



**LAKE COMO BOROUGH
1740 MAIN STREET
P.O. BOX 569
LAKE COMO, NJ 07719
(732) 681-3232
MINUTES**

**DATE: NOVEMBER 1, 2016
REGULAR MEETING IMMEDIATELY FOLLOWING THE WORKSHOP**

MEETING CALLED TO ORDER

Mayor Wilton called the meeting to order at 7:30pm

SALUTE TO FLAG AND MOMENT OF SILENT PRAYER

SUNSHINE LAW

INTRODUCTION AS REQUIRED UNDER THE SUNSHINE LAW: ADEQUATE NOTICE OF THE MEETING HAS BEEN PROVIDED BY THE ADOPTION OF A RESOLUTION BY THE MAYOR AND COUNCIL ON THE FIFTH DAY OF JANUARY 2016 IN WHICH RESOLUTION THE TIME AND PLACE OF AGENDA AND REGULAR MEETINGS COMMENCING WITH JANUARY 5, 2016 WERE SET FORTH. NOTICE OF SAME WAS DELIVERED TO THE ASBURY PARK PRESS AND THE COAST STAR AND A COPY OF SAME IS POSTED ON THE BULLETIN BOARD IN THE BOROUGH HALL. ALL MEETINGS ARE OPEN TO THE PUBLIC.

ROLL CALL

Douglas Witte	Excused Absence
Kevin Higgins	Present
Virginia Kropac	Present
John Carvelli	Excused Absence
Hawley Scull	Present
Michael Noonan	Present

APPROVAL OF MINUTES

Councilwoman Scull made a motion to approve the minutes from the October 18, 2016 Regular Meeting seconded by Councilwoman Kropac, all are in favor.

Resolution 2016-135

Executive Session – Contractual

Offered by Councilman Higgins seconded by Councilwoman Kropac, all are in order.

The Mayor and Council were in Executive Session from 7:32pm until 7:50pm.

COMMUNICATIONS

None of the agenda

REPORTS OF COMMITTEES

- Councilman Noonan reported that all matters are in order.
- Councilwoman Scull reported that all matters are in order.
- Councilwoman Kropac reported that we are still negotiating with JCP&L on the number and price of the lighting project. The town is hoping the project will be completed this fall. All other matters are in order.
- Councilman Higgins reported that we are in the final phase of approval with the USDA for the next part of the water project. The USDA is working with our engineer to cross some T's and dot some I's and Councilman Higgins reported he is hoping to have an ordinance on the next agenda for bonding which is a big step forward. Councilman Higgins reported that the DPW Local 1075 filed noticed that they are at an impasse with negotiations and we received notice that a mediator will be assigned for our negotiations and we are trying to set up a meeting for next week. All other matters are in order.
- Mayor Wilton reported that all matters are in order and asked Kevin Lynch, SMRSA Representative, to give the Council and public an update on what is happening at the sewerage authority.
- Kevin Lynch, SMRSA Representative, came before the Council to give an update on the 2017 SMRSA Budget. (see attached report)

UNFINISHED BUSINESS

No Unfinished Business

PUBLIC COMMENTS ON THE CONSENT AGENDA & NEW BUSINESS

Councilman Higgins made a motion to open the meeting to the public seconded by Councilwoman Scull, all are in favor.

No Public Comments

Councilman Higgins made a motion to close the meeting to the public seconded by Councilwoman Kropac, all are in favor.

CONSENT AGENDA

All items listed under this section are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Resolution 2016-134
Authorizing Change Order for
Main Street Improvements

Councilman Higgins made a motion to approve the items on the Consent Agenda seconded by Councilwoman Kropac, all are in favor.

NEW BUSINESS

Ordinance 2016-919

First Reading and Introduction

Capital Improvements – Emergency Generator

Offered by Councilman Higgins seconded by Councilwoman Kropac, roll call vote as follows:

Yes: Councilmembers Higgins, Kropac, Scull and Noonan

No: None

Abstain: None

Absent: Councilmembers Witte and Carvelli

PUBLIC COMMENTS

Councilman Higgins made a motion to open the meeting to the public seconded by Councilman Noonan, all are in favor.

No Public Comments

Councilman Higgins made a motion to close the meeting to the public seconded by Councilwoman Scull, all are in favor.

NEXT MEETING

THE NEXT REGULAR MEETING OF THE MAYOR AND COUNCIL WILL BE HELD ON **MONDAY, NOVEMBER 14, 2016** IMMEDIATELY FOLLOWING THE 7:30PM WORKSHOP MEETING IN THE LAKE COMO MEETING ROOM. ALL MEETINGS ARE OPEN TO THE PUBLIC.

MOTION TO ADJOURN

Councilwoman Kropac made a motion to adjourn seconded by Councilwoman Scull, all are in favor.

Respectfully Submitted

Amy L. Boney

Deputy Borough Clerk

The minutes of this meeting are not verbatim. Please call Borough Hall at (732)681-3232 to schedule an appointment to hear the tape(s) of this meeting in its entirety. All tapes are subject to being destroyed 80 days after the approval of the Minutes.

RESOLUTION OF THE BOROUGH OF LAKE COMO,

RESOLUTION NO. 2016-135

COUNTY OF MONMOUTH, STATE OF NEW JERSEY,

**RESOLUTION OF THE BOROUGH COUNCIL AUTHORIZING
CLOSED PORTION OF PUBLIC MEETING**

WHEREAS, the Open Public Meetings Act N.J.S.A. 10:4-12b(6) permits the Borough Council to exclude the public from a meeting, or any portion thereof, at which the Council wishes to discuss contractual matters; and

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes shall be made public;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council shall exclude the public from that portion of its November 1, 2016 meeting which pertains to the aforementioned matter, and that such matters that are not covered by the attorney-client privilege will be disclosed to the public if and when confidentiality is no longer required.

BE IT FURTHER RESOLVED by the Borough Council of the Borough of Lake Como, that the public portion of this meeting is hereby closed.

Dated: November 1, 2016

Brian T. Wilton,
Mayor

CERTIFICATION

I hereby certify the foregoing Resolution to be a true and exact copy of a Resolution adopted by the Lake Como Borough Council at its meeting held on November 1, 2016.

Louise A. Mekosh, RMC, CMC, CMFO
Borough Clerk/Administrator

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
Flow Numbers in M.G.
For the Period October 2015 - September 2016
4-Oct-16

Meter Site	Oct. 2015	Nov.	Dec.	Jan. 2016	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	YTD Totals	14/15 Percent Share	15/16 Percent Indicator
Belmar	31.060	23.022	29.124	25.164	37.887	24.055	20.864	25.213	25.227	27.185	25.303	21.180	315.284	17.84%	16.63%
Manasquan - Ocean Ave.	19.517	13.651	16.931	20.467	26.816	23.162	19.784	21.412	18.166	20.894	19.487	17.830	238.117		
Manasquan - Glimmer	2.071	2.005	2.071	2.071	1.937	2.071	2.005	2.071	2.005	2.071	2.071	2.005	24.454		
Manasquan - Total	21.588	15.656	19.002	22.538	28.753	25.233	21.789	23.483	20.171	22.965	21.558	19.835	262.571	12.86%	13.85%
Sea Girt	5.408	4.727	5.017	5.035	5.330	5.337	5.176	6.398	6.850	8.814	8.482	6.423	72.997	3.92%	3.85%
Spring Lake - Pitney	4.426	3.807	4.607	5.640	7.060	7.232	5.493	5.473	3.848	2.842	3.019	2.249	55.696		
Spring Lake - Penn. Ave.	16.478	12.615	14.504	15.852	19.771	17.271	11.479	13.285	11.597	14.320	13.991	11.198	172.311		
Spring Lake Total	20.904	16.422	19.111	21.492	26.831	24.503	16.972	18.708	15.445	17.162	17.010	13.447	228.007	13.64%	12.03%
Spring Lake Heights	10.623	10.423	11.119	10.940	10.955	11.509	10.657	11.653	11.193	12.645	12.153	10.791	134.661	7.26%	7.10%
Lake Como	9.069	7.500	9.173	10.724	13.897	11.455	8.239	9.135	7.437	7.293	7.069	6.226	107.217	5.74%	5.66%
Brielle - Main	10.173	9.583	10.378	10.468	10.161	10.411	9.718	10.844	10.532	11.626	11.282	10.234	125.410		
Brielle - Glimmer	1.136	1.098	1.136	1.136	1.063	1.136	1.098	1.136	1.098	1.136	1.136	1.098	13.407		
Brielle Total	11.309	10.681	11.514	11.604	11.224	11.547	10.816	11.980	11.630	12.762	12.418	11.332	138.817	7.05%	7.32%
Wall - North	26.883	26.650	28.711	28.707	28.220	29.470	26.951	28.519	26.514	27.083	26.587	25.326	329.621		
Wall - Wreck Pond	14.614	14.783	15.102	14.693	13.413	14.590	14.584	15.634	15.671	16.342	16.963	15.389	181.778		
Wall - Glimmer	10.582	10.600	11.457	10.494	9.199	9.930	9.331	10.254	10.294	11.474	10.757	10.533	125.005		
Wall Total	52.079	52.033	55.270	53.894	50.832	53.990	50.866	54.407	52.579	54.899	54.307	51.248	636.404	31.69%	33.57%
Pump Station Total	162.040	140.464	159.330	161.391	185.709	167.629	145.379	160.977	150.532	163.725	158.300	140.482	1,895.958	100.00%	100.00%
Monthly Rainfall (Inches)	5.90	2.18	5.65	1.90	4.95	3.10	2.90	4.55	2.60	6.00	0.75	5.85			
Monthly Snow (Inches)															

3/10/16

ATTACHMENT B

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
2017 Municipal Rate Schedule
7-Oct-16

<u>Municipality</u>	2015/16 ACTUAL Flows (in 000's)	Municipal Ratio	2017 PROPOSED Charges
Belmar	315.284	16.63%	\$ 1,204,994.12
Manasquan	262.571	13.85%	1,003,528.60
Sea Girt	72.997	3.85%	278,989.60
Spring Lake	228.007	12.03%	871,427.33
Spring Lake Heights	134.661	7.10%	514,665.23
Lake Como	107.217	5.66%	409,776.12
Brielle	138.817	7.32%	530,549.18
Wall	<u>636.404</u>	33.57%	2,432,293.03
TOTALS	<u>1,895.958</u>	100.00%	\$ <u>7,246,223.21</u>

2016
↓
397,854
3%↑

Calculation:

Dollar amount required	7,246,223.21
Divided by BUDGETED flow	1,895.96
PROPOSED Rate for 2017	3,821.93
ADVERTISED Rate for 2017	3,850.00
ADVERTISED Rate for 2016	3,333.00
ACTUAL Rate for 2016	3,304.80

Totals above EXCLUDE 2% reserve

ATTACHMENT B

ATTACHMENT A

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
 Budget Workpaper to Amend the 2016 Adopted and Propose the 2017 Budgets
 As of 7-Oct-16

	2016 ADOPTED Budget	2016 AMENDED Budget	2017 PROPOSED Budget
TOTAL INCOME	7,425,278.00	7,469,578.00	7,818,346.21
EXPENSES			
Cost of Providing Service	4,991,046.25	5,047,984.71	5,549,829.32
Debt Service	2,434,231.75	2,421,593.29	2,268,516.89
TOTAL EXPENSE	7,425,278.00	7,469,578.00	7,818,346.21
NET SURPLUS/ DEFICIT	0.00	0.00	0.00

Description	Anticipated Revenue (01/16)	Anticipated Revenue (10/16)	Anticipated Revenue (10/16)
Sewer Use Charges	6,931,484.50	6,931,484.50	7,246,223.21
Connection Fees (thru 07/31)	0.00	19,750.00	0.00
Interest Income (thru 07/31)	0.00	3,000.00	0.00
Interest Income - Const. (thru 07/31)	0.00	1,550.00	0.00
Review Fees	0.00	0.00	0.00
Discharge Fees	0.00	20,000.00	20,000.00
Rate Stabilization	103,860.50	103,860.50	0.00
Reserve Set Aside Funds	0.00	0.00	164,500.00
200X NJ - EIT - Inflow/ Infiltration	389,933.00	389,933.00	387,623.00
FEMA Accts. Receivable	0.00	0.00	0.00
Asset Mgt. Funding	0.00	0.00	0.00
Total Income	7,425,278.00	7,469,578.00	7,818,346.21

* 4.5% ↑

DEBT SERVICE	ADOPTED Budget (01/16)	AMENDED Budget (10/16)	PROPOSED Budget (10/16)
Debt - Series A 2011 Bond (MCIA)	720,331.25	720,331.25	606,468.89
Debt - Series B 2011 Bond (2003)	1,110,362.50	1,110,362.50	1,074,425.00
Debt- L/T SAIL Loans	0.00	0.00	135,000.00
Reserve for L/T Borrowing (ERB)	213,605.00	213,605.00	65,000.00
200X NJ - EIT - Inflow/ Infiltration	389,933.00	377,294.54	387,623.00
Total Debt Service	2,434,231.75	2,421,593.29	2,268,516.89

ATTACHMENT A

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
Budget Workpaper to Amend the 2016 Adopted and Propose the 2017 Budgets
As of 6-Oct-16

Description	2016 ADOPTED Budget	2016 AMENDED Budget	2017 PROPOSED Budget
SALARIES			
Commissioners	16,000.00	16,000.00	16,000.00
Executive Director	162,315.00	162,315.00	162,315.00
Office Coordinator	48,001.00	48,001.00	48,001.00
Fin. & Admin. Assistant	44,903.00	44,903.00	44,903.00
Finance Manager	102,858.00	102,858.00	102,858.00
Engineer	97,960.00	97,960.00	97,960.00
Interim Ass't Superintendent	0.00	90,000.00	100,000.00
Operations Leader	79,248.00	0.00	79,500.00
Shift Operator	279,387.00	367,330.00	365,000.00
Journeyman	0.00	0.00	0.00
Floater	124,800.00	100,500.00	102,500.00
Custodian	61,256.00	61,250.00	61,256.00
Lab Technician	33,113.00	35,500.00	35,500.00
Superintendent	109,333.00	109,333.00	20,000.00
Operations Overtime	65,000.00	65,000.00	65,000.00
Systems Leader	79,248.00	0.00	79,248.00
Mechanic	145,163.00	75,816.00	145,163.00
Journeyman	57,000.00	0.00	57,000.00
Apprentice	197,808.00	197,808.00	197,808.00
System Overtime	40,000.00	39,000.00	40,000.00
Chief System	97,960.00	97,960.00	97,960.00
Open Position	75,000.00	25,000.00	68,575.58
Succession Planning		1,325.58	55,750.00
Longevity Bonus	20,850.00	18,500.00	20,850.00
Fringe Benefits	50,000.00	56,000.00	130,000.00
License	10,050.00	9,250.00	10,050.00
TOTAL SALARIES	1,997,253.00	1,821,609.58	2,203,197.58
ADMINISTRATIVE			
Trustee/ Bond Fees	30,000.00	16,000.00	30,000.00
Insurance	151,500.00	145,500.00	153,000.00
Pension	180,000.00	206,100.00	211,000.00
Hospitalization	755,000.00	710,000.00	835,000.00
Payroll Taxes	152,789.85	139,251.73	164,279.74
Local Travel	2,200.00	2,200.00	3,200.00
Auditing	24,500.00	24,500.00	25,000.00
Single - FEMA	3,500.00	3,000.00	3,500.00
NW - SEC	5,000.00	3,000.00	3,500.00
Misc.	1,000.00	6,000.00	1,000.00
Legal - General	30,000.00	25,000.00	30,000.00
Legal - Bond Counsel	2,000.00	5,000.00	2,000.00
Legal - Labor	5,000.00	10,000.00	10,000.00
Legal - Other	2,000.00	2,000.00	2,000.00
Dynamic Modeling Zone Model (Hall)	2,000.00	6,500.00	2,000.00
Engineering	7,500.00	28,000.00	7,500.00
Physical Examinations	4,000.00	5,500.00	5,500.00
NJ DEP Discharge/ Permits	45,000.00	55,000.00	57,000.00
Advertisement	6,000.00	6,000.00	6,000.00
Membership - AEA	14,000.00	5,200.00	5,200.00
Conferences - AEA	0.00	13,800.00	13,800.00
Membership/Conf. - WEF	3,500.00	6,500.00	3,500.00
Membership/Conf - WEA	3,500.00	3,500.00	3,500.00
Conferences - Other	4,000.00	2,000.00	4,000.00
Payroll Data Processing	10,300.00	13,000.00	14,000.00
TOTAL ADMINISTRATIVE	1,454,289.85	1,442,551.73	1,595,479.74

* - Net of Employee Healthcare Contributions

ATTACHMENT A

SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
Budget Workpaper to Amend the 2016 Adopted and Propose the 2017 Budgets
As of 7-Oct-16

Description	2016 ADOPTED Budget	2016 AMENDED Budget	2017 PROPOSED Budget
OFFICE			
Office Renovations	5,000.00	5,000.00	5,000.00
Postage	3,000.00	3,600.00	3,800.00
Telephone	19,000.00	21,500.00	19,000.00
Office	12,200.00	15,000.00	15,000.00
Copier & Supplies	2,000.00	2,200.00	2,200.00
General I.T. & Licensing	25,000.00	30,000.00	40,000.00
TOTAL OFFICE	66,200.00	77,300.00	84,800.00
OPERATING - PLANT			
Electric	150,000.00	130,000.00	150,000.00
Fuel, Gas & Oil	20,000.00	17,000.00	20,000.00
Water	2,100.00	2,100.00	2,100.00
Gasoline	21,000.00	9,500.00	15,000.00
Chemicals	335,000.00	500,000.00	500,000.00
Vehicle Maintenance	10,000.00	9,000.00	10,000.00
Housekeeping Supplies	16,350.00	16,350.00	16,350.00
Equipment Maintenance	106,000.00	98,000.00	106,000.00
Sludge	210,000.00	223,500.00	225,000.00
Grounds Maintenance	4,000.00	4,000.00	4,000.00
Uniforms	7,000.00	7,000.00	7,000.00
Meals	700.00	800.00	800.00
Lab Testing Fees - Air Nova	16,000.00	16,000.00	21,000.00
Lab Testing Fees - QC	20,000.00	21,000.00	20,000.00
Lab Supplies	15,000.00	21,000.00	15,000.00
Residuals	17,500.00	17,500.00	17,500.00
FEMA - Monmouth Cty. OEM	0.00	0.00	0.00
TOTAL PLANT	950,650.00	1,092,750.00	1,129,750.00
OPERATING - SYSTEMS			
Electric	140,000.00	105,000.00	110,000.00
Fuel, Gas & Oil	4,800.00	1,200.00	1,500.00
Water & Sewer	6,500.00	9,000.00	10,000.00
Telephone	8,500.00	8,500.00	8,500.00
Safety	8,000.00	11,000.00	10,000.00
Equipment & Maintenance	94,000.00	74,000.00	94,000.00
Including (administrators)	0.00	0.00	0.00
Instrumentation Maintenance	10,000.00	7,000.00	10,000.00
SCADA Development Support	9,600.00	4,500.00	7,500.00
Storm Expenses (MSQ - Jonas)	0.00	18,820.00	0.00
TOTAL - SYSTEMS	281,400.00	238,820.00	251,500.00
CAPITAL PROJECTS - SET ASIDE FUNDING			
Special Project - (Security System)	0.00	10,700.00	0.00
Sp. Projects - (MSQ Pump Rehabil)	0.00	26,500.00	0.00
Sp. Project - (Safety Gates)	0.00	15,500.00	0.00
Capital Project (Service Water)	0.00	8,000.00	0.00
Special Project (Sludge)	0.00	53,000.00	0.00
Capital Project - (Discharge Flowmeter)	0.00	0.00	0.00
Special Project - (Enterococci)	20,000.00	5,500.00	34,500.00
	20,000.00	119,200.00	34,500.00
Special Projects (W/P Clean/Repair)	50,000.00	0.00	0.00
Special Projects - (Wetwell Clearing)	17,500.00	17,500.00	17,500.00
Sp. Projects - (#1 Pump W/SLH)	0.00	20,000.00	0.00
Special Project	0.00	0.00	0.00
	67,500.00	37,500.00	17,500.00
Asset Mgt./ Green Energy	10,000.00	10,000.00	10,000.00
Asset Mgt. - Systems	40,000.00	40,000.00	40,000.00
Asset Mgt. (Vehicles)	20,000.00	20,000.00	20,000.00
Asset. Mgt. (Gas Cond. Reserve)	20,000.00	20,000.00	20,000.00
Asset Mgt. (Co-Gen LT Mt.)	32,000.00	32,000.00	32,000.00
	122,000.00	122,000.00	122,000.00
Declining Debt Service	31,753.40	31,753.40	111,102.00
To Rate Stabilization		64,500.00	
TOTAL COST of PROVIDING SERVICE	4,991,046.25	5,047,984.71	5,549,829.32

RESOLUTION NO. 2016-134

**RESOLUTION AUTHORIZING CHANGE ORDER FOR
IMPROVEMENTS TO MAIN STREET – PHASE 2**

WHEREAS, the Borough of Lake Como entered into a contract with Vision Construction Group, LLC for improvements to Main Street, Phase 2.

WHEREAS, the close out change order is required to decrease the original contract in the amount of \$30,466.59. The changes have been reviewed and approved by the Borough Engineer.

WHEREAS, the original contract amount was \$198,243.75 and the work completed and change order decrease the contract amount to \$167,777.16. This project is funded by the New Jersey Department of Transportation.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Lake Como that the Mayor is hereby authorized and directed to execute the Close Out Change order.

Dated: 11/1/2016

Brian T. Wilton, Mayor

Louise A Mekosh, RMC, CMC, CMFO
Borough Clerk/Administrator

**BOROUGH OF LAKE COMO
ORDINANCE NO. 2016-919**

AN ORDINANCE AUTHORIZING AN EMERGENCY SHELTER GENERATOR, APPROPRIATING A TOTAL OF \$75,000.00 WHICH WILL BE FUNDED BY THE HAZARD MITIGATION GRANT PROGRAM-ENERGY ALLOCATION INITIATIVE.

BE IT ORDAINED by the Mayor and Council of the Borough of Lake Como, County of Monmouth, and State of New Jersey as follows:

Section 1. \$75,000.00 is hereby appropriated from the following funding source: Hazard Mitigation Grant Program - in the amount of \$75,000.00; for the purpose of the purchase and installation of an emergency generator.

Section 2. The capital budget of the Borough of Lake Como is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full details of the amended capital budget and capital program as approved by the Director of the Division of Local Governments Services is on file with the Clerk and is available for public inspection.

Section 3. This ordinance shall take effect when finally passed and published according to law.

Dated: 11/01/2016

Brian T. Wilton, Mayor

Attested by:

Louise A Mekosh, RMC, CMC, CMFO
Borough Clerk/Administrator