

RESOLUTION NO. 0024 -2015

**RESOLUTION OF THE BERKELEY TOWNSHIP MUNICIPAL UTILITIES
AUTHORITY, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING
PROFESSIONAL APPOINTMENT FOR THE POSITION OF CONFLICT ENGINEER
FOR THE YEAR 2015**

WHEREAS, the Berkeley Township Municipal Utilities Authority (hereinafter referred to as the "Authority") has a need to acquire the services of an engineer to serve as Conflict Engineer to the Authority for the for the year 2015; and

WHEREAS, the Authority has solicited proposals from qualified engineers pursuant to the fair and open process in accordance with *N.J.S.A. 19:44A-20.7* for the position of Conflict Engineer for the 2015 Authority year; and

WHEREAS, proposals were received and were opened on January 8, 2015 and were later evaluated by the Board of Commissioners who sought the individual or firm that was most advantageous to the Authority, with due consideration given to the qualifications, experience, compensation and other factors and criteria; and

WHEREAS, the appointment of such aforementioned professional constitutes a "professional appointment" and is therefore exempt from the formal bidding requirements of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1, et seq.*; and

WHEREAS, Alaimo Group is a firm engaged in the practice of providing engineering services in the State of New Jersey that meets all of the requirements set forth in the Authority's request for qualifications and are duly qualified to serve as Authority Conflict Counsel for the Authority; and

WHEREAS, it is the desire of the Authority to appoint Alaimo Group as Authority Conflict Engineer for the Authority for the year 2015; and

WHEREAS, Alaimo Group has completed and submitted a Business Entity Disclosure Certification which certifies compliance with *N.J.S.A* 19:44A-20.26; and

WHEREAS, Alaimo Group has completed an Affidavit acknowledging compliance with Berkeley township Ordinance #13-28OA regarding political donations; and

WHEREAS, the Local Public Contracts Law authorizes the award of contract for professional services without competitive bids and requires that the appointing resolution and contract be made available for public inspection:

NOW, THEREFORE, BE IT RESOLVED, this 26th day March, 2015, by the Berkeley Township Municipal Utilities Authority, County of Ocean, State of New Jersey, as follows:

1. Alaimo Group, 200 High Street, Mt. Holly, New Jersey, is appointed as Authority Conflict Engineer for the Authority this date and continuing through and until the Authority's 2016 reorganization meeting, or until such time as a successor is appointed.
2. The Chairman and the Secretary of the Authority are hereby authorized to execute and attest to an agreement with Alaimo Group in a form to be approved by the Authority and the Authority's Attorney, a copy of which shall be placed on file and available for inspection in the Authority's office.
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A.* 40A:11-5(1)(a)(i) of the Local Public Contracts Law as engineering services are recognized as a professional service and Alaimo Group is an engineering firm with members licensed as professional engineers in the State of New Jersey.
4. Notice of this action shall be printed once in an official newspaper of the Authority.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded by the Executive Director to the following:

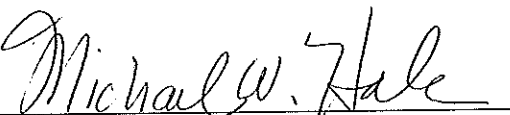
- (a) Honorable Michael W. Hale, Chairman;
- (b) Michele Nugent, Executive Director;
- (c) Berry, Sahradnik, Kotzas & Benson, Authority Solicitor;
- (d) Alaimo Group

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Berkeley Township Municipal Utilities Authority, County of Ocean, State of New Jersey at the Authority's Reorganization meeting held on the 26th day of March, 2015, a quorum being present and voting in the majority.



Patrick Pizzi, Authority Secretary



Michael W. Hale, Authority Chairman

Prepared by:

BERRY, SAHRADNIK, KOTZAS & BENSON
212 Hooper Avenue
P.O. Box 757
Toms River, NJ 08754

RESOLUTION NO. 0025 - 2015

RESOLUTION OF THE BERKELEY TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, COUNTY OF OCEAN, STATE OF NEW JERSEY, AWARING CONTRACT FOR THE SUPPLY OF WATERPROOF WATER METERS AND ASSOCIATED MATERIAL TO HD SUPPLY WATERWORKS, LTD.

WHEREAS, the Berkeley Township Municipal Utilities Authority (hereinafter referred to as the "Authority") has solicited bids for the supply of cold water waterproof magnetic flow sensor water meters with capabilities with ECR/AMR encoder type remotes and associated material (the "project"); and

WHEREAS, the Authority has solicited bids for the project in conformance with the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*; and

WHEREAS, in response to the bid solicitation one (1) bid has been received by the Authority from HD Supply Waterworks, Ltd, as follows:

ITEM	UNITS	UNIT PRICE
1. 5/8 x 1/2 IPERL with waterproof 3 wire connection. Meters to include 5/8 x 3/4 meter adaptors, gaskets, and a touchpad.	400 EA	\$125.00/each Total: \$50,000.00
2. 3/4 x 3/4 IPERL with waterproof 3 wire connection. Meters to include gaskets and a touchpad.	50 EA	\$140.00/each Total: \$ 7,000.00
3. 1 inch IPERL with waterproof 3 wire connection. Meters to include gaskets and a touchpad.	10 EA	\$185.00/each Total: \$ 1,850.00
4. 2 inch IPERL with waterproof 3 wire connection. Meters to include gaskets and a touchpad.	5 EA	\$1,325.00/each Total: \$ 6,625.00
5. 22 gauge 3 strand wire (1,000 ft. rolls)	12 ROLLS	\$140.00/each roll Total: \$ 1,680.00
Total Items 1 through 5		\$67,155.00

WHEREAS, the bid documentation submitted by the sole responsible bidder, HD Supply Waterworks, Ltd., in the total amount of \$67,155.00 has been reviewed by the Authority's professional staff and found to be acceptable as to form and content; and

WHEREAS, the bid submitted by the sole responsible bidder, HD Supply Waterworks, Ltd., is in full compliance with the bid specification requirements and the Authority finds that the proposed bid is in compliance with the Authority's budgetary constraints:

NOW, THEREFORE, BE IT RESOLVED, this 23rd day of April 2015 by the Berkeley Township Municipal Utilities Authority, as follows:

1. The Authority accepts the recommendations of its professional staff and awards the bid for this project to the sole responsible bidder, HD Supply Waterworks, Ltd., for and in consideration of \$67,155.00.

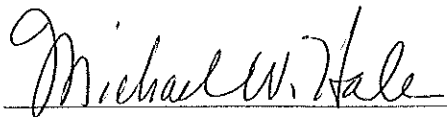
2. The Authority authorizes and directs the Chairman, Secretary and Executive Director to execute any and all necessary documents in order to implement the intent of this Resolution.

3. A certified copy of this Resolution shall be forwarded by the Administrative Secretary of the Authority to the following:


- (a) Honorable Michael W. Hale, Chairman;
- (b) Michele Nugent, Executive Director;
- (c) Keith Chiaravallo, P.E.
- (d) Berry, Sahradnik, Kotzas & Benson; and
- (e) HD Supply Waterworks, Ltd.

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Berkeley Township Municipal Utilities Authority at a regular meeting held on April 23, 2015, a quorum being present and voting in the majority.



Michael W. Hale, Authority Chairman



Patrick Pizzi, Authority Secretary

Prepared by:

Berry, Sahradnik, Kotzas & Benson
212 Hooper Avenue
P.O. Box 757
Toms River, NJ 08754

RESOLUTION NO. 0026-2015

RESOLUTION TO AMEND EMPLOYEE MANUAL

WHEREAS, the Berkeley Township Municipal Utilities Authority (Authority) did, on July 14, 2005 adopt an Employee Manual; and

WHEREAS, by Resolution 2011-27 the Authority did amend and modify the aforesaid Employee Manual to include pay scale guidelines for its Operational Staff and for its Administrative Staff for the years 2011-2013; and

WHEREAS, the Authority's Commissioners, personnel committee and Executive Director have reviewed the Employee Manual Operational Staff guidelines and Administrative Staff guidelines and have recommended modifying said guidelines for the year 2015.

NOW, THEREFORE, BE IT RESOLVED this 23rd day of April 2015 by the Berkeley Township Municipal Utilities Authority as follows:

1. The Berkeley Township Municipal Utilities Authority Employee Manual adopted on July 14, 2005 and its Operational Staff pay scale guideline adopted by Resolution 2008-45 and 2011-27 are hereby amended and modified to include a pay scale guideline for its Operational Staff for the year 2015 as set forth in Schedule A annexed hereto and made a part hereof by reference.

2. The Berkeley Township Municipal Utilities Authority Employee Manual adopted on July 14, 2005 and its Administrative Staff pay scale guideline adopted by Resolution 2008-45 and 2011-27 are hereby amended and modified to include a pay scale guideline for its Administrative Staff for the year 2015 set forth in Schedule B annexed hereto and made a part hereof by reference.


3. The pay scale guidelines as set forth in Schedules A and B annexed hereto are intended as guidelines only and the Berkeley Township Municipal Utilities Authority may deviate from the pay scale guidelines based upon an employee's evaluation or review.

4. To the extent that there are any conflicts between the pay scale guidelines incorporated herein by reference and the Berkeley Township Municipal Utilities Authority Employee Manual adopted on July 14, 2005 or any amendments or modifications thereto, the terms and conditions of the pay scale guidelines incorporated herein by reference will govern and control.

5. All employees will review the foregoing revisions to the Employee Manual and execute a statement indicating that they have read and understand the contents of the Employee Manual and its aforesaid revisions, which statement will be placed in their personnel file.

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Berkeley Township Municipal Utilities Authority at a regular meeting held on the 23rd day of April, a quorum being present and voting in the majority.


Michael W. Hale, Chairman


Patrick Pizzi, Secretary

Prepared by:
Robert D. Budes, Esquire
Berry, Sahradnik, Kotzas & Benson
212 Hooper Avenue
P.O. Box 757
Toms River, NJ 08754

RESOLUTION NO. 0027-2015

RESOLUTION OF INCREASE OF EMPLOYEE'S SALARY

WHEREAS, [REDACTED], an employee of the Berkeley Township Municipal Utilities Authority ("Authority") currently a member of the Authority's Staff employed as an Assistant Operator, has completed his yearly anniversary as a full time employee with the Berkeley Township Municipal Utilities Authority; and

WHEREAS, the Authority and its Personnel Committee have received an affirmative recommendation from the Executive Director regarding the employee evaluation of [REDACTED], and

WHEREAS, based upon his employment and his employee evaluations [REDACTED] has previously been determined to be at Grade 4, Step 12 of the Operational Staff Pay Scale guideline; and

WHEREAS, based upon the employee evaluation and years of service the Personnel Committee and Executive Director have recommended that [REDACTED] be elevated to Grade 4, Step 13 of the Operational Staff Pay Schedule, resulting in an increase in hourly rate of pay from [REDACTED] per hour plus \$[REDACTED] longevity to [REDACTED] per hour base pay plus [REDACTED] per hour longevity pay (a total of \$[REDACTED] per hour) effective February 3, 2015; and

WHEREAS, following adequate notice to the employee, the Authority has discussed the above recommendation in Executive Session on April 23, 2015; and

WHEREAS, after emerging from Executive Session on April 23, 2015, the Authority voted to approve the recommendations of the Executive Director and the Personnel Committee, advancing [REDACTED] to Grade 4, Step 13 of the Operational Staff Schedule effective February 3, 2015;

NOW THEREFORE, BE IT RESOLVED this 23rd day of April 2015 by the Berkeley Township Municipal Utilities Authority as follows:

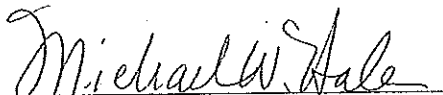
1. This Resolution shall memorialize the vote taken by the Authority on April 23, 2015 approving the recommendations of the Personnel Committee and the Executive Director advancing employee [REDACTED] to Grade 4, Step 13 of the 2015 Operational Staff Payroll Schedule.

2. Effective February 3, 2015, employee [REDACTED] will receive an increase in his salary resulting in a pay increase to a total of [REDACTED] per hour, which shall consist of a base pay rate of [REDACTED] per hour and a longevity stipend of [REDACTED] per hour.

3. Employee [REDACTED] shall continue to be eligible for overtime pay and the NJDEP Water Operator's License Stipend as referenced in the Employee Manual.

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Berkeley Township Municipal Utilities Authority at a regular meeting held on the 23rd day of April 2015, a quorum being present and voting in the majority.


Michael W. Hale, Chairman


Patrick Pizzi, Secretary

Prepared by:
Robert D. Budesca, Esquire
Berry, Sahradnik, Kotzas & Benson
212 Hooper Avenue
P.O. Box 757
Toms River, NJ 08754

RESOLUTION NO. 0028 -2015

RESOLUTION OF INCREASE OF EMPLOYEE'S SALARY

WHEREAS, [REDACTED], an employee of the Berkeley Township Municipal Utilities Authority ("Authority") currently holding the position of utility worker, has completed his yearly anniversary as a full time employee with the Berkeley Township Municipal Utilities Authority; and

WHEREAS, the Authority and its Personnel Committee have received an affirmative recommendation from the Executive Director regarding the employee evaluation of [REDACTED], and

WHEREAS, based upon his employment and his employee evaluations [REDACTED] has previously been determined to be at Grade 1, Step 11 of the Operational Payroll Schedule; and

WHEREAS, based upon the employee evaluation and years of service the Personnel Committee and Executive Director have recommended that [REDACTED] be elevated to Grade 1, Step 12 of the Operational Payroll Schedule, resulting in an increase in hourly rate of pay from [REDACTED] per hour base pay plus [REDACTED] longevity pay (a total of [REDACTED] per hour) to [REDACTED] per hour base pay plus [REDACTED] longevity pay (a total of [REDACTED] per hour) effective May 24, 2015; and

WHEREAS, following adequate notice to the employee, the authority has discussed the above recommendation in Executive Session on April 23, 2015; and

WHEREAS, after emerging from Executive Session on April 23, 2015, the Authority voted to approve the recommendations of the Executive Director and the Personnel Committee, advancing [REDACTED] to Grade 1, Step 12 of the 2015 Operational Payroll Schedule:

NOW, THEREFORE, BE IT RESOLVED this 23rd day of April 2015 by the Berkeley Township Municipal Utilities Authority as follows:

1. This Resolution shall memorialize the vote taken by the Authority on April 23, 2015 approving the recommendations of the Personnel Committee and the Executive Director advancing employee [REDACTED] to Grade 1, Step 12 of the 2015 Operational Payroll Schedule.

2. Effective May 24, 2015 employee [REDACTED] will receive an increase in his salary resulting in a pay increase to a total of [REDACTED] per hour, which shall consist of a base pay rate of [REDACTED] per hour and a longevity stipend of [REDACTED] per hour.

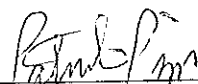
3. Employee [REDACTED] shall continue to be eligible for overtime pay.

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Berkeley Township Municipal Utilities Authority at a regular meeting held on the 23rd day of April 2015, a quorum being present and voting in the majority.



Michael W. Hale, Chairman



Patrick Pizzi, Secretary

Prepared by:
Robert D. Budesa, Esquire
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Toms River, NJ 08754

RESOLUTION NO. 0029 - 2015

RESOLUTION OF INCREASE OF EMPLOYEE'S SALARY

WHEREAS, [REDACTED], an employee of the Berkeley Township Municipal Utilities Authority ("Authority") currently holding the position of Clerk, has completed her yearly anniversary as a full time employee with the Berkeley Township Municipal Utilities Authority; and

WHEREAS, the Authority and its Personnel Committee have received an affirmative recommendation from the Executive Director regarding the employee evaluation of [REDACTED] and

WHEREAS, based upon her employment and her employee evaluations [REDACTED] has previously been determined to be at Grade 1, Step 8 of the Administrative Staff Payroll Schedule; and

WHEREAS, based upon the employee evaluation and years of service the Personnel Committee and Executive Director have recommended that [REDACTED] be elevated to Grade 1, Step 9 of the Administrative Payroll Schedule, resulting in an increase from [REDACTED] per hour base pay plus [REDACTED] longevity pay (a total of [REDACTED]) to [REDACTED] per hour base pay plus [REDACTED] longevity pay (a total of [REDACTED] per hour) effective June 4, 2015; and

WHEREAS, following adequate notice to the employee, the Authority has discussed the above recommendation in Executive Session on April 23, 2015; and

WHEREAS, after emerging from Executive Session on April 23, 2015, the Authority voted to approve the recommendations of the Executive Director and the Personnel Committee, advancing [REDACTED] to Grade 1, Step 9 of the Administrative Staff Payroll Schedule:

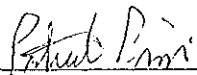
NOW THEREFORE, BE IT RESOLVED this 23rd day of April 2015 by the Berkeley Township Municipal Utilities Authority as follows:

1. This Resolution shall memorialize the vote taken by the Authority on April 23, 2015 approving the recommendations of the Personnel Committee and the Executive Director advancing employee [REDACTED] to Grade 1, Step 9 of the Administrative Staff Payroll Schedule.
2. Effective June 4, 2015, employee [REDACTED] will receive an increase in her salary resulting in a pay increase to a total of [REDACTED] per hour, which shall consist of a base pay rate of [REDACTED] per hour and a longevity stipend of [REDACTED] per hour.
3. Employee [REDACTED] shall continue to be eligible for overtime pay.

CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Berkeley Township Municipal Utilities Authority at a regular meeting held on the 23rd day of April 2015, a quorum being present and voting in the majority.


Michael W. Hale, Chairman


Patrick Pizzi, Secretary

Prepared by:
Robert D. Budesca, Esquire
Berry, Sahradnik, Kotzas & Benson
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