

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY
PUBLIC MEETING MINUTES
APRIL 15, 2015**

An advertised Public Meeting of the Manasquan River Regional Sewerage Authority was called to order by Vice Chair Mary DeSarno in the Authority's Headquarters, 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; Frank B. Holman, III, Holman Frenia Allison, P.C., Brian J. Brach, P.E., Executive Director, Donald Hill, Recording Secretary and the following commissioners as per the roll call.

Following an opening statement regarding the "Open Public Meeting Act" pursuant to the Laws of 1975, Chapter 231, the Pledge of Allegiance was recited.

Vice Chair DeSarno requested a roll call.

ROLL CALL:

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

APPROVAL OF THE PUBLIC MEETING MINUTES HELD MARCH 18, 2015

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

ROLL CALL:

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

FINANCE MATTERS

**ACCEPTANCE OF THE MARCH 2015 TREASURER'S REPORT AND TRANSFER OF \$254,400.00
FROM REVENUE ACCOUNT TO CHECKING ACCOUNT**

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF THE BILL LIST IN THE AMOUNT OF \$145,381.18

Moved by Mr. Gatto, seconded by Mr. Morgan.

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$12,964.25

Moved by Mr. Gatto, seconded by Mr. Morgan.

ROLL CALL:

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

APPROVAL OF THE PAYMENT DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$8,584.98

Moved by Mr. Gatto, seconded by Mr. Morgan.

ROLL CALL:

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

GENERAL MATTERS

2014 AUDIT PRESENTATION BY FRANK B. HOLMAN, III AND LAUREN M. HOLMAN OF HOLMAN FRENIA ALLISON, P.C.

DISCUSSION: Frank B. Holman, CPA, provided a synopsis to the Board. Mr. Holman indicated that the Audit Report for the year ended December 31, 2014 had been circulated to the Board and reviewed in detail with the Authority's Staff and Finance Committee. The Holman detailed that the Authority had a favorable report with clean audit findings and had finished the year under budget with a clean balance sheet. Mr. Holman noted one minor recommendation, which was not a material finding, which was reviewed with the Staff and will be addressed with internal control changes within the Personnel Policy. Mr. Holman inquired as to whether or not the Board had any questions and acknowledged Mr. Brach and Mr. Hill for their assistance in preparation of the Report. With no questions from the Board, Resolution No. 2015-38 certifying to the 2014 Annual Audit was introduced.

RESOLUTION NO. 2015-38 CERTIFICATION OF 2014 ANNUAL AUDIT

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

ROLL CALL:

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

RESOLUTION NO. 2015-39 MEMORIALIZATION OF PROFESSIONAL SERVICES AND AUTHORIZATION FOR ADVERTISEMENT OF PUBLIC BID RELATED TO PERMANENT RESTORATION ACTIVITIES ASSOCIATED WITH THE ROUTE 9 FORCE MAIN REPAIR

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

DISCUSSION: Mr. Brach informed the Board that the scope for final restoration of the site where the Route 9 Force Main break occurred had been better defined and that the total cost of the final improvements was estimated to exceed the Authority's Public Bid Threshold of \$17,500. Mr. Brach detailed that Hatch Mott MacDonald (HMM) had begun final design in an effort to expedite the bidding process for completion of work by the end of the Summer 2015. Mrs. DeSarno inquired into the amount as to which the Public Bid Threshold was going to be exceeded. Mr. Kocsik and Mr. Brach indicated that the current Engineer's Estimated was in the range of \$25,000 to \$26,000. Mr. Mehr inquired as to what changed since the initial estimate. Mr. Brach indicated that preliminary estimates were determined immediately following the repair (exact final scope was unknown at the time) and that a more defined Engineer's Estimate had now been developed. Mr. Brach further noted that it was the Authority's initial intention to receive letter quotes for the work.

Mr. Gatto inquired as to whether or not this was the repair that Mr. Brach had handled. Mr. Brach confirmed this was related to the force main break on Route 9 during his tenure. Mr. Gatto further inquired as to whether or not the cause of the break had been determined. Mr. Kocsik noted that there was no current explanation as to why the force main pipeline broke at this location.

ROLL CALL:

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

RESOLUTION NO. 2015-40 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT FOR JET-VAC CLEANING SERVICES FOR THE MINGAMAHONE PUMP STATION AND INTERCEPTOR

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

ROLL CALL:

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

RESOLUTION NO. 2015-41 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT FOR REPAIR OF THE UPPER MANASQUAN PUMP STATION COMMUNOTOR HYDRAULIC LINES

Moved by Mr. Gatto, seconded by Mr. Golub.

ROLL CALL:

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

RESOLUTION NO. 2015-42 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR PAYROLL SERVICES PROVIDED BY "PAYCHEX"

Moved by Mr. Gatto, seconded by Mr. Golub.

DISCUSSION: Mr. Gartz questioned why the resolution stated "month-to-month" contract in the title but detailed annual costs. Mr. Gartz suggested that the resolution should read "annual" and not "month-to-month". Mr. Brach clarified that the Agreement with Paychex was a month-to-month agreement but that his intention was to detail estimated annual costs of the service. Mr. Mehr added that the Agreement was month-to-month to provide the Authority the option to terminate services. The resolution would be revised to clarify the discrepancy.

Mr. Gatto inquired as to whether or not there were any open ended items with Paychex. Mr. Brach informed the Board that Paychex had addressed the requested items and provided a copy of the actual Agreement for review.

ROLL CALL:

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

RESOLUTION NO. 2015-43 MEMORIALIZATION OF 24-MONTH AGREEMENT TO PURCHASE ENERGY SUPPLY SERVICES FROM CONSTELLATION NEWENERGY, INC.

Moved by Mr. Gatto, seconded by Mr. Morgan.

ROLL CALL:

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

DISCUSSION: Mr. Gatto noted that this was discussed at one of the Authority's prior meetings. Mr. Brach confirmed and added that the Authority received a very favorable rate, thereby resulting in entering into a 2-year Agreement.

REPORTS

ENGINEERING COMMITTEE: Mr. Golub noted that there was no report.

Mr. Kocsik added a brief summary to several existing projects. Mr. Kocsik noted that the Upper Manasquan Pump Station elevator project was nearly complete, with inspection pending on a minor inspection item for completion of alarm contacts; the Authority's GIS database development was progressing, with all field work completed during the Winter 2015, all manholes had been surveyed and a new mapbook/system map was currently being completed for a scheduled delivery in May/Early June.

Mr. Kocsik provided details regarding the status of the "Boulder Ridge at Howell" capacity analysis, noting that the Developer had again revised projected wastewater flows. Mr. Kocsik noted that the construction of "Boulder Ridge" and connection of the Angle Inn Mobile Home Park would require an upgrade to the Authority's Mingamahone Pump Station, which would be detailed in a report scheduled to be delivered to the Authority sometime the following week. Mr. Kocsik explained that essentially, the Mingamahone Pump Station was constructed a lower capacity of 250-gallons per minute (gpm) with the intention of being upgraded to 450-gpm in the future, which has yet to occur. Mr. Kocsik further noted that the Mingamahone Pump Station has not received significant improvements in the past 30-years and would need increased capacity prior to development of the "Boulder Ridge at Howell" project. Mr. Gartz inquired as to the estimated project cost. Mr. Kocsik indicated he would have to determine and Mr. Brach commented that the project was around \$750,000. Mr. Kocsik noted it could be up to \$1,000,000 and that he would have to research the Authority's covenants to determine who was responsible for upgrade costs. Mr. Brach noted that the upgrade to the Mingamahone Pump Station was included within the Authority's current Capital Plan and that the pump station was reaching the end of its useful life.

Mr. Mehr inquired as to whether or not Howell Township had put the Route 33 corridor back into the Wastewater Management Plan, to which Mr. Kocsik responded the corridor was always in the plan. Mr. Mehr further questioned whether the properties along Asbury Road towards Farmingdale were in the plan, to which Mr. Kocsik responded that a portion of the Asbury Road corridor was in. Mr. Mehr inquired as to whether or not there would be sufficient connection fees within this portion of Howell Township to help compensate the Authority for the cost of the proposed Mingamahone Pump Station Upgrades. Although Mr. Kocsik did not have exact calculations, the proposed development in this area was fairly significant just from the "Boulder Ridge at Howell" development and Angle Inn Mobile Home Park to result in connection fees. Mr. Mehr also inquired if there was a large difference in cost between a 250-gpm upgrade and a 450-gpm upgrade. Mr. Kocsik did not have a cost estimate but stated a 450-gpm upgrade would cost more and he would have to research the specifics. Mr. Kocsik noted that a follow-up meeting with Howell Township and the Developer would be scheduled in the upcoming months.

Mr. Morgan inquired into the Upper Manasquan Pump Station sluice gate maintenance period issues. Mr. Kocsik generally explained the Maintenance Period issues being experienced by the Authority and indicated that the Contractor and Supplier were addressing at no cost to the Authority. Mr. Morgan questioned if there were engineering costs incurred by the Authority, to which Mr. Kocsik responded that HMM had minimal involvement and that Mr. Brach was coordinating with the Contractor.

PERSONNEL COMMITTEE: Mrs. DeSarno reported that the new Executive Secretary has started as of yesterday.

FINANCE COMMITTEE: Mr. Gartz indicated that other than the Audit, there was no further Finance items.

INSURANCE COMMITTEE: Mr. Wilson informed the Board that Mr. Brach was obtaining proposals from various health insurance providers and that an Insurance Committee meeting would be convened in the next month or two to discuss Mr. Brach's findings. Mr. Brach noted that the Authority's contract with the Central Jersey Health Insurance Fund (CJHIF) expires December 31, 2015 and that he was in the process of researching available options, including the State Health Benefits Plan (SHBP), as well as several private proposals. Mr. Brach detailed that this was a proactive effort to avoid the impending "Cadillac Tax", scheduled to be implemented during 2018, which would result in up to \$105,000 in additional tax based upon the Authority's current coverage. Mr. Brach intended on presenting findings to the Insurance Committee, which would then present findings and recommendations to the Board for discussion.

EXECUTIVE DIRECTOR'S REPORT: Mr. Brach summarized several items, starting with the Board's preference for the new Meeting Room chairs, of which two (2) samples had been provided. Mr. Golub indicated his preference for the high back executive chair and the Board agreed.

Mr. Brach informed the Board of the pending 2015 Financial Disclosure Statement deadline of April 30th and encouraged the Board to ask him for assistance, if need be.

Mr. Brach inquired if the Board had any questions or comments regarding the response to the NJDEP's request for installation of vent pipes in Freewood Acres. There were no questions. Mr. Brach indicated that he had not heard back a response from the NJDEP, other than the representative had received the correspondence.

Mr. Brach provided a summary of the interaction between the Authority and Monmouth County Sheriff's Department regarding potential bartering for the Authority's Emergency Response Vehicle. Mr. Brach indicated that his intention was to liquidate the Emergency Response Vehicle for purchase of a new dump truck with plow. After a discussion with the Board, Mr. Gatto recommended that Mr. Brach place a call to John Tobia at the County Public Works Department, prior to responding to the Sheriff's Office, to see if the Authority could barter the response vehicle for a County dump truck. Mr. Gatz inquired as to the value of the Authority's emergency vehicle. Mr. Brach responded that although a current market value was difficult to determine, that the Authority had invested approximately \$90,000 in the vehicle. Mr. Brach indicated he would reach out to John Tobia and report back to the Board.

Mr. Brach informed the Board that the Monmouth County Improvement Authority (MCIA) was soliciting interest in the governmental loan program. Upon re-evaluation of the Capital Plan, Mr. Brach would inform the Finance Committee if an additional bonding was potentially required.

Mr. Brach notified the Board of his pending position as Chair of the Association of Environmental Authorities (AEA) Young Professional Committee, as his Contract required notification and consent from the Board. There was a short discussion and no objections were heard.

PUBLIC PORTION: No members of the public were present.

There being no further business, Mr. Gatto moved and Mr. Golub seconded adjournment of the meeting. All present were in favor and the meeting was adjourned at 5:56 p.m.

Respectfully submitted,


Olga R. McKenna, Secretary