



Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON
WEDNESDAY, SEPTEMBER 20, 2023 AT 5:32PM

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 5:28 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; 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: Mrs. Garcia, Mr. Gartz, Mr. Fischer, Mrs. Linszky, Mrs. McKenna, Mr. Tantillo, Mr. Wilson, Chairman Gatto
ABSENT: Mr. Daly, Mrs. DeSarno

APPROVAL OF THE CONNECTION FEE HEARING TRANSCRIPT HELD JULY 19, 2023

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

ROLL CALL

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

APPROVAL OF THE PUBLIC MEETING MINUTES HELD JULY 19, 2023

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

ROLL CALL

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

There was a general discussion as to whether members absent during the July 2023 public hearing are considered "Abstentions" or "Disqualifications". It was determined that they would be considered "Abstentions" for the time being and that a subsequent approval of the transcript could be considered if it is determined otherwise.

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General Matters

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

RESOLUTION NO. 2023-55 AUTHORIZING ADDENDUM NO. 1 TO THE SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND HOLMDEL TOWNSHIP FOR CONTRACT OPERATIONS OF HOLMDEL TOWNSHIP'S WASTEWATER COLLECTION AND CONVEYANCE SYSTEM

RESOLUTION NO. 2023-56 LOCAL EFFICIENCY ACHIEVEMENT PROGRAM (LEAP) RESOLUTION OF GRATITUDE ACCEPTANCE

RESOLUTION NO. 2023-57 AUTHORIZING THE MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY TO ENTER INTO A COMMODITY RESALE AGREEMENT WITH THE COUNTY OF MONMOUTH

RESOLUTION NO. 2023-58 AUTHORIZING THE NOTICE OF "FAIR AND OPEN" REQUEST FOR PROPOSALS FOR VARIOUS PROFESSIONAL SERVICES

RESOLUTION NO. 2023-60 WAIVING REQUIREMENT FOR CLAIMANT CERTIFICATION FOR PURCHASES UNDER \$1,000 IN ACCORDANCE WITH N.J.A.C. 5:30-9A.6(C)3

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

DISCUSSION: Mr. Gartz noted that he and Mr. Brach had discussed Resolution No. 2023-60 in detail. Mr. Gartz was of the opinion that it was a worthwhile consideration for efficiency purposes as the Authority. Mr. Brach informed the Board that all vendors will still be requested to execute purchase orders (POs) and that this initiative will assist in dealing with those (small local) vendors that MRRSA has issues receiving signed POs.

ROLL CALL

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

RESOLUTION NO. 2023-59 AUTHORIZING 12-MONTH EXTENSION FOR BANKING SERVICES AGREEMENT WITH OCEAN FIRST BANK UNDER RFP NO. 2021-03 THROUGH DECEMBER 31, 2024 (TABLED)

Capital Improvement Program Matters

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

RESOLUTION NO. 2023-61 DESIGNATION OF RESERVE FUNDS BASED UPON THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE YEAR ENDED DECEMBER 31, 2022

RESOLUTION NO. 2023-62 APPROPRIATING A NET OF \$51,695.00 FROM THE CAPITAL RESERVE FUND TO ACCOUNT NO. 01-070-0000 OF THE AUTHORITY'S 2023 OPERATING BUDGET AND DECREASING THE DESIGNATED CAPITAL RESERVE FUND TO A BALANCE OF \$3,198,305.00

RESOLUTION NO. 2023-63 AUTHORIZING PS&S TO PROVIDE ENGINEERING SERVICES FOR THE DESIGN AND PUBLIC BID FOR THE INSTALLATION OF SELF-CONTAINED MOTORIZED SLIDE GATES AT THE UPPER MANASQUAN PUMP STATION PROJECT IN A MAXIMUM NOT-TO-EXCEED AMOUNT OF \$41,695.00

RESOLUTION NO. 2023-64 AUTHORIZING MCLAUGHLIN STAUFFER & SHAKLEE, P.C. TO PROVIDE LEGAL SERVICES FOR THE REGIONAL INTERCEPTOR SYSTEM REHABILITATION PROJECT IN A MAXIMUM REIMBURSABLE AMOUNT NOT-TO-EXCEED \$5,000.00

RESOLUTION NO. 2023-65 AUTHORIZING MCLAUGHLIN STAUFFER & SHAKLEE, P.C. TO PROVIDE LEGAL SERVICES FOR THE INSTALLATION OF SELF-CONTAINED MOTORIZED SLIDE GATES AT THE UPPER MANASQUAN PUMP STATION PROJECT IN A MAXIMUM REIMBURSABLE AMOUNT NOT-TO-EXCEED \$5,000.00

RESOLUTION NO. 2023-66 AUTHORIZING THE ISSUANCE AND SALE OF NOT-TO-EXCEED \$15,400,000 PRINCIPAL AMOUNT OF PROJECT NOTES RELATING TO THE WATER BANK CONSTRUCTION FINANCING PROGRAM OF THE NEW JERSEY INFRASTRUCTURE BANK AND DETERMINING VARIOUS MATTERS RELATING THERETO

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

ROLL CALL

AYES: Mrs. Garcia, Mr. Gartz, Mr. Fischer (*All Resolutions Except as Noted Below*), Mrs. Linszky, Mrs. McKenna, Mr. Tantillo, Mr. Wilson, Chairman Gatto
NAYS: None
ABSTAIN: Mr. Fischer (*Res. No. 2023-63*)
DISQUALIFY: None
ABSENT: Mr. Daly, Mrs. Garcia

Finance Matters

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

APPROVAL OF THE JULY 2023 TREASURER'S REPORT

APPROVAL OF THE AUGUST 2023 TREASURER'S REPORT AND TRANSFER OF A TOTAL OF \$356,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE SEPTEMBER BILL LIST IN THE AMOUNT OF \$263,241.70

APPROVAL OF THE PAYMENT OF THE DEVELOPER ESCROW IN THE AMOUNT OF \$4,979.03

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

ROLL CALL

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

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Application Matters

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

MOTION RATIFYING APPROVAL OF SEWER APPLICATION NO. 2023-18 FOR THE “2879 ROUTE 9 NORTH” COMMERCIAL CONNECTION TO THE FREEWOOD ACRES SANITARY SEWER EXTENSION (HOWELL TOWNSHIP)

RESOLUTION NO. 2023-67 RATIFYING THE AMENDED DESIGN AND RELEASE OF SEWER APPLICATION NO. 2021-09 FOR THE “500 HALLS MILL LANDING WAREHOUSE” PROJECT (HOWELL TOWNSHIP)

RESOLUTION NO. 2023-68 APPROVAL OF SEWER APPLICATION NO. 2023-19 FOR THE “GREENLEAF AT HOWELL” PROJECT (HOWELL TOWNSHIP)

MOTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE APPLICABLE DOCUMENTS FOR MRRSA SEWER APPLICATION NO. 2023-20 FOR THE “GOLDEN MEADOW ESTATES” PROJECT IN FREEHOLD UPON SATISFACTION OF THE AUTHORITY’S PROFESSIONALS AND PAYMENT OF ALL REQUIRED FEES (TO BE RATIFIED AT A SUBSEQUENT MEETING)

RESOLUTION NO. 2023-69 APPROVAL OF SEWER APPLICATION NO. 2023-21 FOR THE “PIONEER AT HOWELL, LLC” PROJECT (HOWELL TOWNSHIP)

Moved by Mr. Tantillo, seconded by Mr. Daly.

ROLL CALL

AYES: Mr. Daly, Mrs. DeSarno, Mr. Fischer, Mrs. Linszky, Mrs. McKenna, Mr. Tantillo, Chairman Gatto

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mrs. Garcia, Mr. Gartz, Mr. Wilson

Reports

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

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

EXECUTIVE DIRECTOR’S REPORT: The September 2023 Executive Director’s Report has been attached for the record. Mr. Brach reiterated that 2024 Budget workshops would be scheduled shortly.

OCEAN COUNTY UTILITIES AUTHORITY (OCUA) REPORT: In Mr. Daly’s absence, Chairman Gatto indicated there was nothing further 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 5:40pm.

Respectfully submitted,


Olga R. McKenna, Secretary

ATTACHMENT A
September 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: September 15, 2023

TO: MRRSA Commissioners

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

RE: Summary of Executive Director's Report Items
September 20, 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:

- **Plumsted MUA:** The Executive Director has been very engaged with the PMUA in an effort to provide administrative assistance as authorized by the Board at the July 2023 public meeting. MRRSA has been actively providing transition assistance since Friday, August 18th and continues to assess what the PMUA's administrative needs are. To date, it's been solely engagement by the Executive Director. These efforts are considered short term to help the PMUA "keep the lights on", so to speak. Scope for a longer term shared services agreement will be discussed in full detail with the Board in short order, should the Authority determine it's willing to proceed with assistance.
- **July 24, 2023 Lightning Strike Insurance Claim:** As noted in the August 2023 Executive Director's Report, the Authority experienced a lightning strike on July 24th that resulted in damage to various equipment. Refer to that report for details. The Authority has since valued damaged equipment in excess of \$5,000 and has submitted a claim to the NJUA JIF for reimbursement of costs in excess of the MRRSA's deductible.
- **FEMA Reimbursement for COVID:** The Authority has received a recent FEMA reimbursement in the amount of \$21,037.86 related to eligible COVID related costs (refer to July 2023 Treasurer's Report). I'd like to thank MRRSA staff Don Hill, Finance Officer, and Debora Sajeski, Executive Secretary, for their hard work in processing this claim. The Authority will continue to seek further reimbursement but FEMA has been nothing short of difficult in their interpretation of eligible costs, shifting earlier guidance as to what qualifies.
- **Anticipated Public Bids:** The Authority will be publicly bidding Con. 15L for hydrogen peroxide product and Con. 64B for calcium nitrate product in short order. It is anticipated that the Board will consider the award of both contracts at the October meeting.



- **OceanFirst Bank Update:** The Authority continues to collaborate with OceanFirst Bank (OFB) to take advantage of the current interest rate environment. OFB has offered to raise the Authority's global interest rate from the current 2.25% (exact raise TBD), effective January 1, 2024. This is significant and speaks to a good working relationship. This is in addition to the various OFB Cash Management Plan investments the Authority is currently leveraging (ie: "laddered" short term Treasury Bills), which currently have yields to maturity in the range of 4.628% (cash) to 5.499% (T-Bills). The Authority has taken advantage of both the rising interest rate environment and a strong fund balance and projects earning significantly more interest in 2023 than that realized in 2022 (by a factor of 4x!).
- **2024 Authority Budget Workshops:** Budget workshops will be scheduled shortly. There will be a workshop for Executive Committee members and a subsequent workshop for all remaining Commissioners. It is requested that Commissioners make every effort to attend their respective sessions.
- **CJHIF 2024 Assessments:** The CJHIF has proposed a composite 5.2% increase in the Authority's medical, prescription and dental premium assessments for the 2024 Plan Year. It's important to note that the CJHIF remains in a strong fiscal position and the proposed premium hike is commensurate with current market conditions (for comparison, the SHBP initially proposed increases greater than 7%, which is in addition to the historically high 24% increase last year). Refer to the attached CJHIF 5-year performance summary for further perspective.
- **CJHIF 2023 Dividend:** The Authority will be receiving a \$8,192.00 dividend from the CJHIF and the Board can anticipate considering the dividend refund resolution at the October 2023 public meeting.
- **CJHIF 2024 Open Enrollment:** Open Enrollment for benefits through the CJHIF is "passive", which means that if a member does not make any changes to existing benefit elections, he/she is not required to take any action and existing coverages will roll over to 2024. If you have benefits through MRRSA and would like to explore changes, please notify the Executive Director by end of business on **Friday, October 6, 2023.**
- **MRRSA Logo Project:** A trio of students in Howell High School's International Baccalaureate (IB) program completed painting of the Authority's logo on the public meeting room wall Wednesday, August 30th. It's a fantastic addition! The Executive Director plans to invite the students to the October 18th public meeting and present them with framed proclamations recognizing their collective efforts.
- **Meeting Look Ahead:** Reminder that the next (3) Authority meetings include consideration of the 2024 Budget Introduction (October 2023); Bulk Rate Hearing (November 2023); and 2024 Budget Adoption (December 2023).

Feel free to contact me if you'd like to discuss any of these matters further.

Respectfully,
Brian

ATTACHMENT B
September 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 September 20, 2023

General

- ❑ MRRSA coordinated a meeting between the Developer, Developer's representatives, Wall Township and the Authority to discuss conceptual local and regional wastewater infrastructure design to service the "1875 Route 34" site bounded by Hurley Pond Road, Route 34 and Route 195 in Wall Township. The Board has been previously advised that there is a service territory matter between MRRSA and the South Monmouth Regional Sewerage Authority (SMRSA) that bifurcates the subject parcel. Updated topographical data clearly indicates that proposed development is in the MRRSA basin. However, this project has been some pushback at the local level and a mapping revision to move the MRRSA/SMRSA boundary is not advisable at the moment. The Developer is proceeding with conveying wastewater flow both ways (a portion to MRRSA and a portion to SMRSA) and the Authority has advocated for an advantageous design westward along Hurley Pond Road that will provide sewer service to adjacent properties down to the Howell border line at no cost to the Township. MRRSA will update the Board as this project advances.
- ❑ **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 forcemain 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 engaged the Township and a resolution has been placed on the June agenda for consideration of a shared services agreement.
- ❑ Financing is required in the estimated total gross amount of \$11.6M for (4) separate Authority CIP initiatives. The Authority has been collaborating with NW Financial and GluckWalrath and developed a plan for I-Bank funding, where all four "sub-projects" can be timed appropriately and rolled into a single long-term loans. Authority Bond Counsel has recommended that a Project Note resolution be considered. Said resolution has been included within the September 2023 agenda.
- ❑ The Ocean County Utilities Authority (OCUA) is progressing with the Northern Collection System Capacity Study. Representatives from OCUA engaged MRRSA at the end of August and a conference call was held to discuss the OCUA's temporary metering initiative. MRRSA offered to share applicable meter data and provided OCUA with "view only" access to MRRSA's ArcGIS Online account. It behooves the MRRSA to collaborate with the OCUA on this very important study. The Board will be kept advised of progress and findings as necessary.

Application Matters

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



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):** After delays from the manufacturer, shop drawing review has commenced as of September 2023. Equipment lead time is unknown at the moment but the Authority would anticipate that actual construction would not begin until sometime in early 2023. The Board will be kept advised of any developments.
- ❑ **Con. 55B-System Wide MH Casting Replacements Phase 3 (CME):** Design is 95% complete and the Authority can expect the project to be advertised for public bid during Fall 2023, with consideration at a public meeting thereafter. It is noted that Monmouth County has awarded a project for realignment of Route 524 in the vicinity of Our House Tavern. A significant portion of the manholes within Con. 55B are located in the section of roadway to be realigned. CME has been coordinating with Monmouth County to potentially include MH casting replacement under the County's project (as a change order). The Board can expect to consider this change order at a subsequent meeting. The scope (and cost) of Con. 55B would be revised to reflect the changes.
- ❑ **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):** Property appraisals have been completed and offer letters were certified mailed to property owners. The Authority has (finally) connected with appropriate personnel at Verizon to proceed with easement acquisition; however, acquisition has not seen any progress. Condemnation may be required but the Authority will continue attempting to engage with property owners prior to recommending that course of action. Planning/Zoning Board application shall immediately follow easement acquisitions.
- ❑ **Con. 65-Chemical System Improvements (Greeley):** Design is 95% complete and it's anticipated this project will be publicly bid Fall 2023.
- ❑ **Con. 68-Route 547 Force Main Improvements (Mott Mac):** After thoughtful consideration, the Authority has directed Mott MacDonald to proceed with sliplining of the existing 16-inch Route 547 Force Main with a suitable SDR 14-inch HDPE pipe from the Lower Manasquan Pump Station to Air Release MH No. 2. Effects on hydraulics would be de minimis and the Authority would have a brand new pipeline with a minimum 75-year service life. Replacement-in-kind and prolonged bypass pumping will be required within the Route 547 right-of-way, as available space for a more advantageous alignment is not available. 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):** *No update since last month.* Mott MacDonald is progressing with design. 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. A meeting was held with representatives of the Monmouth County Parks System on Friday, March 31st. Details of construction within the Green Acres park were discussed. The Board can anticipate considering a Hold Harmless

Agreement with Monmouth County, as is standard procedure.

- ❑ **Con. 70-23-CY 2023 Wet Well Cleanings**: The first half of cleanings have been completed at the Upper Manasquan Pump Station, Lower Manasquan Pump Station, Mingamahone Pump Station and the Hurley Pond Road Interceptor. The first payment estimate has been included within the September 2023 bill list.

- ❑ **Advanced WRRF Facilities Plan (Phase 1)**: This initiative has been assumed by Jacobs and an kick-off meeting was held in August 2023 with representatives of Jacobs and MRRSA to plan completion of the Phase 1 Facilities Plan. Progress is being made to that effect. The Board will be advised as this effort is brought to completion. Meeting with both the EXECOM and ENGCOM can be expected to discuss the final document and recommendations.

- ❑ **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 ENGCOM. Recommendations to the Board will be provided, accordingly.

- ❑ **Regional Interceptor System Rehabilitation**: PS&S was authorized at the Authority's July 2023 public meeting. Field investigations are scheduled within the upcoming weeks. MRRSA and PS&S have discussed the Firm's oversight of the I-Bank financing subprojects. Design is just beginning and will continue into 2024.