

MINUTES OF THE REGULAR MEETING OF THE ATLANTIC
HIGHLANDS/HIGHLANDS REGIONAL SEWERAGE AUTHORITY HELD
NOVEMBER 1, 2011 AT THE ATLANTIC HIGHLANDS BOROUGH HALL

This meeting was called to order at 7:00 PM at the Atlantic Highlands Borough Hall meeting room with the following roll call:

PRESENT: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. O'Neil, Mr. Francy, Mr. Rybeck

ABSENT: None

Staff members present were Mr. Palamara-Administrator, Mr. McNamara-Attorney, Mr. Leeser-Operations Supervisor, and Mrs. Clark-Secretary.

Also present were Atlantic Highlands Councilmen Hoffmann and Dellosso, 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.

APPROVAL OF MINUTES:

Mr. Fligor offered a motion approving the Regular and Executive Session minutes of the of September 22, 2011 Meeting and the October 11, 2011 Special Meeting, as distributed, seconded by Mr. Bishof and approved upon the following roll call vote.

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

NAYS: None

ABSTAIN: Mr. O'Neil, Mr. Francy

ABSENT: None

ENGINEER'S REPORT:

Mr. Gemmell was not able to attend tonight's meeting. Mr. Palamara updated Commissioners on the current status of Mr. Gemmell's report items. He discussed the Hurricane Irene storm damage projects. Three proposals for the HPS wet well electrical repairs were received, with Sodon's Electric being the low bidder.

RESOLUTION 65-2011, AWARDED CONTRACT FOR REPAIRS TO THE HIGHLANDS PUMPSTATION WET WELL FOR DAMAGE FROM HURRICANE IRENE was offered by Mr. Bishof, seconded by Mr. Rybeck and adopted upon the following roll call vote.

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. O'Neil, Mr. Francy, Mr. Rybeck

NAYS: None

ABSENT: None

Mr. Palamara said that although the contractors felt the SCADA System was ready for Start Up, they ran into some problems and Healy Ruff is addressing those issues. They should be ready to start up in a few weeks. The second SCADA computer is place; it is an exact duplicate of the existing computer and will be able to switch over within hours if needed.

Regarding the Fine Screen Evaluation, Mr. Palamara said they haven't found appropriate and cost efficient fine screen equipment. T&M feels that the manual bar screen and replacement of

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the comminutors would solve or significantly reduce the operational issues that the Authority is experiencing. The comminutors at both pump stations are in bad shape from damage by Hurricane Irene and must be replaced. One comminator in Highlands is out right now and the other is only working at 50%. Mr. Lesser is in the process of getting prices for a new motor. Sodon's Electric will make some immediate repairs on the comminutors at both pump stations.

Mr. Palamara said the total replacement cost of the Comminutors is estimated to be \$60,000 in Atlantic Highlands and \$75,000 in Highlands. He explained to the Commissioners what FEMA may cover due to storm damage. He explained the work described in T&M's Proposal for comminator project engineering.

He stated that there would be significant savings by preparing much of the RFP himself and limiting T&M's engineering fees to just the technical specifications. He noted that work he did on the 2013 NJEIT Letter of Intent saved the Authority \$2,500; T&M did the Planning and Design documents for a cost of \$2,500 instead of the \$5,000 they quoted for preparing and submitting the full application. He feels that the resolution can be approved as is because payment will be based upon actual work done at the hourly rate, rather than a flat rate.

RESOLUTION 66-2011, AUTHORIZING ENGINEERING SERVICES FOR REPLACEMENT OF THE PUMP STATION COMMINTORS was offered by Mr. Bishof, with a statement saying that any unused Not to Exceed amount listed for one line item cannot be reallocated to another line item, seconded by Mr. Rybeck and adopted upon the following roll call vote.

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. O'Neil, Mr. Francy, Mr. Rybeck

NAYS: None

ABSENT: None

Mr. Palamara reported that the NJEIT funding application for the force main replacement was submitted. Full plans are needed by March 5, 2012, and in order to meet this deadline we must ascertain that there is adequate capacity in TOMSA's lines. Before the construction phase, we will need to put meters in several places to test both dry and wet weather capacity. An Environmental Impact Study should not be required but some environmental work will be necessary where our new force main would cross waterways.

Mr. Palamara then ran through a timeline for this project. Mr. Fligor questioned T&M's prices. Mr. Palamara said that T&M hasn't been awarded the job yet. He explained that the amounts shown in the NJEIT submission are the maximum they will allow. Mr. Fligor suggested the Authority go out for bids for the Engineering work. Mr. Palamara said he would get comparison prices if the Board would like.

RESOLUTION 68-2011, AUTHORIZING MR. PALAMARA TO OBTAIN QUOTES FOR PROJECT ENGINEERING FOR THE FORCE MAIN REPLACEMENT PROJECT was offered by Mr. Fligor, seconded by Mr. Rybeck and adopted upon the following roll call vote.

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. O'Neil, Mr. Francy, Mr. Rybeck

NAYS: None

ABSENT: None

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Mr. Palamara noted that the T&M report mentions that the Wet Well Grading Replacement for the Highlands Pump Station was reviewed. This is a component of the Highlands Pump Station NJEIT improvements project that is planned for the spring and there was concern about it being in an unsafe being a condition that should not be put off; but Mr. Lesser doesn't feel that this needs to be addressed separately. Mr. Palamara explained the other components of the Highlands NJEIT Project. He said that the meter, valve and piping work would require a shutdown of at least 12 hours and the concrete work could be done most effectively in May.

He noted that information from T&M was given to both Boroughs regarding Smoke Testing.

Mr. Rybeck asked if T&M has done their Annual Inspection. Mr. Palamara said that they have not been asked to do this for a couple of years. He said they are required to have an annual certification and Mr. Gemmell has submitted that certification based on the 2009 inspection. It would be prudent to get an inspection resumed in 2012 and there has been money put into the draft budget for this. Discussion followed.

ADMINISTRATOR'S REPORT:

Mr. Palamara reported that FEMA has two categories of disaster reimbursement that we qualify for, one for immediate expenses which he feels the Authority's amount will come to about \$50,000. They are in the process of documenting those costs and hope to see the first \$50,000 by the end of the year. The next step will be \$96,000 for Atlantic Highlands and \$193,000 for Highlands for repairs and mitigation. He went through the cost estimates used and said that FEMA will reimburse based upon actual expenses.

He reported that our alarm system which used to go to the Atlantic Highlands Police Department wasn't restored after the Police moved and their technicians couldn't get it working. We have put a new alarm system at the AHPS for current coverage; it will also be used for our security & fire system in the future.

The Finance Committee ran through the initial draft budget this evening. They will meet again on the 10th of November. Input from the Boroughs will be heard at the November 22nd meeting. Mr. Palamara said that the Finance Committee has approved use of Paychex Payroll Service, beginning with the last pay of November to save end of year updates Peachtree would require.

Mr. McNamara spoke about a memo written by Sheri Siegelbaum, distributed to all Commissioners, regarding E-mail communications and the Open Public Meetings Act. Mr. Palamara noted that he has set up AHHRSA e-mail addresses for all Commissioners and he and Mr. McNamara both suggest that this address be used for all Authority business. Discussion followed.

Mr. Palamara then discussed the final payment and change order from T&M for the Atlantic Highlands Pump Station Pump Installation.

RESOLUTION 67-2011, APPROVING CHANGE ORDER AND FINAL PAYMENT FOR AHPS PUMP INSTALLATION was offered by Mr. Fligor, seconded by Mr. Francy and adopted upon the following roll call vote.

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. O'Neil, Mr. Francy, Mr. Rybeck

NAYS: None

ABSENT: None

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RESOLUTION 69-2011, PAYMENT OF BILLS FOR OCTOBER 27, 2011 IN THE AMOUNT OF \$175,289.84 FOR OPERATIONS AND \$13,270.19 FOR CAPITAL

BUDGET/NJEIT DISBURSEMENTS was offered by Mr. Bishof, seconded by Mr. Fligor and adopted upon the following roll call vote.

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

NAYS: Mr. O'Neil

ABSENT: None

ATTORNEY'S REPORT:

Mr. McNamara said that he will reserve his report for Executive Session.

OPERATIONS SUPERVISOR'S REPORT:

Mr. Leeser reported that the Punch List items for the Atlantic Highlands Pump Station Pump Installation have been completed. When this report was written he expected that the SCADA System should be up and running next week but that is now pushed back several weeks.

He said that an alarm control panel has been installed in the Atlantic Highlands Pump Station and is up and running. Mr. Lesser said he has received a quote from Schulte's for the Highlands Comminutor motor repair for \$4,900. He said that the cost of a new motor is \$5,750 and he recommends that the Authority purchase a new motor as soon as we can be sure it will work with any new comminutors.

He spoke of flows and I&I issues due to the rain. He said they are still cleaning the pumps and mixers every day. There are three old rotors which need to be re-chromed and it usually takes two months to get back. Mr. Braswell and Mr. Fligor suggested that all three be sent to be re-chromed together. Mr. Lesser read through the monthly flows.

OLD BUSINESS:

Mr. Bishof said that at the last meeting there was discussion regarding extending the sewer service area and it was noted that Mr. Hubeny was working on this. Mr. Bishof said that he went to Mr. Hubeny and was given a copy of a report from the County which shows the possibility of adding forty-seven residents to the sewer system.

Mr. O'Neil questioned the overtime of part time employees in the Hurricane Report. Mr. Fligor said that this was due to emergency call-ins, but the Finance Committee is looking into that policy. Mr. O'Neil stated that part time employees should not be getting overtime.

NEW BUSINESS:

There was no New Business.

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PUBLIC COMMENTS:

Atlantic Highlands Councilman Hoffmann asked if Mr. Palamara was a full time or part employee and how he handles payment of his health insurance. Mr. Fligor explained that Mr. Palamara's pay was cut so that his health insurance payment was more than covered. Mr. Palamara further explained that this also saves the Authority additional money by reducing employment taxes.

Atlantic Highlands Councilman Dellosso asked if Mr. McNamara could give an update on the TOMSA Litigation. Mr. McNamara said that they are no closer than at the last meeting.

Mr. Francy asked if the tentative agreement would include billing correctly in the future. Mr. McNamara said yes, that it would begin as soon as the agreement goes into effect

EXECUTIVE SESSION:

Mr. McNamara stated that the Authority was going into Closed Session for the specific purpose of discussing the ongoing arbitration between the Authority and TOMSA.

RESOLUTION 70-2011, EXECUTIVE SESSION TO DISCUSS TOMSA ARBITRATION, AND RESERVING THE RIGHT TO TAKE ACTION WHEN BACK IN OPEN SESSION was offered at 8:21 PM by Mr. Fligor, seconded by Mr. Bishof, and adopted upon the following roll call vote.

AYES: Mr. Fligor, Mr. Bishof, Mr. Braswell, Mr. O'Neil, Mr. Francy, Mr. Rybeck

NAYS: None

ABSENT: None

The Regular meeting re-convened at 8:47 PM with all the above members present.

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

Meeting adjourned at 8:47 PM.

Michelle Clark, Recording Secretary