

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY  
PUBLIC MEETING MINUTES  
JANUARY 21, 2015**

An advertised Public Meeting of the Manasquan River Regional Sewerage Authority was called to order by Chairman Gatto in the Authority's office, 89 Havens Bridge Road, Howell, New Jersey at 5:30 p.m. Those present included: William J. Mehr, Esq., Mehr, LaFrance and Williams; Peter E. Kocsik, P.E, Hatch Mott MacDonald; Brian J. Brach, P.E., Executive Director, Donald Hill, Recording Secretary and the following commissioners as per the roll call.

Chairman Gatto lead the Pledge of Allegiance.

Following an opening statement regarding the "Open Public Meeting Act" pursuant to the Laws of 1975, Chapter 231, Chairman Gatto requested a roll call.

**ROLL CALL:**

**PRESENT:** Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto

**ABSENT:** Mr. Daly, Mrs. McKenna, Mr. Wilson

**APPROVAL OF THE PUBLIC HEARING AND PUBLIC MEETING MINUTES HELD DECEMBER 10, 2014**

Moved by Mrs. DeSarno, seconded by Mr. Morgan.

**ROLL CALL:**

**AYES:** Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto

**NAYS:** None

**ABSTAIN:** None

**DISQUALIFY:** None

**ABSENT:** Mr. Daly, Mrs. McKenna, Mr. Wilson

**APPROVAL OF THE EXECUTIVE MEETING MINUTES HELD DECEMBER 10, 2014**

Moved by Mr. Morgan, seconded by Mr. Gartz.

**ROLL CALL:**

**AYES:** Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto

**NAYS:** None

**ABSTAIN:** None

**DISQUALIFY:** None

**ABSENT:** Mr. Daly, Mrs. McKenna, Mr. Wilson

ACCEPTANCE OF THE DECEMBER 2014 TREASURER'S REPORT AND TRANSFER OF \$289,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

Moved by Mr. Gartz, seconded by Mr. Morgan

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

APPROVAL OF THE PAYMENT OF THE BILL LIST IN THE AMOUNT OF \$208,418.95

Moved by Mr. Tantillo, seconded by Mr. Morgan

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$14,008.70

Moved by Mr. Morgan, seconded by Mrs. DeSarno

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

Mr. Brach stated that the Authority annually solicits for Request for Qualifications (RFQs) for all Professional Service contracts, which are typically awarded at the Authority's February Reorganization Meeting. The Commissioners have the option to soliciting via either the "Fair and Open" process or "Non-Fair and Open" process. Mr. Brach informed the Board that the Authority typically uses the "Fair and Open" process and called for a motion from the Commissioners approving such.

The Commissioners took a poll and were all in favor for solicitation of RFQs through the "Fair and Open" process.

RESOLUTION NO. 2015-01 AUTHORIZING THE ISSUANCE OF NOTICES AND CRITERIA FOR VARIOUS PROFESSIONAL AND OTHER CONTRACTS FOR 2015

Moved by Mr. Morgan, seconded by Mr. Gartz

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

Mr. Brach, the Executive Director, provided a concise summary of the Route 9 Force Main emergency and repair that took place on Friday, January 9<sup>th</sup> into Saturday, January 10<sup>th</sup>. Mr. Brach noted that a comprehensive accounting of all events had been provided within the chronological summary (which was included within the Commissioner's packages for review and forwarded to the NJDEP and other interested parties). A 3-inch hole was discovered on the bottom of the 30-inch diameter force main pipe and was remedied with a stainless steel repair clamp. This resolution was memorializing the emergency authorization for Northeast Remsco to complete the repair in the amount of \$80,006.98; authorizing the Executive Director to enter into agreement with MYCON, LLC to complete temporary repairs in the amount of \$18,250.00; and noting that quotes will be obtained for restoration and presented to Board for approval sometime during Spring 2015.

Mr. Kocsik, the Authority Engineer, noted that the New Jersey Department of Transportation (NJDOT) had stressed the need to complete temporary restoration as soon as the weather breaks. Mr. Kocsik further explained that the excavation for the repair encroached approximately 3-feet into the paved NJDOT shoulder. As it stands right now, the trench was backfilled with stone (within the egress to a commercial center) and barrel had been placed to close off the egress. The NJDOT required that temporary asphalt be placed and that final restoration commence in the Spring after sufficient settlement of the repaired area.

Mr. Golub, Chair of the Engineering Committee, inquired as to the characteristic of the hole. Mr. Brach responded that the hole was round, approximately 3-inches in diameter and was located at the 6-o'clock position (bottom of the pipe). Mr. Golub further inquired as to any particular reason why the hole had formed at this point. Mr. Kocsik responded that the hole was not at a high spot where corrosive gases typically gather and that the section of pipe was approximately 3,000-linear feet downhill of the upstream high spot. Mr. Kocsik further explained that the force main pipeline has just crossed under an NJDOT storm pipe and was sloped up the hill at the break point with 6.5-feet of cover. Mr. Kocsik noted that it was unknown as to exactly why the pipeline broke at this point. Mr. Brach stated that the pipe, when exposed still had what appeared to be the protective bituminous coating on the exterior of the pipeline. During the Authority's 2010 contract to replace air release valves in the vicinity of the current break, pipe coupons were gathered and those coupons were in excellent condition. Mr. Brach noted that the coupons had the full double cement lining on the interior and the metal pipe exhibited full thickness. Mr. Brach stated it was tough to know why the force main broke at this location. Mr. Kocsik added that the pipeline was leaking at a rate of approximately 300 to 500-gallons per minute.

Mr. Brach added that the Authority has an insurance policy with the NJUA Joint Insurance Fund (JIF) with a 100,000 deductible. Mr. Brach's preliminary estimated for repair of the force main was \$135,000 and the Authority had submitted a claim for the estimated \$35,000 above the deductible. Mr. Brach would advise the Board of the claim as it progressed.



RESOLUTION NO. 2015-02 MEMORIALIZING EMERGENCY REPAIR OF THE ROUTE 9 FORCE MAIN AND AUTHORIZATION FOR TEMPORARY RESTORATION

Moved by Mr. Gartz, seconded by Mr. Golub

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

RESOLUTION NO. 2015-03 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR REPLACEMENT OF THE 1200-AMP OUTPUT BREAKER FOR THE EMERGENCY GENERATOR AT THE UPPER MANASQUAN PUMP STATION

Moved by Mr. Morgan, seconded by Mr. Tantillo

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

After introducing Resolution No. 2015-04, Chairman Gatto inquired as to any comments. Mr. Brach explained that the Authority was currently under contract with the NJSEM energy purchasing cooperative. The NJSEM cooperative was established for the purchase of the actual energy commodity. EMEX is a different type of energy commodity purchasing mechanism which uses an online reverse auction. Mr. Morgan inquired as to whether or not this was part of the County SEM. Mr. Brach explained that the SEM the Authority was involved with was constituted by a number of Governmental Agencies. Mr. Morgan inquired as to how long the Authority is locked in to the NJSEM's pricing. Mr. Brach responded that typically, contracts are for a period of one to two years. The Authority's current contract with the NJSEM ends June 2015. Mr. Brach informed the Board that Freehold Township currently uses EMEX and that the price for the electric commodity is closely tied to the price for natural gas. Natural gas and electricity prices are very favorable at the current time and although it's unknown exactly when the NJSEM will go out for bid, it is expected to be soon. Mr. Brach noted that the reverse auction is not binding and the Authority does not have to enter into an agreement immediately following the auction. The purpose of the reverse auction will be to get another quote for the electric commodity for direct comparison to the NJSEM price. This resolution will authorize Mr. Brach to go with the cheaper of the two prices, should the time period for locking in the price fall in between meetings. If entering into a contract can wait for a meeting, Mr. Brach would pass a resolution authorizing the contract. Otherwise, the Executive Director would be authorized to make a decision based upon the cheaper price. Mr. Morgan acknowledged this.

Mr. Tantillo noted that the Ocean County Utilities Authority (OCUA) has utilized the EMEX reverse auction pricing over the past several years and has received very favorable electric commodity pricing.

After discussion Chairman Gatto presented the resolution to the Board.

RESOLUTION NO. 2015-04 AUTHORIZING THE EXECUTIVE DIRECTOR TO CONSIDER THE PURCHASE OF ENERGY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

Moved by Mr. Gartz, seconded by Mr. Tantillo

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

RESOLUTION NO. 2015-05 AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH HARRIS COMPUTER SYSTEMS FOR ANNUAL SOFTWARE SUPPORT

Moved by Mr. Gartz, seconded by Mr. Morgan

Prior to taking the roll call, Chairman Gatto inquired into whether or not this was the system that the Authority wanted to stay with. Chairman Gatto noted that this was an annual contract and there was discussion during the interview for Bookkeeper that other systems may be available. Mr. Hill indicated that the Harris software was acceptable and said Mr. Brach had looked into whether or not a credit could be received, should the Authority go with another system mid-year. Mr. Brach noted that he was still trying to confirm whether or not a refund could be obtained, as the Contract specifically stated that payments were non-refundable. Chairman Gatto requested to know if the Harris Software was acceptable. Mr. Hill and Mr. Brach noted that the Harris Software was acceptable. Mr. Hill added that should the Authority switch systems, the timing would most likely not be until this time next year.

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

RESOLUTION NO. 2015-06 AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO NEGOTIATIONS FOR EASEMENTS RELATED TO THE ROUTE 9 FORCE MAIN REPLACEMENT PROJECT

Moved by Mr. Tantillo, seconded by Mr. Golub

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

RESOLUTION NO. 2015-07 SETTING 2015 COMMISSIONERS' SALARIES

Chairman Gatto noted the increase was 1.5% and was recommended by the Personnel Committee.

Moved by Mr. Tantillo, seconded by Mr. Morgan

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

MOTION APPROVING ENGINEERING PROPOSAL FOR GPS LOCATION OF MRRSA MANHOLES AS PART OF THE AUTHORITY'S GIS DATABASE DEVELOPMENT UNDER THE 2015 CAPITAL IMPROVEMENT PROGRAM

Moved by Mr. Tantillo, seconded by Mrs. DeSarno

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

RESOLUTION NO. 2015-08 APPROVING SEWER APPLICATION NO. 2014-16 FOR KIDDIE ACADEMY (FREEHOLD TOWNSHIP)

Moved by Mr. Morgan, seconded by Mr. Savino

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

RESOLUTION NO. 2015-09 APPROVING SEWER APPLICATION NO. 2015-01 FOR CALGO GARDENS (HOWELL TOWNSHIP)

Moved by Mr. Morgan, seconded by Mr. Tantillo

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson



## COMMITTEE REPORTS

Engineering Committee: No report.

Personnel Committee: Chairman Gatto noted that the Personnel Committee had met and there are several changes that are required and recommended to the Authority's Personnel Policy. Mr. Brach detailed the changes as follows:

1. The Personnel Policy currently states that any employee that is employed for a minimum of 20-hours/week is eligible for health benefits. This is incorrect, as the Authority's healthcare plan requires 32-hours/week of employment in order to be eligible for benefits.
2. Definition of how sick and vacation time are accrued between the Operations and Administrative divisions is required. Both divisions accrue these times by differing methods that need to be better detailed within the Personnel Policy. Chairman Gatto added that this should be revised as discussed at the Personnel Committee meeting.
3. As discussed at the Personnel Committee meeting, the policy for vacation time for the Executive Director is to be revised. After Mr. Brach explained the changes, Chairman Gatto further detailed that the policy is being revised, effective January 1, 2016, and should be worded to reflect 10-days of vacation during the first year of employment, 12-days of vacation during the second year of employment and 15-days of vacation during the third year of employment on.

Chairman Gatto added that this changes were not being made specifically for Mr. Brach but that like all of the changes presented, the Authority's Personnel Policy was being adjusted because it was antiquated. Mrs. DeSarno confirmed such on behalf of the Personnel Committee. Mrs. DeSarno also noted that a Personnel Committee meeting was going to be held prior to the Authority's next Public Meeting.

Mr. Brach clarified that no current employees health coverages were effected by the proposed changes. However, Mr. Mehr, the Authority's Attorney, noted these policy changes would have an effect on future part-time employees. Mr. Brach confirmed this.

## RESOLUTION NO. 2015-10 AMENDMENT TO PERSONNEL POLICY

Moved by Mr. Golub, seconded by Mr. Savino

### ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Golub, Mr. Morgan, Mr. Savino, Mr. Tantillo and Mr. Gatto  
NAYS: None  
ABSTAIN: None  
DISQUALIFY: None  
ABSENT: Mr. Daly, Mrs. McKenna, Mr. Wilson

Finance Committee: No report.

Insurance Committee: No report.

## EXECUTIVE DIRECTOR'S REPORT

Mr. Brach noted that the Commissioner's meeting packages included a sign-up sheet for Public Officials Risk Management Seminars that are being held by the JIF at several locations. If anyone wanted to sign up, Mr. Brach requested that they send him the sign-up sheet so he could process.

Mr. Brach also explained that Howell Township had several areas that the Municipality would like to add back into the Sewer Service Area and that the Township was requesting amendment to the Monmouth County Wastewater Management Plan to include the areas. The Monmouth County Planning Board was requesting a letter from the Authority that we were amendable to the revisions. Mr. Brach indicated that Howell Township wants the properties added, that the Authority was in fact amenable and that Howell Township and the Authority should plan appropriately to service the areas. As the amendments progressed, the Authority would act upon resolutions to formally authorize the amendments. Mr. Brach wanted to advise the Commissioners that he would be putting together letters on behalf of the Authority expressing the Authority's tentative approval.

Mr. Gartz questioned why the Authority was amenable to the revisions and requested details of the areas. Mr. Brach explained that Howell Township is a Member Municipality and had specifically requested the additions. The additions discussed at the meeting were just two (2) of potentially several other areas that the Township wanted to add back into the Sewer Service Area. The "Harms/Pinnacle" property was a 60-acre tract located behind the gas station at the intersection of West Farms Road and NJSH Route 9. Mr. Brach explained that area of Route 9 was currently being studied by Howell Township for sewer service, as was the Freewood Acres area, and that the "Harms/Pinnacle" property would be included within the plans to provide sewer in that region. The other amendment request was for a grouping of ten properties between the "Harms/Pinnacle" property and Freewood Acres. Both amendment areas were located just outside the bounds of the current Sewer Service Area and it was logical to request for them to be added back in. Mr. Mehr added that the amendment requests from Howell Township were outcomes of Howell Township's Master Plan review. Mr. Gartz acknowledged the reasoning.

Mr. Brach introduced Mr. Kocsik to provide an updated summary of the "Boulder Ridge at Howell" development capacity study. Mr. Kocsik provided background on the project, which was situated on the Route 33 corridor, between Colts Neck Road and Route 34. The Developer is proposing to construct a wastewater pump station to service the development and surrounding basin and requested to know where to discharge flow. One possible method was to convey flow to the Authority's Mingamahone Interceptor and the other was to discharge it through the existing "Equestra" development to the Authority's Marsh Bog Brook Interceptor. In conclusion, HMM's study suggests that all wastewater flow should be kept within the Mingamahone Interceptor basin, as the Marsh Bog Brook Interceptor was not designed with sufficient capacity to convey additional flows outside of its basin. HMM and the Authority were currently waiting on additional information and revised flow projections from the Developer and Howell Township. The next step was to determine exactly where capacity was available within the basin for connection of the force main.

Mr. Golub requested that all information be assembled and an Engineering Committee meeting be held to discuss the results. Mr. Brach confirmed a meeting would be held. Mr. Kocsik added that HMM would be preparing concise, monthly updates in the future to keep all Commissioners informed with on-going and future projects. The summary would be provided within future meeting packages for review.



OLD BUSINESS: None

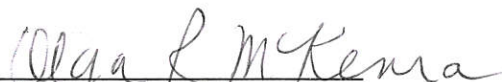
NEW BUSINESS: None

MEMBER'S COMMENTS: None

PUBLIC: None

There being no further business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

  
Olga R. McKenna, Secretary