

January 16, 2018

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
J. Risk, Commissioner Field Operations & Equipment
T. Kirchgessner, Field Maintenance Supervisor
T. Clayton, Asst. Field Maintenance Supervisor - ABSENT
J. D'Aleo, Laborer
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 12, 2017

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

Approval of minutes for the Regular Meeting held on December 12, 2017

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

RESOLUTIONS:

01-01-18

Approval of Operating Fund Vouchers for \$122,197.40

Motion: Tapp
Absent: McNabb

01-02-18

To approve the purchase of (1) one Emergency Generator for the Pinewald Pump Station.

Motion: Schmidt
Absent: McNabb
B. Rutkowski, PA for the BSA will begin the process to purchase.

Beachwood Sewerage Authority
January 16, 2018

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 12, 2017 is on file and Mr. Gluck has a copy for his files.

REPORTS:

Tom K:

- Started cleaning & inspection of manholes in the back section.
- 7 –Callouts
- 2 –Emergency Repairs
- 1 – New lateral installation
- One of the callout was at the Beachwood Nursery School – over flowed onto the parking lot. It was not our problem, it was on their side. Spread lime over area, called DEP, and made an incident report to cover the Authority.

Tom C: On the mend

Milly:

- Spoke to Mark Hardy who will begin working on website late January.

Beverly: No report

Frank Baer:

- Working on specs for sewer main lining.

Jim Gluck:

- Review policy and bring back any questions to discuss.

Public: Motion to open for comments and questions - No response
Motion to close - All in favor: ayes

No further business. Motion made to adjourn the meeting.

Motion: Schmidt

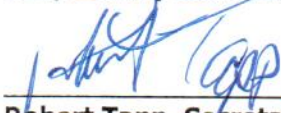
Second: Risk

Absent: McNabb

Roll call: Brown, Tapp, Risk, and Schmidt

Meeting adjourned at 5:12 PM

Respectfully submitted



Robert Tapp, Secretary

February 6, 2018

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
M. Brown, Vice Chairman - **Absent**
R. Tapp, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operation & Equipment
T. Kirchgessner, Field Maintenance Supervisor
T. Clayton, Asst. Field Maintenance Supervisor - **Absent**
J. D'Aleo, Laborer
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 R. Tapp to nominate **Ronald McNabb as Chairman.**

Second: C. Schmidt

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

Absent: Brown

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

Second: R. Tapp

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

Absent: Brown

Motion by R. Tapp to nominate **Carl Schmidt as Treasurer.**

Second: R. McNabb

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

Absent: Brown

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

Second: C. Schmidt

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

Absent: Brown

REORGANIZATION MEETING
FEBRUARY 6, 2018
PAGE 2

Consent Resolutions: 02-03-18 thru 02-18-18

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

RESOLUTIONS:

02-03-18: Motion to appoint **Frank Baer, Jr., P.E. as the Engineer** and to approve and sign contract.

02-04-18: Motion to appoint **Conner Strong and Buckelew, Inc. as the Insurance Consultant** and to approve and sign contract.

02-05-18: Motion to appoint the firm **GLUCKWALRATH LLP as Bond Council** and to approve and sign contract.

02-06-18: Motion to appoint **William Antonides, Jr. of William E. Antonides & Company** as **Fee Accountant** and to approve and sign contract.

02-07-18: Motion to appoint **Suplee, Clooney & Company, Certified Public Accountants** as **Auditor** and to approved and execute contract.

02-08-18: 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.

02-09-18: 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.

02-10-18: 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

02-11-18: Motion to approve the Beachwood Sewerage Authority **Cash Management Plan**.

02-12-18: Motion to appoint Frank J. Baer, Jr., P.E. as **Public Agency Compliance Officer** for the Beachwood Sewerage Authority.

02-13-18: Motion to approve and sign the **Interlocal Service Agreement between the Toms River Municipal Utilities Authority and the Beachwood Sewerage Authority**.

02-14-18: Motion to approve the contract agreement for **Pumping Services not to exceed \$6,000.00**.

02-15-18: Motion to approve on an as need basis, **Bernard Rutkowski as Qualified Purchasing Agent** not to exceed \$17,500.00.

REORGANIZATION MEETING
FEBRUARY 6, 2018
PAGE 3

02-16-18: Motion to accept the **2018 Meeting Schedule**. Meetings held at 5 P.M. on the third Tuesday of each month, with the exception of February and December.

02-17-18: The Authority designates the **Asbury Park Press** to publish all notices that are required by law to make public.

02-18-18: Appoint Beverly Clayton as **Fund Commissioner NJ-JIF** for 2018.

Beachwood Sewerage Authority list of Commissioners for 2018

Copy of 2018 BSA monthly meetings for your files

Mr. Gluck informed the Commissioners that next meeting on February 20th Dan Leone would be attending in his absence.

Motion to open to Public: R. Tapp

Second: C. Schmidt

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

Motion to close: J. Risk

Second: R. Tapp All in favor: Ayes

Absent: M. Brown

No further business – Motion to adjourn the Reorganization Meeting of 2018.

Motion: C. Schmidt Second: R. McNabb Roll call: McNabb, Risk, Tapp, and Schmidt

Absent: Brown

Meeting adjourned at 5:06 PM

Respectfully submitted:



Robert Tapp, Secretary

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

Beachwood Sewerage Authority
February 20, 2018

CORRESPONDENCE:

OCUA - Certificate of the Annual Charge \$1,069,200 for 2018 with a Bulk Rate of \$3,960 per million gallons. OCUA estimates discharge of 270 million gallons of wastewater for 2018.

OCUA - METERED FLOW DATA REPORT for the year ending 2017 – total gallons 245.686

OCUA letter dated January 31, 2018 Re: Deficiency Notification for 2017 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 24.314 million gallons less than the billed estimate that results in a **"Credit" amount due of \$94,386.95**. Note: this credit will be deducted from the first installment of the 2018 Annual Charge.

MEL SAFETY BULLETIN – New Commercial Driver License (CDL) Opioid Testing Regulations.

D. Leone will include this new regulation to the BSA Employee Manual.

REPORTS:

Tom K:

- Security censor was bad in the meeting. I had it changed out.
- Put 17 CC4 boxes in.
- Pulled triangles and put CC4 boxes in Cranberry Estates. We had not record of the. We are still missing a few.
- Callout at 318 Clubhouse – could not find cleanout, I called public works and they came over and dug a huge hold to find it.
- Mizzen Ave – TRMUA came and put three clamps in the main at 8ft, 88ft and 130ft.

Tom C:

Milly:

- Reported on website

Beverly:

- FYI - Print out of adjacent rear property signed with Rosetto Realty.
- JIF – Minimum Technological Standards Certification Cyber Risk Management Program – Tier 1, 2 & Signature page. Forward email to MT to complete.

Frank Baer:

Beachwood Sewerage Authority
February 20, 2018

Dan Leone: Will draft notes and executive minutes and submit for records.

Executive Session:

Motion to enter: McNabb Second: Tapp All in favor: ayes

Re-entered back into regular meeting at 6:29 PM

Motion by Risk Second: Schmidt All in favor: ayes

Commissioners briefly discussed:

- o Employee handbook additions,
- o Office furniture, property
- o Pipe lining for 100 block of Ship Avenue and begin a schedule to foam more lines.
- o Purchase lap top computer for TV truck
- o Estimates for office front window and door

PUBLIC:

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

Seeing no response -

Motion to close made by McNabb; second; Schmidt

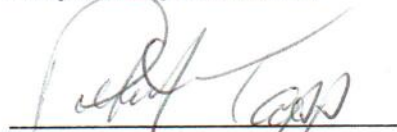
No further business, motion to adjourn.

Motion: McNabb Second: Tapp

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

Meeting adjourned at 6:34 PM

Respectfully submitted



Robert Tapp, Secretary

March 20, 2018

THIS MEETING WAS CANCELED DUE TO A SNOW STORM

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 & 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 6, 2018.

Motion: Second:
Absent: All in favor:

Approval of minutes for the Regular Meeting held on February 20, 2018.

Motion: Second:
Absent: All in favor:

RESOLUTIONS:

03-21-18

Approval of Operating Fund Vouchers for \$43,332.32 (approved by members)

Motion: Second: **executed by R. Tapp, Secretary**
Absent: Roll call:

April 17, 2018

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
J. A'leo, Laborer
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney
B. Rukowski, QPA

Due to snowstorm on March 20th, our meeting night minutes, resolution, and reports will be incorporated in "red" and all of April in "black".

Approval of minutes for the Reorganization Meeting held on February 6, 2018.

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

Approval of minutes for the Regular Meeting held on February 20, 2018.

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

RESOLUTIONS:

03- 21-18: Approval of Operating Fund Vouchers in the amount of \$43,332.32

Motion:	Second:	Abstain:
Absent:	Roll call:	

NOTE: Secretary, Robert Tapp; Vice Chairman, Matt Brown, and M. Tangen executed vouchers and checks to be paid day of storm.

Beachwood Sewerage Authority
April 17, 2018

RESOLUTIONS:

04-22-18: Approval of Operating Fund Vouchers in the amount of \$307,864.34

Motion: Schmidt

Second: Tapp

Abstain:

Absent:

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

Approval of minutes for the Regular Meeting held on March 20, 2018.

Motion: Tapp

Second: Schmidt

Absent:

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

CORRESPONDENCE:

MARCH:

MUAA Dinner – Members did not attend.

List of inactivated properties; (1) Home fire and (2) demolitions for new home construction.

APRIL:

Estimate from Bahr & Sons Electrical Contractors Inc. to furnish and install one Onan (Cummins) generator at the Pinewald Pump Station for 34,307.90

REPORTS:

Tom K:

- Put 35 CC4 boxes in.
- Two laterals have been replacement; 637 Compass Avenue / 312 Halliard Avenue.
- Computer was installed in F250; Rich is working on getting us up.
- Working on gathering information to download on computer.

- Installed 16 CC4 boxes
- Russell Reid cleaned the wet wells – Pumping Services did the P.M.'s
- Worked on information on missing cards and line book numbers.
- Kiely will replace MH casting and repair cone at 412 Beachwood Blvd.

Tom C:

- We picked up the new Honda generator and I mounted it on the F250. It works very well for our needs.
- Called a contractor I know to get a price on the security door for the front office, no response as of yet.

Beachwood Sewerage Authority

April 17, 2018

- Gary Felton whom we have used before on our buildings, and we were very satisfied with his work, has not returned our call. I will reach out to him again.
- We are researching the information needed to enter into the computer, much of this information is missing and it takes a great deal of time gathering the missing information and putting it together.
- Working daily the past few weeks on updating 3x5 cards in preparation to scan into computer system – the last set of cards have taken the most research.
- Spoke to contractor, told them not to come for estimate until I have a better idea of what the commissioners want, just do door and wall; or redo the front window or both. In addition, I was told that there was no money in the budget for this improvement so any estimate will have to be redone if we wait until next year to do the job.
- We are getting ready to start our yearly jetting of the main sewer lines within the next couple of weeks.
- CC4 boxes are still going in.

Milly:

- Website update: <http://www.beachwoodsewerageauthority.com/wp>
Ms. Tangen asked everyone to visit website and come back with any changes or suggestions. Chairman McNabb thanked Milly for her working with Mark Carty.
- Tax Sale is scheduled for Thursday, September 27th, 2018
- As soon as Bill Antonides is complete then Brian Logan will begin the audit.

Beverly:

- Borough Clerk, Ms. Minock stated the Financial Disclosure Statements will be open for processing after April 4 and she will notify all persons affected and will issue finance notices with instructions. J. Gluck noted that he has not received and notice to submit his FDS as required. Ms. Clayton will correct this week.
- Letter from Katie Osborne thanking the commissioners for attending the Public Officials Management Seminar on February 27th @ Mayo Center, also noted that M. Brown took his class online.
- Also, another letter from K. Osborne thanking T. Clayton and J. D'Aleo for attending the Managers and Supervisors Training Seminar on March 6th @ Mayo Center.
- Second quarter Commercial billing is done, and then at end of April, delinquent bills will be mailed.
- Compiling a folder of office furniture prices for a conference table and six chairs from Butler, Staples and EJ Schuster (sells used @ good prices and condition)
- TREC Printing is working up an estimate on costs for out-sourcing service for yearly, tax sale, and delinquent billing. Costs will include printing bills &

Beachwood Sewerage Authority
April 17, 2018

envelops, folding & insert, sealed & stamped, separated into cycles then transported to post office for delivery.

Frank Baer:

- Commented on Pinewald Road generator and discussed along with B. Rukowski during his report.

Jim Gluck:

- In May, Jim will provide everyone with a draft of the BSA Personnel Policy to review and note any questions or changes to discuss at the following meeting.
- #3892 - 735 Locust Road - discussed connection and lateral costs, it was decided by Commissioners for our attorney to check into costs and a charge of interest from the date of installation to date of pay-off.

Bernard Rukowski:

- Talked about the 60KW generator bids – four bids received the lowest was Forked River Diesel.
- Bernie acting as Procurement Agent he explained working under to County Co-Op w/ 3% mark-up and using Bahr & Sons Electrical Contractors Inc. and Mr. Gluck would draft up two resolutions as follows:

Resolution No. 04-23-18:

Reject all four bids received for 60kW Onan Generator.

Motion: Tapp

Second: Risk

Absent:

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

Resolution No. 04-24-18:

Authorize to proceed with the County Co-Op cost of \$34,307.90

Motion: Schmidt

Second: Tapp

Absent:

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

At 5:50 PM, Chairman McNabb entertained a motioned to enter into Executive Session to discuss personnel; Commissioner Schmidt seconded motion.

Re-opened to Public at 5:58 PM by a motion made by Chairman McNabb; seconded by Commissioner Tapp. All were in favor.

As a result from Executive Sessions: Attorney Gluck will complete draft of the Personnel Manual to be sent to all for review.

Beachwood Sewerage Authority
April 17, 2018

PUBLIC: No Response

No further business – Motion to adjourn the meeting.

Motion: Schmidt

Second: Risk

Absent:

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

Meeting adjourned 6:08 PM

Respectfully submitted



Robert Tapp, Secretary

Topics to discuss:

1. Budget:
2. Website:
3. Infrastructure – pipe lining, address infiltration:
4. Equipment: Truck
5. Estimates on building upgrades for:
6. Inside: Front office payment window re-design to desk height:
7. Outside: New sign, shutters, new front windows, lining asphalt parking, etc.

May 15, 2018

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 - ABSENT
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
J. D'Aleo, Laborer
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney
B. Rukowski - Absent

NOTE: March 20th meeting canceled due to snowstorm.

Approval of minutes for the Regular Meeting held on April 17, 2018.

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

RESOLUTIONS:

05-25-18: Approval of Operating Fund Vouchers for \$51,586.69

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

CORRESPONDENCE:

OCUA 2018 METERED FLOW DATA REPORT for 1st quarter Jan, Feb, and March metered flow was 59.992 gallons. Totals show decrease of 1.005 million gallons from same period last year.

Beachwood Sewerage Authority
May 15, 2018

List of BSA Commissioners email addresses.

T&M Associates letters regarding two job sites reports of construction debris in manholes.

1. D.S.C Construction Inc. - Locker Street, Neptune Avenue and Pennant Avenue
2. Earle Asphalt Company - Sunset Road and Anchor Avenue

Tom K and Tom C reported they observed removal of debris at both locations.

Borough of Beachwood Fire Prevention Notice of Violations and Order to correct for fire inspection performed on 04/24/2018. Corrections listed below in reports.

Tom K.

- Replaced manhole @ 412 Beachwood Blvd
Casting cracked - Kiely did the job
- Installed 34 CC4 boxes
- EPA Inspection - Surprise inspection but all is good
- Fire Inspection- Correcting violations on sprinkler system.
Need to locate water shut off/R. Tapp suggested to check above ceiling panels.
- Jetted roughly 26, 500 ft. and cleaned 77 manholes
- Inspected 60 manhole - some need repairs
System 40 yrs old - bricks decay, epoxy channel, need estimate to coat slip line.
Will speak to Bernie

Tom C.

- Waiting on two estimates for BSA signs from Girtain & Sign Up Signs -
To date we are still waiting -
- Jetting all main lines in town for our yearly cleaning process.
- Still working on computer input numbers on triangles of houses
- Had a contractor, show up to take measurements on the security wall and door.
Also, requested separate estimates on:
 - 1) Security door and wall
 - 2) Lowering payment window
 - 3) Replacement of large window on front of buildingContractors: Gary Felton and 2B Handy Home Improvement Specialists
- Emergency sewer replacement on corner of 24 Nautilus Street from a maple tree that grew a 2" root down the inside of the 4" lateral, there was no way for us to cut with our snake.
- Electrical contractor is going to come by to install new "Exit Signs" as required by fire inspection. Electrician scheduled for May 21, 2018
- Carbon monoxide detectors have been installed.

John D.

- Weeded parking lot and corner flowerbed
- Flushing lines w/ T. Clayton
- Painted and placed curb bumpers for parking spaces. Commissioners noted how nice it looks.

Milly: Auditors began Wednesday, May 9th and by end of the week, they were done by Wednesday, May 16th.

Beachwood Sewerage Authority
May 15, 2018

Beverly:

- 1575 delinquent bills mailed on May 3, 2018
- TREC estimate on out sourcing printing, data set up, mailing, and postage. **Chairman McNabb said it is up to Milly and I if we choose to use this method.**
- Parking lot painting – complete (many thanks to Public Works men Todd, Eric and Jeff) **It looks great!**
- New table and chairs for meeting room are on order. The desk went to Public Works and First Aid took the two chairs. **New table that was ordered has been discontinued so I will begin another search and one chair was ordered so members can take a seat to see if they like the style before I order more.**
- Plumbing – some much needed plumbing work such as; replacements of three faucets and one new toilet has been installed. In addition, I would like to replace the slop sink in garage, the plumber pointed out a crack in the basin. **Commissioner agreed to have garage sink replaced.**
- Discussed 837 Ensign Avenue, Mr. Mackey – would like to have all interest waived.

I explained the phone call from Mr. Mackey stating that he has only received one bill, which was our most recent delinquent mailing on 04/30/18. I went on to specify the timeline of our billing procedures.

1. On **May 19, 2017**, the BSA mailed new owners a sewer bill for July and Oct 2017 as per builder, Richard Disbrow.
2. Late **Oct 2017** delinquent bills were mailed out for all past due balances.
3. **Dec 15, 2017**, the BSA mailed out **2018** yearly bills that included "ALL" past due balances on the January 1 stub of the bill.
4. **April 30, 2018**, the BSA sent out a delinquent notice to 1575 properties.

Mr. Mackey was very insistent that he never received any bills from this office until the April 30 billing for delinquent balances due for 2017 (subject to lien sale) and past due balances for 2018 January and April quarters.

I asked Mr. Mackey, how did this bill come to your home and the first three do not? He had no answer, except he will not pay interest and would like it removed.

I explained that I do not have the authority and this would have to come before the commissioners at our meeting scheduled for May 15, 2017.

I also checked into the mailing address situation. Mr. Mackey stated he never received any of the past bills.

I looked at his neighbors' homes that were built within months of each other and found that 845 Ensign Avenue and 833 Ensign did receive bills just from their detailed payment history.

Commissioners reviewed the facts, and agreed after careful consideration to deny the request to waive interest and asked the Clerk to draft letter to Mr. Christopher Mackey.

- Questions on customer, Mr. Wagner re: six cents. I asked if anyone viewed the incident on camera. Tom K replied "no"; Mr. Tapp asked how long will this system save film before erasing? Tom K replied every 30 days. Mr. Tapp will stop by tomorrow to view.

Beachwood Sewerage Authority
May 15, 2018

- Tiller Avenue line extension Block 2.10, lots 4 & 5; is there a timeline on approvals? Mr. Baer replied yes, but did not know how long.
- Decision on lateral/connection charges for 745 Locust Road. Mr. Gluck has a program on percentages in his office that he will share with us next meeting.
- Beachwood Nursery School will hold an emergency drill Tuesday, May 22nd here @ BSA 9:30am

Frank Baer:

Tiller Avenue line extension – Clerk will check into timelines for re-application.

Bernard Rukowski: Absent

Jim Gluck:

- Pass out copies of Employee Manual to read and come back next meeting with any questions or changes, corrections, etc.
Mr. Gluck will send PDF File tomorrow to Milly

PUBLIC:

Motion to adjourn meeting

Motion: Schmidt

Second: Tapp

Absent: McNabb

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

Meeting adjourned at 5:32 PM

Respectfully submitted



Robert Tapp, Secretary

June 19, 2018

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 - **Absent**
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
J. D'Aleo, Laborer
F. Baer, Jr., P.E., Engineer
D. Leone, Attorney sitting in for James Gluck

Approval of minutes for the Regular Meeting held on May 15, 2018.

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

RESOLUTIONS:

06-26-18

Approval of Operating Fund Vouchers for \$43,385.83

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

06-27-18

Approval for Mr. Gluck to move forward on the attorney review for CONTRACT BSA 2018.1 for the sewer lining on portions of Mizzen and Ship Avenues

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

Beachwood Sewerage Authority
June 19, 2018

CORRESPONDENCE:

OCUA – Notice of Public Hearing is scheduled for 6:00 pm, Tuesday, June 26, 2018. Bulk Rate for Septage and Graywater will be \$4,039.00 per million gallons. Increase is \$79.00 more per million gallons.

MUAA Dinner for June – No attendance from BSA

List of (7) Contractors purchased bid packets.

NJ Uniform Fire Code Certificate of Inspection – Inspected and Approved 06/12/2018

REPORTS:

Tom K:

- Replaced lateral at 529 Mermaid Avenue and 54 Neptune Avenue.
- Jetted 72,500 feet of pipe and clean all manholes.
- Inspected 171 manholes and 11 castings have to be replaced.
- The hoists at the pump stations were OSHA inspected, a few minor repairs need to be addressed.
- Working on OSHA requirements from JIF.

Tom C:

- Continuing the jetting in town and we are about two-thirds complete.
- Contacting Hyers Body Shop to have a cab protector fabricated for the F-250 to keep any objects from the bed coming thru the rear window in an accident.
- Ordered and received two new sleds for the Vac-Truck.
- Ordered and received hose and retrieval reel and installed on Vac-Truck to wash manhole interiors.
- Fire inspections are complete, new Exit signs installed by Bayard Electric.
- Both work trucks have been in Meineke to have general service done.

Milly:

- Report on status of audit.

Beverly:

- Third quarter Commercial bills have been mailed – July 1 thru September 30.
- Executive Office furniture order will be delivered next week.
- American Rug Cleaning Company cleaned all carpet, ceramic tile, and grout on this month.
- Summer Helper – will keep on file
- Sign-Up Signs & Promotions submitted estimate for building and street address signs for \$1,528.32 will wait for one more quote to come in.
- Mr. Tapp suggested a flyer of color samples and signs to help us make a decision.

Beachwood Sewerage Authority
June 19, 2018

Bernard Rukowski: Stopped in to give an update on the new generator.

Frank Baer:

- Report on bid received for Contract BSA 2018.1
Only one bid received from SPS Standard Pipe Services, LLC, 567 Walther Road, Newark, Delaware 19702 (302) 286 0701 x 104 for an amount of \$38,500.00. Mr. Baer stated he would review bid package.
- Mr. Gluck suggested we pass a Resolution authorizing review by the engineer and attorney so we can be ready before school opens in September. All agreed

Motion made by Commissioner Brown; second by Commissioner Schmidt.
Roll call: Brown, Tapp, Risk and Schmidt were all in favor.
Commissioner McNabb was absent.

Resolution No. 06-27-18 - Approved

Jim Gluck:

- Employee Manual – This will be discussed next meeting

NOTE: Old Business – Mr. Christopher Mackey of 837 Ensign Avenue did not attend meeting to discuss his concerns on authority billing, stating only received one of four bills mailed to his residence.

No further business.

Motion: Schmidt
Absent: McNabb

Second: Risk
All in favor: Ayes

Meeting adjourned at 5:26 PM

Respectfully submitted


Robert Tapp, Secretary

July 17, 2018

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
J. D'Aleo, Line Maintenance Worker
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney
B. Rukowski, QPA

Approval of minutes for the Regular Meeting held on June 19, 2018.

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

RESOLUTIONS:

07-28-18

Approval of Operating Fund Vouchers for \$357,484.29

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

CORRESPONDENCE:

Beachwood Sewerage Authority
July 18, 2017

Letter dated July 9, 2018 from OCUA stating that established the bulk rate to be \$4,039.00 per million gallons beginning January 1, 2019. This is an increase of \$79.00 per million gallons times 246.000 million gallons (end of year total for 2017) times \$79.00 increase = \$19,434.00 yearly cost increase.

Estimate from AA Smith & Sons Lock & Safe LLC – for keypad entry locks at three locations for a total of \$780.00.

Letter from James Gluck RE: Review of Contract BSA-2018.1 Sanitary Sewer Main Lining for Mizzen and Ship Avenues stating only one proposal was received for \$38,500. After review of the bid submittal Mr. Gluck recommends the Authority award contract to Standard Pipe Services, LLC for \$38,500.00.

REPORTS:

Tom Kirchgessner:

- TV'd 9 laterals
- Repairs @ 241 Cable Ave 625 Beachwood Blvd
- Emergency repairs @ 928 Tiller and 300 Mizzen
- Poured slab for the new generator
- 56 manholes inspected – several broken castings found.
- Jetted 19,450 ft. and 41 manholes cleaned
- Reported on the directional bore by Kiely for the Abramski building at 1000 Pinewald Road.
- Chairman McNabb suggested holding off replacing the eight laterals with root infiltration until the end of the year, Tom Kirchgessner agreed.
- Will ask engineer to call Rinderer on 901 Tiller Avenue to tell him to do have the installer he hired to install the lateral – to now do the repair that he wants.

Tom Clayton:

- Continues to jet mainlines throughout the town with J. D'Aleo and should finished up by mid-August with weather permitting.
- Framed out, poured and finished concrete extension at the Pinewald Station for the new generator.
- Toms River Locksmith has the keyless entry locks on order and will set up time to install when order comes in.
- We have contacted three contractors about reworking the payment window and desk area. Two contractors have responded with estimates. We have only one estimate that is complete as far as doing all we requested and that is from CHAP Construction who did submit a detailed estimate for the work to be performed. Second estimate did not and the third did not submit at all. An award will be made at the next regular meeting but in the meantime dates must be decided when the office will have down time between quarters and dedicate a spot to accept payments safely.
- I have ordered the "back rack" for the service truck along with the exhaust modification on the generator. This is a custom application as per our needs on the service truck. This should be ready in the next couple of weeks, adding that the cost should be under \$2500.00 – this is to insure the safety of the driver.

Beachwood Sewerage Authority
July 18, 2017

John D'Aleo:

- Cleaned up and weeded BSA grounds – looks good.
- Assists with all jetting around town with Tom C.
- Assists on locating laterals and installing CC-4 boxes.
- Helps with updating property triangles as needed.

Milly:

- Reported that Audit will be presented next month by Brian
- Informed everyone to get department budget numbers together for the 2019 Budget Meeting set for September.

Beverly:

- Need decision on color for the BSA building sign– Black with silver or gold lettering (1,388.00) Sign-Up Signs & Promotions.
- Commissioners decided to go with the black background with glitter silver lettering. Clerk will call Sign Ups to order and install otop of existing plywood.
- New office furniture is set up and ready for use – (\$1,693.00) EJ Schuster's Office Furniture.

Frank Baer:

- Pipe Lining – Frank asked Bob Tapp and Ron McNabb to execute agreement Contract BSA-2018 for Sanitary Sewer Main Lining of Mizzen and Ship Avenues (specific areas) - Originals have been given to James Gluck, BSA Clerk, Frank Baer and contractor, STANDARD PIPE SERVICES, LLC.
- Reviewed new strip mall on AC Blvd between Ship and Beach Avenues. Mr. Baer pointed out that he notice on plans that they are requiring six inch laterals – he will go over site plans again to see why they feel they need this and report next meeting

James Gluck:

- Employee Manuel – It was suggested by Chairman McNabb to approve in August with the option to amend as needed.

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: Tapp

Second: Schmidt

Absent: Brown

Approved: Ayes

Beachwood Sewerage Authority
July 18, 2017

Meeting adjourned at 5:45 PM

Respectfully submitted

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

Robert Tapp, Secretary

August 21, 2018

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
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
J. D'Aleo, Line Maintenance Worker
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney
B. Rutkowski, QPA
B. Logan, Auditor

Approval of minutes for the Regular Meeting held on July 17, 2018.

Motion: Schmidt

Second: Tapp

Absent:

Approved: Ayes

RESOLUTIONS:

08-29-18

Approval of Operating Fund Vouchers for \$60,023.74

Motion: Schmidt

Second: Tapp

Absent:

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

08-30-18: Approve the "Beachwood Sewerage Authority Employee Manual"

Motion: Schmidt

Second: Risk

Absent:

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

Beachwood Sewerage Authority
August 21, 2018

08-31-18: House fire @ 608 Ship Avenue, Blk 1.05, lot 7 – Removed \$156.74 balance from Aug 19th thru Dec 31st and inactivate until C/O is issued.

Owner, A. O'Kinsky

Motion: Tapp

Second: Brown

Absent:

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

Auditor, Brian Logan presented the 2017 Audit with a review then offered to answer any questions.

08-32-18: Approve the 2017 Audit as presented by Brian Logan of Suplee, Clooney & Company.

Motion: McNabb

Second: Schmidt

Absent:

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

CORRESPONDENCE:

Letter dated 07/19/18 from Frank Baer to Standard Pipe Services regarding Contract BSA-2018.1 Agreement (1) original signed copy for the contract agreement award for the proposal of \$38,500.00 received on 06/18/18 and to accept this letter to serve as your Notice to Proceed.

Tom K informed the members that this company would be doing both runs in one day. Work will take approx. 10 to 12 hours and possibly a half day on Tuesday if not done.

Email from Borough Engineers Remington & Vernick with map for proposed work for the Wave Street Water Main Replacement.

Street Map has been provided to Tom K. and Tom C. on 07/19/18.

Email from Borough Construction Department re: 6 Harpoon Street, Eric Petersen electrical fire.

R. Tapp can give report update. To date water and sewer are active on this property.

OCUA Second Quarter 2018 Meter Flow Data Report – (down by .97 from 2nd quarter 2017)

REPORTS:

Tom K:

- TV'd 8,800 ft. of the main – Found roots on Neptune Ave.
- Kiely did the directional drill at 1141 Halliard
- Kiely did a repair at 348 Windward
- SPS cam, jetted and TV'd the Mizzen and Ship project
- Located 15 clean-outs and put CC4 boxes on them for the Wave water main project.

Tom C:

- VAC Truck went to Hoover Truck Repair Center and had yearly service done.

Beachwood Sewerage Authority
August 21, 2018

- F-150 had the steering box repaired – we really need to think about this in at budget time to replace this vehicle.
- We had the control wires on the hoist at Pinewald pump station replaced as they are outside and exposed to the weather. They stopped working altogether and Bayard Electric replaced them on Monday.
- We are continuing our inspections of mains and laterals trying to stay ahead of any road resurfacing projects to avoid any excavations on freshly paved roads.

John D: No report

Bev:

- The BSA has completed all items for the 2019 Renewal Process that includes: General Liability Worksheets, Special Exposures, Employee Count, Cyber Technology, Network Security and Privacy and all BSA Vehicles, Equipment, and Properties as requested by Katie Osborne of Conner, Strong and Buckelew.

Milly:

- Audit – complete.
- Tax Sale update – Ad in paper begins August 29 and the Tax Sale to be held at the Borough Hall on Thursday, September 27 @ 9am.

Frank Baer:

- Letter to Rudy Rinderer regarding the 901 Tiller Ave lateral and his responsibility to repair the road settlement from his installer Ocean Pipe Works in June 2014.
Repair is not completed as of this date.

James Gluck:

- Letter sent August 16 to resident Christopher Mackey of 837 Ensign Avenue listing the reasons why his request to have interest waived was denied.

Bernard Rukowski:

- Review of quotes from contractors – 2B Handy and CHAP Construction
- Costs of traffic control for pipe lining project
- Discuss costs on car port for CCTV truck
It was mentioned that a heater will still be needed in cab of truck.

Beachwood Sewerage Authority
August 21, 2018

Chairman McNabb:

- Discuss timeline for front window so construction can begin.
Contractor needs to be called to see what his timeline is for job before we make a decision but we definitely want this done before 2019.

PUBLIC:

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

No further business - Motion to adjourn.

Motion: Schmidt

Second: Brown

Absent:

All in favor - Ayes.

Meeting adjourned at 5:55 PM

Respectfully submitted:



Robert Tapp, Secretary

September 18, 2018

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.
- (2) Notice was filed in the office of the Borough Clerk.
- (3) Notification was given 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
J. D'Aleo, Line Maintenance Worker
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney

After roll call vote, Chairman McNabb presented his letter of farewell as a member of the Beachwood Sewerage Authority.

As he read aloud, his words were sincere and meaningful. It was evident that all were sad knowing he will be leaving our authority. Ron requested that letter be entered into the minutes.

To the Board of Commissioners and Staff of the Beachwood Sewerage Authority,

In my almost 5 years of service to the Beachwood Sewerage Authority, I have seen so much positive change. We have built a strong Board with vision, foresight and the patience required to make the best decisions at the best times. We have built a strong staff, with the education, experience, enthusiasm and engagement required to care for a critical utility that often goes unnoticed, except for when the unthinkable might occur. Our operations team, Mr. Kirchgessner, Mr. Clayton and Mr. D'Aleo perform the endlessly challenging task of maintaining our system, and they do it with pride in their craftsmanship and a focus on high quality work.

Beachwood Sewerage Authority
September 18, 2018

They know how to protect this community, and they do it with mastery every single day. Our office staff, Ms. Clayton and Ms. Tangen, has mastered the challenges that come with compliance, and they have practiced the very delicate art of public relations with a smile and a happy anecdote to flavor our meetings. To our trusted advisors, Mr. Baer, Mr. Gluck and Mr. Rutkowski, who take a personal interest in our success, thank you for the counsel and expertise you have provided over the years. And to the Board, Mr. Brown, Mr. Tapp, Mr. Schmidt and Mr. Risk, it has been an honor to share this responsibility with you, and in each of you, I have found the character, talent and expertise we needed to accomplish the many great things we have together. I am proud to say we have all served our friends and neighbors honorably.

My confidence in your future, and in the welfare of our wonderful town, is as strong as it has ever been because I have seen up close how well served we all are by this organization. These are thankless times, but I hope that anyone who may read my farewell will at least reflect for a moment on the importance of people who sacrifice greater riches for the satisfaction of service. For the rest of my days I will remember you, I will be inspired by your sense of duty and I will do my best to maintain that sense of duty so I may pass it along to my children and grandchildren.

There are so few functions of government that truly earn the public's trust, and truly represent the very best of public service. The Beachwood Sewerage Authority stands tall among many public functions, and is among the most successful models of good government so necessary to preserve our trust and hope in our public servants. Be proud of what we have accomplished, be proud of how we accomplished it, and be proud to be a part of a winning team that remains humbled to serve its neighbors. I hope you have enjoyed our brief time together, and found a respite in our many laughs and light-hearted moments as we did the very serious work of the organization. Tonight I take leave of each of you as a colleague, but not as a neighbor or friend, as I will remain both. In me, you have support, respect and friendship that will endure far beyond my service to the Authority.

Thank you so very much for the opportunity to serve by your side, and I wish you all the very best in everything you do.

Respectfully,

Ronald McNabb
September 18, 2018

Beachwood Sewerage Authority
September 18, 2018

Approval of minutes for the Regular Meeting held on August 21, 2018.

Motion: Brown

Second: Schmidt

Abstain:

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

RESOLUTIONS:

09-33-18

Approval of Operating Fund Vouchers for \$68,665.94

Motion: Tapp

Second:

Abstain:

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

09-34-18:

Quote from Rave Signs for a new building sign for \$880.00.

Motion: Tapp

Second: Brown

Abstain:

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

09-35-18:

Approval to authorize Engineer, Frank Baer to prepare bid specifications and advertise for bid for the yearly house connection and sewer lateral contract.

Motion: Tapp

Second:

Abstain:

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

09-36-18:

Chap Construction was awarded the renovation job for the payment window and countertops within the front office of the BSA for an amount not to exceed \$8,750.00.

Motion: Brown

Second: Risk

Abstain:

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

SEPTEMBER CORRESPONDENCE:

Copy of resignation letter dated September 4, 2018 to Mayor and Council from Ron McNabb.

2019-2020 MEL Risk Control Update Checklist – James Gluck sign and submit by 10/01/18.

* Notice sent to BSA employees to watch video then send B. Clayton a list of names that viewed.

REPORTS:

Tom K:

- Put in 16 CC4 boxes
- 2 lateral repairs, 1 emergency repair and 1 new installation

Beachwood Sewerage Authority
September 18, 2018

- Pipe Lining – 700 block of Mizzen and the upper part of the 100 block of Ship
- Started working on the Dukes lost for laterals
- County paved Forepeak and Neptune – no issues; I was out there the whole time they were paving.

Tom C:

- No report

John D'Aleo:

- No report

Milly:

- Discussed budget and asked that all numbers need to be in by weeks end.
- Tax Sale is next Thursday, September 27, 2018

Beverly:

- Timeline for front BSA sign – back on June 14th I received a quote for a sign to be made by "Sign up Signs" for \$1,528.32 who got the job, did not hear from them so I made a few calls with no return call. Now, I would like to go out for another quote from "RAVE SIGNS" who did the sign ten years ago. I received a quote today for the same job for a total of \$980.00, gave him the okay to move ahead, and will be ready in four weeks.
- All employees have been given notice to view a required video from MEL/JIF.

Frank Baer:

- Working on bid package for the 2019 Lateral Contract
- Recommends continuing the pipe lining throughout town where necessary and should work costs into budget.

James Gluck:

- Suggests discussing pipe-lining wrongdoings with Commissioners.

EXECUTIVE SESSION:

Motion to enter into Executive Session

Motion: Tapp
Abstain:

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

As a result of Executive Session:

Beachwood Sewerage Authority
September 18, 2018

Discussed salaries and 2019 budget

Motion to re-enter into Regular Session:

Motion: Schmidt

Second: Risk

Abstain:

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

PUBLIC: No Response

No further business. Motion to adjourn the meeting.

Motion: McNabb

Second: Schmidt

Absent:

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

All said their good-byes to Ron.

Meeting adjourned at 5:50PM

Respectfully submitted



Robert Tapp, Secretary

*NOTE: OCT 2018 Mtg was
Canceled - NO QUORUM.*

November 20, 2018

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:

, Chairman
M. Brown, Vice Chairman - ABSENT
R. Tapp, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations & Maintenance
T. Kirchgessner, Field Maintenance Supervisor – ABSENT (FOOT SURGERY)
L. T. Clayton, Asst. Field Maintenance Supervisor
J. D'Aleo, Line Maintenance Worker
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk – ABSENT
D. Slattery
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney

Approval of minutes for the Regular Meeting held on September 18, 2018.

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

Due to no quorum, the October 16, 2018 meeting was canceled.

Commissioners Schmidt and Tapp signed vouchers, checks, and Res.10-37-18 to approve TD Bank transfer of \$326,464.64 to BSA operating account for October bills to be paid.

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

RESOLUTIONS:

11-38-18:

Approval of Operating Fund Vouchers for \$101,928

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

Beachwood Sewerage Authority
November 20, 2018

11-39-18:

Approve the Introduction of the 2019 Beachwood Sewerage Authority Budget as prepared by Fee Account, William Antonides, Jr.

Motion: Tapp

Second: Risk

Roll call: Tapp, Risk, and Schmidt

Absent: Brown

11-40-18

Approval to pay Borough Tax Collector Administration Fees for \$ 1,875.00 collected for tax lien sale accounts balances.

Motion: Schmidt

Second: Risk

Roll call: Tapp, Risk, and Schmidt

Absent: Brown

11-41 -18

Approval for Mr. Baer and Mr. Gluck to review the bid submitted for the 2019 BSA CONTRACT - House Laterals and Repairs from J.F. Kiely Company LLC for \$135,500.00

Motion: Schmidt

Second: Risk

Roll call: Tapp, Risk, and Schmidt

Absent: Brown

11- 42-18: Approve to award the Contract BSA-2019 House Connection Laterals: J. F. Kiely Company for the total base bid price of \$135,500.00

Motion: Tapp

Second: Risk

Roll call: Tapp, Risk, and Schmidt

Absent: Brown

11-43-18: Approve the Renewal and Replacement Certification as per BSA Engineer, Frank Baer

Motion: Schmidt

Second: Risk

Roll call: Tapp, Risk, and Schmidt

Absent: Brown

CORRESPONDENCE:

Third Quarter – 2018 Metered Flow Data Report reads that BSA is up 2.11 million gallons more than last year same time.

Letter to Matt Brown dated 11/14/18 Re: BSA Contract-2801.1, Sanitary Sewer Pipe Lining – Mizzen and Ship Avenues. Pay Estimate No.1 BSA file-001

Letter from Frank Baer re: Annual Engineer's Certification General Operating Budget FY2019.

Letter from Frank Baer re: Renewal and Replacement Fund Annual Certification.

REPORTS:

Tom K:

- Absent due to foot surgery

Beachwood Sewerage Authority
November 20, 2018

Tom C:

- New generator has been delivered to Pinewald Road Station. Installation will be performed starting this Monday.
- Russell Reid and Pumping Services have done the semi-annual preventive maintenance service to the pump stations.
- BSA replaced lateral at 145 Anchor and 324 Pacific Avenues.
- I spoke to Doreen Harnage @ 10 Harpoon Street about her lateral replacement and the reason for it. She wanted BSA to reimburse her for Roto Rooter charges, after my explanation and seeing my drawing she understood and then was put at ease with the series of events.
- We are continuing our efforts to install CC4 boxes concentrating on the back section where we have no numbers or locations.
- Camera truck is winterized; all water drained then filled with R-V fluid. Heater is set-up in truck and running.
- Cab Crash Protector for the F-250 service truck has been installed.
- I am continuing my efforts to update our triangulations that are scanned into the computer database, but we still have a long way to go.

Milly:

- 2019 Budget

Beverly: Absent

- New BSA sign is complete and installed.
- Update on office window counter – signed contract with an approximate start date of February 1, 2019. CHAP Construction will take care of any permits needed for building and we must discuss set up for receiving payments in large meeting room – access for computer set up, phone.
- Would like to purchase a new computer in January to use when window is complete it will be set up at the front window. (Possibly two computers if they fit)
- Advertised for RFP's on Nov 2 for submissions – due date is November 30th.

Frank Baer:

- Bid opening and award to J.F. Kiely Co.
- CASA NOVA – applying to Land Use for approval of five (5) commercial units
- Estimate for sewer connection for resident, Donna Sarcinello, 1036 Pinewald Road, Beachwood. Phone: 732 349 6964
(3 times through the years, she has requested an estimate for this).

Beachwood Sewerage Authority
November 20, 2018

Jim Gluck:

- Happy Thanksgiving

PUBLIC: Meeting opened to public for questions and comments –No Response
Motion to close: Tapp Second: Risk All in favor: Ayes
Absent: Brown

No further business. Motion to adjourn the meeting.
Motion: Schmidt Second: Risk
Absent: Brown All in favor: Ayes

Meeting adjourned at 5:44 PM

Respectfully submitted



Robert Tapp, Secretary

TAKE NOTICE

- Public Hearing will be held on December 11, 2018 @ 5 PM
- RSVP needed for BSA Dinner @ Anchor Inn following the Dec 11 meeting.
- RSVP needed MUAA Dinner @ Captain's Inn, Thursday, Dec 13

Happy Thanksgiving to All

December 11, 2018

BEACHWOOD SEWERAGE AUTHORITY

PUBLIC HEARING / ADOPTION OF THE 2019 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:

, Chairman
M. Brown, Vice Chairman
R. Tapp, Secretary – **as acting Chairman**
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations & Maintenance
T. Kirchgessner, Field Maintenance Supervisor - ABSENT
L. T. Clayton, Asst. Field Maintenance Supervisor
J. D'Aleo, Line Maintenance Operator
M. Tangen, Bookkeeper
B. Clayton, Senior Clerk
F. Baer, Jr., P.E., Engineer
J. Gluck, Attorney at Law
B. Rukowski, QPA
W. Antonides, Jr., Fee Account
S. Cole, Cole Transcription Service

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

Adoption of Resolutions:

12-44-18: Connection Fees – effective January 1, 2019 to be \$2,450.00 per connection.

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

12-45-18: Usage Fees – effective January 1, 2019 to be \$440.00 per annum.

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

12-46-18: Commercial Rates – effective January 1, 2019 to be \$4.00 per thousand gallons for overage.

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

12-47-18: Adopt the Beachwood Sewerage Authority 2019 Budget.

Beachwood Sewerage Authority

December 11, 2018

Page 2

Motion: Tapp Second: Schmidt Roll call: Brown, Tapp, Risk, and Schmidt
Motion to close the PUBLIC HEARING portion of the meeting was made by Acting
Chairman Tapp; seconded by Commissioner Schmidt. All were in favor - ayes
Attorney, James Gluck returned the meeting to Commissioner Tapp.

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

Commissioner Tapp resumed the Regular Meeting at 5:15 PM.

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

REGULAR MEETING OF THE BEACHWOOD SEWERAGE AUTHORITY:

Approval of minutes for the meeting held on November 20, 2018.

Motion: Schmidt Second: Risk
Abstain: All in favor: Ayes

RESOLUTIONS:

12-48-18

Approval of Operating Fund Vouchers in the amount of \$74,397.54

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

12-49-18: Charge for a Connection Fee of \$2,450.00 for property 301 Halliard Avenue, Block 1.37, Lot 8 (lateral installed 1975 est.) Owner, Jack Kelly is responsible for lateral that he found. (Condition unknown)

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

CORRESPONDENCE:

NOTICE TO OWNERS – Beachwood Land Use Board regarding Casa Nova Today, LLC with meet on December 10, 2018 @ 7pm.

Mr. Gluck will draft a letter advising LUB that all correspondence, approvals, plans, etc. be submitted to the BSA for review and files.

Letter dated November 27, 2018 from Frank Baer to John Kiely, President of JF Kiely Construction requesting signature on BSA House Laterals contract agreement for \$135,500.00

Mr. Baer noted that all contracts have been signed and sealed and he will mail copy to JF Kiely. A copy was given to Mr. Gluck, B. Clayton and Frank Baer for files.

Letter from November 30th regarding the Contract BSA-2019 House Connection Lateral Recommendation for Contract Award to JF Kiely in the amount of \$135,500.00 and will be subject to review by the Attorney, James Gluck.
Attorney, Mr. Gluck states that all looks in order.

REPORTS:

Tom K: ABSENT

Tom C:

- New Pinewald Pump Station generator installation is nearing completion.
- The water service line to Pinewald Pump Station has been repaired. Due to the heavy rainfall we have had over the past month, coupled with the county storm drain that was installed over the water main made this repair a nightmare that the town water company could not handle. J.F. Kiely was called in to affect the repair. What this means to BSA is the asphalt driveway will need to be replaced as they could only patch a small portion as the ground was too muddy at the time.
- At the same time as the broken water line had happened; the Pinewald pump #2 went down. Pumping Services was called and repair was completed.
- Pumping Services also completed the pump impeller replacements on both pumps at Pinewald Station along with the repaired epoxy coated pump brackets.
- Kiely has installed a new lateral at 537 Cable Avenue for new home under construction.
- The old generator at Pinewald Station is sitting outside of the pump house, covered up with tarps. Hopefully we can sell it to someone.
- I had signs made up with the addresses of each pump station/ phone numbers to call in case of emergency. This should end confusion as to the location of the Pump Stations when we need people to go there. Signs will be mounted on the chain link fences visible at the roadways.
- We had two emergency call outs: 445 Forepeak and 844 Mermaid. Mermaid was a root problem and Forepeak seemed to be grease and other materials.

John D: No report

Milly:

- Discussion on what we do now that bond has been paid off – Mr. Antionides suggested that she check banks on rates and interest bearing accounts – continue maintaining a fund to cover emergencies, renewal and replacement comes back to BSA. Come up with a plan such as: Engineer wants to see that the pipe lining continues, etc.

Beverly:

- Block 1.34, Lot 8 – *No records or account number on file*, lateral found – installed back in the first phase in the mid 1970 (45 years ago) *all cards were destroyed no records*.
See Resolution 12-49-18 that addresses the charges discussed and agreed on by the commissioners.
- Alarmco – reported deficiencies on office door alarm 12/7/18– had to report twice to change contact emergency number 11/30/18 & 12/07/18 – to date there have been no problems with the office door alarm only problem is Alarmco and Secure All are not on the same page with phone numbers.
- RFQ's are ready for review – Commissioner reviewed and signed off.
- Aflac – it was suggested to look into cost estimates, and then give to employees.

Beachwood Sewerage Authority

December 11, 2018

Page 4

Bernard Rukowski: Will have information next meeting on sale of generator.

Frank Baer: Sign and sealed Kiely contract and will mail out.

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

Commissioner Tapp opened the meeting to the public – no response

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

Motion: Schmidt

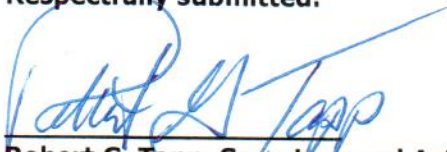
Second: Risk

Abstain:

Roll call: Brown, Tapp, Risk, and Schmidt

Meeting adjourned at 6:49 PM

Respectfully submitted:



Robert G. Tapp, Secretary and Acting Chairman