

**AGENDA**  
**LONG BRANCH SEWERAGE AUTHORITY**  
**REGULAR MEETING**  
**DECEMBER 17, 2025**

I. Opening of meeting at \_\_\_\_\_ p.m. by \_\_\_\_\_

II. Notation of Attendance & Pledge of Allegiance

<b>Name</b>	<b>Position</b>	<b>In</b>	<b>Out</b>
Donald S. Riley	Chairman		
Michael Booth	Vice-Chairman		
David G. Brown	Secretary		
Bryan I. Larco	Treasurer		
Susie Morris	Asst. Secretary/ Treas.		
Thomas Roguski	Executive Director		
Charles J. Fallon	Auditor		
John L. Bonello	Counsel		
John McKelvey	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 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

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

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

V Miscellaneous Suggestions for Good of Authority

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

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the reading of the minutes of the Regular Meeting of the Long Branch Sewerage Authority held on November 12, 2025 be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

VII. As to Minutes of the Executive Session held on November 12, 2025, if any **(NONE)**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the reading of the minutes of the Executive Session held on November 12, 2025, be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

VIII. Correspondence

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

Riley	Booth	Brown	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

**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

***ACTION***

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
- ACTION** 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
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)
- ACTION** 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

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

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

Riley	Booth	Brown	Larco	Morris
AYES		NAYS	ABSTAIN	ABSENT

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

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that all actions taken and dispositions made by 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.

Riley	Booth	Brown	Larco	Morris
AYES		NAYS	ABSTAIN	ABSENT

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

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.

Riley	Booth	Brown	Larco	Morris
AYES		NAYS	ABSTAIN	ABSENT

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

- A. Engineer's Report on Redevelopment Projects
- B. Capital Improvement Program
- C. General Engineering

See attached Engineer's Status Report, dated December 10, 2025

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that all actions taken by Authority Consulting Engineer, of and with regard to each and all of the foregoing items be, and they are in all respects, approved, confirmed and ratified.

Booth	Brown	Riley	Larco	Morris
AYES		NAYS	ABSTAIN	ABSENT

XIII. 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.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XIV. As to Bills submitted for payment by Long Branch Sewerage Authority for the December 17, 2025 Meeting

Resolution by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Schedule of Bills for the month of November 2025 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.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XV. Report, if any, by Investment Committee

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

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

XVI. Old Business

XVII. New Business

XVIII. Adjournment at \_\_\_\_\_ p.m.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the meeting be adjourned.

Booth	Brown	Riley	Larco	Morris
AYES	NAYS	ABSTAIN	ABSENT	

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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 -  
Mr. Booth -  
Mr. Brown -  
Mr. Larco -  
Mrs. Morris -

Date: December 17, 2025

R1.12-25

Exhibit A

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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	-
Mr. Booth	-
Mr. Brown	-
Mr. Larco	-
Mrs. Morris	-

Date: December 17, 2025

R2.12-25

Exhibit B

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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 -  
Mr. Booth -  
Mr. Brown -  
Mr. Larco -  
Mrs. Morris -

Date: December 17, 2025

R3.12-25

Exhibit C

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded by \_\_\_\_\_

**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	-
Mr. Booth	-
Mr. Brown	-
Mr. Larco	-
Mrs. Morris	-

Date: December 17, 2025  
R4.12-25  
Exhibits D & E

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

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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	-
Mr. Booth	-
Mr. Brown	-
Mr. Larco	-
Mrs. Morris	-

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

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DAVID G. BROWN, SECRETARY

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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	-
Mr. Booth	-
Mr. Brown	-
Mr. Larco	-
Mrs. Morris	-

Date: December 17, 2025  
R6.12-25

**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**

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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:

AYES	NAYS	ABSTAI	ABSENT
		N	

Mr. Riley  
Mr. Booth  
Mr. Brown  
Mr. Larco  
Mrs. Morris

Date: December 17, 2025  
R7.12-25  
Exhibit: F

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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	-
Mr. Booth	-
Mr. Brown	-
Mr. Larco	-
Mrs. Morris	-

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 \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_

Date: December 17, 2025

R9.12-25

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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	-
Mr. Booth	-
Mr. Brown	-
Mr. Larco	-
Mrs. Morris	-

Date: December 17, 2025  
R10.12-25

**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  
Mr. Booth  
Mr. Brown  
Mr. Larco  
Mrs. Morris

Date: December 17, 2025  
R11.12-25



**2026 ADOPTED BUDGET RESOLUTION**

**LONG BRANCH SEWERAGE  
AUTHORITY**

<b>FISCAL</b>	<b>FROM:</b>	<b>TO:</b>
<b>YEAR:</b>	<b>January</b>	<b>December</b>
	<b>1, 2026</b>	<b>31, 2026</b>

**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.

_____	December 17, 2025
(Secretary's Signature)	

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

Date: December 17, 2025  
R12.12-25

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

**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	-
Mr. Booth	-
Mr. Brown	-
Mr. Larco	-
Mrs. Morris	-

Date: December 17, 2025  
R13.12-25

## RESOLUTION

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded  
by \_\_\_\_\_

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

Date:  
ResExSess

**LONG BRANCH SEWERAGE AUTHORITY**  
**EXECUTIVE DIRECTOR'S REPORT**  
**FOR THE PERIOD NOVEMBER 11, 2025 TO DECEMBER 16, 2025**

We have treated an average daily flow of 2.11 MGD, the effluent quality being of a good degree with an average suspended solid discharge of 11.3 ppm and an average B.O.D. discharge of 17.1 ppm. We have met all limits of our discharge permit.

Bids for the Removal, Transport and Disposal of Liquid Sludge have been received. The lowest bidder is Freehold Cartage, Inc. A resolution awarding the contract to Freehold Cartage, Inc. for a five-year term is prepared for the Board's consideration.

Monmouth County has requested that the Authority adopt the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026 in accordance with federal and state laws. A resolution to adopt same is prepared for the Board's consideration.

It is the time of year for the Authority to prepare and advertise annual RFQs for professional services for 2026. A resolution has been prepared for the Board's consideration authorizing same.

The Authority's Personnel Policies and Procedures Manual/Handbook has been updated in compliance with the Municipal Excess Liability Joint Insurance Fund's recommended best practice. The Authority's Labor Attorney, Mr. Greg Cannon, facilitated the updates. A resolution has been prepared for the Board's consideration to ratify the updated manual/handbook.

The 2024 Audit has been completed and will be presented by the Authority's Auditor, Mr. Chuck Fallon. Resolutions regarding same are prepared for the Board's consideration.

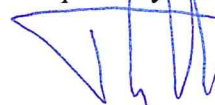
The 2026 Authority Budget was introduced at the October 2025 Authority Meeting and subsequently approved by the State. A resolution has been prepared for the Board's consideration to adopt the 2026 Authority Budget.

The Authority has realized connection fees in excess of the amount anticipated for 2025. To benefit the citizens of Long Branch, it is requested the Board consider setting the excess aside for rate stabilization and capital projects. A resolution regarding same is prepared for the Board's consideration.

We have calculated daily and projected flows for the Capacity Assurance Program. Our average twelve-month flow is 2.357 MGD, with an additional 0.36593 MGD in approved and conceptual projects for a total of 2.723 MGD. This gives the Authority an additional available capacity of 2,677,405 gallons per day or 8,925 units based on 300 gallons per day per unit at full capacity, or 8,025 units based on 300 gallons per day per unit at 95% capacity.

The Authority's Collection System Crew for the month has investigated fifteen (15) stoppages, of which ten (10) were the responsibility of the LBSA and five (5) were the private owners' responsibility.

Respectfully submitted,



Thomas Roguski, PE, CME  
Executive Director

Capacity	Assurance							
	Present Flow	Approved Project	Est. Flow		Conceptual Project	Est. Flow		
	MGD							
		Aqua-Vista (20 + Retail)	0.00436		145 Brighton Avenue (12 + 0.9K)	0.00279		
Nov-25	2.11	394 & 400 Morris Avenue (8)	0.0024		700 Joline Avenue	0.007		
Oct-25	2.18	201 - 215 Third Avenue (30 + 8.2K)	0.00982		479 Ocean Boulevard (3)	0.0009		
Sep-25	2.29	671 Broadway	0.00066		175 Chelsea Avenue (33)	0.0099		
Aug-25	2.54	Reformed Church of LB Housing	0.00338		294 Branchport Avenue (14 +.885K)	0.0042885		
Jul-25	2.86	Monmouth University – BSACAM	0.00265		Synagogue Add. - 295 Park Ave.	0.00521		
Jun-25	2.53	Takanassee Lake (13)	0.00390		Bluffs (109)	0.0327		
May-25	2.37	665 Second Avenue (22 + Mix Use)	0.00829		Onada Surf Club Residential (47)	0.01300		
Apr-25	2.67	112 Brighton Avenue (4 + 2K)	0.001401		369-375 Broadway (20 +1K)	0.0061		
Mar-25	2.34	279 Third Avenue (154B + 11.1K)	0.01651		456 Atlantic Avenue (4)	0.0012		
Feb-25	2.18	169 Chelsea Avenue (4)	0.0012		394 Bath Avenue	0.00120		
Jan-25	2.08	Ocean Acre 119-129 Franklin (8)	0.00240		29 Long Branch Avenue (Calc)	0.018		
Dec-24	2.13	180 Brighton (24 + 5.5K)	0.00595		410 Broadway (94)	0.0282		
12-Month Tot.	28.28	180 Morris Avenue (28 + Office)	0.00457		19 7th Avenue (20 + 1.5K)	0.00405		
		336 Branchport (40 + 4K)	0.0148		115-127 Brighton Avenue (24 + 5K)	0.00770		
Design	5.4	Lower Broadway (299 + 25K)	0.05850		336 Ocean Boulevard (4)	0.00120		
12-Month Avg.	2.357	390-392 Ocean (132)	0.0396		192 Broadway (6 + 1.3K)	0.00193		
Approved	0.2101	156-164 Franklin Avenue (9)	0.00270		648 Second Avenue	0.005		
Conceptual	0.1558	333-345 Second Ave. (14)	0.0042		85 Chelsea Avenue (10)	0.003		
Total	2.723	215 Brighton Avenue (6)	0.0018		163 Washington Comm. Bldg (Calc)	0.000281		
		83 North Broadway (12 + 1.5K)	0.002625		101 Third Ave Wellness Cntr (Calc)	0.002145		
		305 Broadway (Mixed Use)	0.018425					
		Total Approved Project	0.21013		Total Conceptual Project	0.15580		
					Approved & Conceptual	0.36593		
		95% of capacity is	5.13		Percent of 100% capacity available	50%	2.68	MGD
					Percent of 95% capacity available	47%	2.41	MGD
Available in MGD	2.677405				Equivalent Units Available based on 300 gals/day/ unit	8,925	@ 100% Capacity	
					Equivalent Units Available based on 300 gals/day/ unit	8,025	@ 95% Capacity	

December 10, 2025

**VIA EMAIL**

Thomas Roguski, P.E., CME, Executive Director  
Long Branch Sewerage Authority  
150 Joline Avenue  
P.O. Box 720  
Long Branch, New Jersey 07740

Engineer's Status Report  
December 2025 Meeting  
Colliers Engineering & Design Project No. LBS-001

Dear Mr. Roguski,

The following is a report on the status of projects for which Colliers Engineering & Design, Inc. (CED) is responsible:

**1. Capital Projects**

**a. WWTP Expansion Study (LBS-0329)**

Report reviewed at the January 2025 board meeting. Meeting to be scheduled by LBSA with the Engineering Committee to discuss further.

**b. Hoey Pump Station Improvements (LBS-0330)**

Submittal review and coordination with the contractor is ongoing. Contractor anticipates the majority of the upgrade work to start in early spring 2026. The NJDEP conducted their first interim inspection on October 24, 2025. No issues or concerns were raised by the DEP during their inspection. CED is currently reviewing a proposed change to the size of the elevated platform due to final sizes of electrical equipment. Work for the platform is likely to start late winter 2026 pending further review and approval of any changes.

**2. Active Escrow Projects**

**a. 180 Morris Avenue (in construction) (LBS-289)**

All construction work is complete and final testing and inspections have been performed. Project closeout contingent on completion of completion of punchlist items and submission of outstanding administrative items.

**b. Takanassee (in construction) (LBS-290)**

The sanitary main and laterals have been installed. Final testing is complete. Updated punch list was sent to Applicant on October 23, 2024. Developer working on building construction.

**c. Proposed 7-Eleven (LBS-292)**

Approval letter was sent to the Applicant on January 7, 2021.

**d. Beachfront LLC (in construction) (LBS-294)**

One lateral has been installed and awaits final inspection. Three remaining laterals to be installed at a future date.

**e. Broadway Place (Phase I/II) (in construction) (LBS-295)**

The majority of sanitary sewer installation construction work within Broadway is complete and pending final inspection, testing and preparation of a punchlist. The revised plans submitted by the applicant has been reviewed and approved, construction of the sanitary sewer lateral is ongoing.

**f. NJDOT Bridge over Troutman's Creek (LBS-315)**

A meeting with NJDOT took place on Friday, June 10, 2022. Follow up meetings with the NJDOT consulting engineer have been held on April 30, 2025 and on June 4, 2025 to discuss recently submitted updated NJDOT utility plans and specifications. Revised documents have been submitted, reviewed and deemed acceptable. The final documents were forwarded to the Authority for endorsement and subsequently forwarded to NJDOT. The Authority will be notified in advance of any of the proposed construction activities that will impact sewer facilities. Additional escrow has been requested from the NJDOT to cover engineering services during construction.

**g. Ocean Gate (in construction) (LBS-0316)**

All construction work is complete and final testing and inspections have been performed. All construction related punchlist items have been satisfactorily addressed. Project closeout contingent on submission of outstanding administrative items.

**h. 175 Chelsea Avenue (LBS-0317)**

A review letter was sent on June 8, 2021 to the Applicant. A revised submission was made, and a letter was sent to the Applicant on September 9, 2021, outlining remaining items to be submitted.

**i. 290 Ocean Avenue (LBS-0321)**

A review letter was sent on January 10, 2022 to the Applicant.

**j. 279 Third Avenue (LBS-0326)**

A review letter was sent to the Applicant on October 3, 2022.

**k. The Atlantic Club (in construction) (LBS-0334)**

Preconstruction meeting was held. Construction start date pending submission, review and approval of administrative items.

**l. Santos Subdivision (LBS-0004)**

The applicant has submitted revised plans proposing individual grinder pumps for approval, the NJDEP has confirmed that a TWA will be required for the application. The applicant has satisfactorily addressed all comments and the Authority has endorsed the TWA application.

**m. 156-164 Franklin Avenue (in construction) (LBS-0005)**

Construction of sewer facilities and final testing are complete. Final inspection to be scheduled and punchlist to be issued upon completion of inspection. Developer constructing buildings in phases.

**n. Second Avenue Multi-Use Development (in construction) (LBS-0336)**

All construction work is complete and final testing and inspections have been performed. Project closeout contingent on completion of completion of punchlist items and submission of outstanding administrative items.

**o. 169 Chelsea Avenue (in construction) (LBS-0338)**

Revised plans to eliminate proposed deep connections to existing sewer have been reviewed and approved. The contractor has installed three (3) sanitary sewer laterals of 3 to be constructed and connected to an existing manhole per the approved plans.

**p. 333-345 Second Avenue Proposed Townhouse Development (in construction) (LBS-0339)**

Sanitary sewer construction is complete and final testing remains to be completed. Final inspection to be scheduled and punchlist to be issued upon completion of inspection.



**q. Ocean Acre (in construction) (LBS-0340)**

Preconstruction meeting was held September 12, 2025. Construction start date pending submission, review and approval of administrative items.

**r. Branchport Crossing (LBS-0342)**

Conditional approval letter was provided to the Applicant on February 21, 2025. TWA approval has been received.

**s. Monmouth University BSACAM (in construction) (LBS-0344)**

Sanitary sewer construction is complete and final testing remains to be completed. Final inspection to be scheduled and punchlist to be issued upon completion of inspection.

**t. Sephardic Torah Temple (LBS-0345)**

The application received conditional approval at the October 2024 meeting. Notice has been sent to the Applicant. Resubmission documents have been reviewed and comments provided. Coordinating with the applicant's engineer for completion of a capacity analysis. Cleaning and CCTV of downstream sanitary sewer has been conducted for the purpose of completing the capacity analysis.

**u. RCHP Affordable Housing Corporations (LBS-0346)**

The application received conditional approval at the October 2024 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**v. 201, 213 & 215 Third Ave. (LBS-0347)**

Review comments were provided January 22, 2025. Revised documents have been reviewed and comments have been provided to the applicant.

**w. Seventh Avenue Apartments (LBS-0349)**

Review comments were provided April 30, 2025. Revised documents have been received and are currently under review.

**x. 112 Brighton Avenue (in construction) (LBS-0350)**

Sanitary sewer construction is complete and final testing remains to be completed. Final inspection to be scheduled and punchlist to be issued upon completion of inspection.

**y. 85 Chelsea Avenue (LBS-0351)**

The application received conditional approval at the July 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**z. 305 Broadway Mixed-Use Development (LBS-0353)**

The application received conditional approval at the August 2025 meeting. Notice has been sent to the Applicant. A capacity study has been completed and the applicant has satisfactorily addressed all comments and the Authority has endorsed the TWA application.

**Wave Condominium (LBS-0354)**

The application received conditional approval at the August 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**aa. 400 Morris Avenue (LBS-0355)**

The application received conditional approval at the August 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**bb. 648 Second Avenue (LBS-0356)**

The application received conditional approval at the September 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**cc. 83 North Broadway Proposed Mixed-Use Development (LBS-0357)**

The application received conditional approval at the October 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**dd. 119-127 Brighton Avenue (LBS-0358)**

The application received conditional approval at the November 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

Should you have any questions or require any additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)



John J. McKelvey, P.E.  
Senior Project Manager

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**LONG BRANCH SEWERAGE AUTHORITY**  
**RECEIPTS FOR THE MONTH OF NOVEMBER 2025**  
**AMOUNTED TO               \$35,186.56**

**DIVIDED AS FOLLOWS:**

		<b><u>Acct. #</u></b>
Service, Fees & Interest on Sewer Charges	\$ 762,461.28	300024645
Interest on Collection Account	1050.73	300024645
Interest on Developers Escrow	323.15	300032044
Interest on Payroll Checking	42.92	300024660
Interest on A/P Checking	145.44	300024652
Interest on EFT Checking	31.19	300005872
<b>October 2025 Interest</b>		
Interest on Revenue Fund	21,543.04	217800
Interest on General Fund	13,223.59	217801
Interest on Bond Service Fund	26.68	217802
Interest on Maintenance Reserve Fund	173.70	217803
	<b>\$ 35,186.56</b>	

**Investments as of 12/17/2025**

**C/D's**

Maintenance Reserve Fund - Kearny Bank	\$ 123,000.00
Revenue Fund Kearny Bank	\$ 140,000.00

**Cash Transfers for the Month of November, 2025**

From Developers Escrow to Collection Ckg	\$ 114,647.00
From Collection to Operating	500,000.00
From Collection to EFT Checking	56,887.40
From Operating Ckg. To Payroll Ckg.	123,793.97
From Collection to Payroll Ckg	54,824.25
From Payroll to Collection Ckg	130,000.00

**LONG BRANCH SEWERAGE AUTHORITY  
BANK BALANCE, PETTY CASH, AND INVESTMENTS  
FOR THE MONTH OF NOVEMBER, 2025  
AMOUNTED TO \$13,448,518.97**

**REVOLVING CKG ACCTS.- KEARNEY FEDERAL SVGS.**

		<b><u>Acct. #</u></b>
Payroll Checking	\$ 62,091.40	300024660
Accounts Payable Checking	207,838.24	300024652
EFT Checking	37.47	340785872
Petty Cash	400.00	N/A
	<u>\$ 270,367.11</u>	

**ESCROW ACCT. - KEARNEY FEDERAL SVGS.**

		<b><u>Acct. #</u></b>
Developer's Escrow	<u>\$ 413,631.46</u>	300032044

**TRUST ACCT. - KEARNEY FEDERAL SVGS.**

		<b><u>Acct. #</u></b>
Collection Account	<u>\$ 914,374.27</u>	300024645

**TRUST ACCOUNTS - BANK OF NEW YORK**

		<b><u>Acct. #</u></b>
LBSA Series 2024 Escrow Fund	0.00	958452
Revenue Fund	7,257,065.56	217800
General Fund	4,533,408.13	217801
Bond Service Fund	134.72	217802
Maint. Reserve Fund	59,537.72	217803
	<u>\$ 11,850,146.13</u>	

**Cash Requirements for Payroll**

Payperiod End 11/8/2025 in the amount of	\$ 61,256.08
Payperiod End 11/22/2025 in the amount of	62,537.89
Payperiod End 12/6/2025 in the amount of	65,646.49

Long Branch Sewerage Authority  
Bill List By P.O. Number

12/11/2025

02:47 PM

Ranges	Item Status		Purchase Types		Misc
Range: First to Last Rcvd Batch Id Range: First to Last					
Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y					
Bid: Y State: Y Other: Y Exempt: Y					
P.O. Type: All Include Project Line Items: Yes Format: Detail without Line Item Notes Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All					

02:47 PM

PO # PO Date Vendor

Contract PO Type

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
Account Continued									
25000058 12 PEST CONTROL - NOVEMBER	\$80.00	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/25	12/10/25		
25000059 4 WATER ANALYSIS - SEPTEMBER	\$3,295.00	01-900-003-7102	E	REPAIRS & SUPPLIES - LAB	R	01/02/25	12/08/25		66912
25000060 54 CP PLATE PLASTIC JONEST PCP	\$9.88	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		S4497165
55 ASST PARTS FOR DIGESTER REPAIR	\$576.57	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		S4496577
56 PIPE,SPLIT RING HANGER, PLATE	\$17.52	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		S4497000
57 COUPLINGS,PIPE,ELBOWS,CEMENT	\$173.58	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		S4497953
58 DIAMOND GRIT SAW BLADE	\$26.86	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		S4498968
59 PVC DWV WYE, ELBOWS	\$57.90	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		S4499213
60 CARBIDE GRIT SAW BLADE	\$91.17	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		S4500554
61 FEMALE ADAPTER, PLUG, TOWEL	\$52.52	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		S4501664
62 PROTECTION BOX,CLEANOUT,COUPLE	\$357.78	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		S4501990
63 HYDRAULIC CEMENT,AQUA PLUG	\$34.57	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		S4506433
64 COULPING, PVC PIPE CUTTER	\$22.52	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		S4506238
65 RUBBER SUMP CHECK VALVE,MAG NU	\$40.26	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		S4507929
	<u>\$1,461.13</u>								
25000061 44 MULTI PURPOSE GREASE	\$109.90	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/09/25		067718
45 205 DEF	\$129.90	01-900-002-7401	E	AUTO,TRUCK-REPAIR,PARTS-COLL	R	01/02/25	12/09/25		068573
	<u>\$239.80</u>								
25000062 12 OFFICE CLEANING - NOVEMBER	\$415.23	01-900-001-8300	E	OFFICE EXPENSES	R	01/02/25	12/05/25		10983
25000064 12 TRASH REMOVAL - DECEMBER	\$195.30	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/10/25		356821
25000070 5 2ND QTR. INSPECTION & CERTIFIC	\$1,140.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		25209
6 3RD QTR. INSPECTION & CERTIFIC	\$1,140.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/11/25		25210



PO #		PO Date		Vendor		Contract		PO Type											
Item	Description	01/02/25	HUGHE005	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice							
Account Continued																			
25000070	01/02/25 HUGHE005 HUGHES ENVIRONMENTAL SERVICES																		
				<u>\$2,280.00</u>															
25000071	01/02/25 MONM0015 MONMOUTH TRUCK EQUIPMENT INC					B													
10	4 CORNER AMBER/CLEAR STOBES			\$2,237.95	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/09/25		267837							
25000075	01/02/25 MANNA005 MANNA & BONELLO PA					B													
11	LEGAL SERVICES- OCTOBER			\$1,575.00	01-900-001-8008	E	LEGAL	R	01/02/25	11/12/25		11419							
12	LEGAL SERVICES- NOVEMBER			\$1,575.00	01-900-001-8008	E	LEGAL	R	01/02/25	12/08/25		11427							
				<u>\$3,150.00</u>															
25000076	01/02/25 ONECA005 ONE CALL CONCEPTS INC.					B													
11	MARK OUTS - OCTOBER			\$642.20	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		5105399							
12	MARK OUTS - NOVEMBER			\$437.00	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	01/02/25	12/11/25		5115399							
				<u>\$1,079.20</u>															
25000077	01/02/25 RACHL005 RACHLES/MICHELE'S OIL COMPANY					B													
42	UNLEADED FUEL - OCTOBER			\$249.89	01-900-001-7402	E	AUTO,TRUCK-GASOLINE-ADM.	R	01/02/25	11/19/25		441580							
43	UNLEADED FUEL - OCTOBER			\$249.89	01-900-002-7402	E	AUTO,TRUCK-GASOLINE-COLL.	R	01/02/25	11/19/25		441580							
44	UNLEADED FUEL - OCTOBER			\$499.76	01-900-003-7402	E	AUTO,TRUCK-GASOLINE-DISP.	R	01/02/25	11/19/25		441580							
45	DIESEL FUEL -OCTOBER			\$1,997.81	01-900-004-7101	E	REPAIRS AND SUPPLIES-PUMPING	R	01/02/25	11/19/25		441965							
46	DIESEL FUEL -OCTOBER			\$996.54	01-900-004-7101	E	REPAIRS AND SUPPLIES-PUMPING	R	01/02/25	11/19/25		80316							
				<u>\$3,993.89</u>															
25000078	01/02/25 SAFEN005 SAFENET SOLUTIONS LLC					B													
12	COMPUTER MAINTENANCE-NOVEMBER			\$1,337.08	01-900-001-8401	E	COMPUTER MAINTENANCE	R	01/02/25	11/12/25		10338							
13	COMPUTER MAINTENANCE-DECEMBER			\$1,337.08	01-900-001-8401	E	COMPUTER MAINTENANCE	R	01/02/25	12/10/25		10402							
				<u>\$2,674.16</u>															
25000088	01/02/25 SEABO005 SEABOARD WELDING INC					B													
17	TANK RENTALS - NOVEMBER			\$19.90	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/09/25		989240							
25000091	01/02/25 UNIFI005 UNIFIRST CORPORATION					B													
45	UNIFORM RENTALS - NOVEMBER			\$193.46	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/09/25		1260826977							
46	UNIFORM RENTALS - NOVEMBER			\$193.46	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	01/02/25	12/09/25		1260831038							

PO #	PO Date	Vendor
1	10/10/2010	...
2	10/10/2010	...
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Contract PO Type

12/11/2025

02:47 PM

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25000091	01/02/25	UNIFI005	UNIFIRST CORPORATION						
47	UNIFORM RENTALS - NOVEMBER	\$193.46	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	1260833790	
48	UNIFORM RENTALS - NOVEMBER	\$193.46	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	1260837566	
		<u>\$773.84</u>							
25000102	01/02/25	WBMAS005	W.B.MASON CO.INC.						
47	TAB INDEXES, FABREEZE, SOAP	\$35.22	01-900-001-8300	B					
48	TONER	\$392.00	01-900-001-8300	E	OFFICE EXPENSES R	01/02/25	12/09/25	257945463	
49	2026 CALENDARS, DIARY, PLANNER	\$360.56	01-900-003-7101	E	OFFICE EXPENSES R	01/02/25	12/09/25	257970648	
50	TERR TOWELS, WIPES	\$304.08	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	258007368	
51	WATER	\$38.64	01-900-001-8300	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	258087474	
		<u>\$1,130.50</u>						258224129	
25000113	01/02/25	SIPER005	SIP'S PAINT & HARDWARE						
118	LEVEL, SAW BLADE, DRL SCR	\$72.99	01-900-003-7101	B					
119	FLOOR SCRUBBER	\$15.97	01-900-002-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	54914/H	
120	MARKING PAINT	\$11.27	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION R	01/02/25	12/09/25	54916/H	
121	FLEX TAPE	\$45.09	01-900-003-7101	E	REPAIRS & SUPPLIES-COLLECTION R	01/02/25	12/09/25	54936/H	
122	FLEX TAPE, SPONGE RUBBER TAPE	\$44.15	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	54937/H	
123	TARP	\$14.09	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	54953/H	
124	RUBBER ROOF CEMENT	\$8.45	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	54965/H	
125	DWV COUPLE FLEX 4X4	\$12.21	01-900-002-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	54971/H	
126	ACRYLIC SHEET	\$269.99	01-900-003-7101	E	REPAIRS & SUPPLIES-COLLECTION R	01/02/25	12/09/25	54993/H	
127	SURGE PROTECTOR	\$46.99	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	55022/H	
128	FASTENERS, WASHERS	\$27.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	55167/H	
129	PENS, MARKERS, MEASURING SPOON	\$28.17	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/09/25	55168/H	
		<u>\$596.37</u>						55186/H	
25000207	01/02/25	ELECT005	ELECTRO MAINTENANCE INC						
14	ELECTRICAL REPAIRS AT PLANT	\$945.00	01-900-003-7101	B					
15	ELECTRICAL REPAIRS MON. PL PS	\$630.00	01-900-002-7101	E	REPAIRS AND SUPPLIES-DISPOSAL R	01/02/25	12/10/25	14693	
16	ELECTRICAL REPAIRS HOEY AVE PS	\$416.00	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION R	01/02/25	12/10/25	14694	
		<u>\$1,991.00</u>						14695	
25000316	05/01/25	MARKS010	MARK'S LANDSCAPING LLC						

PO # PO Date Vendor			Contract PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice
25000316	05/01/25 MARKS010 MARK'S LANDSCAPING LLC				Account Continued				
5	SEPT/OCT/NOV LAWN SERVICES	\$3,410.00	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	05/01/25	11/26/25	1371
25000557	11/13/25 JETVA010 JET VAC EQUIPMENT, LLC								
1	QUICKVIEW AIR HD POLE CAMERA	\$21,193.35	01-600-001-1611	G	RESERVE- JET VAC TRUCK	R	11/13/25	12/11/25	
25000561	08/01/25 CANNO005 CANNON & MCGUINN, LLC								
1	LABOR ISSUES	\$561.00	01-900-001-8010	E	LEGAL-LABOR RELATIONS	R	08/01/25	11/21/25	301
25000567	11/22/25 MARKW005 MARK WOSZCZAK MECH INC								
1	EMERGENCY CLEAN INSTALLATION	\$3,971.36	01-600-001-1613	G	RESERVE - COLLECTION SYSTEM	I R	11/22/25	12/11/25	10406
2	EMERGENCY CLEAN INSTALLATION	\$2,499.00	01-600-001-1613	G	RESERVE - COLLECTION SYSTEM	I R	11/22/25	12/11/25	10407
		<u>\$6,470.36</u>							
25000569	10/01/25 EDMUN010 EDMUNDS GOVTECH								
1	SOFTWARE MAINT. 2026	\$14,713.91	01-900-001-8300	E	OFFICE EXPENSES	R	12/04/25	12/11/25	26-10365
2	HARDWARE MAINT. 2026	\$6,227.32	01-900-001-8300	E	OFFICE EXPENSES	R	12/04/25	12/11/25	26-10364
		<u>\$20,941.23</u>							
25000570	12/01/25 SERVPO05 SERVPRO								
1	CLEAN UP: 64 MONTGOMERY	\$1,662.54	01-900-002-7101	E	REPAIRS & SUPPLIES-COLLECTION	R	12/01/25	12/05/25	5125395
25000580	11/20/25 LAWSO005 LAWSON PRODUCTS, INC.								
1	DRILL BITS,CABLETIES,HOSECLAMP	\$665.92	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	11/20/25	12/09/25	9313006386
25000582	11/21/25 MOYEH005 MOYE HANDLING SYSTEMS								
1	ANNUAL CRANE & HOIST OSHA INSP	\$1,016.84	01-900-003-7101	E	REPAIRS AND SUPPLIES-DISPOSAL	R	11/21/25	12/09/25	30977
25000583	09/08/25 CANNO005 CANNON & MCGUINN, LLC								
1	PERSONNEL ISSUES	\$346.50	01-900-001-8010	E	LEGAL-LABOR RELATIONS	R	09/08/25	12/11/25	336
25000584	11/01/25 COLLI005 COLLIERS ENGINEERING & DESIGN								
1	NOVEMBER ENGINEERING	\$1,696.70	01-900-001-8002	E	ENGINEERING	R	11/01/25	12/11/25	1119298
2	MONTHLY HOSTING FEE	\$500.00	01-900-001-8002	E	ENGINEERING	R	11/01/25	12/11/25	1115080

PO # PO Date Vendor

Contract PO Type

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25000584 11/01/25 COLLI005 COLLIERS ENGINEERING & DESIGN				Account Continued					
3 eGIS/GPS PROGRAM UPGRADE SVCS	\$320.00	01-900-001-8002	E	ENGINEERING	R	11/01/25	12/11/25		1115079
4 HOEY PUMP STATION IMPROVEMENTS	\$1,787.62	01-900-001-8002	E	ENGINEERING	R	11/01/25	12/11/25		1118519
	<u>\$4,304.32</u>								
25000585 12/11/25 TRENK005 TRENK ISABEL SIDDIQI & SHAHDAN									
1 ENVIRONMENTAL COUNSEL	\$382.50	01-900-001-8009	E	LEGAL-OTHER	R	12/11/25	12/11/25		16488
2 ENVIRONMENTAL COUNSEL	\$2,261.60	01-900-001-8009	E	LEGAL-OTHER	R	12/11/25	12/11/25		16198
3 ENVIRONMENTAL COUNSEL	\$2,889.10	01-900-001-8009	E	LEGAL-OTHER	R	12/11/25	12/11/25		15595
4 ENVIRONMENTAL COUNSEL	\$6,216.76	01-900-001-8009	E	LEGAL-OTHER	R	12/11/25	12/11/25		15219
5 ENVIRONMENTAL COUNSEL	\$2,630.00	01-900-001-8009	E	LEGAL-OTHER	R	12/11/25	12/11/25		14908
	<u>\$14,379.96</u>								
25000589 11/01/25 PETTY005 PETTY CASH									
1 POSTAGE	\$33.40	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
2 HOLIDAY PARTY - CONTAINERS	\$19.17	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
3 LUNCH W/CHAIRMAN	\$19.15	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
4 HOLIDAY PARTY	\$31.15	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
5 CAPUTOS STAFF LUNCHEON	\$32.60	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
6 NJDMV	\$120.00	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
7 DONUTS - BOARD MEETING	\$8.99	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
8 PARKING - AEA CONFERENCE	\$30.00	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
9 TIP THANKSGIVING LUNCHEON	\$0.00	01-900-001-8300	E	OFFICE EXPENSES	R	12/11/25	12/11/25		
	<u>\$294.46</u>								
25000590 12/01/25 SUSIE005 SUSIE MORRIS									
1 REIMBURSEMENT - AEA CONFERENCE	\$386.60	01-900-001-8603	E	EDUCATION, TRAVEL, ENTERTAINMENT	R	12/11/25	12/11/25		
2 REIMBURSEMENT - AEA CONFERENCE	\$25.00	01-900-001-8603	E	EDUCATION, TRAVEL, ENTERTAINMENT	R	12/11/25	12/11/25		
	<u>\$411.60</u>								

Total Purchase Orders: 42 Total P.O. Line Items: 116 Total List Amount: \$254,724.91 Total Void Amount: \$0.00

Totals by Year-Fund						
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total
	5-01	\$227,061.20	\$0.00	\$227,061.20	\$0.00	\$27,663.71
Total Of All Funds:		\$227,061.20	\$0.00	\$227,061.20	\$0.00	\$27,663.71
Totals by Fund						
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total
	01	\$227,061.20	\$0.00	\$227,061.20	\$0.00	\$27,663.71
Total Of All Funds:		\$227,061.20	\$0.00	\$227,061.20	\$0.00	\$27,663.71

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	5-01	\$227,061.20	\$0.00	\$0.00	\$0.00	\$227,061.20
Total Of All Funds:		\$227,061.20	\$0.00	\$0.00	\$0.00	\$227,061.20

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last Rcvd Batch Id Range: First to Last				Open: N Void: N Paid: N Held: Y Aprv: N Rcvd: Y		Bid: Y State: Y Other: Y Exempt: Y	
				P.O. Type: All Include Project Line Items: Yes Format: Detail without Line Item Notes Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All			
PO #		PO Date Vendor		Contract PO Type			
Item Description		Amount Charge Account		Acct Type Description		Stat/Chk First Enc Rcvd Chk/Void Date Date Date Date Invoice	
25000022 01/13/25 JCPLC005 J.C.P.& L CO.				B			
81 EXCHANGE PL PS		\$83.36 01-900-004-7701		E		01/03/25 12/15/25	
82 MONMOUTH PL PS		\$61.03 01-900-004-7701		E		01/03/25 12/15/25	
83 HOEY & OVERLOOK AVE PS		\$713.84 01-900-004-7701		E		01/03/25 12/15/25	
84 LINCOLN & OCEAN AVE PS		\$228.88 01-900-004-7701		E		01/03/25 12/15/25	
85 MCCLELLAN ST PS		\$73.89 01-900-004-7701		E		01/03/25 12/15/25	
86 JOLINE AVE PS		\$1,492.64 01-900-004-7701		E		01/03/25 12/15/25	
		<u>\$2,653.64</u>					
25000591 12/01/25 FALLO005 FALLON & COMPANY, LLC							
1 2024 AUDIT		\$34,000.00 01-900-001-8012		E ACCOUNTING		R 12/01/25 12/15/25	
Total Purchase Orders:		2 Total P.O. Line Items:		7 Total List Amount: \$36,653.64		Total Void Amount: \$0.00	

Totals by Year-Fund						
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total
	5-01	\$36,653.64	\$0.00	\$36,653.64	\$0.00	\$0.00
Total Of All Funds:		\$36,653.64	\$0.00	\$36,653.64	\$0.00	\$0.00
Totals by Fund						
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total
	01	\$36,653.64	\$0.00	\$36,653.64	\$0.00	\$0.00
Total Of All Funds:		\$36,653.64	\$0.00	\$36,653.64	\$0.00	\$0.00



Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	5-01	\$36,653.64	\$0.00	\$0.00	\$0.00	\$36,653.64
Total Of All Funds:		\$36,653.64	\$0.00	\$0.00	\$0.00	\$36,653.64

December 15, 2025  
10:30 AM

Long Branch Sewerage Authority  
Check Register By Check Date

Page No: 1

Bill List

Range of Checking Accts: First to Last Range of Check Dates: 11/13/25 to 12/12/25  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
DEV ESCROW		DEVELOPER'S ESCROW					
4370	12/01/25	MARKW005 MARK WOSZCZAK MECH INC					2161
25000563	1	Inv# 10405	15,450.00	176-33 556 BROADWAY	Project		1 1
4371	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2167
25000571	1	CONSTRUCTION SERVICES	47.50	LBS-289 180 MORRIS AVE	Project		1 1
4372	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2168
25000572	1	CONSTRUCTION SERVICES	1,447.50	LBS-334 THE ATLANTIC CLUB	Project		1 1
4373	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2169
25000573	1	CONST.OBSERV.ADMINT	142.50	LBS0336 665 SECOND AVE	Project		1 1
4374	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2170
25000574	1	CONST.OBSERV.ADMINT.	95.00	LBS-0339 335-345 SECOND AVE	Project		1 1
4375	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2171
25000575	1	ENGINEERING REVIEW	42.50	LBS0345 213 LENOX AVENUE	Project		1 1
4376	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2172
25000576	1	APPLICATION REVIEW	370.00	LBS0349 19 SEVENTH AVENUE	Project		1 1
4377	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2173
25000577	1	APPLICATION REVIEW	412.50	LBS0355 400 MORRIS AVE	Project		1 1
4378	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2174
25000578	1	APPLICATION REVIEW	580.00	LBS0353 305 BROADWAY	Project		1 1
4379	12/05/25	COLLI005 COLLIERS ENGINEERING & DESIGN					2175
25000579	1	ENGINEERING REVIEW	40.00	LBS0346 646 BROADWAY	Project		1 1

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	10	0	18,627.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	10	0	18,627.50	0.00

EFT CHECKING	EFT ACCOUNT					
267	12/12/25	NJSH0010 NJSHBP				2164
25000018	24	ACTIVE EMPLOYEES HEALTH INS.	39,084.80	01-900-001-8104	Expenditure	1 1
				FRINGE BENEFITS-HEALTH PLAN		

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Num Acct
PO #	Item	Description						
EFT CHECKING		EFT ACCOUNT	Continued					
267 NJSHBP		Continued						
25000018	25	RETIRED EMPLOYEES HEALTH INS.	17,051.84	01-900-001-8104	Expenditure		2	1
				FRINGE BENEFITS-HEALTH PLAN				
			56,136.64					
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	1	0	56,136.64	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	1	0	56,136.64	0.00		
OPERATIONS		Operating Account						
18410	11/13/25	EZPAS010 EZ PASS					2158	
25000029	14	EZ PASS	240.00	01-900-001-7405	Expenditure		1	1
				AUTO,TRUCK-MISC.-ADM.				
18411	11/13/25	LBSEW005 L.B.SEWERAGE AUTH.PAYROLL					2158	
25000558	1	PAYPRIOD END 11/8	40,955.27	01-000-001-1021	G/L		2	1
				P/R CK'G #100024660-CJB				
25000558	2	TAXES	20,280.63	01-000-001-1021	G/L		3	1
				P/R CK'G #100024660-CJB				
25000558	3	EMPLOYEE DEDUCTIONS	20.18	01-000-001-1021	G/L		4	1
				P/R CK'G #100024660-CJB				
			61,256.08					
18412	11/26/25	DONAL005 DONALD RILEY					2160	
25000562	1	ROOMS	369.56	01-900-001-8603	Expenditure		1	1
				EDUCATION,TRAVEL,ENTERTAINMENT				
25000562	2	FOOD	8.50	01-900-001-8605	Expenditure		2	1
				MISCELLANEOUS				
25000562	3	FOOD	8.51	01-900-001-8605	Expenditure		3	1
				MISCELLANEOUS				
25000562	4	FOOD	77.51	01-900-001-8605	Expenditure		4	1
				MISCELLANEOUS				
			464.08					
18413	11/26/25	LBSEW005 L.B.SEWERAGE AUTH.PAYROLL					2162	
25000564	1	PAYPERIOD END 11/22 D.D.	42,572.09	01-000-001-1021	G/L		1	1
				P/R CK'G #100024660-CJB				
25000564	2	EMPLOYEE DEDUCTIONS	15.14	01-000-001-1021	G/L		2	1
				P/R CK'G #100024660-CJB				
25000564	3	TAXES	19,950.66	01-000-001-1021	G/L		3	1
				P/R CK'G #100024660-CJB				
			62,537.89					
18414	12/04/25	DELTA005 DELTA DENTAL OF NEW JERSEY,INC					2165	
25000026	13	DENTAL INSURANCE	1,397.59	01-900-001-8105	Expenditure		12	1
				FRINGE BENEFITS-DENTAL PLAN				
18415	12/04/25	FPMAI010 FP MAILING SOLUTIONS					2165	
25000028	3	POSTAGE METER BASE-4TH QUARTER	98.85	01-900-001-8300	Expenditure		13	1
				OFFICE EXPENSES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
OPERATIONS Operating Account Continued									
18416	12/04/25	NJNAT005 NJ NATURAL GAS CO.					2165		
25000024	81	150 JOLINE AVE	1,350.41	01-900-003-7602	Expenditure		4	1	
				HEAT-GAS					
25000024	82	150 JOLINE AVE	63.00	01-900-003-7602	Expenditure		5	1	
				HEAT-GAS					
25000024	83	UTILITY BUILDING	1,839.85	01-900-003-7602	Expenditure		6	1	
				HEAT-GAS					
25000024	84	HOEY & OVERLOOK PS	67.00	01-900-004-7101	Expenditure		7	1	
				REPAIRS AND SUPPLIES-PUMPING					
25000024	85	LINCOLN GARDENS PS	59.37	01-900-004-7101	Expenditure		8	1	
				REPAIRS AND SUPPLIES-PUMPING					
25000024	86	MCCLELLAN ST. PS	57.61	01-900-004-7101	Expenditure		9	1	
				REPAIRS AND SUPPLIES-PUMPING					
25000024	87	MONMOUTH PL PS	57.61	01-900-004-7101	Expenditure		10	1	
				REPAIRS AND SUPPLIES-PUMPING					
25000024	88	WILLOW AVE PS	57.42	01-900-004-7101	Expenditure		11	1	
				REPAIRS AND SUPPLIES-PUMPING					
			3,552.27						
18417	12/04/25	THEST005 THE STANDARD					2165		
25000019	13	LIFE INSURANCE - DEC	645.18	01-900-001-8107	Expenditure		1	1	
				FRINGE BENEFITS-OTHER					
18418	12/04/25	VERIZ005 VERIZON WIRELESS					2165		
25000020	23	TELEPHONE - NOV.	144.88	01-900-001-7901	Expenditure		2	1	
				TELEPHONE-OFFICE					
25000020	24	TELEPHONE - NOV.	144.80	01-900-001-7901	Expenditure		3	1	
				TELEPHONE-OFFICE					
			289.68						
18419	12/04/25	JCPLC005 J.C.P. & L CO.					2166		
25000022	75	PLANT 10/1-11/2	22,120.76	01-900-003-7701	Expenditure		1	1	
				ELECTRIC-DISPOSAL					
25000022	76	EXCHANGE PL PS	94.51	01-900-003-7701	Expenditure		2	1	
				ELECTRIC-DISPOSAL					
25000022	77	MONMOUTH PL PS	65.69	01-900-003-7701	Expenditure		3	1	
				ELECTRIC-DISPOSAL					
25000022	78	HOEY & OVERLOOK PS	587.20	01-900-003-7701	Expenditure		4	1	
				ELECTRIC-DISPOSAL					
25000022	79	LINCOLN & OCEAN AVE PS	587.20	01-900-003-7701	Expenditure		5	1	
				ELECTRIC-DISPOSAL					
			23,455.36						
18420	12/04/25	ONTIM005 ONTIME DRIVING SERVICE					2166		
25000568	1	AEA CAR SERVICE -BOARD MEMBERS	520.00	01-900-001-8603	Expenditure		6	1	
				EDUCATION, TRAVEL, ENTERTAINMENT					
18421	12/04/25			(Void Reason: print error)		12/04/25 VOID		0	
18422	12/11/25	EZPAS010 EZ PASS					2176		
25000029	15	EZ PASS	240.00	01-900-001-7405	Expenditure		1	1	
				AUTO, TRUCK-MISC. -ADM.					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num
PO #	Item	Description						Acct
<b>OPERATIONS</b>								
		Operating Account		Continued				
18423	12/11/25	LBSEW005 L.B.SEWERAGE AUTH. PAYROLL						2176
25000586	1	PAYPERIOD END 12/6 D.D	44,236.50	01-000-001-1021	G/L		2	1
				P/R CK'G #100024660-CJB				
25000586	2	TAXES	21,394.85	01-000-001-1021	G/L		3	1
				P/R CK'G #100024660-CJB				
25000586	3	EMPLOYEE DEDUCTIONS	15.14	01-000-001-1021	G/L		4	1
				P/R CK'G #100024660-CJB				
			65,646.49					
<b>Checking Account Totals</b>								
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>			
		Checks: 13	1	220,343.47	0.00			
		Direct Deposit: 0	0	0.00	0.00			
		Total: 13	1	220,343.47	0.00			
<b>PAYROLL</b>								
		PAYROLL CHECKING						
722	11/13/25	INTER005 INTERNAL REVENUE SERVICE						2159
25000560	1	FEDERAL TAXES PERIOD END 11/8	6,980.86	01-500-001-1820	G/L		9	1
				FEDERAL WITHHOLDING PAYABLE				
25000560	2	FICA EMPLOYEE	4,960.47	01-500-001-1810	G/L		10	1
				FICA PAYABLE-EMPLOYEE				
25000560	3	FICA EMPLOYER	4,960.43	01-900-001-8101	Expenditure		11	1
				FRINGE BENEFITS-FICA				
			16,901.76					
723	11/13/25	NJST0010 NJ STATE GROSS INCOME TAX						2159
25000559	1	STATE TAXES PERIOD END 11/8	2,995.65	01-500-001-1830	G/L		6	1
				N.J. WITHHOLDING TAX PAYABLE				
25000559	2	SUI/SDI EMPLOYEE	365.67	01-500-001-1830	G/L		7	1
				N.J. WITHHOLDING TAX PAYABLE				
25000559	3	SUI/SDI EMPLOYER	17.55	01-900-001-8102	Expenditure		8	1
				FRINGE BENEFITS-SUI & SDI				
			3,378.87					
724	11/26/25	INTER005 INTERNAL REVENUE SERVICE						2163
25000565	1	FEDERAL TAXES PERIOD END 11/22	7,074.23	01-500-001-1820	G/L		1	1
				FEDERAL WITHHOLDING PAYABLE				
25000565	2	FICA EMPLOYEE	4,708.46	01-500-001-1810	G/L		2	1
				FICA PAYABLE-EMPLOYEE				
25000565	3	FICA EMPLOYER	4,708.51	01-900-001-8101	Expenditure		3	1
				FRINGE BENEFITS-FICA				
25000565	4	FEDERAL UNEMPLOYMENT	6.25	01-900-001-8101	Expenditure		4	1
				FRINGE BENEFITS-FICA				
			16,497.45					
725	11/26/25	NJST0010 NJ STATE GROSS INCOME TAX						2163
25000566	1	STATE TAXES PERIOD END 11/22	3,046.48	01-500-001-1830	G/L		5	1
				N.J. WITHHOLDING TAX PAYABLE				
25000566	2	SUI/SDI EMPLOYEE	379.97	01-500-001-1840	G/L		6	1
				SUI, SDI PAYABLE-EMPLOYEE				

December 15, 2025  
10:30 AM

Long Branch Sewerage Authority  
Check Register By Check Date

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Ref Num
PO #		Item Description						Acct
PAYROLL		PAYROLL CHECKING		Continued				
725	NJ STATE GROSS INCOME TAX	Continued						
25000566	3	SUI/SDI EMPLOYER	26.76	01-900-001-8102	Expenditure		7	1
				FRINGE BENEFITS-SUI & SDI				
			3,453.21					
726	12/11/25	INTER005 INTERNAL REVENUE SERVICE						2177
25000588	1	FEDERAL TAXES PERIOD END 12/6	7,895.90	01-500-001-1820	G/L		4	1
				FEDERAL WITHHOLDING PAYABLE				
25000588	2	FICA EMPLOYEE	4,899.59	01-500-001-1810	G/L		5	1
				FICA PAYABLE-EMPLOYEE				
25000588	3	FICA EMPLOYER	4,899.59	01-900-001-8101	Expenditure		6	1
				FRINGE BENEFITS-FICA				
			17,695.08					
727	12/11/25	NJST0010 NJ STATE GROSS INCOME TAX						2177
25000587	1	STATE TAXES PERIOD END 12/6	3,299.38	01-500-001-1830	G/L		1	1
				N.J. WITHHOLDING TAX PAYABLE				
25000587	2	NJ SUI/SDI EMPLOYEE	378.99	01-500-001-1830	G/L		2	1
				N.J. WITHHOLDING TAX PAYABLE				
25000587	3	NJ SUI/SDI EMPLOYER	21.40	01-900-001-8102	Expenditure		3	1
				FRINGE BENEFITS-SUI & SDI				
			3,699.77					
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	6	0	61,626.14	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	6	0	61,626.14	0.00		
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	30	1	356,733.75	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	30	1	356,733.75	0.00		

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	5-01	101,680.14	0.00	236,426.11	338,106.25
Total of All Funds:		<u>101,680.14</u>	<u>0.00</u>	<u>236,426.11</u>	<u>338,106.25</u>

Range of Accounts: 01-900-001-0000 to 01-900-005-9013

Current Period: 11/13/25 to 12/17/25

Audit Report Type: Standard

Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date

\* Transaction is included in Previous and/or Begin Balance

En = PO Line Item First Encumbrance Date

Include Cap Accounts: Yes As of: 12/17/25

Skip Zero Activity: Yes

\*\* Transaction is not included in Balance

BC = Blanket Control

BS = Blanket Sub

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance User
01-900-001-0000	ADMINISTRATION								
01-900-001-5002	OFFICE SALARIES	0.00	517,724.84	0.00	0.00	517,724.84	15,701.93 97		
		0.00	502,022.91	0.00	0.00	0.00	15,701.93		
			59,916.31		0.00	502,022.91			
	Begin Balance: 11/13/25			Reference	3145	1		19,972.10-	75,618.24
	11/13/25 Expenditure			Reference	3165	1		19,972.11-	55,646.14 MARION
	11/26/25 Expenditure			Reference	3174	1		19,972.10-	35,674.03 MARION
	12/11/25 Expenditure								15,701.93 MARION
01-900-001-5003	OFFICERS' COMPENSATION	0.00	12,500.00	0.00	0.00	12,500.00	1,041.85 92		
		0.00	11,458.15	0.00	0.00	0.00	1,041.85		
			1,041.65		0.00	11,458.15			
	Begin Balance: 11/13/25			Reference	3165	3		1,041.65-	2,083.50
	11/26/25 Expenditure								1,041.85 MARION
01-900-001-6500	DEBT SERVICE EXPENSE-PRINCIPAL	0.00	1,350,135.00	0.00	0.00	1,350,135.00	303,565.77 78		
		0.00	1,046,569.23	0.00	0.00	0.00	303,565.77		
			0.00		0.00	1,046,569.23			
01-900-001-6510	DEBT SERVICE EXPENSE-INTEREST	0.00	445,285.00	0.00	0.00	445,285.00	94,743.00 79		
		0.00	350,542.00	0.00	0.00	0.00	94,743.00		
			0.00		0.00	350,542.00			
01-900-001-7401	AUTO, TRUCK-REPAIRS, PARTS-ADMIN	0.00	6,500.00	0.00	0.00	6,500.00	4,255.08 35		
		0.00	2,144.92	100.00	0.00	0.00	4,355.08		
			0.00		0.00	2,244.92			



Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance	User
01-900-001-7402	AUTO, TRUCK-GASOLINE-ADM.	0.00	0.00	0.00	0.00	0.00	5,307.37- 0			
		0.00	3,457.26	1,850.11	0.00	0.00	3,457.26-			
			249.89		0.00	5,307.37				
	Begin Balance: 11/13/25							5,307.37-		
12/17/25	PO 25000077 42 Paid Ck 18452 UNLEADED FUEL - OCTOBER				RACHL005 RACHLES/MICHELE'S OIL COMPANY		En 01/02/25 BS	249.89-*	5,307.37-	MARION
01-900-001-7405	AUTO, TRUCK-MISC.-ADM.	0.00	0.00	0.00	0.00	0.00	3,699.60- 0			
		0.00	3,511.02	188.58	0.00	0.00	3,511.02-			
			480.00		0.00	3,699.60				
	Begin Balance: 11/13/25							3,699.60-		
11/13/25	PO 25000029 14 Paid Ck 18410 EZ PASS				EZPAS010 EZ PASS		En 01/03/25 BS	240.00-*	3,699.60-	MARION
12/11/25	PO 25000029 15 Paid Ck 18472 EZ PASS				EZPAS010 EZ PASS		En 01/03/25 BS	240.00-*	3,699.60-	MARION
01-900-001-7901	TELEPHONE-OFFICE	0.00	6,000.00	0.00	0.00	6,000.00	605.00- 110			
		0.00	6,001.83	603.17	0.00	0.00	1.83-			
			289.68		0.00	6,605.00				
	Begin Balance: 11/13/25							605.00-		
12/04/25	PO 25000020 23 Paid Ck 18418 TELEPHONE - NOV.				VERIZ005 VERIZON WIRELESS		En 01/03/25 BS	144.88-*	605.00-	MARION
12/04/25	PO 25000020 24 Paid Ck 18418 TELEPHONE - NOV.				VERIZ005 VERIZON WIRELESS		En 01/03/25 BS	144.80-*	605.00-	MARION
01-900-001-8001	TRUSTEE FEES	0.00	25,000.00	0.00	0.00	25,000.00	7,891.90 68			
		0.00	17,108.10	0.00	0.00	0.00	7,891.90			
			0.00		0.00	17,108.10				
01-900-001-8002	ENGINEERING	0.00	54,500.00	0.00	0.00	54,500.00	4,716.52- 109			
		0.00	59,216.52	0.00	0.00	0.00	4,716.52-			
			4,304.32		0.00	59,216.52				
	Begin Balance: 11/13/25							1,696.70-*	4,716.52-	MARION
12/17/25	PO 25000584 1 Paid Ck 18429 NOVEMBER ENGINEERING				COLLT005 COLLIERS ENGINEERING & DESIGN		En 11/01/25	500.00-*	4,716.52-	MARION
12/17/25	PO 25000584 2 Paid Ck 18429 MONTHLY HOSTING FEE				COLLT005 COLLIERS ENGINEERING & DESIGN		En 11/01/25	320.00-*	4,716.52-	MARION
12/17/25	PO 25000584 3 Paid Ck 18429 EGIS/GPS PROGRAM UPGRADE SVCS				COLLT005 COLLIERS ENGINEERING & DESIGN		En 11/01/25	1,787.62-*	4,716.52-	MARION
12/17/25	PO 25000584 4 Paid Ck 18429 HOEY PUMP STATION IMPROVEMENTS				COLLT005 COLLIERS ENGINEERING & DESIGN		En 11/01/25			

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used unexpended	Trans Amount	Trans Balance	User
01-900-001-8008	LEGAL									
		0.00	50,000.00	0.00	0.00	50,000.00	20,000.00 60			
		0.00	17,903.97	12,096.03	0.00	0.00	32,096.03			
			1,575.00		0.00	30,000.00				
	Begin Balance: 11/13/25								20,000.00	
12/17/25 PO 25000075	11 Paid Ck 18442	LEGAL SERVICES- OCTOBER		MANNA005	MANNA & BONELLO PA		En 01/02/25 BS	1,575.00-*	20,000.00	MARION
12/17/25 PO 25000075	12 Paid Ck 18442	LEGAL SERVICES- NOVEMBER		MANNA005	MANNA & BONELLO PA		En 01/02/25 BS	1,575.00-*	20,000.00	MARION
01-900-001-8009	LEGAL-OTHER									
		0.00	0.00	0.00	0.00	0.00	19,579.96- 0			
		0.00	19,579.96	0.00	0.00	0.00	19,579.96-			
			14,379.96		0.00	19,579.96				
	Begin Balance: 11/13/25								5,200.00-	
12/17/25 PO 25000585	1 Paid Ck 18459	ENVIRONMENTAL COUNSEL		TRENK005	TRENK ISABEL SIDDIQI & SHAHDAN		En 12/11/25	382.50-	5,582.50-	MARION
12/17/25 PO 25000585	2 Paid Ck 18459	ENVIRONMENTAL COUNSEL		TRENK005	TRENK ISABEL SIDDIQI & SHAHDAN		En 12/11/25	2,261.60-	7,844.10-	MARION
12/17/25 PO 25000585	3 Paid Ck 18459	ENVIRONMENTAL COUNSEL		TRENK005	TRENK ISABEL SIDDIQI & SHAHDAN		En 12/11/25	2,889.10-	10,733.20-	MARION
12/17/25 PO 25000585	4 Paid Ck 18459	ENVIRONMENTAL COUNSEL		TRENK005	TRENK ISABEL SIDDIQI & SHAHDAN		En 12/11/25	6,216.76-	16,949.96-	MARION
12/17/25 PO 25000585	5 Paid Ck 18459	ENVIRONMENTAL COUNSEL		TRENK005	TRENK ISABEL SIDDIQI & SHAHDAN		En 12/11/25	2,630.00-	19,579.96-	MARION
01-900-001-8010	LEGAL-LABOR RELATIONS									
		0.00	0.00	0.00	0.00	0.00	2,062.50- 0			
		0.00	2,062.50	0.00	0.00	0.00	2,062.50-			
			907.50		0.00	2,062.50				
	Begin Balance: 11/13/25								2,062.50-	
12/17/25 PO 25000561	1 Paid Ck 18427	LABOR ISSUES		CANNO005	CANNON & MCGUINN, LLC		En 08/01/25	561.00-*	2,062.50-	MARION
12/17/25 PO 25000583	1 Paid Ck 18427	PERSONNEL ISSUES		CANNO005	CANNON & MCGUINN, LLC		En 09/08/25	346.50-*	2,062.50-	MARION
01-900-001-8012	ACCOUNTING									
		0.00	37,500.00	0.00	0.00	37,500.00	3,500.00 91			
		0.00	34,000.00	0.00	0.00	0.00	3,500.00			
			34,000.00		0.00	34,000.00				
	Begin Balance: 11/13/25								37,500.00	
12/17/25 PO 25000591	1 Paid Ck 18465	2024 AUDIT		FALLO005	FALLON & COMPANY, LLC		En 12/01/25	34,000.00-	3,500.00	MARION

Account No	Description Prior Budget Payable YTD	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance	User
Date Transaction Data/Comment									
01-900-001-8013	PROFESSIONAL-OTHER								
	0.00	6,500.00	0.00	0.00	6,500.00	4,400.00 32			
	0.00	2,100.00	0.00	0.00	0.00	4,400.00			
		0.00		0.00	2,100.00				
01-900-001-8101	FRINGE BENEFITS-FICA								
	0.00	159,308.86	0.00	0.00	159,308.86	31,184.45 80			
	0.00	128,124.41	0.00	0.00	0.00	31,184.45			
		14,574.78		0.00	128,124.41				
Begin Balance: 11/13/25									
11/13/25 PO 25000560	3 Paid Ck 722 FICA EMPLOYER			INTER005 INTERNAL REVENUE SERVICE		En 11/13/25	4,960.43-	40,462.10	MARION
11/17/25 PO 25000404	3 Void FICA EMPLOYER			INTER005 INTERNAL REVENUE SERVICE		En 07/05/25	5,297.13	35,501.67	MARION
11/26/25 PO 25000565	3 Paid Ck 724 FICA EMPLOYER			INTER005 INTERNAL REVENUE SERVICE		En 11/26/25	4,708.51-	40,798.80	MARION
11/26/25 PO 25000565	4 Paid Ck 724 FEDERAL UNEMPLOYMENT			INTER005 INTERNAL REVENUE SERVICE		En 11/26/25	6.25-	36,090.29	MARION
12/11/25 PO 25000588	3 Paid Ck 726 FICA EMPLOYER			INTER005 INTERNAL REVENUE SERVICE		En 12/11/25	4,899.59-	36,084.04	MARION
								31,184.45	MARION
01-900-001-8102	FRINGE BENEFITS-SUI & SDI								
	0.00	16,000.00	0.00	0.00	16,000.00	7,739.85 52			
	0.00	8,260.15	0.00	0.00	0.00	7,739.85			
		65.71		0.00	8,260.15				
Begin Balance: 11/13/25									
11/13/25 PO 25000559	3 Paid Ck 723 SUI/SDI EMPLOYER			NJST0010 NJ STATE GROSS INCOME TAX		En 11/13/25	17.55-	7,636.73	MARION
11/17/25 PO 25000403	3 Void NJ SUI/SDI EMPLOYER			NJST0010 NJ STATE GROSS INCOME TAX		En 07/10/25	168.83	7,619.18	MARION
11/26/25 PO 25000566	3 Paid Ck 725 SUI/SDI EMPLOYER			NJST0010 NJ STATE GROSS INCOME TAX		En 11/26/25	26.76-	7,788.01	MARION
12/11/25 PO 25000587	3 Paid Ck 727 NJ SUI/SDI EMPLOYER			NJST0010 NJ STATE GROSS INCOME TAX		En 12/11/25	21.40-	7,761.25	MARION
								7,739.85	MARION
01-900-001-8103	FRINGE BENEFITS-PERS-PENSION								
	0.00	323,239.03	0.00	0.00	323,239.03	32,781.03 90			
	0.00	290,458.00	0.00	0.00	0.00	32,781.03			
		0.00		0.00	290,458.00				
01-900-001-8104	FRINGE BENEFITS-HEALTH PLAN								
	0.00	1,083,064.58	0.00	0.00	1,083,064.58	341,569.99 68			
	0.00	688,436.09	53,058.50	0.00	0.00	394,628.49			
		38,428.28		0.00	741,494.59				
Begin Balance: 11/13/25									
11/13/25 Expenditure			Reference	3145	5		5,881.30	329,742.93	MARION
11/26/25 Expenditure			Reference	3165	4		5,945.76	335,688.69	MARION

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled Pd/chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance	User
FRINGE BENEFITS-HEALTH PLAN										
01-900-001-8104	Continued									
12/11/25 Expenditure				Reference	3174	5		5,881.30	341,569.99	MARION
12/12/25 PO 25000018	24 Paid Ck	267	ACTIVE EMPLOYEES HEALTH INS.	NJSH0010	NJSHBP		En 01/13/25 BS	39,084.80-*	341,569.99	MARION
12/12/25 PO 25000018	25 Paid Ck	267	RETIRED EMPLOYEES HEALTH INS.	NJSH0010	NJSHBP		En 01/13/25 BS	17,051.84-*	341,569.99	MARION
FRINGE BENEFITS-DENTAL PLAN										
01-900-001-8105										
		0.00	0.00	0.00	0.00		19,200.00-	0		
		0.00	18,071.03	1,128.97	0.00		18,071.03-			
			1,397.59		0.00	19,200.00				
Begin Balance: 11/13/25										
12/04/25 PO 25000026	13 Paid Ck 18414	DENTAL INSURANCE	DELTA005	DELTA DENTAL OF NEW JERSEY, INC	En 01/14/25 BS			1,397.59-*	19,200.00-	MARION
FRINGE BENEFITS-OTHER										
01-900-001-8107										
		0.00	1,500.00	0.00	0.00	1,500.00	4,448.84	197-		
		0.00	5,467.66-	2,518.82	0.00	0.00	6,967.66			
			707.68		0.00	2,948.84-				
Begin Balance: 11/13/25										
11/13/25 Expenditure				Reference	3145	4		25.00-	4,511.34	MARION
11/26/25 Expenditure				Reference	3165	5		12.50-	4,486.34	MARION
12/04/25 PO 25000019	13 Paid Ck 18417	LIFE INSURANCE - DEC	THEST005	THE STANDARD	En 01/13/25 BS			645.18-*	4,473.84	MARION
12/11/25 Expenditure				Reference	3174	4		25.00-	4,473.84	MARION
									4,448.84	MARION
PROVISIONS FOR FUTURE BENEFITS										
01-900-001-8201										
		0.00	15,750.00	0.00	0.00	15,750.00	15,750.00	0		
		0.00	0.00	0.00	0.00	0.00	15,750.00			
			0.00		0.00	0.00				
OFFICE EXPENSES										
01-900-001-8300										
		0.00	70,000.00	0.00	0.00	70,000.00	4,005.29-	106		
		0.00	61,335.14	12,670.15	0.00	0.00	8,664.86			
			22,865.02		0.00	74,005.29				
Begin Balance: 11/13/25										
11/30/25 Expenditure				Reference	3166	8		569.39-	17,799.79	MARION
12/04/25 PO 25000028	3 Paid Ck 18415	PAYCHEX	POSTAGE METER BASE-4TH QUARTER	FPMAI010	FP MAILING SOLUTIONS	En 01/01/25 BS		98.85-*	17,230.40	MARION
12/17/25 PO 25000058	12 Paid Ck 18428	PEST CONTROL - NOVEMBER	CHESA005	CHESAPEAKE EXTERMINATING	En 01/02/25 BS			80.00-*	17,230.40	MARION
12/17/25 PO 25000062	12 Paid Ck 18457	OFFICE CLEANING - NOVEMBER	SOUTH005	SOUTH CROSS CLEANING INC	En 01/02/25 BS			415.23-*	17,230.40	MARION
12/17/25 PO 25000102	47 Paid Ck 18464	TAB INDEXES, FABREEZE, SOAP	WBMA005	W.B.MASON CO. INC.	En 01/02/25 BS			35.22-*	17,230.40	MARION

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Adopted Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled pd/chrgd YTD	Balance YTD %Used unexpended	Trans Amount	Trans Balance	User
01-900-001-8300 OFFICE EXPENSES Continued											
12/17/25 PO 25000102	48 Paid Ck 18464 TONER					WBMA005 W.B.MASON CO.INC.		En 01/02/25 BS	392.00--	17,230.40	MARION
12/17/25 PO 25000102	51 Paid Ck 18464 WATER					WBMA005 W.B.MASON CO.INC.		En 01/02/25 BS	38.64--	17,230.40	MARION
12/17/25 PO 25000569	1 Paid Ck 18431 SOFTWARE MAINT. 2026					EDMUN010 EDMUNDS GOVTECH		En 12/04/25	14,713.91-	2,516.49	MARION
12/17/25 PO 25000569	2 Paid Ck 18431 HARDWARE MAINT. 2026					EDMUN010 EDMUNDS GOVTECH		En 12/04/25	6,227.32-	3,710.83-	MARION
12/17/25 PO 25000589	1 Paid Ck 18450 POSTAGE					PETTY005 PETTY CASH		En 12/11/25	33.40-	3,744.23-	MARION
12/17/25 PO 25000589	2 Paid Ck 18450 HOLIDAY PARTY - CONTAINERS					PETTY005 PETTY CASH		En 12/11/25	19.17-	3,763.40-	MARION
12/17/25 PO 25000589	3 Paid Ck 18450 LUNCH w/CHAIRMAN					PETTY005 PETTY CASH		En 12/11/25	19.15-	3,782.55-	MARION
12/17/25 PO 25000589	4 Paid Ck 18450 HOLIDAY PARTY					PETTY005 PETTY CASH		En 12/11/25	31.15-	3,813.70-	MARION
12/17/25 PO 25000589	5 Paid Ck 18450 CAPUTOS STAFF LUNCHEON					PETTY005 PETTY CASH		En 12/11/25	32.60-	3,846.30-	MARION
12/17/25 PO 25000589	6 Paid Ck 18450 NJDMV					PETTY005 PETTY CASH		En 12/11/25	120.00-	3,966.30-	MARION
12/17/25 PO 25000589	7 Paid Ck 18450 DONUTS - BOARD MEETING					PETTY005 PETTY CASH		En 12/11/25	8.99-	3,975.29-	MARION
12/17/25 PO 25000589	8 Paid Ck 18450 PARKING - AEA CONFERENCE					PETTY005 PETTY CASH		En 12/11/25	30.00-	4,005.29-	MARION
12/17/25 PO 25000589	9 Paid Ck 18450 TIP THANKSGIVING LUNCHEON					PETTY005 PETTY CASH		En 12/11/25	0.00	4,005.29-	MARION
01-900-001-8401 COMPUTER MAINTENANCE											
		0.00	0.00	0.00	0.00	0.00	0.00	20,695.90-	0		
		0.00	20,695.90	0.00	0.00	0.00	0.00	20,695.90-			
			1,337.08			0.00	20,695.90				
Begin Balance: 11/13/25											
12/17/25 PO 25000078	12 Paid Ck 18453 COMPUTER MAINTENANCE-NOVEMBER					SAFEN005 SAFENET SOLUTIONS LLC		En 01/02/25 BS	1,337.08--	20,695.90-	MARION
12/17/25 PO 25000078	13 Paid Ck 18453 COMPUTER MAINTENANCE-DECEMBER					SAFEN005 SAFENET SOLUTIONS LLC		En 01/02/25 BS	1,337.08--	20,695.90-	MARION
01-900-001-8500 INSURANCE											
		0.00	330,611.03		0.00	0.00	330,611.03	41,397.03	87		
		0.00	289,214.00		0.00	0.00	0.00	41,397.03			
			0.00		0.00	0.00	289,214.00				
01-900-001-8603 EDUCATION, TRAVEL, ENTERTAINMENT											
		0.00	0.00	0.00	0.00	0.00	0.00	5,106.73-	0		
		0.00	5,106.73		0.00	0.00	0.00	5,106.73-			
			1,301.16			0.00	5,106.73				
Begin Balance: 11/13/25											
11/26/25 PO 25000562	1 Paid Ck 18412 ROOMS					DONAL005 DONALD RILEY		En 11/26/25	369.56-	3,805.57-	MARION
12/04/25 PO 25000568	1 Paid Ck 18420 AEA CAR SERVICE -BOARD MEMBERS					ONTIM005 ONTIME DRIVING SERVICE		En 11/17/25	520.00-	4,175.13-	MARION
12/17/25 PO 25000590	1 Paid Ck 18458 REIMBURSEMENT - AEA CONFERENCE					SUSIE005 SUSIE MORRIS		En 12/11/25	386.60-	4,695.13-	MARION
12/17/25 PO 25000590	2 Paid Ck 18458 REIMBURSEMENT - AEA CONFERENCE					SUSIE005 SUSIE MORRIS		En 12/11/25	25.00-	5,081.73-	MARION

Account No	Description Prior Budget Payable YTD	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr Vendor/Reference	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance User
01-900-001-8604 ADVERTISING-MEETINGS & BIDS								
	0.00	0.00	0.00	0.00	0.00	2,546.51- 0		
	0.00	2,546.51	0.00	0.00	0.00	2,546.51-		
		0.00		0.00	2,546.51			
01-900-001-8605 MISCELLANEOUS								
	0.00	20,000.00	0.00	0.00	20,000.00	1,024.74 95		
	0.00	18,975.26	0.00	0.00	0.00	1,024.74		
		94.52		0.00	18,975.26			
Begin Balance: 11/13/25								
11/26/25 PO 25000562 2 Paid Ck 18412	FOOD			DONAL005 DONALD RILEY		En 11/26/25	8.50-	1,119.26
11/26/25 PO 25000562 3 Paid Ck 18412	FOOD			DONAL005 DONALD RILEY		En 11/26/25	8.51-	1,110.76
11/26/25 PO 25000562 4 Paid Ck 18412	FOOD			DONAL005 DONALD RILEY		En 11/26/25	8.51-	1,102.25
							77.51-	1,024.74
Control: 001 Total								
	0.00	4,531,118.34	0.00	0.00	4,531,118.34	843,470.08 81		
	0.00	3,603,433.93	84,214.33	0.00	0.00	927,684.41		
		197,916.13		0.00	3,687,648.26			
01-900-002-0000 COLLECTION								
01-900-002-5001 MAINTENANCE LABOR-COLLECTION								
	0.00	419,062.26	0.00	0.00	419,062.26	115,579.79 72		
	0.00	303,482.47	0.00	0.00	0.00	115,579.79		
		30,330.88		0.00	303,482.47			
Begin Balance: 11/13/25								
11/13/25 Expenditure			Reference	3145 2		10,369.66-		145,910.67
11/26/25 Expenditure			Reference	3165 2		9,839.92-		135,541.01
12/11/25 Expenditure			Reference	3174 2		10,121.30-		125,701.09
								115,579.79
01-900-002-7101 REPAIRS & SUPPLIES-COLLECTION								
	0.00	53,500.00	0.00	0.00	53,500.00	25,495.29- 148		
	0.00	43,749.54	35,245.75	0.00	0.00	9,750.46		
		5,216.09		0.00	78,995.29			
Begin Balance: 11/13/25								
11/18/25 PO 25000446 1 Void Ck 18244	KEYS		BULLE005 BULLET LOCK & SAFE INC			8.00 **		23,840.75-
11/18/25 PO 25000446 1 Void	KEYS		BULLE005 BULLET LOCK & SAFE INC			8.00		23,840.75-
12/17/25 PO 25000008 24 Paid Ck 18440	SAKETER PATCH BLACK TOP MIX		JOHNG005 JOHN GUIRE SUPPLY LLC			151.38-*		23,832.75-
12/17/25 PO 25000016 15 Paid Ck 18460	SECURE GRIP & MECHANICS GLOVES		ULINE005 ULINE			646.70-*		23,832.75-

Account No	Description	Prior Budget	Adopted	Amended	Transfers	Modified	Balance YTD	%Used	Trans Amount	Trans Balance	User
Date	Transaction Data/Comment	Payable YTD	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended				
			Expended Curr	Vendor/Reference	Reimbrsd Curr	Pd/chrgd YTD					
01-900-002-7101      REPAIRS & SUPPLIES-COLLECTION      Continued											
12/17/25	PO 25000060    60 Paid Ck 18425				ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/25	BS	91.17-*	23,832.75-	MARION
12/17/25	PO 25000060    61 Paid Ck 18425				ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/25	BS	52.52-*	23,832.75-	MARION
12/17/25	PO 25000060    62 Paid Ck 18425				ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/25	BS	357.78-*	23,832.75-	MARION
12/17/25	PO 25000060    63 Paid Ck 18425				ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/25	BS	34.57-*	23,832.75-	MARION
12/17/25	PO 25000060    64 Paid Ck 18425				ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/25	BS	22.52-*	23,832.75-	MARION
12/17/25	PO 25000060    65 Paid Ck 18425				ATLAN005	ATLANTIC PLUMB SUPPLY INC	En 01/02/25	BS	40.26-*	23,832.75-	MARION
12/17/25	PO 25000076    11 Paid Ck 18449				ONECA005	ONE CALL CONCEPTS INC.	En 01/02/25	BS	642.20-*	23,832.75-	MARION
12/17/25	PO 25000076    12 Paid Ck 18449				ONECA005	ONE CALL CONCEPTS INC.	En 01/02/25	BS	437.00-*	23,832.75-	MARION
12/17/25	PO 25000113    119 Paid Ck 18456				SIPER005	SIP'S PAINT & HARDWARE	En 01/02/25	BS	15.97-*	23,832.75-	MARION
12/17/25	PO 25000113    120 Paid Ck 18456				SIPER005	SIP'S PAINT & HARDWARE	En 01/02/25	BS	11.27-*	23,832.75-	MARION
12/17/25	PO 25000113    125 Paid Ck 18456				SIPER005	SIP'S PAINT & HARDWARE	En 01/02/25	BS	12.21-*	23,832.75-	MARION
12/17/25	PO 25000207    15 Paid Ck 18432				ELECT005	ELECTRO MAINTENANCE INC	En 01/02/25	BS	630.00-*	23,832.75-	MARION
12/17/25	PO 25000207    16 Paid Ck 18432				ELECT005	ELECTRO MAINTENANCE INC	En 01/02/25	BS	416.00-*	23,832.75-	MARION
12/17/25	PO 25000570    1 Paid Ck 18455				SERV005	SERVPRO	En 12/01/25		1,662.54-	25,495.29-	MARION
01-900-002-7401      AUTO, TRUCK-REPAIR, PARTS-COLL.											
		0.00	26,200.00		0.00	26,200.00	17,230.34	34			
		0.00	7,188.81		1,780.85	0.00	19,011.19				
			129.90		0.00	8,969.66					
Begin balance: 11/13/25											
12/17/25	PO 25000061    45 Paid Ck 18447		205 DEF		NAPAA005	NAPA AUTO PARTS	En 01/02/25	BS	129.90-*	17,230.34	MARION
01-900-002-7402      AUTO, TRUCK-GASOLINE-COLL.											
		0.00	0.00		0.00	0.00	5,307.37-	0			
		0.00	3,457.26		1,850.11	0.00	3,457.26-				
			249.89		0.00	5,307.37					
Begin balance: 11/13/25											
12/17/25	PO 25000077    43 Paid Ck 18452		UNLEADED FUEL - OCTOBER		RACHL005	RACHLES/MICHELE'S OIL COMPANY	En 01/02/25	BS	249.89-*	5,307.37-	MARION
Control: 002      Total											
		0.00	498,762.26		0.00	498,762.26	102,007.47	80			
		0.00	357,878.08		38,876.71	0.00	140,884.18				
			35,926.76		0.00	396,754.79					

Account No	Description Prior Budget Payable YTD	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr Vendor/Reference	Modified Canceled Pd/Chrgd YTD	Balance YTD Unexpended	%Used	Trans Amount	Trans Balance	User
01-900-003-0000	DISPOSAL									
01-900-003-5001	OPERATING LABOR-DISPOSAL									
		0.00	1,393,425.39	0.00	0.00	1,393,425.39	75	342,649.38		
		0.00	1,050,776.01	0.00	0.00	0.00		342,649.38		
			126,942.14		0.00	1,050,776.01				
Begin Balance: 11/13/25										
11/13/25	Expenditure			Reference	3145	3		40,381.79-	469,591.52	MARION
11/26/25	Expenditure			Reference	3165	17		41,482.80-	429,209.73	MARION
12/11/25	Expenditure			Reference	3174	3		45,077.55-	387,726.93	MARION
									342,649.38	MARION
01-900-003-7101	REPAIRS AND SUPPLIES-DISPOSAL									
		855.52	215,000.00	0.00	0.00	215,855.52		9,637.35-	104	
		0.00	169,169.15	56,323.72	0.00	0.00		46,686.37		
			17,011.74		0.00	225,492.87				
Begin Balance: 11/13/25										
12/17/25	P0 25000010	68	Paid Ck 18436	SIGNAGE	GRAIN005	GRAINGER INC.		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000010	69	Paid Ck 18436	TWIN STEP LADDER	GRAIN005	GRAINGER INC.		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000010	70	Paid Ck 18436	ATHLETIC SHOE	GRAIN005	GRAINGER INC.		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000010	71	Paid Ck 18436	HIKER BOOT	GRAIN005	GRAINGER INC.		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000010	72	Paid Ck 18436	ELECTRIC WALL/CEILING HEATER	GRAIN005	GRAINGER INC.		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000010	73	Paid Ck 18436	2CYCLE ENGINE OIL	GRAIN005	GRAINGER INC.		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000011	15	Paid Ck 18463	BUFFER: BLUE, YELLOW & RED	USABL005	USA BLUEBOOK		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000011	16	Paid Ck 18463	SLUDGE JUDGE	USABL005	USA BLUEBOOK		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000016	14	Paid Ck 18460	NITRILE GLOVES	ULINE005	ULINE		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000060	54	Paid Ck 18425	CP PLATE PLASTIC JONEST PCP	ATLAN005	ATLANTIC PLUMB SUPPLY INC		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000060	55	Paid Ck 18425	ASST PARTS FOR DIGESTER REPAIR	ATLAN005	ATLANTIC PLUMB SUPPLY INC		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000060	56	Paid Ck 18425	PIPE,SPLIT RING HANGER, PLATE	ATLAN005	ATLANTIC PLUMB SUPPLY INC		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000060	57	Paid Ck 18425	COUPLINGS,PIPE,ELBOWS,CEMENT	ATLAN005	ATLANTIC PLUMB SUPPLY INC		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000060	58	Paid Ck 18425	DIAMOND GRIT SAW BLADE	ATLAN005	ATLANTIC PLUMB SUPPLY INC		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000060	59	Paid Ck 18425	PVC DWV WYE, ELBOWS	ATLAN005	ATLANTIC PLUMB SUPPLY INC		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000061	44	Paid Ck 18447	MULTI PURPOSE GREASE	NAPAA005	NAPA AUTO PARTS		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000064	12	Paid Ck 18430	TRASH REMOVAL - DECEMBER	DELIS005	DELISA DEMOLITION & DISPOSAL		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000070	5	Paid Ck 18437	2ND QTR. INSPECTION & CERTIFIC	HUGHE005	HUGHES ENVIRONMENTAL SERVICES		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000070	6	Paid Ck 18437	3RD QTR. INSPECTION & CERTIFIC	HUGHE005	HUGHES ENVIRONMENTAL SERVICES		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000071	10	Paid Ck 18445	4 CORNER AMBER/CLEAR STOBES	MONM0015	MONMOUTH TRUCK EQUIPMENT INC		En 01/02/25	BS	7,954.59-
12/17/25	P0 25000088	17	Paid Ck 18454	TANK RENTALS - NOVEMBER	SEABO005	SEABOARD WELDING INC		En 01/02/25	BS	7,954.59-



Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled Pg/Chrgd YTD	Balance YTD Unexpended	%Used
Date	Transaction Data/Comment		Expended Curr	Vendor/Reference			Trans Amount	Trans Balance User
01-900-003-7101 REPAIRS AND SUPPLIES-DISPOSAL Continued								
12/17/25	PO 25000091 45 Paid Ck 18461	UNIFORM RENTALS - NOVEMBER		UNIF005 UNIFIRST CORPORATION			193.46-*	7,954.59- MARION
12/17/25	PO 25000091 46 Paid Ck 18461	UNIFORM RENTALS - NOVEMBER		UNIF005 UNIFIRST CORPORATION			193.46-*	7,954.59- MARION
12/17/25	PO 25000091 47 Paid Ck 18461	UNIFORM RENTALS - NOVEMBER		UNIF005 UNIFIRST CORPORATION			193.46-*	7,954.59- MARION
12/17/25	PO 25000091 48 Paid Ck 18461	UNIFORM RENTALS - NOVEMBER		UNIF005 UNIFIRST CORPORATION			193.46-*	7,954.59- MARION
12/17/25	PO 25000102 49 Paid Ck 18464	2026 CALENDARS, DIARY, PLANNER		WBMAS005 W.B.MASON CO.INC.			360.56-*	7,954.59- MARION
12/17/25	PO 25000102 50 Paid Ck 18464	TERR TOWELS, WIPES		WBMAS005 W.B.MASON CO.INC.			304.08-*	7,954.59- MARION
12/17/25	PO 25000113 118 Paid Ck 18456	LEVEL, SAW BLADE, DRL SCR		SIPER005 SIP'S PAINT & HARDWARE			72.99-*	7,954.59- MARION
12/17/25	PO 25000113 121 Paid Ck 18456	FLEX TAPE		SIPER005 SIP'S PAINT & HARDWARE			45.09-*	7,954.59- MARION
12/17/25	PO 25000113 122 Paid Ck 18456	FLEX TAPE, SPONGE RUBBER TAPE		SIPER005 SIP'S PAINT & HARDWARE			44.15-*	7,954.59- MARION
12/17/25	PO 25000113 123 Paid Ck 18456	TARP		SIPER005 SIP'S PAINT & HARDWARE			14.09-*	7,954.59- MARION
12/17/25	PO 25000113 124 Paid Ck 18456	RUBBER ROOF CEMENT		SIPER005 SIP'S PAINT & HARDWARE			8.45-*	7,954.59- MARION
12/17/25	PO 25000113 126 Paid Ck 18456	ACRYLIC SHEET		SIPER005 SIP'S PAINT & HARDWARE			269.99-*	7,954.59- MARION
12/17/25	PO 25000113 127 Paid Ck 18456	SURGE PROTECTOR		SIPER005 SIP'S PAINT & HARDWARE			46.99-*	7,954.59- MARION
12/17/25	PO 25000113 128 Paid Ck 18456	FASTENERS, WASHERS		SIPER005 SIP'S PAINT & HARDWARE			27.00-*	7,954.59- MARION
12/17/25	PO 25000113 129 Paid Ck 18456	PENS, MARKERS, MEASURING SPOON		SIPER005 SIP'S PAINT & HARDWARE			28.17-*	7,954.59- MARION
12/17/25	PO 25000207 14 Paid Ck 18432	ELECTRICAL REPAIRS AT PLANT		ELECT005 ELECTRO MAINTENANCE INC			945.00-*	7,954.59- MARION
12/17/25	PO 25000316 5 Paid Ck 18443	SEPT/OCT/NOV LAWN SERVICES		MARKS010 MARK'S LANDSCAPING LLC			3,410.00-*	7,954.59- MARION
12/17/25	PO 25000580 1 Paid Ck 18441	DRILL BITS,CABLETIES,HOSECLAMP		LAWSO005 LAWSON PRODUCTS, INC.			665.92-	8,620.51- MARION
12/17/25	PO 25000582 1 Paid Ck 18446	ANNUAL CRANE & HOIST OSHA INSP		MOYEH005 MOYE HANDLING SYSTEMS			1,016.84-	9,637.35- MARION
01-900-003-7102 REPAIRS & SUPPLIES - LAB								
		0.00	0.00	0.00	0.00		53,672.55-	0
		0.00	36,188.44	17,484.11	0.00		36,188.44-	
			4,085.15		0.00		53,672.55	
Begin Balance: 11/13/25								
12/09/25	PO 25000581 1 Open	LAB INSTRUMENT REPLACEMENT		FISHE005 FISHER SCIENTIFIC INC.			2,540.40-	51,132.15-
12/17/25	PO 25000007 12 Paid Ck 18435	LAB SUPPLIES - OCTOBER		GARDE005 GARDEN STATE LABS INC			574.00-*	53,672.55- MARION
12/17/25	PO 25000014 25 Paid Ck 18433	LAB SUPPLIES - NOVEMBER		FISHE005 FISHER SCIENTIFIC INC.			216.15-*	53,672.55- MARION
12/17/25	PO 25000059 4 Paid Ck 18424	WATER ANALYSIS - SEPTEMBER		ATLA0010 ATLANTIC ANALYTICAL LABORATORY			3,295.00-*	53,672.55- MARION
01-900-003-7300 GRIT REMOVAL								
		0.00	28,500.00	0.00	0.00		28,500.00	5,225.00- 118
		0.00	31,950.00	1,775.00	0.00		0.00	3,450.00-
			1,775.00		0.00		33,725.00	
Begin Balance: 11/13/25								
5,225.00-								

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD	Amended Encumber YTD	Transfers Reimbrsd YTD	Modified Canceled Pd/chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance User
Continued									
01-900-003-7300	GRIT REMOVAL								
12/17/25 PO 25000005	30 Paid Ck 18434		GRIT REMOVAL - NOVEMBER		FREEH005	FREEHOLD CARTAGE INC	En 01/15/25 BS	1,775.00-*	5,225.00- MARION
01-900-003-7301	SLUDGE REMOVAL EXPENSES								
	0.00	700,000.00		0.00	0.00	700,000.00	372.96 100		
	0.00	670,374.18		29,252.86	0.00	0.00	29,625.82		
		105,668.79			0.00	699,627.04			
Begin Balance: 11/13/25									
12/17/25 PO 25000005	29 Paid Ck 18434		SLUDGE REMOVAL - SEPTEMBER		FREEH005	FREEHOLD CARTAGE INC	En 01/01/25 BS	64,921.65-*	372.96 MARION
12/17/25 PO 25000005	31 Paid Ck 18434		SLUDGE REMOVAL - NOVEMBER		FREEH005	FREEHOLD CARTAGE INC	En 01/01/25 BS	40,747.14-*	372.96 MARION
01-900-003-7302	NJ-PERMIT & REGISTRATION FEES								
	0.00	80,000.00		0.00	0.00	80,000.00	31,339.95 61		
	0.00	48,660.05		0.00	0.00	0.00	31,339.95		
		0.00			0.00	48,660.05			
01-900-003-7401	AUTO, TRUCK-REPAIR/PARTS-DISP.								
	0.00	17,500.00		0.00	0.00	17,500.00	14,231.53 19		
	0.00	2,811.22		457.25	0.00	0.00	14,688.78		
		0.00			0.00	3,268.47			
01-900-003-7402	AUTO, TRUCK-GASOLINE-DISP.								
	0.00	0.00		0.00	0.00	0.00	10,614.66- 0		
	0.00	6,914.42		3,700.24	0.00	0.00	6,914.42-		
		499.76			0.00	10,614.66			
Begin Balance: 11/13/25									
12/17/25 PO 25000077	44 Paid Ck 18452		UNLEADED FUEL - OCTOBER		RACHL005	RACHLES/MICHELE'S OIL COMPANY	En 01/02/25 BS	499.76-*	10,614.66- MARION
01-900-003-7405	AUTO, TRUCK-MISC. -DISP.								
	0.00	0.00		0.00	0.00	0.00	536.38- 0		
	0.00	536.38		0.00	0.00	0.00	536.38-		
		0.00			0.00	536.38			
01-900-003-7501	CHEMICALS								
	0.00	449,750.00		0.00	0.00	449,750.00	449,750.00 0		
	0.00	0.00		0.00	0.00	0.00	449,750.00		
		0.00			0.00	0.00			

Account No	Description Prior Budget Payable YTD	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr Vendor/Reference	Modified Canceled Pd/chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance	User
<b>01-900-003-7503</b>									
	CHEMICALS-POLYMER								
	0.00	0.00	0.00	0.00	0.00	132,500.00-	0		
	0.00	81,542.00	50,958.00	0.00	0.00	81,542.00-			
		4,950.00		0.00	132,500.00				
Begin Balance: 11/13/25									
11/13/25	PO 24000003	17 Void Ck 18267 PRR CLRIFFLOC NE-203		POLYD005 POLYDYNE INC.		BS	3,703.00 **	132,500.00-	MARION
11/13/25	PO 24000003	17 Void PRR CLRIFFLOC NE-203		POLYD005 POLYDYNE INC.		En 03/31/25 BS	3,703.00 **	132,500.00-	MARION
12/17/25	PO 25000003	12 Paid Ck 18451 CLARIFLOC NE-201 - NOVEMBER		POLYD005 POLYDYNE INC.		En 01/02/25 BS	4,950.00-*	132,500.00-	MARION
<b>01-900-003-7504</b>									
	CHEMICALS-SODIUM HYPOCHLORITE								
	0.00	0.00	0.00	0.00	0.00	152,500.00-	0		
	0.00	141,920.25	10,579.75	0.00	0.00	141,920.25-			
		8,957.50		0.00	152,500.00				
Begin Balance: 11/13/25									
12/17/25	PO 25000013	38 Paid Ck 18426 SODIUM HYPOCHLORITE-NOVEMBER		BRENN005 BRENNTAG NORTHEAST, LLC		En 01/02/25 BS	4,500.00-*	152,500.00-	MARION
12/17/25	PO 25000013	39 Paid Ck 18426 SODIUM HYPOCHLORITE-NOVEMBER		BRENN005 BRENNTAG NORTHEAST, LLC		En 01/02/25 BS	4,457.50-*	152,500.00-	MARION
<b>01-900-003-7505</b>									
	CHEMICALS-OTHER								
	0.00	0.00	0.00	0.00	0.00	2,000.00-	0		
	0.00	1,456.00	544.00	0.00	0.00	1,456.00-			
		0.00		0.00	2,000.00				
<b>01-900-003-7506</b>									
	CHEMICALS-MAGNESIUM HYDROXIDE								
	0.00	0.00	0.00	0.00	0.00	137,500.00-	0		
	0.00	52,172.45	85,327.55	0.00	0.00	52,172.45-			
		0.00		0.00	137,500.00				
<b>01-900-003-7507</b>									
	CHEMICAL-ALUMINUM HYDROXIDE								
	0.00	0.00	0.00	0.00	0.00	25,978.80-	0		
	0.00	25,919.04	59.76	0.00	0.00	25,919.04-			
		2,545.62		0.00	25,978.80				
Begin Balance: 11/13/25									
12/17/25	PO 25000004	14 Paid Ck 18462 ALUMINUM HYDROXIDE - NOVEMBER		UNIVA005 UNIVAR SOLUTIONS		En 01/02/25 BS	2,545.62-*	25,978.80-	MARION
<b>01-900-003-7602</b>									
	HEAT-GAS								
	0.00	120,000.00	0.00	0.00	120,000.00	0.00	100		
	0.00	65,391.28	54,608.72	0.00	0.00	54,608.72			
		3,253.26		0.00	120,000.00				

Account No	Description	Prior Budget Payable YTD	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr Vendor/Reference	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended	Trans Amount	Trans Balance	User
Continued										
01-900-003-7602	HEAT-GAS									
Begin Balance: 11/13/25										
12/04/25 PO 25000024	81 Paid Ck 18416	150 JOLINE AVE			NJNAT005 NJ NATURAL GAS CO.		En 02/07/25 BS	1,350.41-*	0.00	MARTON
12/04/25 PO 25000024	82 Paid Ck 18416	150 JOLINE AVE			NJNAT005 NJ NATURAL GAS CO.		En 02/07/25 BS	63.00-*	0.00	MARTON
12/04/25 PO 25000024	83 Paid Ck 18416	UTILITY BUILDING			NJNAT005 NJ NATURAL GAS CO.		En 02/07/25 BS	1,839.85-*	0.00	MARTON
01-900-003-7701	ELECTRIC-DISPOSAL									
Begin Balance: 11/13/25										
12/04/25 PO 25000022	75 Paid Ck 18419	PLANT 10/1-11/2	350,000.00	0.00	0.00	350,000.00	0.00 100			
12/04/25 PO 25000022	76 Paid Ck 18419	EXCHANGE PL PS	282,395.58	67,604.42	0.00	0.00	67,604.42			
12/04/25 PO 25000022	77 Paid Ck 18419	MONMOUTH PL PS	46,866.62		0.00	350,000.00				
12/04/25 PO 25000022	78 Paid Ck 18419	HOEY & OVERLOOK PS			JCPLC005 J.C.P.& L CO.		En 01/03/25 BS	22,120.76-*	0.00	MARTON
12/04/25 PO 25000022	79 Paid Ck 18419	LINCOLN & OCEAN AVE PS			JCPLC005 J.C.P.& L CO.		En 01/03/25 BS	94.51-*	0.00	MARTON
12/17/25 PO 25000022	80 Paid Ck 18438	PLANT 11/3-12/1			JCPLC005 J.C.P.& L CO.		En 01/03/25 BS	65.69-*	0.00	MARTON
								587.20-*	0.00	MARTON
								587.20-*	0.00	MARTON
								23,411.26-*	0.00	MARTON
01-900-003-7801	WATER - PLANT - JOLINE AVENUE									
Begin Balance: 11/13/25										
12/17/25 PO 25000023	73 Paid Ck 18448	150 JOLINE AVE	16,840.00	0.00	0.00	16,840.00	40.00 100			
12/17/25 PO 25000023	74 Paid Ck 18448	150 JOLINE AVE	16,762.10	37.90	0.00	0.00	77.90			
12/17/25 PO 25000023	75 Paid Ck 18448	SEAVIEW AVE MUNGARAGE	1,152.72		0.00	16,800.00				
					NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	461.48-*	40.00	MARTON
					NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	335.31-*	40.00	MARTON
					NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	355.93-*	40.00	MARTON
01-900-003-7901	TELEPHONE-DISPOSAL									
Begin Balance: 11/13/25										
12/17/25 PO 25000023	73 Paid Ck 18448	150 JOLINE AVE	6,000.00	0.00	0.00	6,000.00	595.00 90			
12/17/25 PO 25000023	74 Paid Ck 18448	150 JOLINE AVE	4,353.87	1,051.13	0.00	0.00	1,646.13			
12/17/25 PO 25000023	75 Paid Ck 18448	SEAVIEW AVE MUNGARAGE	0.00		0.00	5,405.00				
					NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	308,814.08	91	
					NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	688,578.49		
					NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS			
Control: 003	Total	855.52	3,377,015.39	0.00	0.00	3,377,870.91				
		0.00	2,689,292.42	379,764.41	0.00	0.00				
			323,708.30		0.00	3,069,056.83				



Account No	Description Prior Budget Payable YTD	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr Vendor/Reference	Modified Canceled Pd/chrgd YTD	Balance YTD %Used unexpended	Trans Amount	Trans Balance	User
01-900-004-7802 WATER- PUMP STATIONS Continued									
12/17/25 PO 25000023	76 Paid Ck 18448 LINCOLN GARDENS PS			NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	23.86-*	0.00	MARION
12/17/25 PO 25000023	77 Paid Ck 18448 OCEAN AVE PS			NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	23.86-*	0.00	MARION
12/17/25 PO 25000023	78 Paid Ck 18448 OVERLOOK AVE PS			NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	23.86-*	0.00	MARION
12/17/25 PO 25000023	79 Paid Ck 18448 WILLOW AVE PS			NEWJE005 NEW JERSEY AMERICAN WATER		En 01/03/25 BS	59.64-*	0.00	MARION
Control: 004		0.00	2,000.00	0.00	2,000.00	0.00 100			
	Total	0.00	1,073.26	926.74	0.00	926.74			
			131.22	0.00	2,000.00				
01-900-005-0000 CAPITAL									
01-900-005-9003 VEHICLES									
	0.00	30,000.00	0.00	0.00	30,000.00	0.00 100			
	0.00	30,000.00	0.00	0.00	0.00	0.00			
		0.00		0.00	30,000.00				
01-900-005-9005 TREATMENT PLANT EQUIPMENT									
	0.00	60,000.00	0.00	0.00	60,000.00	0.00 100			
	0.00	60,000.00	0.00	0.00	0.00	0.00			
		0.00		0.00	60,000.00				
01-900-005-9006 ROOF REPLACEMENT									
	0.00	20,000.00	0.00	0.00	20,000.00	0.00 100			
	0.00	20,000.00	0.00	0.00	0.00	0.00			
		0.00		0.00	20,000.00				
01-900-005-9007 SECONDARY TREATMENT PLANT									
	0.00	30,000.00	0.00	0.00	30,000.00	0.00 100			
	0.00	30,000.00	0.00	0.00	0.00	0.00			
		0.00		0.00	30,000.00				
01-900-005-9008 DIGESTER CLEANING/COVERS									
	0.00	65,000.00	0.00	0.00	65,000.00	0.00 100			
	0.00	65,000.00	0.00	0.00	0.00	0.00			
		0.00		0.00	65,000.00				
01-900-005-9009 JET VAC TRUCK									
	0.00	55,000.00	0.00	0.00	55,000.00	0.00 100			
	0.00	55,000.00	0.00	0.00	0.00	0.00			
		0.00		0.00	55,000.00				

Account No	Description	Prior Budget	Adopted	Amended	Transfers	Modified	Balance YTD	%Used	Trans Amount	Trans Balance	User
		Payable YTD	Expended YTD	Encumber YTD	Reimbrsd YTD	Canceled	Unexpended				
Date	Transaction Data/Comment		Expended Curr	Vendor/Reference	Reimbrsd Curr	Pd/Chrgd YTD					
01-900-005-9011 COLLECTION SYSTEM IMPROVEMENTS											
		0.00	22,500.00	0.00	0.00	22,500.00	0.00	100			
		0.00	22,500.00	0.00	0.00	0.00	0.00				
			0.00		0.00	22,500.00					
01-900-005-9012 PUMP STATION EQUIPMENT											
		0.00	30,000.00	0.00	0.00	30,000.00	0.00	100			
		0.00	30,000.00	0.00	0.00	0.00	0.00				
			0.00		0.00	30,000.00					
Control: 005	Total	0.00	312,500.00	0.00	0.00	312,500.00	0.00	100			
		0.00	312,500.00	0.00	0.00	0.00	0.00				
			0.00		0.00	312,500.00					
Fund: 01 Budgeted Total											
		855.52	8,788,395.99	0.00	0.00	8,789,251.51	1,259,365.05	86			
		0.00	7,015,363.86	514,522.60	0.00	0.00	1,773,887.65				
			563,629.41		0.00	7,529,886.46					
Fund: 01 Non-Budgeted Total											
		0.00	0.00	0.00	0.00	0.00	0.00	0			
		0.00	0.00	0.00	0.00	0.00	0.00				
			0.00		0.00	0.00					
Fund: 01 Total											
		855.52	8,788,395.99	0.00	0.00	8,789,251.51	1,259,365.05	86			
		0.00	7,015,363.86	514,522.60	0.00	0.00	1,773,887.65				
			563,629.41		0.00	7,529,886.46					
Final Budgeted		855.52	8,788,395.99	0.00	0.00	8,789,251.51	1,259,365.05	86			
		0.00	7,015,363.86	514,522.60	0.00	0.00	1,773,887.65				
			563,629.41		0.00	7,529,886.46					
Fund: 01 Non-Budgeted											
		0.00	0.00	0.00	0.00	0.00	0.00	0			
		0.00	0.00	0.00	0.00	0.00	0.00				
			0.00		0.00	0.00					
Final Non-Budgeted											
		0.00	0.00	0.00	0.00	0.00	0.00	0			
		0.00	0.00	0.00	0.00	0.00	0.00				
			0.00		0.00	0.00					
Final Total											
		855.52	8,788,395.99	0.00	0.00	8,789,251.51	1,259,365.05	86			
		0.00	7,015,363.86	514,522.60	0.00	0.00	1,773,887.65				
			563,629.41		0.00	7,529,886.46					

# **LONG BRANCH SEWERAGE AUTHORITY**

## **MINUTES OF THE REGULAR MEETING**

**NOVEMBER 12, 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 3:01 p.m., prevailing time, on Wednesday, November 12, 2025, by the Executive Director, Thomas Roguski, both in person and electronically via telephonic communication conference call, attended by Mr. Riley, Mr. Booth & Mrs. Morris. Mr. Brown was absent, and Mr. Larco arrived at 3:24 p.m.

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 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; John L. Bonello, Esq., of the firm Manna & Bonello, P.A., Authority Counsel, 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 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.**

There were no members of the public present.

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

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

There were no members of the public present.



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

**VI. As to the Regular Meeting of October 15, 2025**

On Motion by Mr. Booth, seconded by Mr. Riley, and passed by the affirmative vote of all members present, no nays, two absent, no abstain, the reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on October 15, 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 October 15, 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 there are two correspondence items for action and one correspondence items for attention.

First, Correspondence Item No. 2, Mr. Roguski presented a Colliers Engineering & Design letter recommending closeout of 180 Morris Ave. This project has completed all their field work; there are still a few miscellaneous administrative items remaining, but closeout is recommended.

The following resolution was presented:

**RESOLUTION**

Mr. Booth offered the following resolution and moved its adoption; seconded by Mr. Riley.

**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 180 Morris Ave / Block 228, Lots 38, 41 & 45, 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 October 14, 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 180 Morris Ave / Block 228, Lots 38, 41 & 45, 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	- ABSENT
Mr. Larco	- ABSENT
Mrs. Morris	- AYE

Date: November 12, 2025  
R1.11-25  
Exhibit A

\*\*\*\*

Next is Correspondence Item No.11, also a Collier Engineering & Design letter regarding conditional approval for the 127 Brighton LLC project. This project is located on Brighton Ave where the Brighton Bar used to be. Mr. Roguski introduced Mr. John McKelvey from Colliers Engineering and Design.

Mr. McKelvey stated that this property is located just West of Second Ave where Brighton Bar was. The Applicant proposes a mixed-use building with 4,308 sq. ft. of retail space on the lower level and twenty-four (24) units on upper levels. The proposed flow is 5,385 gallon per day, and there will be a 6-inch lateral connecting to an 8-inch main on Brighton Ave.

The following resolution was presented:

### **RESOLUTION**

Mr. Riley offered the following resolution and moved its adoption; seconded by Mr. Booth.

**WHEREAS**, 127 Brighton, LLC has applied for sewer connection for 119-127 Brighton Ave / Block 123, Lots 5, 6 & 7, and

**WHEREAS**, the application was accompanied by the necessary documentation, and

**WHEREAS**, the Authority Consulting Engineer, Colliers Engineering & Design, has reviewed the associated documents, and has recommended that the application be conditionally approved in their letter, dated November 5, 2025, attached hereto and made a part hereof, and

**WHEREAS**, there is adequate WWTP capacity to service the request.

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that the application of 127 Brighton, LLC for connection to the sewerage system be and the same is hereby approved conditionally as per the letter of the Authority Consulting Engineer, Colliers Engineering & Design, dated November 5, 2025 and upon the payment of all requisite fees, including, but not limited to, 50% of the total connection fee due prior to issuance of the City of Long Branch Building Permit, and the remaining 50% due prior to issuance of any Certificate of Occupancy.

**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 - ABSENT  
Mr. Larco - ABSENT  
Mrs. Morris - AYE

Date: November 12, 2025  
R2.11-25  
Exhibit B

\*\*\*\*\*

Mr. Roguski wanted to bring to the Board's attention Correspondence Item No. 8. He indicated that this is a certified letter from NJ Department of Transportation regarding the Rt. 36 bridge over Troutman's Creek. This letter requests a permanent right-of-way easement for a small

portion of the Long Branch Sewerage Authority's property. NJDOT determined that the value of that parcel of land is \$3,800.00. Mr. Roguski has reviewed the assessment report, and he agrees that the value is appropriate considering the land is underwater and not usable. Mr. Roguski believes that the easement purchase price is acceptable, and the easement agreement may be accepted subject to his review and acceptance. The Board concurred.

Mr. Roguski had nothing further to report under correspondence.

## **LIST OF CORRESPONDENCE FOR REGULAR MEETING**

### **LONG BRANCH SEWERAGE AUTHORITY**

**NOVEMBER 12, 2025**

- 1) Certified Notice of Hearing received 10/14/25 from Paul Edinger, Esq., re: 554 Summer Street/ Block 164 Lot 27.01/ Applicant requests expand lot coverage
- 2) Letter dated 10/14/25 received 10/14/25 from Colliers Engineering & Design, re: Closeout for 180 Morris Ave / Block 228 Lots 38, 41 & 45
- 3) Letter dated 10/21/25 received 10/21/25 from Colliers Engineering & Design, re: GIO Associates, LLC/ 83 North Broadway/ Block 305 Lot 9
- 4) Letter dated 10/16/25 received 10/21/25 from Eastern Civil Engineering, LLC, re: Monteforte-Seventh Avenue Development, LLC/ Block 267 Lots 51 & 54 (51.01)/ Seventh Avenue
- 5) Certified letter dated 10/20/25 received 10/23/25 from Paul Sansone, re: 14 Ocean Ave/ Block 51 Lot 11.01/ Monmouth Beach (**NOT LBSA**)
- 6) Notice of Hearing received 10/27/25 from Paul Edinger, re: 3 Beechwood Avenue/ Block 29 Lot 4/ Applicant proposes a second story addition over the existing first floor
- 7) Certified letter dated 10/28/25 received 11/04/25 from Ansell Grimm & Aaron, re: 762 Hoey Ave/ Block 78 Lot 2/ Applicants seek approval to remove the existing improvements and construct a new, 3-story dwelling with attached garage
- 8) Certified letter dated 10/10/25 received 10/15/25 from State of New Jersey, re: Route 36 Section 5/ Project: Rt. 36, Bridge over Troutman's Creek
- 9) Certified letter dated 10/16/25 received 10/17/25 from State of New Jersey, re Route 36 Section 5/ Project: Rt. 36, Bridge over Troutman's Creek
- 10) Letter dated 11/05/25 received 11/05/25 from Colliers Engineering & Design, re: Engineer's Status Report/ November 2025 Meeting

- 11) Letter dated 11/05/25 received 11/05/25 from Colliers Engineering & Design, re: 127 Brighton LLC/ 119-127 Brighton Avenue/ Block 123 Lots 5, 6, & 7

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

#### **IX. Report of the Executive Director for the November 12, 2025 Authority Meeting**

Over the last month, we treated an average daily flow of 2.18 million gallons per day, and we've met all the limits of our discharge permit.

Mr. Roguski reported that the City of Long Branch Fire Department now offers Technical Rescue Services (Confined Space Area Rescue). He explained that currently the Authority utilizes the City of Asbury Park for Confined Space Rescue Services, however it would be beneficial to partner with the local rescue team. He stated that there is still one (1)-year left on the three (3) agreement with Asbury Park Confined Space Rescue Services in which the Authority is hoping it will be waived.

Mrs. Morris questioned as to what these services entail. Mr. Roguski explained that although the Authority always follows all protocols and procedures for confined space entry, there could be a time when something goes wrong within a confined space and a technical rescue service will be needed. The Long Branch Fire Department now offers this service.

Mr. Roguski informed the Board that the cost associated with this service is around \$18,000.00 a year.

The following resolution was presented:

#### **RESOLUTION AUTHORIZING EXECUTION OF SHARED SERVICES AGREEMENT WITH THE CITY OF LONG BRANCH FOR TECHNICAL RESCUE SERVICES FOR CONFINED SPACE ENTRY**

Mr. Booth offered the following resolution and moved its adoption; seconded by Mr. Riley.

**WHEREAS**, the Long Branch Sewerage Authority (hereinafter referred to as the "Authority") has a need for a confined space entry rescue service; and

**WHEREAS**, the City of Long Branch has a confined space entry rescue team; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) promotes the broad use of shared services as a technique to reduce local expenses funded by property taxes; and

**WHEREAS**, the City of Long Branch and the Authority are desirous of entering into an agreement for the providing of Technical Rescue Services for confined space entry to the Authority.

**THEREFORE, BE IT RESOLVED** that the Long Branch Sewerage Authority hereby authorizes the execution of the shared services agreement, attached hereto and made a part hereof, with the City of Long Branch for Technical Rescue Services for confined space entry, for the years 2026, 2027, and 2028.

**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 - ABSENT  
Mr. Larco - ABSENT  
Mrs. Morris - AYE

Date: November 12, 2025

R3.11-25

Exhibit C

**CERTIFICATION**

I, \_\_\_\_\_, Secretary of the Long Branch Sewerage Authority, in the County of Monmouth, and the State of New Jersey, do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the Long Branch Sewerage Authority at its meeting of November 12, 2025.

\*\*\*\*\*

Mr. Roguski stated that the Authority would benefit from a pole-mounted camera for sanitary sewer inspections. This specific camera costs \$21,193.35 and it's purchased through the Sourcewell Co-Op program which the Authority belongs to. He explained that this camera is mounted on a twenty-five (25") foot pole. Its purpose is to replace the person from entering a manhole and instead we put the camera through and zoom it. An excellent view on your phone is available. Mr. Roguski continued to state that this camera will be very handy around the plant, kind of like a drone. The zoom in this camera is excellent, and it also comes with a laser. Mr. Riley questioned if there is any maintenance required. Mr. Roguski replied negatively. The Board agreed and applauded the purchase of this camera.

The following resolution was presented:

## **RESOLUTION**

Mr. Riley offered the following resolution and moved its adoption; seconded by Mr. Booth.

**WHEREAS**, the Long Branch Sewerage Authority (hereinafter "the Authority") requires the purchase of a pole-mounted camera with laser measurement attachment, and

**WHEREAS**, Envirosight has a contract for a Quickview Air HD pole camera with 25' pole and laser measurement attachment that will satisfy the Authority's needs under Contract No. 120721-EVS with the Sourcewell Cooperative Purchasing Program; and

**WHEREAS**, the Authority is a member of the Sourcewell Cooperative Purchasing Program with Account No. 50875, and

**WHEREAS**, Jet Vac Equipment, LLC is an approved distributor for Envirosight and permitted to enter into a purchase under Sourcewell Cooperative Purchasing Program Contract No. 120721-EVS; and

**WHEREAS**, Jet Vac Equipment, LLC provided a quote, dated November 4, 2025, in the amount of \$21,193.35, attached hereto and made a part hereof, for the purchase of a Quickview Air HD pole camera with 25' pole and laser measurement attachment, under Sourcewell Cooperative Purchasing Program Contract No. 120721-EVS; and

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

**NOW, THEREFORE BE IT RESOLVED**, by the Long Branch Sewerage Authority that the Authority hereby authorizes the purchase of a Quickview Air HD pole camera with 25' pole and laser measurement attachment from Jet Vac Equipment, LLC, per their quote, dated November 4, 2025, in the amount of \$21,193.35, under Sourcewell Cooperative Purchasing Program Contract No. 120721-EVS.

**BE IT RESOLVED 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 - ABSENT  
Mr. Larco - ABSENT  
Mrs. Morris - AYE

Date: November 12, 2025  
R4.11-25  
Exhibits D & F

\*\*\*\*

Next, Mr. Roguski reported that the Authority would benefit from joining another co-op, "Educational Services of New Jersey" which would allow the Authority access to economies of scale for select products and services. The Authority has been joining different types of co-ops throughout New Jersey, and this is just another one.

The following resolution was presented:

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

**A RESOLUTION AUTHORIZING THE LONG BRANCH  
SEWERAGE AUTHORITY TO ENTER INTO A COOPERATIVE  
PRICING AGREEMENT**

Mr. Booth offered the following resolution and moved its adoption; seconded by Mr. Riley.

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Educational Services Commission of New Jersey hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on November 12, 2025, the governing body of the Long Branch Sewerage Authority, County Monmouth, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:



## TITLE

**This RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Long Branch Sewerage Authority.

## AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Executive Director is hereby authorized to enter the Long Branch Sewerage Authority into a Cooperative Pricing Agreement with the Lead Agency.

## CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

## EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

## ROLL CALL:

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

Date: November 12, 2025  
R5.11-25

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  
NOVEMBER 12, 2025

---

DAVID G. BROWN,  
SECRETARY  
LONG BRANCH SEWERAGE AUTHORITY

\*\*\*\*\*

Mr. Roguski explained that the next resolution is regarding the appointment of a Public Agency Compliance Officer (P.A.C.O). Mr. Roguski is requesting that he be appointed as the officer for the year 2026.

The following resolution was presented:

Let the record reflect that Mr. Larco joined at 3:24 p.m.

### **RESOLUTION**

Mr. Booth offered the following resolution and moved its adoption; seconded by Mr. Riley.

**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.

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that Thomas Roguski is hereby designated Public Agency Compliance Officer (P.A.C.O.) for the Long Branch Sewerage Authority for the Year 2026.

ROLL CALL:

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

Date: November 12, 2025  
R6.11-25

\*\*\*\*\*

Lastly, Mr. Roguski expressed that as the Holidays are fast approaching, our staff, Board members and professionals would like to celebrate and request a lunchtime Holiday Party in the Authority’s conference room on December 16, 2025. The allowed amount for this gathering is \$1,500.00.

The following resolution was presented:

### **RESOLUTION**

Mr. Booth offered the following resolution and moved its adoption; seconded by Mr. Riley.

**WHEREAS**, the Long Branch Sewerage Authority desires to hold a holiday party for its employees, Board Members, and Professionals on Tuesday, December 16, 2025, at 12 p.m. in the conference room of the Authority Administration Offices; and,

**WHEREAS**, the holiday party allowance is not to exceed \$1,500.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Members of the Long Branch Sewerage Authority that it approves the 2025 holiday party.

ROLL CALL:

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

\*\*\*\*

Mr. Roguski thanked the Board and had nothing further to report.

On Motion by Mr. Booth, seconded by Mr. Riley 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 October 15, 2025**

Mr. Bonello reported that he reviewed all items on the agenda and everything is in order. He had nothing further to report.

On Motion by Mr. Riley, 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 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 October 15, 2025**

Mr. Fallon stated that they are still working on the Authority's 2024 Audit and they should have a draft for approval for the Authority by the end of next week.

Mr. Fallon had nothing further to report.

On Motion by Mr. Booth, seconded by Mr. Riley, 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 October 15, 2025**

Mr. McKelvey reported that, regarding the capital projects, Colliers Engineering & Design, have confirmed with the NJDEP that all the -08 and -09 loan projects are closed out and will be removed from future reports.

He continued to state that, regarding the Hoey Pump Station, no real change has happened in the project status. NJDEP did the interim inspection and there were no major issues or concerns.

Lastly, on the development side, there has been minimum activity, besides just the one development project on Brighton Avenue that was discussed above under correspondence.

Mr. McKelvey had nothing further to report.

On Motion by Mr. Riley, 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. Riley, and passed by all affirmative vote of all members present, no nays, one absent, no abstain, approving the Authority Transfers for the month of October 2025 as listed.

## **RESOLUTION**

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 12TH DAY OF NOVEMBER 2025 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT THAT THE AUTHORITY HEREBY APPROVES THE TRANSFERS MADE FOR THE MONTH OF OCTOBER 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 October 2025**

The following Resolution was moved by Mr. Booth, seconded by Mr. Riley, 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 12th DAY OF NOVEMBER 2025 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of October 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 3:28 p.m.**

There being no further business, on Motion by Mr. Riley, seconded by Mr. Booth and passed by the affirmative vote of all members present, no nays, one absent, no abstain, the meeting was adjourned at 3:28 p.m.

Respectfully submitted,

---

David G. Brown, Secretary

---

Thomas Roguski, Executive Director

NOTICE OF HEARING  
CITY OF LONG BRANCH  
ZONING BOARD

Applicant: Ellen Jay Lewis

Block: 387 Lot: 13 R-3 Residential Zone  
338 Mac Arthur Avenue  
Long Branch, NJ 07740

RECEIVED

NOV 10 2025  
Certified  
L.B. SEWERAGE AUTHORITY

PLEASE TAKE NOTICE THAT the Zoning Board of the City of Long Branch will hold a public meeting on 24th day of November 2025 at 7:00 p.m. in the Council Chambers, City Hall, 344 Broadway, Long Branch, NJ 07740, to consider the application for the property known as Block: 387, Lot: 13, on the Tax Map of the City of Long Branch, more commonly known as 338 Mac Arthur Avenue, Long Branch, NJ 07740.

This is a corner lot. The purpose of the application is to expand the existing home by building an additional to the rear of the building. The applicant is seeking variance relief to remove the current deck and install a new deck with a proposed 18.8' setback, whereas the current deck has a 10.5' setback. The applicant also seeks to relocate the driveway. Variance relief is requested for minimum lot frontage, 70' provided whereas 75' is required and minimum yard front yard setback of 25' provided whereas 35' is required.

The applicants reserve the right to request any and all necessary waivers or variances that may become apparent in the course of review and at the time of hearing.

The matter will be heard on the date indicated above at the Municipal Chambers at the City of Long Branch, 344 Broadway, Long Branch, New Jersey (City Hall).

You may review the application, submissions in support of the application and review letters by contacting/visiting the planning board secretary at 344 Broadway, Long Branch, New Jersey between the hours of 8:30 and 4:30 p.m., Monday through Friday, legal holidays excepted.



PAUL R. EDINGER, ESQ.  
DaSilva, Newell & Edinger LLC  
489 Broadway  
Long Branch, NJ 07740  
(732)222-3424

TOM, File

12-1

**THIS NOTICE IS BEING SERVED UPON YOU AS A  
PROPERTY OWNER WITHIN 200 FEET OF THE BOUNDARIES  
OF THE PROPERTY REFERENCED BELOW**

**RECEIVED**  
**NOV 10 2025**  
*Certified*  
**L.B. SEWERAGE AUTHORITY**

PLEASE TAKE NOTICE that on November 24, 2025 at 7:00 p.m., the Zoning Board of Adjustment of the City of Long Branch will hold a public hearing on the application of Viking Residential Properties, LLC. The hearing will take place at the Council Chambers, City Hall, 344 Broadway, Long Branch, New Jersey. The premises which are the subject of the application are located at 479 Ocean Blvd. North, Long Branch, New Jersey. Said premises are also known as Block 470, Lot 4.02 in Long Branch, New Jersey.

The applicant is seeking Preliminary and Final Site Plan and Use Variance approval to construct 3 townhouses and associated parking. A Variance under NJSA 40:55D-70d(1) is required as multi-family residential is not permitted in the C-3 zone. A Variance is required under NJSA 40:55D-70d(6) as the height is 4 stories and more than 10% in excess of the permitted height. In addition, variances are required for lot frontage, front yard setback, side yard setback and rear yard setback.

The applicant also intends to request at the hearing such density, use and bulk variance and/or waivers of design standards and/or submission requirements as are required to develop the premises in the manner indicated in the application materials, and any other variances or waivers that the Board may require.

All Documents relating to the application may be inspected by the public by contacting the Board Secretary during normal business hours at the City of Long Branch, 344 Broadway, Long Branch, New Jersey. Any interested party may appear at the aforesaid hearing, either in person, or by their attorney, and be given an opportunity to be heard with respect to the aforesaid application.

/s/ Salvatore Alfieri

By: SALVATORE ALFIERI, ESQ.

CLEARY GIACOBBE ALFIERI JACOBS, LLC

955 STATE ROUTE 34

SUITE 200

MATAWAN, NEW JERSEY 07747

(732) 583-7474

Dated: October 23, 2025

Tom, File

12-2



RECEIVED

BOROUGH OF WEST LONG BRANCH, MONMOUTH COUNTY  
NOTICE OF HEARING

NOV 10 2025  
Certified  
L.B. SEWERAGE AUTHORITY

PLEASE TAKE NOTICE that the Zoning Board of Adjustment of the Borough of West Long Branch will hold a public hearing on the application of Matthew Pillari, Application No. ZB-2025-09, for the property located at 346 Norwood Avenue, also known as Block 28, Lot 85, in the R-15 Residential Zoning District.

The applicant proposes to remove the existing detached garage and construct a new detached garage in approximately the same location. In connection with this proposal, the applicant seeks the following variances:

1. Side Yard Setback for Accessory Building — 37.5 feet required, 2.5 feet existing, and 3.5 feet proposed.
2. Accessory Building Height — 15 feet permitted, 18.75 feet proposed.

The applicant is also requesting certain application submission waivers and any and all other variances, waivers, and approvals that may be required by the Board upon its review of the application and supporting materials.

The public hearing on this application will be held before the Zoning Board of Adjustment of the Borough of West Long Branch on Tuesday, November 18, 2025, at 7:00 p.m., in the West Long Branch Municipal Building, 965 Broadway, West Long Branch, New Jersey 07764, at which time all interested persons will be given the opportunity to be heard.

All documents, maps, and supporting materials relating to this application are available for public inspection in the Office of the Board Secretary during regular business hours at the above address.

October 28, 2025

ZAGER FUCHS, PC  
/s/Kevin Asadi/s/

Attorneys for Applicants

Tom, File

12-3

RECEIVED

**NOTICE TO PROPERTY OWNERS**

NOV 10 2025  
Certified  
L.B. SEWERAGE AUTHORITY

PLEASE TAKE NOTICE that Luciana Silva has filed an application for development with the Zoning Board of Adjustment of the City of Long Branch for a Bulk Variance before the appropriate land use board so as to permit: A new Roof on the existing premises herein referred to as Unit A and a small bathroom/closet. Along with a porch that exceeds the front set back. The applicant also reserves the right to seek all other variances or waivers as may be required in connection of this application.

On the premises at 110 Atlantic Avenue Unit A, Long Branch NJ 07740 and designated as Block: 1002 Lot: 9 on the City tax Map, and this notice is sent to you as an owner of the property in the immediate vicinity.

A public hearing has been set down for December 8, 2025 at 7:00 P.M. in the City of Long Branch, 344 Broadway Council Chambers, 2<sup>nd</sup> Floor, Long Branch, New Jersey, 07740 and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

This notice is sent to out by the applicant, by order of the Board of Adjustment. Documents and plans filed by the applicant are available for inspection during regular business hours (Monday through Friday 8:30 A.M. to 4:30 P.M., except holidays) in the Office of the Planning and Zoning Department, located on the second floor of the Annex Building which is located behind City Hall, 344 Broadway, Long Branch NJ 07740.

Please call 732-571-5647 to arrange for an inspection of the file(s) before arriving.

Respectfully,



Attorney for Applicant

Date: 11/07/2025

Tom, File

12-4

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772

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NOV 13 2025

L.B. SEWERAGE AUTHORITY



Engineering  
& Design

November 13, 2025

**VIA EMAIL**

James Lobiondo  
127 Brighton, LLC  
931 Ocean Avenue  
Sea Bright, New Jersey 07760

127 Brighton, LLC  
119-127 Brighton Avenue  
Block 123, Lots 5, 6, & 7  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0358

Dear Mr. Lobiondo,

Please be advised that at the November 12, 2025 Meeting, Long Branch Sewerage Authority (LBSA) conditionally approved the 127 Brighton, LLC Application, based upon the following documents:

- LBSA Form A, Application for Conceptual Review;
- Plans entitled, "Preliminary and Final Major Site Plan for James LoBiondo, Brighton Avenue Building, 119-127 Brighton Avenue / Block 123, Lots 5, 6, & 7, City of Long Branch, Monmouth County, New Jersey, 4 Story Mixed Use Commercial / Residential; Building", signed by Brian S. Grant, P.E. of Grant Engineering & Construction Group LLC, dated March 18, 2024, and last revised August 5, 2025;
- Engineer's Sewer Report entitled, "Engineers Report for 119-127 Brighton Avenue", signed by Brian S. Grant, P.E. of Grant Engineering & Construction Group LLC, dated August 7, 2025;
- Engineer's Cost signed by Brian S. Grant, P.E. of Grant Engineering & Construction Group LLC, dated August 7, 2025;
- Architectural Plans entitled, "Concept Mixed Use Building For: West End 127 Brighton Avenue", signed by James J. Monteforte, A.I.A. of Monteforte Architectural Studio; and,
- Sanitary Sewer Specifications;

Approval is subject to compliance with the following:

Tom. File.

12-5



1. An evaluation of the existing sanitary sewer systems' capacity and suitable condition to convey the proposed flow is required at the Applicant's cost. An evaluation of the existing sanitary sewer system conveying the proposed flow is required to be performed, at the Applicant's cost, to confirm condition and capacity of same to convey the proposed flow. Evaluation shall include flow monitoring within the existing manhole located within the intersection of Second Ave and Passey Gardens, as well as internal television inspection from the manhole upstream of the proposed connection point within Brighton Ave to the manhole within the intersection of Second Ave and Passey Gardens. A report of the findings and capacity analysis shall be submitted for review. Any improvements necessary to address capacity issues and/or unsatisfactory conditions, to be determined at the sole discretion of the Long Branch Sewerage Authority, shall be performed by the Applicant, at the Applicant's cost. Mapping of the surrounding sewer and location and extent of sewer to be evaluated is attached to this letter for the Applicant's reference.
2. Submission of two (2) signed and sealed originals and one (1) PDF of complete final drawings incorporating the following revisions:
  - a. Demolition & Soil Boring Locations Plan shall be provided, with the following:
    - Existing property laterals and points of connection to main shall be shown directly on the plan for structures proposed to be demolished. All existing sanitary sewer connections shall be abandoned and capped directly downstream of the curblin in accordance with the LBSA Rules and Regulations. The Authority Engineer must be present for all lateral abandonment operations. Indicate same directly on the plans.
    - The following note shall be added to the plans: "Contractor/Applicant shall be responsible to locate the existing sanitary sewer laterals and abandon them per LBSA requirements. The LBSA Engineer shall be notified a minimum of forty-eight (48) hours prior to abandonment of operations."
  - b. Utility Plan shall be provided, with the following:
    - PVC sewer lateral type (SDR-35, push-on, gasketed joint) shall be noted directly on the plans.
    - The profile of the proposed sanitary lateral shall be revised. The sanitary lateral shall be lowered to an appropriate elevation prior to reaching the connection point to the existing sewer to avoid excessive slopes and velocities, and allow for a proper installation. Connection to the existing sanitary sewer shall be made via Romac Sewer Saddle with Stainless Steel Strap.
    - The following Utility Notes shall be provided:

- The contractor shall perform test pits to verify existing utility depths, sizes and locations prior to connecting the proposed sanitary sewer lateral to the existing sanitary sewer. The Contractor shall notify the Engineer in writing of any conflicts so that design modifications can be made;
- Sanitary Sewer lateral minimum cover shall be three (3') feet. If a minimum cover of three (3') cannot be provided, ductile iron pipe (Class 52) shall be provided. Cover of less than two and one-half (2.5') feet shall not be permitted;
- Any Damage caused to the Long Branch Sewerage Authority sanitary sewer system as a result of construction activities, as solely determined by the Long Branch Sewerage Authority, shall be repaired by the Contractor/Applicant, at the Contractor's/Applicant's cost, to the satisfaction of the Authority;
- All work shall be performed in accordance with Long Branch Sewerage Authority Rules and Regulations and Standard Details;
- Prior to acceptance, the sanitary sewer facilities shall be tested in accordance with Long Branch Sewerage Authority Rules and Regulations and witnessed and approved by the Authority; and,
- Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to Long Branch Sewerage Authority for review and approval

c. Construction Details shall be provided, with the following:

- All details shall be standard Long Branch Sewerage Authority details. The following LBSA standard Details shall be included:
  - Standard Cleanout Detail
  - Cleanout Protection Box Detail
  - Standard PVC Pipe Bedding Detail
  - Branch and Lateral Connection
  - Romac Sewer Saddle with Stainless Steel Straps Lateral Connection Detail
  - Trench and Pavement Repair Detail
  - A copy of LBSA standard details can be provided upon request.

3. Submission of two (2) signed and sealed originals and one (1) PDF of the Engineer's Report and Cost Estimate incorporating the following revisions:

- The Engineer's Report indicates 6 one-bedroom units and 18 two-bedroom units while the architectural plans indicate 5 one-bedroom units and 19 two-bedroom units. Please confirm unit count and revise accordingly.



4. Submission of two (2) signed and sealed originals and one (1) PDF copy of the Architectural Plans incorporating the following revisions:
  - The Engineer's Report indicates 6 one-bedroom units and 18 two-bedroom units, while the architectural plans indicate 5 one-bedroom units and 19 two-bedroom units. Please confirm unit count and revise accordingly.
5. Submission of two (2) signed and sealed originals and one (1) PDF copy of the Plumbing Plans. Plumbing Plans must comply with Section 7A.6 "Elevation of Sanitary Fixtures" of the LBSA Rules and Regulations.
6. The Applicant's compliance with any additional revisions/comments that may be required upon review of submittal and/or resubmittal documents.
7. Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to LBSA for review and approval.
8. Submission of a Performance Bond or Letter of Credit in the amount of 120% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Performance Bond be submitted prior to the start of construction.
9. Submission of Engineering Inspection Fees in the amount 10% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Engineering Inspection Fees be submitted prior to the start of construction.
10. Submission of Connection Fees in the amount of \$146,203.55, based upon a total of 24 residential units and 4,349 SF of retail space, less three (3) existing equivalent unit credit, as calculated below:

Twenty-four (24) proposed units – three (3) existing unit credits = twenty-one (21) net units at the current rate of \$6,366.00 per unit = \$133,686.00

Retail space: 4,349 sf of retail x 0.10 gpd/sf = 424.90 gpd

424.90 gpd at the current rate of \$29.46/gpd = \$12,517.55

**Total Connection Fee = \$133,686.00 + \$12,517.55 = \$146,203.55**

Payment of 50% of the Connection Fees is required prior to the issuance of a Building Permit for each building, and the remaining 50% of the Connection Fees prior to the issuance of a Certificate of Occupancy for the building.

The Applicant is advised that the Connection Fee due is based upon the Connection Fee Rate in effect at the time of payment and is subject to change accordingly.

The Applicant is also advised that the Connection Fee is subject to change pending confirmation of estimated flows and number of units.

11. Per LBSA Rules and Regulations 8.5 Performance Guarantee and Insurance, Subsection (f), the Applicant shall provide sign-off as follows:

The Applicant shall agree to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the applicant in the case of work covered by the application. Further, the Applicant shall also indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.

12. Two (2) weeks prior to the anticipated start of construction, notification shall be provided to LBSA to allow for the scheduling of a pre-construction meeting.
13. Shop drawings for all materials must be submitted to LBSA for approval prior to installation.
14. The operation and maintenance of the sanitary sewer lateral, exclusively serving the 127 Brighton, LLC Development, shall be the responsibility of the property owner(s).
15. Even though operation and maintenance of the sanitary sewer lateral, exclusively serving the 127 Brighton, LLC Development will be the responsibility of the property owner(s) after the facilities have been constructed, the Applicant is required to install the on-site sanitary sewer facilities in accordance with LBSA Standards.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design  
(DBA Maser Consulting)



John McKelvey, P.E.  
Senior Project Manager

JJM/DJI



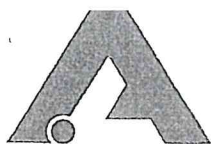


FLOW MONITOR IN MH AT  
INTERSECTION OF PASSEY AND  
SECOND AVE (WESTERN MH)

SITE LOCATION

CCTV FROM MH UPSTREAM OF  
CONNECTION POINT TO MH AT  
INTERSECTION OF PASSEY AND  
SECOND AVE (WESTERN LINE)





# ANSELL.LAW

## ANSELL GRIMM & AARON, PC

1500 LAWRENCE AVENUE  
CN7807  
OCEAN, NEW JERSEY 07712  
732-922-1000  
732-922-6161 (FAX)

365 RIFLE CAMP ROAD  
WOODLAND PARK, NEW JERSEY 07424  
973-247-9000  
973-247-9199 (FAX)

214 CARNEGIE CENTER  
SUITE 112  
PRINCETON, NEW JERSEY 08540  
609-751-5551

1177 AVENUE OF THE AMERICAS  
5TH FLOOR  
NEW YORK, NY 10036  
800-569-3886

41 UNIVERSITY DRIVE  
SUITE 400  
NEWTOWN, PENNSYLVANIA 18940  
267-757-8792

website: [ansell.law](http://ansell.law)

JAMES G. AARON  
ALLISON ANSELL ♦ †  
BRIAN E. ANSELL ‡  
MITCHELL J. ANSELL  
MICHAEL V. BENEDETTO  
RICK BRODSKY ♦  
DAVID J. BYRNE □  
PETER B. GRIMM  
ROBERT A. HONECKER, JR. □  
JASON S. KLEIN ♦  
JENNIFER S. KRIMKO  
DONNA L. MAUL ♦  
MELANIE J. SCROBLE  
LAWRENCE H. SHAPIRO ♦ □  
DAVID B. ZOLOTOROF

EDWARD J. AHEARN  
BRIAN J. ASHNAULT  
KELSEY M. BARBER  
NICOLE A. BENIS  
ELYSA D. BERGENFELD  
KRISTINE M. BERGMAN □  
GABRIEL R. BLUM ♦  
CATHERINE M. BRENNAN  
HILLARY H. BRYCE □  
BARRY M. CAPP ♦ Δ  
ALFRED M. CASO  
KEVIN M. CLARK  
ANTHONY J. D'ARTIGLIO ♦  
LAYNEA. FELDMAN ♦  
THOMAS J. GIRONDA  
NICOLE D. MILLER □ ♦  
LEIGH T. OLIVER  
SETH M. ROSENSTEIN ♦ □  
ANTHONY SANGO  
COURTNEY R. SAUER

JONATHAN D. SHERMAN  
ANTHONY J. STORROW  
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TARA K. WALSH ♦  
ANDREA B. WHITE ♦ ♦

COUNSEL  
GARY P. EIDELSTEIN ♦  
ROY W. HIBBERD Δ ∇  
HON. ANTHONY J. MELLACI, JR., J.S.C. (RET)  
STACEY R. PATTERSON ♦  
HON. JOSEPH P. QUINN, J.S.C. (RET)

IN MEMORIAM  
LEON ANSCHELEWITZ (1929-1986)  
MAX M. BARR (1929-1993)  
MILTON M. ABRAMOFF (1935-2004)  
DAVID K. ANSELL † (1962-2019)  
RICHARD B. ANSELL ‡ (1968-2021)  
ROBERT I. ANSELL (1965-2022)  
PETER S. FALVO, JR. (1967-2023)

LICENSED ALSO IN:  
Δ D.C. ♦ MASS. ♦ N.Y.  
□ PENN. ∇ CALIF. ■ FL.

† FELLOW, AMERICAN  
ACADEMY OF MATRIMONIAL  
LAWYERS

‡ CERTIFIED BY THE SUPREME  
COURT OF NEW JERSEY AS A  
CIVIL TRIAL ATTORNEY

♦ CERTIFIED BY THE SUPREME  
COURT OF NEW JERSEY AS A  
MATRIMONIAL LAW ATTORNEY

Email: [jkrimko@ansell.law](mailto:jkrimko@ansell.law)  
Telephone No. 732-922-1000

BOROUGH OF WEST LONG BRANCH

RECEIVED

NOV 13 2025  
Certified  
L.B. SEWERAGE AUTHORITY

IN THE MATTER OF THE APPLICATION  
OF MAHER LATI FOR PREMISES  
KNOWN AS LOT 2 IN BLOCK 84 ON THE  
OFFICIAL TAX MAP OF THE BOROUGH  
OF WEST LONG BRANCH

### NOTICE OF HEARING

Pursuant to N.J.S.A. 40:55D-12

PLEASE TAKE NOTICE that the Zoning Board of Adjustment of the Borough of West Long Branch ("Board") will hold a public hearing on Tuesday, November 18, 2025, at 7:00 p.m. in the Borough Hall, Council Chambers Room, 965 Broadway, West Long Branch, New Jersey to consider the application of Maher Lati ("Applicant") for premises known as Lot 2 in Block 84 as shown on the Official Tax Map of the Borough of West Long Branch and located at 26 Richard Lane, West Long Branch, New Jersey ("Property").

The Property is located in the Borough's R-15 Moderate Density Residential Zone District ("R-15 Zone") and currently contains a 1-story single-family residential dwelling, in-ground swimming pool with coping, rock fountain, spa, outdoor kitchen equipment, rear raised patio, lower rear patios (east and south), walkways, driveway, and related site improvements. Applicant seeks approval to maintain certain existing improvements on the Property that were constructed without the benefit of prior approvals, including: rear raised patio; spa; outdoor kitchen equipment; a portion of the east lower rear patio; and, a portion of the side walkway. In an effort to bring the Property's overall lot coverage into conformity, Applicant proposes to remove portions of the remaining existing site improvements, including the entirety of the south lower rear patio, and portions of the east lower rear patio, front and side walkways, and driveway. In conjunction with the application, Applicant seeks bulk variance relief pursuant to NJSA 40:55D-70.c for rear yard coverage of 34.9%, whereas a maximum of 25% is permitted and 48.2% exists. The total proposed lot coverage conforms.

Applicant also expressly makes application for any additional exceptions, waivers, variances and/or other approvals as reflected on the filed plans (as same may be further amended

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NOT LBSA

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from time to time without further notice) as may be determined to be necessary by the Board during the review and processing of the application.

PLEASE TAKE FURTHER NOTICE that you are privileged to be present at said public hearing to present any and all comments you may have to the granting of said approvals. The hearing may be continued without further notice on such additional or other dates as the Board may determine. The application and supporting documents are on file in the office of the West Long Branch Zoning Board of Adjustment, 965 Broadway, West Long Branch, New Jersey and are available for inspection during the Borough's normal business hours. To review these materials, please contact the Board Secretary at (732) 229-1756 ext. 111.

ANSELL GRIMM & AARON, P.C.  
Attorneys for Applicant

  
\_\_\_\_\_  
JENNIFER S. KRIMKO, ESQ.

November 5, 2025



**ANSELL.LAW**  
ANSELL GRIMM & AARON, PC

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772



November 13, 2025

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NOV 13 2025

VIA EMAIL

L.B. SEWERAGE AUTHORITY

Robert P. Freud, PE, PP  
Dynamic Engineering Consultants, PC  
1904 Main Street  
Lake Como, New Jersey 07719

North Light, LLC  
305 Broadway Ave  
Block 268, Lots 1-7, 32 & 33  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0353

Dear Mr. Freud,

I have received documents submitted for the above-referenced application in response to our October 7, 2025 Review Letter. The following were reviewed:

- Response Letter dated November 5, 2025;
- City of Long Branch Planning Board Resolution of Memorialization, Matter of North Light LLC, dated June 17, 2025;
- Plans entitled, "Preliminary and Final Major Site Plan for North Light, LLC, Proposed Mixed-Use Residential & Retail", signed by Robert P. Freud, P.E. of Dynamic Engineering, dated January 27, 2025 and last revised September 16, 2025;
- Engineer's Report entitled, "Sanitary Sewer & Potable Water Engineer's Report for North Light, LLC, Proposed Mixed-Use Residential & Retail", signed by Robert P. Freud, P.E. of Dynamic Engineering, dated June 2025 and last revised October 2015;
- Architectural Plans entitles, "Residential & Retail, 305 Broadway Long Branch", dated April 15, 2025;
- Plumbing Plans entitled, "Mixed Use Building Apartment & Retail @ Long Branch", dated August 1, 2025;
- Flow Monitoring Report entitled, "Downstream Sanitary Sewer Analysis Report for North Light, LLC", signed by Kyle A. Smith, P.E., C.M.E. of Dynamic Engineering, dated October, 2025; and,

Tom. File



- NJDEP Treatment Works Approval forms TWA-1, WQM-003T, and WQM-006;

Approval subject to compliance with the following:

1. Based on the submitted flow monitoring results, the proposed connection to the existing 8" sewer located in Lippincott Avenue is acceptable subject to compliance with all LBSA requirements.
2. Submission of two (2) signed and sealed originals and one (1) PDF of complete final drawings incorporating the following revisions:
  - Invert of the existing sewer at the doghouse manhole shall be calculated and indicated directly on the plans.
3. Submission of two (2) signed and sealed originals and one (1) PDF of the Engineer's Report incorporating the following revisions:
  - The Unit count provided in the Engineer's report differs from the Architectural plans. Please confirm the unit count and revise accordingly.
4. Submission of two (2) signed and sealed originals and one (1) PDF copy of the Architectural Plans incorporating the following revisions:
  - The Unit count provided in the Architectural plans differs from the Engineer's report. Please confirm the unit count and revise accordingly.
5. The Applicant's compliance with any additional revisions/comments that may be required upon review of submittal and/or resubmittal documents.
6. Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to LBSA for review and approval.
7. Submission of a Performance Bond or Letter of Credit in the amount of 120% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Performance Bond be submitted prior to the start of construction.
8. Submission of Engineering Inspection Fees in the amount 10% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Engineering Inspection Fees be submitted prior to the start of construction.

9. Submission of Connection Fees in the amount of \$508,567.68, based upon a total of 78 residential units, and 4,080 sf of retail, as calculated below:

Retail space: 4,080 sf of retail x 0.10 gpd/sf = 408 gpd

408 gpd at the current rate of \$29.46/gpd = \$12,019.68

78 proposed units at the current rate of \$6,366.00 per unit = \$496,548.00

**Total Connection Fee = \$12,019.68 + \$496,548.00 = \$508,567.68**

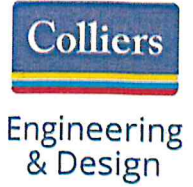
Payment of 50% of the Connection Fees is required prior to the issuance of a Building Permit for each building, and the remaining 50% of the Connection Fees prior to the issuance of a Certificate of Occupancy for the building.

The Applicant is advised that the Connection Fee due is based upon the Connection Fee Rate in effect at the time of payment and is subject to change accordingly.

10. Per LBSA Rules and Regulations 8.5 Performance Guarantee and Insurance, Subsection (f), the Applicant shall provide sign-off as follows:

The Applicant shall agree to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the applicant in the case of work covered by the application. Further, the Applicant shall also indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.

11. Two (2) weeks prior to the anticipated start of construction, notification shall be provided to LBSA to allow for the scheduling of a pre-construction meeting.
12. Shop drawings for all materials must be submitted to LBSA for approval prior to installation.
13. The operation and maintenance of the sanitary sewer lateral, exclusively serving the North Light, LLC Mixed-Use Residential and Retail Development, shall be the responsibility of the property owner(s).
14. Even though operation and maintenance of the sanitary sewer lateral, exclusively serving the North Light, LLC Mixed-Use Residential and Retail Development will be the responsibility of the property owner(s) after the facilities have been constructed, the Applicant is required to install the on-site sanitary sewer facilities in accordance with LBSA Standards.



Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design  
(DBA Maser Consulting)

A handwritten signature in black ink that reads "John J. McKelvey".

John McKelvey, P.E.  
Senior Project Manager

JJM/DJI



101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772



RECEIVED

NOV 14 2025

November 14, 2025

L.B. SEWERAGE AUTHORITY

VIA EMAIL

Brent N. Papi, Jr., P.E., C.M.E.  
East Point Engineering, LLC  
11 South Main Street  
Marlboro, New Jersey 07746

Morris Ave Commons, LLC  
400 Morris Ave  
Block 230, Lots 13 & 14 (New Lot 13.01)  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0355

Dear Mr. Papi,

I have received documents submitted for the above-referenced application in response to our August 27, 2025 review letter. The following were reviewed:

- A copy of the CCTV report and video prepared by VORTEX Services, LLC, dated September 26, 2025;
- Plans entitled, "Preliminary and Final Major Site Plan for 400 Morris Avenue, Block 230, Lots 13 & 14, City of Long Branch, Monmouth County, New Jersey", signed by Brent N. Papi, Jr., P.E. of East Point Engineering, dated October 20, 2024, and last revised August 2, 2025;
- Plumbing Plans entitled "Addition/Alteration for Morris Ave Commons, 400 Morris Avenue, Block 230, Lots 13 & 14, City of Long Branch, Monmouth County, New Jersey", dated September 30, 2025; and,
- Engineer's Sewer Report entitled "Engineer's Sewer Report for 400 Morris Avenue, Block 230, Lots 13 & 14, City of Long Branch, Monmouth County, New Jersey", dated June 30, 2025, last revised September 1, 2025.

Approval subject to compliance with the following:

1. Submission of two (2) signed and sealed originals and one (1) PDF of complete final drawings incorporating the following revisions:
  - a. Existing Conditions Plan shall be provided, with the following:

Tom, File

12-8



Engineering  
& Design

- The existing sanitary sewer connection shall be abandoned and plugged at the point of connection to the main in accordance with the LBSA Rules and Regulations. The Authority Engineer must be present for all lateral abandonment operations. Indicate same directly on the plans.
- The following note shall be added to the plans: "Contractor/Applicant shall be responsible to locate the existing sanitary sewer laterals and abandon them per LBSA requirements. The LBSA Engineer shall be notified a minimum of forty-eight (48) hours prior to abandonment of operations."

b. Utility Plan shall be provided, with the following:

- Due to the increase in flow from the proposed additional units a new lateral to service the building shall be installed. The proposed lateral shall be 6" PVC sewer (SDR-35, push-on, gasketed joint). The same shall be noted directly on the plans.
- The following Utility Notes shall be provided:
  - Any Damage caused to the Long Branch Sewerage Authority sanitary sewer system as a result of construction activities, as solely determined by the Long Branch Sewerage Authority, shall be repaired by the Contractor/Applicant, at the Contractor's/Applicant's cost, to the satisfaction of the Authority;
  - All work shall be performed in accordance with Long Branch Sewerage Authority Rules and Regulations and Standard Details;
  - Prior to acceptance, the sanitary sewer facilities shall be tested in accordance with Long Branch Sewerage Authority Rules and Regulations and witnessed and approved by the Authority; and,
  - Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer Improvements, shall be submitted to Long Branch Sewerage Authority for review and approval

2. Submission of two (2) signed and sealed originals and one (1) PDF of the Engineer's Report incorporating the following revisions:

- Capacity calculations shall be revised for 6" PVC.

3. Submission of two (2) signed and sealed originals and one (1) PDF copy of the Construction Cost Estimate.



4. The Applicant's compliance with any additional revisions/comments that may be required upon review of submittal and/or resubmittal documents.
5. Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to LBSA for review and approval.
6. Submission of a Performance Bond or Letter of Credit in the amount of 120% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Performance Bond be submitted prior to the start of construction.
7. Submission of Engineering Inspection Fees in the amount 10% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Engineering Inspection Fees be submitted prior to the start of construction.
8. Submission of Connection Fees in the amount of \$31,830.00, based upon a total of 8 residential units, less three (3) existing equivalent unit credits, as calculated below:

8 proposed units – 3 existing units = 5 net units at the current rate of \$6,366.00 per unit = \$31,830.00

**Total Connection Fee = \$31,830.00**

Payment of 50% of the Connection Fees is required prior to the issuance of a Building Permit for each building, and the remaining 50% of the Connection Fees prior to the issuance of a Certificate of Occupancy for the building.

The Applicant is advised that the Connection Fee due is based upon the Connection Fee Rate in effect at the time of payment and is subject to change accordingly.

The Applicant is also advised that the Connection Fee is subject to change pending confirmation of estimated flows and number of units.

9. Per LBSA Rules and Regulations 8.5 Performance Guarantee and Insurance, Subsection (f), the Applicant shall provide sign-off as follows:

The Applicant shall agree to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the applicant in the case of work covered by the application. Further, the Applicant shall also indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.

10. Two (2) weeks prior to the anticipated start of construction, notification shall be provided to LBSA to allow for the scheduling of a pre-construction meeting.
11. Shop drawings for all materials must be submitted to LBSA for approval prior to installation.
12. The operation and maintenance of the sanitary sewer lateral, exclusively serving the 400 Morris Avenue Development, shall be the responsibility of the property owner(s).
13. Even though operation and maintenance of the sanitary sewer lateral, exclusively serving the 400 Morris Avenue Development will be the responsibility of the property owner(s) after the facilities have been constructed, the Applicant is required to install the on-site sanitary sewer facilities in accordance with LBSA Standards.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design  
(DBA Maser Consulting)



John McKelvey, P.E.  
Senior Project Manager

JJM/DJI

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772



Engineering  
& Design

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NOV 17 2025

L.B. SEWERAGE AUTH

November 17, 2025

**VIA EMAIL**

Frank Monteforte  
Seventh Avenue Development, LCC  
335 Broadway  
Long Branch, New Jersey 07740

Seventh Ave. Mixed-Use Development  
19 Seventh Avenue  
Block 267, Lots 51 & 54  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0349

Dear Mr. Monteforte,

I have received documents submitted for the above-referenced application in response to our April 30, 2025 Review Letter. The following were reviewed:

- Plans entitled, "Preliminary and Final Site Plan & Minor Subdivision for 7th Ave. Mixed Use", dated December 12, 2022, last revised October 10, 2025;
- Report entitled, "Engineer's Report and Technical Specifications, Proposed Sewer Lateral Connections for Seventh Ave. Mixed Use Development", dated March 1, 2025; last revised October 3, 2025;
- Engineer's Cost estimate, dated March 1, 2025, last revised October 3, 2025; and,
- Architectural and Plumbing Plans entitled, "Proposed Mixed Use Building for 19 7<sup>th</sup> Avenue", dated June 9, 2025.

The above submitted documents are in conformance with our April 30, 2025 review letter. Approval is subject to compliance with the following:

1. Based on the submitted flow monitoring results, the proposed connection to the existing 12" sewer located in Seventh Avenue is acceptable subject to compliance with all LBSA requirements.
2. Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to LBSA for review and approval.

TOM, FILE

12-9





Engineering  
& Design

3. The Applicant's compliance with any additional revisions/comments that may be required upon review of submittal and/or resubmittal documents.
4. Submission of a Performance Bond or Letter of Credit in the amount of 120% of the Sanitary Sewer Construction Cost Estimate. It is required that the Performance Bond be submitted prior to the start of construction.
5. Submission of Engineering Inspection Fees in the amount 10% of the Sanitary Sewer Construction Cost Estimate. It is required that the Engineering Inspection Fees be submitted prior to the start of construction.
6. Submission of Connection Fees in the amount of \$131,621.16, based upon a total of 20 residential units and 1,460 sf of retail, as calculated below:

$1,460 \text{ sf of retail} \times 0.10 \text{ gpd/sf} = 146 \text{ gpd}$

$146 \text{ gpd at the current rate of } \$29.46/\text{gpd} = \$4,301.16$

$20 \text{ proposed units at the current rate of } \$6,366.00 \text{ per unit} = \$127,320.00$

**Total Connection Fee = \$4,301.16 + \$127,320 = \$131,621.16**

Payment of 50% of the Connection Fees is required prior to the issuance of a Building Permit for each building, and the remaining 50% of the Connection Fees prior to the issuance of a Certificate of Occupancy for the building.

The Applicant is advised that the Connection Fee due is based upon the Connection Fee Rate in effect at the time of payment and is subject to change accordingly.

The Applicant is also advised that the Connection Fee is subject to change pending confirmation of estimated flows and number of units.

7. Per LBSA Rules and Regulations 8.5 Performance Guarantee and Insurance, Subsection (f), the Applicant shall provide sign-off as follows:

The Applicant shall agree to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the applicant in the case of work covered by the application. Further, the Applicant shall also indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.



Engineering  
& Design

8. Two (2) weeks prior to the anticipated start of construction, notification shall be provided to LBSA to allow for the scheduling of a pre-construction meeting.
9. Shop drawings for all materials must be submitted to LBSA for approval prior to installation.
10. The operation and maintenance of the sanitary sewer lateral, exclusively serving the 7<sup>th</sup> Ave Mixed-Use Development, shall be the responsibility of the property owner(s).
11. Even though operation and maintenance of the sanitary sewer lateral, exclusively serving the 7<sup>th</sup> Ave Mixed-Use Development will be the responsibility of the property owner(s) after the facilities have been constructed, the Applicant is required to install the on-site sanitary sewer facilities in accordance with LBSA Standards.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design  
(DBA Maser Consulting)

A handwritten signature in black ink, appearing to read "John McKelvey".

John McKelvey, P.E.  
Senior Project Manager

JJM/DJI

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772



Engineering  
& Design

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NOV 18 2025

L.B. SEWERAGE AUTHORITY

November 18, 2025

**VIA EMAIL**

Thomas Roguski, P.E., Executive Director  
Long Branch Sewerage Authority  
150 Joline Avenue  
Long Branch, New Jersey 07740

333-345 Second Avenue Proposed Townhouse Development  
Closeout Recommendation  
Block 212, Lots 4, 5 & 11  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0339

Dear Mr. Roguski,

Based on our inspection and review of the above-referenced project, sanitary sewer site work has been satisfactorily completed. Prior to final acceptance of the sanitary sewer facilities and release of the Performance Bond for the aforementioned project, the following items remain to be addressed:

- Completion of final testing and inspections;
- Satisfactory completion of all punchlist items;
- All outstanding and project close-out engineering and Authority fees being paid;
- Outstanding connection fees in the amount of \$7,161.75 being paid;
- Submission of a two (2) year Maintenance Bond in the amount of \$11,526.48, in accordance with Section 8.7 Maintenance Bond of the LBSA Rules and Regulations;
- Submission of sanitary as-builts.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

A handwritten signature in black ink, appearing to read "John J. McKelvey".

John J. McKelvey, P.E.  
Senior Project Manager

JJM/DJI

Tom. File

12-10



Long Branch Sewerage Authority  
Attn: Thomas Roguski, Executive Director  
150 Joline Avenue  
PO Box 720  
Long Branch, NJ 07740

November 19, 2025

Via: email

Subject: **Utility Availability Request: Sewer  
Proposed Halfway House/Wellness Center  
101 & 117 Third Avenue  
Block 217, Lots 14 & 15  
City of Long Branch, Monmouth County, New Jersey**



NOV 19 2025

L.B. SEWERAGE AUTHORITY

Dear Mr. Roguski,

InSite Engineering, LLC is currently preparing a site plan for the above-referenced project located in Long Branch. The Owner/Applicant is proposing to demolish the existing halfway house and three family dwelling and construct a 32 bed halfway house, wellness center and 6 sober living bedrooms. Verification is required that your utility will serve the proposed development with sewer service to submit for planning board approval and project financing.

Enclosed please find a Tax Map with the site clearly labeled for reference. **We kindly ask that you provide us with a letter stating that your company can provide sewer service for the proposed project.** We would also like to request any information you can provide on the location of the existing sewer infrastructure in the vicinity of the project and where our proposed sewer services could connect. We are available to meet on-site or at your office to review the sewer infrastructure and our project if that would help you respond to this request.

Thank you for your assistance in this matter. If you have any questions or require further information, please feel free to contact me anytime at (732) 531-7100 or email me at [kevin.hayes@InSiteEng.net](mailto:kevin.hayes@InSiteEng.net).

Sincerely,  
**InSite Engineering, LLC**



Kevin J. Hayes, Sr.

Attachments:  
Tax Map  
24-2435-01

TOM, File

**InSite Engineering, LLC**

1955 Route 34, Suite 1A • Wall, NJ 07719  
732-531-7100 (ph) • 732-531-7344 (fx) • [InSite@InSiteEng.net](mailto:InSite@InSiteEng.net) • [www.InSiteEng.net](http://www.InSiteEng.net)  
Licensed in NJ, PA, DE, NY, CT, NC, DC, & CO

12-11



Consulting Engineers  
Environmental Scientists  
Construction Inspectors  
Professional Land Surveyors

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NOV 17 2025

L.B. SEWERAGE AUTHORITY

November 17, 2025

Long Branch Sewerage Authority  
150 Joline Ave  
Long Branch, NJ 07740

**Re:**

New Jersey Transit  
Long Branch Station Updates  
City of Long Branch  
Monmouth County, New Jersey

**Project Designer**

Malick & Scherer, P.C.  
53 Frontage Road, Suite 170  
Hampton, NJ 08827  
Attention: Ryan Teets  
908-537-1330  
Rteets@MalickandScherer.com

Dear Good Afternoon,

New Jersey Transit (NJT) has engaged **Jacobs** to perform the *Preliminary* design for a project known as **Long Branch Station Updates** located in the City of Long Branch, Monmouth County as shown on the enclosed project location map. **Malick & Scherer, P.C. (M&S)** has been retained as a sub-consultant to assist in the utility coordination and verification for this project and will be responsible for coordinating with you to identify conflicts between the proposed construction and your facilities. The project goal is to update the existing station conditions for Long Branch Station.

Our preliminary investigation disclosed that **Long Branch Sewerage Authority** is franchised to operate within the proposed project limits and may have facilities affected by the proposed construction. Should you have existing or proposed facilities within the project limits, it is necessary for us to verify your facilities and enter into an engineering dialog with you. In order to resolve conflicts identified, it is important to determine where your existing facilities are located. Enclosed is a base plan covering the project limits. Please red mark the plan to denote the type, size, age, material and limits of your facilities as well as any scheduled improvements. Retain one (1) plan for your files and return another copy to **M&S** (Attn: Ryan Teets) by **December 1, 2025** with the completed questionnaire herewith this letter. If you would prefer, email ([Rteets@malickandscherer.com](mailto:Rteets@malickandscherer.com)) your response.

Rm

12-12

☐ One Penn Plaza, 36<sup>th</sup> Floor  
New York, NY 10119  
Ph. 212.786.7543 • Fax 908.537.139

☒ 53 Frontage Road, Suite 170  
Hampton, NJ 08827  
Ph. 908.537.1300 • Fax 908.537.1398

☐ 1635 Market Street #1600  
Philadelphia, PA 19103  
Ph. 215.634.9043 • Fax 908.537.1398



Questionnaire

The **Company Engineer** to be contacted is:

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

The Company **Utility Agreement** shall be sent to the following person:

☐ Same as above

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Yes | No

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

We HAVE **existing** facilities within the project limits.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

We HAVE **future** planned facilities within the project limits.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

We HAVE **tenants** on/in our facilities within the project limits.

The following companies are tenants on/in our facilities within the project limits:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

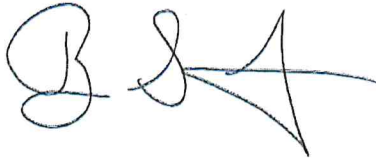
*Page 3 of 3* (Long Branch Sewerage Authority)  
New Jersey Transit  
Long Branch Station Updates

Attachments:

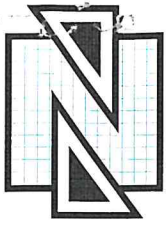
- Project Location Map
- Basemapping Plan

Thank you for your cooperation in this matter.

Best Regards,

A handwritten signature in blue ink, appearing to read 'R. Teets', with a stylized flourish extending to the right.

*Ryan S. Teets*  
*Malick & Scherer, PC*  
*Senior Utility Engineer*



# Nelson Engineering Associates, Inc.

444 Neptune Boulevard, Suite 4 • Neptune, NJ 07753  
(732) 918-2180

Long Branch Sewerage Authority  
150 Joline Avenue  
PO Box 720  
Long Branch, NJ 07740  
Attn: Thomas Roguski, Executive Director

November 20, 2025

RE: 85 Chelsea Ave. LLC  
85 Chelsea Avenue  
Block 287.01, Lot 21  
City of Long Branch  
NEAI File # 231008

RECEIVED

NOV 24 2025

L.B. SEWERAGE AUTH

Mr. Roguski,

We received technical review correspondence from the authority's consulting engineer, and have made the following modifications to the site plan drawings and engineer's report for the referenced application:

1. The 36-inch sanitary sewer interceptor line along the western side of Ocean Boulevard has been shown on plan 3 of 15.
2. Long Branch Sewerage Authority Construction Notes numbers 11 through 16, on plan 3 of 15, have been added to verify the applicant's responsibilities during the course of the project's construction, and to memorialize the 'bullet point' comments on pages 1 and 2 of the technical review letter.
3. The proposed sanitary sewer service to the ten (10) townhomes has been changed from two (2) 6-inch diameter sanitary sewer manifolds to one (1) 6-inch diameter sewer manifold located in the project's central driveway.
4. The 6-inch manifold is noted to connect to the existing sewer main in Chelsea Avenue via a 'Doghouse' manhole.
5. The size, slope and material of the individual unit service connections (4" PVC SDR 35 @ 2.08%) have been noted on the plans. All of the services for the units on the east side of the 8-inch manifold are 34 feet long, and the services on the west side are 42 feet long. This is noted as "Typical Bldg. 'A'" and "Typical Bldg. 'B'" on plan 3 of 15.
6. The elevations of the cleanouts and inverts of the individual unit services are noted on plan 3 of 15.
7. The length, size and material of the existing main in Chelsea Avenue has been noted on plan 3 of 15.

TOM, FILE

12-13

November 14, 2025

8. The rim elevation and invert of the eastern sanitary sewer manhole at the intersection of Chelsea Avenue and Second Avenue has been noted on plan 3 of 15.
9. LBSA Construction Note #3 remains on plan 3 of 15 as it applies to the proposed centrally located 6-inch sewer manifold.
10. The appropriate LBSA standard details have been shown on plans 9 and 15 of 15.
11. The Engineer's Report has been updated to reflect the changes to the proposed sanitary sewer service design. The construction cost estimate in the report has also been updated.

The balance of comments in the review letter are administrative in nature, and do not require additional changes to the site plan drawings or engineer's report.

Those comments will be addressed by the applicant, or their agent's, once the sanitary sewer system design has been approved by the authority, and the construction performance bond and inspection fees have been recalculated.

Included herein are two (2) sets of the updated site plan drawings and one (1) copy of the updated Engineer's Report.

Should you have any questions or require additional information pertaining to this matter, please do not hesitate to contact this office.

Respectfully,



David Boesch, LLA  
Executive Vice-President

Cc: Jennifer Krimko, Esq.  
Ike Nesser  
Avi Nachum  
Izzy Nachum  
Anthony Storrow, Esq.



November 21, 2025  
Via FedEx Overnight

RECEIVED

NOV 24 2025

L.B. SEWERAGE AUTH

Long Branch Sewerage Authority  
150 Joline Avenue  
Long Branch, NJ 07740

Attn: John McKelvey

**RE: North Light, LLC  
Proposed Mix-Use Residential & Retail  
305 Broadway  
Block 268, Lots 1-7, 32 & 33  
City of Long Branch  
Monmouth County, NJ  
DEC# 4347 23-03395**

Dear Mr. McKelvey,

On behalf of our client, North Light, LLC, this letter shall serve as our resubmission to the City of Long Branch Sewerage Authority, for the review of sewage facilities and Commercial Sewer Service applications. Enclosed please find the following items for your review:

- Two (2) signed and sealed copies of the Sanitary Sewer & Potable Water Engineer's Report, prepared by our office, dated June 2025, last revised November 2025;
- Two (2) signed and sealed copies of the Downstream Sanitary Sewer Analysis Report, prepared by our office, dated October 2025, last revised November 2025;
- Two (2) signed and sealed copies of the Preliminary and Final Site Plan drawings, prepared by our office, dated January 27, 2025, last revised November 17, 2025; and
- Two (2) signed and sealed copies of the Architectural Plan Set, prepared by Rotwein+Blake, dated April 15, 2025, last revised September 30, 2025.

Below please find an itemized response to address the Colliers Engineering and Design Review Letter, prepared by John McKelvey, dated August 25, 2025.

TOM, FILE

[www.dynamicec.com](http://www.dynamicec.com)

12-14

*Approval subject to compliance with the following:*

1. *Based on the submitted flow monitoring results, the proposed connection to the existing 8" sewer located in Lippincott Avenue is acceptable subject to compliance with all LBSA requirements.*

**Acknowledged.**

2. *Submission of two (2) signed and sealed originals and one (1) PDF of complete final drawings incorporating the following revisions:*
  - *Invert of the existing sewer at the doghouse manhole shall be calculated and indicated directly on the plans.*

**The invert of the existing sewer at the proposed doghouse manhole has been added to the plan set.**

3. *Submission of two (2) signed and sealed originals and one (1) PDF of the Engineer's Report incorporating the following revisions:*
  - *The Unit count provided in the Engineer's report differs from the Architectural plans. Please confirm the unit count and revise accordingly.*

**The unit count in the Engineer's report has been updated to match the architectural plans.**

4. *Submission of two (2) signed and sealed originals and one (1) PDF copy of the Architectural Plans incorporating the following revisions:*
  - *The Unit count provided in the Architectural Plans differs from the engineering report. Please confirm the unit count and revise accordingly.*

**The unit count in the Engineer's report has been updated to match the architectural plans.**

5. *The Applicant's compliance with any additional revisions/comments that may be required upon review of submittal and/or resubmittal documents.*

**Acknowledged.**

6. *Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to LBSA for review and approval.*

**Acknowledged.**

7. *Submission of a Performance Bond or Letter of Credit in the amount of 120% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Performance Bond be submitted prior to the start of construction.*

**A Sanitary Sewer Construction Cost Estimate is included in the Sanitary Sewer & Potable Water Engineer's Report.**

8. *Submission of Engineering Inspection Fees in the amount 10% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Engineering Inspection Fees be submitted prior to the start of construction.*

**A Sanitary Sewer Construction Cost Estimate is included in the Sanitary Sewer & Potable Water Engineer's Report.**

9. *Submission of Connection Fees in the amount of \$496,548.00, based upon a total of 78 residential units, and 4,080 sf of retail, as calculated below:*

*Retail space: 4,080 sf of retail x 0.10 gpd/sf = 408 gpd*

*408 gpd at the current rate of 29.46/gpd = \$12,019.68*

*78 proposed units at the current rate of \$6,366.00 per unit = \$496,548.00*

**Total Connection Fee = \$12,019.68 + \$496,548.00 = \$508,567.68**

*Payment of 50% of the Connection Fees is required prior to the issuance of a Building Permit for each building, and the remaining 50% of the Connection Fees prior to the issuance of a Certificate of Occupancy for the building.*

*The Applicant is advised that the Connection Fee due is based upon the Connection Fee Rate in effect at the time of payment and is subject to change accordingly.*

**Payment will be submitted by the Applicant under separate cover.**

10. *Per LBSA Rules and Regulations 8.5 Performance Guarantee and Insurance, Subsection (f) the Applicant shall provide sign-off as follows:*

*The Applicant shall agree to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the applicant in the case of work covered by the application. Further, the Applicant shall also indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.*

**A letter stating same will be submitted by the Applicant under separate cover.**

11. *Two (2) weeks prior to the anticipated start of construction, notification shall be provided to LBSA to allow for the scheduling of a pre-construction meeting.*

**Acknowledged.**

12. *Shop drawings for all materials must be submitted to LBSA for approval prior to installation.*

**Acknowledged.**

13. *The operation and maintenance of the sanitary sewer lateral, exclusively serving the North Light, LLC Mixed-Use Residential and Retail Development, shall be the responsibility of the property owner(s).*

**Acknowledged.**

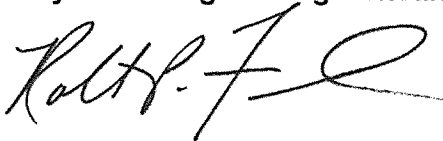
14. *Even though operation and maintenance of the sanitary sewer lateral, exclusively serving the North Light, LLC Mixed-Use Residential and Retail Development will be the responsibility of the property owner(s) after the facilities have been constructed, the Applicant is required to install the on-site sanitary sewer facilities in accordance with LBSA Standards.*

**Acknowledged.**

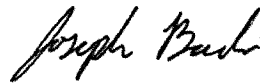
We kindly request the enclosed information be reviewed at your earliest convenience. Should you have any questions, comments or require additional information, please do not hesitate to contact our office.

Sincerely,

**Dynamic Engineering Consultants, PC**



Robert P. Freud, PE, PP



Joseph Bachi, PE, CME

Enclosures



**Long Branch Sewerage Authority**

Donald S. Riley  
Chairman

Michael Booth  
Vice-Chairman

David G. Brown  
Secretary

Bryan I. Larco  
Treasurer

Susie Morris  
Asst. Sec. Treas.

**150 Joline Avenue  
P.O. Box 720  
Long Branch, NJ 07740-  
0702**

-----  
**(732) 222-0500  
Fax (732) 222-7947**

Thomas Roguski, PE, CME  
Executive Director

Fallon & Co., LLP  
Accountants

Colliers Engineering & Design  
Consulting Engineers

Manna & Bonello, P.A.  
Counsel

November 24, 2025

Kevin J. Hayes, Sr.  
InSite Engineering, LLC  
1955 Route 34, Suite 1A  
Wall, NJ 07719

RECEIVED

NOV 24 2025

L.B. SEWERAGE AUTH

**VIA EMAIL**

Re: Request for Service Availability: Sanitary Sewer  
Proposed Halfway House/Wellness Center  
101 & 117 Third Avenue  
Block 217, Lots 14 & 15  
Long Branch Sewerage Authority  
Monmouth County, New Jersey

Dear Mr. Hayes:

Please be advised that we have received your letter, dated November 19, 2025, a copy of which is enclosed, requesting a Letter of Service Availability: Sanitary Sewer for the above referenced project. Based upon our review of the information presented in your letter and subsequent November 24, 2025 email, the Long Branch Sewerage Authority (LBSA) currently has capacity at their treatment plant to serve the proposed halfway house/wellness center, located on Block 217, Lots 14 & 15, in the City of Long Branch, for a proposed estimated sanitary sewer flow of 2,145 GPD.

However, in order to reserve capacity for the project, a sanitary sewer application must be approved by the LBSA, and payment of Connection Fees and all other applicable fees must be made and other conditions met. Please provide a complete Sanitary Sewer Connection Application, including, but not limited to, the following documents:

- Form A, Application for Conceptual Review (including Application Fee/Escrow)
- Plan and Profile
- Engineer's Report
- Engineer's Sanitary Sewer Cost Estimate
- Sanitary Sewer Specifications
- Architectural Plan
- USGS Quad Map
- City of Long Branch Project Approval(s)
- All other required permits as applicable

TOM, FILE

12-15

InSite Engineering, LLC  
Request for Service Availability: Sanitary Sewer  
Proposed Halfway House/Wellness Center  
101 & 117 Third Avenue  
Block 217, Lots 14 & 15  
Long Branch Sewerage Authority  
Monmouth County, New Jersey  
November 24, 2025  
Page 2 of 2

Please note that the proposed sanitary sewer layout, required new sanitary sewer main(s), required new point(s) of connection to existing sanitary sewer main(s), required sanitary sewer main(s) improvements, and other considerations shall be subject to review during the application process. The Applicant shall comply with all requirements of the Long Branch Sewerage Authority.

Additionally, an evaluation of the existing sanitary sewer systems' capacity and suitable condition to convey the proposed flow may be required at the Applicant's cost. Further, the existing sanitary sewer system conveying the proposed flow may be required to be inspected by the Applicant via internal television inspection and other means, at the Applicant's cost, to confirm acceptable condition of same to convey the proposed flow. Any improvements necessary to address capacity issues and/or unsatisfactory conditions shall be performed by the Applicant, at the Applicant's cost, prior to connection of the proposed facilities.

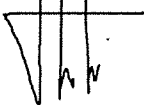
The LBSA is available to meet onsite regarding the location of the existing sanitary sewer infrastructure in the vicinity of the project. Please contact me directly to schedule same.

If an evaluation of the above and response to further questions, include the questions outlined in your letter, is requested prior to an application being made, it is required that same be requested in writing along with an escrow being established for the services.

Should you have any questions, or require additional information, please do not hesitate to contact me.

Very truly yours,

LONG BRANCH SEWERAGE AUTHORITY



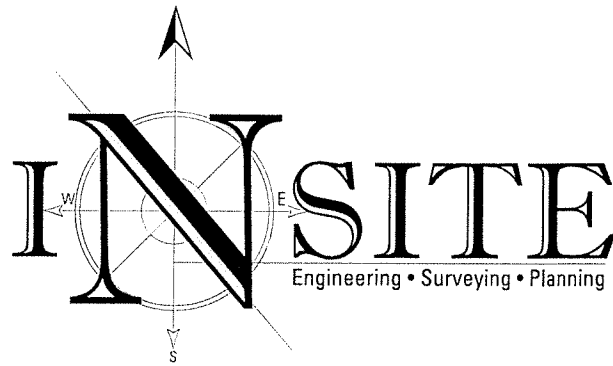
Thomas Roguski, PE, CME  
Executive Director

TR

Enclosure

Cc: John McKelvey, PE, Authority Engineer (Via Email)

Long Branch Sewerage Authority  
Attn: Thomas Roguski, Executive Director  
150 Joline Avenue  
PO Box 720  
Long Branch, NJ 07740



November 19, 2025

*Via: email*

Subject: **Utility Availability Request: Sewer  
Proposed Halfway House/Wellness Center  
101 & 117 Third Avenue  
Block 217, Lots 14 & 15  
City of Long Branch, Monmouth County, New Jersey**

Dear Mr. Roguski,

InSite Engineering, LLC is currently preparing a site plan for the above-referenced project located in Long Branch. The Owner/Applicant is proposing to demolish the existing halfway house and three family dwelling and construct a 32 bed halfway house, wellness center and 6 sober living bedrooms. Verification is required that your utility will serve the proposed development with sewer service to submit for planning board approval and project financing.

Enclosed please find a Tax Map with the site clearly labeled for reference. **We kindly ask that you provide us with a letter stating that your company can provide sewer service for the proposed project.** We would also like to request any information you can provide on the location of the existing sewer infrastructure in the vicinity of the project and where our proposed sewer services could connect. We are available to meet on-site or at your office to review the sewer infrastructure and our project if that would help you respond to this request.

Thank you for your assistance in this matter. If you have any questions or require further information, please feel free to contact me anytime at (732) 531-7100 or email me at [kevin.hayes@InSiteEng.net](mailto:kevin.hayes@InSiteEng.net).

Sincerely,  
**InSite Engineering, LLC**

Kevin J. Hayes, Sr.

Attachments:  
Tax Map  
24-2435-01

**InSite Engineering, LLC**

1955 Route 34, Suite 1A • Wall, NJ 07719  
732-531-7100 (ph) • 732-531-7344 (fx) • [InSite@InSiteEng.net](mailto:InSite@InSiteEng.net) • [www.InSiteEng.net](http://www.InSiteEng.net)  
Licensed in NJ, PA, DE, NY, CT, NC, DC, & CO

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772

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NOV 25 2025

L.B. SEWERAGE AUTHORITY



Engineering  
& Design

November 25, 2025

VIA EMAIL

Douglas D. Clelland, P.E.  
InSite Engineering, LLC  
1955 Route 34  
Suite A  
Wall, New Jersey 07719

Proposed Mixed-Use Development  
201, 213 & 215 Third Avenue  
Block 228, Lots 1, 42 & 43.01  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0347

Dear Mr. Clelland,

I have received documents submitted for the above-referenced application in response to our November 4, 2024 Review Letter. The following were reviewed:

- Response letter dated October 8, 2025;
- Plans entitled, "Preliminary and Final Major Site Plan for 201, 213 & 215 Third Ave, Block 228, Lots 1, 42, 43.01, Tax Map Sheet #25, 201, 213 & 215 Third Ave, City of Long Branch, Monmouth County, NJ", signed by Jason L. Fletcher, P.E., P.P., C.F.M., C.M.E., dated November 18, 2021, last revised September 29, 2025;
- Report entitled, "Sanitary Sewer Report and Technical Specifications for Proposed Mixed-Use Building", signed by Jason L. Fletcher, P.E., P.P., C.F.M., C.M.E. dated December 2, 2024, last revised September 4, 2025;
- Plumbing Plans entitled, "Proposed Mixed Use Building For: Third and Morris, 201, 213 & 215 Third Ave. Long Branch, NJ, Block 228/Lots 1, 42 & 43.01", signed by James J. Monteforte of Monteforte Architectural Studio LLC, dated November 26, 2024;
- Architectural Plans entitles, "Proposed Mixed Use Building For: Third and Morris, 201, 213 & 215 Third Ave. Long Branch, NJ, Block 228/Lots 1, 42 & 43.01", signed by James J. Monteforte of Monteforte Architectural Studio LLC, dated November 26, 2024;
- Flow Monitoring Report, signed by Margaret Fryer of Flow Assessment Services, dated August 11, 2025; and,

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12-16



- Internal television inspection footage and report by National Water Main Cleaning, dated June 6, 2025;

Approval is subject to compliance with the following:

1. Based on the submitted flow monitoring results and internal television inspection footage and report, the existing sanitary sewer has sufficient capacity to convey the proposed flow. The proposed connection to the existing 8" sewer located in Morris Avenue is acceptable subject to compliance with all LBSA requirements.
2. Submission of two (2) signed and sealed originals and one (1) PDF copy of the Plumbing Plans. Plumbing Plans must comply with Section 7A.6 "Elevation of Sanitary Fixtures" of the LBSA Rules and Regulations and shall incorporate the following revisions:
  - The Plumbing Plan sheet P200 and P500 depicts sanitary fixtures located in the basement below the front curb elevation. The sanitary fixtures shall comply with Section 7A.6 – Elevation of Sanitary Fixtures of the LBSA Rules and Regulations. Sanitary fixtures located in the basement must have proper back flow prevention devices installed. The Plumbing Engineer shall provide a signed and sealed certification indicating that sanitary sewer fixtures are to be in compliance with Section 7A.6 – Elevation of Sanitary Fixtures of the LBSA Rules and Regulations.
  - The sanitary lateral depicted on the Plumbing Plan sheet P201 differs from what is shown on the Site Utility Plan. Plumbing Plan sheet P201 shall be revised to indicate two cleanouts and reflect what is proposed on the Site Utility Plan.
3. Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to LBSA for review and approval.
4. The Applicant's compliance with any additional revisions/comments that may be required upon review of submittal and/or resubmittal documents.
5. Submission of a Performance Bond or Letter of Credit in the amount of 100% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Performance Bond be submitted prior to the start of construction.
6. Submission of Engineering Inspection Fees in the amount 10% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Engineering Inspection Fees be submitted prior to the start of construction.
7. Submission of Connection Fees in the amount of \$164,749.15, based upon a total of 30 residential units and 9,865 sf of retail less 5.5 existing credits, as calculated below:

9,865 sf of retail x 0.10 gpd/sf = 986.5 gpd

986.5 gpd at the current rate of \$29.46/gpd = \$29,062.29

30 proposed units – 5.5 existing units at the current rate of \$6,366 per unit = \$155,967

**Total Connection Fee = \$29,062.29 + \$155,967 = \$185,029.29**

Payment of 50% of the Connection Fees is required prior to the issuance of a Building Permit for each building, and the remaining 50% of the Connection Fees prior to the issuance of a Certificate of Occupancy for the building.

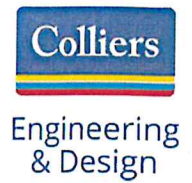
The Applicant is advised that the Connection Fee due is based upon the Connection Fee Rate in effect at the time of payment and is subject to change accordingly.

The Applicant is also advised that the Connection Fee is subject to change pending confirmation of estimated flows and number of units.

8. Per LBSA Rules and Regulations 8.5 Performance Guarantee and Insurance, Subsection (f), the Applicant shall provide sign-off as follows:

The Applicant shall agree to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the applicant in the case of work covered by the application. Further, the Applicant shall also indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.

9. Two (2) weeks prior to the anticipated start of construction, notification shall be provided to LBSA to allow for the scheduling of a pre-construction meeting.
10. Shop drawings for all materials must be submitted to LBSA for approval prior to installation.
11. The operation and maintenance of the sanitary sewer lateral, exclusively serving the Mixed-Use Development, shall be the responsibility of the property owner(s).
12. Even though operation and maintenance of the sanitary sewer lateral, exclusively serving the Mixed-Use Development will be the responsibility of the property owner(s) after the facilities have been constructed, the Applicant is required to install the on-site sanitary sewer facilities in accordance with LBSA Standards.



Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design  
(DBA Maser Consulting)

A handwritten signature in black ink that reads "John J. McKelvey". The signature is written in a cursive style.

John McKelvey, P.E.  
Senior Project Manager

JJM/SMB

cc: Thomas Roguski, P.E., Executive Director, Long Branch Sewerage Authority (via email)  
Jennifer White, P.E., InSite Engineering, (via email)  
Kevin Hayes, InSite Engineering (via email)

LONG BRANCH SEWERAGE AUTHORITY  
150 JOLINE AVENUE  
P.O. BOX 720  
LONG BRANCH, NJ 07740

RECEIVED

DEC 01 2025

L.B. SEWERAGE AUTH

**FORM E-6** (Page 1 of 2)

**APPLICATION FOR CHANGE OF USE OF EXISTING SEWERAGE FACILITIES**  
**(UNIT CHANGES)**

**FILL IN AS EACH ITEM MAY APPLY - USE N/A IF NON-APPLICABLE**

Date 12/1/2025

Application for **CHANGE OF USE OF SEWERAGE FACILITIES IN LONG BRANCH, COUNTY OF MONMOUTH, STATE OF NEW JERSEY**. This application must be filed with the Executive Director of the Authority. Please answer all questions.

Application is hereby made for a change of use of existing sewerage facilities for a ruling on the system layout, characteristics, capacity, and requirements.

1. Applicant's Name Juscelucio F. Da Silva Jr., Esq.

Address 489 Broadway Long Branch NJ 07740

Phone ( ) 732-962-6262

Contact Person Name J. Junior Phone ( ) 732-962-6262

2. Name of Present Property Owner Luciana Silva

Address 110 Atlantic Avenue, LB NJ 07740

Phone ( ) 908-433-5885

3. Interest of applicant if other than owner of property Attorney

4. Key Location or Street Location of Project 110 Atlantic Avenue, LB NJ 07740

Block No. 436 Lot No. 1

Tom. File

12-17



**FORM E-6 (Page 2 of 2)**

**(UNIT CHANGES)**


5. Describe: a) prior use Single Family


b) new use Two-Family

6. Effective Date of Change of Use Currently under construction

7. Owner and applicant have read the LBSA Rules and Regulations and fully understand all necessary requirements. Yes x

**All sewer service charges must be paid up to date in order  
for the unit change to be effective.**

  
\_\_\_\_\_  
(Signature of Owner)

  
\_\_\_\_\_  
(Signature of Applicant)

Luciana Silva  
\_\_\_\_\_  
(Name of Owner, typed/printed)

Juscelucio F. Da Silva Jr.  
\_\_\_\_\_  
(Name of Applicant, typed/printed)

Owner  
\_\_\_\_\_  
(Owner's Position or Title)

Attorney  
\_\_\_\_\_  
(Applicant's Position or Title)

8. Inspectors Report \_\_\_\_\_

RECEIVED

DEC 1 2025

**NOTICE OF PUBLIC HEARING**  
**CITY OF LONG BRANCH ZONING BOARD OF ADJUSTMENT**  
**COUNTY OF MONMOUTH, NEW JERSEY**

**PLEASE TAKE NOTICE** that the Zoning Board of Adjustment (the "Board") of the City of Long Branch (the "City") will, on Monday, December 8, 2025, at 7:00 p.m., at Long Branch City Hall, City Council Chambers, 2<sup>nd</sup> Floor, City of Long Branch, 344 Broadway, Long Branch, NJ 07740, or at such other time and place as the Board may adjourn thereafter, hold a public hearing (the "Hearing") to consider the application for amended preliminary and final major site plan approval, with ancillary "bulk" or "c" variance relief, "d(5)" variance relief, and such other approval, relief, authorization, or permission as the Board or its consultants may deem necessary (the "Application") made by **Jemal's Church Street School, LLC** (the "Applicant") to permit certain as-built conditions, together with certain ancillary improvements, as more particularly set forth below (the "Project"), at that certain real property commonly known as 465 Church Street, Long Branch, NJ and formally identified as Lot 11 in Block 469 on the City of Long Branch tax map (the "Property"). The Property consists of approximately 1.45 acres (63,162 s.f.) and is located in the City's R-3 (Single-Family Residential) Zoning District. The Property's existing multi-family residential use is not an expressly permitted use in the R-3 Zoning District, however, the Applicant previously received "use" or "d(1)," "density" or "d(5)," "height" or "d(6)," and "bulk" or "c" variance relief along with preliminary and final major site plan approval to permit the adaptive reuse of the former school building (f/k/a "Primary School #3") to the current use by way of Board Resolution dated April 23, 2018 (the "4/23/18 Board Resolution"). The Applicant received subsequent approvals modifying a condition of the 4/23/18 Board Resolution, by Resolution dated September 24, 2018 (the "9/24/18 Board Resolution"), and granting amended preliminary and final major site plan approval, with "d(2)" variance relief, by Resolution dated July 12, 2023 (the "7/12/23 Board Resolution", and together with the "4/23/18 Board Resolution" and "9/24/18 Board Resolution", the "Approvals").

The Approvals, among other items, permitted the adaptive reuse of the former school building on the Property into a multi-family residential development, consisting of twelve (12) units, together with associated site improvements, customary and ancillary to the current use. The Applicant seeks an amendment to the previously approved plans for the Property to permit certain as-built conditions, which include, but are not limited to, three (3) additional units on the ground floor level of the Property, and certain minor building modifications resulting therefrom. Other than the additional existing units and minor modifications resulting therefrom, the site plan features remain unchanged, as previously approved, and no additional improvements are proposed with this Application.

To permit the proposed amendments, the Applicant seeks ancillary "d(5)" density variance relief, pursuant to N.J.S.A. 40:55D-70(d)(5), to permit fifteen (15) total units, whereas twelve (12) units are permitted and were previously approved. In addition, the Applicant seeks ancillary "bulk" or "c" variance relief, pursuant to N.J.S.A. 40:55D-70(c), to permit a lot coverage of 49.5%, whereas 35% is permitted, and 47.7% was previously approved. The Applicant also seeks any additional variances, design exceptions, waivers, approvals, authorizations, permissions or such other relief as the Board or its consultants may deem necessary, without additional public notice, in accordance with the applicable zoning ordinances,

City ordinances, and the New Jersey Municipal Land Use Law, N.J.S.A. § 40:55D-1, et. seq. (“MLUL”).

A copy of the Application (and supporting documentation) is on file with the City of Long Branch Zoning Board of Adjustment in the office of the Board Secretary. The Application and supporting documents are available for public inspection Monday through Friday (except regularly and locally observed holidays) during regular business hours, 8:30 a.m. to 4:30 p.m. at Long Branch City Hall, Office of Planning Board Secretary, City of Long Branch, 344 Broadway, Long Branch, NJ 07740. The Board Secretary is reachable at 732-222-7000 ext. 5430 or [ebrahaman@longbranch.org](mailto:ebrahaman@longbranch.org).

This Notice is given in accordance with the MLUL. Any interested person may appear in person or through his attorney at the Hearing to be heard on the Application.

By: **Jemal’s Church Street School, LLC**  
Steven P. Gouin, Esq.  
Giordano, Halleran & Ciesla, P.C.  
125 Half Mile Road, Suite 300  
Red Bank, NJ 07701  
Attorney for the Applicant

Dated: November 21, 2025

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DEC 1 2025

L.B. SEWERAGE AUTHORITY

Rachel & Taylor Gulbins  
RE: Notice of Public Hearing — Zoning Board of Adjustment Application  
Property: 11 Walnut Place, West Long Branch, NJ 07764  
Block 80, Lot 9

PLEASE TAKE NOTICE that on the 16<sup>th</sup> day of December 2025 at 7:00 PM, a public hearing will be held before the Zoning Board of Adjustment of the Borough of West Long Branch, located at the Municipal Building, 965 Broadway, West Long Branch, New Jersey. The purpose of this hearing is to consider the application submitted by Rachel & Taylor Gulbins, owner(s) of the property located at 11 Walnut Place also known as Block [ 80 ], Lot [ 9 ] on the tax map of the Borough of West Long Branch.

The applicants are seeking the following variances and approvals:

1. A variance to install a 10' x 16' in-ground swimming pool.  
Pursuant to Zoning Ordinance 18-5.3 Swimming Pool Location and Setbacks, Items D & E state:  
(d) No private swimming pool shall be constructed, erected, installed, or maintained in the *front yard* of any property as defined in this chapter.  
(e) Corner lots shall be deemed to have *two front yards* for purposes of swimming pool location determination.

Although the pool is proposed to be installed in what is customarily considered the rear yard, the lot's corner-lot status causes this area to be classified as a front yard, thereby triggering the need for a variance.

2. A variance related to required fencing for pool compliance.  
Zoning Ordinance 10-1.10 Fence Height Requirements, Item A, specifies:  
All outdoor swimming pools must be enclosed by a substantial fence not less than 48 inches (4 feet) in height, constructed to prevent access beneath or through the fence, with a gate of the same height that can be locked when the pool is unguarded.
3. A variance for fence height within a front yard setback.  
Zoning Ordinance 18-7.2 Fence Regulations, Item C, states:  
Fences located within the required front yard setback may not exceed three (3) feet in height.

The applicants are proposing the installation of a 4- to 5-foot fence to meet mandatory pool safety requirements and to provide necessary safety for their child and dogs. While the Borough's fence regulations limit front-yard fences to 3 feet, pool code requires a minimum fence height of 4 feet. As the property is a corner lot—and thus has two front yards—the proposed fence height and location require variance relief. The initial zoning permit application was denied for this reason, necessitating a Zoning Board hearing.

Copies of the application, survey, site plan, and supporting documentation are on file in the Office of the Borough Clerk, 965 Broadway, West Long Branch, NJ 07764, and are available for public inspection during regular business hours (8:30 AM – 4:30 PM). This notice is being sent to you because you are an owner of property located within 200 feet of the subject property and may be affected by this application. At the public hearing, any interested party may appear in person, by agent, or by attorney to present comments, objections, or support regarding this application.

Thank you for your attention.

Sincerely,  
Rachel & Taylor Gulbins

NOT LBSA

18-19



101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772

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DEC 3 2025

L.B. SEWERAGE AUTHORITY



Engineering  
& Design

December 3, 2025

**VIA EMAIL**

Thomas Roguski, P.E., Executive Director  
Long Branch Sewerage Authority  
150 Joline Avenue  
Long Branch, New Jersey 07740

Second Avenue Multi-Use Development  
Closeout Recommendation  
Block 89, Lot 13 and Block 91, Lot 5  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0336

Dear Mr. Roguski,

Based on our inspection and review of the above-referenced project, sanitary sewer site work has been satisfactorily completed. Prior to final acceptance of the sanitary sewer facilities and release of the Performance Bond for the aforementioned project, the following items remain to be addressed:

- Satisfactory completion of all punchlist items;
- All outstanding and project close-out engineering and Authority fees being paid;
- Outstanding connection fees in the amount of \$53,474.40 being paid;
- Submission of a two (2) year Maintenance Bond in the amount of \$1,862.94, in accordance with Section 8.7 Maintenance Bond of the LBSA Rules and Regulations;
- Submission of sanitary as-builts.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

A handwritten signature in black ink, appearing to read "John J. McKelvey".

John J. McKelvey, P.E.  
Senior Project Manager

JJM/DJI

Tom. File

12-20

Re: Notice of Hearing – Zoning Board of Adjustment for the Borough of West Long Branch  
400 Cedar Avenue, West Long Branch - Block 39, Lots 1, 2, 3, 4, 5, 7, 8, 9, 11, 12.01 and  
12.02

To Whom it May Concern:

You are hereby notified that on Tuesday, December 16, 2025, at 7:00 p.m. the Zoning Board of Adjustment for the Borough of West Long Branch (the “**Zoning Board**”) will hold a public hearing during a meeting located at the Borough Hall Council Chamber, 965 Broadway, West Long Branch, NJ 07764, to review and take formal action on the application of Monmouth University (the “**Applicant**”) seeking amended preliminary and final major site plan approval with respect to the real property located at 400 Cedar Avenue, West Long Branch and designated as Block 39, Lots 1, 2, 3, 4, 5, 7, 8, 9, 11, 12.01 and 12.02 (the “**Property**”) on the Tax Maps of the Borough of West Long Branch.

On September 2, 2021, the Zoning Board approved Resolution ZB 2019-22 (the “**Original Resolution**”) to memorialize the approval of the Applicant’s application for preliminary and final major site plan approval, and minor subdivision and lot consolidation approval together with variance relief and design exceptions for the Property (the “**Original Approval**”). The Applicant is requesting amendments to the Original Approval, as follows: (i) to modify the location of the approved 24’ wide two-way campus ingress/egress driveway on Larchwood Avenue to the south and away from the intersection of Cedar Avenue and Larchwood Avenue; (ii) to eliminate the approved 2-story University police headquarters building and the associated 57 parking spaces, pathways, emergency generator, storage shed, and fencing; (iii) to authorize the use of the temporary police headquarters (formerly the Alumni Center Building) located on Lot 12.01 to be used as the permanent headquarters for the University police department; (iv) to eliminate the approved use change and appurtenant improvements regarding the one-story residential structure located on Lot 12.02; (v) to authorize de minimis modifications to the approved buildings on Lot 12.02 for use as storage, facilities management and indoor athletic training space; (vi) to eliminate the approved expansion and renovation of an existing one-story building on Lot 12.02 to be used as an indoor golf practice center; (vii) to eliminate the approved monument style university identification sign and associated improvements; (viii) to reduce the net total of parking spaces to be constructed on the Property to 77 parking spaces and certain ancillary improvements associated with the parking areas; and (ix) to eliminate the approved relocation of a comfort station and to authorize the installation of a second comfort station near the easterly corner of the field hockey and softball venues.

The Applicant also seeks certain waivers and any additional exceptions, waivers, design waivers, variances, interpretations, de minimis exceptions, modifications of conditions of prior approvals, continuation of any preexisting nonconforming conditions, and other approvals reflected on the filed plans (as same may be amended or revised from time to time without further notice) as may be determined to be necessary during the review and processing of the Application by the Zoning Board and its professional staff.

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DEC 4 2025

Certified

L.B. SEWERAGE AUTHORITY

TOM, FILE

12-21

You may attend on the above date and location in person or by attorney and be heard with reference to the Application. Copies of the Application materials, including any maps, plans and documents relating to the Application will be available at least ten (10) days prior to the hearing at the offices of the Office of the West Long Branch Borough Clerk, 965 Broadway, West Long Branch, New Jersey and available for inspection by the public Monday through Friday during regular business hours (8:30 a.m. to 4:30 p.m.).

Please be advised that the Zoning Board may, at its discretion, adjourn, postpone, or continue said hearings from time to time and you are hereby notified that you should make diligent inquiry of the Zoning Board's office concerning adjournments, postponements, or continuations.

This notice is sent to you by the applicant, by order of the Zoning Board.

Respectfully,

Monmouth University



Long Branch Sewerage Authority  
Attn: Thomas Roguski, Executive Director  
150 Joline Avenue  
PO Box 720  
Long Branch, NJ 07740



December 4, 2025

Via: email [troguski@lbsa.net](mailto:troguski@lbsa.net)

Subject: **Utility Availability Request: Sewer  
Proposed Commercial Building  
163 Washington Street  
Block 341, Lot 2  
City of Long Branch, Monmouth County, New Jersey**

Mr. Roguski,

InSite Engineering, LLC is currently preparing a site plan for the above-referenced project located in Long Branch. The Owner/Applicant is proposing to construct a two story commercial building with 2 units. The estimated flow is 281 GPD. Verification is required that your utility will serve the proposed development with sewer service to submit for planning board approval and project financing.

Enclosed please find our Tax Map Exhibit with the site clearly labeled for reference. **We kindly ask that you provide us with a letter stating that your company can provide sewer service for the proposed project.** We would also like to request any information you can provide on the location of the existing sewer infrastructure in the vicinity of the project and where our proposed sewer services could connect. We are available to meet on-site or at your office to review the sewer infrastructure and our project if that would help you respond to this request.

Thank you for your assistance in this matter. If you have any questions or require further information, please feel free to contact me anytime at (732) 531-7100 or email me at [kevin.hayes@insiteeng.net](mailto:kevin.hayes@insiteeng.net).

Sincerely,  
**InSite Engineering, LLC**

A handwritten signature in blue ink, appearing to read 'Kevin J. Hayes, Sr.'.

Kevin J. Hayes, Sr.

Attachments:  
Tax Map  
24-1572-03

*TOM File*

*12-22*

**InSite Engineering, LLC**

**InSiteEng.net | 732-531-7100 | [InSite@InSiteEng.net](mailto:InSite@InSiteEng.net)**

☒ **HEADQUARTERS:**  
1955 Route 34, Suite 1A  
Wall, NJ 07719

☐ **REGIONAL OFFICE (NORTH NJ):**  
165 Chestnut Street, Suite 200  
Allendale, NJ 07401

☐ **REGIONAL OFFICE (SOUTH NJ):**  
20 N Main Street, Suite 2B  
Manahawkin, NJ 08050

Donald S. Riley  
Chairman

Michael Booth  
Vice-Chairman

David G. Brown  
Secretary

Bryan I. Larco  
Treasurer

Susie Morris  
Asst. Sec. Treas.

## Long Branch Sewerage Authority

150 Joline Avenue  
P.O. Box 720  
Long Branch, NJ 07740-  
0702

-----  
(732) 222-0500  
Fax (732) 222-7947

Thomas Roguski, PE, CME  
Executive Director

Fallon & Co., LLP  
Accountants

Colliers Engineering & Design  
Consulting Engineers

Manna & Bonello, P.A.  
Counsel

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DEC 5 2025

L.B. SEWERAGE AUTHORITY

December 5, 2025

Kevin J. Hayes, Sr.  
InSite Engineering, LLC  
1955 Route 34, Suite 1A  
Wall, NJ 07719

VIA EMAIL

Re: Request for Service Availability: Sanitary Sewer  
Proposed Commercial Building  
163 Washington Street  
Block 341, Lot 2  
Long Branch Sewerage Authority  
Monmouth County, New Jersey

Dear Mr. Hayes:

Please be advised that we have received your letter, dated December 4, 2025, a copy of which is enclosed, requesting a Letter of Service Availability: Sanitary Sewer for the above referenced project. Based upon our review of the information presented in your letter, the Long Branch Sewerage Authority (LBSA) currently has capacity at their treatment plant to serve the proposed commercial building, located on Block 341, Lot 2, in the City of Long Branch, for a proposed estimated sanitary sewer flow of 281 GPD.

However, in order to reserve capacity for the project, a sanitary sewer application must be approved by the LBSA, and payment of Connection Fees and all other applicable fees must be made and other conditions met. Please provide a complete Sanitary Sewer Connection Application, including, but not limited to, the following documents:

- Form A, Application for Conceptual Review (including Application Fee/Escrow)
- Plan and Profile
- Engineer's Report
- Engineer's Sanitary Sewer Cost Estimate
- Sanitary Sewer Specifications
- Architectural Plan
- USGS Quad Map
- City of Long Branch Project Approval(s)
- All other required permits as applicable

TOM, File

12-23

InSite Engineering, LLC  
Request for Service Availability: Sanitary Sewer  
Proposed Commercial Building  
163 Washington Street  
Block 341, Lot 2  
Long Branch Sewerage Authority  
Monmouth County, New Jersey  
December 5, 2025  
Page 2 of 2

Please note that the proposed sanitary sewer layout, required new sanitary sewer main(s), required new point(s) of connection to existing sanitary sewer main(s), required sanitary sewer main(s) improvements, and other considerations shall be subject to review during the application process. The Applicant shall comply with all requirements of the Long Branch Sewerage Authority.

Additionally, an evaluation of the existing sanitary sewer systems' capacity and suitable condition to convey the proposed flow may be required at the Applicant's cost. Further, the existing sanitary sewer system conveying the proposed flow may be required to be inspected by the Applicant via internal television inspection and other means, at the Applicant's cost, to confirm acceptable condition of same to convey the proposed flow. Any improvements necessary to address capacity issues and/or unsatisfactory conditions shall be performed by the Applicant, at the Applicant's cost, prior to connection of the proposed facilities.

The LBSA is available to meet onsite regarding the location of the existing sanitary sewer infrastructure in the vicinity of the project. Please contact me directly to schedule same.

If an evaluation of the above and response to further questions, include the questions outlined in your letter, is requested prior to an application being made, it is required that same be requested in writing along with an escrow being established for the services.

Should you have any questions, or require additional information, please do not hesitate to contact me.

Very truly yours,

LONG BRANCH SEWERAGE AUTHORITY



Thomas Roguski, PE, CME  
Executive Director

TR

Enclosure

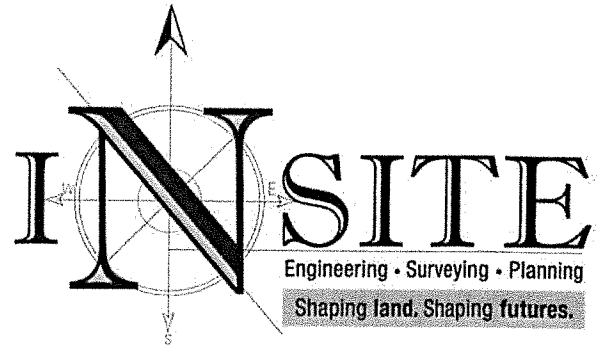
Cc: John McKelvey, PE, Authority Engineer (Via Email)

Long Branch Sewerage Authority  
Attn: Thomas Roguski, Executive Director  
150 Joline Avenue  
PO Box 720  
Long Branch, NJ 07740

December 4, 2025

Via: email [troguski@lbsa.net](mailto:troguski@lbsa.net)

Subject: **Utility Availability Request: Sewer  
Proposed Commercial Building  
163 Washington Street  
Block 341, Lot 2  
City of Long Branch, Monmouth County, New Jersey**



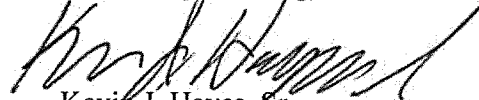
Mr. Roguski,

InSite Engineering, LLC is currently preparing a site plan for the above-referenced project located in Long Branch. The Owner/Applicant is proposing to construct a two story commercial building with 2 units. The estimated flow is 281 GPD. Verification is required that your utility will serve the proposed development with sewer service to submit for planning board approval and project financing.

Enclosed please find our Tax Map Exhibit with the site clearly labeled for reference. **We kindly ask that you provide us with a letter stating that your company can provide sewer service for the proposed project.** We would also like to request any information you can provide on the location of the existing sewer infrastructure in the vicinity of the project and where our proposed sewer services could connect. We are available to meet on-site or at your office to review the sewer infrastructure and our project if that would help you respond to this request.

Thank you for your assistance in this matter. If you have any questions or require further information, please feel free to contact me anytime at (732) 531-7100 or email me at [kevin.hayes@insiteeng.net](mailto:kevin.hayes@insiteeng.net).

Sincerely,  
**InSite Engineering, LLC**



Kevin J. Hayes, Sr.

Attachments:  
Tax Map  
24-1572-03

**InSite Engineering, LLC**

**InSiteEng.net | 732-531-7100 | [InSite@InSiteEng.net](mailto:InSite@InSiteEng.net)**

☒ **HEADQUARTERS:**  
1955 Route 34, Suite 1A  
Wall, NJ 07719

☐ **REGIONAL OFFICE (NORTH NJ):**  
165 Chestnut Street, Suite 200  
Allendale, NJ 07401

☐ **REGIONAL OFFICE (SOUTH NJ):**  
20 N Main Street, Suite 2B  
Manahawkin, NJ 08050



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DEC 08 2025



OFFICE OF THE CITY CLERK  
344 BROADWAY  
LONG BRANCH, NJ 07740



732-571-5686

732-222-8835 (fax)

[Cityclerk@longbranch.org](mailto:Cityclerk@longbranch.org)

Amanda Caldwell  
Acting City Clerk  
[acaldwell@longbranch.org](mailto:acaldwell@longbranch.org)

Elizabeth Bailey  
Confidential Secretary  
[Ebailey@longbranch.org](mailto:Ebailey@longbranch.org)

**Via mail and Certified Mail**

November 26, 2025

Long Branch Sewerage Authority  
P.O. Box 720  
Long Branch, NJ 07740

**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**

To Whom it may Concern,

Enclosed please find a certified copy of Ordinance O-20-25 that was introduced and approved on first reading by the City Council of the City of Long Branch at a meeting held on November 25, 2025. Final Reading and Public Hearing is scheduled for December 23, 2025 at 7:30 PM at the Municipal Building located at 344 Broadway, Long Branch, NJ 07740.

Sincerely,

Amanda Caldwell  
Acting City Clerk

Encl.

TDm.

12-24

**CITY OF LONG BRANCH  
COUNTY OF MONMOUTH**

**ORDINANCE NO. 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**

**SUMMARY**

This ordinance amends Sections, 345-39 and the Table of Bulk Uses in the Transit Village District, Medical Village Subdistrict to remove all residential uses. The Ordinance also repeals the M Medical Hospital Zone District given that as of the creation of the Transit Village District no property in the City was included in an M Medical Hospital Zone District.

**BE IT ORDAINED**, by the City Council of the City of Long Branch, Monmouth County, New Jersey that Chapter 345 of the Code of the City of Long Branch is hereby amended, in pertinent part, as follows:

**SECTION I.**

Sub Section 345- 39 (E)(1), "Conditional Uses in the Medical Village Subdistrict", is hereby repealed.

**SECTION II.**

Sub Section 345-39D(2)(f), "Permitted Uses in the Medical Village Subdistrict", is hereby repealed.

**SECTION III.**

Section 345- 121, "M Medical Hospital Zone District", is hereby repealed

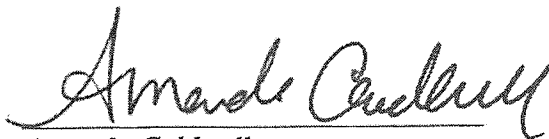
**SECTION IV.**

Chapter 345 Attachment 3, Table 1 Transit Village District TVD Lot and Bulk Regulations is hereby amended to read as follows: See Attached

**BE IT FURTHER ORDAINED**, that this ordinance shall take effect following adoption and approval in a time and manner prescribed by law.

**CERTIFICATION**

*I hereby certify that this is a true copy of an Ordinance introduced by the City Council of the City of Long Branch at their Regular meeting held on November 25, 2025.*



**Amanda Caldwell**  
**Acting Municipal Clerk**

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772

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DEC 10 2025

L.B. SEWERAGE AUTHORITY



December 10, 2025

**VIA EMAIL**

Thomas Roguski, P.E., CME, Executive Director  
Long Branch Sewerage Authority  
150 Joline Avenue  
P.O. Box 720  
Long Branch, New Jersey 07740

Engineer's Status Report  
December 2025 Meeting  
Colliers Engineering & Design Project No. LBS-001

Dear Mr. Roguski,

The following is a report on the status of projects for which Colliers Engineering & Design, Inc. (CED) is responsible:

**1. Capital Projects**

**a. WWTP Expansion Study (LBS-0329)**

Report reviewed at the January 2025 board meeting. Meeting to be scheduled by LBSA with the Engineering Committee to discuss further.

**b. Hoey Pump Station Improvements (LBS-0330)**

Submittal review and coordination with the contractor is ongoing. Contractor anticipates the majority of the upgrade work to start in early spring 2026. The NJDEP conducted their first interim inspection on October 24, 2025. No issues or concerns were raised by the DEP during their inspection. CED is currently reviewing a proposed change to the size of the elevated platform due to final sizes of electrical equipment. Work for the platform is likely to start late winter 2026 pending further review and approval of any changes.

**2. Active Escrow Projects**

**a. 180 Morris Avenue (in construction) (LBS-289)**

All construction work is complete and final testing and inspections have been performed. Project closeout contingent on completion of completion of punchlist items and submission of outstanding administrative items.

DR

12-25



**b. Takanassee (in construction) (LBS-290)**

The sanitary main and laterals have been installed. Final testing is complete. Updated punch list was sent to Applicant on October 23, 2024. Developer working on building construction.

**c. Proposed 7-Eleven (LBS-292)**

Approval letter was sent to the Applicant on January 7, 2021.

**d. Beachfront LLC (in construction) (LBS-294)**

One lateral has been installed and awaits final inspection. Three remaining laterals to be installed at a future date.

**e. Broadway Place (Phase I/II) (in construction) (LBS-295)**

The majority of sanitary sewer installation construction work within Broadway is complete and pending final inspection, testing and preparation of a punchlist. The revised plans submitted by the applicant has been reviewed and approved, construction of the sanitary sewer lateral is ongoing.

**f. NJDOT Bridge over Troutman's Creek (LBS-315)**

A meeting with NJDOT took place on Friday, June 10, 2022. Follow up meetings with the NJDOT consulting engineer have been held on April 30, 2025 and on June 4, 2025 to discuss recently submitted updated NJDOT utility plans and specifications. Revised documents have been submitted, reviewed and deemed acceptable. The final documents were forwarded to the Authority for endorsement and subsequently forwarded to NJDOT. The Authority will be notified in advance of any of the proposed construction activities that will impact sewer facilities. Additional escrow has been requested from the NJDOT to cover engineering services during construction.

**g. Ocean Gate (in construction) (LBS-0316)**

All construction work is complete and final testing and inspections have been performed. All construction related punchlist items have been satisfactorily addressed. Project closeout contingent on submission of outstanding administrative items.

**h. 175 Chelsea Avenue (LBS-0317)**

A review letter was sent on June 8, 2021 to the Applicant. A revised submission was made, and a letter was sent to the Applicant on September 9, 2021, outlining remaining items to be submitted.

**i. 290 Ocean Avenue (LBS-0321)**

A review letter was sent on January 10, 2022 to the Applicant.

**j. 279 Third Avenue (LBS-0326)**

A review letter was sent to the Applicant on October 3, 2022.

**k. The Atlantic Club (in construction) (LBS-0334)**

Preconstruction meeting was held. Construction start date pending submission, review and approval of administrative items.

**l. Santos Subdivision (LBS-0004)**

The applicant has submitted revised plans proposing individual grinder pumps for approval, the NJDEP has confirmed that a TWA will be required for the application. The applicant has satisfactorily addressed all comments and the Authority has endorsed the TWA application.

**m. 156-164 Franklin Avenue (in construction) (LBS-0005)**

Construction of sewer facilities and final testing are complete. Final inspection to be scheduled and punchlist to be issued upon completion of inspection. Developer constructing buildings in phases.

**n. Second Avenue Multi-Use Development (in construction) (LBS-0336)**

All construction work is complete and final testing and inspections have been performed. Project closeout contingent on completion of completion of punchlist items and submission of outstanding administrative items.

**o. 169 Chelsea Avenue (in construction) (LBS-0338)**

Revised plans to eliminate proposed deep connections to existing sewer have been reviewed and approved. The contractor has installed three (3) sanitary sewer laterals of 3 to be constructed and connected to an existing manhole per the approved plans.

**p. 333-345 Second Avenue Proposed Townhouse Development (in construction) (LBS-0339)**

Sanitary sewer construction is complete and final testing remains to be completed. Final inspection to be scheduled and punchlist to be issued upon completion of inspection.

**q. Ocean Acre (in construction) (LBS-0340)**

Preconstruction meeting was held September 12, 2025. Construction start date pending submission, review and approval of administrative items.

**r. Branchport Crossing (LBS-0342)**

Conditional approval letter was provided to the Applicant on February 21, 2025. TWA approval has been received.

**s. Monmouth University BSACAM (in construction) (LBS-0344)**

Sanitary sewer construction is complete and final testing remains to be completed. Final inspection to be scheduled and punchlist to be issued upon completion of inspection.

**t. Sephardic Torah Temple (LBS-0345)**

The application received conditional approval at the October 2024 meeting. Notice has been sent to the Applicant. Resubmission documents have been reviewed and comments provided. Coordinating with the applicant's engineer for completion of a capacity analysis. Cleaning and CCTV of downstream sanitary sewer has been conducted for the purpose of completing the capacity analysis.

**u. RCHP Affordable Housing Corporations (LBS-0346)**

The application received conditional approval at the October 2024 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**v. 201, 213 & 215 Third Ave. (LBS-0347)**

Review comments were provided January 22, 2025. Revised documents have been reviewed and comments have been provided to the applicant.

**w. Seventh Avenue Apartments (LBS-0349)**

Review comments were provided April 30, 2025. Revised documents have been received and are currently under review.

**x. 112 Brighton Avenue (in construction) (LBS-0350)**

Sanitary sewer construction is complete and final testing remains to be completed. Final inspection to be scheduled and punchlist to be issued upon completion of inspection.



**y. 85 Chelsea Avenue (LBS-0351)**

The application received conditional approval at the July 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**z. 305 Broadway Mixed-Use Development (LBS-0353)**

The application received conditional approval at the August 2025 meeting. Notice has been sent to the Applicant. A capacity study has been completed and the applicant has satisfactorily addressed all comments and the Authority has endorsed the TWA application.

**Wave Condominium (LBS-0354)**

The application received conditional approval at the August 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**aa. 400 Morris Avenue (LBS-0355)**

The application received conditional approval at the August 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**bb. 648 Second Avenue (LBS-0356)**

The application received conditional approval at the September 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**cc. 83 North Broadway Proposed Mixed-Use Development (LBS-0357)**

The application received conditional approval at the October 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.

**dd. 119-127 Brighton Avenue (LBS-0358)**

The application received conditional approval at the November 2025 meeting. Notice has been sent to the Applicant. Awaiting submission of revised documents for review and approval.



Should you have any questions or require any additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

A handwritten signature in blue ink that reads "John J. McKelvey".

John J. McKelvey, P.E.  
Senior Project Manager

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# STONEFIELD

December 11, 2025

John McKelvey, PE  
Senior Project Manager  
Colliers Engineering & Design  
101 Crawford's Corner Road, Suite 3400  
Holmdel, New Jersey 07733

RECEIVED

DEC 12 2025

L.B. SEWERAGE AUTH

**RE: LBSA Response Letter  
Proposed Mixed-Use Development  
Block 305, Lot 9  
83 North Broadway  
City of Long Branch, Monmouth County, New Jersey**

Mr. McKelvey:

Our office is submitting documents on behalf of the Applicant to address the outstanding conditions contained within the latest Colliers Engineering & Design review letter. Please find the following items enclosed:

ITEM DESCRIPTION	DATED	COPIES	PREPARED BY
Preliminary & Final Major Site Plan	12-09-2025	2	Stonefield Engineering & Design
Plumbing Plans	06-18-2025	2	Bodnar Architectural Studio
Architectural Plans	05-29-2025	2	Bodnar Architectural Studio
Engineer's Report	12-10-2025	2	Stonefield Engineering & Design
Construction Cost Estimate	12-10-2025	2	Stonefield Engineering & Design
LBSA Form A	12-10-2025	1	Gio Associates, LLC

1. *Submission of LBSA Form A, Application for Conceptual Review of Sewerage Facilities.*

**LBSA Form A, Application for Conceptual Review of Sewerage Facilities has been included within the resubmission package.**

2. *The Applicant is advised of the 36" sanitary sewer interceptor line which runs along the eastern side of the project property. The Applicant shall take extra care to avoid any disruption to this main and the main shall be protected throughout the course of the proposed work. In addition, the 36" sanitary sewer interceptor line shall be surveyed and shown directly on the plans. Mapping of the interceptor line is attached for reference.*

**The Applicant is in the process of coordinating a revised survey showing the 36" sanitary sewer interceptor line and will provide the survey under separate cover.**

TOM, FILE

12-26  
STONEFIELDENG.COM

15 SPRING STREET, PRINCETON, NJ 08542 609.362.6900 T. 201.340.4472 F.



3. *An evaluation of the existing parallel 24" sanitary sewers and 36" sanitary interceptor line is required at the Applicant's cost. The existing northern 24" sanitary sewer shall be evaluated from the dead-end manhole within N Broadway to the manhole fronting the proposed development. The existing southern 24" sanitary sewer shall be evaluated from the manhole within the intersection of S Broadway and N Broadway to the manhole fronting the proposed development. The existing interceptor line shall be evaluated from the manhole directly East of N Broadway within 1st Ave along the project property and a minimum 150 ft north of the property limits. The 24" sanitary sewers and 36" interceptor line are required to be inspected by the Applicant, at the Applicant's cost, via internal television inspection prior to and following construction work to confirm no damage has been caused to the system. Any damage caused to the sanitary system, to be determined at the sole discretion of the Long Branch Sewerage Authority, shall be repaired by the Applicant, at the Applicant's cost to the satisfaction of the Authority. Mapping of the sewers and interceptor line and limits of inspection is attached for your reference.*

**The Applicant is in the process of coordinating internal television inspection and will provide results under separate cover.**

4. *Submission of two (2) signed and sealed originals and one (1) PDF of complete final drawings incorporating the following revisions:*
- a. *Utility Plan shall be provided, with the following:*
    - i. *The alignment of the proposed sanitary lateral shall be revised. The sanitary lateral shall connect directly to the southern manhole. Connection to be made using an internal drop manhole connection if required. Refer to the attached map.*

**The proposed sanitary lateral connection has been revised to connect directly to the southern manhole along North Broadway. Refer to the revised Utility Plan (Sheet C-7) included within the resubmission package.**

- ii. *PVC sewer lateral type (SDR-35, push-on, gasketed joint) shall be noted directly on the plans.*

**The proposed PVC sanitary lateral callout has been revised to note SDR-35, push on, gasketed joint. Refer to the revised Utility Plan (Sheet C-7) included within the resubmission package.**

- iii. *Cleanout cap and invert elevations for the proposed cleanouts shall be indicated directly on the plans.*

**The proposed sanitary cleanout has been revised to note the grade & invert elevations. Refer to the revised Utility Plan (Sheet C-7) included within the resubmission package.**

- iv. *The following Utility Notes shall be provided:*

- I. *The contractor shall perform test pits to verify existing utility depths, sizes and locations prior to connecting the proposed sanitary sewer lateral to the existing sanitary sewer. The Contractor shall notify the Engineer in writing of any conflicts so that design modifications can be made;*

**The above-referenced note has been added to the Utility Plan (Sheet C-7) included within the resubmission package.**

2. *Sanitary Sewer lateral minimum cover shall be three (3') feet. If a minimum cover of three (3') cannot be provided, ductile iron pipe (Class 52) shall be provided. Cover of less than two and one-half (2.5') feet shall not be permitted;*

**The above-referenced note has been added to the Utility Plan (Sheet C-7) included within the resubmission package.**

3. *Any Damage caused to the Long Branch Sewerage Authority sanitary sewer system as a result of construction activities, as solely determined by the Long Branch Sewerage Authority, shall be repaired by the Contractor/Applicant, at the Contractor's/Applicant's cost, to the satisfaction of the Authority;*

**The above-referenced note has been added to the Utility Plan (Sheet C-7) included within the resubmission package.**

4. *All work shall be performed in accordance with Long Branch Sewerage Authority Rules and Regulations and Standard Details;*

**The above-referenced note has been added to the Utility Plan (Sheet C-7) included within the resubmission package.**

5. *Prior to acceptance, the sanitary sewer facilities shall be tested in accordance with Long Branch Sewerage Authority Rules and Regulations and witnessed and approved by the Authority; and,*

**The above-referenced note has been added to the Utility Plan (Sheet C-7) included within the resubmission package.**

6. *Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to Long Branch Sewerage Authority for review and approval.*

**The above-referenced note has been added to the Utility Plan (Sheet C-7) included within the resubmission package.**

b. *Construction Details shall be provided, with the following:*

- i. *All details shall be standard Long Branch Sewerage Authority details. The following LBSA standard Details shall be included:*

1. *Sewer Connection to Existing Manhole Detail*

**The LBSA Sewer Connection to Existing Manhole Detail has been added to the Construction Details (Sheet C-14) included within the resubmission package.**

2. *Trench and Pavement Repair Detail*

**The LBSA Trench and Pavement Repair Detail has been added to the Construction Details (Sheet C-14) included within the resubmission package.**

3. *Standard Cleanout Detail*

**The LBSA Standard Cleanout Detail has been added to the Construction Details (Sheet C-14) included within the resubmission package.**

4. *Cleanout Protection Box Detail*

**The Cleanout Protection Detail has been added to the Construction Details (Sheet C-14) included within the resubmission package.**

5. *Standard PVC Pipe Bedding Detail*

**The LBSA Standard PVC Pipe Bedding Detail has been added to the Construction Details (Sheet C-14) included within the resubmission package.**

5. *Submission of two (2) signed and sealed originals and one (1) PDF of the Engineer's Report and Cost Estimate incorporating the following revisions:*

- a. *The sanitary sewer capacity analysis shall be revised to clearly indicate the capacity of the proposed 6" sanitary lateral as well as the existing 24" sanitary sewer. The analysis shall include the pipe capacity when flowing half full, as well as pipe velocity when flowing half full.*

**The sanitary sewer capacity analysis included within the Engineer's Report has been revised to indicate the capacity of the proposed 6" sanitary lateral and existing 24" sanitary sewer.**

- b. *The construction cost estimate shall be revised as necessary per the requested changes.*

**The Construction Cost Estimate included within the resubmission package has been updated per all revisions requested by the LBSA.**

- c. *The Construction Cost Estimate shall include inspection fees of 10% or minimum \$1,000, as-built fee of 2%, and contingency of 10%.*

**The Construction Cost Estimate included within the resubmission package has been updated to include inspection fees of 10% or minimum \$1,000, as-built fee of 2%, and contingency of 10%.**

- d. *Standard LBSA Specification sections 7, 8, 9, 10, and 11 shall be included.*

**The Engineer's Report included within the resubmission package has been revised to include Standard LBSA Specification sections 7, 8, 9, 10, and 11.**

6. *Submission of two (2) signed and sealed originals and one (1) PDF copy of the Plumbing Plans incorporating the following revisions. Plumbing Plans must comply with Section 7A.6 "Elevation of Sanitary Fixtures" of the LBSA Rules and Regulations.*

- a. *Sheet P-4 indicates twelve (12) two-bedroom units is proposed in the sewer demand table. Please confirm the number and type of residential units and revise.*

**Twelve (12) 2-bedroom units are proposed as part of the development.**

- b. *Sheet P-5 indicates a 4" sanitary line exiting the building. Please confirm the size of the proposed sanitary lateral and revise.*

**6" PVC sanitary lateral is proposed. Sheet P-5 of the Plumbing Plans included within the resubmission package has been revised to indicate 6" PVC.**

- c. *The storm riser diagram on Sheet P-5 indicates connection of storm drainage to the sanitary sewer line. Discharges of storm water to the sanitary sewer shall not be permitted and the plumbing plans shall be revised accordingly.*

**Sheet P-5 of the Plumbing Plans included within the resubmission package has been revised to indicate 6" PVC storm connection to the proposed porous pavement system.**

7. *Submission of two (2) signed and sealed originals and one (1) PDF copy of the Architectural Plans.*

**Two (2) signed and sealed originals and one (1) PDF copy of the Architectural Plans have been included within the resubmission package.**

8. *The Applicant's compliance with any additional revisions/comments that may be required upon review of submittal and/or resubmittal documents.*

**Acknowledged.**

9. *Prior to acceptance, As-Built Plans, both in electronic and paper formats, for the sanitary sewer improvements, shall be submitted to LBSA for review and approval.*

**Acknowledged. As-Built Plans of the sanitary sewer improvements will be submitted to LBSA for review and approval prior to acceptance.**

10. *Submission of a Performance Bond or Letter of Credit in the amount of 120% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Performance Bond be submitted prior to the start of construction.*

**Acknowledged. A Performance Bond or Letter of Credit in the amount of 120% of the Construction Cost Estimate will be submitted prior to the start of construction.**

11. *Submission of Engineering Inspection Fees in the amount 10% of the Sanitary Sewer Construction Cost Estimate, once approved. It is required that the Engineering Inspection Fees be submitted prior to the start of construction.*

**Acknowledged. Engineering Inspection Fees in the amount of 10% of the Construction Cost Estimate will be submitted prior to the start of construction.**

12. Submission of Connection Fees in the amount of \$79,606.09, based upon a total of 12 residential units and 1,091 SF of retail space, as calculated below:

12 proposed units at the current rate of \$6,366.00 per unit = \$76,392.00

Retail space: 1,091 sf of retail x 0.10 gpd/sf = 109.1 gpd

109.1 gpd at the current rate of \$29.46/gpd = \$3,214.09

**Total Connection Fee = \$76,392.00 + \$3,214.09 = \$79,606.09**

Payment of 50% of the Connection Fees is required prior to the issuance of a Building Permit for each building, and the remaining 50% of the Connection Fees prior to the issuance of a Certificate of Occupancy for the building.

The Applicant is advised that the Connection Fee due is based upon the Connection Fee Rate in effect at the time of payment and is subject to change accordingly.

The Applicant is also advised that the Connection Fee is subject to change pending confirmation of estimated flows and number of units.

**The Applicant is coordinating the proposed sewer demand calculation and will provide the appropriate connection fee under separate cover.**

13. Per LBSA Rules and Regulations 8.5 Performance Guarantee and Insurance, Subsection (f), the Applicant shall provide sign-off as follows:

The Applicant shall agree to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the applicant in the case of work covered by the application. Further, the Applicant shall also indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.

**Acknowledged. The Applicant agrees to indemnify and save harmless the LBSA, its officers, Engineers, agents and servants from and against any loss, resulting from negligence or the fault of the application in the case of work covered by the application. The Applicant also agrees to indemnify and save harmless the LBSA (including costs of providing a defense) against any damage done to other utilities arising out of the applicant's operation, and name LBSA as an additional insured on their general liability policy.**

14. Two (2) weeks prior to the anticipated start of construction, notification shall be provided to LBSA to allow for the scheduling of a pre-construction meeting.

**The Applicant will notify the LBSA two (2) weeks prior to the anticipated start of construction.**

15. Shop drawings for all materials must be submitted to LBSA for approval prior to installation.

**Shop drawings for all materials will be submitted to LBSA for approval prior to installation.**

16. *The operation and maintenance of the sanitary sewer lateral, exclusively serving the Gio Associates, LLC Development, shall be the responsibility of the property owner(s).*

**Acknowledged.**

17. *Even though operation and maintenance of the sanitary sewer lateral, exclusively serving the Gio Associates, LLC Development will be the responsibility of the property owner(s) after the facilities have been constructed, the Applicant is required to install the on-site sanitary sewer facilities in accordance with LBSA Standards.*

**Acknowledged.**

---

Should you have any questions regarding the submission items or responses above please do not hesitate to contact our office

Regards,



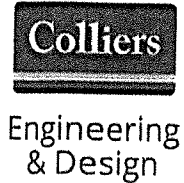
Afton Savitz, PE, LEED AP BD+C  
**Stonefield Engineering and Design, LLC**

Via FedEx

Z:\Princeton\PRI\2023\PRI-230237 Ezri Shecher - 83 North Broadway & Ocean Boulevard, Long Branch, NJ\Correspondence\Outgoing\Municipal\2025-09-29\_Municipal Response Letter.docx



101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772



RECEIVED

NOV 18 2025

L.B. SEWERAGE AUTHORITY

November 18, 2025

**VIA EMAIL**

Thomas Roguski, P.E., Executive Director  
Long Branch Sewerage Authority  
150 Joline Avenue  
Long Branch, New Jersey 07740

333-345 Second Avenue Proposed Townhouse Development  
Closeout Recommendation  
Block 212, Lots 4, 5 & 11  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0339

Dear Mr. Roguski,

Based on our inspection and review of the above-referenced project, sanitary sewer site work has been satisfactorily completed. Prior to final acceptance of the sanitary sewer facilities and release of the Performance Bond for the aforementioned project, the following items remain to be addressed:

- Completion of final testing and inspections;
- Satisfactory completion of all punchlist items;
- All outstanding and project close-out engineering and Authority fees being paid;
- Outstanding connection fees in the amount of \$7,161.75 being paid;
- Submission of a two (2) year Maintenance Bond in the amount of \$11,526.48, in accordance with Section 8.7 Maintenance Bond of the LBSA Rules and Regulations;
- Submission of sanitary as-builts.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

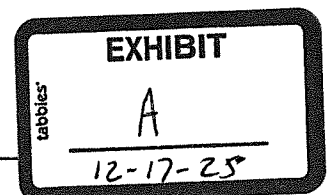
Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

A handwritten signature in cursive script, reading "John J. McKelvey".

John J. McKelvey, P.E.  
Senior Project Manager

JJM/DJI

Tom. File



LONG BRANCH SEWERAGE AUTHORITY  
150 JOLINE AVENUE  
P.O. BOX 720  
LONG BRANCH, NJ 07740

DEC 01 2025

FORM E-6 (Page 1 of 2)

APPLICATION FOR CHANGE OF USE OF EXISTING SEWERAGE FACILITIES  
(UNIT CHANGES)

FILL IN AS EACH ITEM MAY APPLY - USE N/A IF NON-APPLICABLE

Date 12/1/2025

Application for **CHANGE OF USE OF SEWERAGE FACILITIES IN LONG BRANCH, COUNTY OF MONMOUTH, STATE OF NEW JERSEY**. This application must be filed with the Executive Director of the Authority. Please answer all questions.

Application is hereby made for a change of use of existing sewerage facilities for a ruling on the system layout, characteristics, capacity, and requirements.

1. Applicant's Name Juscelucio F. Da Silva Jr., Esq.

Address 489 Broadway Long Branch NJ 07740

Phone ( ) 732-962-6262

Contact Person Name J. Junior Phone ( ) 732-962-6262

2. Name of Present Property Owner Luciana Silva

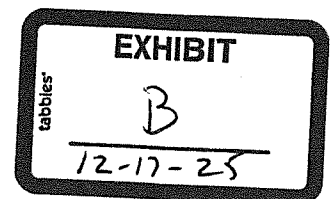
Address 110 Atlantic Avenue, LB NJ 07740

Phone ( ) 908-433-5885

3. Interest of applicant if other than owner of property Attorney

4. Key Location or Street Location of Project 110 Atlantic Avenue, LB NJ 07740

Block No. 436 Lot No. 1



**FORM E-6 (Page 2 of 2)**

**(UNIT CHANGES)**

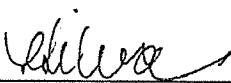
5. Describe: a) prior use Single Family


b) new use Two-Family

6. Effective Date of Change of Use Currently under construction

7. Owner and applicant have read the LBSA Rules and Regulations and fully understand all necessary requirements. Yes x

**All sewer service charges must be paid up to date in order  
for the unit change to be effective.**

  
(Signature of Owner)

  
(Signature of Applicant)

Luciana Silva  
(Name of Owner, typed/printed)

Juscelucio F. Da Silva Jr.  
(Name of Applicant, typed/printed)

Owner  
(Owner's Position or Title)

Attorney  
(Applicant's Position or Title)

8. Inspectors Report \_\_\_\_\_

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772

RECEIVED

DEC 3 2025

L.B. SEWERAGE AUTHORITY



Engineering  
& Design

December 3, 2025

**VIA EMAIL**

Thomas Roguski, P.E., Executive Director  
Long Branch Sewerage Authority  
150 Joline Avenue  
Long Branch, New Jersey 07740

Second Avenue Multi-Use Development  
Closeout Recommendation  
Block 89, Lot 13 and Block 91, Lot 5  
City of Long Branch, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. LBS-0336

Dear Mr. Roguski,

Based on our inspection and review of the above-referenced project, sanitary sewer site work has been satisfactorily completed. Prior to final acceptance of the sanitary sewer facilities and release of the Performance Bond for the aforementioned project, the following items remain to be addressed:

- Satisfactory completion of all punchlist items;
- All outstanding and project close-out engineering and Authority fees being paid;
- Outstanding connection fees in the amount of \$53,474.40 being paid;
- Submission of a two (2) year Maintenance Bond in the amount of \$1,862.94, in accordance with Section 8.7 Maintenance Bond of the LBSA Rules and Regulations;
- Submission of sanitary as-builts.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

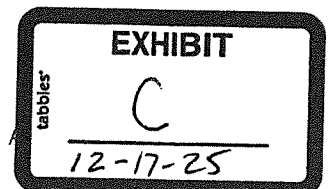
Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

John J. McKelvey, P.E.  
Senior Project Manager

JJM/DJI

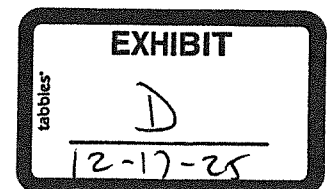
Tom. File



**2026 Bid Results  
SLUDGE REMOVAL**

November 14 @ 10:00 am

COMPANY	AMOUNT
Spectraserv 75 Jacobus Ave. Kearney, NJ 07032	Alt. 1 .21 Alt. 2 .21, .21, .215 Alt. 3 .21, .21, .215, .218, .225
<b>Freehold Cartage</b> <b>P.O. Box 5010</b> <b>Freehold, NJ 07728</b>	<b>Alt. 1 .1536</b> <b>Alt. 2 .1536, .1565, .1595</b> <b>Alt. 3 .1536, .1565, .1595, .1626, .1658</b>
Wind River Environmental 46 Lizotte Drive Marlborough, MA 01752	Alt. 1 .162 Alt. 2 .162, .171, .179 Alt. 3 .162, .171, .179, .188, .197
Waste Management of New Jersey 100 Brandywine Blvd., Suite 300 Newtown, PA 18940	Alt. 1 .1845 Alt. 2 .1845, .1845, .19 Alt. 3 .1845, .1845, .19, .1995, .2095
Russell Reid Waste Hauling 200 Smith Street Keasby, NJ 08832	Alt. 1 .1626 Alt. 2 .1626, .1626, .1723 Alt. 3 .1588, .1635, .1684, .1735, .1787



**CERTIFICATION REQUIRED BY THE LOCAL FINANCE BOARD**

I, THOMAS ROGUSKI, EXECUTIVE DIRECTOR OF THE LONG BRANCH SEWERAGE AUTHORITY, COUNTY OF MONMOUTH, HEREBY CERTIFY THAT THERE ARE FUNDS AVAILABLE FOR THE PURPOSE OF AWARDING A CONTRACT AND/OR EXPENDING FUNDS FOR THE PURPOSE IDENTIFIED BELOW. THE AMOUNT OF THE CONTRACT AND/OR EXPENDITURE IS: **Alt. 3 for Five Years / Rate per Gallon**

**Year 1: \$0.1536, Year 2: \$0.1565, Year 3: \$0.1595, Year 4: \$0.1626, Year 5: \$0.1658**

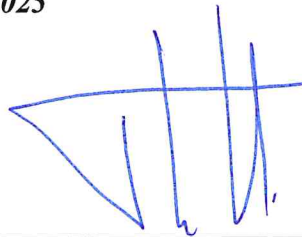
**PURPOSE: SLUDGE REMOVAL**

**ACCOUNT TO BE CHARGED: *Sludge Removal / 01-900-003-7300***

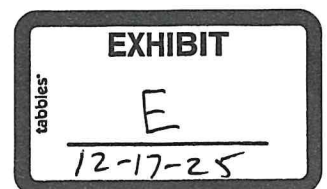
**NAME OF PAYEE AND/OR SUCCESSFUL BIDDER:**

**Freehold Cartage**

**CERTIFICATION DATED: *December 17, 2025***



Thomas Roguski, Executive Director

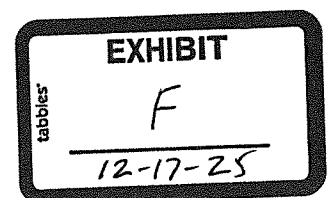




# **LONG BRANCH SEWERAGE AUTHORITY**

## **PERSONNEL POLICIES AND PROCEDURES MANUAL/HANDBOOK**

*Revised December 2025*



## **DISCLAIMER OF EMPLOYMENT CONTRACT**

The Long Branch Sewerage Authority has prepared this Manual/Handbook to summarize many of the Authority's policies, procedures and benefit programs. No Handbook can anticipate every circumstance or question about policy. The Authority reserves the right to revise, add to, or delete any policies or portion of this Handbook at any time as it deems appropriate, in its sole and absolute discretion with or without prior notice to employees. This Handbook replaces any prior written and oral communications about the subjects contained in it.

Except where otherwise provided by collective negotiations agreement or statute, employment with the Authority is at-will, which means that it is for no definitive period, and may be terminated by either the employee or the Authority at any time with or without cause, prior notice or procedural requirements. Neither this Handbook nor any Authority policy, procedure or communication (with the exception of the Authority's collective negotiations agreements) shall create any right for any employee or guarantee employment for any period. No representative of the Authority may enter into any agreement or make any representations to alter an employee's at-will status or otherwise create a contractual obligation. Only the Board of Directors may enter into binding commitments, and only when such commitments are in writing and are adopted pursuant to State law.

This Handbook has been written so as not to conflict with the collective negotiations agreement between the Authority and its unionized employees. If there is a conflict between this Handbook and any collective negotiations agreement, the provisions of the collective negotiations agreement will prevail for represented employees

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## INTRODUCTION

Welcome to employment with the Long Branch Sewerage Authority, hereinafter referred to as "Authority." You have become a part of a team dedicated to providing vital municipal services to the City's residents and taxpayers. These people provide the money to pay your salary and supply the equipment necessary for the adequate performance of your assigned tasks.

This Personnel Policies and Procedures Manual/Handbook (hereinafter "Manual") has been prepared to make your employment informed and productive. It answers most of the frequent questions concerning rules and regulations, personnel and responsibilities, operational structure and procedures, policies and employee benefits. The material is of a general nature, however, and there may be more specific rules, regulations and policies that differ somewhat from those detailed in this manual. You should consult your Supervisor in your department for additional information.

### ROLE OF AN EMPLOYEE

As an employee of the Authority, you serve the citizens of Long Branch. The way you perform your job will inevitably affect the degree of success the Authority will achieve in fulfilling its responsibilities to the taxpayer.

The following is a list of basic rules you must follow:

1. Be punctual - begin your work at designated times.
2. Maintain regular attendance. If unable to report to work, notify your supervisor immediately.
3. While at work, maintain a high level of performance.
4. Treat public property carefully. Don't waste materials and never use supplies or equipment for your own personal business.
5. Avoid using the telephone for personal calls except in an emergency.
6. Keep confidential information to yourself. Don't spread rumors or gossip.
7. Identify yourself by name and be courteous and considerate to everyone you meet personally or talk to on the phone.
8. Dress appropriately for your job. Be neat, clean and well-groomed at all times.
9. Develop a team spirit and do your part to get the whole job done.
10. No employee is allowed to solicit or accept any gift, gratuity, loan or fee for personal gain in the course of his or her duties and must immediately report to the Executive Director any gratuities offered.
11. If you see something (misconduct, harassment, violations of these policies, etc.), say something (to your supervisor or Executive Director).

## GENERAL PERSONNEL POLICY

It is the policy of the Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Authority shall apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective negotiations 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.

All employees, officers and supervisors shall be appointed by the Board of Directors upon recommendation of the Executive Director. No person shall be employed or promoted unless there exists a position created and adopted by the Authority Board of Directors as well as the necessary budget appropriation and salary authorization.

The Executive Director is responsible for personnel policies and procedures and is directed to implement personnel practices. The Executive Director shall have access to the Labor Attorney for guidance in personnel matters.

As a general principle, the Authority has a “no tolerance” policy towards workplace wrongdoing. Authority officials, employees and independent contractors are to report anything perceived to be improper to the Executive Director. The Authority believes strongly in an Open Door Policy and encourages employees to talk with their supervisor or Executive Director.

The Manual adopted by the Authority is intended to provide guidelines covering public service by Authority employees and is not a contract. This Manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for Authority personnel. The provisions of this Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority. This Manual supersedes and replaces all prior personnel policy and benefit statements, whether oral or in writing.

The Authority reserves the right to change, delete, suspend, or discontinue any part or parts of this /Manual at any time, without prior notice, and any such action shall apply to existing as well as future employees. All employees will be notified when any material changes are made to the policies contained in this Manual. You should be aware that these benefits and guidelines may be changed at any time, and that depending upon the circumstances of a given situation, the Authority’s actions may vary from the provisions of this Manual. **As such, the contents of the Manual DO NOT CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT.**

<p><u>To the maximum extent permitted by law, the employment practices of the Authority shall operate under the legal doctrine known, as “employment at will.” Within Federal and State law, and any applicable bargaining unit agreement, the Authority shall have the right to terminate an employee at any time and for any reason, with or without notice, except the Authority shall comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or termination.</u></p>
---

## **ARTICLE ONE: Policies Relating to Employee Rights and Obligations**

### **Section 101. Affirmative Action Policy**

The Authority has adopted an Affirmative Action Plan that applies to all departments and their employees in the Authority.

It is our goal to eliminate the possibilities of discrimination in Authority employment and personnel practices including, but not limited to, the following areas:

- |                |                           |
|----------------|---------------------------|
| 1. Recruitment | 7. Transfer               |
| 2. Selection   | 8. Termination            |
| 3. Hiring      | 9. Training               |
| 4. Placement   | 10. Compensation          |
| 5. Promotion   | 11. Fringe Benefits       |
| 6. Demotion    | 12. Use of all facilities |

### **Section 102. Equal Employment Opportunity Anti-Discrimination Policy**

The Authority is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act and the New Jersey Law Against Discrimination. Under no circumstances will the Authority discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, disability, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. Decisions regarding employment and personnel practices (hiring, compensation, promotion, transfer, demotion, termination, etc.), are based solely on the qualifications and performance of the employee or prospective employee. If any employee or prospective employee feels they have been treated unfairly in violation of this policy, they have the right to address their concern with his or her supervisor or the Executive Director through the complaint procedure set forth in this Manual's Employee Complaint Policy

### **Section 103. Americans with Disabilities Act Policy**

In compliance with the Americans with Disabilities Act, the ADA Amendments Act the New Jersey Law Against Discrimination (LAD), and the federal Pregnant Workers Fairness Act ("PWFA"), the Authority does not discriminate based on disability, pregnancy, pregnancy related medical condition or childbirth. The Authority will endeavor to make every work environment handicap accessible and consider reasonable accommodations when appropriate. Future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Authority to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and LAD. We will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, or pregnancy related medical condition. We will also make reasonable



accommodations to known physical or mental limitations of all employees and applicants with disabilities or who are pregnant, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an undue/unreasonable hardship on the Authority. An individual who poses a threat to the health and safety of oneself or to others is not qualified.

Qualified employees or prospective employees may request accommodations to perform the essential functions of their job or gain access to the hiring process. Employees or prospective employees should direct their written request to the Executive Director. The Executive Director may require the employee to provide adequate medical or other appropriate documentation of the disability/pregnancy and the need for the desired accommodation. The Executive Director shall engage in an interactive dialogue with disabled/pregnant employees and prospective disabled/pregnant employees, or their respective physician, to identify reasonable accommodations. All decisions with regard to reasonable accommodations shall be made by the Executive Director. In the case of an employee breastfeeding her infant child, the accommodation shall include reasonable break time each day to the employee and a suitable room or other location with privacy, other than a toilet stall, in close proximity to the work area for the employee to express breast milk for the child.

Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the Authority to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting the Authority's facilities. Any questions concerning proper assistance should be directed to the Executive Director.

#### **Section 104. Anti-Harassment (including Sexual Harassment) Policy**

Generally. The Authority is committed to providing a work environment that is free from discrimination and will not tolerate harassment in the workplace (of or by employees towards anyone, including any supervisor, co-worker, or non-employee, including vendors and citizens) motivated by any characteristic protected by law.

Notification of appropriate personnel of any harassment problem is essential to the success of this policy and the Authority generally. The Authority cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

If an employee is witness to or believes to have experienced harassment, including sexual harassment, immediate notification of the supervisor or other appropriate person, including the Executive Director, should take place. See "Employee Complaint Policy" for additional information.

Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Applicability. This policy applies to all people employed by the Authority, as well as

volunteers working on behalf of the Authority, and prohibits such conduct by or towards all such employees/volunteers. Independent contractors, vendors and all other parties, engaged in a professional business relationship with the Authority are also expected to abide by the policy. In addition, no employee shall be required to withstand behavior from the public which violates this policy.

Provisions. The Authority prohibits any form of harassment or discrimination related to an employee's protected group status, including race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities), pregnancy, breastfeeding, atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law.

All employees are expected to avoid any behavior or conduct of a harassing or discriminatory nature. Harassment includes, but is not limited to:

- A. Treating an individual less favorably based on a person's protected group status;
- B. Using derogatory or demeaning slurs to refer to a person's protected group status;
- C. Calling another by an unwanted nickname which refers to one or more protected group statuses, or telling ethnic jokes that harass an employee or create a hostile work environment;
- D. Using derogatory references regarding a protected group status in any job-related communication;
- E. Engaging in threatening, intimidating, or hostile acts, in the workplace, based on a protected group status; or
- F. Displaying or distributing material in the workplace that contains language or derogatory or demeaning images, based on any protected group status.

Any form of harassment or discrimination related to an employee's protected group status violates this policy.

This policy applies to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development. Violations of this policy will result in appropriate disciplinary action up to and including termination of employment.

Sexual Harassment. The Authority prohibits sexual harassment of its employees in any form. Such conduct shall result in appropriate disciplinary action up to and including dismissal from employment.

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communications, expressed or implied, of a sexual nature when:

(1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or

(2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or

(3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating hostile or offensive employment environment.

**B. Prohibited Conduct:** No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

Other sexually harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel is also prohibited. This includes, but shall not be limited to:

(1) Sexual flirtations, advances, propositions, subtle pressure for sexual activity, flirtatious whistling, discussing sexual activities;

(2) Verbal abuse of a sexual nature including sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, and foul or obscene language or gestures;

(3) The display of sexually graphic pictures or pictures of an offensive nature, or objects in the workplace, including sexually suggestive written material such as letters, notes, facsimiles, text messages and e-mails;

(4) Any unwelcome sexually motivated touching, including, for example, patting, pinching, hugging, cornering, blocking or impeding movement and repeated brushing against another employee's body.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include gender stereotyping such as comments about the lesser abilities, capacities, or the "proper role" of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

Employees who feel they have been subject or witness to sexual harassment must report the harassment to their supervisor, or if they prefer to the Executive Director. See Employee Complaint Policy herein.

**Training.** The Authority recognizes the need to reinforce its policies with effective training.

Training is to be provided to all supervisory and non-supervisory employees. Ultimately, the goal of effective training is to build a culture in which all employees feel safe. Training may be conducted in person or through electronic means. To the extent economically and operationally feasible, training will be conducted live whenever possible. Training should empower participants to intervene appropriately when they witness harassment or discrimination. This means not only training participants on the requirements of the policy prohibiting harassment and discrimination, but also training participants on tools for response and lodging complaints. Training should emphasize the negative impact of harassment and discrimination on employees, workplace productivity, workplace culture, and encouraging those employees who either experience harassment/discrimination or witness it to report it.

Monitor for Compliance. The Authority acknowledges the importance of ensuring that its policies and procedures are actually working as intended to prevent sexual harassment and other forms of discrimination from occurring in the workplace. It is the expectation of the Authority that all supervisors shall enforce anti-harassment policies and that setting the proper example is part of their job description and part of the evaluation of their job performance. The Authority will engage in proactive efforts to monitor and ensure compliance with its policies within their workplaces.

## **Section 105. Employee Dating Policy**

The Authority recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the Authority also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the Authority has adopted the following policy on the subject of employees dating.

1. During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
2. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on Authority premises, whether during working hours or not.
4. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the Employer disciplinary policy which may include counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct

does not create problems within the workplace.

An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.

If such a relationship exists or develops, both parties involved shall report the fact to A) their immediate supervisor or B) human resources within (two) 2 business days.

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title, makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the Authority.

If the employees involved in the relationship are in a supervisor/subordinate status, management may take any action which it deems appropriate, up to and including transferring one of the employees so that there is no longer a supervisor/subordinate relationship between them.

In addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The Authority regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment for other interference with the Authority's operations.

Nothing in this policy alters an employee's at will status.

## **Section 106. "Whistle Blower" Policy**

As a matter of law and policy, the Authority abides by all Federal, State, and local laws, rules, and regulations applicable to it and has all its employees do the same. Every employee is responsible for assisting the Authority to implement this policy.

Employees have the right to file a written concern or complaint about any matter that they perceive to be improper/unlawful, and all concerns and complaints will be taken seriously and investigated.

The Authority shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, the Executive Director, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. 34:19) an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, and/or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law;

- Providing information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any government entity;
- Providing information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the Authority or any governmental entity; or
- Objecting to, or refusing to participate in, any activity, policy, or practice that the employee reasonably believes: is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

In accordance with the law, the employee first must bring the violation to the attention of the Executive Director. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm as a result of the disclosure provided, however, that the situation is an emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form, but may make an oral complaint at their discretion. See Employee Complaint Policy.

Under the law, the employee must give the Authority a reasonable opportunity to correct the activity, policy or practice. The administration of whistle blower complaints is not subject to the limitations in the Grievance Policy. In accordance with law, a copy of this policy will be posted in all facilities and distributed to personnel annually.

## **Section 107. Employee Complaint Policy**

Employees who observe actions they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing, whether or not unlawful, should immediately report the matter to their supervisor, or, if they prefer, the Executive Director. Reporting of such incidents is encouraged both when an employee feels that he or she is subject to such incidents, or observes such incidents in reference to others. Employees are encouraged to express their concerns in writing using the Employee Complaint form but may make an oral complaint at their discretion.

No retaliatory measures shall be taken against any employee who complains of workplace wrongdoing or participates in the investigation of a complaint. The Authority will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts.

Any supervisor who receives a harassment complaint from any employee must bring it to the attention of the Executive Director for resolution. Supervisors shall closely monitor the work environment for any forms of retaliation once an allegation has been made. This will include but not be limited to verbal remarks, irregular assignments or any other activity that may contribute to a hostile work environment.

The Authority will investigate the harassment complaint to determine the merits of the allegations. The Executive Director will designate an objective investigator to determine the validity of any complaint. The investigator may include any third party deemed appropriate. The investigation will be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved. The investigation will, at a minimum and to the extent possible, include an interview with the employee bringing the complaint and the accused. The complaining employee will be notified of a decision at the conclusion of the investigation within a reasonable time from the date of the complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action, up to and including termination, will be swiftly pursued based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

## **Section 108. Grievance Policy**

For the policies and procedures set forth in this manual, a grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Authority. (Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement.) All grievances from non-union employees must be presented within ten (10) calendar days after the event giving rise to the grievance has occurred, or should have reasonably been known, and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty (30) working days prior to the date the grievance was first presented in writing.

- Step One: Any employee or group of employees with a grievance shall orally or in writing communicate the grievance to the supervisor who will discuss the matter with the Executive Director. The supervisor will communicate the decision in writing to the employee within ten (10) calendar days.
- Step Two: If the employee is not satisfied with the decision, the employee must submit a written grievance to the Executive Director detailing the facts and the relief requested. The decision in Step One will be deemed final if the employee fails to submit a written grievance within ten (10) calendar days of the Step One decision. The Executive Director will render a written decision to the employee within ten (10) calendar days after receipt of the written grievance. The Executive Director's decision shall be final.

These limitations do not apply to employee complaints made under the Anti-Harassment (including Sexual Harassment) Policy or the Whistle Blower Policy.



## **Section 109. Contagious or Life Threatening Illnesses Policy**

The Authority is committed to providing and maintaining a healthy and safety work environment which allows all employees to perform their jobs in a safe and productive manner.

The Authority respects the dignity and worth of every employee through its Equal Opportunity Employment statement, which explains its policy and practice with respect to prohibiting discrimination in every phase of employment. The Authority provides support for individual employees who may be facing the trauma of a life-threatening or catastrophic illness. The purpose of this policy is to support the physical and emotional health of all employees, minimize disruptions of productivity and morale caused by the presence of a worker with a life-threatening illness, and demonstrate the Authority's continued commitment to its affirmative action goals related to physically disabled employees.

If an employee has learned that he or she has a contagious or life threatening illness, including but not limited to HIV/AIDS, the employee should take all steps to protect further spread of the disease or illness.

When appropriate, the employee's supervisor should be notified of any illnesses that may affect the health, safety, and welfare of any co-employee or member of the general public. Employees with such conditions, who are able to meet appropriate standards and whose continued employment does not pose a threat to their own health and safety or that of others, are assured equal employment opportunities and reasonable accommodations in their employment.

If an employee is able to work, he or she is expected to be productive. If the individual cannot work, then he or she may be eligible for disability benefits.

Consistent with the concern for employees with life-threatening illness, the Authority offers the following resources through the human resources official:

- 1) Employee education and information on terminal illnesses and specific life-threatening illnesses.
- 2) Referral to agencies and organizations which offer supportive services for life-threatening illnesses.
- 3) Consultation in assisting employees in efficiently managing health, leave and other benefits. The Authority encourages employees who need these resources to contact the human resources official.

## **Section 110. Safety Policy**

The Authority will provide a safe and healthy work environment and shall comply with the Public Employees Occupational Safety and Health Act (PEOSHA). The Authority is equally concerned about the safety of the public. Consistent with this policy, employees will receive periodic safety training and will be provided with appropriate safety equipment. Employees are responsible for observing safety rules and using available safety devices including

personal protective equipment. Failure to do so constitutes grounds for disciplinary action. Any occupational or public unsafe condition, practice, procedure or act must be immediately reported to the supervisor or Executive Director. Failure to do so constitutes grounds for disciplinary action. Any on-the-job accident or accident involving Authority facilities, equipment or motor vehicles must also be immediately reported to the Executive Director.

Employees are encouraged to discuss safety concerns with the Executive Director.

## **Section 111. Transitional Duty Policy**

The Authority will endeavor to bring employees with temporary disabilities back on the job as soon as possible and may assign transitional duty to employees who temporarily cannot perform the essential functions of their positions because of injury or illness. Transitional duty is not guaranteed and will not exceed 45 workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee eligible for transitional duty, based on a report of the Workers Compensation Physician or their own treating physician shall notify the Executive Director as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will be able to perform the essential functions of their original position after the transitional duty period ends. The Executive Director will determine if there is any available work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Executive Director will decide if it is in the best interest of the Authority to approve a transitional duty request and will notify the employee of the decision. The Authority reserves the right to terminate the transitional duty assignment at any time without cause.

Employees on worker's compensation because of a job-connected injury or illness may not refuse transitional duty assignments that are consistent with the Workers Compensation Physician's restrictions. In such cases, failure to report to work as directed by the Executive Director shall constitute grounds for termination. If the employee believes that the transitional duty assignment is beyond the employee's abilities, the employee may request a meeting with the Executive Director who will render a written response after consultation from the Worker's Compensation Physician.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Executive Director. The employee must keep the Executive Director informed of the employee's medical progress. (Employees assigned to transitional duty *may request time off and* will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work without restrictions, the Authority reserves the right at its sole discretion to extend the transitional duty or place the employee back on Workers Compensation.

This policy does not affect an employee's rights under the Americans with Disabilities Act, the Family and Medical Leave Act, the New Jersey Family Leave Act, the Fair Labor Standards Act, the Contagious or Life Threatening Illnesses Policy or other Federal or State law.

## **Section 112. Workplace Violence Policy**

Generally. The Authority will not tolerate and has adopted a Zero Tolerance policy for workplace violence. Each employee and every person on Authority property is obligated to report incidents or threats or acts of physical violence of which he or she is aware. The Authority's prohibition against threats and acts of violence applies to all persons involved in the Authority's operations, including but not limited to Authority personnel, volunteers, contract and temporary workers, and anyone else on Authority property. Violation of this policy by any individual on Authority property, by any individual acting as a representative of the Authority while not on Authority property, or any individual acting off of Authority property when his or her actions affect the public interest or the Authority's business interests will be followed by legal action, as appropriate. Violation by an employee of any provision of this policy is cause for disciplinary action up to and including termination. The Authority will actively intervene in any potentially hostile or violent situation.

Threats or Acts of Violence Defined. "Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions with the Authority, or to create a hostile, abusive, or intimidating work environment for one or more employees. This includes any violence or threats made on Authority property, at Authority events or under other circumstances that may negatively affect the Authority's ability to conduct business.

Examples of Workplace Violence. General examples of prohibited workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on Authority property, regardless of the relationship between the Authority and the parties involved in the incident.

All threats or acts of violence not occurring on Authority property but involving someone who is acting in the capacity of a representative of the Authority.

All threats and acts of violence not occurring on Authority property involving an employee of the Authority if the threats or acts of violence affect the legitimate interest of the Authority.

Any threats or acts resulting in the conviction of an employee or agent of the Authority, or of an individual performing services on the Authority's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the Authority.

Specific Examples of Prohibited Conduct. Specific examples of conduct which may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to:

Hitting, fighting, pushing, or shoving an individual or throwing objects;

Threatening to harm an individual or his/her family, friends, associates, or their property;

The intentional destruction or threat of destruction of property owned, operated, or controlled by the Authority;

Making harassing or threatening telephone calls, letters or other forms of written or electronic communications;

Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the Authority;

Harassing surveillance, also known as “stalking,” the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety;

Suggesting or otherwise intimating that an act to injure persons or property is “appropriate,” without regard to the location where such suggestion or intimation occurs;

Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Authority property.

If employees of the Authority are required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

Procedures for Dealing with Acts of Workplace Violence. If a violent act or altercation constitutes an emergency, call 9-1-1 or the Long Branch City police department. In instances that are not emergency situations, contact your supervisor or the designated human resources official. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or if it would be too dangerous for the employee to separate the parties, call 9-1-1 or the Long Branch police department, and contact your supervisor or the designated human resources official. The supervisor will contact the designated human resource officer, who will take responsibility for coordinating a response to the incident.

In instances that involve criminal situations, the designated human resources official will contact the Long Branch police department for assessment, and if necessary, a criminal investigation.

Employee Reporting Obligations and Procedure. Each employee and every person on Authority property is obligated to report incidents or threats or acts of physical violence of which he or she is aware. In cases where the reporting individual is not an employee, the report should be made to the local police department. In cases where the reporting individual is an employee, the report should be made to the employee’s supervisor or the designated human resources official. Each supervisor shall promptly refer any such incident to the designated human resources official.

The Authority will promptly and thoroughly investigate all reports of threats of (or actual) violence and/or suspicious individuals or activities. Any individual determined to be responsible for conduct in violation of this policy will be subjected to disciplinary action up to and including termination of employment, arrest and prosecution.

Nothing in the policy alters any other reporting obligation established in the Authority’s policies or in State, Federal or other applicable law.

Confidentiality and Retaliation. This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort to the extent practicable will be made to protect the safety and identity of anyone who comes forward with concerns about a threat or act of violence. Employees shall refer any questions regarding his or her rights and obligations under the policy to the designated human resources official.

## **Section 113. Domestic Violence Policy**

### PURPOSE

This Policy is adopted to implement the uniform domestic violence policy for public employers in accordance with the requirements of N.J.S.A. §11A:2-6a. The purpose of this policy is to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

### DEFINITIONS

The following terms are defined solely for the purpose of this policy:

Domestic Violence - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

Abuser/Perpetrator - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

Human Resources Officer (HRO) -An employee of the Authority with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the Authority as the primary or secondary contact to assist employees in reporting domestic violence incidents.

Intimate Partner - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

Temporary Restraining Order (TRO) -A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from

having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

Victim - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

Workplace-Related Incidents- Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

#### PERSONS COVERED BY THIS POLICY

All employees of the Authority are covered under this policy, including full and part time employees, casual/seasonal employees, interns, volunteers and temporary employees at any workplace location.

#### HUMAN RESOURCES OFFICER

The Authority hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

##### **Primary HRO:**

Thomas Roguski, Executive Director, Tel: 732-222-0500 x112, Email: [troguski@lbsa.net](mailto:troguski@lbsa.net)

##### **Secondary HRO:**

Marion Uyeyama, Comptroller, Tel: 732-222-0500 x113, Email: [muyeyama@lbsa.net](mailto:muyeyama@lbsa.net)

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of

persons who are victims of domestic violence.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. §9:6-8.13.

## DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. §34:11C-1 et seq. (NJ SAFE Act). See Domestic Violence Leave Policy.
- E. If there is a report of sexual assault or abuse, the victim should be offered the services of a Sexual Assault Response Team.
- F. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy.
- G. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.



## CONFIDENTIALITY POLICY

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

## CONFIDENTIALITY OF EMPLOYEE RECORDS

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel file separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. §47:1A-10.

## THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose family member as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a family member, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;
- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

See Domestic Violence Leave Policy for more information.

#### DOMESTIC VIOLENCE ACTION PLAN

The Authority has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence:

- A. Designate an HRO with responsibilities, as designated in this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the Authority.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his family members (i.e. child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes) is a victim of domestic violence.
- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.

- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact the Executive Director in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.
- G. The Authority, its designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. A copy shall also be available from the Executive Director's Office. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

## RESOURCES

This policy includes an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

## DISTRIBUTION OF POLICY

The Executive Director's Office will be responsible for distributing this policy to employees, volunteers, and other employees identified above, updating this policy to reflect circumstances changes in the organization, and monitoring the Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs for modifications to the uniform domestic violence policy for all public employers.

## OTHER APPLICABLE REQUIREMENTS

In addition to this policy, the HRO and the Authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General Directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Executive Director.

## **Section 114. Access to Confidential Personnel Files Policy**

The official personnel file for each employee shall be maintained by the Executive Director. These records shall include: dates of appointments, transfers, promotions and terminations, job titles, salaries, commendations, complaints, performance evaluations, disciplinary actions, amount of leave accrued and used, a record of the employee's training and other related matters, and attendance records.

A new employee's employment application, letters of reference, reference verification and any other supporting documents will be included in the personnel file. Confidential medical records are maintained in a separate file.

Personnel records, other than name, title, salary, compensation, dates of service, reason for separation, and information on specific educational or medical qualifications required for employment, are confidential and are available only to the employee, an authorized representative of the employee, and the human resources official. Personnel records may also be available to the Executive Director, other members of management, the Authority's legal counsel, and members of the Authority's Board on a need-to-know basis in connection with official duties. Additionally, the Employer will make the records available as required by law.

Employees are entitled to review the contents of their personnel folder, except for reference checks and other information provided to the Authority in the hiring process, but may not review the contents of other employees' personnel file(s). Employees who want to review their own personnel folder should request an appointment with the Executive Director. Employees should provide the Authority with at least twenty-four (24) hours advance notice of his or her need for an appointment to review his or her personnel file. To protect the integrity of the personnel files, the employee will review the personnel file in the presence of the Executive Director or his/her designee. Employees will not be permitted to photocopy the contents of their folder, take personnel folders outside of the Authority or remove any documents from the folder.

Employees whose duties require access to personnel documents or information must maintain their confidentiality. Violators of this confidentiality will be subject to disciplinary action up to and including termination.

### **Section 115. Conflict of Interest Policy**

Employees and Authority officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Authority. Violations of this policy will result in appropriate discipline, up to and including termination.

The Authority recognizes the right of employees to engage in outside activities that are of a private nature and unrelated to Authority business. However, business dealings that appear to create a conflict between the employee and the Authority's interests are unlawful under the New Jersey Local Government Ethics Act. Additionally, under the Act, certain employees and officials are required to annually file with the Authority Clerk a state mandated disclosure form.

A potential or actual conflict of interest occurs whenever an employee including an Authority official is in a position to influence an Authority decision that may result in a personal gain for the employee or an immediate relative. Employees are required to disclose possible conflicts so that the Authority may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Executive Director to obtain clarification.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Authority duties. Under no circumstances may an employee accept donations, gratuities, contributions or gifts from a citizen, resident, commercial business owner, or vendor doing business with or seeking to do business with the Authority or any

person or firm seeking to influence Authority decisions. Meals and other entertainment valued in excess of \$25.00 are also prohibited. Employees are required to report to the Executive Director any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.

For purposes of this policy, immediate relative includes: spouse; child; parent; sibling; grandparent; grandchild; father-in-law; mother-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepsibling; half-brother; half-sister; nephew; niece; first cousins; aunt; uncle; foster children; domestic partner or cohabitants, or any person related by blood or marriage residing in an employee's household.

Furthermore, pursuant to the provisions of the Local Government Ethics Law:

1. No employee or member of his or her immediate family will have an interest in a business organization or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
2. No employee should use or attempt to use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No employee should act in his or her official capacity in any matter wherein he or she, a member of his or her immediate family, or business organization in which he or she has an interest, has a direct or indirect personal or financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No employee should undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.
5. No employee, member of his or her immediate family, or business organization in which he or she has an interest, should solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan contribution, service, promise or other thing of value was given or offered for the purpose of influencing him or her directly or indirectly in the discharge of his or her official duties.
6. No employee will use, or allow to be used, his or her public employment, or any information, not generally available to members of the public, which he or she receives or acquires in the course of and by reason of his or her employment, for the purpose of securing financial gain for himself or herself, any member of his or her immediate family, or any business organization with which he or she is associated.
7. No employee or business organization in which he or she has an interest will represent any person or party other than the Employer in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he or she serves. An employee or members of his or her immediate family may represent himself or herself in proceedings concerning the employee's own interests.

## **Section 116. Outside Employment**

An employee may accept outside employment or engage in outside business activities as long as such employment does not interfere with an employee's work performance or compromise an employee's position with the Authority by reason of a conflict of interest. Such outside employment may not exceed 20 hours per week. Persons who seek to work a second job must receive approval from the Executive Director.

The Executive Director may request employees to restrict outside employment if the quality of Authority work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Authority must submit a written notice of these outside interests to the Executive Director.

## **Section 117. Employee Evaluation Policy**

The supervisor will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once in the initial employment period and once a year thereafter. (This does not prohibit reviews at other times as deemed appropriate by the Supervisor or Executive Director.)

The Authority requires performance appraisals to be conducted to ensure that:

- (1) each employee receives feedback on objectives, accomplishments, strengths, and areas for improvement;
- (2) each employee receives advice from his or her supervisor on ways to improve performance and has the chance to identify with his or her supervisor areas where greater contribution is possible, or where either feels more development would be beneficial; and
- (3) essential information is recorded concerning strengths and weaknesses of all employees in relation to career development, including potential for advancement and suitability for other positions and training.

The performance evaluation provides the vehicle for a dialogue between the employee and the supervisor and ensures shared expectations of the requirements for the employee's job and the employee's performance in the job. Accordingly, the Authority will use a performance review/evaluation system for all employees.

During performance reviews, the evaluator(s) will consider, among others:

- Initiative, dependability and effort;
- Knowledge of work;
- Attitude and willingness;
- Quantity and quality of work;
- Disciplinary record; and
- Attendance and tardiness

The evaluation will also record additional duties performed, educational courses completed as well as a plan to correct any weak points using the Employee Counseling form.

After completing the evaluation, the supervisor will review the results with the employee and return the form(s) with the signed acknowledgement to the Executive Director. After review by the Executive Director, the form(s) are to be placed in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Executive Director.

## **Section 118. Employee Discipline Policy**

The Authority considers the purpose of disciplinary action to be corrective, not punitive.

While we hope that you will not become involved in these matters, occasionally, some employees must be reprimanded for actions not in conformance with conduct expected of Authority employees. Some examples of misconduct that are causes for disciplinary action include, but are not limited to:

1. Incompetency, inefficiency or failure to perform duties;
2. Insubordination;
3. Inability to perform duties;
4. Conviction of a crime or a disorderly persons offense;
5. Conduct unbecoming a public employee;
6. Neglect of duty;
7. Discrimination that affects equal employment opportunity, including sexual harassment;
8. Violation of Federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and State and local policies issued thereunder;
9. Falsification of public records, including attendance and other personnel records (e.g. timesheets);
10. Harassment of co-workers and/or volunteers and visitors;
11. Theft or attempted theft of property belonging to the Authority, fellow employees, volunteers or visitors;
12. Unauthorized absences and/or chronic or excessive absences or lateness;
13. Fighting on Authority's property at any time;
14. Failure to report to work on the day or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence;
15. Possession, sale, transfer or use of intoxicants or illegal drugs on Authority property and at any time during work hours;
16. Entering Authority buildings without permission during non-scheduled work hours;
17. Soliciting on Authority premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social or political organizations, and for sales of products;
18. Careless waste of materials or abuse of tools, equipment or supplies;
19. Deliberate destruction or damage to Authority property or the property of other employees;
20. Sleeping on the job;
21. Carrying weapons of any kind on Authority premises and/or during work hours, unless carrying a weapon is a function of your job duties;
22. Violation of established safety and fire regulations;



23. Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours;
24. Defacing walls, bulletin boards or any other property of the Authority or other employees;
25. Unauthorized disclosure of confidential Authority information;
26. Gambling on Authority premises;
27. Horseplay, disorderly conduct and use of abusive and/or obscene language on Authority premises;
28. Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort;
29. Violating any Authority rules, procedures, regulations or policies;
30. Unauthorized use of computers, Internet, email, voicemail, telephone and cellular phone; and
31. Other sufficient cause.

The above list is not intended to be exhaustive, but merely illustrative. There may be other forms of behavior that constitute misconduct by the employee.

Major disciplinary action includes termination, disciplinary demotion or suspension or fine exceeding five (5) working days. Minor discipline includes a formal, written reprimand or a suspension or fine of five (5) working days or less. Employees who object to the terms or conditions of the discipline may be entitled to a hearing prior to imposition of a suspension, demotion or termination. Employees may also grieve the imposition of discipline in accordance with this Handbook.

In cases of employee misconduct, the Authority believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Executive Director review; written reprimand; suspension; fines, demotions, and dismissal. At the discretion of the Authority, action may begin at any step, and/or certain steps may be repeated or bypassed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this Manual nor any other Authority guidelines, policies or practices create an employment contract. Employment with the Authority may be terminated at any time with or without cause or reason by the employee or Authority.

Bargaining unit employees and statutory employees are provided with the right to challenge discipline sought in accordance with statute and/or their collective negotiations agreement, as applicable.

## **Section 119. Employee Termination Policy**

An employee's termination of employment with the Authority shall be pursuant to the doctrine of "employment at will." As stated above, the Authority shall have the right to terminate an employee at any time and for any non-discriminatory or otherwise lawful reason including for disciplinary reasons, with or without notice, except the Authority shall

comply with all Federal and State legal requirements that may require notice and an opportunity to be heard.

## **Section 120. Employee Continuing Education Policy**

The Authority encourages continuing education on the part of full time employees. Continuing Education (CE) which directly relates to the individual's job requirements is looked on as being beneficial to the employee as well as to the Authority. CE may include conferences, seminars, non-accredited courses, and/or accredited courses. Questions on CE should be directed to the Executive Director.

## **Section 121. No Smoking Policy**

Smoking is prohibited in all Authority-owned buildings and vehicles.

Complaints of violation of the policy should be directed to the Executive Director. Failure to comply with the policy will result in disciplinary action.

## **Section 122. Political Activities and Contributions**

It shall be the declared policy of the Authority to appoint all employees without regard to political consideration. No employee shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of political opinions or affiliation. Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations.

In accordance with State law, employees are prohibited from engaging in political activities while performing their public duties and from using the Authority's time, supplies or equipment in any political activity. Political activities include, but are not limited to, advocating the election or appointment of any candidate for office, verbally or otherwise, and soliciting funds for campaigns or campaign materials. Additionally, State law precludes employees from directly or indirectly using their position to control or affect the political action of another person. In accordance with the Hatch Act and Federal regulations, an employee whose principal employment is with a program financed in whole or in part by Federal funds or loans shall not:

- (1) be a candidate for public office in a partisan election.
- (2) use his/her official authority to influence, to interfere with or affect election results or nominations for office.
- (3) directly or indirectly coerce contributions from any employee to support a political party or candidate. See The Hatch Act, 5 U.S.C. § 1501 et seq.

Any employee engaging in such political activities during working hours will be subject to disciplinary action up to and including termination of employment. Employees who engage in political activities during their non-working hours must not represent themselves as spokespersons for the Authority. Employees should report any violation of this policy to the Executive Director.

## **Section 123. Travel Expenses Policy**

The Authority will reimburse commissioners and employees for transportation, meals, and lodging expenses incurred while traveling on Authority business. Specifically, commissioners and employees will be reimbursed for expenses incurred relating to attendance at conferences, seminars, and selected educational functions as well as scheduled committee meetings and business meetings. There shall be approved monies budgeted yearly in the Authority's budget namely "Education and Conferences" for this purpose.

For the purpose of this policy, traveling expenses means those costs paid for by the Authority for training, conferences, seminars, and selected educational functions. All seminars, conferences and training courses must be pre-approved by the Authority in the form of a Resolution at the Board meeting prior to the event. All seminars, conferences and training must be relevant to the position of the employee and commissioner at the Authority. When there is not a scheduled meeting of the full Board of Commissioners prior to the registration deadline, the Executive Director may approve the registration of training, conferences, and seminars and then present the approval to the Board at the next meeting.

Transportation reimbursement for mileage shall be at the Internal Revenue Service standard mileage rate to commissioners and employees that use their own vehicle transportation to said event. (The IRS rate effective 1/1/20 is \$0.575 per mile). There is no reimbursement for use of Authority vehicles.

Common carrier transportation shall be utilized for trips of 200 miles or more, provided scheduling is available. Prudence in selection of local transportation is expected. Costs for airline travel by a commissioner or employee may be paid in advance of the actual travel upon submittal of documentation demonstrating full payment of costs sought for reimbursement. Said reimbursement must be made through the Authority's bill payment procedure.

All commissioners and employees shall travel coach or economy class and stay and eat at moderately priced establishments. Expenses, (excluding the cost of the seminar, conference, and training) for local seminars, conferences, and training classes shall not exceed fifty (\$50.00) dollars per day with mileage a separate cost reimbursement.

Entertainment expenses will not be reimbursed unless there is a documented bona fide business purpose.

Spouses of commissioners and employees will not be reimbursed for their travel expenses unless the presence of a spouse on the trip is deemed to have a bona fide business purpose of the Authority.

The Authority will reimburse commissioners and employees for common carrier transportation costs and conference or seminar registration fees. Falsification of any expense vouchers will be cause for dismissal from the Authority and removal from the Board of Commissioners.

All vouchers with supporting documentation must be submitted to the Authority's comptroller for reimbursement and payment.

## **Section 124. HIPAA Compliance Policy**

The Authority is committed to upholding both the letter and the spirit of the Health Insurance Portability and Accountability Act ("HIPAA") regarding the use, maintenance, transfer, and disposition of personal health care information. To the extent that the Authority maintains such information about its employees and others, its elected officials and employees are committed to protecting the privacy and confidentiality of that information.

## **Section 125. State Residency Requirement Policy**

With few exceptions (i.e. hardship or critical need), every employee shall have his/her principal place of residence in the State of New Jersey. New hires shall have one year from the time of taking office, employment or position to satisfy the requirement of principal residency. Failure to satisfy this requirement shall render the employee unqualified for holding office, employment or position with the Authority.

If, however, an employee holds an office, employment, or position with the Authority as of Sept. 1, of 2011 (the effective date of the "New Jersey First Act"), but does not have his or her principal residence in this State on that effective date, he/she will not be subject to the residency requirement while that employee continues to hold office, employment, or position without a break in public service of greater than seven (7) days.

## **ARTICLE TWO: On-The-Job Policies**

### **Section 201. Job Description Policy**

A job description, which is to include qualifications, shall be maintained for each position. All job descriptions must be approved by the Executive Director. The Executive Director's office will make copies available upon request.

### **Section 202. Attendance Policy**

Regular attendance at work, reporting on time, and completing the required hours of work are necessary for each employee so that the Authority may meet its commitments to Long Branch's residents. Employee absences place an additional burden on the remaining work force and seriously affect the Authority's ability to service the residents. The Authority recognizes that circumstances beyond the employee's control may cause him or her to be absent from work for all or part of a day. The Authority, however, will not tolerate unexcused absences or tardiness.

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absences will be tolerated only in emergencies or when the supervisor gives prior approval. All absences must be reported by the employee to the supervisor prior to the start of the normal workday. The working hours for all departments are established by departmental procedures and bargaining unit agreements. If an employee needs to leave work early, the employee must receive permission from his or her supervisor prior to the regularly scheduled departure time.

### **Section 203. Early Closing and Delayed Opening Policy**

Unless you are notified to the contrary, Authority facilities will be open for business during regular hours. In the event of unsafe conditions, the Executive Director may authorize the closing of operations earlier than the normal working hours. If unsafe conditions exist prior to scheduled openings, the Executive Director shall notify supervisors of a delayed opening and a new opening time.

### **Section 204. Dress Code Policy**

Dress, grooming and personal hygiene must be appropriate for the position. Uniforms are required for certain jobs and are to be worn in accordance with applicable standards. All other employees are required to dress in a manner that is normally acceptable in similar business establishments and consistent with applicable safety standards. Employees shall not wear suggestive attire, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats and similar items of casual attire that do not present a businesslike appearance. Hair, sideburns, moustaches and beards must be clean, combed and neatly trimmed. Shaggy, unkempt hair is not permissible regardless of length. With the advance approval of the Executive Director, the Authority will make reasonable religious accommodations that do not violate safety standards. Employees violating this policy shall be required to take corrective action or will be sent home without pay.

## **Section 205. Bulletin Board Policy**

The bulletin boards located in the Authority administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Executive Director may post, remove, or alter any notice. The Authority, pursuant to collective negotiations agreements, may permit the use of bulletin boards by Authority-recognized unions.

## **Section 206. Telephone Usage**

Authority telephones are for official business. Employees may make or receive a personal call to inform their family of unexpected overtime or in an emergency. Other personal calls must be kept to a minimum. Abuse of this policy may result in disciplinary action.

Telephone calls may be monitored by the Authority, either through recordings or other listening devices, to ensure accuracy and efficiency in the service of the public. Employees have no expectation of privacy when utilizing Authority telephones to conduct personal or private business.

The use of cell phones during working hours is prohibited, except for emergency purposes only. This includes talking, texting, e-mailing, accessing the internet, or any other use of a cellular device while working. Employees inappropriately using a cellular device while on working time will be subject to discipline. (The use of iPods, tablets, game systems, personal laptops or similar electronic devices is likewise prohibited while on working time.)

The use of hand-held cell phones while driving Authority vehicles or while driving on Authority business is prohibited. A violation of this policy will result in discipline, up to and including termination.

## **Section 207. Computer Use, Electronic Mail, and Internet Policy**

The Authority's e-mail, voicemail, computer systems and Internet service are for official Authority business and use for all other non-business purposes during working time is prohibited. This includes, but is in no way limited to, the use of computers or Authority-issued mobile devices, use of social networking, gaming or TV/video.

"Working time" shall be defined as any time in which the employee is engaged in or required to be performing work tasks for the Authority. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times.

The Authority operates in an environment where the use of computers, email and the internet are essential tools for certain employees. Those employees are encouraged to use computers, email and the internet; however:

- It is the responsibility of the employee to guarantee that these systems are solely used for business-related purposes during working time (as defined above) and are used in a proper and lawful manner at all times.
- Employees are advised that all computers owned by the Authority are to be used for business purposes only during working time (as defined above), and that they have no

expectation that any information stored on a Authority computer is private. Because e-mail messages are considered as business documents, the Authority expects employees to compose e-mails with the same care as a business letter or internal memo. Employees must be mindful that all email, voicemail, text, and internet messages are documents subject to public disclosure pursuant to the provisions of the Open Public Records Act.

- Downloading or misusing software available through the Internet could violate copyright laws or licensing requirements.
- Personal use of any computer during working time (as defined above) is prohibited, unless expressly authorized by the employee's supervisor.
- The Authority reserves the right to block or cancel an employee's access to Internet sites or the Internet as a whole while using business computers or on the Authority's time.
- The e-mail, telephone, and Internet systems, as well as the messages thereon, are the property of the Authority.
- The Authority reserves its right to monitor its computer systems, including but not limited to, e-mail messages, computer files and Internet usage, with or without notice, at any time, at the Authority's discretion. The Authority also reserves the right to access and disclose such communications and recordings to third parties in certain circumstances. Therefore, employees shall have no expectation of privacy in any transmissions made or received using Authority computers or email accounts.
- Employees must be aware that the mere deletion of a file or message may not fully eliminate that file or message from the system.
- The existence of personal access codes, passwords and/or "message delete functions," whether provided by the Authority or generated by the employee, do not restrict or eliminate the Authority's access to any of its electronic systems as the employees shall be on notice that they should not have any expectation of privacy when using these systems.
- All employees who have been granted access to electronically-store data must use a logon ID assigned by the Authority. Employees shall not share personal access codes or passwords, provide access to an unauthorized user, or access another's e-mail or Internet account without authorization.
- The Authority's network, including its connection to the Internet, is to be solely used for business-related purposes during working time (as defined above). If permission is granted, an employee's personal use of the Authority's computer, e-mail and connection to the Internet shall not interfere with the employee's duties and shall comply with the Authority's policies and all applicable laws.
- All employees may access only data for which the Authority has given permission. All employees must take appropriate actions to ensure that Authority data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized. All Authority data must be stored as required by Authority. This provides greater security, and ensures backup of all Authority data is performed.



- Employees must not reveal or publicize confidential Authority information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.
- No Authority employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the Executive Director. In addition employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Authority's property to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Executive Director.
- Any messages or transmissions sent outside of the organization via e-mail or the Internet will pass through a number of different computer systems, all with different levels of security. Accordingly, employees must not send privileged and/or confidential communications (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure), via e-mail or the Internet unless the message is properly encrypted, and should consider a more secure method of communication for such data.
- Because postings placed on the Internet may display the Authority's address or other Authority-related information, and thus reflect on the Authority, make certain before posting such information that it exhibits the high standards and policies of the Authority. Under no circumstances shall data of a confidential nature (i.e. Social Security numbers, medical and/or HIPAA protected information, dependent information or other information protected from unlawful disclosure) be posted on the Internet.
- An employee may not post content that could reasonably be attributed to the Authority without prior written authorization from the Executive Director. If the Authority is a subject of the content you are creating, be clear and open about the fact that you are a Authority employee and make it clear that your views do not represent those of the Authority or any of its employees, vendors, or visitors. If you identify yourself as an employee in any manner on any internet posting or blog, comment on any aspect of the Authority's business or post a link to the Authority, you must include the following disclaimer in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of the Authority or anyone associated/affiliated with the Authority."
- Subscriptions to news groups or mailing lists are permitted only when the subscription is for a work-related purpose and authorized by the Executive Director. Any other subscriptions are prohibited.
- All files downloaded from the Internet, e-mail attachments or the like should be checked for possible viruses. If uncertain whether your virus-checking software is current, you must

check with the Authority 's Network Administrator before downloading. Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses in the Authority's computing environment.

- Any "unauthorized use" of e-mail or the Internet is strictly prohibited while at work or while using a Authority computer. "Unauthorized use" includes, but is not limited to: connecting, posting, or downloading obscene, pornographic, violent, sexually suggestive, or discrimination based material; attempting to disable or compromise the security of information contained on the Authority's computer systems; or sending or receiving obscene, violent, harassing, sexual or discrimination based messages. If an employee receives a message that is representative of an "unauthorized use" of the Authority 's electronic media from someone outside of the Authority, it is the employee's duty to immediately inform the sender of such materials that he or she must refrain from sending such materials.

- Your Internet postings SHOULD NOT VIOLATE ANY OTHER APPLICABLE AUTHORITY POLICY, including, but not limited to, the following: the Authority's Anti-Harassment and Discrimination Policies.

- Authority business which is conducted by an employee on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

- Authority employees should not speak to the media on behalf of the Authority. All media inquiries to the Authority should be directed to the Executive Director.

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications by employees engaging in protected concerted activities regarding wages, hours or other terms and conditions of employment. Authority employees have the right to engage in or refrain from such activities.

### Social Network Postings

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. Examples of social media platforms include, but are not limited to, the following: Facebook, Google+, Instagram, LinkedIn, Pinterest, Reddit, Snapchat, Tumblr, Twitter, Vine, WhatsApp, Yelp, and YouTube. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the Authority and its relationship with the community. This provision identifies prohibited activities by employees on the internet where posted information is accessible to members of the

general public, including, but not limited to, public postings on social networking sites.

Specifically, the Authority reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Authority by other employees or third parties. Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. **If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them.**

Employees are cautioned to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or harassing towards or about Authority employees, Authority citizens and visitors, or Authority vendors. Be advised that employees can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by employees engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the employees' official job duties.

## **SECTION 208. VIDEO SURVEILLANCE**

The Authority may install video surveillance camera systems within public buildings and throughout public areas within the property of the Authority. These are used primarily as deterrents of criminal behavior and for the protection of the employees and Authority assets. In implementing video camera systems, the Authority will ensure compliance with Federal, State and local laws governing such usage.

The Authority's video surveillance camera systems area significant tool to which the employees of the Authority will avail themselves in order to complete the goals and the objectives of the facility. Employees are only permitted to use the video surveillance equipment for legitimate purposes and with proper authorization. The facility's designee will be responsible for the authorization of the users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, watch, search, copy, or otherwise use the video surveillance system to tamper with access, archive, alter, add to, or make any copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission of the Executive Director or his/her designee.

The Authority shall designate a person to be responsible for the maintenance and administration of the video camera surveillance system. Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy

and/or potential privacy breach has the responsibility to ensure that the Executive Director is immediately informed of such breach.

## **Section 209. Use of Authority Property, Machinery, Equipment and Vehicles**

All Authority property, equipment, machinery and vehicles are to be used only in the performance of your job and are to be treated with care and respect. Any malfunction should be reported to your supervisor immediately. Use of Authority property or supplies for personal business is strictly prohibited. A violation of this policy will result in disciplinary action.

## **Section 210. Use Of Vehicles Policy**

Generally. Unless an employee received permission from the Executive Director, Authority owned vehicles shall be used only on official business and all passengers must be on Authority business.

Vehicles may be taken home only with the advance approval of the Executive Director except supervisors may also grant temporary approval to facilitate responses to an after-hours emergency. When an employee takes home an Authority vehicle, it is to be used only for official Authority business; any other use is not permitted. At no time shall children be in the Authority vehicle when responding to an emergency.

Any violation of this policy constitutes cause for disciplinary action.

Accidents and Incidents. Prior to operation of any Authority vehicle, employees must consult the Executive Director as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.) In the event of an incident or accident involving the use of an Authority vehicle, employees must immediately contact their supervisor and/or Executive Director. All required reports and documentation must be submitted to the Executive Director within two (2) business days of receipt.

An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or other policy of the Authority.

Any violation of this policy constitutes cause for disciplinary action. Violations of this policy may also result in the denial of indemnification and/or defense by the Authority to the employee in any civil or criminal matter brought in any Court arising from improper use of an Authority vehicle. The Authority also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

Citations and Violations. Operators of Authority vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission. Drivers are responsible for paying any moving violation tickets and **MUST** notify the Authority of said violations within forty-eight (48) hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court). Drivers are responsible for paying all parking tickets incurred. The Authority should be notified of the receipt of a parking ticket

within 48 hours of receipt of said ticket.

Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZ-Pass). Upon having been notified of said violation, either by direct mail or notice from the Authority, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the Authority that the outstanding toll and any related fees have been paid.

Policies and Procedures. Employees authorized to use an Authority vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

A. An employee may not operate an Authority vehicle without a valid and appropriate driver's license. See below "Driver's License Policy." Moreover, drivers must ensure that all required documents (driver's license, badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.

B. Employees assigned exclusive use of an Authority vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance with the Authority, in order to maintain all manufacturers' warranties (including routine oil changes).

C. Vehicles are to be kept clean at all times and should be washed and vacuumed regularly (unless prohibited by the New Jersey Department of Environmental Protection or other similar regulatory body).

D. No smoking is allowed in an Authority vehicle at any time.

E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc...) while driving an Authority vehicle is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.

F. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safety rules and regulations, such as "Wipers On, Lights On."

G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.

H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

Violation of this policy may result in disciplinary action up to and including the suspension of the employee's privilege to operate an Authority vehicle and/or termination.

## **Section 211. Driver's License Policy**

Any employee whose work requires the operation of Authority vehicles must hold a valid New Jersey State Driver's License. Any employee who does not hold a valid driver's license will not be allowed to operate an Authority vehicle until such time as a valid license

is obtained.

Employees are required to file a copy of a valid driver's license with the Authority prior to the use of an Authority vehicle.

All new employees who will be assigned work entailing the operating of an Authority vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by supervisors. Upon request, an employee must provide a copy of their driver's license or other required documents within twenty-four (24) hours of said request.

Any employee performing work which requires the operation of an Authority vehicle must notify the immediate supervisor within twenty-four (24) hours in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee that fails to report such an instance, is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate an Authority vehicle shall be subject to possible termination, and may be denied indemnification and/or defense by the Authority in any civil or criminal matter brought in any Court arising from the use of an Authority vehicle while said employee's driving privileges were suspended or revoked.

Any information obtained by the Authority in accordance with this section shall be used by the Authority only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. S 2721 et seq.)

## **Section 212. Drugs and Alcohol Policy**

The Authority recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees. Any employee who is observed by a supervisor to be intoxicated or under the influence of alcohol or drugs during working hours or is under the reasonable suspicion of same shall be immediately tested and is subject to discipline up to and including termination. The supervisor or will immediately report any reasonable suspicions to the Executive Director.

An employee will be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Supervisors that observe behavior constituting reasonable suspicion are required to institute testing and do not have the option of sending the employee home as an alternative.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Authority premises or during work hours by employees is strictly prohibited.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace. Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by Federal law.

Employees using prescription drugs, including medical marijuana, that may affect job performance or safety must notify their supervisor and/or Executive Director, who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with the Health Insurance Portability and Protection Act. Authority personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. (A program to assist employees who may have a drug/alcohol problem is provided through the Authority's Employee Assistance Program.)

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over-the-counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Authority property or while performing Authority business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

As it relates to cannabis, an employee will be subject to adverse action if there is both a positive drug test, confirmed by a licensed laboratory, and a determination of reasonable suspicion based on documentation of physical signs or other evidence of impairment during the employee's work hours. When the New Jersey Cannabis Regulatory Commission issues standards for certification of a Workplace Impairment Recognition Expert ("WIRE"), an employee will be subject to adverse action if there is both a positive drug test and a physical evaluation by a WIRE.

Applicants for non-CDL positions will not be denied employment based solely on a positive pre-employment drug test for cannabis, except for employees holding any federally regulated license requiring testing, or specifically required to test for cannabis by the terms of a federal contract or federal grant.

### **Section 213. Military Leave Policy**

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service consistent with law. In all cases involving military leave, the employee must, as soon as possible, provide the Executive Director with a certificate verifying the call to military duty prior to beginning the military leave.

In a calendar year, the first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. Thereafter, the leave shall be without pay but without loss of time. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.



Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty (30) days calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Authority group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

#### **Section 214. Changes of Employees' Personal Information**

An employee is expected to notify the Executive Director of any revision in personal information, including but not limited to: changes of name, address, telephone number, marital status, insurance beneficiary and number of dependents, and persons to contact in case of an emergency. All notifications shall be submitted in writing to the Executive Director.

#### **Section 215. Open Public Meetings Act Procedure Concerning Personnel Matters**

Discussions by the governing body or any public body of the Authority concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual timely requests in writing that the discussion be held in open session. Such request will be granted. Prior to the discussion by the governing body of the Authority concerning such matters, the Administrative Assistant shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session.

## **ARTICLE THREE: Leave Administration**

### **Section 301. Family and Medical Leave Policy**

**Authority:** Family and Medical Leave Act ("FMLA") (29 U.S.C. § 2601, *et seq.*) and the New Jersey Family Leave Act ("NJFLA") (N.J.S.A. 34:11 B-1, *et seq.*)

#### **THE FAMILY AND MEDICAL LEAVE ACT**

The Family and Medical Leave Act ("FMLA") entitles eligible employees to take up to twelve (12) weeks of job-protected leave in a twelve (12) month period for specified family and medical reasons or up to 26 weeks of job-protected leave in a 12 month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, child, parent, or next of kin ("military caregiver leave").

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave.

#### **1. EMPLOYEE ELIGIBILITY**

To be eligible for FMLA benefits, an employee must:

- a. have worked for the Authority for a total of twelve (12) months; and
- b. have worked at least 1,250 hours (including overtime) over the previous twelve (12) months (subject to special rules applicable to returning reservists pursuant to the Uniformed Services Employment and Reemployment Rights Act).

The Executive Director will determine if the employee meets the eligibility requirements.

#### **2. LEAVE ENTITLEMENT**

An eligible employee may take up to a total of twelve (12) work-weeks of FMLA leave during a twelve (12) month period for one or more of the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- For any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty

(“qualifying exigency leave”).<sup>1</sup>

Leave to care for a child after birth, adoption, or foster care must conclude within twelve (12) months of the child's birth or placement. If both spouses work for the Authority, they may only take a total of twelve (12) weeks between them during the twelve (12) month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition. Each spouse may be entitled to additional leave for other qualifying reasons under the FMLA, such as the employee's own illness or for the serious illness of the employee's child.

The Authority will calculate the twelve (12) month FMLA “leave year” using the “rolling forward” method. By this method, the twelve (12) month period is measured forward from the date FMLA leave is first taken.

When an employee takes leave for a reason covered by the New Jersey Family Leave Act (“FLA”) and the FMLA, the leave shall be simultaneously counted against an employee's entitlement under both statutes to the extent permitted by law.

### **3. INTERMITTENT AND REDUCED SCHEDULE LEAVE**

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule.

- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or covered service member, for a qualifying exigency relative to deployment of a spouse, child, or parent, or because the employee is seriously ill and unable to work.
- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent or reduced schedule leave is subject to the Authority approval.

### **4. PAY WHILE ON LEAVE**

FMLA leave will be unpaid unless the employee has available applicable earned paid leave (such as sick, personal or vacation leave). In the event the employee has such available earned paid leave, the employee must first use any such earned pay, all of which time will be counted as FMLA leave. Once such applicable paid time off is exhausted, the remainder of the FMLA leave will be unpaid.

The Authority is responsible for designating an employee's use of paid leave as FMLA leave, based upon information from the employee.

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<sup>1</sup> “Qualifying Exigency” covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the employer and the employee.

For more information concerning qualifying exigency leave, please see the Executive Director.

## 5. SERIOUS HEALTH CONDITIONS

A **"serious health condition"** is an illness, injury, impairment, or physical or mental condition that involves either:

1. any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
2. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to:
  - a. A health condition (including treatment therefore, or recovery there from) lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:
    - i. treatment two (2) or more times by or under the supervision of a health care provider; **or**
    - ii. one (1) treatment by a health care provider with a continuing regimen of treatment; **or**
  - b. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
  - c. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**
  - d. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**
  - e. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated (e.g., chemotherapy or radiation treatments for cancer).

**"Health Care Provider"** for purposes of the FMLA means:

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the State in which the doctors practice; or
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice under State law; or
- Nurse practitioners, nurse-midwives, clinical social workers, and physician assistants authorized to practice, and performing within the scope of their practice, as defined under State law; or
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or

- Any health care provider recognized by the Authority or the Authority's group health plan benefits Manager.

## **6. MILITARY CAREGIVER LEAVE**

Eligible employees who are either a spouse, child, parent or next of kin (i.e. nearest blood relative of the individual) of a Covered Servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the Covered Servicemember. During this single twelve (12) month period, an eligible employee who qualifies for leave to provide care for the Covered Servicemember shall be entitled to no more than a combined total of twenty-six (26) workweeks of leave.

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five (5) years preceding the family member's initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

For a current servicemember, a serious injury or illness is one that was incurred by a servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the servicemember's active duty and that were aggravated by service in the line of duty on active duty.

If both spouses work for the Borough, they may only take a combined twenty-six (26) weeks in a single twelve (12) month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons.

## **7. MAINTENANCE OF HEALTH BENEFITS**

During FMLA leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective negotiations agreements, State law, and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Authority for timely payment of premiums.

In some instances, the Authority may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

## **8. JOB RESTORATION**

Generally, upon return from FMLA leave, the employee will be restored to his/her original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. If the Authority should experience a reduction in force or layoff, an employee who would have been affected by such a reduction in force or layoff had he/she not been on FMLA leave is not entitled to be returned to work

following exhaustion or completion of FMLA leave, however, the employee retains all rights under any applicable lay off or recall system.

## **9. MAINTENANCE OF BENEFIT STATUS**

An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave and FMLA leave will not be considered in discipline related to tardiness and/or attendance.

## **10. KEY EMPLOYEES**

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the Authority may refuse to reinstate certain highly-paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the Authority will:

- Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- Notify the employee as soon as the Authority decides that it will deny job restoration and explain the reasons for this decision;
- Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration and notify the employee in writing of that decision.

A "key" employee is a salaried "eligible" employee who is among the highest paid ten (10) percent of employees.

## **11. NOTICE AND CERTIFICATION PROCEDURE**

Employees seeking to use FMLA leave are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employees must provide sufficient information for the Authority to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Authority if the requested leave is for a reason for which FMLA was previously taken or certified.

The Authority may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member; or
- Certification of Qualifying Exigency; or
- Second or third medical opinions (at Authority's expense) and/or periodic

- recertification; or
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work; and
- Medical certification of fitness for return to duty.

The Authority, at its expense, may require an examination by a second healthcare provider designated by the Authority. If the second healthcare provider's opinion conflicts with the original medical certification, the Authority, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

The Authority will notify employees requesting leave whether they are eligible for FMLA leave, and if they are not, the reasons for their ineligibility. If the employee is eligible, the notice will specify any additional information required. Where leave is being designated as FMLA leave, the employee will be so notified in writing.

If an employee provides false or misleading information or omits material information about an FMLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

## **12. NO RETALIATION**

There shall be no retaliation against any employee for exercising his/her rights under the FMLA and/or for taking leave and no interference with FMLA rights. Any such concerns should be immediately reported to the Executive Director.

## **13. RETURN TO WORK**

An employee returning from leave taken because of his/her own serious health condition must provide certification from his/her health care provider that he/she is able to return to work with or without restrictions. The certification should be provided to the Authority within ten (10) days of the leave expiring if possible or prior to the employee returning to work.

An employee who does not return to work upon expiration of FMLA leave may be discharged. An employee who fails to return from the approved FMLA leave will be required to refund all employer benefit contributions paid during the unpaid portion of the leave, unless the failure to return results from continuation, recurrence, or onset of a serious health condition, or something beyond the employee's control.

## **14. QUESTIONS**

Any questions regarding this policy or FMLA leave should be directed to the Executive Director.

## **THE NEW JERSEY FAMILY LEAVE ACT**

The New Jersey Family Leave Act ("FLA") entitles eligible employees to take up to twelve (12) weeks of job-protected leave in a twenty-four (24) month period for specified reasons. The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave; notice and certification of the need for FLA leave; and



protection for employees who request or take FLA leave.

## **1. EMPLOYEE ELIGIBILITY**

To be eligible for FLA benefits, an employee must:

- a. Have worked for the Authority for a total of twelve (12) months; and
- b. Have worked at least 1,000 hours (including overtime) over the previous twelve (12) months.

The Executive Director will determine if the employee meets the eligibility requirements.

## **2. LEAVE ENTITLEMENT**

An eligible employee may take up to a total of twelve (12) work-weeks of FLA leave during a twenty-four (24) month period for one or more of the following reasons:

- Birth and care of the employee's newborn child (leave must commence within 12 months of the date of birth);
- The placement for adoption of a child with an employee for adoption or foster care (leave must commence within 12 months of placement);
- The serious health condition of a family member (i.e. sibling, grandparent, grandchild, child, parent, spouse, domestic partner, civil union partner, parent-in-law, any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.
- In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
  - (i) requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
  - (ii) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or
  - (iii) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

The Authority will apply the “rolling forward” method to calculate an employee’s entitlement to FLA leave. By this method, the twenty-four (24) month FLA “leave period” is measured forward from the date **FLA** leave is first taken.

When an employee takes leave for a reason covered by the Federal Family and Medical Leave Act (“FMLA”), the leave shall be simultaneously counted against an employee’s entitlement under both statutes to the extent applicable and permitted by law. In the case of maternity leave, the employee’s FLA leave will not begin to run until the employee is released from disability by her health care provider or exhausts her FMLA leave, whichever occurs first. After release by her health care provider, any remaining FMLA leave will run concurrently with her FLA leave entitlement. FLA leave taken on account of the serious illness of a family member may, in certain cases, be taken in the form of a reduced leave schedule, or when medically necessary, on an intermittent basis, rather than all at once.

The employee shall not be entitled to a reduced leave schedule for a period exceeding 24 consecutive weeks. The employee shall make a reasonable effort to schedule reduced leave so as not to disrupt unduly the operations of the Authority and the employee shall provide the Authority with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave which the employee is entitled. Employees may elect to use applicable accrued paid leave (such as sick or vacation) to cover some or all of their FLA leave. If the employee does not so elect, the FLA leave will be unpaid. The Authority is responsible for designating if an employee’s use of paid leave counts as FLA leave, based upon information from the employee.

### **3. MAINTENANCE OF HEALTH BENEFITS**

During FLA leave, the employee’s health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective negotiations agreements, state law, and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Authority for timely payment of premiums.

### **4. JOB RESTORATION**

Generally, upon return from FLA leave, the employee will be restored to his /her original job or to an equivalent job with like seniority, status, employment benefits, pay and conditions of employment. If the Authority should experience a reduction in force or layoff, an employee who would have been affected by such a reduction in force or layoff had he/she not been on FLA leave is not entitled to be returned to work following exhaustion or completion of FLA leave, however, the employee retains all rights under any applicable layoff or recall system. An employee who does not return to work upon expiration of FLA leave may be discharged. An employee who fails to return from the approved FLA leave will be required to refund all employer benefit contributions and paid during the unpaid portion of the leave, unless the failure to return results from continuation, recurrence, or onset of a serious health condition, or something beyond the employee’s control.

## 5. NOTICE AND CERTIFICATION

When FLA leave is sought due to the birth or placement of a child for adoption, the employee must provide at least thirty (30) days' notice of the intention to take FLA leave when reasonably practicable. When FLA leave is sought due to a family member's serious illness, the employee must provide at least fifteen (15) days' notice of the intention to take FLA leave, except where emergent circumstances warrant shorter notice. Employees seeking to use FLA leave when the need is unforeseeable must provide the Authority of the need for leave as soon as practicable.

An employee requesting FLA leave in order to care for the employee's seriously ill family member may be required to provide a certification issued by a health care provider supporting the need for the requested FLA leave. The Authority reserves the right to require second or third medical opinions and periodic re-certifications

The employee must also provide periodic reports during his/her leave regarding the employee's status and intent to return to work as deemed appropriate by the Authority. If an employee fails to provide the required documentation, the Authority may delay the start of the employee's FLA leave, withdraw any designation of FLA leave or deny the leave, in which case the employee's absences will be treated in accordance with the Authority's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an FLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

## 6. NO RETALIATION

There shall be no retaliation against any employee for exercising his/her rights under the FLA and/or for taking leave and no interference with FLA rights. Any such concerns should be immediately reported to the Executive Director.

## 7. DEFINITIONS FOR PURPOSES OF FLA POLICY

1. **Health Care Provider:** for purposes of the FLA means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services; or any other person who has been authorized to provide health care by a licensed health care provider.
2. **Serious Health Condition:** for purposes of the FLA means an illness, injury, impairment, or physical or mental condition which requires:
  - inpatient care in a hospital, hospice, or residential medical care facility; continuing medical treatment or continuing supervision by a health care provider.

## 8. QUESTIONS

Any questions regarding this policy or FLA leave should be directed to the Executive Director.

## **Section 302. Violence Leave Policy**

The New Jersey Security and Financial Empowerment Act ("NJSAFE") entitles eligible employees to take up to twenty (20) days of job-protected leave in a twelve (12) month period to address circumstances resulting from an incident of domestic violence or a sexually violent offense.

### **1. EMPLOYEE ELIGIBILITY**

To be eligible for NJSAFE benefits, an employee must:

- Have worked for the Authority for a total of twelve (12) months; and
- Have worked at least 1,000 hours (including overtime) over the previous twelve (12) months.

The Executive Director will determine if the employee meets the eligibility requirements.

### **2. LEAVE ENTITLEMENT**

NJSAFE leave may be taken by an employee who is a victim of an incident of domestic violence or a sexually violent offense or by an employee whose family member (i.e. child, spouse, civil union or domestic partner, parent, parent-in-law, sibling, grandparent, grandchild, any other individual related by blood, or any other individual that the employee shows to have a close association with the employee which is equivalent of a family relationship) is a victim of domestic violence or a sexually violent offense.

Leave may be taken, as needed for the purpose of engaging in any of the following activities related to each incident of domestic violence or sexually violent offense:

- 1) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family member;
- 2) obtaining services from a victim services organization for the employee or the employee's family member;
- 3) obtaining psychological or other counseling for the employee or the employee's family member;
- 4) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the family member from future domestic or sexual violence or to ensure economic security;
- 5) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family member, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or

- 6) attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's family member was a victim.

An employee is not entitled to more than twenty (20) days of combined NJSAFE leave in any twelve (12) month period.

When an employee takes leave for a reason covered by NJSAFE, the leave shall be simultaneously counted against an employee's entitlement under the FMLA and/or the FLA to the extent applicable and permitted by law.

### **3. INTERMITTENT LEAVE**

NJSAFE leave may be taken intermittently in increments of no less than one (1) day.

### **4. PAY WHILE ON LEAVE**

NJSAFE leave will be unpaid unless the employee has available applicable earned paid leave (such as sick, personal, or vacation days), which he/she may use at his/her discretion.

The Authority is responsible for designating an employee's use of paid leave as NJSAFE leave, based upon information from the employee.

### **5. MAINTENANCE OF HEALTH BENEFITS**

During NJSAFE leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective negotiations agreements and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Authority for timely payment of premiums.

### **6. JOB RESTORATION**

Generally, upon return from NJSAFE leave, the employee will be restored to his/her original job or to an equivalent job with like seniority, status, employment benefits, pay and conditions of employment.

### **7. NOTICE AND CERTIFICATION**

Prior to taking NJSAFE leave, an employee must, if the need for leave is foreseeable, provide the Authority with written notice of the need for leave. Notice must be provided as far in advance as is reasonable and practical under the circumstances.

Pursuant to NJSAFE, the Authority may require that an eligible employee provide supporting documentation concerning the domestic violence or sexually violent offense which is the basis for the leave. Sufficient forms of supporting documentation include the following:

- 1) a domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
- 2) a letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- 3) documentation of the conviction of a person for the domestic violence or sexually violent offense;
- 4) medical documentation of the domestic violence or sexually violent offense;
- 5) certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or family member is a victim of domestic violence or a sexually violent offense; or
- 6) other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's family member in dealing with the domestic violence or sexually violent offenses.

***All information provided in connection with NJSAFE leave shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by State or Federal law, rule or regulation.***

## **8. NO RETALIATION**

There shall be no retaliation against, harassment, or discrimination with respect to the compensation, terms, conditions, or privileges of employment of any employee for exercising his/her rights under the NJSAFE and/or for requesting or taking leave. Any such concerns should be immediately reported to the Executive Director.

## **9. QUESTIONS**

Any questions regarding this policy or NJSAFE leave should be directed to the Executive Director.

## **NEW JERSEY TEMPORARY DISABILITY AND FAMILY LEAVE INSURANCE BENEFITS**

Under the Family Leave Insurance ("FLI") provision of the New Jersey Temporary Disability Benefits Law, eligible employees may collect up to twelve (12) weeks of cash benefits from the State of New Jersey to compensate for wage loss when taking leave to bond with a newborn or newly adopted child or to provide care for a seriously ill family member. FLI benefits may also be taken by a covered individual while taking time off from work to assist a family member who is a victim of domestic or sexual violence.

Eligible employees who are unable to work due to a disability brought about by a non-work-related injury or illness, or during pregnancy and/or childbirth may receive Temporary Disability Insurance ("TDI") benefits for up to twenty-six (26) weeks. Temporary Disability benefits are also available to a domestic violence victim that is physically or mentally

unable to work.

FLI and TDI is a monetary benefit paid by the State and not a separate leave entitlement, and thus FLI and TDI run concurrently with FLA and/or FMLA covered leave. The State of New Jersey makes all determinations as to FLI and TDI benefits eligibility without any regard to whether the claimant is on FLA or FMLA covered leave during the period for which he or she is applying for FLI and TDI benefits.

Employees can obtain additional information and/or an application for FLI or TDI benefits from the Executive Director or by visiting the Department of Labor and Workforce Development's web site at [www.nj.gov/labor](http://www.nj.gov/labor), by telephoning the Division of Temporary Disability Insurance's Customer Service Section at (609) 292-7060, or by writing to the Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387.

### **Section 303. Leave of Absence Without Pay**

Leave without pay may be granted to full-time and part-time employees by the Executive Director. Normally, it may be granted only when an employee has used up his/her sick, vacation and personal days in the case of an illness; or his/her vacation leave if leave without pay is requested for reasons other than illness. Written requests for a leave without pay must be initiated by the employee, and may be taken if favorably endorsed by the supervisor and approved by the Executive Director. Such leave, except for military leave without pay, shall not be approved for a period of longer than six (6) months at one time. The Executive Director may extend such leave for an additional six (6) months or a portion thereof for cause. Leave without pay for union employees is regulated by the appropriate collective negotiations agreement.

### **Section 304. Resignation Policy**

An employee who intends to resign must notify the Executive Director in writing at least two (2) weeks in advance. Failure to do so will cause the employee to be classified as "resigning, not in good standing." After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last (2) two weeks, the employee may not use paid time off except paid holidays or where sick, unless approved by the Executive Director. The Executive Director will prepare a Change of Status Form showing any pay or other money owed the employee. The Executive Director will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys, uniforms/clothing and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

An employee who is absent from duty for five (5) or more consecutive working days without approval or notification or fails to return to work for five (5) or more consecutive working days following an approved leave of absence shall be deemed to have voluntarily resigned from their employment. The employee will be designated as "resigned, not in good standing."

### **Section 305. Job Layoffs or Workforce Reduction Policy**

If it is necessary to abolish a position for reasons of economy, efficiency, lack of work or funds, or for other related reasons, and you are a permanent employee, you will be given a notice of layoff and informed of your re-employment rights. In general, a permanent employee is laid off on the basis of lowest seniority within the job classification. If you are laid off, you are entitled to and eligible for Unemployment Insurance Coverage pursuant to State Law. In the event of layoffs of union employees, the applicable contract provisions will apply, if any.



## **ARTICLE FOUR: Employee Benefits and Compensation Policies**

Employee benefits and compensation are set forth at length in the respective collective negotiations agreements between the Authority and its Unions. Please refer to those documents.

### **Section 401. Medical**

All medical benefits are set forth in the collective negotiations agreements covering each respective employee. Please refer to those agreements for information on health and medical benefits.

### **Section 402. Employee Assistance Program (EAP)**

The Authority offers an Employee Assistance Program. This program is a confidential program which helps employees deal effectively with personal problems that may affect their well-being, their home lives and/or their job performance. Please see the Executive Director for more information on this program.

### **Section 403. Timesheets**

Non-exempt employees are required to accurately record their work time on the designated time record, sign it and return it to his/her supervisor. Non-exempt employees and exempt employees are required to report their sick time, vacation time and holiday time on the designated time record. Non-exempt and exempt employees should turn the time record in to his/her supervisor.

The supervisor shall review the record for accuracy and approve it and submit it to the designated payroll representative.

### **Section 404. Workers Compensation Policy**

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income and other compensation under the New Jersey Workers Compensation Act. Any occupational injury or illness must be immediately reported to the supervisor or the Executive Director. All required medical treatment must be performed by a Workers Compensation Physician appointed by the Authority and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in a negotiations agreement, the Authority will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to NJSA §11A:6-8.

## **Section 405. Overtime Policy**

The Authority complies with all applicable federal and state laws with regard to payment of overtime work, including the New Jersey Wage and Hour Law and the federal Fair Labor Standards Act.

Under the Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$107,432 per year depending upon their job duties.

The Executive Director shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Executive Director's prior approval and at the sole discretion of the Executive Director.

Depending on work needs, employees may be required to work overtime. Employees are not permitted to work overtime unless the overtime is budgeted and approved by the Authority. Employees working overtime without prior approval will be subject to disciplinary action.

Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over forty (40) in a workweek.

Accrued and taken overtime must be noted on the employee's time sheet. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

## ARTICLE FIVE: Managerial/Supervisory Procedures

NOTE: Questions about any of the Authority's policies, as set forth in this Manual, should be directed to and discussed with the Executive Director.

### Section 501. Employment Procedure

#### Employment Procedure Policy

This policy is in addition to Contractual Obligations set forth by applicable Collective Negotiations Agreement(s).

- **Recruitment:** The Executive Director in conjunction with the Personnel Committee will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Executive Director to distribute notification of the vacancy to all departments. The Executive Director will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide a circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Authority is an equal opportunity employer.
- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law.
- **Interviews:** The Executive Director and an appropriate supervisor will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with New Jersey Departmental of Personnel's Guide for Conducting Professional Interviews. The Authority will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an unreasonable hardship on the Authority.
- **Physical Examinations:** Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the Executive Director may require applicants to pass a physical examination in order to ensure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all applicants for a particular position. The Executive Director may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position. All physical examinations must be performed by a physician chosen by the Authority at the expense of the Authority. All medical records of employees and prospective employees are confidential and are to be maintained by the Process Control/Compliance Officer separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use.

- **Testing:** A potential candidate may be required to submit to computerized standardized testing in any applicable field which the candidate may be engaged as an employee of the Authority.
- **Job Offers:** The final decision will be made by the Authority's Board and Executive Director after all references and other information has been verified. The Authority will also make reasonable accommodations to known physical or mental limitations of employees and applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on the Authority. The employment offer must be made in a letter to the candidate outlining all terms and conditions of the offer. The letter will also establish a deadline for acceptance.
- **Acceptances and Rejections:** If the first offer is rejected, the Authority Board members and the Executive Director will decide to hire another candidate or re-open the position. Once a candidate accepts the employment offer, all other candidates will be notified in writing that they were not accepted for the position.
- **Employability Proof:** After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.
- **Record Retention:** All applications, notes made during interviews and reference checks, job offers, and other documents created during hiring process must be returned to and retained by the Executive Director. Documents related to the successful candidate will be placed in the employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records documents related to other candidates must be retained for at least two (2) years. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

## **Background Checks and Procedures for Candidates**

Background checks required: Background checks are required of all candidates.

- **Background check procedure:** Unless permitted and/or required by law at an earlier stage, following the interview of an applicant, if the Executive Director concludes that the applicant meets the qualifications for the position, he/she will conduct a reference investigation and check of previous employment. A criminal investigation by an outside agency or contractor will also be completed, in compliance with applicable State and Federal law, after a waiver is signed. The Executive Director will perform or initiate background checks and be the recipient of reports from outside agencies or contractors.

Written information received as a result of a "Request for Criminal History Record Information For A Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the State Police. Such information will be kept confidential and will not be published or disclosed in any

manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).

The Executive Director will inform the candidate in writing, of any information that would disqualify the person from working at the Authority.

- **Conditions Under Which An Employee Will Be Disqualified From Working With Children:** A candidate, volunteer, or employee may be disqualified from employment in any position that works with children/youth/minors if that person's criminal record history background check reveals a record of conviction of any of the following crimes and disorderly persons offenses as defined by New Jersey law or by analogous laws in other States:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and disorderly persons offenses as a result of the Authority's targeted screening process, by which the Authority has taken into account the following factors:

- A. The nature and gravity of the offense or conduct, including the consideration of
  - (i) the harm caused by the crime/offense;
  - (ii) the legal elements required to prove the crime/offense; and
  - (iii) the classification of the crime/offense (i.e., crime or disorderly persons, etc.);
- B. The time that has elapsed since the offense, conduct, and/or completion of the sentence;
- C. The nature of the job held or sought, including the consideration of:
  - (i) the job duties (not merely the job title);
  - (ii) the level of supervision to be provided;
  - (iii) the working environment (e.g., private home, outdoors, warehouse);
  - (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and
  - (v) the relationship of the criminal history to the job to be performed.

An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

The subject of any record request will be provided with adequate notice to complete or challenge the accuracy of any record(s) and if requested by the subject of the record request, will be provided with a reasonable period of time to correct or complete any information provided by the background check.

- **Appeal Process:** The Appeals Committee will be comprised of the Executive Director and Personnel Committee.

Once a candidate has been notified of a disqualifying conviction, the candidate has fourteen (14) calendar days to file a Notice of Appeal with the Authority. Such Notice of Appeal must be sent in writing to the Executive Director. The Notice of Appeal shall include a Notice of Rehabilitation and/or a Notice that the information is inaccurate or incorrect.

During the 14-day period listed above, and until the issuance of the decision of the Appeals Committee, the position will not be filled by another candidate. In making a determination on the appeal, the following information will be considered:

1. The nature and responsibility of the position which the convicted individual would hold.
2. The nature and seriousness of the crime or offense.
3. The circumstances under which the crime or offense occurred.
4. The date of the crime or offense.
5. The age of the individual when the crime or offense was committed.
6. Whether the crime or offense was an isolated or a repeated incident.
7. Any social conditions which may have contributed to the commission of the crime or offense.
8. Any evidence of rehabilitation, including good conduct in prison or in the community, counseling or psychiatric treatment received.
9. Acquisition of additional academic or vocational schooling, successful participation in correctional work-release programs, or the recommendation of those who have had the individual under their supervision.

The Authority will issue a written determination on the employee's appeal of his/her disqualifying conviction, setting forth the reasons for the determination.

## **Section 502. Nepotism Procedure**

Immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

- One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
- One relative would be responsible for auditing the work of the other;
- Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest;
- A person would be a relative or family member of any appointed official of the Authority. (This shall not restrict nor prohibit the continued employment of individuals to a position or positions with the Authority where a relative of a permanent employee is appointed after the date of the permanent employee's start date of employment with the Authority.)

Employees who marry or become related by marriage may continue in their employment if the marriage does not result in the creation of a prohibited relationship. Where the marriage results in the creation of a prohibited relationship, the Authority will explore potential accommodations including the reassignment of one or both employees to available positions for which the employees are qualified

For purposes of this policy, immediate relative includes: spouse; child; parent; sibling; grandparent; grandchild; father-in-law; mother-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepsibling; half-brother; half-sister; nephew; niece; first cousins; aunt; uncle; foster children; domestic partner or cohabitants, or any person related by blood or marriage residing in an employee's household.

## **Section 503. Processing and Orientation of New Employees Procedure**

All new regular full-time and regular part-time employees will be scheduled to meet with the Executive Director, and/or Supervisor on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Executive Director's office for inclusion in the employee's official personnel file. The initial orientation may include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Personnel Policies and Procedures Manual/Handbook and acknowledgement of receipt;
- A review of Article Five of the Personnel Policies and Procedures Manual/Handbook if the employee is a manager or supervisor and acknowledgement of receipt;

- The Employee Complaint Policy letter and acknowledgement;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

#### **Section 504. Initial (Probationary) Employment Period Procedure**

Except where State requirements or collective negotiations agreements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of six (6) months. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. Near the end of the initial employment period, the supervisor will conduct an employee evaluation – see Performance Evaluation Procedure. New employees may be discharged at any time during this initial period if the Executive Director concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Executive Director may extend the initial employment period. Newly hired employees are not eligible for payment of paid time off except holidays until the successful completion of their initial employment period.

#### **Section 505. Employee Handbook Procedure**

The Employee Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Executive Director and Commissioners. Once approved, copies will be distributed, and employees will be required to sign an acknowledgement of receipt that will be placed in the official personnel file.

#### **Section 506. Performance Evaluation Procedure**

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors should review future training needs and career planning. The reviewer should also encourage the employee to make suggestions about how the department can improve. The reviewer should ask employees for feedback regarding the employee's skills as they relate to communication, team building, delegation, and sensitivity to needs of subordinates. Open communication is the key to improvement.

- **Setting the Stage:** The reviewer must create a productive climate for the discussion. In preparing the evaluation form, prior evaluations should be reviewed to identify trends. Employees must be notified in advance of the meeting and should be given a copy of the blank evaluation form. The meeting should be private without interruptions in a comfortable environment.



- **Confirm Expectations:** The reviewer should start the discussion of each performance area by reviewing expectations. Ask the employee to confirm the employee's understanding of job requirements. Refer to the job description as appropriate.
- **Rating:** Continue the discussion by giving the employee's rating in each performance area. The supervisor should be prepared to refer to documentation. Employees should be evaluated based on set standards, not as they compare to other employees. It is rare that any person's rating in all areas is either high or low. The evaluation should consider performance during the entire period, not just the recent past. Care should be taken to avoid allowing one aspect of a person's performance to overshadow all other performance factors be it positive or negative. Ideally, each performance area should be evaluated individually based on specific behaviors exhibited.
- **Discussing Future Plans:** This is where the reviewer should turn to the discussion to the future performance and development of the employee. A Counseling Action Plan form must be completed if any item is rated "Needs Improvement" or "Does Not Meet Minimum Standards." Specific performance goals must be established for the next review period along with plans for achieving those goals.
- **Closing the Discussion:** When all performance areas have been discussed, close the discussion by summarizing all ratings in an overall rating for the review period.

It is crucial that all reviewers complete the evaluation forms with care and with complete candor. Although reviewers are encouraged to set forth areas of strength and utilize tact in presenting criticism, it is important that all performance issues of any significance be addressed thoroughly and in unambiguous terms in the evaluation form, and verbally with the employee.

- ***Exceeds Expectations*** means consistently exceeds established standards in most areas of responsibility. All requirements must be met and objectives achieved above the established standards.
- ***Meets Job Requirements*** means all job requirements were met and planned objectives accomplished within established standards. There were no critical areas where accomplishments were less than planned.
- ***Needs Improvement*** means performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
- ***Does Not Meet Minimum Standards*** means performance is unacceptable and important objectives have not been accomplished. Needs immediate improvement.

After completing the evaluation, the reviewer will return the form(s) with the signed acknowledgement to the Executive Director. After review by the Executive Director, the

form(s) are to be filed in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Executive Director.

## **Section 507. Disciplinary Action Procedure**

(NOTE: This Section does not supersede provisions in an applicable employment contract or collective negotiations agreement.)

All employees are expected to meet the Authority's work performance standards. The intent of the Disciplinary Action Procedure is to formally document problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Authority's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the Authority's policies and rules or to specific instructions, or has acted improperly, the supervisor will first privately discuss the matter with the employee to obtain the employee's view. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record:

- **Oral Reprimand:** Depending on the circumstances, the supervisor may orally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a written record of the reprimand including the date, time and what was discussed with the employee. This record must be placed in the employee's official personnel file.
- **Executive Director Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Executive Director, the employee will be so advised, and a meeting arranged with the Executive Director at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of additional disciplinary action, if any.
- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Executive Director. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., up to and including termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning in writing and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be placed in the employee's official personnel file.
- **Suspension/Demotion:** Whenever an employee is recommended for suspension or demotion, the Executive Director will make the decision. Employees recommended for suspension or demotion may be entitled to a hearing prior to the suspension or demotion.
- **Termination:** Whenever an employee is recommended for termination, the Executive Director will make the decision. There must be a complete review of the

employee's personnel file and all other facts to determine if there is sufficient cause for the termination. Terminated employees may request a hearing prior to termination.

- Union employees may grieve discipline and termination in accordance with applicable collective negotiations agreements.

An employee seeking to discuss a disciplinary action shall be afforded a review by the Executive Director in accordance with the Grievance Policy.

### **Section 508. Personnel File Procedure**

The official personnel files shall be maintained by the Executive Director and employee medical information will be maintained in a separate file. At least annually, the Executive Director will review files to make sure they are up-to-date and will follow-up with the supervisors as necessary.

The Official file shall include at least the following:

- The original application signed by the employee;
- Notes from any pre-employment interview, background and reference checks;
- The original letter detailing an offer of employment and any additional correspondence and other documents concerning the employee's hiring;
- A signed acknowledgement that the employee received a copy of the Employee Complaint Policy letter;
- A signed acknowledgement that the employee has received this Manual/Handbook and subsequent supplements;
- A signed acknowledgement that the employee received the safety orientation;
- Annual written performance evaluations including documentation that the evaluation was reviewed with the employee;
- Counseling Action Plans;
- Copy of current driver's license (for employees required to drive or permitted to operate Authority vehicles) and records relating to on-the-job accidents;
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including commendations, promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts;
- Records regarding training completed under the Employment Practices Training Procedure section;
- Benefits information;
- Leave administration records including FMLA letters; and
- Any other pertinent information.

### **Section 509. Employee Complaint Investigation Procedure**

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper.

- **Reporting:** Employees should be asked to report complaints in writing utilizing the Employee Complaint form, but are not compelled to do so.
- **Identification/Screening:** The supervisor must report all written or oral complaints to the Executive Director unless the complaint is against the Executive Director, in which case it should be reported to the Authority Chairman or Secretary. Upon receipt, the Executive Director will determine if the complaint was made pursuant to the Anti-Harassment (including Sexual Harassment) Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten (10) calendar days after receiving the complaint, the Executive Director or an investigator appointed by the Executive Director will interview the employee. If the employee is reluctant to sign a written complaint, the Executive Director or investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the employee who will be asked to affirm, preferably in writing the information's accuracy.
- **Investigation:** The Executive Director may seek the advice of the Authority Labor Attorney when planning the investigation. The investigation should be conducted by the Authority Labor Attorney, police department or county prosecutor if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint and the alleged wrongdoer.
- **Response Plan – No Corrective Action Required:** The Executive Director will render a decision within fourteen (14) calendar days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining employee should be notified in writing. Care should be taken to avoid being too specific, confrontational or accusatory and to avoid any language that might be construed as defamatory. A general statement is usually more appropriate that the claim was thoroughly investigated, but could not be sufficiently documented or confirmed to justify taking formal action. The employee should be assured that future complaints will be investigated and that the Authority is committed to eliminating wrongful employment practices when they are found to exist. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant must be notified of the seriousness of filing a false complaint, and the appropriate disciplinary penalty under the circumstances, up to and including termination.
- **Response Plan – Corrective Action Required:** If the investigation reveals that the complaint is justified and substantiated, the Executive Director will formulate with the advice of the Authority Labor Attorney a corrective action plan as well as possible disciplinary action. The complaining employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. A copy of the response plan may be attached to the letter. The response plan should provide for appropriate remedial action to prevent a recurrence of the

wrongful act or behavior.

## **Section 510. Requests for Employment Verification and Reference Procedure**

To ensure that individuals who work for the Authority are well-qualified and have a strong potential to be productive and successful, it is the policy of the Authority to check the employment references of all applicants at the Authority's discretion.

Employees should not, under any circumstances, provide another individual with information regarding current or former employee(s). Any employee who receives a request for reference information should forward the request to the Executive Director. No employee may issue a reference letter without permission from the Executive Director. Under no circumstances should any information be released over the phone.

Generally, unless otherwise required by law, the Authority will only confirm employees' name, title, salary, compensation, dates of service, reason for separation, if applicable, and specific educational or medical qualifications required for employment. No other data or information will be furnished unless (1) the Authority is required to release the information by law or (2) the employee or former employee authorizes the Authority in writing to furnish this information and releases the Authority from liability.

The Authority's response to a request for reference information shall be communicated in writing only. The Authority does not honor oral requests for employment references. A current or former employee may also authorize the Authority to release additional information. Unless otherwise required by law, the Authority will only release additional information if the current or former employee provides authorization, in writing.

## **Section 511. Employment Practices Training Procedure**

The Authority, in conjunction with the Labor Attorney or the GSJIF will arrange for employment practices seminars at least annually to train all managerial/supervisory personnel. The Authority will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Authority employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Managerial and supervisory personnel will also update employees periodically by department meetings and memos that should address specific problems and concerns that may arise. Every effort will be made to encourage employee suggestions about ways to avoid employer-employee disputes and violations of employment rights.

## RECEIPT OF MANUAL/HANDBOOK

I acknowledge that I have received a copy of Long Branch Sewerage Authority's Personnel Policies and Procedures Manual/Handbook. I agree to read it thoroughly, including the statements in the introduction describing the purpose and effect of the Manual/Handbook. I agree that if there is any policy or provision in the Manual/Handbook that I do not understand, I will seek clarification from the Executive Director.

I understand that the purpose of this Manual/Handbook is to inform me about the Authority's current policies and procedures, and that nothing in this Manual/Handbook constitutes an employment contract or agreement to maintain any current level of benefit. I further understand that this Manual/Handbook is meant as a guideline only and does not create a promise of future benefits or a binding contract with the Authority for any purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without prior notice to me.

I understand that Long Branch Sewerage Authority is an "at will" employer and as such, unless I am covered by a collective negotiations agreement or other statutory protection, employment with the Authority is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Authority, with the exception of the Executive Director in writing and in compliance with law, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

I understand that if I am covered by a collective negotiations agreement, the terms of that agreement will govern when in conflict with the provisions herein.

Please sign and date this receipt and return it to the Executive Director.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_

**LONG BRANCH SEWERAGE AUTHORITY**  
**(A COMPONENT UNIT OF THE CITY OF LONG BRANCH)**  
**COUNTY OF MONMOUTH, NEW JERSEY**

**ANNUAL FINANCIAL REPORT**  
**YEARS ENDED DECEMBER 31, 2024 and 2023**



**LONG BRANCH SEWERAGE AUTHORITY**  
**(A Component Unit of The City of Long Branch)**  
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**December 31, 2024 and 2023**

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**LONG BRANCH SEWERAGE AUTHORITY**  
**(A Component Unit of The City of Long Branch)**  
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## INDEPENDENT AUDITOR'S REPORT

Honorable Chairman and Members  
of the Board of Commissioners  
Long Branch Sewerage Authority  
County of Monmouth  
Long Branch, New Jersey

### Opinion

We have audited the accompanying financial statements of the business-type activities of the Long Branch Sewerage Authority ("Authority"), a component unit of the City of Long Branch, State of New Jersey, as of and for the years ended December 31, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority, as of December 31, 2024 and 2023, and the changes in its financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for the twelve months beyond the financial statement date, including currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal

control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison information, pension and contribution information and OPEB liability information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying supplementary schedules as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditure of state financial assistance, as required by State of New Jersey Circular 15-08-OMB, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* is also presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary schedules, and schedules of expenditures of state assistance are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2025, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

*Fallon & Company LLP*

FALLON & COMPANY LLP  
Hazlet, New Jersey  
December 9, 2025

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Chairman and Members  
of the Board of Commissioners  
Long Branch Sewer Authority  
County of Monmouth  
Long Branch, New Jersey

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, ("Division"), the basic financial statements of the business-type activities of the Long Branch Sewerage Authority ("Authority"), a component unit of the City of Long Branch as of and for the years ended December 31, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 9, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the audit requirements prescribed by the Division in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Fallon & Company LLP*

FALLON & COMPANY  
Hazlet, New Jersey  
December 9, 2025

## **REQUIRED SUPPLEMENTARY INFORMATION**

## **LONG BRANCH SEWERAGE AUTHORITY MANAGEMENT'S DISCUSSION AND ANALYSIS (Required Supplementary Information)**

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This section presents management's discussion and analysis of the Long Branch Sewerage Authority's (Authority) financial condition and activities of the Authority for the years ended December 31, 2024 and 2023.

This information should be read in conjunction with the basic financial statements and accompanying notes to the basic financial statements, which immediately follow this section.

Management's Discussion and Analysis (MD&A) is Required Supplementary Information (RSI) specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34, *Basic Financial Statements-Management's Discussion and Analysis for Local Governments*. Certain comparative information between the current fiscal year and the prior two fiscal years are presented in the MD&A as required by GASB Statement No. 34.

### **Discussion of Financial Statements Included in Annual Audit**

The Authority prepares and presents its financial statements on several different bases, because of accounting requirements and for internal use purposes.

The first set of statements which consist of the Comparative Statements of Net Position, the Comparative Statements of Revenues, Expenses, and Changes in Net Position, and the Comparative Statements of Cash Flows are prepared on the accrual basis and are in accordance with accounting principles generally accepted in the United States of America (GAAP). These statements are the official basic financial statements of the Long Branch Sewerage Authority.

The Authority has historically presented its financial statements on a GAAP basis and continues to do so because it relates more fairly to the annual budget for the same period.

Contained in the supplementary information are schedules that report the Comparative Schedule of Operating Revenues and Expenses Compared to Budget. This schedule compares the budget revenues and expenses to actual revenues and expenses. Principal and interest are reported in this statement as debt service expense, and depreciation is not reported as an expense. On the GAAP based statements, depreciation expense is included, and only the interest expense component of the debt service expense is reported.

The Budget to Actual schedule is a very important schedule to the Authority management staff, because it is how we measure our financial performance, particularly as it compares to the approved and adopted annual budget and how it relates to the operational performance.

For the purpose of the Management Discussion and Analysis, the ensuing discussion will review the financial statements of the Authority, those prepared on an accrual basis and in accordance with GAAP applicable to enterprise funds of state and local governments. This is the first set of statements included in the annual audit report.



## Financial Condition

The Authority's financial condition was satisfactory at year end, as depicted by the financial data which follows.

### Comparative Statement of Net Position

The Authority's total assets and deferred outflow of resources increased by \$621,822 due mainly to the bond refunding on May 30<sup>th</sup> 2025. Total liabilities and deferred inflows decreased by \$360,463 due mainly to decreases in the Long-Term debt. Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$22,474,842. This compares to 2023 where assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$21,108,495. The Authority's Net Position of \$21,474,842 is comprised of the following:

1. Net investment in capital assets of \$22,864,419 as shown below, includes land, construction in progress, property plant and equipment, net of accumulated depreciation, and net of long-term debt related to the purchase or construction of capital assets. Net investment in capital assets increased by \$725,836 from the prior year.

Capital assets, net	\$ 36,997,821
Less:	
Revenue bonds payable, net of unamortized premium	<u>(14,133,402)</u>
Net investment in capital assets	\$ <u>22,864,419</u>

2. Net position of \$200,000 is restricted for the purpose of system maintenance reserve, which is determined each year by an independent consulting engineer.
3. Net position of \$425,000 is unrestricted - designated for insurance deductibles.
4. Net position of \$1,670,119 is unrestricted - designated for working capital.
5. Net position of \$1,411,262 is unrestricted - designated for capital projects.
6. Net position of \$1,199,899 is unrestricted - designated for rate stabilization.
7. Unrestricted, undesignated net deficit of \$(589,576) represents the portion available to maintain the authority's continuing obligations to the contractual customers of its service area, its creditors and for its current liabilities. Unrestricted, undesignated net deficit decreased by \$780,800 mainly as a result of 2024 operations.

# Comparative Condensed Statements of Net Position

	December 31,		
	<u>2024</u>	<u>2023</u>	<u>2022</u>
Total current assets	\$ 11,776,642	\$ 11,524,695	\$ 9,831,163
Total restricted assets	717,096	963,776	752,002
Capital assets, net	36,997,821	36,830,519	37,880,228
Deferred outflow of resources	<u>3,364,246</u>	<u>2,530,931</u>	<u>2,234,736</u>
Total assets and deferred outflow of resources	<u>\$ 52,855,805</u>	<u>\$ 51,849,921</u>	<u>\$ 50,698,129</u>
Total current liabilities payable from unrestricted assets	\$ 1,248,129	\$ 601,865	\$ 671,292
Total current liabilities payable from restricted assets	1,539,180	1,452,605	1,429,057
Deferred inflow of resources	3,640,432	4,627,578	4,973,082
Net Pension liability	2,900,460	3,208,898	3,322,322
Net OPEB liability	7,725,663	6,744,689	6,687,547
Compensated absences payable	196,981	171,793	184,930
Project notes payable	-	3,751,829	2,871,495
Bonds payable, net	<u>13,130,118</u>	<u>10,182,169</u>	<u>11,228,306</u>
Total liabilities and deferred inflow of resources	<u>\$ 30,380,963</u>	<u>\$ 30,741,426</u>	<u>\$ 31,368,031</u>
Total Net Position	<u>\$ 22,474,842</u>	<u>\$ 21,108,495</u>	<u>\$ 19,330,098</u>

Total current assets increased because of increases in cash and cash equivalents. Total restricted assets have decreased because debt service reserve is now funded by insurance.

Net pension liability decreased and the related deferred inflows of resources decreased and deferred outflows of resources increased due to the requirements of GASB Statement Nos. 68 and 71.

Net OPEB liability increased and the related deferred inflow of resources decreased and deferred outflow of resources increased due to the requirements of GASB Statement No. 75.

Capital assets, net increased because asset acquisitions exceeded depreciation expense.

Total current liabilities payable from unrestricted assets increased due to the increase in accrued interest payable. Total current liabilities payable from restricted assets have increased due to the new bond issue. Long term bonds payable increases due to the issuance of bonds.

### Comparative Condensed Statements of Revenues, Expenses and Changes in Net Position

2024 operating revenues increased slightly in comparison to the prior year. Total operating expenses increased mainly due to an increase in administration and disposal plant expenses. Total operating revenues less total operating expenses produced operating income of \$1,073,039 which is greater than 2023 operating income of \$1,693,682. Total Net Position as of December 31, 2024 increased by \$1,366,374 as is depicted below.

	December 31,		
	<u>2024</u>	<u>2023</u>	<u>2022</u>
Total operating revenues	\$ 7,158,992	\$ 7,141,695	\$ 6,426,276
Operating expenses	4,971,146	4,532,776	4,330,342
Depreciation	1,768,524	1,672,571	1,635,866
Total operating expenses	6,739,670	6,205,347	5,966,208
Operating income	419,322	936,348	460,068
Nonoperating revenue (expenses),net	947,025	842,049	227,831
Change in net position	1,366,347	1,778,397	687,899
Total net position - January 1	21,108,495	19,330,098	18,642,199
Total net position - December 31	<u>\$ 22,474,842</u>	<u>\$ 21,108,495</u>	<u>\$ 19,330,098</u>

### Comparative Statement of Cash Flows

The net decrease in cash and cash equivalents was \$214,759. This compares to a net increase in cash and cash equivalents in 2023 of \$1,758,561. Factors which contributed to the decrease include the payments made for capital acquisition in 2024.

### Debt Administration

As of December 31, 2024, the Authority had \$23,953,222 of outstanding long-term liabilities. Of this amount, \$196,981 is for compensated absences, \$13,130,118 for revenue bonds payable inclusive of premiums and discounts, \$2,900,430 is for the net pension liability and \$7,725,663 is for the net OPEB liability.

It is the current policy of the Long Branch Sewerage Authority Board Members, Executive Director, and senior staff, that funding for capital improvements, additions or replacements, is to be accomplished using one or more of the following methods:

Borrowings from the New Jersey Environmental Infrastructure Trust  
Funding incrementally or annually from annual operating budget  
Traditional revenue bonds issuance

Refunding of existing public debt is routinely reviewed, analyzed and recommended when appropriate. The Authority has defeased various bond issues and achieved significant debt service savings. Early redemptions and de-obligations of bonds outstanding have occurred.

See Note 6 for additional information related to outstanding debt.

### **Capital Assets**

As of December 31, 2024 and 2023, the Authority had \$36,997,821 and \$36,830,519, respectively, invested in land and easements, construction in progress, buildings and improvements, other improvements, sewer mains and interceptors, pump stations, other equipment and vehicles, net of accumulated depreciation. The increase in net capital assets is due to the current year's depreciation expense being less than capital asset additions.

See Note 5 for additional information related to capital assets.

### **Core Competencies**

The Authority provides wastewater conveyance and treatment services for customers in the City of Long Branch and Monmouth University in West Long Branch.

The system consists of a wastewater treatment plant, a wastewater collection system of approximately 120 miles of force mains, 165 miles of gravity mains, 6 pumping stations and an ocean outfall line discharging into the Atlantic Ocean through a diffuser system.

The wastewater treatment plant provides primary and secondary wastewater treatment and is situated at 150 Joline Avenue, Long Branch, New Jersey.

The treatment plant has a designed capacity of 5.45 million gallons per day. The plant is designed to serve the projected treatment needs of this service area based on current zoning ordinances.

The Long Branch Sewerage Authority owns and operates the regional-piping and pumping systems that receive, meter, and transport the municipal wastewater to the Authority's Plant for treatment and discharge. It also owns and operates the collection system.

The user fees charged to the users of the system are the major source of revenue for the Authority. This is shown on the Comparative Statement of Revenues, Expenses and Changes in Net Position as "User Charges" and is reported as operating revenue.

### **Budget Variations**

There were no adjustments made during the year to the adopted 2024 budget appropriations. Significant variations between final budgeted amounts and actual expenses occurred in the following budgetary line items: Disposal plant- operating labor where expenses were less than budgeted due to fewer positions being filled than were provided for, Employee benefits- Public employee's retirement system where actual expenses were greater than anticipated due to fewer positions being filled than were provided for.

### **The Chairman's Outlook for the Future**

“Our mission for the Long Branch Sewerage Authority is to provide the ultimate wastewater collection and water reclamation system. Always responsive to the customers’ needs and the growing community, in compliance with the applicable laws, rules and regulations, Long Branch Sewerage Authority will continue to set and exceed the standards for the protection of the environment, while operating the most efficient system and maintaining a cost-effective budget.”

As the mission reads, this is who and what the Authority is accountable to. The Authority’s accountability, first and foremost, is to protect the environment. The goal is to provide a cost effective, efficient, reliable and most protective. This is what the employees of the Authority strive for each and every day. And each and every day, the Authority is accountable to its employees.

As an environmental utility, the Authority is also guided by or accountable to state government and the applicable rules and regulations that govern the Long Branch Sewerage Authority. More specifically, the Authority is accountable to the Department of Community Affairs, Division of Local Government Services and the Department of Environmental Protection.

As an environmental utility, the Authority is accountable to the U.S. Environmental Protection Agency.

The Authority is also accountable to the governing body of the Authority, the Long Branch Sewerage Authority Board of Directors, and as such, accountable to certain government officials.

### **Governing Body**

The governing body of the Authority consists of a five-member board that is appointed for five-year terms by the Township of Ocean. Currently, they were:

Donald S. Riley, Chairman  
Michael Booth, Vice Chairman  
David G. Brown, Secretary  
Bryan I. Larco, Treasurer  
Susie Morris, Assistant Secretary/Treasurer

### **Management of the Authority**

The Executive Director of the Long Branch Sewerage Authority, Thomas Roguski, manages the daily operations of the Authority. He oversees a staff of 20 and a 2024 final budget of \$8,403,896. Senior staff is charged with the management of the operations and financial affairs of the Authority.

The independent audit firm is Fallon & Company, LLP, Hazlet, New Jersey.

### **Financial Information**

Prior audits and budgets can be obtained by contacting the Long Branch Sewerage Authority or by visiting the Authority’s website at [www.lbsa.net](http://www.lbsa.net).

## **FINANCIAL STATEMENTS**

**LONG BRANCH SEWERAGE AUTHORITY**  
**County of Monmouth, New Jersey**  
**Comparative Statements of Net Position**  
**December 31,**

	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
Unrestricted current assets:		
Cash and cash equivalents	\$ 10,880,122	\$ 10,848,201
Receivables:		
Customer accounts receivable	660,705	528,340
Inventories	186,201	148,154
Prepaid expenses	<u>49,614</u>	<u>-</u>
Total unrestricted current assets	<u>11,776,642</u>	<u>11,524,695</u>
Restricted current assets:		
Cash and cash equivalents	454,096	700,776
Investments	<u>263,000</u>	<u>263,000</u>
Total restricted current assets	<u>717,096</u>	<u>963,776</u>
Property and equipment, net	<u>36,997,821</u>	<u>36,830,519</u>
Total assets	<u>49,491,559</u>	<u>49,318,990</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Unamortized Bond Issuance Costs	147,092	-
Unamortized Loss on Refunding	474,730	-
Pension deferrals	127,567	166,138
OPEB deferrals	<u>2,614,857</u>	<u>2,364,793</u>
Total deferred outflow of resources	<u>3,364,246</u>	<u>2,530,931</u>
Total assets and deferred outflow of resources	<u><u>\$ 52,855,805</u></u>	<u><u>\$ 51,849,921</u></u>

The accompanying notes are an integral part of this statement.

**LONG BRANCH SEWERAGE AUTHORITY**  
**County of Monmouth, New Jersey**  
**Comparative Statements of Net Position**  
**December 31,**

	<u>2024</u>	<u>2023</u>
<b>LIABILITIES</b>		
Unrestricted current liabilities:		
Accounts payable	\$ 1,079,304	\$ 494,539
Accrued expenses	67,134	41,773
Unearned income	<u>101,690</u>	<u>65,553</u>
Total unrestricted current liabilities	<u>1,248,129</u>	<u>601,865</u>
Restricted current liabilities:		
Current portion of long-term debt	1,003,285	1,046,137
Accrued interest payable	139,056	51,483
Developer escrow	<u>396,839</u>	<u>354,986</u>
Total restricted current liabilities	<u>1,539,180</u>	<u>1,452,606</u>
Long-term liabilities:		
Long-term debt (inclusive of premiums of \$736,709 and \$3,751,828 and discounts of \$0 and \$253,492 in 2024 and 2023 respectively)	13,130,118	13,933,997
Reserve for uncompensated absences	196,981	171,793
Net OPEB liability	7,725,663	6,744,689
Net state pension liability	<u>2,900,460</u>	<u>3,208,898</u>
Total long-term liabilities	<u>23,953,222</u>	<u>24,059,377</u>
Total Liabilities	<u>26,740,531</u>	<u>26,113,848</u>
<b>DEFERRED INFLOW OF RESOURCES</b>		
Pension deferrals	273,883	212,879
OPEB deferrals	<u>3,366,549</u>	<u>4,414,699</u>
Total deferred inflow of resources	<u>3,640,432</u>	<u>4,627,578</u>
Total liabilities and deferred inflow of resources	<u><u>\$ 30,380,963</u></u>	<u><u>\$ 30,741,426</u></u>

The accompanying notes are an integral part of this statement.



**LONG BRANCH SEWERAGE AUTHORITY**  
**County of Monmouth, New Jersey**  
**Comparative Statements of Net Position**  
**December 31,**

	<u>2024</u>	<u>2023</u>
<b>NET POSITION</b>		
Investments in capital assets, net of related debt	\$ 22,864,419	\$ 22,138,583
Restricted net position:		
Debt service	-	140,288
System maintenance reserve	200,000	200,000
Unrestricted net position		
Undesignated (deficit)	<u>(589,576)</u>	<u>(1,370,376)</u>
Total net position	<u><u>\$ 22,474,843</u></u>	<u><u>\$ 21,108,495</u></u>

The accompanying notes are an integral part of this statement.

**LONG BRANCH SEWERAGE AUTHORITY**  
**County of Monmouth, New Jersey**  
**Comparative Statements of Revenues, Expenses, and Changes in Net Position**  
**December 31,**

	2024	2023
Operating revenues:		
User charges	\$ 7,158,992	\$ 7,141,695
Connection fees	653,717	757,334
	<u>7,812,709</u>	<u>7,899,029</u>
Total operating revenues		
	<u>7,812,709</u>	<u>7,899,029</u>
Operating expenses:		
Administration	1,648,074	1,375,601
Disposal Plant	3,196,709	2,770,059
Collection system and pumping stations	126,363	387,116
Depreciation	1,768,524	1,672,571
	<u>6,739,670</u>	<u>6,205,347</u>
Total operating expenses		
	<u>6,739,670</u>	<u>6,205,347</u>
Operating income	<u>1,073,039</u>	<u>1,693,682</u>
Non-operating revenue (expenses):		
Interest on bonds	(321,792)	(392,311)
Interest income	496,299	480,906
Interest on delinquent accounts	79,540	67,269
Miscellaneous revenue	38,847	12,558
Amortization of bond issuance costs	(1,711)	-
Amortization of loss on bond refunding	(530)	-
Major repairs and replacements	-	(57,425)
Amortization of premium and discount	2,655	16,286
Administration fee for notes	-	(42,568)
	<u>293,308</u>	<u>84,715</u>
Total non-operating revenue (expenses)		
	<u>293,308</u>	<u>84,715</u>
Change in net position	1,366,347	1,778,397
Total net position - beginning	<u>21,108,495</u>	<u>19,330,098</u>
Total net position - ending	<u><u>\$ 22,474,842</u></u>	<u><u>\$ 21,108,495</u></u>

The accompanying notes are an integral part of this statement.

# LONG BRANCH SEWERAGE AUTHORITY

## Statements of Cash Flows

December 31,

	2024	2023
Cash flows from operating activities:		
Cash received from service users	\$ 7,026,627	\$ 7,016,086
Cash paid to suppliers	(4,445,043)	(3,389,828)
Cash paid to employees	(1,878,637)	(1,944,629)
Net cash flow from operating activities	702,947	1,681,629
Cash flows from financing activities:		
Payments for capital acquisitions	(1,437,573)	(622,862)
Proceeds from construction loans	559,688	837,767
Bond and note principal retirements	(1,028,285)	(1,129,285)
Net cash flow used by financing activities	(1,906,170)	(914,380)
Cash flows from investing activities:		
Interest received	575,839	548,174
Interest paid on bonds and notes	(321,792)	(464,778)
Net cash flow from investing activities	254,047	83,396
Cash flows from noncapital financing activities:		
Connection charges	653,717	757,334
Major repairs and replacements	-	(57,425)
Developers deposits	41,853	195,449
Miscellaneous income	38,847	12,558
Net cash flows from noncapital financing activities:	734,417	907,916
Net change in cash and cash equivalents	(214,759)	1,758,561
Cash and cash equivalents, January 1	11,548,977	9,790,416
Cash and cash equivalents, December 31	<u>\$ 11,334,218</u>	<u>\$ 11,548,977</u>
Reconciliation to the Statements of Net Position:		
Unrestricted cash and cash equivalents	\$ 10,880,122	\$ 10,848,201
Restricted current cash and cash equivalents	454,096	700,776
Cash and cash equivalents, December 31	<u>\$ 11,334,218</u>	<u>\$ 11,548,977</u>

The accompanying notes are an integral part of this statement.

# LONG BRANCH SEWERAGE AUTHORITY

## Statements of Cash Flows

December 31,

	<u>2024</u>	<u>2023</u>
Reconciliation of net loss to net cash flow from Operating activities:		
Operating income	\$ 1,073,039	\$ 1,693,682
Items which did not use (provide) cash:		
Depreciation expense	1,768,524	1,672,571
Change in net OPEB obligation and deferrals	(526,487)	(416,967)
Change in net state pension obligation and deferrals	(540,689)	(281,014)
(Increase) decrease in receivables	(132,365)	(113,274)
(Decrease)/Increase in accounts payable	584,765	(57,171)
Increase in other liabilities	(1,038,200)	(770,418)
Increase in accrued expenses	112,934	828
Increase in compensated absences	25,188	(13,138)
Increase in inventories	(38,047)	(34,220)
Bond issuance costs and Loss on refunding	(621,852)	-
Increase in customer overpayments	<u>36,137</u>	<u>750</u>
Net cash flow from operating activities	<u>\$ 702,947</u>	<u>\$ 1,681,629</u>

The accompanying notes are an integral part of this statement.

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements**  
**Years Ended December 31, 2024 and 2023**

**NOTE 1    ORGANIZATION**

The Long Branch Sewerage Authority (“Authority”), is a public politic and corporate body, was created by virtue of an ordinance of the City of Long Branch, adopted on April 28, 1953, pursuant to Chapter 183 of the Municipal Utilities Authorities Laws of the State of New Jersey 1957 (P.L. 1946, Chapter 138 as amended and supplemented). The Authority functions independently through a five-member board appointed to five-year staggered terms by the City of Long Branch. The purpose of the Authority is to promote the relief of waters in or bordering the state of New Jersey from pollution by providing adequate sewerage treatment and disposal services to the service area.

The Authority fulfills the requirements of GASB Statement No. 61, *The Financial Reporting Entity Omnibus- An Amendment of GASB Statements No.14 and No. 34*. The Authority is a component unit of the primary government unit, the City of Long Branch.

The Authority has oversight responsibility and control over all activities related to the Long Branch Sewerage Authority. The Authority receives funding from federal and state government sources and must comply with requirements of these funding source entities.

**NOTE 2    SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Authority have been prepared in conformity with accounting principles generally accepted in the United States of America (“GAAP”) as applied to local governments. The Governmental Accounting Standards Board (“GASB”) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority’s accounting policies are described below.

**A. Basis of Presentation and Accounting**

The operations of the Authority are accounted for as a proprietary fund. The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with GAAP applicable to proprietary funds as defined by the GASB. All proprietary funds are accounted for on a cost of services or “capital maintenance” measurement focus. This means that all assets, deferred outflows of resources and all liabilities and deferred inflows of resources, whether current or non-current, associated with their activity are included on their Comparative Statement of Net Position. Their reported fund equity (net position) is segregated into net investment in capital assets and restricted undesignated portions. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net position. Depreciation of all exhaustive capital assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on the proprietary fund Comparative Statement of Net Position. Depreciation has been provided over the estimated useful lives using the straight-line method.

The accrual basis of accounting is used for measuring financial position and operating results of proprietary fund types. Under this method, revenues are recognized in the accounting period in which they are earned and expenses are recognized when they are incurred.

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 2    SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. Grants**

Contributions from various sources of grants are recorded in the period received. Developer financed construction is recorded in the period the projects are completed and conveyed to the Authority. The valuations of these projects are based on estimates of the entire cost of construction, including rights-of way, inspection and as-built plans as calculated by developers' engineers. Donated assets are recorded at fair market value at the date of the gift. Grants that are not externally restricted and utilized to finance operations are identified as non-operating revenues. Grants externally restricted for non-operating purposes are recorded as contributed capital.

**C. Use of Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**D. Inventory**

Inventory consists principally of pipes, appurtenances, meters and chemicals the sewer system and various materials and supplies for the daily operation of the Authority and is stated at the average cost determined by the first-in, first-out method (FIFO).

**E. Property Plant and Equipment**

Property, plant and equipment are stated at cost. The cost of property, plant and equipment is depreciated over its estimated useful life, by the straight-line method. Major improvements to existing plant and equipment are capitalized. Repairs and maintenance that do not extend the economic life of plant and equipment are charged to expense as incurred. Upon the sale or retirement of property, plant and equipment, the cost and related accumulated depreciation is eliminated from the accounts and any related gain or loss is reflected in the Statement of Revenues, Expenses and Changes in Net Position.

System construction costs are charged to construction in progress until such time as given segments of the system are completed and placed in operation. The assets are then transferred to the appropriate property and plant account and depreciated on a straight-line basis over the asset's estimated useful life. The Authority capitalizes all long-lived assets acquired for \$2,000 or more. The Authority does not capitalize interest.

All reported capital assets except for land and construction in progress are depreciated. Depreciation is computed using the straight-line method under the half-year convention over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Treatment Plant	40-75 years
Collection System and Pump Stations	5-40 years
Office Furniture and Equipment	10-15 years
Vehicles	5-10 years

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 2    SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**F. Cash and Investment Accounts**

Cash amounts include petty cash and change funds, interest-bearing checking accounts and short-term investments with an original maturity date of three months or less from the date of purchase, carried at cost, which approximates fair value.

Investments consist of Certificates of Deposit. Investments in Certificates of Deposit, with maturities of three months or more are carried at fair value.

**NOTE 3    CASH AND CASH EQUIVALENTS**

Operating cash, in the form of checking and money market accounts, is held in the Authority's name by commercial banking institutions. At December 31, 2024, the carrying amount of the Authority's deposits was \$11,334,218.29 and the bank balance was \$11,880,696.17 of the bank balances, \$500,000 was insured with Federal Deposit Insurance Corporation, another \$1,556,193.04 was insured by GUDPA and \$9,824,503.13 was uninsured. At December 31, 2023, the carrying amount of the Authority's deposits was \$11,548,977 and the bank balance was \$11,894,985.

Pursuant to GASB Statement No.40, "Deposit and Investment Risk Disclosures" ("GASB 40"), the Authority's accounts are examined in order to determine exposure, if any, to Custodial Credit Risk (risk that in the event of bank failure, the Authority's deposits or investments may not be returned). Deposits are considered to be exposed to Custodial Credit Risk if they are; uncollateralized (securities not pledged to the depositor), collateralized with securities held by the pledging financial institution, or collateralized with securities held by the financial institution's trust department or agent but not in the Authority's name.

*Custodial Credit Risk:* The Authority does not have a policy for the management of custodial credit risk, other than depositing all of its funds in banks covered by Governmental Unit Deposit Protection Act ("GUDPA").

At December 31, 2024 and 2023, \$1,556,193.04 and \$381,839 respectively, of the Authority's deposits were covered by GUDPA. The Authority has adopted a cash management plan that requires it to deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey N.J.S.A. 17:9-41 et. seq. establishes the requirements for the security of deposits of governmental units. The statute requires that no governmental unit shall deposit public funds in a public depository unless such funds are secured in accordance with GUDPA. Public depositories include savings and loan institutions, banks (both state and national banks) and savings banks, the deposits of which are federally insured. All public depositories must pledge collateral, having a market value at least equal to five percent of the average daily balance of collected public funds, to secure the deposits of governmental units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories, is available to pay the full amount of their deposits to the governmental units.

**A. Custodial Credit Risk**

For an investment, custodial credit risk is a risk that, in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments or the collateral securities that are in the

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 4    INVESTMENTS**

**A. Custodial Credit Risk (continued)**

possession of an outside party. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the Authority, and are held by either the counterparty or the counterparty's trust department or agent but not in the Authority's name. All of the Authority's investments are held in the name of the Authority and are insured either by the FDIC or GUDPA.

**B. Investment Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates that will adversely affect the fair value of an investment. The Authority has no formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**C. Investment Credit Risk**

The Authority has no investment policy that limits its investment choices other than the limitation of state law as follows:

- Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- Government money market mutual funds;
- Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has maturity date not greater than 397 days from the date of purchase, provided that such obligations bear a fixed rate of interest not dependent on any index or other external factor;
- Bonds or other obligations of the Authority or bonds or other obligations of the local unit or units within which the Authority is located;
- Bonds or other obligations, having a maturity date of not more than 397 days from the date of purchase, approved by the Division of Investment in the Department of Treasury for investment by the Authority;
- Local Government investment pools;
- Deposits with the State of New Jersey Cash Management Fund established pursuant to section I of P.L. 1977, c.281; or
- Agreements for the repurchase of fully collateralized securities.

GASB 72 established a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest



**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 4    INVESTMENTS (continued)**

**C. Investment Credit Risk (continued)**

priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to unobservable inputs (Level 3 measurement). The three levels of the fair value hierarchy under GASB are described as follows:

Level 1-Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Authority has the ability to access.

Level 2-Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets.
- Quoted prices for identical or similar assets or similar liabilities in inactive markets
- Inputs other than quoted prices that are observable
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3-Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The preceding methods may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although management believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following tables set forth by level, within the fair value hierarchy, the Authority's assets at fair value as of December 31, 2024 and 2023.

	December 31, 2024	Fair Value <u>Measurements Using</u> Quoted Prices in Active Markets for Identical Assets (Level 1)
<b>Investments by fair value level</b>		
Certificates of Deposit	\$ 263,000	\$ 263,000
Total investments by fair value level	<u>\$ 263,000</u>	<u>\$ 263,000</u>

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 4    INVESTMENTS (continued)**

**C. Investment Credit Risk (continued)**

	December 31, 2023	Fair Value Measurements Using Quoted Prices in Active Markets for Identical Assets (Level 1)
<b>Investments by fair value level</b>		
Certificates of Deposit	\$ 263,000	\$ 263,000
Total investments by fair value level	<u>\$ 263,000</u>	<u>\$ 263,000</u>

**NOTE 5    PROPERTY, PLANT AND EQUIPMENT**

The following schedule is a summarization of the changes in capital assets for the year ended December 31, 2024:

	December 31, 2023	Additions	Disposals	Transfers	December 31, 2024
Capital assets, non-depreciable					
Construction in progress	\$ 1,898,812	\$ 1,437,573		\$ (1,561,389)	\$ 1,774,996
Land and easements	1,309,605				1,309,605
Total capital assets, non-depreciable	<u>3,208,417</u>	<u>1,437,573</u>	<u>-</u>	<u>(1,561,389)</u>	<u>3,084,601</u>
Capital assets, depreciable					
Treatment plant	38,477,379	91,836		1,561,389	40,130,604
Collection system	41,478,804	264,211			41,743,015
Pump stations	2,123,813	7,701			2,131,514
Vehicles and equipment	1,005,709	100,504	(385,762)		720,451
Office furniture and equipment	249,886	34,000	(10,939)		272,947
Total capital assets, depreciable	83,335,591	498,252	(396,701)	1,561,389	84,998,532
Accumulated depreciation	<u>(49,713,489)</u>	<u>(1,768,524)</u>	<u>396,701</u>		<u>(51,085,312)</u>
Total capital assets, depreciable, net	<u>33,622,103</u>	<u>(1,270,271)</u>		<u>1,561,389</u>	<u>33,913,220</u>
Net Capital Assets	<u>\$ 36,830,520</u>	<u>\$ 167,302</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,997,821</u>

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 6    LONG TERM LIABILITIES**

During the year ended December 31, 2024, the following changes occurred in long-term liabilities.

	December 31, <u>2023</u>	<u>Increases</u>	<u>Decreases</u>	December 31, <u>2024</u>	Due Within <u>One Year</u>
Bonds Payable	\$ 10,956,960	\$ 5,770,000	\$ 7,653,285	\$ 9,073,675	\$ 1,003,285
Unamortized Original Issue Premium	<u>271,345</u>	<u>739,363</u>	<u>274,000</u>	<u>736,709</u>	<u>7,450</u>
Bonds Payable, Net	11,228,305	6,509,363	7,927,285	9,810,384	1,010,734
Project Notes	3,751,830	571,188.00		4,323,018	
Net Pension Liability	3,208,898	113,424		3,322,322	
Net OPEB Liability	6,744,689		57,142	6,687,547	
Compensated Absences	<u>171,793</u>	<u>25,188</u>		<u>196,981</u>	
	<u>\$ 25,105,515</u>	<u>\$ 7,219,163</u>	<u>\$ 7,984,427</u>	<u>\$ 24,340,252</u>	<u>\$ 1,010,734</u>

**2010 Series Bonds-New Jersey Environmental Infrastructure Trust (NJEIT)**

On March 10, 2010, the Authority issued \$18,396,931 in Revenue Bonds through the New Jersey Environmental Infrastructure Trust. A portion of the Revenue Bonds were funded by the American Recovery and Reinvestment Act ("ARRA"). This amount was segregated into three portions: ARRA Trust Loan Bonds of \$1,500,000 which mature annually on August 1<sup>st</sup> of each year through 2030 at a 4.00% interest rate, Fund Loan Bonds of \$807,876.14 which mature annually on February 1<sup>st</sup> and August 1<sup>st</sup> of each year at a 0.00% interest rate and Trust Loan Bonds of \$807,876.14 which mature annually on February 1<sup>st</sup> and August 1<sup>st</sup> of each year through 2029 at a 4.00% interest rate.

**2010 ARRA Revenue Bonds**

The ARRA portion of the Revenue Bonds totaled \$13,721,000. This amount was segregated into two portions: Trust Loan Bonds of \$3,420,000 which mature annually on August 1<sup>st</sup> of each year through 2029 at interest rates ranging from 3.00% to 5.00% and Fund Loan Bonds of \$10,301,000. Principal forgiveness of \$5,000,000 in 2010 on this portion of the Bonds resulted in net Fund Loan Bonds payable of \$5,301,000, which mature semi-annually through August, 2029 with no interest. \$27,361 of these bonds were de-obligated in 2015.

**2010 Traditional Revenue Bonds**

The traditional portion of the revenue Bonds totaled \$4,675,931. This amount was segregated into two portions: Trust Loan Bonds of \$1,150,000 which mature annually on August 1<sup>st</sup> of each year through 2029 in amounts ranging from \$7,000 to \$81,000 at interest rates ranging from 3.00% to 5.00% and Fund Loan Bonds of \$3,525,931, which mature semi-annually through August, 2027 in amounts ranging from \$30,980 to \$119,523, with no interest.

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 6    LONG TERM LIABILITIES (continued)**

2024 Sewer Revenue Refunding Bonds

On May 30, 2024, the Authority issued \$5,770,000 in Sewer Revenue Refunding Bonds to (i) to currently refund the outstanding Sewer Revenue Bonds, Series 2014 dated March 18, 2014, maturing on April 1, 2025 through April 1, 2039 in the aggregate principal amount of \$6,625,000 on the redemption date of August 17, 2024; (ii) to obtain a Surety Bond Commitment to fully fund the Bond Reserve Fund (as defined in the General Bond Resolution) equal to the Bond Reserve Requirement; and (iii) to pay the costs and expenses related to the issuance of the Series 2024 Bonds. The Bonds mature annually on December 31<sup>st</sup>, through 2039 with a 5.00% interest rate.

Remaining principal and interest payments on all outstanding bond debt of the Authority are presented below.

Fiscal Year(s) Ending Year	Bond Principal	Interest	Total Debt service
2025	\$ 1,003,285	\$ 341,230	\$ 1,344,515
2026	1,022,285	316,480	1,338,765
2027	964,738	290,745	1,255,483
2028	893,000	263,745	1,156,745
2029	895,369	235,635	1,131,004
2030-2034	1,890,000	847,000	2,737,000
2035-2039	2,405,000	312,625	2,717,625
	\$ 9,073,676	\$ 2,607,460	\$ 11,681,136

**NOTE 7    COMPENSATED ABSENCES**

The Authority records a liability for compensated absences that are attributable to services already rendered and that are not contingent on a specific event that is outside the control of the employer and employee and is accrued as employees earn the right to the benefits. The Authority uses the “vesting method” for estimating its accrued sick and vacation leave liability.

Authority employees are granted vacation and sick leave in varying amounts under the Authority’s personnel policies and according to negotiated contracts. In the event of retirement, according to contract, an employee is reimbursed for accumulated vacation and sick leave. The liability for vested compensated absences of the Authority amounted to \$196,981 and \$171,793 as of December 31, 2024 and 2023, respectively.

**NOTE 8    PENSIONS**

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, requires participating employers in PERS to recognize their proportionate share of the collective net pension liability, collective deferred outflows of resources, collective deferred inflows of resources, and collective pension expense.

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 8    PENSIONS (continued)**

**Plan Description**

The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division). For additional information about PERS, please refer to Division's Annual Comprehensive Financial Report (ACFR) which can be found at: [www.state.nj.us/treasury/pensions/gasb-notices.shtml](http://www.state.nj.us/treasury/pensions/gasb-notices.shtml).

The vesting and benefit provisions are set by N.J.S.A. 43:15A. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service.

The following represents the membership tiers for PERS:

<b>Tier</b>	<b>Definition</b>
1	Members who were enrolled prior to July 1, 2007
2	Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
3	Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
4	Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
5	Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits of 1/55<sup>th</sup> of final average salary for each year of service credit is available to Tiers 1 and 2 members upon reaching age 60 and to Tier 3 members upon reaching age 62. Service retirement benefits of 1/60<sup>th</sup> of final average salary for each year of service credit is available to Tier 4 members upon reaching age 62, and Tier 5 members upon reaching age 65. Early retirement benefits are available to Tiers 1 and 2 members before reaching age 60, Tiers 3 and 4 with 25 years or more of service credit before age 62, and Tier 5 with 30 years or more of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

**Basis of Presentation**

The schedule of employer allocations and the schedule of pension amounts by employer (collectively, the Schedules) present amounts that are considered elements of the financial statements of PERS or its participating employers. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of PERS or the participating employers. The accompanying Schedules were prepared in accordance with GAAP. Such preparation requires management of PERS to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature of these estimates, actual results could differ from those estimates.

**Contributions**

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 8    PENSIONS (continued)**

**Contributions (continued)**

pension contribution is based on an actuarially determined amount, which includes the employer portion of the normal cost and an amortization of the unfunded accrued liability. Funding for noncontributory group insurance benefits is based on actual claims paid. For the fiscal year 2024, the State's pension contribution was more than the actuarial determined amount.

The local employers' contribution amounts are based on an actuarially determined rate, which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those

retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets. The Authority's actuarially determined contributions to PERS for the years ended December 31, 2024, 2023, and 2022, and were \$290,455, \$296,097, and \$277,616, respectively, equal to the required contributions for each year.

**Net Pension Liability**

*Actuarial Assumptions*

The collective total pension liability for the June 30, 2024 measurement date was determined by an actuarial valuation as of July 1, 2023, which was rolled forward to June 30, 2024. This actuarial valuation used the following actuarial assumptions.

Inflation rate:	
Price	2.75%
Wage	3.25%
Salary Increases:	2.75-6.55%
	based on years of service
Investment rate of return	7.00%

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 8    PENSIONS (continued)**

**Net Pension Liability (continued)**

*Actuarial Assumptions (continued)*

improvement is based on Scale MP-2021.

The actuarial assumptions used in the July 1, 2023 valuation were based on the results of an actuarial experience study for the period July 1, 2018 to June 30, 2021.

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2024) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting

the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2024 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
U.S. Equity	28.00%	8.63%
Non-U.S. Developed Markets Equity	12.75%	8.85%
International Small Cap Equity	1.25%	8.85%
Emerging Markets Equity	5.50%	10.66%
Private Equity	13.00%	12.40%
Real Estate	8.00%	10.95%
Real Assets	3.00%	8.20%
High Yield	4.50%	6.74%
Private Credit	8.00%	8.90%
Investment Grade Credit	7.00%	5.37%
Cash Equivalents	2.00%	3.57%
U.S. Treasuries	4.00%	3.57%
Risk Mitigation Strategies	3.00%	7.10%

*Discount Rate*

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2024. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 8    PENSIONS (continued)**

**Net Pension Liability (continued)**

*Discount Rate (continued)*

contributing entity will be made based on the 100% of the actuarially determined contributions for the State employer and 100% of actuarily determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments in determining the total pension liability.

*Sensitivity of the Authority's proportionate share of the net pension liability to changes in the discount rate*

The following presents the Authority's proportionate share of the net pension liability as of June 30, 2023 calculated using the discount rate as disclosed below as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Authority's Proportionate Share of the Net Pension Liability	\$ 3,853,998	\$ 2,900,460	\$ 2,297,658

**Deferred Outflows of Resources and Deferred Inflows of Resources**

At December 31, 2024, the Authority had deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 58,102	\$ 7,722
Changes of assumptions	3,603	33,001
Changes in proportion	65,862	98,674
Net difference between projected and actual investment earnings on pension plan investments	134,486	
	<u>\$ 262,053</u>	<u>\$ 139,397</u>

At December 31, 2024, the Authority reported a liability of \$2,900,460, for its proportionate share of the net pension liability. The December 31, 2024 net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined using update procedures to roll forward the total pension liability from an actuarial valuation on July 1, 2023, which was rolled forward to June 30, 2024. The Authority's proportion of the net pension liability was based on actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2024. At



**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 8    PENSIONS (continued)**

**Deferred Outflows of Resources and Deferred Inflows of Resources (continued)**

June, 2024, the Authority's proportion was 0.0213456772%, which was a decrease of 0.0008085286% from its proportion measured as of June 30, 2023.

For the year ended December 31, 2024, amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31,

2025	\$	(37,982)
2026		157,056
2027		(6,068)
2028		12,566
2029		(2,916)
Total	\$	<u>122,656</u>

**Pension Expense**

At December 31, 2024, the Authority's proportionate share of the PERS pension expense/(benefit), calculated by the plan as of the June 30, 2024 measurement date is \$63,209.

*Pension Plan Fiduciary Net Position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report for the State of New Jersey Public Employees Retirement System.

**NOTE 9    POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)**

**General Information About the Plan**

The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost-sharing multiple-employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. The Plan meets the definition of an equivalent arrangement as defined in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting of Postemployment Benefits Other Than Pensions* (GASB Statement No. 75); therefore, assets are accumulated to pay associated benefits. For additional information about the Plan, please refer to the State of New Jersey, (the "State"), Division of Pensions and Benefits annual financial statements, which can be found at [www.state.nj.us/treasury/pensions/financial-reports.shtml](http://www.state.nj.us/treasury/pensions/financial-reports.shtml).

The Plan provides medical and prescription drug to retirees and their covered dependents of the participating employers. Under the provisions of Chapter 88, P.L. 1974 and Chapter 48, P.L. 1999, local government

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 9    POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**General Information About the Plan (continued)**

employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division of Pensions and Benefits. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission. Chapter

48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees. Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who: 1) retired on a disability pension; or 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiated agreement.

Pursuant to Chapter 78, P.L. 2011, future retirees eligible for postretirement medical coverage who have less than 20 years of creditable service on June 28, 2011 will be required to pay a percentage of the cost of their health care coverage in retirement provided they retire with 25 or more years of pension service credit. The percentage of the premium for which the retiree will be responsible will be determined based on the retiree's annual retirement benefit and level of coverage.

**Allocation Methodology**

GASB Statement No. 75 requires participating employers in the Plan to recognize their proportionate share of the collective net OPEB liability, collective deferred outflows of resources, collective deferred inflows of resources, and collective OPEB expense (benefit). At December 31, 2024 and 2023, the Authority reported a liability of \$7,725,663 and \$6,744,689 respectively for its proportionate share of the net OPEB liability. The net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense (benefit) are further allocated to employers based on the ratio of the plan members of an individual employer to the total members of the Plan during the measurement period July 1, 2023 through June 30, 2024.

**Net OPEB Liability**

*Components of Net OPEB Liability*

The total OPEB liability as of June 30, 2024 was determined by an actuarial valuation as of July 1, 2023, which was rolled forward to June 30, 2024. The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

Salary increases\*:

Public Employees' Retirement System (PERS)

Rate for all future years

2.75% to 6.55% based on years of service

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 9    POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**Net OPEB Liability (continued)**

*Components of Net OPEB Liability (continued)*

Police and Firemen's Retirement System (PFRS)	
Rate for all future years	3.25% to 16.25% based on years of service

\* Salary increases are based on years of service within the respective plan.

Post-retirement mortality rates for PERS were based on PUB-2010 General classification headcount-weighted mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021. Preretirement mortality rates for PFRS were based on the PUB-2010 Safety classification headcount-weighted mortality table with fully generational mortality improvement projections from the central year using Scale-2021.

Post retirement mortality rates for Chapter 330 retirees were based on the PUB-2010 safety classification headcount-weighted mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021. Post-retirement mortality rates for other retirees are based on the PUB-2010.

Disabled retiree mortality rates for PERS future disabled retirees were based on the PUB-2010 General classification headcount-weighted disabled mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021. Disabled retiree mortality rates for PFRS future disabled retirees were based on the PUB-2010 safety classification headcount-weighted disabled mortality table with fully generational mortality improvement projections from the central year using Scale MP-2021.

Actuarial assumptions used in the July 1, 2023 valuation were based on the results of the PFRS and PERS experience studies prepared for July 1, 2018 to June 30, 2021.

100% of active members are considered to participate in the Plan upon retirement.

*Discount Rate*

The discount rate for June 30, 2024 was 3.93%. This represents the municipal bond return rate as chosen by the State. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

*Sensitivity of Net OPEB Liability to Changes in the Discount Rate*

The following presents the Authority's share of the net OPEB liability as of June 30, 2024, calculated using a discount rate as disclosed above as well as what the net OPEB liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current discount rate:

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 9    POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**Net OPEB Liability (continued)**

*Sensitivity of Net OPEB Liability to Changes in the Discount Rate (continued)*

	1% Decrease (2.93%)	Current Discount Rate (3.93%)	1% Increase (4.93%)
Township's Proportionate Share of the Net OPEB Liability	\$ 8,999,565	\$ 7,725,663	\$ 6,705,381

*Sensitivity of Net OPEB Liability to Changes in the Healthcare Trend Rate*

The following presents the Authority's share of the net OPEB liability as of June 30, 2024, calculated using the healthcare trend rate as disclosed above as well as what the net OPEB liability would be if it was calculated using a healthcare trend rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease	Healthcare cost trend rate	1% Increase
Township's Proportionate Share of the Net OPEB Liability	\$ 6,534,334	\$ 7,725,663	\$ 9,257,377

**Deferred Outflows of Resources and Deferred Inflows of Resources**

For the year ended December 31, 2024, the Authority recognized a Net OPEB Liability of \$7,725,663. At December 31, 2024 the Authority reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between projected and actual experience	\$ 391,250	\$ 1,377,673
Changes in assumptions	1,291,585	1,356,346
Net difference between projected and actual Invested earnings on OPEB plan investments		1,271
Changes in proportion	932,022	445,688
	\$ 2,614,857	\$ 3,180,978

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 9 POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (continued)**

**Deferred Outflows of Resources and Deferred Inflows of Resources**

The amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ending December 31,</u>	<u>OPEB</u>
2025	\$ (418,681)
2026	(170,962)
2027	51,284
2028	(153,181)
2029	(57,242)
2030-2031	182,661
	<u>\$ (566,121)</u>

*Changes in Proportion*

The previous amounts do not include employer and nonemployer specific deferred outflows of resources and deferred inflow of resources related to the changes in proportion. These amounts should be recognized (amortized) by each employer over the average remaining services lives of all plan members, which is 7.89, 7.89, 7.82, 7.82, 7.87, 8.05, 8.14 and 8.04 years for the 2024, 2023, 2022, 2021, 2020, 2019, 2018 and 2017 amounts, respectively.

The net OPEB liability as of December 31, 2024 was determined by an actuarial valuation as of July 1, 2023 which was rolled forward to June 30, 2024. The Authority's proportion of the net OPEB liability was based on a projection of the Authority's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating local governments, actuarially determined. At December 31, 2024 and 2023, the Authority's proportion was 0.043147 percent and 0.044945 percent, respectively.

*OPEB Plan Fiduciary Net Position*

Detailed information about the OPEB plan's fiduciary net position is available in a report issued separately by the State of New Jersey Division of Pensions and Benefits.

**NOTE 10 DEFINED CONTRIBUTION RETIREMENT PROGRAM (DCRP)**

The Defined Contribution Retirement Program (DCRP) was established on July 1, 2007 for certain public employees under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007. The program provides eligible members, with a tax-sheltered, defined contribution retirement benefit, in addition to life insurance and disability coverage. The DCRP is jointly administered by the Division of Pensions and Benefits and Prudential Financial.

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Basic Financial Statements (continued)**  
**Years Ended December 31, 2024 and 2023**

**NOTE 11 RISK MANAGEMENT**

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

**Property and Liability Insurance**

The Authority maintains commercial insurance coverage through the New Jersey Utility Authorities Joint Insurance Fund for property, liability and surety bonds and does not retain risk of loss. There have been no significant reductions in insurance coverage from the prior year and no settlements have exceeded insurance coverage over the past three years.

**New Jersey Unemployment Compensation Insurance**

The Authority has elected to fund its New Jersey Unemployment Compensation Insurance under the “Benefit Reimbursement Method”. Under this plan, the Authority is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Authority is billed quarterly for amounts due to the State. There are sufficient funds maintained in the separate unemployment compensation account to pay current billings.

**NOTE 12 CONTINGENT LIABILITIES**

**Grant Programs**

The Authority participates in federal and state grant programs, which are governed by various rules and regulations of the grantor agencies; therefore, to the extent that the Authority has not complied with the rules and regulations governing grants, refunds of any money received may be required. Management is not aware of any material items of noncompliance, which would result in the disallowance of program expenditures.

**Litigation**

In the opinion of the Authority, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants or pending lawsuits; therefore, no provisions have been recorded in the accompanying basic financial statements for such contingencies.

**NOTE 13 SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 9, 2025, the date the financial statements were available to be issued.

## **OTHER REQUIRED SUPPLEMENTARY INFORMATION**

**LONG BRANCH SEWERAGE AUTHORITY**  
**SCHEDULE OF THE PROPORTIONATE SHARE OF**  
**NET PENSION LIABILITY**  
**Public Employee's Retirement System**  
**Required Supplementary Information and Notes to Required Supplementary Information**  
**(Last 10 Years)\***

	Years Ended December 31,									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Authority's Proportion of the net pension liability	0.0213456772%	0.0221542058%	0.0220147048%	0.0219285665%	0.0209890850%	0.0209993686%	0.0215215600%	0.0209178111%	0.0209132133%	0.0197815178%
Authority's Proportionate share of the net pension liability	\$ 2,900,460	\$ 3,208,898	\$ 3,350,459	\$ 2,597,768	\$ 3,422,771	\$ 3,783,768	\$ 4,237,488	\$ 4,799,497	\$ 6,193,894	\$ 4,440,554
Authority's Covered - employee payroll	\$ 1,772,568	\$ 1,692,016	\$ 1,655,894	\$ 1,638,585	\$ 1,565,935	\$ 1,465,218	\$ 1,458,051	\$ 1,523,247	\$ 1,409,788	\$ 1,305,366
Authority's Proportionate Share of the net pension liability as percentage of its covered employee payroll	163.63%	189.65%	202.34%	158.54%	218.58%	258.24%	290.63%	315.08%	439.35%	340.18%
Plan fiduciary net position as a percentage of the total pension liability	68.22%	65.23%	62.91%	70.33%	58.32%	56.27%	53.60%	48.10%	47.93%	47.93%

**Notes to Schedule:**

\*- The amounts presented for each fiscal year were determined as of the previous fiscal year-end.  
N/A- Information not available

Notes to Required Supplementary InformationBenefit Changes

None.

Changes of Assumptions

None.



**LONG BRANCH SEWERAGE AUTHORITY**  
**SCHEDULE OF PENSION CONTRIBUTIONS**  
**Public Employee's Retirement System**  
**Required Supplementary Information**  
**(Last 10 Years)\***

	Years Ended December 31,									
	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution (actuarially determined)	\$ 290,455	\$ 296,097	\$ 277,616	\$ 256,809	\$ 218,512	\$ 206,015	\$ 216,211	\$ 191,002	\$ 185,790	\$ 170,068
Contributions in relation to the actuarially determined contributions	<u>(290,455)</u>	<u>(296,097)</u>	<u>(277,616)</u>	<u>(256,809)</u>	<u>(218,512)</u>	<u>(206,015)</u>	<u>(216,211)</u>	<u>(191,002)</u>	<u>(185,790)</u>	<u>(170,068)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered - employee payroll	\$ 1,772,568	\$ 1,692,016	\$ 1,655,894	\$ 1,638,588	\$ 1,565,935	\$ 1,465,218	\$ 1,458,051	\$ 1,523,247	\$ 1,409,788	\$ 1,305,366
Contributions as a percentage of covered-employee payroll	16.39%	17.50%	16.77%	15.67%	13.95%	14.06%	14.83%	12.54%	13.18%	13.03%

**LONG BRANCH SEWERAGE AUTHORITY**  
**SCHEDULE OF THE AUTHORITY'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY**  
**State Health Benefits Local Government Retired Employees Plan**  
**Required Supplementary Information and Notes to Required Supplementary Information**  
**(Last 10 Years)**

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Authority's proportion of the net OPEB liability	0.043147%	0.044945%	0.041410%	0.041687%	0.431860%	0.039345%	0.043452%	0.041938%	0.044239%	N/A
Authority's proportionate share of the net OPEB liability	\$ 7,725,663	\$ 6,744,689	\$ 6,687,547	\$ 7,503,569	\$ 7,750,424	\$ 5,329,702	\$ 6,807,459	\$ 8,561,973	\$ 9,607,589	N/A
Authority's covered employee payroll	\$ 1,772,568	\$ 1,692,016	\$ 1,867,422	\$ 1,598,386	\$ 1,465,218	\$ 1,458,051	\$ 1,523,247	\$ 1,409,788	\$ 1,305,366	\$ 1,309,154

Notes to Required Supplementary Information

Benefit Changes

None.

Changes of Assumption

None.

**LONG BRANCH SEWERAGE AUTHORITY**  
**SCHEDULE OF THE AUTHORITY'S OPEB CONTRIBUTION**  
**State Health Benefits Local Government Retired Employees Plan**  
**Required Supplementary Information**

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions in relation to the contractually required contribution	-	-	-	-	-	-	-	-	-	-
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Authority's covered payroll	\$ 1,772,568	\$ 1,692,016	\$ 1,867,422	\$ 1,598,386	\$ 1,465,218	\$ 1,458,051	\$ 1,523,247	\$ 1,409,788	\$ 1,305,366	\$ 1,309,154
Contributions as a percentage of covered payroll	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

## **SUPPLEMENTARY INFORMATION**

**LONG BRANCH SEWERAGE AUTHORITY**  
**Operating Revenues and Expenditures funded by Operating Revenues,**  
**Compared to Budget**  
**For the Years Ended December 2024 and 2023**

	2024				2023			
	Original Budget	Final Budget	Actual	Excess/ (Deficit)	Original Budget	Final Budget	Actual	Excess/ (Deficit)
Revenues								
Operating revenues:								
Service charges	\$ 7,208,396	\$ 7,208,396	\$ 7,158,992	\$ (49,404)	\$ 7,132,220	\$ 7,132,220	\$ 7,141,695	\$ 9,475
Connection fees	480,000	480,000	653,717	173,717	480,000	480,000	757,334	277,334
Total operating revenues	7,688,396	7,688,396	7,812,709	124,313	7,612,220	7,612,220	7,899,029	286,809
Non-operating revenues:								
Unrestricted net position utilized	270,000	270,000	-	(270,000)	-	-	-	-
Interest on delinquent accounts	85,000	85,000	79,540	(5,460)	85,000	85,000	67,269	(17,731)
Interest income	100,000	100,000	496,299	396,299	35,000	35,000	480,905	445,905
Reserve for rate stabilization	250,000	250,000	-	(250,000)	250,000	250,000	-	(250,000)
Miscellaneous	10,500	10,500	38,847	28,347	10,500	10,500	12,558	2,058
Total non-operating revenues	715,500	715,500	614,686	(100,814)	380,500	380,500	560,732	180,232
Total Revenues	8,403,896	8,403,896	8,427,395	23,499	7,992,720	7,992,720	8,459,761	467,041
Expenses								
Operating expenses:								
Cost of providing services:								
Salary & wages	1,742,777	1,742,777	1,365,358	377,419	1,586,016	1,586,016	1,319,543	266,473
Disposal system:								
Repairs and supplies	200,000	200,000	218,625	(18,625)	286,789	286,789	236,529	50,260
Removal of sludge	650,000	650,000	719,959	(69,959)	610,000	610,000	577,500	32,500
Grit removal	28,500	28,500	27,840	660	28,000	28,000	29,080	(1,080)
Operating permits	75,000	75,000	45,536	29,464	75,000	75,000	45,337	29,663
Automobile and truck expenses	16,000	16,000	18,888	(2,888)	16,000	16,000	12,670	3,330
Chemicals	431,750	431,750	390,156	41,594	431,750	431,750	395,496	36,254
Heat	120,000	120,000	70,753	49,247	102,000	102,000	98,841	3,159
Electricity	350,000	350,000	317,759	32,241	290,000	290,000	279,955	10,045
Water	16,840	16,840	16,459	381	19,200	19,200	10,371	8,829
Telephone	6,000	6,000	5,376	624	6,000	6,000	4,687	1,313
Pumping stations:								
Repairs and supplies	35,000	35,000	22,323	12,677	37,000	37,000	27,403	9,597
Electricity	29,500	29,500	28,224	1,276	29,500	29,500	33,058	(3,558)
Expenses (continued)								
Operating expenses: (continued)								

**LONG BRANCH SEWERAGE AUTHORITY**  
**Operating Revenues and Expenditures funded by Operating Revenues,**  
**Compared to Budget**  
**For the Years Ended December 2024 and 2023**

	2024				2023			
	Original Budget	Final Budget	Actual	Excess/ (Deficit)	Original Budget	Final Budget	Actual	Excess/ (Deficit)
Cost of providing services:(continued)								
Water	\$ 1,740	\$ 1,740	\$ 1,309	\$ 431	\$ 2,600	\$ 2,600	\$ 1,230	\$ 1,370
Collection system:								
Automobile and truck expenses	24,000	24,000	17,182	6,818	24,000	24,000	11,149	12,851
Repairs and supplies	49,000	49,000	57,325	(8,325)	49,000	49,000	73,676	(24,676)
Total cost of providing services	3,776,107	3,776,107	3,323,072	453,035	3,592,855	3,592,855	3,156,525	436,330
Administrative:								
Salary & wages	510,312	510,312	513,279	(2,967)	495,813	495,813	494,130	1,683
Fringe benefits	1,479,981	1,479,981	1,115,401	364,580	1,467,491	1,467,491	1,069,716	397,775
Professional services	167,500	167,500	171,811	(4,311)	167,500	167,500	150,070	17,430
Telephone	5,500	5,500	4,527	973	5,500	5,500	5,745	(245)
Office and maintenance	65,000	65,000	53,781	11,219	65,000	65,000	83,083	(18,083)
Insurance	303,313	303,313	277,307	26,006	303,313	303,313	249,744	53,569
Automobile	6,000	6,000	8,061	(2,061)	6,000	6,000	4,267	1,733
Miscellaneous	20,000	20,000	30,010	(10,010)	20,000	20,000	30,614	(10,614)
Total administrative	2,557,606	2,557,606	2,174,177	383,429	2,530,617	2,530,617	2,087,369	443,248
Debt service:								
Principal	1,375,135	1,375,135	1,028,285	346,850	1,129,285	1,129,285	1,129,285	-
Interest	472,548	472,548	321,792	150,756	497,463	497,463	392,311	105,152
Total debt service	1,847,683	1,847,683	1,350,077	497,606	1,626,748	1,626,748	1,521,596	105,152
Non-operating expenses:								
Capital outlays	222,500	222,500		222,500	242,500	242,500	242,500	-
Total non-operating expenses	222,500	222,500		222,500	242,500	242,500	242,500	-
Total costs funded by operating activities	8,403,896	8,403,896	6,847,326	1,556,570	7,992,720	7,992,720	7,007,990	984,730
Excess/(deficit) of revenues over/(under) expenditures	\$ -	\$ -	\$ 1,580,070	\$ 1,580,070	\$ -	\$ -	\$ 1,451,771	\$ 1,451,771

LONG BRANCH SEWERAGE AUTHORITY  
Operating Revenues and Expenditures Funded by Operating Revenues,  
Compared to Budget  
For the Years Ended December 31,

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Reconciliation of budget results to net income:

	<u>2024</u>	<u>2023</u>
Budget results	\$ 1,580,070	\$ 1,451,771
Amortization of bond discounts and premiums	2,654	16,286
Amortization of loss on bond refunding	(1,711)	-
Amortization of bond issuance costs	(530)	-
Administrative expenses (PERS and OPEB)	526,103	697,981
Depreciation expense	(1,768,524)	(1,672,571)
Principal maturity	1,028,285	1,129,285
Compensated absences	-	13,138
Capital outlays	-	242,500
Major repairs and replacements	-	(57,425)
Administration fee for notes	-	(42,568)
	<u>\$ 1,366,347</u>	<u>\$ 1,778,397</u>

## **SINGLE AUDIT SECTION**



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY  
NEW JERSEY OMB CIRCULAR 15-08**

The Board of Commissioners  
Long Branch Sewerage Authority  
Long Branch, New Jersey

**Report on Compliance for Each Major State Program**

***Opinion on Each Major State Program***

We have audited the Long Branch Sewerage Authority's (Authority) compliance with the types of compliance requirements identified as subject to audit in the New Jersey OMB Circular 15-08 that could have a direct and material effect on each of the Authority's major state programs for the year ended December 31, 2024. The Authority's major state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended December 31, 2024.

***Basis for Opinion of Each Major State Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and New Jersey OMB's Circular 15-08 *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's state programs.

***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and

therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance and the New Jersey OMB Circular 15-08 will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance and the New Jersey OMB Circular 15-08, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the New Jersey OMB Circular 15-08, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### ***Other Matters***

The results of our auditing procedures disclosed no instances of noncompliance which are required to be reported in accordance with the Uniform Guidance or NJ OMB 15-08.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control

over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the New Jersey OMB Circular 15-08. Accordingly, this report is not suitable for any other purpose.

*Charles J. Fallon CPA, RMA*

Charles J. Fallon  
Certified Public Accountant  
Registered Municipal Accountant #506

*Fallon & Company LLP*

FALLON & COMPANY LLP  
Hazlet, New Jersey  
December 9, 2025

**LONG BRANCH SEWERAGE AUTHORITY**  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

For the Year Ended December 31, 2024

<u>State Grantor / Pass-through Grantor / Program</u>	<u>State Account Number or Other Identifying Number</u>	<u>Grant Period</u>	<u>Grant/Loan Award</u>	<u>Program Expenditures</u>	<u>Cumulative Expenditures</u>
N.J. Department of Environmental Protection					
Notes Relating to the Construction Financing Loan Program of the New Jersey					
Infrastructure Bank					
Sludge Handling System and Emergency Improvements	S340336-08	Open	\$ 1,700,000	\$ 38,961	\$ 1,523,935
Hoey Pump Station Force Main ReplacementInflow/Infiltration Improvement/Sanitary Sewer Railroad Crossing	S340336-09	Open	5,237,000	1,337,245	3,604,100
			<hr/>	<hr/>	<hr/>
Total N.J. Department of Environmental Protection			6,937,000	1,376,206	5,128,035
			<hr/>	<hr/>	<hr/>
Total State Expenditures			<u>\$ 6,937,000</u>	<u>\$ 1,376,206</u>	<u>\$ 5,128,035</u>

**LONG BRANCH SEWERAGE AUTHORITY**  
**Notes to the Schedule of Expenditures of State Financial Assistance**  
**For the Year Ended December 31, 2024**

**NOTE 1: ORGANIZATION AND BASIS OF PRESENTATION**

**A. Organization**

The Long Branch Sewerage Authority is the prime sponsor and recipient of various federal and state grant funds. The Authority has delegated the administration of grant programs and the reporting function to various departments within the Authority. Substantially all grant and program cash funds are commingled with the Authority's other funds, although each grant is accounted for separately within the Authority's financial records. The Authority's Department of Finance performs the accounting functions for all grants.

**B. Basis of Presentation**

The accompanying schedule of expenditures of state financial assistance includes the grant activity of the Long Branch Sewerage Authority. The schedule is presented on the cash basis of accounting. The information in this schedule is presented in accordance with the requirements of New Jersey OMB Circular 15-08. Because the schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position or changes in fund balances of the Authority.

Pass-through entity identifying numbers are presented where available. When state account numbers (State of New Jersey identifying number) are not included in the grant agreement, the State Schedule of Financial Assistance (GN06) is reviewed to obtain the State account numbers. If no funds were received in the fiscal year, the grant will not appear on the GN06. In these instances, other identifying numbers such as the grant agreement numbers are utilized if available.

**NOTE 2: CONTINGENCIES**

Each of the grantor agencies reserves the right to conduct additional audits of the Authority's grant programs for economy, efficiency and program results. However, Authority management does not believe such audits would result in material amounts of disallowed costs.

**NOTE 3: LOAN BALANCES**

The Authority loans outstanding at December 31, 2024 are as follows:

	<u>State</u>
New Jersey Infrastructure Bank	<u>\$ 4,323,018</u>

**LONG BRANCH SEWERAGE AUTHORITY**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended December 31, 2024**

**Section I - Summary of Auditors' Results**

**Financial Statements Section**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness identified? \_\_\_\_\_ Yes   X   No

Reportable condition identified not considered to be material weaknesses? \_\_\_\_\_ Yes   X   None reported

Noncompliance material to financial statements noted? \_\_\_\_\_ Yes   X   No

**a) State Awards**

Internal Control over major programs:

Material weakness identified? \_\_\_\_\_ Yes   X   No

Significant deficiency identified? \_\_\_\_\_ Yes   X   None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with New Jersey OMB's 15-08? \_\_\_\_\_ Yes   X   No

Identification of major state programs:

Name of State Program or Cluster

Notes relating to the Construction Financing Loan Program of the New Jersey Infrastructure Bank

Dollar threshold used to distinguish between Type A and Type B Programs: \$750,000

Auditee qualified as a low-risk auditee? \_\_\_\_\_ YES   X   No

**LONG BRANCH SEWERAGE AUTHORITY**  
**Schedule of Findings and Questioned Costs (continued)**  
**For the Year Ended December 31, 2024**

**Section II – Financial Statement Findings**

None reported.

**Section III – Summary Schedule of Prior Audit Findings**

Not Applicable.

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## **OTHER INFORMATION**



**LONG BRANCH SEWERAGE AUTHORITY**  
**Board of Commissioners and Management**  
**December 31, 2024**

**Board of Commissioners**

Donald S. Riley	Chairman
Michael Booth	Vice Chairman
David G. Brown	Secretary
Bryan I. Larco	Treasurer
Susie Morris	Asst. Secretary/Treasurer

**Management**

Thomas Roguski	Executive Director
Marion Uyeyama	Comptroller
Colliers Engineering & Design	Consulting Engineers
John Bonello	Attorney
Bank of New York/Mellon	Trustee

**LONG BRANCH SEWER AUTHORITY**  
**Insurance Coverage**  
**December 31, 2024**

Package Policy:	
Blanket Building and Property.....	\$150,000,000
Boiler and Machinery/Equipment.....	150,000,000
Auto Fleet:	
Liability.....	10,000,000
General Liability.....	10,000,000
Workers' Compensation.....	Statutory
Public Officials Liability.....	2,000,000
JIF Crime.....	50,000
Terrorism.....	10,000
Cyber Security.....	3,000,000

The above schedule is presented as a memorandum only and we do not express an opinion as to the adequacy of coverage.

**LONG BRANCH SEWERAGE AUTHORITY**  
**Schedule of Findings and Recommendations**  
**For the Year Ended December 31, 2024**

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards* and with audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, Department of Community Affairs, State of New Jersey.

None.

**LONG BRANCH SEWERAGE AUTHORITY**  
**Summary Schedule of Prior Year Auditing Findings and**  
**Recommendations as Prepared by Management**  
**For the Year Ended December 31, 2024**

This section identifies the status of prior year findings related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.

None.