

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY  
PUBLIC MEETING MINUTES  
JANUARY 20, 2016**

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An advertised Public Meeting of the Manasquan River Regional Sewerage Authority was called to order by Chair Jesse Tantillo in the Authority's Headquarters, 89 Havens Bridge Road, Farmingdale, New Jersey at 5:30 p.m. Following an opening statement regarding the "Open Public Meeting Act" pursuant to the Laws of 1975, Chapter 231, the Pledge of Allegiance was recited.

Chairman Tantillo requested a roll call. 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 F. Hill, Recording Secretary and the following Commissioners as per the roll call:

**ROLL CALL:**

**PRESENT:** Mr. Daly, Mrs. DeSarno, Mr. Gartz, Mr. Savino, Mr. Tantillo  
**ABSENT:** Mr. Gatto, Mrs. McKenna, Mr. Morgan, Mr. Wilson

**APPROVAL OF THE PUBLIC HEARING TRANSCRIPT HELD DECEMBER 9, 2015**

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

**ROLL CALL:**

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

**APPROVAL OF THE PUBLIC MEETING MINUTES HELD DECEMBER 9, 2015**

Moved by Mr. Gartz, seconded by Mr. Savino.

**ROLL CALL:**

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

**FINANCE MATTERS**

**ACCEPTANCE OF THE DECEMBER 2015 TREASURER'S REPORT AND TRANSFER OF \$331,800.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT**

Moved by Mr. Gartz, seconded by Mr. Savino.

**ROLL CALL:**

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

**APPROVAL OF THE PAYMENT OF THE JANUARY BILL LIST IN THE AMOUNT OF \$254,799.07**

Moved by Mr. Gartz, seconded by Mr. Savino.

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$28,670.00

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$1,693.30

Moved by Mr. Daly, seconded by Mr. Savino.

ROLL CALL:

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

RESOLUTION NO. 2016-01 AUTHORIZING COMPENSATION PAYMENT TO ASSISTANT FOREMAN JERRY L. THOMAS UPON HIS RETIREMENT

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

ROLL CALL:

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

Mr. Gatto arrived at approximately 5:35pm.

DISCUSSION REGARDING INFORMATION TECHNOLOGY RELATED PROCUREMENT: Mr. Brach informed the Board that the Authority currently operates on a paper based procurement system, which works fine with the majority of the Authority's vendors, however, particular Information Technology (IT) companies do not process paper based invoicing and payment. Mr. Brach noted that there have been several IT related upgrades recently where this has been an issue and in speaking with other Authorities and Municipalities, it appears this is a common problem. Mr. Brach informed the Board that several of the Authority's IT providers (ie: Google, Adobe, etc.) require recurring, automatic credit card payments. Mr. Brach had placed his personal credit card on

file with these companies and is being reimbursed, as reflected on the Authority's monthly Bill List. Mr. Brach wanted to bring this to the Board's attention and inquired if there were any issues, noting that the Authority was researching other payment options and would discuss them with the Finance Committee.

Mrs. DeSarno inquired as to whether or not the Authority could open a credit card, to which Mr. Gartz and Mr. Brach informed the Board that the Authority was not permitted to have a credit card. Mr. Mehr asked Mr. Gartz if there were any other ideas. Mr. Gartz responded that there was no recourse for getting around these electronic payments, other than not utilizing the services and suggested that the Authority authorize the recurring charges upfront, so that the automatic payments were technically being made with Board approval. Mrs. DeSarno inquired if the annual charges could be paid upfront. Mr. Gartz indicated that he had discussed this with Mr. Brach. Mr. Brach had tried to set up such advance annual payments but indicated that due to the small number of licenses, the IT companies were not willing to process any paper based invoices (ie: it would potentially cost them more to process the invoices than what the Authority was being charged for the services). Mr. Mehr inquired if the charges could be drawn against a checking account? Mr. Gartz indicated that an Executive Account could be established but that there wasn't necessarily any advantage to this. Mr. Gatto questioned whether or not a direct debit could be established, with a standing resolution approving the charges. Mr. Gartz confirmed this was possible and was in accordance with his earlier suggestion. Mr. Mehr noted that a direct withdrawal from an Authority account was preferable. Mr. Brach responded that the Authority was looking into the matter and would address options with the Finance Committee. Mr. Gartz noted that linking payment to checking accounts (which are subject to change) could prove troublesome. Mr. Brach indicated that he had established open Purchase Orders at the beginning of the year for each service and would provide a standing resolution for the Board's consideration, approving the charges in advance, until such time that another means of payment was established.

This effectively ended the discussion.

### **GENERAL MATTERS**

#### **RESOLUTION NO. 2015-90 RATIFICATION OF LEVEL CONTROL SYSTEM REPAIRS PERFORMED BY RAPID PUMP AND METER CO. AT THE MINGAMAHONE PUMP STATION**

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

**DISCUSSION:** Mr. Gartz inquired as to the details of what was being ratified. Mr. Brach informed the Board that a motion for the procurement of the level control repairs was made at the December 2015 Public Meeting, the repairs have been completed and this resolution was being considered by the Board to ratify the final cost of the repairs.

#### **ROLL CALL:**

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

RESOLUTION NO. 2016-02 AUTHORIZING ADVERTISEMENT FOR PUBLIC BID OF CONTRACT NO. 46 FOR THE ROUTE 9 FORCE MAIN REPLACEMENT

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

DISCUSSION: Mr. Gartz inquired as to why the Board had to authorize the advertisement of Public Bidding? Mr. Mehr responded that it was the practice of the Authority to request Board approval for the Public Bidding of Capital Improvement projects.

ROLL CALL:

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

RESOLUTION NO. 2016-03 AUTHORIZING ADVERTISEMENTS FOR PUBLIC BID OF CONTRACT NO. 47 FOR THE REHABILITATION OF METER CHAMBERS 2MC-2 AND 3MC-1

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

ROLL CALL:

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

**PERSONNEL MATTERS**

RESOLUTION NO. 2016-04 AMENDING 2016 SALARY FOR DEBORAH A. SAJESKI

Moved by Mr. Gatto, seconded by Mr. Savino.

DISCUSSION: Mr. Brach informed the Board that Ms. Sajeski had been incorrectly identified as a salaried employee, when in fact, she was a part-time, hourly employee. This resolution was being considered by the Board to correct the discrepancy and to identify Ms. Sajeski's approved hourly rate of compensation.

ROLL CALL:

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

RESOLUTION NO. 2016-05 ESTABLISHING 2016 COMMISSIONERS' SALARIES

Moved by Mr. Gatto, seconded by Mr. Gartz.

ROLL CALL:

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

RESOLUTION NO. 2016-06 HIRING OF FULL-TIME WASTEWATER MECHANIC

Moved by Mr. Gartz, seconded by Mr. Gatto.

DISUCSSION: Mr. Brach indicated that the Authority had advertised the position and recommended the hiring of Thomas Guercio at a starting salary of \$47,500.00. Mr. Guercio's credentials had been disseminated to the Personnel Committee for review, to which Mrs. DeSarno noted that the candidate appeared well qualified.

ROLL CALL:

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

RESOLUTION NO. 2016-07 APPOINTING 2016 CONSULTING ACCOUNTANT

Moved by Mr. Gatto, seconded by Mr. Gartz.

DISCUSSION: brach, advertised RFP and received 1 bid for bill antonides, same professional as past several years.

ROLL CALL:

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

**INFORMATION TECHNOLOGY MATTERS**

RESOLUTION NO. 2016-08 AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE VARIOUS INFORMATION TECHNOLOGY RELATED ITEMS

Moved by Mr. Gatto, seconded by Mr. Gartz.

DISCUSSION: Mr. Tantillo requested that the Executive Director elaborate on the items. Mr. Brach noted that the server, firewall and UPS were required for the new Edmunds financial software (being approved under Resolution No. 2016-09). Mr. Brach further noted the new workstations for himself and Mr. Hill were discussed with the Finance Committee during the 2016 Budget development process (and had been budgeted for as a Capital Outlay).

ROLL CALL:

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

RESOLUTION NO. 2016-09 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH EDMUNDS & ASSOCIATES FOR IMPLEMENTATION OF FINANCIAL SOFTWARE SYSTEM

Moved by Mr. Gatto, seconded by Mr. Gartz.

ROLL CALL:

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

**APPLICATION MATTERS**

DISCUSSION: Mr. Brach advised the Board that the Arby's resolution was being removed from the Agenda and that the Eagle Oaks approval was to be renumbered as Resolution No. 2016-10.

RESOLUTION NO. 2016-10 APPROVING SEWER APPLICATION NO. 2015-20 FOR THE "EAGLE OAKS CLUBHOUSE RENOVATION" PROJECT (HOWELL TOWNSHIP)

Moved by Mr. Gatto, seconded by Mr. Gartz.

ROLL CALL:

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

## REPORTS

ENGINEERING COMMITTEE: Mr. Kocsik provided updates on Contract No. 46 for the Route 9 Force Main Replacement (NJDOT is reviewing Utility Opening Permit application and the Authority was tentatively scheduled to Bid the project in February and award at either the March or April agenda) and updates on Contract No. 47 for the Rehabilitation of Meter Chambers No. 2MC-2 and 3MC-1 (design was being finalized and anticipated to be publicly bid during February/March). Mr. Kocsik noted that final certified 2015 flow data was anticipated to be received shortly from the Ocean County Utilities Authority (OCUA) and that HMM's analysis and reconciliation of 2015 wastewater flows should be available by the end of the month.

Mr. Savino inquired about the anticipated completion date for Contract No. 46. Mr. Kocsik indicated that construction was anticipated to be completed May 2016 through August 2016. Mr. Brach noted that the Authority has been in contact with the NJDOT to coordinate construction of the force main replacement with the NJDOT's resurfacing contract along the project extents.

PERSONNEL COMMITTEE: Mrs. DeSarno indicated there was nothing to report.

FINANCE COMMITTEE: Mr. Gartz indicated there was nothing to report.

INSURANCE COMMITTEE: Mr. Brach, in the absence of Mr. Wilson, indicated there was nothing to report.

EXECUTIVE DIRECTOR'S REPORT: Mr. Brach indicated that proof of appointment for the Farmingdale Borough and Wall Township representatives had not been received and requested the documentation prior to the Authority's Re-Organization meeting. Mr. Brach commended Mr. Savino for this 5-years of service as a Howell Township representative, as he was not reappointed for another term. Mr. Savino expressed his gratitude and noted it had been a pleasure to serve on the Board.

Due to a number of new representatives, Mr. Brach informed the Board that there would be proposed changes to the Committee rosters. Mr. Brach requested that if a Commissioner had a particular request regarding Committee assignments, that they please inform him.

Mr. Brach detailed the benefits the Authority has realized since the implementation of the "Google Apps for Work" product, which has integrated file storage, emails, calendars, search capabilities and video conference calling. Mrs. DeSarno inquired if this product suite included CCTV surveillance. Mr. Brach indicated that the Authority did not currently have CCTV surveillance and conversation ensued about potentially implementing a surveillance system in the future. Mr. Brach suggested that a coordinated, integrated effort would be made in the future to implemented surveillance at the Authority's facilities.

Mr. Brach informed the Board that the new website development was almost complete. The new website will be mobile friendly and will increase the functionality of the site. A new web domain, [www.mrrsa.org](http://www.mrrsa.org), had been purchased. The website was simple, professional and the Executive Director expressed his pleasure with the product.

MOTION TO PURCHASE GREASE CONTROL PRODUCTS FOR THE MINGAMAHONE PUMP STATION  
IN AN AMOUNT NOT-TO-EXCEED \$3,084.01

Moved by Mr. Gatto, seconded by Mr. Gartz.

DISCUSSION: Mr. Brach detailed the grease issues that the Authority has been experiencing at the Mingamahone Pump Station. A quote had been received just prior to this Public Meeting for the purchase of a 1-year supply of grease control products and Mr. Brach requested a motion from the Board to authorize purchase of the products under the condition that the purchase would be ratified via resolution at the February meeting. Mrs. DeSarno inquired if Mr. Kocsik could attest to this product. Mr. Kocisk noted that although he did not have any experience with this particular product, that grease was an issue within wet wells.

ROLL CALL:

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

OLD BUSINESS: None.

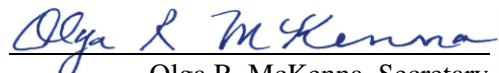
NEW BUSINESS: None.

MEMBERS COMMENTS: All Board members wished Mr. Savino well in his future endeavours and welcomed Mr. Stephen Johnson, whom was sitting in the audience, to the Board.

PUBLIC PORTION: Mr. Johnson had no comments.

There being no further business, a general motion to adjourn the meeting was made. All present were in favor and the meeting was adjourned at 5:54 p.m.

Respectfully submitted,

  
Olga R. McKenna, Secretary