

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

January 17, 2018

I. and II. Opening and Attendance at Meeting.

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:05 p.m., prevailing time, on Wednesday, January 17, 2018, by the Chairman, Thomas George in the Meeting Room at the Authority Administration Building, 150 Joline Avenue, Long Branch, New Jersey, attended by Mr. Brown and Mr. Mazza. Mr. Blaisdell attended via telephonic communication. Mr. Booth 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, Thomas Roguski; John L. Bonello, Esq., Authority Counsel; John Van Dorpe and Sue Brasefield of the firm Maser Consulting, Authority Engineers; David Kaplan, Authority Auditor; 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 2017, has been provided by publication thereof in the *Link* on February 23, 2017, as a "legal" advertisement and in the *Asbury Park Press* on February, 25 2017, as a "legal" advertisement and by forwarding duplicates thereof on February 17, 2017, 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.

There were no members of the public present.

On Motion by Mr. Mazza, 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 December 20, 2017

On Motion by Mr. Brown, seconded by Mr. George, 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 December 20, 2017 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 20, 2017, if any:

None.

VII. Correspondence

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

Mr. Roguski explained that item #24 is a letter from Mr. Van Dorpe regarding partial payment request from Thomas Controls Inc. for the WWTP Electrical System Improvements project.

Mr. Roguski recommended the following resolution.

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has received a Partial Payment Request, #1, from Thomas Controls, Inc. for the WWTP Electrical Systems Improvements, and

WHEREAS, this request for payment is in the amount of \$76,361.60, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated January 15, 2018, 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 #1 to Thomas Controls, Inc. in the amount of \$76,361.60.

ROLL CALL:

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

Date: January 17, 2018
R1.1-18
Exhibit A

Mr. Roguski discussed item #26, a letter from Susan Brasefield regarding the 2014 Collection System Rehabilitation Project Partial Payment Request #16 and Change Order #4. Mr. Roguski explained that the payment request for all the work up to date, there is no further work to be done. Mr. Roguski further explained that change order #4 reduces the contract by \$366,363.08 which reflects a job well done.

Mr. Roguski recommended the following resolutions.

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has received a Partial Payment Request # 16, from PM Construction Corp. for the 2014 Collection System Rehabilitation Project, and

WHEREAS, this request for payment is in the amount of \$57,378.07, and

WHEREAS, the Authority Engineer, Susan Brasefield, has recommended payment of this request, per her letter dated January 15, 2018, attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it approves partial payment of request # 16 to PM Construction Corp. in the amount of \$57,378.07.

ROLL CALL:

Mr. George - AYE
Mr. Booth - ABSENT

Mr. Brown - AYE
Mr. Mazza - AYE
Mr. Blaisdell - AYE

Date: January 17, 2018
R2.1-18
Exhibit B

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has undertaken the 2014 Collection System Rehabilitation Project with PM Construction Corp.; and

WHEREAS, the inspecting engineer for the project, Susan Brasefield, has recommended the approval of Change Order Number #4, in her letter dated January 15, 2018, attached hereto and made a part hereof, which decreases the cost by \$366,363.08 from \$3,246,207.96 to \$2,879,844.88 as a result of this Change Order.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that Change Order #4, 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. George - AYE
Mr. Booth - ABSENT
Mr. Brown - AYE
Mr. Mazza - AYE
Mr. Blaisdell - AYE

Date: January 17, 2018
R3.1-18
Exhibit C

Mr. Roguski stated that item #27 is a letter regarding the stadium replacement and expansion of Kessler field at Monmouth University. Mr. Roguski explained that the sanitary sewer has been completed and accepted, and that Monmouth University owns the line therefore a maintenance bond is not required. Mr. Roguski recommends that the application be closed out and the performance bond be returned.

The following resolution was presented.

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (hereinafter the "Authority") desires to release a performance bond for the Stadium Replacement / Expansion of Kessler Field, Monmouth University, Block 39 p/o Lot 11, and

WHEREAS, the Authority Staff Engineer has recommended release of said performance bond and any unused escrow funds, as per his letter dated January 16, 2018, attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the Authority hereby releases the performance bond and unused escrow funds for Block 39 p/o Lot 11, Account # 10392-0 as per the recommendation of the Authority Staff Engineer as per the above referenced letter.

ROLL CALL:

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

Date: January 17, 2018
R4.1-18
Exhibit D

Mr. Roguski had nothing further to discuss under correspondence.

LIST OF CORRESPONDENCE FOR REGULAR MEETING

LONG BRANCH SEWERAGE AUTHORITY

January 17, 2018

1. Letter dated 12/19/17 received 12/20/17 from Jason P. Capizzi, Esq., re: 2018 Request for Proposal / Bond Counsel.
2. Letter of Transmittal dated 12/20/17 received 12/20/17 from In-Site Engineering, re: Pier Village – Phase III
3. Letter dated 12/19/17 received 12/21/17 from John L. Bonello, re: Professional Appointment for 2018
4. Letter dated 1/1/18 received 12/22/17 from David A. Kaplan, re: Professional Appointment for 2018
5. Certified Legal Notice received 12/27/17 from Jemal's Church Street School, LLC., re: 465 Church Street, Block 469 Lot 11
6. Certified letter dated 12/22/17 received 12/27/17 from State of New Jersey Department of Transportation, re: Release of Restoration Guarantee, Permit #: O-71-C-8013-2016
7. Certified letter dated 12/22/17 received 12/27/17 from State of New Jersey Department of Transportation, re: Release of Prepaid Inspection Fee, Permit #: O-71-C-8013-2016
8. Copy of a letter dated 12/29/17 received 12/29/17 from Thomas Roguski to Lyndon Johnson, re: 360 Atlantic Avenue / Block 374 lot 16
9. Copy of a letter dated 12/29/17 received 12/29/17 from Thomas Roguski to Jack Mandelbaum, re: Pier Village Phase III / Block 222, Lots 1-14, 15.01, 15.02, 22 & 23
10. Letter dated 1/2/18 received 1/2/18 from NJAUJIF, re: Reorganization Meeting January 24, 2018
11. Letter dated 1/2/18 received 1/3/18 from Nelson Engineering Associates, Inc., re: FEM South Beach Urban Renewal LLC., 350 Ocean Ave. / Block 216 Lot 1.01
12. Application for connection dated 1/3/18 received 1/3/18 from L&T Developers, re: 365 Pacific St. / Block 371 Lot 9
13. Letter dated 11/8/17 received 1/8/18 from State of New Jersey Department of Environmental Protection, re: Compliance Evaluation Inspection
14. Certified Public Notice dated 1/3/18 received 1/8/18 from Mark R. Atkins, Esq., re: 135-137 Brighton Ave. / Block 123 Lots 2 and 3

15. Certified Notification Letter received 1/8/18 from Mike Greene, Envirotactics, re: CAFRA Individual . Permit for Ocean Ave. / Block 417 Lots 4, 5.01, 12 & 13
16. Certified Public Notice received 1/8/18 from The Diocese of Trenton, re: 272 Willow Ave. and 266 Morris Ave. / Block 189 Lots 4 & 11 & Block 179 Lot 47
17. Letter dated 12/26/17 received 1/8/18 from Monmouth Medical Center, re: Notification of Equal Employment Opportunity / Affirmative Action Obligations
18. Letter dated 1/8/18 received 1/8/18 from Daniel Dougherty, PE, CME, re: Chabad of the Shore 602-624 Ocean Ave / Block 124 Lots 3, 4, 5.01, 5.02, 6, 7 & 8
19. Application for Commercial Sewer Service received 1/8/18 from Menachem Learning Institute, Inc., re: 602-624 Ocean Ave / Block 124 Lots 3, 4, 5.01, 5.02, 6, 7 & 8
20. Invitation received 1/8/18 from The Greater Long Branch Chamber of Commerce, re: 84th Annual Business Awards Dinner, Friday March 2, 2018
21. Letter dated 1/9/18 received 1/9/18 from John Van Dorpe, re: Renewal and Replacement Fund - 2018
22. Letter dated 1/5/18 received 1/11/18 from State of New Jersey, Department of Environmental Protection, re: Treatment Works Approval No. 17-0485, South Beach at Long Branch
23. Copy of a Letter dated 1/11/18 received 1/11/18 from Thomas Roguski to Daniel Dougherty, PE, CME, re: Chabad of the Shore 602-624 Ocean Ave / Block 124 Lots 3, 4, 5.01, 5.02, 6, 7 & 8

ADDITIONAL CORRESPONDENCE

- ACTION** 24. Letter dated 1/15/17 received 1/15/18 from John Van Dorpe, re: WWTP Electrical System Improvements, Partial Payment Request #1
25. Letter dated 1/16/18 received 1/16/18 from Trina Colford, re: Resignation
- ACTION** 26. Letter dated 1/15/18 received 1/16/18 from Susan Brasefield, PE, PP, re: 2014 Collection System Rehabilitation Project – Payment No. 16 and Change Order No. 4
- ACTION** 27. Letter dated 1/16/18 received 1/16/18 from Thomas Roguski, re: Stadium Replacement / Expansion Kessler Field
28. Letter dated 1/11/18 received 1/16/18 from In-Site Engineering, re: Utility Availability Request, Proposed Hotel / Block 218 Lot 6

29. Letter dated 1/3/18 received 1/16/18 from John Van Dorpe, re: Response to Request for Proposal

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 attached List of Correspondence was ordered, received, and filed.

VIII. Report of Executive Director for December , 2017

Mr. Roguski explained that as part of the duties of the Executive Director he is required to manage the Authority's Public Employees' Retirement System as the Certifying Officer Supervisor.

Mr. Roguski presented the following resolution.

RESOLUTION

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

WHEREAS, Thomas Roguski has been appointed as the Authority Director, and, part of the Director's duties is to manage the Public Employees' Retirement System, and

WHEREAS, Marion Uyeyama, who is the certifying officer for the Public Employees Retirement System recommended that Thomas Roguski be appointed as the Certifying Officer Supervisor for the Public Employees' Retirement System, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it hereby approves Thomas Roguski as the Certifying Officer Supervisor for the Public Employees' Retirement System, effective February 1, 2018.

ROLL CALL:

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

Date: January 17, 2018
R5.1-18

Mr. Roguski stated that the Annual Chamber of Commerce Awards dinner will be held on March 2, 2018 at the Ocean Place if any board members wish to attend.

Mr. Roguski presented the following resolution.

RESOLUTION

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

WHEREAS, The Greater Long Branch Chamber of Commerce will be honoring Bill Arnold & Ted Friedli as the Louis G. Libutti Community Service Award recipients, and

WHEREAS, the Members of the Long Branch Sewerage Authority who wish to support the Chamber of Commerce and the honorees by attending the Annual Awards Dinner on Friday March 2, 2018

NOW, THEREFORE, BE IT RESOLVED the Executive Director is hereby authorized to make any arrangements necessary to secure a table at the Greater Long Branch Chamber of Commerce Annual Awards Dinner

ROLL CALL:

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

Date: January 17, 2018
R6.1-18

Mr. Roguski stated that the New Jersey Department of Environmental Protection has completed their Compliance Evaluation of the Waste Water Treatment Plant and has noted no deficiencies.

Mr. Roguski explained that the request for professional proposals have been requested and are being submitted for the boards consideration at the reorganization meeting.

Mr. Roguski had nothing further to report.

On Motion by Mr. George, seconded by Mr. Blaisdell, 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 December, 2017

The following Resolution was moved by Mr. George, seconded by Mr. Mazza, 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 JANUARY 2018 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, THE LIST OF BILLS FOR THE MONTH OF DECEMBER 2017 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 20, 2017

Mr. Bonello reported that he reviewed the agenda for this meeting.

Mr. Bonello had nothing further to report.

On Motion by Mr. Brown, seconded by Mr. George, 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.

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since December 20, 2017

Mr. Kaplan stated that the commencement of field work for the 2017 audit is scheduled for Thursday of next week.

Mr. Kaplan had nothing further to report.

On Motion by Mr. Blaisdell, seconded by Mr. Brown, 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. Brown, seconded by Mr. George, and passed by the affirmative vote of all members present, no nays, one absent, no abstain the Authority Investments were approved and made.

XIV. Transfers, if any.

The following Resolution was moved by Mr. Brown, seconded by Mr. Mazza, and passed by the affirmative vote of all members present, no nays, one absent, no abstain approving the Authority Transfers for the month of December 2017 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 17TH DAY OF JANUARY 2018 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT THAT THE AUTHORITY HEREBY APPROVES

THE TRANSFERS MADE FOR THE MONTH OF DECEMBER
2017 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 the first half of the connection fee for Pier Village Phase III has been received.

Mr. Roguski also reported that the construction is proceeding on the three developments on Ocean Blvd.

B. Future Capital Improvement Program

Nothing to report.

C. Collection Systems Rehabilitation

Mr. Roguski explained that the payment request and change order were approved under the correspondence, and that when the maintenance bonds are received the project will be closed out and the final payment will be requested.

D. Electrical Substation

Mr. Van Dorpe explained that the demo work and installation of conduits has begun. Mr. Van Dorpe also stated that all the permits for the city are in order.

XVI. New Business

None

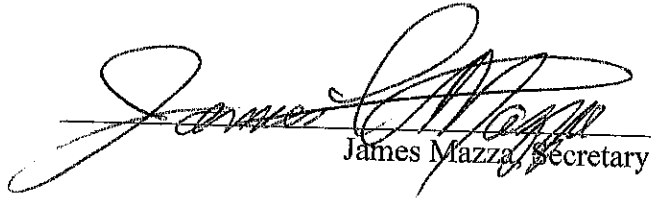
XVII. Miscellaneous Suggestions for the Good of the Authority

None


XVIII. Adjournment at 3:20 p.m.

There being no further business, on Motion by Mr. Booth, 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 3:20 p.m.

Respectfully submitted,



James Mazza, Secretary



Thomas Roguski, Executive Director