

January 17, 2017

BEACHWOOD SEWERAGE AUTHORITY

The regular meeting of the Beachwood Sewerage Authority 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 - **ABSENT**
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 6, 2015

Motion: Tapp
Absent: Schmidt
Second: Brown
Approved: McNabb, Brown, Tapp, and Risk

Approval of minutes for the Regular Meeting held on December 6, 2015

Motion: Tapp
Absent: Schmidt
Second: Schmidt
Approved: McNabb, Brown, Tapp, and Risk

RESOLUTIONS:

01-01-17

Approval of Operating Fund Vouchers for \$79,936.51

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

CORRESPONDENCE:

NJUA-JIF 2017 Ballot –Commissioners voted for a full slate. Ballot will be faxed to NJUA-JIF tomorrow.

Copy of Transcript of Proceedings from Cole Transcription for the Public Hearing held December 6, 2016 is on file and Mr. Gluck has a copy for his files.

Beachwood Sewerage Authority
January 17, 2017

Letter dated January 17, 2017 by James Gluck sent to Powerbilt Steel Buildings in Virginia Beach, VA 23451. He is requesting they refund the full deposit for \$350.44 within ten days, adding that the language in Powerbilt contract was not accepted nor consummated with the Authority.

REPORTS:

Tom K/Tom C: Tom K. attended meeting, all asked how he was feeling, and he replied he will be back by the February 6, adding that knee rehab is going well. Tom C. was on a call out so Tom K. read his report -
Tom C. returned to office at the conclusion of meeting.

Milly: No report

Beverly: Thanked all members for the Christmas dinner certificates and noted the two meetings in February, reminder is listed below.

Frank Baer: No report

Jim Gluck: FEMA – equipment rates

At this time, Chairman McNabb asked for suggestions/ideas/projects that anyone wished to discuss:

B. Clayton suggested that we hire the existing part-time helper as a permanent weekly employee – same hours and pay. Stating that she has become a real help during the busy times and we can find jobs to keep here engaged while updating computer files such as; Edmunds program on scanning triangles as one example.

R. McNabb stated that he would like to see the budget process begin earlier (August), adding that budget numbers need to begin much sooner for all projects, repairs, and large purchases, contracted services, etc.

PUBLIC: No Response

Motion to close: Tapp Second: Brown All in favor: Ayes Absent: Schmidt

No further business. Motion made to adjourn the meeting.

Motion: Brown

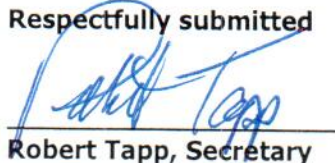
Second: McNabb

Absent: Schmidt

Roll call: McNabb, Brown, Tapp, and Risk

Meeting adjourned at 5:44 PM

Respectfully submitted



Robert Tapp, Secretary

February 7, 2017

BEACHWOOD SEWERAGE AUTHORITY
REORGANIZATION MEETING

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

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

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ROLL CALL

R. McNabb, Chairman
M. Brown, Vice Chairman – **Absent-back injury**
R. Tapp, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operation & Equipment
T. Kirchgessner, Field Maintenance Supervisor – **Welcome back from knee surgery**
T. Clayton, Asst. Field Maintenance Supervisor
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney at Law

Chairman McNabb began with nominations for BSA Officers.

Motion by Risk to nominate **Ronald McNabb as Chairman.**

Second: R. Tapp

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

Absent: Brown

Motion by McNabb to nominate **Matthew Brown as Vice Chairman**

Second: Risk

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

Absent: Brown

Motion by McNabb to nominate **Carl Schmidt as Treasurer.**

Second: Risk

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

Absent: Brown

Motion by McNabb to nominate **Robert Tapp as Secretary.**

Second: Schmidt

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

Absent: Brown

REORGANIZATION MEETING
FEBRUARY 7, 2017
PAGE 2

Consent Resolutions: 02-02-17 thru 02-17-17

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

RESOLUTIONS:

02-02-17: Motion to appoint **Frank Baer, Jr., P.E. as the Engineer** and to approve and sign contract.

02-03-17: Motion to appoint **Conner Strong and Buckelew, Inc. as the Insurance Consultant** and to approve and sign contract.

02-04-17: Motion to appoint the firm **GLUCKWALRATH LLP as Bond Council** and to approve and sign contract.

02-05-17: Motion to appoint **William Antonides, Jr. of William E. Antonides & Company** as **Fee Account** and to approve and sign contract.

02-06-17: Motion to appoint **Suplee, Clooney & Company, Certified Public Accountants** as **Auditor** and to approved and execute contract.

02-07-17: 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.

02-08-17: 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.

02-09-17: 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

02-10-17: Motion to approve the Beachwood Sewerage Authority **Cash Management Plan**.

02-11-17: Motion to appoint Frank J. Baer, Jr., P.E. as **Public Agency Compliance Officer** for the Beachwood Sewerage Authority.

02-12-17: Motion to approve and sign the **Interlocal Service Agreement between the Toms River Municipal Utilities Authority and the Beachwood Sewerage Authority**.

02-13-17: Motion to approve the contract agreement for **Pumping Services not to exceed \$6,000.00**.

02-14-17: Motion to approve on an as need basis, **Bernard Rutkowski as Qualified Purchasing Agent** not to exceed \$17,500.00.

REORGANIZATION MEETING
FEBRUARY 7, 2017
PAGE 3

02-15-17: Motion to accept the **2016 Meeting Schedule**. Meetings held at 5 P.M. on the third Tuesday of each month.

02-16-17: It is recommended that we designate the **Asbury Park Press** to receive notices that are required by law be advertised.

02-17-17: Appoint **Beverly Clayton** as **Fund Commissioner NJ-JIF for 2017**.

Beachwood Sewerage Authority list of **Commissioners** for **2017** and length of terms.

Accept the 2017 BSA Yearly Calendar -

Motion: Tapp Second: Risk All in favor: Ayes

Absent: Brown

Copy of 2017 BSA Meetings for your files

2016-2017 **Elected Officials Online Training Instructions**, also I have attached a list of your **password user names**.

Jim Gluck emailed a copy of TRMUA hourly rates with titles for Clayton and Kirchgessner.

Motion to open to Public: Tapp **Second:** Schmidt

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

Motion to close: Risk **Second:** Tapp

No further business – Motion to adjourn the Reorganization Meeting of 2017.

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

Absent: Brown

Meeting adjourned at **5:45 PM**

Respectfully submitted:



Robert Tapp, Secretary

February 21, 2017

BEACHWOOD SEWERAGE AUTHORITY

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ROLL CALL:

R. McNabb, Chairman

M. Brown, Vice Chairman - **ABSENT**

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 17, 2017.

Motion: Tapp

Second: Schmidt

Absent: Risk, Brown

Approved: McNabb, Tapp, and Schmidt

RESOLUTIONS:

02-18-17

Approval of Operating Fund Vouchers for \$272,589.08

Motion: Schmidt

Second: Tapp

Absent: Risk, Brown

Roll call: McNabb, Tapp, and Schmidt

02-19-17

Approval to adopt authorization to bill tenant/owner form.

Motion: McNabb

Second: Schmidt

Absent: Risk, Brown

Roll call: McNabb, Tapp, and Schmidt

Beachwood Sewerage Authority
February 21, 2017

02-20-17

Approve the Interlocal Agreement between the Beachwood Sewerage Authority and the Borough of Pine Beach for emergency services.

Motion: McNabb

Second: Schmidt

Absent: Risk, Brown

Roll call: McNabb, Schmidt, and Tapp

Chairman McNabb stated that once language revisions are made, Mr. Gluck would forward to BSA.

02-21-17

Approve the emergency purchase of a generator for the camera truck for \$5,911.38 from Generator Joe. Purchasing agent, B. Rutkowski placed order.

Motion: Schmidt

Second: Tapp

Absent: Risk, Brown

Roll call: McNabb, Tapp, and Schmidt

02-22-17

Approve to pay Pumping Services for emergency repair panel box for Pinewald Pump station.

Motion: McNabb

Second: Schmidt

Absent: Risk, Brown

Roll call: McNabb, Tapp, and Schmidt

02-23-17

Approve to pay Electrician

Motion: Tapp

Second: McNabb

Absent: Risk, Brown

Roll call: McNabb, Tapp, and Schmidt

CORRESPONDENCE:

OCUA - Certificate of the Annual Charge \$1,048,140 for 2017 with a Bulk Rate of \$3,882 per million gallons. OCUA estimates discharge of 270 million gallons of wastewater for 2017.

Letter from the State of NJ Department of Health regarding the 2016 Right to Know Survey is now available online and must be submitted by July 15, 2017.

B. Clayton contacted engineer, Frank Baer to follow up on submission.

OCUA letter dated January 31, 2017 Re: Deficiency Notification for 2016 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 21.226 million gallons less than the billed estimate, which results in a "**Credit**" amount due of **\$82,399.33**. Note: this credit will be deducted from the first installment of the 2017 Annual Charge.

OCUA - METERED FLOW DATA REPORT for the year 2016 – total gallons 248.774

Letter and Resolution 17-20 received from Pine Beach regarding shared services/interlocal agreement with BSA.

Letter from James Gluck to Stephan Michaels of PowerBilt Steel Buildings requesting deposit refund.

Beachwood Sewerage Authority
February 21, 2017

REPORTS:

Tom K: Reported three calls for back-ups, TV'd and snaked laterals on Forepeak (foamed) when camera truck generator burned – took up to TRMUA to fix. B. Rutkowski ordered a new generator from "Generator Joe" in California. It will be shipped directly to TRMUA where their mechanic will do install and repair @ \$30.00 per hour. Pinewald generator stopped running – sensor in fuel line was stuck and closed. Tuned up motor. County sent a list of 20 streets they will be working on throughout town. Received two new iPhones and will be fixing a broken pipe at the Soccer Field this week with the help from water department.

Tom C: High water alarms have decreased at Cedar Pump Station and no high water alarms at Pinewald Pump Station up to 01/31/17. Basket for F250 has been installed and carport for camera truck is on hold until spring. The lift at Pinewald has been repaired and all seems to be working. Gave a brief summary on repairs by Kiely and call outs from owners.

Milly: Informed Mr. Baer that Kiely is charging separately for police (handed him invoices) Mr. Baer will call and speak to Kiely by stating that contract reads that police and flagman are to be included in the "road restoration" price in contract.

Beverly: Would like Mr. Gluck to draft a letter to Benjamin Eppley of Wells Fargo to clarify that BSA has no sewer lines near 633 Briar Way dwellings due to elevation of land and is not cost effective. The ordinance number which was clearly transferred wrong by Priority Search Company (**error**-BH4-2 Adopted:05/19/2015) (**correct** -BH4-2 Adopted: 05/19/1975) is the problem. Clayton will email information over to Gluck's office.

Frank Baer: Will take care of submitting RTK and copy BSA for their files. In addition, Mr. Baer will call contractor (Kiely) to discuss "Road Restoration" and all that it includes as per contract.

Jim Gluck: Will take care of BSA and PnBch Interlocal Agreement language revisions and copy/email clerk.

PUBLIC:

Motion by McNabb to open for public discussion; second; Schmidt.

Seeing no response -

Motion to close made by McNabb; second; Schmidt

No further business. Motion to adjourn.

Motion: McNabb

Second: Tapp

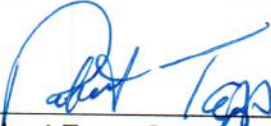
Absent: Risk, Brown

Roll call: McNabb, Tapp, and Schmidt

Beachwood Sewerage Authority
February 21, 2017

Meeting adjourned at 5:35 PM

Respectfully submitted

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

Robert Tapp, Secretary

March 21, 2017

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.

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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 & 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
B. Rukowski, Purchasing Agent

Approve minutes for the Re-Organization Meeting held on February 7, 2017.

Motion: Schmidt

Second: Risk

Absent:

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

Approval of minutes for the Regular Meeting held on February 21, 2017.

Motion: Tapp

Second: Schmidt

Absent:

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

RESOLUTIONS:

03-24-17

Approval of Operating Fund Vouchers for \$73,864.47

Motion: Schmidt

Second: Risk

Absent:

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

Beachwood Sewerage Authority
March 21, 2017

03-25-17

Approve the changes to the BSA Health Insurance Waiver to include the option of taking the waived amount in its entirety at the beginning of the fiscal year or as a weekly payout.

Motion: Tapp

Second: Schmidt

Absent:

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

EXECUTIVE SESSION:

At this time, Chairman McNabb entertained a motion to enter into Executive Session to discuss Amend/Adjust Terms & Condition of Employment; second by Schmidt. All were in favor – ayes.

A motion by McNabb to Re-open to the Public Meeting, second by Schmidt – All in favor – ayes.

*Action resulting from Executive Session is to approve changes to options of the BSA Health Insurance Waiver as per **Resolution No. 03-25-17** see resolution above.*

CORRESPONDENCE:

Correspondence to JF Kiely regarding the billing of Uniformed Traffic Directors.

Dated: 02/27/17 and 02/28/17 from Frank Baer. **Mr. Baer explained that traffic control is included in the cost of road restoration. Tom K. asked about flagging and it was stated that whatever the road opening permits allows, Police or Flaggers, but it is in the contract stating either/or.**

Letter from Supervising Engineer, Thomas Hartman regarding reconstruction and resurfacing selected County roads – meeting scheduled for March 13, 2017 @ 10 am requesting one representative to attend. **Mr. Rukowski attended this meeting and briefed members on what is expected.**

MUAA Dinner –Thursday, March 23 @ Captain's Inn – **Members declined.**

Also, please note that the June MUAA dinner will be held on June 8, 2017.

Ethics Class notice scheduled for Thursday, April 13, 2017 @ 6PM Community Center –

R. McNabb and J. Risk stated that they would attend.

R. Tapp will take course @ BSA office and C. Schmidt and M. Brown has taken course and passed.

Pine Beach invoice - term net 30 – **Hold up on Interlocal Agreement until payment is received.**

REPORTS:

Tom K: Cleaned out garage and have many items to dispose of and so we need to zero them out. Mr. Gluck asked Tom K. to send over a list of the items and he will draft a resolution to zero out and discard. Lateral was repaired at Soccer Field, the system was flushed and two cleanouts were installed along the line. Repairs done on 216 Admiral & 216 Spray Avenues and repaired again manhole on the one-thousand block of Berkeley

Beachwood Sewerage Authority
March 21, 2017

Avenue. Replaced broken manhole casting on Cable and Spruce & 832 Ocean Avenue and cut out manhole ring at Mermaid & Locker – new electrical panel at Pinewald Station was installed and CC4 boxes has been installed on the 500 block of Beach Avenue, adding that Locker Street is next. DEP Inspection is scheduled for tomorrow.

Tom C: On Saturday, the electric service on garage will be repaired \$475. – Hoist at Pinewald has been fixed. Camera truck is back with new generator \$5,900. – anticipate price quote from Gary Felton on foyer door project. Call out on Sunday @ 536 Compass Avenue. Had issue with neighbor C.W. then had to explain that BSA's responsibility is from the property line to the main in street. Homeowner understood, then John and I packed up and left site after BSA lateral was clear. We found no blockage on BSA side.

Milly: Needs scanner for computer room and one for her desk. Chairman McNabb suggested looking into multi-functional models. Also, reminded everyone to work on quotes for budget.

Beverly: No report

Frank Baer: Discussed applying for grants for new generator for Pinewald Station, Frank stated he would need all specs and information.
Mr. Rukowski added that if you bundle all then go for the grants as a whole project you may receive more grant money and you have a timetable of one year.

Jim Gluck: Zero value list of property for disposal.

PUBLIC: No public in attendance.

Motion was made to adjourn the meeting.

Motion: Schmidt

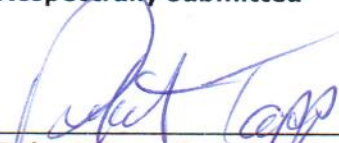
Second: Risk

Absent: Tapp, Brown

All in favor: McNabb, Risk, and Schmidt

Meeting adjourned at 5:55 PM

Respectfully submitted



Robert Tapp, Secretary

April 18, 2017

BEACHWOOD SEWERAGE AUTHORITY

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ROLL CALL:

R. McNabb, Chairman – **ARRIVED 5:20**
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 - **ABSENT**
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk - **ABSENT**
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney

Approval of minutes for the Regular Meeting held on March 21, 2017.

Motion: Tapp

Second: Schmidt

Absent:

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

RESOLUTIONS:

04-26-17

Approval of Operating Fund Vouchers for \$324,650.10

Motion: Schmidt

Second: Risk

Absent: McNabb

Roll call: Brown, Risk, Tapp, and Schmidt

04-27-17

Approval to zero out net value of property that is no longer needed for public purpose by the Authority as listed in resolution.

Motion: Brown

Second: Tapp

Absent: McNabb

Roll call: Brown, Risk, Tapp, and Schmidt

04-28-17

Approve the emergency manhole casting repairs by BSA contractor, JF Kiely.

Motion: Brown

Second: Tapp

Absent:

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

Beachwood Sewerage Authority
April 18, 2017

04-29-17

Approve the estimate from Motors & Drives for outdoor/indoor installs and replacements of fixtures as listed.

Motion: Tapp

Second: Risk

Absent:

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

04-30-17

To approve an extension of employment for BSA employee, John A'Leo to September 30, 2017.

Motion: Risk

Second: Tapp

Absent:

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

CORRESPONDENCE:

Safety Director Bulletin from MEL Safety Institute regarding the benefits of videoing lateral sewer lines.

Letter from OC Engineer office regarding Road Opening Repair on Admiral Ave – receiving several complaints and inspector wants trench to be finalized as per OC Specifications.

Response: Problem solved by Kiely

Copy from 2011 archives – Invoice to Pine Beach for emergency services to clear asphalt from manhole, billed on June 30, 2011. BSA was never paid for responding to emergency call out.

Response: Member discussed then decided to drop issue on this bill. Roll call taken – all were in favor – ayes.

Kiely invoices to be discussed.

** Note: At this time, Chairman McNabb entered at 5:20 pm for the remainder of meeting.*

REPORTS:

Tom Kirchgessner: DEP inspection of pump stations and manholes were all okay. Russell Reid cleaned the wet wells; Pumping Services inspected the pump stations @ Pinewald Station – good and Cedar Station – impellers need work. Toms River MUA says to use the generator until it blows up, and then replace. Lateral repair work done by Kiely is all okay. CC4 boxes are in ahead of schedule for T&M job. Tom K will take class in A/C on May 11 for Collections Systems & Operations.

Tom Clayton: Absent - Submitted three quotes for electrical work for outdoor spotlight and indoor ceiling light fixtures – **See Resolution 04-49-17**. Jetting mainlines has started and approximately six roads have been completed to date. BSA magnetic signs were installed on pick-ups; VacTruck has fiberglass doors. Stop engine light is still coming on – no adverse effects evident. Installed new leader hose on jetter as old hose wore out. Tires on the F-250 will need replacement soon.

Milly: Took the minutes for meeting

Beachwood Sewerage Authority
April 18, 2017

Beverly: Absent

Phone service proposal with AVAYA / Corporate Care – Hepatitis B vaccine series for field men.

Delinquent Notices will be mailed by end of month. 2016/2017 – (1657)

Frank Baer: Commented on Kiely invoices for castings, Tom K was asked to write memo declaring that they were emergency repairs. **See Resolution 04-28-17.**

Jim Gluck: Zero Value resolution is complete; Personnel Policy is almost finished. Members asked to have Field Worker, John D'Aleo's employment extended through September. **See Resolution 04-30-17.**

PUBLIC: No Response

No further business – Motion to adjourn the meeting.

Motion: Tapp

Second: Schmidt

Absent:

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

Meeting adjourned 5:38 PM

Respectfully submitted,



Robert Tapp, Secretary

Pine Beach
Boro Mtgs

BSA timeline

01/11/17	01/13/17	Emergency Help – Flushed line of grease (Grant Ave) to release blockage for a commercial business.
02/08/17	02/08/17	BC hand delivered bill for emergency service \$273.00
03/08/17	03/28/17	Rec. voucher from PnBch – signed and TK hand delivered same day.
04/12/17	04/19/17	Pine Beach has an April 12 th Borough Meeting.

April 17th, phone call from Pine Beach Borough Clerk, Charlene Carney stating she will be placing check into the mail tomorrow.

May 16, 2017

BEACHWOOD SEWERAGE AUTHORITY

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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 & Maintenance
T. Kirchgessner, Field Maintenance Supervisor - **ABSENT**
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 18, 2017.

Motion: Schmidt

Second: McNabb

Absent:

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

RESOLUTIONS:

05-31-17

Approval of Operating Fund Vouchers for \$49,861.58

Motion: Brown

Second: McNabb

Absent:

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

Beachwood Sewerage Authority
May 17, 2016

CORRESPONDENCE:

OCUA 2017 METERED FLOW DATA REPORT for 1st quarter Jan, Feb, and March metered flow was 60.997 gallons. Totals show decrease of 1.379 million gallons from same period last year.

Citizen of the Year nominations are requested by Beachwood Borough Clerk, Sue Minock

Discuss 845 Sunset Road - Borough wants to hear from BSA regarding one property on septic. Correspondence from engineer, Frank Baer- letter from 8/5/11 and minutes from 8/16/11 stating that when septic system fails or OC Health Dept. insists on lateral B. Clayton noted that the Borough has plans to schedule drainage and paving this road. Proposal from JF Kiely to install the sanitary main extension, manhole & lateral - totaling \$14,075.00 – Members will discuss before making final decision. Discussed a restriction on property that present owner will be responsible to install lateral and road restoration before selling property.

REPORTS:

Tom K: Absent

Tom C: All office lights replaced to LED. We are still flushing lines in town. To date 225 CC-4 boxes are installed. Lateral at 940 Ship was replaced due to major root problem. Hoist inspection is complete. Fire extinguisher inspection is complete. Sunset Avenue line extension prices from JF Kiely are in members folders.

Would like to ask, Frank Baer how he came up with a number for the size of the generator at Pinewald and would a 70kw generator cover to under DEP rules? (currently have a 75kw). We need to price out and purchase a new generator as the one we have is leaking oil from casing, its over fifteen years old and we use it every day – this generator is for the service truck.

Milly: Chairman reported on price comparisons (\$200 less) for the copy/fax machine. Milly will call Rich regarding cost and to look at server for some problems we are having.

Beverly: Delinquent Bills mailed 04/27/17.

Tax Lien Sale is scheduled for November 17, 2017.

Permission was asked to copy all maps, lateral books onto UB stick for our files and copy onto UB Flash Drive to keep in fire safe cabinet, also, send copy over to Borough Hall to place in vault. Commissioners agreed.

Frank Baer: Discussed 845 Sunset Road

James Gluck: Reported that Personnel Policy is complete and will send over w/ outline.

Chairman McNabb entertained a motion to enter into Executive Session; seconded by Commissioner Schmidt.

Beachwood Sewerage Authority
May 17, 2016

Discuss personnel issue.

Motion to re-open to Public was made by Commissioner Risk; seconded by Commissioner Tapp.

As a result of Executive Session, Chairman McNabb suggested that we go over what qualifications we need for any new hires.

PUBLIC:

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

No response.

Motion to adjourn meeting

Motion: Tapp

Second: Schmidt

Absent:

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

Meeting adjourned at 6:20 PM

Respectfully submitted



Robert Tapp, Secretary

June 20, 2017

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 – **left meeting for fire call**
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
D. Leone, Attorney sitting in for James Gluck

Approval of minutes for the Regular Meeting held on May 16, 2017.

Motion: Schmidt Second: Tapp
Absent: Risk All in favor: ayes

RESOLUTIONS:

06-32-17

Approval of Operating Fund Vouchers for \$53,484.79

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

06-33-17

Approve and accept the proposal for the AVAYA phone system and support for a monthly charge of \$83.12 per month for five years.

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

Beachwood Sewerage Authority
June 20, 2017

CORRESPONDENCE:

OCUA Notice of Public Hearing on Proposed 2018 Rates – Bulk Rate \$3,960.00 per million gallons. Increase of \$78.00 per million gallons.

Anticipate an increase using 2016 totals @ 248.774 gallons x \$78.00 = \$19,405.00

AYAYA phone systems proposal prepared by Carrier Representative, Kimberly Sanchez. Commissioners reviewed notes and agreed that we move forward with AVAYA. They will supply six new phones with set up and training, new panel control box, clean up and replace wiring if needed. Includes call waiting, voice mail, caller ID, and more. If we experience any problems, we call and report, they send a technician our same day or early next day. **See Resolution No. 06-33-17 above.** B. Clayton will call Kimberly Sanchez to set up contract once resolution is received.

REPORTS:

Tom K: Obtaining prices on gates for around buildings – Need to meet w/ Rich & Ron about new computer system – Spoke with Chief and he will send over a bill for the police overtime - moving along with C-4 boxes – talked to Forked River Diesel for prices on a new generator for the Pinewald Pump Station.

Tom C: Completed the jetting of the main lines on June 12th – Starting to TV lines in town that need attention to verify for Dukes treatment – we inspected the line treated by Dukes and it is working as advertised, all roots seem dead – June 16th replaced one lateral @ 236 Windward Ave, roots – F-250 service truck is down, it has an electrical problem, a short somewhere. Downs Ford has truck and can get to it by Wed, June 21, so in the interim I am using my truck and generator as a service truck. We really need to purchase another service truck as the F-250 we have is fifteen years old and these type problems will occur. Members began discussing the pricing of an F-250 – See report from Bernard Rukowski below.

Bernard Rukowski: Explained the State Contract ordering and the delays that happen where it could be nine months to a year before you see the vehicle. If it is at all possible, he suggests that if funding is in place, order the vehicle then BSA could have by next year, at best, early next year. Chairman McNabb asked for an estimated cost for an F-250 with extended body, four wheel drive, and cabin chassis, heavy-duty springs, gas fuel. Mr. Rukowski replied approximately \$40,000. Chairman stated that this will be discussed further and put on for next meeting.

Milly: Absent

Beverly: Ayava

Chairman McNabb voiced his concerns regarding a permanent shelter for the TV Truck next to Pinewald Pump Station. He asked that Tom K and Tom C look into the dimensions of structure, heat, electric, size of garage door, etc. Frank Baer noted that he will look into wet lands and if we are affected.

Beachwood Sewerage Authority
June 20, 2017

Frank Baer: Stated he is going to work on the annual sewer contract adding a few line items like casting replacements. Mr. Baer asked that Tom K and Tom C to think about other suggestions.

Dan Leone: Passed out literature regarding Certification of Available Funds: Recent Rule Changes by Local Finance Board and copies on our Policy and Procedures

Note: Commissioner re-entered the meeting @ 5:23 PM.

Chairman McNabb opened the meeting up to the Public: No response

No further business.

Motion: Tapp

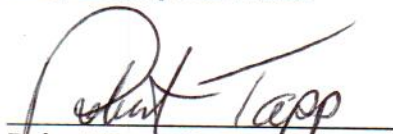
Second: Schmidt

Absent:

All in favor: Ayes

Meeting adjourned at 5:23 PM

Respectfully submitted



Robert Tapp, Secretary

July 18, 2017

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:

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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 & 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
D. Leone, Attorney sitting in for James Gluck

Approval of minutes for the Regular Meeting held on June 20, 2017.

Motion: Schmidt Second: Tapp
Abstain: Approved: All in favor - ayes

RESOLUTIONS:

07-34-17

Approval of Operating Fund Vouchers for \$288,828.45

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

07-35-17

Approve the Sale of Surplus BSA Personal Property no longer needed for Public Use.

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

Beachwood Sewerage Authority
July 18, 2017

07-36-17

Approved five-year lease agreement with CIT Bank for the use of AVAYA Office Equipment for a period of five (5) years @ \$83.12 per month.

Motion: McNabb

Second: Schmidt

Absent:

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

07-37-17

To approved the purchase of security cameras for the main office, Pinewald Rd. and Cedar St. Pump Stations from Ocean Security Systems Inc. for \$9,015.00.

Motion: Brown

Second: Risk

Absent:

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

CORRESPONDENCE:

Letter dated July 5, 2017 from OCUA stating that established the bulk rate to be \$3,960.00 per million gallons beginning January 1, 2018.

REPORTS:

Tom Kirchgessner:

- Received a quote from Forked River Diesel to replace the generator at Pinewald with a 70KW - \$30,000.
- Received two quotes on gates at Main Office.
- Received two quotes on security cameras at the main office and both pump stations.
- TV'd main from 1028 Pacific to Railroad – many roots throughout the entire length.
- TV'd main from Pinewald through Maple on Ship – roots throughout this street as well.

Tom Clayton:

- F-250 service truck was repaired.
- Downs Ford found a short in the wiring harness on the first repair and the second repair was a problem in the steering column wiring.
- Purchased new tires for the F-250 as they were the original tires since 2002 and severely dry rotted.
- Lights in the map room were replaced as they went bad directly after we had others replaced; now we are having the light in bathrooms done so the entire building will be updated.
- We outfitted the camera truck with some hand tools for use while videotaping lines, also replaced chair that stays upright while in use.

Milly:

- Reported that Wayne Sibilia, Fee Accountant has started on financial statements, once done we can begin the audit.
- BSA current website was discussed, and then Chairman McNabb suggested looking into other web designers to review/compare for next meeting.

Beachwood Sewerage Authority
July 18, 2017

Beverly:

- AVAYA contract – Attorney, Dan Leone suggested the execution of this lease agreement is contingent upon the review and approval of the BSA General Council, James Gluck.
- George Schuld, new owner of Block 4.37, Lot 5 @ 309 Compass Avenue stopped by and talked about the land he purchased on the river. He would like a quote on the cost of the lateral installation. Mr. Schuld's cell is 732 966 2910. He is presently renting 444 Beacon Avenue until home is completed – Engineer, Frank Baer suggested that we try to give a quote on a long lateral to connect to manhole.

Frank Baer:

- Reported area around the Pinewald Road Pump Station is not wet lands and will now move forward on designing a large truck building.
- Will work on castings.

Dan Leone: sitting in for James Gluck

- All received copies of the BSA Personnel Policies and Procedures Manual to review and call with any changes by August 8th so manual can be discussed at the August 15th meeting.
- Hold on AVAYA Lease Agreement until next meeting.

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

No further business, a motion was made to adjourn.

Motion: Risk


Second: Schmidt

Absent:

Approved: Ayes

Meeting adjourned at 5:50 PM

Respectfully submitted


Robert Tapp, Secretary

August 15, 2017

MEETING CANCELED

BEACHWOOD SEWERAGE AUTHORITY

AGENDA

SALUTE TO FLAG

SUNSHINE LAW

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 — ABSENT (in Connecticut)
M. Brown, Vice Chairman
R. Tapp, Secretary — ABSENT (in Canada)
C. Schmidt, Commissioner
J. Risk, Commissioner of Field Operations and Maintenance
T. Kirchgessner, as Field Maintenance Supervisor
T. Clayton, Asst. Field Maintenance
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
D. Leone, Attorney

Approval of minutes for the Regular Meeting held on July 18, 2017.

Motion:	Second:	All in favor:
Absent:	Abstain:	

RESOLUTIONS:

08-37-17: Approval of Operating Fund Vouchers in the amount of \$80,241.85

Motion:	Second:	Abstain:
Absent:	Roll call:	

****Certified Bills List for August 2017 was signed and approved by members***

September 19, 2017

BEACHWOOD SEWERAGE AUTHORITY

The regular meeting of the Beachwood Sewerage Authority began 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 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.
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- (3) Notification was given to the Asbury Park Press.
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ROLL CALL:

R. McNabb, Chairman
M. Brown, Vice Chairman (5:45 for back to school night)
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
D. Leone, Attorney (sitting in for James Gluck)

Chairman McNabb spoke a little about our attorney, James Gluck who is preparing for open-heart surgery. We send our prayers to him, his family, and a wish for a speedy recovery.

Approval of minutes for the Regular Meeting held on July 18, 2017.

Motion: Schmidt

Second: Risk

Abstain:

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

August 15, 2017 Meeting was canceled.

Resolution No. 08-37-17 August Operating Funds for \$80,241.85

Carl Schmidt signed resolution, as acting Secretary

Certified bills list was executed by all Commissioners and vouchers were signed by Schmidt, Brown and Risk.

RESOLUTIONS:

09-38-17

Approval of Operating Fund Vouchers for \$74,037.99

Motion: Schmidt

Second: Tapp

Abstain:

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

Beachwood Sewerage Authority
September 19, 2017

AUGUST CORRESPONDENCE:

OCUA – 2017 Metered Flow Data Report for 2nd quarter. Report shows that flow is down by 0.427.

Reminder sent to commissioners asking for decision on whether or not they will be attending the League of Municipalities on November 14, 15, & 16.

Attending: Tom Kirchgessner

SEPTEMBER CORRESPONDENCE:

MUAA - Notice of Meeting for Wednesday, September 14, with dinner to follow. Also, please note that the Christmas party is Thursday, December 14, 2017. Mark your calendars.

Letter from Mr. Dan Wilhelm & Courtney O'Malley of 637 Compass Avenue commending Tom Kirchgessner and Tom Clayton for the service and quick response they received on a holiday from our men as they located the riser and unclogged the back up. A lateral replacement will be installed later this year. Letter has been placed into both employee personnel files.

REPORTS:

Tom K:

- 45 CC4 boxes in the past two months
- TV the whole length of Ship Avenue
- 400 to 1000 block of Pacific Avenue
- 100 to 800 block of Spray Avenue
- 100 block of Ship has horizontal cracks about 60' long
- Cleaned 13 basins out for the borough with the Jet Vac
- Replaced 3 manhole rings
- Worked with Rich from CSI, got the computer figured out, the cameras set up to the monitors and phones.
- New lateral at 716 Anchor Avenue
- Fences are set up and complete
- Dukes Root Control
- Inspected 29 manholes

Tom C:

- Best Paving is scheduled for September 26th – front parking area
- Gates to close off side alleyways and rear of building were completed 09/15/17
- Curb blocks are installed and repaired on left side of large garage, we intend to plant shrubs.
- Cable on the Sewer General lateral snake was replaced with the spare – we need to replace it now, as we have no backup at this time.
- Generator on the Service Truck (the work generator) is leaking oil badly from the cast engine casing. At some point, we will need to replace.

Beachwood Sewerage Authority
September 19, 2017

- The sewer main at the intersection of Ship and Wave St. was broken horizontally along the length of the pipe. It appears to be caused by settling from excavation under the sewer line for or from the storm drains in this intersection. We discovered this break while we were TV'ing Ship Avenue. Kiely was called and repair was completed (see photo).
- We have also discovered a very large deflection in the sewer main at the intersection of Spray Avenue and Oak Street, which at some point will need repair; again, cause appears to be from storm drain installation.

Milly: 2016 Audit is almost complete, just waiting to hear from Brian Logan and at our next meeting on October 17; we will introduce the budget for 2018.

Beverly: Business card and door hangers are done. Block and Lot Lateral book has been duplicated and place on UBS stick (1 in BSA file safe and 1 in Borough vault for safe keeping) Reminder: MUAA Christmas party will be held on Thursday, December 14, 2017. Mark your calendars.

****Note: Commissioner Brown excused himself from the meeting for back to school night at his classroom.***

Frank Baer: BSA-2018 Lateral Contract Bid Package will be ready September 29, 2017 – and the professionals will open bids on October 17, 2017 @ 3PM so the board may do a preliminary review that evening and make a tentative award subject to review. In addition, it was agreed to have the BSA supply the manhole castings for the new bid item replacement manhole castings. I will amend the documents accordingly before we go to print

Dan Leone: AVAYA contracts are signed and ready for Avaya to execute and return. Mr. Leone will email over a final draft of the Employee Manual for our review.

Chairman McNabb entertained a motion to enter into Executive Session to discuss. Second by: Tapp Absent: Brown

Terms & Condition of Employment for employee John D'Aleo

Note: Mr. D'Aleo signed a RICE Notice on 09/15/17

Re-opened to Public:

Motion: Schmidt

Second: Tapp

As a result of Executive Session, it was decided to extend the employment of John D'Aleo to December 31, 2017.

Motion: McNabb

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

Absent: Brown

Beachwood Sewerage Authority
September 19, 2017

PUBLIC: No Response

No further business. Motion to adjourn the meeting.

Motion: Schmidt

Second: Tapp

Absent:

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

Meeting adjourned at 5:53 PM

Respectfully submitted



Robert Tapp, Secretary

CONFIDENTIAL MEMORANDUM

TO: John D'Aleo
FROM: Ron McNabb, Commissioner Chairman
DATE: September 18, 2017
RE: Employment Status

Please be advised that at the Meeting of the Beachwood Sewerage Authority Commissioners on September 19, 2017 on or after 4:30 p.m. the Commissioners intend to discuss your employment status. Be further advised that pursuant to the Open Public Meeting Act exception contained in N.J.S.A. 10:4-12(b), the Public may be excluded from any discussion that involves "employment, appointment, termination of appointment, terms and conditions of employment, evaluation of the performance of, promotion and disciplining of" any prospective or current officer or employee employed or appointed by the public body. The statute further provides that the foregoing discussions may take place in closed session "unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." It is the intent of the Commissioners to conduct this discussion in executive (closed) session.

Please be further advised that pursuant to *Rice v. Union County Regional High School Board of Education*, 155 N.J. Super. 64, 382 A.2d 386 (App.Div.1977), certification denied 76 N.J. 238, 386 A.2d 863 (1978), you are entitled to adequate notice of the aforementioned right to have the matters discussed in public and you are entitled to be represented by an attorney should you so choose.

Accordingly, please select an option below by initialing in the space provided. Further, please sign, date and return a copy of this memo to my attention to advise the Commissioners of your position in this matter.

Initials (Choose One)

X I have received "adequate notice" in regard to this matter and elect to have this matter proceed on the aforesaid date in closed session; and
____ (a) My attorney or I intend to be present; or
X (b) I waive my appearance.

____ I have received "adequate notice" in regard to this matter and elect to have this matter proceed on the aforesaid date in public session; and
____ (a) My attorney or I intend to be present; or
____ (b) I waive my appearance.

By:

John D'Aleo

9/18/17
Date

October 17, 2017

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.

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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
D. Leone, Attorney (sitting in for Mr. Gluck)
B. Rukowski, Purchasing Agent

Approval of minutes for the Regular Meeting held on September 19, 2017.

Motion: Tapp

Second: Schmidt

Absent:

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

RESOLUTIONS:

10-39-17

Approval of Operating Fund Vouchers for \$341,337.30

Motion: Schmidt

Second: McNabb

Absent:

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

10-40-17

Approve the Introduction of the 2018 Beachwood Sewerage Authority Budget as prepared by Fee Account, William Antonides, Jr.

Motion: Rick

Second: McNabb

Absent:

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

Beachwood Sewerage Authority
October 17, 2017

Next, Mr. Baer gave a brief summary on the bid opening, he stated only one bid was submitted and will be reviewed by both attorney and engineer before final award.

10-41-17

Approval for Mr. Baer and Mr. Gluck to review the bid submitted for the 2018 BSA CONTRACT - House Laterals and Repairs from J.F. Kiely Service Company LLC for \$135,500.00

Motion: McNabb

Second: Schmidt

Absent:

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

10-42-17

Approval to authorize bookkeeper to cut three equal checks totaling the cost of stonework to be installed on the front of building for \$5,775.00

Motion: Tapp

Second: Schmidt

Abstain:

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

NOTE: Prior to approval a few questions came up for discussion as to when work will begin for stonework; T. Clayton stated that contractor needs first check for material order, second check for stonework installation, and the third check for final inspection of work performed. Chairman McNabb asked attorney, Dan Leone if there is a problem having the quote broken down into three payments; Mr. Leone replied that it seems acceptable. Ms. Tangen was instructed to cut the checks so this could get started before the end of October.

10-43-17

Approval for BSA Contract 2017 Change Order No. 001 for the repair on Spray Avenue twenty-five feet of damaged sanitary sewer main repaired by BSA contractor J.F. Kiely Construction for \$14,400.00

Motion: Risk

Second: Schmidt

Abstain:

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

CORRESPONDENCE:

Annual Assessment of the Beachwood Sewerage Authority
John Mauder, CFO for the Borough of Beachwood

As required by the State of New Jersey Best Practices CY 2017/SFY 2018 Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities.

- 1.) Continue to serve the public interest, and
- 2.) are more efficient than other potential alternatives in providing services and financing public facilities.

A review by the Borough of Beachwood CFO and Treasurer of the prior year audits (2015 & 2014) and budgets (2016 & 2017) of the Beachwood Sewerage Authority *concludes that the BSA meets or exceeds the above-mentioned Findings and Conclusions.*

Beachwood Sewerage Authority
October 17, 2017

REPORTS:

Tom K:

- Installed 24 CC4 boxes
- Repaired 25' of mainline on Spray Avenue
- Callout on 1117 Ship Avenue – new owner dumped spackle and paint in the line that overflowed onto street. Called the DEP
- Russell Reid cleaned wet wells.
- Pumping Services did PMS – Pinewald was okay
Cedar Street Pump **No.1- TOP** - oil seal failed was pulled and extra pump put in
Pump **No. 1 BOTTOM** - oil seal is failing, waiting on pump #1 TOP to get fixed so we can switch out
- Meeting with Matt from Dukes – looking to put root control in a couple of mains and in a dozen laterals.

Tom C:

- CC4 boxes installed in the 200 / 300 Block of Spray Ave in preparation for Dukes treatment.
- TV Truck repaired by Toms River Utilities and is back in service.
- Helped with cleaning out the catch basins for Beachwood Public Works Department.
- Best Paving was here on Saturday 10/14/17 to break up the concrete in the front parking lot. The removal of concrete and prepping base is Monday 10/16/17 and paving the following day.
- Stonework to replace brick facing will follow after paving is complete.

Milly: Budget complete; Audit by the end of October.

Beverly: 1. Updated list of phone numbers
2. MUAA Christmas Dinner December 14, 2017

Frank Baer: Report on Contract Change Order No. 001 to repair of the 25' damaged sanitary sewer main on Spray Avenue and the itemized breakdown of the proposal submitted by J.F. Kiely Construction.
2018 House Lateral and Repairs bid submitted was J.F. Kiely Construction in the amount of \$135,500.00 (**see Resolution No. 10-41-17**)

Dan Leone: Shared some news on Jim's recovery. Members were happy to hear that he is improving each day. Mr. Leone then stated that he is reviewing the AVAYA bankruptcy paperwork and will draft up resolutions 10-42-17 and 10-43-17 once he reviews.

Beachwood Sewerage Authority
October 17, 2017

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: Tapp


Second: Risk

Absent:

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

Meeting adjourned at 5:32 PM

Respectfully submitted



Robert Tapp, Secretary

Reminders

BSA Meeting – November 21, 2017

BSA PUBLIC HEARING Meeting - December 12, 2017

MUAA Christmas Party - December 14, 2017

November 21, 2017

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:

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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 & Maintenance – Arrived 5:25 pm
T. Kirchgessner, Field Maintenance Supervisor
L. T. Clayton, Asst. Field Maintenance Supervisor
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk - ABSENT
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney
B. Login, Auditor
D. Slattery, P/T Clerk

Approval of minutes for the Regular Meeting held on October 17, 2017.

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

RESOLUTIONS:

11- 44-17:

Approval of Operating Fund Vouchers for \$79,309.72

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

11- 45-17:

Approval to pay Borough Tax Collector Administration Fees for \$1,360.00 collected for tax lien sale accounts balances.

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

Letter dated October 18, 2017 from Frank Baer regarding 2017 House Connection Laterals and the recommendation of award to J. F. Kiely Company for the total bid price of \$135,500.00

Beachwood Sewerage Authority
November 21, 2017

Letter dated November 1, 2017 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 \$135,500.00

11- 46-17:

Approve to award the Contract BSA-2018 House Connection Laterals to: J. F. Kiely Service Company for the total base bid price of \$135,500.00.

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

At this time, Chairman McNabb introduced Auditor, Brian Logan to review and give a brief synopsis of the 2016 audit to the members and to answer any questions.

11- 47-17: Adopt the Beachwood Sewerage Authority 2016 Audit as presented by Brian Logan of Suplee, Clooney & Company.

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

Chairman McNabb thanked Mr. Logan for his summation and then entertained for a motion to accept the BSA 2016 Audit.

CORRESPONDENCE:

Copy of the bid tabulation for Contract BSA 2018 provided by Engineer, Frank Baer

OCUA 3rd quarter 2017 Metered Flow Data shows BSA is down by 1.575 million gallons compared to the third quarter of 2016.

NJUAJIF – 2017 Dividend applied as credit for 2018 - \$1,384.88

A thank you letter from resident Marie DeLuca for the professional and courteous manner received from Tom K. and John D. stating they did a great job. Copy of letter was placed into their personnel file.

Chairman complimented Tom K. and John D., as most people do not send letters.

OCUA – Preliminary Estimate of 2018 Annual Charge - \$1,069,200.00

Note: At this time Commissioner John Risk entered the meeting.

REPORTS:

Tom K:

- 336 AC Blvd snake got stuck in lateral – Emergency repair
- Put in 60 CC4 boxes
- Earle put drainage over our sewer main on Sunset w/1.5 – 2' of cover overtop our pipe.

Beachwood Sewerage Authority
November 21, 2017

- DSC put concrete cradle over our main at Locker & Cable and at Pennant & Locker.
- Pumping Service came and swapped out the pumps at Cedar Street.
- Dukes put root control in 800' of main on Ship and 1200' of main on Spray including 14 laterals.
- Earle on Anchor, I had them put cradles over our laterals at three different houses, there was hardly any clearance between the water main and out laterals.

Tom C:

- Called, Manson Ed Fuchs on November 16th – he is expecting stone delivery on Wednesday, November 22nd. Work will begin will start at that time weather permitting.
- We are looking for a carport to put up behind our building as a temporary measure for our TV Truck. If we cannot find a unit large enough and reasonably priced, we may still be okay with just the heater running in the truck, which we did last year.
- New generator for service truck to replace the leaking generator we have not will be ordered shortly (\$1,500.00)

Milly:

- * 54 sewer accounts went to tax lien sale
- * Update on BSA website

Beverly:

- Public Hearing will be held on December 12, 2017
- RSVP needed for BSA Dinner @ Anchor Inn following the Dec. 12th meeting
- RSVP for the MUAA Dinner @ Captain's Inn, Thursday, Dec. 14th

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)

Frank Baer: No report

Jim Gluck: Happy to be back and feeling much better, also thanked everyone for all their well wishes. Jim commented that Dan did a great job in his absence.

PUBLIC: Chairman opened meeting to public.

Motion: McNabb

Second: Risk

All in favor: Ayes

Beachwood Sewerage Authority
November 21, 2017

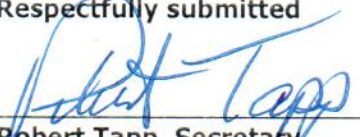
Seeing no interest – Chairman entertained for a motion to close.
Motion: Brown Second: Risk All in favor: Ayes

No further business. Motion to adjourn the meeting.

Motion: Tapp Second: Schmidt
Absent: All in favor: Ayes

Meeting adjourned at 5:35 PM

Respectfully submitted



Robert Tapp, Secretary

December 12, 2017

BEACHWOOD SEWERAGE AUTHORITY

PUBLIC HEARING / ADOPTION OF THE 2018 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 – **ABSENT KNEE SURGERY**
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney at Law
W. Antonides, Jr., Fee Account
S. Cole, Cole Transcription Service

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

Adoption of Resolutions:

12-48-17: Connection Fees – effective January 1, 2018 to be \$2,450.00 per connection.

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

12-49-17: Usage Fees – effective January 1, 2018 to be \$424.00 per annum.

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

12-50-17: Commercial Rates – effective January 1, 2018 to be \$4.00 per thousand gallons for overage.

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

12-51-17: To approve and adopt the Beachwood Sewerage Authority 2018 Budget as presented.

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

Beachwood Sewerage Authority

December 12, 2017

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Motion to close the PUBLIC HEARING portion of the meeting was made by Commissioner McNabb; seconded by Commissioner Schmidt. All were in favor.
Attorney, James Gluck returned the meeting to Chairman McNabb.

This meeting was duly recorded by Cole Transcription & Recording Service.

Chairman McNabb resumed the Regular Meeting at 5:21 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 21, 2017.

Motion: Schmidt

Second: Risk

Abstain:

All in favor: Ayes

RESOLUTIONS:

12-52-17

Approval of Operating Fund Vouchers in the amount of \$50,628.84

Motion: Brown

Second: Risk

Abstain:

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

12-53-17:

Approval to inactivate account #1638, Block 4.42 and Lot 1 @ 259 Compass Avenue, owner: Julie Doherty as per demolition permit# 17-00502. Lateral was capped off and inspected by T. Kirchgessner on 11/10/17. Property account will be reactivated once Certificate of Occupancy is issued.

Motion: McNabb

Second: Schmidt

Abstain:

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

CORRESPONDENCE:

Notice on Road Maintenance from the Ocean County Engineering Department Supervising Engineer, Thomas Hartman with a reminder that new openings will not be permitted for the period between Dec 15, 2017 and March 1, 2018 with exception of extreme emergency.

REPORTS:

Tom K:

- Fifty-five manholes have been cut this month.
- TV'd the main at 724 Mizzen Avenue – pipe is in pretty bad shape. See video.
- Earle completed pipe work on Anchor Avenue with no issues on our end.

Tom set up video for members to view; a pipe slip lining was suggested. Bernie Rukowski explained the process of the installation, adding that would help prevent further damage to this section – Area in need of repair is 653 to 724 Mizzen Avenue.

Beachwood Sewerage Authority

December 12, 2017

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Milly: Update on website: Mark Carty will be worked on after the holidays – Milly stated that Mark and his wife have a Christmas wreath decorating business, one job is the "New York Stock Exchange"- inside from floor to ceiling.

Beverly: Requests approval for:

2017 Holiday Schedule

2017 Salary Guide

Motion to accept: Tapp Second: Risk

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

Reminded Commissioners to stop by and review RFP's – Mr. Tapp and Mr. Schmidt completed their review.

McNabb, Risk, and Brown need to stop by or make other arrangements with clerk.

Frank Baer: Sign and seal Kiely contracts – Clerk has in office to be executed.

James Gluck: Best wishes to all for a very Merry Christmas

Executive Session:

At this time a motion was made to enter into Executive Session to discuss a personnel matter.

Re-entered back into regular meeting at 5:45 PM - Motion by McNabb; Second: Tapp

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

12-54-17:

Extend an offer for full time, permanent employment to John D'Aleo effective January 1, 2018 at a yearly salary of \$34,000.00 and benefits eligible.

Motion: Brown

Second: Tapp

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

12-55-17:

Authorize Engineer, Frank Baer to go out to bid for installation costs for a mainline "slippery liner" for the damaged pipe between 653 and 724 Mizzen Avenue.

Motion: Brown

Second: Tapp

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

Chairman McNabb opened the meeting to the public – no response

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

Motion: Tapp

Second: Schmidt

Abstain:

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

Meeting adjourned at 6:52 PM

Respectfully submitted:


Robert G. Tapp, Secretary

JANUARY 1, 2018 through DECEMBER 31, 2018

- **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.

- **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 2018

- **January 1st** **Mon**
New Year's Day
- **January 15TH** **Mon**
Martin L. King
- **February 19th** **Mon**
Presidents Day
- **March 30th** **Fri**
Good Friday
- **May 28th** **Mon**
Memorial Day
- **July 4th** **Wed**
Independence Day
- **September 3rd** **Mon**
Labor Day
- **October 8th** **Mon**
Columbus Day
- **November 6th** **Tue**
Election Day
- **November 12th** **Mon**
Veterans Day-observed
- **Nov. 22nd & 23rd**
Thanksgiving Thur & Fri
- **December 24th** **Mon**
Christmas Eve
observed
- **December 25th** **Tue**
Christmas Day observed

