

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

January 20, 2016

I. and II. Opening and Attendance at Meeting.

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:10 p.m., prevailing time, on Wednesday, January 20, 2016, by the Chairman, Mr. Blaisdell in the Meeting Room at the Authority Administration Building, 150 Joline Avenue, Long Branch, New Jersey, attended by Mr. Booth and Mr. Brown. Mr. George and Mr. Mazza were 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 of the firm Maser Consulting, Authority Engineer; David Kaplan, Authority Auditor; Thomas Roguski, Authority Staff Engineer; Laurie Hartnett, PCC Officer; and Elisabete Vieira, 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 2015, has been provided by publication thereof in the *Link* on March 19, 2015, as a "legal" advertisement and in the *Asbury Park Press* on March 14, 2015, as a "legal" advertisement and by forwarding duplicates thereof on February 20, 2015, 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 questioned a few items regarding the correspondence. First item was #6 which Mr. Martone stated that it was a tort claim and was forwarded to the Authority's insurance for review.

Mr. Lepore inquired regarding item #13 and questioned if this was a streetscape. Mr. Martone responded affirmatively.

Mr. Lepore questioned item #21. Mr. Martone stated that this is the professional appointments for 2016, which includes the attorneys, auditor and engineers that submit their proposals for the February reorganization meeting.

Mr. Lepore inquired about item #24 and questioned where the tie in location for the sanitary sewer line was. Mr. Roguski explained that the tie in is at Marine Terrace.

Mr. Lepore questioned the life span for the Odorcarb Media. Mrs. Hartnett stated that it's around two to two and half years on the larger Deep Bed Scrubbers and on the smaller units it's about six months. Mr. Lepore questioned if the Odorcarb Media is monitored by the state. Mrs. Hartnett said no and explained that the media is sent to the manufactures' which lab test for expiration of the media and submit results to the LBSA.

Lastly Mr. Lepore inquired if there was going to be an executive session or was the last resolution just a blank one. Mr. Martone confirmed that it was a standard blank resolution.

Mr. Lepore had no further questions and thanked the board.

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

V. As to the Minutes of the Regular Meeting of December 2015

On Motion by Mr. Blaisdell, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, two absent, no abstain, the reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on December 16, 2015 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 December 16, 2015, if any

None.

VII. Correspondence

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

Mr. Martone reported that item #24 is a new sewer application for Marine Terrace. Mr. Roguski explained that TDB Associates Inc. is proposing to build two structures with a total of nine units.

The following resolution was presented:

RESOLUTION

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

WHEREAS, TDB Associates Inc. / Marine Terrace Development has applied for sewer connection for Marine Terrace in Vicinity of Ocean Terrace, for eight (8) new equivalent units (9 proposed units less 1 existing unit) known as Block 301, Lot 4 & 7, and

WHEREAS, the application was accompanied by the necessary plans and specification, and

WHEREAS, the Long Branch Sewerage Authority Staff Engineer, Tom Roguski, has reviewed the plans and specifications and has recommended that the application be conditionally approved in his letter dated January 14, 2016, attached hereto and made a part hereof, and

WHEREAS, there is adequate capacity to service the request, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the application of TDB Associates Inc. for connection to the sewerage system be and the same is hereby approved conditionally as per the letter of the Authority Staff Engineer dated January 14, 2016 and upon the payment of all requisite fees, including but not limited to 50% of the total connection fee due prior to issuance of the City of Long Branch Building Permit and the remaining 50% due prior to issuance of any Certificate of Occupancy.

ROLL CALL:

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

Date: January 20, 2016

R1-1.16

Exhibit A

Mr. Martone stated that item # 26 is also a new application for fifty seven (57) proposed units from Mark Built Properties.

Mr. Roguski explained that this is the second of four developments that are anticipated going up on the block between North Bath and Pavilion Avenues.

The following resolution was presented:

RESOLUTION

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

WHEREAS, Mark Built Properties at Long Branch LLC. has applied for sewer connection for Ocean Blvd between North Bath and Pavilion Avenues, for fifty-five (55) new equivalent units (57 proposed units less 2 existing units) known as Block 216, Lot 9,10 & 25, and

WHEREAS, the application was accompanied by the necessary plans and specification, and

WHEREAS, the Long Branch Sewerage Authority Staff Engineer, Tom Roguski, has reviewed the plans and specifications and has recommended that the application be conditionally approved in his letter dated January 19, 2016, attached hereto and made a part

hereof, and

WHEREAS, there is adequate capacity to service the request, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the application of Mark Built Properties at Long Branch LLC. for connection to the sewerage system be and the same is hereby approved conditionally as per the letter of the Authority Staff Engineer dated January 19, 2016 and upon the payment of all requisite fees, including but not limited to 50% of the total connection fee due prior to issuance of the City of Long Branch Building Permit and the remaining 50% due prior to issuance of any Certificate of Occupancy.

ROLL CALL:

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

Date: January 20, 2016
R2-1.16.
Exhibit B

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

January 20, 2016

- 1) Copy of letter received 12/16/15 from Robert Charshafian to Mayor Adam Schneider re: Sea Verge Apartments manhole backups.
- 2) Copy of letter dated 12/17/15 from Thomas Roguski to Robert Charshafian, re: Sea Verge Apartments
- 3) Copy of letter dated 12/17/15 from Thomas Roguski to William E. Fitzgerald, re: Monmouth University / Stadium Replacement / Expansion at Kessler Field

- 4) Letter dated 12/16/15 received 12/21/15 from Comcast, re: new increase on the next bill for Comcast voice service
- 5) Letter dated 12/18/15 received 12/21/15 from NJUAJIF, re: 2016 Budgets
- 6) Certified letter dated 12/16/15 received 12/21/15 from Rosenberg, Kirby, Cahill, Stankowitz & Richardson attorneys at law, re: Maribeth Gardner v. Monmouth County Park System, et al.
- 7) Letter dated 12/16/15 received 12/21/15 from State of NJDEP, re: Cancellation of Retirement for Joseph Martone
- 8) OPRA request received 12/21/15 from Mr. Vincent Lepore, re: produce years of employment of M. Thornton up to date of retirement on 10/09/15
- 9) Letter dated 12/21/15 received 12/21/15 from Waters, McPherson, McNeill, re: Professional Appointment documents for the bond counsel attorney
- 10) Email received 12/16/15 received from Brown and Brown, re: insurance proposal for 2016
- 11) Copy of letter received 12/28/15 from Robert Charshafian to Adam Schneider, re: the pipe repair made to Sea Verge Apartments manhole backups.
- 12) Memorandum received 12/29/15 from Municipal Excess Liability Joint Ins. Fund, re: Claims Sweep Reports
- 13) Letter dated 12/29/15 received 01/04/16 from Leon S. Avakian, re: Improvements to Brighton Avenue
- 14) Letter received 01/04/16 dated 01/04/16 from NJDEP, Re: notice that the FY2016 Annual Fee Report and Assessment of Fees is now available on the web site
- 15) Letter dated 01/04/16 received 01/04/16 from Maser Consulting, re: Response to Request for Proposal for 2016
- 16) Letter dated 01/05/16 received 01/06/16 from NJUAJIF, re: NJUAJIF reorganization meeting January 27 at 10:30
- 17) Certified Letter dated 01/04/16 received 01/07/16 from State of NJDEP, re: WPP PT Results due to OQA
- 18) Emailed copy received 01/07/16 from Cathleen at Perma, re: LAS Complaint / Court Case Antitrust Class Action
- 19) Email received 1/11/16 from Cathleen at Prema, re: NJUAJIF 2016 Ballot

- 20) Letter dated 01/05/16 received 01/11/16 from Law Office Apruzzese, McDermott, Mastro & Murphy, re: Professional Labor Counsel Appointment
- 21) Letter dated 01/07/16 received 01/11/16 from Manna & Bonello, re: Professional Appointment for 2016
- 22) OPRA request dated 01/13/16 received 01/13/16 from Mr. Lepore, re: Attendance records for all board members
- 23) OPRA request dated 01/13/16 received 01/13/16 from Mr. Lepore, re: Commissioner Thornton record of the years of service
- ACTION** 24) Letter dated 01/14/16 received 01/14/16 from the Authority's engineer Mr. Roguski, re: New application for TDB Associates Inc./ Marine Terrace Development Marine Terrace in Vicinity of Ocean Terrace / Block 301 Lot 4&7 (9 proposed units less 1 existing unit)
- 25) Letter received 1/19/16 from State of NJDEP, re: obligation to comply with the Community Right to Know and the Emergency Planning and Community Right to Know Act
- ACTION** 26) Letter dated 01/19/16 received 01/19/16 from the Authority's engineer Mr. Roguski, re: New application for Mark Built Properties at Long Branch LLC. / for Ocean Blvd between North Bath and Pavilion Ave / Block 216 Lot 9, 10 & 25 (57 proposed units less 2 existing units)

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

VIII. Report of Executive Director for December, 2015

Mr. Martone reported that a problem is developing with the inlet building roof and the slate on the roof has started to deteriorate.

The following resolution was presented:

RESOLUTION

Mr. Blaisdell offered the following Resolution and moved

its adoption; seconded by Mr. Brown

WHEREAS, the Long Branch Sewerage Authority (hereinafter "the Authority") needs to prepare Bid Specifications for the repair and replacement of the Inlet Building Roof, which is approximately 73 years old, and

WHEREAS, the Authority requires specifications be written for the solicitation of bids, and

NOW, THEREFORE BE IT RESOLVED by the Long Branch Sewerage Authority that the Authority's director Joseph Martone is hereby authorized to prepare Bid Specifications, Advertise, and Bid Roof Repair and Replacement Contract.

ROLL CALL:

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

Date: January 20, 2016
R3-1.16

Mr. Martone requested the Board's approval and authorization to prepare bid specifications for the Odorcarb Media in all the Authority's air scrubbers within the treatment facility.

The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (hereinafter "the Authority") needs to prepare Bid Specifications for the replacement of Odorcarb Media in the Authority's air scrubbers located at various locations within the treatment facility, and

WHEREAS, the Authority requires specifications be written for the solicitation of bids, and

NOW, THEREFORE BE IT RESOLVED by the Long Branch Sewerage Authority that the Authority's director Joseph Martone is hereby authorized to prepare Bid Specifications, Advertise, and Bid Odorcarb Media Contract.

ROLL CALL:

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

Date: January 20, 2016
R4-1.16

Mr. Martone had nothing further to report.

On Motion by Mr. Brown, seconded by Mr. Blaisdell, and passed by the affirmative vote of all members present, no nays, two 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 December, 2015

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

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 20th DAY OF JANUARY 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of December 2015

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 December 16, 2015

Mr. Bonello stated that he has been in contact with the bank that is foreclosing on the property located at 196 Long Branch Avenue. He told them that the Authority has an interest in purchasing the property but at this time has no further information to report.

On Motion by Mr. Blaisdell, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, two 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 December 16, 2015

Mr. Kaplan stated that the 2015 audit will begin February 10th or 11th and should be completed within the statutory time frame which is April 30th, 2016.

Mr. Kaplan had nothing further to report.

On Motion by Mr. Blaisdell, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, two 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.

Mr. Martone reported that the flood insurance invoice from Selective Insurance for 2016 was received. He explained that this is additional flood insurance.

The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority is in need of flood insurance, and

WHEREAS, the Authority wishes to renew the contract for flood insurance with Selective Insurance and,

WHEREAS, Selective Insurance has submitted premiums in the amount of \$43,923.00 and,

WHEREAS, funds are available for this purpose, and

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

1. That the premiums for flood insurance by Selective Insurance are hereby approved in the amount of \$43,923.00

2. That the Executive Director and Authority Chairman be authorized to sign any documents necessary to execute such an Agreement.

ROLL CALL:

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

Date: January 20, 2016
R5.1-16

XIII. Report, if any, by Investment Committee.

The investments are as listed.

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

XIV. Transfers, if any.

The following Resolution was moved by Mr. Booth, seconded by Mr. Blaisdell, and passed by the affirmative vote of three members present, no nays, two absent, one abstain (Mr. Brown), approving the Authority Transfers for the month of December 2015 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 20th DAY OF JANUARY 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of December 2015 as submitted by the Executive Director and orders said report received and filed.

XV. Old Business.

A. Engineer's Report on Redevelopment Projects

Mr. Roguski reported that there are two new sanitary sewer applications and the resolutions were presented under the correspondence.

B. Future Capital Improvement Program

Nothing to report at this time.

C. Fence & Gates

Mr. Van Dorpe reported that there are a few punch items to be addressed but besides that the project is almost complete.

D. Flood Barriers

Mr. Van Dorpe explained that this project is just about finished.

E. Collection Systems Rehabilitation

XIV. Transfers, if any.

The following Resolution was moved by Mr. Booth, seconded by Mr. Blaisdell, and passed by the affirmative vote of three members present, no nays, two absent, one abstain (Mr. Brown), approving the Authority Transfers for the month of December 2015 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 20th DAY OF JANUARY 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of December 2015 as submitted by the Executive Director and orders said report received and filed.

XV. Old Business.

A. Engineer's Report on Redevelopment Projects

Mr. Roguski reported that there are two new sanitary sewer applications and the resolutions were presented under the correspondence.

B. Future Capital Improvement Program

Nothing to report at this time.

C. Fence & Gates

Mr. Van Dorpe reported that there are a few punch items to be addressed but besides that the project is almost complete.

D. Flood Barriers

Mr. Van Dorpe explained that this project is just about finished.

E. Collection Systems Rehabilitation

Mr. Van Dorpe stated that this project is on hold till the spring due to the weather conditions.

D. F.E.M.A.

Mrs. Hartnett explained that she stated at the last board meeting that the final claim for \$450,000 was submitted to FEMA which is still in review. She explained that a letter was just received from FEMA explaining that they will reimburse the Authority for the fuel expense to run generators during the Sandy storm. FEMA originally was not going to reimburse for that expense. We expect to receive an additional \$40,000.

Mrs. Hartnett had nothing further to report.

XVI. New Business

Status Quo

XVII. Miscellaneous Suggestions for the Good of the Authority

Status Quo

XVIII. Adjournment at 3:30 p.m.

There being no further business, on Motion by Mr. Blaisdell, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, two absent, no abstain, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

David G. Brown, Secretary

Joseph A. Martone, Executive Director