

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY
PUBLIC MEETING MINUTES
JANUARY 18, 2017**

An advertised Public Meeting of the Manasquan River Regional Sewerage Authority was called to order by Chairman A. Richard Gatto 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, a moment of silence was observed for the passing of Arthur Kondrup, recognizing his many contributions to Freehold Township. The Pledge of Allegiance was then recited.

Chairman Gatto requested a roll call. Those present included William J. Mehr, Esq., Mehr, LaFrance and Williams; Angelo Bufaino, P.E., Mott MacDonald; Brian J. Brach, P.E., Executive Director; Donald F. Hill, CPA, Recording Secretary and the following Commissioners as per the roll call:

ROLL CALL:

PRESENT: Mrs. DeSarno, Mr. Gartz, Mr. Johnson, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
ABSENT: Mr. Daly, Mrs. Garcia, Mrs. McKenna

APPROVAL OF THE PUBLIC MEETING MINUTES HELD DECEMBER 14, 2016

Moved by Mr. Wilson, seconded by Mr. Gartz.

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Johnson, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Daly, Mrs. Garcia, Mrs. McKenna

GENERAL MATTERS

(All General Matters were approved under a single motion)

RESOLUTION NO. 2017-01 DESIGNATING EXECUTIVE DIRECTOR THE 2017 PUBLIC AGENCY COMPLIANCE OFFICER

RESOLUTION NO. 2017-02 AUTHORIZING PAYMENT FOR RECURRING SOFTWARE-AS-A-SERVICE (SaaS), INFRASTRUCTURE-AS-A-SERVICE (IaaS) AND DISASTER RECOVERY-AS-A-SERVICE (DRaaS) FEES

RESOLUTION NO. 2017-03 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT WITH WATER RESOURCE SALES & SERVICE TO PURCHASE OF AIR RELEASE VALVE IN AN AMOUNT OF \$2,888.00

Moved by Mr. Tantillo, seconded by Mr. Johnson.

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Johnson, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Daly, Mrs. Garcia, Mrs. McKenna

PERSONNEL MATTERS

(All General Matters were approved under a single motion)

RESOLUTION NO. 2017-04 APPOINTING 2017 AUDITOR

RESOLUTION NO. 2017-05 APPOINTING 2017 CONSULTING ACCOUNTANT

RESOLUTION NO. 2017-06 GRANTING 2-YEAR MILITARY LEAVE OF ABSENCE TO THOMAS G. GUERCIO

Moved by Mr. Gartz, seconded by Mr. Johnson.

DISCUSSION: Chairman Gatto let the record reflect that the fee proposal submitted by Holman Frenia & Allison, P.C. for 2017 Auditor had been revised to a lump sum fee of \$21,000.00. Mr. Gartz further noted that only one (1) submission for Auditor had been received.

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Johnson, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Daly, Mrs. Garcia, Mrs. McKenna

CAPITAL IMPROVEMENT PROGRAM MATTERS

RESOLUTION NO. 2017-07 APPROVING CHANGE ORDER NO. 1 UNDER CONTRACT NO. 46 FOR AN EXTENSION OF TIME TO COMPLETE RESTORATION ITEMS

Moved by Mr. Wilson, seconded by Mr. Gartz.

DISCUSSION: Mr. Brach noted a correction that the additional time was 130-days. Mr. Brach further detailed that the project was substantially complete and that the additional time was necessary so that restoration items could be completed in the Spring '17. Chairman Gatto informed the Board that the restoration items were seasonal and related to weather conditions.

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Johnson, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Daly, Mrs. Garcia, Mrs. McKenna

RESOLUTION NO. 2017-08 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN INDEMNITY AND HOLD HARMLESS AGREEMENT WITH MONMOUTH COUNTY FOR BLOCK 143; LOT 2 IN HOWELL TOWNSHIP AS REQUIRED FOR EXECUTION OF CONTRACT NO. 49

Moved by Mr. Gartz, seconded by Mr. Johnson.

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Johnson, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Daly, Mrs. Garcia, Mrs. McKenna

FINANCE MATTERS

(All Finance Matters were approved under a single motion)

ACCEPTANCE OF THE DECEMBER 2016 TREASURER REPORT AND TRANSFER OF A TOTAL OF \$298,200.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE JANUARY BILL LIST IN THE AMOUNT OF \$225,184.04

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$501,185.56

APPROVAL OF THE PAYMENT DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$6,320.10

Moved by Mr. Gartz, seconded by Mr. Tantillo.

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gartz, Mr. Johnson, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Daly, Mrs. Garcia, Mrs. McKenna

REPORTS

ENGINEERING COMMITTEE: Mott MacDonald's January 2016 Engineering Report has been attached for the record. Mr. Bufaino was present and did not provide any further details of the report items.

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

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

INSURANCE COMMITTEE: Mr. Wilson's indicated there was nothing further to report.

EXECUTIVE DIRECTOR'S REPORT: The January Executive Director's Report has been attached for the record.

OCEAN COUNTY UTILITIES AUTHORITY REPORT:

OLD BUSINESS: None.

MEMBERS COMMENTS: None.

PUBLIC PORTION: No public present.

NEW BUSINESS: Mr. Johnson detailed a request from Howell Township for the Authority to evaluate the existing direct connection policy, particularly as it related to Soldier Memorial Field on Route 547 within Howell Township. Mr. Johnson provided insight to development plans for the park and a potential connection to the Route 547 Force Main. Mr. Brach informed the Board that no action is requested at the current moment. However, Mr. Brach wanted to query the Board to see if there were any objections in evaluating the request. A concise memo to the Board with recommendations, noting advantages, disadvantage and unintended consequences would be provided for consideration of the matter.

A discussion ensued. Mr. Gartz questioned if the residents in Freewood Acres had direct connections. Mr. Brach confirmed they did. Mr. Mehr commented that the Authority needed to be wary of any policy changes. Chairman Gatto suggested that any study evaluate ramifications throughout the Authority's service territory, not just Howell. Mr. Brach confirmed that the evaluation would do just that.

The general consensus was for the Executive Director to evaluate the proposal and provide recommendations to the Board for consideration.

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 5:40 p.m.

Respectfully submitted,


Olga R. McKenna, Secretary

ATTACHMENT A
Mott MacDonald January 2017 Engineering Report

MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY

MONTHLY ENGINEERING REPORT

January 12, 2017

Developer Reviews:

1. The following developer applications have been reviewed and are on the agenda for approval:

: None

Capital Projects:

1. **Contract No. 45 - Upper Manasquan PS Wet Well Improvements (Phase II):**
All work has been completed. A Change Order request by the contractor has been denied. The Contractor has requested a meeting.
2. **Contract No. 46 - Route 9 Force Main Replacement:**
All major construction activities have been completed. The Contractor has requested an extension of time be granted in order to complete final paving and restoration in the spring. The original contract completion date was January 6th. We are recommending the Board approved a 130 day time extension which would give the Contractor until May 16th for final completion of top soil and seeding, sodding, tree and shrub planting and final restoration of Route 9 asphalt. All of these activities cannot be completed under the current weather conditions.
3. **Contract No. 47 - Meter Chamber Rehabilitation (2MC-2 and 3MC-1):**
The shop drawing review phase has been completed and construction has commenced at both meter chambers. Anticipated contract completion date is April 2nd.
4. **Contract No. 49 - Upper Manasquan Force Main ARMH No. 5 Air Release Valve Assembly Replacement:**
Mott MacDonald has been authorized to proceed with design and bidding services for the replacement of the air release valve assembly at Upper Manasquan Force Main ARMH No. 5. Draft design documents have been provided to the Authority for review. It is anticipated that this project will be advertised on January 24th and bids received on February 21st.
5. **Contract No. 50 – Lower Force Main ARV Replacements**
Mott MacDonald has been authorized to proceed with design and bidding services for the replacement of air release valve assemblies at four of the five Lower Manasquan Force Main air release manholes. Design documents are approximately 75% complete. The project is scheduled to be advertised on January 24th with Bids received on Feb. 21, 2017.

ATTACHMENT B
MRRSA January 2017 Executive Director's Report



Manasquan River Regional Sewerage Authority

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Brian J. Brach, P.E.

Executive Director

MEMORANDUM

DATE: January 13, 2017

TO: MRRSA Commissioners

FROM: Brian J. Brach, P.E., Executive Director 

RE: Summary of Executive Director's Report Items
January 18, 2017 Public Meeting

CC: Donald F. Hill, CPA, Finance Officer, MRRSA (via email)

Commissioners,

There are several matters I would like to bring to the attention of the Board. In an effort to streamline discussion at the meeting, below is a concise summary of items included within the Executive Director's Report:

- Commissioner Appointments for 5-Year Terms Beginning February 2017 (2nd Notice): This is a reminder that half of the terms for the Authority's Board of Commissioners are expiring on January 31, 2017. Please be advised that an official action of your municipality's governing body appointing (or re-appointing) a representative for a new 5-year term is required by **Tuesday, January 31, 2017.**
- DCA Approval of 2017 Adopted Budget: The Department of Community Affairs (DCA) provided formal approval of the Authority's 2017 Adopted Budget on December 22, 2016. The adopted version of the budget can be found on the Authority's web page (www.mrrsa.org).

Feel free to contact me with any questions.

Thanks,
Brian