AGENDA

LONG BRANCH SEWERAGE AUTHORITY

REGULAR MEETING

NOVEMBER 12, 2026

I. Opening of meeting at _____ p.m. by _____

II. Notation of attendance and the Pledge of Allegiance

Name	Position	In	Out
Donald S. Riley	Chairman		
Michael Booth	Vice-Chairman		
David G. Brown	Secretary		
Bryan I. Larco	Treasurer		
Susie Morris	Asst. Secretary/ Treas.		
Thomas Roguski	Executive Director		
Charles J. Fallon	Auditor		
Gregory Cannon	Counsel		
John McKelvey	Engineer		
Nicole Woods	Secretary		

III. Announcement by presiding officer, pursuant to New Jersey Open Public Meetings Act, that

Adequate Notice of this Regular Meeting and of all Regular Meetings for the Year 2026 has been provided by posting a legal notice on the Long Branch Sewerage Authority's official public notice website on March 1, 2026, and by forwarding duplicates thereof on February 19, 2026 to the Clerks of the City of Long Branch, Borough of West Long Branch, and Borough of Monmouth Beach for filing in their respective offices and for posting in a public place in each such Municipality.

IV. Public Participation

Motion by_____, seconded by _____ that this item of the Agenda be closed.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

V. Miscellaneous Suggestions for Good of Authority

Motion by_____, seconded by _____ that this item of the Agenda be closed.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

VI. As to Minutes of the Regular Meeting of October 21, 2026

Motion by _____, seconded by _____ that the reading of the minutes of the Regular Meeting of the Long Branch Sewerage Authority held on October 21, 2026 be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

VII. As to Minutes of the Executive Session held on October 21, 2026, if any **(NONE)**

Motion by _____, seconded by _____ that the reading of the minutes of the Executive Session held on October 21, 2026, be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

VIII. Correspondence

Motion by_____, seconded by _____, as to items to be received and filed.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

LIST OF CORRESPONDENCE FOR REGULAR MEETING

LONG BRANCH SEWERAGE AUTHORITY

NOVEMBER 12, 2026

1) Certified letter dated 10/22/26 received 10/26/26 from Qual-Lynx, re: Insurance Claim No. 2027412174 from claimant Alegra Benattar, Date of loss, 7/7/26

2) Affidavit of Publication dated 10/21/26 received 10/26/26 from the Asbury Park Press, re: Official Internet Website for Public Notice and Legal Notices

3) Certified Public Notice dated 10/20/26 received 10/27/26 from Salvatore Alfieri, Esq., re: 479 Ocean Blvd / Block 470 Lot 4.02, Applicant seeks approval for the construction of three (3) townhomes and associated parking

4) Letter dated 10/30/26 received 11/02/26 from Morgan Engineering & Surveying, re: 294 Branchport Ave/ 560 Berdan Place/ Block 356 Lots 2 & 10/ New Application

5) Letter dated 11/5/26 received 11/5/26 from Colliers Engineering & Design, re: Engineers Status Report for November 2026 Meeting

ACTION 6) Letter dated 11/5/26 received 11/5/26 from Colliers Engineering & Design, re: Hoey Pump Station Improvements Project, Partial Payment Request No. 8

IX. Report of Executive Director for the November 12, 2026 Authority Meeting

Motion by_____, seconded by _____ that the same, as prepared and submitted, is approved and ordered received and filed and made a part of the Minutes of this Meeting

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

X. Report by Authority Counsel of the Activities of that Office and of Actions taken since October 21, 2026

Motion by _____, seconded by _____ that all actions taken and dispositions made by Authority Counsel, of and with regard to each and all of the foregoing items be, and they are in all respects, approved, confirmed and ratified.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since October 21, 2026

Motion by _____, seconded by _____ that all actions taken by Authority Auditor, of and with regard to each and all of the foregoing items be, and they are in all respects, approved, confirmed and ratified.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XII. Report by Authority Consulting Engineer of the Activities of that Office and of Actions taken since October 21, 2026

A. Engineer's Report on Redevelopment Projects
B. Capital Improvement Program
C. General Engineering

See attached Engineer's Status Report, dated November 5, 2026

Motion by _____, seconded by _____ that all actions taken by Authority Consulting Engineer, of and with regard to each and all of the foregoing items be, and they are in all respects, approved, confirmed and ratified.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XIII. Transfers, if any

Resolution by _____, seconded by _____ that the List of Transfers, as submitted, is approved, ordered, received and filed and made a part of the Minutes of this Meeting.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XIV. As to Bills submitted for payment by Long Branch Sewerage Authority for the November 12, 2026 Meeting

Resolution by_____, seconded by _____that the Schedule of Bills for the month of October 2026 prepared and submitted by the Executive Director for approval, is found regular and payment of each and all thereof, be, and it is, hereby, authorized to be made out of funds of Authority as the same are, or may become, available for such purpose.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XV. Report, if any, by Investment Committee

Resolution by _____, seconded by _____that the Investments be approved and made.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XVI. Old Business

XVII. New Business

XVIII. Adjournment at _____ o'clock p.m.

Motion by _____, seconded by _____ that the meeting be adjourned.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

RESOLUTION

_____ offered the following Resolution and moved its adoption; seconded by _____

WHEREAS, the Long Branch Sewerage Authority has received Partial Payment Request No. 8 from Rapid Pump & Meter Service Co. for the Hoey Pump Station Improvements Project, and

WHEREAS, this request for payment is in the amount of $118,375.83 and

WHEREAS, the Authority Engineer, Colliers Engineering & Design, has recommended approval of this request, per their letter dated November 5, 2026, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it approves payment of Partial Payment Request No. 8 to Rapid Pump & Meter Service Co. in the amount of $118,375.83, and

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director are authorized to sign any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley -
Mr. Booth -
Mr. Brown -
Mr. Larco -
Mrs. Morris -

Date: November 12, 2026
R1.11-26
Exhibit A

RESOLUTION

_____ offered the following Resolution and moved its adoption; seconded by _____

WHEREAS, the Long Branch Sewerage Authority (hereinafter the "Authority") desires to appoint a Public Agency Compliance Officer as mandated by N.J.S.A. 10:5-31 et seq. under the direction of the Division of Contract Compliance and Equal Employment Opportunity, and

WHEREAS, as per the Division of Contract Compliance and Equal Employment Opportunity, this position must be appointed annually, and

WHEREAS, notice of this appointment shall be forwarded to the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that Thomas Roguski is hereby designated Public Agency Compliance Officer (P.A.C.O.) for the Long Branch Sewerage Authority for the Year 2027.

ROLL CALL:

Mr. Riley -
Mr. Booth -
Mr. Brown -
Mr. Larco -
Mrs. Morris -

Date: November 12, 2026
R2.11-26

RESOLUTION

_____ offered the following Resolution and moved its adoption; seconded by _____

WHEREAS, the Long Branch Sewerage Authority desires to hold a holiday party for its employees, Board Members, and Professionals on Wednesday, December 16, 2026, at 12:00 p.m. in the conference room of the Authority Administration Offices; and,

WHEREAS, the holiday party allowance is not to exceed $1,500.00.

NOW, THEREFORE, BE IT RESOLVED by the Members of the Long Branch Sewerage Authority that it approves the 2026 holiday party.

ROLL CALL:

Mr. Riley -
Mr. Booth -
Mr. Brown -
Mr. Larco -
Mrs. Morris -

Date: November 12, 2026
R3.11-26

RESOLUTION

_____ offered the following Resolution and moved its adoption; seconded by _____

WHEREAS, the Long Branch Sewerage Authority (hereinafter "the Authority") requires procurement of repair parts for its grit chamber system, pursuant to N.J.A.C. 5:34-9.1 Purchase of Proprietary Goods or Services, and

WHEREAS, the referenced repair parts are provided by the manufacturer's vendor required for proper operation of the Authority's grit chamber system, and

WHEREAS, the referenced repair parts are proprietary and specifically designed and required for the proper operation of the Authority's grit chamber system, and

WHEREAS, the referenced grit chamber system is specifically designed for the specific operational needs of the Authority, and the use of repair parts other than the proprietary ones will undermine the functionality or operational performance of the Authority's grit chamber system; and

WHEREAS, the Authority has a substantial investment in its grit chamber system that warrants reliance on a specific manufacturer and vendor to maintain the value of the investment; and

WHEREAS, the Authority Executive Director has certified in writing that the goods or services are of a specialized nature and necessary for the proper operation of the Authority's grit chamber system, per the certification attached hereto and made a part hereof, and

WHEREAS, the Authority desires to procure repair parts for its grit chamber system per Quote #47320, dated October 30, 2026, from Smith & Loveless Inc., in the amount of $14,846.00, attached hereto and made a part hereof, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached hereto and made a part hereof.

NOW, THEREFORE BE IT RESOLVED, by the Long Branch Sewerage Authority that the Authority is hereby authorized to procure repair parts for its grit chamber system per Quote #47320, dated October 30, 2026, from Smith & Loveless Inc., in the amount of $14,846.00, required for its grit chamber.

BE IT RESOLVED FURTHER RESOLVED that the Authority Chairman and/or Executive Director are authorized to sign any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley -
Mr. Booth -
Mr. Brown -
Mr. Larco -
Mrs. Morris -

Date: November 12, 2026
R4.11-26
Exhibits B, C, D

LONG BRANCH SEWERAGE AUTHORITY

RESOLUTION

RESOLUTION ADOPTING UPDATED PERSONNEL POLICIES AND PROCEDURES MANUAL/HANDBOOK IN COMPLIANCE WITH THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S RECOMMENDED BEST PRACTICES

_____ offered the following Resolution and moved its adoption; seconded by _____

WHEREAS, it is the policy of the Long Branch 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 Long Branch Sewerage Authority has been encouraged by the Municipal Excess Liability Joint Insurance Fund to update its employment policies and procedures as part of the Municipal Excess Liability Joint Insurance Fund's Best Employment Practices Program;

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the Personnel Policies and Procedures Manual/Handbook, revised September 2026 and attached hereto, is hereby approved and adopted; and

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors; and

BE IT FURTHER RESOLVED that in the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail, and in all other cases, the Personnel Policies and Procedures Manual/Handbook shall prevail; and

BE IT FURTHER RESOLVED that this Personnel Policies and Procedures Manual/Handbook provides guidelines covering public service by Authority employees and is not a contract, and the provisions of the Manual/Handbook may be amended and supplemented from time to time without notice at the sole discretion of the Authority; and

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will"; and

BE IT FURTHER RESOLVED that Lester E. Taylor, Esq., of Taylor Law Group, LLC, as Labor Counsel, has reviewed and revised the Long Branch Sewerage Authority's Personnel Policies and Procedures Manual/Handbook to comport with the Municipal Excess Liability Joint Insurance Fund's Best Employment Practices Program; and

BE IT FURTHER RESOLVED that all managerial/supervisory personnel are responsible for these updated employment practices and the professionals and shall assist the Executive Director in the implementation of the policies and procedures in the updated Personnel Policies and Procedures Manual/Handbook; and

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director and/or Labor Counsel is authorized to execute any further documents or instruments necessary to effectuate this Resolution.

ROLL CALL:

	YES	NAY	ABSTAIN	ABSENT
Mr. Riley				
Mr. Booth				
Mr. Brown				
Mr. Larco				
Mrs. Morris				

Date: November 12, 2026
R5.11-26
Exhibit E

RESOLUTION

_____ offered the following Resolution and moved its adoption; seconded by _____

WHEREAS, the Long Branch Sewerage Authority (hereinafter referred to as the "Authority") previously entered into a Share Services Agreement – Emergency Services with the City of Long Branch (hereinafter referred to as the "City") for space entry rescue services by the City of Long Branch Fire Department (hereinafter referred to as the "Fire Department") per Resolution R3.11-25, dated November 12, 2025; and

WHEREAS, the Authority benefits from the Fire Department being certified for confined space rescue and relies on the Fire Department's confined space rescue services, and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) promotes the broad use of shared services as a technique to reduce local expenses funded by property taxes; and

WHEREAS, the Fire Department has provided a list of equipment required for confined space entry rescue services, per Quote # EST52659, prepared by All Hands Fire Equipment, dated 11/6/2026, in the amount of $1,692.31, and per Quote # SQ-00304108, prepared by Firefighter One, dated 6/30/26, in the amount of $9,845.07, both attached hereto and made a part hereof, and

WHEREAS, the Authority desires to reimburse the City for the cost of said equipment in the total amount of $11,537.38, as this directly benefits the Authority, and

NOW, THEREFORE BE IT RESOLVED, by the Long Branch Sewerage Authority that the Authority is hereby authorized to reimburse the City of Long Branch for the cost of confined space rescue equipment in the total amount of $11,537.38, which consists of Quote # EST52659, prepared by All Hands Fire Equipment, dated 11/6/2026, in the amount of $1,692.31, and Quote # SQ-00304108, prepared by Firefighter One, dated 6/30/26, in the amount of $9,845.07.

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director are authorized to sign any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley -
Mr. Booth -
Mr. Brown -
Mr. Larco -
Mrs. Morris -

Date: November 12, 2026
R6.11-26
Exhibits F, G

RESOLUTION

_____ offered the following Resolution and moved its adoption; seconded by _____

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in various circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist,

NOW, THEREFORE BE IT RESOLVED by the Long Branch Sewerage Authority as follows:

1. The Public shall be excluded from discussion and action upon the hereinafter subject matters.

2. The general nature of the subject matter to be discussed is as follows:

3. It is anticipated at this time that the above-stated subject matters will be made public when the matters are resolved.

4. This Resolution shall take effect immediately.

ROLL CALL:

Mr. Riley -
Mr. Booth -
Mr. Brown -
Mr. Larco -
Mrs. Morris -

Date:
ResExSess

LONG BRANCH SEWERAGE AUTHORITY

EXECUTIVE DIRECTOR'S REPORT

FOR THE PERIOD OCTOBER 21, 2026 TO NOVEMBER 10, 2026

We have treated an average daily flow of 3.19 MGD, the effluent quality being of a good degree with an average suspended solid discharge of 11.6 ppm and an average B.O.D. discharge of 6.97 ppm. We have met all limits of our discharge permit.

The Division of Contract Compliance and Equal Employment Opportunity requires that a Public Agency Compliance Officer (P.A.C.O) be appointed annually and submit contract compliance documentation to the Division. It is requested that I be appointed as the Public Agency Compliance Officer to collect the required documents.

The Holidays are approaching, and the staff would like to celebrate and request a lunchtime Holiday Party. Authority Commissioners and professionals are welcome to attend. It is requested that the 2026 Holiday Party and catering for same be approved.

The Authority's grit chamber requires repair parts for necessary refurbishment. A quotation for same has been received. The Authority has a substantial investment in its grit chamber, and the use of parts other than the proprietary ones will undermine the functionality or operational performance of the grit chamber.

The Authority's Personnel Policies and Procedures Manual/Handbook has been updated in compliance with the Municipal Excess Liability Joint Insurance Fund's recommended best practice. The Authority's Labor Attorney, Mr. Lester Taylor, facilitated the updates. A resolution has been prepared for the Board's consideration to ratify the updated manual/handbook.

The City of Long Branch Fire Department has provided a list of equipment required for confined space entry rescue services. Attached is a resolution authorizing reimbursement of costs for same to the City of Long Branch for the Board's consideration.

We have calculated daily and projected flows for the Capacity Assurance Program. Our average twelve-month flow is 2.680 MGD, with an additional 0.36730 MGD in approved and conceptual projects for a total of 3.047 MGD. This gives the Authority an additional available capacity of 2,352,701 gallons per day or 7,842 units based on 300 gallons per day per unit at full capacity, or 6,942 units based on 300 gallons per day per unit at 95% capacity.

The Authority's Collection System Crew for the month has investigated twenty-eight (28) stoppages, of which fourteen (14) were the responsibility of the LBSA and fourteen (14) were the private owners' responsibility.

Respectfully submitted,

Thomas Roguski, PE, CME
Executive Director

Capacity	Assurance							
	Present Flow	**Approved Project**	**Est. Flow**		**Conceptual Project**	**Est. Flow**		
	MGD							
		Aqua-Vista (20 + Retail)	0.00436		145 Brighton Avenue (12 + 0.9K)	0.00279		
Oct-26	3.19	394 & 400 Morris Avenue (8)	0.0024		700 Joline Avenue	0.007		
Sep-26	4.01	201 - 215 Third Avenue (30 + 8.2K)	0.00982		163 Washington Comm. Bldg (Calc)	0.000281		
Aug-26	3.48	671 Broadway	0.00066		63 Brighton Avenue (Calc)	0.0028617		
Jul-26	3.17	Reformed Church of LB Housing	0.00338		294 Branchport Avenue (14 +.885K)	0.0042885		
Jun-26	2.16	125-141 Morris Ave, Ocean Song (15	0.0045		Synagogue Add. - 295 Park Ave.	0.00521		
May-26	2.15	Takanassee Lake (13)	0.00390		Bluffs (109)	0.0327		
Apr-26	2.26	Onada Surf Club Residential (47)	0.01300		101 Third Ave Wellness Cntr (Calc)	0.002145		
Mar-26	2.93	648 Second Avenue	0.005		369-375 Broadway (20 +1K)	0.0061		
Feb-26	2.36	279 Third Avenue (154B + 11.1K)	0.01651		456 Atlantic Avenue (4)	0.0012		
Jan-26	2.15	85 Chelsea Avenue (10)	0.003		394 Bath Avenue	0.00120		
Dec-25	2.19	Ocean Acre 119-129 Franklin (8)	0.00240		29 Long Branch Avenue (Calc)	0.018		
Nov-25	2.11	180 Brighton (24 + 5.5K)	0.00595		410 Broadway (94)	0.0282		
12-Month Tot.	32.16	115-127 Brighton Avenue (24 + 5K)	0.00770		19 7th Avenue (20 + 1.5K)	0.00405		
		336 Branchport (40 + 4K)	0.0148		1198 Lincoln Square (5)	0.0015		
Design	5.4	Lower Broadway (299 + 25K)	0.05850		336 Ocean Boulevard (4)	0.00120		
12-Month Avg.	2.680	390-392 Ocean (132)	0.0396		192 Broadway (6 + 1.3K)	0.00193		
Approved	0.2333	156-164 Franklin Avenue (9)	0.00270		143-151 Central Avenue (7)	0.0021		
Conceptual	0.1340	333-345 Second Ave. (14)	0.0042		55 Atlantic Avenue (Calc)	0.0018		
Total	3.047	175 Chelsea Avenue (33)	0.0099		250 Park Community Center (Calc)	0.0028139		
		83 North Broadway (12 + 1.5K)	0.002625		96 Liberty Street (2)	0.0006		
		305 Broadway (Mixed Use)	0.018425		112 Cedar Avenue (Calc)	0.006		
		Total Approved Project	0.233325		Total Conceptual Project	0.13397		
					Approved & Conceptual	0.36730		
		95% of capacity is	5.13		Percent of 100% capacity available	44%	2.35	MGD
					Percent of 95% capacity available	41%	2.08	MGD
Available	**2.352701**				**Equivalent Units Available**	**7,842**	**@ 100% Capacity**	
in MGD					**based on 300 gals/day/ unit**			
					Equivalent Units Available	**6,942**	**@ 95% Capacity**	
					based on 300 gals/day/ unit			

101 Crawfords Corner Road
Suite 3400
Holmdel New Jersey 07733
Main: 877 627 3772

Colliers Engineering & Design

November 5, 2026

VIA EMAIL

Thomas Roguski, P.E., CME, Executive Director
Long Branch Sewerage Authority
150 Joline Avenue
P.O. Box 720
Long Branch, New Jersey 07740

Engineer's Status Report
November 2026 Meeting
Colliers Engineering & Design Project No. LBS-001

Dear Mr. Roguski,

The following is a report on the status of projects for which Colliers Engineering & Design, Inc. (CED) is responsible:

1. Capital Projects

a. WWTP Expansion Study (LBS-0329)

Report reviewed at the January 2025 board meeting. Meeting to be scheduled by LBSA with the Engineering Committee to discuss further.

b. Hoey Pump Station Improvements (LBS-0330)

Work is ongoing and coordination with the contractor is continuing as needed. The Contractor has completed the majority of the pump station improvements work. The Contractor has performed start-up and testing services for the major equipment, and the station is currently operating on the newly installed pumps. Authority staff has received training services for the new pumping equipment and controls, and generator training is upcoming. Remaining work at the station includes painting, miscellaneous site improvements and site restoration/cleanup. CED will be conducting final site inspections and preparing a punchlist to be submitted to the Contractor.

The Contractor has also submitted Partial Payment Request No. 8 in the amount of $118,375.83 for installation of electrical/controls equipment, electrical service upgrade, installation of the comminutor, installation of sewage pumps, pipes, valves and fittings, operation of the bypass pumping equipment, receipt and offloading of flow meter equipment and startup and testing services for various equipment. CED has reviewed and has sent a recommendation of payment of Partial Payment No. 8 to the Authority for review and approval.

Colliers Engineering & Design

c. **PFAS Removal Conceptual Study (LBS-0361)**

CED is continuing to collect existing information necessary for the preparation of the concept study, researching options, and preparing a draft of the study.

d. **Hoey Pump Station Asset Management Plan (AMP) (LBS-0362)**

CED has been authorized to work on the Hoey Pump Station AMP and is commencing preparation of the same.

2. **Active Escrow Projects**

a. **Takanassee (in construction) (LBS-290)**

The sanitary main and laterals have been installed. Final testing is complete. Updated punch list was sent to Applicant on October 23, 2024. The applicant has requested sign off on the building permit for the multifamily building associated with the application. CED has provided outstanding conditions of approval for sign off and is awaiting the applicant's response.

b. **Proposed 7-Eleven (LBS-292)**

Approval letter was sent to the Applicant on January 7, 2021.

c. **Beachfront LLC (in construction) (LBS-294)**

One lateral for Lot 7.03 has been installed and a TCO has been requested, CED is coordinating final inspection work with the applicant. A preconstruction meeting was held for the construction of the lateral for 983 Ocean Avenue. CED is currently awaiting submission of administrative items for review and approval prior to construction.

Two remaining laterals to be installed at a future date.

d. **Broadway Place (Phase I/II) (in construction) (LBS-295)**

The majority of sanitary sewer installation construction work within Broadway is complete and pending final inspection, testing and preparation of a punchlist. The revised plans submitted by the applicant have been reviewed and approved, construction of the sanitary sewer lateral is ongoing.

Colliers Engineering & Design

e. NJDOT Bridge over Troutman's Creek (LBS-315)

The project has been awarded, and a utility preconstruction meeting was held with NJDOT and the Contractor (Midlantic Construction, LLC) on April 13, 2026. The Contractor has completed the water main replacement on the north side of the bridge. The contractor has completed test pit work on LBSA lines, preconstruction CCTV of the existing LBSA facilities, and the sewer lining work on the 18" sewer north of the bridge. CED has reviewed the pre-construction videos and pre/post lining videos and has found the same to be acceptable. CED will also be reviewing the post-construction videos at the end of the project. Construction is underway, vibration/settlement monitoring is in place, and CED is reviewing data reports for the same. Based on the data collected to date there have been no exceedances.

The full detour is in place, and construction is anticipated to proceed through the winter and up until Memorial Day.

f. Ocean Gate (in construction) (LBS-0316)

All administrative items have been satisfactorily addressed and recommendation for closeout has been sent to the Authority.

The project will be removed from the following Engineer's Status Report.

g. 175 Chelsea Avenue (LBS-0317)

A review letter was sent on June 8, 2021 to the Applicant. A revised submission was made, and a letter was sent to the Applicant on September 9, 2021, outlining remaining items to be submitted.

h. 290 Ocean Avenue (LBS-0321)

A review letter was sent on January 10, 2022 to the Applicant.

i. 279 Third Avenue (LBS-0326)

A review letter was sent to the Applicant on October 3, 2022.

j. The Atlantic Club (in construction) (LBS-0334)

Preconstruction meeting was held. National Water Main has completed lining work along S. Bath Avenue. Sanitary work is complete. Final inspections are pending completion of all site work.

Colliers Engineering & Design

k. Santos Subdivision (LBS-0004)

The applicant has satisfactorily addressed all comments, and the Authority has endorsed the TWA application. The application has received TWA approval; a preconstruction meeting is to be scheduled by the applicant.

l. 156-164 Franklin Avenue (in construction) (LBS-0005)

New Developer is constructing buildings for Lots 5.02, 5.03 5.04 and 5.05. Individual inspections to be scheduled for each of the remaining lots. CED will inspect and review administrative requirements for each lot as the applicant requests sign off. The applicant is requesting sign off for lot 5.05 and CED is coordinating with the applicant to schedule inspections.

m. 169 Chelsea Avenue (in construction) (LBS-0338)

Revised plans to eliminate proposed deep connections to existing sewer have been reviewed and approved. The contractor has installed three (3) sanitary sewer laterals of 3 to be constructed and connected to an existing manhole per the approved plans. The contractor has also installed a connection to an existing lateral per the approved plans. The applicant is requesting sign off for the same.

n. Ocean Acre (in construction) (LBS-0340)

Preconstruction meeting was held September 12, 2025. The applicant is currently constructing sanitary sewer improvements and is coordinating with CED for inspection services.

o. Branchport Crossing (LBS-0342)

Conditional approval letter was provided to the Applicant on February 21, 2025. TWA approval has been received. The applicant has requested sign off on a Building Permit. CED has issued recommendation for sign off on the building permit.

p. Monmouth University BSACAM (in construction) (LBS-0344)

Sanitary sewer construction and final testing have been completed. CED has prepared a recommendation of closeout letter and punchlist, the same has been forwarded to the applicant. A 60-day TCO has been issued, outstanding conditions for a CO include inspection of punchlist items, submission of as-builts and payment of outstanding fees.

Colliers Engineering & Design

q. Sephardic Torah Temple (LBS-0345)

The applicant has satisfactorily addressed outstanding review comments. A preconstruction meeting is to be scheduled by the Applicant.

r. RCHP Affordable Housing Corporations (LBS-0346)

The application received conditional approval at the October 2024 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

s. 201, 213 & 215 Third Ave. (LBS-0347)

Revised documents have been submitted and reviewed. Review comments were provided November 25, 2025.

t. Seventh Avenue Apartments (LBS-0349)

Revised documents have been submitted and reviewed, notice of approval has been sent to the Applicant.

u. 112 Brighton Avenue (in construction) (LBS-0350)

All administrative items have been satisfactorily addressed and recommendation for closeout has been sent to the Authority.

The project will be removed from the following Engineer's Status Report.

v. 85 Chelsea Avenue (LBS-0351)

Revised documents have been submitted and reviewed. Review comments were provided on July 13, 2026.

A preconstruction meeting was held November 4, 2026. Construction start is pending submission of administrative items.

w. 305 Broadway Mixed-Use Development (in construction) (LBS-0353)

Preconstruction meeting was held January 27, 2026. Construction is ongoing and a final inspection will need to be scheduled

x. 180 Ocean Residences (formerly Wave Condominium) (LBS-0354)

A preconstruction meeting was conducted October 7, 2026. Sanitary construction will likely commence in January 2027.

Colliers Engineering & Design

y. 400 Morris Avenue (LBS-0355)

Revised documents have been submitted and reviewed. A letter indicating conformance with previous review comments and outstanding items of final approval was sent to the applicant on April 1, 2026. Construction start date pending scheduling of preconstruction meeting and submission of outstanding administrative items.

z. 648 Second Avenue (LBS-0356)

The application received conditional approval at the September 2025 meeting. Notice has been sent to the Applicant. Applicant has performed the required flow metering and CCTV and revised documents were resubmitted on August 4, 2026. Review comments were provided on September 30, 2026 and CED is actively coordinating with the applicant regarding grease removal within the sewer located in Second Avenue.

aa. 83 North Broadway Proposed Mixed-Use Development (LBS-0357)

Preconstruction CCTV inspection was completed and submitted September 23, 2026. Review comments were provided on October 2, 2026. Additionally, the applicant has requested sign off for building foundation/footing construction, recommendation approval of the same is contingent on payment of the first half of connection fees and outstanding escrow fees.

bb. 119-127 Brighton Avenue (LBS-0358)

A preconstruction meeting was held November 4, 2026. Construction start is pending submission of administrative items.

cc. 145-147 Brighton Avenue (LBS-0359)

The application received conditional approval at the April 2025 meeting. Notice has been sent to the Applicant. CED is actively coordinating with the applicant regarding grease removal and connection to the sewer located in Brighton Avenue. Revised documents have been submitted and are currently under review.

dd. 125-141 Morris Avenue (LBS-0360)

The application received conditional approval at the May 2026 meeting. Notice has been sent to the Applicant. Revised documents have been submitted and reviewed. Review comments were provided on July 20, 2026.

Colliers Engineering & Design

ee. <u>101 & 107 Third Avenue (LBS-0363)</u>

The application received conditional approval at the October 2026 meeting. Notice has been sent to the applicant.

A meeting was held November 4, 2026 to discuss the proposed location of the tie in of the proposed sanitary sewer lateral into the existing system. CED is awaiting submission of revised documents for review and approval.

Should you have any questions or require any additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.

John J. McKelvey, P.E.
Senior Project Manager

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LONG BRANCH SEWERAGE AUTHORITY
RECEIPTS FOR THE MONTH OF OCTOBER 2026
AMOUNTED TO $689,793.52

DIVIDED AS FOLLOWS:			**Acct. #**
Service, Fees & Interest on Sewer Charges	$	657,755.64	300024645
Interest on Collection Account		335.79	300024645
Interest on Developers Escrow		306.66	300032044
Interest on Payroll Checking		58.89	300024660
Interest on A/P Checking		59.97	300024652
Interest on EFT Checking		12.84	300005872
September 2026 Interest			
Interest on Revenue Fund		18,226.54	217800
Interest on General Fund		12,878.33	217801
Interest on Bond Service Fund		0.31	217802
Interest on Maintenance Reserve Fund		158.55	217803
	$	689,793.52	

Investments as of 11/12/2026

C/D's

Maintenance Reserve Fund - Kearny Bank	$	123,000.00
General Fund - Kearny Bank	$	140,000.00

Cash Transfers for the Month of October, 2026

From Collection Acct. to Operating Acct.	$	309,760.16
From Operating to Payroll Ckg		168,225.73
From Payroll to Collection Ckg		105,000.00
From Collection Ckg. To EFT Chkg.		130,079.97
From Developers Escrow to Collection Ckg		12,732.00

LONG BRANCH SEWERAGE AUTHORITY
BANK BALANCE, PETTY CASH, AND INVESTMENTS
FOR THE MONTH OF OCTOBER, 2026
AMOUNTED TO $14,241,646.40

REVOLVING CKG ACCTS.- KEARNEY FEDERAL SVGS.			**Acct. #**
Payroll Checking	$	49,760.45	300024660
Accounts Payable Checking		28,554.42	300024652
EFT Checking		12.99	340785872
Petty Cash		400.00	N/A
	$	78,727.86	

ESCROW ACCT. - KEARNEY FEDERAL SVGS.			**Acct. #**
Developer's Escrow	$	527,662.10	300032044

TRUST ACCT. - KEARNEY FEDERAL SVGS.			**Acct. #**
Collection Account	$	658,533.21	300024645

TRUST ACCOUNTS - BANK OF NEW YORK			**Acct. #**
2024 Revenue Bonds Escrow Fund	$	0.00	958452
2024 Revenue Bonds COI Fund		0.00	958454
September 2026 Cash Balances			
Revenue Fund		7,045,131.37	217800
General Fund		5,870,185.87	217801
Bond Service Fund		138.07	217802
Maintenance Reserve Fund		61,267.92	217803
		12,976,723.23	

Cash Requirements for Payroll		
Payperiod End 10/24/2026 in the amount of	$	83,183.01
Licenses & Health Insurance Pay		17,762.26

Long Branch Sewerage Authority
Bill List By Vendor Id

11/09/2026
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Ranges	Item Status	Purchase Types	Misc
Range: *First to Last* ***Rcvd Batch Id Range:*** *First to Last*	***Open:*** *N* ***Void:*** *N* ***Paid:*** *N* ***Held:*** *Y* ***Aprv:*** *N* ***Rcvd:*** *Y*	***Bid:*** *Y* ***State:*** *Y* ***Other:*** *Y* ***Exempt:*** *Y*	***P.O. Type:*** *All* ***Include Project Line Items:*** *Yes* ***Format:*** *Detail without Line Item Notes* ***Include Non-Budgeted:*** *Y* ***Prior Year Only:*** *N* **** Means Prior Year Line:*** ***Vendors:*** *All*

Vendor # / *P.O. #* / *Item Description*	*Name* / *PO Date*	*Description* / *Amount*	*Charge Account*	*Acct Type*	*Contract* / *Description*	*PO Type* / *Stat/Chk*	*First Enc Date*	*Rcvd Date*	*Chk/Void Date*	*Invoice*	*1099 Excl*
ASBUR005	ASBURY PARK PRESS										
26000503	10/01/26	LEGAL ADS 10/1-10/31									
1 LEGAL ADS 10/1-10/31		$218.76	01-900-001-8604	E	ADVERTISING-MEETINGS & BIDS	R	11/06/26	11/06/26		7929471	N
	Vendor Total:	**$218.76**									
ATLAN005	ATLANTIC PLUMB SUPPLY INC										
26000081	01/02/26	2026 BLANKET				B					
77 GAL MALE BUSHING		$6.17	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		S4771738	N
78 MARKED VALVE & MONUMENT BO		$1,553.91	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/26	11/06/26		S4772895	N
79 PIPE, TEE, ADAPTER, BUSHINGS		$52.95	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		S4776662	N
80 PVS SOCKET BALL VALVE, SKT		$15.28	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		S4778901	N
81 STREET 90, NIPPLES, COUPLING		$202.89	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		S4793171	N
		$1,831.20									
	Vendor Total:	**$1,831.20**									
CANNO005	CANNON & MCGUINN, LLC										
26000273	03/01/26	GENERAL COUNSEL				B					
6 GENERAL COUNSEL - JULY		$665.00	01-900-001-8008	E	LEGAL	R	03/01/26	11/06/26		712	N
	Vendor Total:	**$665.00**									
CETAX005	C & E TAX LIEN FUND 1										
26000473	10/05/26	TAX LEINS REDEEMED									
3 LEIN REDEEMED ACCT. 4364-0		$292.56	01-100-001-1310	G	ACCOUNTS RECEIVABLE	R	11/04/26	11/09/26			N
4 LEIN REDEEMED ACCT. 4443		$292.56	01-100-001-1310	G	ACCOUNTS RECEIVABLE	R	11/04/26	11/09/26			N
		$585.12									
	Vendor Total:	**$585.12**									
CHESA005	CHESAPEAKE EXTERMINATING										
26000079	01/02/26	PEST CONTROL BLANKET				B					
11 PEST CONTROL- OCTOBER		$80.00	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/26	11/04/26			N

Vendor # / P.O. # / Item Description	Name / PO Date / Description	Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
CHESA005	CHESAPEAKE EXTERMINATING				*Account Continued*						
	Vendor Total:	**$80.00**									
CITY0010	CITY OF LONG BRANCH										
26000501	11/06/26	2026 CONFINED SPACE RESCUE SVC									
1 2026 CONFINED SPACE RESCUE SV		$18,400.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	11/06/26	11/06/26			N
	Vendor Total:	**$18,400.00**									
COLLI005	COLLIERS ENGINEERING & DESIGN										
26000508	10/01/26	NOVEMBER ENGINEERING									
1 MONTHLY HOSTING FEE - SEPT		$500.00	01-900-001-8002	E	ENGINEERING	R	10/01/26	11/09/26		1222334	N
2 GENERAL ENGINEERING		$836.94	01-900-001-8002	E	ENGINEERING	R	10/01/26	11/09/26		1230970	N
3 WWTP EXPANSION PFAS EVAL.		$371.26	01-900-001-8002	E	ENGINEERING	R	10/01/26	11/09/26		1230982	N
4 HOEY PUMP STATION IMPROV.		$6,350.40	01-900-001-8002	E	ENGINEERING	R	10/01/26	11/09/26		1230972	N
		$8,058.60									
	Vendor Total:	**$8,058.60**									
DBSBU005	DBS BUILDING SOLUTIONS INC.										
26000220	04/27/26	OFFICE CLEANING BLANKET-2026				B					
8 OFFICE CLEANING - OCTOBER		$295.00	01-900-001-8300	E	OFFICE EXPENSES	R	04/27/26	11/06/26		171201	N
	Vendor Total:	**$295.00**									
DELIS005	DELISA DEMOLITION & DISPOSAL										
26000078	01/02/26	TRASH REMOVAL - 2026 BLANKET				B					
11 TRASH REMOVAL - NOVEMBER		$195.30	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		395013	N
	Vendor Total:	**$195.30**									
DVMLA005	DVM LAWN MANAGEMENT, INC.										
26000250	04/01/26	LAWN SERVICES BLANKET- 2026				B					
9 LAWN SERVICES - OCTOBER		$1,200.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	05/15/26	11/06/26		28706	N
	Vendor Total:	**$1,200.00**									
EDMUN010	EDMUNDS GOVTECH										
26000496	11/04/26	2027 SOFTWARE & HARDWARE									
1 2027 SOFTWARE HOSTING		$15,595.00	01-900-001-8300	E	OFFICE EXPENSES	R	11/04/26	11/09/26		27-IN0525	N
2 2027 HARDWARE HOSTING		$7,363.04	01-900-001-8300	E	OFFICE EXPENSES	R	11/04/26	11/09/26		27-IN0524	N
		$22,958.04									
	Vendor Total:	**$22,958.04**									

Long Branch Sewerage Authority
Bill List By Vendor Id

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Vendor # / P.O. # / Item Description	Name / PO Date / Description	Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
EDMUN010	EDMUNDS GOVTECH				*Account Continued*						
ELECT005	ELECTRO MAINTENANCE INC										
26000083	01/02/26 2026 BLANKET					B					
7 REPAIRS 7/30, 8/5, 8/6 & 8/14		$17,421.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/09/26		15124	N
	Vendor Total:	**$17,421.00**									
FIIX0005	ROCKWELL AUTOMATION, INC										
26000509	11/06/26 MECHANICAL SOFTWARE										
1 MECHANICAL SOFTWARE		$900.00	01-900-003-5001	E	OPERATING LABOR-DISPOSAL	R	11/06/26	11/09/26		123622	N
	Vendor Total:	**$900.00**									
FISHE005	FISHER SCIENTIFIC INC.										
26000009	01/01/26 LAB SUPPLIES/EQUIPMENT-BLANKET					B					
18 LAB SUPPLIES - SEPTEMBER		$205.41	01-900-003-7102	E	REPAIRS & SUPPLIES - LAB	R	01/01/26	11/06/26		2266636	N
19 LAB SUPPLIES - SEPTEMBER		$281.67	01-900-003-7102	E	REPAIRS & SUPPLIES - LAB	R	01/01/26	11/06/26		2358205	N
		$487.08									
	Vendor Total:	**$487.08**									
FREEH005	FREEHOLD CARTAGE INC										
26000005	01/01/26 SLUDGE & GRIT - BLANKET					B					
33 SLUDGE REMOVAL - OCTOBER		$44,252.16	01-900-003-7301	E	SLUDGE REMOVAL EXPENSES	R	01/22/26	11/06/26		2122	N
34 GRIT REMOVAL - OCTOBER		$1,848.00	01-900-003-7300	E	GRIT REMOVAL	R	01/22/26	11/06/26		2546146	N
		$46,100.16									
	Vendor Total:	**$46,100.16**									
GARDE005	GARDEN STATE LABS INC										
26000007	01/01/26 CONTRACT LAB SERVICES					B					
11 LAB SERVICES - OCTOBER		$528.00	01-900-003-7102	E	REPAIRS & SUPPLIES - LAB	R	01/01/26	11/06/26		619549	N
	Vendor Total:	**$528.00**									
GRAIN005	GRAINGER INC.										
26000010	01/01/26 VARIOUS SUPPLIES - BLANKET					B					
108 BRONZE FLANGE		$172.54	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		9107981004	N
109 SCREEN ROLL		$243.49	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		9107981012	N
110 LINE MARKING PAINT		$100.72	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/26	11/06/26		9122401418	N
111 SIGN, GHS LABEL		$13.49	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		9125232604	N
112 JAW PULLER		$821.61	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		9124058109	N

Vendor # / P.O. # / Item Description	PO Date	Name / Description	Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
GRAIN005		GRAINGER INC.				*Account Continued*						
			$1,351.85									
		Vendor Total:	**$1,351.85**									
HOMED005		HOME DEPOT CREDIT SERVICES										
26000498	10/21/26	PLUNGER ROUTER, ROUTER BIT SET										
1 PLUNGER ROUTER, ROUTER BIT SE			$228.97	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	10/21/26	11/04/26		2020203	N
		Vendor Total:	**$228.97**									
HUGHE005		HUGHES ENVIRONMENTAL SERVICES										
26000089	01/02/26	2026 BLANKET					B					
6 3RD QTR BACKFLOW INSPECTION			$1,140.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/04/26		26672	N
		Vendor Total:	**$1,140.00**									
INDUS010		INDUSTRIAL CHEM LABS										
26000504	10/22/26	LIFT STATION DEGREASER										
1 LIFT STATION DEGREASER			$120.36	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	10/22/26	11/06/26		438236	N
		Vendor Total:	**$120.36**									
JANIC005		JANICE STATHUM										
24000335	07/08/24	SEMI ANNUAL MEDICARE REIMBURSE										
* 1 SEMI ANNUAL MEDICARE REIMBUR			$1,048.20	01-900-001-8104	E	FRINGE BENEFITS-HEALTH PLAN	H	07/08/24	07/11/24			N
		Vendor Total:	**$1,048.20**									
JCIJO005		JCI JONES CHEMICAL, INC										
26000013	01/01/26	SODIUM HYPOCHLORITE-BLANKET					B					
32 SODIUM HYPOCHLORITE- OCTOBE			$3,760.00	01-900-003-7504	E	CHEMICALS-SODIUM HYPOCHLORIT	R	01/01/26	11/04/26		1009087	N
33 SODIUM HYPOCHLORITE- OCTOBE			$3,290.00	01-900-003-7504	E	CHEMICALS-SODIUM HYPOCHLORIT	R	01/01/26	11/04/26		1009696	N
34 SODIUM HYPOCHLORITE- OCTOBE			$3,760.00	01-900-003-7504	E	CHEMICALS-SODIUM HYPOCHLORIT	R	01/01/26	11/04/26		1010169	N
35 SODIUM HYPOCHLORITE- OCTOBE			$4,465.00	01-900-003-7504	E	CHEMICALS-SODIUM HYPOCHLORIT	R	01/01/26	11/04/26		1010813	N
			$15,275.00									
		Vendor Total:	**$15,275.00**									
JCPLC005		J.C.P.& L CO.										
26000022	01/01/26	ELECTRIC - BLANKET					B					
66 PLANT 10/1-11/1			$19,185.03	01-900-003-7701	E	ELECTRIC-DISPOSAL	R	02/12/26	11/09/26			N
		Vendor Total:	**$19,185.03**									

Vendor # / P.O. # / Item Description	PO Date	Name / Description	Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
JOSEP015		JOSEPH FAZZIO - WALL LLC.										
26000090	01/02/26	2026 BLANKET					B					
16 ALUM 4', FLATBAR & HDPE SHEET			$958.06	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		20596630	N
	Vendor Total:		**$958.06**									
LOCAL005		LOCAL 32 OPEIU										
26000494	09/01/26	WHITE COLLAR DUES -SEPT & OCT										
1 WHITE COLLAR DUES -SEPT			$312.00	01-500-001-1871	G	OPEIU-DUES PAYABLE	R	11/04/26	11/09/26			N
2 WHITE COLLAR DUES -OCT			$312.00	01-500-001-1871	G	OPEIU-DUES PAYABLE	R	11/04/26	11/09/26			N
			$624.00									
	Vendor Total:		**$624.00**									
LYONS005		LYONS ENVIRONMENTAL SERVICES										
26000006	01/01/26	CONTRACT LAB SERVICES -BLANKET					B					
11 ENTROCCI ANALYSIS - OCTOBER			$560.00	01-900-003-7102	E	REPAIRS & SUPPLIES - LAB	R	01/02/26	11/06/26		LBSA1026	N
	Vendor Total:		**$560.00**									
MISSI005		MISSION COMMUNICATIONS, LLC										
26000505	10/20/26	INLET BLDG. SERVICE 11/1/26-27										
1 INLET BLDG. SERVICE 11/1/26-27			$575.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	10/20/26	11/06/26		2029833	N
	Vendor Total:		**$575.00**									
MONM0015		JOHN GUIRE SUPPLY LLC. DBA										
26000091	01/02/26	2026 BLANKET					B					
9 ST QD PLUG & COUPLER			$57.14	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/26	11/06/26		316282	N
10 ST QD PLUG & COUPLER			$85.71	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/26	11/06/26		217343	N
			$142.85									
	Vendor Total:		**$142.85**									
NAPAA005		NAPA AUTO PARTS										
26000093	01/02/26	2026 BLANKET					B					
45 HYDRAULIC OIL			$1,127.40	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/26	11/04/26		096717	N
	Vendor Total:		**$1,127.40**									
NJNAT005		NJ NATURAL GAS CO.										
26000024	01/01/26	NATURAL GAS - BLANKET					B					
62 150 JOLINE AVE			$6,792.68	01-900-003-7602	E	HEAT-GAS	R	01/02/26	11/09/26			N

Vendor # / P.O. # / Item Description	PO Date	Description / Amount	Charge Account	Acct Type	Contract / Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
NJNAT005		NJ NATURAL GAS CO.			*Account Continued*						
		Vendor Total: **$6,792.68**									
ONECA005		ONE CALL CONCEPTS INC.									
26000094	01/02/26	2026 BLANKET				B					
11 MARK OUTS - OCTOBER		$744.80	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/26	11/09/26		6105402	N
		Vendor Total: **$744.80**									
PCSPU005		PCS PUMP & PROCESS									
26000502	10/12/26	MISSION DIGITAL EXPANSIONBOARD									
1 MISSION DIGITAL EXPANSIONBOAR		$2,569.00	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	10/12/26	11/06/26		12366	N
		Vendor Total: **$2,569.00**									
PREMI005		PREMIER MAGNESIA LLC									
26000002	01/09/26	MAGNESIUM HYDROXIDE - BLANKET				B					
3 MAGNESIUM HYDROXIDE - OCTOBE		$9,695.16	01-900-003-7506	E	CHEMICALS-MAGNESIUM HYDROXII	R	01/02/26	11/06/26		679758	N
		Vendor Total: **$9,695.16**									
RACHL005		RACHLES/MICHELE'S OIL COMPANY									
26000102	01/02/26	2026 BLANKET GAS & DIESEL				B					
38 GAS - OCTOBER		$934.06	01-900-003-7402	E	AUTO,TRUCK-GASOLINE-DISP.	R	01/02/26	11/06/26		465934	N
39 GAS - OCTOBER		$467.04	01-900-002-7402	E	AUTO,TRUCK-GASOLINE-COLL.	R	01/02/26	11/06/26		465934	N
40 GAS - OCTOBER		$467.04	01-900-001-7402	E	AUTO,TRUCK-GASOLINE-ADM.	R	01/02/26	11/06/26		465934	N
		$1,868.14									
		Vendor Total: **$1,868.14**									
RAPID005		RAPID PUMP & METER CO. LLC.									
26000499	11/05/26	PAYMENT REQUEST NO.8									
1 PAYMENT REQUEST NO.8		$118,375.83	01-100-001-1290	G	RF-DUE FROM/TO GENERAL FUND	R	11/05/26	11/09/26			N
		Vendor Total: **$118,375.83**									
SEABO005		SEABOARD WELDING INC									
26000244	04/01/26	TANK RENTALS 2026				B					
8 TANK RENTALS - OCTOBER		$19.90	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	04/01/26	11/06/26		1002003	N
		Vendor Total: **$19.90**									
SIPER005		SIP'S PAINT & HARDWARE									
26000106	01/02/26	2026 BLANKET				B					
131 BUCKET, CAULK, GREAT STUFF		$88.29	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59369	N

Vendor # / P.O. # / Item Description	Name / PO Date / Description	Amount	Charge Account	Acct Type	Contract / PO Type / Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
SIPER005	SIP'S PAINT & HARDWARE				*Account Continued*						
132 NIPPLES, COUPLING, BUSHINGS		$196.21	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59372	N
133 ELBOWS		$19.91	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59376	N
134 CULTIVATOR, DECK BRUSH, HANI		$70.46	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59399	N
135 WOOD SHIMS		$1.54	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59424	N
136 FLEX TAPE		$31.94	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59450	N
137 PAIL, BALL VALVE PVC SLIPS		$49.18	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59516	N
138 FLOOR SCRAPPER TILE, BENT		$73.67	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59587	N
139 PACKING TAPE, SCISSORS, ROPE		$94.89	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		59716	N
		$626.09									
	Vendor Total:	**$626.09**									
STAPL005	STAPLES ADVANTAGE										
26000108	01/02/26 OFFICE SUPPLIES BLANKET 2026					B					
12 COFFEE & ADVIL		$79.56	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/26	11/04/26		6077183354	N
13 DESKTOP PRINTER		$209.99	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/26	11/04/26		6077742247	N
14 TIME CARDS		$89.96	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/26	11/09/26		6078264385	N
		$379.51									
	Vendor Total:	**$379.51**									
UNIFI005	UNIFIRST CORPORATION										
26000110	01/02/26 UNIFORM RENTALS 2026 BLANKET					B					
41 UNIFORM RENTALS - OCTOBER		$335.22	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/04/26		1260996581	N
42 UNIFORM RENTALS - OCTOBER		$335.69	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/04/26		1261000054	N
43 UNIFORM RENTALS - OCTOBER		$335.22	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/04/26		1261003552	N
44 UNIFORM RENTALS - OCTOBER		$337.87	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/04/26		1261007563	N
		$1,344.00									
	Vendor Total:	**$1,344.00**									
USABL005	USA BLUEBOOK										
26000011	01/01/26 VARIOUS SUPPLIES - BLANKET					B					
29 TEST STRIPS, BUFFER PACK		$153.94	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		INV01180088	N
30 SPEC CHECK LR DPD		$286.90	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		INV01200990	N
31 CHLORINE TUBING		$1,956.89	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/06/26		INV01195198	N
		$2,397.73									
	Vendor Total:	**$2,397.73**									

Long Branch Sewerage Authority
Bill List By Vendor Id

Vendor # / P.O. # / Item Description	Name / PO Date / Description	Amount	Charge Account	Acct Type	Contract Description	PO Type / Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
USWIN005	USW INTERNATIONAL UNION										
26000495	11/04/26	BLUE COLLARE DUES - SEPT & OCT									
1 BLUE COLLARE DUES - SEPT		$932.64	01-500-001-1870	G	USW-UNION DUES	R	11/04/26	11/09/26			N
2 BLUE COLLARE DUES - OCT.		$854.92	01-500-001-1870	G	USW-UNION DUES	R	11/04/26	11/09/26			N
		$1,787.56									
	Vendor Total:	**$1,787.56**									
WBMAS005	W.B.MASON CO.INC.										
26000111	01/02/26	2026 BLANKET				B					
45 FOLDERS & PAPER		$79.72	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/26	11/04/26		264876374	N
46 PRINTER RIBBON, WATER, PENS		$60.13	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/26	11/04/26		264980263	N
47 HAND SOAP		$54.90	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/26	11/04/26		265332958	N
		$194.75									
	Vendor Total:	**$194.75**									
XYLEM005	XYLEM DEWATERING SOLUTIONS, IN										
26000497	09/30/26	REPAIR TO GODWIN CD150 PUMP									
1 REPAIR TO GODWIN CD150 PUMP		$1,703.40	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	09/30/26	11/04/26		401524142	N
	Vendor Total:	**$1,703.40**									
YPERS005	Y-PERS,INC.										
26000088	01/02/26	SUPPLIES BLANKET - 2026				B					
9 GRABBER & NITRILE GLOVES		$604.95	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/26	11/04/26		0219114-IN	N
	Vendor Total:	**$604.95**									

Total Purchase Orders: 44 Total P.O. Line Items: 84 Total List Amount: $311,363.48 Total Void Amount: $0.00

Long Branch Sewerage Authority
Bill List By Vendor Id

11/09/2026

11:48 AM

Totals by Year-Fund

Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
	6-01	$188,942.77	$1,048.20	$189,990.97	$0.00	$121,372.51	$311,363.48
Total Of All Funds:		$188,942.77	$1,048.20	$189,990.97	$0.00	$121,372.51	$311,363.48

Totals by Fund

Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
	01	$188,942.77	$1,048.20	$189,990.97	$0.00	$121,372.51	$311,363.48
Total Of All Funds:		$188,942.77	$1,048.20	$189,990.97	$0.00	$121,372.51	$311,363.48

Bill List

Range of Checking Accts: First to Last Range of Check Dates: 10/22/26 to 11/11/26
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check # / Check Date / Vendor / PO # / Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void / Contract	Ref Num / Ref Seq / Acct
EFT CHECKING EFT ACCOUNT						
285 11/06/26 NJSH0010 NJSHBP						2461
26000018 22	ACTIVE EMPLOYEES HEALTH	57,893.15	01-900-001-8104 FRINGE BENEFITS-HEALTH PLAN	Expenditure		1 1
26000018 23	ACTIVE EMPLOYEES HEALTH	19,456.60	01-900-001-8104 FRINGE BENEFITS-HEALTH PLAN	Expenditure		2 1
		77,349.75				

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	77,349.75	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	77,349.75	0.00

Check # / Check Date / Vendor / PO # / Item	Description	Amount Paid	Charge Account	Account Type	Reconciled/Void / Contract	Ref Num / Ref Seq / Acct
OPERATIONS Operating Account						
19328 10/28/26 EZPAS010 EZ PASS						2463
26000029 14	EZ PASS	240.00	01-900-001-8605 MISCELLANEOUS	Expenditure		1 1
19329 10/28/26 LBSEW005 L.B.SEWERAGE AUTH.PAYROLL						2463
26000486 1	LICENSE & HEALTH INS. WAIVER	13,274.08	01-000-001-1021 P/R CK'G #100024660-CJB	G/L		2 1
26000486 2	TAXES	4,488.18	01-000-001-1021 P/R CK'G #100024660-CJB	G/L		3 1
		17,762.26				
19330 10/28/26 LBSEW005 L.B.SEWERAGE AUTH.PAYROLL						2463
26000489 1	PAYPERIOD END 10/24 D.D.	57,159.34	01-000-001-1021 P/R CK'G #100024660-CJB	G/L		4 1
26000489 2	TAXES	26,023.67	01-000-001-1021 P/R CK'G #100024660-CJB	G/L		5 1
		83,183.01				
19325 10/29/26 CAESA005 CAESARS ATLANTIC CITY HOTEL						2460
26000493 1	ROOM FOR AEA CONFERENCE AC	325.98	01-900-001-8603 EDUCATION,TRAVEL,ENTERTAINMENT	Expenditure		1 1
26000493 2	ROOM FOR AEA CONFERENCE AC	325.98	01-900-001-8603 EDUCATION,TRAVEL,ENTERTAINMENT	Expenditure		2 1
26000493 3	ROOM FOR AEA CONFERENCE AC	325.98	01-900-001-8603 EDUCATION,TRAVEL,ENTERTAINMENT	Expenditure		3 1
26000493 4	ROOM FOR AEA CONFERENCE AC	325.98	01-900-001-8603 EDUCATION,TRAVEL,ENTERTAINMENT	Expenditure		4 1
		1,303.92				
19331 11/04/26 COMCA005 COMCAST						2465
26000021 22	PHONE & INTERNET - NOV	312.16	01-900-001-7901 TELEPHONE-OFFICE	Expenditure		4 1
26000021 23	PHONE & INTERNET - NOV	312.17	01-900-001-7901 TELEPHONE-OFFICE	Expenditure		5 1
		624.33				

Check # / Check Date / Vendor / PO # / Item / Description	Amount Paid	Charge Account	Account Type	Reconciled/Void / Contract	Ref Num / Ref Seq / Acct
OPERATIONS Operating Account Continued					
19332 11/04/26 NEWJE005 NEW JERSEY AMERICAN WATER					2465
26000023 65 JOLINE AVE	673.85	01-900-003-7801 WATER - PLANT - JOLINE AVENUE	Expenditure		6 1
26000023 66 JOLINE AVE	554.50	01-900-003-7801 WATER - PLANT - JOLINE AVENUE	Expenditure		7 1
26000023 67 MUNGARAGE - SEAVIEW AVE	271.70	01-900-003-7801 WATER - PLANT - JOLINE AVENUE	Expenditure		8 1
26000023 68 LINCOLN GARDENS PS	16.77	01-900-004-7802 WATER- PUMP STATIONS	Expenditure		9 1
26000023 69 OCEAN AVE PS	16.25	01-900-004-7802 WATER- PUMP STATIONS	Expenditure		10 1
26000023 70 OVERLOOK AVE PS	19.58	01-900-004-7802 WATER- PUMP STATIONS	Expenditure		11 1
26000023 71 WILLOW AVE PS	51.79	01-900-004-7802 WATER- PUMP STATIONS	Expenditure		12 1
	1,604.44				
19333 11/04/26 NJNAT005 NJ NATURAL GAS CO.					2465
26000024 57 UTILITY BUILDING - JOLINE AVE	704.92	01-900-003-7602 HEAT-GAS	Expenditure		13 1
26000024 58 HOEY & OVERLOOK AVE PS	62.47	01-900-004-7101 REPAIRS AND SUPPLIES-PUMPING	Expenditure		14 1
26000024 59 LINCOLN GARDENS PS	58.34	01-900-004-7101 REPAIRS AND SUPPLIES-PUMPING	Expenditure		15 1
26000024 60 MCCLELLAN STREET PS	57.47	01-900-004-7101 REPAIRS AND SUPPLIES-PUMPING	Expenditure		16 1
26000024 61 WILLOW AVE PS	55.83	01-900-004-7101 REPAIRS AND SUPPLIES-PUMPING	Expenditure		17 1
	939.03				
19334 11/04/26 THEST005 THE STANDARD					2465
26000019 12 LIFE INSURANCE - NOV	645.18	01-900-001-8106 FRINGE BENEFITS-GROUP LIFE	Expenditure		1 1
19335 11/04/26 VERIZ005 VERIZON WIRELESS					2465
26000020 21 TELEPHONE	142.20	01-900-003-7901 TELEPHONE-DISPOSAL	Expenditure		2 1
26000020 22 TELEPHONE	142.20	01-900-001-7901 TELEPHONE-OFFICE	Expenditure		3 1
	284.40				
19336 11/04/26 VERIZ010 VERIZON					2465
26000026 13 FIOS INTERNET - NOVEMBER	109.00	01-900-001-7901 TELEPHONE-OFFICE	Expenditure		18 1

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	10	0	106,695.57	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	10	0	106,695.57	0.00

Check # / Check Date / Vendor / PO # / Item / Description	Amount Paid	Charge Account	Account Type	Reconciled/Void / Contract	Ref Num / Ref Seq / Acct
PAYROLL PAYROLL CHECKING					
781 10/29/26 INTER005 INTERNAL REVENUE SERVICE					2464
26000487 1 FEDERAL TAXES LICENSE & HEALTH	1,488.02	01-500-001-1820 FEDERAL WITHHOLDING PAYABLE	G/L		1 1
26000487 2 FICA EMPLOYEE	1,262.25	01-500-001-1810 FICA PAYABLE-EMPLOYEE	G/L		2 1
26000487 3 FICA EMPLOYER	1,262.26	01-900-001-8101 FRINGE BENEFITS-FICA	Expenditure		3 1
	4,012.53				
782 10/29/26 INTER005 INTERNAL REVENUE SERVICE					2464
26000491 1 FEDERAL TAXES PERIOD END 10/24	10,452.18	01-500-001-1820 FEDERAL WITHHOLDING PAYABLE	G/L		9 1
26000491 2 FICA EMPLOYEE	5,908.41	01-500-001-1810 FICA PAYABLE-EMPLOYEE	G/L		10 1
26000491 3 FICA EMPLOYER	5,908.37	01-900-001-8102 FRINGE BENEFITS-SUI & SDI	Expenditure		11 1
	22,268.96				
783 10/29/26 NJST0010 NJ STATE GROSS INCOME TAX					2464
26000488 1 STATE TAXES - LICENSE & HEALTH	417.27	01-500-001-1830 N.J. WITHHOLDING TAX PAYABLE	G/L		4 1
26000488 2 NJ SUI/SDI EMPLOYEE	58.38	01-500-001-1840 SUI, SDI PAYABLE-EMPLOYEE	G/L		5 1
	475.65				
784 10/29/26 NJST0010 NJ STATE GROSS INCOME TAX					2464
26000490 1 STATE TAXES PERIOD END 10/24	3,413.07	01-500-001-1830 N.J. WITHHOLDING TAX PAYABLE	G/L		6 1
26000490 2 SUI/SDI EMPLOYEE	313.13	01-500-001-1840 SUI, SDI PAYABLE-EMPLOYEE	G/L		7 1
26000490 3 SUI/SDI EMPLOYER	28.51	01-900-001-8102 FRINGE BENEFITS-SUI & SDI	Expenditure		8 1
	3,754.71				

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	30,511.85	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	30,511.85	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	15	0	214,557.17	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	15	0	214,557.17	0.00

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	6-01	90,299.19	0.00	0.00	0.00	90,299.19
Total Of All Funds:		90,299.19	0.00	0.00	0.00	90,299.19

Range of Accounts: 01-900-001-0000 to 01-900-005-9013 Include Cap Accounts: Yes As Of: 11/12/26
Current Period: 10/22/26 to 11/12/26 Skip Zero Activity: Yes
Audit Report Type: Standard
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No / Date	Description / Transaction Data/Comment	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used	Vendor/Reference	Trans Amount	Trans Balance	User
01-900-001-0000	ADMINISTRATION											
01-900-001-5002	OFFICE SALARIES											
		0.00	538,433.83	0.00	0.00	538,433.83	67,587.25	87				
		0.00	470,846.58	0.00	0.00	0.00	67,587.25					
			21,570.70		0.00	470,846.58						
Begin Balance: 10/22/26											89,157.95	
10/31/26 Expenditure									Reference 3362 1	20,770.70-	68,387.25	MARION
10/31/26 Expenditure	licenses								Reference 3362 10	800.00-	67,587.25	MARION
01-900-001-5003	OFFICERS' COMPENSATION											
		0.00	12,500.00	0.00	0.00	12,500.00	3,125.15	75				
		0.00	9,374.85	0.00	0.00	0.00	3,125.15					
			0.00		0.00	9,374.85						
01-900-001-6500	DEBT SERVICE EXPENSE-PRINCIPAL											
		0.00	1,112,072.00	0.00	0.00	1,112,072.00	56,068.45	95				
		0.00	1,056,003.55	0.00	0.00	0.00	56,068.45					
			0.00		0.00	1,056,003.55						
01-900-001-6510	DEBT SERVICE EXPENSE-INTEREST											
		0.00	423,638.00	0.00	0.00	423,638.00	70,930.13	83				
		0.00	352,707.87	0.00	0.00	0.00	70,930.13					
			0.00		0.00	352,707.87						
01-900-001-7401	AUTO,TRUCK-REPAIRS,PARTS-ADMIN											
		0.00	6,500.00	0.00	0.00	6,500.00	4,760.84	27				
		0.00	1,639.16	100.00	0.00	0.00	4,860.84					
			0.00		0.00	1,739.16						
01-900-001-7402	AUTO,TRUCK-GASOLINE-ADM.											
		0.00	0.00	0.00	0.00	0.00	5,343.89-	0				
		0.00	5,084.71	259.18	0.00	0.00	5,084.71-					
			467.04		0.00	5,343.89						

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended

Date	Transaction Data/Comment	Vendor/Reference	Trans Amount	Trans Balance	User

01-900-001-7402 AUTO,TRUCK-GASOLINE-ADM. Continued

Begin Balance: 10/22/26									5,343.89-	
11/12/26 PO 26000102	40 Paid Ck 19372	GAS - OCTOBER	RACHL005	RACHLES/MICHELE'S OIL COMPANY	En 01/02/26	BS	467.04-*	5,343.89-	MARION

01-900-001-7901 TELEPHONE-OFFICE

		0.00	6,000.00	0.00	0.00	6,000.00	711.17-	112		
		0.00	5,827.27	883.90	0.00	0.00	172.73			
			875.53		0.00	6,711.17				
Begin Balance: 10/22/26									711.17-	
11/04/26 PO 26000020	22 Paid Ck 19335	TELEPHONE	VERIZ005	VERIZON WIRELESS	En 01/02/26	BS	142.20-*	711.17-	MARION	
11/04/26 PO 26000021	22 Paid Ck 19331	PHONE & INTERNET - NOV	COMCA005	COMCAST	En 01/16/26	BS	312.16-*	711.17-	MARION	
11/04/26 PO 26000021	23 Paid Ck 19331	PHONE & INTERNET - NOV	COMCA005	COMCAST	En 01/16/26	BS	312.17-*	711.17-	MARION	
11/04/26 PO 26000026	13 Paid Ck 19336	FIOS INTERNET - NOVEMBER	VERIZ010	VERIZON	En 01/01/26	BS	109.00-*	711.17-	MARION	

01-900-001-8001 TRUSTEE FEES

		0.00	27,000.00	0.00	0.00	27,000.00	3,427.74	87		
		0.00	23,572.26	0.00	0.00	0.00	3,427.74			
			0.00		0.00	23,572.26				

01-900-001-8002 ENGINEERING

		0.00	54,500.00	0.00	0.00	54,500.00	29,770.34-	155		
		0.00	84,270.34	0.00	0.00	0.00	29,770.34-			
			8,058.60		0.00	84,270.34				
Begin Balance: 10/22/26									29,770.34-	
11/12/26 PO 26000508	1 Paid Ck 19346	MONTHLY HOSTING FEE - SEPT	COLLI005	COLLIERS ENGINEERING & DESIGN	En 10/01/26		500.00-*	29,770.34-	MARION	
11/12/26 PO 26000508	2 Paid Ck 19346	GENERAL ENGINEERING	COLLI005	COLLIERS ENGINEERING & DESIGN	En 10/01/26		836.94-*	29,770.34-	MARION	
11/12/26 PO 26000508	3 Paid Ck 19346	WWTP EXPANSION PFAS EVAL.	COLLI005	COLLIERS ENGINEERING & DESIGN	En 10/01/26		371.26-*	29,770.34-	MARION	
11/12/26 PO 26000508	4 Paid Ck 19346	HOEY PUMP STATION IMPROV.	COLLI005	COLLIERS ENGINEERING & DESIGN	En 10/01/26		6,350.40-*	29,770.34-	MARION	

01-900-001-8008 LEGAL

		0.00	50,000.00	0.00	0.00	50,000.00	41,850.00	16		
		0.00	5,390.00	2,760.00	0.00	0.00	44,610.00			
			665.00		0.00	8,150.00				
Begin Balance: 10/22/26									41,850.00	
11/12/26 PO 26000273	6 Paid Ck 19342	GENERAL COUNSEL - JULY	CANNO005	CANNON & MCGUINN, LLC	En 03/01/26	BS	665.00-*	41,850.00	MARION	

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
01-900-001-8009 LEGAL-OTHER	0.00	0.00	0.00	0.00	0.00	9,597.34-	0
	0.00	9,597.34	0.00	0.00	0.00	9,597.34-	
		0.00		0.00	9,597.34		
01-900-001-8010 LEGAL-LABOR RELATIONS	0.00	0.00	0.00	0.00	0.00	4,340.00-	0
	0.00	4,340.00	0.00	0.00	0.00	4,340.00-	
		0.00		0.00	4,340.00		
01-900-001-8012 ACCOUNTING	0.00	37,500.00	0.00	0.00	37,500.00	37,500.00	0
	0.00	0.00	0.00	0.00	0.00	37,500.00	
		0.00		0.00	0.00		
01-900-001-8013 PROFESSIONAL-OTHER	0.00	6,500.00	0.00	0.00	6,500.00	6,000.00	8
	0.00	500.00	0.00	0.00	0.00	6,000.00	
		0.00		0.00	500.00		
01-900-001-8101 FRINGE BENEFITS-FICA	0.00	165,681.22	0.00	0.00	165,681.22	36,383.40	78
	0.00	123,656.34	5,641.48	0.00	0.00	42,024.88	
		1,262.26		0.00	129,297.82		

Date	Transaction Data/Comment			Vendor/Reference		Trans Amount	Trans Balance	User
Begin Balance: 10/22/26							37,645.66	
10/29/26 PO 26000487	3 Paid Ck	781	FICA EMPLOYER	INTER005	INTERNAL REVENUE SERVICE	1,262.26-	36,383.40	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
01-900-001-8102 FRINGE BENEFITS-SUI & SDI	0.00	16,000.00	0.00	0.00	16,000.00	2,682.20	83
	0.00	12,664.04	653.76	0.00	0.00	3,335.96	
		5,936.88		0.00	13,317.80		

Date	Transaction Data/Comment			Vendor/Reference		Trans Amount	Trans Balance	User
Begin Balance: 10/22/26							8,619.08	
10/29/26 PO 26000490	3 Paid Ck	784	SUI/SDI EMPLOYER	NJST0010	NJ STATE GROSS INCOME TAX	28.51-	8,590.57	MARION
10/29/26 PO 26000491	3 Paid Ck	782	FICA EMPLOYER	INTER005	INTERNAL REVENUE SERVICE	5,908.37-	2,682.20	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
01-900-001-8103 FRINGE BENEFITS-PERS-PENSION	0.00	325,000.00	0.00	0.00	325,000.00	26,315.95	92
	0.00	298,684.05	0.00	0.00	0.00	26,315.95	
		0.00		0.00	298,684.05		

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended		Trans Amount	Trans Balance	User
01-900-001-8104 FRINGE BENEFITS-HEALTH PLAN										
	0.00	1,180,540.39	0.00	0.00	1,180,540.39	311,809.53	74			
	1,048.20	777,947.55	90,783.31	0.00	0.00	402,592.84				
		79,849.75		0.00	868,730.86					
Begin Balance: 10/22/26									314,309.53	
10/31/26 Expenditure				Reference 3362 11				2,500.00-	311,809.53	MARION
11/06/26 PO 26000018 22 Paid Ck 285	ACTIVE EMPLOYEES HEALTH			NJSH0010 NJSHBP		En 01/15/26 BS		57,893.15-*	311,809.53	MARION
11/06/26 PO 26000018 23 Paid Ck 285	ACTIVE EMPLOYEES HEALTH			NJSH0010 NJSHBP		En 01/15/26 BS		19,456.60-*	311,809.53	MARION
01-900-001-8105 FRINGE BENEFITS-DENTAL PLAN										
	0.00	0.00	0.00	0.00	0.00	19,759.80-	0			
	0.00	16,261.01	3,498.79	0.00	0.00	16,261.01-				
		0.00		0.00	19,759.80					
01-900-001-8106 FRINGE BENEFITS-GROUP LIFE										
	0.00	0.00	0.00	0.00	0.00	7,750.00-	0			
	0.00	7,096.98	653.02	0.00	0.00	7,096.98-				
		645.18		0.00	7,750.00					
Begin Balance: 10/22/26									7,750.00-	
11/04/26 PO 26000019 12 Paid Ck 19334	LIFE INSURANCE - NOV			THEST005 THE STANDARD		En 01/01/26 BS		645.18-*	7,750.00-	MARION
01-900-001-8107 FRINGE BENEFITS-OTHER										
	0.00	1,500.00	0.00	0.00	1,500.00	1,112.50	26			
	0.00	387.50	0.00	0.00	0.00	1,112.50				
		12.50		0.00	387.50					
Begin Balance: 10/22/26									1,125.00	
10/31/26 Expenditure	meal allowance			Reference 3362 4				12.50-	1,112.50	MARION
01-900-001-8201 PROVISIONS FOR FUTURE BENEFITS										
	0.00	15,750.00	0.00	0.00	15,750.00	15,750.00	0			
	0.00	0.00	0.00	0.00	0.00	15,750.00				
		0.00		0.00	0.00					
01-900-001-8300 OFFICE EXPENSES										
	0.00	70,000.00	0.00	0.00	70,000.00	2,444.74	97			
	0.00	56,708.30	10,846.96	0.00	0.00	13,291.70				
		23,907.30		0.00	67,555.26					
Begin Balance: 10/22/26									25,402.78	

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended			
Date Transaction Data/Comment			Vendor/Reference					Trans Amount	Trans Balance User
01-900-001-8300 OFFICE EXPENSES			Continued						
11/12/26 PO 26000079 11 Paid Ck 19344	PEST CONTROL- OCTOBER		CHESA005	CHESAPEAKE EXTERMINATING		En 01/02/26 BS		80.00-*	25,402.78 MARION
11/12/26 PO 26000108 12 Paid Ck 19376	COFFEE & ADVIL		STAPL005	STAPLES ADVANTAGE		En 01/02/26 BS		79.56-*	25,402.78 MARION
11/12/26 PO 26000108 13 Paid Ck 19376	DESKTOP PRINTER		STAPL005	STAPLES ADVANTAGE		En 01/02/26 BS		209.99-*	25,402.78 MARION
11/12/26 PO 26000108 14 Paid Ck 19376	TIME CARDS		STAPL005	STAPLES ADVANTAGE		En 01/02/26 BS		89.96-*	25,402.78 MARION
11/12/26 PO 26000111 45 Paid Ck 19380	FOLDERS & PAPER		WBMAS005	W.B.MASON CO.INC.		En 01/02/26 BS		79.72-*	25,402.78 MARION
11/12/26 PO 26000111 46 Paid Ck 19380	PRINTER RIBBON, WATER, PENS		WBMAS005	W.B.MASON CO.INC.		En 01/02/26 BS		60.13-*	25,402.78 MARION
11/12/26 PO 26000111 47 Paid Ck 19380	HAND SOAP		WBMAS005	W.B.MASON CO.INC.		En 01/02/26 BS		54.90-*	25,402.78 MARION
11/12/26 PO 26000220 8 Paid Ck 19347	OFFICE CLEANING - OCTOBER		DBSBU005	DBS BUILDING SOLUTIONS INC.		En 04/27/26 BS		295.00-*	25,402.78 MARION
11/12/26 PO 26000496 1 Paid Ck 19350	2027 SOFTWARE HOSTING		EDMUN010	EDMUNDS GOVTECH		En 11/04/26		15,595.00-	9,807.78 MARION
11/12/26 PO 26000496 2 Paid Ck 19350	2027 HARDWARE HOSTING		EDMUN010	EDMUNDS GOVTECH		En 11/04/26		7,363.04-	2,444.74 MARION
01-900-001-8401 COMPUTER MAINTENANCE									
	0.00	0.00	0.00	0.00	0.00	16,330.00-	0		
	0.00	15,500.80	829.20	0.00	0.00	15,500.80-			
		0.00		0.00	16,330.00				
01-900-001-8500 INSURANCE									
	0.00	357,061.91	0.00	0.00	357,061.91	48,188.91	86		
	0.00	308,873.00	0.00	0.00	0.00	48,188.91			
		0.00		0.00	308,873.00				
01-900-001-8603 EDUCATION,TRAVEL,ENTERTAINMENT									
	0.00	0.00	0.00	0.00	0.00	7,732.52-	0		
	0.00	7,732.52	0.00	0.00	0.00	7,732.52-			
		1,303.92		0.00	7,732.52				
Begin Balance: 10/22/26									6,428.60-
10/29/26 PO 26000493 1 Paid Ck 19325	ROOM FOR AEA CONFERENCE AC		CAESA005	CAESARS ATLANTIC CITY HOTEL		En 10/29/26		325.98-	6,754.58- MARION
10/29/26 PO 26000493 2 Paid Ck 19325	ROOM FOR AEA CONFERENCE AC		CAESA005	CAESARS ATLANTIC CITY HOTEL		En 10/29/26		325.98-	7,080.56- MARION
10/29/26 PO 26000493 3 Paid Ck 19325	ROOM FOR AEA CONFERENCE AC		CAESA005	CAESARS ATLANTIC CITY HOTEL		En 10/29/26		325.98-	7,406.54- MARION
10/29/26 PO 26000493 4 Paid Ck 19325	ROOM FOR AEA CONFERENCE AC		CAESA005	CAESARS ATLANTIC CITY HOTEL		En 10/29/26		325.98-	7,732.52- MARION
01-900-001-8604 ADVERTISING-MEETINGS & BIDS									
	0.00	0.00	0.00	0.00	0.00	1,302.20-	0		
	0.00	1,302.20	0.00	0.00	0.00	1,302.20-			
		218.76		0.00	1,302.20				
Begin Balance: 10/22/26									1,083.44-
11/12/26 PO 26000503 1 Paid Ck 19340	LEGAL ADS 10/1-10/31		ASBUR005	ASBURY PARK PRESS		En 11/06/26		218.76-	1,302.20- MARION

Account No / Date	Transaction Data/Comment	Description / Vendor/Reference	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended		Trans Amount	Trans Balance	User
01-900-001-8605		MISCELLANEOUS										
			0.00	21,500.00	0.00	0.00	21,500.00	8,316.96	61			
			0.00	13,008.04	175.00	0.00	0.00	8,491.96				
				240.00		0.00	13,183.04					
Begin Balance: 10/22/26											8,316.96	
10/28/26 PO 26000029 14 Paid Ck 19328	EZ PASS	EZPAS010 EZ PASS						En 01/02/26 BS		240.00-*	8,316.96	MARION
Control: 001	Total		0.00	4,427,677.35	0.00	0.00	4,427,677.35	641,616.49	86			
			1,048.20	3,668,976.26	117,084.60	0.00	0.00	758,701.09				
				145,013.42		0.00	3,786,060.86					
01-900-002-0000		COLLECTION										
01-900-002-5001		MAINTENANCE LABOR-COLLECTION										
			0.00	435,824.75	0.00	0.00	435,824.75	192,965.61	56			
			0.00	242,859.14	0.00	0.00	0.00	192,965.61				
				12,004.59		0.00	242,859.14					
Begin Balance: 10/22/26											204,970.20	
10/31/26 Expenditure		Reference 3362 2								10,604.59-	194,365.61	MARION
10/31/26 Expenditure		Reference 3362 12								1,400.00-	192,965.61	MARION
01-900-002-7101		REPAIRS & SUPPLIES-COLLECTION										
			0.00	53,500.00	0.00	0.00	53,500.00	22,514.68-	142			
			0.00	46,085.15	29,929.53	0.00	0.00	7,414.85				
				6,359.04		0.00	76,014.68					
Begin Balance: 10/22/26											22,394.32-	
11/12/26 PO 26000010 110 Paid Ck 19356	LINE MARKING PAINT	GRAIN005 GRAINGER INC.						En 01/02/26 BS		100.72-*	22,394.32-	MARION
11/12/26 PO 26000081 78 Paid Ck 19341	MARKED VALVE & MONUMENT BOXES	ATLAN005 ATLANTIC PLUMB SUPPLY INC						En 01/02/26 BS		1,553.91-*	22,394.32-	MARION
11/12/26 PO 26000091 9 Paid Ck 19366	ST QD PLUG & COUPLER	MONM0015 JOHN GUIRE SUPPLY LLC. DBA						En 01/02/26 BS		57.14-*	22,394.32-	MARION
11/12/26 PO 26000091 10 Paid Ck 19366	ST QD PLUG & COUPLER	MONM0015 JOHN GUIRE SUPPLY LLC. DBA						En 01/02/26 BS		85.71-*	22,394.32-	MARION
11/12/26 PO 26000093 45 Paid Ck 19367	HYDRAULIC OIL	NAPAA005 NAPA AUTO PARTS						En 01/02/26 BS		1,127.40-*	22,394.32-	MARION
11/12/26 PO 26000094 11 Paid Ck 19369	MARK OUTS - OCTOBER	ONECA005 ONE CALL CONCEPTS INC.						En 01/02/26 BS		744.80-*	22,394.32-	MARION
11/12/26 PO 26000502 1 Paid Ck 19370	MISSION DIGITAL EXPANSIONBOARD	PCSPU005 PCS PUMP & PROCESS						En 10/12/26		2,569.00-*	22,394.32-	MARION
11/12/26 PO 26000504 1 Paid Ck 19359	LIFT STATION DEGREASER	INDUS010 INDUSTRIAL CHEM LABS						En 10/22/26		120.36-	22,514.68-	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / %Used / Unexpended			
01-900-002-7401 AUTO,TRUCK-REPAIR,PARTS-COLL.	0.00	26,200.00	0.00	0.00	26,200.00	24,165.28	8		
	0.00	2,034.72	0.00	0.00	0.00	24,165.28			
		0.00		0.00	2,034.72				
01-900-002-7402 AUTO,TRUCK-GASOLINE-COLL.	0.00	0.00	0.00	0.00	0.00	9,574.34-	0		
	0.00	9,315.16	259.18	0.00	0.00	9,315.16-			
		467.04		0.00	9,574.34				
Begin Balance: 10/22/26								9,574.34-	
11/12/26 PO 26000102 39 Paid Ck 19372	GAS - OCTOBER			RACHL005 RACHLES/MICHELE'S OIL COMPANY		En 01/02/26 BS		467.04-*	9,574.34- MARION
01-900-002-7405 AUTO,TRUCK-MISC.-COLL.	0.00	0.00	0.00	0.00	0.00	143.89-	0		
	0.00	143.89	0.00	0.00	0.00	143.89-			
		0.00		0.00	143.89				
Control: 002 Total	0.00	515,524.75	0.00	0.00	515,524.75	184,897.98	64		
	0.00	300,438.06	30,188.71	0.00	0.00	215,086.69			
		18,830.67		0.00	330,626.77				
01-900-003-0000 DISPOSAL									
01-900-003-5001 OPERATING LABOR-DISPOSAL	0.00	1,449,162.41	0.00	0.00	1,449,162.41	355,677.47	75		
	0.00	1,093,484.94	0.00	0.00	0.00	355,677.47			
		58,558.34		0.00	1,093,484.94				
Begin Balance: 10/22/26								414,235.81	
10/31/26 Expenditure				Reference 3362 3				45,858.34-	368,377.47 MARION
10/31/26 Expenditure				Reference 3362 13				11,800.00-	356,577.47 MARION
11/12/26 PO 26000509 1 Paid Ck 19352	MECHANICAL SOFTWARE			FIIX0005 ROCKWELL AUTOMATION, INC		En 11/06/26		900.00-	355,677.47 MARION
01-900-003-7101 REPAIRS AND SUPPLIES-DISPOSAL	0.00	215,000.00	0.00	0.00	215,000.00	29,552.13-	114		
	0.00	222,014.37	22,537.76	0.00	0.00	7,014.37-			
		48,342.82		0.00	244,552.13				
Begin Balance: 10/22/26								11,152.13-	
11/12/26 PO 26000010 108 Paid Ck 19356	BRONZE FLANGE			GRAIN005 GRAINGER INC.		En 01/02/26 BS		172.54-*	11,152.13- MARION
11/12/26 PO 26000010 109 Paid Ck 19356	SCREEN ROLL			GRAIN005 GRAINGER INC.		En 01/02/26 BS		243.49-*	11,152.13- MARION

Account No — Description
Prior Budget | Adopted | Amended | Transfers | Modified | Balance YTD %Used
Payable YTD | Expended YTD | Encumber YTD | Reimbrsd YTD | Canceled | Unexpended
Expended Curr | Reimbrsd Curr | Pd/Chrgd YTD

Date	Transaction	Data/Comment		Vendor/Reference			Trans Amount	Trans Balance	User
01-900-003-7101		REPAIRS AND SUPPLIES-DISPOSAL	Continued						
11/12/26	PO 26000010 111	Paid Ck 19356	SIGN, GHS LABEL	GRAIN005	GRAINGER INC.	En 01/02/26 BS	13.49-*	11,152.13-	MARION
11/12/26	PO 26000010 112	Paid Ck 19356	JAW PULLER	GRAIN005	GRAINGER INC.	En 01/02/26 BS	821.61-*	11,152.13-	MARION
11/12/26	PO 26000011 29	Paid Ck 19378	TEST STRIPS, BUFFER PACK	USABL005	USA BLUEBOOK	En 01/02/26 BS	153.94-*	11,152.13-	MARION
11/12/26	PO 26000011 30	Paid Ck 19378	SPEC CHECK LR DPD	USABL005	USA BLUEBOOK	En 01/02/26 BS	286.90-*	11,152.13-	MARION
11/12/26	PO 26000011 31	Paid Ck 19378	CHLORINE TUBING	USABL005	USA BLUEBOOK	En 01/02/26 BS	1,956.89-*	11,152.13-	MARION
11/12/26	PO 26000078 11	Paid Ck 19348	TRASH REMOVAL - NOVEMBER	DELIS005	DELISA DEMOLITION & DISPOSAL	En 01/02/26 BS	195.30-*	11,152.13-	MARION
11/12/26	PO 26000081 77	Paid Ck 19341	GAL MALE BUSHING	ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/26 BS	6.17-*	11,152.13-	MARION
11/12/26	PO 26000081 79	Paid Ck 19341	PIPE, TEE, ADAPTER, BUSHINGS	ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/26 BS	52.95-*	11,152.13-	MARION
11/12/26	PO 26000081 80	Paid Ck 19341	PVS SOCKET BALL VALVE, SKT	ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/26 BS	15.28-*	11,152.13-	MARION
11/12/26	PO 26000081 81	Paid Ck 19341	STREET 90, NIPPLES, COUPLING	ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/26 BS	202.89-*	11,152.13-	MARION
11/12/26	PO 26000083 7	Paid Ck 19351	REPAIRS 7/30, 8/5, 8/6 & 8/14	ELECT005	ELECTRO MAINTENANCE INC	En 01/02/26 BS	17,421.00-*	11,152.13-	MARION
11/12/26	PO 26000088 9	Paid Ck 19382	GRABBER & NITRILE GLOVES	YPERS005	Y-PERS,INC.	En 01/02/26 BS	604.95-*	11,152.13-	MARION
11/12/26	PO 26000089 6	Paid Ck 19358	3RD QTR BACKFLOW INSPECTION	HUGHE005	HUGHES ENVIRONMENTAL SERVICES	En 01/02/26 BS	1,140.00-*	11,152.13-	MARION
11/12/26	PO 26000090 16	Paid Ck 19362	ALUM 4', FLATBAR & HDPE SHEET	JOSEP015	JOSEPH FAZZIO - WALL LLC.	En 01/02/26 BS	958.06-*	11,152.13-	MARION
11/12/26	PO 26000106 131	Paid Ck 19375	BUCKET, CAULK, GREAT STUFF	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	88.29-*	11,152.13-	MARION
11/12/26	PO 26000106 132	Paid Ck 19375	NIPPLES, COUPLING, BUSHINGS	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	196.21-*	11,152.13-	MARION
11/12/26	PO 26000106 133	Paid Ck 19375	ELBOWS	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	19.91-*	11,152.13-	MARION
11/12/26	PO 26000106 134	Paid Ck 19375	CULTIVATOR, DECK BRUSH, HANDLE	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	70.46-*	11,152.13-	MARION
11/12/26	PO 26000106 135	Paid Ck 19375	WOOD SHIMS	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	1.54-*	11,152.13-	MARION
11/12/26	PO 26000106 136	Paid Ck 19375	FLEX TAPE	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	31.94-*	11,152.13-	MARION
11/12/26	PO 26000106 137	Paid Ck 19375	PAIL, BALL VALVE PVC SLIPS	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	49.18-*	11,152.13-	MARION
11/12/26	PO 26000106 138	Paid Ck 19375	FLOOR SCRAPPER TILE, BENT	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	73.67-*	11,152.13-	MARION
11/12/26	PO 26000106 139	Paid Ck 19375	PACKING TAPE, SCISSORS, ROPE	SIPER005	SIP'S PAINT & HARDWARE	En 01/02/26 BS	94.89-*	11,152.13-	MARION
11/12/26	PO 26000110 41	Paid Ck 19377	UNIFORM RENTALS - OCTOBER	UNIFI005	UNIFIRST CORPORATION	En 01/02/26 BS	335.22-*	11,152.13-	MARION
11/12/26	PO 26000110 42	Paid Ck 19377	UNIFORM RENTALS - OCTOBER	UNIFI005	UNIFIRST CORPORATION	En 01/02/26 BS	335.69-*	11,152.13-	MARION
11/12/26	PO 26000110 43	Paid Ck 19377	UNIFORM RENTALS - OCTOBER	UNIFI005	UNIFIRST CORPORATION	En 01/02/26 BS	335.22-*	11,152.13-	MARION
11/12/26	PO 26000110 44	Paid Ck 19377	UNIFORM RENTALS - OCTOBER	UNIFI005	UNIFIRST CORPORATION	En 01/02/26 BS	337.87-*	11,152.13-	MARION
11/12/26	PO 26000244 8	Paid Ck 19374	TANK RENTALS - OCTOBER	SEABO005	SEABOARD WELDING INC	En 04/01/26 BS	19.90-*	11,152.13-	MARION
11/12/26	PO 26000250 9	Paid Ck 19349	LAWN SERVICES - OCTOBER	DVMLA005	DVM LAWN MANAGEMENT, INC.	En 05/15/26 BS	1,200.00-*	11,152.13-	MARION
11/12/26	PO 26000497 1	Paid Ck 19381	REPAIR TO GODWIN CD150 PUMP	XYLEM005	XYLEM DEWATERING SOLUTIONS, IN	En 09/30/26	1,703.40-*	11,152.13-	MARION
11/12/26	PO 26000498 1	Paid Ck 19357	PLUNGER ROUTER, ROUTER BIT SET	HOMED005	HOME DEPOT CREDIT SERVICES	En 10/21/26	228.97-*	11,152.13-	MARION
11/12/26	PO 26000501 1	Paid Ck 19345	2026 CONFINED SPACE RESCUE SVC	CITY0010	CITY OF LONG BRANCH	En 11/06/26	18,400.00-	29,552.13-	MARION
11/12/26	PO 26000505 1	Paid Ck 19365	INLET BLDG. SERVICE 11/1/26-27	MISSI005	MISSION COMMUNICATIONS, LLC	En 10/20/26	575.00-*	29,552.13-	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / %Used / Unexpended
01-900-003-7102 REPAIRS & SUPPLIES - LAB	0.00	0.00	0.00	0.00	0.00	50,438.74- 0
	0.00	36,487.76	13,950.98	0.00	0.00	36,487.76-
		1,575.08		0.00	50,438.74	
Begin Balance: 10/22/26						50,438.74-
11/12/26 PO 26000006 11 Paid Ck 19364	ENTROCCI ANALYSIS - OCTOBER		LYONS005 LYONS ENVIRONMENTAL SERVICES			En 01/02/26 BS 560.00-* 50,438.74- MARION
11/12/26 PO 26000007 11 Paid Ck 19355	LAB SERVICES - OCTOBER		GARDE005 GARDEN STATE LABS INC			En 01/01/26 BS 528.00-* 50,438.74- MARION
11/12/26 PO 26000009 18 Paid Ck 19353	LAB SUPPLIES - SEPTEMBER		FISHE005 FISHER SCIENTIFIC INC.			En 01/01/26 BS 205.41-* 50,438.74- MARION
11/12/26 PO 26000009 19 Paid Ck 19353	LAB SUPPLIES - SEPTEMBER		FISHE005 FISHER SCIENTIFIC INC.			En 01/01/26 BS 281.67-* 50,438.74- MARION
01-900-003-7300 GRIT REMOVAL	0.00	31,200.00	0.00	0.00	31,200.00	13,152.00- 142
	0.00	40,656.00	3,696.00	0.00	0.00	9,456.00-
		1,848.00		0.00	44,352.00	
Begin Balance: 10/22/26						13,152.00-
11/12/26 PO 26000005 34 Paid Ck 19354	GRIT REMOVAL - OCTOBER		FREEH005 FREEHOLD CARTAGE INC			En 01/22/26 BS 1,848.00-* 13,152.00- MARION
01-900-003-7301 SLUDGE REMOVAL EXPENSES	0.00	819,642.49	0.00	0.00	819,642.49	0.00 100
	0.00	733,232.25	86,410.24	0.00	0.00	86,410.24
		44,252.16		0.00	819,642.49	
Begin Balance: 10/22/26						0.00
11/12/26 PO 26000005 33 Paid Ck 19354	SLUDGE REMOVAL - OCTOBER		FREEH005 FREEHOLD CARTAGE INC			En 01/22/26 BS 44,252.16-* 0.00 MARION
01-900-003-7302 NJ-PERMIT & REGISTRATION FEES	0.00	80,000.00	0.00	0.00	80,000.00	32,613.61 59
	0.00	47,386.39	0.00	0.00	0.00	32,613.61
		0.00		0.00	47,386.39	
01-900-003-7401 AUTO,TRUCK-REPAIR/PARTS-DISP.	0.00	17,500.00	0.00	0.00	17,500.00	9,416.02 46
	0.00	4,890.39	3,193.59	0.00	0.00	12,609.61
		0.00		0.00	8,083.98	
01-900-003-7402 AUTO,TRUCK-GASOLINE-DISP.	0.00	0.00	0.00	0.00	0.00	10,687.73- 0
	0.00	10,169.37	518.36	0.00	0.00	10,169.37-
		934.06		0.00	10,687.73	

Account No / Date	Transaction Data/Comment	Description / Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended		Trans Amount	Trans Balance	User
01-900-003-7402	AUTO,TRUCK-GASOLINE-DISP.	Continued									
Begin Balance: 10/22/26										10,687.73-	
11/12/26 PO 26000102 38 Paid Ck 19372	GAS - OCTOBER				RACHL005 RACHLES/MICHELE'S OIL COMPANY		En 01/02/26	BS	934.06-*	10,687.73-	MARION
01-900-003-7501	CHEMICALS										
		0.00	449,750.00	0.00	0.00	449,750.00	449,750.00	0			
		0.00	0.00	0.00	0.00	0.00	449,750.00				
			0.00		0.00	0.00					
01-900-003-7503	CHEMICALS-POLYMER										
		0.00	0.00	0.00	0.00	0.00	115,000.00-	0			
		0.00	39,524.00	75,476.00	0.00	0.00	39,524.00-				
			0.00		0.00	115,000.00					
01-900-003-7504	CHEMICALS-SODIUM HYPOCHLORITE										
		0.00	0.00	0.00	0.00	0.00	165,000.00-	0			
		0.00	128,835.23	36,164.77	0.00	0.00	128,835.23-				
			15,275.00		0.00	165,000.00					
Begin Balance: 10/22/26										165,000.00-	
11/12/26 PO 26000013 32 Paid Ck 19360	SODIUM HYPOCHLORITE- OCTOBER				JCIJO005 JCI JONES CHEMICAL, INC		En 01/01/26	BS	3,760.00-*	165,000.00-	MARION
11/12/26 PO 26000013 33 Paid Ck 19360	SODIUM HYPOCHLORITE- OCTOBER				JCIJO005 JCI JONES CHEMICAL, INC		En 01/01/26	BS	3,290.00-*	165,000.00-	MARION
11/12/26 PO 26000013 34 Paid Ck 19360	SODIUM HYPOCHLORITE- OCTOBER				JCIJO005 JCI JONES CHEMICAL, INC		En 01/01/26	BS	3,760.00-*	165,000.00-	MARION
11/12/26 PO 26000013 35 Paid Ck 19360	SODIUM HYPOCHLORITE- OCTOBER				JCIJO005 JCI JONES CHEMICAL, INC		En 01/01/26	BS	4,465.00-*	165,000.00-	MARION
01-900-003-7505	CHEMICALS-OTHER										
		0.00	0.00	0.00	0.00	0.00	2,000.00-	0			
		0.00	0.00	2,000.00	0.00	0.00	0.00				
			0.00		0.00	2,000.00					
01-900-003-7506	CHEMICALS-MAGNESIUM HYDROXIDE										
		0.00	0.00	0.00	0.00	0.00	75,000.00-	0			
		0.00	19,396.34	55,603.66	0.00	0.00	19,396.34-				
			9,695.16		0.00	75,000.00					
Begin Balance: 10/22/26										75,000.00-	
11/12/26 PO 26000002 3 Paid Ck 19371	MAGNESIUM HYDROXIDE - OCTOBER				PREMI005 PREMIER MAGNESIA LLC		En 01/02/26	BS	9,695.16-*	75,000.00-	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended
01-900-003-7507 CHEMICAL-ALUMINUM HYDROXIDE	0.00	0.00	0.00	0.00	0.00	48,081.56- 0
	0.00	33,346.34	14,735.22	0.00	0.00	33,346.34-
		0.00		0.00	48,081.56	
01-900-003-7602 HEAT-GAS	0.00	120,000.00	0.00	0.00	120,000.00	0.00 100
	0.00	60,698.52	59,301.48	0.00	0.00	59,301.48
		7,497.60		0.00	120,000.00	

Date	Transaction Data/Comment	Vendor/Reference		Trans Amount	Trans Balance	User
Begin Balance: 10/22/26					0.00	
11/04/26 PO 26000024 57 Paid Ck 19333	UTILITY BUILDING - JOLINE AVE	NJNAT005 NJ NATURAL GAS CO.	En 01/02/26 BS	704.92-*	0.00	MARION
11/12/26 PO 26000024 62 Paid Ck 19368	150 JOLINE AVE	NJNAT005 NJ NATURAL GAS CO.	En 01/02/26 BS	6,792.68-*	0.00	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended
01-900-003-7701 ELECTRIC-DISPOSAL	0.00	367,500.00	0.00	0.00	367,500.00	7,500.00 98
	0.00	260,245.70	99,754.30	0.00	0.00	107,254.30
		19,185.03		0.00	360,000.00	

Date	Transaction Data/Comment	Vendor/Reference		Trans Amount	Trans Balance	User
Begin Balance: 10/22/26					7,500.00	
11/12/26 PO 26000022 66 Paid Ck 19361	PLANT 10/1-11/1	JCPLC005 J.C.P.& L CO.	En 02/12/26 BS	19,185.03-*	7,500.00	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended
01-900-003-7801 WATER - PLANT - JOLINE AVENUE	0.00	16,840.00	0.00	0.00	16,840.00	724.82- 104
	0.00	16,564.87	999.95	0.00	0.00	275.13
		1,500.05		0.00	17,564.82	

Date	Transaction Data/Comment	Vendor/Reference		Trans Amount	Trans Balance	User
Begin Balance: 10/22/26					724.82-	
11/04/26 PO 26000023 65 Paid Ck 19332	JOLINE AVE	NEWJE005 NEW JERSEY AMERICAN WATER	En 01/02/26 BS	673.85-*	724.82-	MARION
11/04/26 PO 26000023 66 Paid Ck 19332	JOLINE AVE	NEWJE005 NEW JERSEY AMERICAN WATER	En 01/02/26 BS	554.50-*	724.82-	MARION
11/04/26 PO 26000023 67 Paid Ck 19332	MUNGARAGE - SEAVIEW AVE	NEWJE005 NEW JERSEY AMERICAN WATER	En 01/02/26 BS	271.70-*	724.82-	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended
01-900-003-7901 TELEPHONE-DISPOSAL	0.00	6,000.00	0.00	0.00	6,000.00	82.01 99
	0.00	5,263.97	654.02	0.00	0.00	736.03
		142.20		0.00	5,917.99	

Date	Transaction Data/Comment	Vendor/Reference		Trans Amount	Trans Balance	User
Begin Balance: 10/22/26					82.01	
11/04/26 PO 26000020 21 Paid Ck 19335	TELEPHONE	VERIZ005 VERIZON WIRELESS	En 01/02/26 BS	142.20-*	82.01	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
Control: 003 Total	0.00	3,572,594.90	0.00	0.00	3,572,594.90	345,402.13	90
	0.00	2,752,196.44	474,996.33	0.00	0.00	820,398.46	
		208,805.50		0.00	3,227,192.77		
01-900-004-0000 PUMP STATIONS							
01-900-004-7101 REPAIRS AND SUPPLIES-PUMPING							
	0.00	37,500.00	0.00	0.00	37,500.00	7,847.06	79
	0.00	26,163.91	3,489.03	0.00	0.00	11,336.09	
		234.11		0.00	29,652.94		

Date	Transaction	Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
Begin Balance: 10/22/26							3,182.55	
11/04/26	PO 26000010 2 Chg Amt	VARIOUS SUPPLIES - BLANKET	GRAIN005	GRAINGER INC.	En 01/02/26 BC	1,622.72	4,805.27	MARION
11/04/26	PO 26000024 58 Paid Ck 19333	HOEY & OVERLOOK AVE PS	NJNAT005	NJ NATURAL GAS CO.	En 01/02/26 BS	62.47-*	4,805.27	MARION
11/04/26	PO 26000024 59 Paid Ck 19333	LINCOLN GARDENS PS	NJNAT005	NJ NATURAL GAS CO.	En 01/02/26 BS	58.34-*	4,805.27	MARION
11/04/26	PO 26000024 60 Paid Ck 19333	MCCLELLAN STREET PS	NJNAT005	NJ NATURAL GAS CO.	En 01/02/26 BS	57.47-*	4,805.27	MARION
11/04/26	PO 26000024 61 Paid Ck 19333	WILLOW AVE PS	NJNAT005	NJ NATURAL GAS CO.	En 01/02/26 BS	55.83-*	4,805.27	MARION
11/04/26	PO 26000081 3 Chg Amt	2026 BLANKET	ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/26 BC	938.02	5,743.29	MARION
11/04/26	PO 26000090 2 Chg Amt	2026 BLANKET	JOSEP015	JOSEPH FAZZIO - WALL LLC.	En 01/02/26 BC	2,103.77	7,847.06	MARION

Account No / Description	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used
01-900-004-7701 ELECTRIC-PUMP STATIONS							
	0.00	30,975.00	0.00	0.00	30,975.00	975.00	97
	0.00	26,583.35	3,416.65	0.00	0.00	4,391.65	
		0.00		0.00	30,000.00		
Control: 004 Total	0.00	68,475.00	0.00	0.00	68,475.00	8,822.06	87
	0.00	52,747.26	6,905.68	0.00	0.00	15,727.74	
		234.11		0.00	59,652.94		
01-900-004-7801 WATER							
01-900-004-7802 WATER- PUMP STATIONS							
	0.00	2,000.00	0.00	0.00	2,000.00	0.00	100
	0.00	1,506.86	493.14	0.00	0.00	493.14	
		104.39		0.00	2,000.00		

Date	Transaction	Data/Comment	Vendor/Reference			Trans Amount	Trans Balance	User
Begin Balance: 10/22/26							0.00	
11/04/26	PO 26000023 68 Paid Ck 19332	LINCOLN GARDENS PS	NEWJE005	NEW JERSEY AMERICAN WATER	En 01/02/26 BS	16.77-*	0.00	MARION
11/04/26	PO 26000023 69 Paid Ck 19332	OCEAN AVE PS	NEWJE005	NEW JERSEY AMERICAN WATER	En 01/02/26 BS	16.25-*	0.00	MARION
11/04/26	PO 26000023 70 Paid Ck 19332	OVERLOOK AVE PS	NEWJE005	NEW JERSEY AMERICAN WATER	En 01/02/26 BS	19.58-*	0.00	MARION
11/04/26	PO 26000023 71 Paid Ck 19332	WILLOW AVE PS	NEWJE005	NEW JERSEY AMERICAN WATER	En 01/02/26 BS	51.79-*	0.00	MARION

Account No / Date	Description / Transaction Data/Comment	Prior Budget / Payable YTD	Adopted / Expended YTD / Expended Curr	Amended / Encumber YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD %Used / Unexpended / Vendor/Reference	Trans Amount	Trans Balance	User
Control: 004	Total	0.00	2,000.00	0.00	0.00	2,000.00	0.00		100	
		0.00	1,506.86	493.14	0.00	0.00	493.14			
			104.39		0.00	2,000.00				
01-900-005-0000	CAPITAL									
01-900-005-9003	VEHICLES									
		0.00	30,000.00	0.00	0.00	30,000.00	0.00		100	
		0.00	30,000.00	0.00	0.00	0.00	0.00			
			0.00		0.00	30,000.00				
01-900-005-9005	TREATMENT PLANT EQUIPMENT									
		0.00	60,000.00	0.00	0.00	60,000.00	0.00		100	
		0.00	60,000.00	0.00	0.00	0.00	0.00			
			0.00		0.00	60,000.00				
01-900-005-9006	ROOF REPLACEMENT									
		0.00	20,000.00	0.00	0.00	20,000.00	0.00		100	
		0.00	20,000.00	0.00	0.00	0.00	0.00			
			0.00		0.00	20,000.00				
01-900-005-9007	SECONDARY TREATMENT PLANT									
		0.00	30,000.00	0.00	0.00	30,000.00	0.00		100	
		0.00	30,000.00	0.00	0.00	0.00	0.00			
			0.00		0.00	30,000.00				
01-900-005-9008	DIGESTER CLEANING/COVERS									
		0.00	65,000.00	0.00	0.00	65,000.00	0.00		100	
		0.00	65,000.00	0.00	0.00	0.00	0.00			
			0.00		0.00	65,000.00				
01-900-005-9009	JET VAC TRUCK									
		0.00	55,000.00	0.00	0.00	55,000.00	0.00		100	
		0.00	55,000.00	0.00	0.00	0.00	0.00			
			0.00		0.00	55,000.00				
01-900-005-9011	COLLECTION SYSTEM IMPROVEMENTS									
		0.00	22,500.00	0.00	0.00	22,500.00	0.00		100	
		0.00	22,500.00	0.00	0.00	0.00	0.00			
			0.00		0.00	22,500.00				

Account No / Date	Description / Transaction Data/Comment	Prior Budget / Payable YTD / Expended Curr	Adopted / Expended YTD / Encumber YTD	Amended / Encumber YTD / Reimbrsd YTD	Transfers / Reimbrsd YTD / Reimbrsd Curr	Modified / Canceled / Pd/Chrgd YTD	Balance YTD / Unexpended	%Used / Trans Amount / Trans Balance / User
01-900-005-9012	PUMP STATION EQUIPMENT							
		0.00	30,000.00	0.00	0.00	30,000.00	0.00	100
		0.00	30,000.00	0.00	0.00	0.00	0.00	
			0.00		0.00	30,000.00		
Control: 005	Total	0.00	312,500.00	0.00	0.00	312,500.00	0.00	100
		0.00	312,500.00	0.00	0.00	0.00	0.00	
			0.00		0.00	312,500.00		
Fund: 01	Budgeted Total							
		0.00	8,898,772.00	0.00	0.00	8,898,772.00	1,180,738.66	87
		1,048.20	7,088,364.88	629,668.46	0.00	0.00	1,810,407.12	
			372,988.09		0.00	7,718,033.34		
Fund: 01	Non-Budgeted Total							
		0.00	0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	0.00	
			0.00		0.00	0.00		
Fund: 01	Total							
		0.00	8,898,772.00	0.00	0.00	8,898,772.00	1,180,738.66	87
		1,048.20	7,088,364.88	629,668.46	0.00	0.00	1,810,407.12	
			372,988.09		0.00	7,718,033.34		
Final Budgeted		0.00	8,898,772.00	0.00	0.00	8,898,772.00	1,180,738.66	87
		1,048.20	7,088,364.88	629,668.46	0.00	0.00	1,810,407.12	
			372,988.09		0.00	7,718,033.34		
Final Non-Budgeted		0.00	0.00	0.00	0.00	0.00	0.00	0
		0.00	0.00	0.00	0.00	0.00	0.00	
			0.00		0.00	0.00		
Final Total		0.00	8,898,772.00	0.00	0.00	8,898,772.00	1,180,738.66	87
		1,048.20	7,088,364.88	629,668.46	0.00	0.00	1,810,407.12	
			372,988.09		0.00	7,718,033.34		

LONG BRANCH SEWERAGE AUTHORITY

MINUTES OF THE REGULAR MEETING

OCTOBER 21, 2026

I. and II. Opening and Attendance of Meeting and Pledge of Allegiance

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:00p.m., prevailing time, on Wednesday, October 21, 2026, by the Executive Director, Thomas Roguski, both in person and electronically via telephonic communication conference call, attended by Mr. Riley, Mr. Booth, Mr. Larco, & Mrs. Morris. Mr. Brown was absent.

In addition to the Members of the Authority hereinabove stated, there were present at said Regular Meeting the following professional attaches: Thomas Roguski, P.E., Executive Director; John McKelvey, P.E, of the firm Colliers Engineering and Design, Authority Engineer; Gregory Cannon, Esq. of the firm Law Office of Cannon & McGuinn, Authority Counsel (arrived 3:03p.m.); Charles J. Fallon, CPA, RMA, of the firm Fallon & Company LLP, Authority Auditor, and Elisabete Vieira, Secretary.

III. Announcement Pursuant to New Jersey Open Public Meeting Act

Adequate Notice of this Regular Meeting and of all Regular Meetings for the Year 2026 has been provided by posting a legal notice on the Long Branch Sewerage Authority's official public notice website on March 1, 2026, and by forwarding duplicates thereof on February 19, 2026, to the Clerks of the City of Long Branch, Borough of West Long Branch, and Borough of Monmouth Beach for filing in their respective offices and for posting in a public place in each such Municipality.

IV. Public Participation.

Mr. Vincent Lepore from 33 Ocean Terrace was present via telephonic communication.

Mr. Lepore questioned Correspondence Item No. 4 regarding the easement. Mr. Roguski stated that this property is located at 111 Matilda Terrace, and there's an existing easement on the property that belongs to the Authority. The property owner sought an adjustment to their property taxes based on the easement. A letter was submitted requesting documentation confirming the easement, and the requested documentation was provided.

Mr. Lepore asked for clarification on the November 12, 2026 meeting regarding the Service Charge Schedule Amendment. Mr. Roguski replied that the proposed service charge schedule amendment includes an increase in the quarterly residential service charge from the current rate of $92 to $105.

The proposed commercial rate will also be presented at the rate hearing. The commercial charge is calculated based on the overall residential rate per gallon.

Mr. Roguski stated that additional details regarding the proposed rate changes will be provided during the rate hearing.

Next, Mr. Lepore questioned if the employee benefits would result in a budget shortfall at the beginning of the year, like the situation experienced previously.

Mr. Roguski clarified that the proposed budget anticipates healthcare costs for 2027 through the State Health Benefits Program. He also explained that contract negotiations are currently underway. The budget has not been amended to account for the contract negotiations. The healthcare costs anticipated under the State Health Benefits Program are included in the budget being presented.

Regarding the budget, Mr. Lepore questioned the depreciation assets and Mr. Fallen clarified that accelerated depreciation applies to income tax accounting and is not used in this context. Capital equipment is depreciated based on its estimated useful life.

Mr. Lepore asked if the Hoey Pump Station project affects new debt. Mr. Roguski explained that the Hoey Pump Station project is expected to proceed through the I-Bank financing program, with an estimated cost of approximately $2 million. However, the project is expected to receive approximately $2 million in principal forgiveness, meaning those funds would not need to be repaid. As a result, the goal is to avoid issuing any new debt this year.

Lastly, Mr. Lepore questioned whether capital improvement projects are fully funded for the next five years. Mr. Roguski stated that the Authority is working to complete certain pump replacements in-house by developing the necessary internal skills and capabilities. The current strategy is to fund capital improvement projects through available capital reserves and perform work internally where feasible.

Mr. Lepore had no further questions and thanked the Board.

On Motion by Mr. Riley, seconded by Mr. Booth, passed by the affirmative vote of all members present, no nays, one absent, no abstain; the Public Participation portion of the Meeting was closed.

Let the record reflect that Mr. Cannon arrived at 3:03p.m.

V. Miscellaneous Suggestions for the Good of the Authority

Mr. Vincent Lepore of 33 Ocean Terrace was present via telephonic communication.

Mr. Lepore questioned if the Authority's infrastructure monitoring capabilities, specifically whether real-time monitoring equipment is used throughout the collection system and force main network to detect leaks, blockages, and infiltration and inflow (I&I) before they become significant issues, particularly in preparation for periods of heavy rainfall.

Mr. Roguski stated that recent heavy rainfall and street flooding resulted in increased water entering the collection system and higher flows. However, flows have since returned to normal. Mr. Roguski also reported that its facilities performed well during the recent Nor'easter. Staff had prepared in advance, flood barriers were deployed, and all pump stations operated without alarms. The treatment plant also successfully managed the increased flow.

He continued to explain that, regarding system-wide monitoring, real-time sensors can measure flow levels at individual manholes. However, implementing an effective monitoring network would require a substantial investment. A limited number of sensors, such as ten, may not provide sufficient data to accurately identify the sources of I&I. Mr. Roguski explained that dozens or potentially hundreds of sensors may be necessary to obtain meaningful data and pinpoint problem areas, significantly increasing the overall cost.

Mr. Roguski stated that the Authority acknowledges the value of the proposed monitoring system and agreed that it merits further consideration. However, the decision to proceed would depend on evaluating the benefits against the cost and determining whether the project should be implemented now or later.

Lastly, Mr. Lepore suggested the use of Artificial Intelligence (AI) and Drone Technology.

Mr. Roguski stated that the Authority expressed its willingness to explore the use of Artificial Intelligence (AI) and other emerging technologies to improve operational efficiency and reduce costs. He explained that AI-assisted CCTV inspections could be used to assess pipe conditions and map infrastructure more efficiently. The Authority plans to evaluate AI technology during its next comprehensive, basin-wide television inspection to determine its potential for cost savings and improved data analysis.

Mr. Roguski also discussed the potential use of drones to conduct inspections in areas such as tanks, reducing the need for personnel to enter confined spaces. Given the relatively low cost of drone technology, the Authority is already exploring practical applications where appropriate.

Mr. Roguski thanked Mr. Lepore for the input and suggestion.

Mr. Lepore had no further questions and thanked the Board.

On Motion by Mr. Booth seconded by Mr. Riley and passed by the affirmative vote of all members present, no nays, one absent, no abstain; the Miscellaneous Suggestions for the Good of the Authority portion of the Meeting was closed.

VI. As to the Minutes of the Regular Meeting of September 16, 2026

On Motion by Mr. Booth, seconded by Mr. Riley, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on September 16, 2026, to be dispensed with and that such Minutes be, and they are hereby, approved as recorded and circulated.

VII. As to the Minutes of the Executive Session held on September 16, 2026, if any

None

VIII. Correspondence

The attached list of Correspondence was reviewed by the Authority. Individual items were dealt with as follows:

Mr. Roguski reported that there are three (3) items for consideration, each with an associated resolution.

The first item is Correspondence Item No. 3, a letter from Colliers Engineering and Design regarding a closeout recommendation for the Ocean Gate Project.

The following resolution was presented:

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (hereinafter the "Authority") desires to approve and closeout the application, release the performance bond, and release remaining escrow funds for the 80 Cooper Ave. / Block 306, Lot 1.02, and

WHEREAS, the Authority's Consulting Engineer, Colliers Engineering and Design, has recommended approval and closeout of said application, release of said performance bond, and release of said remaining escrow funds as per and conditional upon items referenced in their letter, dated September 24, 2026, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the Authority hereby approves and closes out the application, releases said performance bond, and releases said remaining escrow funds for the 80 Cooper Ave. / Block 306, Lot 1.02 as per the recommendation of the Authority's Consulting Engineer and conditional upon items referenced in the above referenced letter, and

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director are authorized to sign any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R1.10-26
Exhibit A

****

Mr. Roguski stated that Correspondence Item No. 9 is a letter from Colliers Engineering and Design regarding the New Hope application for the property located at 101 and 117 Third Avenue.

The following resolution was presented:

RESOLUTION

Mr. Booth offered the following Resolution and moved its adoption; seconded by Mr. Riley.

WHEREAS, New Hope Foundation, Inc. has applied for sewer connection for 101 & 117 Third Ave. / Block 217, Lots 14 & 15, and

WHEREAS, the application was accompanied by the necessary documentation, and

WHEREAS, the Authority Consulting Engineer, Colliers

Engineering & Design, has reviewed the associated documents, and has recommended that the application be conditionally approved in their letter, dated October 9, 2026, attached hereto and made a part hereof, and

WHEREAS, there is adequate WWTP capacity to service the request.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the application of New Hope Foundation, Inc. for connection to the sewerage system be and the same is hereby approved conditionally as per the letter of the Authority Consulting Engineer, Colliers Engineering & Design, dated October 9, 2026, and upon the payment of all requisite fees, including, but not limited to, 50% of the total connection fee due prior to issuance of the City of Long Branch Building Permit, and the remaining 50% due prior to issuance of any Certificate of Occupancy.

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director are authorized to sign any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R2.10-26
Exhibit B

****

Mr. Roguski stated that Correspondence Item No. 10 is a proposal from Colliers Engineering and Design, requested by the Authority, to assist with the preparation of an asset management plan for the Hoey Pump Station project.

As required by the New Jersey Department of Environmental Protection (DEP), the Authority must prepare an asset management plan as the project approaches completion. This plan is a requirement for obtaining final permanent financing for the project.

The plan will document the station's assets and equipment, including their expected useful lives and other relevant information necessary for ongoing maintenance and asset management.

The proposed cost for Colliers Engineering and Design to prepare the asset management plan is $6,250.00.

The following resolution was presented:

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore received a proposal from its Authority Consulting Engineer, Colliers Engineering and Design, dated October 12, 2026, for Professional Engineering Services for the Hoey PS Asset Management Plan, and

WHEREAS, the Authority's Engineering Committee and the Executive Director have reviewed the proposal and recommended that the contract be awarded to Colliers Engineering & Design, per their proposal, dated October 12, 2026, attached hereto and made a part hereof, for Professional Engineering Services for the Hoey PS Asset Management Plan, and

WHEREAS, the cost for the preparation of planning report is $6,250.00 for Professional Engineering Services for the Hoey PS Asset Management Plan, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purpose, as per the certification attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Long Branch Sewerage Authority hereby awards Colliers Engineering & Design the proposal for Professional Engineering Services for the Hoey PS Asset Management Plan in the total amount of $6,250.00 subject to Colliers Engineering & Design complying with all of the requirements of the terms and conditions of the proposal.

2. The Authority is authorized to enter into a contract with Colliers Engineering & Design for the purpose expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R3.10-26
Exhibits C, D

****

LIST OF CORRESPONDENCE FOR REGULAR MEETING

LONG BRANCH SEWERAGE AUTHORITY

OCTOBER 21, 2026

1) Certified letter from Alegra Benattar, re: Notice of Claim Pursuant for 459 Norwood Ave/ Block 104-006-002

2) Affidavit of Publication dated 09/17/26 received 9/22/26 from the Asbury Park Press, re: Official Internet Website for Public Notice and Legal Notices

ACTION

3) Letter dated 09/24/26 received 09/25/26 from Colliers Engineering & Design, re: Closeout Recommendation for 80 Cooper Ave/ Block 306 Lot 1.02/ Ocean Gate

4) Copy of letter dated 09/29/26 received 09/29/26 from Thomas Roguski to John E. Butow/ Assessor, re: Sewer Easement for 111 Matilda Terrace/ Block 147 Lot 9.01

5) Letter dated 09/30/23 received 09/30/26 from InSite Engineering, re: Proposed Townhouse Project, 112 Cedar Ave / Block 84 Lots 1, 2.01 & 4

6) Certified letter dated 09/25/26 received 10/02/26, re: 562 Manahassett Ave/ Block 478 Lot 1/ Land Use Regulation Program for a Permit

7) Letter dated 10/8/26 received 10/8/26 from Thomas Roguski to Kevin J. Hayes, Sr./ Insite Engineering, re: Proposed Townhouse Project / 112 Cedar Ave / Block 84 Lots 1, 2.01 & 4 / Service Availability

8) Affidavit of Publication dated 10/02/26 received 10/08/26 from the Asbury Park Press, re: Official Internet Website for Public Notice and Legal Notices

ACTION 9) Letter dated 10/09/26 received 10/13/26 from Colliers Engineering & Design, re: Application Approval for New Hope IBHC/ 101 & 117 Third Ave / Block 217 Lot 14 & 15

ACTION 10) Letter dated 10/12/26 received 10/13/26 from Colliers Engineering & Design, re: Proposal for Hoey PS Asset Management Plan

11) Letter dated 10/13/26 received 10/13/26 from InSite Engineering, re: Utility Availability Request: Sewer Proposed Two-Family Dwelling/ 148 N Fifth Ave/ Block 323 Lot 23.01

12) Certified letter dated 10/8/26 received 10/14/26 from Ansell Law, re: 48 Summers Ave / **NOT LBSA**

13) Certified letter dated 10/8/26 received 10/14/26 from Ansell Law, re: 26 Golf Street / **NOT LBSA**

14) Certified letter dated 10/7/26 received 10/14/26 from Borough of WLB, re: 68 Parker Road/ **NOT LBSA**

15) Monthly Report dated 10/16/26 received 10/16/26 from Colliers Engineering & Design, re: October 2026 Meeting Engineer's Status Report

16) Certified letter dated 10/15/26 received 10/19/26 from Ansell Grimm & Aaron, re: 228 Albert Place/ Block 8 Lot 10.01/ Applicants propose to remove one of the dwellings and reconstruct the remaining single-family dwelling

17) Certified letter dated 10/15/26 received 10/19/26 from Ansell Grimm & Aaron, re: 1180 Lincoln Court/Block 11 Lot 11/ Applicants seek approval to remove existing dwelling and construct new two-story dwelling

18) Certified letter dated 10/16/26 received 10/19/26 from United Steelworkers, re: bargaining agreement

On Motion by Mr. Riley, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the attached List of Correspondence was ordered received and filed.

IX. Report of the Executive Director for the October 21, 2026 Authority Meeting

Mr. Roguski reported that there was a daily flow of 4.01 MGD over the last month and the Authority has met all limits of the discharge permit.

Mr. Roguski reported the bids for the Long Branch Sewerage Authority's 2027 Annual Contracts have been received. It is recommended the contracts be awarded by the Board to the respective lowest responsible bidders as follows:

1.	Contract for Road Restoration & Infrared Paving	Atlantic Infrared	$22,950.00 total
2.	Contract for Electrical Maintenance Services	Electro Maintenance	$100,800.00 total
3.	Contract for Furnishing Pump & Motor Repairs and Purchase of New Pumps & Motors	Pilot Electric	$32,050.00 total
4.	Contract for Magnesium Hydroxide Slurry	Premier Magnesia	$5.04 per gallon
5.	Contract for Sodium Hypochlorite	Univar Solutions	$2.30per gallon
6.	Contract for Dry Polymer	Polydyne, Inc.	$2.15 per pound
7.	Contract for Emulsion Polymer	Polydyne, Inc.	$1.55 per pound
8.	Contract for Alum. Hydroxide Chloride	Univar Solutions	$4.73 per gallon
9.	Contract for Sand, Grit & Bar Screenings	Freehold Cartage	$1,988 per container
10.	Contract for Odor Control Media	NO BIDS SUBMITTED	

Mr. Roguski brought to the attention of the Board that there were no bids for Odor Control Media and inventory is good for 2027 year.

Mr. Roguski inquired if the resolutions can be read and voted upon collectively, to which the Board agreed.

The following resolutions were presented.

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Road Restoration & Infrared Paving Restoration, and

WHEREAS, in response thereto, the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Road Restoration & Infrared Paving Restoration to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purpose, as per the certification attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED that:

1. The Long Branch Sewerage Authority hereby awards its contract for Road Restoration Infrared Paving Restoration to Atlantic Infrared, Inc. in the amount of $22,950.00, subject to the bidder complying with all the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Atlantic Infrared, Inc. for the purpose-expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R4.10-26
Exhibits E & F

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Electrical Maintenance Services; and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Electrical Maintenance Services to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Electrical Maintenance Services to Electro Maintenance, Inc. in the amount of $100,800.00 subject to the bidder complying with all the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Electro Maintenance, Inc. for the purposes expressed herein above.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R5.10-26
Exhibits G & H

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Furnishing Pump & Motor Repairs and Purchase of New Pumps & Motors; and

WHEREAS, in response thereto, the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Furnishing Pump & Motor Repairs and Purchase of New Pumps & Motors to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purpose, as per the certification attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED that:

1. The Long Branch Sewerage Authority hereby awards its contract for Furnishing Pump & Motor Repairs and Purchase of New Pumps & Motors to Pilot Electric in the amount of $32,050.00 subject to the bidder complying with all the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Pilot Electric for the purpose-expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R6.10-26
Exhibits I & J

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Magnesium Hydroxide Slurry, and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Magnesium Hydroxide Slurry to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Magnesium Hydroxide Slurry to Premier Magnesia, LLC, in the amount of $5.04 per gallon, subject to the bidder complying will all the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Premier Magnesia, LLC, for the purposes expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R7.10-26
Exhibit K & L

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Sodium Hypochlorite, and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Sodium Hypochlorite to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Sodium Hypochlorite to Univar Solutions USA, LLC in the amount of $2.30 per gallon, subject to the bidder complying with all the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included

in Notice to Bidders.

2. The Authority is authorized to enter into contract with Univar Solutions USA, LLC for the purposes expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R8.10-26
Exhibits M & N

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Dry Polymer, and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Dry Polymer to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Dry Polymer to SNF Polydyne in the amount of $2.15 per pound, subject to the bidder complying with all the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with SNF Polydyne for the purposes expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R9.10-26
Exhibits O & P

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Emulsion Type Polymer, and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Emulsion Type Polymer to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Emulsion Type Polymer to SNF Polydyne in the amount of $1.55 per pound, subject to the bidder complying with all of the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with SNF Polydyne for the purposes expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R10.10-26
Exhibits Q & R

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Furnishing and Delivery of Aluminum Hydroxide Chloride, and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for furnishing and delivery of aluminum hydroxide to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Furnishing and Delivery of Aluminum Hydroxide to Univar Solutions USA, LLC in the amount of $4.73 per gallon, subject to the bidder complying will all the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Univar Solutions USA, LLC for the purposes expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R11.10-26
Exhibits S & T

****

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Removal, Transport and Disposal of Sand, Grit, and Bar Screen

Screenings to an approved site; and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Removal, Transport and Disposal of Sand, Grit and Bar Screen Screenings to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Removal, Transport and Disposal of Sand, Grit and Bar Screen Screenings to Freehold Cartage, Inc. in the amount of $1,988.00 per 20-yard container removed and disposed of, subject to the bidder complying with all of the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Freehold Cartage, Inc. for the purposes expressed hereinabove.

3. The Authority Chairman and/or Executive Director are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Larco - AYE
Mrs. Morris - AYE

Date: October 21, 2026
R12.10-26
Exhibits U & V

****

Mr. Roguski had nothing further to report.

On Motion by Mr. Booth seconded by Mr. Riley and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the report of the Executive Director, as prepared and submitted, is hereby approved, and ordered received and filed and made part of the Minutes of this Meeting.

X. Report by Authority Counsel of the Activities of that Office and of Actions taken since September 16, 2026

Mr. Cannon had nothing to report this month.

On Motion by Mr. Riley, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by the Authority Counsel of and regarding each and all the foregoing items be, and they are in all respects approved, confirmed, and ratified.

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since September 16, 2026

Mr. Fallon expressed that the proposed budget was reasonable and will meet the Authority's operational needs for the 2027 tax year.

Mr. Roguski stated that Resolution Number 13 authorizes a public hearing regarding the proposed rate changes, scheduled for November 12 at 2:45 p.m., approximately 15 minutes before the regular Authority meeting.

Mr. Roguski continued to state that Resolution Number 14 authorizes the submission of the proposed 2027 Authority budget to the State for review. Following submission, the State will have 60 days to review the budget and provide comments. Any requested revisions will be addressed before the budget is brought back for further consideration and formal adoption at the December 16, 2026, meeting.

The proposed budget has been posted on the Authority's website under the meeting agenda as Exhibit X and has also been distributed to the Board members by email.

Mr. Roguski noted that the budget had been discussed individually with Board members over the preceding several months and invited questions regarding the proposed budget from the Board members or Mr. Fallon.

The following resolutions were presented:

RESOLUTION

Mr. Riley offered the following Resolution and moved its adoption; seconded by Mr. Booth.

WHEREAS, the Long Branch Sewerage Authority (hereinafter the "Authority") is legally required to give notice of public hearings for revisions to the Authority's schedule of service charges pursuant to N.J.S.A. 40:14A-8(c), and

WHEREAS, the Authority will host a public hearing at 2:45 p.m., on November 12, 2026, at the Authority's Administration Building, 150 Joline Avenue, Long Branch, NJ, to consider an amendment to the Authority's Sewer Service Charge Schedule, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that:

1. Notice of the public hearing, in the form of the notice attached hereto and made a part hereof, shall be posted on the Long Branch Sewerage Authority's official public notice website.

2. The same form of notice will be sent to the municipal clerks of the municipalities serviced by the Authority.

ROLL CALL:

Mr. Riley	- AYE
Mr. Booth	- AYE
Mr. Brown	- ABSENT
Mr. Larco	- AYE
Mrs. Morris	- AYE

Date: October 21, 2026
R13.10-26
Exhibit W

****

2027 AUTHORITY BUDGET RESOLUTION
Long Branch Sewerage Authority

FISCAL YEAR: FROM: January 1, 2027 **TO:** December 31, 2027

WHEREAS, the Annual Budget and Capital Budget for the Long Branch Sewerage Authority for the fiscal year beginning, January 1, 2027, and ending December 31, 2027, attached hereto and made a part hereof, has been presented before the governing body of the Long Branch Sewerage Authority at its open public meeting of October 21, 2026; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of $9,442,768.85, Total Appropriations, including any Accumulated Deficit, if any, of $9,712,768.85, and Total Unrestricted Net Position utilized of $270,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of $627,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of none; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Long Branch Sewerage Authority, at an open public meeting held on October 21, 2026, that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Long Branch Sewerage Authority for the fiscal year beginning, January 1, 2027, and ending December 31, 2027 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Long Branch Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 16, 2026

October 21, 2026

_____

(Secretary's Signature)

Governing Body Recorded Vote

Member:	Aye	Nay	Abstain	Absent
	Mr. Riely			Mr. Brown
	Mr. Booth			
	Mr. Larco			
	Mrs. Morris			

Date: October 21, 2026
R14.10-26
Exhibit X

****

Mr. Fallon had nothing further to report.

On Motion by Mr. Riley, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by Authority Auditor of and about each and all the foregoing items be, and they are in all respects, approved, confirmed, and ratified.

XII. Report by Authority Consulting Engineer of the Activities of that Office and of Actions taken since September 16, 2026

Mr. McKelvey reported that the Hoey Pump Station Improvements are nearing completion. The pumps, which represent the last major piece of equipment, have been installed. The contractor is expected to begin startup and testing activities within the next few weeks.

Payment Request No. 8 is currently under review and will be submitted to the Authority shortly.

He stated that work has commenced on the PFAS project, including research into available options and preparation of the project report. The draft report is expected to be submitted later in November.

Mr. McKelvey reported that all sewer improvements and the main water work associated with the bridge project have been completed. Vibration monitoring results continue to be reviewed, and no exceedances have been reported to date. Overall, the monitoring results indicate no significant issues.

Mr. McKelvey stated there was nothing more to report on the escrow projects.

On Motion by Mr. Riley seconded by Mr. Booth and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by Authority Consulting Engineer of and about each and all the foregoing items be, and they are in all respects, approved, confirmed, and ratified.

XIII. Transfers, if any.

The transfers are as listed.

The following Resolution was moved by Mr. Booth, seconded by Mr. Riley, and passed by all affirmative vote of all members present, no nays, one absent, no abstain, approving the Authority Transfers for the month of September 2026 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 21ST DAY OF OCTOBER 2026 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT THAT THE AUTHORITY HEREBY APPROVES THE TRANSFERS MADE FOR THE MONTH OF SEPTEMBER 2026 AS SUBMITTED BY THE EXECUTIVE DIRECTOR AND ORDERS SAID REPORT RECEIVED AND FILED.

XIV. As to Bills submitted for payment by Long Branch Sewerage Authority for the Month of September 2026

The following Resolution was moved by Mr. Riley, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, one absent, no abstain.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 21ST DAY OF OCTOBER 2026 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of September 2025 are found regular and payment of each and all, thereof is authorized to be paid out of the Revolving Fund, General Funds, Revenue Fund or Collection Account as indicated on the said List of Bills attached to the Executive Director's Report.

XV. Report, if any, by Investment Committee.

No report from the investment committee.

XVI. Old Business.

No old business.

XVII. New Business

No new Business.

XVIII. Adjournment at 3:29 p.m.

There being no further business, on Motion by Mr. Booth, seconded by Mr. Riley, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the meeting was adjourned at 3:29 p.m.

Respectfully submitted,

_____
David G. Brown, Secretary

_____
Thomas Roguski, Executive Director

RECEIVED
OCT 26 2026
Certified
L.B. SEWERAGE AUTHORITY

QUAL-LYNX
LINKING YOU TO QUALITY CLAIM SERVICES

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

October 22, 2026

Long Branch Sewerage Authority
150 Joline Avenue/PO Box 720
Long Branch, NJ 07740
Attention: Thomas Roguski

Re:	Insured/Member:	Long Branch Sewerage Authority
	Claimant(s):	Alegra Benattar
	Date of Loss:	7/7/2026
	Policy Period:	January 1, 2026 – January 1, 2027 12:01 A.M
	Policy Number:	EJIF Policy No. EJIF012026041653
	Claim Number:	2027412174

Dear Mr. Roguski,

We are in receipt of your correspondence relating to the above captioned matter, to which was attached a Notice of Tort Claim Against Public Entity filed by Alegra Benattar.

The purpose of this letter is to reserve all rights under the above referenced policy issued by the New Jersey Utility Authorities Joint Insurance Fund to the Long Branch Sewerage Authority, for policy period January 1, 2026 – January 1, 2027 12:01 A.M.

Upon review of the materials received, it appears that certain elements of the claim **are not** a covered occurrence under the coverage document of the Monmouth Joint Insurance Fund ("the Fund").

Specifically, this matter is subject to Section II, Policy Exclusion (g) under the coverage document, which does not provide coverage for:

g. Eminent Domain, Condemnation

Any liability of the Member Entity arising out of or in any way connected with the operation of the principles of eminent domain, condemnation proceedings or inverse condemnation, adverse possession, or dedication by adverse use; or other judicial determination that a taking of private property has occurred or has resulted from the action or inaction of the Member Entity.

100 Decadon Drive
Egg Harbor Township, NJ 08234
P 609-653-8400
F 609-926-9270
www.qual-lynx.com

DOI, FILE

Eminent Domain, condemnation and inverse condemnation are legal concepts and causes of action relating to the improper "taking" of private property, or the diminution of the value of private property, by governmental entities, for which the Fund does not provide coverage under the Plan of Risk Management for the coverage year.

As such, although the Fund will provide a defense to the entirety of the claim, the Fund will not pay any indemnity or losses related to the above exclusion.

The Fund's coverage position is based on the information presently available to us. If there is anything additional you would like the Fund to consider, please forward such information to us at your earliest convenience.

This letter is not, and should not be construed as, a waiver (express or implied) of any coverage defenses or terms, conditions, exclusions or other provisions of the Policy, or any other coverage provided by the Fund or any of its affiliates. The Fund expressly reserves all of its rights under the Policy, at law or in equity, including the right to assert additional defenses to any claims for coverage and to seek a declaration of its rights under the Policy. In addition, the Fund reserves the right to withdraw its defense, and to seek reimbursement of defense costs if any information reveals that there is no coverage under the Policy for this matter.

If you have any other insurance policies which may respond to the excluded elements of this claim, you should report this matter to the issuing carrier(s) immediately.

We would also suggest that this matter be referred to your Municipal Attorney to ensure that the insured/member's interests are protected in connection with this coverage exclusion.

Please feel free to contact the undersigned if you have any questions.

Sincerely,

Kevin F. Davis

Kevin F. Davis
Senior Claims Analyst
(732)507-6728
Kevin.Davis@qual-lynx.com

cc: Robyn Walcoff, PERMA
Cate Keirnan – PERMA
Mary Jane Lidaka – Solicitor
Chris Roselli – Qual-Lynx

Sign X _____ Date _____

USA TODAY CO.

LocaliQ

RECEIVED

OCT 26 2026

L.B. SEWERAGE AUTHORITY

Agency:
Tom Roguski
Long Branch Sewerage
150 Joline Ave
Long Branch NJ 07740-7343
Acct: 1120370

Client:
Tom Roguski
Long Branch Sewerage
150 Joline Ave
Long Branch NJ 07740-7343
Acct: 1120370

This is not an invoice

Order #	Advertisement / Description	Columns x Lines x Insertions	Rate Per Line	Cost
12717370	PUBLIC NOTICE LONG BRANCH SEWERAGE AUTHORITY, MONMOUTH COUNTY OFFICIAL INTERN	2 x 24.00 x 2	$0.44	$56.12
		Net Total Due:		**$56.12**

Costs above include daily print ad cost, online publication and any associated affidavit charges, where applicable

# of Copies :
1

PO #: LEGAL NOTICES

Check #: _____

Date: _____

CERTIFICATION BY RECEIVING AGENCY
I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEVIED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE:_____

TITLE:_____ DATE:_____

CERTIFICATION BY APPROVAL OFFICIAL
I CERTIFY AND DECLARE THAT THIS ORDER CONFIRMATION IS CORRECT, AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O.#

_____

SIGNATURE:_____

TITLE:_____ DATE:_____

CLAIMANT'S CERTIFICATION AND DECLARATION:
I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS ORDER CONFIRMATION IS CORRECT IN ALL ITS PARTICULARS; THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING; AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: 10/21/2026

Signature: _____

Federal ID #: 061032273

Official Position: Clerk

Kindly return a copy of this order confirmation with your payment so that we can assure you proper credit.

Asbury Park Press

www.app.com

USA TODAY Media Corp.

PO Box 631202, Cincinnati, OH 45263-1202

Tom, File

11-2

AFFIDAVIT OF PUBLICATION

Order Number : 12717370

STATE OF WISCONSIN
Brown County

I am a duly authorized representative of http://www.app.com/

I certify that the Publication meets all eligibility criteria required by N.J.S.A. 35:3-3(b) and P.L. 2025, C.72, including that:

The Publication is an online news publication in electronic format that contains news on matters of public concern and has published news predominantly in the English language at least once per week for at least three years continuously.

The Publication displays on its website its average monthly unique website visits and the geographic breakdown of those visits by IP address as well as the criteria provided by N.J.S.A. 35:3-3(b)(11)(b).

ASB Asbury Park_Press 10/21/2026
ASB local.app.com 10/21/2026

Legal Clerk

Denise Roberts
Notary Public State of Wisconsin County of Brown

4-6-27
My commission expires

DENISE ROBERTS
Notary Public
State of Wisconsin

RECEIVED
OCT 26 2026
L.B. SEWERAGE AUTHORITY

PUBLIC NOTICE
LONG BRANCH SEWERAGE
AUTHORITY, MONMOUTH COUNTY
OFFICIAL INTERNET WEBSITE FOR PUBLIC NOTICES AND LEGAL NOTICES

TAKE NOTICE that pursuant to P.L. 2025, c. 72, the complete text of each public notice and legal notice of the LONG BRANCH SEWERAGE AUTHORITY, MONMOUTH COUNTY may be obtained or viewed by the public on our official public notice website: https://www.lbsa.net/public-notices/ and also may be accessed via a button labeled "Public Notices – Click Here" located on the front of the LONG BRANCH SEWERAGE AUTHORITY'S homepage website: https://www.lbsa.net/

TAKE FURTHER NOTICE, the New Jersey Department of State (NJDOS) has been tasked with providing a statewide listing of legal notices pages. A "Statewide Legal Notices" button is available on the NJDOS website at: https://www.nj.gov/state/ The Statewide Legal Notices Listing webpage is located at: https://www.nj.gov/state/statewide-legal-notices-list.shtml

10/21/26 ($21.12)

RECEIVED
OCT 27 2026
CERTIFIED
L.B. SEWERAGE AUTHORITY

THIS NOTICE IS BEING SERVED UPON YOU AS A PROPERTY OWNER WITHIN 200 FEET OF THE BOUNDARIES OF THE PROPERTY REFERENCED BELOW

PLEASE TAKE NOTICE that on November 9, 2026 at 7:00 p.m., the Zoning Board of Adjustment of the City of Long Branch will hold a public hearing on the application of Viking Residential Properties, LLC. The hearing will take place at the Council Chambers, City Hall, 344 Broadway, Long Branch, New Jersey. The premises which are the subject of the application are located at 479 Ocean Blvd. North, Long Branch, New Jersey. Said premises are also known as Block 470, Lot 4.02 in Long Branch, New Jersey.

The applicant is seeking Preliminary and Final Site Plan approval with Use Variance relief in order to construct three (3) townhouse units and associated parking. A Use Variance is required under N.J.S.A. 40:55D-70d(1), as Townhomes are not permitted in the C-3 zone. Bulk variance is also required, as the proposed three (3) story building is greater than the permitted two and one half (2.5) stories.

Further, variance relief is required for the existing access to the street (45' in width proposed, whereas no more than 30' is permitted), minimum frontage of a townhouse parcel (120.6' proposed, whereas 150' is required), minimum lot area (15,208 s.f. exists, whereas 30,000 s.f. is required), street width (15' is proposed to the north and less than 25' is proposed to the south, whereas 25' is required), driveway side yard setback (5) setback proposed, whereas 10' is required).

The applicant also intends to request at the hearing such density, use and bulk variance and/or waivers of design standards and/or submission requirements as are required to develop the premises in the manner indicated in the application materials, and any other variances or waivers that the Board may require.

All Documents relating to the application may be inspected by the public by contacting the Board Secretary during normal business hours at the City of Long Branch, 344 Broadway, Long Branch, New Jersey. Any interested party may appear at the aforesaid hearing, either in person or by their attorney, and be given an opportunity to be heard with respect to the aforesaid application.

/s/ Salvatore Alfieri

By: SALVATORE ALFIERI, ESQ.
CLEARY GIACOBBE ALFIERI JACOBS, LLC
955 STATE ROUTE 34, SUITE 200
MATAWAN, NEW JERSEY 07747
(732) 583-7474
Dated: October 20, 2026

TOM, File

11-3

MORGAN
engineering & surveying

October 30, 2026

Long Branch Sewerage Authority
150 Joline Avenue
Long Branch, NJ 07740

RECEIVED
NOV 03 2026
LB SEWERAGE AUTH

Re: 294 Branchport Avenue / 560 Berdan Place
Long Branch
Block: 356, Lots: 2 & 10
Applicant/Owner: Mario Fragale

To whom it may concern:

Enclosed please find following materials regarding the above mentioned application:

- Two (2) completed *Form A: Application for Conceptual Review*
- Three (3) copies of the site plan entitled *Preliminary & Final Major Site Plan* prepared by Morgan Engineering & Surveying, dated August 7, 2024, last revised August 4, 2026
- Three (3) copies of the *Engineer's Report & Technical Specifications for a New Sanitary Sewer Connection* prepared by Morgan Engineering & Surveying dated October 20, 2026
- One (1) check in the amount of $100.00 made payable to Long Branch Sewerage Authority
- One (1) check in the amount of $1,000.00 made payable to Long Branch Sewerage Authority

If you have any questions or require any additional materials, please do not hesitate to contact this office.

Respectfully submitted,

Mathew R. Wilder, P.E., P.P., CFM, CME
Morgan Engineering, LLC
P.O. Box 5232
Toms River, NJ 08754
732.270.9690 office

FOR, FILE

11-4

101 Crawfords Corner Road
Suite 3400
Holmdel New Jersey 07733
Main: 877 627 3772

Colliers
Engineering
& Design

November 5, 2026

VIA EMAIL

Thomas Roguski, P.E., CME, Executive Director
Long Branch Sewerage Authority
150 Joline Avenue
P.O. Box 720
Long Branch, New Jersey 07740

RECEIVED
NOV 5 2026
L.B. SEWERAGE AUTHORITY

Engineer's Status Report
November 2026 Meeting
Colliers Engineering & Design Project No. LBS-001

Dear Mr. Roguski,

The following is a report on the status of projects for which Colliers Engineering & Design, Inc. (CED) is responsible:

1. Capital Projects

a. WWTP Expansion Study (LBS-0329)

Report reviewed at the January 2025 board meeting. Meeting to be scheduled by LBSA with the Engineering Committee to discuss further.

b. Hoey Pump Station Improvements (LBS-0330)

Work is ongoing and coordination with the contractor is continuing as needed. The Contractor has completed the majority of the pump station improvements work. The Contractor has performed start-up and testing services for the major equipment, and the station is currently operating on the newly installed pumps. Authority staff has received training services for the new pumping equipment and controls, and generator training is upcoming. Remaining work at the station includes painting, miscellaneous site improvements and site restoration/cleanup. CED will be conducting final site inspections and preparing a punchlist to be submitted to the Contractor.

The Contractor has also submitted Partial Payment Request No. 8 in the amount of $118,375.83 for installation of electrical/controls equipment, electrical service upgrade, installation of the comminutor, installation of sewage pumps, pipes, valves and fittings, operation of the bypass pumping equipment, receipt and offloading of flow meter equipment and startup and testing services for various equipment. CED has reviewed and has sent a recommendation of payment of Partial Payment No. 8 to the Authority for review and approval.

TDM

11-5

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& Design

c. **PFAS Removal Conceptual Study (LBS-0361)**

CED is continuing to collect existing information necessary for the preparation of the concept study, researching options, and preparing a draft of the study.

d. **Hoey Pump Station Asset Management Plan (AMP) (LBS-0362)**

CED has been authorized to work on the Hoey Pump Station AMP and is commencing preparation of the same.

2. **Active Escrow Projects**

a. **Takanassee (in construction) (LBS-290)**

The sanitary main and laterals have been installed. Final testing is complete. Updated punch list was sent to Applicant on October 23, 2024. The applicant has requested sign off on the building permit for the multifamily building associated with the application. CED has provided outstanding conditions of approval for sign off and is awaiting the applicant's response.

b. **Proposed 7-Eleven (LBS-292)**

Approval letter was sent to the Applicant on January 7, 2021.

c. **Beachfront LLC (in construction) (LBS-294)**

One lateral for Lot 7.03 has been installed and a TCO has been requested, CED is coordinating final inspection work with the applicant. A preconstruction meeting was held for the construction of the lateral for 983 Ocean Avenue. CED is currently awaiting submission of administrative items for review and approval prior to construction.

Two remaining laterals to be installed at a future date.

d. **Broadway Place (Phase I/II) (in construction) (LBS-295)**

The majority of sanitary sewer installation construction work within Broadway is complete and pending final inspection, testing and preparation of a punchlist. The revised plans submitted by the applicant have been reviewed and approved, construction of the sanitary sewer lateral is ongoing.

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e. NJDOT Bridge over Troutman's Creek (LBS-315)

The project has been awarded, and a utility preconstruction meeting was held with NJDOT and the Contractor (Midlantic Construction, LLC) on April 13, 2026. The Contractor has completed the water main replacement on the north side of the bridge. The contractor has completed test pit work on LBSA lines, preconstruction CCTV of the existing LBSA facilities, and the sewer lining work on the 18" sewer north of the bridge. CED has reviewed the pre-construction videos and pre/post lining videos and has found the same to be acceptable. CED will also be reviewing the post-construction videos at the end of the project. Construction is underway, vibration/settlement monitoring is in place, and CED is reviewing data reports for the same. Based on the data collected to date there have been no exceedances.

The full detour is in place, and construction is anticipated to proceed through the winter and up until Memorial Day.

f. Ocean Gate (in construction) (LBS-0316)

All administrative items have been satisfactorily addressed and recommendation for closeout has been sent to the Authority.

The project will be removed from the following Engineer's Status Report.

g. 175 Chelsea Avenue (LBS-0317)

A review letter was sent on June 8, 2021 to the Applicant. A revised submission was made, and a letter was sent to the Applicant on September 9, 2021, outlining remaining items to be submitted.

h. 290 Ocean Avenue (LBS-0321)

A review letter was sent on January 10, 2022 to the Applicant.

i. 279 Third Avenue (LBS-0326)

A review letter was sent to the Applicant on October 3, 2022.

j. The Atlantic Club (in construction) (LBS-0334)

Preconstruction meeting was held. National Water Main has completed lining work along S. Bath Avenue. Sanitary work is complete. Final inspections are pending completion of all site work.

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& Design

k. Santos Subdivision (LBS-0004)

The applicant has satisfactorily addressed all comments, and the Authority has endorsed the TWA application. The application has received TWA approval; a preconstruction meeting is to be scheduled by the applicant.

l. 156-164 Franklin Avenue (in construction) (LBS-0005)

New Developer is constructing buildings for Lots 5.02, 5.03 5.04 and 5.05. Individual inspections to be scheduled for each of the remaining lots. CED will inspect and review administrative requirements for each lot as the applicant requests sign off. The applicant is requesting sign off for lot 5.05 and CED is coordinating with the applicant to schedule inspections.

m. 169 Chelsea Avenue (in construction) (LBS-0338)

Revised plans to eliminate proposed deep connections to existing sewer have been reviewed and approved. The contractor has installed three (3) sanitary sewer laterals of 3 to be constructed and connected to an existing manhole per the approved plans. The contractor has also installed a connection to an existing lateral per the approved plans. The applicant is requesting sign off for the same.

n. Ocean Acre (in construction) (LBS-0340)

Preconstruction meeting was held September 12, 2025. The applicant is currently constructing sanitary sewer improvements and is coordinating with CED for inspection services.

o. Branchport Crossing (LBS-0342)

Conditional approval letter was provided to the Applicant on February 21, 2025. TWA approval has been received. The applicant has requested sign off on a Building Permit. CED has issued recommendation for sign off on the building permit.

p. Monmouth University BSACAM (in construction) (LBS-0344)

Sanitary sewer construction and final testing have been completed. CED has prepared a recommendation of closeout letter and punchlist, the same has been forwarded to the applicant. A 60-day TCO has been issued, outstanding conditions for a CO include inspection of punchlist items, submission of as-builts and payment of outstanding fees.

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& Design

q. Sephardic Torah Temple (LBS-0345)

The applicant has satisfactorily addressed outstanding review comments. A preconstruction meeting is to be scheduled by the Applicant.

r. RCHP Affordable Housing Corporations (LBS-0346)

The application received conditional approval at the October 2024 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

s. 201, 213 & 215 Third Ave. (LBS-0347)

Revised documents have been submitted and reviewed. Review comments were provided November 25, 2025.

t. Seventh Avenue Apartments (LBS-0349)

Revised documents have been submitted and reviewed, notice of approval has been sent to the Applicant.

u. 112 Brighton Avenue (in construction) (LBS-0350)

All administrative items have been satisfactorily addressed and recommendation for closeout has been sent to the Authority.

The project will be removed from the following Engineer's Status Report.

v. 85 Chelsea Avenue (LBS-0351)

Revised documents have been submitted and reviewed. Review comments were provided on July 13, 2026.

A preconstruction meeting was held November 4, 2026. Construction start is pending submission of administrative items.

w. 305 Broadway Mixed-Use Development (in construction) (LBS-0353)

Preconstruction meeting was held January 27, 2026. Construction is ongoing and a final inspection will need to be scheduled

x. 180 Ocean Residences (formerly Wave Condominium) (LBS-0354)

A preconstruction meeting was conducted October 7, 2026. Sanitary construction will likely commence in January 2027.

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& Design

y. 400 Morris Avenue (LBS-0355)

Revised documents have been submitted and reviewed. A letter indicating conformance with previous review comments and outstanding items of final approval was sent to the applicant on April 1, 2026. Construction start date pending scheduling of preconstruction meeting and submission of outstanding administrative items.

z. 648 Second Avenue (LBS-0356)

The application received conditional approval at the September 2025 meeting. Notice has been sent to the Applicant. Applicant has performed the required flow metering and CCTV and revised documents were resubmitted on August 4, 2026. Review comments were provided on September 30, 2026 and CED is actively coordinating with the applicant regarding grease removal within the sewer located in Second Avenue.

aa. 83 North Broadway Proposed Mixed-Use Development (LBS-0357)

Preconstruction CCTV inspection was completed and submitted September 23, 2026. Review comments were provided on October 2, 2026. Additionally, the applicant has requested sign off for building foundation/footing construction, recommendation approval of the same is contingent on payment of the first half of connection fees and outstanding escrow fees.

bb. 119-127 Brighton Avenue (LBS-0358)

A preconstruction meeting was held November 4, 2026. Construction start is pending submission of administrative items.

cc. 145-147 Brighton Avenue (LBS-0359)

The application received conditional approval at the April 2025 meeting. Notice has been sent to the Applicant. CED is actively coordinating with the applicant regarding grease removal and connection to the sewer located in Brighton Avenue. Revised documents have been submitted and are currently under review.

dd. 125-141 Morris Avenue (LBS-0360)

The application received conditional approval at the May 2026 meeting. Notice has been sent to the Applicant. Revised documents have been submitted and reviewed. Review comments were provided on July 20, 2026.

Colliers
Engineering
& Design

ee. 101 & 107 Third Avenue (LBS-0363)

The application received conditional approval at the October 2026 meeting. Notice has been sent to the applicant.

A meeting was held November 4, 2026 to discuss the proposed location of the tie in of the proposed sanitary sewer lateral into the existing system. CED is awaiting submission of revised documents for review and approval.

Should you have any questions or require any additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.

John J. McKelvey, P.E.
Senior Project Manager

r:\projects\i-l\lbs\lbs001\reports\monthly status updates\2026\261105_jjm_roguski_november meeting.docx

101 Crawfords Corner Road
Suite 3400
Holmdel New Jersey 07733
Main: 877 627 3772

Colliers
Engineering
& Design

RECEIVED
NOV 5 2026
L.B. SEWERAGE AUTHORITY

November 5, 2026

VIA EMAIL

Thomas Roguski, PE, Executive Director
Long Branch Sewerage Authority
150 Joline Avenue
PO Box 270
Long Branch, New Jersey 07740

Partial Payment No. 8
Hoey Pump Station Improvements Project
Long Branch Sewerage Authority
City of Long Branch, Monmouth County, New Jersey
Colliers Engineering & Design Project No. LBS-0330

Dear Mr. Roguski,

Based upon my review of Partial Payment Application No. 8 from Rapid Pump & Meter Service Co., PO Box AY, 285 Straight Street, Paterson, NJ 07509, contractor for the above-referenced project, and documents submitted in support of their request on the Hoey Pump Station Improvements Project, I recommend approval of Partial Payment No. 8 in the amount of $118,375.83. This partial payment covers the installation of the pumps, installation of new pipe valves and fittings, installation of flow metering equipment, testing and startup services, operation of the temporary generator and operation of the bypass pumping equipment. We have inspected the site and have confirmed construction is being completed in accordance with the contract drawings.

Attached, please find the following documents in support of their request:

1. Partial Payment Certificate No. 8;
2. Certified Payrolls; and,
3. Manning Reports.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.

John J. McKelvey, P.E.
Senior Project Manager
JJM/dji
Enclosure
cc: Bruce Bradford, Colliers Engineering & Design (via email)
Dominic Ierardi, Colliers Engineering & Design, Inc. (via email)

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Marion, Tom

11-6

101 Crawfords Corner Road
Suite 3400
Holmdel New Jersey 07733
Main: 877 627 3772

Colliers
Engineering
& Design

November 5, 2026

VIA EMAIL

Thomas Roguski, PE, Executive Director
Long Branch Sewerage Authority
150 Joline Avenue
PO Box 270
Long Branch, New Jersey 07740

Partial Payment No. 8
Hoey Pump Station Improvements Project
Long Branch Sewerage Authority
City of Long Branch, Monmouth County, New Jersey
Colliers Engineering & Design Project No. LBS-0330

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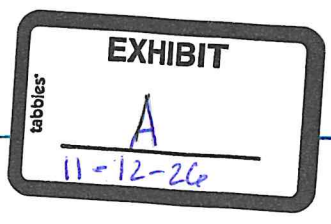
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John J. McKelvey, P.E.
Senior Project Manager
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Donald S. Riley
Chairman

Michael Booth
Vice-Chairman

David G. Brown
Secretary

Bryan I. Larco
Treasurer

Susie Morris
Asst. Sec. Treas.

Long Branch Sewerage Authority
150 Joline Avenue
P.O. Box 720
Long Branch, NJ 07740-0702
---
(732) 222-0500
Fax (732) 222-7947

Thomas Roguski, PE, CME
Executive Director

Fallon & Co., LLP
Accountants

Colliers Engineering & Design
Consulting Engineers

Cannon & McGuinn, LLC
Counsel

October 30, 2026

Re: Repair Parts Required for the
Authority's Grit Chamber System
Long Branch Sewerage Authority
Monmouth County, New Jersey

The Long Branch Sewerage Authority (Authority) requires repair parts for its grit chamber system.

The referenced grit chamber system and associated components are proprietary and specifically designed and required for the proper operation of the Authority's grit chamber system. The referenced grit chamber system repair parts are specifically designed for the specific operational needs of the Authority, and the use of repair parts other than the proprietary ones will undermine the functionality or operational performance of the Authority's grit chamber system; and

The Authority has a substantial investment in its grit chamber system, which was installed under the Wastewater Treatment Plant Modification Project Contract, dated December 2009.

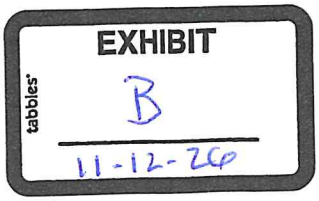
Very truly yours,

LONG BRANCH SEWERAGE AUTHORITY

Thomas Roguski
Executive Director

TR

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Smith & Loveless Inc.
14040 SANTA FE TRAIL DRIVE
LENEXA, KS 66215-1284

Phone: 913-888-5201
Toll Free: 800-922-9048
Fax: 913-888-2173
Email: parts@smithandloveless.com

PARTS QUOTE #47320

Quote To: Glen Grieb
CITY OF LONG BRANCH SEWER AUTHORITY
P.O. BOX 720
150 JOLINE AVENUE
LONG BRANCH NJ 07740
USA

Phone: 732-222-0500 ex.116
Fax: 732-222-2449
Email: ggrieb@lbsa.net

Customer: 25794

Date: 10/30/2026
Expires: 11/29/2026
Sales Person: JULIE HUNTER

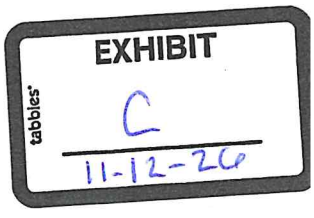
S/N 1744-10
LONG BRANCH, NJ

*** NON-CANCELABLE / NON-RETURNABLE DUE TO CUSTOM MADE PARTS*

INCREASE IN FREIGHT TO ADD FOB DESTINATION

*** FREIGHT TO 150 JOLINE AVENUE LONG BRANCH, NJ 07740*

Line	Part Description	Expected Qty	Unit Price	Ext. Price
1	PARTS-SCHLOSS-TBD PEAK CAP BEARING-END BEARING - SCREW CONVEYOR ASSSEMBLY	2.00 EA	2,440.00	4,880.00
	12 - 14 WEEKS			
2	PARTS-SCHLOSS-TBD HANGER BEARING - LOWER HALF- SCREW CONVEYOR ASSEMBLY	1.00 EA	159.00	159.00
	2 - 4 WEEKS			
3	PARTS-SCHLOSS-TBD HANGER BEARING - UPPER HALF - SCREW CONVEYOR ASSEMBLY	1.00 EA	310.00	310.00
	2 - 4 WEEKS			
4	PARTS-SCHLOSS-TBD PARTS TO ENTER DESCRIPTIONFLANGE BEARING - 4 BOLT 2 7/16 - HEAD SHAFT ASSEMBLY	2.00 EA	920.00	1,840.00
	4 - 6 WEEKS			



Line	Part Description	Expected Qty	Unit Price	Ext. Price
5	PARTS-SCHLOSS-TBD BUCKETS 12 X 7 MAX-TUFF TAN ELEVATOR BUCKET WIT 7/16 AND 1" DIA HOLES	12.00 EA	121.00	1,452.00
	2 - 4 WEEKS			
6	PARTS-SCHLOSS-TBD BUCKETS 12 X 7 DUCTILE IRON DIGGER ELEVATOR BUCKET W/ 7/16 AND 1" DIA HOLES	4.00 EA	226.00	904.00
	2 - 4 WEEKS			
7	PARTS-SCHLOSS-TBD BUCKET ATTACHMENT W/ BOLTS (64 EA)	16.00 EA	286.00	4,576.00
	6 - 8 WEEKS			

QUOTE - Miscellaneous Charge -

	Description	Ext. Price
1.)	FRP-FREIGHT PARTS	725.00

Lines Total	14,121.00
Total Taxes	0.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	725.00
Quote Total	**14,846.00**

Thank you for contacting Smith & Loveless regarding your Parts Inquiry. Smith & Loveless accepts purchase orders, Master Card and Visa when ordering or you can email your order to us at parts@smithandloveless.com.

Contact us when you are ready to order or sign below and note the ship to address and email or fax this back to our Parts Department. You can also call us toll free at (800) 922-9048 or fax your order to (913) 748-0106. We look forward to hearing from you.

Smith & Loveless Inc.
14040 SANTA FE TRAIL DRIVE
LENEXA, KS 66215-1284
Phone: 913-888-5201

Quotation: 47320

FREIGHT:	F.O.B. ORIGIN (Freight will be added at time of shipment and appear as a separate line item on your invoice)
DELIVERY:	Shipment Upon Availability of Parts and Receipt of PO or Credit Card #
INSTALLATION:	Smith & Loveless is supplying the aforementioned items. Owner is responsible for installation, including all inspections and/or code compliance of the installation.
WARRANTY	Warranty Period for Replacement Parts is 90 Days.
TIME FRAME:	Quote is good for 30 days.
PAYMENT:	100% prior to shipment via check, credit card or ACH unless otherwise agreed to in writing.
RESTOCKING FEE:	All returned items may be subject to a 15% to 30% restocking fee. Non-stock / electrical / made to order parts are not eligible for return. Credit for freight is based on whether the station number was provided upon ordering.

Smith & Loveless' quotation and standard terms and conditions applies to this order and no terms set forth in buyers purchase order, acknowledgment letter or verbal communication shall control unless approved in writing by the S&L Contract Department. In the event of any inconsistency between S&L's terms and conditions and buyers purchase order, S&L's terms and conditions shall govern.

Agreed to this_____day of_____, 20___

BUYER

By: _____
Print Name

_____
Authorized Signature

_____
Shipping Address

_____
Shipping Address

Is this purchase tax exempt ? ____**Yes** ____ **No**

If YES, attach Sales Tax Exemption Certificate. Failure to provide tax exempt certificate prior to shipment will result in Buyer being responsible for all applicable taxes.

Agreed to this_____day of_____, 20___ at Lenexa, KS.

SMITH & LOVELESS, INC.

By:_____
Authorized Signature

CERTIFICATION REQUIRED BY THE LOCAL FINANCE BOARD

I, THOMAS ROGUSKI, EXECUTIVE DIRECTOR OF THE LONG BRANCH SEWERAGE AUTHORITY, COUNTY OF MONMOUTH, HEREBY CERTIFY THAT THERE ARE FUNDS AVAILABLE FOR THE PURPOSE OF AWARDING A CONTRACT AND/OR EXPENDING FUNDS FOR THE PURPOSE IDENTIFIED BELOW. THE AMOUNT OF THE CONTRACT AND/OR EXPENDITURE IS: ***$14,846.00***

PURPOSE: ***Grit Chamber Repair Parts***

ACCOUNT TO BE CHARGED:

Reserve – Secondary Treatment Plant / 01-600-001-1609

NAME OF PAYEE AND/OR SUCCESSFUL BIDDER:

Smith & Loveless, Inc.

CERTIFICATION DATED: ***November 12, 2026***

Thomas Roguski, Executive Director

EXHIBIT

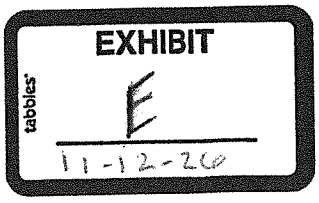
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LONG BRANCH SEWERAGE AUTHORITY

PERSONNEL POLICIES AND PROCEDURES MANUAL/HANDBOOK

Revised September 2026



DISCLAIMER OF EMPLOYMENT CONTRACT

The Long Branch Sewerage Authority has prepared this Manual/Handbook to summarize many of the Authority's policies, procedures and benefit programs. No Handbook can anticipate every circumstance or question about policy. The Authority reserves the right to revise, add to, or delete any policies or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion with orwithout prior notice to employees. This Handbook replaces any prior written and oral communications about the subjects contained in it.

Except where otherwise provided by collective negotiations agreement or statute, employment with the Authority is at-will, which means that it is for no definitive period, and may be terminated by either the employee or the Authority at any time with or without cause, prior notice or procedural requirements. Neither this Handbook nor any Authority policy, procedure or communication (with the exception of the Authority's collective negotiations agreements) shall create any right for any employee or guarantee employment for any period. No representative of the Authority may enter into any agreement or make any representations to alter an employee's at-will status or otherwise create a contractual obligation. Only the Board of Directors may enter into binding commitments, and only when such commitments are in writing and are adopted pursuant to State law.

This Handbook has been written so as not to conflict with the collective negotiations agreement between the Authority and its unionized employees. If there is a conflict between this Handbook and any collective negotiations agreement, the provisions of the collective negotiations agreement will prevail for represented employees

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INTRODUCTION

Welcome to employment with the Long Branch Sewerage Authority, hereinafter referred to as "Authority." You have become a part of a team dedicated to providing vital municipal services to the City's residents and taxpayers. These people provide the money to pay your salary and supply the equipment necessary for the adequate performance of your assigned tasks.

This Personnel Policies and Procedures Manual/Handbook (hereinafter "Manual") has been prepared to make your employment informed and productive. It answers most of the frequent questions concerning rules and regulations, personnel and responsibilities, operational structure and procedures, policies and employee benefits. The material is of a general nature, however, and there may be more specific rules, regulations and policies that differ somewhat from those detailed in this manual. You should consult your Supervisor in your department for additional information.

ROLE OF AN EMPLOYEE

As an employee of the Authority, you serve the citizens of Long Branch. The way you perform your job will inevitably affect the degree of success the Authority will achieve in fulfilling its responsibilities to the taxpayer.

The following is a list of basic rules you must follow:

1. Be punctual - begin your work at designated times.
2. Maintain regular attendance. If unable to report to work, notify your supervisor immediately.
3. While at work, maintain a high level of performance.
4. Treat public property carefully. Don't waste materials and never use supplies or equipment for your own personal business.
5. Avoid using the telephone for personal calls except in an emergency.
6. Keep confidential information to yourself. Don't spread rumors or gossip.
7. Identify yourself by name and be courteous and considerate to everyone you meet personally or talk to on the phone.
8. Dress appropriately for your job. Be neat, clean and well-groomed at all times.
9. Develop a team spirit and do your part to get the whole job done.
10. No employee is allowed to solicit or accept any gift, gratuity, loan or fee for personal gain in the course of his or her duties and must immediately report to the Executive Director any gratuities offered.
11. If you see something (misconduct, harassment, violations of these policies, etc.), say something (to your supervisor or Executive Director).

GENERAL PERSONNEL POLICY

It is the policy of the Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Authority shall apply to all employees, volunteers, elected or appointed officials 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.

All employees, officers and supervisors shall be appointed by the Board of Directors upon recommendation of the Executive Director. No person shall be employed or promoted unless there exists a position created and adopted by the Authority Board of Directors as well as the necessary budget appropriation and salary authorization.

The Executive Director is responsible for personnel policies and procedures and is directed to implement personnel practices. The Executive Director shall have access to the Labor Attorney for guidance in personnel matters.

As a general principle, the Authority has a "no tolerance" policy towards workplace wrongdoing. Authority officials, employees and independent contractors are to report anything perceived to be improper to the Executive Director. The Authority believes strongly in an Open Door Policy and encourages employees to talk with their supervisor or Executive Director.

The Manual adopted by the Authority is intended to provide guidelines covering public service by Authority employees and is not a contract. This Manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Authority personnel. The provisions of this Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority. This Manual supersedes and replaces all prior personnel policy and benefit statements, whether oral or in writing.

The Authority reserves the right to change, delete, suspend, or discontinue any part or parts of this /Manual at any time, without prior notice, and any such action shall apply to existing as well as future employees. All employees will be notified when any material changes are made to the policies contained in this Manual. You should be aware that these benefits and guidelines may be changed at any time, and that depending upon the circumstances of a given situation, the Authority's actions may vary from the provisions of this Manual. **As such, the contents of the Manual DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT.**

To the maximum extent permitted by law, the employment practices of the Authority shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, and any applicable bargaining unit agreement, the Authority shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Authority shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or termination.

ARTICLE ONE: Policies Relating to Employee Rights and Obligations

Section 101. Affirmative Action Policy

The Authority has adopted an Affirmative Action Plan that applies to all departments and their employees in the Authority.

It is our goal to eliminate the possibilities of discrimination in Authority employment and personnel practices including, but not limited to, the following areas:

1. Recruitment
2. Selection
3. Hiring
4. Placement
5. Promotion
6. Demotion
7. Transfer
8. Termination
9. Training
10. Compensation
11. Fringe Benefits
12. Use of all facilities

Section 102. Equal Employment Opportunity Anti-Discrimination Policy

The Authority is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act and the New Jersey Law Against Discrimination. Under no circumstances will the Authority discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, disability, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding employment and personnel practices (hiring, compensation, promotion, transfer, demotion, termination, etc.), are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly in violation of this policy, they have the right to address their concern with his or her supervisor or the Executive Director through the complaint procedure set forth in this Manual's Employee Complaint Policy

Section 103. Americans with Disabilities Act Policy

In compliance with the Americans with Disabilities Act, the ADA Amendments Act theNew Jersey Law Against Discrimination (LAD), and the federal Pregnant Workers Fairness Act ("PWFA"), the Authority does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Authority will endeavor to make every work environment handicap accessible and consider reasonable accommodations when appropriate. Future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act AccessibilityGuidelines, as well as the ADA Amendments Act.

It is the policy of the Authority to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, or pregnancy related medical condition. We will also make reasonable

accommodations to known physical or mental limitations of all employees and applicants with disabilities or who are pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an undue/unreasonable hardship on the Authority. An individual who poses a threat to the health and safety of oneself or to others is not qualified.

Qualified employees or prospective employees may request accommodations to perform the essential functions of their job or gain access to the hiring process. Employees or prospective employees should direct their written request to the Executive Director. The Executive Director may require the employee to provide adequate medical or other appropriate documentation of the disability/pregnancy and the need for the desired accommodation. The Executive Director shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees, or their respective physician, to identify reasonable accommodations. All decisions with regard to reasonable accommodations shall be made by the Executive Director. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to the work area for the employee to express breast milk for the child.

Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Authority to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting the Authority's facilities. Any questions concerning proper assistance should be directed to the Executive Director.

Section 104. Anti-Harassment (including Sexual Harassment) Policy

Generally. The Authority is committed to providing a work environment that is free from discrimination and will not tolerate harassment in the workplace (of or by employees towards anyone, including any supervisor, co-worker, or non-employee, including vendors and citizens) motivated by any characteristic protected by law.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Authority generally. The Authority cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

If an employee is witness to or believes to have experienced harassment, including sexual harassment, immediate notification of the supervisor or other appropriate person, including the Executive Director, should take place. See "Employee Complaint Policy" for additional information.

Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Applicability. This policy applies to all people employed by the Authority, as well as

volunteers working on behalf of the Authority, and prohibits such conduct by or towards all such employees/volunteers. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the Authority are also expected to abide by the policy. In addition, no employee shall be required to withstand behavior from the public which violates this policy.

Provisions. The Authority prohibits any form of harassment or discrimination related to an employee's protected group status, including race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities), pregnancy, breastfeeding, atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law.

All employees are expected to avoid any behavior or conduct of a harassing or discriminatory nature. Harassment includes, but is not limited to:

A. Treating an individual less favorably based on a person's protected group status;

B. Using derogatory or demeaning slurs to refer to a person's protected group status;

C. Calling another by an unwanted nickname which refers to one or more protected group statuses, or telling ethnic jokes that harass an employee or create a hostile work environment;

D. Using derogatory references regarding a protected group status in any job-related communication;

E. Engaging in threatening, intimidating, or hostile acts, in the workplace, based on a protected group status; or

F. Displaying or distributing material in the workplace that contains language or derogatory or demeaning images, based on any protected group status.

Any form of harassment or discrimination related to an employee's protected group status violates this policy.

This policy applies to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development. Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Sexual Harassment. The Authority prohibits sexual harassment of its employees in any form. Such conduct shall result in appropriate disciplinary action up to and including dismissal from employment.

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communications, expressed or implied, of a sexual nature when:

(1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or

(2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or

(3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating hostile or offensive employment environment.

B. Prohibited Conduct: No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

Other sexually harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

(1) Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities;

(2) Verbal abuse of a sexual nature including sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, and foul or obscene language or gestures;

(3) The display of sexually graphic pictures or pictures of an offensive nature, or objects in the workplace, including sexually suggestive written material such as letters, notes, facsimiles, text messages and e-mails;

(4) Any unwelcome sexually motivated touching, including, for example, patting, pinching, hugging, cornering, blocking or impeding movement and repeated brushing against another employee's body.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the "proper role" of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

Employees who feel they have been subject or witness to sexual harassment must report the harassment to their supervisor, or if they prefer to the Executive Director. See Employee Complaint Policy herein.

Training. The Authority recognizes the need to reinforce its policies with effective training.

Training is to be provided to all supervisory and non-supervisory employees. Ultimately, the goal of effective training is to build a culture in which all employees feel safe. Training may be conducted in person or through electronic means. To the extent economically and operationally feasible, training will be conducted live whenever possible. Training should empower participants to intervene appropriately when they witness harassment or discrimination. This means not only training participants on the requirements of the policy prohibiting harassment and discrimination, but also training participants on tools for response and lodging complaints. Training should emphasize the negative impact of harassment and discrimination on employees, workplace productivity, workplace culture, and encouraging those employees who either experience harassment/discrimination or witness it to report it.

Monitor for Compliance. The Authority acknowledges the importance of ensuring that its policies and procedures are actually working as intended to prevent sexual harassment and other forms of discrimination from occurring in the workplace. It is the expectation of the Authority that all supervisors shall enforce anti-harassment policies and that setting the proper example is part of their job description and part of the evaluation of their job performance. The Authority will engage in proactive efforts to monitor and ensure compliance with its policies within their workplaces.

Section 105. Employee Dating Policy

The Authority recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the Authority also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the Authority has adopted the following policy on the subject of employees dating.

1. During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

2. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on Authority premises, whether during working hours or not.

4. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the Employer disciplinary policy which may include counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

5. Employee off-duty conduct is generally regarded as private, as long as such conduct

does not create problems within the workplace.

An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
If such a relationship exists or develops, both parties involved shall report the fact to A) their immediate supervisor or B) human resources within (two) 2 business days.

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title, makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the Authority.

If the employees involved in the relationship are in a supervisor/subordinate status, management may take any action which it deems appropriate, up to and including transferring one of the employees so that there is no longer a supervisor/subordinate relationship between them.

In addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The Authority regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment for other interference with the Authority's operations.

Nothing in this policy alters an employee's at will status.

Section 106. "Whistle Blower" Policy

As a matter of law and policy, the Authority abides by all Federal, State, and local laws, rules, and regulations applicable to it and has all its employees do the same. Every employee is responsible for assisting the Authority to implement this policy.

Employees have the right to file a written concern or compliant about any matter that they perceive to be improper/unlawful, and all concerns and complaints will be taken seriously and investigated.

The Authority shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, the Executive Director, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;

- Providing information to, or testifying before any public body conducting an investigation, hearing, and/or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law;

- Providing information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any government entity;

- Providing information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the Authority or any governmental entity; or

- Objecting to, or refusing to participate in, any activity, policy, or practice that the employee reasonably believes: is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the law, the employee first must bring the violation to the attention of the Executive Director. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm as a result of the disclosure provided, however, that the situation is an emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form, but may make an oral complaint at their discretion. See Employee Complaint Policy.

Under the law, the employee must give the Authority a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy. In accordance with law, a copy of this policy will be posted in all facilities and distributed to personnel annually.

Section 107. Employee Complaint Policy

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing, whether or not unlawful, should immediately report the matter to their supervisor, or, if they prefer, the Executive Director. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to others. Employees are encouraged to express their concerns in writing using the Employee Complaint form but may make an oral complaint at their discretion.

No retaliatory measures shall be taken against any employee who complains of workplace wrongdoing or participates in the investigation of a complaint. The Authority will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts.

Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the Executive Director for resolution. Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment.

The Authority will investigate the harassment complaint to determine the merits of the allegations. The Executive Director will designate an objective investigator to determine the validity of any complaint. The investigator may include any third party deemed appropriate. The investigation will be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved. The investigation will, at a minimum and to the extent possible, include an interview with the employee bringing the complaint and the accused. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action, up to and including termination, will be swiftly pursued based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

Section 108. Grievance Policy

For the policies and procedures set forth in this manual, *a* grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Authority. (Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement.) All grievances from non-union employees must be presented within ten (10) calendar days after the event giving rise to the grievance has occurred, or should have reasonably been known, and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty (30) working days prior to the date the grievance was first presented in writing.

- Step One: Any employee or group of employees with a grievance shall orally or in writing communicate the grievance to the supervisor who will discuss the matter with the Executive Director. The supervisor will communicate the decision in writing to the employee within ten (10) calendar days.

- Step Two: If the employee is not satisfied with the decision, the employee must submit a written grievance to the Executive Director detailing the facts and the relief requested. The decision in Step One will be deemed final if the employee fails to submit a written grievance within ten (10) calendar days of the Step One decision. The Executive Director will render a written decision to the employee within ten (10) calendar days after receipt of the written grievance. The Executive Director's decision shall be final.

These limitations do not apply to employee complaints made under the Anti-Harassment (including Sexual Harassment) Policy or the Whistle Blower Policy.

Section 109. Contagious or Life Threatening Illnesses Policy

The Authority is committed to providing and maintaining a healthy and safety work environment which allows all employees to perform their jobs in a safe and productive manner.

The Authority respects the dignity and worth of every employee through its Equal Opportunity Employment statement, which explains its policy and practice with respect to prohibiting discrimination in every phase of employment. The Authority providessupport for individual employees who may be facing the trauma of a life-threatening or catastrophic illness. The purpose of this policy is to support the physical and emotional health of all employees, minimize disruptions of productivity and morale caused by the presence of a worker with a life-threatening illness, and demonstrate the Authority's continued commitment to its affirmative action goals related to physically disabled employees.

If an employee has learned that he or she has a contagious or life threatening illness, including but not limited to HIV/AIDS, the employee should take all steps to protect further spread of the disease or illness.

When appropriate, the employee's supervisor should be notified of any illnesses that may affect the health, safety, and welfare of any co-employee or member of the general public. Employees with such conditions, who are able to meet appropriate standards and whose continued employment does not pose a threat to their own health and safety or that of others, are assured equal employment opportunities and reasonable accommodations in their employment.

If an employee is able to work, he or she is expected to be productive. If the individual cannot work, then he or she may be eligible for disability benefits.

Consistent with the concern for employees with life-threatening illness, the Authority offers the following resources through the human resources official:

1) Employee education and information on terminal illnesses and specific life-threatening illnesses.

2) Referral to agencies and organizations which offer supportive services for life-threatening illnesses.

3) Consultation in assisting employees in efficiently managing health, leave and other benefits. The Authority encourages employees who need these resources to contact the human resources official.

Section 110. Safety Policy

The Authority will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Authority is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including

personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Executive Director. Failure to do so constitutes grounds for disciplinary action. Any on-the-job accident or accident involving Authority facilities, equipment or motor vehicles must also be immediately reported to the Executive Director.

Employees are encouraged to discuss safety concerns with the Executive Director.

Section 111. Transitional Duty Policy

The Authority will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed 45 workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee eligible for transitional duty, based on a report of the Workers Compensation Physician or their own treating physician shall notify the Executive Director as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will be able to perform the essential functions of their original position after the transitional duty period ends. The Executive Director will determine if there is any available work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Executive Director will decide if it is in the best interest of the Authority to approve a transitional duty request and will notify the employee of the decision. The Authority reserves the right to terminate the transitional duty assignment at any time without cause.

Employees on worker's compensation because of a job-connected injury or illness may not refuse transitional duty assignments that are consistent with the Workers Compensation Physician's restrictions. In such cases, failure to report to work as directed by the Executive Director shall constitute grounds for termination. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Executive Director who will render a written response after consultation from the Worker's Compensation Physician.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Executive Director. The employee must keep the Executive Director informed of the employee's medical progress. (Employees assigned to transitional duty *may request time off and* will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work without restrictions, the Authority reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation.

This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the New Jersey Family Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

Section 112. Workplace Violence Policy

Generally. The Authority will not tolerate and has adopted a Zero Tolerance policy for workplace violence. Each employee and every person on Authority property is obligated to report incidents or threats or acts of physical violence of which he or she is aware. The Authority's prohibition against threats and acts of violence applies to all persons involved in the Authority's operations, including but not limited to Authority personnel, volunteers, contract and temporary workers, and anyone else on Authority property. Violation of this policy by any individual on Authority property, by any individual acting as a representative of the Authority while not on Authority property, or any individual acting off of Authority property when his or her actions affect the public interest or the Authority's business interests will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy is cause for disciplinary action up to and including termination. The Authority will actively intervene in any potentially hostile or violent situation.

Threats or Acts of Violence Defined. "Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions with the Authority, or to create a hostile, abusive, or intimidating work environment for one or more employees. This includes any violence or threats made on Authority property, at Authority events or under other circumstances that may negatively affect the Authority's ability to conduct business.

Examples of Workplace Violence. General examples of prohibited workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on Authority property, regardless of the relationship between the Authority and the parties involved in the incident.

All threats or acts of violence not occurring on Authority property but involving someone who is acting in the capacity of a representative of the Authority.

All threats and acts of violence not occurring on Authority property involving an employee of the Authority if the threats or acts of violence affect the legitimate interest of the Authority.

Any threats or acts resulting in the conviction of an employee or agent of the Authority, or of an individual performing services on the Authority's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the Authority.

Specific Examples of Prohibited Conduct. Specific examples of conduct which may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to:

Hitting, fighting, pushing, or shoving an individual or throwing objects;

Threatening to harm an individual or his/her family, friends, associates, or their property;

The intentional destruction or threat of destruction of property owned, operated, or controlled by the Authority;

Making harassing or threatening telephone calls, letters or other forms of written or electronic communications;

Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the Authority;

Harassing surveillance, also known as "stalking," the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety;

Suggesting or otherwise intimating that an act to injure persons or property is "appropriate," without regard to the location where such suggestion or intimation occurs;

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Authority property.

If employees of the Authority are required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

Procedures for Dealing with Acts of Workplace Violence. If a violent act or altercation constitutes an emergency, call 9-1-1 or the Long Branch City police department. In instances that are not emergency situations, contact your supervisor or the designated human resources official. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or if it would be too dangerous for the employee to separate the parties, call 9-1-1 or the Long Branch police department, and contact your supervisor or the designated human resources official. The supervisor will contact the designated human resource officer, who will take responsibility for coordinating a response to the incident.

In instances that involve criminal situations, the designated human resources official will contact the Long Branch police department for assessment, and if necessary, a criminal investigation.

Employee Reporting Obligations and Procedure. Each employee and every person on Authority property is obligated to report incidents or threats or acts of physical violence of which he or she is aware. In cases where the reporting individual is not an employee, the report should be made to the local police department. In cases where the reporting individual is an employee, the report should be made to the employee's supervisor or the designated human resources official. Each supervisor shall promptly refer any such incident to the designated human resources official.

The Authority will promptly and thoroughly investigate all reports of threats of (or actual) violence and/or suspicious individuals or activities. Any individual determined to be responsible for conduct in violation of this policy will be subjected to disciplinary action up to and including termination of employment, arrest and prosecution.

Nothing in the policy alters any other reporting obligation established in the Authority's policies or in State, Federal or other applicable law.

Confidentiality and Retaliation. This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort to the extent practicable will be made to protect the safety and identity of anyone who comes forward with concerns about a threat or act of violence. Employees shall refer any questions regarding his or her rights and obligations under the policy to the designated human resources official.

Section 113. Domestic Violence Policy

PURPOSE

This Policy is adopted to implement the uniform domestic violence policy for public employers in accordance with the requirements of N.J.S.A. §11A:2-6a. The purpose of this policy is to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

DEFINITIONS

The following terms are defined solely for the purpose of this policy:

Domestic Violence - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

Abuser/Perpetrator - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

Human Resources Officer (HRO) –An employee of the Authority with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the Authority as the primary or secondary contact to assist employees in reporting domestic violence incidents.

Intimate Partner - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

Temporary Restraining Order (TRO) -A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from

having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

Victim - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

Workplace-Related Incidents- Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All employees of the Authority are covered under this policy, including full and part time employees, casual/seasonal employees, interns, volunteers and temporary employees at any workplace location.

HUMAN RESOURCES OFFICER

The Authority hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

Primary HRO:

Thomas Roguski, Executive Director, Tel: 732-222-0500 x112, Email: troguski@lbsa.net

Secondary HRO:

Marion Uyeyama, Comptroller, Tel: 732-222-0500 x113, Email: muyeyama@lbsa.net

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of

persons who are victims of domestic violence.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. §9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.

B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.

C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.

D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. §34:11C-1 et seq. (NJ SAFE Act). See Domestic Violence Leave Policy.

E. If there is a report of sexual assault or abuse, the victim should be offered the services of a Sexual Assault Response Team.

F. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy.

G. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. §47:1A-10.

THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose family member as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a family member, as they relate to an incident of domestic or sexual violence:

1) Seeking medical attention;
2) Obtaining services from a victim services organization;
3) Obtaining psychological or other counseling;
4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

See Domestic Violence Leave Policy for more information.

DOMESTIC VIOLENCE ACTION PLAN

The Authority has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence:

A. Designate an HRO with responsibilities, as designated in this policy.

B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.

C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the Authority.

D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his family members (i.e. child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes) is a victim of domestic violence.

E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.

F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact the Executive Director in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.

G. The Authority, its designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. A copy shall also be available from the Executive Director's Office. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

RESOURCES

This policy includes an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

DISTRIBUTION OF POLICY

The Executive Director's Office will be responsible for distributing this policy to employees, volunteers, and other employees identified above, updating this policy to reflect circumstances changes in the organization, and monitoring the Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs for modifications to the uniform domestic violence policy for all public employers.

OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO and the Authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General Directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Executive Director.

Section 114. Access to Confidential Personnel Files Policy

The official personnel file for each employee shall be maintained by the Executive Director. These records shall include: dates of appointments, transfers, promotions and terminations, job titles, salaries, commendations, complaints, performance evaluations, disciplinary actions, amount of leave accrued and used, a record of the employee's training and other related matters, and attendance records.

A new employee's employment application, letters of reference, reference verification and any other supporting documents will be included in the personnel file. Confidential medical records are maintained in a separate file.

Personnel records, other than name, title, salary, compensation, dates of service, reason for separation, and information on specific educational or medical qualifications required for employment, are confidential and are available only to the employee, an authorized representative of the employee, and the human resources official. Personnel records may also be available to the Executive Director, other members of management, the Authority's legal counsel, and members of the Authority's Board on a need-to-know basis in connection with official duties. Additionally, the Employer will make the recordsavailable as required by law.

Employees are entitled to review the contents of their personnel folder, except for reference checks and other information provided to the Authority in the hiring process,but may not review the contents of other employees' personnel file(s). Employees who want to review their own personnel folder should request an appointment with the Executive Director. Employees should provide the Authority with at least twenty-four (24)hours advance notice of his or her need for an appointment to review his or her personnel file. To protect the integrity of the personnel files, the employee will review thepersonnel file in the presence of the Executive Director or his/her designee. Employees will not be permitted to photocopy the contents of their folder, take personnel folders outside of the Authority or remove any documents from the folder.

Employees whose duties require access to personnel documents or information must maintain their confidentiality. Violators of this confidentiality will be subject to disciplinary action up to and including termination.

Section 115. Conflict of Interest Policy

Employees and Authority officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Authority. Violations of this policy will result in appropriate discipline, up to and including termination.

The Authority recognizes the right of employees to engage in outside activities that are of a private nature and unrelated to Authority business. However, business dealings that appear to create a conflict between the employee and the Authority's interests are unlawful under the New Jersey Local Government Ethics Act. Additionally, under the Act, certain employees and officials are required to annually file with the Authority Clerk a state mandated disclosure form.

A potential or actual conflict of interest occurs whenever an employee including an Authority official is in a position to influence an Authority decision that may result in a personal gain for the employee or an immediate relative. Employees are required to disclose possible conflicts so that the Authority may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Executive Director to obtain clarification.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Authority duties. Under no circumstances may an employee accept donations, gratuities, contributions or gifts from a citizen, resident, commercial business owner, or vendor doing business with or seeking to do business with the Authority or any

person or firm seeking to influence Authority decisions. Meals and other entertainment valued in excess of $25.00 are also prohibited. Employees are required to report to the Executive Director any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

For purposes of this policy, immediate relative includes: spouse; child; parent; sibling; grandparent; grandchild; father-in-law; mother-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepsibling; half-brother; half-sister; nephew; niece; first cousins; aunt; uncle; foster children; domestic partner or cohabitants, or any person related by blood or marriage residing in an employee's household.

Furthermore, pursuant to the provisions of the Local Government Ethics Law:

1. No employee or member of his or her immediate family will have an interest in a business organization or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.

2. No employee should use or attempt to use his or her official position to secure unwarranted privileges or advantages for him or herself or others.

3. No employee should act in his or her official capacity in any matter wherein he or she, a member of his or her immediate family, or business organization in which he or she has an interest, has a direct or indirect personal or financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.

4. No employee should undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.

5. No employee, member of his or her immediate family, or business organization in which he or she has an interest, should solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan contribution, service, promise or other thing of value was given or offered for the purpose of influencing him or her directly or indirectly in the discharge of his or her official duties.

6. No employee will use, or allow to be used, his or her public employment, or any information, not generally available to members of the public, which he or she receives or acquires in the course of and by reason of his or her employment, for the purpose of securing financial gain for himself or herself, any member of his or her immediate family, or any business organization with which he or she is associated.

7. No employee or business organization in which he or she has an interest will represent any person or party other than the Employer in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he or she serves. An employee or members of his or her immediate family may represent himself or herself in proceedings concerning the employee's own interests.

Section 116. Outside Employment

An employee may accept outside employment or engage in outside business activities as long as such employment does not interfere with an employee's work performance or compromise an employee's position with the Authority by reason of a conflict of interest. Such outside employment may not exceed 20 hours per week. Persons who seek to work a second job must receive approval from the Executive Director.

The Executive Director may request employees to restrict outside employment if the quality of Authority work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Authority must submit a written notice of these outside interests to the Executive Director.

Section 117. Employee Evaluation Policy

The supervisor will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once in the initial employment period and once a year thereafter. (This does not prohibit reviews at other times as deemed appropriate by the Supervisor or Executive Director.)

The Authority requires performance appraisals to be conducted to ensure that:

(1) each employee receives feedback on objectives, accomplishments, strengths, and areas for improvement;

(2) each employee receives advice from his or her supervisor on ways to improve performance and has the chance to identify with his or her supervisor areas where greater contribution is possible, or where either feels more development would be beneficial; and

(3) essential information is recorded concerning strengths and weaknesses of all employees in relation to career development, including potential for advancement and suitability for other positions and training.

The performance evaluation provides the vehicle for a dialogue between the employee and the supervisor and ensures shared expectations of the requirements for the employee's job and the employee's performance in the job. Accordingly, the Authority will use a performance review/evaluation system for all employees.

During performance reviews, the evaluator(s) will consider, among others:

- Initiative, dependability and effort;
- Knowledge of work;
- Attitude and willingness;
- Quantity and quality of work;
- Disciplinary record; and
- Attendance and tardiness

The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form.

After completing the evaluation, the supervisor will review the results with the employee and return the form(s) with the signed acknowledgement to the Executive Director. After review by the Executive Director, the form(s) are to be placed in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Executive Director.

Section 118. Employee Discipline Policy

The Authority considers the purpose of disciplinary action to be corrective, not punitive.

While we hope that you will not become involved in these matters, occasionally, some employees must be reprimanded for actions not in conformance with conduct expected of Authority employees. Some examples of misconduct that are causes for disciplinary action include, but are not limited to:

1. Incompetency, inefficiency or failure to perform duties;
2. Insubordination;
3. Inability to perform duties;
4. Conviction of a crime or a disorderly persons offense;
5. Conduct unbecoming a public employee;
6. Neglect of duty;
7. Discrimination that affects equal employment opportunity, including sexual harassment;
8. Violation of Federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and State and local policies issued thereunder;
9. Falsification of public records, including attendance and other personnel records (e.g. timesheets);
10. Harassment of co-workers and/or volunteers and visitors;
11. Theft or attempted theft of property belonging to the Authority, fellow employees, volunteers or visitors;
12. Unauthorized absences and/or chronic or excessive absences or lateness;
13. Fighting on Authority's property at any time;
14. Failure to report to work on the day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence;
15. Possession, sale, transfer or use of intoxicants or illegal drugs on Authority property and at any time during work hours;
16. Entering Authority buildings without permission during non-scheduled work hours;
17. Soliciting on Authority premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and for sales of products;
18. Careless waste of materials or abuse of tools, equipment or supplies;
19. Deliberate destruction or damage to Authority property or the property of other employees;
20. Sleeping on the job;
21. Carrying weapons of any kind on Authority premises and/or during work hours, unless carrying a weapon is a function of your job duties;
22. Violation of established safety and fire regulations;

23. Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours;
24. Defacing walls, bulletin boards or any other property of the Authority or other employees;
25. Unauthorized disclosure of confidential Authority information;
26. Gambling on Authority premises;
27. Horseplay, disorderly conduct and use of abusive and/or obscene language on Authority premises;
28. Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort;
29. Violating any Authority rules, procedures, regulations or policies;
30. Unauthorized use of computers, Internet, email, voicemail, telephone and cellular phone; and
31. Other sufficient cause.

The above list is not intended to be exhaustive, but merely illustrative. There may be other forms of behavior that constitute misconduct by the employee.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five (5) working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five (5) working days or less. Employees who object to the terms or conditions of the discipline may be entitled to a hearing prior to imposition of a suspension, demotion or termination. Employees may also grieve the imposition of discipline in accordance with this Handbook.

In cases of employee misconduct, the Authority believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Executive Director review; written reprimand; suspension; fines, demotions, and dismissal. At the discretion of the Authority, action may begin at any step, and/or certain steps may be repeated or bypassed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this Manual nor any other Authority guidelines, policies or practices create an employment contract. Employment with the Authority may be terminated at any time with or without cause or reason by the employee or Authority.

Bargaining unit employees and statutory employees are provided with the right to challenge discipline sought in accordance with statute and/or their collective negotiations agreement, as applicable.

Section 119. Employee Termination Policy

An employee's termination of employment with the Authority shall be pursuant to the doctrine of "employment at will." As stated above, the Authority shall have the right to terminate an employee at any time and for any non-discriminatory or otherwise lawful reason including for disciplinary reasons, with or without notice, except the Authority shall

comply with all Federal and State legal requirements that may require notice and an opportunity to be heard.

Section 120. Employee Continuing Education Policy

The Authority encourages continuing education on the part of full time employees. Continuing Education (CE) which directly relates to the individual's job requirements is looked on as being beneficial to the employee as well as to the Authority. CE may include conferences, seminars, non-accredited courses, and/or accredited courses. Questions on CE should be directed to the Executive Director.

Section 121. No Smoking Policy

Smoking is prohibited in all Authority-owned buildings and vehicles.

Complaints of violation of the policy should be directed to the Executive Director. Failure to comply with the policy will result in disciplinary action.

Section 122. Political Activities and Contributions

It shall be the declared policy of the Authority to appoint all employees without regard to political consideration. No employee shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of political opinions or affiliation. Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations.

In accordance with State law, employees are prohibited from engaging in political activities while performing their public duties and from using the Authority's time, supplies or equipment in any political activity. Political activities include, but are not limited to, advocating the election or appointment of any candidate for office, verbally or otherwise, and soliciting funds for campaigns or campaign materials.Additionally, State law precludes employees from directly or indirectly using their position to control or affect the political action of another person. In accordance with the Hatch Act and Federal regulations, an employee whose principal employment is with a program financed in whole or in part by Federal funds or loans shall not:

(1) be a candidate for public office in a partisan election.
(2) use his/her official authority to influence, to interfere with or affect election results or nominations for office.
(3) directly or indirectly coerce contributions from any employee to support a political party or candidate. See The Hatch Act, 5 U.S.C. § 1501 et seq.

Any employee engaging in such political activities during working hours will be subject to disciplinary action up to and including termination of employment. Employees who engage in political activities during their non-working hours must not represent themselves as spokespersons for the Authority. Employees should report any violation of this policy to the Executive Director.

Section 123. Travel Expenses Policy

The Authority will reimburse commissioners and employees for transportation, meals, and lodging expenses incurred while traveling on Authority business. Specifically, commissioners and employees will be reimbursed for expenses incurred relating to attendance at conferences, seminars, and selected educational functions as well as scheduled committee meetings and business meetings. There shall be approved monies budgeted yearly in the Authority's budget namely "Education and Conferences" for this purpose.

For the purpose of this policy, traveling expenses means those costs paid for by the Authority for training, conferences, seminars, and selected educational functions. All seminars, conferences and training courses must be pre-approved by the Authority in the form of a Resolution at the Board meeting prior to the event. All seminars, conferences and training must be relevant to the position of the employee and commissioner at the Authority. When there is not a scheduled meeting of the full Board of Commissioners prior to the registration deadline, the Executive Director may approve the registration of training, conferences, and seminars and then present the approval to the Board at the next meeting.

Transportation reimbursement for mileage shall be at the Internal Revenue Service standard mileage rate to commissioners and employees that use their own vehicle transportation to said event. (The IRS rate effective 1/1/20 is $0.575 per mile). There is no reimbursement for use of Authority vehicles.

Common carrier transportation shall be utilized for trips of 200 miles or more, provided scheduling is available. Prudence in selection of local transportation is expected. Costs for airline travel by a commissioner or employee may be paid in advance of the actual travel upon submittal of documentation demonstrating full payment of costs sought for reimbursement. Said reimbursement must be made through the Authority's bill payment procedure.

All commissioners and employees shall travel coach or economy class and stay and eat at moderately priced establishments. Expenses, (excluding the cost of the seminar, conference, and training) for local seminars, conferences, and training classes shall not exceed fifty ($50.00) dollars per day with mileage a separate cost reimbursement.

Entertainment expenses will not be reimbursed unless there is a documented bona fide business purpose.

Spouses of commissioners and employees will not be reimbursed for their travel expenses unless the presence of a spouse on the trip is deemed to have a bona fide business purpose of the Authority.

The Authority will reimburse commissioners and employees for common carrier transportation costs and conference or seminar registration fees. Falsification of any expense vouchers will be cause for dismissal from the Authority and removal from the Board of Commissioners.

All vouchers with supporting documentation must be submitted to the Authority's comptroller for reimbursement and payment.

Section 124. HIPAA Compliance Policy

The Authority is committed to upholding both the letter and the spirit of the Health Insurance Portability and Accountability Act ("HIPAA") regarding the use, maintenance, transfer, and disposition of personal health care information. To the extent that the Authority maintains such information about its employees and others, its elected officials and employees are committed to protecting the privacy and confidentiality of that information.

Section 125. State Residency Requirement Policy

With few exceptions (i.e. hardship or critical need), every employee shall have his/her principal place of residence in the State of New Jersey. New hires shall have one year from the time of taking office, employment or position to satisfy the requirement of principal residency. Failure to satisfy this requirement shall render the employee unqualified for holding office, employment or position with the Authority.

If, however, an employee holds an office, employment, or position with the Authority as of Sept. 1, of 2011 (the effective date of the "New Jersey First Act"), but does not have his or her principal residence in this State on that effective date, he/she will not be subject to the residency requirement while that employee continues to hold office, employment, or position without a break in public service of greater than seven (7) days.

ARTICLE TWO: On-The-Job Policies

Section 201. Job Description Policy

A job description, which is to include qualifications, shall be maintained for each position. All job descriptions must be approved by the Executive Director. The Executive Director's office will make copies available upon request.

Section 202. Attendance Policy

Regular attendance at work, reporting on time, and completing the required hours of work are necessary for each employee so that the Authority may meet its commitments to Long Branch's residents. Employee absences place an additional burden on the remaining work force and seriously affect the Authority's ability to service the residents. The Authority recognizes that circumstances beyond the employee's control may cause him orher to be absent from work for all or part of a day. The Authority, however, will not tolerateunexcused absences or tardiness.

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absences will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported by the employee to the supervisor prior to the start of the normal workday. The working hours for all departments are established by departmental procedures and bargaining unit agreements. If an employee needs to leave work early, the employee must receive permission from his or her supervisor prior to the regularly scheduled departure time.

Section 203. Early Closing and Delayed Opening Policy

Unless you are notified to the contrary, Authority facilities will be open for business during regular hours. In the event of unsafe conditions, the Executive Director may authorize the closing of operations earlier than the normal working hours. If unsafe conditions exist prior to scheduled openings, the Executive Director shall notify supervisors of a delayed opening and a new opening time.

Section 204. Dress Code Policy

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. With the advance approval of the Executive Director, the Authority will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

Section 205. Bulletin Board Policy

The bulletin boards located in the Authority administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Executive Director may post, remove, or alter any notice. The Authority, pursuant to collective negotiations agreements, may permit the use of bulletin boards by Authority-recognized unions.

Section 206. Telephone Usage

Authority telephones are for official business. Employees may make or receive a personal call to inform their family of unexpected overtime or in an emergency. Other personal calls must be kept to a minimum. Abuse of this policy may result in disciplinary action.

Telephone calls may be monitored by the Authority, either through recordings or other listening devices, to ensure accuracy and efficiency in the service of the public. Employees have no expectation of privacy when utilizing Authority telephones to conductpersonal or private business.

The use of cell phones during working hours is prohibited, except for emergency purposes only. This includes talking, texting, e-mailing, accessing the internet, or any other use of a cellular device while working. Employees inappropriately using a cellular device while on working time will be subject to discipline. (The use of iPods, tablets, game systems, personal laptops or similar electronic devices is likewise prohibited while on working time.)

The use of hand-held cell phones while driving Authority vehicles or while driving on Authority business is prohibited. A violation of this policy will result in discipline, up to and including termination.

Section 207. Computer Use, Electronic Mail, and Internet Policy

The Authority's e-mail, voicemail, computer systems and Internet service are for official Authority business and use for all other non-business purposes during working time is prohibited. This includes, but is in no way limited to, the use of computers or Authority-issued mobile devices, use of social networking, gaming or TV/video.

"Working time" shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the Authority. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times.

The Authority operates in an environment where the use of computers, email and the internet are essential tools for certain employees. Those employees are encouraged to use computers, email and the internet; however:

- It is the responsibility of the employee to guarantee that these systems are solely used for business-related purposes during working time (as defined above) and are used in a proper and lawful manner at all times.

- Employees are advised that all computers owned by the Authority are to be used for business purposes only during working time (as defined above), and that they have no

expectation that any information stored on a Authority computer is private. Because e-mail messages are considered as business documents, the Authority expects employees to compose e-mails with the same care as a business letter or internal memo. Employees must be mindful that all email, voicemail, text, and internet messages are documents subject to public disclosure pursuant to the provisions of the Open Public Records Act.

• Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements.

• Personal use of any computer during working time (as defined above) is prohibited, unless expressly authorized by the employee's supervisor.

• The Authority reserves the right to block or cancel an employee's access to Internet sites or the Internet as a whole while using business computers or on the Authority's time.

• The e-mail, telephone, and Internet systems, as well as the messages thereon, are the property of the Authority.

• The Authority reserves its right to monitor its computer systems, including but not limited to, e-mail messages, computer files and Internet usage, with or without notice, at any time, at the Authority's discretion. The Authority also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore, employees shall have no expectation of privacy in any transmissions made or received using Authority computers or email accounts.

• Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.

• The existence of personal access codes, passwords and/or "message delete functions," whether provided by the Authority or generated by the employee, do not restrict or eliminate the Authority's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.

• All employees who have been granted access to electronically-store data must us a logon ID assigned by the Authority. Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without authorization.

• The Authority 's network, including its connection to the Internet, is to be solely used for business-related purposes during working time (as defined above). If permission is granted, an employee's personal use of the Authority 's computer, e-mail and connection to the Internet shall not interfere with the employee's duties and shall comply with the Authority's policies and all applicable laws.

• All employees may access only data for which the Authority has given permission. All employees must take appropriate actions to ensure that Authority data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All Authority data must be stored as required by Authority. This provides greater security, and ensures backup of all Authority data is performed.

• Employees must not reveal or publicize confidential Authority information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

• No Authority employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Executive Director. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Authority's property to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Executive Director.

• Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure), via e-mail or the Internet unless the message is properly encrypted, and should consider a more secure method of communication for such data.

• Because postings placed on the Internet may display the Authority's address or other Authority-related information, and thus reflect on the Authority, make certain before posting such information that it exhibits the high standards and policies of the Authority. Under no circumstances shall data of a confidential nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.

• An employee may not post content that could reasonably be attributed to the Authority without prior written authorization from the Executive Director. If the Authority is a subject of the content you are creating, be clear and open about the fact that you are a Authority employee and make it clear that your views do not represent those of the Authority or any of its employees, vendors, or visitors. If you identify yourself as an employee in any manner on any internet posting or blog, comment on any aspect of the Authority's business or post a link to the Authority, you must include the following disclaimer in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of the Authority or anyone associated/affiliated with the Authority."

• Subscriptions to news groups or mailing lists are permitted only when the subscription is for a work-related purpose and authorized by the Executive Director. Any other subscriptions are prohibited.

• All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must

check with the Authority 's Network Administrator before downloading. Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses in the Authority's computing environment.

• Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using a Authority computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination based material; attempting to disable or compromise the security of information contained on the Authority's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination based messages. If an employee receives a message that is representative of an "unauthorized use" of the Authority 's electronic media from someone outside of the Authority, it is the employee's duty to immediately inform the sender of such materials that he or she must refrain from sending such materials.

• Your Internet postings SHOULD NOT VIOLATE ANY OTHER APPLICABLE AUTHORITY POLICY, including, but not limited to, the following: the Authority's Anti-Harassment and Discrimination Policies.

• Authority business which is conducted by an employee on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

• Authority employees should not speak to the media on behalf of the Authority. All media inquiries to the Authority should be directed to the Executive Director.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications by employees engaging in protected concerted activities regarding wages, hours or other terms and conditions of employment. Authority employees have the right to engage in or reframe from such activities.

Social Network Postings

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. Examples of social media platforms include, but are not limited to, the following: Facebook, Google+, Instagram, LinkedIn, Pinterest, Reddit, Snapchat, Tumblr, Twitter, Vine, WhatsApp, Yelp, and YouTube. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the Authority and its relationship with the community. This provision identifies prohibited activities by employees on the internet where posted information is accessible to members of the

general public, including, but not limited to, public postings on social networking sites.

Specifically, the Authority reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Authority by other employees or third parties. Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. **If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them**.

Employees are cautioned to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or harassing towards or about Authority employees, Authority citizens and visitors, or Authority vendors. Be advised that employees can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the employees' official job duties.

SECTION 208. VIDEO SURVEILLANCE

The Authority may install video surveillance camera systems within public buildings and throughout public areas within the property of the Authority. These are used primarily as deterrents of criminal behavior and for the protection of the employees and Authority assets. In implementing video camera systems, the Authority will ensure compliance with Federal, State and local laws governing such usage.

The Authority's video surveillance camera systems area significant tool to which the employees of the Authority will avail themselves in order to complete the goals and the objectives of the facility. Employees are only permitted to use the video surveillance equipment for legitimate purposes and with proper authorization. The facility's designee will be responsible for the authorization of the users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, watch, search, copy, or otherwise use the video surveillance system to tamper with access, archive, alter, add to, or make any copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission of the Executive Director or his/her designee.

The Authority shall designate a person to be responsible for the maintenance and administration of the video camera surveillance system. Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy

and/or potential privacy breach has the responsibility to ensure that the Executive Director is immediately informed of such breach.

Section 209. Use of Authority Property, Machinery, Equipment and Vehicles

All Authority property, equipment, machinery and vehicles are to be used only in the performance of your job and are to be treated with care and respect. Any malfunction should be reported to your supervisor immediately. Use of Authority property or supplies for personal business is strictly prohibited. A violation of this policy will result in disciplinary action.

Section 210. Use Of Vehicles Policy

Generally. Unless an employee received permission from the Executive Director, Authority owned vehicles shall be used only on official business and all passengers must be on Authority business.

Vehicles may be taken home only with the advance approval of the Executive Director except supervisors may also grant temporary approval to facilitate responses to an after-hours emergency. When an employee takes home an Authority vehicle, it is to be used only for official Authority business; any other use is not permitted. At no time shall children be in the Authority vehicle when responding to an emergency.

Any violation of this policy constitutes cause for disciplinary action.

Accidents and Incidents. Prior to operation of any Authority vehicle, employees must consult the Executive Director as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.) In the event of an incident or accident involving the use of an Authority vehicle, employees must immediately contact their supervisor and/or Executive Director. All required reports and documentation must be submitted to the Executive Director within two (2) business days of receipt.

An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or other policy of the Authority.

Any violation of this policy constitutes cause for disciplinary action. Violations of this policy may also result in the denial of indemnification and/or defense by the Authority to the employee in any civil or criminal matter brought in any Court arising from improper use of an Authority vehicle. The Authority also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

Citations and Violations. Operators of Authority vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission. Drivers are responsible for paying any moving violation tickets and MUST notify the Authority of said violations within forty-eight (48) hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court). Drivers are responsible for paying all parking tickets incurred. The Authority should be notified of the receipt of a parking ticket

within 48 hours of receipt of said ticket.

Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZ-Pass). Upon having been notified of said violation, either by direct mail or notice from the Authority, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the Authority that the outstanding toll and any related fees have been paid.

Policies and Procedures. Employees authorized to use an Authority vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

A. An employee may not operate an Authority vehicle without a valid and appropriate driver's license. See below "Driver's License Policy." Moreover, drivers must ensure that all required documents (driver's license, badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.

B. Employees assigned exclusive use of an Authority vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance with the Authority, in order to maintain all manufacturers' warranties (including routine oil changes).

C. Vehicles are to be kept clean at all times and should be washed and vacuumed regularly (unless prohibited by the New Jersey Department of Environmental Protection or other similar regulatory body).

D. No smoking is allowed in an Authority vehicle at any time.

E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc...) while driving an Authority vehicle is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.

F. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safety rules and regulations, such as "Wipers On, Lights On."

G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.

H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

Violation of this policy may result in disciplinary action up to and including the suspension of the employee's privilege to operate an Authority vehicle and/or termination.

Section 211. Driver's License Policy

Any employee whose work requires the operation of Authority vehicles must hold a valid New Jersey State Driver's License. Any employee who does not hold a valid driver's license will not be allowed to operate an Authority vehicle until such time as a valid license

is obtained.

Employees are required to file a copy of a valid driver's license with the Authority prior to the use of an Authority vehicle.

All new employees who will be assigned work entailing the operating of an Authority vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by supervisors. Upon request, an employee must provide a copy of their driver's license or other required documents within twenty-four (24) hours of said request.

Any employee performing work which requires the operation of an Authority vehicle must notify the immediate supervisor within twenty-four (24) hours in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance, is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate an Authority vehicle shall be subject to possible termination, and may be denied indemnification and/or defense by the Authority in any civil or criminal matter brought in any Court arising from the use of an Authority vehicle while said employee's driving privileges were suspended or revoked.

Any information obtained by the Authority in accordance with this section shall be used by the Authority only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.)

Section 212. Drugs and Alcohol Policy

The Authority recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor to be intoxicated or under the influence of alcohol or drugs during working hours or is under the reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or will immediately report any reasonable suspicions to the Executive Director.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Authority premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace. Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by Federal law.

Employees using prescription drugs, including medical marijuana, that may affect job performance or safety must notify their supervisor and/or Executive Director, who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Authority personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. (A program to assist employees who may have a drug/alcohol problem is provided through the Authority's Employee Assistance Program.)

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Authority property or while performing Authority business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

As it relates to cannabis, an employee will be subject to adverse action if there is both a positive drug test, confirmed by a licensed laboratory, and a determination of reasonable suspicion based on documentation of physical signs or other evidence of impairment during the employee's work hours. When the New Jersey Cannabis Regulatory Commission issues standards for certification of a Workplace Impairment Recognition Expert ("WIRE"), an employee will be subject to adverse action if there is both a positive drug test and a physical evaluation by a WIRE.

Applicants for non-CDL positions will not be denied employment based solely on a positive pre-employment drug test for cannabis, except for employees holding any federally regulated license requiring testing, or specifically required to test for cannabis by the terms of a federal contract or federal grant.

Section 213. Military Leave Policy

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service consistent with law. In all cases involving military leave, the employee must, as soon as possible, provide the Executive Director with a certificate verifying the call to military duty prior to beginning the military leave.

In a calendar year, the first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. Thereafter, the leave shall be without pay but without loss of time. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty (30) days calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Authority group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

Section 214. Changes of Employees' Personal Information

An employee is expected to notify the Executive Director of any revision in personal information, including but not limited to: changes of name, address, telephone number, marital status, insurance beneficiary and number of dependents, and persons to contact in case of an emergency. All notifications shall be submitted in writing to the Executive Director.

Section 215. Open Public Meetings Act Procedure Concerning Personnel Matters

Discussions by the governing body or any public body of the Authority concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual timely requests in writing that the discussion be held in open session. Such request will be granted. Prior to the discussion by the governing body of the Authority concerning such matters, the Administrative Assistant shall notify theaffected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session.

ARTICLE THREE: Leave Administration

Section 301. Family and Medical Leave Policy

Authority: Family and Medical Leave Act ("FMLA") (29 U.S.C.§ 2601, *et seq.*) and the New Jersey Family Leave Act ("NJFLA") (N.J.S.A. 34:11 B-1, *et seq.*)

THE FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act ("FMLA") entitles eligible employees to take up to twelve (12) weeks of job-protected leave in a twelve (12) month period for specified family and medical reasons or up to 26 weeks of job-protected leave in a 12 month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, child, parent, or next of kin ("military caregiver leave").

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave.

1. EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must:

a. have worked for the Authority for a total of twelve (12) months; and

b. have worked at least 1,250 hours (including overtime) over the previous twelve (12) months (subject to special rules applicable to returning reservists pursuant to the Uniformed Services Employment and Reemployment Rights Act).

The Executive Director will determine if the employee meets the eligibility requirements.

2. LEAVE ENTITLEMENT

An eligible employee may take up to a total of twelve (12) work-weeks of FMLA leave during a twelve (12) month period for one or more of the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- For any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty

("qualifying exigency leave").[1]

Leave to care for a child after birth, adoption, or foster care must conclude within twelve (12) months of the child's birth or placement. If both spouses work for the Authority, they may only take a total of twelve (12) weeks between them during the twelve (12) month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition. Each spouse may be entitled to additional leave for other qualifying reasons under the FMLA, such as the employee's own illness or for the serious illness of the employee's child.

The Authority will calculate the twelve (12) month FMLA "leave year" using the "rolling forward" method. By this method, the twelve (12) month period is measured forward from the date FMLA leave is first taken.

When an employee takes leave for a reason covered by the New Jersey Family Leave Act ("FLA") and the FMLA, the leave shall be simultaneously counted against an employee's entitlement under both statutes to the extent permitted by law.

3. INTERMITTENT AND REDUCED SCHEDULE LEAVE

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule.

- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or covered service member, for a qualifying exigency relative to deployment of a spouse, child, or parent, or because the employee is seriously ill and unable to work.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent or reduced schedule leave is subject to the Authority approval.

4. PAY WHILE ON LEAVE

FMLA leave will be unpaid unless the employee has available applicable earned paid leave (such as sick, personal or vacation leave). In the event the employee has such available earned paid leave, the employee must first use any such earned pay, all of which time will be counted as FMLA leave. Once such applicable paid time off is exhausted, the remainder of the FMLA leave will be unpaid.

The Authority is responsible for designating an employee's use of paid leave as FMLA leave, based upon information from the employee.

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[1] "Qualifying Exigency" covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the employer and the employee.

For more information concerning qualifying exigency leave, please see the Executive Director.

5. SERIOUS HEALTH CONDITIONS

A **"serious health condition"** is an illness, injury, impairment, or physical or mental condition that involves either:

1. any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
2. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to:

    a. A health condition (including treatment therefore, or recovery there from) lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:
        i. treatment two (2) or more times by or under the supervision of a health care provider; **or**
        ii. one (1) treatment by a health care provider with a continuing regimen of treatment; **or**
    b. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
    c. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**
    d. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**
    e. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"Health Care Provider" for purposes of the FMLA means:

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the State in which the doctors practice; or
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice under State law; or
- Nurse practitioners, nurse-midwives, clinical social workers, and physician assistants authorized to practice, and performing within the scope of their practice, as defined under State law; or
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or

- Any health care provider recognized by the Authority or the Authority's group health plan benefits Manager.

6. MILITARY CAREGIVER LEAVE

Eligible employees who are either a spouse, child, parent or next of kin (i.e. nearest blood relative of the individual) of a Covered Servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the Covered Servicemember. During this single twelve (12) month period, an eligible employee who qualifies for leave to provide care for the Covered Servicemember shall be entitled to no more than a combined total of twenty-six (26) workweeks of leave.

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five (5) years preceding the family member's initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

For a current servicemember, a serious injury or illness is one that was incurred by a servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the servicemember's active duty and that were aggravated by service in the line of duty on active duty.

If both spouses work for the Borough, they may only take a combined twenty-six (26) weeks in a single twelve (12) month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons.

7. MAINTENANCE OF HEALTH BENEFITS

During FMLA leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective negotiations agreements, State law, and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Authority for timely payment of premiums.

In some instances, the Authority may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

8. JOB RESTORATION

Generally, upon return from FMLA leave, the employee will be restored to his/her original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. If the Authority should experience a reduction in force or layoff, an employee who would have been affected by such a reduction in force or layoff had he/she not been on FMLA leave is not entitled to be returned to work

following exhaustion or completion of FMLA leave, however, the employee retains all rights under any applicable lay off or recall system.

9. MAINTENANCE OF BENEFIT STATUS

An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave and FMLA leave will not be considered in discipline related to tardiness and/or attendance.

10. KEY EMPLOYEES

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the Authority may refuse to reinstate certain highly-paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the Authority will:

- Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- Notify the employee as soon as the Authority decides that it will deny job restoration and explain the reasons for this decision;
- Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration and notify the employee in writing of that decision.

A "key" employee is a salaried "eligible" employee who is among the highest paid ten (10) percent of employees.

11. NOTICE AND CERTIFICATION PROCEDURE

Employees seeking to use FMLA leave are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employees must provide sufficient information for the Authority to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Authority if the requested leave is for a reason for which FMLA was previously taken or certified.

The Authority may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member; or
- Certification of Qualifying Exigency; or
- Second or third medical opinions (at Authority's expense) and/or periodic

recertification; or

- Periodic reports during FMLA leave regarding the employee's status and intent to return to work; and
- Medical certification of fitness for return to duty.

The Authority, at its expense, may require an examination by a second healthcare provider designated by the Authority. If the second healthcare provider's opinion conflicts with the original medical certification, the Authority, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

The Authority will notify employees requesting leave whether they are eligible for FMLA leave, and if they are not, the reasons for their ineligibility. If the employee is eligible, the notice will specify any additional information required. Where leave is being designated as FMLA leave, the employee will be so notified in writing.

If an employee provides false or misleading information or omits material information about an FMLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

12. NO RETALIATION

There shall be no retaliation against any employee for exercising his/her rights under the FMLA and/or for taking leave and no interference with FMLA rights. Any such concerns should be immediately reported to the Executive Director.

13. RETURN TO WORK

An employee returning from leave taken because of his/her own serious health condition must provide certification from his/her health care provider that he/she is able to return to work with or without restrictions. The certification should be provided to the Authority within ten (10) days of the leave expiring if possible or prior to the employee returning to work.

An employee who does not return to work upon expiration of FMLA leave may be discharged. An employee who fails to return from the approved FMLA leave will be required to refund all employer benefit contributions paid during the unpaid portion of the leave, unless the failure to return results from continuation, recurrence, or onset of a serious health condition, or something beyond the employee's control.

14. QUESTIONS

Any questions regarding this policy or FMLA leave should be directed to the Executive Director.

THE NEW JERSEY FAMILY LEAVE ACT

The New Jersey Family Leave Act ("FLA") entitles eligible employees to take up to twelve (12) weeks of job-protected leave in a twenty-four (24) month period for specified reasons. The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave; notice and certification of the need for FLA leave; and

protection for employees who request or take FLA leave.

1. EMPLOYEE ELIGIBILITY

To be eligible for FLA benefits, an employee must:

a. Have worked for the Authority for a total of three (3) months; and
b. Have worked at least 250 hours (including overtime) over the previous twelve (12) months.

The Executive Director will determine if the employee meets the eligibility requirements.

2. LEAVE ENTITLEMENT

An eligible employee may take up to a total of twelve (12) work-weeks of FLA leave during a twenty-four (24) month period for one or more of the following reasons:

- Care and bonding with the employee's newborn child (leave must commence within 12 months of the date of birth);
- Care and bonding following the placement for adoption of a child with an employee for adoption or foster care (leave must commence within 12 months of placement);
- The serious health condition of a family member (i.e. sibling, grandparent, grandchild, child, parent, spouse, domestic partner, civil union partner, parent-in-law, any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.
- In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
  (i) requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
  (ii) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or
  (iii) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

The Authority will apply the "rolling forward" method to calculate an employee's entitlement to FLA leave. By this method, the twenty-four (24) month FLA "leave period" is measured forward from the date ***FLA*** leave is first taken.

When an employee takes leave for a reason covered by the Federal Family and Medical Leave Act ("FMLA"), the leave shall be simultaneously counted against an employee's entitlement under both statutes to the extent applicable and permitted by law. In the case of maternity leave, the employee's FLA leave will not begin to run until the employee is released from disability by her health care provider or exhausts her FMLA leave, whichever occurs first. After release by her health care provider, any remaining FMLA leave will run concurrently with her FLA leave entitlement. FLA leave taken on account of the serious illness of a family member may, in certain cases, be taken in the form of a reduced leave schedule, or when medically necessary, on an intermittent basis, rather than all at once.

The employee shall not be entitled to a reduced leave schedule for a period exceeding 12 consecutive months. The employee shall make a reasonable effort to schedule reduced leave so as not to disrupt unduly the operations of the Authority and the employee shall provide the Authority with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave which the employee is entitled. Employees may elect to use applicable accrued paid leave (such as sick or vacation)to cover some or all of their FLA leave. If the employee does not so elect, the FLA leave will be unpaid. The Authority is responsible for designating if an employee's use of paid leave countsas FLA leave, based upon information from the employee.

3. MAINTENANCE OF HEALTH BENEFITS

During FLA leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective negotiations agreements, state law, and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Authority for timely payment of premiums.

4. JOB RESTORATION

Generally, upon return from FLA leave, the employee will be restored to his /her original job or to an equivalent job with like seniority, status, employment benefits, pay and conditions of employment. If the Authority should experience a reduction in force or layoff, an employee who would have been affected by such a reduction in force or layoff had he/she not been on FLA leave is not entitled to be returned to work following exhaustion or completionof FLA leave, however, the employee retains all rights under any applicable layoff or recall system. An employee who does not return to work upon expiration of FLA leave may be discharged. An employee who fails to return from the approved FLA leave will be required to refund all employer benefit contributions and paid during the unpaid portionof the leave, unless the failure to return to return results from continuation, recurrence,or onset of a serious health condition, or something

beyond the employee's control.

5. NOTICE AND CERTIFICATION

When FLA leave is sought due to the birth or placement of a child for adoption, the employee must provide at least thirty (30) days' notice of the intention to take FLA leave when reasonably practicable. When FLA leave is sought due to a family member's serious illness, the employee must provide at least fifteen (15) days' notice of the intention to take FLA leave, except where emergent circumstances warrant shorter notice. Employees seeking to use FLA leave when the need is unforeseeable must provide the Authority of the need for leave as soon as practicable.

An employee requesting FLA leave in order to care for the employee's seriously ill family member may be required to provide a certification issued by a health care provider supporting the need for the requested FLA leave. The Authority reserves the right to require second or third medical opinions and periodic re-certifications

The employee must also provide periodic reports during his/her leave regarding the employee's status and intent to return to work as deemed appropriate by the Authority. If an employee fails to provide the required documentation, the Authority may delay the start of the employee's FLA leave, withdraw any designation of FLA leave or deny the leave, in which case the employee's absences will be treated in accordance with the Authority's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an FLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

6. NO RETALIATION

There shall be no retaliation against any employee for exercising his/her rights under the FLA and/or for taking leave and no interference with FLA rights. Any such concerns should be immediately reported to the Executive Director.

7. DEFINITIONS FOR PURPOSES OF FLA POLICY

1. **Health Care Provider:** for purposes of the FLA means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services; or any other person who has been authorized to provide health care by a licensed health care provider.

2. **Serious Health Condition:** for purposes of the FLA means an illness, injury, impairment, or physical or mental condition which requires:
    - inpatient care in a hospital, hospice, or residential medical care facility; continuing medical treatment or continuing supervision by a health care provider.

8. QUESTIONS

Any questions regarding this policy or FLA leave should be directed to the Executive Director.

Section 302. Violence Leave Policy

The New Jersey Security and Financial Empowerment Act ("NJSAFE") entitles eligible employees to take up to twenty (20) days of job-protected leave in a twelve (12) month period to address circumstances resulting from an incident of domestic violence or a sexually violent offense.

1. EMPLOYEE ELIGIBILITY

To be eligible for NJSAFE benefits, an employee must:

- Have worked for the Authority for a total of twelve (12) months; and
- Have worked at least 1,000 hours (including overtime) over the previous twelve (12) months.

The Executive Director will determine if the employee meets the eligibility requirements.

2. LEAVE ENTITLEMENT

NJSAFE leave may be taken by an employee who is a victim of an incident of domestic violence or a sexually violent offense or by an employee whose family member (i.e. child, spouse, civil union or domestic partner, parent, parent-in-law, sibling, grandparent, grandchild, any other individual related by blood, or any other individual that the employee shows to have a close association with the employee which is equivalent of a family relationship) is a victim of domestic violence or a sexually violent offense.

Leave may be taken, as needed for the purpose of engaging in any of the following activities related to each incident of domestic violence or sexually violent offense:

1) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family member;

2) obtaining services from a victim services organization for the employee or the employee's family member;

3) obtaining psychological or other counseling for the employee or the employee's family member;

4) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the family member from future domestic or sexual violence or to ensure economic security;

5) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family member, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or

6) attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's family member was a victim.

An employee is not entitled to more than twenty (20) days of combined NJSAFE leave in in any twelve (12) month period.

When an employee takes leave for a reason covered by NJSAFE, the leave shall be simultaneously counted against an employee's entitlement under the FMLA and/or the FLA to the extent applicable and permitted by law.

3. INTERMITTENT LEAVE

NJSAFE leave may be taken intermittently in increments of no less than one (1) day.

4. PAY WHILE ON LEAVE

NJSAFE leave will be unpaid unless the employee has available applicable earned paid leave (such as such as sick, personal, or vacation days), which he/she may use at his/her discretion.

The Authority is responsible for designating an employee's use of paid leave as NJSAFE leave, based upon information from the employee.

5. MAINTENANCE OF HEALTH BENEFITS

During NJSAFE leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective negotiations agreements and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Authority for timely payment of premiums.

6. JOB RESTORATION

Generally, upon return from NJSAFE leave, the employee will be restored to his/her original job or to an equivalent job with like seniority, status, employment benefits, pay and conditions of employment.

7. NOTICE AND CERTIFICATION

Prior to taking NJSAFE leave, an employee must, if the need for leave is foreseeable, provide the Authority with written notice of the need for leave. Notice must be provided as far in advance as is reasonable and practical under the circumstances.

Pursuant to NJSAFE, the Authority may require that an eligible employee provide supporting documentation concerning the domestic violence or sexually violent offense which is the basis for the leave. Sufficient forms of supporting documentation include the following:

1) a domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;

2) a letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;

3) documentation of the conviction of a person for the domestic violence or sexually violent offense;

4) medical documentation of the domestic violence or sexually violent offense;

5) certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or family member is a victim of domestic violence or a sexually violent offense; or

6) other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's family member in dealing with the domestic violence or sexually violent offenses.

All information provided in connection with NJSAFE leave shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by State or Federal law, rule or regulation.

8. NO RETALIATION

There shall be no retaliation against, harassment, or discrimination with respect to the compensation, terms, conditions, or privileges of employment of any employee for exercising his/her rights under the NJSAFE and/or for requesting or taking leave. Any such concerns should be immediately reported to the Executive Director.

9. QUESTIONS

Any questions regarding this policy or NJSAFE leave should be directed to the Executive Director.

NEW JERSEY TEMPORARY DISABILITY AND FAMILY LEAVE INSURANCE BENEFITS

Under the Family Leave Insurance ("FLI") provision of the New Jersey Temporary Disability Benefits Law, eligible employees may collect up to twelve (12) weeks of cash benefits from the State of New Jersey to compensate for wage loss when taking leave to bond with a newborn or newly adopted child or to provide care for a seriously ill family member. FLI benefits may also be taken by a covered individual while taking time off from work to assist a family member who is a victim of domestic or sexual violence.

Eligible employees who are unable to work due to a disability brought about by a non-work-related injury or illness, or during pregnancy and/or childbirth may receive Temporary Disability Insurance ("TDI") benefits for up to twenty-six (26) weeks. Temporary Disability benefits are also available to a domestic violence victim that is physically or mentally

unable to work.

FLI and TDI is a monetary benefit paid by the State and not a separate leave entitlement, and thus FLI and TDI run concurrently with FLA and/or FMLA covered leave. The State of New Jersey makes all determinations as to FLI and TDI benefits eligibility without any regard to whether the claimant is on FLA or FMLA covered leave during the period for which he or she is applying for FLI and TDI benefits.

An employee who is eligible for and receives FLI or TDI benefits during a leave that is not protected by FLA or FMLA shall be entitled to be restored by the employer to the position held by the employee when the leave commences or to an equivalent position of like seniority, employment benefits, pay, and other terms/conditions of employment.

Employees can obtain additional information and/or an application for FLI or TDI benefits from the Executive Director or by visiting the Department of Labor and Workforce Development's web site at www.nj.gov/labor, by telephoning the Division of Temporary Disability Insurance's Customer Service Section at (609) 292-7060, or by writing to the Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387.

Section 303. Leave of Absence Without Pay

Leave without pay may be granted to full-time and part-time employees by the Executive Director. Normally, it may be granted only when an employee has used up his/her sick, vacation and personal days in the case of an illness; or his/her vacation leave if leave without pay is requested for reasons other than illness. Written requests for a leave without pay must be initiated by the employee, and may be taken if favorably endorsed by the supervisor and approved by the Executive Director. Such leave, except for military leave without pay, shall not be approved for a period of longer than six (6) months at one time. The Executive Director may extend such leave for an additional six (6) months or a portion thereof for cause. Leave without pay for union employees is regulated by the appropriate collective negotiations agreement.

Section 304. Resignation Policy

An employee who intends to resign must notify the Executive Director in writing at least two (2) weeks in advance. Failure to do so will cause the employee to be classified as "resigning, not in good standing." After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last (2) two weeks, the employee may not use paid time off except paid holidays or where sick, unless approved by the Executive Director. The Executive Director will prepare a Change of Status Form showing any pay or other money owed the employee. The Executive Director will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys, uniforms/clothing and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

An employee who is absent from duty for five (5) or more consecutive working days without approval or notification or fails to return to work for five (5) or more consecutive working

days following an approved leave of absence shall be deemed to have voluntarily resigned from their employment. The employee will be designated as "resigned, not in good standing."

Section 305. Job Layoffs or Workforce Reduction Policy

If it is necessary to abolish a position for reasons of economy, efficiency, lack of work or funds, or for other related reasons, and you are a permanent employee, you will be given a notice of layoff and informed of your re-employment rights. In general, a permanent employee is laid off on the basis of lowest seniority within the job classification. If you are laid off, you are entitled to and eligible for Unemployment Insurance Coverage pursuant to State Law. In the event of layoffs of union employees, the applicable contract provisions will apply, if any.

ARTICLE FOUR: Employee Benefits and Compensation Policies

Employee benefits and compensation are set forth at length in the respective collective negotiations agreements between the Authority and its Unions. Please refer to those documents.

Section 401. Medical

All medical benefits are set forth in the collective negotiations agreements covering each respective employee. Please refer to those agreements for information on health and medical benefits.

Section 402. Employee Assistance Program (EAP)

The Authority offers an Employee Assistance Program. This program is a confidential program which helps employees deal effectively with personal problems that may affect their well-being, their home lives and/or their job performance. Please see the Executive Director for more information on this program.

Section 403. Timesheets

Non-exempt employees are required to accurately record their work time on the designated time record, sign it and return into his/her supervisor. Non-exempt employees and exempt employees are required to report their sick time, vacation time and holiday time on the designated time record. Non-exempt and exempt employees should turn the time record in to his/her supervisor.

The supervisor shall review the record for accuracy and approve it and submit it to the designated payroll representative.

Section 404. Workers Compensation Policy

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. Any occupational injury or illness must be immediately reported to the supervisor or the Executive Director. All required medical treatment must be performed by a Workers Compensation Physician appointed by the Authority and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in a negotiations agreement, the Authority will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to NJSA §11A:6-8.

Section 405. Overtime Policy

The Authority complies with all applicable federal and state laws with regard to payment of overtime work, including the New Jersey Wage and Hour Law and the federal Fair Labor Standards Act.

Under the Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds $107,432 per year depending upon their job duties.

The Executive Director shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Executive Director's prior approval and at the sole discretion of the Executive Director.

Depending on work needs, employees may be required to work overtime. Employees are not permitted to work overtime unless the overtime is budgeted and approved by the Authority. Employees working overtime without prior approval will be subject to disciplinary action.

Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over forty (40) in a workweek.

Accrued and taken overtime must be noted on the employee's time sheet. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

ARTICLE FIVE: Managerial/Supervisory Procedures

NOTE: Questions about any of the Authority's policies, as set forth in this Manual, should be directed to and discussed with the Executive Director.

Section 501. Employment Procedure

Employment Procedure Policy

This policy is in addition to Contractual Obligations set forth by applicable Collective Negotiations Agreement(s).

- **Recruitment**: The Executive Director in conjunction with the Personnel Committee will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Executive Director to distribute notification of the vacancy to all departments. The Executive Director will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide a circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Authority is an equal opportunity employer.

- **Applications**: All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.

- **Interviews**: The Executive Director and an appropriate supervisor will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with New Jersey Departmental of Personnel's Guide for Conducting Professional Interviews. The Authority will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Authority.

- **Physical Examinations**: Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Executive Director may require applicants to pass a physical examination in order to ensure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Executive Director may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Authority at the expense of the Authority. All medical records of employees and prospective employees are confidential and are to be maintained by the Process Control/Compliance Officer separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

- **Testing**: A potential candidate may be required to submit to computerized standardized testing in any applicable field which the candidate may be engaged as an employee of the Authority.

- **Job Offers**: The final decision will be made by the Authority's Board and Executive Director after all references and other information has been verified. The Authority will also make reasonable accommodations to known physical or mental limitations of employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Authority. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.

- **Acceptances and Rejections**: If the first offer is rejected, the Authority Board members and the Executive Director will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.

- **Employability Proof**: After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

- **Record Retention**: All applications, notes made during interviews and reference checks, job offers, and other documents created during hiring process must be returned to and retained by the Executive Director. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least two (2) years. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

Background Checks and Procedures for Candidates

Background checks required: Background checks are required of all candidates.

- **Background check procedure**: Unless permitted and/or required by law at an earlier stage, following the interview of an applicant, if the Executive Director concludes that the applicant meets the qualifications for the position, he/she will conduct a reference investigation and check of previous employment. A criminal investigation by an outside agency or contractor will also be completed, in compliance with applicable State and Federal law, after a waiver is signed. The Executive Director will perform or initiate background checks and be the recipient of reports from outside agencies or contractors.

  Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any

manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

The Executive Director will inform the candidate in writing, of any information that would disqualify the person from working at the Authority.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children:** A candidate, volunteer, or employee may be disqualified from employment in any position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:

    - Homicide (N.J.S.A. 2C:11)
    - Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
    - Kidnapping (N.J.S.A. 2C:13)
    - Sexual Offenses (N.J.S.A. 2C:14)
    - Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
    - Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
    - Robbery (N.J.S.A. 2C:15)
    - Theft (N.J.S.A. 2C:20)

  A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and disorderly persons offenses as a result of the Authority's targeted screening process, by which the Authority has taken into account the following factors:

    A. The nature and gravity of the offense or conduct, including the consideration of

        (i) the harm caused by the crime/offense;
        (ii) the legal elements required to prove the crime/offense; and
        (iii) the classification of the crime/offense (i.e., crime or disorderly persons, etc.);

    B. The time that has elapsed since the offense, conduct, and/or completion of the sentence;

    C. The nature of the job held or sought, including the consideration of:

        (i) the job duties (not merely the job title);
        (ii) the level of supervision to be provided;
        (iii) the working environment (e.g., private home, outdoors, warehouse);
        (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and
        (v) the relationship of the criminal history to the job to be performed.

An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

The subject of any record request will be provided with adequate notice to complete or challenge the accuracy of any record(s) and if requested by the subject of the record request, will be provided with a reasonable period of time to correct or complete any information provided by the background check.

- **Appeal Process**: The Appeals Committee will be comprised of the Executive Director and Personnel Committee.

  Once a candidate has been notified of a disqualifying conviction, the candidate has fourteen (14) calendar days to file a Notice of Appeal with the Authority. Such Notice of Appeal must be sent in writing to the Executive Director. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect.

  During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, the position will not be filled by another candidate. In making a determination on the appeal, the following information will be considered:

  1. The nature and responsibility of the position which the convicted individual would hold.

  2. The nature and seriousness of the crime or offense.

  3. The circumstances under which the crime or offense occurred.

  4. The date of the crime or offense.

  5. The age of the individual when the crime or offense was committed.

  6. Whether the crime or offense was an isolated or a repeated incident.

  7. Any social conditions which may have contributed to the commission of the crime or offense.

  8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.

  9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The Authority will issue a written determination on the employee's appeal of his/her disqualifying conviction, setting forth the reasons for the determination.

Section 502. Nepotism Procedure

Immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other;
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest;
- A person would be a relative or family member of any appointed official of the Authority. (This shall not restrict nor prohibit the continued employment of individuals to a position or positions with the Authority where a relative of a permanent employee is appointed after the date of the permanent employee's start date of employment with the Authority.)

Employees who marry or become related by marriage may continue in their employment if the marriage does not result in the creation of a prohibited relationship. Where the marriage results in the creation of a prohibited relationship, the Authority will explore potential accommodations including the reassignment of one or both employees to available positions for which the employees are qualified

For purposes of this policy, immediate relative includes: spouse; child; parent; sibling; grandparent; grandchild; father-in-law; mother-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepsibling; half-brother; half-sister; nephew; niece; first cousins; aunt; uncle; foster children; domestic partner or cohabitants, or any person related by blood or marriage residing in an employee's household.

Section 503. Processing and Orientation of New Employees Procedure

All new regular full-time and regular part-time employees will be scheduled to meet with the Executive Director, and/or Supervisor on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Executive Director's office for inclusion in the employee's official personnel file. The initial orientation may include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Personnel Policies and Procedures Manual/Handbook and acknowledgement of receipt;
- A review of Article Five of the Personnel Policies and Procedures Manual/Handbook if the employee is a manager or supervisor and acknowledgement of receipt;

- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Section 504. Initial (Probationary) Employment Period Procedure

Except where State requirements or collective negotiations agreements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of six (6) months. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. Near the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this initial period if the Executive Director concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Executive Director may extend the initial employment period. Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.

Section 505. Employee Handbook Procedure

The Employee Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Executive Director and Commissioners. Once approved, copies will be distributed, and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file.

Section 506. Performance Evaluation Procedure

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage**: The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.

- **Confirm Expectations**: The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.

- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not justthe recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.

- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.

- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

- ***Exceeds Expectations*** means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.

- ***Meets Job Requirements*** means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.

- ***Needs Improvement*** means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.

- ***Does Not Meet Minimum Standards*** means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Executive Director. After review by the Executive Director, the

form(s) are to be filed in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Executive Director.

Section 507. Disciplinary Action Procedure

(NOTE: This Section does not supersede provisions in an applicable employment contract or collective negotiations agreement.)

All employees are expected to meet the Authority's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Authority's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the Authority's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record:

- **Oral Reprimand:** Depending on the circumstances, the supervisor may orally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a written record of the reprimand including the date, time and what was discussed with the employee. This record must be placed in the employee's official personnel file.

- **Executive Director Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Executive Director, the employee will be so advised, and a meeting arranged with the Executive Director at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of additional disciplinary action, if any.

- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Executive Director. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., up to and including termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning in writing and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be placed in the employee's official personnel file.

- **Suspension/Demotion:** Whenever an employee is recommended for suspension or demotion, the Executive Director will make the decision. Employees recommended for suspension or demotion may be entitled to a hearing prior to the suspension or demotion.

- **Termination:** Whenever an employee is recommended for termination, the Executive Director will make the decision. There must be a complete review of the

employee's personnel file and all other facts to determine if there is sufficient cause for the termination. Terminated employees may request a hearing prior to termination.

- Union employees may grieve discipline and termination in accordance with applicable collective negotiations agreements.

An employee seeking to discuss a disciplinary action shall be afforded a review by the Executive Director in accordance with the Grievance Policy.

Section 508. Personnel File Procedure

The official personnel files shall be maintained by the Executive Director and employee medical information will be maintained in a separate file. At least annually, the Executive Director will review files to make sure they are up-to-date and will follow-up with the supervisors as necessary.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview, background and reference checks;
- The original letter detailing an offer of employment and any additional correspondence and other documents concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received this Manual/Handbook and subsequent supplements;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Copy of current driver's license (for employees required to drive or permitted to operate Authority vehicles) and records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including commendations, promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts;
- Records regarding training completed under the Employment Practices Training Procedure section;
- Benefits information;
- Leave administration records including FMLA letters; and
- Any other pertinent information.

Section 509. Employee Complaint Investigation Procedure

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.

- **Identification/Screening**: The supervisor must report all written or oral complaints to the Executive Director unless the complaint is against the Executive Director, in which case it should be reported to the Authority Chairman or Secretary. Upon receipt, the Executive Director will determine if the complaint was made pursuant to the Anti-Harassment (including Sexual Harassment) Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten (10) calendar days after receiving the complaint, the Executive Director or an investigator appointed by the Executive Director will interview the employee. If the employee is reluctant to sign a written complaint, the Executive Director or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.

- **Investigation:** The Executive Director may seek the advice of the Authority Labor Attorney when planning the investigation. The investigation should be conducted by the Authority Labor Attorney, police department or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.

- **Response Plan – No Corrective Action Required**: The Executive Director will render a decision within fourteen (14) calendar days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Authority is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.

- **Response Plan – Corrective Action Required**: If the investigation reveals that the complaint is justified and substantiated, the Executive Director will formulate with the advice of the Authority Labor Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan may be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the

wrongful act or behavior.

Section 510. Requests for Employment Verification and Reference Procedure

To ensure that individuals who work for the Authority are well-qualified and have a strong potential to be productive and successful, it is the policy of the Authority to check the employment references of all applicants at the Authority's discretion.

Employees should not, under any circumstances, provide another individual with information regarding current or former employee(s). Any employee who receives a request for reference information should forward the request to the Executive Director. No employee may issue a reference letter without permission from the Executive Director. Under no circumstances should any information be released over the phone.

Generally, unless otherwise required by law, the Authority will only confirm employees' name, title, salary, compensation, dates of service, reason for separation, if applicable, and specific educational or medical qualifications required for employment. No other data or information will be furnished unless (1) the Authority is required to release the information by law or (2) the employee or former employee authorizes the Authority in writing to furnish this information and releases the Authority from liability.

The Authority's response to a request for reference information shall be communicated in writing only. The Authority does not honor oral requests for employment references.A current or former employee may also authorize the Authority to release additional information. Unless otherwise required by law, the Authority will only release additional information if the current or former employee provides authorization, in writing.

Section 511. Employment Practices Training Procedure

The Authority, in conjunction with the Labor Attorney or the GSJIF will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Authority will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Authority employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

RECEIPT OF MANUAL/HANDBOOK

I acknowledge that I have received a copy of Long Branch Sewerage Authority's Personnel Policies and Procedures Manual/Handbook. I agree to read it thoroughly, including the statements in the introduction describing the purpose and effect of the Manual/Handbook. I agree that if there is any policy or provision in the Manual/Handbook that I do not understand, I will seek clarification from the Executive Director.

I understand that the purpose of this Manual/Handbook is to inform me about the Authority's current policies and procedures, and that nothing in this Manual/Handbook constitutes an employment contract or agreement to maintain any current level of benefit. I further understand that this Manual/Handbook is meant as a guideline only and does not create a promise of future benefits or a binding contract with the Authority for any purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without prior notice to me.

I understand that Long Branch Sewerage Authority is an "at will" employer and as such, unless I am covered by a collective negotiations agreement or other statutory protection, employment with the Authority is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Authority, with the exception of the Executive Director in writing and in compliance with law, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

I understand that if I am covered by a collective negotiations agreement, the terms of that agreement will govern when in conflict with the provisions herein.

Please sign and date this receipt and return it to the Executive Director.

Date: _____

Signature: _____

Print Name: _____

Department: _____

Quote

Date	Quote #
11/6/2026	EST52659
Contract #	
Account #	**28075**

All Hands Fire Equipment LLC
PO Box 1245
Wall NJ 07719
Tel: 732-502-8060
Fax: 732-502-8064
www.allhandsfire.com
Tax ID: 58-2671638

Bill To	Ship To
CITY OF LONG BRANCH Accounts Payable 344 Broadway Long Branch NJ 07740	City of Long Branch 344 Broadway Long Branch NJ 07740

**** We will try to match or beat any price ****

Expires	Sales Rep	Ship Via
12/6/2026	Narciso, Jeff	Shipping

Part Number	Qty.	Description	Options	Contract Discount	Rate	Amount
RTECH-2395 001050-Adult110lb	1	Ruth Lee Technical Rescue Training Manikin	Manikin Option : Adult - 110 lb.		$1,467.31	$1,467.31
				Subtotal		$1,467.31
				Shipping Cost		$225.00
				Total Tax (0%)		$0.00
				Total		$1,692.31

Please review your Estimate in great detail to ensure all items, qty., spec, etc. are correct. Please inform us asap if there is an error. Quoted prices are subject to change if new or increased tariffs, duties, or import fees are imposed before delivery.



Firefighter One
34 Wilson Drive
Sparta NJ 07871
United States

Quote

#SQ-00304108

6/30/2026

Bill To

Long Branch Fire Department
Attn: Accounts Payable
344 Broadway
Long Branch NJ 07740
United States

Ship To

Long Branch Fire Department
Long Branch Fire Department
344 Broadway
Long Branch NJ 07740
United States

TOTAL

$9,845.07

Expires: 12/31/2026

Sales Rep	Payment Terms	Shipping Method
Rudloff, Todd	Net 30	Contract

Quantity	Item	Comments	Rate	Amount
20	**300221** Proseries Aluminum Key-Lock Carabiners Screw-Lock, Brite		$45.24	$904.80
1	**724131** Rescue Litter Harness Red / Blue		$186.18	$186.18
300	**200102** 1 Inch Tubular Webbing Blue / Per Foot-This product is not eligible for return.	300ft Spool	$0.5046	$151.38
300	**200101** 1 Inch Tubular Webbing Orange / Per Foot -This product is not eligible for return.	300ft Spool	$0.5046	$151.38
1	**500701** KIT, PATIENT TIE-IN, ONE PIECE LITTER		$632.49	$632.49
5	**293083** Sewn-Loop Prusiks 18 inch / Red		$20.88	$104.40
5	**293086** Sewn-Loop Prusiks 25 inch / Green		$20.88	$104.40
6	**300350** PULLEY, SWIVO 1.1", PMP, SINGLE, CMC		$121.80	$730.80
6	**300352** PULLEY, SWIVO 1.1", PMP, DOUBLE, CMC		$152.25	$913.50
10	**300096** DNA STEEL CARABINER Auto-Lock Gray/Silver NFPA		$40.02	$400.20
6	**300431** 1.5" Single Swivel Pulley, SINGLE SHEAVE, ALUMINUM, BRONZE / SLATE		$102.66	$615.96
2	**300391** Kootenay Ultra Pulley Orange		$253.17	$506.34
1	**441103** RigTech Pack Red		$237.51	$237.51
1	**441102** RigTech Pack Blue		$237.51	$237.51

RETURN POLICY: Special Order or Custom items are not returnable. All Returns are subject to a 20% restocking fee. No returns will be accepted without an RMA # issued by FF1. No Returns will be accepted after 60 days from date of purchase. Returning party responsible for shipping related charges. Returned merchandise must be in NEW and RESALABLE condition for credit to be applied.

EXHIBIT
G
11-12-26

Firefighter One
34 Wilson Drive
Sparta NJ 07871
United States

Quote

#SQ-00304108

6/30/2026

Quantity	Item	Comments	Rate	Amount
4	**501601** SYSTEM, WINGMAN, HARKEN INDUSTRIAL		$474.15	$1,896.60
2	**735100** Born Entry-Ease Stainless Steel **25-COMG-131368-CMC** Price Line 8 from the State-Supplied Price Sheet Description: Search and Rescue/Vehicle Extrication Equipment/Thermal Imaging Devices/Detection Equipment/Firefighting Equipment and Related Supplies Brand: CMC Pro Volume Discount: 0 ARO: 30-60 days		$338.43	$676.86
2	**B071BB00** ASAP® LOCK - Drop-resistant mobile fall arrester for rope with LOCK function, ANSI		$269.96	$539.92
4	**L052AA01** GRILLON positioning lanyard 3 m - Adjustable work positioning lanyard with protective sheath, ANSI, CSA		$213.71	$854.84
1	**Contract Contract** Free Shipping on Contract items		$0.00	$0.00

Subtotal	$9,845.07
Tax Total (%)	$0.00
Total	$9,845.07

Authorized Signature: _____

Printed Name:_____

Purchase Order #: _____ *Physical P.O. must be received in order to process (if applicable)

RETURN POLICY: Special Order or Custom items are not returnable. All Returns are subject to a 20% restocking fee. No returns will be accepted without an RMA # issued by FF1. No Returns will be accepted after 60 days from date of purchase. Returning party responsible for shipping related charges. Returned merchandise must be in NEW and RESALABLE condition for credit to be applied.