

# 2005 Commissioners' Handbook

## Table of Contents

### Dear Commissioner

- Mary Burne, *Commissioner*  
South Monmouth Regional Sewerage Authority
- Robert Busch, *Commissioner*  
Rockaway Valley Regional Sewerage Authority

### Section 1- Overview of AEA

- Environmental Authorities and Their Association- AEA
- Who are we?
- AEA Activities and Services
- AEA Long Range Objectives
- Role of an AEA Director
- AEA Board of Directors and Staff
- AEA Director Assignments
- AEA By-laws
- AEA Committee Descriptions
- AEA Conferences
- How AEA Communications with Members
- History of Awards
- AEA Length of Service Awards
- AEA WAVE Award Procedures
- AEA Member Authorities/Municipalities
- AEA Member Map

### Section 2- Overview of the Role of a Commissioner

- How Authorities Are Governed
- Powers of the Authority
- Legal Requirements of Commissioners
- The Authority Board of Members (Commissioners)
- Overview of the Local Government Ethics Law
- Financial Disclosure Statements
- Website of Interest:
  - Ethics Law



### **Section 3- Overview of the Role of Authority Executive Director and Professionals**

- Role of the Authority Executive Director
- Role of the Authority Professional
- Role of Authority Bond Counsel (The Bond Resolution: How It Impacts Budgets, User Charges and Operations and Maintenance)
- Role of the Authority Attorney
- Role of the Consultant Engineer

### **Section 4- Overview of Authority Budgets, Finance and Audits**

- The Authority Budget Process
- A Primer on the Calculation of Connection Fees
- New Law Regulates Authority Performance, Maintenance Bonds and Escrow Deposit Procedures
- Annual Authority Audits Must Include a Management Discussion and Analysis Report
- A New Efficient Way for Authorities to Sell Bonds- By Electronic Bid
- How much do you Really Have in the Bank if Your Town Comes A Knockin'?
- Local Finance Notice
- Division of Local Government Services
  - Division of Local Government Services- Authority Regulation Webpage
  - Authority Budget Forms
  - DCA Authority Budget
  - SS-9 Revised Document

### **Section 5- Contracting and Purchasing**

- Specification for Construction Projects
- Local Public Contracts Law Revamped
- Implementation of Value Engineering
- Websites of Interest:
  - Local Public Contracts Law
  - Authority Budgets
  - Local Finance Board
  - NJ Authority Laws

### **Section 6- Laws Which Govern Authority Activities**

- Selected Statutes of Interest to Authorities
- Overview of the Law of Sewerage and Municipal Utilities Authorities
- Mediation: An Alternative to Legal Disputes



- Pay-To-Play
  - NJ Contribution Limits
- Residential Standby Fees Waived
- Open Public Records Act: An Overview of Requirements under the New Law
- A Review of the OPRA and the Destruction of Public Records Act
- OPRA Templates
  - OPRA Resolution Template
  - OPRA Public Notice Template
  - Request for Public Records Template
  - Request for Public Records (B) Template
- Websites of Interest:
  - NJ Statutes
  - NJ Law Network
  - Federal Register
  - NJ Authority Laws
  - NJ Election Law Enforcement Agency
  - Open Public Records Act

## **Section 7- Security**

- Security Changes to the New Residential Construction Off-Site Conditions Disclosure Rule
- Protecting Discussions of Public Safety under the Open Public Meetings Law
- Security, It's Everybody's Business
- Websites of Interest:
  - <http://www.epa.gov/safewater/security>
  - N.J. Domestic Security Preparedness Task Force
  - N.J. Office of Emergency Management
  - County Emergency Management Coordinators
  - U.S. Office of Homeland Security
  - Security Threat Level: Yellow
  - FEMA
  - EPA Water Infrastructure Security page
  - EPA National Homeland Security Research Center
  - EPA "Guidance for water utility response, recovery and remediation"
  - <http://www.homelandsecurity.org/>
  - <http://www.epa.gov/ordnhsrc/>



## **Section 8- Labor Highlights**

- New Jersey Employment Law
- Preparing for Labor Negotiations (A Management Perspective)
- The Americans with Disability Act (ADA)
- An Overview of Alcohol and Drug Rules

## **Section 9- Overview of how laws are passed in NJ**

- 2005 New Jersey State Legislature
- 2005 New Jersey Federal Delegation
- A Clear Strategy Helps AEA Speak Most Effectively to Legislatures
- A Citizen's Guide to the New Jersey Legislature
- The Path of Legislation in New Jersey
- Website of Interest:
  - Legislative Process

## **Section 10- Public Meeting Procedures**

- Up the Creek

## **Section 11- Miscellaneous**

- NJDEP Adopts Stormwater Management Rules
- Promoting Growth in the Growth Areas
- The State of the Water Industry -2004
- What's Happening with the State Plan?
- Rule Proposals for AEA in a Nutshell
- Talking the Authority Lingo: Industry Abbreviations
- Regulations Internet Links
- Association and Government Internet Links
- Media Tips
- Lights, Camera, Action... Successful Interaction with the TV Media Requires Preparation and Confidence
- Environmental Manual for Municipal Officials
  - Part Two- Municipal Boards and Commissions
  - Part Three- The Planning Board
  - Part Four- Environmental Commissions
  - Part Seven- Municipal Utilities Authorities
  - Part Ten- Clean Water
  - Part Eleven- Waste Management



**Section 12- Suggested Table of Contents for Authorities** *(Please insert the following materials in this section to personalize this handbook to your specific authority.)*

- Mission Statement of Authority
- Ordinance Creating the Authority
- History of the Authority
- Description of Treatment Processes
- Service Agreements with member Towns
- Supplemental Agreements with Member Towns
- Authority By-Laws
- Authority Committees and their responsibilities
- Meeting Format for Authority
- Policy governing Commissioners' salaries, benefits and expenses
- Map of Service Area
- Organization of staff, job descriptions and salary range, employee policies and union contract
- Lists of Local Board Members, Mayors, Council and Planning Boards with addresses
- Brief outline of contracts presently in effect
- List of major projects underway
- Security and emergency planning overview

