

MINUTES OF THE REGULAR MEETING OF THE ATLANTIC  
HIGHLANDS/HIGHLANDS REGIONAL SEWERAGE AUTHORITY HELD  
MAY 26, 2011 AT THE ATLANTIC HIGHLANDS BOROUGH HALL

This meeting was called to order at 7:30 PM at the Atlantic Highlands Borough Hall meeting room with the following roll call:

PRESENT: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. Rybeck

ABSENT: Mr. O'Neil, Mr. Urbanski

Mr. McNamara noted that Mr. Rybeck has joined the meeting by telephone, which is permitted under the Open Public Meetings Act.

Staff members present were Mr. Palamara-Administrator, Mr. Gemmell-Engineer, Mr. McNamara-Attorney, Mr. Conaty for Mr. Holman-Auditor, Mr. Mason-Operations Supervisor and Mrs. Clark-Secretary.

Also present were Atlantic Highlands Councilmen Hoffmann and Dellosso, Highlands Councilman Francy, Authority staff members Frotton and Leeser, and members of the public.

Mr. Braswell announced that this meeting is in compliance with the Open Public Meetings Act by virtue of notice having been sent to the Two River Times and the Asbury Park Press. The notice was also forwarded to the Borough Clerks of both Atlantic Highlands and Highlands. He noted that the order of the meeting will be changed somewhat from tonight's agenda to accommodate those in attendance.

PERSONNEL:

**RESOLUTION 36-2011, RESIGNATION OF JOHN MASON, OPERATIONS SUPERVISOR** was offered by Mr. Fligor, seconded by Mr. Bishof, and adopted upon the following roll call vote:

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. Rybeck

NAYS: None

ABSENT: Mr. O'Neil, Mr. Urbanski

A Proclamation from the Authority recognizing Mr. Mason for his contributions to the Authority was read by Mr. Braswell. Mr. Rybeck added his personal thanks to Mr. Mason for his dedicated service.

**RESOLUTION 38-2011, COMPLETEION OF PROPATIONARY PERIOD FOR RECEORDING SECRETARY MICHELLE CLARK** was offered by Mr. Fligor, seconded by Mr. Bishof, and adopted upon the following roll call vote:

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. Rybeck

NAYS: None

ABSENT: Mr. O'Neil, Mr. Urbanski

**RESOLUTION 37-2011, PROMOTING BARRY LEESER TO OPERATIONS SUPERVISOR** was offered by Mr. Fligor, seconded by Mr. Bishof, and adopted upon the following roll call vote:

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell

NAYS: None

ABSTAIN: Mr. Rybeck

ABSENT: Mr. O'Neil, Mr. Urbanski

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Mr. Braswell asked if there was any discussion on the Bills List. Mr. Fligor stated that there is a higher than normal payroll for the accounts clerk due to the audit. Mr. Bishof mentioned that he had questioned a bill from Godwin Pump during the audit meeting and was satisfied with the explanation.

**RESOLUTION 39-2011, RESOLUTION OF PAYMENT OF BILLS IN THE AMOUNT OF \$176,891.95 FOR OPERATIONS AND \$44,943.50 FOR CAPITAL BUDGET/NJEIT/ FORCE MAIN REPAIR** was offered by Mr. Fligor, seconded by Mr.

Bishof, and adopted upon the following roll call vote:

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. Rybeck

NAYS: None

ABSENT: Mr. O'Neil, Mr. Urbanski

#### AUDITOR'S REPORT:

Mr. Braswell noted that the Finance Committee had a presentation from the Auditor earlier this evening. Mr. McNamara explained that a resolution is required annually for the Board of Commissioners to accept and approve the Audit. He said there are action items listed in the draft which has been distributed. He said the Auditor will prepare an appropriate action plan to be presented at the next meeting for approval and implementation.

**RESOLUTION 35-2011, ACCEPTING AND APPROVING THE 2010 AUDIT** was offered by Mr. Bishof, seconded by Mr. Fligor, and adopted upon the following roll call vote:

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell

NAYS: None

ABSTAIN: Mr. Rybeck

ABSENT: Mr. O'Neil, Mr. Urbanski

#### APPROVAL OF MINUTES:

Mr. Bishof offered a motion approving the minutes of the Regular Meeting and the Executive Session of April 28, 2011 as distributed, seconded by Mr. Fligor and upon roll call was unanimously carried.

Mr. Braswell asked if there were any further questions for the Auditor, there were not. The Board thanked Mr. Conaty and the he left the meeting.

#### ENGINEER'S REPORT:

Mr. Gemmell reviewed his Monthly Status Report. He said that the installation of the first pump for the Atlantic Highlands Pump Station was completed earlier this week; start up was done on Tuesday and the pump is running satisfactorily. The new pump will run through the holiday weekend and the second pump replacement will be done on Tuesday with the start up on Wednesday.

DEP has given a verbal approval of the award to Sodon's Electric for the SCADA installation contract; they are just waiting for the formal notification to arrive. A pre-construction meeting will be scheduled with Sodon's Electric as soon as the DEP notification has arrived.

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Mr. Gemmell mentioned that he has revised the monthly flow chart for the Authority's review and consideration. Mr. Fligor and Chairman Braswell both expressed that they felt the new chart should be implemented. Chairman Braswell mentioned that the new chart has everything the old one had plus more.

Mr. Palamara gave an update on the NJEIT project for the Highlands Pump Station. He said that he, Mr. Gemmell, Mr. Mason and Mr. Leeser met yesterday and went thru Mr. Gemmell's plans for the pump station and other needed work. He said it was a very productive meeting, there were items noted to be corrected on the plans and items which they have decided to implement as soon as possible. Mr. Palamara listed the maintenance projects which will begin shortly.

Mr. Mason is passing over the information he has obtained regarding the fine screen to Mr. Leeser. He said that the comminutors in each of the plants are in bad shape and need to be rebuilt. The cost of rebuilding would be in the area of \$40,000 and the fine screens would eliminate that need. T&M was directed to work up cost estimates for the fine screen filters.

#### ATTORNEY'S REPORT:

Mr. McNamara said that he will reserve his report for Executive Session. He said that they have met twice with TOMSA and are scheduled to meet again on June 3<sup>rd</sup>.

#### ADMINISTRATOR'S REPORT:

Mr. Palamara said that all items of his report have already been covered. He said that Atlantic Highlands has extended their Flow Testing through June. They will relocate some of the meters and will get their numbers to the Authority within the next few weeks.

#### OPERATIONS SUPERVISOR'S REPORT:

Mr. Mason said that the percentages between this year and last year are pretty close. The new pump is more efficient but harder to work with when clogged.

#### OLD BUSINESS:

None

#### NEW BUSINESS:

Mr. Rybeck asked what schedule has been made for coverage once John is gone. He asked if there would be a full time employee to work with Barry. Mr. Fligor said that he hasn't discussed it with the personnel committee yet, but his thought is that they should hire one more full time employee and then have the part time employees to fill the gaps. Mr. Mason added that it's not safe to run without another full time employee.

Chairman Braswell stated that the Personnel/Finance Committee of him, Mr. Fligor & Mr. Bishof would meet early next week to address this issue.

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PUBLIC COMMENTS:

Mr. Bishof made a motion to open the Public Session, seconded by Mr. Fligor and approved by unanimous voice vote.

Atlantic Highlands Councilman Dellosso asked for an update on the TOMSA law suit. Mr. McNamara said that he has not yet discussed the outcome of the last settlement meeting with the commissioners, but he can say that they have met with TOMSA twice and have made substantial progress; we are scheduled to meet again on the 3<sup>rd</sup> of June. He said that both sides are committed to come to a final resolution by the end of June.

Mr. Rybeck asked for a copy of the list of 2011 Authority commissioners and staff and asked to have the Web Page updated. Mr. Palamara said he would distribute an updated copy and that he has already sent the information to have the Web Page updated.

Atlantic Highlands Councilman Hoffmann stated that he doesn't feel they can wait any longer for a resolution to the law suit. He said the two towns are going to move forward with the dissolution of the Authority. Mr. McNamara said he would like to discuss that in closed session.

Mr. Fligor made a motion to close the Public Session, seconded by Mr. Bishof and approved by unanimous voice vote.

EXECUTIVE SESSION:

Mr. Braswell stated that a resolution was needed for the Authority to go into Closed Session for the specific purpose of discussing the TOMSA arbitration and personnel matters.

**RESOLUTION 40-2011, EXECUTIVE SESSION TO DISCUSS TOMSA ARBITRATION AND PERSONNEL MATTERS, AND RESERVING THE RIGHT TO TAKE ACTION WHEN BACK IN OPEN SESSION** was offered at 7:56 PM by Mr. Fligor, seconded by Mr. Bishof, and adopted upon a unanimous roll call vote.

The Regular meeting re-convened at 8:28 PM with all members present.

Mr. Fligor moved to re-open the Public Session of the meeting, seconded by Mr. Bishof, and unanimously approved by voice vote.

There being no further business for the meeting, Mr. Fligor offered a motion to adjourn, seconded by Mr. Bishof and by voice vote was unanimously carried.

Meeting adjourned at 8:29 PM

Michelle Clark, Recording Secretary