The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

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- (4) All individuals supplying a stamped self-addressed envelope will be given notice.

### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner ARRIVED LATE 5:10 PM
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

## Approval of minutes for the Public Hearing Meeting held on December 15, 2009.

Motion: Brown

Second: Klump

Abstain: Kobus

Absent: Turner

All in favor: Erickson, Klump, and Brown

## Approval of minutes for the Regular Meeting held on December 15, 2009.

Motion: Brown

Second: Klump

Abstain: Kobus

Absent: Turner

All in favor: Erickson, Klump, and Brown.

### **RESOLUTIONS:**

#### 01-01-10

## Approval of Operating Fund Vouchers in the amount of \$48,949.35

Motion: Klump

Second: Kobus

Absent: Turner

Roll call: Erickson, Klump, Kobus and Brown.

#### 01-02-10

Approval to inactivate account #2160, Block 10.34, Lot 7 until reconnection inspection is performed by the BSA as required. Demolition Permit #09-00430

## Beachwood Sewerage Authority January 19, 2010

Owner: Mr. Stephan Rizzi of 53 Oak Street. Builder: Rinderer

Motion: Kobus Second: Brown

Absent: Turner Roll call: Erickson, Klump, Kobus and Brown

#### **CORRESPONDENCE:**

Letter received from resident Jennifer Muldowney inquiring about setting up a monthly payment plan. Attached is the BSA response letter sent to Ms. Muldowney inviting her to attend this meeting. Commissioners discussed request and stated that they were disappointed that Ms. Muldowney did not respond to letter sent on January 5<sup>th</sup>, adding that state law requires any payment received, interest is deducted first then any remaining balance is then applied to principal.

Received 2010 Contract from Engineer, Frank Baer and is available for review at the office.

Cole Transcription Service transcripts were received and are on file for review.

Congratulations to Allison Kobus on her reappointment to the Authority.

MEL-JIF manual and DVD focusing on Community Safety Programs for Commissioners have been provided as well as Mr. Cornelius and Mr. Bruno. Attorney, Jim Gluck requested a copy of this so he can incorporate into personnel manual.

### COMMISSIONER, BRIAN TURNER ENTERED MEETING @ THIS TIME 5:10 PM

Reminder – JIF Seminar for Commissioners scheduled for Thursday, January 28, 2010 @ 7 PM - All members stated they would attend seminar. A reminder email will be sent.

Prior to meeting commissioners discussed a damage claim submitted by Kyle Tonachio in the amount of \$1,419.03 for car repairs needed after he hit a manhole cover that was dislodged on Windward Avenue on January 13, 2010 @ 11:30 PM. Estimate, police report and JIF claim form are on file. BSA paid for repairs and submitted to MEL-JIF for reimbursement.

#### **REPORTS:**

Lance: No report

Frank: No report

Milly: Reported that next year the tax lien sale will be held in August.

**Beverly:** Happy to be back adding that Milly and Deanna did a great job. Deanna will be missed. Reminded members of re-organization meeting scheduled for February 2, 2010.

**Frank Baer:** Stated that the BSA Contract low bidder is non-responsive, asked that attorney send a certified letter asking to respond in 10 days.

Jim Gluck: Working on BSA Personnel Manual

## Beachwood Sewerage Authority January 19, 2010

### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments; second by Commissioner Kobus. All were in favor.

No Response – Public portion was closed

No further business. Motion was made to adjourn the meeting.

Motion: Kobus

Second: Brown

Absent: Turner

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 5:25 PM

Respectfully submitted

Robert Klump, Secretary

## BEACHWOOD SEWERAGE AUTHORITY REORGANIZATION MEETING

The **Reorganization Meeting** of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Office. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

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#### **ROLL CALL**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman RE-APPOINTED
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney at Law
- W. Antinodes, Auditor Absent due to illness

At this time, Chairman Erickson turned the meeting over to Vice Chairman Kobus so she could ask for a nomination for Chairman.

Motion: R. Klump made a motion to nominate W. Erickson as Chairman.

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown, and Turner – ayes.

Commissioner Kobus returned the meeting over to Chairman Erickson.

Chairman Erickson asked for a nomination for Vice Chairman.

Motion: R. Klump made the motion to nominate A. Kobus as Vice Chairman

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown, and Turner – ayes.

Chairman Erickson asked for a nomination for Treasurer.

Motion: B. Turner made a motion to nominate **M. Brown as Treasurer**.

Second: A. Kobus

Roll call: Erickson, Kobus, Klump, Brown, and Turner – ayes.

Chairman Erickson asked for a nomination for Secretary.

Motion: A. Kobus made the motion to nominate R. Klump as Secretary.

Second: B. Turner

Roll call: Erickson, Kobus, Klump, Brown, and Turner – ayes.

### REORGANIZATION MEETING FEBRUARY 2, 2010 PAGE 2

As required, by State Statute, proposals for qualified professionals — **Auditor** - was advertised January 15, 2010. One sealed proposal was received and opened at 4 PM, January 22, 2010. Submitted proposals were from William E. Antonides & Company. After careful review, William E. Antonides & Company was appointed as the auditor for the Authority.

#### **RESOLUTIONS:**

**02-03-10:** Motion to appoint William E. Antonides of the firm William E. Antonides & Company as the auditor and to approve and sign contract.

Motion: R. Klump

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner - ayes.

**02-04-10**: Motion to appoint Frank Baer, Jr., P.E. as the engineer and to approve and sign contract.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner - ayes.

**02-05-10**: Motion to appoint the firm GLUCKWALRATH LLP as Bond Counsel and to approve and sign contract.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner – ayes.

**02-06-10**: Motion to appoint Conner Strong Companies, Inc. as the Insurance Consultant and to approve and sign contract.

Motion: A. Kobus

Sec

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner – ayes.

**02-07-10**: Motion to appoint TD Bank as the banking depository for the payroll account and operating fund as the paying agent for all Authority Notes and Bonds pursuant to various trustee accounts with said banking institution for the year.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner - ayes

**02-08-10**: Motion to authorize that any three of the following are authorized signatures on checks of the Beachwood sewerage Authority:

Walter Erickson – Robert Klump – Allison Kobus – Matthew Brown – Brian Turner - Milly Tangen – Beverly Clayton.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner - ayes

02-09-10: Motion to approve the draft of the Beachwood Sewerage Authority Cash

Management Plan.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner – ayes.

## REORGANIZATION MEETING **FEBRUARY 2, 2010** PAGE 3

02-10-10: Motion to appoint Frank J. Baer, Jr., P.E. as Public Agency Compliance Officer for the

Beachwood Sewerage Authority.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner – ayes.

**02-11-10**: Motion to accept the 2009 meeting schedule. Meetings are held on the third Tuesday

of each month at 5:00 PM.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner – ayes.

**02-12-10**: It is recommended that we designate the Asbury Park Press, Ocean County Gazette and the Newark Star Ledger to receive notices that are required by law to be advertised.

Motion: A. Kobus

Second: M. Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner – ayes

Commissioners received a list of appointed Commissioners for 2010.

Chairman Erickson opened the meeting to the public for question and comments.

Motion to open: M. Brown

Second: A. Kobus

All in favor - aves.

No response from Public.

Motion to close: M. Brown Second: A. Kobus

All in favor - ayes.

No further business - Motion to adjourn the REORGANIZATION MEETING.

Motion: B. Turner

Second: A. Kobus

Roll call: Erickson, Kobus, Klump, Brown and Turner – ayes.

Meeting adjourned at 5:04 PM

Respectfully submitted;

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

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### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

## Approval of minutes for the Regular Meeting held on January 19, 2010.

Motion: Klump

Second: Kobus

Abstain:

Absent:

All in favor: Erickson, Klump, Kobus, Brown and Turner.

#### **RESOLUTIONS:**

#### 02-13-10

## Approval of Operating Fund Vouchers for \$219,328.17

Motion: Klump

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner.

#### 02-14-10

Approval for the membership renewal for NJUA / JIF Insurance for a three year period, beginning January 1, 2010 and ending January 1, 2013.

Motion: Kobus

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

## Beachwood Sewerage Authority February 16, 2010

#### 02-15-10

Approval to award PUMPING SERVICES contract for a total sum not to exceed \$5,000 for services detailed in their quotation dated February 8, 2010.

Motion: Brown

Second: Klump

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

#### **CORRESPONDENCE:**

OCUA Certificate of 2010 Annual Charge – estimated volume results in an **Annual Charge of \$1,026,300.00 for 2010** 

OCUA 2009 METERED FLOW DATA REPORT – 0.114 thousand gallons less than the year 2008.

OCUA – Annual Meeting Notice for 2010

MUAA Dinner scheduled for Thursday, March 11, 2010. Any member interested in going must notify Beverly Clayton by next week.

#### **REPORTS:**

Lance: No report

**Frank**: Fence down in parking lot due to snow. It was stated that they would fix in spring.

At this time, Mr. Bruno stated that he had a matter for executive session.

#### 02-16-10

**Enter into Executive Session. Subject: Terms and Condition of Employment** 

Motion: Brown

Second: Turner

Roll call vote: Erickson, Klump, Kobus, Brown and Turner – ayes.

#### Motion to Re-open to the Regular Meeting.

Motion: Kobus

Second: Turner

Roll call vote: Erickson, Klump, Kobus, Brown and Turner – ayes.

Attorney will draft resolution 02-16-10 and minutes for the Executive Session.

Milly: Reported on delinquent accounts – 700 for year 2009 and 1200 for year 2010

Beverly: No report

**Frank Baer:** Executed contract with CRJ Contracting Corp. An original was given to attorney, James Gluck, Sr. Clerk, Beverly Clayton and CRJ Contracting. Mr. Baer stated that he would not be attending the March meeting due to scheduled knee surgery.

## <u>Beachwood Sewerage Authority</u> <u>February 16, 2010</u>

**Jim Gluck:** Reported on BSA Personnel Manual – Suggested putting in place a sick day buy out for employees upon retirement. Chair and members will think about this suggestion and discuss at a future date.

### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments; second by Commissioner Kobus. All were in favor.

No Response – Public portion was closed

No further business. Motion was made to adjourn the meeting.

Motion: Kobus

Second: Brown

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 5:35 PM

Respectfully submitted

Robert Klump, Secretary

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

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#### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer ABSENT DUE TO KNEE SURGERY
- J. Gluck, Attorney

## Approval of minutes for the Re-Organization Meeting held on February 2, 2010.

Motion: Kobus

Second: Turner

Abstain:

Approved: Erickson, Klump, Kobus, Brown and Turner

## Approval of minutes for the Regular Meeting held on February 16, 2010.

Motion: Kobus

Second: Klump

Abstain:

Approved: Erickson, Klump, Kobus, Brown and Turner

## **RESOLUTIONS:**

#### 03-17-10

#### Approval of Operating Fund Vouchers for \$28,067.00

Motion: Klump

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner.

#### 03-18-10

## Approve the BSA Commercial Account billing corrections due to a program error by Edmunds & Associates Software Program.

Motion: Kobus

Second: Brown

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

### <u>Beachwood Sewerage Authority</u> March 16, 2010

#### 03-19-10

Approve the amendment to the Beachwood Sewerage Authority Employee Manual as per resolution. Mr. Gluck stated that he would incorporate this into the Personnel Policy Manual.

Motion: Brown

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

#### **CORRESPONDENCE:**

Received reimbursement check from Scibal Associates for claim from car damages due to manhole cover.

Letter from the County Engineer Office regarding a pre-construction meeting held on March 9, 2010 pertaining to construction of traffic signals in Beachwood and Berkeley. Mr. Cornelius and Mr. Bruno stated that they did not attend.

Copy of commercial account balance adjustment corrections made due to a programming error by Edmunds & Associates Software Program. Auditors found error and brought to our attention. Ms. Clayton explained problem and stated that this is the second time Edmunds had to re-write the program, adding that we just have to wait and see next quarter if it is correct.

Attorney, James Gluck will draft resolution for BSA records.

#### **REPORTS:**

**Lance:** 21 Point Inspection by Pumping Services is completed. Reported that Saturday's storm hit hard and feels that the bulkhead project needs to be a priority for Cedar Street Pump Station, adding that they had to buy one new pump.

Frank: Pickup truck with plow had transmission replaced at Downs Ford this week.

Milly: Reported on delinquent accounts – 623 for year 2009 and 1100 for year 2010

**Beverly:** Informed members of Jury Duty beginning April 26 2010 and will keep they updated on attendance.

Frank Baer: Absent

Jim Gluck: Working on revisions on the personnel policy and will have ready for

approval by May.

#### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded byKobus. All were in favor.

No Response - Public portion was closed

## Beachwood Sewerage Authority March 16, 2010

No further business. Motion was made to adjourn the meeting.

Motion: Turner

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 5:20 PM

Respectfully submitted

Robert Klump Secretary

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

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#### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

#### Approval of minutes for the Regular Meeting held on March 16, 2010.

Motion: Kobus

Second: Klump

Abstain:

Approved: Erickson, Klump, Kobus, Brown and Turner

#### **RESOLUTIONS:**

04-22-10

Approval of Operating Fund Vouchers for \$54,882.98

Motion: Klump

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner.

04-21-10

Approve pump station emergency replacements for a rail station at Pinewald for \$6,950.00 and a new pump for \$7,735.00 at the Cedar Street station – both pieces of equipment being replaced are original from the 1070's.

Motion: Turner

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

## Beachwood Sewerage Authority April 20, 2010

#### 04-22-10

Approve to award fence replacement/repair to World Fence for \$4,000.00.

Motion: Brown

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

#### 04-23-10

Approve the installation of a new sign by Rave Signs for \$800.00.

Motion: Turner

Second: Klump

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Chairman Erickson discussed a new sign for the building. Bev Clayton obtained one quote from Rave Signs for \$800.00 and a no response from Ron Perna who looked at job. A motion was entertained to give job to Rave Signs for \$800.00. See resolution above.

#### **CORRESPONDENCE:**

OCUA – 2010 First Quarter Report (Jan, Feb & March) metered report totals 77.962 million gallons. Flow is up by 16.139 million gallons as compared to same period in 2009. OCUA charge per million gallons is \$3,732. X 16.139 = \$60,230.75 increase.

Commissioners discussed this increase and realized that much of the infiltration is from residents pumping into our system illegally due to the ground being so saturated from snow and rain that homeowners are experiencing basement flooding. Chairman Erickson asked engineer, Frank Baer to check with Dover MUA to see how they are handling this situation and get back to us by next meeting.

#### **REPORTS:**

Lance: Stated that pump at Cedar Street can no longer be rebuilt and must be replaced now for \$7,735.00 and the rail station at the Pinewald station needs replacing for \$6,950.00. Lance noted that this equipment is original from the late 1970 has and has served the Authority well all these years. Equipment will be purchased from Pumping Services as BSA has a maintenance contract in place and this equipment is considered an emergency repair. Mr. Gluck will draft Resolution No. 04-21-10

**Frank**: Three quotes for the repair/replacement of chain link fence due to damage from snow plowing were obtained. World Fence was the lowest at \$4,000.00 – It was suggested to submit to JIF Insurance for possible reimbursement.

Milly: Reported on delinquent accounts – 600 for year 2009 and 1580 for year 2010. Milly supplied information to Commissioners to review pertaining to the 1.5% employee contribution towards health care plan based on 1.5% of each individual employee's salary.

**Beverly:** Thanked commissioners for the new monitor. The larger screen makes it easy on the eyes.

**Frank Baer:** Commented on the infiltration and will call Dover MUA to see how they are handling this.

## Beachwood Sewerage Authority April 20, 2010

**Jim Gluck:** Will draft resolutions 04-21-10, 04-22-10, and 04-23-10.

#### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded by Kobus. All were in favor.

No Response – Public portion was closed

No further business. Motion was made to adjourn the meeting.

Motion: Brown

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 5:30 PM

**Respectfully submitted** 

Robert Kluppp, Secretary

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

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#### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk ABSENT DUE TO ILLNESS
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

### Approval of minutes for the Regular Meeting held on April 20, 2010.

Motion: Klump

Second: Turner

Abstain:

Approved: Erickson, Klump, Kobus, Brown and Turner

#### **RESOLUTIONS:**

#### 05-24-10

## Approval of Operating Fund Vouchers for \$289,106.56

Motion: Klump

Second: Brown

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner.

#### 05-25-10

Approval to hire summer helper, Corey Mosley, to start May 17, 2010 through August 31, 2010-8 AM to 4:30 PM, Monday through Friday at \$12.00 per hour.

Motion: Turner

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

### <u>Beachwood Sewerage Authority</u> <u>May 18, 2010</u>

#### **CORRESPONDENCE:**

Fax received from Frank Baer regarding illegal connections of sump pumps to sanitary sewer system.

Copy of MEL RISK CONTROL UPDATE CHECKLIST submitted to MEL by James Gluck. Copy of report is on file.

Resident, Jeanne Chelston is seeking a credit on sewer fees due to a fire at her home on 909 Longboat Avenue. Commissioners discussed – it was determined that the fire was only in the upstairs. During the reconstruction water and sewer was not disconnected. This credit request by Mrs. Chelston has been denied.

#### **REPORTS:**

**Lance:** Pinewald Road pump station – Pumping Services fixed the rails but not the basket, we are waiting for a credit of \$2,550.00 from them. Pumping Services will install a new basket, rollers and rails that will be paid for with the credit.

Cedar Street pump station – We still do not have the new pump. Lance said that he is "perplexed" and will look into it.

Need to amend Resolution No. 04-21-10 amount "not to exceed"

Mr. Gluck will draft new resolution amending the amount.

Resolution No. 05-26-10: Amending - "not to exceed \$8,500.00."

Motion: Kobus Second: Turner

Roll call: Erickson, Klump, Kobus, Brown and Turner

Frank: No report

**Milly**: 1466 Delinquent Notices were mailed out on May 10, 2010 As of today, there are 1198 (517 have 2009 balances as well)

**Beverly:** Absent

**Frank Baer:** Reported to members that the Toms River MUA has the ability to do a fixture inventory for every house. If we were to do this, we could have a minimum fixed rate and charge for additional fixtures. This would entail going house to house and searching the premises. Someone asked if we need a search warrant. Frank said no and the homeowner does not have to let us in. Frank suggested taking the town code enforcer along, adding that only the code enforcer or building inspector has the authority to fine for code violations.

Flow is up, up, up. Infiltration is very low. Frank believes that 25% of the town is using sump pumps. Overages will be very high. We will have to figure out a way to pass the cost along to the customers. Rate hike or possible surcharge may be necessary. Notices will have to go out explaining the illegality of hooking up sump pumps to the sewer system.

Frank Baer reported that he is finishing the OPERATION AND MAINTENANCE MANUAL and will have it completed and delivered before the June meeting.

**Jim Gluck:** Supplied to Chairman sample letter on same issue from the Toms River MUA.

## Beachwood Sewerage Authority May 18, 2010

#### **EXECUTIVE SESSION:**

Chairman Erickson entertained a motion to enter into Executive Session to discuss personnel/contractual matters.

Motion: Klump

Second: Kobus

Abstain:

Roll call: Erickson, Klump, Kobus, Brown and Turner

As a result of Executive Session – **Resolution No. 05-27-10** 

Health Benefits – waiver of coverage incentive to be 50% of BSA savings for not taking health benefits to qualified employee.

Banked Sick Time – Employee will continue to receive paychecks for 30 days toward retirement.

Motion: Klump

Second: Brown

Abstain:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Changes and updates to the BSA Employee Manual will be discussing next meeting.

#### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded by Kobus. All were in favor.

No Response - Closed the Public Portion

No further business. Motion was made to adjourn the meeting.

Motion: Brown

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 5:30 PM

Respectfully submitted

Robert Klump/Secretary

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

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#### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

## Approval of minutes for the Regular Meeting held on May 18, 2010.

Motion: Turner

Second: Klump

Abstain:

Approved: Erickson, Klump, Kobus, Brown and Turner

### **RESOLUTIONS:**

#### 06-28-10

## Approval of Operating Fund Vouchers for \$32,958.57

Motion: Klump

Second: Brown

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner.

At this time, William Antonides of the firm William Antonides & Company attended to present a brief summary of the 2009 Audit of the Beachwood Sewerage Authority and answer any questions or concerns.

## Beachwood Sewerage Authority June 15, 2010

#### 06-29-10

## Approval to accept the Beachwood Sewerage Authority 2009 Audit as presented by William Antonides & Company

Motion: Klump

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Commissioners discussed adopting a blanket resolution that would allow the office staff to waive interest on accounts for special circumstances that arise up to \$5.00. Chairman Erickson entertained that a motion be made.

Bookkeeper typed up the corrective action plan for the Audit Report Year 2009 to be sent to the state. Attorney, Jim Gluck will draft a resolution for next meeting.

#### 06-30-10

## Approval for office staff to have the authority to waive interest up to \$5.00 for accounts with extenuating circumstances.

Motion: Klump

Second: Brown

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Frank Bruno asked, "Who waived interest?" "I know that it is a state law." What do you do pick and choose who you charge interest to?" Chairman Erickson replied, do you not trust them? Frank Bruno answers, "No, I do not trust them." Chairman Erickson stated that he was aware of the interest being waived. No response from the other Commissioners.

#### **CORRESPONDENCE:**

OCUA proposed 2011 rates - \$3,825 per million gallons, this figure has increased by \$93.00 per million gallons from the 2010 rate at \$3,732.

Scibal Associates – Check received for portion of fence damaged this past winter \$1,400.00

BSA Memo regarding Discharge of Sump Pumps – *Report from Chairman Erickson on meeting with Beachwood Code Enforcer, Building Inspector and Councilwoman Bonnie Verga.* Chairman Erickson informed members of meeting and stated that Councilwoman Verga will ask Borough attorney to draft an ordinance prohibiting the discharge of any ground/rain water into the sewer system. Frank Baer suggested we put ALL on notice by mailing a flyer. Chairman Erickson asked Lance Cornelius and Frank Bruno to log down ALL residents that they know have sump pumps.

Letter from Van Dalen Brower, L.L.C. Re: NJDEP CAFRA Permit # 1504-06-0002.1 CAF060001 Daniel and Nancy Crabbe for a single-family residence – 309 Compass Avenue, Blk 4.37, lot 5.

Mr. Cornelius and Mr. Bruno were copied.

Frank Baer explained that based on certain restriction this permit allows them to build on a specific portion of the lot.

## Beachwood Sewerage Authority June 15, 2010

#### **REPORTS:**

Lance: Flushing lines and waiting for the delivery of the new pump and basket.

Frank: Vac Truck inspection is now due.

Milly: Delinquent Accounts to date is 897 (452 of these account are subject to tax sale)

**Beverly:** Inquired about language needed to update personnel policy to reflect change in the 30-day sick day buy out. Ad for job needs to be addressed so BSA can advertise in July. Commissioner Kobus asked if we had job descriptions, Milly replied yes. Jim Gluck he will obtain copies from Dover MUA for members to compare.

**Frank Baer:** 2010 Operation & Maintenance Manual/Collection System & Pump Station Manual. Frank Bruno received two copies, one for each pump station and one copy plus a CD that on file at the BSA office. Frank Baer will email a copy to Jim Gluck for him to forward to the Department of Environmental Protection. Commissioners asked if the specs for the bulkhead project. Frank Baer suggested that a resolution authorizing him to prepare specs and bids.

#### 06-31-10

Authorize engineer, Frank Baer to prepare drawn specifications and bids for the Cedar Street pump station "bulkhead/revetment project".

Motion: Turner

Second: Klump

Abstain:

Roll call: Erickson, Klump, Kobus, Brown and Turner

**Jim Gluck:** Reported that he will review bankruptcy files with Milly Tangen.

#### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded by Kobus. All were in favor.

No Response – Closed the Public Portion

No further business. Motion was made to adjourn the meeting.

Motion: Turner

Second: Klump

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 6:40 PM

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Respectfully submitted

# BEACHWOOD SEWERAGE AUTHORITY COUNTY OF OCEAN RESOLUTION 10-

Res. No. 06-29-10 Date: June 15, 2010

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and,

WHEREAS, the Annual Report of Audit for the year ended December 31, 2009 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and,

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments Recommendations

and,

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments Recommendations

as evidenced by the group affidavit form of the governing body, and,

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and,

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

"R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Beachwood Sewerage Authority, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION PASSED AT A MEETING HELD ON \_\_ June 15, \_\_\_\_\_\_, 2010. //

Beverly Clayton

STATE OF NEW JERSEY	)
BEACHWOOD SEWERAGE AUTHORITY	)
COUNTY OF OCEAN	)

We, members of the governing body of the Beachwood Sewerage Authority, County of Ocean, of full age, being duly sworn according to law, upon our oath depose and say:

- 1. We are duly elected members of the governing body of the Beachwood Sewerage Authority.
- 2. In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year ended December 31, 2009.
- 3. We certify that we have personally reviewed and are familiar with, at a minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS

RECOMMENDATIONS

Walter Erickson (L.S.) Willer he fischer

Robert Klump (L.S.) Ober Color

Allison Kobus (L.S.) Muson to Run

Matthew Brown (L.S.) Muson to Run

Brian Turner (L.S.) Mildred C. Tangen

Notary Public of New Jersey

My Commission Expires 7/15/2014

The Authority Clerk shall set forth the reason for the absence of signature of any member(s) of the governing body.

IMPORTANT: This certificate must be sent to the Division of Local Government Services, CN 803, Trenton, NJ 08625

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice has been posted on the bulletin board in the Borough Hall.
- (2) Notice has been filed in the office of the Borough Clerk.
- (3) Notice has been forwarded to the Asbury Park Press.
- (4) All individuals supplying a stamped self-addressed envelope will receive notice.

### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor ABSENT (VACATION)
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

#### Approval of minutes for the Regular Meeting held on June 15, 2010.

Motion: Klump

Second: Kobus

Abstain:

Approved: Erickson, Klump, Kobus, Brown and Turner

#### **RESOLUTIONS:**

#### 07-32-10

#### Approval of Operating Fund Vouchers for \$44,434.68

Motion: Brown

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner.

#### 07-33-10

To adopt and approve the implementation of a Policy regarding the waiver of nominal interest charges up to \$5.00 without formal action by the Authority as part of the Corrective Action Plan.

Motion: Kobus

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

## Beachwood Sewerage Authority July 20, 2010

#### 07-34-10

Approval to grant preliminary sewer approval for Block 4.01, Lot 2-725 Atlantic City Blvd. Owners: James and Grazia Sobieski as per review of engineer.

Motion: Brown

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

#### **CORRESPONDENCE:**

On file, a copy of the DEP Compliance Evaluation and Assistance Inspection dated July 12, 2010. Report notes no deficiencies. Chairman Erickson distributed copies to Lance Cornelius, Frank Bruno, Front office and Borough of Beachwood.

Letter from Frank Baer regarding a Preliminary Sewer Application for Block 4.01, Lot 2 – 725 Atlantic City Blvd. for James & Grazia Sobieski. Based on review it is recommended that Preliminary Sewer be granted. See Resolution No. 07-34-10

Sump Pump Discharge Notice – It was suggested to place this on the Borough Web Site with the Ordinance No.

### **REPORTS:**

Lance: Absent

**Frank**: Reported that they are still flushing lines and today, Pumping Services installed new debris basket at the Pinewald Pump Station and the back up pump for Cedar Street was delivered.

**Milly**: Delinquent Accounts to date is 1579 (340 of these account are subject to tax sale) Also informed members that we are only accepting cash/money order/ certified check for all 2009 payments.

**Beverly:** Informed members of the OCUA Meter Flow Data Report delay. I spoke to Keith Marcoon who stated that the Regional Pumping Station that meters our flow was under repair/rehab during April and May; he stated that he would do a historical comparison as soon as possible.

Borough of Beachwood Ordinance – Prohibit Illicit Connection to Collection System will be introduced 07/21/10 and will be adopted on 08/18/10 then advertised. Ordinance will be in effect by Monday, 08/23/2010.

MEL/JIF 2011 Member Renewal Application was received and will be filled out and returned before due date of August 1, 2010.

**Frank Baer:** Reported that bulkhead specs and bids are complete and will be advertised by the beginning of August.

**Jim Gluck:** Reviewed Borough Ordinance and presented job description for Asst. Maintenance Supervisor.

## Beachwood Sewerage Authority July 20, 2010

### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded by Kobus. All were in favor.

No Response – Closed the Public Portion

No further business. Motion was made to adjourn the meeting.

Motion: Turner

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 5:30 PM

Respectfully submitted

Robert Klump, Secretary

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice has been posted on the bulletin board in the Borough Hall.
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- (4) All individuals supplying a stamped self-addressed envelope will receive notice.

#### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman Arrived for Reports and Executive Session
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- T. Kirchgessner, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

#### Approval of minutes for the Regular Meeting held on July 20, 2010.

Motion: Klump

Second: Brown

Absent: Kobus

Approved Erickson, Klump, Brown and Turner

### **RESOLUTIONS:**

#### 08-35-10

### Approval of Operating Fund Vouchers for \$295,624.50

Motion: Klump

Second: Brown

Absent: Kobus

Roll call: Erickson, Klump, Brown and Turner.

#### 08-36-10

#### Increase cash drawer from \$50.00 to \$100.00

Motion: Turner

Second: Turner

Absent: Kobus

Roll call: Erickson, Klump, Brown and Turner

#### 08-37-10

## Approval to authorize Engineer, Frank Baer to prepare the BSA 2011 Lateral Contract for bids to be advertised in October.

Motion: Brown

Second: Klump

Absent: Kobus

Roll call: Erickson, Klump, Brown and Turner

## Beachwood Sewerage Authority August 17, 2010

#### **CORRESPONDENCE:**

OCUA Meter Flow Data Report for the 2<sup>nd</sup> quarter of 2010 (April, May & June) – Calculated combined total for the last six months is 21.257 million gallons which equals an increase of \$79,331.12 as compared to last years data. Commissioners noted that this increase is due to sump pump discharge and will result in raising the user fees for 2011.

### **REPORTS:**

Lance: Reported on cleaning main lines.

Frank: No report

Milly: Delinquent Accounts to date is 1387 (170 of these accounts are subject to tax

sale) Tax sale is scheduled for Friday, September 10, 2010.

**Beverly:** Resolution 08-36-10: Increase cash drawer from \$50 to \$100.

Frank Baer: Will draft contract for the 2011 house laterals and will go to bid in October.

Jim Gluck: Mr. Gluck noted that he would draft resolutions 08-36-10 and 08-37-10.

#### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded by Kobus. All were in favor.

No Response – Closed the Public Portion

#### 08-38-10

A motion was made to enter into Executive Session.

Motion: Kobus

Second: Klump

All in favor – ayes.

#### **Subject Matter: Terms & Condition of Employment**

Commissioners discussed applications received for the job opening of Assistant Field Maintenance Supervisor and determined the new hire. James Gluck will draft minutes.

Re-Open Regular Meeting.

#### 08-39-10

A motion was entertained to hire Thomas Kirchgessner as Assistant Field Maintenance Supervisor for the Beachwood Sewerage Authority. Employment will begin September 7, 2010.

Motion: Brown Second: Klump

Roll call: Erickson, Klump, Kobus, Brown and Turner

## Beachwood Sewerage Authority August 17, 2010

No further business. Motion was made to adjourn the meeting.

Motion: Turner

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 6:30 PM

Respectfully submitted

Robert Klump, Secretary

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice has been posted on the bulletin board in the Borough Hall.
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- (3) Notice has been forwarded to the Asbury Park Press.
- (4) All individuals supplying a stamped self-addressed envelope will receive notice.

#### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman Arrived for Reports and Executive Session
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- T. Kirchgessner, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

Chairman Erickson welcomed Tom Kirchgessner to the Authority

#### Approval of minutes for the Regular Meeting held on August 17, 2010.

Motion: Kobus

Second: Klump

Approved: Erickson, Kobus, Klump, Brown and Turner

#### **RESOLUTIONS:**

#### 09-40-10

#### Approval of Operating Fund Vouchers for \$65,181.65

Motion: Klump

Second: Brown

Roll call: Erickson, Kobus, Klump, Brown and Turner.

#### 09-41-10

Fees collected for advertisement costs for the Tax Lien Sale held on September 10, 2010 payable to the Beachwood Tax Collector for \$855.00

Motion: Klump

Second: Kobus

Roll call: Erickson, Kobus, Klump, Brown and Turner

## Beachwood Sewerage Authority September 21, 2010

#### **CORRESPONDENCE:**

Received copy from Frank Baer of Change Order No. 1 for an emergency repair at 2 Larboard Street with a cost of \$5,595.00 to CRJ Contracting, LLC.

A motion was made by Commissioner Brown authorizing to accept Change Order No. 1. Second by Commissioner Kobus. All were in favor.

#### **REPORTS:**

**Lance:** Reported on JIF Inspection and stated that we passed.

**Frank**: Stated that he is training Tom – reported that Tom is working well on jet-vac and looking up markouts. Overall doing very well.

**Milly**: Informed members of visit from TD Rep. Dominick Serviodo informing the BSA of the up coming service charges from TD Bank – estimated \$6,000 per year. This will be looked into further before next meeting. Milly will call and set up Budget Meeting with Mr. Antonides.

#### **Beverly:**

**Frank Baer:** Bids will be advertised next week with opening on Oct 19, 2010 for engineer and attorney review.

#### Jim Gluck:

### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded by Kobus. All were in favor.

No Response – Closed the Public Portion

No further business. Motion was made to adjourn the meeting.

Motion: Turner

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Meeting adjourned at 5:30 PM

Robert Klump, Secretary

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice has been posted on the bulletin board in the Borough Hall.
- (2) Notice has been filed in the office of the Borough Clerk.
- (3) Notice has been forwarded to the Asbury Park Press.
- (4) All individuals supplying a stamped self-addressed envelope will receive notice.

### **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman Arrived @ 5:25 PM
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor Absent
- F. Bruno, Asst. Field Maintenance Supervisor
- T. Kirchgessner, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney
- W. Antonides, Auditor

### Approval of minutes for the Regular Meeting held on September 21, 2010.

Motion: Klump

Second: Turner

Absent: Kobus

Approved Erickson, Klump, Brown and Turner

#### **RESOLUTIONS:**

#### 10-42-10

### Approval of Operating Fund Vouchers for \$28,751.33

Motion: Klump

Second: Brown

Absent: Kobus

Roll call: Erickson, Klump, Brown and Turner.

At this time, Mr. Antonides presented a review of the 2011 Budget with the Commissioners. All questions and concerns were answered and it was suggested that customer user fees would remain the same as they have the past three years. Chairman Erickson entertained a motion to approve the Budget Introduction.

## Beachwood Sewerage Authority October 19, 2010

#### 10-43-10

Approval of the Introduction of the 2011 Annual Budget and Capital Budget Program for the Beachwood Sewerage Authority as presented by William Antiondes & Company.

Motion: Brown Second: Turner

Absent: Kobus Roll call: Erickson, Klump, Brown and Turner

At this time, Frank Baer reported on the bid opening for the 2011 Lateral Contract.

Bids received:

CRJ Contracting Corp. - \$52,753.00 Clayton Homes Company - \$47,785.00 Diamond Construction - \$91,790.00

#### 10-44-10

Approval for BSA Attorney, James Gluck and Engineer, Frank Baer to review 2011 Lateral Contract from Clayton Homes Company for \$47,785.00 and make recommendation for award at the November 16<sup>th</sup> meeting.

Motion: Turner Second: Klump

Absent: Kobus Roll call: Erickson, Klump, Brown and Turner

#### **CORRESPONDENCE:**

OCUA Metered Flow Data Report third quarter (July, August, September) – Gallons were high for this quarter when compared to same quarter in 2009. Ms. Clayton has been in contact with Keith Marcoon of OCUA to take a closer look at comparison.

#### **REPORTS:**

Lance: Absent

**Frank:** Mr. Bruno reported that Tom is doing good job also asked for Commissioners to review the proposal from South Jersey Weed Control for \$549.18 – this covers weed control from March 2011 thru September 2011 for pump stations and office building grounds. Chairman Erickson entertained for a motion to approve this proposal.

Motion: Klump Second: Brown Absent: Kobus All in favor - ayes

Tom Kirchgessner: No report

Milly: No report

Beverly: No report

**Frank Baer:** Bulkhead bid package will be ready next week.

## Beachwood Sewerage Authority October 19, 2010

**Jim Gluck:** Stated that he will contact OC Health Dept. in regards to the three violation notices for failure to connect to sewer system signed by Donna Dieter-Gillich and report next meeting.

#### **PUBLIC:**

Chairman Erickson made the motion to open the meeting up to the public for questions and comments. Motion made by Turner; seconded by Brown. All were in favor.

No Response – Closed the Public Portion

**NOTE:** Allison Kobus arrived for meeting.

No further business. Motion was made to adjourn the meeting.

Motion: Turner

Second: Brown

Absent:

Roll call: Erickson, Kobus, Klump, Brown and Turner

Meeting adjourned at 5:30 PM

Robert Klump, Secretary

## 2011

## **BEACHWOOD SEWERAGE AUTHORITY**

## AUTHORITY BUDGET RESOLUTION

FISCAL YEAR: FROM JANUARY 1, 2011 TO DECEMBER 31, 2011

WHEREAS, the Annual Budget and Capital Budget for the Beachwood Sewerage Authority for the fiscal year period beginning January 1, 2011 and ending December 31, 2011 has been presented before the governing body of the Beachwood Sewerage Authority at its open public meeting of October 19, 2010; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,535,000, Total Appropriations, including any Accumulated Deficit if any, of \$1,835,000, and Total Unreserved Retained Earnings utilized of \$300,000, and

WHEREAS, the Capital Budget as introduced reflects Total Appropriations of \$None and Total Unreserved Retained Earnings planned to be utilized as funding thereof, of \$None; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW THEREFORE BE IT RESOLVED, by the governing body of the Beachwood Sewerage Authority, at an open public meeting held on October 19, 2010 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Beachwood Sewerage Authority for the fiscal year beginning January 1, 2011 and ending December 31, 2011 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Beachwood Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 21, 2010.

Korel K.	-re
(Secretary)	
/ <i>0//9//0</i> (Date)	

Governing Body Member	<u>Aye</u>	lecorded Vote Nay	Abstain	Absent
Walter Erickson Allison Kobus	X			X
Robert Klump	X			^
Matthew Brown	X			
Brian Turner	X			

# Contract BSA-2011 October 18, 2010

Name & Address of Bidder	Total amount of Bid
Clayton Homes Company 1152 Mermaid Avenue Beachwood, New Jersey 08722 (732) 240-4280	47, 785.00
<ul> <li>✓ CRJ Contracting Corp.</li> <li>1340 South Avenue</li> <li>Plainfield, New Jersey 07062</li> <li>(908) 668-7900</li> </ul>	57,753.00
✓ Diamond Construction 35 Beaverson Blvd., Suite 9A Brick, New Jersey 08723 (732) 262-7449	91,780.00
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## **BEACHWOOD SEWERAGE AUTHORITY**

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice has been posted on the bulletin board in the Borough Hall.
- (2) Notice has been filed in the office of the Borough Clerk.
- (3) Notice has been forwarded to the Asbury Park Press.
- (4) All individuals supplying a stamped self-addressed envelope will receive notice.

## **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer Left meeting @ 5:45 PM
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor Absent
- F. Bruno, Asst. Field Maintenance Supervisor
- T. Kirchgessner, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney
- W. Antonides, Auditor

### Approval of minutes for the Regular Meeting held on October 19, 2010.

Motion: Klump

Second: Brown

Absent:

Approved Erickson, Klump, Kobus, Brown and Turner

#### **RESOLUTIONS:**

#### 11-45-10

## Approval of Operating Fund Vouchers for \$290,049.23

Motion: Klump

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown, and Turner.

### 11-46-10

Approval to award Beachwood Sewerage Authority Contract 2011 House Connection Laterals to Clayton Homes Company in the bid amount of \$47,785.00.

Motion: Brown

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown, and Turner

## Beachwood Sewerage Authority November 16, 2010

### 11-47-10

Approval to inactivate account# 0401, Block 1.43, Lot 11 - 320 Beach Avenue. Letter regarding cap off inspection and Demolition Permit #10-00343 is on file. Owner, Rudy Rinderer

Motion: Turner

Second: Klump

Absent:

Roll call: Erickson, Klump, Kobus, Brown, and Turner

### **CORRESPONDENCE:**

Letter from Frank Baer regarding House Connection Laterals BSA Contract-2011 recommendation for contract award.

2011 MEL Public Officials and Employment Practices Liability – Effective date of change will be January 1, 2011 for new insurance carrier.

2010 third quarter meter flow data report (July, August, and September)

Thank you card from Lance Cornelius

Resident letter to report outstanding service from Frank Bruno and Tom Kirchgessner

OCUA Preliminary Estimate of 2011 Annual Charge – 275 million gallons @ \$3,825.00 per one million gallons would result in a 2011 Annual Charge of \$1,051,875.00.

**Budget Reconciliation** 

MELJIF Booklet - Controlling workers' compensation & liability costs

### **REPORTS:**

Lance: Absent

**Frank**: Passed JIF Inspection that was performed in September. Tom is learning and is a very good worker.

**Tom Kirchgessner:** No report

**Milly**: Mailed out 1559 delinquent notices for the 2010 fees and have received payment for 253 accounts as of this date.

**Beverly:** Reminded members that December is our Public Hearing and Adoption of the Budget and that Cole Transcription has been scheduled also meeting advertised. Sample of the Sump Pump Ordinance was given to members to review. Chairman Erickson approved sample to be inserted into all 2011 bills.

**Frank Baer:** Cedar Street Bulkhead Project bids will be reviewed and recommendation made at the December meeting.

**Jim Gluck:** Will draft the resolution for next meeting regarding Frank Bruno filling vacancy of Supervisor, which was created by retirement to become effective January 1, 2011.

## Beachwood Sewerage Authority November 16, 2010

### **PUBLIC:**

Chairman Erickson opens the meeting up to the public for questions and comments.

Gordon Soos of 26 Bowline Street Block 11.44, Lot 1.01 wishes to address the Commissioners regarding the two laterals @ his property along Spray Avenue.

Mr. Soos presented his concerns regarding the property he purchased at 26 Bowline Street. He states that his attorney called BSA office to see if there were any outstanding balances/liens for this property and was only given the total for past due user fees for 11.44/1.01 - 26 Bowline Street. Mr. Soos feels that this meant the laterals located on Spray Avenue were paid for.

Chairman Erickson stated that the two laterals were installed while the County was doing a drainage project for the borough. The Authority felt is was cost productive to have laterals installed while the road was opened, and at the time, there was talk that this property was in the process of being sub-divided into building lots.

BSA Attorney, James Gluck stated that this office could not give information on these laterals when the property was not sub-divided at the time. As it stands, in Beachwood, there is only one lateral per lot...and your property was not sub-divided at the time of research. Commissioners did agree it was determined that whenever this property became building lots with a house constructed, that is when the sewer lateral and connection fees would be paid at the current rate. Mr. Gluck and Mr. Baer both stated that an assessment could not be given until a building lot is created and this property was deeded as one lot.

Mr. Gluck stated to Mr. Soos that we have listened to his appeal and feels that we have enough information to make a decision. Mr. Soos then left the meeting.

Commissioners discussed some options on costs and asked Mr. Baer to look into this and come up with a fair value so we can inform Mr. Soos.

Motion was made by Kobus to close the Public portion of the meeting; seconded by Turner. Roll call: Erickson; Klump; Kobus, and Turner – ayes. **Note: Commissioner Brown had to leave during the public discussion at 5:45 PM.** 

No further business. Motion was made to adjourn the meeting.

Motion: Turner Second: Turner

Absent: Brown Roll call: Erickson, Kobus, Klump, and Turner

Meeting adjourned at 6:00 PM

Respectfully submitted

Robert Klump, Secretar

## **BEACHWOOD SEWERAGE AUTHORITY**

# PUBLIC HEARING / ADOPTION OF THE 2009 BSA BUDGET AND REGULAR MEETING

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the sunshine Law was read.

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice has been posted on the bulletin board in the Borough Hall.
- (2) Notice has been filed in the office of the Borough Clerk.
- (3) Notice has been forwarded to the Asbury Park Press.
- (4) All individuals supplying a stamped self-addressed envelope will be given notice.

## **ROLL CALL:**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer
- B. Turner
- L. Cornelius, Field Maintenance Supervisor- ABSENT
- F. Bruno, Asst. Field Maintenance Supervisor
- T. Kirchgessner, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer ABSENT
- J. Gluck, Attorney at Law
- W. Antonides, Auditor
- I. Cole, Cole Transcription Service

At this time Chairman Erickson has James Gluck chair the Public Hearing.

## **Adoption of Resolutions:**

- 12-48-10: Connection Fees effective January 1, 2011 to be \$2,100.00 per connection.
- 12-49-10: Usage Fees effective January 1, 2011 to be \$408.00 per annum. (NOTE: NO USER FEE INCREASE)
- 12-50-10: Commercial Rates effective January 1, 2011 to be \$3.00 per thousand gallons for overage. (NOTE: NO INCREASE)
- 12-51-10: Adoption of the Beachwood Sewerage Authority 2011 Budget.

Motion to close the PUBLIC HEARING portion of the meeting was made by Commissioner Turner; seconded by Commissioner Klump. All were in favor.

Beachwood Sewerage Authority
December 21, 2010
Page 2

Attorney, James Gluck returned the meeting to Chairman Erickson.

This meeting was duly recorded by Cole Transcription & Recording Service and is on file at the office of the Beachwood Sewerage Authority.

Chairman Erickson resumed the Regular Meeting at 5:16 PM.

I.Cole packed up recording equipment and left the meeting.

## **REGULAR MEETING OF THE BEACHWOOD SEWERAGE AUTHORITY:**

Approval of minutes for the meeting held on November 16, 2010.

Motion: Turner

Second: Brown

Absent:

All in favor: Approved

### **RESOLUTIONS:**

12-52-10

Approval of Operating Fund Vouchers in the amount of \$44,760.25

Motion: Klump

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown, and Turner – ayes.

12-53-10

Approve the promotion of Frank Bruno to Field Maintenance Supervisor effective January 1, 2011.

Motion: Brown

Second: Kobus

Absent:

Roll call: Erickson, Klump, Kobus, Brown, and Turner – ayes.

## **CORRESPONDENCE:**

Received four executed contract agreements on December 13, 2010 from Clayton Homes Co. for Contract BSA-2011 House Connection Laterals. A Certificate of Liability Insurance is on file.

Attorney, James Gluck will respond to phone call from L. Clayton.

Copy of ad for special meeting on December 30, 2010

Copy of letter to Borough regarding flyer insert from the Environmental Committee.

NJ Natural Gas Transmission Line Safety Bulletin - RE: 11.31/1 - Frank and Tom have been copied

### **REPORTS:**

Mr. Bruno reported pump went down at Pinewald pump station. Pumping Services estimated the repair to be approximately \$7,000.00, but they are not sure if it can be repaired so a new one may have to be purchased. A report on six lateral repairs due to root infiltration and Mr. Bruno also is looking into a clarification on what roads are required to have police for road closures due to repairs, adding that the contract did not include police fees. Mr. Gluck suggested an inter-local agreement with Borough Police Department so the Borough could bill the Sewerage Authority directly when this circumstance arises.

Ms. Tangen reported on delinquent accounts and asked for a resolution for transfer funds between line items. Mr. Gluck will draft resolution.

### Resolution No. 12-54-10

## To approve fund transfers between line items in the 2010 BSA Budget.

Motion: Turner

Second: Brown

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner

Ms. Clayton reported that 2011 bills are at TREC and the Environmental Flyer will be included.

All professional contracts are due by the first week in January for review. The BSA will advertise for an Audior as per the "Fair and Open Process"

# Motion to approve the 2011 Yearly Calendar, Holiday Schedule, and Salary Guide.

Motion: Kobus

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner.

Mr. Gluck reported bids due Thursday, December 30<sup>th</sup> 2010 @ 10 am and Special Meeting to award @ 2 pm that same day. Mr. Baer will be present.

## **PUBLIC:**

Chairman Erickson opened the meeting up to the public for questions and comments.

## **NO RESPONSE**

No further business. Motion was made to adjourn the meeting.

Motion: Kobus

Second: Turner

Absent:

Roll call: Erickson, Klump, Kobus, Brown and Turner – ayes.

Meeting adjourned at 5:45 PM

Respectfully submitted:

Robert W. Klump Secretary

## JANUARY 1, 2011 through DECEMBER 31, 2011

## • HOLIDAYS;

Fourteen (14) paid holidays as set forth by the Authority will be granted for all employees with a minimum of a thirty-five (35) hour week.

## • VACATION TIME:

All employees with a minimum of a thirty-five (35) hour week:

Five (5) days non-accumulative after one (1) year.

Twelve (12) days non-accumulative after two (2) years.

Twenty (20) days non-accumulative after five (5) years.

## • SICK TIME:

All employees with a minimum of thirty-five (35) hour week.

Ten (10) days per year. Sick time not taken shall accumulate from year to year for three (3) years, but not to exceed 30 days.

When taking TIME OFF, for any reason, an absentee report must be filled out and given to the bookkeeper directly.

## • PERSONAL LEAVE:

Full time employee is entitled to three (3) days leave with pay for personal business annually. Personal days must be used within one (1) year period and shall not be cumulative.

## • **COMPENSATION:**

Any employee requested to attend a regular or special meeting will be compensated \$15.00 per meeting.

### WORK BOOTS:

The Authority will provide steel tip boots for all full time field workers. NOT TO EXCEED \$100.00

## RESIDENCY REQUIREMENTS:

It is preferred that all employees be residents of the Borough of Beachwood.

## PROBATION PERIOD:

All new employees will be placed on ninety (90) day probation before being eligible for paid holidays, vacation time and sick time. After the ninety (90) days probation period, all new employees will be designated as full time employees from his or her first day of employment and will have accrued vacation time as of that date.

## **HOLIDAYS 2011**

- January 3<sup>rd</sup> Monday New Years Day
- January 17<sup>th</sup> Monday Martin L. King
- February 21<sup>st</sup> Monday Presidents Day
- April 22<sup>nd</sup> Friday
  Good Friday
- May 30<sup>th</sup> Monday Memorial Day
- July 4<sup>th</sup> Monday Independence Day (observed)

- September 5<sup>th</sup> Monday Labor Day
- October 10<sup>th</sup> Monday Columbus Day
- November 8<sup>th</sup> Tuesday Election Day
- November 11<sup>th</sup> Friday Veterans Day
- Nov. 24<sup>th</sup> & 25<sup>th</sup>

  Thursday & Friday

  Thanksgiving
- December 23<sup>rd</sup> Friday Christmas Eve
- December 26<sup>th</sup> Monday Christmas Day (observed)

# BEACHWOOD SEWERAGE AUTHORITY SPECIAL MEETING

The Special Meeting of the Beachwood Sewerage Authority was held at 2:00 PM at the Sewerage Authority Offices. Salute to the Flag and the Sunshine Law was read.

Notice of this Special Meeting has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice has been posted on the bulletin board in the Borough Hall.
- (2) Notice has been filed in the office of the Borough Hall.
- (3) Notice has been forwarded to the Ocean County Observer.
- (4) All Individuals supplying a stamped self-addressed envelope will be given notice.

## **ROLL CALL**

- W. Erickson, Chairman
- A. Kobus, Vice Chairman
- R. Klump, Secretary
- M. Brown, Treasurer ABSENT (Florida)
- B. Turner, Commissioner
- L. Cornelius, Field Maintenance Supervisor
- F. Bruno, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney at Law

Bids were received on or before advertised deadline of 10:00 am today, December 30, 2010, document were opened and reviewed by Engineer, Frank Baer and Attorney, James Gluck. It was recommended to award to Albert Marine for \$57,000.

Seven (7) bids presented as follows:

Albert Marine	\$ 57,000.00 – low bid
<b>Bird Construction</b>	61,275.00
<b>Channel Marine Construction</b>	82,800.00
<b>Green Construction</b>	118,887.75
K & G Marine Contracting	93,480.00
Butterick Bulkheading	64,410.00
B & B Construction, LLC	154,755.00

## <u>Beachwood Sewerage Authority</u> <u>Special Meeting – Bulkhead Project</u> <u>December 30, 2010</u>

## **RESOLUTIONS:**

## 12-55-10

Approve to award contract for construction services under Bid Contract BSA-2010-2, Cedar Street Pump Station Bulkheading Project to Albert Marine Construction, Inc., on their bid of \$57,000.00 dollars

Motion: Kobus

Second: Turner

Absent: Brown

Roll call: Erickson, Kobus, Klump, and Turner - ayes

Frank Baer stated that a Pre-construction Meeting will be scheduled after executed contract is received and suggested that he will notify adjacent landowners regarding construction. Commissioners inquired about a start date and timeline. Mr. Baer stated that weather permitting the project should be complete by April 2011.

Commissioners discussed upgrades to pump station property. Mr. Baer suggested that they wait until project is complete and then see what needs attention. Commissioners agreed.

# Chairman Erickson opened the meeting to the public for questions and comments. There was no response.

Being no further business. A motion was made to adjourn the Special Meeting.

Second: Klump

Motion: Kobus Absent: Brown

Roll call: Erickson, Klump, Kobus, and Turner - ayes

Meeting adjourned 2:15 PM

Respectfully submitted:

Robert Klump, Secretary

## Beachwood Sewerage Authority Contract BSA-2010-2 Cedar Way Pump Station Bulkheading

Name & Address of Bidder	Total amount of Bid
Albert Marine Construction 65 Pennsylvania Avenue Waretown, NJ 08758 (609) 693-5524	57,000 /10
Bird Construction 105 Harbor Inn Road Bayville, NJ 08721 (732) 269-1333	61, 875.00
In-Depth Marine Construction 1976 South Street Toms River, NJ 08753 (732) 270-8811	
Reed Construction Data, Inc. 30 Technology Parkway South Suite 100 Norcross, GA 30092 (800) 910 7762	
R. Kremer & Son Marine Contractors 86 Mantoloking Road Brick, NJ (732) 477-8012	
Diamond Construction 35 Beaverson Blvd., Suite 9A Brick, NJ 08723 (732) 262-7449	

## Beachwood Sewerage Authority Contract BSA-2010-2 Cedar Way Pump Station Bulkheading

Name & Address of Bidder	Total amount of Bid
Channel Marine Construction 31 Clermont Drive Clermont, NJ 08210 (609) 967-5600	\$82,800.0%,00
Green Construction, Inc. 26 Elizabeth Street PO Box 550 South River, NJ 08882 (732) 238-9370	\$118,887.75
K & G Marine Contracting 46 Indian Road Manahawkin, NJ 08075 (609) 936-5208	*93,480
Buterick Bulkheading Route 9 & Silo Road Manahawkin, NJ 08050 (609) 597-8426	64,410.00
B & B Construction, LLC 175 Ramtown-Greenville Road Howell, NJ 07731 (732) 840-8908	154, 758.%