

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

This meeting was called to order at 7:03 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)

Staff members present were Mr. Palamara-Administrator, Mr. McNamara-Attorney, Mr. Gemmell-Engineer, Mr. Leeser-Operations Supervisor, and Mrs. Clark-Secretary. Also present were Atlantic Highlands Councilmen Hoffmann and Doyle, 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. Rybeck offered a motion approving the minutes of the Regular Meeting and the Executive Session of the November 22, 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

ABSENT: Mr. O'Neil, Mr. Francy

FORCE MAIN REPLACEMENT ENGINEERING SERVICES:

Mr. Gemmell excused himself and left the room at this time. Mr. Palamara led a discussion about the proposals received. He stated that T&M was the lowest bidder and their proposal met all of the submission requirements. He noted that there were some items which needed clarification but he was satisfied with Mr. Gemmell's responses. He reminded the Commissioners that the proposed price is a Not-To-Exceed amount.

RESOLUTION 76-2011, APPOINTING JOSEPH GEMMELL OF T&M ASSOCIATES, AS PROJECT ENGINEER FOR THE HIGHLANDS PUMP STATION FORCE MAIN REPLACEMENT PROJECT 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

Mr. Gemmell was brought back into the meeting at this time 7:12 pm. He was told that he was awarded the Project Manager position and he thanked the Commissioners.

ENGINEER'S REPORT:

Mr. Gemmell read through his Status Report. He said that the Electrical work being done by Sodon's Electric for the Highlands Pump Station is underway. The Atlantic Highlands Pump Station SCADA System is operational and running satisfactorily though work on the SCADA PCs and some punch list items are still required.

December 22, 2011

Specifications and plans were prepared and sent to the Authority for the Comminutor Replacement Project. Mr. Gemmell said there were some comments from the Administrator and they are being addressed. The documents will be revised and returned to the Authority for publication early in 2012. FEMA money will be used for this project.

Mr. Gemmell then read through the flow report. Mr. Gemmell offered to do an annual report to include flow data from the last five years. Commissioners agreed and Mr. Gemmell said he would have that available for the next meeting.

ATTORNEY'S REPORT:

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

ADMINISTRATOR'S REPORT:

Mr. Palamara explained Resolutions 77-2011 and 78-2011 to the Commissioners. He stated that amendment Resolution 77-2011 was for debt service changes and employee changes that could not be reasonably estimated before the Budget had to be submitted; he noted that the Boroughs were made aware of these amendment needs and the resulting increase in user fees in the December 2010 budget letters and from discussions at various 2011 meetings. He stated that amendment Resolution 78-2011 is primarily from hurricane related expenses and since we expect to be reimbursed for most of those disaster costs by FEMA, no increase in user fees will be billed to the Boroughs.

RESOLUTION 77-2011, AMENDING THE 2011 AUTHORITY BUDGET was offered by Mr. Rybeck, seconded by Mr. Fligor and adopted upon the following roll call vote.

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

NAYS: None

ABSENT: Mr. O'Neil, Mr. Francy

RESOLUTION 78-2011, AMENDING THE 2011 AUTHORITY BUDGET was offered by Mr. Rybeck, seconded by Mr. Fligor and adopted upon the following roll call vote.

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

NAYS: None

ABSENT: Mr. O'Neil, Mr. Francy

Mr. Palamara stated that the 2012 budget is expected to be reviewed by the State in time for adoption at the January 26th meeting. Notice of a Public Hearing will be published. He said the annual adjustment of connections fees for 2012 will be about \$127.

Mr. Palamara then spoke of the proposed settlement with Bank of America. He said that the Authority's portion of the settlement will be \$18,863.04. He has conferred with the Authority Bond Counsel and Authority Attorney and both recommend acceptance of this settlement.

RESOLUTION 79-2011, AUTHORIZING BANK OF AMERICA SETTLEMENT was offered by Mr. Fligor, seconded by Mr. Rybeck and adopted upon the following roll call vote.

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

NAYS: None

ABSENT: Mr. O'Neil, Mr. Francy

December 22, 2011

Mr. Palamara reported that they are ordering a new motor for one of the HPS comminutors; it will also be used with the new comminutors when they come in. He stated that new legislation, Assembly Bill 3908, requires authorities and other entities to have websites and to post certain information. He noted that while the AHHRSA web site already exceeds most of those requirements some additions and improvements are being made and they will be completed tonight or tomorrow. There was a brief discussion regarding Assembly Bill 3908 and the website.

Mr. Palamara noted that Mr. Lesser has had his six month review and recommended an increase, as discussed along with a six month extension of his probationary period, in order for him to obtain all necessary licenses. Mr. Palamara noted what a good job Mr. Lesser is doing.

Mr. Fligor offered a motion for an increase in pay for Mr. Lesser and a six month extension of his probation period, seconded by Mr. Rybeck and approved unanimously by roll call vote.

Mr. Palamara reviewed the items on the Bill List. Mr. Fligor noted that the only big item was the Bioxide which covered two deliveries. Mr. Braswell asked about the Hess Energy amounts. Mr. Palamara explained that the AHHRSA participates in the JIF-SEM energy program and that Hess provides our electricity for about 11% less than the JCPL rate.

RESOLUTION 80-2011, PAYMENT OF BILLS FOR DECEMBER 22, 2011 IN THE AMOUNT OF \$176,177.62 FOR OPERATIONS AND \$3,100.11 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. Rybeck

NAYS: None

ABSENT: Mr. O'Neil, Mr. Francy

OPERATIONS SUPERVISOR'S REPORT:

Mr. Leeser reported that the Bar Screen seems to be working very well. He said they are now getting three to five days before cleaning the pumps, where it had been a daily task. Cleaning of the Bar Screen is easier than cleaning the pump and there is no damage to the pumps with the Bar Screen. He said he feels this was good investment for the Authority.

Mr. Rybeck asked if Highlands could include a message on their web page regarding the problems with wipes in the system. Atlantic Highlands had included such a message in their recent newsletter. Mr. Braswell said he would contact Highlands Administrator, Tim Hill.

Mr. Lesser reported that Healy-Ruff was there on Monday. He said that the SCADA is now up and running most of the pump station. He said that the SCADA PC has been sent to Healy-Ruff for programming and when complete Healy-Ruff will install and they should then be running at one hundred percent.

Sodon's Electric is running conduit in Highlands for the wet well and they have also been working with the Atlantic Highlands SCADA system. Mr. Lesser said that he plans to resume training next week. He then reviewed the flows. There were no questions for Mr. Lesser.

OLD BUSINESS:

There was no Old Business.

December 22, 2011

NEW BUSINESS:

Mr. Bishof asked Mr. McNamara to provide the Commissioners the information needed to roll the sewerage rates into the tax bill so residents can save money on their income taxes. Mr. McNamara said that he would get this information. He discussed the general procedure and said that each town would need to adopt an ordinance for this to happen, he noted that several towns in New Jersey have done this. Mr. Bishof asked to have this put on the agenda for next month.

PUBLIC COMMENTS:

There were no Public Comments.

EXECUTIVE SESSION:

Mr. McNamara stated that the Authority was going into Executive Session for the specific purpose of discussing the proposed Settlement Agreement between the Authority and TOMSA and that they reserve the right to enter back into Public Session to take action on Resolution 82-2011, which if adopted by the Board would authorize entry into the Settlement Agreement with TOMSA.

RESOLUTION 81-2011, ENTER INTO EXECUTIVE SESSION TO DISCUSS PROPOSED SETTLEMENT AGREEMENT WITH TOMSA, AND RESERVING THE RIGHT TO TAKE ACTION WHEN BACK IN OPEN SESSION was offered at 7:44 PM by Mr. Fligor, seconded by Mr. Bishof, and approved by unanimous voice vote.

The Regular meeting re-convened at 7:57 PM with all the above commissioners present; members of the public were also present.

Mr. McNamara said that the items discussed in Executive Session dealt solely with the matters of the Settlement Agreement with TOMSA. There was discussion regarding the terms of the agreement. Mr. Palamara and the Commissioners explained to the public in attendance how the authority came up with the final terms and amount of the Agreement.

RESOLUTION 82-2011, AUTHORIZING A SETTLEMENT AGREEMENT BETWEEN THE AUTHORITY AND TOMSA was offered by Mr. Rybeck, seconded by Mr. Fligor 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

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

Meeting adjourned at 8:05 PM.

Michelle Clark, Recording Secretary