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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- (3) Notice has been forwarded to the Asbury Park Press.
- (4) All individuals supplying a stamped self-addressed envelope will receive notice.

ROLL CALL:

, Chairman

- M. Brown, Vice Chairman
- R. Tapp, Secretary
- R. McNabb, Treasurer
- J. Risk, Commissioner Field & Equipment
- 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

Vice Chairman Brown requested Mr. Gluck to chair the meeting.

Approval of minutes for the Public Hearing held December 9, 2014

Motion: Risk Second: Tapp

Abstain: Approved: Brown, McNabb, Risk, and Tapp

Approval of minutes for the Regular Meeting held on December 9, 2014

Motion: Risk Second: McNabb

Abstain: Approved: Brown, McNabb, Risk, and Tapp

Executive Session:

At this time, Mr. Frank Bruno asked to enter into executive session to discuss personal and contractual issues.

Motion was made by McNabb; seconded by Risk. All were in favor.

Mr. Gluck took minutes and stated that as result of Executive Session:

Beachwood Sewerage Authority January 20, 2015

a. Mr. Frank Bruno tendered his retirement from the Beachwood Sewerage Authority effective July 1, 2015 and will begin using accumulation time off beginning April 1, 2015.

Motion to accept the retirement of Mr. Bruno effective July 1, 2015 was made by Commissioner McNabb; seconded by Commissioner Tapp. All in favor - Motion carried.

Members all thanked Mr. Bruno for his years of service to the Authority and wished him a happy retirement.

b. Two percent salary increase for employee's retro from January 1, 2015.

Motion: McNabb

Second: Risk

All in favor - Ayes

c. Implement a \$60.00 compensation for the employee on-call on weekends.

Motion: Risk Second: Tapp All in favor - Ayes

Attorney, James Gluck will provide a synopsis on all details from Executive Session.

A motion to re-open to the Public Meeting was made by Commissioner Risk; seconded by Commissioner McNabb. All in favor — Ayes.

RESOLUTIONS:

01-01-15

Approval of Operating Fund Vouchers for \$66,960.97

Motion: TAPP

Second: Brown

Abstain:

Roll call: Brown, McNabb, Risk, and Tapp

01-02-15

Approval to correct BSA records to reflect two user accounts at 900 Tiller Avenue, Block 5.33, Lot 8 property commencing January 1, 2015. Acct# 1766

Motion: McNabb

Second: Tapp

Abstain:

Roll call: Brown, McNabb, Risk, and Tapp

01-03-15: To grant preliminary approval to CVS Pharmacy after review of specifications and to include items and instructions listed in resolution as per BSA Engineer, Frank Baer.

Motion: Brown

Second: Risk

Abstain:

Roll call: Brown, McNabb, Risk, and Tapp

(See CVS file for letter dated December 29, 2014, defining all obligations needed regarding sewer cap offs, cleanouts, location of 6" lateral, etc.)

CORRESPONDENCE:

Resignation letter dated 12/18/14 from Commissioner Allison Kobus effective December 30, 2014.

Response letter dated 12/30/14 from Borough Clerk to Allison Kobus thanking her for many years of service however since the special new rule, effective March 9, 2012, under Title 17, Chapter 1, Subchapter 17, of the New Jersey Administrative Code.

Beachwood Sewerage Authority January 20, 2015

"Bona fide severance from employment' means a complete termination of the employee's employment relationship with the employer for a period of at least 180 days." This leaves an opening for the appointment of a new commissioner.

Residents, Karen and William Perez of 640 Beach Avenue sent a thank you note to recognize Frank and Tom for their prompt service in their time of need.

NJUA-JIF 2015 Ballot - sign and fax

Notice from the OCUA – reads they are contemplating financing the "Project" through the NJ Environmental Infrastructure Trust Financing Program not to exceed \$6,000,000.

FYI - Beachwood Water Department Backwash Report for the year 2014 - 9,950,800. Gallons = approximately \$38,000 in costs to OCUA.

E-mail from Engineer, Frank Baer regarding CVS also a list of the five Property Owners. NOTE: Five buildings equal 12 units, which total yearly revenue of \$5,040.00 to the BSA.

List of 2015 Holidays – corrected July 4th (July 3rd is observed)

Copy of Transcript of Proceedings from Cole Transcription for the Public Hearing held December 9, 2014 in on file.

REPORTS:

Frank: No report

Tom Kirchgessner: No report

Milly: No report

Beverly:

Frank Baer: Reported that the Right to Know survey is completed. Clerk has on file. 2015 Contract for Laterals/Repairs and Bonds have been received from J. F. Kiely signed and sealed. Contract is on file.

Reviewed the specs for the new CVS Pharmacy, stating this location requires a six-inch lateral (installed by CVS contractor) and connection fee needs to be paid. Mr. Baer indicated that he will require a CC6-Box at all cleanouts and CVS must provide an as-built plan showing all cleanouts and lateral with triangle measurements for our files, also all five properties must be cap-off with BSA Field Supervisors on site to inspect as well as the new lateral with advanced notice to the BSA office on dates and times.

Jim Gluck: Reviewed contract for J. F. Kiely, LLC and will address the Cedar Street easement with Commissioners at the next meeting.

PUBLIC:

Mr. Gluck opened the meeting up to the public for questions and comments - **No Response.**

Beachwood Sewerage Authority January 20, 2015

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

Motion: McNabb

Second: Tapp

Absent:

Roll call: Brown, McNabb, Risk, and Tapp

Meeting adjourned at 6:03 PM

Respectfully submitted

F.J. Baer, Jr., P.E.

Professional Engineer and Planner

944 Westminster Drive Toms River, New Jersey 08753 (732) 270-0020 fbaerjr@verizon.net

December 29, 2014

Ms. Allison Kobus, Chairperson Beachwood Sewerage Authority 1133 Beach Avenue Beachwood, New Jersey 08722

Re: Feinberg & McBurney Realty

Proposed CVS Pharmacy Block 2.29, Lots 6 thru 10

Atlantic City Blvd, Seaman Ave. & Beachwood Blvd.

Our file BSA-001

Dear Ms. Kobus:

We are in receipt of one (1) set of Preliminary & Final Major Site Plan drawings, prepared by Dynamic Engineering Consultants, PC, dated November 19, 2014, Preliminary Application for Sanitary Sewer Service, List of Property Owners, copy of the W-9 form as required for the escrow account and copies of checks in the amounts of \$500.00 for application fee and \$1,322.50 for the escrow account.

Based upon our review the application and plans submitted, we offer the following for consideration by the Authority:

1. Existing conditions for the above referenced site are presently as follows:

Lot 6: A 2 story residential dwelling

Lot 7: A 2 story residential dwelling

Lot 8: A 1 and 2 story framed building for commercial use

Lot 9: A 2 story residential dwelling with 1 story cottage in the rear

Lot 10: A 1-1/2 story residential dwelling

- 2. The site is located on the southwesterly corner of Atlantic City Blvd. and Beachwood Boulevard and is bounded by Atlantic City Blvd. to the north, Beachwood Blvd. to the west and Seaman Avenue to the east.
- 3. The applicant is proposing to demolish all existing structures and replace them with a single 13,225 sf CVS Pharmacy building with a drive-thru and 59 parking spaces. Access to the site is proposed from Atlantic City Blvd., Beachwood Blvd. and Seaman Avenue. Sanitary sewer service is proposed via a new six (6) inch diameter PVC lateral from the existing eight (8) inch main on Seaman Avenue. Generally, majority of the proposed lateral will occur within asphalt paved drives or parking areas. Cleanouts are proposed at all changes of direction and spaced at a maximum of 75 feet. We note that there does not appear to be a cleanout proposed at the property line and the Authority should require that a cleanout be

• Page 2 December 29, 2014

provided 2 feet behind the property line, protected by a cleanout box as it will occur within the driveway apron on Seaman Avenue. This cleanout shall be the limit of the Authority's jurisdiction once the system becomes operational. Maintenance of the lateral from this cleanout to the building shall be by the property owner. Since all proposed cleanouts are located within paved or concrete areas, cleanout boxes shall be provided on all cleanouts with the cover provided having raised letters "Sewer" cast into the covers.

- 4. All existing laterals servicing structures being demolished shall be cut and capped and inspected by representatives of the Authority with locations of each noted on a record set of plans. We note that the "Existing Sanitary Sewer Service" note on sheet 6 of the plans shall be revised to reflect that all existing lateral connections shall be cut and capped, and inspected by a representative of the Authority, with locations of each noted on a record set of plans and that a new six (6) inch diameter lateral connection be installed with a cleanout located 2 feet behind the property line.
- 5. In addition, upon completion of construction, a record plan indicating the location of the sewer lateral, all cleanouts and any utility crossings be provided to the Authority which shall be kept on file with the Authority.
- 6. Estimated daily flow is calculated to be 489.4 Gallons per day, which is equivalent to 2-3 single family residential dwellings. Since this project is replacing approximately 5 residential structures and a single commercial use, it is our opinion that the average daily flow from the proposed CVS Pharmacy will be equal to or less than that which presently exists. However, since this is a commercial use, they will be subject to user rates in accordance with the current commercial user rate schedule.
- 7. As the proposed use is replacing five (5) existing lateral connections with one single six (6) inch connection, no new connection fees are required. The developer shall be required to bear the cost of the installation of the new six (6) inch lateral connection.

It is our recommendation that Preliminary Sewer Approval be granted, subject to revised plans being provided addressing the comments above with no further application being required. The current escrow account shall be maintained to cover any inspection costs incurred during construction. Should there be any questions, please do not hesitate to call.

Very truly yours,

Frank J. Baer, Jr., P.E. Authority Engineer

C: Kyle Kavinski, Dynamic Engineering Feinberg & McBurney Realty

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:

- (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 be given notice.

ROLL CALL

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- W. Cairns, Treasurer
- J. Risk, Commissioner of Field Operation & Equipment
- F. Bruno, 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 ABSENT

At this time, Commissioner Brown asked Senior Clerk, Beverly Clayton to run the meeting this evening. Ms. Clayton asked for a nomination for Chairman.

Motion: J. Risk made a motion to nominate Ronald McNabb as Chairman.

Second: M. Brown

Roll call: McNabb, Brown, Tapp, Cairns, and Risk – ayes.

Ms. Clayton asked for a nomination for Vice Chairman.

Motion: J. Risk made the motion to nominate Matthew Brown as Vice Chairman

Second: R. McNabb

Roll call: McNabb, Brown, Tapp, Cairns, and Risk – ayes.

Ms. Clayton asked for a nomination for Treasurer.

Motion: R. McNabb made a motion to nominate William Cairns as Treasurer.

Second: M. Brown

Roll call: McNabb, Brown, Cairns, Tapp, and Risk – ayes.

Ms. Clayton asked for a nomination for Secretary.

Motion: R. McNabb made the motion to nominate Robert Tapp as Secretary.

Second: J. Risk

Roll call: McNabb, Brown, Cairns, Tapp, and Risk - ayes.

All were congratulated on their new appointments.

REORGANIZATION MEETING FEBRUARY 3, 2015 PAGE 2

Chairman McNabb entertained a motion by consent for resolutions 02-04-15 thru 02-17-15 after members examined resolutions prior to meeting.

Motion by: Matt Brown
Roll call: McNabb, Brown, Tapp, Cairns, and Risk - Ayes

RESOLUTIONS:

- **02-04-15**: Motion to appoint **Frank Baer, Jr., P.E. as the Engineer** and to approve and sign contract.
- **02-05-15**: Motion to appoint **Conner Strong Companies, Inc**. as the Insurance Consultant and to approve and sign contract.
- **02-06-15**: Motion to appoint the firm **GLUCKWALRATH LLP** as **Bond Counsel** and to approve and sign contract.
- **02-07-15**: Motion to appoint **TD Bank as the Banking Depository** for the Revenue Fund, General Fund, Bond Reserve Fund, Bond Service Fund and the Renewal and Replacement Fund as the paying agent for all Authority Notes and Bonds pursuant to various trustee accounts with said banking institution for the year.
- **02-08-15**: Motion to appoint **Ocean First 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 and escrow accounts with said banking institution for the year.
- **02-09-15**: Motion to authorize that any three of the following are **Authorized Signatures** on checks of the Beachwood sewerage Authority:

Ronald McNabb - Matthew Brown - John Risk - Robert Tapp William Cairns - Milly Tangen - Beverly Clayton

- **02-10-15**: Motion to approve the draft of the **Beachwood Sewerage Authority Cash Management Plan.**
- **02-11-15**: Motion to appoint **Frank J. Baer, Jr., P.E. as Public Agency Compliance Officer** for the Beachwood Sewerage Authority.
- **02-12-15**: Motion to approve the **2015 Beachwood Sewerage Authority Meeting Schedule**.
- **02-13-15**: To designate the **Asbury Park Press** to receive notices that are required by law to advertise.

REORGANIZATION MEETING FEBRUARY 3, 2015 PAGE 3

02-14-15: Motion to approve and sign the **Interlocal Service Agreement** between the **Toms River Municipal Utilities Authority and the Beachwood Sewerage Authority.**

02-15-15: Motion to approve the contract agreement for **Pumping Services not to exceed \$5,000.00.**

02-16-15: Motion to appoint **William Antonides, Jr. of William E. Antonides & Company** as **Fee Account** and to approve and sign contract.

02-17-15: Motion to appoint **Suplee**, **Clooney & Company**, **Certified Public Accountants** as **Auditor** and to approved and execute contract.

Commissioners received a list of appointed Commissioners for 2015. Mr. William Cairns was appointed as a Commissioner for the term 02/01/2015-01/31/2020. Wm. Cairns replaced Allison Kobus.

Ms. Clayton opened the meeting to the public - No response from Public.

No further business – Motion to adjourn the REORGANIZATION MEETING of 2015.

Motion: M. Brown

Second: J. Risk

Roll call: McNabb, Brown, Tapp, Cairns, and Risk - ayes.

Meeting adjourned at 5:10 PM

Robert Tapp, Secretary

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.

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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- W. Cairns, Treasurer ABSENT
- J. Risk, Commissioner of Field Operations and Equipment
- F. Bruno, Asst. Field Maintenance Supervisor
- T. Kirchgessner, Asst. Field Maintenance Supervisor ABSENT
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney
- D. Gallagher, Auditor

Approval of minutes for the Regular Meeting held on January 20, 2015.

Motion: Brown

Second: Risk

Absent: Cairns

Approved: McNabb, Brown, Tapp, and Risk

RESOLUTIONS:

02-18-15

Approval of Operating Fund Vouchers for \$358,186.16

Motion: Tapp

Second: Brown

Absent: Cairns

Roll call: McNabb, Brown, Tapp, and Risk

02-19-15

Approve the appointment of Beverly Clayton as Fund Commissioner to the NJUA-JIF on behalf of the Beachwood Sewerage Authority.

Motion: Brown

Second: Risk

Absent: Cairns

Roll call: McNabb, Brown, Tapp, and Risk

<u>Beachwood Sewerage Authority</u> <u>February 17, 2015</u>

CORRESPONDENCE:

OCUA letter received on January 23, 2015 regarding Certificate of 2015 Annual Charge. OCUA increased the BSA estimated volume of wastewater from 2014 - 265 million gallons to 2015 – 270 million gallons. This increase is based upon the latest data and will alleviate a cost "Deficiency" for the 2015 calendar year.

OCUA letter received on January 30, 2015 regarding: Deficiency Notification for 2014 Calendar Year. As stated above, the BSA owes the OCUA for a deficiency of 0.7 million gallons more than the BSA was billed for 2014 in the amount of \$2,717.40 to be added to the first installment of the 2015 Annual Charge.

Ms. Clayton made a call to Bob McLaughlin, Meter Engineer who stated that OCUA did increase BSA estimated metered flow back up to 270 million gallons which will turn our "Deficiency" into a "Credit" for 2015 as per metered flow data.

Example: 270 ml gal. 2013 - credit of \$20,574.60

265 ml gal. 2014 – deficiency of \$2,717.40 270 ml gal. 2015 – anticipate a credit

Email received February 1, 2015 from Frank Baer regarding the proposed CVS Pharmacy, Block 2.29, Lots 6 thru 10, which are 5 structures that equal a total of 12 units = user fees of \$5,040.00 that will be inactivated permanently. Mr. Baer request revised plans that reflect all changes listed in letter. **Copy attached to minutes and in CVS file.**

2013 AUDIT

At this time, Chairman McNabb called on Auditor, Dorothy Gallagher to present an overview of the 2013 Audit. Ms. Gallagher reviewed all sections while focusing on questions from the members for more definition in areas like "Renewal and Replacement." Mr. Baer responded that this was part of the bond requirements and is used for ONLY emergency repairs to the sewer system operations.

Chairman McNabb asked if there were any more concerns or questions, seeing none, he thanked Ms. Gallagher for her report and she left the meeting.

EXECUTIVE SESSION

Chairman McNabb entertained for a motion to enter into Executive Session to discuss personnel.

Motion: Brown

Second: Tapp

All in favor

Commissioners re-entered back to the public portion of the meeting.

Motion: Tapp

Second: Risk

All were in favor

As a result of Executive Session, Chairman McNabb stated it was agreed to create the new opening position with a new title of "Line Maintenance Operator," adding that the ad will be drawn up and finalized by attorney, James Gluck, then send to Clerk Clayton to place in Asbury Park Press.

<u>Beachwood Sewerage Authority</u> <u>February 17, 2015</u>

REPORTS:

Frank: Informed members that he signed the 2015 contract for Pumping Services to maintain and service our two pump stations.

Tom Kirchgessner: ABSENT

Milly: 2013 Audit and the 2015 Budget are both complete.

At this time, Mr. Gluck noted that audit approval is on hold until the commissioners have more time to review and then address at the next regular meeting.

Beverly: Appoint Fund Commissioner to the NJUA-JIF (See Resolution: 02-19-15) also asked if anyone is interested in serving on the board of the MUAA – meets the second Thursday on the months of March, June, Sept, and Dec. at the Captains Inn. Members wanted more information on required duties. B. Clayton will call secretary, Barbara Hopkins and inquire on obligations for serving on the board.

Frank Baer: CD from OC Engineer, Frank Scarantino on the Construction of the Clean Water Barnegat Bay Watershed Project S344080-04 that he will review. Also, reported on the letter from OCUA regarding Project No. C-04-016, which deals with the Tiller Avenue Road Extension by Mr. Vollmann, stating he will need a copy of the Resolution 06-23-14 to attach to form. Ms. Clayton emailed resolution the next morning to Mr. Baer.

Jim Gluck: Updated members that he is still working on the easement language to present by next meeting, and will draft the language for the job advertisement.

PUBLIC: No Response

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

Motion: Brown

Second: Risk

Abstain:

Absent: Cairns

Roll call: McNabb, Brown, Risk, and Tapp

Meeting adjourned at 6:00 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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- W. Cairns, Treasurer ABSENT
- J. Risk, Commissioner of Field Operations & Equipment
- F. Bruno, Asst. Field Maintenance Supervisor
- T. Kirchgessner, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper ABSENT
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney
- D. Gallagher, Auditor

Approve minutes for the Re-Organization Meeting held on February 3, 2015.

Motion: TAPP

Second: McNabb

Absent: Cairns

All in favor: McNabb, Brown, Risk, and Tapp

Approval of minutes for the Regular Meeting held on February 17, 2015.

Motion: Brown

Second: Risk

Absent: Cairns

All in favor: McNabb, Brown, Risk, and Tapp

RESOLUTIONS:

03-20-15

Approval of Operating Fund Vouchers for \$38,079.13

Motion: Risk

Second: Tapp

Absent: Cairns

Roll call: McNabb, Brown, Risk, and Tapp

03-21-15

Approve to inactivate Account #955, Block 3.05, Lot 2-845 Ensign Avenue as per Demo Permit #14-00439 and re-activated once the Borough issues a Certificate of Occupancy to property owner: R. Disbrow.

Motion: Brown

Second: Risk

Absent: Cairns

Roll call: McNabb, Brown, Risk, and Tapp

<u>Beachwood Sewerage Authority</u> March 17, 2015

03-22-15

Approve to inactivate Account #1472, Block 4.23, Lot 3 – 429 Atlantic City Blvd as per Demo Permit #14-00450 and re-activate once the Borough issues a Certificate of Occupancy to property owner: James Sobieski

Motion: Brown

Second: Tapp

Absent: Cairns

Roll call: McNabb, Brown, Risk, and Tapp

CORRESPONDENCE:

Letter dated March 2, 2015 from James McGregor, PE asking the BSA to participate in the New Jersey Sanitary and Combined Sewer Inventory by filling out the attached forms. This data will help to raise public awareness and help develop teaching materials for training seminars needed to obtain a sewer operator's license.

Frank Baer will review and report next meeting

Fax from Frank Baer to Bruce Boyer engineer for the new proposed QuickChek. Mr. Baer offered information on a few requirements for submitting application for the BSA to review.

List of phone numbers (updated and corrected) given to commissioners

Letter sent to Auditor, Dorothy Gallagher requesting her to contact the Authority to attend the March 17 meeting to answer questions and point of clarification since the audit presentation last month.

Ms. Gallagher attended tonight's meeting to answer questions on the 2013 audit findings – after reviewing all six listed, it was agreed to remove 13-01 and amend the language on 13-02, 13-03, and 13-06. Then on 13-04, she agreed to supply Ms. Tangen with specifics on what quarters were off, and stated that budget should have been amended on 13-05 to reflect the Renewal and Replacement transfer of \$71,400.

Ms. Tangen draft a correct of action plan and Ms. Gallagher will amend the findings discussed. Chairman McNabb will keep on top of this, as he would like to submit to State by mid-April.

REPORTS:

Frank: Reported again on the manhole at Sunset and Maple – clogged again. A year ago they discuss replacing the entire bench. Frank Baer stated he will follow up with Kiely and Commissioner Risk will check this out again.

Tom: 6:05 pm requested to enter into Executive Session to discuss a personal issue. Motion made by Brown; second by McNabb. Roll call: McNabb, Brown, Tapp, and Risk.

At 6:13 pm, members reopened the meeting to public. Motion by Brown; second by McNabb Roll call: McNabb, Brown, Tapp, and Risk Commissioner Cairns was absent.

Milly: ABSENT

<u>Beachwood Sewerage Authority</u> <u>March 17, 2015</u>

Beverly: Asked Mr. Gluck to clarify the letter he wrote to Mr. Soo back in April 2011 on lateral & connection charges for Block 11.44, lot 1.03 406 Spray Avenue. Mr. Soos stopped by to request a letter of availability and what the costs is for the unpaid lateral. I stated that he must pay the going rate for the year in which he pays for the lateral. He felt that to be unfair. I told Mr. Soos that I would discuss with our attorney and look up resolution and correspondence regarding the matter.

Frank Baer: Comment on NJ Sanitary and Combined Sewer Inventory and proposed QuickChek.

Jim Gluck: Stated he will prep with Dottie.

PUBLIC: No Response

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

Motion: Brown

Second: Risk

Absent: Cairns

All in favor: McNabb, Brown, Risk, and Tapp

Meeting adjourned at 6:30 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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- W. Cairns, Treasurer
- J. Risk, Commissioner of Field Operations and Maintenance
- T. Kirchgessner, as acting, 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 17, 2015.

Motion: Brown

Second: Risk

Abstain: Cairns

All in favor: McNabb, Brown, Risk, and Tapp

RESOLUTIONS:

04-23-15

Approval of Operating Fund Vouchers for \$41,023.82

Motion: Tapp

Second: Risk

Absent:

Roll call: McNabb, Brown, Risk, Tapp, and Cairns

EXECUTIVE SESSION:

Motion made by McNabb to enter into Executive Session @ 5:10 to discuss contractual

and terms of employment.

Motion: McNabb

Second: Risk

All in favor- ayes

Motion to re-open to Public @ 5:50

Motion: McNabb

Second: Tapp

All in favor - ayes

Beachwood Sewerage Authority April 21, 2015

Action resulting from Executive Session -

04-24-15

Approval to waive and buy out the two-week return to work requirement for Frank Bruno who will be officially retired July 1, 2015.

Motion: Brown

Second: Risk

Abstain:

Roll call: McNabb, Brown, Risk, Tapp, and Cairns

04-25-15

Approve salary increase retroactive to April 1, 2015 for Acting Field Supervisor, Thomas Kirchgessner for \$150.00 per week and in addition a stand by pay of \$60.00 per week for 24 hours on call standby.

Motion: Tapp

Second: Cairns

Abstain:

Roll call: McNabb, Brown, Risk, Tapp, and Cairns

CORRESPONDENCE:

Beachwood Water Department 1st quarter Backwash Usage Report 2015 - 1,804,200 gallons x \$3,882.00 = \$7,003.90

It was noted that this backwash usage has decreased from same time last year 2014.

Local Finance Notice – 2015 Financial Disclosure Statements filing information. Deadline is April 30, 2015.

Ms. Clayton will follow up to be sure all members have filed.

Received on March 25, 2015 letter from NJ DEP – Treatment Works Approval Application No. 15-0102 regarding Tiller Avenue.

Mr. Baer stated application was submitted for state permit for line extension.

Preconstruction Meeting held on Thursday, March 26, 2015 at the office of the Ocean County Engineer, regarding Construction of Clean Water Barnegat Bay Watershed Project S344080-04 treatment devices.

Tom Kirchgessner attended the meeting and reported that this job is scheduled to begin in late August or September. He added that the box is too close to BSA main @ Cedar Street. Mr. Baer will request to have them move box ten feet away from BSA Main. Frank Baer will call T & M to request a follow up on these changes.

Letter dated April 19, 2015 from Frank Baer to Ronald McNabb regarding Feinberg & McBurney Realty for the Proposed CVS Pharmacy on Block 2.29, Lots 6 thru 10, this letter addresses a revise plan where the Mr. Baer has addressed all revisions and now requests a follow up letter. Once BSA terms are agreed to the Authority will be satisfied and in compliance with our terms. CVS can then post bonds for the sanitary sewer.

Beachwood Sewerage Authority April 21, 2015

REPORTS:

Tom Kirchgessner: Re-construction of the Maple Street Manhole (Cranberry Estates) This was discussed in length during Mr. Baer's report. Tom also reported on the pump station service and the walk thru with JIF Insurance. Commissioners all agreed to advertise for the "Summer Helper" job.

Milly: 424 - 2014 Tax Lien Sale accounts still need to be satisfied. Ms. Tangen added that she would like to see the Audit and Budget completed and approved by next meeting.

Beverly: Noted that front office is experiencing a lack of knowledge from closing officials who should know the process. Ms. Clayton asked Mr. Gluck for a legally defined process and who is responsible for notifying taxes, water, and sewer of sale.

Ms. Clayton mentioned that Beachwood Nursery School would run an emergency drill on Thursday, May 14, 2015. All children take shelter at the BSA in the event of an emergency.

Frank Baer: Maple Street Manhole – quote from Earle Companies to replace manhole: \$8,795.00 including labor, equipment, material, and overhead/profit for a 5 foot diameter manhole and sweeping bench to eliminate grease buildup. Mr. Baer stated that this should improve the problem.

Chairman McNabb asked Mr. Kirchgessner his opinion and he replied that he feels that this will not work, for there are no prints that define the elevations, adding there is no contract that guarantees it will work. Mr. McNabb asked Tom how he deals with this now. Mr. Kirchgessner replied that he checks regularly and cleans manhole every month, adding that it takes about one hour. Commissioners recommended holding off for now, since Mr. Kirchgessner feels it is not necessary at this time to replace and has no problem-cleaning manhole monthly.

Jim Gluck: Ms. Clayton reported on conversation with Mr. Gordon Soos in regards to a building lot on 406 Spray Avenue, Block 11.44, and Lot 1.03. Mr. Soos wanted to know if lateral costs are the same as it was for block 11.44, lot 1.01. Ms. Clayton stated she would bring it to the attention of the Commissioners and Mr. Gluck at the next meeting. After a discussion, the Commissioners agreed that since the Mr. Soos did not pay for the lateral and connection fee back when it was approved in November 2010, and this agreement is no longer agreeable with the new Board of Commissioners, they fell Mr. Soos should pay the going rate for the lateral and the connection fee. It was noted that the agreement was with Mr. Soos and the property is in the name of a Julie Doherty. Mr. Gluck will draft letter to inform him of the member's decision.

At this time, Commissioners discussed the 2013 audit and opted to submit a Management Response on a finding they questioned. It was agreed to take action on the presumption of the auditors' finding, and to hold off on approving the audit this evening until such statement is composed and included as part of the audit before submission to the state.

<u>Beachwood Sewerage Authority</u> <u>April 21, 2015</u>

PUBLIC:

Chairman McNabb opens the meeting up to the public for questions and comments. No ${\bf response}$.

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

Motion: Risk

Second: Tapp

Absent:

Roll call: McNabb, Brown, Risk, Tapp, and Cairns

Meeting adjourned at 6:35 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.

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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- W. Cairns, Treasurer
- J. Risk, Commissioner of Field Operations & Maintenance
- T. Kirchgessner, as acting 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 April 21, 2015.

Motion: Brown

Second: Risk

Absent:

Approved McNabb, Brown, Tapp, Risk, and Cairns

RESOLUTIONS:

05-26-15

Approval of Operating Fund Vouchers for \$290,683.81

Motion: Tapp

Second: Risk

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Cairns

05-27-15

Approve the 2013 Audit.

Motion: Risk

Second: Tapp

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Cairns

<u>Beachwood Sewerage Authority</u> <u>May 19, 2015</u>

05-28-15

Approve the 2015 Beachwood Sewerage Authority Budget pending state approval.

Motion: Brown

Second: Cairns

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Cairns

05-29-15

Approve to increase the number of units from three to eight as per letter from Borough of Beachwood Land Use Board for Block 4.27, Lot 6-305-307 Capstan Avenue, and notify owner: HABcore, Inc., PO Box 2361, Redbank, NJ 07701.

Motion: McNabb

Second: Risk

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Cairns

05-30-15

Approve to hire Summer Helper beginning mid-June @ \$12.00 per hour

Motion: Cairns

Second:

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Cairns

EXECUTIVE SESSION: Terms and Condition of Employment – Summer Helper

Motion: McNabb

Second: Brown

All in favor: ayes

Motion to re-open to Public: Cairns

Second: Risk

All in favor: ayes

As a result of Executive Session: Only one application was received. Applicant is Ronald Roma was approved to begin: mid-June @ \$12.00 per hour after background check and drug test results are received.

CORRESPONDENCE:

OCUA 2015 METERED FLOW DATA REPORT for 1^{st} quarter Jan, Feb, and March 63.101 gallons. Totals show increase of .0.289 million gallons from same quarter in 2014 with totals 62.812 – (\$3,882. X 0.289 = **\$1,121.90** increase in usage from same period last year)

Letter dated April 27, 2015 from T & M inviting Mr. Kirchgessner to attend a preconstruction meeting with contractor at the Borough Complex on May 13, 2015.

Mr. Kirchgessner stated he attended the pre-construction meeting and in the minutes under 8.0 Additional Comments:

8.1 The Beachwood Sewerage Authority **must be contacted** if any conflicts arise with the sanitary sewer main line or house laterals. Mr. Kirchgessner added that he was very firm about this comment.

Copy of letter from the Borough of Beachwood – Land Use Board re: 305-307 Capstan Avenue, Block 4.27, Lot 6, and owner HABcore, Inc. PO Box 2361, Redbank, NJ 07701 has renovated house and units from a three unit to an eight unit (see letter). *Ms. Clayton stated from the Land Use letter that we need a resolution (see above, Res. # 05-29-15)*

Beachwood Sewerage Authority May 19, 2015

and a letter by BSA attorney, James Gluck. This account was only every billed for three units @ 315.00 per quarter and now will be changed to reflect the building departments inspection of eight units @ \$840.00 per quarter beginning January 1, 2015. Commissioners were all in agreement with changes.

REPORTS:

Tom Kirchgessner: Reported a inspection of our hoist which make us OSHA qualified. Cleaned grease out of manhole at Maple & Sunset and had the Water Dept. repair a lateral where the water line put a hole in our pipe, then cleaned out a lateral full of rocks at an abandoned house and replace broken pipe.

Milly: Reported that we are down to 224 properties for tax lien sale and is happy that the audit is approved.

Beverly: No report

Frank Baer: Will report next month regarding the meeting on May 21, 2015 with a company representative to discuss the sleeve process for root infiltration of sewer lines.

James Gluck: After taking a closer look at the ownership of block 11.44, lot 1.03 – 406 Spray Avenue, Mr. Gluck stated that Gordon Soos is not the owner of the property as he made the Commissioners presume. So there will be no response or letter sent to Mr. Soos on the issue. Therefore, this property will pay the current rate for its lateral and connection. Ms. Clayton did ask for a memo on the findings that Mr. Gluck came across for ownership of property to attach to file card for this account.

PUBLIC:

Chairman McNabb opened the meeting to the public for questions and comments. **No response.**

No further business, a motion was made to adjourn the meeting.

Motion: Tapp

Second: Cairns

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Cairns

Meeting adjourned at 5:50 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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- W. Cairns, Treasurer ABSENT
- J. Risk, Commissioner of Field Operations & Maintenance
- T. Kirchgessner, Acting as Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer ABSENT
- J. Gluck, Attorney

Approval of minutes for the Regular Meeting held on May 19, 2015.

Motion: Tapp

Second: Brown

Absent:

All in favor: ayes

RESOLUTIONS:

06-31-15

Approval of Operating Fund Vouchers for \$30,164.62

Motion: Risk

Second: Brown

Absent: Cairns

Roll call: McNabb, Brown, Tapp, and Risk

06-32-15

Approve the hire of Lewis T. Clayton as Line Maintenance Operator beginning July 6, 2015 for \$52,500.00 with a probationary evaluation period of 90 days.

Motion: Tapp

Second: Brown

Absent: Cairns

Roll call: McNabb, Brown, Tapp, and Risk

<u>Beachwood Sewerage Authority</u> June 16, 2015

CORRESPONDENCE:

Letter dated May 29, 2015 - **Notice of Public Hearing on Proposed <u>2016</u>** Rates from OCUA listing Bulk Rate for BSA is \$3,882 per million gallons. This rate shows a zero increase from 2015.

Letter received from State of New Jersey, Department Of Health on June 3, 2015 asking that the 2014 Right to Know Survey be submitted no later than July 15, 2015. Letter was scanned this day to the BSA Official RTK Coordinator to complete. Mr. Frank Baer called to say that he is in receipt of survey and will complete online and copy B. Clayton for our files.

At 5:03 pm a motion by Commissioner Brown was made to enter into Executive Session to discuss terms and condition of employment then seconded by Commissioner Risk – All were in favor.

Re-entered into Public at 5:15 pm

Motion by Risk

Second by Brown

Absent: Cairns All in favor – ayes.

Because of Executive Session, it was agreed to hire Lewis T. Clayton as a Line Maintenance Operator with a 90-day probation period for a salary of \$52,500.00. See Resolution No. 06-32-15 for details.

Motion: Tapp

Second: Brown

Absent: Cairns

Roll call: McNabb; Brown, Tapp, and Risk

REPORTS:

Tom Kirchgessner: Reported that he and Ron have begun flushing lines in town and TV'd a few. Ron McNabb thanked Tom for taking him on a tour of the pump stations. Tom also asked if Summer Helper, Ron Roma could work part time through the year on a as need basis. The Commissioners were fine with the idea. Mr. Gluck stated that the existing resolution is good through September. This can be re-addressed in September.

Ronald Roma: Stayed for the meeting and introduce himself and thanked the Commissioners for the summer work.

Milly: Reminded all that Tax Lien Sale is scheduled for Friday, June 19, 2015 @ 9:30am the BSA has approx. 103 unpaid 2014 balances on sale.

Beverly: No report

Frank Baer: Absent due to serious knee infection.

James Gluck: Stated he will draft resolution 06-32-15 and type up Employment Offer for new hire to accept.

Beachwood Sewerage Authority June 16, 2015

PUBLIC: No response

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

Motion: Brown Absent: Cairns

Second: Tapp

All in favor: Ayes

Meeting adjourned at 5:25 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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman ABSENT
- R. Tapp, Secretary
- C. Schmidt, Commissioner
- J. Risk, Commissioner of Field Operations & Maintenance
- T. Kirchgessner, As Acting, Field Maintenance Supervisor
- L. T. Clayton, Line Maintenance Operator
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- R. Allen, Attorney of the firm Gluck & Allen

Chairman McNabb welcomed newly appointed Commissioner, Carl Schmidt to the Authority. Carl Schmidt replaced William Cairns with term ending to 12/31/2020.

Approval of minutes for the Regular Meeting held on June 16, 2015.

Motion: Tapp

Second: Risk

Absent: Brown

Abstain: Schmidt

Approved: All in favor - ayes

RESOLUTIONS:

07-33-15

Adopt the 2015 Budget of the Beachwood Sewerage Authority.

Motion: Risk

Second: Tapp

Absent: Brown

Abstain: Schmidt

Roll call: McNabb, Tapp, and Risk

07-34-15

Approval of Operating Fund Vouchers for \$41,455.92

Motion: McNabb

Second: Risk

Absent: Brown

Abstain: Schmidt

Roll call: McNabb, Tapp, and Risk

Beachwood Sewerage Authority July 21, 2015

07-35-15

Approval to cancel the 2015 fees and permanently inactivate accounts as listed as per demolition permits on file. A new CVS Pharmacy will be constructed at the location.

Block 2.29, Lots 6,7,8,9, and 10

Motion: McNabb

Second: Tapp

Absent: Brown

Abstain:

Roll call: McNabb, Tapp, Risk, and Schmidt

Chairman McNabb asks that we formally post the Supervisor of Maintenance position on the BSA Website. Milly will call Mark @ CDR Web Design to run for a few weeks.

CORRESPONDENCE:

Reviewed resignation letter from William J. Cairns a letter effective June 18, 2015 as Mr. Cairns will be filling the borough council seat of Tom Miserendino, who passed away.

OCUA letter dated July 6, 2015 stating that the bulk rate has been established to be \$3,882.00 per million gallon beginning January 1, 2016. It was noted that this rate has been stable for the past five years (2012).

Proposal from Carefree Landscaping to repair/replace irrigation supply to parking lot area for a total of \$995.00. Mr. Kirchgessner stated that in order to correct the water supply issue we must cut asphalt and replace line to perimeter for sprinkler system to work. Chairman McNabb entertained a motion to do the repair; Commissioner Risk seconded motion. All in favor — McNabb, Risk, Tapp, and Schmidt

Received a copy of the Borough Resolution 2015-293:

Authorizing the 2015 Beachwood Sewerage Authority Commission Resignation Acceptance and Appointment.

William Cairns appointment as member of the Borough Council and Carl Schmidt appointment as Beachwood Sewerage Authority Commissioner.

Copy of Invoice #85252 from J. F. Kiely for a total amount of \$8,300.54 for the emergency repair of a line break caused by the road project contractor. T & M engineer, Patrick Jeffrey stated that he would submit bill from Kiely for payment to the treasurer at the borough to pay then collect monies from contractor at the close of the project. Tom shared photos of the pipe break and repair.

Copy of Proposal for sewer connection for Block 4.47, lot 3.02, corner of Compass and Starboard in the amount of \$13,775.00 plus a connection fee of \$2,300.00 = **Estimated Total \$16,075.00** (sign and return if this is acceptable). To date builder has not paid for installation of lateral. It was noted that Mr. Rinderer did not present himself at the meeting to discuss this lateral connection as he stated, so the Commissioners agreed that

<u>Beachwood Sewerage Authority</u> <u>July 21, 2015</u>

due to the force main, gas line and the difficulty of the excavating and installation of this lateral, the BSA contractor will install and charge according to the 2015 BSA Contract.

- B. Clayton informed members that she will apply for safety classes with Karen LaSala on JIF insurance training requirements confined spaces, flagging, and jetter safety and will offer Mayo Park Center as the location for training.
- B. Clayton copied a list of scheduled demolitions in progress for the new CVS and asked for a resolution to cancel user fees and permanently in-activate accounts as listed. **See Resolution No. 07-35-15**

Commissioners received updated contact information along with a list of Commissioners and their terms of service.

REPORTS:

Tom Kirchgessner: Reported on the meeting with Mayor Roma, Jim Oris, John Ernst, and Cliff Schiel to discuss a revised plan on Cedar Street for the installation of the separator box. Concerns were voiced regarding the placement (too many lines in the way; sewer force main, water and gas lines) questioned if box could be moved approx. twenty feet. Mr. Ernst replied no as the box has already been designed and built. Mr. Baer will make recommendation to leave sheeting in place.

Tom Clayton: Flushing lines throughout the town with summer helper.

Milly: 2014 Audit is finished and now waiting for report to approve. A check was for \$34,350.00 was received for all 2014 debts sold at tax lien sale.

Beverly: Informed members that certificates of liability insurance from J.F. Kiely for coverage from 07/01/15 to 07/01/2016 are on file. In addition, the 2016 Renewal Process & Data Collection has been completed and forwarded to Conner Strong & Buckelew and will be working with Andrea Felip of Montgomery Risk Control to set training classes for our men to become compliant with safety conditions.

Frank Baer: Gave a report on pipe slip lining – noted an approx. cost of \$34,000.00 for 400 feet of lining and completed in less than a day, then stated it represents a savings of 25 to 30 percent.

Bob Allen: Draft Resolution 07-35-15

<u>Beachwood Sewerage Authority</u> <u>July 21, 2015</u>

PUBLIC:

Chairman McNabb opens the meeting up to the public for questions and comments – ${\bf No}$ **Response.**

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

Motion: Tapp

Second: Risk

Absent: Brown

Roll call: McNabb, Tapp, Risk, and Schmidt

Meeting adjourned at 5:39 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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- C. Schmidt, Commissioner
- J. Risk, Commissioner of Field Operations & Maintenance ABSENT
- T. Kirchgessner, as acting Field Maintenance Supervisor
- L.T. Clayton, Line Maintenance Operator
- 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 21, 2015.

Motion: Schmidt

Second: Brown

Absent: Risk

Approved: Ayes

RESOLUTIONS:

08-36-15

Approval of Operating Fund Vouchers for \$310,366.15

Motion: Tapp

Second: Schmidt

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

08-37-15

Approve the temporary hire of Bernard Rutkowski as C2 Operator for a monthly stipend of \$750.00 and a \$36.00 hourly rate for emergency call out.

Motion: McNabb

Second: Brown

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

Motion to appoint Commissioner Carl Schmidt as Treasurer for the Beachwood Sewerage Authority.

Motion: McNabb

Second: Tapp

Absent: Risk

All in favor: Ayes

Beachwood Sewerage Authority August 19, 2014

CORRESPONDENCE:

Beachwood Water Department monthly backwash report reads 2,531,600 million gallons used for the **second quarter of 2015. (\$9,827.67)**

NOTE: 3,018,000 million gallons used for second quarter of 2014 (\$11,715.00)

OCUA 2015 METERED FLOW DATE for the past six months – **decrease flow** from same period last year (2014) by **6.757 million gallons @ \$3882.00 per million = \$26,230.67** decrease in flow.

(Note: Increases and decreases are not calculated until the end of the year – this is for information only.)

Email from Patrick Jeffery of T & M Associates to Frank Baer giving a list of roadways that will have road and drainage improvements from the 2015 Beachwood Capital Improvement Project.

Mr. Baer stated that he received copies of the asbuilts for roads listed and will leave with our men for their reference.

Chairman McNabb entertained a motion to **Enter into Executive Session** @ 5:05 pm the general subject matter was Personnel.

Motion: McNabb Second: Brown Absent: Risk All in favor: Ayes

Re-Opened @ 5:15 pm

Motion: McNabb Second: Tapp Absent: Risk All in favor: Ayes

Result of Executive Session: No action taken at this time.

REPORTS:

Tom Kirchgessner: Inquired if the summer helper can stay on as a P/T employee. This will be addressed at the next meeting as the present resolution states his hire was from June thru September 30. Mr. Kirchgessner also reported on the emergency repair at 20 Starboard Street last night, adding that line was tv'd, and notes that Kiely must come back and repair his work on the line where the excavating was not compacted which resulted a bend in the line.

Tom Clayton: Reported that they are still flushing lines in town and cutting roots along the way as needed, adding that the summer helper, Ron, is a fine young man and a very hard worker.

Milly: Stated she is waiting for 2014 audit report and then asked members to take a look at CSI quote for a new Dell server and installation as we need to act on this before the existing one stop working. I was suggested that Ms. Tangen check into buying from state contractor for Dell and then just have CSI do the install. Ms. Tangen will check to see if CSI is an authorized dealer for DELL.

Beverly: Waiting for clarification in writing from Borough engineer, Jim Oris regarding Larboard Ave emergency repair by the BSA 2015 Contractor –J. F. Kiely for broken pipe made by a Borough contractor. Ms. Clayton will contact Mr. Oris for direction as it has been over 30 days and Kiely should be paid soon.

Beachwood Sewerage Authority August 19, 2014

Frank Baer: Prepare bids for September the 2016 BSA Contract for house laterals and repairs.

Jim Gluck: Will contact Mr. Rutkowski on agreement on C2 Operator agreement, also pointed out a few numeral corrections needed on resolutions – Ms. Clayton thanked Mr. Gluck and will make corrections.

PUBLIC:

Chairman McNabb opens the meeting up to the public for questions and comments – ${\bf No}$ **Response.**

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

Motion: Tapp

Second: Brown

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

Meeting adjourned at 5:55 PM

Respectfully submitted

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ROLL CALL:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- C. Schmidt, Treasurer
- J. Risk, Commissioner of Field Operations and Maintenance
- T. Kirchgessner, As acting Field Maintenance Supervisor
- T. Clayton, Line Maintenance Operator
- 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 August 18, 2015.

Motion: Tapp

Second: Schmidt

Abstain:

Approved: McNabb, Brown, Tapp, Risk, and Schmidt

RESOLUTIONS:

09-38-15

Approval of Operating Fund Vouchers for \$51,083.09

Motion: Brown

Second: Risk

Abstain:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

09-39-15

Approve to inactivate account charges for block and lots as follows: 4.15/1 533 Atlantic City Blvd., 4.15/1.A 529 Atlantic City Blvd., 4.15/3 528 Capstan Ave and 4.15/5 530 Capstan Ave. for the construction of a new Quick Chek Store, Pharmacy, and Gasoline Station. All laterals capped off and inspected by Field Supervisor.

Motion: Risk

Second: Schmidt

Abstain:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

<u>Beachwood Sewerage Authority</u> <u>September 15, 2015</u>

CORRESPONDENCE:

Letter from Ocean County Engineer regarding Road Opening Repairs. Notice advises that the OC Engineers Office <u>MUST</u> be notified before any road opening repairs are made, whether they are emergency or non-emergency.

<u>Under no circumstances will a road be closed without permission from the County Engineer.</u>

George Symington, Supervising Road Inspector instructed the protocol for the off hours when county department is closed.

Instructions: Call 732 929 2130 - leave message — Next morning after 7 am call to confirm message.

T. Kirchgessner and T. Clayton have been informed of this new practice.

Outline of Quick Chek information on the properties involved. Note: BSA will be down five units. Mr. Gluck pointed out a typo "530" corrected to read "510" correction.

Letter from State of New Jersey Department of Transportation re: Maintenance Roadway Project sited to begin April 2016 – Oct 2016. They ask the BSA for permission to reset any manholes at no cost to the Authority, just agree to supply all required castings at no cost to the NJDOT.

It was stated that the BSA has <u>NO MANHOLES</u> in or on <u>STATE HIGHWAY</u> in Beachwood. All manholes step back onto properties along Rt.166/Atlantic City Boulevard — only manholes are in Intersections.

B. Clayton will fill out paperwork and fax back to NJ Dept. of Transportation.

EXECUTIVE SESSION:

Motion to enter into Executive Session for a personnel matter was made by McNabb; seconded by Risk; all in favor – ayes

Motion to reopen to the Public Meeting was made by McNabb; seconded by Schmidt; all in favor – ayes.

As a result, of Executive Session it was agreed to extend the temporary employment of Ronald Roma III from October 1, 2015 thru December 31, 2015 to include forty hours' time off.

RESOLUTION NO: 09-40-15

Motion: McNabb

Second: Tapp

Abstain:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

REPORTS:

Tom Kirchgessner: Scheduled a camera demonstration

Tom Clayton: Cutting and flushing lines – General maintenance

Beachwood Sewerage Authority September 15, 2015

Concerns and questions were raised observing the large amounts of grease in lines near the diner in town; such as, who inspects the grease traps and are log sheets examined to see where and how much grease is cleaned out of the traps and how is it disposed. It was suggested to contact the OC Health Department, then an idea of having BSA Field men so a quarterly inspection and check containers. This will be discussed further at the next meeting.

Milly: Asked Chairman if he reviewed the computer quotes, it was suggested to get two more quotes from other sources, adding that budget and audit not ready. Ms. Tangen will set up a meeting at the end of September with Brian Logan.

Beverly: No report

Frank Baer: Will advertise for House Laterals and Repairs 2016 Contract on October 1, 2016 in Press and will open bid packages on October 20, 2015 @ 3 pm as advertised. Suggested that the BSA Rules and Regulations be amended to state all laterals must have CC4 boxes installed for easy access.

Jim Gluck: Stated he will draft attorney letter to Auditor, Brian Logan regarding the Audit.

PUBLIC: No Response

No further business. Motion to adjourn the meeting.

Motion: McNabb

Second: Risk

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

Meeting adjourned at 5:30 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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- L.T. Clayton, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney
- B. Logan, Auditor

Approval of minutes for the Regular Meeting held on September 15, 2015.

Motion: Brown

Second: Schmidt

Absent:

Approved: McNabb, Brown, Tapp, Risk, and Schmidt

RESOLUTIONS:

10-41-15

Approval of Operating Fund Vouchers for \$94,929.45

Motion: Brown

Second: McNabb

Absent:

Roll call: Kobus, Brown, McNabb, Risk, and Tapp

10-42-15

Approval to cancel sewer fees for Account # 236, Block 1.24, lot 12 @ 524 Anchor Avenue, this home sustained fire damage on May 15, 2015 — Case #15-092, as per the OC Fire Marshall, Michael Wolfschmidt until a new construction and C/O is issued. Owner is Kimberly Conway.

Motion: McNabb

Second: Schmidt

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

Beachwood Sewerage Authority October 20, 2015

At this time, Brian Logan gave a recap of the audit stating it was all positive language, no deficiencies, then stating it is an overall good report.

10-43-15

Adopt the Beachwood Sewerage Authority 2014 Audit as presented by Brian Logan of Suplee, Clooney & Company.

Motion: Brown

Second: Risk

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

10-44-15

Approve the Introduction of the 2016 Beachwood Sewerage Authority Budget as prepared by William Antonides, Jr.

Motion: Schmidt

Second: Tapp

Absent:

Roll call: McNabb, Brown, Risk, Tapp, and Schmidt

10-45-15

To approval for Mr. Baer and Mr. Gluck to review, the bid submitted for the 2016 BSA CONTRACT - House Laterals and Repairs from J.F. Kiely Service Company LLC for \$116,100.

Motion: McNabb

Second: Brown

Absent:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

10-46-15

Approve the promotion of Lewis T. Clayton to Assistant Field Maintenance Supervisor with a salary of \$57,500.00 as the probationary period has been completed.

Motion: Brown

Second: Tapp

Absent:

Roll call: Kobus, Brown, McNabb, Risk, and Tapp

The quotes for building repairs were submitted and reviewed by BSA Field Supervisors and awarded as follows:

10-47-15

Approve the repair estimate of \$3,300.00 from A.C.V. Home Improvements, LLC of Beachwood – to repair and reside the back portion of the BSA building.

Motion: Tapp

Second: Schmidt

Absent:

All in favor - Ayes

10-48-15

Approve the estimate from Beachwood Glass Co. to replace the BSA office outside storm door and inside metal door with a mail slot for \$2,100.00.

Motion: Risk

Second: Schmidt

Absent:

All in favor - Ayes

10-49-15

Approve the estimate from Gary Felton of Champion Construction to replace three outside doors and one storm door at the BSA for \$4,150.00.

Motion: McNabb

Second: Tapp

Absent:

All in favor - Ayes

Beachwood Sewerage Authority October 20, 2015

CORRESPONDENCE:

Fax reply from Raymond Hall, Tax Assessor for the Borough of Beachwood relating to the reassessment report on 76 Wave Street, Block 1.53, and lot 8. Property owners are asking that the 2 unit charge be reduced to 1 unit as they no longer have the inside apartment. See

Copy of letter from James Gluck to Brian Logan of Suplee, Clooney & Company regarding BSA 2014 Litigation Status.

Letter dated October 12, 2015 from Frank Baer to Chairman McNabb regarding the BSA Revenue Bonds, Series 2003 – Engineer's Certification of Annual User Rate.

Letter dated October 15, 2015 from Frank Baer to Chairman McNabb regarding the Renewal and Replacement Fund Annual Certification.

Beachwood Water Dept. 2015, 3^{rd} Quarter Backwash Usage Report as follows: Totals for July, August, and September 3,023,100 gallons x \$3,882.00 per = \$11,735.67

OCUA Meter Flow Data Report for the 3rd Quarter 2015 reading shows a decrease in flow when compared to the same period in 2014. Flow is down by 7.95 million gallons.

REPORTS:

Tom K: Informed members of repairs completed by Kiely and CVS lateral installed, and then noted that seven laterals had been replaced. A bar light was installed on pick up for safety reasons as per Commissioner Risk.

Tom C: Reported the quotes received for the rear building repair/siding, and the replacement of six doors (four metal and two storm doors) See resolutions 10-47-15, 10-48-15, and 10-48-15.

Milly: Pleased that the Budget and Audit are completed and approved.

Beverly: Discussed the property at 76 Wave regarding units as per Ray Hall, Tax Accessor. Gave Mr. Gluck all information

Frank Baer: Reported only one bid was received – J.F. Kiely Service Company in the amount of \$116,100 and recommends contract bid package be reviewed to see that everything is in order, then a recommendation to award at the November meeting. **NOTE:** Only the one bid was received and the bid price is same as last year. Adding that he will forward the mark ups he has on the BSA Rules and Regulations

Beachwood Sewerage Authority October 20, 2015

James Gluck: It was noted that the updated Rules and Regulations need to be adopted and he will draft resolutions for the review of 2016 Lateral/Connection bid, plus a letter to residents of 76 Wave Street asking them send a letter requesting a single unit fee. Mr. Gluck will add that the BSA requests an inspection of property as well.

PUBLIC:

Chairman McNabb opens the meeting up to the public for questions and comments — ${f No}$ Response.

No further business - motion to adjourn the meeting.

Motion: Brown

Second: McNabb

Absent:

Roll call: McNabb, Brown, Risk, Tapp, and Schmidt

Meeting adjourned at 5:36 PM

Respectfully submitted

Robert Tapp, Secretary

Meeting Reminders

BSA Meeting – November 17, 2015

BSA PUBLIC HEARING - December 8, 2015

MUAA Christmas Party – December 10, 2015

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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- C. Schmidt, Treasurer
- J. Risk, Commissioner of Field Operations & Maintenance
- T. Kirchgessner, Field Maintenance Supervisor
- L. T. Clayton, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney

At this time, Chairman McNabb asked for a moment of silence for the passing of a long time Beachwood resident, commissioner, and friend, Robert Klump.

Approval of minutes for the Regular Meeting held on October 20, 2015.

Motion: Tapp

Second: Schmidt

Abstain:

All in favor: Ayes

RESOLUTIONS:

11-50-15

Approval of Operating Fund Vouchers for \$321,348.90

Motion: Brown

Second: Risk

Abstain:

Roll call: McNabb, Brown, Tapp, Schmidt, and Risk

11-51-15

Approval to award the BSA CONTRACT-2016 House Connection Laterals to J. F. Kiely Service Company for the total base bid price of \$116,100.00

Motion: Tapp

Second: Brown

Abstain:

Roll call: McNabb, Brown, Tapp, Schmidt, and Risk

<u>Beachwood Sewerage Authority</u> <u>November 17, 2015</u>

11-52-15

Approval to adjust account number 484, Block 1.53, Lot 8 @ 76 Wave Street from a two unit to a one unit dwelling beginning October 1st, 2015, 4th quarter for homeowners Russell and Elizabeth Brown.

Motion: McNabb

Second: Risk

Abstain:

Roll call: McNabb, Brown, Risk, Tapp, and Schmidt

Chairman McNabb entertained a motion to amend the salary increase from 1.5% to 2%, which will be approved at the December meeting. Vice Chairman Brown seconded the motion. All were in favor.

CORRESPONDENCE:

Letter dated October 22, 2015 from Frank Baer regarding 2016 House Connection Laterals and the recommendation of Award to J. F. Kiely Company for the total bid price of \$116,100.00.

Copy of the bid tabulation for Contract BSA 2016 provided by Engineer, Frank Baer. *The prices will be effective on January 1, 2016.*

Letter dated October 22, 2015 from Frank Baer to Chairman, Ron McNabb regarding the Annual Engineer's Certification General Operating Budget FY2016.

An outline of the BSA information and notices to be placed in the 2016 Beachwood Calendar. Borough Clerk found a full page for the BSA public information.

2016 MSI Training Schedule – April 1, June 2, and two classes on September 16 to be held at the Mayo Park Center.

Letter from James Gluck to Mr. & Mrs. Brown of 76 Wave Street asking for them to **confirm in writing** the status of their property. *Response was received on November 16, 2015.*

Letter dated November 13, 2015 from James Gluck to Ronald McNabb stating that the bid from J.F. Kiely Construction was reviewed and recommends that the BSA award this contract for \$116,100.00. Mr. Baer was copied. *See Resolution:* 11-51-15

Notice dated November 10, 2015 from County Supervising Engineer, Thomas Hartman reminding towns to complete all road repairs to any openings on county roads for snowplowing operations. Chairman McNabb asked men to check up on this and be sure we are in compliance.

Letter from Elizabeth Brown dated November 16, 2015 asking for guidance on how she can change the records to indicate that 76 Wave Street, Block 1.53, Lot 8 is only a single unit family home and not a two unit.

Commissioners agreed to reduce units to one as per letters from the Beachwood Tax Accessor and owner, Elizabeth Brown. A one-unit sewer fee of \$105.00 will begin October 1, 2015. See Resolution No. 11-52-15

Beachwood Sewerage Authority November 17, 2015

REPORTS:

Tom Kirchgessner: CVS is connected and all C-4 boxes were installed. Reported on League of Municipalities in AC, adding that he set up demos with two camera companies for December and will follow up on trade in camera from the TRMUA.

Tom Clayton: Update on construction job behind building, look good and should be complete by end of week. Noted that Mr. Gluck drafted the grease trap inspection letter to be sent to the list of commercial accounts. Mr. Tapp suggested that ID credentials be obtained for identification purposes when on a call-out or inspection.

Milly: Asked Commissioners for a decision on the replacement of the Server, adding that she went out for six quotes (three were no response) and it was decided to accept the quote from CSI Computers in Beachwood for \$6,168.60 by a motion from Tapp; second by Schmidt – all in favor. Aves

Chairman McNabb asked to have the Employee Handbook emailed to Commissioners for review and make notes of questions and concerns.

Beverly: Set up three training classes for our men and sent the PW Department a sign up list. Also asked permission to order reflective jackets for night call-outs, pocket tee shirts in short, and long sleeve along with hooded sweatshirt/jacket with BSA logo. Reminded our Commissioners that our Public Hearing will be held on Tuesday, December 8, 2015.

Frank Baer: Rules and Regulations were briefly reviewed with one question from Chairman McNabb regarding clay pipe. Mr. Baer suggested that the authority adopt at the Re-Organization meeting in February 2016.

Jim Gluck: He inform the members that he will draft letter and send to NJUTA-JIF to state that the BSA has no legal claims open in 2015. This is regarding the "Claims Sweep for Public Officials/Employment Practices Liability Claims."

PUBLIC: No Response

No further business. Motion to adjourn the meeting.

Motion: Tapp

Respectfully

Second: Schmidt

Absent:

All in favor: Ayes

Meeting adjourned at 5:35 PM

submitted

Robert Tapp, Secretary

BEACHWOOD SEWERAGE AUTHORITY

PUBLIC HEARING / ADOPTION OF THE 2016 BSA BUDGET & RATES AND REGULAR MEETING

The regular meeting of the Beachwood Sewerage Authority was held at 4:30 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:

- R. McNabb, Chairman
- M. Brown, Vice Chairman
- R. Tapp, Secretary
- C. Schmidt, Treasurer
- J. Risk, Commissioner of Field Operations & Maintenance
- T. Kirchgessner, Field Maintenance Supervisor
- L. T. Clayton, Asst. Field Maintenance Supervisor
- M. Tangen, Bookkeeper
- B. Clayton, Senior Clerk
- F. Baer, Jr., P.E., Engineer
- J. Gluck, Attorney at Law
- W. Antonides, Jr., Auditor
- S. Cole, Cole Transcription Service

At this time acting Chairman McNabb calls on Attorney, James Gluck to officiate the Public Hearing.

Adoption of Resolutions:

12-53-15: Connection Fees – effective January 1, 2016 to be \$2,350.00 per connection.

Motion: Brown Second: Risk Roll call: McNabb, Brown, Tapp, Risk and Schmidt

12-54-15: Usage Fees – effective January 1, 2016 to be \$420.00 per annum.

Motion: Tapp Second: McNabb Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

12-55-15: Commercial Rates — effective January 1, 2016 to be \$4.00 per thousand gallons for overage.

Motion: Brown Second: Risk Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

12-56-15: To approve and adopt the Beachwood Sewerage Authority 2016 Budget as presented.

Motion: McNabb Second: Risk Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

Beachwood Sewerage Authority December 8, 2015 Page 2

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

Attorney, James Gluck returned the meeting to Chairman McNabb.

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

Chairman McNabb resumed the Regular Meeting at 5:14 PM.

S. 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 20, 2015.

Motion: Brown Abstain:

Second: Tapp

All in favor: Ayes

RESOLUTIONS:

12-57-15

Approval of Operating Fund Vouchers in the amount of \$47,892.55

Motion: Schmidt

Second: Risk

Abstain:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

CORRESPONDENCE:

Letter of resignation dated November 19, 2015 from seasonal employee Ronald F. Roma III. He thanked the BSA for the opportunity and enjoyed working here.

Letter emailed in October from William E. Antonides Jr. regarding General Ledger Assistance proposal not to exceed \$6,795. Chairman McNabb suggested we hold on this and discuss at the next regular meeting.

Response letter from Mr. Gluck to Cathleen Kiernan of JIF stating that the BSA has not received a claim or written notice indicating a future claim, through the date of this correspondence dated 12/07/2015. Letter is on file.

REPORTS:

Tom Kirchgessner: Reported that he has paperwork on the TRMUA CC-TV Inspection Unit – generator is in good shape, 60,000 miles on unit, no price yet. Also, informed members that he and Tom C received certification for the class "Confined Spaces".

Tom Clayton: Reported that exterior doors have been replaced and contractor repaired the rear building and did a fine, clean job. All looks good.

Milly Tangen: Informed members that installation of the new server began today, making the office a little hectic.

Beachwood Sewerage Authority December 8, 2015 Page 3

Beverly Clayton: Reported there are 959 remaining 2015 delinquent accounts and hopes to see more paid off in the next few weeks, then requested a motion for approval. **Motion to approve the 2016 Yearly Calendar, Holiday Schedule, and Salary Guide.**

Motion: McNabb

Second: Schmidt

Abstain:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

Frank Baer: Execute and seal the contract agreements with JF Kiely Construction for the 2016 BSA Laterals/Repairs and distribute one each to JF Kiely, BSA, Gluck, and Baer. Mr. Baer asked if anyone had any changes or questions to the BSA Rules and Regulations.

James Gluck: Addressed the issue of Mr. David Lipton regarding the unpaid lateral and connection fee for Block 5.08, Lot 3.01 a flag lot with the address of 738 Cranberry Road in Beachwood, NJ.

PUBLIC:

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

Mr. Lipton attended meeting to argue the fact that he should not have to pay current prices for his lateral and connection, adding that it's outrageous, offensive, and despicable, not to mention, appalling, and horrendous.

RE: Discussion of required payment of lateral fees by Mr. David Lipton

Those present entered into discussion of the matter after passage of resolutions and prior to employee and professional reports.

Mr. Lipton indicated that he was seeking a certificate of occupancy (c/o) for the property in question, and needed to satisfy the outstanding balance on lateral fee. He disagreed with the proposed balance, insisting he should only pay the rate established at the time services were performed vs the prevailing rate.

McNabb requested background to include the property history, precedent established by prior transactions and any corresponding resolutions or regulations that govern such fees.

Various parties in attendance provided anecdotal evidence to suggest the prevailing rate should be expected in such situations, as well as personal accounts of having been charged the prevailing rate. Further, a resolution governing the practice was referenced in discussion.

Gluck and Antonides referenced a statute that prohibits the Authority from receiving funds in excess of the actual cost of services provided.

Lipton expressed his insistence that since Gluck and Antonides referenced the statute, the Authority should honor the original cost of services and require nothing more to satisfy the debt.

McNabb conferred with the Authority members, and requested additional time to decide on the matter so proper attention can be given to precedent and prior transactions,

Beachwood Sewerage Authority December 8, 2015 Page 4

resolutions that remain in effect and a full review of the statute referenced by Gluck and Antonides.

Lipton objected to any delay in the decision because the building department requires a paid receipt for the lateral and connection fees before they will issue the c/o that he needs prior to the next BSA meeting in January. He offered to provide full payment, with the agreed upon balance being paid directly to BSA and the difference to be held in escrow until a decision is made.

The Authority requested the matter be delayed so;

- 1. Proper research and review could be conducted to ensure a fair and appropriate decision
- 2. Mr. Lipton would not be accountable for any fees that are potentially in excess of the final fee determined by the Authority

Lipton again appealed for the Authority to hold the contested amount in escrow, at his urging, and against the protests of the Authority, to allow him to move forward with his building c/o.

Under protest, the Authority, through unanimous vote, agreed to receive full payment as prescribed above. The contested amount will be held in escrow until the Authority reconvenes at its regular January meeting.

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

Motion: McNabb

Second: Brown

Abstain:

Roll call: McNabb, Brown, Tapp, Risk, and Schmidt

Meeting adjourned at 5:50 PM

Respectfully submitted:

Robert G. Tapp, Secretary

JANUARY 1, 2016 through DECEMBER 31, 2016

• 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 \$25.00 per meeting. (amended 12/11/13)

• WORK BOOTS:

The Authority will provide steel tip boots for all full time field workers. NOT TO EXCEED - \$150.00 (amended 12/11/13)

• 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 2016

- January 1st Fri New Year's Day
- January 18TH Mon Martin L. King
- February 15th Mon Presidents Day
- March 25th Fri Good Friday
- May 30th Mon Memorial Day
- July 4th Mon Independence Day

- September 5th Mon Labor Day
- October 10th Mon Columbus Day
- November 8th Tue Election Day
- November 11th Fri Veterans Day
- Nov. 24th & 25th Thanksgiving Thur & Fri
- December 23th Fri Christmas Eve observed
- December 25th Mon Christmas Day observed