

October 24, 2018

Public comments will be permitted for those specific resolutions to be removed from consent approval.

Please read the synopsis of the resolutions, which have been prepared by the Authority's Staff. Each is informative and self-explanatory. However, if you wish to address a specific resolution, the Board will entertain questions on it.

RESOLUTIONS

Executive Session Resolution #10E-18

1. Resolution approving 2019 Authority's Budget - **#52-18**
2. Resolution establishing Policies & Procedures for the Payment of Claims and Claimants Signature for Payments - **#53-18**
3. Resolution establishing Procurement Card Policies and Procedures - **#54-18**
4. Resolution awarding a Contract for Furnishing and Delivering Sodium Hypochlorite for two year period to Main Pool and Chemical Co. in the amount of \$24,920 - **#55-18**

APPROVAL FOR PAYMENTS

1. By Motion and "O&M Resolution", there is an Operating Fund Payment in the total amount of **\$756,484.14**

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #53-18

**ESTABLISHING POLICIES AND PROCEDURES FOR THE PAYMENT OF
CLAIMS AND CLAIMANTS SIGNATURE FOR PAYMENT**

WHEREAS, N.J.S.A. 40A:5-16(a) set forth the requirement, prior to payment of any local unit monies, for a claimant or vendor certification from the party claiming payment, that the bill or demand for payment is correct, and

WHEREAS, N.J.A.C. 5:30-9A.6 and 5:31-4.1 allows local units greater discretion in implementing the claimant certification requirement, as well as nullifying the requirement in most circumstances; and

WHEREAS, as a continued internal control, N.J.S.A. 40A:5-16(b) requires local units to have a “written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit” prior to any disbursement of funds; and

WHEREAS, pursuant to N.J.A.C. 5:30-9A.6 and 5:31-4.1, the Linden Roselle Sewerage Authority desires to clarify and set forth revised requirements for Claimant “Vendor” Certifications.

NOW THEREFORE, BE IT RESOLVED, by the Linden Roselle Sewerage Authority that the Authority will no longer require a Claimant’s “Vendor” Certification , with the exception of the following circumstances:

- a. Reimbursement or advance of employee expenses
- b. Service(s) provided exclusively and entirely by an individual (sole proprietor)

I certify that the foregoing is a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on October 24, 2018.



Derek Armstead, Secretary

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LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #54-18

ESTABLISHING PROCUREMENT CARD POLICIES AND PROCEDURES

WHEREAS, by Resolution #29-18, the Board authorized the use of a Procurement Card (P-Card); and

WHEREAS, the Authority wishes to establish policies and procedures for use of the P-Card as required by law;

NOW, THEREFORE BE IT RESOLVED, that the Board of the Linden Roselle Sewerage Authority hereby adopts the following policies and procedures for the use of P-Cards for purchases by the Linden Roselle Sewerage Authority:

PROCUREMENT CARDS (P-Cards)

I. UTILIZATION OF P-CARDS


1. P-Cards can be used for supplies or services under the following circumstances:
 - a) When payment to vendors is required in advance of the delivery of goods or services and the goods and or services cannot be obtained from any other source at a comparable price and the Purchasing Manager and Financial Manager have approved the purchase of such item(s) from a particular vendor.
 - b.) When placement of orders for goods and services is made through an electronic computerized transaction (i.e. order is placed from computer to computer via the internet or similar computer network) as authorized by N.J.S.A. 40A:5-16, and the Purchasing Manager and Financial Manager has approved such item(s) for purchase from a particular vendor.
2. P-Cards cannot be used for the purchase of items or services of a personal nature for employees or officials. Travel, dining and room and board expenses are also not permitted.

II. PROGRAM OVERSIGHT

1. The Purchasing Manager shall serve in the capacity of Program Manager, and shall be responsible for day to day oversight and management of supervisory review of P-Card usage. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users. In the Purchasing Manager's absence, this will be the responsibility of the Finance Manager.
2. The role of Program Manager in overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.
3. The Program Manager shall assure that internal controls are maintained concerning the integrity of vendor payments, and that P-Card usage is in conformance to all New Jersey Local Public Contracts Law requirements.
4. The Program Manager shall receive training in all aspects of the system.
5. P-Cards must be issued in the name of a specific individual upon completion of the requisite training, and cannot be issued to personnel who are neither covered by a fidelity bond or a blanket honesty policy held by the Authority. Violations of policies governing P-Card usage shall result in appropriate remedial or disciplinary action.

6. P-Cards shall be issued in the names of the Office Manager, Maintenance Manager and Storekeeper. All cards shall have imprinted on them both the users' names and the name of the Authority. The need for any additional P-Card holders, that may be identified in the future, shall be approved by the Board of the Authority.
7. P-Card holders shall sign an acknowledgement of P-Card training to abide by policies and procedures for procurement card usage and said agreement shall be retained by the Authority in their personnel files.
8. P-Card holders shall expeditiously provide all receipts to the Program Manager, who will compare receipts to the computer generated usage report provided by the card company. Returned goods or disputes must be reported to the Program Manager quickly to ensure either the charge is cancelled or the Authority receives proper credit.
9. The Program Manager shall ensure that sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.

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Derek Armstead, Secretary

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Derek Armstead, Secretary

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #55-18

**AWARDING A CONTRACT FOR FURNISHING AND DELIVERING
SODIUM HYPOCHLORITE**

WHEREAS, the Linden Roselle Sewerage Authority issued a request for bids to Furnish and Deliver Sodium Hypochlorite for a two year period, to be publicly opened and read aloud on October 16, 2018 at 10 A.M. prevailing time; and


WHEREAS, 4 bids were received and it was determined that the bid submission of Main Pool and Chemical Co. in the amount of \$24,920.00 for two years was both responsible and responsive; and

WHEREAS, the Members of the Board have reviewed a memorandum recommending the award of a contract to Main Pool and Chemical Co., on its bid of \$24,920.00; and

WHEREAS, the Certifying Finance Officer has certified that sufficient funds are available in the Authority's 2018 budget in Account Number 01-215-8700 (U.V. Equipment and Supplies) as evidenced by the attached Certification of Funds.

NOW THEREFORE, BE IT RESOLVED, by the Linden Roselle Sewerage Authority that the contract for furnishing and delivering Sodium Hypochlorite be and the same is hereby awarded to Main Pool and Chemical Co., in the sum of \$24,920.00 for a two year period, on its bid of \$1.78 per gallon. The Chairman and Secretary are authorized and directed to execute the contract.

I certify the foregoing to be a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on October 24, 2018.


Derek Armstead, Secretary

LINDEN ROSELLE SEWERAGE AUTHORITY

CERTIFICATION OF FUNDS

I hereby certify that sufficient funds are available in the Authority's 2018 budget in Account No. 01-215-8700 entitled U.V. Equipment and Supplies for a two year contract with Main Pool and Chemical Co., in the sum of \$24,920.00 now pending approval.

Dated: October 24, 2018



David G. Brown II
Certifying Finance Officer

LINDEN ROSELLE SEWERAGE AUTHORITY

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