

**(REVISED 2/17/15)**  
**AGENDA**  
**PUBLIC MEETING**  
**FEBRUARY 18, 2015 AT 5:30PM**

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1. Call to Order
2. PLEDGE OF ALLEGIANCE
3. Chairperson's statement regarding the "Open Public Meetings Act"
4. ROLL CALL
5. APPROVAL OF THE PUBLIC MEETING MINUTES HELD JANUARY 21, 2015  
Motion, second and roll call

**REORGANIZATION ITEMS**

6. MOTION THAT THE EXECUTIVE DIRECTOR SERVE AS TEMPORARY CHAIR FOR THE PURPOSE OF REORGANIZATION  
Motion, second, and roll call
7. TEMPORARY CHAIR WILL ENTERTAIN NOMINATIONS FOR CHAIR  
Motion, second, and roll call
8. ELECTED CHAIR WILL PROCEED WITH MEETING
9. CHAIR WILL ENTERTAIN NOMINATIONS FOR VICE-CHAIR  
Motion, second, and roll call
10. RESOLUTION NO. 2015-11 APPOINTING SECRETARY, ASSISTANT SECRETARY AND TREASURER  
Motion, second, and roll call
11. COMMITTEE APPOINTMENTS: Chair's Prerogative
12. RESOLUTION NO. 2015-12 DESIGNATING THE ASBURY PARK PRESS AND STAR LEDGER AS THE AUTHORITY'S OFFICIAL NEWSPAPERS  
Motion, second, and roll call
13. RESOLUTION NO. 2015-13 ADOPTING 2015 MEETING SCHEDULE  
Motion, second, and roll call
14. RESOLUTION NO. 2015-14 APPROVING 2015 CASH MANAGEMENT PLAN  
Motion, second, and roll call
15. RESOLUTION NO. 2015-15 DESIGNATING DEPOSITORIES  
Motion, second, and roll call
16. RESOLUTION NO. 2015-16 AUTHORIZING SIGNATORIES FOR DESIGNATED BANK ACCOUNTS  
Motion, second, and roll call

## 2015 PROFESSIONAL SERVICES APPOINTMENTS

17. RESOLUTION NO. 2015-17 APPOINTING GENERAL COUNSEL  
(Draft Resolution Subject to Personnel Committee Recommendation)  
Motion, second, and roll call
18. RESOLUTION NO. 2015-18 APPOINTING CONFLICT COUNSEL  
(Draft Resolution Subject to Personnel Committee Recommendation)  
Motion, second, and roll call
19. RESOLUTION NO. 2015-19 APPOINTING BOND COUNSEL  
(Draft Resolution Subject to Personnel Committee Recommendation)  
Motion, second, and roll call
20. RESOLUTION NO. 2015-20 APPOINTING CONSULTING ENGINEER  
(Draft Resolution Subject to Personnel Committee Recommendation)  
Motion, second, and roll call
21. RESOLUTION NO. 2015-21 APPOINTING CONFLICT ENGINEER  
(Draft Resolution Subject to Personnel Committee Recommendation)  
Motion, second, and roll call
22. RESOLUTION NO. 2015-22 APPOINTING AUDITOR  
(Draft Resolution Subject to Personnel Committee Recommendation)  
Motion, second, and roll call
23. RESOLUTION NO. 2015-23 APPOINTING CONSULTING ACCOUNTANT  
(Draft Resolution Subject to Personnel Committee Recommendation)  
Motion, second, and roll call
24. RESOLUTION NO. 2015-24 APPOINTING RISK MANAGEMENT CONSULTANT  
Motion, second, and roll call

## FINANCE MATTERS

25. ACCEPTANCE OF THE JANUARY 2015 TREASURER'S REPORT AND TRANSFER OF \$2,142,300.00 FROM REVENUE ACCOUNT TO CHECKING
26. APPROVAL OF THE PAYMENT OF THE BILL LIST IN THE AMOUNT OF \$2,072,248.53  
Motion, second and roll call
27. APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$20,024.14  
Motion, second and roll call
28. APPROVAL OF THE PAYMENT DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$3,808.52  
Motion, second and roll call

## PERSONNEL MATTERS

29. RESOLUTION NO. 2015-25 HIRING OF DONALD HILL, CPA, AS AUTHORITY FINANCE OFFICER  
Motion, second and roll call

## GENERAL MATTERS

30. RESOLUTION NO. 2015-26 AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE REPLACEMENT SEAL WATER PUMPS FOR THE UPPER MANASQUAN PUMP STATION  
Motion, second and roll call
31. RESOLUTION NO. 2015-27 AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE REPLACEMENT CASING ASSEMBLY FOR PUMP NO. 2 AT THE UPPER MANASQUAN PUMP STATION  
Motion, second and roll call
32. RESOLUTION NO. 2015-28 AUTHORIZING REPAIR OF THE ELECTRIC SERVICE DROP AT THE LOWER SYSTEM HYDROGEN PEROXIDE FACILITY  
Motion, second and roll call
33. RESOLUTION NO. 2015-29 AUTHORIZING EXECUTIVE DIRECTOR TO RENEW DUES FOR 2015 MEMBERSHIP IN THE ASSOCIATION OF ENVIRONMENTAL AUTHORITIES  
Motion, second and roll call
34. DISCUSSION: Establishment of Threshold the Executive Director is Authorized to Purchase without Board Approval
35. RESOLUTION NO. 2015-30 ESTABLISHING \$2,625 THRESHOLD FOR AUTHORIZATION OF PURCHASES BY THE EXECUTIVE DIRECTOR WITHOUT APPROVAL BY THE BOARD OF COMMISSIONERS VIA RESOLUTION  
(Draft Resolution Subject to Related Discussion of the Board)  
Motion, second and roll call
36. RESOLUTION NO. 2015-31 APPROVING SEWER APPLICATION NO. 2015-02 FOR RAMTOWN-HOWELL FIRE COMPANY NO. 2 (HOWELL TOWNSHIP)  
Motion, second and roll call
37. DISCUSSION: Potential Conversion to VoIP Phone Service

## REPORTS

38. COMMITTEE REPORTS
- A. Engineering Committee
    - i. HMM February Engineering Report
  - B. Personnel Committee
  - C. Finance Committee
  - D. Insurance Committee
39. EXECUTIVE DIRECTOR'S REPORT
- A. OCUA Bonding Notice
  - B. NJDEP Freewood Acres Notice
  - C. Advertisement for Part-Time Administrative Assistant Position

40. OLD BUSINESS
41. NEW BUSINESS
42. MEMBERS COMMENTS
43. PUBLIC PORTION

**ADJOURN**



**Hatch Mott  
MacDonald**  
February 17, 2015

**Hatch Mott MacDonald**  
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Manasquan River Regional Sewerage Authority  
P.O. Box 646  
Farmingdale, New Jersey 07727

Attention: Mr. Brian Brach, P.E.  
Executive Director

**RE: Applicant: Ramtown-Howell Fire Co. #2**  
**Location: 88 Ramtown-Greenville Road, Howell Township**  
**Block 3; Lot 18.01**  
**Application No.: 2015-02**  
**Development Name: Ramtown-Howell Fire Co. #2**  
**Developer's Name: Ramtown-Howell Fire Co. #2**  
**Job No.: 337150AU01**

Dear Mr. Brach:

As per your request, Hatch Mott MacDonald (HMM) has reviewed Application No. 2015-02 regarding the sanitary sewer connection to service the existing "Ramtown-Howell Fire Co. #2" fire station and proposed expansion located at 88 Ramtown-Greenville Road. The Applicant is proposing to disconnect from an on-site septic system and connect the existing fire station to the Howell Township gravity sewer located within the Ramtown-Greenville Road along the southern frontage of the property. The site is located along Ramtown-Greenville Road within the Township of Howell (Block 3; Lot 18.01). On February 17, 2015 the following items were submitted to the Authority for review of this project:

1. MRRSA Application for Sewer No. 2015-02, dated February 17, 2015, signed by Christopher Maher, President, Ramtown-Howell Fire Co. #2, dated February 16, 2015.
2. A copy of the New Jersey Division of Taxation Sales and Use Tax Exempt Organization Certificate Form T-5, Exempt organization number 226-167-686/000; Effective Date 07/01/1966; Date Issued 03/05/2008; signed by Christopher Maher, President, Ramtown-Howell Fire Co. #2.
3. A copy of the Monmouth County Planning Board Site Plan Application Form, for the Ramtown-Howell Fire Co. #2, prepared by Joshua R. Cottrell, P.E., of French & Parrello Associated, P.A.
4. A copy of Exhibit 3, Sizing for Water and Sewer Services, containing a plumbing fixtures count, water units and size of service.
5. A copy of the Howell Township review letter for "Application Review #2 – FINAL; SP-995-CE "Ramtown-Howell Fire Company No. 2"; Conditionally Exempt Site Plan Application; Block 3, Lot 18.01; Howell, NJ", signed by James R. Herrman, P.E., C.M.E., Director, Department of Community Development, dated February 3, 2015.



## Hatch Mott MacDonald

6. A set of plans titled "Conditionally Exempt Site Plan Application for Ramtown Fire Co. No. 2; Elevator Addition; Block 3, Lot 18.01; Township of Howell; Monmouth County, New Jersey" Sheet 1 thru 5, signed and sealed by Joshua R. Cottrell, P.E. of French & Parrello Associates, P.A., prepared August 14, 2014, last revised February 11, 2015.
7. An application fee of \$625.00 and \$3,000.00 in escrow for review of this application.

### **SUMMARY OF PROPOSED DEVELOPMENT**

The project involves the abandonment of the existing septic system and the construction of an elevator room (a new 188-square foot building expansion) to the existing 59,073-square foot "Ramtown-Howell Fire Co. #2" fire station. Modifications to the existing on-site sanitary sewer system include the installation of approximately 243-linear feet of a proposed 4-inch diameter PVC gravity sanitary sewer lateral and four (4) sanitary sewer clean outs to be constructed and connected from an existing clean out on the septic sewer system into the existing off-site Howell Township 8-inch sanitary sewer located within the right-of-way of Ramtown-Greenville Road along the southern frontage of the building. Miscellaneous water, road and general site improvements have also been proposed.

### **WASTEWATER FLOW PROJECTION**

The projected wastewater flow from the "Ramtown-Howell Fire Co. #2" project is 500 gallons per day (gpd) based upon 25-gpd/person and 20 fire respondents; which is the current NJDEP criteria for factories/warehouses type facilities.

### **CONNECTION FEE DETERMINATION**

Based upon the MRRSA equivalent dwelling unit of 300 gallons per day, the wastewater flow equals 1.67 equivalent dwelling units (EDUs).

### **CONCLUSION**

All wastewater from the Ramtown-Howell Fire Co. #2 fire station will be conveyed through Howell Township's sewer system. All flow will be metered at OCUA's Meter Chamber NB-1. The project is located in the North Branch Metedeconk River Drainage Basin and is within the sewer service area of MRRSA and within Howell Township, a member municipality.



## Hatch Mott MacDonald

We find that this project is not in conflict with the regional plans of the Authority and therefore recommend endorsement of the proposed Sewer Extension Application No. 2015-02, subject to the Authority's legal review and approval from the OCUA. Being that less than 8,000-gpd of additional wastewater flow is projected from the expansion and a sanitary sewer extension is not being proposed, NJDEP approval is not required.

Very truly yours,

Hatch Mott MacDonald

A handwritten signature in black ink, appearing to read 'P. Kocsik', written over a faint, larger signature.

Peter E. Kocsik, P.E.

Vice President

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cc: William Mehr, Esq., Mehr, LaFrance and Williams  
Daniel Fryer, Hatch Mott MacDonald

pw: 337150-MRRSA 2014 DEVELOPER REVIEWS\2015-02 Ramtown-Howell Fire Co #2