.92
Re-imburse SMRSA for April, 2018 Employer Portion Federal Payroll Taxes 10,290.86

SUB - TOTAL 218,180.83

Adjustments:

Void # 17548 - JIF Insurance -84,494.07
VOID # 17514 - duplicate payment -76.89

SUB - TOTAL -84,570.96

REQUESTED AMOUNT OF WIRE TRANSFER 321,035.78

WIRE INSTRUCTIONS:

A/P Checks 187,425.91
SHBP 64,921.39
Dental/ Vision 2,875.66
Adjustments -84,570.96

TO OPERATING ACCOUNT 170,652.00

Payroll & Related Taxes 150,383.78
Adjustments 0.00

TO PAYROLL ACCOUNT 150,383.78

REQUESTED AMOUNT OF WIRE TRANSFER 321,035.78 0.00
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May 11, 2018

Emailed: caroline.hunter@usbank.com

Ms. Caroline Hunter  
US Bank  
Two Liberty Place, Suite 2000  
50 South 16th Street, 20th Floor  
Philadelphia, PA 19102

RE: 2018 Revenue Fund Account Transfer -- Requisition # 05-18

Dear Caroline,

Accept this letter as written authorization to initiate and complete on May 16, 2018 the following wire transfers to satisfy all known calendar year 2017 operating expenses approved at the SMRSA Regular Meeting held on May 10, 2018.

1. Wire transfer $170,652.00 to the SMRSA Ocean First Operating Account.

2. Wire transfer $150,383.78 to the SMRSA Ocean First Payroll Account.

Thank you for your assistance in this matter. If you have any questions or need additional information, please feel free to contact me at 732-681-0611.

Sincerely,

[Signature]

Bernard J. Bujak  
CFO/Human Resource Director

BJB:cb  
Enclosures:  
2018 Requisition and Bill List
RESOLUTION #52-18

Construction Project Fund

BE IT RESOLVED, by the South Monmouth Regional Sewerage Authority that bills listed in Construction Project Fund Req. #05-18 and totaling $11,799.33 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 05-10-18.

JOSEPH MAY - SECRETARY
# SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
## CONSTRUCTION PROJECT FUND

**Requisition No. CPF #05-18**  
**Date: May 10, 2018**

**REVISED**

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<th>Payee and Address</th>
<th>Character of Obligation</th>
<th>Amount</th>
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| CDM Smith  
110 Fieldcrest Avenue #8; 6th Floor  
Edison, New Jersey 08837  
Attn: Joan Misseldine | Outfall Rehab Project  
Resolution #94-16  
Invoice No. 90043008 | $6,949.51 |
| KTP Consulting, LLC  
109 Tines Brick Drive  
Brick, New Jersey 08723 | SMRSA Survey of Property Corners  
Invoice # 3111 | $1,930.00 |
| 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 # 127043 | $2,919.82 |

**TOTAL**  
$11,799.33

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 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: [Signature]

KEVIN LYNCH - TREASURER
May 11, 2018

Emailed: caroline.hunter@usbank.com

Ms. Caroline Hunter
US Bank
Two Liberty Place, Suite 2000
50 South 16th Street, 20th Floor
Philadelphia, PA 19102

RE: Construction Project Fund Requisition #05-18 – $11,799.33

Dear Caroline,

Enclosed please find the above-referenced Construction Project Fund Requisition which was approved for payment by the Authority at its regular meeting, held on May 10, 2018. Payment of these bills should be made on May 16, 2018 and disbursed from the SMRSA Series 2011 Project Fund.

Thank you for your assistance in this matter. If you have any questions or need additional information, please feel free to contact me at 732-681-0611.

Regards,

Bernard J. Bujak
CFO/Human Resource Director

BJB/cb
Enclosure
RESOLUTION #53-18

A Resolution Awarding a Professional Engineering Services Contract to Mott MacDonald for the SMRSA Pump Stations Upgrades Project

WHEREAS, in accordance with the South Monmouth Regional Sewerage Authority’s (SMRSA) Asset Management goals and objectives the SMRSA has identified several pumping stations which are in need of repair and upgrade. The SMRSA owned and operated Brielle, Glimmer Glass, Wall North and Wreck Pond Pump Stations are all in need of wet well improvements and other miscellaneous upgrades in order improve functionality; access and safety concerns with the stations; and to make visible structures aesthetically appealing to the surrounding residents; and

WHEREAS, it is the desire of the SMRSA to be protective of the environment, proactive with its maintenance and asset management programs, and remain in compliance and consistency with current New Jersey Department of Protection rules; and

WHEREAS, the SMRSA Staff have reviewed and recommend that these design services and rehabilitations related to the project are necessary for the proper operation of the referenced SMRSA Pumping Stations; and

WHEREAS, the SMRSA Staff solicited proposals from multiple previously shortlisted Engineering Firms; and

WHEREAS, the SMRSA Staff have ranked the proposals based upon: Responsiveness to RFP, Innovativeness to Approach, Schedule/Delivery of Services and Cost Effectiveness; and

WHEREAS, the highest ranked proposal was received from the firm Mott MacDonald (MM) of Freehold, New Jersey. Mott MacDonald has submitted a time and materials Not To Exceed (NTE) cost proposal totaling $175,000 dated April 30, 2018 to conduct a Structural Evaluation of the Existing Structures, Meeting Attendance, Preliminary and Final Design, Permitting and Bid Assistance, which has been attached hereto and made a part hereof (ATTACHMENT A); and

WHEREAS, SMRSA’s Management have reviewed and recommend these engineering tasks related to this project be performed.

NOW, THEREFORE, BE IT RESOLVED by the South Monmouth Regional Sewerage Authority that:

• The Authority shall herein engage the services Mott MacDonald to perform the following services at cost(s) Not to Exceed:

  Task 1 Structural Evaluation of Existing Structures $9,000
  Task 2 Attendance at Meetings $6,500
Task 3 Preliminary and Final Design $152,500
Task 4 Permitting $2,000
Task 5 Bid Assistance $5,000

- The Financial Officer of the Authority has certified and that there are sufficient funds available to pay the compensation for said services.

- That the Executive Director be and is hereby authorized and directed to take all necessary and required actions to execute any necessary contracts and comply with the Public Notification of a Non-Fair and Open Awarded contract award in compliance with the Local Public Contracts and Play to Play Rules and Regulations.

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 DUTY ADOPTED BY THE SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY AT ITS REGULAR MEETING ON 05-10-18.

[Signature]

JOSEPH MAY - SECRETARY
RESOLUTION # 54-18

A Resolution Approving a Shared Services Agreement for Truck Washing between The County of Monmouth and the South Monmouth Regional Sewerage Authority

WHEREAS, the South Monmouth Regional Sewerage Authority (SMRSA) is in need of truck washing services; and

WHEREAS, the Authority has negotiated a shared service agreement with The County of Monmouth for said services, a copy of which is attached hereto and made a part hereof (Attachment A); and

WHEREAS, the execution of this agreement has been duly authorized by the governing bodies of The County of Monmouth and the South Monmouth Regional Sewerage Authority; and

WHEREAS, This agreement shall be in effect from the date of its execution by both parties until September 30, 2018. Upon expiration, this agreement will automatically renew for an additional 10 year period and expire on September 30, 2028; and

WHEREAS, Monmouth’s Clerk of the Board shall file a fully executed copy of this agreement with the Division of Local Government Services, New Jersey Department of Community Affairs in accordance with N.J.S.A. 40A:65-4(b).

NOW, THEREFORE, BE IT RESOLVED by the South Monmouth Regional Sewerage Authority that;

1. The Financial Officer of the Authority has certified that there are sufficient funds available to pay for said services.

2. That the Executive Director be and is hereby authorized and directed to execute said Truck Washing Shared Service Agreement on behalf of the Authority.

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 05-10-18

JOSEPH MAY – SECRETARY
ATTACHMENT A

MUNICIPAL ASSISTANCE/SHARED SERVICES AGREEMENT
FOR TRUCK WASHING SERVICES
BETWEEN
THE COUNTY OF MONMOUTH AND
THE SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY

The County Monmouth and the South Monmouth Regional Sewerage Authority enter into this agreement pursuant to the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1, et seq.).

IT IS AGREED:

1. **Services Offered.** The County will offer the municipal assistance/shared services listed on Exhibit “A” to the South Monmouth Regional Sewerage Authority.

2. **Amendment to Services Offered.** The County, in its discretion, may amend Exhibit “A” from time to time, upon written notice to the South Monmouth Regional Sewerage Authority.

3. **Request for Service.** The South Monmouth Regional Sewerage Authority will initiate a request for service by submitting a Request Form to the County.

4. **Cost of Services.** For those items on Exhibit “A” for which a fixed cost is not set, the estimated cost to the South Monmouth Regional Sewerage Authority will be determined by the County in advance and shall be subject to the approval of the South Monmouth Regional Sewerage Authority prior to the services being rendered.

5. **Payment of Reasonable Cost.** In the event that the South Monmouth Regional Sewerage Authority requests a service and prior approval of the cost has not been obtained, whether because of an emergency or some other reason, and the County provides the requested service, the South Monmouth Regional Sewerage Authority agrees to pay the County the reasonable cost of the service, with the understanding that the County will receive reimbursement for the County’s costs in providing the service, including the cost of goods, expendables, labor and administrative costs.

6. **No Obligation by South Monmouth Regional Sewerage Authority.** The South Monmouth Regional Sewerage Authority is under no obligation to utilize any services offered by the County.

7. **No Obligation by County.** The County is under no obligation to provide a service requested by the South Monmouth Regional Sewerage Authority if the County is not then in a position to honor the request.

8. **Workmanlike Services.** The County will render services to the South Monmouth Regional Sewerage Authority in a workmanlike manner.

9. **Care Required.** The County will exercise ordinary care in rendering services to the South Monmouth Regional Sewerage Authority.

10. **Total Cost Undetermined.** The total cost of the services to be rendered under this agreement cannot be estimated in advance, but will be determined by the extent to which the South Monmouth Regional Sewerage Authority avails itself of the services available.
11. **Effective Dates.** This agreement shall be in effect from the date of its execution by both parties until September 30, 2018. Upon expiration, this agreement will automatically renew for an additional 10 year period and expire on September 30, 2028.

12. **Early Termination.** Either party may terminate this agreement, with or without cause, upon thirty (30) days written notice to the other party.

13. **County’s Representative.** The County’s Administrator or its Director of Public Works and Engineering, or his/her respective designee, will act on behalf of the County with regard to the services available to the South Monmouth Regional Sewerage Authority, the cost thereof and commitment to provide requested services.

14. **South Monmouth Regional Sewerage Authority’s Representative.** The South Monmouth Regional Sewerage his/her respective designee, will act on behalf of the South Monmouth Regional Sewerage Authority with regard to a request for services from the County and approval of cost estimates provided by the County.

15. **Payment of Invoices.** The South Monmouth Regional Sewerage Authority will pay the County for services rendered under this agreement within thirty (30) days of the County’s invoice for those services. If the South Monmouth Regional Sewerage Authority disputes a County invoice, the South Monmouth Regional Sewerage Authority will pay the undisputed portion and attempt to resolve the remaining portion in accordance with the article below, entitled Disputes.

16. **Disputes.** If there is a dispute concerning either party’s performance under this agreement, the parties will attempt to resolve the dispute amicably between them. If the parties cannot resolve the issue amicably, the parties will mediate the dispute before a third party mediator jointly agreed to by the parties. Each party will bear its own cost of participating in mediation and the parties will share the cost of the mediator equally. If the dispute is not resolved through mediation, either party may then pursue any available legal or equitable remedy to resolve the dispute.

17. **Indemnification.** Each party will indemnify the other party and hold the other party harmless for the negligent or intentional acts of the indemnifying party.

18. **Authority to Execute Agreement.** The execution of this agreement has been duly authorized by the governing bodies of the County and the South Monmouth Regional Sewerage Authority.

19. **Choice of Law.** This agreement shall be governed by and interpreted in accordance with the laws of the State of New Jersey.

20. **Filing of Agreement.** Monmouth’s Clerk of the Board shall file a fully executed copy of this agreement with the Division of Local Government Services, New Jersey Department of Community Affairs in accordance with N.J.S.A. 40A:65-4(b).

21. **Counterparts.** This agreement may be fully executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one agreement binding upon all parties, notwithstanding that all parties have not signed the same counterpart. Such executions may be transmitted to the parties electronically or by facsimile, and such electronic or facsimile execution shall have the same force and effect as an original signature.
22. **Notices.** Any notices that are provided pursuant to this agreement shall be in writing (including facsimile and electronic transmissions) and mailed or transmitted or delivered as follows:

To Monmouth:

County of Monmouth  
Address:  
Attn:  
Email:  
Fax: 

To the South Monmouth Regional Sewerage Authority:


Or to such other address or individual as any party may from time to time notify the other.

In Witness Whereof, the parties have executed this agreement.

County:  
COUNTY OF MONMOUTH  

Local Entity:  
SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY

BY: Ryan R. Krause, P.E., C.M.E.  
Title: Executive Director  
Date: 

BY:  
Title: Freeholder Director  
Date: 

ATTEST:  

Name: Bernard J. Bujak  
Title: Chief Financial Officer

Name:  
Clerk of the Board
EXHIBIT “A”

COUNTY OF MONMOUTH

MUNICIPAL ASSISTANCE / SHARED SERVICES AGREEMENT

Services available:

    The municipal assistance / shared services available from the County include, but are not limited to, the following:

    • Catch basin cleaning
    • Culvert repairs
    • Diesel inspections
    • Equipment use (with equipment operator)
    • Guiderail installation
    • Mowing
    • Plowing
    • Salting and sanding
    • Street sign installation
    • Street sweeping
    • Towing
    • Traffic signal installation
    • Vehicle painting
    • Vehicle repairs
    • Vehicle washing

Pricing:

    It is the intent that the County will recoup its actual costs in providing the services, but no profit. Therefore, the cost of the services shall be the estimated actual cost to the County for the requested (a) equipment, (b) materials and (c) labor, as quoted by the County.

Procedure:

    If the Municipality is interested in procuring services through the Municipal Assistance / Shared Services Agreement, the Municipality will submit a completed Request Form to the County. If the County is able to honor the request, the County will approve the request and issue either a fixed or an estimated price quotation. The Municipality will then decide, at its option, whether or not to accept the services offered by the County.

Revised 10/1/08
RESOLUTION #55-18

Resolution Ratifying an Offer of Employment to Mr. Scott Najarian
For the Journeyman II Vacancy

WHEREAS, the South Monmouth Regional Sewerage Authority has an opening for a Journeyman II; and

WHEREAS, the available position was posted at the plant in accordance with the Collective Bargaining Agreement, and on the Authority’s and the Association of Environmental Authorities’ (AEA) websites; and

WHEREAS, Authority staff have decided Mr. Scott Najarian is qualified and interested in the position of Journeyman II; and

WHEREAS, Mr. Scott Najarian of Whiting, New Jersey was found to be duly qualified and ranked as the top rated candidate by Authority Staff; and

WHEREAS, the Human Resource Director has stated that the selection process has in fact complied in accordance with the Collective Bargaining Agreement and has made an offer of employment dated April 19, 2018.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby ratifies the actions of the Executive Director in the hiring of Mr. Scott Najarian as a Journeyman II at a starting salary of $27.00 per hour effective Monday, May 21, 2018. The new hire is considered a probationary employee for the first one hundred and fifty (150) days of his continuous employment as per Union Contract, Article XI; Paragraph 2.

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 RESOLUTION DULY ADOPTED BY THE SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY AT ITS REGULAR OPEN PUBLIC MEETING ON 05-10-18.

JOSEPH MAY - SECRETARY