

April 24, 2013

The Regular Meeting of the Hanover Sewerage Authority, County of Morris and State of New Jersey, was held on Wednesday, April 24 2013, at 8:31 in the evening, prevailing time, at the Municipal Building, 1000 Route 10, Whippany, New Jersey.

PRESENT: Chairman Schleifer, Members Dittrick, Galacki and O'Brien; John Ferramosca, Liaison, Silvio Esposito, Treasurer; Michael C. Wynne, P.E., Executive Director; Christopher Falcon, Esq.

ABSENT: Member O'Hare

STATEMENT OF PRESIDING OFFICER

Adequate notice of this meeting has been provided in accordance with the Open Public Meeting Act by posting written notice and agenda of the meeting on the Bulletin Board in the Municipal Building, 1000 Route 10, in the Township of Hanover, and by informing the following newspapers:

HANOVER EAGLE/REGIONAL WEEKLY NEWS
MORRIS COUNTY DAILY RECORD

And by filing same with the Township Clerk.

(Signed) Joseph Schleifer,
Chairman

COMMUNICATIONS

1. HATCH MOTT MACDONALD

- a. 04/10/2013 Letter re: Contract 24 Payment No. 12

2. NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

- a. 04/05/2013 Letter re: Pretreatment Program Annual Report Review

3. VM ASSOCIATES, INC.

- a. 04/01/2013 2012 Audit

RESOLUTIONS

Chairman Schleifer offered the following resolution and moved its adoption.

RESOLUTION NO. 37-13

WHEREAS, N.J.S.A. 40A:5A-15 requires members of each local Authority to cause an Annual Audit of its accounts to be made, and

WHEREAS, the Annual Audit Report for the fiscal year ended November 30, 2012 has been completed and filed with the Hanover Sewerage Authority pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the Annual Audit, certify the Resolution to the Local Finance Board that each member thereof has personally reviewed the Annual Audit Report, and specifically the sections of the Audit Report entitled "General Comments" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the Hanover Sewerage Authority have received the Annual Audit and have personally reviewed the Annual Audit and have specifically reviewed the sections of the Annual Audit Report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED that the members of the Hanover Sewerage Authority hereby certify to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the Annual Audit Report for the fiscal year ended November 30, 2012 and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

DATED: April 24, 2013

HANOVER SEWERAGE AUTHORITY
COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:

HANOVER SEWERAGE AUTHORITY

GROUP AFFIDAVIT FORM

THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the Hanover Sewerage Authority, being of full age and being duly sworn according to law, upon oath depose and say:

- 1) We are duly appointed members of the Hanover Sewerage Authority.
- 2) We certify, pursuant to N.J.S.A. 40A:5A-17, that we each reviewed the annual audit report for the fiscal year ended November 30, 2012 and specifically the sections of the audit report entitled "General Comments" and Recommendations".

<u>Joseph Schleifer</u>	_____
<u>John L. O'Brien, Jr.</u>	_____
<u>Robert E. O'Hare</u>	_____
<u>Walter B. Galacki</u>	_____
<u>Dennis Dittrick</u>	_____

Sworn to and subscribed before me

this 24th day of April 2013

Member O'Hare seconded; there was unanimous roll call approval.

AYES: Chairman Schleifer, Members Dittrick, Galacki, O'Hare

ABSENT: Member O'Brien

Chairman Schleifer offered the following resolution and moved its adoption.

RESOLUTION NO. 38-13

BE IT RESOLVED by the Hanover Sewerage Authority in the Township of Hanover, County of Morris and State of New Jersey as follows:

1. The Chairman is authorized and directed to sign new or revised Service Agreements in the form approved by the Authority with the following as shown on the Tax Map of the Township of Hanover.

<u>OWNER</u>	<u>BLOCK/LOT</u>
100 Hanover Ave, LLC	1801 / 5

2. **This Resolution shall take effect as provided by law.**

DATED: April 24, 2013

HANOVER SEWERAGE AUTHORITY
COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:

Member O'Hare seconded; there was unanimous roll call approval.

AYES: Chairman Schleifer, Members Dittrick, Galacki, O'Hare

ABSENT: Member O'Brien

Chairman Schleifer offered the following resolution and moved its adoption.

RESOLUTION NO. 39-13

WHEREAS, the Hanover Sewerage Authority (hereinafter the "Authority") has entered into Contract 24, with RML Construction; and

WHEREAS, the initial contract amount was \$3,930,838.00; and

WHEREAS, the Authority has reviewed the Request for Change Order filed with the Authority by the Engineer in support of Change Order No. 1 on Contract 24; and

WHEREAS, the Authority is satisfied that the proposed Change Order is justified and meets the requirements of N.J.A.C. 5:30-11.8 et seq; and

WHEREAS, the Treasurer has certified that funds are available,

NOW, THEREFORE, BE IT RESOLVED by the Hanover Sewerage Authority in the County of Morris and State of New Jersey on this 24th day of April, 2013 as follows:

1. The Executive Director is authorized to execute an amendment to the Contract in the amount of \$44,047.12 (Change Order No. 1) for the work described in the aforesaid Request for Change Order in the form submitted to the Authority.

2. The time for completion of the contract shall be increased by 22 calendar days.
3. The total amount of Change Order 1 of \$44,047.12 is 1.1% of original contract amount.
4. The adjusted contract amount shall be \$3,974,885.12.
5. This Resolution shall take effect as provided by law.

DATED: April 24, 2013

HANOVER SEWERAGE AUTHORITY
COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:

Member O'Hare seconded; there was unanimous roll call approval.

AYES: Chairman Schleifer, Members Dittrick, Galacki, O'Hare

ABSENT: Member O'Brien

Chairman Schleifer offered the following resolution and moved its adoption.

RESOLUTION NO. 40-13

WHEREAS, the Sewerage Authorities Law (N.J.S.A. 40:13A-1 et seq) authorizes every authority to appoint and employ such professional and technical advisors and experts as it may require; and

WHEREAS, the Hanover Sewerage Authority has retained the services of Hatch Mott MacDonald as a non-fair and open contract pursuant to provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority authorized the performance of engineering services during the construction of Contract 24 by Resolution No. 63-11 and;

WHEREAS, Hatch Mott MacDonald has submitted a proposal dated April 3, 2013 to amend the existing agreement to cover an increased duration and level of inspection and;

WHEREAS, the Executive Director has determined and certified in writing that the value of the work will exceed \$17,500, and;

WHEREAS, the anticipated term of this amendment is for the duration of the construction during Contract 24, and;

WHEREAS, Hatch Mott MacDonald has previously completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of Hanover

in the previous one year, and that the contract will prohibit the firm from making any reportable contributions through the end of the contract, and;

WHEREAS, the Treasurer has stated that certified funds are available for these services; and

WHEREAS, the Authority is authorized to enter into contracts for professional services without public advertising for bids pursuant to N.J.S.A. 40A:11-5, provided notice of the award is published; and

NOW, THEREFORE, BE IT RESOLVED by the Hanover Sewerage Authority, County of Morris and State of New Jersey on this 24th day of April, 2013 as follows:

1. The Authority hereby amends the Engineering agreement to include Hatch Mott MacDonald's proposal of April 3, 2013.
2. The Chairman and Executive Director are hereby authorized and directed to execute any required documents.
3. A brief notice shall be published in the Hanover Eagle/Regional Weekly News stating the nature, duration, service and amount of the contracts and that this Resolution and contracts are on file for public inspection at the office of the Hanover Sewerage Authority, 1000 Route 10, Whippany, New Jersey.
4. A resolution authorizing the award of non-fair and open contract for the business disclosure entity certification and the determination of value be placed on file with this resolution, and;

This Resolution shall take effect as provided by law.

DATED: April 24, 2013

HANOVER SEWERAGE AUTHORITY
COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:

Member O'Hare seconded; there was unanimous roll call approval.

AYES: Chairman Schleifer, Members Dittrick, Galacki, O'Hare

ABSENT: Member O'Brien

Chairman Schleifer offered the following resolution and moved its adoption.

RESOLUTION NO. 41-13

WHEREAS, the Authority desires to implement merit based pay increases for calendar year 2013.

NOW, THEREFORE, BE IT RESOLVED by the Hanover Sewerage Authority, in the County of Morris and State of New Jersey, on this 24th day of April 2013 as follows:

- 1) Salaries and wages for the various employees of the Hanover Sewerage Authority shall be adjusted based upon the ratings received on 2012 end of year evaluations.
- 2) Percent increases shall be as follows:

Evaluation Score	Percent Increase
120 or greater	3.5
115 to less than 120	3
110 to less than 115	2.5
105 to less than 110	2
100 to less than 105	1.5
95 to less than 100	1
less than 95	0

- 3) Any employee not receiving an increase shall be subject to a mid-year review at which time they may be eligible for an increase for the balance of the year.
- 4) Only those employees currently on the payroll of the Authority at the time of adoption of this Resolution shall receive retroactive salary adjustments, except those employees who have retired from service on or after January 1, 2013, but prior to the adoption of this Resolution shall receive retroactive salary adjustments effective January 1, 2013 through the date of retirement. No other exceptions shall be made.
- 5) A copy of this Resolution shall be distributed to all current employees and the Authority Treasurer.

DATED: April 24, 2013

HANOVER SEWERAGE AUTHORITY
COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:

Member O'Hare seconded; there was unanimous roll call approval.

AYES: Chairman Schleifer, Members Dittrick, Galacki, O'Hare

ABSENT: Member O'Brien

Chairman Schleifer offered the following resolution and moved its adoption.

RESOLUTION NO. 42-13

WHEREAS, the Authority desires to update its Salary Guide for calendar year 2013.

NOW, THEREFORE, BE IT RESOLVED by the Hanover Sewerage Authority, in the County of Morris and State of New Jersey, on this 24th day of April, 2012 as follows:

- 1) Salaries and wages for the various positions of employment within the Hanover Sewerage Authority shall fall within the range of the minimum and maximum amounts delineated on Salary Guides A and A-1.
- 2) Salary Guides for 2013 shall be as follows:

SALARY GUIDE 2013 A-1

Group	Minimum Salary	Maximum Salary
I	25,762	52,556
II	27,829	56,770
III	30,240	61,672
IV	32,797	67,045
V	35,482	72,546
VI	38,111	78,152
VII	40,571	83,361
VIII	43,708	89,878
IX	47,249	97,288

Hourly Rates Bases 40 Hour Week

Group	Minimum Salary	Maximum Salary
I	12.39	25.27
II	13.38	27.29
III	14.54	29.65
IV	15.77	32.23
V	17.06	34.88
VI	18.32	37.57
VII	19.51	40.08
VIII	21.01	43.21
IX	22.72	46.77

SALARY GUIDE 2013 A-1

Group	Minimum Salary	Maximum Salary
I	25,100	51,134
II	27,105	55,279
III	29,459	60,057
IV	31,939	65,221
V	34,546	70,622
VI	37,104	76,033
VII	39,507	81,101
VIII	42,548	87,453
IX	45,990	94,642
X	49,951	102,880
XI	53,507	110,432
XII	57,612	118,939
XIII	61,878	127,972
XIV	66,446	137,623
XV	71,957	149,206

Hourly Rates Bases 35 Hour Week

Group	Minimum Salary	Maximum Salary
I	13.79	28.10
II	14.89	30.37
III	16.19	33.00
IV	17.55	35.84
V	18.98	38.80
VI	20.39	41.78
VII	21.71	44.56

VIII	23.38	48.05
IX	25.27	52.00
X	27.45	56.53
XI	29.40	60.68
XII	31.65	65.35
XIII	34.00	70.31
XIV	36.51	75.62
XV	39.54	81.98

Hourly Rates Bases 40 Hour Week

<u>Group</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
I	12.07	24.58
II	13.03	26.58
III	14.16	28.87
IV	15.36	31.36
V	16.61	33.95
VI	17.84	36.55
VII	18.99	38.99
VIII	20.46	42.04
IX	22.11	45.50
X	24.01	49.46
XI	25.72	53.09
XII	27.70	57.18
XIII	29.75	61.53
XIV	31.95	66.16
XV	34.59	71.73

SALARY GUIDE 2013 A-1

<u>Group</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
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SALARY GUIDE 2013 A-1

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Hourly Rates Bases 35 Hour Week

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IX	25.27	52.00
X	27.45	56.53
XI	29.40	60.68
XII	31.65	65.35
XIII	34.00	70.31
XIV	36.51	75.62
XV	39.54	81.98

PART-TIME SALARY GUIDE 2012

Part-Time Clerical – \$13.79 to \$29.71

Seasonal/Summer – \$ 8.25 to \$25.00

(Individuals rehired shall receive an incremental increase of \$.25/hr. for each previous year of service.)

Seasonal/Part Time- Guide A-1, Group III or IV

- 3) The 2013 Salary Guides shall take effect January 1, 2013 and remain in effect until modified.
- 4) Only those employees currently on the payroll of the Authority at the time of adoption of this Resolution shall receive retroactive salary adjustments, except those employees who have retired from service on or after January 1, 2013, but prior to the adoption of this Resolution shall receive retroactive salary adjustments effective January 1, 2013 through the date of retirement. No other exceptions shall be made.
- 5) A copy of this Resolution shall be distributed to all current employees and the Authority Treasurer.

HANOVER SEWERAGE AUTHORITY

DATED: April 24, 2013

COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:

Member O'Hare seconded; there was unanimous roll call approval.

AYES: Chairman Schleifer, Members Dittrick, Galacki, O'Hare

ABSENT: Member O'Brien

Chairman Schleifer offered the following resolution and moved its adoption.

RESOLUTION NO. 43-13

BE IT RESOLVED, by the Hanover Sewerage Authority, County of Morris and State of New Jersey, in accordance with Resolution No. 36-08, Resolution No. 41-13, Resolution 42-13 and Resolution No. 49-05, that the rates of compensation for employees, effective January 1, 2013 shall be as follows:

NAME	GROUP	GUIDE	2013 BASE HRLY RATE	WITH INCENTIVES		
				Incentive	2013 HRLY RATE	2013 SALARY
Wynne, Michael	14	A	N/A	\$ -	N/A	\$ 135,989.47
Tyrrell, Peter	12	A	N/A	\$ -	N/A	\$ 114,186.80
Camasta, Thomas	10	A	\$ 49.07	\$ -	\$ 49.07	\$ 102,065.60
Gasparine, Christine	8	A-1	\$ 39.79	\$ -	\$ 39.79	\$ 82,763.20
Melendez, Michele	9	A-1	\$ 45.28	\$ 0.60	\$ 45.88	\$ 95,430.40
Pozsonyi, George	7	A-1	\$ 36.21	\$ 1.50	\$ 37.71	\$ 78,436.80
Sanchelli, Frank	7	A-1	\$ 35.66	\$ -	\$ 35.66	\$ 74,172.80
Korn, John	7	A-1	\$ 36.54	\$ -	\$ 36.54	\$ 76,003.20
Menduni, Michael	7	A-1	\$ 34.98	\$ 1.10	\$ 36.08	\$ 75,046.40
Adamsky, John	7	A-1	\$ 37.85	\$ -	\$ 37.85	\$ 78,728.00
Tomlinson, Devon	7	A-1	\$ 35.66	\$ -	\$ 35.66	\$ 74,172.80
Garcia, German	8	A-1	\$ 37.92	\$ 1.50	\$ 39.42	\$ 81,993.60
Imbimbo, Vincent	8	A-1	\$ 34.33	\$ 1.00	\$ 35.33	\$ 73,486.40
Natale, Joseph	7	A-1	\$ 28.71	\$ 1.00	\$ 29.71	\$ 61,796.80
Moskal, Stanley	7	A-1	\$ 27.67	\$ 0.60	\$ 28.27	\$ 58,801.60
Salgado, Mark	5	A-1	\$ 25.14	\$ -	\$ 25.14	\$ 52,291.20
Quinn, John	3	A-1	\$ 24.91	\$ -	\$ 24.91	\$ 51,812.80
Stokes, Mark	4	A-1	\$ 21.87	\$ -	\$ 21.87	\$ 45,489.60
D'Amore, Maria	3	A-1	\$ 29.07	\$ -	\$ 29.07	\$ 60,465.60
Abrams, Lauren	6	A	\$ 34.53	\$ -	\$ 34.53	\$ 62,844.60

NOTE: Employees in Group 10 and lower are paid on an hourly basis. References to annual salary are based on scheduled weekly work hours for fifty-two (52) weeks.

Employees in Group 12 and higher are paid an annual salary on a calendar year basis

BE IT FURTHER RESOLVED that a copy of this Resolution be transmitted to the Treasurer for his records and necessary action.

DATED: April 24, 2013

HANOVER SEWERAGE AUTHORITY
COUNTY OF MORRIS
STATE OF NEW JERSEY

ATTEST:

Member O'Hare seconded; there was unanimous roll call approval.

AYES: Chairman Schleifer, Members Dittrick, Galacki, O'Hare

ABSENT: Member O'Brien

Chairman Schleifer moved the following reports be accepted and filed as received; Member O'Hare seconded; there was unanimous approval. Absent: Member O'Brien

REPORTS

Plant Operations Report – dated March 21 – April 17, 2013
Hatch Mott MacDonald Report – dated April 19, 2013
Collection System Status Report – dated March 21 – April 17, 2013
Treasurers Report – dated March 28, 2013
Superintendents Report # 717, dated March, 2013
IPP Report - dated March 15 – April 17, 2013

Member Galacki moved the payment of bills be confirmed and authorized as listed; Member O'Hare seconded; there was unanimous approval.

Absent: Member O'Brien

APRIL

<u>REVENUE FUND 112</u>	\$ 13,927.21
<u>REVENUE FUND 113</u>	\$486,795.97
<u>REVENUE FUND 201</u>	\$ 75,884.06
<u>PLANT EXPANSION FUND 301</u>	\$199,461.56
<u>PLAN REVIEW FUND 401</u>	\$ 948.80
<u>PAYROLL</u>	\$184,530.98

Bills list is kept separately.

OTHER BUSINESS

OPEN TO PUBLIC The Executive Director indicated that the spill at the Plant was handled in the usual efficient manner with the employees, they all stepped up, worked two long days, did an excellent job as always. The Chairman suggested that a luncheon would be appropriate for their efforts, the Members agreed. The Executive Director further indicated that a resident of Hanover wrote a letter last month commending Lauren Abrams for her diligence in performing her work for HSA.

ADJOURNMENT The Chairman accepted a motion by Member O' Hare to adjourn the meeting at 8:35 pm. This motion was seconded by Member Galacki; there was unanimous roll call approval.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael C. Wynne", written in a cursive style.

Michael C. Wynne, P.E.
Executive Director