



# Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON  
WEDNESDAY, APRIL 19, 2017 AT 5:30PM

An advertised Public Meeting of the Manasquan River Regional Sewerage Authority was called to order by Vice Chairman Stephen R. Johnson 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 then recited. There was a moment of silence in recognition to those serving in the armed forces across the world to protect the United States of America.

Vice Chairman Johnson 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. DeSarno, Mrs. Garcia, Mr. Gatto, Mrs. McKenna,  
Mr. Romano, Mr. Wilson, Vice Chairman Johnson

ABSENT: Mr. Tantillo, Chairman Gartz

## **APPROVAL OF THE PUBLIC MEETING MINUTES HELD MARCH 15, 2017**

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

## ROLL CALL:

AYES: Mr. Daly, Mrs. DeSarno, Mrs. Garcia, Mrs. McKenna, Mr. Wilson, Vice Chairman Johnson

NAYS: None

ABSTAIN: Mr. Gatto, Mr. Romano

DISQUALIFY: None

ABSENT: Mr. Tantillo, Chairman Gartz

## **APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES HELD MARCH 15, 2017**

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

## ROLL CALL:

AYES: Mr. Daly, Mrs. DeSarno, Mrs. Garcia, Mrs. McKenna, Mr. Wilson, Vice Chairman Johnson

NAYS: None

ABSTAIN: Mr. Gatto, Mr. Romano

DISQUALIFY: None

ABSENT: Mr. Tantillo, Chairman Gartz

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## 2016 Audit Matters

Mr. Johnson requested to rearrange the agenda and proceed with the summary and certification of the 2016 Annual Audit items. Hearing no objections, the audit summary was provided.

### **SUMMARY OF 2016 ANNUAL AUDIT BY A REPRESENTATIVE OF HOLMAN FRENIA ALLISON, P.C.**

DISCUSSION: Mr. Gatto informed the Board that the Finance Committee met with representatives of Holman Frenia Allison, P.C. (HFA) just prior to the public meeting to discuss the audit. There were no internal control or compliance issues identified, an unmodified opinion was being issued with no exceptions, and the audit was performed in accordance with Generally Accepted Accounting Principles (GAAP) standards. Mr. Gatto further noted that the fund balance increased approximately \$1M (ie: revenues exceeded expenditures by \$1M).

Mr. Brach noted that expenses were down over \$1M, due to the absence of any significant emergencies and some savings in personnel changes. Mr. Brach then introduced Rodney R. Haines, Partner at HFA, to provide a concise summary of the audit.

Mr. Haines reiterated Mr. Gatto's summary and further noted that connection fees had increased approximately \$130,000 year over year. Mr. Haines informed the Board that the purpose of the certification statement to be signed by all Commissioners was to acknowledge any comments and recommendations, of which there were none. Mr. Haines detailed that the unmodified opinion was the best that can be offered, reiterated that the audit was performed in accordance with GAAP standards, and detailed that the testing performed was focused on a review of the Authority's internal controls and compliance. There were no exceptions and Mr. Haines commended the Authority's administration. Mr. Haines informed the Board that the State just recently provided the pension figures and that the audit would be finalized and submitted to the Division of Local Government Services (DLGS) in a timely manner.

Mr. Brach informed the Board that tonight's resolution was certifying that the Commissioners read and understand the comments and recommendations. Mr. Brach noted that the Finance Committee Chair, Richard J. Gartz, was absent from tonight's meeting, but had requested that he have an opportunity to review the audit and provide comments. Any significant comments provided by Mr. Gartz would be addressed and ratified by the Board at the Authority's May meeting.

Mr. Johnson, hearing no comments from the Board, moved onto introduction of Resolution No. 2017-36.

### **RESOLUTION NO. 2017-36 CERTIFICATION OF 2016 ANNUAL AUDIT**

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

#### ROLL CALL:

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

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## General Matters

### **RESOLUTION NO. 2017-29 APPROVING BUYOUT OF THE EXISTING SHARP MX-M264N COPIER IN THE AMOUNT OF \$500.00 AND PURCHASE OF A NEW SHARP MX-266N COPIER IN THE AMOUNT OF \$3,516.00**

DISCUSSION: Mr. DeSarno inquired as to the working condition of the existing copier that the Authority was purchasing. Mr. Brach confirmed that it was in good working condition and that the existing spare copier had reached the end of its useful life. Mr. Brach informed the Board that the quote for purchase of the new copier was more favorable than the lease option.

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

#### ROLL CALL:

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

### **RESOLUTION NO. 2017-30 ENTERING INTO 24-MONTH AGREEMENT WITH AMERICAN WEAR FOR UNIFORM SERVICES IN AN ESTIMATED AGGREGATE AMOUNT OF \$5,685.60**

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

#### ROLL CALL:

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

### **RESOLUTION NO. 2017-31 APPROVING ADJUSTMENT OF PETTY CASH BALANCE FROM \$200.00 TO \$300.00**

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

#### ROLL CALL:

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

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## **Capital Improvement Program Matters**

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

**RESOLUTION NO. 2017-32 APPROVING CHANGE ORDER NO. 2 UNDER CONTRACT 45 FOR ADDITIONAL WET WELL CLEANING SERVICES DUE TO UNFORESEEN CONDITIONS IN AN AMOUNT OF \$30,911.75**

**RESOLUTION NO. 2017-33 APPROVING COMPLETION AND CLOSEOUT OF CONTRACT NO. 45 FOR THE UPPER MANASQUAN PUMP STATION WET WELL IMPROVEMENTS (PHASE 2) PROJECT**

**RESOLUTION NO. 2017-34 APPROVING CHANGE ORDER NO. 2 UNDER CONTRACT 47 FOR ISOLATION OF THE UPPER MANASQUAN INTERCEPTOR TO ALLOW METER CALIBRATIONS IN AN AMOUNT OF \$2,768.00**

**RESOLUTION NO. 2017-35 AWARDED CONTRACT NO. 50 FOR THE ROUTE 547 AIR RELEASE VALVE ASSEMBLIES REPLACEMENT PROJECT TO MONTANA CONSTRUCTION CORP., INC. IN AN AMOUNT OF \$163,509.00**

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

### **ROLL CALL:**

**AYES:** Mr. Daly, Mrs. DeSarno, Mrs. Garcia, Mr. Gatto, Mrs. McKenna,  
Mr. Romano, Mr. Wilson, Vice Chairman Johnson

**NAYS:** None

**ABSTAIN:** None

**DISQUALIFY:** None

**ABSENT:** Mr. Tantillo, Chairman Gartz

## **Finance Matters**

*(All Finance Matters were enacted by a single motion)*

**ACCEPTANCE OF THE MARCH 2017 TREASURER'S REPORT AND TRANSFER OF A TOTAL OF \$259,150.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT**

**APPROVAL OF THE PAYMENT OF THE APRIL BILL LIST IN THE AMOUNT OF \$186,149.67**

**APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$259,856.52**

Moved by Mr. Gatto, seconded by Mr. Daly.

### **ROLL CALL:**

**AYES:** Mr. Daly, Mrs. DeSarno, Mrs. Garcia, Mr. Gatto, Mrs. McKenna,  
Mr. Romano, Mr. Wilson, Vice Chairman Johnson

**NAYS:** None

**ABSTAIN:** None

**DISQUALIFY:** None

**ABSENT:** Mr. Tantillo, Chairman Gartz

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## Application Matters

### **RESOLUTION NO. 2017-37 APPROVING REVISED SEWER APPLICATION NO. 2016-02 FOR THE “EDGE AT FREEHOLD” PROJECT (FREEHOLD TOWNSHIP)**

DISCUSSION: Mr. Johnson requested that Mr. Brach provide details on this resolution, which was provided separate from the meeting package. Mr. Brach noted that he, Mr. Kocsik and Mr. Mehr had reviewed this project. The project was previously approved by the Authority, the Applicant had made several changes, and as per the conditions of the Authority’s original approval, re-application was required. Mr. Brach informed the Board that the resolution contained standard provisions and there was nothing out of the ordinary.

Moved by Mr. Gatto, seconded by Mr. Daly.

#### ROLL CALL:

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

*(The Following Application Matters were enacted by a single motion)*

### **RESOLUTION NO. 2017-38 APPROVING SEWER APPLICATION NO. 2017-03 FOR THE “REGENCY AT FREEHOLD” PROJECT (FREEHOLD TOWNSHIP)**

### **RESOLUTION NO. 2017-39 APPROVING SEWER APPLICATION NO. 2017-02 FOR THE “EOSSO BROS. INC.” PROJECT (HOWELL TOWNSHIP)**

Moved by Mr. Gatto, seconded by Mr. Daly.

#### ROLL CALL:

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

## Reports

ENGINEERING COMMITTEE: Mott MacDonald’s April 2017 Engineering Report has been attached for the record. Mr. Kocsik concisely reviewed the detailed items with the Board. There were no questions from the Board.

PERSONNEL COMMITTEE: Mrs. DeSarno informed the Board that Thomas Guercio had been officially called to active duty (Navy Reserves) and that there was an open position, which Mr. Brach had requested he be authorized to fill. Mr. Gatto had some general questions, all of which Mr. Brach informed him were covered by the Authority’s employee policy (Note: Mr. Guercio’s leave was previously authorized by the Board under

MRRSA Resolution No. 2017-06). Mr. Gatto questioned the need to replace Mr. Guercio, to which Mr. Brach responded that the Authority had a pending retirement as well, thereby justifying the need.

#### **MOTION TO ADVERTISE FOR PUMP STATION OPERATOR POSITION**

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

#### ROLL CALL:

AYES: Mr. Daly, Mrs. DeSarno, Mrs. Garcia, Mr. Gatto, Mrs. McKenna,  
Mr. Romano, Mr. Wilson, Vice Chairman Johnson

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Tantillo, Chairman Gartz

FINANCE COMMITTEE: In Chairman Gartz's absence, Mr. Brach informed the Board that the Authority would be submitting a Governmental Pooled Loan Survey to the MCI (to potentially finance vehicle purchases). This was non-committal but required if the Authority was interested in the loan program. Mr. Brach also informed the Board that the financial model developed in conjunction with the Capital Improvement Program (CIP) was nearing completion and that a meeting would be held with the Finance Committee to discuss, in short order.

INSURANCE COMMITTEE: Mr. Wilson indicated there was nothing to report. Mr. Brach further noted and informed the Board that Aetna had resolved contract issues the RWJ/Barnabas hospital network. A generally brief insurance discussion ensued.

EXECUTIVE DIRECTOR'S REPORT: Mr. Brach noted that 2017 Financial Disclosure Statement instructions were mailed to the Board and were due to be submitted by April 30, 2017.

Mrs. DeSarno requested that the link for the NJUA JIF EPL online training be emailed again. Mr. Brach indicated he would resend the instruction to the Board.

OCEAN COUNTY UTILITIES AUTHORITY (OCUA) REPORT: In Mr. Tantillo's absence, Mr. Brach indicated there was nothing to report.

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 approximately 5:44pm.

Respectfully submitted,

  
Olga R. McKenna, Secretary

**ATTACHMENT A**  
**Mott MacDonald April 2017 Engineering Report**

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY**

**MONTHLY ENGINEERING REPORT**

**April 13, 2017**

**Developer Reviews:**

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

- 2017-03 Regency at Freehold (Freehold Twp)
- 2017-04 Eosso Brothers Paving (Howell Twp)
- 2016-02 (Revised) The Edge at Freehold (Freehold Twp)

**Capital Projects:**

1. **Contract No. 45 - Upper Manasquan PS Wet Well Improvements (Phase II):**  
All work has been completed. A meeting was held with Mott MacDonald, the Contractor and the Authority on April 7<sup>th</sup> to discuss their Change Order Request. A Final change order amount was agreed upon. Mott MacDonald has prepared the final closeout documents for the Contract. The contractor has submitted a Maintenance Bond and a Release of Liens Statement.
2. **Contract No. 46 - Route 9 Force Main Replacement:**  
All major construction activities have been completed. Final paving of Route 9 has been scheduled for April 21<sup>st</sup>. Final site restoration work and punch list work is anticipated to be scheduled within the next couple of weeks. A response letter was received from Contractor dated April 7, 2017 regarding his position on MRRSA's change order counter claim detailed in March 2<sup>nd</sup> Mott MacDonald letter. The Contractor is requesting a meeting to discuss a settlement of claims which is anticipated to be scheduled shortly.
3. **Contract No. 47 - Meter Chamber Rehabilitation (2MC-2 and 3MC-1):**  
All major construction activities have been completed. A new electrical service has been installed. Punch list will be issued later this week. Contractor is still waiting for cut-in-card for power from JCP&L at meter chamber 3MC-1. Contract closeout is anticipated in April.
4. **Contract No. 49 - Upper Manasquan Force Main ARMH No. 5 Air Release Valve Assembly Replacement:**  
Mott MacDonald received signed contracts from Montana Construction, Inc. Mott MacDonald is awaiting review of revised insurance documents by the Authority's Legal Counsel. A Preconstruction Conference was held on April 11<sup>th</sup>.



5. **Contract No. 50 – Lower Force Main ARV Replacements**

Bid opening for Contract 50 was held on April 5th. A total of two bids were received. The apparent low bidder was Montana Construction, Inc. with a total construction cost of \$163,509. The Engineers estimated construction cost was \$190,685. After review of bid documents, it was recommended contract be awarded to the apparent low bidder, Montana Construction, Inc.

6. **Contract No. 51 – Comminutor System Upgrades**

Design of the comminutor system upgrades is underway. Field surveys were conducted last week and are complete. The design is targeted to be complete by May. Advertisement for public bids will be coordinated with the Executive Director.

7. **2017 Annual Wastewater Facilities Report**

Mott MacDonald is currently finalizing the 2017 Annual Wastewater Facilities Report. The final report will be submitted by April 30.

**ATTACHMENT B**  
**MRRSA April 2017 Executive Director's Report**



# Manasquan River Regional Sewerage Authority

BOROUGH OF FARMINGDALE | BOROUGH OF FREEHOLD | TOWNSHIP OF FREEHOLD  
TOWNSHIP OF HOWELL | TOWNSHIP OF WALL

BRIAN J. BRACH, P.E.  
*Executive Director*

## Memorandum

DATE: April 14, 2017  
TO: MRRSA Commissioners  
FROM: Brian J. Brach, P.E., Executive Director   
RE: Summary of Executive Director's Report Items  
April 19, 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:

- Filing of 2017 Financial Disclosure Statements (Deadline April 30, 2017): The Board and Authority Professionals are reminded that all FDS must be filed no later than April 30, 2017. Notices have been sent out under separate cover to all Local Government Officers. Please contact the Executive Director if you need assistance with the online filing system.

Feel free to give me a call if you have any questions.

Respectfully,  
Brian

