



Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON
WEDNESDAY, DECEMBER 11, 2019 AT 5:30PM

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. The meeting was held in the New Garage area, as the Public Meeting Room was under construction. Following an opening statement regarding the "Open Public Meeting Act" pursuant to the Laws of 1975, the Pledge of Allegiance was recited.

Chairman Gatto requested a roll call. Those present included Peter E. Kocsik, PE, Mott MacDonald; Roger J. McLaughlin, Esq., McLaughlin Stauffer & Shaklee, P.C.; 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. Wilson, Chairman Gatto
ABSENT: Mr. Tantillo

APPROVAL OF THE 2020 BULK RATE HEARING TRANSCRIPT HELD NOVEMBER 6, 2019

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

ROLL CALL:

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

APPROVAL OF THE PUBLIC MEETING MINUTES HELD NOVEMBER 6, 2019

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

ROLL CALL:

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

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Adoption of 2020 Budget

RESOLUTION NO. 2019-106 ADOPTING 2020 AUTHORITY BUDGET

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. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Tantillo

General Matters

(All General Matters were enacted by a single motion, unless otherwise noted)

RESOLUTION NO. 2019-107 AUTHORIZING PROCUREMENT CARD TRANSACTIONS FOR THE TERM OF JANUARY 1, 2020 THROUGH DECEMBER 31, 2020 IN A MAXIMUM AMOUNT NOT-TO-EXCEED \$70,700.00

RESOLUTION NO. 2019-108 DESIGNATING EXECUTIVE DIRECTOR THE 2020 PUBLIC AGENCY COMPLIANCE OFFICER

RESOLUTION NO. 2019-109 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR INFORMATION TECHNOLOGY SERVICES

RESOLUTION NO. 2019-110 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR AUTOMOTIVE SERVICES

RESOLUTION NO. 2019-111 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR LICENSED OPERATIONAL SERVICES FOR THE MRRSA REGIONAL WASTEWATER SYSTEM

RESOLUTION NO. 2019-112 AUTHORIZING “FAIR AND OPEN” RFPs AND RFQs FOR VARIOUS ITEMS

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

ROLL CALL:

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

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Personnel Matters

(All Personnel Matters were enacted by a single motion, unless otherwise noted)

RESOLUTION NO. 2019-113 APPOINTING AMERICAN FIDELITY TO ADMINISTER THE SECTION 125 FLEXIBLE BENEFIT PLAN AND OFFER VARIOUS VOLUNTARY INSURANCE PRODUCTS AT NO COST TO THE AUTHORITY

RESOLUTION NO. 2019-114 AMENDING IRS SECTION 125 FLEXIBLE BENEFIT PLAN AS OF JANUARY 1, 2020

RESOLUTION NO. 2019-115 TRANSITIONING THOMAS G. GUERCIO, SR. TO THE FULL-TIME POSITION OF PURCHASING CLERK

RESOLUTION NO. 2019-116 ESTABLISHING 2020 EMPLOYEE SALARIES

RESOLUTION NO. 2019-117 ESTABLISHING 2020 COMMISSIONER SALARIES

RESOLUTION NO. 2019-118 AUTHORIZING COMPENSATION PAYMENT TO SEAN E. THROCKMORTON IN THE GROSS AMOUNT OF \$1,433.75 UPON HIS TERMINATION OF EMPLOYMENT AT THE AUTHORITY

RESOLUTION NO. 2019-119 AWARDING RFP NO. 2019-01 FOR 2020 CONSULTING ACCOUNTANT TO ANTONIDES AND SIMONE, CPA'S IN A FIXED FEE AMOUNT OF \$6,105.00

RESOLUTION NO. 2019-120 AWARDING RFP NO. 2019-02 FOR 2020 PROFESSIONAL AUDITING SERVICES TO HOLMAN FRENIA ALLISON, P.C. IN A FIXED FEE AMOUNT OF \$21,500.00

RESOLUTION NO. 2019-121 APPOINTING CONNER STRONG & BUCKELEW AS 2020 RISK MANAGEMENT CONSULTANT

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

ROLL CALL:

AYES: Mr. Daly, Mrs. DeSarno, Mrs. Garcia, Mr. Gartz, Mr. Johnson (Res. 2019-113, Res. 2019-115, Res. 2019-116, Res. 2019-118 thru Res. No. 2019-121), Mrs. McKenna, Mr. Romano, Mr. Wilson, Chairman Gatto

NAYS: Mr. Johnson (Res. 2019-114 and Res. No. 2019-117)

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Tantillo

Capital Improvement Program Matters

(All Capital Improvement Matters were enacted by a single motion, unless otherwise noted)

RESOLUTION NO. 2019-122 APPROPRIATING \$63,310.31 FROM CAPITAL RESERVE FUND TO ACCOUNT NO. 01-070-0000 OF THE AUTHORITY'S 2019 OPERATING BUDGET AND REDUCING THE DESIGNATED CAPITAL RESERVE FUND TO A BALANCE OF \$1,654,523.09

RESOLUTION NO. 2019-123 RATIFICATION OF CHANGE ORDER NO. 1 IN AN AMOUNT OF \$5,946.56 AND APPROVAL OF THE COMPLETION AND CLOSEOUT OF CONTRACT NO. 55 FOR THE SYSTEM WIDE MANHOLE CASTINGS REPLACEMENT (PHASE 1) PROJECT IN THE FINAL CONTRACT AMOUNT OF \$122,246.56

RESOLUTION NO. 2019-124 APPROVING CHANGE ORDER NO. 1 UNDER CONTRACT NO. 59G FOR INTERIOR PAINTING OF THE AUTHORITY'S HEADQUARTERS BUILDING IN A MAXIMUM FIXED FEE AMOUNT NOT-TO-EXCEED \$26,133.75

RESOLUTION NO. 2019-125 AUTHORIZING GREELEY AND HANSEN TO PROVIDE ENGINEERING SERVICES FOR THE RE-DESIGN AND PUBLIC BID FOR INSTALLATION OF DRY-PIT SUBMERSIBLE PUMPS AT THE UPPER MANASQUAN PUMP STATION IN A FIXED FEE AMOUNT OF \$31,230.00

RESOLUTION NO. 2019-126 CANCELING CONTRACT NO. 17M FOR FURNISHING AND DELIVERY OF LIQUID OXYGEN AND APPURTENANT EQUIPMENT WITH PRAXAIR DISTRIBUTION, INC. EFFECTIVE JANUARY 1, 2020

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

ROLL CALL:

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

Finance Matters

(All Finance Matters were enacted by a single motion, unless otherwise noted)

APPROVAL OF THE OCTOBER 2019 TREASURER'S REPORT

APPROVAL OF THE TRANSFER OF A TOTAL OF \$442,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE DECEMBER BILL LIST IN THE AMOUNT OF \$312,910.40

APPROVAL OF THE PAYMENT OF TRUSTEE CONSTRUCTION VOUCHERS IN THE AMOUNT OF \$57,179.06

APPROVAL OF THE PAYMENT OF DEVELOPER'S ESCROW IN THE AMOUNT OF \$512.22

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. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Mr. Tantillo

Reports

EXECUTIVE COMMITTEE: Mr. Brach indicated there was nothing to report.

ENGINEERING COMMITTEE: The December 2019 Engineering Report has been attached for the record. Mr. Brach indicated there was nothing further to report.

EXECUTIVE DIRECTOR'S REPORT: The December 2019 Executive Director's Report has been attached for the record. Mr. Brach indicated there was nothing further to report.

OCEAN COUNTY UTILITIES AUTHORITY (OCUA) REPORT: In Mr. Tantillo's absence, Mr. Brach indicated there was nothing to report.

OLD BUSINESS: None.

NEW BUSINESS: None.


MEMBERS COMMENTS: None.

PUBLIC PORTION: There were no individuals present from the public.

Chairman Gatto wished everyone a happy and healthy New Year.

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 5:38pm.

Respectfully submitted,


Olga R. McKenna, Secretary

ATTACHMENT A
December 2019 Executive Director's Report



Manasquan River Regional Sewerage Authority


BOROUGH OF FARMINGDALE | BOROUGH OF FREEHOLD | TOWNSHIP OF FREEHOLD
TOWNSHIP OF HOWELL | TOWNSHIP OF WALL

BRIAN J. BRACH, P.E.
Executive Director

Memorandum

DATE: December 6, 2019

TO: MRRSA Commissioners

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

RE: Summary of Executive Director's Report Items
December 11, 2019 Public Meeting

CC: Donald F. Hill, CPA, Finance Officer, MRRSA (via email)

Commissioners,

In an effort to streamline discussion at the meeting, below is a concise summary of several matters I would like to bring to the attention of the Board:

- **Commencement of Regional Interceptor Assessment:** RedZone is scheduled to commence with assessment of the Authority's regional interceptor system on Monday, December 9th. Farmingdale is also participating in an assessment of the Borough's entire local collection system. It is anticipated that field assessment portion will be completed by the end of January 2020.
- **Delay of Countryside Lawsuit Hearing:** The Authority's hearing has been pushed back to January 2020 and the Board will be updated as appropriate.
- **New Payroll Vendor (PrimePoint) as of January 1, 2020:** The Authority is switching payroll vendors effective January 1, 2020.

Best wishes for a healthy and happy New Year!

Feel free to give me a call if you have any questions.

Respectfully,
Brian

ATTACHMENT B
December 2019 Engineering Report



Manasquan River Regional Sewerage Authority

BOROUGH OF FARMINGDALE | BOROUGH OF FREEHOLD | TOWNSHIP OF FREEHOLD
TOWNSHIP OF HOWELL | TOWNSHIP OF WALL

BRIAN J. BRACH, P.E.
Executive Director

Engineering Report for December 11, 2019

General

- ☐ Howell Township's engineer, Remington and Vernick, has formally engaged the Authority for design of a connection to the MRRSA's 16-inch diameter Route 547 Force Main to provide wastewater service to Soldier Memorial Park. This connection is permitted by MRRSA's Rules and Regulations and the Authority is working with the Township on details of an appropriate connection.

Developer Reviews

- ☐ **Reviews on Agenda:** Please refer to the engineering reviews for further details on any projects to be considered on this month's agenda. There are no items to note out of the ordinary.

Capital Improvement Program (Previously Authorized)

- ☐ **Vehicle Fleet Replacement thru NJEIT:** The I-Bank application has been progressing and Public bid documents are being prepared. The Authority received an exemption for environmental review requirements and anticipates receiving another exemption for SED requirements.
- ☐ **Chemical System Evaluation and "Bioxide" Pilot (Greeley):** The demonstration period has ended and Greeley and Hansen has provided final recommendations, which will be reviewed and ultimately result in overhaul of the Authority's existing chemical feed system. Moving forward there will be collaboration with Wall Township to ensure that odor and corrosion control measures are implemented at Wall's Allenwood Pump Station. This demonstration has successfully provided actionable data useful to proceed with capital improvements to the chemical feed system.
- ☐ **Evaluation of HQ Complex Buildings (H2M):** Several identified items in addition to the Con. 59 scope require consideration in the short term future (ie: security system, fire system, CCTV, front gate security, etc.). These recommendations will be reviewed and prioritized with the ENGCOM.
- ☐ **UMPS/HQ Facility Master Plan and LMPS Facility Master Plan (Mott Mac):** The Executive Director has postponed development of these Facility Master Plans until further notice. A Master Plan study is required in order to proceed with individual facility plans.
- ☐ **Con. 54-MRRSA SCADA Implementation (CME):** CME is nearing completion of the design for the SCADA system, which is anticipated to be bid during the Winter 2020. Bid and Construction is anticipated to continue into 2020.
- ☐ **Con. 55-System Wide MH Casting Replacements (CME):** Construction was completed on October 29, 2019. A resolution approving a small change order and completion and closeout of the project is on the agenda for consideration at the December meeting.

- ☐ **Con. 56-LMPS Pump Rehab and Check Valve Replacements (Greeley):** Construction is anticipated to commence during late Winter 2020. The Authority is going to realize a significant cost savings in purchasing new submersible pumps in lieu of rebuilding the old units, which has been negotiated with the Contractor. However, there is a substantial lead time (approx. 16-weeks) for the new equipment.
- ☐ **Con. 57-UMPS Spare Parts Procurement (Greeley):** All bids received on May 7, 2019 were rejected at the Authority's June 19th public meeting. The Executive Director and Greeley and Hansen have developed a revised scope of work to meet the Authority's budgetary and operational objective, approval for which is on the December meeting agenda for consideration.
- ☐ **Con. 58-Mingamahone PS Improvements (CME):** Design of the project and I-Bank financing are progressing. The Authority is moving forward with a minor subdivision to acquire more land outside of the 100-year floodplain, which will be more conducive to O&M activities. CME and MSSPC have begun preparation of the minor subdivision package and ordered property appraisals. The Board will be kept advised of the (minimal) costs associated with property acquisition. Permits are anticipated to be submitted to the appropriate agencies shortly.
- ☐ **Con. 59-Roof and HQ Building Improvements (H2M):** Construction has commenced and the Authority's Administrative personnel has been relocated to the garage. The Authority's meeting room will be unavailable until January 2020. Meetings will be held in the New Garage area in the interim.
- ☐ **Con. 61-Procurement of Emergency Replacement Parts (Mott Mac):** A significant portion of the materials have been delivered. It is anticipated that completion and closeout of this project will be considered at the January 2020 meeting.
- ☐ **Con. 62A-Procurement of Comminutor Grinder at the UMPS (Mott Mac):** Mott MacDonald was authorized to proceed with a design and public bidding at the November meeting. It is anticipated that bids will be received and considered for award at the February 2020 meeting.
- ☐ **Con. 63-UMPS Wet Well Cleaning and Coarse Air Bubble Diffuser Installation (Mott Mac):** This project was awarded at the November meeting and the Notice of Award has been provided to the Contractor. Signed contracts have been received and construction is anticipated to begin in January.
- ☐ **Advanced WRRF Facilities Plan (Phase 1):** The Phase 1 Facilities Plan document is nearing completion and a meeting will be held with the EXECOM prior to the end of the year to discuss the findings and gain a consensus on whether or not a Phase 2 study is warranted.
- ☐ **Assessment of Regional Interceptor System (Mott Mac):** Mott MacDonald was authorized to proceed at the September meeting and the Authority has entered into a shared services agreement with Farmingdale. A kick-off meeting was held in late November and assessments began on December 9th. Farmingdale's GIS map is nearing completion and CCTV of the entire Borough (under a shared services agreement with MRRSA) should commence by the beginning of January.

Capital Improvement Program (Near Future Anticipated)

- ☐ Anticipated 2019 CIP proposals at subsequent meetings:
 - ☐ Smith Street Root Removal (TBD)
 - ☐ Development of a Master Plan (TBD)