

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY
PUBLIC MEETING MINUTES
JULY 20, 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; William F. Groff, III, 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, Mrs. Garcia, Mr. Gartz, Mr. Johnson,
Mrs. McKenna, Mr. Romano, Mr. Tantillo, Chairman Gatto
ABSENT: Mr. Daly, Mr. Wilson

APPROVAL OF THE PUBLIC MEETING MINUTES HELD JUNE 15, 2016

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

ROLL CALL:

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

PUBLIC HEARING FOR ADJUSTMENT OF 2016/2017 CONNECTION FEE

MOTION TO ENTER INTO PUBLIC HEARING FOR ADJUSTMENT OF 2016/2017 CONNECTION FEE

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

ROLL CALL:

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

Refer to attached transcript of proceedings for the Public Hearing details. Let the record reflect that no member of the public was present.

MOTION TO ADJOURN PUBLIC HEARING

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

ROLL CALL:

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

PUBLIC HEARING MATTERS

RESOLUTION NO. 2016-64 ESTABLISHING 2016/2017 MRRSA CONNECTION FEE OF \$2,033.00/EDU AND CORRESPONDING REVISIONS TO SCHEDULE "C" OF RULES AND REGULATIONS

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

ROLL CALL:

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

GENERAL MATTERS

RESOLUTION NO. 2016-65 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT WITH MEGHAN BENNETT CLARK OF GLUCKWALWRATH, LLP AS BOND COUNSEL (AMENDING PRIOR 2016 BOND COUNSEL APPROVAL)

Moved by Mr. Romano, seconded by Mr. Johnson.

DISCUSSION: Chairman Gatto disclosed to the Board that he currently serves as Vice Chair on the Monmouth County Improvement Authority (MCIA) and that he does not receive any compensation for the position.

ROLL CALL:

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

RESOLUTION NO. 2016-66 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT WITH RAPID PUMP & METER SERVICE CO. FOR REHABILITATION OF RAW SEWAGE PUMP NO. 2 AT THE UPPER MANASQUAN PUMP STATION IN A LUMP SUM AMOUNT OF \$5,413.35

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

ROLL CALL:

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

RESOLUTION NO. 2016-67 WITHDRAWN

DISCUSSION: Mr. Brach provided a concise summary of the meeting conducted with the Engineering Committee to discuss the proposed Capital Improvement Program (CIP) and the ensuing conversation regarding financing of the proposed projects. Mr. Brach detailed that the need was identified for development of a cash flow model and fiscal policy review/recommendations and that a single proposal was solicited from NW Financial to provide the financial advisory services, in accordance with the Local Public Contracts Law and "Pay-to-Play" Law. Mr. Gartz stated his concern with soliciting a proposal from a single Firm and felt it would be prudent to procure the services through a "Fair and Open" RFP process, as is standard protocol for the Board. Discussion ensued between the Executive Director and the Board and after polling the Commissioners, the decision was made to withdraw Resolution No. 2016-67 in favor of procuring the financial advisory services through a "Fair and Open" RFP process, for an anticipated award at the MRRSA's September Public Meeting. There were no objection from the Board for withdrawal of the resolution.

MOTION TO CANCEL SCHEDULED AUGUST 17, 2016 PUBLIC MEETING

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

ROLL CALL:

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

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO REPLACE THE AIR RELEASE ASSEMBLY ON THE FORCE MAIN HEADER AT THE UPPER MANASQUAN PUMP STATION IN AN AMOUNT NOT-TO-EXCEED \$17,500 (TO BE RATIFIED UPON REPAIR)

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

DISCUSSION: Mr. Brach commented that it was an opportune time to implement this improvement during execution of Contract No. 45.

ROLL CALL:

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

FINANCE MATTERS

ACCEPTANCE OF THE JUNE 2016 TREASURER'S REPORT AND TRANSFER OF A TOTAL OF \$162,500.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT FOR JULY

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

ROLL CALL:

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

ACCEPTANCE OF THE TRANSFER OF A TOTAL OF \$141,525.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT FOR AUGUST

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

ROLL CALL:

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

DISCUSSION: Chairman Gatto made a single motion to hear both the July and Estimated August Bill List matters together.

APPROVAL OF THE PAYMENT OF THE JULY BILL LIST IN THE AMOUNT OF \$92,436.45

APPROVAL OF THE PAYMENT OF THE ESTIMATED AUGUST BILL LIST IN THE AMOUNT OF \$61,520.19

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$178,347.00

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$6,491.60

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

ROLL CALL:

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

APPLICATION MATTERS

DISCUSSION: Chairman Gatto made a single motion to hear all Developer Application matters together.

Chairman Gatto clarified that the resolution for the Oak Glen Water Treatment Plant had been carried from a prior meeting and the resolution number was amended to 2016-45. The other resolution numbers for application were amended accordingly (NOTE: the resolution numbers reflected in the meeting minutes above are correct).

Mr. Brach informed the Board that the Authority has an existing Developer's Agreement with New Jersey American Water in relation to the Oak Glen Water Treatment Plant and that this approval for the Treatment Plant expansion was conditioned upon affirmation of the existing Agreement. Mr. Mehr added that provisions of the existing Developer's Agreement were carried forward under this approval.

Mr. Brach further informed the Board that the Meridian Health Care project was conditioned upon final approval from the Freehold Township Planning Board. Chairman Gatto indicated that the project was previously approved and that the Planning Board vote was scheduled for August 4th.

APPROVAL OF APPLICATION MATTERS UNDER A SINGLE MOTION (AS DETAILED BELOW)

RESOLUTION NO. 2016-45 APPROVING SEWER APPLICATION NO. 2016-01 FOR THE "OAK GLEN WTP EXPANSION" PROJECT (HOWELL TOWNSHIP)

RESOLUTION NO. 2016-69 APPROVING SEWER APPLICATION NO. 2016-09 FOR THE "CVS" PROJECT (FREEHOLD TOWNSHIP)

RESOLUTION NO. 2016-70 APPROVING SEWER APPLICATION NO. 2016-12 FOR THE "ABUNDANT LIFE CHURCH OF GOD" PROJECT (FREEHOLD TOWNSHIP)

RESOLUTION NO. 2016-71 APPROVING SEWER APPLICATION NO. 2016-13 FOR THE "MERIDIAN HEALTH CARE" PROJECT (FREEHOLD TOWNSHIP)

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

ROLL CALL:

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

REPORTS

ENGINEERING COMMITTEE: In Mr. Wilson's absence, Mr. Brach indicated there was nothing further to report and there were no comments or questions on Mott MacDonald's monthly engineering memo.

PERSONNEL COMMITTEE: Chairman Gatto indicated an Executive Session would be held to discuss Personnel Matters further along in the meeting.

FINANCE COMMITTEE: Mr. Gartz 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 informed the Board that public bids for Contract 47 were scheduled to be advertised in August, received in September, with an anticipated award at the September Public Meeting.

Mr. Brach also informed the Board that the Authority was scheduled to receive approximately \$2,500.00 from FEMA for costs incurred during Winter Storm Jonas in January 2016.

OCEAN COUNTY UTILITIES AUTHORITY REPORT: Mr. Tantillo indicated there was nothing to report.

NEW BUSINESS:

RESOLUTION NO. 2016-72 AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

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

DISCUSSION: Mr. Brach informed the Board that the current energy supply contracts ends in June 2017 but that the Authority's energy professionals (thru EMEX) have suggested that a projected increase in natural gas prices will likely cause energy prices to rise. The EMEX analysts are recommending that the Authority consider a reverse online auction now for the period beginning in July 2017. Using the State approved program, Mr. Brach indicated that a "strike price" of \$0.074/kWh would be established and if favorably pricing was received, the Authority would enter into a contract term of either 1-year or 2-years. The Board would be notified via email of the auction results and the contract would be ratified at the September Public Meeting.

ROLL CALL:

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

MOTION AUTHORIZING REPAIRS TO 2010 FORD EXPEDITION (UNIT NO. 1) IN AN AMOUNT NOT-TO-EXCEED \$5,000.00

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

DISCUSSION: Mr. Brach informed the Board of a potential vehicle repair to Unit No. 1 which may exceed \$2,625.00. Freehold Township was currently identifying the issue and was anticipated to provide a quote shortly. In accordance with the Chairman's recommendation, a motion to repair the vehicle in an amount not-to-exceed \$5,000.00 was requested.

ROLL CALL:

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

Mr. Brach further notified the Board that the Authority had experienced a seal failure on Pump No. 1 at the Lower Manasquan Pump Station, which will require repair and can be considered an emergency. The Board would be updated on any costs incurred and the matter will be ratified at a future Authority meeting.

PERSONNEL MATTERS

MOTION TO ENTER INTO EXECUTIVE SESSION

Moved by Mrs. DeSarno, seconded by Mrs. Garcia.

ROLL CALL:

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

MOTION TO ENTER BACK INTO PUBLIC SESSION

Moved by Mrs. DeSarno, seconded by Mrs. Garcia.

ROLL CALL:

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

RESOLUTION NO. 2016-68 AMENDING EMPLOYEE MANUAL TO FORMALIZE POLICIES AND PROCEDURES FOR ADMINISTRATION OF UTILITY MARKOUT PROGRAM

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

DISCUSSION: Mr. Brach requested an amendment to Bullet Point No. 4 of the resolution to include retroactive pay back to January 1, 2016 (totaling \$4,020.00) for those employees that assumed emergency mark-out duties.

ROLL CALL:

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

OLD BUSINESS: None.

MEMBERS COMMENTS: Chairman Gatto requested that Mr. Brach verify the continuing availability of the online Public Officials Risk Management Seminar training for the new members of the Board and report back at the September meeting.

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 6:15 p.m.

Respectfully submitted,



Olga R. McKenna, Secretary