

# LONG BRANCH SEWERAGE AUTHORITY

## Minutes of the Regular Meeting

June 17, 2015

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

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:00p.m., prevailing time, on Wednesday, June 17, 2015, by the Chairman, Mr. Blaisdell in the Meeting Room at the Authority Administration Building, 150 Joline Avenue, Long Branch, New Jersey, attended by all five board members.

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, of the firm Maser Consulting, Authority Engineer; 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 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. Brown, 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 May 20, 2015**

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 reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on May 20, 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 May 20, 2015, if any**

On Motion by Mr. Brown, seconded by Mr. Mazza, and passed by the affirmative vote of all members present, no nays, no absent, no abstain, the reading of the Minutes of the Executive Session of the Long Branch Sewerage Authority held on May 20, 2015 to be dispensed with and that such Minutes be, and they are hereby approved as recorded and circulated.

**VII. Correspondence**

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

Mr. Martone explained that item #11 is a letter from the Authority's engineer closing out the CVS project. 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 (hereinafter the "Authority") desires to approve the sanitary sewer and release the performance bond for CVS Pharmacy, Block 289 Lot 1-5 conditional upon all engineering and Authority fees being paid in full and conditional submission of a two (2) year Maintenance Bond in the amount of \$2,036.79, and

**WHEREAS**, the Authority Engineer has recommended conditional release of said performance bond and any unused

escrow funds, as per his letter dated June, 5, 2015, attached hereto and made a part hereof, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that the Authority hereby conditional releases the performance bond and unused escrow funds for Block 289 Lot 1-5, Account # 289-000-000 as per the recommendation of the Authority Engineer per the above referenced letter.

**ROLL CALL:**

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

Date: June 17, 2015  
R1.6-15  
Exhibit A

\*\*\*\*\*

Mr. Martone reported that item# 12 is also a close out letter from the Authority's engineer for Monmouth University Residence Hall project. The following resolution was presented:

**RESOLUTION**

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

**WHEREAS**, the Long Branch Sewerage Authority (hereinafter the "Authority") desires to approve the sanitary sewer and release the performance bond for New Residence Hall-North Campus at Monmouth University, Block 38 Lot 4, 27 & 28 conditional upon all engineering and Authority fees being paid in full, and

**WHEREAS**, the Authority Engineer has recommended conditional release of said performance bond and any unused escrow funds, as per his letter dated June 5, 2015, attached hereto and made a part hereof, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long

Branch Sewerage Authority that the Authority hereby conditional releases the performance bond and unused escrow funds for Block 38 Lot 4, 27 and 28, Account # 038-004-00W as per the recommendation of the Authority Engineer per the above referenced letter.

ROLL CALL:

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

Date: June 17, 2015  
R2.6-15  
Exhibit B

\*\*\*\*\*

Mr. Martone explained that item # 13 is a close out request for the old south beach project #LBS-210. This project was replaced by a new application under a new project #LBS-261. 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 (hereinafter the "Authority") recommends that MC Project No. LBS-210 application and remaining escrow monies be returned to the applicant, and

**WHEREAS**, a separate application LBS-261, South Beach at Long Branch, Block 216, Lots 1-6 which includes Lot 2 from project LBS-210 Application, has been submitted and conditionally approved, and

**WHEREAS**, the Authority Engineer has recommended the close out of MC Project No. LBS-210 as per his letter dated June 5, 2015, attached hereto and made a part hereof, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long

Branch Sewerage Authority that the Authority hereby closes MC-Project No. LBS-210 application and returns any remaining escrow monies to the applicant as per the recommendation of the Authority Engineer per the above referenced letter.

ROLL CALL:

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

Date: June 17, 2015  
R3.6-15  
Exhibit C

\*\*\*\*

Mr. Martone reported that Item# 16 is a partial payment request from P.M. Construction Corporation. 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 has received a Partial Payment Request, # 2, from P.M. Construction Corp. for the 2014 Collection Systems Rehabilitation Project, and

**WHEREAS**, this request for payment is in the amount of \$187,663.71, and

**WHEREAS**, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated June 10, 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 # 2 to P.M. Construction Corp. in the amount of \$187,663.71.

ROLL CALL:

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

Date: June 17, 2015  
R4.6-15  
Exhibit D

\*\*\*

Mr. Martone stated that Item #29 is a request for disconnection. This has been a vacant lot for quite some time. The following resolution was presented:

**RESOLUTION**

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

**WHEREAS**, Melvin Morris has requested a termination of sewer service in an Application for Disconnection to the Executive Director dated June 12, 2015, attached hereto to this Resolution and made a part hereof, for said property at 125 Laurel St. being serviced by the Long Branch Sewerage Authority under account #325-026-000, and

**WHEREAS**, the Authority has verified that this is a vacant lot with no buildings or structures currently at the property, and

**WHEREAS**, the Authority has verified that the property has been a vacant lot with paid sewer since December 2013, and

**WHEREAS**, any new connection after January 1, 2016 will require a sewer application and connection fee payment, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that it terminates service on said property as of June 17, 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	- AYE

Date: June 17, 2015  
R5.6-15  
Exhibits G

\*\*\*\*\*

Mr. Martone explained that item # 32 is a partial payment request from MBE Mark III, Electric. The following resolution was presented:

### **RESOLUTION**

Mr. Booth 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 MBE Mark III Electric, Inc. for the WWTP Mechanical Improvements Project, and

**WHEREAS**, this request for payment is in the amount of \$278,712.00 and

**WHEREAS**, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated June 17, 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 MBE Mark III Electric, Inc. for the WWTP Mechanical Improvements Project, in the amount of \$278,712.00.

ROLL CALL:

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

Date: June 17, 2015  
R6.6-15  
Exhibit H

\*\*\*\*

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

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

**June 17, 2015**

- 1) Certified public notice received 05/21/15, from Borough of West Long Branch, re: B 10 Lot 19/ 63 Victor Ave/ Owner is asking to construct a second floor addition and front porch extension.
- 2) Letter dated 05/20/15 received 05/26/15 from Kennedy Consulting Engineers, LLC., re: Sewer Availability for 465 Church St / Block 469 Lot 11
- 3) Affidavit of Publication dated 05/25/15 received 05/28/15 from Asbury Park Press, re: Connection Fee Hearing
- 4) Copy of Letter dated 05/28/15 received 06/01/15 from Mr. Thibault, Esq., to Kevin McGovern, Esq., re: Mr. Thornton
- 5) Memo dated 05/28/15 received 06/02/15 from PERMA Risk Management Services, re: CPR/AED Training
- 6) Certified public notice received 06/02/15 from the Borough of Little Silver Planning Board, re: Minor Site Plan Approval for a few lots all located in the borough of Little Silver
- 7) Certified public notice received 06/04/15 from the City of Long Branch Zoning Board of Adjustment, re: New Variance application to expand the attic area and finish basement for property at 1003 Elberon Ave/ Block 30 Lot 4



- 8) Certified public notice received 06/04/15 from the City of Long Branch Zoning Board of Adjustment, re: Height Variance application for a one-family residence in order to raise the dwelling on property located at 492 West St/ Block 463 Lot 3
- 9) Notice received 06/04/15 from Brown & Brown, re: New account service team
- 10) Letter of Transmittal dated 06/03/15 received 06/05/15 from MBE Mark III Electric, re: AA-202 Project Workforce Report Period and Weekly Certified Payroll Reports
- ACTION** 11) Letter dated 06/05/15 received 06/05/15 from Maser Consulting, re: CVS Pharmacy Project / Block 289 Lots 1-5
- ACTION** 12) Letter dated 06/05/15 received 06/05/15 from Maser Consulting, re: New Residence Hall-North Campus / Monmouth University / Block 38 Lots 4,27,28
- ACTION** 13) Letter dated 06/05/15 received 06/05/15 from Maser Consulting, re: Multifamily Residential Building on Ocean Ave and North Bath Ave/ Block 216 Lot 2
- 14) Affidavit of Publication dated 05/28/15 received 06/08/15 from The Link, re: Connection Fee Hearing
- 15) Letter received 06/08/15 from FEMA, re: Hurricane Sandy Flood Insurance Claims Review
- ACTION** 16) Letter dated 06/10/15 received 06/10/15 from Maser Consulting, re: 2014 Collection System Rehabilitation Project Partial Payment request #2 for \$187, 663.71
- 17) Application received 06/11/15 from City of Long Branch, re: Road opening permit for Sairs Ave
- 18) Application received 06/11/15 from City of Long Branch, re: Road opening permit for Hullick Street
- 19) Letter dated 06/09/15 received 06/11/15 from Maser Consulting, re: 2014 Collection System Rehabilitation Project monthly project workforce and certified payroll reports for Jan., Feb., Mar., and April 2015
- 20) Letter dated 06/08/15 received 06/11/15 from Maser Consulting, re: Outfall Anchor replacement and repair project maintenance bond
- 21) Letter dated 06/11/15 received 06/11/15 from Maser Consulting, re: 2014 Collection System Rehabilitation Project monthly project workforce and certified payroll reports for May 2015
- 22) Letter dated 06/08/15 received 06/11/15 from Maser Consulting, re: 2014 Collection System Rehabilitation Project Certificates of Insurance and business registration

- 23) Certified Notice received 06/11/15 from City of Long Branch, re: Application for variance to elevate existing home at 80 Shrewsbury drive/ Block 451 Lot 16
- 24) Certified Notice received 06/11/15 from Borough of WLB, re: Application for variance to construct a second floor addition and new front porch to existing single family at 63 Victor Ave / Block 10 Lot 19
- 25) Copy of letter dated 06/10/15 received 06/12/15 from Maser Consulting to Ms. Mimi Feliciano / FEM South Beach LLC, re: South Beach at Long Branch North Bath Ave, Ocean Blvd and Ocean Ave / Block 216 Lot 1-6 application approval  
Based on the all received documents
- ACTION** 26) Proposal dated 06/12/15 received 06/12/15 Edmunds & Associates, re: new billing/ accounting software
- 27) Letter dated 06/08/15 received 06/12/15 from APS Contracting Inc., re: Wastewater Treatment Plant Modifications Project# LBS-195

#### **ADDITIONAL CORRESPONDENCE**

- 28) Letter dated 06/03/15 received 06/15/15 from NJ Department of Health, re: Survey deadline
- ACTION** 29) Disconnection application dated 06/12/15 received 06/15/15 from Melvin Morris, Re: 125 Laurel St / Block 325 Lot 26
- 30) Certified Notice of Public Hearing from the Borough of West Long Branch received 06/15/15, re: 32 Palmer Ave / Block 42 Lot 2 / application for a permit to construct a basketball court in the rear yard
- 31) Letter dated 05/27/15 received 06/15/15 from Matrix, re: Company Introduction
- ACTION** 32) Letter dated 06/17/15 received 06/17/15 from Maser Consulting, re: WWTP Mechanical Improvements Project Partial Payment request #3 for \$278,712.00

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

Mr. Martone stated that as directed by the board, the Authority investigated options to upgrade and modernize the billing and accounting software's. Edmunds & Associates was the Authority's number one choice and it complies with the Authority's needs and requirements. It is user friendly and has many new upgrades such as Debit/ Credit Card Swipe, Epson Receipt/ Validators and Symbol Bar Code Scanners to name a few.

Mr. Martone asked Mrs. Uyeyama, the Authority's comptroller to explain. Mrs. Uyeyama stated that Edmunds will combine both the financial and billing programs using the same system. Edmunds will also link all water based accounts to the water company. The City of Long Branch also uses Edmunds and this will eliminate a lot of the manual work during the tax sale because the accounts can now be linked.

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 feels that it is beneficial to the tax payers of the City of Long Branch to replace and upgrade the Authority's billing / accounting software, and

**WHEREAS**, In accordance with the local public contracts law, the Edmunds software is proprietary in nature and therefore is not required to be bid, and

**WHEREAS**, the new software Edmunds will replace Flexbill and Microfund, and

**WHEREAS**, Edmunds will have many new features that will be customer friendly such as online payments using credit cards or EFT checks, and it also includes the required voucher/ purchase order feature, and

**WHEREAS**, Edmunds software installation will be estimated around \$40,553.50 as per quote attached hereto and made a part hereof, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long

Branch Sewerage Authority that it recommends and approves:

- 1) Edmunds to be the official billing/ accounting software
- 2) The Authority's Executive Director is hereby authorized to purchase Edmunds as its official billing/ accounting program for \$40,553.50

ROLL CALL:

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

Date: June 17, 2015  
R7.6-15  
Exhibit E

\*\*\*\*\*

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, 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 May 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, no 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 JUNE 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of May 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 May 20, 2015**

Mr. Bonello stated that he is working on the litigation with WesTech, which was a sub contractor of APS Contracting.

He had nothing further to report.

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 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 May 20, 2015**

Mr. Kaplan stated that he worked on the Connection Fee rate, which was just completed during the Connection Fee Hearing previous to this meeting. He attended a seminar where it was stated that the Governmental Accounting Standards Board will be implementing the GASB 68 with the new Audit.

He had nothing further to report.

On Motion by Mr. Blaisdell, seconded by Mr. George, 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. George, seconded by Mr. Booth, 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. George, 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 May 2015 as listed.

**RESOLUTION**

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 17th DAY OF JUNE 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of May 2015 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 new to report.

B. Future Capital Improvement Program

Status Quo.

C. Fence & Gates

Mr. Van Dorpe explained that the gates are not finalized yet due to some minor issues, but the job should be complete by next month.

D. Flood Barriers

Mr. Van Dorpe reported that they are just waiting for the delivery on the items and that everything has been approved to move forward.

E. Mechanic Improvements

Mr. Van Dorpe explained that this project is moving along very well with no issues.

F. Collection Systems Rehabilitation

Mr. Van Dorpe reported that P.M. Construction is a great contractor and the project is moving along very smoothly.

G. F.E.M.A.

Mrs. Hartnett reported that a time extension was done for submitting payment requests and once all the projects are completed the Authority will submit the final paper work to FEMA.

**XVI. New Business**

Status Quo.

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

None

**XVIII. Adjournment at 3:25 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 3:25 p.m.

Respectfully submitted,

---

David G. Brown, Secretary

---

Joseph A. Martone, Executive Director