

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY
PUBLIC MEETING MINUTES
DECEMBER 9, 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, Charles R. Senders, State Shorthand Reporting Service, Inc. and the following Commissioners as per the roll call:

ROLL CALL:

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

APPROVAL OF THE PUBLIC MEETING MINUTES HELD NOVEMBER 4, 2015

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

ROLL CALL:

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

MOTION TO ENTER INTO PUBLIC HEARING FOR ADJUSTMENT OF 2016 AUTHORITY BULK RATE AND ADOPTION OF 2016 AUTHORITY BUDGET

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

ROLL CALL:

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

Refer to attached transcript of proceedings for the Public Hearing details. Resolution Nos. 2015-79 and 2015-80 were acted on the by Board, as detailed below. Let the record reflect that no member of the Public was present.

RESOLUTION NO. 2015-79 ESTABLISHING 2016 MRRSA BULK RATE OF \$5,366/MG AND CORRESPONDING REVISION TO SCHEDULE "A" OF RULES AND REGULATIONS

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

ROLL CALL:

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

RESOLUTION NO. 2015-80 ADOPTING 2016 AUTHORITY BUDGET

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

ROLL CALL:

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

The Public Hearing was adjourned and the Board returned to the Public Meeting.

CONSENT AGENDA

DISCUSSION: Mr. Tantillo requested clarification on how to proceed with the Consent Agenda, to which Mr. Brach responded that four (4) items were to be approved by the Board under a single motion.

APPROVAL OF CONSENT AGENDA ITEMS UNDER SINGLE MOTION (SEE CONSENT AGENDA ITEMS BELOW)

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

ROLL CALL:

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

RESOLUTION NO. 2015-81 AUTHORIZING THE ISSUANCE OF NOTICES AND REQUEST FOR QUALIFICATIONS FOR VARIOUS 2016 PROFESSIONAL SERVICE

RESOLUTION NO. 2015-82 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN INTER-LOCAL AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR VEHICLE REFUELING

RESOLUTION NO. 2015-83 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN INTER-LOCAL AGREEMENT BETWEEN THE MRRSA NAD FREEHOLD TOWNSHIP FOR AUTOMOTIVE SERVICES

RESOLUTION NO. 2015-84 AUTHORIZING ADVERTISEMENT FOR PUBLIC BID OF CONTRAT NO. 17L FOR LIQUID OXYGEN

FINANCE MATTERS

ACCEPTANCE OF THE OCTOBER 2015 AND NOVEMBER 2015 TREASUER’S REPORT

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

ROLL CALL:

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

ACCEPTANCE OF THE TRANSFER OF \$2,800,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF THE DECEMBER BILL LIST IN THE AMOUNT OF \$2,664,187.14

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$23,357.00

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

ROLL CALL:

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

APPROVAL OF THE PAYMENT OF DEVELOPER’S ESCROW VOUCHERS IN THE AMOUNT OF \$3,995.50

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

ROLL CALL:

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

GENERAL MATTERS

RESOLUTION NO. 2015-85 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN INTER-LOCAL AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR INFORMATION TECHNOLOGY SERVICES

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

ROLL CALL:

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

RESOLUTION NO. 2015-86 RATIFYING ADDITIONAL TEMPORARY METERING SERVICES PROVIDED BY NORTHEAST TECHNICAL SALES, INC. FOR METER CHAMBER 3MC-1

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

ROLL CALL:

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

RESOLUTION NO. 2015-87 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH RAPID PUMP AND METER SERVICE CO, INC. FOR REHABILITATION OF THE COMMUNOTOR AT THE MINGAMAHONE PUMP STATION

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

ROLL CALL:

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

RESOLUTION NO. 2015-88 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH SHAFT AND SLEEVES CO., INC. FOR REHABILITATION OF PUMP NO. 2 AT THE MINGAMAHONE PUMP STATION

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

ROLL CALL:

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

MOTION AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR REPAIRS TO THE LEVEL CONTROL SYSTEM AT THE MINGAMAHONE PUMP STATION IN AN AMOUNT NOT-TO-EXCEED \$17,500 (TO BE RATIFIED BY BOARD SUBSEQUENT TO REPAIR)

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

DISCUSSION: Mr. Brach informed the Board that one quote had been obtained for approximately \$9,900.00 and that the Authority was awaiting submission of a second quote. Mr. Brach noted that the repairs were immediately necessary and that the actual costs to perform the work would be ratified at the January meeting.

ROLL CALL:

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

ENGINEERING MATTERS

RESOLUTION NO. 2015-89 FOR RATIFICATION OF ADDITIONAL PROFESSIONAL ENGINEERING SERVICES AT AN INCREASE COST OF \$13,000.00 IN CONNECTION WITH DESIGN PHASE OF CONTRACT NO. 45 FOR THE UPPER MANASQUAN PUMP STATION WET WELL IMPROVEMENTS PROJECT (PHASE II)

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

DISCUSSION: Mr. Gartz requested that Mr. Brach provide background information regarding the request for the increase. Mr. Brach detailed that the design, which would double the size of the Authority's Bypass Pump Station and implement various wet well rehabilitation at the Upper Manasquan Pump Station, was quoted at a lump sum price of \$35,000 by Hatch Mott MacDonald (HMM). The proposal included costs for design of a Start/Stop Bypass Pumping operation, while the design incorporated a change to a Variable Frequency Drive (VFD) type operation. Additional engineering costs were incurred during design, as a result. The design had been completed during May 2015 and HMM had submitted a request during June 2015.

Mr. Gartz reiterated that the design work had been completed in May and expressed his displeasure that the design changes and resulting increase was never ratified by the Board to begin with. Mr. Gartz expressed to Mr. Brach and Mr. Kocsik that this request should not have happened in this manner. Mr. Kocsik stated that increases should be notified in advance and recognized that the work had been completed and that HMM was requesting the additional funds after the fact, noting that the letter requesting additional funds had been provided to the Mr. Brach in June 2015. Mr. Kocsik recognized future such request would be handled differently.

Mrs. DeSarno clarified that the Board was displeased with the manner with which the request was processed, not necessarily that the change wasn't justified. Mr. Gatto inquired as to how the Authority's checks and balances could prevent a similar situation in the future. Mr. Brach and Board entered into a discussion of protocols that could potentially be implemented to keep the Board informed of any future changes during a project.

Mr. Brach reiterated that he would establish controls and proper protocol moving forward. Mr. Brach noted this was one of the first of numerous projects within the Authority's Capital Improvement Program and discussed the engineering reasoning to justify the changes that were made. Mr. Kocsik and Mr. Brach summarized the incident by stressing the net benefit to the Authority in the end product. Mr. Brach recognized that HMM's change order had remained unprocessed since June 2015 and requested that the Board consider approval of the payment, noting that similar situations would be processed better in the future.

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Daly, Mr. Golub

PERSONNEL MATTERS

RESOLUTION NO. 2015-91 APPROVING 2016 EMPLOYEES' SALARIES

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

DISCUSSION: Mrs. DeSarno commented that the Personnel Committee met to discuss the 2016 salary resolution and recommends approval of the proposed salaries to the Board. Mr. Gatto noted that the Personnel Committee discussed the next three (3) agenda items, as well.

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Daly, Mr. Golub

RESOLUTION NO. 2015-92 HONORING JERRY L. THOMAS FOR 28-YEARS OF SERVICE TO THE
MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY

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

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Daly, Mr. Golub

RESOLUTION NO. 2015-93 APPOINTING RISK MANAGEMENT CONSULTANT

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

DISCUSSION: Mrs. DeSarno noted that the recommended Risk Management Consultant was Charles Casagrande of the Danskin Agency (through Conner Strong Companies, Inc.).

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Daly, Mr. Golub

MOTION TO ADVERTISE FOR PUMP STATION OPERATOR/MECHANIC POSITION

DISCUSSION: Mr. Gatto noted that the Personnel Committee had discussed removal of this item from the Agenda. Mr. Brach further explained that the Executive Director was advertising to replace an existing position, which does not require action by the Board.

APPLICATION MATTERS

RESOLUTION NO. 2015-94 APPROVING SEWER APPLICATION NO. 2015-17 FOR THE “FISH GRILL” PROJECT (HOWELL TOWNSHIP)

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

ROLL CALL:

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

REPORTS

ENGINEERING COMMITTEE: Mr. Kocsik informed the Board that repairs to the Upper Manasquan Pump Station (following the August emergency) were being completed and that the facility was operating fine, noting that repair of the elevator was still necessary. Mr. Kocsik noted that the wet well sluice (as part of Contract No. 42) had been repaired. Mr. Kocsik provided updates on Contract No. 45 (project awarded and the Authority was waiting the delivery of materials and start of construction); Contract 46 (NJDOT permit submission pending and anticipate advertising during early 2016); Contract No. 47 (Mr. Brach had placed the project on hold during the Summer 2015 but now that the temporary flow study had been completed, HMM was anticipating final design during January 2016 with advertising for bid by March 2016); Contract 48 (the Route 9 Force Main Emergency Restoration projected had been completed and closed-out and only a minor punch list item related to testing of the sprinkler system remained); completion of implementation of the GIS database (the Authority now had a functioning GIS database system/software and a new system map had been provided for the Meeting Room); and provided a status update on the Upper Manasquan Pump Station Evaluation memorandum (to be completed in short order).

Mr. Brach commented that the Engineering Committee had met during the prior week and all of these projects and topics were discussed among the Committee in detail.

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

FINANCE COMMITTEE: Mr. Gartz noted that there was nothing to report and provided suggestions for Mr. Brach to consider in development of protocols to notify Board members of future Professional and project overruns (without violating Local Public Meeting Act).

INSURANCE COMMITTEE: Mr. Wilson noted that there was nothing to report. Mr. Brach advised the Board that the Authority is projected to spend \$5,000 less on healthcare in 2016 than 2015 due to the new plan options that were provided to Authority personnel.

EXECUTIVE DIRECTOR’S REPORT: Mr. Brach advised those Board Members whose term was expiring in February 2016 that formal action for appointment to a new term was required prior to January 31, 2016. Mr. Brach further advised the Board of Mr. Golub’s resignation (in his absence) as a Commissioner for Freehold Township, effective January 1, 2016. Mr. Brach commended Mr. Golub for his decade of service to the Board.

OLD BUSINESS: None.

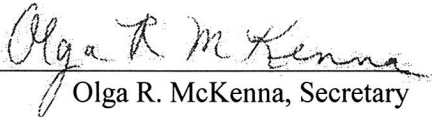
NEW BUSINESS: None.

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 5:58 p.m.

Respectfully submitted,



Olga R. McKenna, Secretary