



February 5, 2009

Meeting Minutes

Approved with revisions in *italics*

In Attendance: Anthony Tabasso, Chairman, Don Carlson, Vice-Chairman, Mario Incollingo, Member, Bob Watts, Member, Hal Harper, Member, John Roughan, Authority Manager, Matt Brown, Authority Engineer/Administrator, Brian Norris, Authority Contract Operator

Call to Order

Anthony Tabasso, Chairman called the meeting, *re-scheduled from January 21, 2009*, to order at 7:30 p.m.

Reorganization

A. Tabasso requested M. Brown conduct nominations for Chairperson for 2009. M. Incollingo nominated D. Carlson and moved to appoint him Chairperson. A. Tabasso seconded the motion. It was so moved. M. Brown turned the meeting back to the new Chairperson, D. Carlson. D. Carlson requested a formal resolution from the Authority recognizing and thanking A. Tabasso for his good work as Chairperson for 2008. M. Incollingo made the motion; seconded by B. Watts. It was so moved. D. Carlson requested nominations for Vice-Chairperson. B. Watts nominated H. Harper and moved to appoint him Vice-Chairperson. M. Incollingo seconded the motion. It was so moved. D. Carlson called the Authority's attention to the December 9, 2008 memo from J. Roughan regarding the reorganization. A. Tabasso moved to appoint J. Roughan as Authority Manager for 2009; seconded by M. Incollingo. It was so moved. A. Tabasso moved to appoint M. Brown as Authority Administrator for 2009, seconded by M. Incollingo. It was so moved. H. Harper moved to appoint Christopher Franz, Esq. as Authority Solicitor for 2009; seconded by M. Incollingo. It was so moved. A. Tabasso moved to appoint ARRO Consulting, Inc. as Authority Engineer for 2009; seconded by M. Incollingo. It was so moved. B. Watts recommended that for 2010 the Authority consider issuing a request for proposal for the position of Authority Engineer.

Approval of Minutes

B. Watts moved, seconded by M. Incollingo, to approve the minutes of the December 17, 2008 Authority meeting. It was so moved.

Approval of Payments

Following a discussion of the balance sheet included in the packet, C. Neri, Assistant Township Treasurer, offered to print an updated sheet. It was noted that certain adjustments were made to how specific charges were categorized. C. Neri explained it would be clearer to the Authority to see the updated sheet. In the meantime, A. Tabasso moved, seconded by H. Harper to approve the January 2009 payments. It was so moved.

Authority Administration Reports

J. Roughan reviewed his Authority Manager's Report noting several highlights including the Stonehedge customers, easement retirement for the Montone tract and the ongoing GASB 34 work. He then passed out a listing of overdue sewer accounts. A lengthy discussion ensued involving the establishment of a procedure for collection of current debts and overdue accounts in the future. M. Brown suggested the Authority allow him, J. Roughan and C. Neri to develop a protocol for the Authority based upon some of the comments offered by the board members. This protocol would be included in the Authority's packet for their regular February meeting. The Authority unanimously agreed. B. Norris then reviewed Clean Water, Inc.'s monthly report of the operations of the wastewater treatment systems. He went over several highlights in his report including the emergency protocol submitted for the Route 100 WWTF, the decant pumps at Saybrooke and the Ehrlich proposal for vegetation management. He noted that all systems are generally operating well and within parameters. M. Brown noted that the average flow at the Route 100 WWTF for the previous month was 197,000 gpd.

At this point D. Carlson called attention to the revised balance sheet provided by C. Neri. Following a brief discussion, H. Harper moved, seconded by A. Tabasso, to accept the revised balance sheet with the clarifications provided.

D. Carlson called upon M. Brown to review his monthly report. M. Brown called the Authority's attention to several highlights including the DEP shift in groundwater monitoring at the disposal sites, the dedication acceptance of the Eagle Hunt sewerage facilities, the I&I status at Eaglepointe, the Jankowski property status and the status of the Phase II construction of the Route 100 WWTF. D. Carlson pointed out the Township Planning Commission resolved to take no action on *proposed developments with their reviews, which includes* the Jankowski property without a formal response from the Authority on the sewage disposal capacity on-site. He noted the soils information on verification of disposal capacity would need to be reviewed very carefully.

Following a brief discussion on other items in the reports, H. Harper moved, seconded by A. Tabasso, to accept the monthly reports of the Authority Manager, Clean Water, Inc. and ARRO Consulting, Inc. It was so moved.

M. Brown reviewed the correspondence included with the Board packets. He made special note of the letter that went out to the Marsh Harbor residents and homeowners association regarding the rate increase for 2009.

Open Session

Resident Steve McNaughton raised a concern over the noise created by the blower at the Eaglepointe WWTF. D. Carlson directed M. Brown and B. Norris to look into it to see if the disturbance could be decreased.

The next meeting date was noted to be February 18, 2009 at 7:30 p.m.

Adjournment

There being no further business to be brought before the Authority, D. Carlson adjourned the meeting at 9:07 p.m.

Respectfully submitted,

G. Matthew Brown, P.E., DEE
Authority Administrator