

LONG BRANCH SEWERAGE AUTHORITY
MINUTES OF THE REGULAR MEETING
JANUARY 17, 2024

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

A Regular Meeting of the Long Branch Sewerage Authority was called to order at 3:00 p.m., prevailing time, on Wednesday, January 17, 2024, by the Executive Director, Thomas Roguski, both in person and electronically via telecommunication conference, attended by Mr. Riley, Mr. Booth, and Mr. Brown. Mrs. Morris and Mr. Larco arrived at 3:15 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 L. Bonello, Esq., of the firm Manna & Bonello, P.A., Authority Counsel; Lauren Lechner and Jordan Volk, P.E., of the firm Colliers Engineering and Design, Authority Engineer; Charles J. Fallon, CPA, RMA, of the firm Fallon & Company LLP, Authority Auditor; and 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 2022, has been provided by publication thereof in the *Link* on February 23, 2023 as a "legal" advertisement and in the *Asbury Park Press* on February 19, 2023 as a "legal" advertisement, and by forwarding duplicates thereof on February 15, 2023, 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. Notice of this Regular Meeting to be held both in-person and electronically has been provided electronically by posting thereof on the official website of the Long Branch Sewerage Authority pursuant to Public Law 2020, C.11.

IV. Public Participation.

There were no members of the public present in-person or via telephonic communication.

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 in-person or via telephonic communication. There were no suggestions for the good of the Authority.

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 Miscellaneous Suggestions for the Good of the Authority portion of the Meeting was closed.

VI. As to the Minutes of the Regular Meeting of December 20, 2023

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 reading of the Minutes of the Regular Meeting of the Long Branch Sewerage Authority held on December 20, 2023, 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 December 20, 2023, if any

None

VIII. Correspondence

The attached list of correspondence was reviewed by the Authority. There were no correspondence items for action to be addressed.

**LIST OF CORRESPONDENCE FOR REGULAR MEETING
LONG BRANCH SEWERAGE AUTHORITY
JANUARY 17, 2024**

- 1) Letter dated 12/11/23 received 12/18/23 from Charles Surmonte P.E. & L.S., re: Serviceability Request/ Subdivision Application / Block 365 Lot 4 / 240 Seventh Avenue
- 2) Letter received 12/20/23 from Charleston Wipes Settlement, re: Legal Notice
- 3) Letter dated 12/22/23 received 12/22/23 from Thomas Roguski to Charles Surmonte PE, LS, re: Letter of Service Availability / 240 Seventh Ave/ Block 365 Lot 4
- 4) Letter dated 12/20/23 received 12/26/23 from State of New Jersey DEP, re: Laboratory Certification Number 13270

- 5) Copy of letter dated 12/22/23 received 12/26/23 from Colliers Engineering to Gary Schecher, Owner, re: Ocean Acre/ 119-129 Franklin Ave/ Block 217 Lots 26 & 27
- 6) Copy of letter dated 12/22/23 received 12/26/23 from Colliers Engineering to Phil Saada, Manager, re: 333-345 Second Avenue Proposed Townhouse Development/ Bathhaus, LLC
- 7) Certified Notice of Application dated 12/21/23 received 12/28/23 to the City of Long Branch, re: Property Located at Hulick Street, Sairs Avenue and Avery Avenue/ Lot will be subdivided into portions to merge into each of the other three lots.
- 8) Certified City of Long Branch Notice of Hearing dated 12/20/23 received 12/28/23, re: Applicant is requesting a Certificate of Non-Conformity permitting current use of eight –residential families / Block 187 Lot 6/ 279 Cleveland Ave
- 9) Certified Notice of Hearing dated 12/20/23 received 12/28/23, re: Block 443 Lot 1.02/ 355 A Long Branch Ave/ Applicant is seeking a D (2) variance, expanding a nonconforming structure and seeking bulk variance relief for a proposed rear single-story addition to the existing single-family dwelling.
- 10) Copy of Certified letter from the NJDEP to the City of Long Branch, re: Applicant Natalio Freire, re: 9 Manahasset Park Drive/ Application for CAFRA General Permit 4/ Block 461 Lot 4.01
- 11) Certified Notice of Hearing Borough of West Long Branch, re: **NOT LBSA**
- 12) Certified public Notice of Hearing dated 12/21/23 received 12/28/23 from Ashlar Place, LLC Applicant, re: 404-410 Broadway and 425 Morris Ave / Applicant seeks to construct 94 Residential units by rehabilitating existing structures and building / Block 237 Lots 35.02 & 40.01
- 13) Certified letter dated 12/21/23 received 01/02/23 from Borough of West Long Branch, re: 45 Hollywood Ave/ Block 27 Lot 3/ Applicant is requesting verification of the absence of wetlands and wetlands transition areas on the property
- 14) Certified received 01/04/24 Revised Notice of Application to the City of Long Branch Planning Board/ Alteration single-family residential/ Block 134 Lots 7,8,9 & 11
- 15) Letter dated 01/04/24 received 01/04/24 from NJDEP, re: New Jersey Water Bank/ Project S340336-09/ Contract Inflow/ Infiltration Improvement Project
- 16) Letter dated 01/05/24 received 01/10/24 from Charles Surmonte P.E., re: Minor Subdivision/ Applicant Wesley DaSilva/ Lot 12 Block 242/ 30 Grand Ave

- 17) Letter dated 01/10/24 received 01/10/24 from Colliers Engineering & Design, re: Notice of Award/ Inflow & Infiltration Improvement Project
- 18) Copy of Letter dated 01/11/24 received 01/11/24 from Colliers Engineering & Design to Andrew Stoeckle/ NJDEP, re: NJ Environmental Infrastructure Trust
- 19) Letter dated 01/11/24 received 01/12/24 from Colliers Engineering & Design, re: Engineer's Status Report for the January 2024 Meeting

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 attached List of Correspondence was ordered, received, and filed.

IX. Report of Executive Director for the January 2024 Authority Meeting

Mr. Roguski reported that the Authority treated an average daily flow of 4.65 MGD and has met all limits of our discharge permit.

Mr. Roguski stated that several Authorities are collaborating to apply for a grant to fund a Wastewater Management Plan update to reflect the feasibility of a regional biosolids facility at the Monmouth County Reclamation Center. He stated that currently the Authority hauls out up to three (3) trucks of sludge per day to Newark, NJ and back. This grant would explore the possibility of a disposal center at the Monmouth County Reclamation Center, which would cut down significantly on hauling costs. This resolution states that the Authority is taking part in the grant application.

The following resolution was presented:

**PARTICIPANT'S RESOLUTION
LEAP CHALLENGE GRANT**

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

WHEREAS, the State of New Jersey has allocated \$150,000 within each county for a statewide total of \$3.15 million in Local Efficiency Achievement Program (LEAP) funds to promote innovation among peer local units across New Jersey, and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) administers the LEAP grant program; and

WHEREAS, the LEAP Challenge Grant exists to challenge municipalities and counties to collaborate on more extensive partnership and collaborations to produce efficiencies through shared services; and

WHEREAS, the Long Branch Sewerage Authority along with the County of Monmouth and various wastewater agencies throughout Monmouth County, have determined to apply for a LEAP Challenge Grant through the State of New Jersey Local Efficiency Achievement Program in the amount of \$150,000.00; and

WHEREAS, the County of Monmouth has agreed to be the lead agency in this program; and

WHEREAS, the State of New Jersey has made LEAP grants available to assist local units to study, develop and implement new shared services initiatives; and

WHEREAS, the purpose of the project submitted in this grant application is intended to provide benefits to the participant local units' residents through an update to the Monmouth County Wastewater Management Plan to study the feasibility and potential implementation of a Monmouth County Biosolids Resiliency project at the Monmouth County Reclamation Center; and

WHEREAS, only funds obtained through the grant will be expended, and no financial contributions from the Long Branch Sewerage Authority are required.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Long Branch Sewerage Authority, that the Long Branch Sewerage Authority does hereby join with the County of Monmouth in applying for a LEAP challenge grant to support undertaking this endeavor.

BE IT FURTHER RESOLVED that only funds obtained through the grant will be expended, and no financial contributions from the Long Branch Sewerage Authority are required nor appropriated.


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

ROLL CALL:

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

Date: January 17, 2024
R1.1-24

CERTIFICATION

 , 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 January 17, 2024.

Next, Mr. Roguski stated that the Authority is required to have a Confined Space Entry Rescue Service. Certain fire departments are certified for confined space entry rescue while others are not. When the Authority enters a confined space, we must be prepared to get someone out. The Authority complies with all confined space entry regulations, but, in the case of an emergency, it may become necessary for a confined space entry rescue team to respond. Mr. Roguski continued to state that the closest provider for this service is the City of Asbury Park, and they are willing to work with us. There is a fee involved of approximately \$18,000.00 per year and a 2% increase every year. Mr. Roguski advised that he contacted the City of Long Branch to ask if the City's Fire Department is certified. The Business Administrator stated that they are working on certification but are not currently certified. Mr. Roguski stated that the Business Administrator asked if the Authority would contribute financially to these certification efforts. Mr. Roguski advised that the Authority would most likely be willing to do so, subject to Board approval.

The following resolution was presented:

**RESOLUTION
AUTHORIZING EXECUTION OF INTERLOCAL AGREEMENT
WITH THE CITY OF ASBURY PARK FOR
TECHNICAL RESCUE SERVICES FOR CONFINED SPACE ENTRY**

Mr. Brown 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 Asbury Park 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 Asbury Park 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 an interlocal agreement with the City of Asbury Park for Technical Rescue Services for confined space entry, for the years 2024, 2025, and 2026, on terms and conditions similar to those in the attached agreement.


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

ROLL CALL:

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

Date: January 17, 2024
R3.1-24
Exhibit A

CERTIFICATION

 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 January 17, 2024.

Mr. Roguski stated that the severity and frequency of recent storms have placed significant pressure on the Authority's budget due to emergency repairs and overtime labor. The current storms also result in significant rainfall which erodes the Authority's treatment plant capacity, which may one day lead to NJDEP Capacity Assurance Program action. He reported that the Authority is monitoring the situation. Mr. Brown questioned if the Authority has experienced wind damage like many homeowners. Mr. Roguski stated that it's mostly water that is causing the damage and plant capacity to be stressed.

Mr. Roguski reported that the Authority's jet-vac truck is approaching ten (10) years old and will require replacement soon. The Authority is currently evaluating the best option to replace or supplement the existing truck.

Mr. Roguski stated that the Authority advertised request for professional proposals, which are due February 7, 2024. The Legal & Administrative Committee will evaluate and rank the proposals and make recommendations to the Board regarding professional appointments at the February 2024 meeting.

Mr. Roguski had nothing further to report.

On Motion by Mr. Brown seconded by Mr. Riley and passed by the affirmative vote of all members present, no nays, two 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.

Let the record reflect that Mr. Larco and Mrs. Morris joined the meeting at 3:15 p.m.

X. Report by Authority Counsel of the Activities of that Office and of Actions taken since December 20, 2023

Mr. Bonello stated that all is well regarding counsel issues, and he had nothing to report.

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

XI. Report by Authority Auditor of the Activities of that Office and of Actions taken since December 20, 2023

Mr. Fallon had nothing to report this month.

On Motion by Mr. Booth, seconded by Mr. Brown and passed by the affirmative vote of

all members present, no nays, no absent, no abstain, all actions taken, and dispositions made by Authority Auditor of and with regard to each and all of the foregoing items be, and they are in all respects, approved, confirmed and ratified.

XII. Report by Authority Consulting Engineer of the Activities of that Office and of Actions taken December 20, 2023

Ms. Lechner reported that the Sanitary Sewer Railroad Crossing Study & Improvements Project is under way, and the contractor is expected to be onsite next week to continue the televising and cleaning of the lines.

The Hoey Pump Station Force Main Replacement Project is awaiting close out with NJDEP.

The Sludge Holding System Modifications & Final Settling Tank Improvements Project is approaching closeout and waiting to finalize the as-built drawings and O & M Manuals.

The I/I Study and Improvements Project received authorization from NJDEP to award on January 4, 2024 and a pre-construction meeting has been scheduled for January 24, 2024.

No update on the Solar Feasibility Study.

The Planning Document for Infrastructure Bill has all been submitted to New Jersey Infrastructure Bank (NJIB) and no comments have been received yet.

The WWTP Expansion Study proposal is being reviewed and a secondary review meeting will be scheduled shortly

The Hoey Pump Station Improvements Project change in scope proposal was approved at the December meeting, and CED is working on additional scope items.

The 6th Avenue Sewer Replacement Project sanitary sewer main is to be televised by the Authority.

Lastly, the GIS Upgrades are currently under way. The iPads have been set up and training will be scheduled.

Ms. Lechner had nothing further to report.

On Motion by Mr. Brown, seconded by Mr. Booth, and passed by the affirmative vote of all members present, no nays, no absent, no abstain, all actions taken, and dispositions made 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.

XIII. Transfers, if any.

The transfers are as listed.

The following Resolution was moved by Mr. Booth, seconded by Mr. Brown and passed by the affirmative vote of all members present, no nays, no absent, no abstain, approving the Authority Transfers for the month of December 2023 as listed.

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 17th DAY OF JANUARY 2024 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT that the Authority hereby approves the Transfers made for the month of December 2023 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 January 17, 2024 Meeting

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

RESOLUTION

BE IT RESOLVED BY THE LONG BRANCH SEWERAGE AUTHORITY IN SESSION AT A REGULAR MEETING THEREOF ON THIS 17th DAY OF JANUARY 2024 PURSUANT TO NOTICE AT WHICH AT LEAST A QUORUM IS PRESENT, the List of Bills for the month of December 2023 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.

None

XVI. Old Business

None

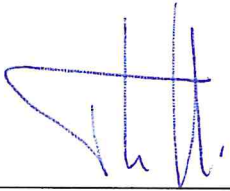
XVII. New Business

None


XVIII. Adjournment at 3:20 p.m.

There being no further business, on Motion by Mr. Booth, seconded by Mr. Riley and passed by the affirmative vote of all members present, no nays, no absent, no abstain, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,



Thomas Roguski, Executive Director



David G. Brown, Secretary