

January 19, 2016

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
Carl Schmidt, Treasurer
J. Risk, Commissioner Field Operations & Equipment
T. Kirchgessner, Field Maintenance Supervisor
T. Clayton, 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 held December 9, 2014

Motion: Tapp

Second: John

Abstain:

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

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

Motion: Tapp

Second: Schmidt

Abstain:

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

RESOLUTIONS:

01-01-16

Approval of Operating Fund Vouchers for \$96,653.27

Motion: Schmidt

Second: Risk

Abstain:

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

Beachwood Sewerage Authority
January 19, 2016

At this time, Chairman McNabb opened to Public and welcomed Mr. & Mrs. Moreira. Mr. Moreira informed members of his very serious heart issues that left him spending more than six months in/out of Deborah Hospital. Ms. Moreira stated she did send in a personal check for 210.00 and was surprised when 2016 bill showed a 2015 balance due. Mr. Moreira called stating that BSA must have returned his check and feels that the \$19.39 be waived, as he was far too ill at the time. Chairman McNabb entertained for a motion to waive the interest.

01-02-15

Approval to waive the accumulated late charges for Alan Moreira, #3626 due payments lost in mail.

Motion: Brown

Second: Schmidt

Abstain:

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

CORRESPONDENCE:

Copy of letter from resident Alan Moreira request that interest be removed. *See Resolution 01-02-16*

Synopsis of the Public portion of the meeting composed by Chairman McNabb. *Commissioners agreed to content and approved.*

NJUA-JIF 2015 Ballot – vote then Fund Commissioner will sign and fax. *Commissioners voted for a full slate. Ballot will be faxed to NJUA-JIF.*

Copy of Resolution No. 5-16-90 dated May 1, 1990, page 2, number 4. *All discussed at length during reports.*

Copy of Transcript of Proceedings from Cole Transcription for the Public Hearing held December 8, 2015 in on file and a copy for Mr. Gluck.

REPORTS:

Tom K/Tom C: Reported on the 2002 Van Camera Truck information and the demonstration by Pat Core of Pierce Eagle. The camera unit proved to be impressive (6516 color footage). They will add the computer upgrades like; CAT 5 cable connection, install a Davit lift for raising and lowering the camera unit, which Pierce Eagle will mount. It was noted by Frank Baer that BSA would need clarification on any warranty and maintenance coverage.

Milly: Noted she will check into Edmunds on line payment program

Beverly: No report other than copies given to Mr. Gluck on Kiely's 2016 Contract and the Public Hearing on 2016 rates from Cole Transcription Service for his records.

Frank Baer: Converse in discussion on camera truck and questioned if offer any type of warranty. They replied no, only on the camera software, as it is new.

Beachwood Sewerage Authority
January 19, 2016

Jim Gluck: Suggested sending a formal memo with the full discussion concerning the rate charge for an existing lateral for an Administrative Law Decision.

Chairman McNabb: reported that he is working on some revisions in the Employee Handbook and will have commissioners look over before approving.

PUBLIC: Mr. & Mrs. Moreira – See Resolution# 01-02-16 - resolved

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

Motion: Brown

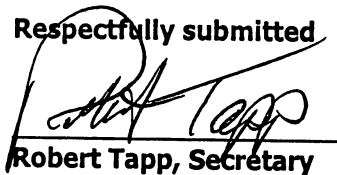
Second: Schmidt

Absent:

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

Meeting adjourned at 5:55 PM

Respectfully submitted

A handwritten signature in black ink, appearing to read "Robert Tapp", is written over a horizontal line.

Robert Tapp, Secretary

February 2, 2016

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.
- (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 - **ABSENT**
M. Brown, Vice Chairman
R. Tapp, Secretary
W. Cairns, Treasurer
J. Risk, Commissioner of Field Operation & Equipment
T. Kirchgessner, Field Maintenance Supervisor
T. Clayton, Asst. Field Maintenance Supervisor
M. Tangen, Bookkeeper - **ABSENT**
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer - **ABSENT**
J. Gluck, Attorney at Law - **ABSENT**

In the absence of Chairman McNabb, Matt Brown, who began with nominations for BSA Officers, chaired this meeting.

Motion by C. Schmidt to nominate **Ronald McNabb as Chairman.**

Second: R. Tapp

Roll call: Brown, Tapp, Risk and Schmidt – ayes.

Absent: McNabb

Motion by J. Risk to nominate **Matthew Brown as Vice Chairman**

Second: C. Schmidt

Roll call: Brown, Tapp, Risk, and Schmidt – ayes.

Absent: McNabb

Motion by J. Risk to nominate **Carl Schmidt as Treasurer.**

Second: M. Brown

Roll call: Brown, Tapp, Risk, and Schmidt – ayes.

Absent: McNabb

Motion by C. Schmidt to nominate **Robert Tapp as Secretary.**

Second: J. Risk

Roll call: Brown, Risk, Tapp, and Schmidt – ayes.

Absent: McNabb

All were congratulated on their new appointments.

REORGANIZATION MEETING
FEBRUARY 2, 2016
PAGE 2

Senior Clerk, Beverly Clayton entertained a motion by consent for Resolutions 02-03-16 thru 02-16-16 after members examined resolutions prior to meeting.

Motion by: C. Schmidt Second by: M. Brown

Roll call: Brown, Tapp, Risk, and Schmidt – Ayes

Absent: McNabb

RESOLUTIONS:

02-03-16: Motion to appoint Frank Baer, Jr., P.E. as the Engineer and to approve and sign contract.

02-04-16: Motion to appoint Conner Strong and Buckelew, Inc. as the Insurance Consultant and to approve and sign contract.

02-05-16: Motion to appoint the firm GLUCKWALRATH LLP as Bond Council and to approve and sign contract.

02-06-16: Motion to appoint William Antonides, Jr. of William E. Antonides & Company as Fee Account and to approve and sign contract.

02-07-16: Motion to appoint Suplee, Clooney & Company, Certified Public Accountants as Auditor and to approved and execute contract.

02-08-16: 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.

02-09-16: Motion to appoint Ocean First 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 and escrow accounts with said banking institution for the year.

02-10-16: 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
Carl Schmidt – Milly Tangen – Beverly Clayton**

02-11-16: Motion to approve the Beachwood Sewerage Authority Cash Management Plan.

02-12-16: Motion to appoint Frank J. Baer, Jr., P.E. as Public Agency Compliance Officer for the Beachwood Sewerage Authority.

02-13-16: Motion to approve and sign the Interlocal Service Agreement between the Toms River Municipal Utilities Authority and the Beachwood Sewerage Authority.

REORGANIZATION MEETING

FEBRUARY 2, 2016

PAGE 3

02-14-16: Motion to approve the contract agreement for **Pumping Services not to exceed \$6,000.00.**

02-15-16: Motion to accept the **2016 Meeting Schedule.** Meetings held at 5 P.M. on the third Tuesday of each month.

02-16-16: It is recommended that we designate the **Asbury Park Press** to receive notices that are required by law be advertised.

Beachwood Sewerage Authority list of Commissioners for 2016

Commissioners received a list of appointed Commissioners for 2016. Mr. Ronald McNabb was appointed as a Commissioner for the term 02/01/2016 – 01/31/2021.

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

No further business – Motion to adjourn the Reorganization Meeting of 2016.

Motion: R. Tapp Second: J. Risk

Roll call: Brown, Tapp, Risk, and Schmidt – ayes.

Meeting adjourned at **5:06 PM**

Respectfully submitted:



Robert Tapp, Secretary

February 16, 2016

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 and Equipment - **ABSENT**
T. Kirchgessner, Field Maintenance Supervisor
T. Clayton, 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, 2016.

Motion: Tapp

Second: Schmidt

Absent: Risk

Approved: McNabb, Brown, Tapp, and Schmidt

RESOLUTIONS:

02-17-16

Approval of Operating Fund Vouchers for \$28,996.75

Motion: Tapp

Second: Brown

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

02-18-16

Approval to inactivate account #386 and waive sewer charges for Block 1.42, Lot 9 at 408 Anchor Avenue - Demo Permit # 16-00028. Account will be reactivated when C/O is issued. Builder is RLK Homes.

Motion: Tapp

Second: Schmidt

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

Beachwood Sewerage Authority
February 16, 2016

02-19-16

Approve to appoint Bernard Rutkowski as acting OPA (Operating Purchasing Agent) for the Beachwood Sewerage Authority effective as of March 1, 2016 at a stipend of \$100.00 per month in addition to his current salary for his C-2 License.

Motion: McNabb

Second: Schmidt

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

02-20-16

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

Motion: McNabb

Second: Tapp

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

EXECUTIVE SESSION

Chairman McNabb entertained for a motion to enter into Executive Session to discuss potential litigation. "Lipton vs Lateral Fee"

Motion: Brown

Second: Schmidt

All in favor (Risk - absent)

Commissioners re-entered back to the public portion of the meeting @ 5:37pm

Motion: Brown

Second: Schmidt

All in favor (Risk - absent)

As a result of Executive Session, Chairman McNabb stated a decision was made to return the escrow check for \$3,534.56 back to Mr. David Lipton and to have Attorney, James Gluck draft a resolution defining the results of new rulings for existing unpaid lateral accounts.

02-21-16

Approval to return escrow check to Mr. David Lipton (see resolution details)

Motion: McNabb

Second: Brown

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

After discussion, regarding State Statute the Authority's Engineer suggested that they need to meet and make a few amendments to the BSA Rules and Regulations.

02-22-16

Approval to update and amend the Beachwood Sewerage Authority Rules and Regulations to reflect the changes detailed in Resolution 02-21-16 above that reflects the State Statute.

Motion: McNabb

Second: Brown

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

Chairman McNabb discussed the on-line payment service companies that he would like to implement for OLP Services: PayGOV.US based in Indiana and owner Michael Hiatt – no annual fees, only the customers pay the fee. Next, Edmunds has a \$1,200.00 software maintenance yearly fee and the customers pay average 2.95% per OLP. It was noted by Commissioner Schmidt that the authority already has Edmunds in place, we are familiar with company, and they have always shown good support. He feels we should

Beachwood Sewerage Authority
February 16, 2016

stay with what we already have in place. It was said that we would vote at the March 15 meeting. Next, Chairman McNabb discussed the need for equipment to TV sewer lines, which includes the purchase of a Used Sanitary Sewer Closed Circuit Television Inspection Vehicle or Equal. Advertisement will run on Monday, February 29th stating that bid specifications will be available at the office of the BSA for anyone interested and bids will be opened on March 15th, 2016 @ 10 AM

CORRESPONDENCE:

\$1,048,140.00 based on an estimated discharge of 270 million gallons at the bulk rate charge of \$3,882.00 per million gallons. Letter dated January 25, 2016 from OCUA Re: Certificate of 2016 Annual Charge is assessed at

OCUA letter dated January 29, 2016 Re: Deficiency Notification for 2015 Calendar Year. A "Deficiency" charge or credit is the correction to the Annual Charge bill to a Participant, which results from adjusting the estimated sewage discharge to reflect the actual volume.

The OCUA records indicate 17 million gallons less than the billed estimate, which results in a **"Credit" amount due of \$65,994.00**. Note: this credit will be deducted from the first installment of the 2016 Annual Charge.

REPORTS:

Tom K: Reported on call outs, which required Kiely to come out and repair and that Quick Chek, lateral was installed.

Tom C: Inquired as to who is responsible to have this 60' x 20' easement on the Quick Chek property removed from the county records as it is no longer needed.

Milly: Informed Commissioners that she did not receive a call back from Edmunds regarding the on-line payment software and costs. She will try again.

Beverly: JIF Fund Commissioner – Resolution 02-20-16

Frank Baer: Rules & Regulations - amendment

Jim Gluck: Administrative Law Decision

Beachwood Sewerage Authority
February 16, 2016

PUBLIC: No Response

No further business. Motion to adjourn the meeting.

Motion: Tapp

Second: Schmidt

Absent: Risk

Roll call: McNabb, Brown, Tapp, and Schmidt

Meeting adjourned at 5:50 PM

Respectfully submitted



Robert Tapp, Secretary

March 15, 2016

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

Approve minutes for the Re-Organization Meeting held on February 2, 2016.

Motion: Schmidt Second: Risk
Absent: Tapp, Brown All in favor: McNabb, Risk, and Schmidt

Approval of minutes for the Regular Meeting held on February 16, 2016.

Motion: Risk Second: Schmidt
Absent: Tapp, Brown All in favor: McNabb, Risk, and Schmidt

RESOLUTIONS:

03-23-16

Approval of Operating Fund Vouchers for \$288,111.76

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

Beachwood Sewerage Authority
March 15, 2016

03-24-16

Approve the purchase of one used Sanitary Sewer Closed Circuit Television Inspection Vehicle from Peirce Equipment Co., Inc. for \$38,975.00

Motion: McNabb

Second: Schmidt

Absent: Tapp, Brown

Roll call: McNabb, Risk, and Schmidt

CORRESPONDENCE:

A thank you letter from Deborah & Bob Appello of 401 Ship Avenue in regards to the call out on Friday, February 12. They wanted to express their thanks for the service provided by Tom Kirchgessner and Tom Clayton, adding that they were both professional and informative.

Chairman McNabb read aloud to group. "Congratulations, thank you both for the nice job. A copy of this letter will be placed in the personnel files.

A copy of the MSI Online Training Instructions (attached is your MEL user names) for your convenience. Deadline to file is April 30th, 2016.

In addition, if you do not wish to do the MSI Online Training you can attend the training class at the Beachwood Community Center on Thursday, April 28, 2016 @ 6:00 – 7:30 PM. Please let me know so I can confirm your attendance. Mr. Tapp and B. Clayton will be attending this class.

Copy of the advertisement for the Used Sanitary Sewer Closed Circuit Television Van. Bid openings today, March 15, 2016 as follows:

Mr. Rukowski delivered a framed certificate from the NJUA-JIF, which states that the Beachwood Sewerage Authority was commended for:

18 YEARS
Lost-Time Accident Free
1998 – 2015
Awarded To
Beachwood Sewer Authority

Chairman McNabb echoed his thanks to the men for doing a good job.

Letter from November 2015 from Julie Doherty regarding her property @ 11.44/1.03, 406 Spray Avenue, she would like to discuss the charges for lateral and connection fees.

Mr. Soos was present and he stated everything is in the letter. Mr. Gluck will research and get together with Julie Doherty.

REPORTS:

Tom K: Reported that bids were opened today and Kiely did a couple repairs.

Tom C: Submitted to Commissioners a list of repairs needed for buildings: okayed roof first then doors. Truck Utility body quote \$7,774.00, weight 8,000 lbs. Mr. Gluck stated that additional quotes be obtained from other suppliers under threshold without lift crane then will revisit in April. It was reported \$450.00 for the drop manhole bridge.

Beachwood Sewerage Authority
March 15, 2016

Milly: Reported on the **Edmunds On-line Payment Database** proposal for \$1200.00.
Motion: McNabb Second: Schmidt Roll call vote: McNabb, Schmidt, and Risk.
Ms. Tangen will email members on a time-line for training and installation.

Beverly: ABSENT

Frank Baer: Reported on meeting with James Oris regarding the work to do in conjunction with borough on Forepeak and Ensign. Does not recommend that work be done and hire a contractor, also ask borough to hold off on grading roads.

Two bids received for Sewer Closed Circuit Television Inspection Vehicle were opened and reviewed:

Peirce Equipment Co., Inc.	\$38,975.00 *
TRI STATE ENVIRONMENTAL	\$72,799.00

Resolution No. 03-24-16

It was agreed that lines must be TV'd to determine what laterals need to be repaired.

Funding for sewer line repairs was discussed; a decision to space repairs over the next couple of years also suggested an interlocal agreement with the Borough. The BSA will use new camera truck to check lines before Earle works on them so our repairs can be done.

Jim Gluck: Working to get Rules and Regulations completed.

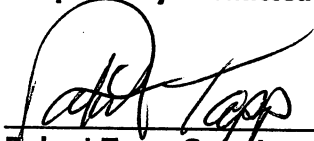
PUBLIC: Mr. Soos was present. Mr. Gluck will contact Julie Doherty regarding this.

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

Motion: Schmidt	Second: Risk
Absent: Tapp, Brown	All in favor: McNabb, Risk, and Schmidt

Meeting adjourned at 6:45 PM

Respectfully submitted



Robert Tapp, Secretary

April 19, 2016

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 and Maintenance
T. Kirchgessner, Field Maintenance Supervisor
T. Clayton, 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 15, 2016.

Motion: Brown Second: Risk
Abstain: All in favor: McNabb, Brown, Risk, Schmidt, and Tapp

RESOLUTIONS:

04-25-16

Approval of Operating Fund Vouchers for \$63,158.09

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

04-26-16

Approve the purchase of a truck body conversion from Monmouth Truck Equipment not to exceed \$8,500.00.

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

Beachwood Sewerage Authority
April 19, 2016

04-27-16

Approve the adjusted lateral fee and connection for property owner, Julie Doherty for Block 11.44, Lot 1.03 for a total of \$3,650.00.

Motion: Risk

Second: Schmidt

Absent:

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

04-28-16

Approve the Edmunds Software WIPP online module w/2 hours of training for \$1,200.00.

Motion: McNabb

Second: Schmidt

Absent:

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

CORRESPONDENCE:

Advertisement for Summer Help was discussed. Ad will go on BSA webpage and a flyer will be posted around town, OCC, and the Chamber of Commerce.

REPORTS:

Tom Kirchgessner: Reported four lines that have roots on list from Jim Oris. Russell Reid cleaned wet wells and Pumping Services did preventative maintenance program and said we must replace brackets @ Pinewald Pump Station. Received \$3,600.00 quote from Alarmco on video surveillance for BSA locations.

Tom Clayton: Reported that Gary Felton sealed office roof and replaced three doors at Pinewald pump station. Commented on the utility truck body from Monmouth Trucking and stated that inspections on grease traps have begun, two of ten traps passed. Repeat inspections will be ongoing. In addition, CC4 boxes are being installed as the time allows.

Milly: Gave an update on the Edmunds online payment program and stated that delinquent 2015/2016 notices will be mailed out.

Beverly: ABSENT – Will meet with Rod from TREC to place order of all bills and making changes to the commercial bills to reflect the cleaning of grease traps.

Frank Baer: No report

Tom K. mentioned the 540 Ensign Avenue lateral repair; Borough Contractor Earle Construction is responsible for the damage. Tom said he informed the Borough Engineer, T & M Associates. Total due to Kiely Co. \$8,220.11 – meantime bill is on hold until further notice. Kiely has been made aware of this status and that Earle Construction will pay him directly.

Jim Gluck: Draft Resolution 04-26-16 for Monmouth Truck body not to exceed \$8,500.00 and Resolution 04-27-16 adjusted lateral/connection fee for Julie Doherty for block 11.44, lot 3.01 for a total amount of \$3,650.00. Also, compose letter for "L" Gourmet regarding grease trap requirements as per BSA Rules and Regulations.

Beachwood Sewerage Authority
April 19, 2016

PUBLIC:

Chairman McNabb opens the meeting up to the public for questions and comments. Attending were Gordon Soos and Julie Doherty. Mr. Soos stated that he wishes to pay the same as agreed on with the last property in 2011, adding that he paid for only one at the time.

Commissioners reached a decision to charge a lateral cost of \$1,300.00 with a current connection charge of \$2,350.00 for a total charge of \$3,650.00. Motion was made by Mr. Risk; seconded by Mr. Schmidt. See Resolution #04-27-16.

A bill was prepared to reflect cost changes and Mr. Soos will stop in and pay.

No further business – Motion to adjourn the meeting.

Motion: Schmidt

Second: Brown

Absent:

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

Meeting adjourned at 5:33 PM

Re-opened meeting with a motion by Risk; second by Brown

Ms. Tangen needed software approval.

See Resolution 04-28-16: Edmunds & Associates Software WIPP OLP to include two hours of training - \$1,200.00

Meeting adjourned 5:37 PM

Respectfully submitted



Robert Tapp, Secretary

May 17, 2016

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 posted on the bulletin board in the Borough Hall.
- (2) Notice filed in the office of the Borough Clerk.
- (3) Notice 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
T. Clayton, 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 April 19, 2016.

Motion: Risk

Second: Schmidt

Absent:

Approved McNabb, Brown, Tapp, Risk, and Schmidt

RESOLUTIONS:

05-29-16

Approval of Operating Fund Vouchers for \$357,544.44

Motion: Brown

Second: McNabb

Absent:

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

05-30-16

Approve employee, Thomas Kirchgessner as the C-2 Licensed Field Maintenance Supervisor to include a salary increase to \$71,265.00 effective immediately upon acceptance.

Motion: McNabb

Second: Schmidt

Absent:

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

Beachwood Sewerage Authority
May 17, 2016

05-31-16

Approve the hire of two BSA Summer Helpers at \$12.00 per hour after Mr. Kirchgessner and Mr. Clayton complete interviews.

Motion: McNabb

Second: Schmidt

Absent:

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

CORRESPONDENCE:

OCUA 2016 METERED FLOW DATA REPORT for 1st quarter Jan, Feb, and March metered flow was 62.376 gallons. Totals show decrease of 0.73 million gallons from same period last year.

MEL Annual Report

Local Finance Notice

Letter sent by BSA Attorney, James Gluck to "L" Gourmet regarding grease tray violation.

Summer Helper applicants

REPORTS:

Tom K: Reported on the new hoist, camera truck, OSHA inspections list of repairs and old trailer was cleaned so Bernie can sell old camera on dot.gov.com. Now the trailer can hold all the new safety equipment for manhole entry. Fire extinguishers passed the 2016 inspections and 2 jobs for Kiely – 11 Larboard and 221 Pennant were mentioned.

Tom C: Reported on the new mobile workbench to change Vac Truck head and plans to drop manhole bridge to TV drop manholes and jet. New utility truck bed is on order. Door replacements at Pinewald Pump Station should begin. Manhole cushion material has been ordered. Building inspector, Wayne Gibson was given a copy of violation letter on grease trap, now it can enforced.

Milly: Reported that we are down to 517 properties for tax lien sale, also stated that the Edmunds Payroll package costs \$5,000 to purchase and gave a brief update on the WIPP program.

Beverly: Started back to work P/T April 25, taking it slowly. Reported on fax/phone line not working. Verizon will be sending a cable specialist to repair. Informed members of the yearly Beachwood Nursery School evacuation drill slated for June 1. Also, design postcard for mailing to residents that BSA is taking online payments.

Frank Baer: RTK 2015 Survey was completed and filed with Authority and is working on Rules and Regulations.

May 17, 2016

PUBLIC:

EXECUTIVE SESSION: Terms and Condition of Employment & Contractual

See Resolutions #05-30-16 and #05-31-16

Motion: Tapp
Absent:

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

Respectfully submitted

Robert Tapp, Secretary

June 21, 2016

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
T. Clayton, 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 17, 2016.

Motion: Brown Second: Schmidt
Absent: All in favor: ayes

RESOLUTIONS:

06-32-16

Approval of Operating Fund Vouchers for \$57,768.73

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

06-33-16

To approve the summer laborer positions of Michael Cutillo and Marco Matrazzo as of June 1, 2016. They both received passing results on the required background and laboratory reports.

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

Beachwood Sewerage Authority
June 21, 2016

CONSENT AGENDA RESOLUTIONS 06-34-16 THRU 06-38-16

Approval to enter into a Cooperative Pricing System for the purchase of goods/services overseen by an appointed QPA.

Motion: Schmidt

Second: Tapp

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

06-34-16

Approve the QPA to enter into contracts for purchases and services with vendors under state contracts pursuant to and in accordance with NJSA 40A:11-12

06-35-16

Approve the QPA to enter into contracts for the purchase of goods and or services with certain vendors under County contract pursuant to 5:34-7.21

06-36-16

Authorizing the Beachwood Sewerage Authority to enter into a Cooperative Pricing Agreement.

06-37-16

Approve the QPA to enter into an agreement and the Authority to participate in the HGACBuy Purchasing System.

06-38-16

Approve the QPA to enter into an agreement and the Authority to participate in the NJPA Purchasing System.

CORRESPONDENCE:

Letter dated June 1, 2016 - **Notice of Public Hearing on Proposed 2017 Rates from OCUA** listing Bulk Rate for BSA is \$3,882 per million gallons. This rate shows a zero increase from 2016.

Subpoena received on May 20, 2016 from Melissa M. Willem, of the firm Novins, York & Jacobus in Toms River, regarding information on 1413 Neptune Avenue, Beachwood, NJ. This information was sent over to our attorney, James Gluck to respond on the Authority's behalf.

Letter from Sue Minock, Borough Clerk requesting letters for "Beachwood Citizen of the Year"

REPORTS:

Tom K: Hoist repair is scheduled for this Thursday, C-4 boxes have been installed on five blocks and Kiely did a few repairs and one new lateral.

Tom C: Informed members of the vast grease build-up in the lines within the 1000 block of Pacific, adding that 5 homes are on this line and letters have been sent to inform them

Beachwood Sewerage Authority
June 21, 2016

of this situation. No responses have been received to date. Utility body for pick up has been delayed until July/August. Vac-Truck is now certified and is on the road flushing lines. Mr. Felton will replace doors at Pinewald Station sometime next week.

Milly: Inform members that Dominick Serviodio of TD Bank called to state that interest charges begin in July on the two remaining escrow accounts:

Cranberry Wind River: \$202.89 – Milly will check on charges for BSA labor inspections.

Forecastle Lipton: \$162.19 – Mr. Baer stated that permit has expired – must reapply.

Ms. Tangen will review accounts and return any monies remaining after inspection and will report again in July. Edmunds WIPP online software was discussed and it was agreed by all commissioners that site would offer account look up by: Name, address, lot and block, account number if BSA does not hear from Lester or Vito on the requested program change by Chairman McNabb by end of week. All agreed.

Beverly: Postcards will go out by weeks end. BSA summer hats and T-shirts have been ordered. Commercial bills now have highlighted information printed on bill recommending grease trap servicing.

Frank Baer: Suggests that Tom K and Tom C look into pricing for Root X foam treatments and move on treating the areas with the highest priority.

James Gluck: Gave a brief summary on the subpoena regarding 1413 Neptune Avenue, adding that it was repealed, as you cannot require attendance on a state holiday. Then Mr. Gluck commented on the Qualified Purchasing Agent proposal from Bernard Rukowski submitted a monthly fee. Commissioners do not wish to engage at this time and would like to inquire costs for on demand services for hourly basis when needed. Mr. Gluck asked if L Gourmet complied with the legal notice for the installation of a grease trap.

Chairman McNabb: suggested they need to update revisions on specific policies in the Employee Handbook and talk it out in detail next month. Mr. Gluck suggested committing to a Special Meeting to work out details. Clerk will need advance notice to advertise. Chairman McNabb added that Mr. Gluck would supply State changes for the Rules and Regulations so this can be updated and approved as well.

Another topic of discussion - Physical Security: Chairman McNabb addressed actions to protect our buildings, property and assets against intruders. Quote for cameras, DVR, TB Drive w/ back up power supply and installation \$3,600.00 from Alarmco Audio Tech, Craig Newby. Tom K. will look at both locations (stations) and decide what to do with cameras.

McNabb also inform BSA of an open/close monitoring feature for an additional monthly charge of \$10.00 and Lew from Securall Monitoring can set activate from his office. All agreed on this add-on.

Patricia Miller, temporary employee will stay on until the third week of July. She was very helpful during B. Clayton's recovery.

Last, waiting for response from Lester or Vito of Edmunds WIPP program and our request to add lot and block to payment page. Ms. Tangen will reach out again tomorrow for an answer.

PUBLIC: No response

Beachwood Sewerage Authority
June 21, 2016

No further business. Motion to adjourn the meeting.

Motion: Tapp


Second: Brown

Absent:

All in favor: Ayes

Meeting adjourned at 5:35 PM

Respectfully submitted



Robert Tapp, Secretary

July 19, 2016

BEACHWOOD SEWERAGE AUTHORITY

The regular meeting of the Beachwood Sewerage Authority was held 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 was in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- (1) Notice was posted on the bulletin board in the Borough Hall.
- (2) Notice was filed in the office of the Borough Clerk.
- (3) Notice was 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 - **Absent**
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

Approval of minutes for the Regular Meeting held on June 21, 2016.

Motion: Schmidt Second: Risk Absent: Brown
Abstain: Approved: All in favor - ayes

RESOLUTIONS:

07-39-16

Approval of Operating Fund Vouchers for \$47,987.67

Motion: Schmidt Second: Tapp Absent: Brown
Abstain: Roll call:

07-40-16

Approve the NJUA-JIF membership renewal for a (3) year period, January 1, 2017 and ending December 31, 2019.

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

Beachwood Sewerage Authority
July 19, 2016

07-41-16

Approval to close out the Escrow Account of David Lipton \$162.19 and Escrow Account of Cranberry Road \$203.14 and transfer balances to the BSA revenue account.

Motion: Schmidt
Abstain:

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

Absent: Brown

Chairman McNabb had a question from minutes, he asked Mr. Gluck if there was any response from Bernard Rukowski on the BSA proposal for QPA (hourly rate/as need bases). Mr. Gluck responded, not at this time.

CORRESPONDENCE:

Letter dated July 5, 2016 from OCUA stating that established the bulk rate to be \$3,882.00 per million gallons beginning January 1, 2017.

List of dates and description of service for monitoring manhole @ the center of Sunset Avenue and Maple Street installed by developer Wind River Cranberry Estates, Keith Leonard. Service chart was sent to Mr. James Gluck for review. See Resolution: 07-41-16

Quote from Securall Monitoring Corporation, owner Lewis Voight for Opening/Closing reports.

It was decided to stay with one code for all alarm pads, and request a monthly report for daily entrance (open) and exit (close) that validates each date and time for our records. B. Clayton will contact Lewis Voight of Securall to set up. In addition, T. Kirchgessner will call Craig Newby of Alarmco to meet and get an estimated cost on cameras for both pump stations and office/storage building

REPORTS:

Tom Kirchgessner: Reported a lateral was replaced by Kiely @ 716 Forepeak Avenue, also had repairs made to the hoist @ Pinewald station. Peirce Eagle stopped by and did a demonstration on new jetter nozzles – Bulldog Antiblast & Bulldog 80 Series. Chairman McNabb said to place on list for 2017 budget discussions.

Tom K said he has been working on installing CC4 boxes and realized the triangles are old and not current because thirty years ago they measured from trees, fences, and steps and porches that no longer exist. Need a solution to make it easier to locate without digging up front yards.

Tom Clayton: Jetting main lines daily and estimate town is half complete and feel by end of August it will be done. Doors at Pinewald station have not been replaced and will call contractor. Today received good news, a call from Monmouth Truck to say that truck bodies for the F-250 are in, but they have to order the lifts which will be in around two weeks.

Milly: Reported on the daily progress of the online payments, since June 2, 2016 we have received 90 online payments.

Ms. Tangen stated that she is still waiting for Vito from Edmunds for an answer regarding the online payment look up – must type in account number and the block & lot to obtain access to make payment. Resolved next day – Lester called Milly and all is good on online page.

Beachwood Sewerage Authority
July 19, 2016

Ms. Tangen asked about changing from Verizon DSL to Comcast, Rich from CSI will outline comparisons between the two. Commissioners gave the go ahead.

Beverly: Reported on 2015 accounts on for Tax Lien Sale (415). Borough has not set a firm date. I will speak to tax collector for a timeline so BSA can send out one last tax lien bill.

Update on L' Gourmet – Plumbing permit was filed but no inspection to date. Note: Attorney letter sent 5/13/16 stated 60 days to correct violation. Tom Clayton offered to stop by and speak to owner directly to inquire about the delay. T. Clayton stopped by on July 22nd and spoke to business owner regarding concerns.

The 2017 Renewal Process for Special Exposures and General Liability for Conner Strong & Buckelew was completed and submitted.

Frank Baer: Working on 2017 Lateral Contract bids and Rules & Regs, adding he is hoping to wrap things up.

James Gluck: Reported the closing of two escrow accounts and stated that he has not received a response from Bernard Rutkowski.

Chairman McNabb: Review Employee Handbook and bring amendments to the next meeting for discussion.

Rules and Regulations update in accordance with recent decisions by the Board
Discuss a specific plan for testing chemical treatment in various locations. Check into Duke, etc. for root kill. Commissioner Risk will check into costs for root kill service performed for the STRSA and report back. Chairman McNabb hopes to have this settled at the August meeting.

PUBLIC:

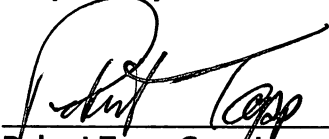
Chairman McNabb opens the meeting up to the public for questions and comments – **No Response.**

No further business. Motion to adjourn.

Motion: Tapp	Second: Schmidt
Absent: Brown	Approved: Ayes

Meeting adjourned at 5:37 PM

Respectfully submitted



Robert Tapp, Secretary

August 16, 2016

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

ROLL CALL:

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

In the absence of Chairman McNabb, Vice Chairman Brown led the meeting.

Approval of minutes for the Regular Meeting held on July 19, 2016.

Motion: Schmidt Second: Brown Abstain: Brown
Absent: McNabb Approved: Ayes

RESOLUTIONS:

08-42-16

Approval of Operating Fund Vouchers for \$297,500.24

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

08-43-16

Approve to inactivate account #1490, Block 4.24, Lot 10 @ 444 Forepeak Avenue as demolition permit #16-000289 has been filed by the contractor Roman Construction.

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

Beachwood Sewerage Authority
August 16, 2016

CORRESPONDENCE:

Copy of email dated July 28, 2016 from Rich Augustino of CSI stating his recommendation on an internet provider for our computer service. Comcast offers more and Verizon have not provided the service we need.

Ms. Tangen reported that this has been completed; now we need to assign email addresses.

OCUA 2016 METERED FLOW DATA for the second quarter shows a **decrease flow** from same period last year in 2015 by **3.25 million gallons**.

Ms. Clayton sent an email to see who was interested in attending the League of Municipalities in November 15th - 17th – adding that she needs an answer by September meeting as to who will be attending.

Commissioner Brown and Mr. Kirchgessner seemed interested and will get back to me.

Letter from Alarmco noting some new changes and marking their 39th year of providing security service to their customers.

Activity Report from Alarmco listing exit/entry dates with times for main office and map office. Reports are on file.

Copy of Rules & Regulation revisions – Note: all revisions are in RED. Read over and any questions please discuss so that adoption can take place at our September meeting.

REPORTS:

Tom Kirchgessner: Reported on incident at 309 Longboat Avenue where he was installing C-4 boxes. While at property, Tom was verbally attacked by son who had just arrived after a call from his mother. Tom K stated that he was told not to go on property, as he (the son) knows where all the cleanouts are. Mr. Gluck requested all information be sent to him so he may draft a letter to the Mrs. Gisinger so she is aware of the situation.

Tom Clayton: Flushing lines on the water side of town and soon will be complete. Truck body is in and they will install on Monday next week.

Milly: Informed members that the 2015 Audit is now completed and stated that it is time for all departments to prepare lists to review/discuss for the 2017 Budget, as she would like to introduce budget in October. Budget is due to the state in October.

Beverly: Securall changes were made: One access code for all alarm pads with weekly reports monitoring opening and closing to include dates and times. Cost of \$10.00 per month, making combine monthly total \$31.95.

New flagpole is now installed and looks grand. Thank you Commissioner Tapp!

L' Gourmet has not corrected grease trap. It has been 90 days since certified letter was mailed back in May. Mr. Gluck will address this with another letter as a reminder.

Beachwood Sewerage Authority
August 16, 2016

Frank Baer: Prepare bids for the 2017 BSA Contract for house laterals and repairs.

Jim Gluck: Touched base on Rules and Regulation and asked if anyone has questions, also updated members on subpoena for account #3176 – attorney requested current interest on property.

Mr. Gluck will draft letter to Carol Gisinger of 309 Longboat Avenue notifying her of the confrontational manner her son use towards to our employee and the steps that BSA must now initiate. Also, will draft a reminder letter to L’Gourmet stating it has been ninety days from the first notification.

Mr. Gluck informed Commissioners that Bernard Rutkowski offered to take \$75.00 per hour on an as need basis as a qualified purchasing agent.

Mr. Gluck asked members to submit any questions, changes, or concerns regarding the employee handbook.

In the absence of Mr. McNabb he asked that all review and comment on the following:

Commissioner Brown discussed each topic and discussed all comments.

1. I would like to offer a general update each month to the Borough on our progress with our video effort for the summer, identifying locations for repair or attention, etc. That will help us stay in sync with what the borough has planned for their improvements, and make sure we are working as partners and along the same timeline. **Have not started yet.**

If you could collect a few bullet points, along with some specifics such as roads serviced, problems found, plans for remediation and anything else you can think of that will help me draft the report.

To date: 60 laterals have been viewed – 18 have roots. Tom K will make a list.

You can send directly to my email, or we can discuss a reporting format and make this a part of our monthly routine.

2. A few additional notes for tonight's meeting:

- Distribute Rules and Regulations draft for a one-month review. We can vote in September to adopt – **This has been done.**
- Update on jet vac
 - Sensor was tripping – **Tom C responded that vactruck was checked out only to be told nothing is wrong with the engine.**
 - Unable to repair to date – **No resolution at this time.**
 - Way forward – **Tom C reported that he feels very skeptical to ignore engine lights.**
- Submit all recommend changes to Employee Handbook to Jim. We can adopt new version in September. – **Mr. Gluck covered this in his report.**
- Updates on Root X schedule – **One quote to date from Commissioner Risk - DUKES**
 - Select 4 locations in borough – **Tom K has on the list to be done.**
 - Schedule for September – **Working on it.**
- Update from Tom/Tom on their plan for physical security at the pump stations – **On hold for now.**
 - Once we know exactly what we want, we can identify a vendor or order from Securall
 - We will set up a remote access to the videos feeds from the main office.

Beachwood Sewerage Authority
August 16, 2016

PUBLIC:

Vice Chairman Brown opens the meeting up to the public for questions and comments –
No Response.

No further business - Motion to adjourn.

Motion: Tapp

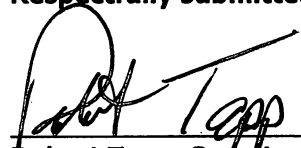
Second: Schmidt

Absent: McNabb

All in favor - Ayes.

Meeting adjourned at 5:35 PM

Respectfully submitted



Robert Tapp, Secretary

Motion: McNabb
Abstain:

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

Beachwood Sewerage Authority
September 20, 2016

09-47-16

Approve the emergency replacement of ITS Duplex Control Panel MTIC with Float Backup for \$13,923.00 to Pumping Services at the Cedar Street Pump Station.

Motion: Tapp

Second: Schmidt

Abstain:

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

09-48-16

Approval to inactivate and waive fees for 501 Halliard Avenue, Block 1.18/Lot 7, Account #3823 due to a house fire as per Fire Marshall Certificate #16-157 until home receives a certificate of occupancy.

Motion: McNabb

Second: Tapp

Abstain:

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

09-49-16

Approval to charge for sewer connection fee \$2,350.00 for Block 3.05, Lot 2.03 837 Ensign Avenue as lateral was installed back in first phase of construction back in the 1974.

Motion: Brown

Second: Tapp

Abstain:

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

09-50-16

Approval to appoint Bernard Rutkowski as the Qualified Purchasing Agent and back-up Public Wastewater Systems Collection Operator C-2 Licensed consultant for an hourly service rate of \$75.00 per hour.

Motion: McNabb

Second: Schmidt

Abstain:

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

CORRESPONDENCE:

Cap off letter from Borough Clerk requesting sewer line at 524 Anchor Avenue for safety concerns of this abandoned property due to fire.

BSA Field men will coordinate with BW Water Department with capping off. This property account was inactivated when fire occurred and sewer fees were removed.

List of demolitions in town to date was given to Commissioners.

EXECUTIVE SESSION:

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

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

As a result, of Executive Session

09-51-16

Approve the corrected salary revision of Thomas Kirchgessner, Field Maintenance Supervisor to \$72,630.00

Motion: Brown

Second: McNabb

Abstain:

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

Beachwood Sewerage Authority
September 20, 2016

REPORTS:

Tom Kirchgessner: Reported on emergency repair @ 316 Seaman Avenue then discussed quote for root control from Dukes, adding that Root X was a no go. It was agreed to go with Dukes see: Res # 09-45-16 not to exceed 5,000.00. Used Jet Vac to remove sand in the main line on the 500 & 600 block of Compass Avenue. Pumping Service performed an emergency repair to disconnect and replace panel box @ Cedar Street pump station \$4,615.00 and submitted a cost to install a new control panel for 13,923.00. See Res. No. 09-46-16 and 09-47-16.

Tom Clayton: Reported that the F-250 Utility Body & Lift is completed and extended thanks to the Commissioners for approving this equipment, it makes work easier with the proper tools for the job. Vac truck parts came in. Tom and I put back together and all seems to be working fine, however, the issue with the engine light remains unsolved. Tom K and I obtained some ballpark numbers for items to go into the 2017 budget. Note these are not bid quotes. Air Concepts repaired the AC drain line that was leaking into the building. L Gourmet has not started any work on grease trap other than the plumbing permit; it may be time for Mr. Gluck to send a letter that state timeline and fines. Tom requested Building Inspector, Wayne Gibson be copied on all correspondence.

Milly: 2015 Audit and 2017 Budget

Beverly: Reported that we have 250 accounts on tax lien sale as of today and asked to waive fees for house fire @ 501 Halliard Avenue for owners Armstrong Res # 09-48-16 as per Fire Marshall Certificate # 16-157 - JIF SAFETY CLASSES- Jetter Safety Awareness & Lock Out/Tag Out was well attended at Mayo Park Center. Discussed the laterals at 837 Ensign Avenue – two laterals exist and now lot has been subdivided, only have record of one so it was decided to charge for current connection fee of \$2,350.00 on the second lot Res # 09-09-49-16. In addition, a sewer line cap off for 89 Compass Avenue has been inspected; just need a demo permit number to pass a resolution to waive fees; a letter explaining this procedure was mailed to Mr. Jay Fromm.

Frank Baer: 2017 Lateral Contract Bid Package, advertised on September 16, 2016 – bids will be opened on October 18, 2016 @ 3PM.

Jim Gluck: Draft a letter to Ms. Gisinger @ 309 Longboat Avenue, Account #2543 regarding the incident that occurred and the order for BSA not to come onto her property.

PUBLIC: No Response

No further business. Motion to adjourn the meeting.

Motion: Schmidt

Second: Tapp

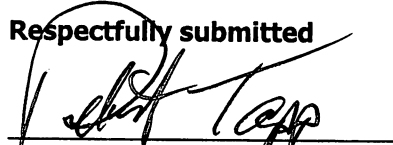
Absent:

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

Beachwood Sewerage Authority
September 20, 2016

Meeting adjourned at 6:20 PM

Respectfully submitted



A handwritten signature in black ink, appearing to read 'Robert Tapp', is written over a horizontal line.

Robert Tapp, Secretary

October 18, 2016

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.

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 – **ABSENT** (father surgery)
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 September 20, 2016.

Motion: Brown

Second: Schmidt

Absent:

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

RESOLUTIONS:

10-52-16

Approval of Operating Fund Vouchers for \$40,915.49

Motion: Schmidt

Second: Risk

Absent:

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

10-53-16

Approval for Mr. Baer and Mr. Gluck to review the bid submitted for the 2017 BSA CONTRACT - House Laterals and Repairs from J.F. Kiely Service Company LLC for \$129,000.

Motion: Brown

Second: Schmidt

Absent:

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

Beachwood Sewerage Authority
October 18, 2016

CORRESPONDENCE:

Correspondence dated September 26, 2016 from Code Enforcement Officer, Jack Fernandez with an update regarding the complaint on 825 Ocean Avenue; he added that Mr. Rutkowski was told he could no longer dump any type of gray water directly into the BSA sewer lines.

Letter received October 6, 2016 for Arya Properties re: Sewer Connection Plot Plan for Block 4.40, Lots 10.01 & 10.02 on Compass Avenue requesting to use their own contractor, JBH Paving & Excavating to install one sewer lateral for both houses.

Mr. Gluck stated; I recuse myself from any discussion or comment on this issue. Chairman McNabb turned over to BSA Engineer, Frank Baer for comment. Mr. Baer stated that it is the responsibility of the Authority to protect the integrity of the sewer system each property will have a lateral. In addition, this is a bit more complicated with two laterals, clay pipe, digging under the county corrugated drainpipe, dewatering, and insuring a tight seal to the mainline as road floods often at the rivers' edge. Members agreed to have our contractor do the job. Clerk called for a voice vote:

McNabb, Yes - Brown, Yes - Tapp, Yes - Risk, Yes - Schmidt, Yes.

Mr. Baer with draft letter to ARYA PROPERTIES stating decision.

Copy of letter sent to L'Gourmet from Chairman McNabb and James Gluck.

(As per Building Dept., no calls for plumbing inspection have been made.)

Members discussed stating that owner was given plenty of time to correct problem and has until November 13 to complete as per letter.

REPORTS:

Tom K: 3600' of Dukes root eradicator; 23 laterals have roots; report on medal carport; Russell Reid cleaned and serviced wet-wells; Pumping Services – Preventative Maintenance Service swapped out pump bolts missing in the volute; will start disconnect on Thursday (parts were on back order).

Tom C: *Absent report as follows:* Installed new cord reel on service truck; continuing lateral locations on Forepeak to TV for root control; Grease trap at L Gourmet still a work in progress; Dead tree @ Pinewald Pump Station to be removed by County Crew; Heater for video truck seems to be keeping the interior dry; and Code Enforcement has been in contact with homeowner at 825 Ocean Avenue and issue has been resolved with a verbal warning.

Milly: Many thanks to everyone at the Authority for the lovely flowers it was very thoughtful. Milly asked for approval for the Introduction of the 2017 BSA Budget, as she wants to send it off to Trenton as per Bill Antonides Jr.

Resolution No. 10-53-16: Approve the Introduction of the 2017 Beachwood Sewerage Authority Budget as prepared by William Antonides, Jr.

Motion: McNabb Second: Risk Abstain: Absent:

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

Beverly: Reminders - BSA Meeting on 11/15/16 - PUBLIC HEARING on 12/06/16 & MUAA Christmas Party on 12/08/16

Beachwood Sewerage Authority
October 18, 2016

Frank Baer: Announcement of bids – J.F. Kiely Service Company, 671 McClellan Street, Long Branch, NJ 07740. **Total base bid amount \$129,000.**

10-54-16

Approve the review the one bid received from J.F. Kiely for the 2017 House Laterals and Repairs by Engineer, Frank Baer and Attorney, James Gluck.

Motion: Brown

Second: McNabb

Abstain:

Absent:

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

James Gluck:

10-55-16

Approve purchase of Power Built not to exceed \$2,800.

Motion: Risk

Second: Tapp

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

10-56-16

Approve the Rules & Regulations - revised October 2016

Motion: McNabb

Second: Schmidt

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

10-57-16

Approve the Beachwood Sewerage Authority Employee Handbook – revised October 2016

Motion: McNabb

Second: Schmidt

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

PUBLIC:

Chairman McNabb opens the meeting up to the public for questions and comments – **No Response.**

No further business - motion to adjourn the meeting.

Motion: Brown

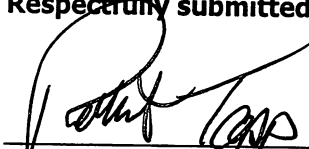
Second: McNabb

Absent:

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

Meeting adjourned at 5:35 PM

Respectfully submitted



Robert Tapp, Secretary



- 



Beachwood Sewerage Authority
November 15, 2016

11- 61-16:

Approve to inactivate account #1565, block 4.30, and lot 4 for 429 Compass Avenue, property owner: Ross Paradise – Sewer line has been capped off.

Motion: Schmidt

Second: Brown

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

Letter dated October 18, 2016 from Frank Baer regarding 2017 House Connection Laterals and the recommendation of award to J. F. Kiely Company for the total bid price of \$129,000.

Letter dated November 14, 2016 from James Gluck stating after his review of the one submitted bid from J.F. Kiely along with the recommendation of Frank Baer, he advises the commissioners to award the contract to J.F. Kiely Construction Company for \$129,000.00

11-62-16:

Approve to award the Contract BSA-2016 House Connection Laterals to: J. F. Kiely Service Company for the total base bid price of \$129,000.

Motion: Brown

Second: McNabb

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

At this time, Chairman McNabb introduced Auditor, Brian Logan to review and give a brief synopsis of the 2015 audit to the members and to answer any questions.

Chairman McNabb thanked Mr. Logan for his summation and then entertained for a motion to accept the BSA 2015 Audit.

11-63-16: Adopt the Beachwood Sewerage Authority 2015 Audit as presented by Brian Logan of Suplee, Clooney & Company.

Motion: Schmidt

Second: Risk

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

CORRESPONDENCE:

Response letter dated October 19, 2016 from Frank Baer to Mathew Wilder of Arya Properties Custom Builders informing them that the BSA has denied the request to use outside contractor and that multiple units cannot share lateral connections.

Letter received November 4, 2016 from Ocean County Supervising Engineer, Thomas Hartman reminding us that winter will soon be here and all current openings must be complete and any new openings will not be permitted for the period between December 15, 2016 and March 1, 2017.

Ms. Clayton faxed November 9, 2016 to Arya Properties for their immediate attention to this order as they are looking to install two laterals on Compass Avenue. It was noted that installation will be one week after Thanksgiving.

Copy of the bid tabulation for Contract BSA 2017 provided by Engineer, Frank Baer

OCUA 3rd quarter 2016 Metered Flow Data shows BSA is down by 4.45 million gallons compared to the third quarter of 2015.

Beachwood Sewerage Authority
November 15, 2016

NJUAJIF – 2016 Dividend

MEL-JIF brochure

REPORTS:

Tom K. / Tom C.: See Snake is in for repair and should be ready for pick up on November 18 or 21st for a cost of \$315.00. The jetting of the main lines is complete for 2016. Roots are the most problem we have with the lines. It was agreed to cancel the order for the metal carport, as the company was very vague with instructions for pick up, could only come on a Monday, no help to load onto our vehicle. It just did not feel right so Tom K. will call and cancel order.

Milly: Happy that Audit is done, now just need state approval before Dec 6th meeting. Also, reported that 82 sewer accounts went to tax lien sale and we began with 700. Chairman McNabb said "Good Job".

Beverly: RSVP needed for BSA Dinner @ Anchor Inn following the Dec. 6th meeting and RSVP for the MUAA Dinner @ Captain's Inn, Thursday, Dec. 8th

Public Hearing Meeting scheduled for December 6 @ 5pm

(Isabelle of Cole Transcription has been notified to record hearing)
(Public Hearing will be advertised in the APP on November 18, 2016 as required by law)
(Ad for RFP has been sent to APP to be advertise on November 5, 2016)

101st Annual NJLM Conference badges and information was given to T. Kirchgessner and John Risk.

Frank Baer: Reported that Rules & Regulations are complete and copies were giving to Clerk with a UB Stick, which is in the files of the bookkeeper Milly Tangen. Certificates for Bonds are complete and Kiely Contracts have been executed and one given to Clerk for the files.

Jim Gluck: Apprised the members on changes for the MEL and will revisit the BSA Policy & Procedures, Employee Handbook and update any changes required. Milly will send over PDF files on both to Jim to review.

Executive Session:

Chairman McNabb asked for a motion to enter into Executive Session to discuss Terms & Condition of Employment:

Motion: McNabb Second: Risk All in favor: Ayes

Re-Enter back to Public Meeting

Motion: Brown Second: Tapp All in favor: Ayes

Beachwood Sewerage Authority
November 15, 2016

Action resulting from Executive Session:

To approve Mr. John D'Aleo as Line Maintenance Operator for a ninety day period at \$14.00 per hour.

Clerk will call Mr. D'Aleo to stop by and fill out all necessary paperwork.

PUBLIC: Opened meeting to public.

Motion: McNabb Second: Risk All in favor: Ayes

Seeing no interest – entertained for a motion to close

Motion: Brown Second: Risk All in favor: Ayes


No further business. Motion to adjourn the meeting.

Motion: McNabb Second: Brown

Absent: All in favor: Ayes

Meeting adjourned at 5:46 PM

Respectfully submitted



Robert Tapp, Secretary

December 6, 2016

BEACHWOOD SEWERAGE AUTHORITY

PUBLIC HEARING / ADOPTION OF THE 2017 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., Fee Account
Linda Sullivan-Hill sitting in for Isabelle Cole

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

Adoption of Resolutions:

12-64-16: Connection Fees – effective January 1, 2017 to be \$2,400.00 per connection.

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

12-65-16: Usage Fees – effective January 1, 2017 to be ~~\$424.00~~ per annum.

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

12-66-16: Commercial Rates – effective January 1, 2017 to be \$4.00 per thousand gallons for overage.

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

12-67-16: To approve and adopt the Beachwood Sewerage Authority 2017 Budget as presented.

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

Beachwood Sewerage Authority

December 6, 2016

Page 2

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

Attorney, James Gluck returned the meeting to Chairman McNabb.

This meeting was duly recorded by Linda Sullivan-Hill for Cole Transcription & Recording Service.

Chairman McNabb resumed the Regular Meeting at 5:11 PM.

Ms. Sullivan-Hill packed up recording equipment and left the meeting.

REGULAR MEETING OF THE BEACHWOOD SEWERAGE AUTHORITY:

Approval of minutes for the meeting held on November 15, 2016.

Motion: Tapp

Second: McNabb

Abstain:

All in favor: Ayes

RESOLUTIONS:

12-68-16

Approval of Operating Fund Vouchers in the amount of \$ 68,617.49

Motion: Schmidt

Second: McNabb

Abstain:

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

CORRESPONDENCE:

OCUA Preliminary Estimate of 2017 Annual Charge has been established at \$3,882.00 per one million gallons of normal domestic sewage. Estimated discharge for BSA system is 270 million gallons for an Annual Charge of \$1,048,140.

REPORTS:

Tom K. & Tom C.

- Pumping Services replaced at Cedar Pump Station control panel only wait for inspection, also returned Pinewald Pump Station pump and brackets.
- Dukes root control performed services on Forepeak Avenue from the 100 block to 700 blocks, all but the 300 block, the roots in this section were minimal, and they treated 10 additional laterals for a total cost of \$6,657.59 (budgeted for \$5,000 over by \$1,657.59).
- Emergency repair at 1034 Spray Avenue – lateral was replaced.
- See Snake camera is back from repair and twenty more CC-4 boxes have been installed.
- Maple Street manhole is clear and flowing –
- Trucks have all been winterized.
- Canceled order for truck shelter, now company will not return deposit \$350.44. Should we ask Jim Gluck send a letter on our behalf to:

**Power Built Steel Buildings, 1559 Laskin Road, Virginia Beach, VA
23451**

Customer ID#2319999

Chris DeNoble – 1 800 818 2245 x 309

Beachwood Sewerage Authority

December 6, 2016

Page 3

Milly: Pleased that the Audit and Budget are approved. It was indicated to the members that we would like to look at other banking institutions and compare fees and services. Chairman McNabb stated he is fine with looking to other possibilities and comparisons.

Beverly: Requests approval for:

2017 Holiday Schedule

2017 Salary Guide

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

2017 Yearly Calendar – ON HOLD and will be discussed at our Jan or Feb meetings.

Frank Baer: Executed and sealed four contract agreements with JF Kiely Construction for the 2017 BSA Laterals/Repairs. Mr. Baer will send one to Kiely and one each was given to Mr. Gluck, B. Clayton, and F. Baer.

James Gluck: Mr. Gluck will send a letter to Power Built Steel Buildings to see why the deposit was not returned. Customer ID#2319999 Chris DeNoble 1800 818 2245 x 309

Power Built Steel Buildings

1559 Laskin Road

Virginia Beach, VA 23451

Chairman McNabb opened the meeting to the public – no response

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

Motion: Schmidt

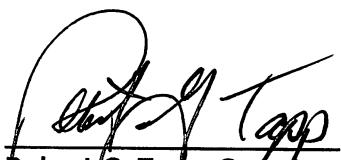
Second: Tapp

Abstain:

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

Meeting adjourned at 5:30 PM

Respectfully submitted:



Robert G. Tapp, Secretary