

MINUTES OF THE REGULAR MEETING OF THE ATLANTIC
HIGHLANDS/HIGHLANDS REGIONAL SEWERAGE AUTHORITY HELD
NOVEMBER 22, 2011 AT THE ATLANTIC HIGHLANDS BOROUGH HALL

This meeting was called to order at 6:56 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 (Excused), Mr. Francy (Excused)

Mr. Palamara reported that both Mr. O'Neil and Mr. Francy had called to say they would be out of state this week visiting family for the holiday.

Staff members present were Mr. Palamara-Administrator, Mr. McNamara-Attorney, Mrs. Holman-Auditor, Mr. Leeser-Operations Supervisor, and Mrs. Clark-Secretary. Also present were Mr. Keith Henderson, T&M Senior Vice-President, 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 minutes of the Regular Meeting and the Executive Session of November 1, 2011 meeting, seconded by Mr. Bishof and approved upon the following roll call vote.

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

NAYS: None

ABSTAIN: None

ABSENT: Mr. O'Neil, Mr. Francy

2012 BUDGET:

Mr. Palamara briefed Commissioners on the 2012 Budget and the Finance Committee's review. He said copies of the Budget and letters requesting comment had been sent to the Mayor, Council, Administrator and CFO of both Boroughs; it was noted that neither he nor any of the commissioners had received any comment from them. Mr. Bishof noted that the Budget is \$11,000 less than last year and the Authority is being very careful with ratepayers' money.

Mr. Bishof offered a motion to open the Public Hearing on the 2012 Budget, seconded by Mr. Fligor and adopted upon a unanimous vote.

Mr. Braswell noted that there were no comments from the public.

Mr. Fligor offered a motion to close the Public Hearing on the 2012 Budget, seconded by Mr. Bishof and adopted upon a unanimous vote.

RESOLUTION 71-2011, APPROVING THE 2012 AUTHORITY BUDGET FOR THE FISCAL YEAR FROM JANUARY 1, 2012 TO DECEMBER 31, 2012, and RESOLUTION 72-2011, SUBMITTAL OF THE 2012 AUTHORITY BUDGET were both 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. Francy

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FORCE MAIN REPLACEMENT ENGINEERING SERVICES:

Mr. Fligor suggested that this be tabled for a special meeting because there are concerns that not all the bids are equal and two members were absent.

It was noted that the proposals were based upon the Authority's NJEIT Letter of Intent, and since that document only summarized many project engineering and construction tasks, the proposals submitted included varying scopes of work. Discussion followed regarding the differences and how to correct them.

Mr. Gemmell offered to help the Authority provide additional detail on these items if the Authority wanted to reissue the RFP. Mr. McNamara said that it would not be a conflict for Mr. Gemmell to assist with the project and task descriptions. Mr. Henderson volunteered Mr. Gemmell's services at no charge to the Authority.

Mr. Bishof stated that the Authority has previously determined that the Modified TOMSA plan was the most appropriate alternative and that the RFP should be limited to that plan.

Mr. Rybeck said he would like to review the proposals when they come in.

It was decided that the RFP should be re-issued as soon as possible with additional and more specific task details. The re-bidding will be limited to firms that have already bid. There will be a mandatory pre-bid meeting and proposals will be due December 20, 2011. The RFP would be limited to the work specified in the Modified TOMSA Alternative and any work required by NJEIT, and it will specify the number of construction inspection hours for proposal purposes.

RESOLUTION 73-2011, REJECTING ALL PROJECT ENGINEER PROPOSALS RECEIVED 11/18 AND AUTHORIZING THE RE-ISSUE OF AN RFP'S FOR PROJECT ENGINEER FOR THE HIGHLANDS PUMP STATION FORCE MAIN REPLACEMENT PROJECT

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. Francy

AUDITOR'S REPORT:

The Auditor's report was covered during the Budget discussions; Mrs. Holman was also present to answer any questions from Authority commissioners..

ENGINEER'S REPORT:

Mr. Gemmell reviewed items in his report. He said that Mr. Palamara has issued a purchase order to Sodon's Electric for the Highlands Pump Station Wet Well Rewiring work and they are expected to begin soon.

Mr. Gemmell said that the installation issues for the SCADA system at the Atlantic Highlands Pump Station are still being worked on by Healy-Ruff. There was a communication issue during the initial start up and a new start up has been set for the first week in December.

Mr. Gemmell also discussed the flows.

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ATTORNEY'S REPORT:

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

ADMINISTRATOR'S REPORT:

Mr. Palamara reviewed items in his report. He said that lead time for replacement comminutors would be at least two months after the project is bid and awarded so a replacement motor for the failed HPS comminutor will be ordered now.

He stated that the Authority's share of a class action settlement with Bank of America would be about \$18,800. He is reviewing the settlement and options with our Bond Counsel and will have a draft resolution for next meeting.

Mr. Palamara reported that there has been recent damage to a water plant caused when someone hacked into their computer system, and that reports of similar problems at other utilities are beginning to surface. He spoke about the security of the SCADA computer and noted that the firewalls Healy-Ruff recommended have been installed.

RESOLUTION 74-2011, PAYMENT OF BILLS FOR NOVEMBER 22, 2011 IN THE AMOUNT OF \$164,491.49 FOR OPERATIONS AND \$13,397.10 FOR CAPITAL BUDGET/NJEIT DISBURSEMENTS 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. Rybeck

NAYS: None

ABSENT: Mr. O'Neil, Mr. Francy

OPERATIONS SUPERVISOR'S REPORT:

Mr. Leeser reported that Sodon's Electric has finished the submersible pump repair and cooling fan installations at both the Highlands and Atlantic Highlands Pump Stations.

There was an alarm at the Atlantic Highlands Pump Station on the 19th, and the Station was run manually. He said that the failure was from the twenty-five year old control system and will be replaced with the SCADA system.

The main control board from the Highlands office computer failed and Dave Kugele is checking the costs for both repair and replacement.

Mr. Leeser said that he is continuing with training for the new employees. The training is being done a few hours at a time when construction and personnel schedules allow. They are progressing well and that in a few months the first should be able to operate the system on his own.

He said the Bar Screen was installed today but the taper of our concrete flow channel was not shown on the plans and the screen was a bit tight. They will modify the screen and put it back next week.

Mr. Leeser also reviewed the flows.

OLD BUSINESS:

There was no Old Business.

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NEW BUSINESS:

There was no New Business.

PUBLIC COMMENTS:

There were no Public Comments.

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 75-2011, EXECUTIVE SESSION TO DISCUSS TOMSA
ARBITRATION, AND RESERVING THE RIGHT TO TAKE ACTION WHEN BACK IN
OPEN SESSION** was offered at 8:11 PM by Mr. Fligor, seconded by Mr. Rybeck, and adopted upon the following roll call vote.

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

NAYS: None

ABSENT: Mr. O'Neil, Mr. Francy

The Regular meeting re-convened at 8:38 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 8:38 PM.

Michelle Clark, Recording Secretary