

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

May 18, 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, May 18, 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, Mr. Brown and Mr. Mazza. Mr. George 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; Sue Brasefield and John Von Dorpe of the firm Maser Consulting, Authority Engineers; David Kaplan, of the firm Wiss & Co., Authority Auditor; Thomas Roguski, Staff Engineer; 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 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 questioned Item #11. He wanted to confirm if that was the application for the new Seaview Towers on Ocean Avenue. Mr. Martone stated that it is a notice stating that they are applying for the CAFRA Permit and that the Authority has yet to receive their plans for any new construction.

Mr. Lepore stated that P.M. Construction finished the paving at Ocean Terrace. He wanted to get an idea of how much more pipe there is to be laid, since he was under the impression that the total was about 100 miles of pipe. Mr. Martone stated that 100 miles of pipe is approximately the whole city. He explained that the Authority has laid approximately around 36 miles in the last 20 years and that it will continue to do projects as needed on the older sections.

Mr. Van Dorpe explained that many of the pipes are the PVC type which last much longer and might not need replacements for years to come. Mr. Blaisdell stated that the Authority's priority has always been to do the worst areas first, the ones with the most leaks and damage. He explained that back in the day there were over 100 stoppages a month and now the percentage is way down.

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, one absent, no abstain; the Public Participation portion of the Meeting was closed.

VI. As to the Minutes of the Regular Meeting of April 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 April 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 April 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 stated that item #2 is an application for a disconnection per the City of Long Branch request. The following resolution was presented:

RESOLUTION

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

WHEREAS, Greenway Demolition has requested a termination of sewer service in an Application for Disconnection to the Executive Director dated April 21, 2016, attached hereto to this Resolution and made a part hereof, for said property at 100 Liberty Street being serviced by the Long Branch Sewerage Authority under account #7343-0, and

WHEREAS, the Authority has verified that there are no buildings or structures currently on the property that are occupied, and

WHEREAS, this disconnection is conditional upon the completion of all field inspections and all service charges being paid to date, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it terminates service on said property upon the completion of all field inspections and that an application for resumption of sewer service for said property shall be considered an application for sewer service, de novo, and subject to the procedures and costs set forth in the Rules and Regulations of the Long Branch Sewerage Authority, and

BE IT FURTHER RESOLVED that the Executive Director be authorized to execute any further documents or instruments necessary to affect this Resolution.

ROLL CALL:

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

Date: May 18, 2016
R1.5-16
Exhibit A

Mr. Martone explained that item# 10 is a unit change request from three (3) units to one (1) unit. Mr. Roguski stated that he inspected this property and found that it's under renovation with one kitchen, multiple bathrooms and bedrooms. Mr. Roguski offered the following resolution:

RESOLUTION

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

WHEREAS, Mary & Charles Weir have requested a decrease in the number of units from three (3) to one (1) unit for service billing in an application to the Executive Director received May 04, 2016, which is attached hereto to this Resolution and made a part hereof, for said property being serviced by the Long Branch Sewerage Authority under account #9961, and

WHEREAS, the Authority inspector has made a physical inspection of said property and is of the opinion that the property presently constitutes one (1) unit for service billing, per his letter dated 05/11/2016 made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the number of units for service billing on said property, which is known as 469 North Ocean Ave, is hereby decreased from three (3) to one (1) as of the third quarter 2016 and that in the event of a change of use on said property, the Authority reserves its right to assess a connection or reconnection fee.

BE IT FURTHER RESOLVED that the Executive Director be authorized to execute any further documents or instruments necessary to effect this Resolution.

ROLL CALL:

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

Date: May 18, 2016
R2.5-16
Exhibit B, C

Mr. Martone reported that item #14 is a payment request from P.M. Construction. 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 has received a Partial Payment Request, #10, from P.M. Construction Corp. for the 2014 Collection System Rehabilitation Project, and

WHEREAS, this request for payment is in the amount of \$470,034.16, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated May 16, 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 #10 to P.M. Construction Corp. in the amount of \$470,034.16.

ROLL CALL:

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

Date: May 18, 2016
R3.5-16
Exhibit D

Mr. Martone reported that item #17 is a change order and a payment request from Absolute Fence Service Inc. regarding the fence and gate project. The following resolutions were presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has undertaken the Absolute Fence Services Inc., and

WHEREAS, the inspecting engineer for the project, Maser Consulting, has recommended the approval of Change Order Number #1, in his letter dated May 16, 2016 attached hereto and made a part hereof, which reduces the cost by \$3,235.00 as a result of this Change Order, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that Change Order #1, attached hereto and made a part hereof, is hereby approved and that the Authority Executive Director is authorized to execute any documents necessary to effectuate this Resolution.

ROLL CALL:

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

Date: May 18, 2016
R4.5-16
Exhibit E

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has received a Payment Request, from Absolute Fence Services Inc. for the Access Gates & Fence Replacement, and

WHEREAS, this request for payment is in the amount of \$65,285.00, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated April 13, 2016, attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it approves this payment to Absolute Fence Services Inc. in the amount of \$65,285.00.

ROLL CALL:

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

Date: May 18, 2016
R5.5-16
Exhibit F

Mr. Martone had nothing further to report under correspondence.

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

May 18, 2016

- 1) Agenda and Reports received 04/22/16 from JIF, re: Toms River MUA meeting at 10:30AM on April 27, 2016
- ACTION** 2) Application for Disconnection dated 04/21/16 received 04/22/16 from Greenway Demolition, re: B 313 / L 31 / 100 Liberty Street
- 3) Memo dated 04/25/16 received 04/25/16 from NJUAJIF, re: Manager & Supervisory Training Classes
- 4) Notice received 04/27/16 from City of Long Branch Zoning Department, re: Subdivision/ Variance Application for 63 Community Place/ Block 237 Lot 19.01
- 5) Certified Public notice received 04/28/16 for a variance on impervious coverage/ WLB property (12 Lawrence Ave) not covered by the LB Sewer Authority
- 6) Memo from Municipal Excess Liability Joint Insurance Fund dated April 2016 received 04/28/16, re: Mel Annual Report
- 7) Save the Date notice from NJUAJIF received 04/28/16, re: Safety Expo 2016 dates
- 8) Meeting Notice dated 04/26/16 received 04/29/16 from Monmouth County Planning Board, re: Meeting Cancellation Notice
- 9) Letter from Northeastern Benefit Services dated 04/29/16 received 05/02/16, re: OMNIA Health Alliance
- ACTION** 10) Application request for a unit change dated 05/04/16 received 05/04/16 from Mary & Charles Weir, re: 469 North Ocean Ave / Block 471 Lot 3 / Acc# 9961/ Customer requests to change from three (3) units to one (1) unit
- 11) Certified letter dated 05/06/16 received 05/10/16 from PK Environmental Planning & Engineering, re: CAFRA Individual Permit Notice Letter / Seaview Towers, LLC. / Block 215 Lot 3, 4, 5.01, 5.02 and 6 (390 & 392 Ocean Avenue)
- 12) Letter dated 05/11/16 received 05/11/16 from New Jersey Natural Gas, re: Replacement of gas meter at Willow Ave pump station
- 13) Letter dated 05/16/16 received 05/16/16 from the City of Long Branch Building Department, re: Flood Damage Prevention Ordinance / Elevated Home located at 30 Del Monte Lane/ Block 381 Lot 6

ACTION

- 14) Letter dated 05/16/16 received 05/16/16 from Maser Consulting, re: 2014 Collection System Rehabilitation Project Payment Request # 10 from P.M. Construction
- 15) Temporary Application for Disconnection dated 04/27/16 received 05/16/16, re: 290 Ocean Ave/ Block 216 Lot 11/ Applicant Ocean Avenue 290 Associates, LLC.
- 16) Application dated 05/16/16 received 05/16/16 from Michael Wilson, re: New Construction for one single family home at 518 Springdale Ave/ Block 171 Lot 24

ACTION

- 17) Letter dated 05/16/16 received 05/16/16 from Maser Consulting, re: Access Gate and Fence Replacement – Change order No. 1 and Final Payment Request No. 1
- 18) Letter dated 05/17/16 received 05/17/16 from Maser Consulting, re: Proposal for Professionals Engineering Services for the WWTP Electrical System Improvements Project

On Motion by Mr. Blaisdell, seconded by Mr. Booth, 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 April, 2016

Mr. Martone reported that Mr. Roguski and Mrs. Uyeyama requested permission to attend Rutgers State University for the “Principles of Public Purchasing I”. This course is one of four that is required to sit for the “Qualified Purchasing Agent State Examine”. Once these courses are completed and the States examines are passed the Authority’s minimum bid threshold will be raised to \$40,000.00. The following resolution was presented:

RESOLUTION

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

WHEREAS, Thomas Roguski and Marion Uyeyama have requested permission to attend Rutgers State University for the “Principles of Public Purchasing I” course, 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 the request of Thomas Roguski and Marion Uyeyama to attend Rutgers State University for the "Principles of Public Purchasing I" course be approved, 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	- ABSENT
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Mazza	- AYE

Date: May 18, 2016
R6.5-16

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 April 20, 2016

The following Resolution was moved by Mr. Blaisdell, 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 18th DAY OF MAY 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of April 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 April 20, 2016

Mr. Bonello worked with Mr. Martone to vacate the Lake Avenue line. The Authority has a sewer pipe that is going down the public right of way beneath Lake Avenue. The city is going to vacate that line so that the property can attach with the adjoining neighbor. The Authority does not have an easement because when the pipe was installed, it was city property and according to the Statutes there is no consent required.

Mr. Bonello stated that the Authority will have to keep and maintain the line. Mr. Roguski sent a letter requesting that the Authority requires an easement for that same line and once the process is complete it will be recorded. The owner will own the property subject to the Authority's easement.

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 April 20, 2016

Mr. Kaplan stated that the Audit is complete and in partner review, then to quality control, which should be finalized and presented it at the next board meeting.

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, 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. Mazza, 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. Booth, seconded by Mr. Blaisdell, 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 April 2016 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 18th DAY OF MAY 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of April 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 stated that he had nothing to report.

B. Future Capital Improvement Program

Status Quo

C. Fence & Gates

Mr. Van Dorpe explained that this project is finished a final payment and change order requests are listed above.

D. Flood Barriers

Mr. Roguski stated that this project is currently being finalized and they are working with the contractor on a few punch list issues.

E. Collection Systems Rehabilitation

Mr. Van Dorpe reported that this project is going very well they are currently working on Liberty Street.

D. Electrical Substation

Mr. Martone reported that last month the Authority reviewed Maser Consulting's proposal and has requested a revision with regards to the charges for the listed phases.

Mr. Martone, Mr. Roguski, the engineering committee (Mr. Mazza and Mr. Brown) and Maser's engineers had a meeting to discuss their proposal. A site walk around was conducted to make sure everything was going to be included in the revised proposal. Maser has revised and submitted their new proposal.

Mr. Van Dorpe explained that the scope listed is the one that was agreed upon based on all the previous meetings. He explained a few items were cut out of the substation and he wanted to note that both the inspection and construction administration services have been reduced from twelve (12) months to ten (10) months.

Mrs. Brasefield went over all the scope of work that is listed on the proposal.

The board was still unhappy with the final number and requested the price to be set at \$300,000.00 for all the phases.

The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore received a proposal from Maser Consulting, dated May 18, 2016, attached hereto and made a part hereof, to provide professional engineering services for the design, permitting, bidding, construction administration and construction observation services for the WWTP Electrical System Improvements Project, and

WHEREAS, the proposal covers phase one (1) to phase five (5) for a total sum of \$300,000.00 as specified on the list attached hereto and made a part hereof, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purpose, as per the certification attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED that:

1. The Long Branch Sewerage Authority hereby awards Maser Consulting the proposal to provide professional engineering services for the design, permitting, bidding, construction administration and construction observation services for the WWTP Electrical System Improvements in the total amount of \$300,000 for all phases, subject to Maser Consulting complying with all of the requirements of the terms and conditions of the proposal.

2. The Authority is authorized to enter into a contract with Maser Consulting for the purpose expressed hereinabove.

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

ROLL CALL:

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

Date: May 18, 2016

R7.5-16

Exhibits G

XVI. New Business

None

XVII. Miscellaneous Suggestions for the Good of the Authority

None

XVIII. Adjournment at 3:40 p.m.

There being no further business, on Motion by Mr. Blaisdell, seconded by Mr. Mazza, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

David G. Brown, Secretary

Joseph A. Martone, Executive Director