

# LONG BRANCH SEWERAGE AUTHORITY

## Minutes of the Regular Meeting

July 15, 2015

### **I. and II. Opening and Attendance at Meeting.**

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:02 p.m., prevailing time, on Wednesday, July 15, 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. George, Mr. Booth and Mr. Brown. Mr. Mazza 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; Susan Brasefield, of the firm Maser Consulting, Authority Engineer; Laurie Hartnett, PCC Officer; Tom Roguski, Authority 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 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.**

There were no members of the public present.

On Motion by Mr. Booth, seconded by Mr. Blaisdell, 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 June 17, 2015**

On Motion by Blaisdell, 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 June 17, 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 June 17, 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 explained that item # 5 is a disconnection application. The following resolution was presented:

**RESOLUTION**

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

**WHEREAS**, Jacob Tambor has requested a termination of sewer service in an Application for Disconnection to the Executive Director dated June 8, 2015, attached hereto to this Resolution and made a part hereof, for said property at 1183 Lincoln Ct being serviced by the Long Branch Sewerage Authority under account #012-002-000, and

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

**WHEREAS**, this disconnection is conditional upon 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 as of the third quarter of 2015 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	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Mazza	- ABSENT

Date: July 15, 2015  
R1.7-15  
Exhibit A

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Mr. Martone reported that item #10 is a letter from the City of Long Branch stating that the tax sale date is to be held on September 22, 2015.

Mr. Martone explained that item #15 is a request for a unit change from eight (8) units to six (6) units. The following resolution was presented:

**RESOLUTION**

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

**WHEREAS**, Alice Kessler has requested a reduction in the number of units from eight (8) to six (6) for service billing in an application to the Executive Director received June 11, 2015, 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 #088-001-000

**WHEREAS**, the Authority's staff engineer has made a physical inspection of said property and is of the opinion that the property presently constitutes of six units for service

**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 74 Cedar Ave., is hereby reduced from eight (8) to six (6) as of the third quarter 2015 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 affect this Resolution.

ROLL CALL:

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

Date: July 15, 2015  
R2.7-15  
Exhibit B

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Mr. Martone explained that item #17 is a change order and final payment request from Allied Construction. The following resolutions were presented:

### **RESOLUTION**

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

**WHEREAS**, the Long Branch Sewerage Authority (the "Authority") has undertaken the Primary Tank Influent System Reconstruction; and

**WHEREAS**, the inspecting engineer for the project, Maser Consulting, has recommended the approval of Change Order Number #2, in his letter dated July 8, 2015, attached hereto and made a part hereof, which decreases the cost by (\$9,850.00) \$605,938.93 to \$596,088.93 as a result of this Change Order.

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that Change Order #2, 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	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Mazza	- ABSENT

Date: July 15, 2015  
R3.7-15  
Exhibit C

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**RESOLUTION**

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

**WHEREAS**, the Long Branch Sewerage Authority has received a Final Payment Request, # 6, from Allied Construction Group for the Primary Tank Influent System Reconstruction, and

**WHEREAS**, this request for payment is in the amount of \$27,038.28, and

**WHEREAS**, this is the final payment which closes out the project, and

**WHEREAS**, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated July 8, 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 #6 (final) to Allied Construction Group in the amount of \$27,038.28.

ROLL CALL:

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

Date: July 15, 2015  
R4.7-15  
Exhibit D

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Mr. Martone reported that item #18 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. George.

**WHEREAS**, the Long Branch Sewerage Authority has received a Partial Payment Request, # 3, from PM Construction for the 2014 Collection System Rehabilitation Project, and

**WHEREAS**, this request for payment is in the amount of \$175,373.58, and

**WHEREAS**, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated July 8, 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 PM Construction in the amount of \$175,373.58.

ROLL CALL:

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

Date: July 15, 2015  
R5.7-15  
Exhibit E

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Mr. Martone explained that item #20 is a payment request from MBE Mark III Electric. The following resolution was presented:

**RESOLUTION**

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

**WHEREAS**, the Long Branch Sewerage Authority has received a Partial Payment Request, #4, from MBE Mark III Electric for the WWTP Mechanical Improvements Project, and

**WHEREAS**, this request for payment is in the amount of \$183,297.24, and

**WHEREAS**, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated July 9, 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 #4 to MBE Mark III Electric in the amount of \$183,297.24

**ROLL CALL:**

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

Date: July 15, 2015  
R6.7-15  
Exhibit F

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Mr. Martone reported that item #21 is a final payment request from All Surface Asphalt Paving. He explained that the company issued a credit for the dead trees and the Authority will replace them in the fall with new trees. 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 received a final Payment Request, # 2, from All Surface Asphalt Paving, Inc. for the Parking Lot Project, and

**WHEREAS**, this request for payment is in the amount of \$17,354.00, and

**WHEREAS**, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated July 9, 2015, attached hereto and made a part hereof, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that it approves the final payment request #2 to All Surface Asphalt Paving, Inc. in the amount of \$17354.00

### ROLL CALL:

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

Date: July 15, 2015  
R7.7-15  
Exhibit G

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Mr. Martone stated that item# 24 is an application approval for 16 new units at 469 Church Street. The following resolution was presented:

## RESOLUTION

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



**WHEREAS**, the Jemal's Church Street School, LLC. have applied for sewer connection for 469 Church Street, for sixteen (16) equivalent units known as Block 469, Lot 11, and

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

**WHEREAS**, the Long Branch Sewerage Staff Engineer, Tom Roguski, has reviewed the plans and specifications and has recommended that the application be conditionally approved in his letter dated July 14, 2015, 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 Jemal's Church Street School, 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 July 14, 2015, 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 - AYE  
Mr. Booth - AYE  
Mr. Brown - AYE  
Mr. Mazza - ABSENT

Date: July 15, 2015  
R8.7-15  
Exhibit H

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

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

**July 15, 2015**

- 1) Letter dated 06/12/15 received 06/18/15 from NJDEP, re: 2015 Non-Potable Water Proficiency Test Study
- 2) Copy of Letter dated 06/15/15 received 06/17/15 from Manna & Bonello to Nicholas Kokinakis, Esq. / Zurich Insurance, re: Claim-APS Contracting / Advantech
- 3) Email received 06/19/15 from New Jersey Utility Authority Joint Insurance Fund, re: Agenda and Reports for June
- 4) Letter dated 06/16/15 received 06/19/15 from Kraft & Capizzi, re: Announcement that the NJ Law Journal has selected Mr. Capizzi Esq. to be one of its 2015 New Leaders of the Bar
- ACTION** 5) Application for disconnection dated 06/08/15 received 06/08/15, re: 1183 Lincoln Ct / Block 12 Lot 2
- 6) Copy of letter dated 06/22/15 received 06/22/15 from Maser Consulting to John Toic/ First Hartford Realty Corp, re: CVS Pharmacy final inspection and close out
- 7) Letter dated 06/17/15 received 06/22/15 from Monmouth County Planning Board, re: Meeting Cancellation Notice
- 8) Certified Copy of letter dated 06/18/15 received 06/22/15 from French & Parrello Associates, re: CAFRA Individual Permit for the construction of a shore protection structure / 907 Ocean Ave/ B 59 L 3
- 9) Email notice dated 06/24/15 received 06/24/15 from Maser Consulting, re: Maser announces acquiring Kernan Engineering
- 10) Letter dated 06/24/15 received 06/26/15 from the City of Long Branch Tax Collector, re: Tax Sale date of September 22, 2015
- 11) Email dated 06/25/15 received 06/25/15 from Toni Mullen/ West Long Branch Tax Collector, re: West Long Branch Tax Sale scheduled for October 21, 2015
- 12) Certified public notice of hearing received 06/29/15 from Borough of Deal, re: ordinance variance for expansion of a non-conforming use for 4 Ocean Ave, Deal

13) Certified public notice received 06/29/15 from Borough of Little Silver, re: ordinance variance to install and use a 60' X 40' stone parking area on the vacant lot / property is at 160 Rumson Rd, Little Silver

14) Letter dated 06/26/15 received 06/29/15 from State of NJDEP, re: FY2016 application

**ACTION**

15) Application for unit change dated 06/11/15 received 07/01/15 from Alice Kessler, re: 74 Cedar Ave Block 88 Lot 1 / Unit change request from 8 units to 6 units

16) Letter dated 06/30/15 received 07/06/15 from Jersey Central Power & Light, re Lincoln Ave and Ocean Ave pump stations meter reading

**ACTION**

17) Letter dated 07/08/15 received 07/08/15 from Maser Consulting, re: Primary Tank Influent System Reconstruction/ Project #LBS223/ Change Order and Final Payment request

**ACTION**

18) Letter dated 07/08/15 received 07/08/15 from Maser Consulting, re: PM Construction payment request #3

19) Certified letter received 07/09/15 from the Borough of WLB, re: Planning Board application for an Urgent Care Center/ Monmouth Rd WLB/ Block 70 Lot 40.01

**ACTION**

20) Letter dated 07/09/15 received 07/09/15 from Maser Consulting, re: MBE Mark III Electric payment request #4 for \$183,297.24

**ACTION**

21) Letter received 07/09/15 from Maser Consulting, re: All Surface Asphalt Paving, Inc. Final payment request #2 for \$17,354.00

22) Letter dated 06/29/15 received 07/10/15 from Foss, San Filippo & Milne, LLC, re: Service availability request for 1 Plaza Court, Elberon/ Block 60 Lot 2

#### **ADDITIONAL CORRESPONDENCE**

23) Letter dated 07/10/15 received 07/13/15 from Maser Engineers, re: Client Assessment Study

**ACTION**

24) Letter dated 07/14/15 received 07/14/15 from Tom Roguski the Authority's Staff Engineer, re: Application Approval for a 16 unit at 469 Church Street/ Block 469 Lot 11

## **VIII. Report of Executive Director for June 2015**

Mr. Martone reported that two employees have requested permission to attend training classes. It is to the benefit of the Authority to have its employees continue their education and obtain licenses. The following resolutions were presented:

### **RESOLUTION**

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

**WHEREAS**, Terrance Daniels has requested permission to attend Monmouth County Vocational School for the "Intro to Waste Water" 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 Terrance Daniels to attend Monmouth County Vocational School for a course in Intro Waste Water has been approved.

**BE IT FURTHER RESOLVED** that the participant will follow the rules for "Schooling" covered in the appropriate Article in their contract.

#### **ROLL CALL:**

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

Date: July 15, 2015  
R9.7-15

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## RESOLUTION

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

**WHEREAS**, David Martone has requested permission to attend Rutgers University for the "Collection II" 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 David Martone to attend Rutgers University for a course in Collection II has been approved.

**BE IT FURTHER RESOLVED** that the participant will follow the rules for "Schooling" covered in the appropriate Article in their contract.

### ROLL CALL:

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

Date: July 15, 2015  
R10.7-15

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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 June 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, 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 JULY 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of June 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 June 17, 2015**

Mr. Bonello stated that he worked with Mr. Martone regarding a few issues but nothing to report at this time.

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, 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 June 17, 2015**

Mr. Kaplan was not present at this meeting.

**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 three members present, no nays, one 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, one absent, one abstain (Mr. Brown), approving the Authority Transfers for the month of June 2015 as listed.

**RESOLUTION**

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 15th DAY OF JULY 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of June 2015 as submitted by the Executive Director and orders said report received and filed.

## **XV. Old Business.**

### A. Engineer's Report on Redevelopment Projects

Mrs. Brasefield stated that she had nothing new to report.

Mr. Martone explained that he and Mr. Roguski met with Mr. Woolley concerning the properties located between Pavilion Ave and North Bath Ave. This project is under approval stages with the city.

### B. Future Capital Improvement Program

Mrs. Brasefield had nothing new to report.

### C. Fence & Gates

Mrs. Brasefield explained that this project is almost complete. At this time there are a few issues with the controls and the signals between the controls panel and the office. The problem should be resolved within the next few days.

### D. Flood Barriers

Mrs. Brasefield explained that the engineers are still reviewing the shop drawings. Mr. Martone questioned Mr. Roguski on any new updates. Mr. Roguski stated that he spoke with the contractor who confirmed that the shipment of the flood barriers is in route from Germany, and the Authority should expect delivery within the next 3-4 weeks, depending on how fast it goes through customs.

### E. Mechanic Improvements

Mrs. Brasefield stated that this project is very close to being complete.

### F. Collection Systems Rehabilitation

Mrs. Brasefield reported that this project is about 15 percent complete and is moving along well with no issues.

### G. F.E.M.A

Mrs. Hartnett reported that once a few of the new projects are completed, she will then submit new claims.



**XVI. New Business**

None

**XVII. Miscellaneous Suggestions for the Good of the Authority**

None

**XVIII. Adjournment at 3:28 p.m.**

There being no further business, 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 meeting was adjourned at 3:28 p.m.

Respectfully submitted,

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David G. Brown, Secretary

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Joseph A. Martone, Executive Director