



Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON
WEDNESDAY, FEBRUARY 15, 2017 AT 5:30PM

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, the pledge of allegiance was recited.

Chairman Gatto requested a roll call. Those present included William J. Mehr, Esq., Mehr, LaFrance and Williams; Peter E. Kocsik, 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: Mr. Daly, Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
ABSENT: Mrs. DeSarno

APPROVAL OF THE PUBLIC MEETING MINUTES HELD JANUARY 18, 2017

Moved by Mr. Wilson, seconded by Mrs. Garcia.

ROLL CALL:

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

Reorganization Matters

MOTION THAT EXECUTIVE DIRECTOR SERVE AS TEMPORARY CHAIR FOR THE PURPOSE OF REORGANIZATION

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

ROLL CALL:

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

Mr. Brach commended Mr. Gatto on his tenure as Chair and recognized Mr. Gatto's efforts outside of the public meetings in coordinating schedules and addressing matters to make the meetings run efficiently.

Mr. Brach entertained nominations for a new Chair. Mr. Gatto nominated Mr. Gartz for Chair and hearing no further nominations, a motion was made to officially nominate Mr. Gartz.



MOTION TO APPOINT MR. RICHARD J. GARTZ AS CHAIRMAN FOR A ONE-YEAR PERIOD

Moved by Mr. Gatto, seconded by Mr. Wilson.

ROLL CALL:

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

Mr. Brach turned the meeting over to Mr. Gartz. Chairman Gartz entertained nominations for a new Vice Chair. Mr. Johnson was nominated by Mr. Gatto and hearing no further nominations, a motion was made to officially nominate Mr. Johnson.

MOTION TO APPOINT MR. STEPHEN R. JOHNSON AS VICE CHAIRMAN FOR A ONE-YEAR PERIOD

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

ROLL CALL:

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

RESOLUTION NO. 2017-09 APPOINTING SECRETARY, ASSISTANT SECRETARY AND TREASURER

Moved by Mr. Gatto, seconded by Mr. Johnson.

ROLL CALL:

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

Chairman Gartz noted that the Commissioner roster positions had been detailed within the meeting package and that if anyone took an issue with their assignments to speak with the Executive Director. There were no comments from the Board.

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RESOLUTION NO. 2017-10 DESIGNATING THE ASBURY PARK PRESS AND STAR LEDGER AS THE AUTHORITY'S OFFICIAL NEWSPAPERS

Moved by Mr. Tantillo, seconded by Mr. Wilson.

ROLL CALL:

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

RESOLUTION NO. 2017-11 ADOPTING 2017 MEETING SCHEDULE

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

ROLL CALL:

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

RESOLUTION NO. 2017-12 APPROVING 2017 CASH MANAGEMENT PLAN

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

ROLL CALL:

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

RESOLUTION NO. 2017-13 DESIGNATING DEPOSITORIES

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

DISCUSSION: Mr. Mehr inquired as to the relationship of the Authority with US Bank. Mr. Brach informed him that US Bank was the construction trustee for the MCIA funds.

ROLL CALL:

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

RESOLUTION NO. 2017-14 AUTHORIZING SIGNATORIES FOR DESIGNATED BANK ACCOUNTS

Moved by Mr. Tantillo, seconded by Mr. Gatto.

ROLL CALL:

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

2017 Professional Services Appointments

RESOLUTION NO. 2017-15 AUTHORIZING 2017 PROFESSIONALS

In Mrs. DeSarno's absence, Mr. Brach informed the Board that the Personnel Committee had met and reviewed the Request for Qualifications packages that were submitted for the various 2017 Authority Professional positions. The Personnel Committee recommended that awards be made to the following firms:

General Counsel:	Mehr, LaFrance and Williams
Conflict Counsel:	Dasti, Murphy, McGuckin, P.C.
Bond Counsel:	GluckWalwrath
Consulting Engineer:	Mott MacDonald
Engineering Pool:	Mott MacDonald Greeley and Hansen CME Associates

Moved by Mr. Gatto, seconded by Mr. Wilson.

ROLL CALL:

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

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General Matters

(All General Matters were enacted by a single motion)

RESOLUTION NO. 2017-16 AUTHORIZING PURCHASE OF GREASE CONTROL PRODUCTS FOR THE MINGAMANHONE PUMP STATION IN AN AMOUNT OF \$2,655.00

RESOLUTION NO. 2017-17 AUTHORIZING TREE REMOVAL SERVICES AT VARIOUS LOCATIONS IN AN AMOUNT OF \$6,504.93

RESOLUTION NO. 2017-18 AUTHORIZING RENEWAL OF DUES FOR 2017 MEMBERSHIP IN THE ASSOCIATION OF ENVIRONMENTAL AUTHORITIES

Moved by Mr. Tantillo, seconded by Mrs. Garcia.

ROLL CALL:

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

Capital Improvement Program Matters

(All Capital Improvement Program Matters were enacted by a single motion, unless noted otherwise)

RESOLUTION NO. 2017-19 AUTHORIZING REPLACEMENT OF WASTEWATER FLOW METERING EQUIPMENT IN AN AMOUNT NOT-TO-EXCEED \$135,000.00

RESOLUTION NO. 2017-20 RATIFYING EMERGENCY PROCUREMENT OF COMMUNOTOR DRIVE AT THE UPPER MANASQUAN PUMP STATION IN AN AMOUNT OF \$16,985.00

RESOLUTION NO. 2017-21 AUTHORIZING MOTT MACDONALD TO PROVIDE ENGINEERING SERVICES FOR THE DESIGN AND PUBLIC BID FOR UPGRADES TO THE COMMUNOTOR SYSTEM AT THE UPPER MANASQUAN PUMP STATION FOR A REIMBURSABLE NOT-TO-EXCEED BUDGET OF \$19,500.00

Moved by Mr. Gatto, seconded by Mr. Tantillo.

ROLL CALL:

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

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MOTION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACT NO. 46

Moved by Mr. Wilson, seconded by Mr. Johnson.

ROLL CALL:

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

MOTION TO ENTER BACK INTO PUBLIC MEETING

Moved by Mr. Gatto, seconded by Mr. Johnson.

ROLL CALL:

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

Regular meeting was reconvened at approximately 5:49pm.

Mr. Gatto raised concerns with the scheduled September 20, 2017 public meeting conflicting with Rosh Hashana. There was discussion and the general consensus was to leave the date and time of the meeting unchanged.

Finance Matters

(All Finance Matters were enacted by a single motion)

ACCEPTANCE OF THE JANUARY 2017 TREASURER REPORT AND TRANSFER OF A TOTAL OF \$1,585,750.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE FEBRUARY BILL LIST IN THE AMOUNT OF \$1,501,488.46

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$212,765.42

APPROVAL OF THE PAYMENT DEVELOPER’S ESCROW REFUNDS IN THE AMOUNT OF \$2,875.67

Moved by Mr. Gatto, seconded by Mr. Johnson.

ROLL CALL:

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

Reports

ENGINEERING COMMITTEE: Mott MacDonald's February 2017 Engineering Report has been attached for the record. Mr. Kocsik provided further details of the low wastewater flows metered during 2016 and there was a general discussion with the Board related to this matter. Mr. Brach noted that although wastewater flow related revenue was down, the Board took an estimated deficit into consideration during development of the 2016 budget and had the foresight to approve a 2.0% increase in the 2016 Bulk Rate, ultimately resulting in a continued strong financial position for the Authority.

Mr. Gartz inquired as to whether or not the Ocean County Utilities Authority (OCUA) agrees with the low measured wastewater flows? Mr. Brach explained that OCUA has their own, separate metering system and that they certify the total flow from the MRRSA. The MRRSA metering system distributes the certified OCUA flows among the member municipalities. Mr. Kocsik confirmed this was the case. Mr. Gartz noted that the MRRSA would then be receiving a credit from OCUA, which Mr. Brach confirmed.

PERSONNEL COMMITTEE: In Mrs. DeSarno's absence, there was nothing further to report.

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

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

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

OCEAN COUNTY UTILITIES AUTHORITY (OCUA) REPORT: None:

OLD BUSINESS: None.

NEW BUSINESS: None.

MEMBERS COMMENTS: None.

PUBLIC PORTION: No public present.

Mr. Gartz commended Mr. Gatto for his service over the past year as Chairman.

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 5:54pm.

Respectfully submitted,


Olga R. McKenna, Secretary

ATTACHMENT A
Mott MacDonald February 2017 Engineering Report

MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY

MONTHLY ENGINEERING REPORT

February 9, 2017

Developer Reviews:

1. The following developer applications have been reviewed and are on the agenda for approval:
 - None this Month

Yearly Flow Report / Charge Adjustments:

The 2016 flow results have been completed. The 2016 flow results reflect an abnormal year in usage. The total metered flow from January 2016 through December 2016 was the lowest it has been since 2002. The 2016 annual flow of 2,223.359 MG was 10.1% below the anticipated flow of 2,472.000 MG. MRRSA and Mott MacDonalld will monitor more often over the next several months to observe the trend as weather patterns change with particular attention to meter chambers 3MC1 and 2MC2.

Capital Projects:

1. Contract No. 45 - Upper Manasquan PS Wet Well Improvements (Phase II):
All work has been completed. The contractor met with MRRSA regarding a pending change order request. The Contractor must submit a more detailed and substantiated claim for review by the Authority.
2. Contract No. 46 - Route 9 Force Main Replacement:
All major construction activities have been completed. A punch list was issued to the Contractor last month. Periodic work has been completed due to the mild weather conditions however final paving and site restoration remain scheduled for the spring. A change order request by the contractor has been reviewed and is being countered by MRRSA and Mott MacDonalld.
3. Contract No. 47 - Meter Chamber Rehabilitation (2MC-2 and 3MC-1):
Construction activities at meter chamber 2MC-2 include removal of existing stilling well piping and appurtenances, installation of bypass channel, installation of interior epoxy coating system and miscellaneous demolition. At meter chamber 3MC-1, Contractor has removed and installed new stilling well piping and has performed miscellaneous demolition work. Based on Contractor's most recent construction schedule, anticipated contract completion date is March 17th.
4. Contract No. 49 - Upper Manasquan Force Main ARMH No. 5 Air Release Valve Assembly Replacement:
This contract has been advertised and bids will be received on Tuesday, February 28th.

5. Contract No. 50 – Lower Force Main ARV Replacements
Contract design documents are nearing completion. The contract is tentatively planned to be advertised in March with bids received in April.

ATTACHMENT B
MRRSA February 2017 Executive Director's Report



Manasquan River Regional Sewerage Authority

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Brian J. Brach, P.E.

Executive Director

MEMORANDUM

DATE: February 10, 2017

TO: MRRSA Commissioners

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

RE: Summary of Executive Director's Report Items
February 15, 2017 Public Meeting

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

Commissioners,

In an effort to streamline discussion at the meeting, below is a concise summary of several matters I would like to bring to the attention of the Board:

- 2017 Online Public Officials Risk Training: Public Officials Risk Training is again being offered online by the NJUA JIF. Instructions have been attached. Commissioners are encouraged to complete by May 1, 2017. Those Commissioners that attended one of the sessions in Atlantic City during November 2016 have satisfied the 2017 requirements.
- Closed Point-of-Distribution Agreement: The Authority was contacted by the Monmouth County Board of Health to become a closed Point-of-Distribution (POD). This designation would allow Authority employees and their immediate family to receive direct medical attention during periods of public health crisis (ie: vaccinations, etc.). An agreement will be provided to the Board for consideration, once available.
- 2016 Certified Wastewater Flows: The Authority realized the lowest wastewater flows from the service territory in over 15-years during 2016, resulting in credits to each Member Municipality that will be reflected in the 1st Quarter MRRSA invoices, as follows:

Farmingdale Borough:	\$10,732.00
Freehold Borough:	\$458,803.73
Freehold Township:	\$463,466.79
Howell Township:	\$302,266.78
Wall Township (8MC-2):	\$24,501.16

Feel free to contact me with any questions.

Thanks,
Brian