

**AGENDA
LONG BRANCH SEWERAGE AUTHORITY
Regular Meeting**

September 19, 2018

I. Opening of meeting at _____ p.m. by _____

II. Notation of attendance

Name	Position	In	Out
Thomas George	Chairman		
Michael Booth	Vice-Chairman		
James Mazza	Secretary		
David Brown	Treasurer		
L. Frank Blaisdell	Asst. Secretary/ Treas.		
Thomas Roguski	Executive Director		
David Kaplan	Auditor		
John L. Bonello	Counsel		
John Von Dorpe	Engineer		
Sue Brasfield	Engineer		
Nicole Woods	Secretary		

III. Announcement by presiding officer, pursuant to New Jersey Open Public Meetings Act, that

Adequate Notice of this Regular Meeting and of all Regular Meetings for the Year 2018, has been provided by publication thereof in the *Link* on March 1, 2018, as a “legal” advertisement and in the *Asbury Park Press* on February, 27 2018, as a “legal” advertisement and by forwarding duplicates thereof on February 22, 2018, 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

Motion by _____, seconded by _____ that this item of the Agenda be closed.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

V. As to Minutes of the Regular Meeting of August 15, 2018

Motion by _____, seconded by _____ that the reading of the minutes of the Regular Meeting of the Long Branch Sewerage Authority held on, August 15, 2018 be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

VI. As to Minutes of the Executive Session held on August 15, 2018, if any

Motion by _____, seconded by _____ that the reading of the minutes of the Executive Session held on August 15, 2018, be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

VII. Correspondence

Motion by _____, seconded by _____, as to items to be received and filed.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

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

September 19, 2018

1. Certified letter dated 8/10/18 received 8/15/18 from Spear, Greenfield, Richman, Weitz & Taggart, PC, re: Kenneth D. Hill vs City of Long Branch
2. Letter dated 8/20/18 received 8/20/18 from John Van Dorpe, re: WWTP Electrical System Improvements, Replacement of Selected Feeders vs Use of Existing Feeders.
3. Application for Individual Connection of Residential Sanitary Sewer dated 8/1/18 received 8/20/18, from Noah Gindi, re: Block 27 Lot 9 / 109 Vozi Court
4. Certified Notice of Public Hearing Borough of Monmouth Beach dated 8/14/18 received 8/21/18, re: Block 50 Lot 13 / 5 Ocean Ave. (NOT LBSA)
5. Certified Legal Notice received 8/21/18 from Braha Brothers Holdings, LLC, re: Property Subdivision of Block 315 Lot 34 / 226 Hamilton Ave.
6. Certified Notice of Public Hearing dated 8/14/18 received 8/21/18 from Darren Davis, re: Preliminary and Final Major site Plan Approval with Use Variance Relief, Block 117 Lot 20 & Block 492 Lot 14 / 187 Brighton Ave.
7. Application for Individual Connection of Residential Sanitary Sewer dated 8/21/18 received 8/21/18 from Wolney Rocha, re: Block 267 Lot 13 / 77 Seventh Avenue
8. Letter dated 8/23/18 received via FedEx 8/24/18 from IDB Bank, re: Irrevocable Standby Letter of Credit for Takanasee Developers LLC.
9. Letter dated 8/20/18 received 8/24/18 from Eastern Civil Engineering, LLC, re: Site Plan – Resolution Compliance, Block 123 Lots 2 & 3 / 131, 135-137 Brighton Ave.
10. Letter dated August 2018 received 8/27/18 from Ford Motor Company re: Customer Satisfaction Program 18L02 for 2017 Police Interceptor UTL
11. Letter received 8/29/18 from City of Long Branch Fire Marshal, re: NJ Uniform Fire Code Certificate of Inspection, Head Works Building (Bldg. “G”)
12. Letter received 8/29/18 from City of Long Branch Fire Marshal, re: NJ Uniform Fire Code Certificate of Inspection, Grit Inlet Building #1&2 (Bldg. C)
13. Letter received 8/29/18 from City of Long Branch Fire Marshal, re: NJ Uniform Fire Code Certificate of Inspection, Sludge Handling Building (Bldg. B)

14. Letter received 8/29/18 from City of Long Branch Fire Marshal, re NJ Uniform Fire Code Certificate of Inspection, for Pump / Blower Building (Bldg. E)
15. Letter received 8/29/18 from City of Long Branch Fire Marshal, re NJ Uniform Fire Code Certificate of Inspection, for Grit Inlet Building (Bldg. D)
16. Letter received 8/29/18 from City of Long Branch Fire Marshal, re: Notice of Violations and Order to Correct, for Garage Building (Bldg "F")
17. Letter received 8/29/18 from City of Long Branch Fire Marshal, re: Notice of Violations and Order to Correct, Administrative Building (Bldg. A)
18. Letter dated 8/27/18 received 8/31/18 from State of New Jersey, re: Treatment Works Approval No. 18-0292, Beachfront North Homes
19. Copy of a letter dated 9/5/18 received 9/5/18 from Thomas Roguski to Joseph Ventura, Dynamic Engineering, re: Request for Service Availability 671 Broadway, Block 243 Lots 6 & 7
20. Letter dated 9/4/18 received via FedEx 9/5/18 from IDB Bank, re: Amended Standby Letter of Credit for Takanasee Developers LLC.
21. Application for a Permanent Disconnection dated 9/7/18 received 9/7/18 from Monmouth Custom Builders, re: Block 22.01 Lot 23 / 293 Park Terrace
22. Letter dated 9/7/18 received 9/10/18 from United Steel Workers, re: Employee Information Request
23. Copy of a letter dated 9/10/18 received 9/11/18 from Maser Consulting to Eastern Civil Engineering, LLC, re: 131, 135-137 Brighton Ave / Block 123 Lots 2 & 3
24. Certified Public Notice dated 9/7/18 received 9/12/18, from Scott R. Lippert, Esq., re: 372 Monmouth Road (West Long Branch) / Block 20 Lot 8 (**NOT LBSA**)
25. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Furnishing and Delivering Aluminum Hydroxide Chloride
26. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Surveillance Camera Maintenance Services
27. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Furnishing and Delivering Emulsion Type Polymer

ACTION

28. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Furnishing and Delivering Magnesium Hydroxide Slurry
29. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Electrical Maintenance Services
30. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Furnishing and Delivering Sodium Hypochlorite
31. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Furnishing and Delivering Dry Polymer
32. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Furnishing and Delivering Odor Control Media
33. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Removal, Transport and Disposal of Sand, Grit and Bar Screen Screenings
34. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Road Restoration (Infrared Paving Restoration)
35. Affidavit of Publication dated 09/10/18 received 09/12/18 from Asbury Park Press, re: Furnishing Pump and Motor Repairs and Purchase of New Pumps and Motors
36. Letter dated 9/10/18 received 9/13/18 from Leon S. Avakian, Inc., re: Willow Avenue Pump Station Drainage Easements, Block 177.01 Lots 6 & 7
38. Letter dated 9/12/18 received 9/14/18 from East Point Engineering, re: Application for Sewer Lateral, The Westwood – 298 Westwood Ave / Block 186 Lots 2 & 4
39. Letter dated 9/14/18 received 9/14/18 from Maser Consulting, re: Payment Request #9 for Thomas Controls / WWTP Electrical System Improvements/ in the amount of \$244,418.11

ACTION

VIII. Report of Executive Director for August 2018

Motion by _____, seconded by _____ that the same, as prepared and submitted, is approved and ordered received and filed and made a part of the Minutes of this Meeting

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

IX. As to Bills submitted for payment by Long Branch Sewerage Authority for the Month of August 2018

Resolution by _____, seconded by _____ that the Schedule of Bills for the Month of August 2018 prepared and submitted by the Executive Director for approval, is found regular and payment of each and all thereof, be, and it is, hereby, authorized to be made out of funds of Authority as the same are, or may become, available for such purpose.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

X. Report by Authority Counsel of the Activities of that Office and of Actions taken since August 15, 2018.

Motion by _____, seconded by _____ that all actions taken and dispositions made by Authority Counsel, of and with regard and with regard to each and all of the foregoing items be, and they are in all respects, approved, confirmed and ratified.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since August 15, 2018.

Motion by _____, seconded by _____ that all actions taken 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.

Blaisdell Booth Brown George Mazza
AYES NAYS ABSTAIN ABSENT

XII. As to Insurance Committee

1. Report, if any
2. Action, if any

XIII. Report, if any, by Investment Committee

Resolution by _____, seconded by _____ that the Investments be approved and made.

Blaisdell Booth Brown George Mazza
AYES NAYS ABSTAIN ABSENT

XIV. Transfers, if any

Resolution by _____, seconded by _____ that the List of Transfers, as submitted, is approved, ordered, received and filed and made a part of the Minutes of this Meeting.

Blaisdell Booth Brown George Mazza
AYES NAYS ABSTAIN ABSENT

XV. Old Business

A. Engineer's Report on Redevelopment Projects

1. Report, if any
2. Action, if any

B. Future Capital Improvement Program

1. Report, if any
2. Action, if any

Electrical Substation

1. Report, if any
2. Action, if any

XVI. New Business

XVII. Miscellaneous Suggestions for Good of Authority

XVIII. Adjournment at _____ o'clock p.m.

Motion by _____, seconded by _____ that the meeting be adjourned.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

RESOLUTION

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

WHEREAS, Mr. Isaac Levy (via Monmouth Custom Builders) has requested a termination of sewer service in an Application for Disconnection to the Executive Director dated September 7, 2018, attached hereto to this Resolution and made a part hereof, for said property at 293 Park Terrace being serviced by the Long Branch Sewerage Authority under account #290 and

WHEREAS, the Authority 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 2018 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. George -
Mr. Booth -
Mr. Mazza -
Mr. Brown -
Mr. Blaisdell -

Date: September 19, 2018

R

Exhibit

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority has received a Partial Payment Request, #9, from Thomas Controls, Inc. for the WWTP Electrical Systems Improvements, and

WHEREAS, this request for payment is in the amount of \$244,418.11, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated September 14, 2018, 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 #8 to Thomas Controls, Inc. in the amount of \$244,418.11

ROLL CALL:

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

Date: September 19, 2018

R

Exhibit

RESOLUTION

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

WHEREAS, it is the policy of The Long Branch Sewerage Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Long Branch Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Long Branch Sewerage Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority's Board of Directors and Executive Director.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that Arthur Thibault as Labor Counsel has reviewed the Long Branch Sewerage Authority personnel hand book, and

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Process Control/Compliance Officer and the Authority Attorney shall assist the Executive Director in the implementation of the policies and procedures in this manual.

ROLL CALL:

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

Date: September 19, 2018
R
Exhibit

RESOLUTION

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

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:

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

Date:
ResExSess