

# **LONG BRANCH SEWERAGE AUTHORITY**

## **Minutes of the Regular Meeting**

**November 16, 2016**

### **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, November 16, 2016, 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 attended via telecommunication. Mr. Mazza arrived at 3:03 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; Lisa DeFranza, of the firm Maser Consulting, Authority Engineer; David Kaplan, Authority Auditor; Laurie Hartnett, PCC Officer; Thomas Roguski, Staff Engineer; 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 2016, has been provided by publication thereof in the *Link* on February 25, 2016, as a "legal" advertisement and in the *Asbury Park Press* on February, 20 2016, as a "legal" advertisement and by forwarding duplicates thereof on February 19, 2016, 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. Lepore from 38 Ocean Terrace addressed the board. He questioned a few items on the list of correspondence.

Mr. Lepore asked about item #3, a letter from Arcadias, re: The former Long Branch Manufactured Gas Plant Site. Mr. Martone explained that it is a notice that the open permit for remediation is being closed.

Mr. Lepore questioned item # 11, a letter from Rev. Diaz, re: Application to NJDEP from the Church of Christ the King. Mr. Martone stated that this is an interpretation of fresh water wetlands.

Let the record reflect that Mr. Mazza has arrived.

Mr. Lepore inquired about item # 18, a letter from Air, Land and Sea, re: Public Notification, application for a letter of interpretation. Mr. Martone responded that this is another interpretation of wetlands.

Mr. Lepore had no further questions and thanked the Board.

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 Public Participation portion of the Meeting was closed.

#### **V. As to the Minutes of the Regular Meeting of October 19, 2016**

On Motion by Mr. George, seconded by Mr. Brown, 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 October 19, 2016 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 October 19, 2016, 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 #3 is the closing of the permit for the site of the former Long Branch Manufactured Gas Plant.

Mr. Martone discussed item #5 a notice from the bonding company regarding the roof project, not to pay the contractor because he is in default with the subcontractors.

Mr. Martone explained that items #13 is the permit from NJ DOT for the work to be done on Park and Norwood Avenues.

Mr. Martone pointed out item #17 a letter from John L. Kraft regarding Jason P. Capizzi, Esq. having been awarded the Bond Buyers Rising Star Award.

Mr. Martone had nothing further to discuss.

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

**November 16, 2016**

1. Certified Copy of letter dated 9/30/16 received 10/19/16 from E2 Project Management, LLC. to Borough of West Long Branch, re: 400 Cedar Ave, West Long Branch / Block 39 Lot 8
2. Copy of a letter dated 10/18/16 received 10/20/16 from John Bonello to Mark A. Steinberg, Esq., re: Dayon to Long Branch Sewerage Authority Lake Avenue – Sewer Easement
3. Copy of a letter dated 10/17/16 received 10/21/16 from Arcadis U.S., Inc. to NJ DEP, re: Former Long Branch Manufactured Gas Plant Site
4. Letter dated 9/2016 received 10/21/16 from Municipal Excess Liability Joint Insurance Fund, re: New Jersey State League of Municipalities Convention
5. Letter dated 10/14/16 received 10/20/16 from Bondex Insurance Co., re: BX00454, Inlet Building Roof Replacement Project
6. Agenda and Reports for October 26, 2016 Toms River MUA
7. Certified Notice of Hearing dated 10/19/16 received 10/24/16 from Ansell Grimm & Aaron, P.C., re: B2 L7.06 / 31 Lawrence Ave. Deal
8. Affidavit of Publication dated 10/22/16 received 10/27/16 from Asbury Park Press, re: Notice of Public Hearing on Service Charges, Other Charges and Proposed Schedule Thereof to be held on November 16, 2016, at 2:45 p.m.
9. Letter dated 10/27/16 received 10/31/16 from Monmouth County Planning Board, re: Meeting Cancellation Notice
10. Certified Public Notice received 10/31/16 from Lindsay B.C. Lutz, Esq., re: B100 L32 / 600 Woodgate Avenue

11. Certified Letter dated 10/26/16 received 11/1/16 from Rev. Javier Diaz, re: Application submitted to NJDEP by The Church of Christ the King for B15 L21, 22, 23, 24, 25 & 26 / 113-121 Wall Street
12. Letter dated 11/1/16 received 11/2/16 from New Jersey Utility Authorities Joint Insurance Fund, re: Public Hearings – 2017 Proposed Budgets
13. Letter dated 10/31/16 received 11/2/16 from State of New Jersey Department of Transportation, re: Route 71 Permit Application No. O-71-C8013-2016
14. Affidavit of Publication dated 11/1/16 received 11/3/16 from The Link News, re: Notice of Public Hearing on Service Charges, Other Charges and Proposed Schedule Thereof to be held on November 16, 2016, at 2:45 p.m.
15. Letter dated 10/27/16 received 11/3/16 from Municipal Excess Liability Joint Insurance Fund, re: Elected Officials' Training Seminars at the 2016 League of Municipalities Conference
16. Copy of a letter dated 11/2/16 received 11/4/16 to Douglas Deigert from John L. Bonello, re: 2017 Annual Contract Sanitary Sewer System Repairs and Service Lateral Installations
17. Letter dated 11/4/16 received 11/7/16 from John L. Kraft re: Jason P. Capizzi, Esq. one of The Bond Buyers Rising Stars Award.
18. Certified letter dated 11/7/16 received 11/9/16 from Air, Land and Sea, re: Public Notification, Application for a Letter of Interpretation, B 4002 Lots 22, 23, 24 & 27/ 20 Whalepond Road Eatontown
19. Agenda and Reports for November 15, 2016 Ceasar's – Palladium C, Atlantic City

#### **ADDITIONAL CORRESPONDENCE**

20. Letter dated 11/22/16 received 11/14/16 from Conner, Strong & Buckelew, re: Automobile Insurance Cards 2017

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 attached List of Correspondence was ordered, received, and filed.

**VIII. Report of Executive Director for October, 2016**

Mr. Martone reported that the Authority must appoint a Public Agency Compliance Officer (P.A.C.O.). Mrs. Hartnett has been performing these duties for the past several years and Mr. Martone recommended the following resolution.

**RESOLUTION**

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

**WHEREAS**, the Long Branch Sewerage Authority (hereinafter the "Authority") desires to appoint a Public Agency Compliance Officer as mandated by N.J.S.A. 10:5-31 et seq. under the direction of the Division of Contract Compliance and Equal Employment Opportunity, and

**WHEREAS**, as per the Division of Contract Compliance and Equal Employment Opportunity, this position must be appointed annually, and

**WHEREAS**, notice of this appointment shall be forwarded to the State of New Jersey, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that Laurie Hartnett is hereby designated Public Agency Compliance Officer (P.A.C.O.) for the Long Branch Sewerage Authority for the Year 2017.

**ROLL CALL:**

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

Date: November 16, 2016  
R1.11-16

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Mr. Martone stated the Authority's Holiday Party is planned for Wednesday December 14, 2016 at noon in the conference room.

Mr. Martone recommended the following resolution.

**RESOLUTION**

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

**WHEREAS**, the Long Branch Sewerage Authority hereby authorizes a holiday party for its employees, board members and professionals on Wednesday December 14, 2016 at 12 noon in the conference room at 150 Joline Ave and,

**WHEREAS**, the holiday party allowance is not to exceed \$700.00

**NOW, THEREFORE, BE IT RESOLVED** by the Members of the Long Branch Sewerage Authority that it approves the 2016 holiday party.

ROLL CALL:

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

Date: November 16, 2016  
R2.11-16

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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 October, 2016**

The following Resolution was moved by Mr. Booth, seconded by Mr. George, 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 16th DAY OF NOVEMBER 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of October 2016 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 October 19, 2016**

Mr. Bonello explained that he worked on finalizing the easement on Lake Avenue, where the City has vacated the Right of Way of which contains a sewer main line.

Mr. Bonello discussed the Developers Agreement for the South Beach development and the installation of a new main on the eastern side of Ocean Avenue. Mr. Bonello added the requirement of a Performance Bond.

Mr. Bonello stated that he worked with Mr. Martone on administrative matters.

Mr. Bonello 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, 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 October 19, 2016**

Mr. Kaplan reported that he worked on the Rate Hearing. He mentioned that the Authority is waiting for the response from the State regarding any comments on the proposed budget which if approved will then be adopted at the December Meeting.

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, 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. Mazza, 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 transfers are as listed

The following resolution was moved 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) approving the Authority Transfers for the month of October 2016 as listed.

**RESOLUTION**

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 16th DAY OF NOVEMBER 2016 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of October 2016 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 reported on South Beach at Long Branch development, the finishing touches are being done on the developer's agreement and a foundation permit has been issued for the southernmost building. Mr. Roguski has been working with the engineers and moving forward with the approvals from the D.E.P.

### B. Flood Barriers

Mr. Roguski reported that all the field work has been completed, however the Authority is still waiting on one part to be received at which point the project will be closed.

### C. Collection Systems Rehabilitation

Mr. Roguski discussed the paving on Liberty Street. Mr. Roguski had met with Maser and the contractor. The contractor stated that the paving will be addressed in May due to the fact that the pavement is too new to be re-milled and cannot be paved in the winter months.

Mr. Roguski reported that the contractor is also power washing the stained sidewalk in front of the church.

Mr. Roguski explained since the receipt of the permit for Park and Norwood Avenues he will be meeting with the contractor to discuss how to precede with that repair.

### D. Electrical Substation

Mr. Roguski reported that he has been working with Maser on the design and everything is progressing well.

## **XVI. New Business**

Mr. Booth mentioned that Mr. Martone will be retiring in February and Mrs. Hartnett has expressed interest in the position. Mr. Booth suggested that she be appointed as the Assistant Director in the interim.

The following resolution was presented.

## RESOLUTION

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

### **BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY that:**

1. Laurie Hartnett is hereby appointed to serve as the Authority Assistant Executive Director/Process Control Compliance Officer
2. This Resolution shall take effect immediately.
3. The Authority Chairman is authorized to sign any documents necessary to effectuate the purpose of this Resolution

### ROLL CALL:

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

Date: 11/16/16  
R3.11-16

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

None

**XVIII. Adjournment at 3:20 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, no absent, no abstain, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

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David G. Brown, Secretary

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Joseph A. Martone, Executive Director