

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

August 17, 2016

I. and II. Opening and Attendance at Meeting.

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:00 p.m., prevailing time, on Wednesday, August 17, 2016, by the Vice-Chairman, Mr. George in the Meeting Room at the Authority Administration Building, 150 Joline Avenue, Long Branch, New Jersey, attended by Mr. Booth and Mr. Brown. Mr. Blaisdell attended via telephonic communication. Mr. Mazza was absent.

In addition to the Members of the Authority hereinabove-stated, there were present at said Regular Meeting the following professional attaches: Executive Director, Joseph A. Martone; John L. Bonello, Esq., Authority Counsel; John Van Dorpe & Sue Brasefield, of the firm Maser Consulting, Authority Engineers; David Kaplan, of the firm Wiss & Co., Authority Auditor; Laurie Hartnett, PCC Officer; Thomas Roguski, Staff Engineer; and Nicole Woods, Secretary.

III. Announcement Pursuant to New Jersey Open Public Meeting Act.

Adequate Notice of this Regular Meeting and of all Regular Meetings for the Year 2016, has been provided by publication thereof in the *Link* on February 25, 2016, as a "legal" advertisement and in the *Asbury Park Press* on February, 20 2016, as a "legal" advertisement and by forwarding duplicates thereof on February 19, 2016, to the Clerks of the City of Long Branch, Borough of West Long Branch and Borough of Monmouth Beach for filing in their respective offices and for posting in a public place in each such Municipality.

IV. Public Participation.

Mr. Lepore from 38 Ocean Terrace addressed the board.

Mr. Lepore informed the board that several new projects within the city were approved at the city's planning board meeting last night. Mr. Lepore had nothing further to discuss.

On Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain; the Public Participation portion of the Meeting was closed.

V. As to the Minutes of the Regular Meeting of July 20, 2016

On Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on July 20, 2016 to be dispensed with and that such Minutes be, and they are hereby, approved as recorded and circulated.

VI. As to the Minutes of the Executive Session held on July 20, 2016, if any

None

VII. Correspondence

The attached list of correspondence was reviewed by the Authority. Individual items were dealt with as follows:

Mr. Martone explained that item # 22 is a partial payment request for PM Construction.

Mr. Martone recommended the following resolution.

RESOLUTION

Mr. Booth offered the following Resolution and moved its adoption; seconded by Mr. George

WHEREAS, the Long Branch Sewerage Authority has received a Partial Payment Request, #13, from P.M. Construction Corp. for the 2014 Collection System Rehabilitation Project, and

WHEREAS, this request for payment is in the amount of \$64,568.63, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated August 15, 2016, attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it approves payment of request #13 to P.M. Construction Corp. in the amount of \$64,568.63

ROLL CALL:

Mr. Blaisdell	- AYE
Mr. George	- AYE
Mr. Brown	- AYE
Mr. Booth	- AYE
Mr. Mazza	- ABSENT

Date: August 17, 2016
R1.8-16
Exhibit A

Mr. Martone had nothing further to report under correspondence.

**LIST OF CORRESPONDENCE FOR REGULAR MEETING
LONG BRANCH SEWERAGE AUTHORITY**

August 17, 2016

- 1) Certified Notice of Public Hearing dated 7/14/16 received 7/20/16 from Martin A. McGann, Jr., Esq., re: 276, 286 & 290 Ocean Ave / B 216 L 11, 12 & 24
- 2) Agenda and Reports received 6/22/16 from JIF, re: Toms River MUA meeting on July 27th at 10:30A.M
- 3) Letter dated 7/19/16 received 7/22/16 from Monmouth County Planning Board, re: August 3rd Meeting Cancellation
- 4) Affidavit of Publication dated 7/22/16 received 7/25/16 from the Asbury Park Press, re: Wastewater Treatment Operator position
- 5) Certified Public Notice dated 7/19/16 received 7/25/16 from John A. Giunco, Esq., re: B 15 L18 / 3 Ocean Court
- 6) Certified Public Notice dated 7/20/16 received 7/25/16 from Martin A. McGann, Jr. Esq., re: B216 L9, 10 & 25, 310 Ocean Ave
- 7) Letter dated 7/25/16 received 7/26/16 from David Kaplan, re: Connection Fee Hearing

- 8) Certified Public Notice dated 7/21/16 received 7/28/16 from Gital Dodelson, Esq., re: B56 L13 / 55 Pullman Ave
- 9) Certified Public Notice received 7/28/16 from Siciliano & Bransley, LLC, re: B489 L12.01 / 19 Rivergate Way
- 10) Letter dated 7/26/16 received 7/29/16 from In-Site Engineering, re: Utility Availability Request for B127 L4, 55 Brighton Ave
- 11) Affidavit of Publication dated 7/28/16 received 8/1/16 from the Asbury Park Press, re: Connection Fee Hearing
- 12) Letter dated 6/23/16 received 8/1/16 from New Jersey Utility Authorities Joint Insurance Fund, re: Loss Control Report
- 13) Certified Notice of Hearing dated 7/25/16 received 8/2/16 from Peter S. Falvo, Jr. Esq., re: B28 L95 West Long Branch / 268 Norwood Ave
- 14) Letter of Transmittal dated 8/2/16 received 8/2/16 from Maser Consulting, re: Meeting Minutes 2010-2013
- 15) Letter dated 8/3/16 received 8/5/16 from In-Site Engineering, re: Utility Availability Request – Sewer, B 216 L 14, 15 & 23 / 345 Ocean Blvd
- 16) Letter of Transmittal dated 8/3/16 received 8/5/16 from Maser Consulting, re: Phase II Sanitary Sewer Rehabilitation – Wastewater Treatment Plant Emergency Generator Plans
- 17) Certified Letter dated 8/2/16 received 8/8/16 from Leon S. Avakian, Inc., re: Individual Flood Hazard Area Control Permit and FWSGP# 13 Lake Dredging Permit, B64 L1 and B80 L5
- 18) Email received 8/8/16 from New Jersey Water Environment Association, re: 2016 Fall Technology Transfer Seminar
- 19) Affidavit of Publication dated 7/28/16 received 8/9/16 from The Link News, re: Connection Fee Hearing
- 20) Certified Public Notice dated 8/6/16 received 8/10/16 from Mark R. Aikins, Esq., re: B 127 L 4 / 55 Brighton Ave.
- 21) Certified Public Notice dated 8/3/16 received 8/12/16 from Martin A. McGann, Jr. Esq., re: B3 L1.01 / 48 Lincoln Ave
- 22) Letter dated 8/15/16 received 8/15/16 from Maser Consulting, re: Partial Payment request #13 from P.M. Construction for the 2014 Collection Project

ACTION

- 23) Certified Notice of Hearing dated 8/10/16 received 8/16/16 from Jennifer S. Krimko, Esq., re: West Long Branch B23 L1,2,3,22.01,24,25 & 26 / Wall Street & Elmwood Avenue

On Motion by Mr. Booth, seconded by Mr. George, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the attached List of Correspondence was ordered, received, and filed.

VIII. Report of Executive Director for July, 2016

Mr. Martone stated that several employees have requested permission to attend the NJWEA Technology Transfer Seminar to be held at the Eatontown Sheraton from September 12, 2016 to September 15, 2016.

Mr. Martone recommended the following resolution.

RESOLUTION

Mr. Booth offered the following resolution and moved its adoption; seconded by Mr. Brown,

WHEREAS, a number of employees have requested permission to attend a Technology Transfer Seminar sponsored by NJWEA at the Sheraton in Eatontown, and

WHEREAS, it is to the benefit of the Long Branch Sewerage Authority to have its employees continue their education and obtain licenses, and

NOW, THEREFORE, BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY, that this request to attend NJWEA Technology Transfer Seminars is hereby approved subject to the Executive Director's scheduling and approval of employees, and

BE IT FURTHER RESOLVED that the participants will follow the rules for "Schooling" covered in the appropriate Article in their Contract.

ROLL CALL:

Mr. Blaisdell - AYE
Mr. George - AYE
Mr. Booth - AYE
Mr. Brown - AYE
Mr. Mazza - ABSENT

Date: August 17, 2016
R2.8-16

Mr. Martone explained that the Authority must bid the following contracts for the year 2017; Sodium Hypochlorite, Magnesium Hydroxide, Aluminum Hydroxide Chloride, Dry Polymer, Emulsion Polymer, Sand and Grit Removal, Pump and Motor Repair and New Motor Purchase, Road Restoration and Infrared Paving, Sanitary Sewer System Repairs, Electrical Services and Surveillance Camera Maintenance.

Mr. Martone recommended the following resolution.

RESOLUTION

Mr. Booth offered the following Resolution and moved its adoption; seconded by Mr. Brown

WHEREAS, the Long Branch Sewerage Authority (herein after "the Authority") desires to contract for the following: (1) removal, transport, and disposal of sand, grit, and bar screen screenings; (2) furnishing and delivery of dry polymer; (3) furnishing and delivery of emulsion polymer; (4) furnishing and delivery of aluminum hydroxide chloride; (5) furnishing and delivery of sodium hypochlorite; (6) furnishing pump & motor repairs and new motor purchase; (7) road restoration and infrared paving; (8) furnishing and delivery of magnesium hydroxide (9) sanitary sewer system repairs and service lateral installations; (10) electrical maintenance services; (11) surveillance camera maintenance; (12) Odor Control Media; and

WHEREAS, the Authority has determined that said purchases should be made by public bid in accordance with law, and

WHEREAS, it is required by law that the Authority advertise for said bids, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that:

1. The Authority is authorized to advertise for bids for the above-described contracts.

2. The Authority Chairman and/or Executive Director are authorized to sign any documents to effectuate this resolution.

ROLL CALL:

Mr. Blaisdell	- AYE
Mr. George	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Mazza	- ABSENT

Date: August 17, 2016
R3.8-16

Mr. Martone explained that as required by the Joint Insurance Fund, the Employment Practice Manual must be updated every two years. Mr. Martone stated that the manual has been updated and review by the Authority's Labor Counsel.

Mr. Martone recommended the following resolution.

RESOLUTION

Mr. Booth offered the following Resolution and moved its adoption; seconded by Mr. Brown

WHEREAS, it is the policy of The Long Branch Sewerage Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Long Branch Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Long Branch Sewerage Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority's Board of Directors and Executive Director.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that Arthur Thibault as Labor Counsel has reviewed the Long Branch Sewerage Authority personnel hand book, and

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Process Control/Compliance Officer and the Authority Attorney shall assist the Executive Director in the implementation of the policies and procedures in this manual.

ROLL CALL:

Mr. Blaisdell - AYE
Mr. George - AYE
Mr. Booth - AYE
Mr. Brown - AYE
Mr. Mazza - ABSENT

Date: August 17, 2016

R4.8-16

Exhibit B

Mr. Martone had nothing further to report.

On Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the report of the Executive Director, as prepared and submitted, is hereby approved and ordered received and filed and made part of the Minutes of this Meeting.

IX. As to Bills submitted for payment by Long Branch Sewerage Authority for the Month of July, 2016

The following Resolution was moved by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 17th DAY OF AUGUST 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of July 2016 are found regular and payment of each and all, thereof is authorized to be paid out of the Revolving Fund, General Funds, Revenue Fund or Collection Account as indicated on the said List of Bills attached to the Executive Director's Report.

X. Report by Authority Counsel of the Activities of that Office and of Actions taken since July 20, 2016

Mr. Bonello stated that he has been working with the developer's counsel to finalize the agreement for the South Beach redevelopment project.

Mr. Bonello explained that he has also been working on the easement for Lake Avenue.

Mr. Bonello had nothing further to report.

On Motion by Mr. Brown, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by the Authority Counsel of and with regard to each and all of the foregoing items be, and they are in all respects approved, confirmed, and ratified.

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since July 20, 2016

Mr. Kaplan reported that he established the new connection fee which was presented earlier at the public hearing.

On Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by Authority Auditor of and with regard to each and all of the foregoing items be, and they are in all respects, approved, confirmed and ratified.

XII. As to Insurance Committee.

Status Quo

XIII. Report, if any, by Investment Committee.

The investments are as listed.

On Motion by Mr. Booth, seconded by Mr. George, and passed by the affirmative vote of three members present, no nays, one absent, one abstain (Mr. Brown); the Authority Investments were approved and made.

XIV. Transfers, if any.

The transfers are as listed.

The following Resolution was moved by Mr. George, seconded by Mr. Booth, and passed by the affirmative vote three members present, no nays, one absent, one abstain (Mr. Brown), approving the Authority Transfers for the month of July 2016 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 17th DAY OF AUGUST 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of July 2016 as submitted by the Executive Director and orders said report received and filed.

XV. Old Business.

A. Engineer's Report on Redevelopment Projects

Mr. Van Dorpe reported that a meeting was held between the engineers regarding the South Beach Redevelopment project.

Mr. Roguski reported that Monmouth University has paid the first half of the connection fee for the Kessler Stadium and are ready to break ground.

B. Future Capital Improvement Program

Nothing to report

C. Fence & Gates

Nothing to report

D. Flood Barriers

Mr. Roguski reported that the one flood barrier still needs to be installed and several railings need to be repaired.

E. Collection Systems Rehabilitation

Mr. Roguski explained that the manhole on the corner of Park and Norwood Avenues remains to be addressed. Mr. Roguski also stated that the paving of Liberty Street and Seaview Avenue will be completed in the fall.

D. Electrical Substation

Mr. Van Dorpe reported that a submission meeting was held to review the plans which are thirty (30) percent complete. Maser engineering is proceeding with design.

E. Inlet Building Roof

Mr. Roguski stated that the contractor is currently replacing the roof.

XVI. New Business

None

XVII. Miscellaneous Suggestions for the Good of the Authority

None

XVIII. Adjournment at 3:12 p.m.

There being no further business, on Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the meeting was adjourned at 3:12 p.m.

Respectfully submitted,

David G. Brown, Secretary

Joseph A. Martone, Executive Director