

AGENDA
LONG BRANCH SEWERAGE AUTHORITY
Regular Meeting

August 15, 2018

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

II. Notation of attendance

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

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

Adequate Notice of this Regular Meeting and of all Regular Meetings for the Year 2018, has been provided by publication thereof in the *Link* on March 1, 2018, as a “legal” advertisement and in the *Asbury Park Press* on February, 27 2018, as a “legal” advertisement and by forwarding duplicates thereof on February 22, 2018, to the Clerks of the City of Long Branch, Borough of West Long Branch and Borough of Monmouth Beach for filing in their respective offices and for posting in a public place in each such Municipality.

IV. Public Participation

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

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

Motion by _____, seconded by _____ that the reading of the minutes of the Regular Meeting of the Long Branch Sewerage Authority held on, July 18, 2018 be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

VI. As to Minutes of the Executive Session held on July 18, 2018, if any

Motion by _____, seconded by _____ that the reading of the minutes of the Executive Session held on July 18, 2018, be dispensed with, and that such Minutes be, and they are hereby, approved as recorded and circulated.

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

VII. Correspondence

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

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

August 15, 2018

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

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

25) Certified Public Notice received 08/08/18 from Mr. and Mrs. Woolley, re: Application to the Zoning Department for Minor subdivision/ Minor site Plan approval/ Variance for lot width

ACTION

26) Unit Change Request Application dated 08/08/18 received 08/08/18 from Mamar Meliani, re: 142 Avenel Blvd / Block 386 Lot 11/ Change unit request from two (2) units to one(1)

VIII. Report of Executive Director for July 2018

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

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

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

X. Report by Authority Counsel of the Activities of that Office and of Actions taken since July 18, 2018.

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since July 18, 2018.

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

XII. As to Insurance Committee

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

XIII. Report, if any, by Investment Committee

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

XIV. Transfers, if any

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

XV. Old Business

A. Engineer's Report on Redevelopment Projects

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

B. Future Capital Improvement Program

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

Electrical Substation

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

XVI. New Business

XVII. Miscellaneous Suggestions for Good of Authority

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

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

Blaisdell	Booth	Brown	George	Mazza
AYES	NAYS	ABSTAIN	ABSENT	

RESOLUTION

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

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

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

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

BE IT FURTHER RESOLVED that the Executive Director be authorized to execute any further documents or instruments necessary to effect this Resolution.

ROLL CALL:

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

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

RESOLUTION

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

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

WHEREAS, the Authority has determined that said purchases should be made by public bid in accordance with law, and

WHEREAS, it is required by law that the Authority advertise for said bids, and

NOW, THEREFORE, BE IT RESOLVED by the Long Branch Sewerage Authority that:

1. The Authority is authorized to advertise for bids for the above-described contracts.
2. The Authority Chairman and/or Executive Director are authorized to sign any documents to effectuate this resolution.

ROLL CALL:

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

Date: August 15, 2018
R .8-18

RESOLUTION

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

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

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

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

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

ROLL CALL:

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

Date: August 15, 2018
R .8-18

RESOLUTION

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

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

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

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

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

ROLL CALL:

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

Date: August 15, 2018
R .8-18

RESOLUTION

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

WHEREAS, a number of employees have requested permission to attend a Technology Transfer Seminar sponsored by NJWEA at the Sheraton in Eatontown on September 11 -14, 2017, and

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

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

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

ROLL CALL:

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

Date: August 15, 2018
R .8-18

RESOLUTION

_____ 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 determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

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

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

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

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

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

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

ROLL CALL:

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

Date: August 15, 2018
R .8-18
Exhibit

RESOLUTION

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

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in various circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist,

NOW, THEREFORE BE IT RESOLVED by the Long Branch Sewerage Authority as follows:

1. The Public shall be excluded from discussion and action upon the hereinafter subject matters.
2. The general nature of the subject matter to be discussed is as follows:
3. It is anticipated at this time that the above-stated subject matters will be made public when the matters are resolved.
4. This Resolution shall take effect immediately.

ROLL CALL:

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

Date: August 15, 2018
ResExSess