



Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON
WEDNESDAY, FEBRUARY 19, 2020 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 at Authority Headquarters. 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, Mr. Gartz, Mrs. McKenna, Mr. Romano, Mr. Tantillo, Mr. Wilson, Chairman Gatto
ABSENT: Mrs. Garcia (arrived late at 5:32pm), Mr. Johnson

APPROVAL OF THE PUBLIC MEETING MINUTES HELD JANUARY 15, 2020

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

ROLL CALL:

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

Reorganization Matters

MOTION THAT EXECUTIVE DIRECTOR SERVE AS TEMPORARY CHAIR FOR THE PURPOSE OF REORGANIZATION

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

ROLL CALL:

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

Mr. Brach thanked the Board for a productive 2019 and looks forward to continued cooperation and collaboration throughout 2020. Mr. Brach entertained a nomination for Chair, as per the Commissioner roster that had been disseminated to the Board.

(This space was intentionally left blank)



NOMINATION THAT A. RICHARD GATTO SERVICE AS CHAIR OF THE BOARD OF COMMISSIONERS

Moved by Mr. Tantillo, seconded by Mr. Wilson.

ROLL CALL:

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

NOMINATION THAT RICHARD J. GARTZ SERVE AS VICE CHAIR OF THE BOARD OF COMMISSIONERS

Moved by Mr. Tantillo, seconded by Mr. Wilson.

ROLL CALL:

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

RESOLUTION NO. 2020-07 APPOINTING SECRETARY, ASSISTANT SECRETARY, TREASURER AND COMMITTEES

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

ROLL CALL:

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

Let the record reflect that Mrs. Garcia arrived at approximately 5:32pm.

RESOLUTION NO. 2020-08 DESIGNATING THE ASBURY PARK PRESS AND STAR LEDGER AS THE AUTHORITY'S OFFICIAL NEWSPAPERS

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

ROLL CALL:

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

(All of the Following Reorganization Matters were enacted by a single motion, unless otherwise noted)

RESOLUTION NO. 2020-09 ADOPTING 2020 MEETING SCHEDULE

RESOLUTION NO. 2020-10 ADOPTING 2020 CASH MANAGEMENT PLAN

RESOLUTION NO. 2020-11 DESIGNATING DEPOSITORIES

RESOLUTION NO. 2020-12 AUTHORIZING SIGNATURES FOR DESIGNATED BANK ACCOUNTS

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

ROLL CALL:

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

2020 Professional Services Appointments

SUMMARY OF RECOMMENDED PROFESSIONAL APPOINTMENTS BY EXECUTIVE COMMITTEE REPRESENTATIVE

Commissioner DeSarno provided a summary of the recommended 2020 Professional Service appointments, as recommended by the Executive Committee.

RESOLUTION NO. 2020-13 APPOINTING 2020 PROFESSIONALS FOR OPEN-ENDED CONTRACTS

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

ROLL CALL:

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

General Matters

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

RESOLUTION NO. 2020-14 AUTHORIZING PAYMENT OF 2019 PARTICIPANT DEFICIENCIES IN TWO (2) INSTALLMENTS WITH NO INTEREST

RESOLUTION NO. 2020-15 AUTHORIZING A STATEMENT OF CONSENT FOR A SITE SPECIFIC AMENDMENT TO INCLUDE BLOCK 185, LOT 37 IN HOWELL TOWNSHIP WITHIN THE MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY'S FUTURE WASTEWATER SERVICE AREA

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

ROLL CALL:

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

Capital Improvement Program Matters

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

RESOLUTION NO. 2020-16 APPROPRIATING \$98,681.86 FROM CAPITAL RESERVE FUND TO ACCOUNT NO. 01-070-0000 OF THE AUTHORITY'S 2020 OPERATING BUDGET AND REDUCING THE DESIGNATED CAPITAL RESERVE FUND TO A BALANCE OF \$1,551,287.79

RESOLUTION NO. 2020-17 APPROVING CHANGE ORDER NO. 2 UNDER CONTRACT NO. 59G FOR ADJUSTMENT OF CONTRACT ALLOWANCE TO REFLECT AS-BUILT CONDITIONS IN AN AMOUNT OF -(\$8,352.00)

RESOLUTION NO 2020-18 APPROVING CHANGE ORDER NO. 1 UNDER CONTRACT NO. 59E FOR ADJUSTMENT OF CONTRACT ALLOWANCE TO REFLECT AS-BUILT CONDITIONS IN AN AMOUNT OF -(\$9,880.14)

RESOLUTION NO. 2020-19 AWARDED CONTRACT NO. 62A FOR THE UPPER MANASQUAN PUMP STATION COMMUNOTOR REPLACEMENT PROJECT TO RAPID PUMP & MACHINERY SERVICES, CORP. IN A MAXIMUM AMOUNT NOT-TO-EXCEED \$101,664.00

RESOLUTION NO. 2020-20 AUTHORIZING MOTT MACDONALD TO PROVIDE CONSTRUCTION PHASE ENGINEERING SERVICES FOR CONTRACT NO. 62A FOR THE UPPER MANASQUAN PUMP STATION COMMUNOTOR REPLACEMENT PROJECT IN A MAXIMUM REIMBURSABLE AMOUNT NOT-TO-EXCEED \$15,250.00

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

ROLL CALL:

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

Personnel Matters

MOTION AUTHORIZING SEARCH FOR UP TO TWO (2) OPERATIONS STAFF POSITIONS

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

ROLL CALL:

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

Finance Matters

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

APPROVAL OF THE JANUARY 2020 TREASURER'S REPORT AND TRANSFER OF A TOTAL OF \$2,817,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE FEBRUARY BILL LIST IN THE AMOUNT OF \$2,724,735.96

APPROVAL OF THE PAYMENT OF THE DEVELOPER ESCROW IN THE AMOUNT OF \$1,350.00

Moved by Mr. Gartz, seconded by Mr. Tantillo

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Johnson

Application Matters

RESOLUTION NO. 2020-21 APPROVAL OF SEWER APPLICATION NO. 2019-15 FOR THE "GVF PROPERTIES" PROJECT (HOWELL TOWNSHIP)

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

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Johnson

Executive Session Matters

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

RESOLUTION NO. 2020-22 WITHDRAWN

RESOLUTION NO. 2019-23 RATIFYING THE TERMINATION OF JAMES H. BURNS WITH CAUSE

RESOLUTION NO. 2019-24 AUTHORIZING COMPENSATION PAYMENT TO JAMES H. BURNS IN THE GROSS AMOUNT OF \$3,599.00 UPON HIS TERMINATION OF EMPLOYMENT AT THE AUTHORITY

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

ROLL CALL:

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

Reports

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

ENGINEERING COMMITTEE: The February 2020 Engineering Report has been attached for the record. Mr. Brach indicated there was nothing further to report.

EXECUTIVE DIRECTOR'S REPORT: The February 2020 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: Mr. Tantillo indicated there was nothing to report.

OLD BUSINESS: None.

NEW BUSINESS:

RESOLUTION NO. 2019-24 AUTHORIZING THE NOTICE OF "FAIR AND OPEN" REQUEST FOR PROPOSALS FOR VARIOUS "WINDOW CONTRACT" ITEMS

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

ROLL CALL:

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

MEMBERS COMMENTS: None.

PUBLIC PORTION: There were no individuals present 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 5:41pm.

Respectfully submitted,


Olga R. McKenna, Secretary

ATTACHMENT A
February 2020 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: February 14, 2020
TO: MRRSA Commissioners
FROM: Brian J. Brach, P.E., Executive Director 
RE: Summary of Executive Director's Report Items
February 19, 2020 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:

- **New Authority Mailing Address:** The Authority's mailing address has been changed to **89 Havens Bridge Road, Farmingdale, NJ 07727**. Please update your records accordingly.
- **FY 2019 Audit:** Preparation of the financial statements and fieldwork for the 2019 Audit is scheduled to begin the first week of March.
- **AEA Letter Summarizing S3870/A5391:** A letter has been enclosed from the AEA summarizing the industry's efforts in stopping S3870/A5391 during the recent lame duck state legislative session (for the meantime). The AEA would like to thank the Authority's Board for supporting this important initiative.
- **Over \$252,000 in Interest Earned in 2019:** Attributed to a combination of larger fund balance and relationship with OceanFirst Bank, I'd like to highlight the amount of interest earned in 2019. Compared to the under \$3,500 in interest earned back in both 2014 and 2015, the Authority is taking full advantage of the fund balance thanks to a floor rate of 2.50% offered by OceanFirst. Not too bad for a low interest rate environment!
- **Optimism for Major Federal Infrastructure Funding Deal:** Please find attached a February 6, 2020 email detailing progress on a major federal infrastructure funding deal. Let's hope this continues gaining momentum. The 15-year CIP has the Authority well positioned to take advantage of low cost funding opportunities.

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

Respectfully,
Brian

ATTACHMENT B
February 2020 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 February 19, 2020

General

- ☐ The Authority is working with Howell Township to develop a streamlined commercial application for businesses and properties located along Route 9 within the extents of the Freewood Acres and Route 9 North sanitary sewer system projects. Board action may be required for the final product.
- ☐ A resolution consenting to a Wastewater Management Plan amendment to include Block 185; Lot 37 in Howell Township within the FWSA has been included on the agenda for consideration. The Howell Township council has provided consent via resolution and the Authority has no issues.

Developer Reviews

- ☐ **Reviews on Agenda:** Please refer to the engineering review(s) 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 Improvements (Greeley):** The demonstration period has ended and Greeley and Hansen has provided final recommendations, which will be reviewed and ultimately result in an 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. The Authority is working with Greeley and Hansen on a proposal for Phase 1 chemical system improvements.
- ☐ **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 and it is anticipated will result in some type of project under the Authority's 2020 CIP.
- ☐ **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. 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-Installation of Dry Pit Submersible Pumps at the UMPS (Greeley):** The Authority authorized Greeley and Hansen to proceed with a revised design and this project has evolved into replacement of two (2) of the existing shaft/motor/volute style pumps with dry pit submersible style pumps. This new concept should result in cost savings (compared to the original design), while providing resiliency at the UMPS facility. A pre-design meeting was held in January 2020 and this project will be publicly bid during the Spring 2020.
- ☐ **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):** The project has reached substantial completion and it is anticipated that all three (3) contracts will be closed out at the March 2020 public meeting. Deduction change orders are being considered on this agenda for the general construction and electrical portions of the project.
- ☐ **Con. 61-Procurement of Emergency Replacement Parts (Mott Mac):** All materials have been delivered and it is anticipated that completion and closeout of this project will be considered at the March 2020 meeting.
- ☐ **Con. 62A-Procurement of Comminutor Grinder at the UMPS (Mott Mac):** Bids were received on February 6, 2020 and award of the contract is being considered by the Board on this meeting agenda.
- ☐ **Con. 63-UMPS Wet Well Cleaning and Coarse Air Bubble Diffuser Installation (Mott Mac):** A preconstruction meeting was held in January 2020 and construction is anticipated to begin during Spring 2020.
- ☐ **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's subcontractor, RedZone, has completed initial inspections of both the Authority's regional interceptor system as well as the Borough of Farmingdale's local collection system. Footage is being reviewed and the findings and final deliverables can be expected some time during Spring 2020.

Capital Improvement Program (Near Future Anticipated)

- ☐ Anticipated 2020 CIP proposals at subsequent meetings:
 - ☐ Smith Street Root Removal (TBD)
 - ☐ Development of a Master Plan (TBD)