

**TWO RIVERS WATER RECLAMATION AUTHORITY
ONE HIGHLAND AVENUE
MONMOUTH BEACH, NEW JERSEY 07750**

The Regular Meeting of the Two Rivers Water Reclamation Authority was held on Tuesday May 17, 2016, at 6:00 p.m. at One Highland Avenue, Monmouth Beach, New Jersey.

Mr. William E. Leonard, Chairman. Presided.

All Resolutions are contained in the Resolutions portion of the minutes.

Members Present: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

Others Present: Mr. Michael A. Gianforte, P.E., Executive Director
Mr. Gregory Seaman, Operations manager
Mr. Kevin Kinneally, Financial Manager
Mr. Frank Weisensee, P.E., Representing the Firm of PS&S
Mr. David Laughlin, Esq., Birdsall & Laughlin, LLC
Ms. Carmen Wolfe, CSR

Others Absent: Mr. Dennis J. Galvin, Engineering Manager

NOTICE OF REGULAR MEETING

Statement is hereby made that adequate Notice of Meetings has been provided by publishing the same in the Asbury Park Press on Friday, December 29, 2015, and The Atlanticville on Thursday, December 31, 2015, and mailing the same on Thursday, December 18, 2015, to the Clerks of the participant municipalities of the Boroughs of Fair Haven, Little Silver, Monmouth Beach, Oceanport, Shrewsbury and West Long Branch, and all customer communities whose geographic boundaries are co-extensive with those of this Authority, and by prominently posting said Notice in the entry way of the Authority's office building on Thursday, December 18, 2015.

CHAIRMAN RULES OF QUORUM

Mr. Leonard declared that a quorum was present. All present saluted the American Flag.

Mr. Leonard turned the meeting over to Mr. Laughlin to conduct a Public Hearing regarding the revised connection fee. Ms. Carmen Wolfe, CSR, recorded the attached transcript.

Mr. Christopher asked how much the connection fee increased, because the original cost was \$150.00. Mr. Gianforte reported that Mr. Christopher was speaking of the installation cost from 1970 not the connection fee which began in October of 1996. Mr. Gianforte gave a brief explanation of the two.

**RESOLUTION #2016-05-48
TO AMEND RULES AND REGULATIONS
SECTION 10 CONNECTION CHARGE SCHEDULE FOR SEWER
SERVICE AND SECTION 11 SCHEDULE OF CHARGES
AND TO FIX THE CONNECTION FEE**

Mr. Christopher moved Resolution #2016-05-48 for adoption. The motion was seconded by Mr. Tocci, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

**APPROVAL OF THE REGULAR MONTHLY MEETING
MINUTES OF APRIL 19, 2016**

Mr. Tocci moved that the minutes from the Regular Monthly Meeting held April 19, 2016 be approved as submitted. The motion was seconded by Mr. Berdahl and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

CORRESPONDENCE

Mr. Gianforte reported that there is an item of correspondence:

Mr. Gianforte stated that there was a letter received from Mrs. Linda Davis thanking the Authority for the superior customer service that was provided by Joe Ottaviano and Steve White from the Road Crew Department.

PUBLIC COMMENT ON AGENDA

There was no one from the public present.

ENGINEERING COMMITTEE

ENGINEERING MANAGER'S REPORT

Mr. Gianforte reported that representatives from Oregé invited the Authority to visit the Allentown, PA site. Mr. Seaman and the consulting engineer will attend and it's a preliminary thing and there are copies of the information available if anyone would like to attend.

Mr. Gianforte reported that he and Mr. Seaman will be meeting with the representatives from that gasification process that was spoken of previously.

RESOLUTION #2016-05-49 REJECTING ONLY BID FOR AERATION BASIN SYSTEM UPGRADES, CONTRACT 159

Mr. Christopher moved Resolution #2016-05-49 for adoption. The motion was seconded by Mr. Tocci, and carried by the following vote on roll call:

AYES:

- Mr. William E. Leonard, Chairman
- Mr. William R. Baarck, PE, Secretary
- Mr. Arno Weber, Assistant Secretary
- Mr. Barry J. Berdahl, Ph. D, Treasurer
- Mr. Richard Tocci, Assistant Treasurer
- Mr. John Bonforte
- Mr. Gregory J. Christopher
- Mr. Brian McPeak
- Mr. Robert Proto

Members Absent:

- Mr. Thomas Barham, Vice Chairman
- Mr. Scott Hartman
- Mr. William W. Nolze

Mr. Proto asked why there was a huge discrepancy. Mr. Gianforte stated that there was only one bid but there were three who indicated that they intended to bid. Mr. Proto asked if the engineer underestimated the project. Mr. Gianforte gave a brief explanation of the diffusers and aeration basin system upgrades.

**RESOLUTION #2016-05-50
APPROVING CHANGE ORDER #2
BELT FILTER PRESS CONTRACT 148**

Mr. Tocci moved Resolution #2016-05-50 for adoption. The motion was seconded by Mr. Berdahl, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

**RESOLUTION #2016-05-51
GRANTING PRELIMINARY and FINAL APPROVAL FOR A MINOR
SUBDIVISION PLAN TO KIMBERLY PARENT FOR PROPERTY
KNOWN AS BLOCK 139, LOT 44; IN THE BOROUGH OF OCEANPORT**

Mr. Tocci moved Resolution #2016-05-51 for adoption. The motion was seconded by Mr. Baarck and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

**RESOLUTION #2016-05-52
GRANTING PRELIMINARY APPROVAL FOR A MINOR
SUBDIVISION PLAN TO W. JEFFREY & BONNIE J. WIEHL FOR PROPERTY
KNOWN AS BLOCK 38, LOT 4; IN THE BOROUGH OF FAIR HAVEN**

Mr. Tocci moved Resolution #2016-05-52 for adoption. The motion was seconded by Mr. Baarck and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

CONSULTING ENGINEER'S REPORT

Mr. Weisensee had no additions to the Consulting Engineer's Report

OPERATIONS MANAGER'S REPORT

Mr. Seaman had no additions to the Operations Manager's Report.

FINANCE AND INSURANCE COMMITTEE

FINANCIAL MANAGER'S REPORT

**RESOLUTION #2016-05-53
AUTHORIZING PAYMENT OF BILLS**

Mr. Berdahl moved Resolution #2016-05-53 for adoption. The motion was seconded by Mr. Baarck, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

RESOLUTION #2016-05-54
TWO RIVERS WATER RECLAMATION AUTHORITY CONCERNING REVIEW OF THE
FINDINGS AND RECOMMENDATIONS OF THE LOCAL FINANCE BOARD
MADE IN ACCORDANCE WITH N.J.S.A. 40A:5A-6

Mr. Berdahl moved Resolution #2016-05-54 for adoption. The motion was seconded by Mr. Baarck, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

Discussion:

Mr. Gianforte gave a brief report on sludge and grit transport pollution insurance. Mr. Gianforte recommended that the Authority not buy the insurance based on the information provided by Authority's Risk Manager. Mr. Gianforte reported that the insurance would cover the Authority on spill of pollution and toxic material and the Authority's material would not be toxic as currently defined. Mr. Gianforte stated that information is available for review. Further discussion ensued.

RESOLUTION #2016-05-46
ACCEPTING ANNUAL AUDIT REPORT FOR
THE FISCAL YEAR ENDING OCTOBER 31, 2015 AND 2014

Mr. Tocci moved Resolution #2016-05-46 for adoption. The motion was seconded by Mr. Berdahl, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

Mr. Baarck stated that he did not get a copy of the Audit. Mr. Kinneally reported that an electronic copy was sent out on Friday afternoon. Mr. Kinneally reported that there was a delay in finishing the Authority's Audit because the State of NJ was finishing their Audit with regard to pension liability. Mr. Kinneally provided a complete presentation and discussion on the 2015 Audit. Specific attention was paid to the comments and recommendations. Discussion ensued.

**RESOLUTION #2016-05-47
MEMORIALIZING THE ADOPTION AND IMPLEMENTATION OF THE
RECOMMENDATIONS STATED IN THE FYE 2015 & 2014 AUTHORITY AUDIT**

Mr. Tocci moved Resolution #2016-05-47 for adoption. The motion was seconded by Mr. Berdahl, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

PERSONNEL

Mr. Gianforte gave a brief explanation on the hiring of the Lab Technician and of the two temporary interns for the summer.

**RESOLUTION #2016-05-55
RATIFYING THE HIRING OF AN EMPLOYEE**

Mr. Berdahl moved Resolution #2016-05-55 for adoption. The motion was seconded by M. Bonforte, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

**RESOLUTION #2016-05-56
AUTHORIZING THE HIRING OF TWO TEMPORARY INTERNS**

Mr. Berdahl moved Resolution #2016-05-56 for adoption. The motion was seconded by Mr. Bonforte and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

**RESOLUTION #2016-05-57
AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

Mr. Tocci moved Resolution #2016-05-57 for adoption. The motion was seconded by Mr. Berdahl, and carried by the following vote on roll call:

AYES: Mr. William E. Leonard, Chairman
Mr. William R. Baarck, PE, Secretary
Mr. Arno Weber, Assistant Secretary
Mr. Barry J. Berdahl, Ph. D, Treasurer
Mr. Richard Tocci, Assistant Treasurer
Mr. John Bonforte
Mr. Gregory J. Christopher
Mr. Brian McPeak
Mr. Robert Proto

Members Absent: Mr. Thomas Barham, Vice Chairman
Mr. Scott Hartman
Mr. William W. Nolze

Mr. Gianforte gave a brief explanation of the policies and procedures manual.

LEGAL

There was no legal business to report.

OLD BUSINESS

There was no old business to report.


NEW BUSINESS

There was no new business to report

Mr. Berdahl moved that the Meeting adjourn at approximately 6:41 p.m. The motion was seconded by Mr. Mr. Baarck and carried by voice vote.

Mr. Leonard stated that final copies of approved Resolutions will be available in the main office during the Authority's regular hours of business.

Respectfully submitted,



Mr. William R. Baarck, P.E., Secretary