

LONG BRANCH SEWERAGE AUTHORITY

Minutes of the Regular Meeting

August 15, 2018

I. and II. Opening and Attendance at Meeting.

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:10 p.m., prevailing time, on Wednesday, August 15, 2018, by the Chairman, Thomas George in the Meeting Room at the Authority Administration Building, 150 Joline Avenue, Long Branch, New Jersey, attended by Mr. Booth, Mr. Brown and Mr. Mazza. Mr. Blaisdell attended via telephonic communication.

In addition to the Members of the Authority hereinabove-stated, there were present at said Regular Meeting the following professional attaches: Executive Director, Thomas Roguski; John L. Bonello, Esq., Authority Counsel; Sue Brasefield, of the firm Maser Consulting, Authority Engineer; David Kaplan, of the firm Wiss & Co., Authority Auditor; 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 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.

Mr. Avery Grant from 405 Atlantic Ave. addressed the board.

Mr. Grant voiced his concern with regards to any potential rate increases and wanted to make sure that the Board always has the best interest of the public. Mr. Roguski stated that on August 8, 2018 the City Council was advised of the new projects that the Authority wishes to perform and was asked to guarantee the Authority bonds. Mr. Roguski stated that an evaluation of these projects was completed and the conclusion was that the rates will not be affected.

Mr. Bonello also stated that Long Branch has the lowest rate of all our neighbors.

Mr. Grant had no further questions and thanked the board.

Mr. Lepore from 38 Ocean Terrace addressed the board.

Mr. Lepore questioned Mr. Kaplan if the new bonds will increase the Authority's bonded indebtedness to the city. Mr. Kaplan responded initially it will, but there are debts coming off the books therefore overall there will be a reduction in bonded indebtedness.

Next Mr. Lepore questioned if the Authority anticipates any more projects of this magnitude in the near future. Both Mr. Bonello and Mr. Roguski responded not in the foreseeable future.

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

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 Public Participation portion of the Meeting was closed.

V. As to the Minutes of the Regular Meeting of July 18, 2018

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 reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on July 18, 2018 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 July 18, 2018, if any

None

VII. Correspondence

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

Mr. Roguski reported that item# 26 is a unit change request for 142 Avenel Blvd. He performed an inspection and stated that this residence was originally a two (2) unit structure with one apartment upstairs and another one downstairs. The new owner has converted the residence to a single family home.

The following resolution was presented:

RESOLUTION

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

WHEREAS, Mamar Meliani has requested a decrease in the number of units from two (2) to one (1) for service billing in an application to the Executive Director received August 8, 2018, which is attached hereto to this resolution and made a part hereof, for said property being serviced by the Long Branch Sewerage Authority under account #8608-0

WHEREAS, the Authority inspector has made a physical inspection of said property and is of the opinion that the property presently constitutes of one (1) unit for service billing, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the number of units for service billing on said property, which is known as 142 Avenel Blvd as of the fourth quarter 2018 and that in the event of a change of use on said property, the Authority reserves its right to assess a connection or reconnection fee.

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

Date: August 15, 2018
R1.8-18
Exhibit A

Mr. Roguski explained that Item #32 is a change order request in the amount of \$7,999.20 and he asked Mr. Van Dorpe to explain. Mr. Van Dorpe stated that this is for a new 800A MTS for the inlet building. The existing transfer switch that is currently proposed is 2000A automatic transfer switch that would require modifications and because of the size it makes it difficult to fit in the same place correctly and it would have to be relocated.

Mr. Mazza questioned the price as it was initially discussed for \$7,400.00. Mr. Roguski explained that he and Maser Consulting independently reached out to find out the price of this equipment, and when you add in the overhead and profit that the contractor is entitled to, this is an accurate price.

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 (the "Authority") has undertaken the WWTP Electrical System Improvements Project with Thomas Controls Inc.; and

WHEREAS, the inspecting engineer for the project, Maser Consulting, has recommended the approval of Change Order Number #2, in his letter dated August 13, 2018, attached hereto and made a part hereof, which increases the cost by \$7,999.20 from \$1,854,037.03 to \$1,862,036.23 as a result of this Change Order.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that Change Order #2, attached hereto and made a part hereof, is hereby approved and that the Authority Executive Director is authorized to execute any documents necessary to effectuate this Resolution.

ROLL CALL:

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

Date: August 15, 2018
R 2.8-18
Exhibit B

Lastly Mr. Roguski stated that Item #33 is a payment request for Thomas Controls in the Amount of \$212,794.75. Mr. Van Dorpe explained that they are doing a good job and on target with deadlines. He explained that coordinating with JCP & L has been the hardest part.

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 #8 from Thomas Controls, Inc. for the WWTP Electrical Systems Improvements, and

WHEREAS, this request for payment is in the amount of \$212,794.75, and

WHEREAS, the Authority Engineer, John Van Dorpe, has recommended payment of this request, per his letter dated August 13, 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 \$212,794.75

ROLL CALL:

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

Date: August 15, 2018
R3.8-18
Exhibit C

Mr. Roguski had nothing further to report.

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

August 15, 2018

- 1) Copy of letter dated 07/24/18 received 07/24/18 from Maser Consulting to Andrew Stockton, re: 180 Brighton Ave Project Approval / 131, 135-137 Brighton Ave / Block 123 Lots 2 & 3
- 2) Copy of letter dated 07/25/18 received 07/25/18 from Thomas Roguski to Jack Brownell/ Jemal's Church Street School, LLC., re: Approval of revised documents for the project at 465 Church St / Jemal's Church Street School/Atlantic Ave and White St/ Block 469 Lot 11
- 3) Letter dated 07/24/18 received 07/27/18 from State of New Jersey DEP, re: Notice of Administrative Completeness / Treatment Works Approval Application / Willow and Morris Ave
- 4) Meeting Notice received 07/30/18 from Monmouth County Planning Board, re: Amendment Review Committee/ Date 8/01/18 / Place Hall of Records
- 5) Application for change of use dated 07/30/18 received 07/31/18 from Vincent Anello, re: 187 Second Ave/ Block 227 Lot 13/ Change units from two to one
- 6) Temporary Disconnection application dated 07/30/18 received 07/30/18 from 475-483 Monmouth Place LLC for 483 Monmouth Place / Block 101 Lot 11.02
- 7) Letter dated 07/27/18 received 07/31/18 from Kennedy Consulting Engineering, LLC re: Letter of Serviceability for 38 Sternberger Ave/ Block 85 Lot 4
- 8) Affidavit of Publication dated 07/25/18 received 07/30/18 from Asbury Park Press, re: Bond Resolution for the Sludge Thickening Project
- 9) Affidavit of Publication dated 07/25/18 received 07/30/18 from Asbury Park Press, re: Bond Resolution for the Hoey Pump Station Force Main Project
- 10) Affidavit of Publication dated 07/25/18 received 07/30/18 from Asbury Park Press, re: Bond Resolution for the Infiltration Study and Improvements Project
- 11) Affidavit of Publication dated 07/25/18 received 07/30/18 from Asbury Park Press, re: Bond Resolution for the Sanitary Sewer Railroad Crossing Study and Improvements Project

- 12) Affidavit of Publication dated 07/25/18 received 07/30/18 from Asbury Park Press, re: Bond Resolution to undertake the hot water system and final settling tank improvements project
- 13) Affidavit of Publication dated 07/25/18 received 07/30/18 from Asbury Park Press, re: New Connection Fee Hearing rate increase to be approved at this meeting
- 14) Application for individual connection of residential sewer dated 08/02/18 received 08/02/18 from Vincent Anello, re: 187 Second Ave / Block 227 Lot 13
- 15) Copy of Letter dated 08/02/18 received 08/02/18 from Thomas Roguski to Antonio Pereira, re: Estimated Construction and Connection Costs for New Connection at 202 Broadway / Block 281 Lot 11
- 16) New sewer application dated 08/02/18 received 08/02/18 from Daniel Hanan, re: 52 Sternberger / Block 86 Lot 2/ Single Family House
- 17) Copy of letter dated 08/03/18 received 08/03/18 from Thomas Roguski to Jenny Lynch/Kennedy Consulting Engineers, re: Service Availability for 38 Sternberger Ave / Block 85 Lot 4
- 18) Letter dated 07/31/18 received 08/06/18 from State of NJDEP, re: Treatment Works Approval No. 18-0275/ Willow Ave & Morris Ave
- 19) Affidavit of Publication dated 08/02/18 received 08/06/18 from the Link News, re: Bond Resolution for the Sludge Thickening Project
- 20) Affidavit of Publication dated 08/02/18 received 08/06/18 from the Link News, re: Bond Resolution for the Hoey Pump Station Force Main Project
- 21) Affidavit of Publication dated 08/02/18 received 08/06/18 from the Link News, re: Bond Resolution for the Infiltration Study and Improvements Project
- 22) Affidavit of Publication dated 08/02/18 received 08/06/18 from the Link News, re: Bond Resolution for the Sanitary Sewer Railroad Crossing Study and Improvements Project
- 23) Affidavit of Publication dated 08/02/18 received 08/06/18 from the Link News, re: Bond Resolution to undertake the hot water system and final settling tank improvements project
- 24) Affidavit of Publication dated 08/02/18 received 08/06/18 from the Link News, re: New Connection Fee Hearing rate increase to be approved at this meeting
- 25) Certified Public Notice received 08/08/18 from Mr. and Mrs. Woolley, re: Application to

the Zoning Department for Minor subdivision/ Minor site Plan approval/ Variance for lot width

- ACTION** 26) Unit Change Request Application dated 08/08/18 received 08/08/18 from Mamar Meliani, re: 142 Avenel Blvd / Block 386 Lot 11/ Change unit request from two (2) units to one (1)
- 27) Letter dated 08/10/18 received 08/10/18 from Thomas Roguski, re: Inspector's Report for 142 Avenel Ave / Block 386 Lot 11/ Unit change request from two (2) to one (1)

ADDITIONAL CORRESPONDENCE

- 28) Letter dated 08/06/18 received 08/10/18 from the NJDEP, re: Treatment Works approval application for Beachfront North Homes/ Stavola Project
- 29) Application of Permanent Disconnection dated 08/01/18 received 08/13/18 from Monmouth Custom Builders, re: 109 ½ Vozi Court/ Block 27 Lot 15.02
- 30) Applications for Individual Connection of Residential Sanitary Sewer dated 08/09/18 received 08/14/18 from West End KB LLC, re: 261 & 267 5th Ave, Block 375 Lot 5.01/ 5.02
- 31) Copy of letter dated 08/14/18 received 08/14/18 from Thomas Roguski to Amy Kellogg of Kelly Builders & Developers, re: Letter of Service Availability / Block 375 Lot 5 (Proposed Block 375 Lots 5.01 & 5.02)
- ACTION** 32) Letter dated 08/13/18 received 08/13/18 from Maser Consulting, re: Change Order Request #2 for Thomas Controls / WWTP Electrical System Improvements in the amount of \$7,999.20 to furnish a new 800A MTS for the inlet building
- ACTION** 33) Letter dated 08/13/18 received 08/13/18 from Maser Consulting, re: Payment Request #8 for Thomas Controls / WWTP Electrical System Improvements/ in the amount of \$212,794.75

On Motion by Mr. Booth seconded by Mr. George, 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 July, 2018

Mr. Roguski reported that the Authority has treated an average daily flow of 3.93 MGD. The Authority has met all limits of our discharge permit.

Mr. Roguski stated that it's that time of year again to prepare and advertise the annual specifications for various required chemicals, equipment and materials.

The following resolution was presented:

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (herein after “the Authority”) desires to contract for the following: (1) removal, transport, and disposal of sand, grit, and bar screen screenings; (2) furnishing and delivery of dry polymer; (3) furnishing and delivery of emulsion polymer; (4) furnishing and delivery of aluminum hydroxide chloride; (5) furnishing and delivery of sodium hypochlorite; (6) furnishing pump & motor repairs and new motor purchase; (7) road restoration and infrared paving; (8) furnishing and delivery of magnesium hydroxide (9) sanitary sewer system repairs and service lateral installations; (10) electrical maintenance services; (11) surveillance camera maintenance; (12) landscaping services (2 years); and (13) odor media control, and

WHEREAS, the Authority has determined that said purchases 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 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. George	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Mazza	- AYE

Mr. Blaisdell - AYE

Date: August 15, 2018
R 4.8-18

Mr. Roguski reported that Mr. Michael Sheridan, the Authority's B Mechanic, has expressed a desire to attend the "Advanced Wastewater" course in pursuit of an S-2 license, which would be beneficial to the Authority. Mr. Sheridan previously attended the "Introduction to Wastewater" course and subsequently passed the S-1 licensing exam.

The following resolution was presented:

RESOLUTION

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

WHEREAS, Michael Sheridan has requested permission to attend Monmouth County Vocational School for the "Advanced Wastewater" course, and

WHEREAS, it is to the benefit of the Long Branch Sewerage Authority to have its employees continue their education and obtain licenses, and

NOW, THEREFORE, BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY, that the request of Michael Sheridan to attend Monmouth County Vocational School for the "Advanced Wastewater" course be approved, and

BE IT FURTHER RESOLVED that the participants will follow the rules for "Schooling" covered in the appropriate Article in their contract.

ROLL CALL:

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

Date: August 15, 2018
R5.8-18

Next Mr. Roguski stated that Ms. Marion Uyeyama, Authority Comptroller, and he are continuing towards Qualified Purchasing Agent (QPA) certification. The last of three required courses "Principles of Public Purchasing III" is scheduled for Fall 2018.

The following resolution was presented:

RESOLUTION

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

WHEREAS, Thomas Roguski and Marion Uyeyama have requested permission to attend Rutgers State University for the "Principles of Public Purchasing III" course, and

WHEREAS, it is to the benefit of the Long Branch Sewerage Authority to have its employees continue their education and obtain licenses, and

NOW, THEREFORE, BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY, that the request of Thomas Roguski and Marion Uyeyama to attend Rutgers State University for the "Principles of Public Purchasing III" course be approved, and

BE IT FURTHER RESOLVED that the participants will follow the rules for "Schooling" covered in the appropriate Article in their contract.

ROLL CALL:

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

Date: August 15, 2018

Finally Mr. Roguski reported that the September 2018 Technology Transfer Seminar will again be held at the Eatontown Sheraton. A number of employees have expressed a desire to attend and obtain their continuing education hours required to hold their professional, operator and collection licenses.

The following resolution was presented:

RESOLUTION

Mr. George offered the following resolution and moved its adoption; seconded by Mr. Brown.

WHEREAS, a number of employees have requested permission to attend a Technology Transfer Seminar sponsored by NJWEA at the Sheraton in Eatontown on September 9 -13, 2018, and

WHEREAS, it is to the benefit of the Long Branch Sewerage Authority to have its employees continue their education and obtain licenses, and

NOW, THEREFORE, BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY, that this request to attend NJWEA Technology Transfer Seminars is hereby approved subject to the Executive Director's scheduling and approval of employees, and

BE IT FURTHER RESOLVED that the participants will follow the rules for "Schooling" covered in the appropriate Article in their Contract.

ROLL CALL:

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

Date: August 15, 2018
R7.8-18

Mr. Roguski had nothing further to report.

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 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 July, 2018

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

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 15th DAY OF AUGUST 2018 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of July 2018 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 July 18, 2018

Mr. Bonello stated that he worked with Mr. Roguski on the easement through the Willow Avenue Pump Station site that is ongoing with the City. Also he coordinated all exhibits for the connection fee hearing.

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 July 18, 2018

Mr. Kaplan stated that the sewer connection fee was concluded; next he will start working on the sewer connection fee procedure revisions based on the new statutes and have a report in the next month or so.

Mr. Kaplan 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 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. Mazza, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, no absent, no abstain; the Authority Investments were approved and made.

XIV. Transfers, if any.

The transfers are as listed.

The following Resolution was moved by Mr. George, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, no absent, no abstain, approving the Authority Transfers for the month of July 2018 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE

AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 15th DAY OF AUGUST 2018 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of July 2018 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 the three mid rise buildings on Ocean Blvd that are proceeding on target and there will be a preconstruction meeting tomorrow for the offsite improvements for all those buildings. Pier village is moving along and they also reached out to the Authority for a preconstruction meeting for the sanitary sewer portion.

B. Future Capital Improvement Program

Mr. Roguski stated that the City passed a resolution to back the Authority with regards to the bond. Maser Consulting has began working on two of the projects: one being the I & I study where meters have been installed, so the Authority can have a better judgement of where the water is coming in from. The other project is the hot water piping and the final tank drives project. Mr. Capizzi, Mr. Bonello and Maser Consulting are working together with the state to get their approvals and receive the application to obtain funding.

C. Electrical Substation

Mr. Van Dorpe stated that things are moving along well, the generator was moved off its foundation and prepped to be raised. The coordination with JCP & L has been the primary issue. Another issue is the condition of the existing conduits as it takes time to get them cleaned out, but everything is on schedule and deadlines are being met.

XVI. New Business

None

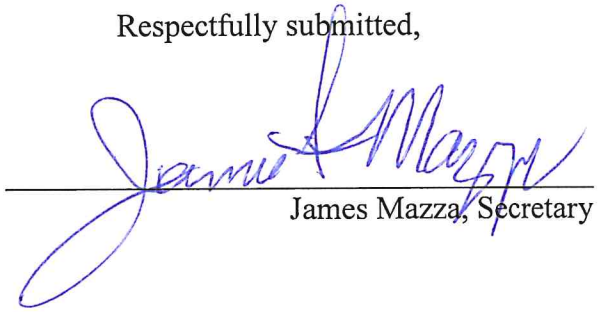
XVII. Miscellaneous Suggestions for the Good of the Authority

None

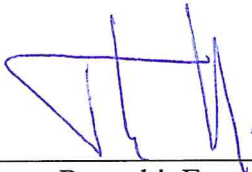
XVIII. Adjournment at 3:35 p.m.

There being no further business, on Motion by Mr. George, seconded by Mr. Mazza, and passed by the affirmative vote of all members present, no nays, no absent, no abstain, the meeting was adjourned at 3:35 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "James Mazza", written over a horizontal line.

James Mazza, Secretary

A handwritten signature in blue ink, appearing to read "Thomas Roguski", written over a horizontal line.

Thomas Roguski, Executive Director