

# **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

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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

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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
- ACTION** 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
- ACTION** 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.

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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

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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

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DAVID G. BROWN,  
SECRETARY  
LONG BRANCH SEWERAGE AUTHORITY

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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

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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

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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**

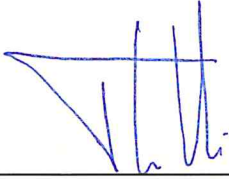
No new business



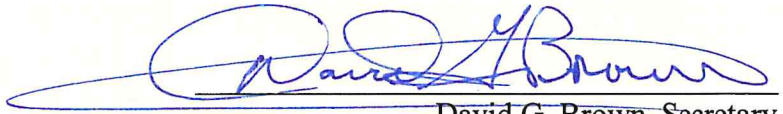
**XVIII. Adjournment at 3:28 p.m.**

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,

A handwritten signature in blue ink, appearing to read 'T. Roguski', written over a horizontal line.

Thomas Roguski, Executive Director

A handwritten signature in blue ink, appearing to read 'David G. Brown', written over a horizontal line.

David G. Brown, Secretary