

LONG BRANCH SEWERAGE AUTHORITY

MINUTES OF THE REGULAR MEETING

DECEMBER 17, 2025

I. and II. Opening and Attendance of Meeting and Pledge of Allegiance

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:00 p.m., prevailing time, on Wednesday, December 17, 2025, by the Executive Director, Thomas Roguski, both in person and electronically via telephonic communication conference call, attended by Mr. Riley, Mr. Booth, Mr. Brown, and Mrs. Morris. Mr. Larco was absent.

In addition to the Members of the Authority hereinabove stated, there were present at said Regular Meeting the following professional attaches: Thomas Roguski, P.E., Executive Director; John L. Bonello, Esq., of the firm Manna & Bonello, P.A., Authority Counsel; John McKelvey, P.E., of the firm Colliers Engineering and Design, Authority Engineer; Charles J. Fallon, CPA, RMA, of the firm Fallon & Company LLP, Authority Auditor; 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 2025, has been provided by publication thereof in the *Link News* on February 24, 2025 as a "legal" advertisement, in the *Asbury Park Press* on February 26, 2025 as a "legal" advertisement and in the *Coaster* on February 27, 2025 as a "legal" advertisement, and by forwarding duplicates thereof on February 20, 2025, 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. Vincent Lepore from 33 Ocean Terrace was present via telephonic communication.

Mr. Lepore inquired if the 2010 Series Bonds through the New Jersey Environmental Infrastructure Trust will be affected by the federal funding cutbacks.

Mr. Roguski stated that he spoke with the DEP and for the fiscal year 2026, the funds will not be affected, however he does not know what the future may hold.

Mr. Lepore referenced the Executive Directors report regarding the excess connection fees realized during 2025 and how he is requesting that they be set aside for rate stabilization and future capital improvement projects. Mr. Lepore expressed his concern regarding the health care increase

and the resolutions that were passed at the October meeting regarding the Authority subsidizing the increase for the year 2026.

Mr. Roguski stated the State is currently negotiating the healthcare costs and the contract is in place for 2026. Mr. Roguski further stated that if there is no resolution at the State level and State Benefits Program continues to “spiral out of control” the Authority will investigate other providers at that time. This will be part of the Union contract negotiations in 2026.

Mr. Lepore asked Mr. Roguski if the excess connection fees will be used for the subsidizing of the health care costs.

Mr. Roguski replied negatively and stated that those funds will be used for the rate stabilization and future capital improvements.

Mr. Lepore had no further questions.

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

V. Miscellaneous Suggestions for the Good of the Authority

Mr. Vincent Lepore from 33 Ocean Terrace was present via telephonic communication.

Mr. Lepore suggested that items presented under New Business be presented at the beginning of the meeting so that any members of the public may comment.

Mr. Roguski replied that the items under New Business are last-minute items that were presented after the agenda was posted and cannot wait until the following month. Mr. Roguski further stated that he makes every effort to include everything on the agenda and is very inclusive, unfortunately things pop up at the last-minute from time to time.

Mr. Lepore agreed and stated that in the future he will just inquire during the Public Participation section if there will be any new business.

On Motion by Mr. Booth seconded by Mr. Brown and passed by the affirmative vote of all members present, no nays, one absent, no abstain; the Miscellaneous Suggestions for the Good of the Authority portion of the Meeting was closed.

VI. As to the Minutes of the Regular Meeting of November 12, 2025

On Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on November 12, 2025, to be dispensed with and that such Minutes be, and they are hereby, approved as recorded and circulated.

VII. As to the Minutes of the Executive Session held on November 12, 2025, if any

None

VIII. Correspondence

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

Mr. Roguski reported Correspondence Item No. 10 is a letter from Colliers Engineering and Design recommending the conditional closeout of the 333-345 Second Avenue Townhouse development.

The following resolution was presented.

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 approve and closeout the application, release the performance bond and release remaining escrow funds for the 333-345 Second Avenue Townhouse Development / Block 212, Lots 4, 5 & 11, and

WHEREAS, the Authority's Consulting Engineer, Colliers Engineering and Design, has recommended approval and closeout of said application, release of said performance bond and release of said remaining escrow funds as per and conditional upon items referenced in their letter, dated November 18, 2025, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the Authority hereby approves and closes out the application, releases said performance bond and releases said remaining escrow funds for the 333-345 Second Avenue Townhouse Development / Block 212, Lots 4, 5 & 11, as per the recommendation of the Authority's Consulting Engineer and conditional upon items referenced in the above referenced letter, and

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director are authorized to sign any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - AYE
Mr. Larco - ABSENT
Mrs. Morris - AYE

Date: December 17, 2025
R1.12-25
Exhibit A

Mr. Roguski reported Correspondence Item No. 17, which is an application from Mr. Da Silva regarding a unit change from one (1) unit to (2) units for 110 Atlantic Avenue. Mr. Roguski has confirmed with the City if there are approvals for the conversion to a two (2) family house.

The following resolution was presented.

RESOLUTION

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

WHEREAS, the property owner, Juscelucio F. Da Silva Jr. Esq., has requested an increase in the number of units from one (1) to two (2) for service billing at 110 Atlantic Ave., Block 436, Lot 1, in an application to the Executive Director received December 1, 2025 which is attached hereto and made a part hereof, for said property being serviced by the Long Branch Sewerage Authority under Account #9351-0, and

WHEREAS, the Authority inspector has reviewed the application, and the property is proposed to constitute two (2) units for service per application made and plans provided for future construction.

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 110 Atlantic Ave., Block 436, Lot 1, is hereby increased from one (1) unit to two (2) units upon issuance of a Certificate of Occupancy 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 Authority Chairman and/or Executive Director are authorized to execute any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - AYE
Mr. Larco - ABSENT
Mrs. Morris - AYE

Date: December 17, 2025
R2.12-25
Exhibit B

Mr. Roguski stated that Correspondence Item No. 20 is a letter from Colliers Engineering and Design regarding the conditional closeout for the Second Avenue Multi-Use Project, the former site of the Inkwell.

The following resolution was presented.

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 approve and closeout the application, release the performance bond and release remaining escrow funds for the Second Avenue Multi Use Development / Block 89, Lot 13 and Block 91, Lot 5, and

WHEREAS, the Authority's Consulting Engineer, Colliers Engineering and Design, has recommended approval and closeout of said application, release of said performance bond and release of said remaining escrow funds as per and conditional upon items referenced in their letter, dated December 3, 2025, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the Authority hereby approves and closes out the application, releases said performance bond and releases said remaining escrow funds for the Second Avenue Multi Use Development / Block 89, Lot 13 and Block 91, Lot 5, as per

the recommendation of the Authority's Consulting Engineer and conditional upon items referenced in the above referenced letter, and

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director are authorized to sign any documents necessary to effectuate this resolution.

ROLL CALL:

Mr. Riley - AYE
Mr. Booth - AYE
Mr. Brown - AYE
Mr. Larco - ABSENT
Mrs. Morris - AYE

Date: December 17, 2025
R3.12-25
Exhibit C

Mr. Roguski had nothing further to report under Correspondence.

**LIST OF CORRESPONDENCE FOR REGULAR MEETING
LONG BRANCH SEWERAGE AUTHORITY
DECEMBER 17, 2025**

1. Certified Notice of Hearing received 11/10/25 from Paul R. Edinger, Esq., re: 338 Mac Arthur Ave. / Block 387 Lot 13, applicant is seeking variances relief for an addition to the rear of the building.
2. Certified Notice dated 10/23/25 received 11/10/25 from Salvatore Alfieri, Esq., re: 479 Ocean Blvd. North / Block 470 Lot 4.02, applicant is seeking Preliminary and Final Site plan and use Variance approval for the construction of three (3) townhouses and associated parking.
3. Certified Notice of Hearing dated 10/28/25 received 11/10/25 from Zager Fuchs, PC, re: 346 Norwood Ave. / Block 28 Lot 85 West Long Branch, applicant proposes to remove an existing detached and construct a new detached garage.
4. Certified Notice dated 11/7/25 received 11/10/25 from Attorney for Applicant Luciana Silva, re: 110 Atlantic Ave. Unit A / Block 1002 Lot 9, applicant is seeking bulk variance for a new roof, porch and small bathroom /closet.

5. Copy of a letter dated 11/13/25 received 11/13/25 from Colliers Engineering & Design to James LoBiondo, re: Conditional Approval of 127 Brighton, LLC, 119-127 Brighton Ave / Block 123 Lots 5,6 & 7
6. Certified Notice of Hearing dated 11/5/25 received 11/13/25 from Jennifer Krimko, esq., re: 26 Richard Lane / Block 84 Lot 2 / West Long Branch (NOT LBSA)
7. Copy of a letter dated 11/13/25 received 11/13/25 from Colliers Engineering & Design to Dynamic Engineering Consultants and North Light, LLC, re: 305 Broadway / Block 268 Lots 1-7, 32 & 33
8. Copy of a letter dated 11/14/25 received 11/14/25 from Colliers Engineering & Design to East Point Engineering, LLC and Morris Ave Commons, LLC, re: 400 Morris Ave / Block 230 Lots 13 & 14 (New Lot 13.01)
9. Copy of letter dated 11/17/25 received 11/17/25 from Colliers Engineering & Design to Frank Monteforte, re: Seventh Ave. Mixed-Use Development / 19 Seventh Avenue/ Block 267 Lots 51 & 54
10. Letter dated 11/18/25 received 11/18/25 from Colliers Engineering & Design, re: 333-345 Second Avenue Townhouse Development / Block 212 Lots 4, 5 & 11 Closeout Recommendation
11. Letter dated 11/19/25 received 11/19/25 from In Site Engineering, re: 101 & 117 Third Ave / Block 217 Lots 14 & 14, Utility Availability Request
12. Letter dated 11/17/25 received 11/17/25 from Malick & Scherer, P.C., re: New Jersey Transit Long Branch Station Updates
13. Letter dated 11/20/25 received 11/24/25 from Nelson Engineering Associates, Inc., re: 85 Chelsea Ave LLC. / 85 Chelsea Ave/ Block 287.01 Lot 21
14. Letter dated 11/21/25 received 11/24/25 from Dynamic Engineering, re: North Light LLC. / 305 Broadway/ Block 268 Lots 1-7, 32 & 33
15. Copy of letter dated 11/24/25 received 11/24/25 from Thomas Roguski, re: Proposed Halfway House/ Wellness Center/ 101 & 117 Third Ave / Block 214 Lots 14 & 15
16. Copy of a letter dated 11/25/25 received 11/25/25 from Collier Engineering & Design to In Site Engineering, LLC, re: Proposed Mixed Use Development / 201, 213 & 215 Third Ave / Block 228 Lots 1, 42 & 43.01
17. Application dated 12/01/25 received 12/1/25 from Juscelucio Da Silva, Esq. re: Unit Change for 110 Atlantic Ave/ Block 436 Lot 1/ Increase from a single-family to a two-family

ACTION

ACTION

ACTION

18. Certified Notice of Public Hearing dated 11/21/25 received 12/1/25 from Steven P. Gouin, Esq., re: 465 Church Street / Block 469 Lot 11
19. Certified Notice of Public Hearing received 12/1/25 from Rachel & Taylor Gulbins, re: 11 Walnut Pl / Block 80 Lot 9 / West Long Branch (NOT LBSA)
20. Letter dated 12/3/25 received 12/3/25 from Colliers Engineering and Design, re: Second Avenue Multi Use Development / Block 89 Lot 13 and Block 91 Lot 5, Closeout Recommendation
21. Certified Notice of Hearing received 12/4/25 from Monmouth University, re: 400 Cedar Avenue / Block 39 Lots 1, 2, 3, 4, 5, 7, 8, 9, 11, 12.01 and 12.02 / West Long Branch
22. Letter dated 12/4/25 received 12/4/25 from In Site Engineering, LLC, re: Service Availability Request, 163 Washington Street / Block 341 Lot 2
23. Copy of a Letter dated 12/5/25 received 12/5/25 from Thomas Roguski to Insite Engineering, LLC, re: Service Availability for 163 Washington Street / Block 341 Lot 2
24. Letter dated 11/26/25 received 12/8/25 from Amanda Caldwell, Acting City Clerk, re: Ordinance O-20-25, An Ordinance amending Chapter 345 of the code of the City of Long Branch, and more specifically the zoning regulation pertaining to the Transit Village District, Medical Village Sub District
25. Letter dated 12/10/25 received 12/10/25 from John J. McKelvey, re: Engineer's Status Report
26. Copy of Letter dated 12/11/25 received 12/12/25 from Stonefield to John McKelvey, re: Proposed Mixed-Use Development/ Block 305 Lot 9/ 83 North Broadway

On Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the attached List of Correspondence was ordered received and filed.

IX. Report of the Executive Director for the December 17, 2025, Authority Meeting

Mr. Roguski reported that there was a daily flow of 2.11 MGD over the last month and the Authority has met all limits of the discharge permit.

Mr. Roguski reported the bids were received for the Removal, Transport and Disposal of Liquid Sludge Contract. The lowest bidder was Freehold Cartage Inc., who is also the current

service provider. We are more than happy with them, and their prices for the next five years were fair and within the anticipated increase.

The following resolution was presented.

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (the "Authority") has heretofore advertised for receipt of bids for Removal, Transport and Disposal of Liquid Sludge to an Approved Site for a Period of Five Years; and

WHEREAS, in response thereto the Authority has received bids from the parties and bid amounts as specified on the list attached hereto and made a part hereof, and

WHEREAS, in accordance with law, the Authority desires to award the contract for Removal, Transport and Disposal of Liquid Sludge to an Approved Site for a Period of Five Years to the lowest responsible bidder, and

WHEREAS, the Authority Executive Director has certified that there are funds available for this purchase as per the certification attached to this resolution hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, that

1. The Long Branch Sewerage Authority hereby awards its contract for Removal, Transport and Disposal of Liquid Sludge to an Approved Site for a Period of Five Years to Freehold Cartage, Inc. in the amounts, for five years, as follows: Year 1: \$0.1536 per gallon, Year 2: \$0.1565 per gallon, Year 3: \$0.1595 per gallon, Year 4: \$0.1626 per gallon, Year 5: \$0.1658 per gallon, subject to the bidder complying with all of the requirements of the terms and conditions of the Bid Specifications prepared in connection with this contract and included in Notice to Bidders.

2. The Authority is authorized to enter into a contract with Freehold Cartage, Inc. for the purposes expressed hereinabove.

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

ROLL CALL:

Mr. Riley	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Larco	- ABSENT
Mrs. Morris	- AYE

Date: December 17, 2025

R4.12-25

Exhibits D & E

Mr. Roguski reported that Monmouth County has requested the Authority adopt the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026 in accordance with State and Federal laws. Mr. Roguski further explained that he reviewed the plan and provided some insight and possible projects that we may undertake, which would allow us to possibly get grant money that may be available to address issues that would make us more resilient in the face of hurricanes and flooding.

The following resolution was presented.

**A RESOLUTION OF THE LONG BRANCH SEWERAGE AUTHORITY ADOPTING
THE MONMOUTH COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION
PLAN 2026**

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

WHEREAS the Long Branch Sewerage Authority recognizes the threat that natural hazards pose to people and property within the Long Branch Sewerage Authority's Sanitary Sewer Service Area; and

WHEREAS the County of Monmouth has prepared a multi-hazard mitigation plan, hereby known as Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026, in accordance with federal and state laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and New Jersey P.L. 2023, CHAPTER 313 approved January 16, 2024.

WHEREAS the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026, identifies current and future natural hazard risks, and assesses the vulnerability of facilities, infrastructure, and populations, and defines mitigation goals and actions to reduce or eliminate long term risk to people and property in the Long Branch Sewerage Authority's Sanitary Sewer Service Area from the impacts of future natural hazards and disasters; and

WHEREAS adoption by the Long Branch Sewerage Authority demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026.

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

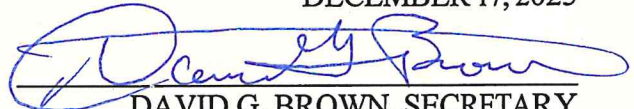
Section 1. The Long Branch Sewerage Authority adopts the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026. While content related to the Long Branch Sewerage Authority's Sanitary Sewer Service Area may require revisions to meet the plan approval requirements, changes occurring after adoption will not require Long Branch Sewerage Authority to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

ROLL CALL:

Mr. Riley	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Larco	- ABSENT
Mrs. Morris	- AYE

Date: December 17, 2025
R5.12-25

IT IS HEREBY CERTIFIED THAT THIS IS
A TRUE COPY OF THE RESOLUTION PASSED
AT THE MEETING OF THE LONG BRANCH
SEWERAGE AUTHORITY HELD ON
DECEMBER 17, 2025



DAVID G. BROWN, SECRETARY

Mr. Roguski explained that the bids for Professional Services need to be advertised for 2026.

The following resolution was presented.

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority (herein after "the Authority") desires to advertise and receive bids per N.J.S.A. 19:44A-20.5 et seq. under the "Fair and Open Process" for professional services for 2026, and

WHEREAS, the Authority has determined that said professional 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.

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

ROLL CALL:

Mr. Riley	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Larco	- ABSENT
Mrs. Morris	- AYE

Date: December 17, 2025
R6.12-25

Mr. Reguski reported that the Authority's Employee Handbook has been updated with the assistance of our Labor Attorney Gregory Cannon.

The following resolution was presented.

LONG BRANCH SEWERAGE AUTHORITY

RESOLUTION

RESOLUTION ADOPTING UPDATED PERSONNEL POLICIES AND PROCEDURES MANUAL/HANDBOOK IN COMPLIANCE WITH THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S RECOMMENDED BEST PRACTICES

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

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 been encouraged by the Municipal Excess Liability Joint Insurance Fund to update its employment policies and procedures as part of the Municipal Excess Liability Joint Insurance Fund's Best Employment Practices Program;

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that the Personnel Policies and Procedures Manual/Handbook, revised December 2025 and attached hereto, is hereby approved and adopted; and

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors; and

BE IT FURTHER RESOLVED that 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, and in all other cases, the Personnel Policies and Procedures Manual/Handbook shall prevail; and

BE IT FURTHER RESOLVED that this Personnel Policies and Procedures Manual/Handbook provides guidelines covering public service by Authority employees and is not a contract, and the provisions of the Manual/Handbook may be amended and supplemented from time to time without notice at the sole discretion of the Authority; and

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"; and

BE IT FURTHER RESOLVED that Gregory J. Cannon, Esq., of Cannon & McGuinn, LLC, as Labor Counsel, has reviewed and revised the Long Branch Sewerage Authority's Personnel Policies and Procedures Manual/Handbook to comport with the Municipal Excess Liability Joint Insurance Fund's Best Employment Practices Program; and

BE IT FURTHER RESOLVED that all managerial/supervisory personnel are responsible for these updated employment practices and the professionals and shall assist the Executive Director in the implementation of the policies and procedures in the updated Personnel Policies and Procedures Manual/Handbook; and

BE IT FURTHER RESOLVED that the Authority Chairman and/or Executive Director and/or Labor Counsel is authorized to execute any further documents or instruments necessary to effectuate this Resolution.

ROLL CALL:

	YES	NAYS	ABSTAIN	ABSENT
Mr. Riley	X			
Mr. Booth	X			
Mr. Brown	X			
Mr. Larco				X
Mrs. Morris	X			

Date: December 17, 2025

R7.12-25

Exhibit: F

Mr. Roguski stated that Resolutions No. 8 – No. 10 are regarding the 2024 Audit and introduced Mr. Fallon to report on his findings.

Mr. Fallon reported that there were no comments or recommendations. The Auditor's opinion is unqualified, which is the best you can get. Mr. Fallon further stated a change in the net position of \$1,366,000 which was down \$400,000 from the prior year.

The following resolutions were presented.

RESOLUTION

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

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2024, has been completed and filed with the Long Branch Sewerage Authority pursuant to N.J.S.A 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "Schedule of Findings and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Recommendations " in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Long Branch Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2024, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

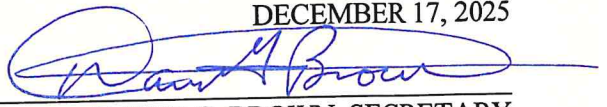
BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

ROLL CALL:

Mr. Riley	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Larco	- ABSENT
Mrs. Morris	- AYE

Date: December 17, 2025
R8.12-25

IT IS HEREBY CERTIFIED THAT THIS IS
A TRUE COPY OF THE RESOLUTION PASSED
AT THE MEETING OF THE LONG BRANCH
SEWERAGE AUTHORITY HELD ON
DECEMBER 17, 2025



DAVID G. BROWN, SECRETARY

LOCAL AUTHORITIES GROUP AFFIDAVIT

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Long Branch Sewerage Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Board of Commissioners of the Long Branch Sewerage Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we each reviewed the annual audit report for the fiscal year ended December 31, 2024, and specifically the sections of the audit report entitled "Schedule of Findings and Recommendations".

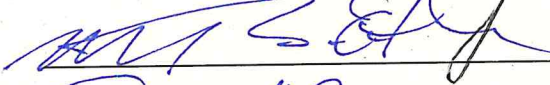
Print Name

Signature

Donald S. Riley




Michael Booth



David G. Brown



Bryan I. Larco

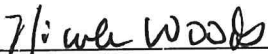


Susie Morris



Sworn to and subscribed before me

This 12th day of January, 2025



Date: December 17, 2025

R9.12-25

RESOLUTION

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

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2024 has been completed and filed with the Long Branch Sewerage Authority pursuant to N.J.S.A. 40A:5A-15, and

NOW, THEREFORE BE IT RESOLVED that pursuant to N.J.S.A. 40A:5A-16 the Long Branch Sewerage Authority authorizes the publishing in a newspaper of a synopsis of the annual audit.

ROLL CALL:

Mr. Riley	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Larco	- ABSENT
Mrs. Morris	- AYE

Date: December 17, 2025
R10.12-25

Mr. Roguski reported the 2026 Budget which was introduced at the October meeting was approved by the State and now may be adopted. Mr. Roguski further explained that the State is requiring a resolution that explains why the budget was uploaded on November 3rd, when it was required by November 1st. Mr. Roguski explained that the Budget was uploaded following the October meeting but due to a system error on the State's part, it wasn't accepted. We did not find out that it was not posted until November 1st which was a Saturday, so it was not officially posted until Monday November 3rd.

The following resolutions were presented.

LONG BRANCH SEWERAGE AUTHORITY

RESOLUTION

**RESOLUTION AUTHORIZING THE EXPLANATION OF
THE REASON FOR THE DELAY IN SUBMISSION OF THE
2026 BUDGET**

WHEREAS, the submission of the proposed budget for the Long Branch Sewerage Authority ("Authority") to the State of New Jersey Division of Local Government Services (the "Division") for the fiscal year beginning on January 1, 2026 and ending December 31, 2026 (the "2026" Budget") has been delayed; and

WHEREAS, the Agency, in accordance with applicable law, desires to comply with the statutory and regulatory requirements by submitting an explanation of the reasons for the delay in submission of the 2026 Budget to the Division for review.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Long Branch Sewerage Authority that the Authority was unable to submit the 2026 Budget to the Division for review prior to November 1, 2025 because of the following circumstances:

A system error occurred when uploading the 2026 Budget to the FAST system prior to November 1, 2025. The error was corrected after the submission deadline causing the budget to be submitted on November 3, 2025 after the November 1, 2025 deadline.

ROLL CALL:

	AYES	NAYS	ABSTAIN	ABSENT
Mr. Riley	X			
Mr. Booth	X			
Mr. Brown	X			
Mr. Larco				X
Mrs. Morris	X			

Date: December 17, 2025
R11.12-25

2026 ADOPTED BUDGET RESOLUTION

LONG BRANCH SEWERAGE
AUTHORITY

FISCAL YEAR: FROM: TO:
January 1, 2026 December 31, 2026

WHEREAS, the Annual Budget and Capital Budget/Program for the Long Branch Sewerage Authority for the fiscal year beginning January 1, 2026 and ending December 31, 2026 has been presented for adoption before the governing body of the Long Branch Sewerage Authority at its open public meeting of December 17, 2025; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$8,628,772.00, Total Appropriations, including any Accumulated Deficit, if any, of \$8,898,772.00, and Total Unrestricted Net Position utilized of \$270,000.00 and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,264,020.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Long Branch Sewerage Authority, at an open public meeting held on December 17, 2025 that the Annual Budget and Capital Budget/Program of the Long Branch Sewerage Authority for the fiscal year beginning, January 1, 2026 and, ending December 31, 2026 is hereby adopted and shall constitute appropriations for the purposes stated, and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

December 17, 2025

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Mr. Riley	X			
Mr. Booth	X			
Mr. Brown	X			
Mr. Larco				X
Mrs. Morris	X			

Date: December 17, 2025
R12.12-25

Mr. Roguski reported that the Authority realized an excess in connection fees in the amount of \$808,197.19 and recommends these funds be earmarked for rate stabilization and future capital improvements.

The following resolution was presented.

RESOLUTION

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

WHEREAS, the Long Branch Sewerage Authority realized connection fee revenue in excess of that originally anticipated in 2025, and

WHEREAS, the Authority desires to reserve these funds for future use, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that it hereby approves the funds in the amount of \$808,197.19 for the reserve for rate stabilization and/or capital projects.

ROLL CALL:

Mr. Riley	- AYE
Mr. Booth	- AYE
Mr. Brown	- AYE
Mr. Larco	- ABSENT
Mrs. Morris	- AYE

Date: December 17, 2025
R13.12-25

Mr. Roguski 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, one 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.

X. Report by Authority Counsel of the Activities of that Office and of Actions taken since November 12, 2025

Mr. Bonello had nothing to report.

On Motion by Mr. Booth, seconded by Mr. Brown, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by the Authority Counsel of and regarding each and all 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 November 12, 2025

Mr. Fallon stated that as discussed earlier the Audit has been completed and he will now begin calculations for the Connection Fees.

Mr. Fallon had nothing further to report.

On Motion by Mr. Brown, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by Authority Auditor of and about each and all the foregoing items be, and they are in all respects, approved, confirmed, and ratified.

XII. Report by Authority Consulting Engineer of the Activities of that Office and of Actions taken Since November 12, 2025

Mr. McKelvey reported that, regarding the Hoey Pump Station Project, most of the shop drawings for the equipment and materials have been reviewed and approved, while a couple of shop drawings are still under review. Mr. McKelvey further stated that the construction of the raised platform for the electrical equipment and generator has been pushed back, because it has been determined that the platform needs to be expanded to accommodate all the equipment. The changes will be reviewed and a change order will be ready for the next meeting.

Mr. McKelvey reported there were no new reviews or approvals of any developments.

Mr. McKelvey had nothing further to report.

On Motion by Mr. Brown, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, one absent, no abstain, all actions taken, and dispositions made by Authority Consulting Engineer of and about each and all the foregoing items be, and they are in all respects, approved, confirmed, and ratified.

XIII. Transfers, if any.

The transfers are as listed.

The following Resolution was moved by Mr. Booth, seconded by Mr. Brown, and passed by all affirmative vote of all ~~members present, no nays, one absent, no abstain,~~ approving the Authority Transfers for the month of November 2025 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 17TH DAY OF DECEMBER 2025 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT THAT ~~THE AUTHORITY HEREBY APPROVES THE TRANSFERS MADE FOR THE MONTH OF NOVEMBER 2025 AS SUBMITTED BY THE EXECUTIVE DIRECTOR AND ORDERS SAID REPORT RECEIVED AND FILED.~~

XIV. As to Bills submitted for payment by Long Branch Sewerage Authority for the Month of November 2025

The following Resolution was moved by Mr. Booth, 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 17th DAY OF DECEMBER 2025 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of November 2025 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.

XV. Report, if any, by Investment Committee.

No report from the investment committee.

XVI. Old Business.

No old business.

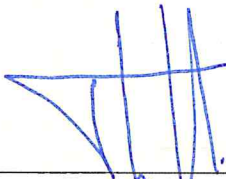
XVII. New Business

No new business.

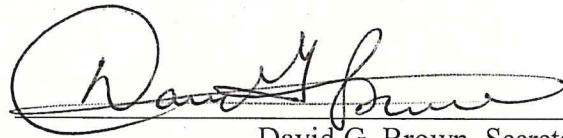
XVIII. Adjournment at 3:41 p.m.

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, one absent, no abstain, the meeting was adjourned at 3:41 p.m.

Respectfully submitted,



Thomas Roguski, Executive Director



David G. Brown, Secretary