

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

January 21, 2015

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, January 21, 2015, 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. Mazza. Mr. Brown arrived at 3:03 p.m. and Mr. George arrived at 3:05 p.m.

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 and Tom Roguski of the firm Maser Consulting, Authority Engineers; David Kaplan, Authority Auditor; 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 2014, has been provided by publication thereof in the *Link* on February, 27, 2014, as a "legal" advertisement and in the *Asbury Park Press* on February 22, 2014, as a "legal" advertisement and by forwarding duplicates thereof on February 20, 2014, 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. Haber addressed the board regarding his property at 729 Woodgate Ave. He stated that his sewer line is not connected to the main line but instead connected through the neighbor's backyard. Mr. Haber feels that he is paying for a yearly service and not receiving any assistance from the Authority with regards to his sewer line on his private property. Mr. Martone explained that Mr. Haber's line was installed back in 1968. There was a manhole that came off Bowyer and went through an easement which is located in Mr. Haber's neighbors backyard, the plumber

connected Mr. Haber's line to the existing manhole. Mr. Martone explained that the Authority's rules and regs state that in no condition does the Authority maintain any sewer lines on private properties. Mr. Martone suggested that the Authority could run a new lateral to the curb at the Authority's expense but Mr. Haber would still be require to have a plumber run his new line from the lateral at the curb to his house. Mr. Haber stated that wouldn't be an option for him.

The board denied his request for a refund or for any assistance with the sewer line on his private property.

On Motion by Mr. Blaisdell, seconded by Mr. Mazza, and passed by the affirmative vote of all members present, no nays, no absent, no abstain, all actions taken, and dispositions made by Mr. Haber with regards to the property at 729 Woodgate Ave have been denied.

Secondly Mr. Minoia and Mr. Tint from Diversified Realty Advisors addressed the Board. They explained that they are the current owners of the Long Branch Partners LLC., which acquired all of the Broadway Arts Center properties. They are working closely with the City regarding the redevelopment of the new proposed project which will include approximately 700 units of multi families and 100,000 squares feet of associated retail space. Mr. Minoia explained that there are 70 units that have been vacant for a few years and would like to possibly request relief on the sewer charges for the years 2014 and 2015.

The board suggested a discontinuance / reactivation fee for all the vacant accounts. This fee will be for the years of 2014 and 2015. If the project is not concluded within these two years, an appeal will be required. The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has determined that it is appropriate to remove the 2014 and 2015 service charges including accumulated interest for the unoccupied properties owned by Long Branch Partners, LLC., listed on the prepared spreadsheet, attached hereto to this Resolution and made a part hereof, and

WHEREAS, Long Sewerage Authority will add a reactivation fee of \$121.00 per unit per year for the aforementioned accounts, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that its Executive Director is hereby authorized to discontinue service charges and remove the outstanding charges referenced hereinabove together with any interest due and

will add the reactivation fee of \$121.00 per unit per year, and

BE IT FURTHER RESOLVED, that an extension appeal will be required after the two year period has expired and for any addition units shall be considered an application for sewer service at the current connection fee rate, 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 effectuate this Resolution.

ROLL CALL:

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

Date: January 21, 2015

R1.1-15

Exhibit A

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

V. As to the Minutes of the Regular Meeting of December 2014

On Motion by Mr. Booth, seconded by Mr. Blaisdell, and passed by the affirmative vote of all members present, no nays, no absent, no abstain, the reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on December 17, 2014 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 17, 2014, 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 #7 is the 2014 Collection System Contract that was bid and the lowest bidder was P.M. Construction Corp. The following resolution was 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 heretofore advertised for receipt of bids for the 2014 Collection System Rehabilitation Project # LBS-248, 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 this contract to the lowest responsible bidder, and

WHEREAS, the Authority Engineer has recommended the awarding of this bid to P.M. Construction Corp. in his letter dated December 29, 2014, attached here to and made a part hereof, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purpose through the Sewer Revenue Bonds, Series 2014, as per the certification attached to this Resolution hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED that:

1. The Long Branch Sewerage Authority hereby awards its contract for the 2014 Collection System Rehabilitation Project # LBS-248 to P.M. Construction Corp., in the amount of \$3,227,760.40, 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, and

2. The Authority is authorized to enter into a contract with P.M. Construction Corp. for the purpose-expressed hereinabove.

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

ROLL CALL:

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

Date: January 21, 2015
R2.1-15
Exhibit B,C,D

Mr. Martone reported that item #29 is a Maser Consulting proposal for the Professional Engineering Services Construction Administration, observation and change orders for the entire 2014 Collection System Rehabilitation project. The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore received a proposal from Maser Consulting for the 2014 Collection System Rehabilitation Project # LBS-248 professional engineer services ; and

WHEREAS, the proposal includes the construction administration, observation services, change orders and all work for a total lump sum of \$233,000.00 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 Consultant the proposal for the 2014 Collection System Rehabilitation Project # LBS-248 in the total amount of \$233,000.00 for the construction

administration, observation services, change orders and all work for a total lump sum services subject to Maser Consulting complying with all of the requirements of the terms and conditions of the prepared in 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 - AYE
Mr. Booth - AYE
Mr. Brown - AYE
Mr. Mazza - AYE

Date: January 21, 2015
R3.1-15
Exhibits E, F

Mr. Martone explained that item #32 is the Partial Payment Request for the Primary Tank Influent System. Allied Construction is doing a great job and is on schedule. The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has received a Partial Payment Request, # 3, from Allied Construction Group Inc. for the Primary Tank Influent System Reconstruction Project, and

WHEREAS, this request for payment is in the amount of \$95,986.10, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated January 16, 2015, 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 #3 to Allied Construction Group Inc. in the amount of \$95,986.10.

ROLL CALL:

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

Date: January 21, 2015
R4.1-15
Exhibit G

Mr. Martone stated that there is nothing further to discuss in correspondence.

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

January 21, 2015

1. Letter dated 12/16/14 received 12/16/14 from NJ Utility Authorities Joint Insurance, re: 2015 Budgets
2. Letter of Transmittal dated 12/18/14 received 12/19/14 from Maser Consulting re: Outfall Anchor Replacement and Repair Project / Certified Weekly Payroll Report #1
3. Insurance Proposal from Brown and Brown received 12/19/14, re: Policy Period from January 1, 2015 to January 1, 2016/ \$129,352
4. 2015 Statement of billing received 12/22/14 from Hall & Associates, re: New fees for 2015
5. Letter of Transmittal from Maser Consulting, re: Sanitary Sewer Systems Repairs Signed Contract
6. Letter dated 12/24/14 received 12/29/14 from Manna & Bonello, re: Professional Appointment for 2015
7. Email dated 12/29/14 received 12/29/14 from Maser Consulting, re: Recommendation Award of the 2014 Collection System Rehabilitation Project to P.M. Construction Corp in the amount of \$3,227,760.40
8. Letter dated 12/30/14 received 12/30/14 from Hall & Associates, re: Professional Appointment of Hall & Associates / Special Counsel for NJPDES Matters
9. Letter dated 12/30/14 received 12/31/14 from Brown & Brown, re: Terrorism Risk

ACTION

Insurance Act

10. Letter of transmittal received 12/31/14 from Maser Consulting, re: Certified Weekly Payroll Report #2 and #3 for the Anchor Replacement and repair Project
11. Letter dated 1/2/15 received 1/2/15 from NJ Utility Authorities Joint Insurance Fund, re: The annual reorganization meeting
12. Certified letter dated 12/11/14 received 01/05/15 from NJDEP, re: Draft Surface Water Renewal Permit Action/ Permit No. NJ 0024783
13. Letter of Transmittal dated 1/7/15 received 1/7/15 from Maser Consulting, re: WWTP Mechanical Improvements Contract
14. Letter of Transmittal dated 1/7/15 received 1/7/15 from Maser Consulting, re: WWTP Flood Barrier Installation Contract
15. Certified Notice received 1/7/15 from City of Long Branch, re: Variance Application from Kelly Property to subdivide Block 220 Lot 10.01, 10.02 & 10.03 known as 63 Court St. The applicant proposes to subdivide for the purpose of construction a two family home on each newly created lot
16. Letter dated 1/6/15 received 1/7/15 from King and Petragga attorneys at law, re: Raritan Bay Clammers / Answer and Cross Claim and Counterclaim
17. Loss Control Report dated 12/18/15 received 1/7/15 from NJUAJIF, re: NJUA JIF Safety Excellence Award
18. Letter dated 1/5/15 received 1/7/15 from Manna & Bonello, re: Professional Appointment for 2015
19. Letter dated 1/7/15 received 1/8/15 from Maser Consulting, re: Final copies of the 2015 Annual Contract
20. Certified Notice of Hearing received 1/9/15 from City of Long Branch, re: Application for an Appeal to use the Carriage House at 1003 Elberon Ave / Block 30 Lot 4
21. Letter dated 1/8/15 received 1/9/15 from NJUAJIF, re: 2015 Election of Officers
22. Letter dated 1/7/15 received 1/9/15 from Law Offices Apruzzese, McDermott, Mastro & Murphy, re: Professional Labor Counsel Appointment
23. Letter dated 1/8/15 received 1/9/15 from Brown & Brown, re: Solicitation of Qualifications for professional services-Insurance Agent

DISCUSS

24. Letter dated 1/8/18 received 1/9/15 from Kraft & Capizzi, re: Response to RFP for Bond Counsel Services
25. Letter of Transmittal dated 1/7/15 received 1/12/15 from Allied Construction Group, Inc., re: December 2014 Monthly Reports
26. Letter of Transmittal dated 1/13/15 received 1/13/15 from Maser Consulting, re: Outfall Anchor Replacement and Repair Project / Certified Weekly Payroll
27. Copy of Letter dated 1/12/15 received 1/13/15 from Maser Consulting to MBE Mark III Electric, Inc.,re: WWTP Mechanical Improvements job completion date of August 12, 2015
28. Copy of Letter dated 1/12/15 received 1/13/15 from Maser Consulting to Andrew Platt, President of Ray Palmer Associates, re: WWTP Flood Barrier Installation job completion date of May 15, 2015
- ACTION** 29. Letter dated 1/12/15 received 1/13/15 from Maser Consulting, re: Proposal for Professional Engineering Services Construction Administration and Observation of the 2014 Collection System Rehabilitation Project
30. Certified letter received 1/14/15 from Zoning Board of the City of Long Branch, re: Variance application to construct addition and renovation to 179 Riddle Ave / B 487 L 5
31. Copy of Certified letter dated 1/13/15 received 1/14/15 from Maser Consulting to Monmouth County Environmental Council, re: Application to obtain the 2014 Collection System Rehabilitation Project Sewer/ Extension/ Treatment Works Approval
- ACTION** 32. Letter dated 1/16/15 received 1/16/15 from Maser Consulting, re: Primary Tank Influent System Reconstruction project /Partial Payment Request No.3 for \$95,986.10

Additional Correspondence

- DISCUSS** 33. Letter received 1/20/15 from Mr. Haber, re: Acct# 073-012-000 / 732 Woodgate Ave.

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

VIII. Report of Executive Director for December, 2014

Mr. Martone recommended the solicitation for a Professional Engineering Services through an Open & Fair process in accordance with the N.J.S.A 19:44A-20.5. The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has a need to acquire a Licensed Professional Engineer, and

WHEREAS, it would be in the Authority's best interest to solicit proposals as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

WHEREAS, the Executive Director has determined that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is one (1) year, and

NOW, THEREFORE, BE IT RESOLVED that Long Branch Sewerage authorizes the Executive Director and/or Chairman to develop the request for proposals and advertise for said proposals on the Authority's web site

ROLL CALL:

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

Date: January 21, 2015
R5.1-15

Mr. Martone next reported that an invoice from Selective Insurance for the Flood Insurance renewal was received. The following resolution was presented:

RESOLUTION

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

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 \$37,070.00 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 \$37,070.00
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	- AYE
Mr. Brown	- AYE
Mr. Booth	- AYE
Mr. Mazza	- AYE

Date: January 21, 2015
R6.1-15

Mr. Martone stated that the bids for the two 6 inch portable pumps have been prepared and will be advertised and bid on February 11, 2015 at 10 a.m.

Mr. Martone had nothing further to report.

On Motion by Mr. George, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, no 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, 2014

The following Resolution was moved by Mr. Mazza, seconded by Mr. Blaisdell, 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 21st DAY OF JANUARY 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of December 2014 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 17, 2014

Mr. Bonello reported that he and Mr. Martone worked on the APS escrow. APS has not completed all the work, a list will be done showing what work needs to be finished.

Mr. Bonello also worked on the above stated contracts and on a few personnel issues.

He had nothing further to report.

On Motion by Mr. Blaisdell, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, no 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 17, 2014

Mr. Kaplan had nothing to report at this time.

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

XIV. Transfers, if any.

The following Resolution was moved by Mr. Blaisdell, seconded by Mr. Booth, and passed by the affirmative vote of four members present, no nays, no absent, one abstain (Mr. Brown), approving the Authority Transfers for the month of December 2014 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 21st DAY OF JANUARY 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of December 2014 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 had nothing to report at this time.

B. Primary Tank Influent Systems Reconstruction

Discussed under correspondence.

C. Outfall Anchor Replacement and Repair Project

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

D. Parking Lots and Automated Gates

Parking lot will be restriped and the paving issues will have to be addressed.

E. Collection Systems Rehabilitation

Was awarded under the correspondence. Time frame for this project is about 9 months.

F. F.E.M.A.

Mrs. Hartnett stated that she met with FEMA last week and one of the PW's is in the process of being closed. The Authority is replacing all 12 of the outfall anchors of which 3 were damaged in the Sandy storm. FEMA stated that a claim should be processed for all 12 as mitigation instead of just the 3 that were damaged.

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. Booth, seconded by Mr. Mazza, and passed by the affirmative vote of all members present, no nays, no absent, no abstain, the meeting was adjourned at 3:55 p.m.

Respectfully submitted,

David G. Brown, Secretary

Joseph A. Martone, Executive Director