

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

March 18, 2015

I. and II. Opening and Attendance at Meeting.

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:04 p.m., prevailing time, on Wednesday, March 18, 2015, 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. Brown. Mr. Blaisdell and Mr. Mazza 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; Thomas Roguski, of the firm Maser Consulting, Authority Engineer; John Rodriguez, of the firm Wiss & Co., Authority Auditor; Laurie Hartnett, PCC Officer; 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 2015, has been provided by publication thereof in the *Link* on February 27, 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. George, seconded by Mr. Booth, 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 18, 2015

On Motion by Mr. Brown, 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 18, 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 February 18, 2015, if any

On Motion by Mr. Brown, seconded by Mr. George, and passed by the affirmative vote of all members present, no nays, two absent, no abstain, the reading of the Minutes of the Executive Session of the Long Branch Sewerage Authority held on February 18, 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 reported that there was nothing marked for action.

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

March 18, 2015

1. Letter dated 2/16/15 received 2/18/15 from Maser Consulting, re: 2014 Collection System Rehabilitation Project contracts
2. Letter dated 2/6/15 received 2/19/15 from Allied Construction Group, Inc, re: Contract #14-1 balance due as of December 31, 2014
3. Notice received 2/20/15 from MSI, re: 2015 Elected Official Online Training Instructions
4. Agenda and Reports received 2/20/15, re: Toms River MUA Meeting
5. Letter dated 2/13/15 received 2/20/15 from Freehold Soil Conservation District, re: 2014 Collection System Rehabilitation Project, Initial Application Review

6. Copy of a letter dated 2/19/15 received 2/23/15 from Wiss & Company, LLP to Manna & Bonello, re: Long Branch Sewerage Authority Fiscal Year Ending 12/31/14
7. Letter dated 2/18/15 received 2/23/15 from New Jersey DEP, re: Unilateral Change Order No. 5 Allow Ability Determination Correction
8. Email received 2/23/15 from PERMA Risk Management Services, re: Invitation to the 5th Annual MEL/MRHIF Educational Seminar on Friday April 17, 2015
9. Copy of a letter dated 2/19/15 received 2/25/15 from Arcadis to Mr. Nilesch Naik of NJDEP, re: Operation of Temporary Water Treatment System, NJPDES / SIU Permit No. NJ0167878
10. Copy of a letter dated 2/19/15 received 2/25/15 from Arcadis to NJDEP, re: Licensed Operator Notification NJPDES / SIU Permit No. NJ0167878
11. Copy of a letter dated 2/19/15 received 2/25/15 from Arcadis to Joseph Strafaci, Engineer, Monmouth County Engineering Department, re: Health & Safety Training Requirements – 10-hour OSHA Construction Training
12. Affidavit of Publication dated 02/23/15 received 02/25/15 from Asbury Park Press, re: John Bonello, Esq. of the Firm Manna and Bonello to serve as Authority Counsel
13. Letter dated 2/25/15 received 3/2/15 from Selective Insurance, re: Welcome Letter
14. Certified Legal Notice received 3/2/15 from Jerry and Janet Harary, re: 9 Garfield Road / B 14 L6
15. Letter received 3/2/15 from New Jersey Utility Authorities Joint Insurance Fund, re: 2015 Schedule of Meetings
16. Letter dated 2/25/15 received 3/2/15 from RSI Bank, re: Closing of the Pier Village Branch as of June 1, 2015
17. Letter dated 3/2/15 received 3/6/15 from State of New Jersey DEP, re: New Jersey's Environmental Laboratory Certification Program renewal application for Fiscal Year 2016
18. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: John Bonello, Esq. of the Firm Manna and Bonello to serve as Authority Counsel
19. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: John Hall of the Firm Hall & Associates to serve as Environmental Attorney
20. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: John Kraft, Esq. of the Kraft & Capizzi to serve as Bond Counsel

21. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: Brown & Brown to serve as Insurance Consultants
22. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: David Kaplan of the firm Wiss & Company to serve as Authority Auditor
23. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: John Van Dorpe of the firm Maser Consulting to serve as Authority Engineer
24. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: Arthur Thibault Jr. Esq. to Serve as Labor Counsel
25. Affidavit of Publication dated 2/26/15 received 3/6/15 from The Link News, re: Notice of Regular Meetings for the Year 2015
26. Certified Public Notice dated 3/3/15 received 3/9/15 from Zager Fuchs, P.C., re: 158, 160 & 164 Rumson Road, Little Silver
27. Letter dated 3/6/15 received 3/9/15 from Jason Capizzi, re: John L. Kraft, Esq. to receive the Lifetime Achievement Award from New Jersey Law Journal
28. Letter dated 3/6/15 received 3/9/15 from Allied Construction Group, Inc., re: February 2015 Monthly Reports
29. Email received 3/10/15 from PERMA Risk Management Services, re: Annual PRIMA Conference Houston, TX June 7, 2015 to June 10, 2015
30. Letter received 3/11/14 from Mr. Edwin Garry from 54 2nd Avenue, re: Street Drainage Issues
31. Letter dated 3/9/15 received 3/12/15 from John L. Kraft, re: 2015 Bond Counsel Appointment
32. Letter dated 3/10/15 received 3/13/15 from United Steelworkers, re: Request for 2014 Payroll Information

Additional Correspondence

33. Affidavit of Publication dated 03/13/15 received 03/13/15 from Asbury Park Press, re: John L. Kraft, Esq. of the Firm Kraft & Capizzi to serve as Bond Counsel
34. Affidavit of Publication dated 03/13/15 received 03/13/15 from Asbury Park Press, re: Brown & Brown to serve as Insurance Consultant

35. Affidavit of Publication dated 03/13/15 received 03/13/15 from Asbury Park Press, re: Arthur Thibault Jr. Esq. to serve as Labor Counsel
36. Affidavit of Publication dated 03/13/15 received 03/13/15 from Asbury Park Press, re: David A. Kaplan, LLP of the Firm Wiss & Company to serve as Authority Auditor
37. Affidavit of Publication dated 03/13/15 received 03/13/15 from Asbury Park Press, re: John Van Dorpe of the Firm Maser Consulting to serve as Authority Engineer
38. Affidavit of Publication dated 03/13/15 received 03/13/15 from Asbury Park Press, re: John Hall of the Firm Hall & Associates to serve as Environmental Attorney
39. Letter dated 3/9/15 received 3/13/15 from State of New Jersey Department of Environmental Protection, re: Physical Connection Permit No: 1583-WPC150001
40. Letter dated 3/16/15 received 3/16/15 from State of New Jersey Department of Environmental Protection, re: Stay of Permit Conditions NJPDES Permit No. NJ0024783
41. Letter received 3/16/15 from RTP Environmental Associates, Inc., re: Annual NJDEP Emission Statement Reporting and USEPA Greenhouse Gas Reporting for Calendar Year 2014 Emissions
42. Letter dated 3/16/15 received 3/17/15 from Law Office of Bart J. Klein, re: Contract with APS Contracting
43. Affidavit of Publication dated 03/17/15 received 03/17/15 from Asbury Park Press, re: Meeting Dates for 2015

VIII. Report of Executive Director for February, 2015

Mr. Martone reported that the position for “A” Mechanic was posted and that the only interested party was Mr. Jorge Figueroa.

Mr. Martone recommended the following resolution.

RESOLUTION

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

WHEREAS, Mr. Jorge Figueroa has served as Mechanic “B” for the Authority since 2011 and has taken numerous courses to improve his mechanical abilities,

WHEREAS, the Authority has posted Mechanical positions in accordance with our labor agreement, and

WHEREAS, Mr. Figueroa was the sole interested party within the bargaining unit, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it hereby ratifies and approves the promotion of Mr. Jorge Figueroa to a Mechanic "A" position effective March 23, 2015 at a rate of compensation of \$30.41 per hour

ROLL CALL:

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

Date: March 18, 2015

R1.3-15

Mr. Martone explained that there is another position to be filled. Mr. Martone excused himself from the meeting and turned the discussion over to Mrs. Hartnett.

Mrs. Hartnett explained that she interviewed Mr. David Martone for the position of Mechanic "A" / Operator. Mr. Martone completed his pre-employment testing and scored in the ninety-seven percentile on the mechanical aptitude test. Mrs. Hartnett explained that Mr. Martone has thirteen years experience and holds the C1 and S2 licenses.

Mrs. Hartnett recommended the following resolution.

RESOLUTION

Mr. George 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 David Martone as Mechanic "A" / Operator effective March 23, 2015, at a rate of compensation of \$32.89 per hour. This employment is

conditional upon David Martone successfully completing a pre-employment physical, drug and alcohol testing.

ROLL CALL:

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

Date: March 18, 2015
R2.3-15

Mr. Martone rejoined the meeting.

Mr. Martone explained that two year contracts for both the electrical maintenance services and natural gas generation services are due to expire and would like to re-bid these services through an online reverse auction.

Mr. Martone recommended the following resolution.

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (herein after “the Authority”) desires to contract electrical maintenance services and natural gas generation services

WHEREAS, the Authority has determined that said services should be made by public bid in accordance with law, and

WHEREAS, it is required by law that the Authority advertise for said bids, and

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

1. The Authority is authorized to advertise for bids through real time online electronic bidding through Emex, LLC for the above-described contracts.

2. The Authority Chairman and/or Executive Director are authorized to sign any documents to effectuate this resolution.

ROLL CALL:

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

Date: March 18, 2015
R3.3-15

Mr. Martone 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, 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 18, 2015

The following Resolution was moved by Mr. Brown, seconded by Mr. Booth, 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 18th DAY OF MARCH 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of February 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 February 18, 2015

Mr. Bonello explained that he worked with Mr. Martone on several issues including personnel issues and APS Contracting, Inc.

Mr. Bonello reported that a mechanic's lien was received and was turned over to APS Contracting, Inc. to address.

Mr. Martone explained that the lien is from Wes-Tech, the company that supplied the covers for the digesters, one of which currently needs repairs. Mr. Martone is concerned that the warranty may not be honored if Wes-Tech is not paid in full. Mr. Bonello suggested sending a letter to APS Contracting, Inc. stating that the cover needs to be repaired and that payment must be made to Wes-Tech so the warranty will be honored. If said payment is not made the cost of the repairs will be deducted from the APS Contracting, Inc. settlement.

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, 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 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 February 18, 2015

Mr. Rodriguez explained that the audit is going well and does not anticipate any major issues. Mr. Kaplan will present the audit report at next months meeting.

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

Status Quo.

XIII. Report, if any, by Investment Committee.

Mr. Martone explained that there are several certificate of deposits maturing on April 23rd. Mr. Martone will shop for new rates and report his findings at next months meeting.

The investments are as listed.

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

XIV. Transfers, if any.

The transfers are as listed.

The following Resolution was moved by Mr. Booth, seconded by Mr. George, and passed by the affirmative vote two members present, no nays, two absent, one abstain (Mr. Brown), approving the Authority Transfers for the month of February 2015 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 18th DAY OF MARCH 2015 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of February 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. Roguski had nothing to report at this time.

B. Future Capital Improvement Program

Mr. Roguski had nothing to report at this time.

C. Parking Lot

Mr. Roguski reported that the contractors will be completing the job this spring.

D. Primary Tank Influent (Allied Construction)

Mr. Roguski reported that the contractors will be completing the job this spring.

E. Fence & Gates

Mr. Roguski reported that the contractors will be completing the job this spring.

F. Outfall Anchor Replacement and Repair Project

Mr. Roguski explained that the contractor provided notice that the work will restart on Monday March 23rd.

G. Flood Barriers

Mr. Roguski explained that the contract has been awarded and that the shop drawings have been reviewed. The parts have been ordered and are being fabricated.

H. Mechanic Improvements

Mr. Roguski reported that the equipment is slowly being delivered and the contractors should be starting work within the next two weeks.

Mr. Martone requested that the thickener pumps be first priority due to the mechanical failure of one of the pumps.

I. Collection Systems Rehabilitation

Mr. Roguski reported that the pre construction meeting was held on Monday and that the contractor will begin mid April. Mr. Roguski explained that in the interim he will be coordinating with the police and obtaining all necessary permits.

J. F.E.M.A.

Mr. Hartnett explained that we received an extension for claims until April 2016.

XVI. New Business

None

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. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, two absent, no abstain, the meeting was adjourned at 3:25 p.m.

Respectfully submitted,

David G. Brown, Secretary

Joseph A. Martone, Executive Director