

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY
PUBLIC MEETING MINUTES
OCTOBER 21, 2015**

An advertised Public Meeting of the Manasquan River Regional Sewerage Authority was called to order by Chair Jesse Tantillo in the Authority's Headquarters, 89 Havens Bridge Road, Howell, 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 Tantillo requested a roll call. Those present included William J. Mehr, Esq., Mehr, LaFrance and Williams; Peter E. Kocsik, P.E, Hatch Mott MacDonald; William E. Antonides, Jr., CPA, William E. Antonides & Co.; Brian J. Brach, P.E., Executive Director; Donald Hill, Recording Secretary and the following Commissioners as per the roll call:

ROLL CALL:

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

ABSENT: Mr. Daly, Mr. Gartz

APPROVAL OF THE PUBLIC MEETING MINUTES HELD SEPTEMBER 16, 2015

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

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gatto, Mr. Golub, Mrs. McKenna, Mr. Morgan, Mr. Savino,
Mr. Wilson, Mr. Tantillo

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Daly, Mr. Gartz

APPROVAL OF THE EXECUTIVE MEETING MINUTES HELD SEPTEMBER 16, 2015

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

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gatto, Mr. Golub, Mrs. McKenna, Mr. Morgan, Mr. Savino,
Mr. Wilson, Mr. Tantillo

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Daly, Mr. Gartz

INTRODUCTION OF 2016 AUTHORITY BUDGET

SUMMARY OF 2016 AUTHORITY BUDGET BY EXECUTIVE DIRECTOR

Mr. Brach informed the Board that Mr. Gartz, the Finance Committee Chair, could not make the meeting tonight but provided an email earlier in the day summarizing the budget development process. Mr. Brach read Mr. Gartz's email for the record (attached for reference).

Mr. Brach informed the Board that the Finance Committee had met and performed a line-by-line, detailed analysis of the proposed 2016 Budget. Mr. Brach detailed that the proposed 2016 Budget anticipated a 2.1%

decrease in revenues and a 0.3% decrease in overall appropriations. Mr. Brach noted that the proposed budget reflected an approximately \$145,000 net reduction in administrative/operations appropriations, as well as a \$288,000 reduction in anticipated revenues due to less projected wastewater flows within the Authority's Service Territory. The reduction in revenues has resulted in a proposed 2.0% Bulk Rate increase, which will also be utilized to provide an increase of \$350,000 to the renewal and replacement fund. Mr. Brach highlighted the fact that the Bulk Rate increase provided necessary funding for next year, while placing consideration on future needs.

In Mr. Gartz's absence, Mr. Gatto, also a member on the Authority's Finance Committee, noted that the proposed budget provided additional funding for the renewal and replacement reserve and also informed the Board that various incremental rate increases were reviewed. Mr. Gatto detailed that the Finance Committee went into the minutia of the Budget, including discussion on impacts to the individual rate payers. Mr. Gatto commented that the budget review process was quite comprehensive.

Following Mr. Gatto's summary, Mr. Brach informed the Board that the 2016 Budget was being introduced tonight, the budget package would be sent to the State for preliminary approval, returned to the Authority and adopted at the Authority's December 9th meeting, pending any revisions. Mr. Brach noted that a Public Hearing would be held at the December 9th meeting for the proposed Bulk Rate increase.

Mr. Mehr questioned what impact the proposed Bulk Rate increase would have on the individual ratepayers. Mr. Brach commented that a 2.0% rate increase would result in approximately \$6.50 additional (for the Authority's rates) for a typical ratepayer. Mr. Gatto noted that the real relevance of the Bulk Rate increase was the Authority's ability to fund the Renewal and Replacement Reserve. Mr. Mehr concurred with that statement.

RESOLUTION NO. 2015-70 INTRODUCTION OF THE 2016 AUTHORITY BUDGET

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

ROLL CALL:

AYES: Mrs. DeSarno, Mr. Gatto, Mr. Golub, Mrs. McKenna, Mr. Morgan, Mr. Savino,
Mr. Wilson, Mr. Tantillo

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Daly, Mr. Gartz

FINANCE MATTERS

RESOLUTION NO. 2015-71 RATIFYING COMPLETION AND CLOSE-OUT OF CONTRACT NO. 48 FOR THE ROUTE 9 FORCE MAIN REPAIR PERMANENT RESTORATION PROJECT

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

DISCUSSION: Mr. Brach noted that there was a correction within the proposed resolution, as this payment was to be included within the October 2015 Bill List (not the September 2015 Bill List, as it was improperly indicated within the Agenda). Mr. Brach further detailed that this resolution was closing out the project, amending the final cost of the work, and that the project was complete in relation to the repair of the driveway entrance that was damaged during the emergency work on the Route 9 Force main during January 2015.

ROLL CALL:

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

ACCEPTANCE OF THE SEPTEMBER 2015 TREASURER'S REPORT AND TRANSFER FOR \$240,800.00
FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF THE OCTOBER BILL LIST IN THE AMOUNT OF \$205,777.68

Moved by Mr. Morgan, seconded by Mr. Savino.

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF
\$26,104.46

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$6,337.50

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

ROLL CALL:

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

INSURANCE MATTERS

RESOLUTION NO. 2015-72 RENEWAL OF MEMBERSHIP IN THE CENTRAL JERSEY HEALTH INSURANCE FUND

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

DISCUSSION: Mr. Wilson informed the Board that renewal of membership has been reviewed and it was the recommendation of the Insurance Committee, as well as Mr. Brach and Mr. Hill, to stay within the Central Jersey Health Insurance Fund (CJHIF). Mr. Wilson noted that there were alternate plans being offered for 2016 and that it was complicated. However, Mr. Brach would be meeting with employees on an individual basis, as well as any Commissioners, to explain the details of the varying benefit plans.

Mr. Brach explained that the same plan from last year would be offered and that three (3) alternate plans were also being offered to the employees as a cost savings measure. Mr. Brach detailed that the employees had asked for other options to save money on premiums. Mr. Brach informed the Board that Open Enrollment would be held on Thursday, November 5th at 10:00am. There were not any changes to the existing health plan but the three (3) new alternate plans would be introduced. Mrs. DeSarno asked for clarification on when the Open Enrollment meeting was and Mr. Brach reiterated it would be provided on Thursday, November 5th at 10:00am.

ROLL CALL:

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

RESOLUTION NO. 2015-73 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THOMAS JONES, LLC D/B/A "TALL CHAI LATTE" FOR WEBSITE DEVELOPMENT (EFFECTIVE JANUARY 1, 2016)

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

DISCUSSION: Mr. Savino inquired as to the general scope of work. Mr. Brach informed the Board that the existing was proposed to be redeveloped. The existing website is hosted through the Authority's internet provided, Optimum, and utilized a basic site building program that was not user friendly. Mr. Brach noted that Tall Chai Latte, who developed Freehold Township and Downtown Freehold's websites, would be redeveloping the website for the Authority to make it mobile friendly, user friendly and bring it up to speed. Mr. Brach went on to further explain that the Division of Local Government Service (DLGS) changes statutory requirements and

that this redevelopment would also assist the Authority in preparing for future modifications required by the State.

Mrs. DeSarno inquired about who controls the information on the webpage. Mr. Brach responded that the Authority controls the information. The State tells the Authority what we need and Tall Chai Latte designs the site to make presentation of the information user friendly. Mrs. DeSarno further inquired if the Authority currently has all of the information posted that is required by the State. Mr. Brach informed the Board that yes, all required information is posted and that a checklist certifying to this was completed and submitted to the DLGS within the budget package.

Mrs. DeSarno questioned if quotes were obtained from local vendors. Mr. Brach indicated that quotes were obtained from two (2) out of state vendors, as they were the companies that had developed websites for Freehold Township, Howell Township and Wall Township (which were Member Municipalities). Mrs. DeSarno also inquired if Tall Chai Latte had been recommended, to which Mr. Brach responded they had been. Mr. Gatto noted that Tall Chai Latte had won several awards for Freehold Township’s website. Mr. Gatto further detailed the flow chart provided within Tall Chai Latte’s proposal and provided details of how the website would work, based upon his experience with the Downtown Freehold website (also developed by Tall Chai). Mr. Morgan inquired as to the accessibility of the website to make changes and a general discussed ensued as to the process and accessibility for the Authority to make changes. Mr. Brach clarified that he would continue to update the new website.

Mrs. DeSarno commented that the quote seemed reasonable to redevelop the Authority’s website and make it more professional, to which Mr. Brach concurred. Mr. Brach also noted that the Authority would be changing its web address to www.mrrsa.com or something similar. This was the first step in being able to coordinate and create Authority issued email addressed. Mr. Gatto suggested the Authority look into purchasing the .org, .gov and other related domain names. Mr. Brach indicated he would look into it. Lastly, Mr. Brach indicated funding for redevelopment of the website had been included within the proposed 2016 Budget and that this approval would assist in processing administrative matters for implementation of website redevelopment during early 2016.

ROLL CALL:

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

APPLICATION MATTERS

RESOLUTION NO. 2015-74 APPROVING SEWER APPLICATION NO. 2015-15 FOR THE “NEW JERSEY JEWISH HOME FOR REHABILITATION AND CARE CENTER” PROJECT (FREEHOLD TOWNSHIP)

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

ROLL CALL:

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

RESOLUTION NO. 2015-75 APPROVING SEWER APPLICATION NO. 2015-16 FOR THE “SQUANKUM FIRE COMPANY NO. 1” PROJECT (HOWELL TOWNSHIP)

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

ROLL CALL:

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

REPORTS

ENGINEERING COMMITTEE: Mr. Golub informed the Board that he was anticipating an Engineering Committee meeting in the near future. Mr. Kocsik detailed several updates on ongoing projects. The Upper Manasquan Pump Station (UMPS) elevator, which was damaged during the August 2015 dry well flooding, was scheduled for repair during November 2015. Mr. Kocsik further detailed that the GIS Mapping (Phase I) project had been completed pending final comments from the Authority and training. Mr. Kocsik noted that the design report/recommendation for replacement of the air release valves on the Route 547 Force Main was being completed and would be submitted to the Authority next week. This report would provide recommendations and a cost estimate for development of the capital budget for next year. Lastly, Mr. Kocsik noted that the report for evaluation of the UMPS following the August dry well flooding was nearing completion and would be provided to the Authority during November. Mr. Kocsik detailed the varying levels of need at the UMPS and the fact that it had been at least 15-year since the last major improvements. The evaluation would provide a summary of immediate and future needs over the next 2 to 3-years for the UMPS facility.

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

FINANCE COMMITTEE: Mr. Gatto noted that there was nothing additional to report.

INSURANCE COMMITTEE: Mr. Wilson noted that there was nothing additional to report.

EXECUTIVE DIRECTOR’S REPORT: Mr. Brach indicated that during the Authority’s September 16, 2015 meeting, he incorrectly identified Resolution No. 2015-69 as Resolution No. 2015-67. Mr. Brach noted for the record that this had been rectified within the approved meeting minutes for the September 16th meeting.

Mr. Brach informed the Board that the Association of Environmental Authorities (AEA) was having their annual meeting in Atlantic City on November 17th thru November 18th, during the League of Municipalities Conference. Any Commissioners that were interested in attending were requested to inform Mr. Brach by Friday, October 23rd.

MOTION TO CONTINUE THE USE OF THE “FAIR AND OPEN” PROCESS FOR SOLICITATION OF PROFESSIONAL SERVICES REGARDLESS OF ANTICIPATED VALUE OF WORK

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

DISCUSSION: Mr. Brach inquired as to whether the Board wanted to use the “Fair and Open” or “Non-Fair and Open” process to solicit those Professional Services for 2016 that were exempted from the Local Public Contract Law. A discussion ensued and arguments for both types of procurement were vetted. At the end of the discussion, the Board decided to continue with the current “Fair and Open” process for procurement of Professional Services, regardless of the anticipated value of the work.

ROLL CALL:

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

OLD BUSINESS: None.

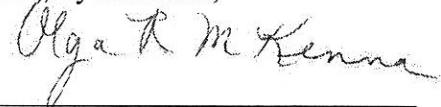
NEW BUSINESS: None.

MEMBERS COMMENTS: None.

PUBLIC PORTION: No members of the public were 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 5:57 p.m.

Respectfully submitted,



Olga R. McKenna, Secretary



Brian Brach <mrrsabrian@gmail.com>

MRRSA October Meeting Package (10-21-15)

rjgcpa@verizon.net <rjgcpa@verizon.net>

Wed, Oct 21, 2015 at 1:49 PM

To: mrrsabrian@gmail.com

Cc: argatto@verizon.net, geneg@optonline.net, jpsm62@aol.com, weld4you@gmail.com, printerwolf@mac.com, cmarydesarno@verizon.net, mgwilsonfb@gmail.com, ormckenna@gmail.com, tsavino@twp.howell.nj.us

Good Afternoon Everybody,

I will not be able to be at the meeting tonight but wanted everybody to know as the Finance Committee Chairman I am in favor of the Budget that Brian and Don have prepared which will have a 2% bulk rate increase. They have both done a very thorough job in preparing this budget and I thank them both for their uses of modern technology and attention to detail as well as the 10 year Capital Plan formation. My apologies on not being able to attend but would remind everybody that anything that needs to be amended can be done at our 12/9 meeting prior to adoption. Thank you for your time.

Ricky