

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY
PUBLIC MEETING MINUTES
SEPTEMBER 21, 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., 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. Johnson,
Mrs. McKenna, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
ABSENT: Mr. Gartz

APPROVAL OF THE PUBLIC HEARING TRANSCRIPT HELD JULY 20, 2016

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

ROLL CALL:

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

APPROVAL OF THE PUBLIC MEETING MINUTES HELD JULY 20, 2016

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

ROLL CALL:

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

APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES HELD JULY 20, 2016

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

DISCUSSION: Mr. Johnson noted one (1) correction within the minutes regarding an incorrect reference to Mrs. DeSarno as Mr. DeSarno.

ROLL CALL:

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

GENERAL MATTERS

RESOLUTION NO. 2016-58A (REVISED) AWARDING NEGOTIATED CONTRACT NO. 17L FOR THE FURNISHING AND DELIVERY OF LIQUID OXYGEN AND APPURTENANT EQUIPMENT IN AN AMOUNT NOT-TO-EXCEED \$35,800.00

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

DISCUSSION: Mr. Johnson inquired into the change. Mr. Brach detailed the Public Bid and subsequent negotiations for award of this Contract. The Vendor, Praxair, has approached the Authority and claims an error was made in the monthly rental price for the liquid oxygen tank at the Upper Manasquan Pump Station facility. Mr. Mehr had reviewed the Vendor’s position and determined that the Authority has ability to correct the tank rental price. Mr. Brach noted that the revised tank rental price reflects what the Authority had previously been paying on prior Contracts and left approval of this resolution to the discretion of the Board.

ROLL CALL:

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

RESOLUTION NO. 2016-73 AWARDING CONTRACT NO. 47 FOR THE REHABILITATION OF METER CHAMBERS 2MC-2 AND 3MC-1 PROJECT

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

DISCUSSION: Mr. Johnson inquired as to \$53,000 difference between the Engineer’s Estimate (of \$240,000) and actual bid price received (of \$293,000). Mr. Kocsik noted that the budget was established in 2012 (based on a meter chamber rehabilitation project from 2008). The Engineer’s Estimate was outdated and did not reflect scope changes. Mr. Johnson indicated it would be worthwhile in the future to update the Engineer’s Estimate for a more accurate reflection of anticipated costs. Mr. Kocsik and Mr. Brach noted that estimates would be updated in the future prior to receipt of bids.

ROLL CALL:

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

“ESRG PATRIOT AWARD” PRESENTATION

DISCUSSION: Mr. Brach provided background to the employment of Mr. Thomas Guercio, who currently serves in the US Navy Reserves. The Authority’s Military Personnel Policy has allowed Mr. Guercio to continue to faithfully serve his country. Mr. Michael Ferraro, President of the ESRG, presented the Board with the “ESRG Patriot Award” for their continued support of Mr. Guercio in his reserve duties. The Board recognized Mr. Guercio and Mr. Ferraro for their service. Mr. Guercio thanked the Board for their support.

RESOLUTION NO. 2016-74 RATIFYING COMPLETION AND CLOSEOUT OF EMERGENCY REPAIRS TO THE UPPER MANASQUAN PUMP STATION

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

ROLL CALL:

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

RESOLUTION NO. 2016-75 RATIFYING 24-MONTH AGREEMENT TO PURCHASE ENERGY SUPPLY SERVICES FROM CHAMPION ENERGY SERVICES, LLC

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

ROLL CALL:

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

RESOLUTION NO. 2016-76 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT WITH RAPID PUMP & METER SERVICE CO., INC. FOR INSTALLATION OF A “BLOW OFF” ON THE UPPER MANASQUAN PUMP STATION FORCE MAIN HEADER IN AN AMOUNT NOT-TO-EXCEED \$7,979.00

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

ROLL CALL:

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

RESOLUTION NO. 2016-77 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENT WITH NW FINANCIAL GROUP, LLC FOR FINANCIAL ADVISORY SERVICES IN AN AMOUNT NOT-TO-EXCEED \$15,000.00

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

DISCUSSION: Chairman Gatto noted for the record that there was only one (1) response to RFP No. 2016-02 for this particular project.

ROLL CALL:

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

RESOLUTION NO. 2016-78 APPOINTING HEALTH INSURANCE BROKER

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

DISCUSSION: Mr. Brach informed the Board that the Insurance Committee had met in August and directed the Executive Director to issue RFQ No. 2016-02 for the purpose of qualifying a private insurance broker to compete with the Central Jersey Health Insurance Fund (CJHIF) and State Health Benefits Program (SHBP) for procurement of health benefits for 2017. This was a matter of due diligence and would provide the Authority with three (3) options for procuring benefits. The Authority was not committing to leaving the CJHIF or going with the private broker under this resolution, just merely authorizing the private broker to design plans for consideration. An Insurance Workshop would be held on October 5th to discuss options and action would be required by the Board at the October 19th Public Meeting. Mr. Brach notified the Board that 90-days notice would be provided to the CJHIF that the Authority may or may not be leaving.

Chairman Gatto clarified that tonight’s action was threefold: to appoint National HR as the Private Health Insurance Broker (as recommended by the Insurance Committee), to approve the October 5th Insurance Workshop (to be publicly noticed if quorum present) and to delegate the Chairman of the Board and Chairman of the Insurance Committee to instruct Executive Director on which option to take if action was necessary prior to the October 19th Public Meeting.

ROLL CALL:

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

PERSONNEL MATTERS

RESOLUTION NO. 2016-80 AMENDING EMPLOYEE MANUAL TO INCORPORATE MUNICIPAL EXCESS LIABILITY FUND RISK MANAGEMENT LOSS CONTROL UPDATES

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

ROLL CALL:

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

FINANCE MATTERS

(All Finance and Application Matters were enacted by a single motion, as detailed below)

ACCEPTANCE OF THE JULY 2016 TREASURER’S REPORT

ACCEPTANCE OF THE AUGUST 2016 TREASURER’S REPORT AND TRANSFER OF A TOTAL OF \$2,681,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE SEPTEMBER BILL LIST IN THE AMOUNT OF \$2,608,635.50 (INCLUDES RECONCILIATION OF ESTIMATED AUGUST BILLS)

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$134,923.56

APPROVAL OF THE PAYMENT DEVELOPER’S ESCROW VOUCHERS IN THE AMOUNT OF \$16,134.25

APPLICATION MATTERS

RESOLUTION NO. 2016-81 APPROVING SEWER APPLICATION NO. 2016-11 FOR THE “NEW MELVILLE, LLC SUBDIVISION” PROJECT (HOWELL TOWNSHIP)

RESOLUTION NO. 2016-82 APPROVING SEWER APPLICATION NO. 2016-14 FOR THE “MAVIS DISCOUNT TIRE” PROJECT (HOWELL TOWNSHIP)

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

ROLL CALL:

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

ENGINEERING MATTERS

RESOLUTION NO. 2016-79 AMENDING AUTHORIZATION RELATED TO CONSTRUCTION PHASE ENGINEERING SERVICES FOR CONTRACT NO. 45 AT AN INCREASED COST OF \$5,000.00

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

DISCUSSION: Mr. Brach detailed several project issues experienced by the Authority and Contractor alike and notified the Board that change orders may be anticipated. Delays in project execution have also resulted in additional Engineering costs. Mott MacDonald had requested an additional not-to-exceed \$13,000 (reimbursable) budget to complete and close-out the project. After discussion and questions between the Board and Mr. Kocsik, Mott MacDonald was authorized for additional fees not-to-exceed \$5,000.

ROLL CALL:

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

REPORTS

ENGINEERING COMMITTEE: Mr. Kocsik reported that 2017 Flow Projections have been provided to the Authority and noted that flows were very low for 2016, resulting in lower projected flows for 2017. This was most likely a result of weather (low rain) and low flow devices. Mr. Brach notified the Board that this has an effect on budget development due to less revenue. Mr. Kocsik noted that Contract 46 has started on the Route 9 Force Main Replacement project. Mr. Mehr detailed that condemnations related to Contract 46 were all settled with the exception of one (1) property, which was being processed in court. Mr. Mehr noted that the Authority settled well within authorization provided by the Board. Mr. Kocsik detailed findings from CCTV/Sonar inspections performed by "RedZone" on two (2) section of the DeBois Creek Interceptor and was happy to report that the concrete pipeline were in good condition.

PERSONNEL COMMITTEE: Mrs. DeSarno indicated there was nothing to report.

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

INSURANCE COMMITTEE: Chairman Gatto indicated there was nothing further to report.

EXECUTIVE DIRECTOR'S REPORT: Mr. Brach updated the Board on training offered by the JIF though the online module and reminded the Board of the 2017 Budget Introduction scheduled for the October 19th Public Meeting.

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

NEW BUSINESS: None

OLD 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 6:07 p.m.

Respectfully submitted,



Olga R. McKenna, Secretary