



Public Meeting Minutes of the Manasquan River Regional Sewerage Authority

FOR THE PUBLIC MEETING HELD ON
WEDNESDAY, DECEMBER 13, 2023 AT 5:31PM

An advertised Public Meeting of the Manasquan River Regional Sewerage Authority was called to order by Vice Chairman James A. Daly in the Authority's Headquarters, 89 Havens Bridge Road, Farmingdale, New Jersey at approximately 5:31pm. Following an opening statement regarding the "Open Public Meeting Act" pursuant to the Laws of 1975, the Pledge of Allegiance was recited.

Vice Chairman Daly 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, Mr. Gartz, Mrs. Linszky, Mr. Wilson
ABSENT: Mrs. McKenna, Mr. Tantillo, Chairman Gatto

APPROVAL OF THE 2024 BULK RATE PUBLIC HEARING TRANSCRIPT HELD NOVEMBER 8, 2023

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

ROLL CALL

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

APPROVAL OF THE PUBLIC MEETING MINUTES HELD NOVEMBER 8, 2023

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

ROLL CALL

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

Adoption of 2024 Budget

RESOLUTION NO. 2023-78 ADOPTION OF THE 2024 AUTHORITY BUDGET

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

ROLL CALL

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



General Matters

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

RESOLUTION NO. 2023-79 AUTHORIZING PROCUREMENT CARD TRANSACTIONS FOR THE TERM OF JANUARY 1, 2024 THROUGH DECEMBER 31, 2024 IN A MAXIMUM AMOUNT NOT-TO-EXCEED \$70,750.00

RESOLUTION NO. 2023-80 DESIGNATING EXECUTIVE DIRECTOR THE 2024 PUBLIC AGENCY COMPLIANCE OFFICER

RESOLUTION NO. 2023-81 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR INFORMATION TECHNOLOGY SERVICES

RESOLUTION NO. 2023-82 AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO A SHARED SERVICES AGREEMENT BETWEEN THE MRRSA AND FREEHOLD TOWNSHIP FOR AUTOMOTIVE SERVICES

RESOLUTION NO. 2023-83 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. 2023-84 APPOINTING CONNER STRONG & BUCKELEW AS 2024 RISK MANAGEMENT CONSULTANT

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

ROLL CALL

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

Personnel Matters

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

RESOLUTION NO. 2023-85 ESTABLISHING 2024 EMPLOYEE SALARIES

RESOLUTION NO. 2023-86 ESTABLISHING 2024 COMMISSIONER SALARIES

MOTION AUTHORIZING CARRYOVER OF PERSONAL AND VACATION TIME INTO CALENDAR YEAR 2024 FOR AUTHORITY EMPLOYEES AT THE DISCRETION OF THE EXECUTIVE DIRECTOR TO AVOID OPERATIONAL ISSUES

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

ROLL CALL

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

“Fair and Open” RFP Matters

(All “Fair and Open” RFP Matters were enacted by a single motion, unless otherwise noted)

RESOLUTION NO. 2023-87 AWARDED RFP NO. 2023-01 FOR 2023 CONSULTING ACCOUNTANT TO ANTONIDES AND SIBILIA, CPA’S IN A FIXED FEE AMOUNT OF \$6,650.00

RESOLUTION NO. 2023-88 AWARDED RFP NO. 2023-02 FOR 2023 PROFESSIONAL AUDITING SERVICES TO HOLMAN FRENIA ALLISON, P.C. IN A FIXED FEE AMOUNT OF \$27,000.00

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

DISCUSSION: Mr. Gartz inquired if Holman Frenia Allison, P.C. (HFA) provided an explanation for the 26% increase in their proposed fee. Mr. Brach responded that HFA had not increased their fee in approximately 5-years and the increase can be attributed to inflationary factors.

Mr. Daly noted that it was important to the Board to know how Authority Administration was being serviced by HFA and particularly inquired if there were any issues. Mr. Brach responded that there were no concerns with HFA’s service. Mr. Hil added that HFA has been responsive and good while on-site and noted no issues.

There were no further questions or comments from the Board.

ROLL CALL

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

Capital Improvement Program Matters

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

RESOLUTION NO. 2023-89 APPROPRIATING A NET OF \$122,004.98 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 \$3,076,300.02

RESOLUTION NO. 2023-90 AUTHORIZING FRENCH & PARRELLO ASSOCIATES TO PROVIDE ENGINEERING SERVICES FOR THE ASSESSMENT AND ALTERNATIVES ANALYSIS OF THE ELECTRICAL SYSTEM AT THE AUTHORITY’S HEADQUARTERS COMPLEX IN A MAXIMUM NOT-TO-EXCEED AMOUNT OF \$47,850.00

RESOLUTION NO. 2023-91 AUTHORIZING PURCHASE OF SPECIALIZED SEWER CLEANING AND INSPECTION EQUIPMENT FROM JET VAC EQUIPMENT, LLC FOR A FIXED FEE OF \$74,154.98 UNDER CONTRACT NO. 101221-SCA AND CONTRACT NO. 120721-EVS OF THE SOURCEWELL NATIONAL COOPERATIVE PRICING SYSTEM

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

ROLL CALL

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

Finance Matters

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

APPROVAL OF THE NOVEMBER 2023 TREASURER'S REPORT AND TRANSFER OF \$383,000.00 FROM REVENUE ACCOUNT TO CHECKING ACCOUNT

APPROVAL OF THE PAYMENT OF THE DECEMBER BILL LIST IN THE AMOUNT OF \$291,272.93

MOTION AUTHORIZING WIRE TRANSFER TO US BANK ON OR BEFORE THE JANUARY 15, 2024 DEADLINE FOR PAYMENT IN AN AMOUNT OF \$53,374.58 FOR THE SERIES 2013A GOVERNMENTAL POOLED LOAN REVENUE BOND (TO BE RATIFIED ON THE JANUARY 2024 BILL LIST)

RESOLUTION NO. 2023-92 RATIFYING EXECUTION OF THE LINCOLN FINANCIAL GROUP "CHANGE OF FINANCIAL PROFESSIONALS AND/OR PAYMENT METHOD" FORM FOR THE AUTHORITY'S 457(B) PLAN

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

ROLL CALL

AYES: Mrs. DeSarno, Mr. Fischer, Mrs. Garcia, Mr. Gartz, Mrs. Linszky, Mr. Wilson, Mr. Daly

NAYS: None

ABSTAIN: Mr. Fischer (*PS&S Invoice in the Amount of \$12,339.24*)

DISQUALIFY: None

ABSENT: Mrs. McKenna, Mr. Tantillo, Chairman Gatto

Application Matters

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

RESOLUTION NO. 2023-93 APPROVAL OF SEWER APPLICATION NO. 2023-20 FOR THE "GOLDEN MEADOW ESTATES" APPLICATION (FREEHOLD TOWNSHIP)

RESOLUTION NO. 2023-94 TABLED

RESOLUTION NO. 2023-95 APPROVAL OF SEWER APPLICATION NO. 2023-23 FOR THE "RENAISSANCE ESTATES AT FREEHOLD" APPLICATION (FREEHOLD TOWNSHIP)

MOTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE APPLICABLE DOCUMENTS FOR MRRSA APPLICATION FOR SEWER NO 2023-24 FOR THE "18 LLOYD STREET APARTMENTS" PROJECT IN FREEHOLD BOROUGH UPON SATISFACTION OF THE AUTHORITY'S PROFESSIONALS (TO BE RATIFIED AT A SUBSEQUENT MEETING)

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

DISCUSSION: Mrs. Linszky inquired why Resolution No. 2023-94 was being tabled. Mr. Brach explained that Mott MacDonald had requested substantiating information from the Applicant, which has yet to be provided. Mr. Brach noted that the Board previously authorized him to execute the application upon Professional satisfaction, to be ratified at a subsequent meeting. There were no further questions.

ROLL CALL

AYES: Mrs. DeSarno, Mr. Fischer, Mrs. Garcia, Mr. Gartz, Mrs. Linszky, Mr. Wilson, Mr. Daly

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Mrs. McKenna, Mr. Tantillo, Chairman Gatto

Reports

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

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

EXECUTIVE DIRECTOR'S REPORT: The December 2023 Executive Director's Report has been attached for the record. Mr. Brach provided context to the resolution within New Business urging opposition to Assembly Bill A-5659. Mr. Brach wanted to bring to the Board's attention the fact that several laws and court decisions in recent years have contributed towards skyrocketing property and liability rates for government entities. This resolution, if considered by the Board, would urge the Authority's District 11 and District 30 State representatives to oppose the bill and conduct thorough due diligence and cost analysis before considering such legislation in the future. Mr. Brach noted that the MEL provided a template resolution and further detailed recent premium increases in excess of 20% over the past several years.

OCEAN COUNTY UTILITIES AUTHORITY (OCUA) REPORT: Mr. Daly noted that the OCUA was in support of opposition to Assembly Bill A-5659.

OLD BUSINESS: None.

NEW BUSINESS:

RESOLUTION NO. 2023-96 URGING OPPOSITION TO ASSEMBLY BILL A-5659 AND REQUESTING THAT NO FURTHER LEGISLATION OR REGULATIONS BE CONSIDERED THAT WOULD INCREASE LOCAL GOVERNMENT INSURANCE CLAIMS WITHOUT A THOROUGH AND COMPLETE ANALYSIS OF THE COSTS

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

ROLL CALL

AYES: Mrs. DeSarno, Mr. Fischer, Mrs. Garcia, Mr. Gartz, Mrs. Linszky, Mr. Wilson, Mr. Daly

NAYS: None

ABSTAIN: None

DISQUALIFY: None

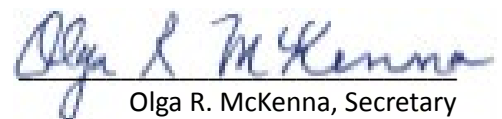
ABSENT: Mrs. McKenna, Mr. Tantillo, Chairman Gatto

MEMBERS COMMENTS: None.

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

Mr. Daly wished everyone a Merry Christmas and Happy 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 5:44pm.

Respectfully submitted,


Olga R. McKenna, Secretary

ATTACHMENT A
December 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: December 8, 2023

TO: MRRSA Commissioners

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

RE: Summary of Executive Director's Report Items
November 8, 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:

- **Opposition to Assembly Bill A-5659:** Attached is an email received from the Municipal Excess Liability Joint Insurance Fund (the "MEL"). The Authority, through the NJUA JIF, is part of the MEL. The email details issues specific to New Jersey that have caused skyrocketing property/liability premium rates over the past several years. The MEL has requested that all affected members (which is essentially MRRSA and all of our Participant Municipalities) pass a resolution opposing Assembly Bill A-5659 and requesting that our State Legislators take no further action on pending or proposed legislation/regulations that would increase local government insurance claims without a thorough and complete analysis of the costs. Increasing insurance costs will continue to constrain local government budgets.

Should the Board wish to support the MEL's request, Resolution No. 2023-96 has been prepared and shall be considered under "New Business".

- **Best Wishes for a Happy and Healthy New Year!**

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

Respectfully,
Brian



ATTACHMENT B
December 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 December 13, 2023

General

- ❑ **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.

- ❑ **No update since last month.** The MRRSA has taken one of the lead roles in "pitching" the high level concept of a Monmouth County biosolids resiliency facility (to be preferably located within the Monmouth County Landfill). An initial meeting was held with Commissioner Director Arnon and Deputy Director DiRocco on Wednesday, October 25th. County Administrator, Terri O'Connor, was present at the very end of the meeting. These discussions are in the early stages and not for public consumption. However, I wanted the Board to be aware of the initiative in the event MRRSA's participation gets back to you. This has the potential to be a transformative project that would benefit every resident of Monmouth County, MRRSA and MRRSA Participant communities alike. Further details will be disseminated amongst the Board at the appropriate time(s).

- ❑ **No update since last month.** Dilworth Paxson has contacted MRRSA and suggested that the Authority (and Participant Municipalities) consider engagement in various investigations and potential litigation surrounding PFAS (aka: "forever" chemicals). Exact implications are unknown but remediation efforts can be extremely costly. Ever increasing regulations are all but certain. MRRSA is considering involvement and may lead an effort to collaborate with Participant Municipalities. The landscape of possible contamination and exposure is large and it would behoove MRRSA to explore further. The Board will be kept updated as appropriate on any developments.

Application Matters

- ❑ There is nothing out of the ordinary for those application matters being considered on the December 2023 agenda.



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 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 and 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:** *No update since last month.* PS&S has completed initial field investigations. Design is just beginning and will continue into 2024.
- ❑ **Con. 72-Slide Gate Replacement at the UMPS:** *No update since last month.* 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.