



# Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON  
WEDNESDAY, MARCH 15, 2023 AT 5:27PM

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 5:29 p.m. The meeting was held in-person 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; Drew A. Stauffer, 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. Fischer, Mrs. Garcia, Mrs. Linszky, Mrs. McKenna, Mr. Wilson, Chairman Gatto  
ABSENT: Mr. Gartz, Mr. Tantillo

## **APPROVAL OF THE PUBLIC MEETING MINUTES HELD FEBRUARY 15, 2023**

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

## ROLL CALL

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

## **General Matters**

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

### **RESOLUTION NO. 2023-21 AUTHORIZING OUT-OF-STATE CONFERENCE TRAVEL FOR BRIAN J. BRACH**

### **RESOLUTION NO. 2023-22 AUTHORIZING THE NOTICE OF "FAIR AND OPEN" REQUEST FOR PROPOSALS AND PUBLIC BIDS FOR VARIOUS SERVICES**

Moved by Mr. Fischer, seconded by Mrs. DeSarno

## ROLL CALL

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



## **Capital Improvement Program Matters**

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

**RESOLUTION NO. 2023-23 APPROPRIATING A NET OF \$8,750.00 TO THE CAPITAL RESERVE FUND FROM ACCOUNT NO. 01-070-0000 OF THE AUTHORITY'S 2023 OPERATING BUDGET AND INCREASING THE DESIGNATED CAPITAL RESERVE FUND TO A BALANCE OF \$2,295,051.75**

**RESOLUTION NO. 2023-24 APPROVING COMPLETION AND CLOSEOUT OF CONTRACT NO. 67 FOR THE METER CHAMBER 5MC-2 AND 6MC-3 REHABILITATION PROJECT IN THE FINAL CONTRACT AMOUNT OF \$222,750.00**

Moved by Mrs. Garcia, seconded by Mrs. Linszky.

### **ROLL CALL**

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

## **Finance Matters**

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

**APPROVAL OF THE FEBRUARY 2023 TREASURER'S REPORT AND TRANSFER OF A TOTAL OF \$461,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT**

**APPROVAL OF THE PAYMENT OF THE MARCH BILL LIST IN THE AMOUNT OF \$328,686.37**

**APPROVAL OF THE PAYMENT OF THE DEVELOPER ESCROW IN THE AMOUNT OF \$6,374.50**

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

### **ROLL CALL**

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

## **Application Matters**

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

**RESOLUTION NO. 2023-25 APPROVING SEWER APPLICATION NO. 2023-08 FOR THE "KAPLAN AT SUNNYSIDE EXTRA STORAGE SPACE" PROJECT (HOWELL TOWNSHIP)**

Moved by Mrs. Garcia, seconded by Mrs. DeSarno.

### **ROLL CALL**

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

## **Reports**

EXECUTIVE COMMITTEE: Chairman Gatto indicated there was nothing to report.

ENGINEERING COMMITTEE: The March 2023 Engineering Report has been attached for the record. Mr. Brach indicated there was nothing further to report.

EXECUTIVE DIRECTOR'S REPORT: The March 2023 Executive Director's Report has been attached for the record. Chairman Gatto commended Authority Staff for the 24-years lost-time accident free award.

Chairman Gatto detailed discussions with the Executive Director regarding the Authority's May 2023 public meeting. After a short discussion, the below motion was made.

### **MOTION TO PUBLICLY NOTICE CANCELLATION OF THE MAY 17, 2023 PUBLIC MEETING**

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

### **ROLL CALL**

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

Mr. Brach noted that Staff takes safety very seriously and commended them for their efforts and also recognized the ongoing support and collaboration from the Board for safety initiatives. Mr. Brach thanked the Board for their recognition of this award and indicated he would pass along sentiments to MRRSA Staff. Chairman Gatto suggested something be planned for next year *\*should\** the Authority attain 25-years lost-time accident free.

OCEAN COUNTY UTILITIES AUTHORITY (OCUA) REPORT: Mr. Daly 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.

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 5:34pm.

Respectfully submitted,

  
Olga R. McKenna, Secretary

**ATTACHMENT A**  
**March 2023 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, PE, QPA  
*Executive Director*

## Memorandum

DATE: March 10, 2023

TO: MRRSA Commissioners

FROM: Brian J. Brach, PE, QPA, Executive Director 

RE: Summary of Executive Director's Report Items  
March 15, 2023 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:

- **Filing of 2023 Financial Disclosure Statements (Deadline April 30, 2023)**: The Board and Authority Professionals are reminded that all FDS must be filed no later than April 30, 2022. Notices with directions will be provided as soon as filing instructions are available.
- **FY2022 Audit**: Preparation of the financial statements is nearing completion and fieldwork for the 2022 Audit is anticipated to commence in short order.
- **May 17, 2023 Public Meeting**: The Executive Director will be unable to attend the May 2023 meeting in person. Is the Board amenable to virtual attendance? A motion to either cancel the meeting or permit virtual attendance will be placed on the April 2023 agenda pending direction from the Board.
- **24-Years Lost Time Accident Free Award**: The Authority has received an award from the NJUA JIF for completing the 24<sup>th</sup> year in a row of being lost time accident free. Safety is paramount to the Authority's operations. I'd like to commend all employees for their vigilance, particularly the work of the Authority's Safety Committee, as well as the Board for their continued commitment to providing a safe work environment.
- **EMEX Reverse Online Auction**: The Authority has a reverse online auction utilizing the State approved EMEX platform on Thursday, March 16<sup>th</sup>. This is the 3<sup>rd</sup> auction that MRRSA has scheduled as the prior two (2) were not favorable. If a favorable bid is received, the Board can anticipate ratification at the April 2023 public meeting.

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

Respectfully,  
Brian

**ATTACHMENT B**  
**March 2023 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, PE, QPA.  
Executive Director

## Engineering Report for March 15, 2023

### General

- ❑ **No update since last month.** As per the Executive Director's September 23, 2022 memo, additional pipeline work was required to accommodate construction and replacement of Monmouth County Bridges HL-45 and HL46 on Allaire Road in Howell Township. The Authority has agreed to pay for the additional work and has since issued a Purchase Order for such. Construction on the pipeline modifications and exact costs are unknown at the moment. The Board can anticipate considering a resolution ratifying said additional work once exact final costs are determined at either the November or December public meeting.
- ❑ **No update since last month.** Colliers Engineering's property division has circulated the Authority's "Facilities Map" and identified six (6) sites that have potential interest for 3rd party telecommunications tower leases. Counsel is currently reviewing public bid documents. There is also synergy with Participants (namely Howell Township), as it is envisioned that space would be left on any tower for local emergency telecommunications equipment. The Board will be briefed once a plan has been developed on how to approach these leases.
- ❑ A service territory matter has arisen on Hurley Pond Road within Wall Township between MRRSA and the South Monmouth Regional Sewerage Authority (SMRSA). General details were discussed with the ENGCOTM and the Executive Director is assessing advantages and disadvantages of transferring a portion of MRRSA's territory to SMRSA (potentially for a consideration). Wall Township administration has been engaged. The Executive Director and Mott MacDonald are scheduled to meet with the Applicant and his professionals for an alternatives discussion the week of March 20<sup>th</sup>. Further meetings with the EXECOM and ENGCOTM will be arranged when the matter is mature for discussion.
- ❑ **No update since last month.** Wall Township's Water and Sewer Director has approached MRRSA for assistance with oversight of "Bioxide" (a corrosion and odor control chemical) at the Township's Brice Park Pump Station and Force Main. This force main travels approximately 5-miles through Allaire State Park and discharges to MRRSA's Lower Manasquan Interceptor. The pipeline is a source of significant hydrogen sulfide. The Authority would be happy to collaborate to ensure that product is being used. MRRSA has a DRAFT shared services agreement from the last Bioxide contract (Contract No. 64A) that will be used as template for an agreement. MRRSA plans on engaging the Township's Administration. The Board can anticipate a shared services agreement in short order.
- ❑ The Authority has engaged with the firm, "Blood Hound", to perform 2-days of electromagnetic field location of the Route 9 Force Main within the vicinity of Casino Drive and the Howell Lanes Bowling Alley. This is a pilot investigation intended to test Blood Hound's capability to *\*exactly\** locate the existing location of the DIP pipeline. Location will be marked and GPS surveyed to update the Authority's GIS database. If proven accurate and efficient, the Authority may consider further field location of its various DIP force main pipelines.

- ❑ The Authority is exploring leveraging the ESCNJ or GSA cooperatives to overhaul existing security measures and moving towards the “CyberLock” electronic key/lock platform (thru EAW Security). A preliminary meeting with EAW representatives highlighted many useful features of this technology. The Board will be advised of findings and recommended further action.

## **Application Matters**

- ❑ There are a number of other Application Matters, nothing of which is out of the ordinary.

## **Capital Improvement Program**

- ❑ **Vehicle Fleet Replacement**: *No update since last month*. The Executive Director is researching what is required to rescind the I-Bank application for vehicle refinancing (dating back to 2017) and will report back to the Board if any authorization is required.
- ❑ **Evaluation of HQ Complex Buildings (H2M)**: *No update since last month*. Several identified items 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 ENCOM and it is anticipated it will result in some type of project under the Authority’s Capital Improvement Program.
- ❑ **UMPS/HQ Facility Master Plan and LMPS Facility Master Plan (Mott Mac)**: *No update since last month*. The Executive Director has postponed development of these Facility Master Plans until further notice. A comprehensive overall Master Plan study is required in order to proceed with individual facility plans.
- ❑ **Con. 54A-MRRSA SCADA Implementation (CME)**: A preconstruction meeting was held Monday, March 6<sup>th</sup>. Due to procurement lead times, actual construction is not anticipated to start until circa August 2023. Shop drawing review has commenced. The Board will be kept advised of any developments.
- ❑ **Con. 55B-System Wide MH Casting Replacements Phase 3 (CME)**: Field investigations were conducted Wednesday, March 1<sup>st</sup> and the design is anticipated to be completed in short order. The Board can expect the project to be advertised for public bid during April/May 2023, with consideration at a public meeting thereafter.
- ❑ **Con. 57-Installation of Dry Pit Submersible Pumps at the UMPS (Greeley)**: *No update since last month*. Greeley and Hansen is nearing completion of preliminary design documents, at which point a submission will be made to the Authority for final review prior to public bid.
- ❑ **Con. 58-Mingamahone PS Improvements (CME)**: *No update since last month*. Design of the project and I-Bank financing are progressing. NJDEP LURP applications are under review and a Letter of Interpretation for delineation of freshwater wetlands has been obtained from the NJDEP. Property appraisals have been completed and offer letters were certified mailed to property owners at the end of October. Planning/Zoning Board application shall follow.
- ❑ **Con. 65-Chemical System Improvements (Greeley)**: *No update since last month*. Greeley and Hansen has submitted preliminary design documents that are currently under review by the Authority.
- ❑ **Con. 67-Rehabilitation of Meter Chambers 5MC-2 and 6MC-3 (Mott MacDonald)**: Construction has been completed and an item has been placed on the March 2023 agenda for consideration of closeout of the project. I’m happy to report that the project was completed on-time and under budget.



- ❑ **Con. 68-Route 547 Force Main Improvements (Mott Mac):** Mott MacDonald has commenced with initial design efforts. Coordination with the NJDOT has continued to discuss project related items within DOT right-of-way. The Authority has directed Mott MacDonald to proceed with detailed calculations and design considerations related to use of the existing NJDOT's bridge structure for support of the proposed new pipeline. Replacement-in-kind and prolonged bypass pumping is also being considered for the Route 547 right-of-way, as available space is limited and may prohibit an advantageous alignment. There is a good probability that it would behoove the Authority to separate the various work into two (2) contracts. As these details are explored and come into focus, a meeting will be scheduled with the ENGCOTM to provide an update.
- ❑ **Con. 69-Isolation Valve Replacement at the UMPS (Mott Mac):** Mott MacDonald is progressing with design and the Authority is weighing advantages and disadvantages of procuring long lead time items via the North Jersey Wastewater Cooperative Pricing System (concurrent with public bid) due to risk and exposure to the Authority. As this project, in conjunction with Con. 58 and Con. 68, reaches final design, financing meetings will be held with the EXECOM and ENGCOTM. The Authority will be advised of progress as design and financing consideration advance.
- ❑ **Con. 70-23-CY 2023 Wet Well Cleanings:** Public bid for this work is being published in the Monday, March 13<sup>th</sup> edition of the Asbury Park Press. Bids are being received on April 6<sup>th</sup> and the Board can anticipate considering award at the April 19<sup>th</sup> public meeting.
- ❑ **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. NOTE: Bill Meinert, the project lead for Ramboll has left the Firm for Jacobs. This is concerning but the Authority has hedged with a deep Special Project Engineering Pool. The initiative is at a juncture where another Firm can pick it up with minimal interruption. Jacobs was appointed to the 2023 Special Project Engineering Pool. A meeting with Bill Meinert and Jacobs representatives was held at Authority Headquarters on Wednesday, March 8<sup>th</sup>. The Executive Director is contemplating recommendations on how the Authority should proceed with this exciting initiative.
- ❑ **Assessment of Regional Interceptor System (Mott Mac):** *No update since last month.* Mott MacDonald has completed an internal assessment of the regional interceptor system and findings will be presented to the ENGCOTM. Generally speaking, the vast majority of the Authority's system is in fair condition and does not require attention. All inspection reports and videos have been integrated with the Authority's GIS database.
- ❑ **Condition Assessment for the Route 547 Force Main:** *No update since last month.* CDM Smith was engaged on a small assignment to provide a summary, scope of work, costs and relative expectations for various assessment technologies available to MRRSA to assist in gauging condition of the 16-inch DIP Route 547 Force Main. A technical memorandum is expected in short order, which shall be reviewed by the ENGCOTM. Recommendations to the Board will be provided, accordingly. NOTE: CDM was tardy in their submission of qualifications and the Firm's submission in response to RFQ 2023-01 was rejected. Continuation on this assignment is concerned, as services will exceed the \$17,500 threshold. The Executive Director is evaluating and will advise the Board on the appropriate manner in which to proceed, should the Engineering Committee find value in said assessment.