

## **RESOLUTION #46-25**


### **2025 Revenue Fund**

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #05-25 in the total amount of \$694,362.51 is hereby approved for transfer as follows:

1. That \$554,032.94 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 \$140,329.57 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 5/14/25.

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

## 2025 REVENUE FUND REQUISITION

Requisition #05-25

Total of Requisition: \$694,362.51

Date: May 14, 2025

### 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:

  
E. GENE CORY – CHAIRMAN

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY**  
**Supplemental Information to Requisition # 05 - 25**  
**14-May-25**

<b>Total amount of checks</b>	<b>481,218.85</b>
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Plus:

State Health Benefit Programs - Medical	35,076.45
State Health Benefit Programs - Rx	6,575.88
State Health Benefit Programs - Retirees	29,001.53
BC/BS - Dental Program	1,636.23
VSP - Eye Care	524.00

Re-imburse SMRSA for April, 2025 Gross Payroll	130,826.55
Re-imburse SMRSA for April, 2025 Employer Portion Federal Payroll Taxes	9,503.02

SUB - TOTAL	213,143.66
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Adjustments:

SUB - TOTAL	<u>0.00</u>
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<b>REQUESTED AMOUNT OF WIRE TRANSFER</b>	<b><u><u>694,362.51</u></u></b>
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**WIRE INSTRUCTIONS:**

A/P Checks	481,218.85
SHBP	70,653.86
Dental/ Vision	2,160.23
Adjustments	<u>0.00</u>

<b>TO OPERATING ACCOUNT</b>	<b><u>554,032.94</u></b>
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Payroll & Related Taxes	140,329.57
Adjustments	<u>0.00</u>

<b>TO PAYROLL ACCOUNT</b>	<b><u>140,329.57</u></b>
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<b>REQUETSED AMOUNT OF WIRE TRANSFER</b>	<b><u><u>694,362.51</u></u></b>
	0.00

Range of Checking Accts: OPERATING to OPERATING Range of Check Dates: 05/16/25 to 12/31/25  
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
OPERATING					
24538	05/16/25	Alignment Check		VOID	
24539	05/16/25	4SEAS005 4 Season Roofing LLC	6,000.00		304
24540	05/16/25	ADVAN55 ADVANCED TECHNICAL SOLUTIONS	2,601.64		304
24541	05/16/25	ADVANTAG Advantage Voice & Data	351.43		304
24542	05/16/25	ALLISO50 ALLISON PEST CONTROL	152.00		304
24543	05/16/25	AMERI015 American Braiding	198.22		304
24544	05/16/25	APUZZ005 Apuzzo, William	198.00		304
24545	05/16/25	ATTEN005 ATTENTION TO DETAIL JANITORIAL	980.00		304
24546	05/16/25	BILLSW50 BILL'S WORK & OUTDOOR WEAR	290.99		304
24547	05/16/25	BOROU48 BOROUGH OF MANASQUAN	168.54		304
24548	05/16/25	BOROU84 BOROUGH OF SPRING LAKE HT	300.00		304
24549	05/16/25	CDMSMITH CDM Smith	20,475.99		304
24550	05/16/25	CENTE005 Centek laboratories	415.00		304
24551	05/16/25	CIRCU005 CIRCUIT BREAKER SALES NE	2,740.00		304
24552	05/16/25	COAST50 COASTAL SOLUTIONS INC.	8,977.11		304
24553	05/16/25	COPPL005 NVIRO SERVE	23,119.60		304
24554	05/16/25	COREM005 CORE & MAIN LP	1,964.47		304
24555	05/16/25	COUNT055 County of Monmouth Public work	118.00		304
24556	05/16/25	COUSI005 Cousins Landscaping	5,225.00		304
24557	05/16/25	DAFELD50 Dafeldecker Associates, LLC	352.00		304
24558	05/16/25	DIREC005 Direct Energy Business	10,705.64		304
24559	05/16/25	DOVER05 Dover Oil Company	544.49		304
24560	05/16/25	FERGUS55 FERGUSON ENTERPRISES	1,530.25		304
24561	05/16/25	GANNETT Gannett NY/NJ Localiq	341.52		304
24562	05/16/25	GARDE005 GARDEN STATE LABORATORIES, INC	2,653.00		304
24563	05/16/25	GATEW005 GATEWAY CLEANING EQUIPMENT LLC	460.02		304
24564	05/16/25	GEN-EL50 GEN-EL INDUSTRIES, LLC	218.11		304
24565	05/16/25	GOODF005 GOOD FRIEND ELECTRIC	1,445.56		304
24566	05/16/25	GRAING50 GRAINGER INC	2,901.30		304
24567	05/16/25	HACHCO50 HACH CO.	1,032.08		304
24568	05/16/25	HOMEDE50 HOME DEPOT CREDIT SERVICE	586.98		304
24569	05/16/25	JERSEY16 JERSEY CENTRAL POWER & LI	7,678.09		304
24570	05/16/25	JESCO005 JESCO, Inc.	695.87		304
24571	05/16/25	KRAUSE50 Ryan Krause	284.64		304
24572	05/16/25	KUEHNE50 KUEHNE CHEMICAL CO.	8,761.43		304
24573	05/16/25	LIMAC005 LIMA COMPANY	5,130.00		304
24574	05/16/25	MANNAB50 MANNA & BONELLO P.A.	3,321.50		304
24575	05/16/25	MCMAST50 MCMASTER-CARR	451.04		304
24576	05/16/25	MERID005 MERIDIAN TEAM HEALTH	51.00		304
24577	05/16/25	MILLER50 MILLER, SUSAN	592.98		304
24578	05/16/25	MILLIP50 SIGMA-ALDRICH INC.	455.37		304
24579	05/16/25	MONMOU32 MONMOUTH COUNTY TREASURER	1,457.93		304
24580	05/16/25	MOODY50 Moody's Investor Services	3,000.00		304
24581	05/16/25	NJBUSI50 NJ BUSINESS & INDUSTRY AS	500.00		304
24582	05/16/25	NJNATL33 NJ NAT'L GAS	340.06		304
24583	05/16/25	NJUTIL50 NJ UTILITY AUTH. J.I.F.	137,826.00		304
24584	05/16/25	NJWEA-66 NJWEA	1,140.00		304
24585	05/16/25	OLIVER50 Oliver, Karen	339.81		304
24586	05/16/25	ONECAL55 ONE CALL CONCEPTS	122.80		304



Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		Continued			
24587	05/16/25	OPTIM005 OPTIMUM	250.99		304
24588	05/16/25	PADUL005 Padula Law Group, LLC	838.50		304
24589	05/16/25	PASSAI50 PASSAIC VALLEY SEWERAGE	8,875.00		304
24590	05/16/25	PILOTE50 PILOT ELECTRIC CO	1,457.30		304
24591	05/16/25	PSS00005 PS&S, LLC	6,355.00		304
24592	05/16/25	PUMPIN50 PUMPING SERVICES	110,754.08		304
24593	05/16/25	SANTA005 Santamaria, Esiah	374.18		304
24594	05/16/25	SEABOA66 SEABOARD WELDING SUPPLY	143.10		304
24595	05/16/25	SHOREB50 SHORE BUSINESS SOLUTIONS	369.04		304
24596	05/16/25	STEVEN50 STEVENSON SUPPLY CO INC	1,217.82		304
24597	05/16/25	STONYB55 STONY BROOK REGIONAL	8,236.50		304
24598	05/16/25	TAYLOR25 TAYLOR FENCE CO INC	4,200.00		304
24599	05/16/25	TIMMS050 TIMM'S WINDOW FASHIONS	3,530.00		304
24600	05/16/25	UNIFIR50 UNIFIRST CORPORATION	428.92		304
24601	05/16/25	UNITE010 UNITEMP MECHANICAL DEGREES INC	4,768.91		304
24602	05/16/25	USABLU50 USA BLUE BOOK	2,292.94		304
24603	05/16/25	USBAN005 US Bank Corporate Payment Syst	759.11		304
24604	05/16/25	VANWIC50 VAN WICKLE AUTO SUPPLY	501.22		304
24605	05/16/25	VERIWIRE Verizon Wireless	295.35		304
24606	05/16/25	VERIZO25 VERIZON	331.45		304
24607	05/16/25	WALLTO50 WALL TOWNSHIP WATER & SEWER	547.29		304
24608	05/16/25	WALLTW50 WALL TWP BUR OF FIRE PREV	1,566.00		304
24609	05/16/25	WASTEM50 WASTE MANAGEMENT OF NJ	382.16		304
24610	05/16/25	WBMASON W.B. MASON	796.18		304
24611	05/16/25	WIELK005 WIELKOTZ & COMPANY, LLC	14,000.00		304
24612	05/16/25	WRIGHT50 WEX Bank - WrightExpress	1,252.35		304
24613	05/16/25	Alignment Check		VOID	
24614	05/16/25	SHORE005 SHORETEMP HEATING & COOLING	37,500.00		305
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	75	2	481,218.85	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	75	2	481,218.85	0.00
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	75	2	481,218.85	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	75	2	481,218.85	0.00

## **RESOLUTION #47-25**

### **Resolution to Authorize a Health Care Disbursement Checking Account through Ocean First Bank**

**WHEREAS**, the South Monmouth Regional Sewerage Authority has established a need to have readily available cash on hand to authorize ACH Disbursements to EB Employee Solutions, LLC (DBA The Difference Card) from a designated Healthcare Disbursement Checking Account (HRA); and

**WHEREAS**, Ocean First Bank is an official Depository of the Authority as adopted by Authority Resolution #11-25; and

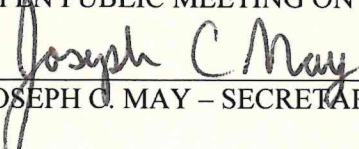
**WHEREAS**, this Health Care Disbursement account is for the sole purpose of disbursing employee co-payments and co-insurance healthcare deductibles for Healthcare related claims in accordance with the NJ Direct 2035 Horizon Health Care Benefit Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the South Monmouth Regional Sewerage Authority that the Executive Director and/or CFO/Human Resource Director be and are hereby authorized to maintain a Health Care Disbursement Fund with the initial deposit of \$25,000.00 with a maximum of \$14,720 per SMRSA employee for claim related outlays; and

**BE IT FURTHER RESOLVED** the Executive Director and/or CFO/Human Resource Director are hereby authorized to replenish the Health Care Disbursement Fund on an as-needed basis through a Board Approved Revenue Fund Requisition.

**LASTLY BE 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 05-14-25

  
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JOSEPH C. MAY – SECRETARY

## **RESOLUTION #48-25**

### **Resolution Amending the South Monmouth Regional Sewerage Authority Official Signatories for the Period of May 14, 2025 – February 11, 2026**

**WHEREAS**, endorsements on behalf of the South Monmouth Regional Sewerage Authority with official depositories listed on Resolution #11-25 for deposit or withdrawal may be made, affixed or imprinted (manually or by stamp impression) by any one of the officers or other signatories of the Authority acting alone or by any other person authorized, and in any such case, for the purpose of deposit the endorsement may be the name of this Authority alone without specifying who made, affixed or imprinted the same; and

**WHEREAS**, contained herein are listed Authority Officers and Staff Members named as signatories and with respect to each of the authorized accounts the following protocol is established; and

**WHEREAS,**

- a. With respect to the OPERATING Account, any three (3) of the following Authority Officers with a minimum of one (1) live signature: Chairman, Vice-Chairman, Secretary, Treasurer, or Assistant Secretary as signatories.
- b. With respect to the PAYROLL Account, any one (1) of the following Authority Officers or Staff Member's live signature: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary or CFO/Human Resource Director as signatories.
- c. With respect to the SPECIAL OPERATING, ESCROW ACCOUNTS and HEALTHCARE DISBURSEMENT ACCOUNT, any one (1) of the following Authority Officers or Staff Member's live signature: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary, CFO/Human Resource Director as signatories.

**NOW THEREFORE BE IT RESOLVED**, that the afore referenced officers and staff members be and are hereby authorized as outlined above to sign, make, draw, accept or endorse on behalf, or in the name of this Authority, any and all checks, notes, drafts, bills of exchange, acceptances, orders or other instruments for the payment of money or the withdrawal of funds, and said bank is hereby authorized to pay cash or otherwise honor and charge to this Authority any and all such instruments when so signed, made drawn, accepted or endorsed, without limitation as to amount and without inquiry as to the circumstances of issue, negotiation or endorsement thereof, even though the same are payable to or for the benefit of any officer, agent or employee of this Authority, or has been deposited to his or her credit or tendered as payment of his or her personal obligation.



**BE IT FURTHER RESOLVED**, that I certify the persons herein designated as officers of this Authority have been duly elected to, and now hold, the offices in this Authority set opposite their respective names, and that the following are the authentic, official signatures of the said respective officers and of the named signatories who are not corporate officers, to witness:

E. Gene Cory, Chairman

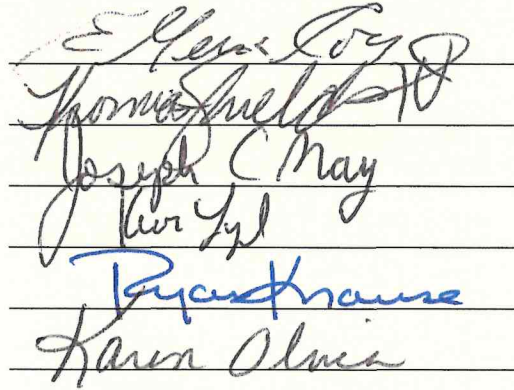
Thomas Shields, Vice Chairman

Joseph C. May, Secretary

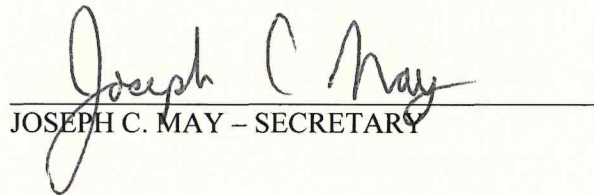
Kevin Lynch, Treasurer

Ryan R. Krause, Assistant Secretary

Karen Oliver, CFO/HR Director



**IN WITNESS WHEREOF**, I have hereunto subscribed my name and affixed the seal of this Authority by order of the Board of Commissioners of this Authority this 14th day of May, 2025.

  
JOSEPH C. MAY – SECRETARY

I, the undersigned, Chairman of the Authority above-named, do hereby certify that the foregoing certificate is in all respects true and contains a true copy of the Resolution regularly adopted by the Board of Commissioners of said Authority in the manner therein stated.

  
E. GENE CORY – CHAIRMAN

## **RESOLUTION #49-25**

### **Resolution Approving Revisions to the South Monmouth Regional Sewerage Authority Cash Management Plan**

**WHEREAS**, by previous resolution #44-24, the South Monmouth Regional Sewerage Authority (the Authority) adopted its most recent Cash Management Plan pursuant to the provisions of N.J.S.A 40A:5-14, which is designed to ensure the investments of funds are in interest bearing accounts and certain other permitted investments and controls; and

**WHEREAS**, The Chief Financial Officer is directed to use this Cash Management Plan as the guide in depositing and investing the Authority's funds; and

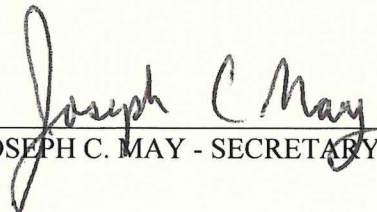
**WHEREAS**, the Cash Management Plan has been updated and amended to include procedures and controls for a Healthcare Disbursement Account (HRA) which has been reviewed by the Authority's Auditor who has found it to be satisfactory; and

**WHEREAS**, it is the intent and desire of the Authority to be in compliance and consistent with the New Jersey Administrative Code and other Governing Legislation; and

**NOW, THEREFORE BE IT RESOLVED** the South Monmouth Regional Sewerage Authority hereby amends its Cash Management Plan, a copy of which is attached hereto, (Attachment A), and made a part thereof to be utilized by the Authority, effective through February 11, 2026 and to be reviewed annually thereafter.

**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 MEETING 05-14-25.

  
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JOSEPH C. MAY - SECRETARY

## **R#49-25 Attachment A**

### **THE SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY CASH MANAGEMENT PLAN 2025**

#### **I. STATEMENT OF PURPOSE**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis of deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the South Monmouth Regional Sewerage Authority, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments herein after referred to. The intent of the plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity, (regarding its availability for the intended purposes), and the maximum investment return within such limits. The plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

#### **II. DEFINITIONS**

“Arbitrage” refers to the rules and regulations governing the issuance of bonds or notes and the reinvestment of the proceeds at higher yield. These regulations are promulgated by the Internal Revenue Service, Regulation 1.103.

“Certificate of Eligibility” is the certification issued by the New Jersey Department of Banking and Insurance, Division of Banking that a Public Depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

“GUDPA” requires a bank that accepts public funds to be a public depository. A “Public Depository” is defined as a state bank, a national bank, a savings bank or association which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation, and which received or holds public funds on deposit. A local unit may make deposits in, or purchase certificates of deposit from, banks which are located in New Jersey and which meet the requirements of the “GUDPA”.

“The New Jersey Cash Management Fund.” The New Jersey Division of Investment is authorized pursuant to N.J.S.A. 52-18A-90.4 to establish, maintain and operate, with the approval of the State Investment Council and the State Treasurer, a common trust fund known as the State of New Jersey-New Jersey Cash Management Fund (the “Fund”). The Fund is authorized to accept deposits from all Local Units of government. The Fund is a “common trust” fund pursuant to the statute that created such funds within the jurisdiction of the Division of Investment. According to the enabling legislation, monies of Local Units deposited in the Fund must be invested in obligations and bonds that meet the investment requirements of the statute. These obligations include, among other things, evidences of

indebtedness of U.S. corporations. These obligations are less secure than those permitted to Local Units under the Act. Thus, the Fund is riskier than direct investments in federal securities or GUDPA protected deposits by Local Units.

**III. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN**

A) The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Authority:

Revenue Fund  
Reserves Cash Management Funds  
Operating Fund  
Payroll Fund  
General Fund  
Construction Fund  
Bond Service Fund  
Bond Service Reserve Fund  
Rate Stabilization Fund  
Renewal & Replacement Fund  
Special Renewal & Replacement Fund  
Special Operating Account  
Rebate Fund  
Unemployment Fund  
Sewer Rent Reserve Fund  
Escrow Funds  
Health Care Disbursement Fund

B) The Plan is not intended to cover the deposit and/or investment of the following Funds and Accounts of the Authority:

1. Petty Cash Funds

2. Deposit, retainage, or amounts posted by way of bond, held by the Authority for such things as faithful performance, if the Authority would be required by law to pay back any interest earned to the provider of the deposit, except where the Authority is required by law or court decision to invest the fund.

3. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not Federally Tax Exempt) issue pursuant to federal regulations. To the extent that some interest is allowable, it shall be deposited at the most favorable rate obtainable.

**IV. DESIGNATION OF OFFICIALS OF THE SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS**

The Executive Director, and the Chief Financial Officer, (The “Designated Officials”) are hereby authorized and directed to deposit and/or invest the Funds referred to in the plan.

**V. STANDARDS OF CARE**

1. The Designated Officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
2. The Designated Officials shall disclose any material interests in the financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Authority.
3. The Manager of Finance and Administration, under the direction of the Executive Director, is responsible for establishing and maintaining internal control. The controls should ensure that the assets of the Authority are protected from loss, theft, or misuse.

**VI. PROCEDURES FOR THE RECEIPT OF FUNDS**

**A. Department Procedures**

1. All funds collected or received from any source by or on behalf of the Authority shall be deposited within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
2. All funds received shall be placed in a secured place until forwarded for deposit.

**B. Chief Financial Officer (Designated Official)**

1. The Chief Financial Officer shall:
  - a. Deposit all funds collected or received from any source by or on behalf of the Authority within forty-eight (48) hours of receipt to the designated bank pursuant to N.J.S.A. 40A: 5-15.
  - b. Ensure that all funds deposited are in interest bearing accounts.
  - c. With consultation of the Executive Director, make recommendations of legal public depositories to the Board of Commissioners of the Authority who shall by resolution designate said depositories at the annual re-organization meeting.



d. Ensure that each of the various accounts for which there is a separate bank statement is reconciled with that bank statement by the end of the following month.

e. Verify that designated official depositories submit to the Authority a copy of the State of New Jersey, Department of Banking and Insurance, Governmental Unit Deposit Protection Act notification of Certificate of Eligibility, which must be filed semi-annually in the Department of Banking as of June 30th and December 31st of each year.

## **VII. DESIGNATION OF DEPOSITORIES**

The Board of Commissioners of the South Monmouth Regional Sewerage Authority authorized resolution #11-25 on February 13, 2025 which designated the following banks and financial institutions as official depositories for the deposit of all public funds referred to in the Plan, including any certificates of deposits which are not otherwise invested in "Permitted Investments as provided for in this Plan".

Manasquan Savings Bank  
New Jersey Cash Management Fund  
Ocean First Bank  
Provident Bank

## **VIII. AUTHORIZED INVESTMENTS**

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America
2. Government Money Market Mutual Funds
3. Any Obligations that a Federal Agency or a Federal Instrumentality has issued in accordance with an Act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor.
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units.
6. Local Government Investment pools.

7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281 (C.52:18A-90.4) or
8. Agreements for the repurchase of fully collateralized securities if:
  - a. The underlying securities are permitted investments pursuant to paragraphs “1” and “3” of this subsection a;
  - b. The custody of collateral is transferred to a third party;
  - c. The maturity of the agreement is not more than 30 days;
  - d. The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (c.17:9-41); and
  - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “Government Money Market Mutual Fund” and “Local Government Investment Pool” shall have the following definitions:

**GOVERNMENT MONEY MARKET MUTUAL FUND**

An investment company or Investment Trust:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. Sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec, 270. 2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270. 2a-7 and
- c. repurchases agreements that are collateralized by such U.S. Government Securities; and
- d. Which has:
  - (i) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) Retained an investment advisor registered or exempt from registration with the security and exchange commission pursuant to the “Investment Advisors Act of 1940,” is U.S.C. Sec 806-1 et seq., with experience investing in U.S. Government Securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

## **LOCAL GOVERNMENT INVESTMENT POOL**

An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization;
- c. Which is limited to U.S. Government securities that meet the definition of eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that collateralized by such U.S. Government securities.
- d. Which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments.
- e. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- f. Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a National or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to Section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in an borrowing on such U.S. Government securities.

## **IX. SAFEKEEPING CUSTODY PAYMENT**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the South Monmouth Regional Sewerage Authority, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the South Monmouth Regional Sewerage Authority

or by a third-party custodian prior to or upon the release of the South Monmouth Regional Sewerage Authority's funds.

**X. CASH DISBURSEMENTS INTERNAL CONTROLS**

1. Upon securing a price quote, the requesting Superintendent, Maintenance Superintendent or Finance Coordinator completes an internal requisition with all supporting Documentation.
2. Supporting Documentation is required before issuing the selected vendor a Purchase Order. Supporting Documentation includes 2-3 Quotes and Belarus/Russian Disclosure Form for all orders over \$6,600, Pay to Play Documentation for all orders over \$17,500. Any orders over \$17,500 or State Contract/Cooperative Contracts must be pre-approved by the Chief Financial Officer and Executive Director for additional compliance documentation. Purchasing Limits restrictions please see Internal Controls for Purchasing.
3. Purchase orders are encumbered to the automated accounting system upon receipt and assigned to the appropriate line Item.
4. The Chief Financial Officer reviews all purchase orders encumbered into the automated accounting system daily.
5. A vendor issued packing slip/service order or sign off of receipt by an authorized SMRSA employee is provided to the Finance Coordinator upon receipt/delivery of the goods/services. No invoices will be processed for payment unless supporting receipt documentation is received.
6. Upon receipt of the vendor invoice and proof of receipt, a printed purchase order is sent to the vendor for claimant certification.
7. Upon receipt of a vendor signed purchase order, the Finance Coordinator designates the purchase order to be added to the Monthly Bill List for payment consideration.
8. All purchase orders designated for payment are forwarded to the Chief Financial Officer for review and Executive Director for approval prior to checks being issued.
9. A Revenue Fund Resolution and all related accounts payable checks are prepared on a monthly basis in preparation of the Board of Commissioner Meeting and for Commissioners approval.
10. The Board of Commissioners Chairman (or his designate) reviews and signs all checks the night of the monthly meeting. Checks are countersigned (or stamped) by two additional commissioners.
11. The Finance Coordinator prepares the checks for mailing and appropriately files the approved purchase order along with all supporting documentation.

12. Wire Transfers are for infrequent or emergent matters and are prohibited from routine payments to vendors. The Executive Director and Chief Financial Officer must both initiate and witness any Wire Transfers. Wire Transfers are only to be utilized to move Funds from one SMRSA approved Depository to another SMRSA approved Depository as listed in Resolution #11-25. Wire shall be done in person at bank institutions or a request for wire transfer template email utilizing the banking institutions encrypted email platform. SMRSA email is forbidden to be used for any emails with banking account information or wire instructions. Bank Institutions must verbally confirm with either the Executive Director or Chief Financial Officer wiring instructions prior to releasing the funds. The Chief Financial Officer is to notify the receiving approved Depository of the wire and confirm receipt upon delivery. International wires of any kind are prohibited.
13. ACH/Online Payments are for Employee Benefit Payments and/or infrequent or emergent matters and are prohibited for a means of payment to supply/service vendors not named above. ACH Payments/Online Payments are listed monthly on the Resolution Requisition Supplement and approved by the Governing Body prior to release of payment. ACH Payments are initiated by the Chief Financial Officer after examination of Monthly Statements. Initial ACH Templates are required with appropriate approvals for new payees. ACH/Online payments must be verified with a Multi Factor Authentication (MFA) as a text message or email code to Chief Financial Officer's cell phone or SMRSA email. Automatic payment plans are prohibited for ACH/Online Payments. International ACH/Online Payments of any kind are prohibited.
14. The SMRSA is enrolled with Positive Pay with the operating/payroll approved bank institution/depository as listed in Resolution #11-25 for all checks, ACH and online Payments. Issued checks are uploaded into the bank institutions Positive Pay Data Base at time of check issuance with check date, vendor name and address, dollar amount and check number generated through our automated accounting system. All checks presented to the financial institution must match all listed criteria above. Any discrepancies will be flagged by the banking institution until approved for payment release by the Chief Financial Officer. The Banking Institution requires accept or reject decisions between 8:30 am and 11:00 am Monday-Fridays. If no decision is made by the SMRSA the presented checks will be rejected by the financial institution. All ACH/Online payments are automatically flagged for review to pay or reject between 8:30 am and 11:00 am Monday through Friday. If no decision is made by the SMRSA the ACH/Online payment will be rejected.
15. The Chief Financial Officer is responsible for reconciling the Operating Bank Account to the general ledger on a monthly basis. The Financial Coordinator is responsible for reconciling the payroll account and other depositories to the general ledger on a monthly basis. Chief Financial Officer to monitor disbursement and deposit activity throughout the month. Chief Financial Officer to monitor Health Care Disbursement Fund Account (HRA) Activity throughout the month. Yearly Financial Audit of Cash Disbursements are reviewed by an outside Auditing Firm. Copy of the annual audit is provided to the New Jersey Division of Local Government Services for review.

## **XI. REPORTING REQUIREMENTS**

On a monthly basis of each month during which this Plan is in effect, the Designated Officials referred to in Section IV hereof shall supply to the governing body of the South Monmouth Regional Sewerage Authority a written report of any Deposits of Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- a. The name of any institution holding funds of the South Monmouth Regional Sewerage Authority as a Deposit of a Permitted Investment.
- b. The number of securities or Deposits purchased or sold during the immediately preceding month.
- c. The class or type of securities purchased or Deposits made.
- d. The book value of such Deposits or Permitted Investment.
- e. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- f. The fees incurred to undertake such Deposits or Permitted Investments.
- g. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- h. All other information which may be deemed reasonable from time to time by the Board of Commissioners of the South Monmouth Regional Sewerage Authority.

## **XII. AUTHORITY AUDITOR**

The S.M.R.S.A. Investment practices (including compliance with N.J.S.A. 40A:5-14) and the agreement for banking services and compensation thereof shall be reviewed by the Authority Auditor as part of the annual audit, as required by N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State Statute, the applicable State Statute shall apply.

## **XII. SURETY BONDS**

- a. The Executive Director and Chief financial Officer shall be covered by surety bond(s). During the annual audit, the Authority Auditor shall examine said bond(s) to determine that proper coverage has been obtained.
- b. Staff members of the Administration Department office shall be covered by a public employee's faithful performances bond in the minimum amount of \$10,000.

## **XIII. TERM OF PLAN**

This Amended Cash Management Plan will become effective May 14, 2025. Attached to this Plan is a resolution of the Board of Commissioners of the South Monmouth Regional Sewerage Authority approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Board of Commissioners, the Designated Official(s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.



## **RESOLUTION #50-25**

### **Resolution Awarding a Construction Contract To Rapid Pump and Meter Service Company For Pipe Galley Pipe Coatings and Electrical Upgrades Project**

**WHEREAS**, in accordance with the South Monmouth Regional Sewerage Authority's (SMRSA) Asset Management goals and objectives, the South Monmouth Regional Sewerage Authority (SMRSA) has identified the need to rehabilitate the Pipe Galley at the Settling Tanks; and

**WHEREAS**, it is the intention of the South Monmouth Regional Sewerage Authority to always maintain all its assets and equipment in proper working order; 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**, SMRSA Staff have determined that rehabilitation of certain components are necessary for the proper operation of the referenced SMRSA Pipe Galley; and

**WHEREAS**, the SMRSA received a total of two (2) bids on Thursday May 8, 2025 which were tabulated by Paulus, Sokolowski and Sartor, LLC in a recommendation of award letter dated May 12, 2025 (Attachment A); and

**WHEREAS**, said bids were solicited in accordance with the Local Public Contracts Law 40A:11-1 et seq., and Pay to Play Laws N.J.S.A. 19:44A-20.4, as a Fair and Open Process; and

**WHEREAS**, the lowest responsive bid was that of Rapid Pump and Meter Service Company of Paterson, New Jersey in a total aggregate amount of \$1,989,510.00; and

**WHEREAS**, said bids were examined by the Authority's Executive Director, Attorney, Staff and Consulting Engineer; each of whom have determined that the bid of Rapid Pump and Meter Service Co., is, in fact, the lowest responsive of all bids received; and

**WHEREAS**, the Authority's Executive Director, Attorney, Staff and Consulting Engineer, have made recommendations to the Authority's Board of Commissioners to award said contract to Rapid Pump and Meter Service Co., at a contract price of \$1,989,510.00.

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


1. The Executive Director is hereby authorized and directed to enter into an Agreement with Rapid Pump and Meter Service Co., of Paterson, New Jersey for the Pipe Galley Pipe Coatings and Electrical Upgrades Project in accordance with their low bid which was submitted on May 8, 2025.



2. The Financial Officer of the Authority has certified that there are sufficient funds available for the project.
3. That the Executive Director be and is hereby authorized and directed to execute any necessary contract documents on behalf of the Authority.
4. That the Executive Director be and is hereby authorized and directed to take all necessary and required actions to comply with the Public Notification of a contract award in compliance with the Local Public Contracts and Pay to Play rules and regulations.

**BE IT FURTHER 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 05-14-25.



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JOSEPH C. MAY – SECRETARY



**R#50-25**  
**Att. A**

May 12, 2025

South Monmouth Regional Sewerage Authority  
1235 18<sup>th</sup> Avenue  
Belmar, NJ 07719

Education Attn: Ryan R. Krause, PE, Executive Director

Energy Utility RE: Pipe Galley Pipe Coatings and Electrical Upgrades Project  
Healthcare Recommendation of Award

Public Works Dear Mr. Krause,

Real Estate

Science & Technology

On May 8, 2025, at 10:00 AM, the South Monmouth Regional Sewerage Authority (SMRSA) received and opened two (2) bids for the above referenced project. The bids ranged from \$1,989,510.00 to \$2,106,477.00; with an average bid price of \$2,047,993.50. The Engineer's Opinion of Probable Construction Cost Estimate, which was completed in January 2025, was \$1,208,500.00 which included the project's initial scope of work to paint the existing process pipelines within the Pipe Gallery, epoxy paint the scum pit, installation of new access hatches, removal and installation of pipe supports/hangers and removal/installation of new conduit and wire. However, as the project progressed, the project's scope of work increased to include the replacement of pipe flange hardware for the 36" and 24" diameter process pipelines (Unit Price Bid Item Numbers 9 and 10) and the installation of sixteen (16) new additional light fixtures around the perimeter of the primary settling tanks, including new necessary panel (LP-PG1) and supporting switch and transformer, and an additional 800 LF of conduit and wire. PS&S has estimated that the value of the pipe flange hardware is approximately \$70,000.00 and the value of the additional electrical work related to the installation of the additional light fixtures, panel, switch, transformer, conduit and wire is \$390,000, increasing the value of the electrical work from \$300,000 to \$690,000.00. Attached to this letter, please find our revised Engineer's Opinion of Probable Construction Cost Estimate reflecting the additional scope of work. Our revised cost opinion estimate values the construction cost at \$1,797,400.00

PS&S, through our conversations with equipment suppliers, has learned that over the past several months, manufacturers have been increasing equipment pricing to account for inflation and the recently imposed tariffs on equipment manufactured outside of the United States. When evaluating the submitted bids, it was difficult to assess the cost impact of inflation and tariffs on the overall value of the submitted bids, but these items need to be considered.

PS&S reviewed the two (2) lowest bid packages for compliance with the requirements of the bid specifications and has made the following observations:

1450 State Route 34  
Wall, NJ 07753

t. 848.206.2626

[www.psands.com](http://www.psands.com)



Mr. Ryan R. Krause, PE, Executive Director  
Pipe Gallery Pipe Coatings and Electrical Upgrades Project  
May 12, 2025

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**Rapid Pump & Meter Service Co.** submitted a Bid Price of \$1,989,510.00. PS&S performed a technical review of the bid package and notes the following:

- Bid package was found to be complete and in accordance with the requirements of the bid specifications.

**Alpine Painting.** submitted a Bid Price of \$2,106,477.00. PS&S performed a technical review of the bid package and notes the following:

- Bid Item 10 Mathematical Error
  - Alpine Bid Amount \$62,772.00
  - Corrected Amount \$6,277.20
  - Corrected Overall Bid Amount \$2,049,982.20
- Subcontractor's Certificates of Business Registrations were not included with the submitted Bid package

It is understood that the submitted bid documents from the two (2) lowest bidders have been provided to the SMRSAs Attorney for review. Based upon our review of the bid packages, and the revised Engineer's Opinion of Probable Construction Cost Estimate of \$1,783,400, PS&S recommends that the SMRSA award the contract for the construction work to Rapid Pump and Meter Service Co. in the amount of \$1,989,510.00 at the next regularly scheduled meeting subject to review and approval of the bid packages by the SMRSA Attorney.

If you have any questions concerning the above, please do not hesitate to call.

Very truly yours,

**PAULUS, SOKOLOWSKI AND SARTOR, LLC**

A handwritten signature in blue ink, appearing to read 'Ryan B. Schulz'.

Ryan B. Schulz, P.E.

c:     Attachments  
       Michael Specht, Authority Engineer (email)  
       Richard Crane, P.E., B.C.E.E., PS&S (email)



## **RESOLUTION #51-25**

### **Resolution Awarding a Professional Engineering Services Contract for Engineering Services During Construction to Paulus, Sokolowski & Sartor for Pipe Galley Pipe Coatings and Electrical Upgrades Project**

**WHEREAS**, the South Monmouth Regional Sewerage Authority (SMRSA and/or Authority) at its Regular Open Public Meeting of March 14, 2024 unanimously approved Resolution #34-24 awarding an Engineering Design Services Contract to Paulus, Sokolowski & Sartor (PS&S) for the purpose of designing the Pipe Galley Pipe Coatings and Electrical Upgrades Project; and

**WHEREAS**, the scope of work and all related tasks as detailed in the forgoing resolution have been completed and the SMRSA is in a position to move forward with the Pipe Galley Pipe Coatings and Electrical Upgrades Project; and

**WHEREAS**, the Authority has solicited a proposal from PS&S, the project design engineer and Authority's pre-qualified consulting engineering firm; and

**WHEREAS**, PS&S has submitted a cost proposal dated May 6, 2025, for Professional Engineering Services related to Engineering Services During Construction to be billed on a time and material basis value not to exceed \$78,000.00, a copy of which has been attached hereto and made a part thereof (Attachment A); and

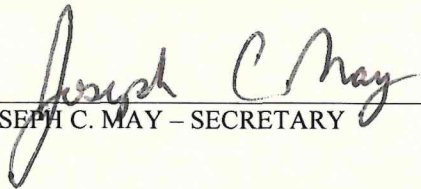
**WHEREAS**, funds are available for this purpose and the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that a resolution authorizing the appointment without competitive bidding be adopted by the contracting agency.

**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 the compensation for said services.
2. That this Agreement as a Non-Fair and Open Award Contract between the said Engineer and the Authority is hereby approved.
3. That the Executive Director be and is hereby authorized and directed to execute said contract on behalf of the Authority.
4. That the Executive Director be and is hereby authorized and directed to take all necessary and required actions to comply with the public notification of a contract award in compliance with the Local Public Contracts and Pay to Play Rules and Regulations.

**BE IT FURTHER RESOLVED**, 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 05-14-25.

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



**R#51-25**  
**Attachment A**

May 6, 2025

09025.0785

Mr. Ryan R. Krause, P.E., CME  
Executive Director  
South Monmouth Regional Sewerage Authority  
1235 18<sup>th</sup> Avenue  
Belmar, New Jersey 07719

Education

Energy Utility

Healthcare

Public Works

Real Estate

Science & Technology

Re: Proposal for Construction Administration Services  
Pipe Galley Pipe Coating and Electrical Upgrade Project

Dear Mr. Krause:

Paulus, Sokolowski and Sartor, LLC (PS&S) is pleased to provide the South Monmouth Regional Sewerage Authority (SMRSA) with our professional engineering proposal for construction administration services for the activities associated with the Pipe Galley Pipe Coating and Electrical Upgrade Project.

**Project Understanding**

PS&S previously provided design engineering services to prepare the necessary bid documents to upgrade the existing Pipe Galley including but not limited to process pipe coating, enlarging existing access hatches, installation of new access hatches and replacement of electrical conduit and wire.

The Authority, through Resolution #23-25, has authorized the solicitation of bids for the Pipe Galley Pipe Coating and Electrical Upgrade Project. The Authority is scheduled to open received bids on May 8, 2025, and has requested a proposal for Construction Phase Services associated with the above-mentioned project, throughout the duration of construction.

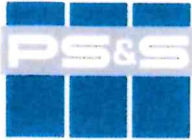
Based on the above, PS&S is pleased to present this proposal to the SMRSA for construction phase services whose scope of services are broken down into the following tasks:

**Task 1.0 – Pre Construction Meeting**

Prior to construction, PS&S will coordinate, arrange for, and chair a pre-construction meeting between the SMRSA, PS&S, the Contractor, and subcontractors (if applicable). The pre-construction meeting will include detailed discussions about the following items:

- Execution of Owner-Contractor Agreement;
- Submission of executed bonds and insurance certificates;
- Distribution of Contract Documents;





- Submission of list of subcontractors, list of equipment and materials, manufacturers and suppliers, Schedule of Values, progress schedule and schedule of shop drawing submittals by the Contractor, for review and approval by PS&S;
- Designation of personnel representing the SMRSA, Contractor, and PS&S
- Payment Procedures;
- Submittal Procedures;
- Administrative procedures – field directives, substitutions, procedures for change orders;
- Lockout/Tagout of existing equipment;
- Emergency phone numbers;
- Contractor staging area;
- Maintenance of Plant Operations;
- Major equipment deliveries and priorities;
- Requirements and concerns of each organization present;
- Site Visit with contractor, SMRSA and PS&S;
- Issue Notice to Proceed.

Prior to the meeting, PS&S will prepare and distribute the meeting agenda and will also prepare and distribute meeting minutes to all attendees.

### **Task 2.0 – Construction Administration Services**

Our proposed construction administration services include the following:

- Provide general communication with Owner and Contractor throughout the duration of the construction regarding such issues as progress, submittal status, construction issues and their resolution;
- Provide clarification and responses to all Request for Information (RFI) from the Contractor. Our level of effort assumes that approximately seven (7) RFIs will be received and requiring written contract clarifications. RFIs and associated responses will be logged and tracked to ensure timely responses and distributed to all appropriate parties;
- Interpret and clarify the contract documents;
- Prepare elementary and supplemental sketches as required to resolve actual or unforeseen field conditions encountered;
- Attend regular monthly project meetings between SMRSA, Contractor, and PS&S as required to discuss project schedule, identify critical path items, and discuss and resolve overall project issues. PS&S will distribute meeting agenda and minutes to attendees. Our level of effort assumes that four (4) meetings will be attended by PS&S;
- Provide consultation and advice to the SMRSA during construction;



- Review Contractor's monthly payment request and provide recommendation for payment;
- Review of potential change order requests (PCO) for accuracy, proposed cost, and negotiating final cost as required. Costs associated with PCOs will be paid under the Allowance Bid Item (Bid Item 11) and therefore, no formal change orders will be prepared. Our level of effort includes preparation of a final charge order to close out the project;
- Review of shop drawings and maintaining of a shop drawing submittal log. Our level of effort assumes approximately fifteen (15) submittal including product data and materials certifications will be reviewed;
- Provide a focal point for the SMRSA's operation staff and contractor to plan and implement equipment start-up, training, and system testing of all new equipment and systems in an orderly manner;
- Perform final technical inspections and certifications, preparation of a punch list and provide final inspection and certifications of the facilities prior to acceptance by the SMRSA;

### **Task 3.0 – Construction Observation Services**

The SMRSA will provide **full-time** construction observation services for the entire duration of the construction activities.

PS&S will provide construction observation services on an as-needed basis to assess with general compliance with the bid documents, determine substantial completion and assistance with the development of final punch list items.

The construction contract duration has been established for 270 calendar days or about 9 months. PS&S anticipates that the timeframe for associated with shop drawing submittal reviews, equipment delivery, and contractor's mobilization to be approximately three (3) months where construction observation will not be required. Therefore, a construction duration period of 6 months, specifically 24 weeks, where PS&S will perform construction observation tasks at a frequency of one (1) time, every other week, for four hours/day (4 hrs/day) or 48 hours of construction observation.

### **Task 4.0 – Project Closeout**

Our proposed project closeout services include the following scope of services:

- Conduct a final inspection on the completed project to ensure that all construction work as defined by the Contract Documents has been satisfactorily completed
- Ensure that all specified equipment warranties have been submitted by the contractor;
- Ensure that all outstanding punch list items have been satisfactorily completed;





- Recommend dates of substantial completion and warranty commencement;
- Review and collate the Contractor's as-built drawings and prepare record drawings of the completed project;
- Ensure that all spare parts have been delivered and received by the Operations Staff;
- Ensure that all equipment training has been provided by the contractor;
- Ensure that all Operation and Maintenance manuals have been provided by the Contractor;
- Ensure that the contractor has performed final cleaning of the work site;
- Observe initial operation of the project, or of performance tests required by the specifications;

#### **Task 5.0 – Expenses**

This proposal includes a budget for expenses anticipated during the construction phase duration, such as reproduction/printing costs and travel reimbursement.

#### **Schedule:**

PS&S has established the following general construction phase schedule to prepare this proposal:

- |                              |                |
|------------------------------|----------------|
| • Award to Contractor:       | May 2025       |
| • Notice to Proceed:         | June 2025      |
| • Contractor's Mobilization: | September 2025 |
| • Substantial Completion:    | February 2026  |
| • Final Completion:          | March 2026     |



PS&S has developed our professional fee utilizing the current 2025 labor rates, as approved by the South Monmouth Regional Sewerage Authority. If the construction duration of the project is delayed or extends beyond the anticipated final completion date of February 2026, PS&S reserves the right to submit a proposal to the SMRSA requesting additional professional fees.

**Professional Fee**

Our professional engineering not to exceed fee for construction administration services is summarized in the below table:

**TABLE- NOT TO EXCEED FEE SUMMARY**

<b>TASK NUMBER</b>	<b>DESCRIPTION</b>	<b>NOT TO EXCEED FEE</b>
<b>1</b>	<b>Pre-Construction Meeting</b>	<b>\$2,600</b>
<b>2</b>	<b>Construction Administration</b>	<b>\$56,400</b>
<b>3</b>	<b>Construction Observation</b>	<b>\$11,000</b>
<b>4</b>	<b>Project Closeout</b>	<b>\$5,000</b>
<b>5</b>	<b>Expenses</b>	<b>\$3,000</b>
<b>TOTAL</b>		<b>\$78,000</b>

PS&S appreciates the opportunity to submit this proposal for professional engineering services for construction administration services for the Pipe Galley Pipe Coating and Electrical Upgrade Project. PS&S staff remain available to discuss the material contained herein and to answer any questions you may have. Please feel free to contact Mr. Crane at (848) 206-2619 or via email at [rcrane@psands.com](mailto:rcrane@psands.com) with any technical questions or to request additional information.

Very truly yours,

**PAULUS, SOKOLOWSKI AND SARTOR, LLC**

Richard Crane, PE, BCEE  
Senior Director  
C: James Wancho, PE PS&S

## RESOLUTION #52-25

### Resolution Ratifying the Actions of the Executive Director in Severing the Employment Relationship Between the Authority and Employee Number 10525, Effective May 2, 2025

**WHEREAS**, the South Monmouth Regional Sewerage Authority, at its Regularly Scheduled Open Public Meeting of February 13, 2025 unanimously approved Resolution # 27-25 authorizing the hire of Employee # 10525; and

**WHEREAS**, during the period that said individual has been under probationary employment, it is the position of the Authority, that said individual has not demonstrated a general awareness of the position for which he was hired; and

**WHEREAS**, based on said individual performance, the Authority cannot, with any degree of comfort, conclude that he will meet the requisite expectations of being a permanent employee either in the balance of the remaining probation period or within a reasonable period of time; and

**WHEREAS**, it is the Authority's decision to withdraw any offer or prospect of permanent employment therein and to terminate said individual effective end Friday, May 2, 2025.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby concurs and ratifies the actions of the Executive Director in terminating Employee Number 10525, effective May 2, 2025.

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 05-14-25

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



## **RESOLUTION #53-25**

### **Resolution Urging Local, State and Federal Elected Officials to Advocate for Clean Water and Drinking Water State Revolving Funding Programs**

**WHEREAS**, modern civilization needs complex water supply, distribution, treatment and recharge systems to keep people healthy and to produce food necessary to their survival; and

**WHEREAS**, all life that shares the earth with the human race needs water; and

**WHEREAS**, water is a component in everything, as either a component of a product, or as an element of production, sanitizing, or delivery; and

**WHEREAS**, water and water-related infrastructure must operate 24/7 and constantly needs to be upgraded, repaired, and often enlarged; and

**WHEREAS**, water supply, delivery, control and treatment systems need to be modified to prepare for operation conditions resulting from climate change; and

**WHEREAS**, water utilities need adequate funding to address each of the previously listed realities; and

**WHEREAS**, the Clean Water and Drinking Water State Revolving Funds (SRF) have helped water utilities fulfill their responsibilities; and

**WHEREAS**, over decades, the SRFs have helped New Jersey fund loans for 1,666 water/sewer projects through \$7.6 billion in low-interest loans and \$1.48 billion in short-term construction loans; and

**WHEREAS**, these projects have generated 140,000 jobs; and

**WHEREAS**, the proposed FY2026 federal budget would decrease the SRFs by 89 percent and reduce New Jersey's full SRF allocation from \$84M to \$9M; and

**WHEREAS**, the National Association of Clean Water Agencies (NACWA) has declared that this staggering cut would be the "kneecapping" of infrastructure financing programs that are vital to local utilities; and

**WHEREAS**, the Association of Metropolitan Water Agencies (AMWA) has expressed strong support of SRF funding in recent hearings and has urged its members to advocate for SRF funding; and

**WHEREAS**, the South Monmouth Regional Sewerage Authority agrees with NACWA and AMWA on the importance of the State Revolving Funds; and

**WHEREAS**, this Authority's customers have directly benefitted from the SRF program in the following ways:

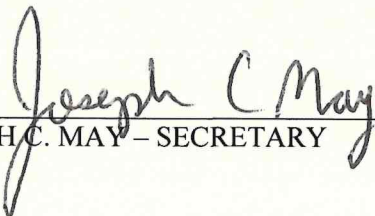
1. Rehabilitation of Belmar Pump Station
2. Relocation of Lake Como Pump Station
3. Rehabilitation of Pitney Avenue Pump Station
4. Pump Station Upgrades (Brielle and Glimmer Glass)
5. Trickling Filter #1 & #2 Rotary Distribution Arm Replacement
6. Waste Gas Flare Replacement

**WHEREAS**, cutting the overall EPA budget by 54 percent will harm people and the environment and erase decades of environmental protection progress:

**NOW, THEREFORE, BE IT RESOLVED** that the South Monmouth Regional Sewerage Authority calls on our local, state and federal elected representatives to actively work toward the full restoration of the SRF funds and the EPA budget.

**BE IT FURTHER RESOLVED**, 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 05-14-25.

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