

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY  
PUBLIC MEETING MINUTES  
MARCH 16, 2016**

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, 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. Johnson, Mrs. McKenna, Mr. Tantillo, Mr. Wilson, Chairman Gatto

**ABSENT:** Mr. Daly, Mrs. DeSarno, Mr. Gartz, Mr. Morgan

**REPORTS**

Being that the Board was awaiting the arrival of the 6th Commissioner for a quorum, Chairman Gatto requested that the meeting proceed with the various Committee reports.

**ENGINEERING COMMITTEE:** Mr. Kocsik provided updates on Contract No. 45 for the Upper Manasquan Pump Station Wet Well Improvements project (Met with Contractor last week and the Authority has been coordinated with JCP&L. The start of construction is anticipated for the end of April); Contract No. 46 for the Route 9 Force Main Replacement (The project is currently out to bid with proposals scheduled to be received on April 6<sup>th</sup>, in anticipation of an award at the Authority's April 20<sup>th</sup> meeting. Mr. Mehr inquired as to exactly when the Contractor could be expected to start construction, to which Mr. Kocsik responded June at the earliest.) and Contract No. 47 for Rehabilitation of Meter Chambers 2MC-2 and 3MC-1 (Request for engineering amendment was on the agenda and the project was at 90% completion. It was anticipated that the project could be advertised in the upcoming weeks).

Immediately following Mr. Kocsik's report, Chairman Gatto requested that the record reflect that Mrs. Garcia arrived late (approximately 5:33pm) and be marked present, thereby constituting a quorum of the Board.

Mr. Brach summarized the Capital Improvement Program (CIP) initiative, including objectives of the program, proposed schedule and engagement of the Board. Mr. Brach further summarized Hatch Mott MacDonald's memo regarding improvements required to the Upper Manasquan Pump Station in the amount of \$7M to \$8M, costs for which were not included in the Authority's MCIA bonding issue during 2013. Improvements to the Upper Manasquan Pump Station would be realted to the CIP and Mr. Brach detailed the process for which the Board would be required to make fiscal decisions in the near term future.

Mr. Gatto provide a concise summary of the Monmouth County Improvement Authority (MCIA) and welcomed Board members to attend an April 5th information session. Mr. Brach also notified the Board that if Trust Funding were pursued, there is an October deadline for partial project design.

**PERSONNEL COMMITTEE:** In Mrs. DeSarno's absence, Mr. Brach indicated there was nothing to report.

**FINANCE COMMITTEE:** In Mr. Gartz's absence, Mr. Brach indicated there was nothing to report.

INSURANCE COMMITTEE: In Mr. Daly's absence, Mr. Brach indicated there was nothing to report.

EXECUTIVE DIRECTOR'S REPORT: Mr. Brach notified the Board and its Professionals that Financial Disclosure Statements were due no later than April 30, 2016. The Authority would be mailing out instructions in the near future to file the reports.

Mr. Brach detailed that the NJUA JIF now had Public Official Risk Management seminars online, instructions for which were attached to the Executive Director's Report.

Finally, Mr. Brach notified the Board of the Authority's award for 17-years lost time accident free and commended the Safety Committee and Commissioners for their diligence and commitment to safety.

Following this report, Chairman Gatto returned to the Authority's business items, now that a quorum of the Board was present.

#### APPROVAL OF THE PUBLIC MEETING MINUTES HELD FEBRUARY 17, 2016

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

#### ROLL CALL:

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

#### GENERAL MATTERS

RESOLUTION NO. 2016-29 RATIFYING REPAIRS TO THE UPPER MANASQUAN PUMP STATION AUTOMATIC TRANSFER SWITCH CONTROLLER IN AN AMOUNT OF \$4,480.68

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

#### ROLL CALL:

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

RESOLUTION NO. 2016-30 AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE PRESSURE GAUGE ASSEMBLIES FOR THE UPPER MANASQUAN PUMP STATION IN AN AMOUNT NOT-TO-EXCEED \$6,000.00

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

ROLL CALL:

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

RESOLUTION NO. 2016-31 AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE MAGNETIC FLOW METER FOR METER CHAMBER 8MC-2 IN AN AMOUNT NOT-TO-EXCEED \$5,000.00

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

ROLL CALL:

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

**INFORMATION TECHNOLOGY MATTERS**

RESOLUTION NO. 2016-32 AMENDING RESOLUTION NO. 2016-25 TO INCLUDE DISASTER RECOVERY-AS-A-SERVICE (DRaaS) FEES

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

ROLL CALL:

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

## ENGINEERING MATTERS

RESOLUTION NO. 2016-33 AUTHORIZING HATCH MOTT MACDONALD TO PREPARE THE 2016 ANNUAL FACILITIES REPORT IN AN AMOUNT NOT-TO-EXCEED \$4,000.00

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

**ROLL CALL:**

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

RESOLUTION NO. 2016-34 AMENDING AUTHORIZATION FOR PROFESSIONAL ENGINEERING SERVICES FOR AN INCREASED COST OF \$5,000 IN CONNECTION WITH THE DESIGN PHASE OF CONTRACT NO. 47

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

DISCUSSION: Mr. Gatto inquired clarification to which Mr. Kocsik detailed the various changes in scope of work related to re-design of the flume at Meter Chamber 2MC-2 (due to low flow conditions) and the rehabilitation of the stilling well design at Meter Chamber 3MC-1 (in lieu of demolition and metering over the flume). Mr. Brach provided further details on the technical reasoning behind the modifications and indicated that these changes were unforeseen. No further comments were heard from the Board.

**ROLL CALL:**

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

## FINANCE MATTERS

ACCEPTANCE OF THE FEBRUARY 2016 TREASURER'S REPORT AND TRANSFER OF \$1,906,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

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

DISCUSSION: Mr. Gatto detailed that this Treasurer's Report contained a quarterly payment to the Ocean County Utilities Authority. Mr. Hill, the Authority's Finance Officer, confirmed this and also informed the Board of a pension payment that was included within the Treasurer's Report.

**ROLL CALL:**

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

APPROVAL OF THE PAYMENT OF THE BILL LIST IN THE AMOUNT OF \$1,789,514.78

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$16,697.01

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$4,200.10

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

ROLL CALL:

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

MOTION TO POSTPONE SUBMISSION OF THE AUTHORITY'S 2015 CERTIFIED ANNUAL FINANCIAL REPORT PENDING UPDATED PENSION LIABILITY CALCULATIONS AS PER REQUIREMENTS OF GASB 68

Mr. Brach provided a concise summary to the Board and recommend that this matter be tabled to the April 20, 2016 Public Meeting. The Finance Committee is aware of the matter. Chairman Gatto let the record reflect that this matter be carried to the next meeting.

APPLICATION MATTERS

RESOLUTION NO. 2016-35 APPROVING SEWER APPLICATION NO. 2016-02 FOR "THE EDGE AT FREEHOLD" PROJECT (FREEHOLD TOWNSHIP)

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

ROLL CALL:

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

RESOLUTION NO. 36 APPROVING SEWER APPLICATION NO. 2016-03 FOR THE "CITGO GAS STATION" PROJECT (HOWELL TOWNSHIP)

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

ROLL CALL:

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

OLD BUSINESS: None.

NEW BUSINESS: None.

MEMBERS COMMENTS: None.

PUBLIC PORTION: No public present.

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 5:47 p.m.

Respectfully submitted,

  
Olga R. McKenna, Secretary