



Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON
WEDNESDAY, OCTOBER 18, 2023 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-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: Mr. Daly, Mrs. DeSarno, Mr. Fischer, Mrs. Garcia, Mr. Gartz,
Mrs. Linszky, Mrs. McKenna, Mr. Tantillo, Chairman Gatto
ABSENT: Mr. Wilson

APPROVAL OF THE PUBLIC MEETING MINUTES HELD SEPTEMBER 20, 2023

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

ROLL CALL

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

MOTION FOR PROCLAMATIONS RECOGNIZING THE OUTSTANDING EFFORTS OF ANNETTE TRAN, SARAH WARD AND LEAH MOREIRA IN PAINTING OF THE AUTHORITY'S LOGO ON THE PUBLIC MEETING ROOM WALL

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

DISCUSSION: Mr. Brach clarified that these were students from Howell High School and that the Authority had framed proclamations that would be delivered to Howell High School for the students.

ROLL CALL

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

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Introduction of 2024 Authority Budget

SUMMARY OF THE 2024 AUTHORITY BUDGET BY EXECUTIVE DIRECTOR

Mr. Brach provided a concise prepared statement on development of the 2024 Budget and indicated that it was predicated on a 2.92% bulk rate increase. Of note were the closing of the Nestle factory in Freehold Borough, inflationary environment and the pending \$15M+ NJ Infrastructure Bank financing for several prioritized Capital Improvement Program initiatives, all of which had been taken into consideration during budget development.

There were no questions or comments from the Board.

RESOLUTION NO. 2023-70 INTRODUCTION OF THE 2024 AUTHORITY BUDGET FOR THE FISCAL YEAR OF JANUARY 1, 2024 TO DECEMBER 31, 2024

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

ROLL CALL

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

General Matters

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

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

RESOLUTION NO. 2023-71 AUTHORIZING THE NOTICE OF "FAIR AND OPEN" REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

RESOLUTION NO. 2023-72 AUTHORIZING CENTRAL JERSEY HEALTH INSURANCE FUND DIVIDEND REFUNDS TO ELIGIBLE EMPLOYEES FOR CLOSEOUT OF THE 2022 PLAN YEAR IN THE TOTAL AMOUNT OF \$1,103.07

RESOLUTION NO. 2023-73 APPOINTING AMERICAN FIDELITY TO ADMINISTER THE SECTION 125 FLEXIBLE BENEFIT PLAN AND OFFER VARIOUS VOLUNTARY INSURANCE PRODUCTS AT NO COST TO THE AUTHORITY

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

ROLL CALL

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

Finance Matters

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

APPROVAL OF THE SEPTEMBER 2023 TREASURER'S REPORT AND TRANSFER OF A TOTAL OF \$235,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE OCTOBER BILL LIST IN THE AMOUNT OF \$189,885.25

APPROVAL OF THE PAYMENT OF THE DEVELOPER ESCROW IN THE AMOUNT OF \$7,121.50

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

ROLL CALL

AYES: Mr. Daly, Mrs. DeSarno, Mr. Fischer, Mrs. Garcia, Mr. Gartz,
Mrs. Linszky, Mrs. McKenna, Mr. Tantillo, Chairman Gatto
NAYS: None
ABSTAIN: Mr. Fischer (*PS&S Invoice in the Amount of \$715.00*)
DISQUALIFY: None
ABSENT: Mr. Wilson

Application Matters

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

MOTION GRANTING EXECUTIVE DIRECTOR AUTHORIZATION TO ENDORSE AND PROCESS A PENDING SEWER APPLICATION FOR THE "RENAISSANCE AT FREEHOLD" PROJECT IN FREEHOLD TOWNSHIP UPON SATISFACTION OF PROFESSIONAL REVIEW REQUIREMENTS AND PAYMENT OF CONNECTION FEES (TO BE RATIFIED A SUBSEQUENT MEETING)

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

ROLL CALL

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

Mr. Gatto inquired if the Authority had collaborated with Counsel on amending the existing developer review process. Mr. Brach explained that Counsel had not yet been engaged. Mr. Brach explained that the current process for approval of developer reviews sometimes leads to (unnecessary) delays due to the Authority's practice of meeting once a month. Mr. McLaughlin agreed that at this juncture, the Board could consider amending the procedure to streamline the approval process. Mr. Brach would engage Counsel and recommend an amended procedure for consideration by the Board at some point in the near future.

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Reports

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

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

EXECUTIVE DIRECTOR'S REPORT: The October 2023 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. Daly informed the Board that there was nothing to report.

OLD BUSINESS: None.

NEW BUSINESS: Mr. Brach informed the Board that after discussing the ongoing Plumsted Municipal Utilities Authority (PMUA) assistance during budget workshops, important feedback was received regarding potential liability. Taking this into consideration, the Authority collaborated with MRRSA Counsel, MRRSA Risk Manager, PMUA Counsel and the PMUA Risk Manager to develop an Indemnification Agreement (a copy of which was at everyone's seat). Mr. Brach noted that the PMUA had authorized this agreement at their October 17, 2023 meeting and it was requested that MRRSA's Board consider authorization tonight. Mr. Brach explained that indemnification was important for the Authority as a whole, individual staff and the Board.

Mr. Gatto detailed the history of the PMUA assistance and noted that this Indemnification Agreement was important until such time that a formal shared services agreement could be considered. Mr. Brach added that he was actively working on such an agreement and would be collaborating with Counsel in short order.

There were no questions or comments from the Board.

RESOLUTION NO. 2023-73 APPROVING AN INDEMNIFICATION AGREEMENT WITH THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY

Moved by Mrs. DeSarno, seconded by Mrs. Linszky.

ROLL CALL

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mr. Wilson

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 5:39pm.

Respectfully submitted,


Olga R. McKenna, Secretary

ATTACHMENT A
October 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: October 13, 2023

TO: MRRSA Commissioners

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

RE: Summary of Executive Director's Report Items
October 18, 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:

- **2024 Budget Reportable Compensation Forms**: All Commissioners will be receiving a request for compensation information (relevant to the 2024 Budget). Please contact the Executive Director with any questions.
- **2024 Bulk Rate Hearing**: The Authority will be holding a hearing at the November 8th public meeting to consider a 2.9% increase in the Authority's Bulk Rate. Hearing materials will be provided within the November meeting package.
- **2023 AEA Annual Conference**: The AEA's Annual Conference is being held at Caesars Atlantic City on Tuesday, November 14th into Wednesday, November 15th. If you're interested in attending, please advise the Executive Director and the Authority will process your registration.
- **CJHIF 2024 Open Enrollment**: Open Enrollment for benefits through the CJHIF has commenced. This is a "passive" Open Enrollment. Please notify the Executive Director of any changes by the end of business on **Friday, October 27th**.
- **Holiday Gathering**: An informal gathering at The Loaded Spoon (108 Schanck Road, Freehold Township) is tentatively being planned for Commissioners, spouses and Professionals. Please keep your calendars open after the Authority's public meeting on December 13, 2023! Details to follow.

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

Respectfully,
Brian



ATTACHMENT B
October 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 October 18, 2023

General

- ❑ **No update since last month.** 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 \$15.4M 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 loan. A Project Note resolution was authorized by the Board at the September 2023 meeting. Authority Bond Counsel has now recommended that a related Supplemental Project Note resolution be considered. Said resolution shall be included within the November 2023 agenda.

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):** *No update since last month.* 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):** *No update since last month.* 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):** *No update since last month.* 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):** *No update since last month.* 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):** *No update since last month.* 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 ENGCOM 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 ENGCOM. 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:** *No update since last month.* 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.

- ❑ **Advanced WRRF Facilities Plan (Phase 1):** *No update since last month.* This initiative has been assumed by Jacobs and a 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.
- ❑ **Con. 71-Regional Interceptor System Rehabilitation:** PS&S has completed initial field investigations. Design is just beginning and will continue into 2024.
- ❑ **Con. 72-Slide Gate Replacement at the UMPS:** PS&S was authorized at the Authority's September 2023 public meeting. Field investigations are scheduled within the upcoming weeks. Design is just beginning and will continue into 2024.

ATTACHMENT C
2024 MRRSA Budget Executive Summary



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

2024 MRRSA Budget Executive Summary

The proposed 2024 Budget reflects several administrative and operational changes implemented by the Board, a 2.0% increase in OCUA service charges, and balances current operational requirements with future capital objectives.

The proposed 2024 Budget anticipates:

- 2.9% Composite Bulk Rate Increase
- 0.3% increase in both Revenues and Appropriations
(No use of Unrestricted Retained Earnings)
- 4.7% median salary increases
- Projected 2024 wastewater flows of 2,229.75-MG
(Annual Charges to be billed at 2,329.75-MG)

MRRSA's proposed 2024 Budget and the associated bulk rate increase are strategic in implementation of several operating initiatives, while recognizing both record inflationary pressures and a recent trend of lower wastewater flows (ie: lower revenues). It is advisable that the Board consider this **relatively** moderate rate in increase and not defer an increase to another budget year. The Board's recent strategy of smaller, consistent rate increases to normalize the ebbs and flows of economic pressures has been fundamental in creating a resilient budget to the benefit of all Participants.

Of note are the anticipated closure of the Nestle's Plan in Freehold Borough, recent trends of a volatility in the property/liability insurance and energy markets, record inflation, seemingly unpredictable PERS appropriations and funding for implementation of numerous initiatives. The Authority is also embarking on several prioritized capital improvement projects with total estimated costs exceeding \$15M, which will increase resiliency of infrastructure for decades to come, but will have an impact in the form of increased future debt service obligations.

Proposed salary increases are fair but cannot be commensurate with record inflation and the risk of losing skilled employees is very real in the current economic conditions. It should be noted that proposed 2024 base salary levels are less than what they were in 2008. This has been accomplished through strategic attrition, reorganization of Operations staff and leveraging of technology to assist with more proactive maintenance.

2024 Budget Introduction

October 18, 2023 Public Meeting

2024 Bulk Rate Hearing

November 8, 2023 Public Hearing

2024 Budget Adoption

December 13, 2023 Public Meeting

