

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

June 15, 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, June 15, 2016, by the Treasurer, Mr. Booth in the Meeting Room at the Authority Administration Building, 150 Joline Avenue, Long Branch, New Jersey, attended by Mr. Brown and Mr. Mazza. Mr. George arrived at 3:04 and Mr. Blaisdell 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; Sue Brasefield and John Van Dorpe of the firm Maser Consulting, Authority Engineer; David Kaplan, of the firm Wiss & Co., Authority Auditor; Laurie Hartnett, PCC Officer; 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 # 4. Mr. Roguski stated that this letter is regarding a cost sharing agreement between all four developers to pay for an off site sanitary sewer for the new project on North Bath and Pavilion.

Let the record reflect that Mr. George arrived.

Mr. Lepore then questioned item# 16. Mr. Martone explained that the Authority was contacted by Mr. Morris Assouline from Re/MaxElite which stated that he had a client interested on a property located at 7 Lincoln Gardens Terrace that according to the city and Monmouth County Public records, it's owned by the Authority. Mr. Martone explained that the Authority does require an appraisal for any sale or purchase of any property. This property is assessed by the City Tax assessor at \$113,600.00 which is about 86% of the true value according to the Monmouth County Public Records. Mr. Bonello researched the deed and reported that there is some confusion of whom the property owner is. The board has made a decision to hold off until the Authority is advised of who the actual property owner is.

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

Mr. Martone now introduced Mr. Declan O'Scanlon who reached out to the Authority with regards to installing a cell tower on the plant property. Mr. O'Scanlon introduced himself and stated that the Authority would be his client and he would work directly with us. He explained that there is a wireless carrier interested in renting the tower. If the Authority decides to proceed with this project his initial retaining charge is \$3,000. Once there is a tenant paying rent his cost would be 35% of the first year lease value for each tenant paying rent on the tower. He will continue to market the site and try to get more tenants and the charge is still the same 35% for the first year.

Mr. O'Scanlon reported that the Authority can generate between \$35,000 and \$100,000.00 annually from this investment. The tower would be located on a piece of property that the Authority does not intend to use in the near future. The tower can be shaped to accommodate the area size. The process, if the Authority decides to proceed, is to first verify the interest of the wireless party, then Mr. O'Scanlon will design and create the specs which would then be forward to the Authority's attorney. Bids would be advertised and once a bidder is interested they would proceed with all the necessary permits and cover all costs themselves.

Mr. Martone stated that he spoke with the Authority's attorney and Mr. Blaisdell the Authority's Chairman. Mr. Blaisdell expressed some concerns and suggested the Authority contact the city and the housing authority. Mr. Bonello suggested that the Board form a committee with two Board Members, our Staff Engineer, Attorney and Director to discuss this further. The Board Committee will include Mr. Brown and Mr. Mazza. Once all the issues and concerns are addressed the committee will report at the next board meeting.

Mr. O'Scanlon thanked the board.

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 May 18, 2016

On Motion by Mr. George, 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 May 18, 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 May 18, 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 reported that item #20 is a payment request for Ray Palmer Associates. The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has received a Partial Payment Request, #2, from Ray Palmer Associates for Flood Barrier Project, and

WHEREAS, this request for payment is in the amount of \$5,292.00, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated June 7, 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 #2 to Ray Palmer Associates in the amount of \$5,292.00.

ROLL CALL:

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

Date: June 15, 2016
R1.6-16
Exhibit A

Mr. Martone reported that item #24 is a payment request for P.M. Construction. Mr. Mazza questioned the status of the project. Mr. Roguski explained that the project was going very well until just about a week ago. The contractor had a couple of issues on Liberty Street, which delayed the job. They had a total of 270 calendar days to complete the work and at this point they have gone over that which is running into a couple of other problems with the budging for the project.

Mr. George questioned how long will the job take to complete, and the projections are about 2-4 weeks. Mr. Van Dorpe explained that the project's foreman stated that they had a few issues on Liberty Street with water and the depth of the line. Overall Mr. Van Dorpe reported that the contractor is doing a good job. The board suggested gathering all the final numbers by the next board meeting to see if a time extension is required before closing out the project.

The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has received a Partial Payment Request, #11, from P.M. Construction Corp. for the 2014 Collection System Rehabilitation Project, and

WHEREAS, this request for payment is in the amount of \$193,437.25, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated June 13, 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 #11 to P.M. Construction Corp. in the amount of \$193,437.25.

ROLL CALL:

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

Date: June 15, 2016
R2.6-16
Exhibit B

Mr. Martone stated that item # 27 was the Inlet Building Roof Replacement bid request. Mr. Roguski explained that the specs were advertised and there were four (4) bids. The lowest bidder was Gen II Contracting Co. in the Amount of \$78,793.75. The bids were reviewed and the following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Inlet Building Roof Replacement Project, and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority is required to award the contract for Inlet Building Roof Replacement Project to the lowest responsible bidder, and

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

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Inlet Building Roof Replacement Project to Gen II Contracting Co., Inc. in the amount of \$78,793.75, subject to the bidder complying with all of the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Gen II Contracting Co., Inc. for the purposes expressed hereinabove.

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

ROLL CALL:

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

Date: June 15, 2016
R3.6-16
Exhibits C & D

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

June 15, 2016

- 1) Certified notice of hearing dated 05/19/16 received 05/19/16 from the City of Long Branch Zoning Board, re: Mr. Isaac Franco from 48 Lincoln Ave. application for approval to retain the volleyball court
- 2) Temporary Disconnection dated 05/18/16 received 05/19/16 from Monmouth Custom Builders, re: 265 Hollywood Ave / Block 97 Lot 5
- 3) Agenda and Reports received 05/20/16 from JIF, re: Toms River MUA meeting on May 25th at 10:30A.M
- 4) Letter dated 05/19/16 received 05/23/16 from Martin McGann Esq., re: Cost Sharing Agreement for FEM South Beach LLC project
- 5) Letter dated 05/19/16 received 05/23/16 from Long Branch City Clerk, re: Vacation a portion of Lake Avenue, maps and description
- 6) Letter received 05/23/16 from McCue Captains Agency, re: Sunset Villas- FP0022585 Performance Surety Bond Changes
- 7) Affidavit received 05/25/16 from the Asbury Park Press, re: Notice to bidders for the roof replacement
- 8) Letter dated 05/25/16 received 05/25/16 from CitiMortgage, Inc., re: 260 Central Ave/ Block 313 Lot 11 / Customer inquired about disconnection process
- 9) Letter dated 05/18/16 received 05/26/16 from State of New Jersey, re: Notice of Retirement Approval for Anthony Andolino
- 10) Letter dated 05/26/16 received 05/26/16 from Monmouth University, re: New Stadium at Kessler Field / Block 39 Lot 11
- 11) Letter dated 05/25/16 received 05/31/16 from Monmouth County Planning Board, re: Meeting Cancellation Notice
- 12) Notice received 05/31/16 from AEA, re: Managers' Breakfast
- 13) Letter received 06/02/16 from State of NJ Department of Health, re: Hazard alert entitled Hazard: Unprotected Trench/ Survey

- 14) Letter dated 05/13/16 received 06/06/16 from Allied World, re: PM Construction Bond
- 15) Letter dated 06/30/16 received 06/06/16 from NJDEP, re: Laboratory Certification Renewal
- 16) Letter dated 06/03/16 received 06/06/16 from Morris Assouline, Re/Max Elite, re: 7 Lincoln Gardens / customer is inquiring to purchase LBSA property
- 17) Certified notice received 06/06/16 from the City of Long Branch, re: 59 Fourth Ave / Applicant was granted a variance to renovate the structure and to use it for storage
- 18) Letter dated 05/23/16 received 06/06/16 from the Municipal Excess Liability Joint Insurance Fund, re: Management of Special Events Guide
- 19) Letter dated 06/02/16 received 06/06/16 from Monmouth University, re: Customer advised that the University will not hold any concurrent events at the multipurpose Activity Center (MAC)
- ACTION** 20) Letter dated 06/07/16 received 06/08/16 from Maser Consulting, re: Flood Barrier Project- Partial Payment Request #2
- 21) Letter dated 06/8/16 received 06/09/16 from Wiss, re: bound copies for Audit received
- 22) Copy of letter dated 06/08/16 received 06/09/16 from Manna & Bonello to Wiss & Company, re: Long Branch Sewerage Authority Fiscal Year Ending 12/31/2015
- 23) Letter dated 05/20/16 received 05/23/16 from Kearney Bank, re: Changes in ACH Origination Procedures
- ACTION** 24) Letter dated 06/07/16 received 06/13/16 from Maser Consulting, re: Partial Payment request #11 from P.M. Construction for the 2014 Collection Project

Additional Correspondence:

- 25) Letter dated 06/09/16 received 06/13/16 from State of NJDEP, re: NJPDES Permit Expiration Notification
- 26) Copy of Letter dated 06/08/16 received 06/13/16 from Mark Steinberg to John Bonello Authority Attorney, re: Vacation of Portion of Lake Ave Between Woodgate Ave and Bower Ave

ACTION

- 27) Letter dated 06/13/16 received 06/13/16 from Thomas Roguski, Authority Engineer, re: Inlet Building Roof Replacement Project
- 28) Letter dated 06/03/16 received 06/08/16 from East Point Engineering, LLC., re: Application for New Sewer Connection for Transit Village/ Block 228 Lot 32, 32, 33, 34 & 35 Between Third and Pavilion

Mr. Martone had nothing further to report.

On Motion by Mr. Mazza, 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 May, 2016

Mr. Martone explained that his report regarding the real estate property at 7 Lincoln Gardens was discussed under public participation.

Mr. Martone had nothing further to report.

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 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 May 18, 2016

The following Resolution was moved by Mr. George, seconded by Mr. Booth, 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 15th DAY OF JUNE 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of May 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 May 18, 2016

ABSENT

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since May 18, 2016

Mr. Kaplan reported that the 2015 Audit was completed and a report was issued on June 8, 2016 with an unmodified opinion which means the auditor expresses an opinion that the financial statements are presented, fairly and in all material respects, in accordance with applicable financial reporting framework. Mr. Kaplan stated that this was a particular difficult audit as he explained in the past few months because of the GASB 68 which took longer to implement and to determine what it meant to the Authority.

He explained that the Authority had a good year and that there were no recommendations to report. The following resolutions were presented:

RESOLUTION

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

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2015 has been completed and filed with the Long Branch Sewerage Authority pursuant to N.J.S.A 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by

resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17, and

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Long Branch Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT
THIS IS
A TRUE COPY OF THE
RESOLUTION PASSED
AT THE MEETING OF THE
LONG BRANCH
SEWERAGE
AUTHORITY HELD ON
June 15, 2016

David Brown

Secretary

June 15, 2016

ROLL CALL:

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

Date: June 15, 2016

R4.6-16

LOCAL AUTHORITIES GROUP AFFIDAVIT

**PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE
BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Long Branch Sewerage Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Long Branch Sewerage Authority.

2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we each reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

Print Name	Signature
L. Frank Blaisdell	_____
Thomas George	_____
Michael Booth	_____
David Brown	_____
James Mazza	_____

Sworn to and subscribed before me

This _____ day of _____, 2016.

ROLL CALL:
Mr. Blaisdell - ABSENT
Mr. George - AYE
Mr. Booth - AYE
Mr. Brown - AYE
Mr. Mazza - AYE

Date: June 15, 2016
R5.6-16

RESOLUTION

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

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2015 has been completed and filed with the Long Branch Sewerage Authority pursuant to N.J.S.A. 40A:5A-15, and

NOW, THEREFORE BE IT RESOLVED that pursuant to N.J.S.A. 40A:5A-16 the Long Branch Sewerage Authority authorizes the publishing in a newspaper of a synopsis of the annual audit.

ROLL CALL:

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

Date: June 15, 2016
R6.6-16

Mr. Kaplan had nothing further to report.

On Motion by Mr. Mazza 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 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. George, 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. George, 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 May 2016 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 15th DAY OF JUNE 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of May 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. Roguski reported that he received a call from the engineer that is handling the project between North Bath and Pavilion. He stated that the Authority should be receiving the first complete submittal in the next few weeks. The Authority also received late last week the application for the for forty six (46) new units at the intersection of Third Ave and Pavilion Ave., which is currently under review and the recommendation should be presented at the next meeting.

B. Future Capital Improvement Program

Status Quo

C. Flood Barriers

Mr. Van Dorpe reported that he went over the final punch list items with Mr. Roguski and it was submitted to the contractor. This project is on its final stages.

D. Collection Systems Rehabilitation

Reviewed under correspondence.

E. Electrical Substation

Mr. Van Dorpe reported that he attended several meetings with Mr. Roguski and that 30% of the design should be completed by the end of July.

XVI. New Business

None

XVII. Miscellaneous Suggestions for the Good of the Authority

None

XVIII. Adjournment at 3:55 p.m.

There being no further business, on Motion by Mr. George, 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 3:55 p.m.

Respectfully submitted,

David G. Brown, Secretary

Joseph A. Martone, Executive Director

