

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

March 19, 2014

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, March 19, 2014 by the Vice-Chairman, Mr. George, in the Meeting Room at the Authority Administration Building, 150 Joline Avenue, Long Branch, New Jersey, attended by Mr. Booth and Mr. Mazza. Mr. Blaisdell and Mr. Brown were 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 Brasfield 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 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.

There were no members of the public present.

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

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

On Motion by Mr. George, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, two absent, no abstain, the reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on February 19, 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 February 19, 2014, if any

None.

VII. Correspondence

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

Item# 12 Mr. Martone explained that this is a Compliance Evaluation Inspection of the sanitary sewage collection in which a deficiency was noted. The deficiency was an outdated Operation & Maintenance Manual, which did not reflect the changes done to the collection system. Also required is an emergency plan with a vulnerability analysis in accordance with N.J.A.C. Mr. Martone stated that the Authority will correct the deficiency and submit a new manual in a timely matter.

Item# 16 Mr. Martone reported that this is an application for sewerage service and the following resolution was presented:

RESOLUTION

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

WHEREAS, the Willow Ave Redevelopment has applied for sewer connection for a total of one hundred four (104) residential units (48 one bedroom units and 56 two bedroom units) known as Block 179, Lot 47, and Block 189 Lot 4 and 11, and

WHEREAS, the application was accompanied by the necessary plans and specification, 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 the Willow Ave Redevelopment for connection to the sewerage system be and the same is hereby approved conditionally as per the letter of the Authority Engineer dated March 7, 2014, 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 - ABSENT
Mr. George - AYE
Mr. Booth - AYE
Mr. Brown - ABSENT
Mr. Mazza - AYE

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R1.3-14
Exhibit A

Item# 28 Mr. Martone reported that the Authority received a copy of the resolution appointing Mr. Booth and a copy of his Oath from the City of Long Branch. The board congratulated Mr. Booth on his new term.

Item# 31 Mr. Martone stated that it will be discussed under his report.

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

March 19, 2014

- 1) Bulletin dated 02/07/14 received 02/20/14 from Underwriting Manager/ Conner Strong & Buckelew Companies Inc./to: Fund Commissioners of Member Joint Insurance Funds
Re: Mel Coverage Bulletins

- 2) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: John Bonello, Esq. of the Firm Manna and Bonello to serve as Authority Counsel
- 3) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: John L. Kraft, Esq. to serve as Authority Bond Counsel
- 4) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: Brown & Brown to serve as Authority Insurance Consulting
- 5) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: Arthur Thibault Jr. Esq. to serve as Authority Labor Counsel
- 6) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: David A. Kaplan to serve as Authority Auditor
- 7) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: John Van Dorpe to serve as Authority Engineer
- 8) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: John Hall to serve as Authority's Environmental Attorney
- 9) Affidavit of Publication dated 02/22/14 received 02/26/14 from Asbury Park Press, re: Regular Meeting dates of the Authority for 2014
- 10) Copy of letter from Maser Consulting dated 02/24/14 received 02/26/14 to Mr. Andrew Stockton at Eastern Civil Engineering, re: 90 Ocean Terrace / B 301.03 L 20 approved Sewer application
- 11) Agenda & Reports received 02/26/14 from NJUAJIF, re: Meeting February 26, 2014 at 10:30AM location Clarion Hotel, Toms River
- 12) Letter dated 01/07/14 received 03/03/14 from NJDEP, re: Compliance Evaluation Inspection for the Sanitary Sewage Collection System
- 13) Letter dated 02/28/14 received 03/03/14 from NJDEP, re: renewal application for Fiscal Year 2015 (FY2015)
- 14) Permit received 03/03/14 from NJDEP, re: Air Pollution Control Preconstruction Permit and Certificate to Operate Revision
- 15) Certified Notification received 03/7/14, re: Schneider & Nelson Audi / B 67 L 3.2 Envirotactics Project #3502/ Flood Insurance application sent to the State
- 16) Letter dated 03/07/14 received 03/07/14 from Maser Consulting, re: Application Approval for Willow Ave Redevelopment / B 179 L 47

ACTION

- 17) Letter dated 03/04/14 received 03/07/14 from John Kraft, re: Expressing gratitude for his re-appointment of Bond Counsel
- 18) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: John Bonello, Esq. of the firm Manna and Bonello to serve as Authority Counsel
- 19) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: David Kaplan of the firm DAK CPA to serve as Authority Auditor
- 20) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: John Hall of the firm Hall & Associates to serve as Authority Environmental Attorney
- 21) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: John L Kraft, Esq. to serve as Authority Bond Counsel
- 22) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: Arthur Thibault, Esq. serve as Authority Labor Counsel
- 23) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: Brown and Brown to serve as Insurance Consultant
- 24) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: John Von Dorpe of the firm Maser Consultant to serve as Authority Engineer
- 25) Affidavit of Publication dated 02/27/14 received 03/10/14 from The Link News, re: Notice of Regular Meetings for the year 2014
- 26) Notice received 03/11/14 from the Long Branch City, re: Application of Paul Kiernan for Use Variance in accordance with the Zoning Ordinance for property 50 Franklin Ave/ B 227 L 1.02
- 27) Letter dated 03/07/14 received 03/13/14 from Brown and Brown Insurance, re: NJ Utility Authority Loss Time Accident Free Award
- 28) Certified resolution and copy of an Oath of office for Michael Booth received 03/14/14, re: Reappointment of Michael Booth as a member of the Long Branch Sewerage Authority for a five year term commence on February 1, 2014 and to expire February 1, 2019
- 29) New Bond Issue received on 03/17/2014 for \$9,150,000, re: Long Branch Sewerage Authority Sewer Revenue Bonds, Series 2014 (Bank Qualified)
- 30) Letter dated 03/13/14 received 03/17/14 from First Energy, re: RTO Expense Surcharge
- 31) Letter dated 03/17/14 received 03/17/14 from Mr. Steele, re: Mr. Steele's resignation from Long Branch Sewerage

- 32) Email received 03/18/14 from Linda Thompson, re: Long Branch Sewerage Authority Bond Closing
- 33) Letter dated 03/19/14 received 03/19/14 from DAK CPA Certified, re: 2013 financial statements of the Long Branch Sewerage Authority

XIII. Report of Executive Director for February, 2014

Mr. Martone reported that the Authority received the Annual Safety Incentive Award & the One (1) year Accident Free Award. Mrs. Hartnett explained that it was the first time she remembers the Authority being free of any employee accidents and hopefully this will reflect on the workers compensation insurance rating.

Mr. Martone explained that the Authority was approached by MuniPay which is a division of Nationwide Payment Solutions. MuniPay offers an Alternative Payment Solutions using credit cards. There is no cost to the Authority and all scanning equipment is provided by MuniPay free of charge. There will be a convenience fee of 2.45% or a minimum charge of \$3.00 (whichever is higher) added to the customers transaction. These payments would be wired to the Authority's revenue account within two business days of the transaction. Mr. Martone will have the Authority's attorney review the contract and he will report next month.

Mr. George suggested that if a decision is made to move forward, customers must be made aware of the convenience fee involved when using a credit card by posting a note on the Authority's window and on the website.

Mr. Martone stated that a letter of resignation has been received from Mr. Steele effective as of July 1, 2014. Mr. Martone met with the Human resource committee, which recommended Mrs. Marion Uyeyama for this position. Mrs. Uyeyama has a BS Degree in Accounting and has been a part of D.A.K. CPA Certified Publics Accountants for approximately 12 years. The following resolution was recommended:

RESOLUTION

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

BE IT RESOLVED by the Long Branch Sewerage Authority that it hereby ratifies and approves the hiring of Marion Uyeyama as an Authority Comptroller effective May 19, 2014, at a rate of compensation of \$33.68 per hour. This employment is conditional upon Marion Uyeyama successfully completing a pre-employment physical, drug and alcohol testing.

ROLL CALL:

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

Date: March 19, 2014
R2.3-14

Finally Mr. Martone stated that the 99th NJWEA Annual Conference is scheduled for May 12th through May 16th. The following resolution was presented:

RESOLUTION

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

WHEREAS, Joseph Martone and several LBSA employees desire to attend the NJWEA 99th Annual Conference to be held May 12, 2014 to May 16, 2014 at Bally's, Atlantic City, and

NOW, THEREFORE, BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY THAT:

1. Joseph Martone and any of the aforementioned employees, who have the approval of Mr. Martone and the Board, are authorized to attend the NJWEA 99th Annual Conference to be held May 12, 2014 to May 16, 2014 at Bally's, Atlantic City.
2. The Authority will pay all registration fees for this purpose including accommodations.
3. The Authority will allow a maximum amount of \$50.00 per day per person for reimbursable expenses.
4. The Authority will provide all transportation costs for attending the meeting.

5. Any Authority Commissioners are also authorized to attend if they so desire under the same terms and conditions.

ROLL CALL:

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

Date: March 19, 2014
R3.3-14

Mr. Martone had nothing further to report.

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

The following Resolution was moved by Mr. Booth, seconded by Mr. Mazza, and passed by the affirmative vote of all members present, no nays, two absent, no abstain.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 19th DAY OF MARCH 2014 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of February 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 February 19, 2014

Mr. Bonello stated that he has been in contact with Mr. Martone regarding some existing issues but has nothing to report at this time.

On Motion by Mr. George, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, two 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 are, 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 February 19, 2014

Mr. Kaplan reported that the Bond sale closed on the March 18th and that the Authority received its funding the same day.

He stated that the 2013 Audit was completed and he will meet with Mr. Martone and Mr. Steele to go over the results before it goes to the printer. Financial results look good and there is one comment in recommendation. Mr. Kaplan will make a formal report at the May board meeting.

Mr. Kaplan explained that a receivable adjusting entry is necessary for Joemax Realty Inc. located at 165 Branchport Ave / Block 254 Lot 1 and the following resolution was presented:

RESOLUTION

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

WHEREAS, the City of Long Branch City has acquired by foreclosure the property at 165 Branchport Ave / Block 254 Lot 1, and

WHEREAS, the Long Branch Sewerage Authority wishes to write off the lien principal balance of \$255,029.05, and make the account inactive, and

WHEREAS, there is adequate documentation showing the civil action and final judgment, attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the Sewer for property at 165 Branchport Ave will be made inactive and the lien balance of \$255,029.05 is hereby cancelled.

ROLL CALL:

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

Date: March 19, 2014
R4.3-14
Exhibit B

Mr. Kaplan 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, two 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.

None

XIII. Report, if any, by Investment Committee.

Mr. Martone reported that next month a couple of CD's will mature. He will meet with Mr. Kaplan and go over the investments, to be presented at the next board meeting.

On Motion by Mr. Mazza, seconded by Mr. Booth, and passed by the affirmative vote of three members present, no nays, two absent, no abstain; the Authority Investments were approved and made.

XIV. Transfers, if any.

The following Resolution was moved by Mr. Booth, seconded by Mr. George, and passed by the affirmative vote of three members present, no nays, two absent, no abstain, approving the Authority Transfers for the month of February 2014 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 19th DAY OF MARCH 2014 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of February 2014 as submitted by the Executive Director and orders said report received and filed.

XV. Old Business.

A. Engineer's Report on Redevelopment Projects

Mrs. Brasfield had nothing to report.

B. Future Capital Improvement Program

Mrs. Brasfield reported that the engineers are working on the collection systems design. With regards to the treatment plant project; Mr. Van Dorpe will meet with Mr. Martone to go over all the costs related to planning, design, and bidding of these projects. A proposal will be presented at the next board meeting.

C. F.E.M.A.

Mrs. Hartnett explained that out of the \$1,032,000.00 dollars obligated to the Authority a \$20,000.00 payment was received and an \$183,000.00 submittal is outstanding. Also an additional \$300,000.00 request is been processed and will be submitted by April 30. A time extension must also be submitted because some of the work was not complete in a timely matter.

XVI. New Business

None

XVII. Miscellaneous Suggestions for the Good of the Authority

Mr. Bonello requested the Board go into Executive Session at this time.

RESOLUTION

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

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in various circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist,

NOW, THEREFORE BE IT RESOLVED by the Long Branch Sewerage Authority as follows:

1. The Public shall be excluded from discussion and action upon the hereinafter subject matters.
2. The general nature of the subject matter to be discussed is as follows:

Personnel

3. It is anticipated at this time that the above-stated subject matters will be made public when the matters are resolved.

4. This Resolution shall take effect immediately.

ROLL CALL:

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

Date: March 19, 2014

ResExSess

Mr. Bonello resumed the regular session.

Mr. Bonello presented the following resolution:

RESOLUTION

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

WHEREAS, Elisabete Vieira has been working for the Authority for the last three years, and is performing her duties in a good working matter, and

WHEREAS, Mr. Martone recommended that the Authority reorganize the office positions and create an additional position of Administrative Assistant/ Office Coordinator, and he recommends Elisabete Vieira who is most senior Administrative Assistant to fill such position, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it hereby ratifies and approves Elisabete Vieira for the Administrative Assistant/ Office Coordinator, effective April 1, 2014. Elisabete Vieira base salary will be an additional \$5,000.00 per year.

ROLL CALL:

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

Date: March 19, 2014
R2.3-14

XIII. Adjournment at 3:30 p.m.

There being no further business, on Motion by Mr. George, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, two absent, no abstain, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

David G. Brown, Secretary

Joseph A. Martone, Executive Director