

**BERNARDS TOWNSHIP SEWERAGE AUTHORITY**  
**AGENDA**  
**June 13, 2023**  
**4:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Open Public Meeting Statement
5. Approval of Minutes
  - a. Regular Meeting – May 9, 2023
6. Correspondence –
7. Public Comment
8. Action/Discussion Items:
  - a. Resolution #2327 Personnel Handbook adoption
  - b. Resolution #2328 Unused vacation time Brian Thornton
  - c. Resolution #2329 Reject Pipe Header bid
  - d. Resolution #2330 SC Rose Paving -P2P
  - e. Resolution #2331 Personnel Appointment – Derek Venner
9. Operator's Report
10. Bill List – Resolution - #2332 -
11. Member/Staff Comments
12. Adjournment



## ***Bernards Township Sewerage Authority Resolution***

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### **Resolution #2327**

Bernards Township Sewerage Authority

Personnel Policies and Procedures

Updated and Adopted for 2023

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

**WHEREAS**, the Bernards Township Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREFORE BE IT RESOLVED** by the Bernards Township Sewerage Authority that the following Handbooks of Personnel Policies and Procedures attached hereto are hereby updated and adopted for 2023:

1) Employee Handbook; 2) Appointed Officials and Volunteer Handbook and 3) Vendor and Outside Contractors Handbook.

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

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



## ***Bernards Township Sewerage Authority Resolution***

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**BE IT FURTHER RESOLVED** by the Bernards Township Sewerage Authority that to the maximum extent permitted by law, employment practices for the municipality shall operate under the legal doctrine known as “employment at will.”

**BE IT FURTHER RESOLVED** by the Bernards Township Sewerage Authority that the Sewerage Authority Director and all managerial/supervisory personnel are responsible for these employment practices. The Human Resource Manager shall assist the Director in the implementation of the policies and procedures in this manual, as directed by Sewerage Authority action.

Agenda and Date Voted: June 13, 2023

### **Certification**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards township Sewerage Authority on 6/13/2023

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Thomas Timko, Authority Director



## *Bernards Township Sewerage Authority Resolution*

### **Resolution #2328**

Unused Vacation Accrual Due

Brian Thornton

Bernards Township Sewerage Authority

**WHEREAS**, the Bernards Township Sewerage Authority adopted Resolution #2327 at the Authority meeting of June 13, 2023, accepting the Personnel Policies and Procedures that outline guidelines for pay-outs when employees leave the Township's payroll; and

**WHEREAS**, Brian Thornton's employment terminated on May 16, 2023; and

**WHEREAS**, per the requirements of the Authority's Personnel Policy, Brian Thornton is entitled to a Vacation Time Accrual payment for vacation time as calculated below based on an hourly rate of \$36.01. If the employee uses vacation time prior to his resignation date, the calculation below could be less but not more.

|                  | <b>Total Hours Available</b> | <b>Amount Due</b> |
|------------------|------------------------------|-------------------|
| Vacation Accrual | 181                          | \$6,517.81        |

**NOW, THEREFORE BE IT RESOLVED**, by the Bernards Township Sewerage Authority that the unused accrued vacation payment be approved and distributed in the next available pay cycle.

Agenda and Date Voted: 06/13/2023

### **CFO CERTIFICATION**

I, Judy O'Connell – Supervisor of Treasury Services of Bernards Township, do hereby certify that there are adequate funds for this expenditure. Funds are available in the BTSA S&W, Line Account #3-01- - 800-101 for an amount not to exceed \$6,517.81.

Date: 6/9/23

*J.A. O'Connell*

Judy O'Connell – Supervisor of Treasury Services

### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Sewerage Authority on 6/13/2023.

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Thomas Timko, Authority Director



## *Bernards Township Sewerage Authority Resolution*

### **RESOLUTION #2329 REJECTION OF BID Replacement of Plant Header Piping**

**WHEREAS**, the Bernards Township Sewerage Authority received bids on Wednesday, June 7, 2023 at 11 AM for the Replacement of Plant Header Piping. Bid summary:

| <b>Bidder</b>             | <b>Bid</b>          |
|---------------------------|---------------------|
| <b>Spectraserv Inc.</b>   | <b>\$663,650.00</b> |
| <b>Scafar Contracting</b> | <b>\$749,940.00</b> |
| <b>CMS Construction</b>   | <b>\$750,600.00</b> |

**WHEREAS**, it is the combined recommendation of the Director, Superintendent and Purchasing Agent to reject the bid pursuant to N.J.S.A. 40A:11-13.2(d) as the lowest bid exceeds the budget allocation for this project; and

**BE IT RESOLVED**, by the Bernards Township Sewerage Authority, Somerset County, New Jersey, that the bid is hereby rejected and that the Purchasing Agent is authorized by the Bernards Township Sewerage Authority to re-advertise.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be on file, available for public inspection in the office of the Bernards Township Sewerage Authority Director, 277 So. Maple Avenue, Basking Ridge, New Jersey 07920.

#### **PURCHASING CERTIFICATION**

I hereby certify that I have reviewed this resolution for accuracy.

Dated: June 9, 2023

Francis J. Decibus, QPA, RPPO  
Purchasing Agent

Date Adopted: June 13, 2023

#### **Certification**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards township Sewerage Authority on 6/13/2023.

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Thomas Timko, Authority Director



## *Bernards Township Sewerage Authority Resolution*

### **Resolution #2330**

Bernards Township Sewerage Authority  
Award of Purchase Order(s) for  
SE Rose Trucking and Excavating Inc.

**WHEREAS**, the Township Committee of Bernards has adopted Ordinance # 1854 “Known as Pay to Play” and P. L. 2004, Chapter 19; and

**WHEREAS**, pursuant to the ordinance window contracts determined to exceed \$ 17,500.00 and within the bid threshold of \$ 44,000.00 requires Authority approval; and

**WHEREAS**, the purchasing agent has determined that the value of the expenditures with the vendor(s) listed below will exceed \$17,500.00 in purchases;

| Vendor                               | Not to Exceed |
|--------------------------------------|---------------|
| SE Rose Trucking and Excavating Inc. | \$44,000.00   |

**WHEREAS**, in anticipation of the listed expenditure, a Business Entity Disclosure Certification has been secured in compliance with N.J.S.A.19:44A 20-4 et seq., and that the principals of the said companies, have not made any reportable contributions to a political or candidate committee in the Township of Bernards in the previous one year, and that the contract will prohibit the principals of said companies from making ANY contributions through the term of the contract pursuant to Bernards Township Ordinance # 1854 adopted on February 28, 2006, that would prohibit any business entity or professional that procures goods, services or contracts from the Township without the formal bid process from making “any” contribution whatsoever in the prior calendar year; and

**NOW THEREFORE BE IT RESOLVED** by the Bernards Township Sewerage Authority of the Township of Bernards, Somerset County, New Jersey that the Purchasing Agent is hereby authorized to issue purchase orders to the vendor listed above to maintain continuity and facilitate the ordering process through November 30, 2023.

Agenda and Date Voted: June 13, 2023

#### **PURCHASING CERTIFICATION**

I hereby certify that I have prepared this resolution and reviewed it for accuracy.

Francis J. Decibus, QPA, RPPO  
Purchasing Agent

Date: June 5, 2023

#### **CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Sewerage Authority on 05/13/2023.

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Thomas Timko, Authority Director



## *Bernards Township Sewerage Authority Resolution*

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Resolution #2331  
Personnel Appointment  
Derek Venner – Wastewater Treatment Plant Operator  
Sewerage Authority

**Whereas**, the fulltime position of Wastewater Treatment Plant Operator is vacant within the Bernards Township Sewerage Authority; and

**Whereas**, the Plant Superintendent, Sewerage Authority Director, and Human Resource Manager have deemed it necessary to fill this position; and,

**Whereas**, Derek Venner has applied for and is qualified to fill said position; and

**Now, Therefore Be It Resolved**, by the Bernards Township Sewerage Authority of the Township of Bernards that Derek Venner is appointed full time Wastewater Treatment Plant Operator effective July 3, 2023, at an hourly rate of \$26.00 for a 40-hour workweek. Offer of employment is contingent upon the results of pre-employment screening as per Township policy.

**CERTIFICATION**

I hereby certify this is a true and exact copy of a resolution adopted by the Bernards Township Sewerage Authority on 6/13/2023.

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Thomas Timko, Authority Director