

**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY  
PUBLIC MEETING MINUTES  
DECEMBER 14, 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. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto

**ABSENT:** None

**APPROVAL OF THE PUBLIC MEETING MINUTES HELD NOVEMBER 9, 2016**

Moved by Mr. Gartz, seconded by Mr. Wilson.

**ROLL CALL:**

**AYES:** Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Chairman Gatto

**NAYS:** None

**ABSTAIN:** Mrs. DeSarno

**DISQUALIFY:** None

**ABSENT:** None

**APPROVAL OF THE PUBLIC HEARING TRANSCRIPT HELD NOVEMBER 9, 2016**

Moved by Johnson, seconded by Mrs. Garcia.

**ROLL CALL:**

**AYES:** Mr. Daly, Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto

**NAYS:** None

**ABSTAIN:** Mrs. DeSarno

**DISQUALIFY:** None

**ABSENT:** None

**APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES HELD NOVEMBER 9, 2016**

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

**ROLL CALL:**

**AYES:** Mr. Daly, Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto

**NAYS:** None

**ABSTAIN:** Mrs. DeSarno

**DISQUALIFY:** None

**ABSENT:** None

**ADOPTION OF THE 2017 AUTHORITY BUDGET**

RESOLUTION NO. 2016-96 ADOPTING 2017 AUTHORITY BUDGET

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

DISCUSSION: Mr. Brach informed the Board that several comments had been addressed to satisfy the State's review of the Introduced Budget; however, Mr. Brach detailed that none of the actual budget line items had been revised.

ROLL CALL:

AYES: Mr. Daly, Mrs. Desarno, Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: None

**PERSONNEL MATTERS**

*(All Personnel Matters were approved under a single motion)*

RESOLUTION NO. 2016-97 PROMOTION OF DEBORAH A. SAJESKI TO FULL-TIME EXECUTIVE SECRETARY

RESOLUTION NO. 2016-98 ESTABLISHING 2017 EMPLOYEE SALARIES

RESOLUTION NO. 2016-99 ESTABLISHING 2017 COMMISSIONER SALARIES

RESOLUTION NO. 2016-100 APPOINTING 2017 RISK MANAGEMENT CONSULTANT

RESOLUTION NO. 2016-101 AUTHORIZING THE "FAIR AND OPEN" ADVERTISEMENT OF A REQUEST FOR QUALIFICATIONS FOR 2017 PROFESSIONAL SERVICES

Moved by Mrs. Garcia, seconded by Mrs. Desarno.

DISCUSSION: Mrs. DeSarno informed the Board that the Personnel Committee had met prior to the Public Meeting and recommends that all five (5) resolution be moved.

ROLL CALL:

AYES: Mr. Daly, Mrs. Desarno, Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: None

**GENERAL MATTERS**

*(All General Matters were approved under a single motion)*

RESOLUTION NO. 2016-102 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR AUTOMOTIVE SERVICES

RESOLUTION NO. 2016-103 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR INFORMATION TECHNOLOGY SERVICES

RESOLUTION NO. 2016-104 RATIFYING COMPLETION AND CLOSEOUT OF EMERGENCY REPAIRS TO MOTOR NO. 2 AND MOTOR NO. 3 AT THE UPPER MANASQUAN PUMP STATION

RESOLUTION NO. 2016-105 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH SHAFTS AND SLEEVES CO., INC. FOR REBUILDING OF MOTOR NO. 1 AND MOTOR NO. 4 AT THE UPPER MANASQUAN PUMP STATION IN AN AMOUNT NOT-TO-EXCEED \$15,400.00

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

DISCUSSION: Mr. Gatto inquired as to the \$18,400 Authority responsibility under Resolution No. 2016-104 and questioned if that was part of the Authority's deductible. Mr. Brach confirmed that was the case.

ROLL CALL:

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

**CAPITAL IMPROVEMENT MATTERS**

*(All Capital Improvement Matters were approved under a single motion)*

RESOLUTION NO. 2016-106 AUTHORIZING MOTT MACDONALD TO PROVIDE ENGINEERING SERVICES FOR THE DESIGN AND PUBLIC BID FOR REPLACEMENT OF AIR RELEASE VALVE ASSEMBLY NO. 5 ON THE UPPER MANASQUAN FORCE MAIN

RESOLUTION NO. 2016-107 AUTHORIZING MOTT MACDONALD TO PROVIDE ENGINEERING SERVICES FOR THE DESIGN AND PUBLIC BID FOR REPLACEMENT OF THE AIR RELEASE VALVE ASSEMBLIES ON THE ROUTE 547 FORCE MAIN

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

DISCUSSION: Chairman Gatto inquired as to the cost proposals provided by Mott MacDonald and requested that the not-to-exceed values of work to be awarded be included within the title of future resolutions. Mr. Kocsik responded to Chairman Gatto's request and Mr. Brach acknowledged that future resolutions would contain the value of the engineering services being awarded.

ROLL CALL:

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

**FINANCE MATTERS**

*(All Finance Matters were approved under a single motion)*

ACCEPTANCE OF THE OCTOBER 2016 AND NOVEMBER 2016 TREASURER'S REPORTS

ACCEPTANCE OF THE TRANSFER OF A TOTAL OF \$2,672,200.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE DECEMBER BILL LIST IN THE AMOUNT OF \$2,564,195.64

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$572,346.00

APPROVAL OF THE PAYMENT DEVELOPER'S ESCROW VOUCHERS IN THE AMOUNT OF \$5,442.22

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

ROLL CALL:

AYES: Mr. Daly, Mrs. Desarno, Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto  
NAYS: None  
ABSTAIN: Mrs. Garcia (from Bill List)  
DISQUALIFY: None  
ABSENT: None

**APPLICATION MATTERS**

*(All Application Matters were approved under a single motion)*

RESOLUTION NO. 2016-108 CONSENTING TO THE PROPOSED WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT ENTITLED "MILL CLUB SHOPPING CENTER"

RESOLUTION NO. 2016-109 APPROVING SEWER APPLICATION NO. 2016-16 FOR THE "MILL CLUB SHOPPING CENTER" PROJECT (HOWELL TOWNSHIP)

RESOLUTION NO. 2016-110 APPROVING SEWER APPLICATION NO. 2016-18 FOR THE "ONYX MEDICAL CENTER" PROJECT (FREEHOLD TOWNSHIP)

RESOLUTION NO. 2016-111 APPROVING SEWER APPLICATION NO. 2016-19 FOR THE "DYNAMIC WHOLESALE DISTRIBUTION" PROJECT (HOWELL TOWNSHIP)

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

ROLL CALL:

AYES: Mr. Daly, Mrs. Desarno, Mrs. Garcia, Mr. Gartz, Mr. Johnson, Mrs. McKenna,  
Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: None

**REPORTS**

ENGINEERING COMMITTEE: Mott MacDonald's December 2016 Engineering Report has been attached for the record (Attachment A). Mr. Kocsik provided details of the report items. In addition, Mr. Kocsik was happy to report that the new Route 9 Force Main had been interconnected this morning and that the new replacement pipeline was operational.

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

FINANCE COMMITTEE: Mr. Gartz indicated there was nothing to report.

INSURANCE COMMITTEE: Mr. Wilson's indicated there was nothing further to report.

EXECUTIVE DIRECTOR'S REPORT: The December Executive Director's Report has been attached for the record (Attachment B).

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

NEW BUSINESS: None

OLD BUSINESS: None.

MEMBERS COMMENTS: None.

PUBLIC PORTION: There was one (1) person present in the public. Chairman Gatto gave them an opportunity to speak but they declined and there were no further comments from the public.

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 5:49 p.m.

Respectfully submitted,

  
Olga R. McKenna, Secretary

**ATTACHMENT A**

**Mott MacDonald December 2016 Engineering Report**

**M****M**MOTT  
MACDONALD**MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY****MONTHLY ENGINEERING REPORT****December 8, 2016****Developer Reviews:**

1. The following developer applications have been reviewed and are on the agenda for approval:
  - 2016-16 The Mill Club (Howell Twp)
  - 2016-18 Onyx Medical Complex (Freehold Twp)
  - 2016-19 Dynamic Wholesale Distributors (Howell Twp)
2. The following developer applications are currently under review:
  - 2016-17- Lester Glenn IPP (Freehold Borough)
    - Awaiting additional information from applicant to complete review.

**Capital Projects:**

1. **Contract No. 45 - Upper Manasquan PS Wet Well Improvements (Phase II):**  
All work has been completed. A Change Order request is currently under review. Pending discussions with the executive director and legal a response to the contractor will be offered shortly.
2. **Contract No. 46 - Route 9 Force Main Replacement:**  
Construction activities are on-going. Approximately 95% of the pipe is installed and the West Farms Road Jack and Bore is complete. Line stops and bypass piping are currently being installed for the interconnections which are scheduled to begin next week and are expected to take approximately 2 weeks to complete. Work will likely continue through the end of the month. Restoration activities will continue through the Spring.
3. **Contract No. 47 - Meter Chamber Rehabilitation (2MC-2 and 3MC-1):**  
The shop drawing review phase is nearing completion. Construction activities are scheduled to begin just after the New Year, starting with Meter Chamber 2MC-2.
4. **Upper Manasquan Force Main ARMH No. 5 – Air Release Valve Assembly Replacement:**  
Per the MRRSA's request, MM has provided the Authority with 2 proposals. The first for the replacement of the air release valve assembly at Upper Manasquan Force Main ARMH No. 5 which is currently failing due to corrosion; the second for the replacement of air release valve assemblies at four of the five Lower Manasquan Force Main air release manholes.

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**ATTACHMENT B**  
**MRRSA December 2016 Executive Director's Report**





## Manasquan River Regional Sewerage Authority

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**Brian J. Brach, P.E.**  
*Executive Director*

### MEMORANDUM

DATE: December 9, 2016

TO: MRRSA Commissioners

FROM: Brian J. Brach, P.E., Executive Director 

RE: Summary of Executive Director's Report Items  
December 14, 2016 Public Meeting

Commissioners,

There are several matters I would like to bring to the attention of the Board. In an effort to streamline discussion at the meeting, below is a concise summary of items included within the Executive Director's Report:

- 2017 Open Enrollment Forms: All Commissioners that are eligible and elect to receive health benefits through the Authority are required to submit new enrollment forms due to the change to the Aetna network. Enrollment forms have been provided separately. Please be sure to bring the signed enrollment form to the Public Meeting. The Authority's deadline for submission of enrollment forms to the CJHIF is **Friday, December 23, 2016**.
- Commissioner Appointments for 5-Year Terms Beginning February 2017 (1st Notice): This is a reminder that half of the terms for the Authority's Board of Commissioners (Mr. Gatto, Mr. Gartz, Mrs. DeSarno, Mr. Romano and Mr. Tantillo) are expiring on January 31, 2017. Please be advised that an official action of your municipality's governing body appointing (or re-appointing) a representative for a new 5-year term is required by **Tuesday, January 31, 2017**.
- Best wishes on a healthy and happy New Year!

Feel free to contact me with any questions.

Thanks,  
Brian