

This Regular Meeting of the Atlantic Highlands Harbor Commission was called pursuant to the provisions of the Open Public Meetings Law. Adequate notice has been provided by transmitting the Resolution of Annual Meetings to the Asbury Park Press and The Two River Times and by posting it on the bulletin boards in the Harbor Office and Borough Hall reserved for such announcements and by filing it with the Municipal Clerk on January 9, 2013.

**Roll Call:**

Present: Archibald Jr., John, Walter Curry, Jane Frotton, Jacob Hoffmann, Helen Marchetti, Frank McDonald, Albert Thompson

**Pledge of allegiance**

**Moment of silence**

**CORRESPONDENCE:** None

**ADMINISTRATION:**

**APPROVE MINUTES -AUGUST 13TH, 2013 HARBOR COMMISSION MEETING**

**Motion:** Approve Minutes, **Moved by** Marchetti, Helen, **Seconded by** Thompson, Albert.

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 7).

**Yes:** Archibald Jr., John, Curry, Walter, Frotton, Jane, Hoffman, Jacob, Marchetti, Helen, McDonald, Frank, Thompson, Albert.

**APPROVE MINUTES OF THE HARBOR COMMISSION - EXECUTIVE SESSION MEETING OF AUGUST 13, 2012**

**Motion:** Approve Executive Session Minutes, **Moved by** Archibald Jr., John, **Seconded by** Curry, Walter.

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 7).

**Yes:** Archibald Jr., John, Curry, Walter, Frotton, Jane, Hoffman, Jacob, Marchetti, Helen, McDonald, Frank, Thompson, Albert.

STATUS REPORT – T&M ASSOCIATES:

Eric Nathanson from T&M gave an update regarding the Harbor piers:

**Frank's Pier** – was open to customers. All structural and utility components complete. Inspection of top-side and sub-structure has been completed by T&M engineers. A punch list of completion items has been developed and has been provided to JH Reid since completion of inspection of all piers/utilities has been completed.

**Piers 1 – 5** – All Open To Customers

**Pier 1** - Substantially Complete: Reid still needs to install lower handrail for ADA use. Only other remaining work is to test the sewer line which is currently scheduled for 8/30

**Pier 2** - Substantially Complete: Sewer line testing is still required and is being scheduled by Reid for 8/20.

**Pier 3** - Substantially Complete: All utilities including water and electric installed. The timber railing at the steps has been installed as per plan.

**Pier 5** -Substantially Complete: All sections of the dock including the T-sections have been installed. All other structural components installed.

**Pier 4** - Substantially Complete: Installation of floats and piles has been completed. Seven additional mooring piles for the Yacht Club have been installed as per direction from the HC.

**Pier 5 ½** - Completely installed – Deemed substantially complete on 6/25

**Fuel Pier/ Pier 6** - Sewer line still successfully tested on 8/23.

**Fixed Launch Ramp Pier (Pier 7), Piers 8 & 9**

**Fixed Launch Ramp Pier** complete

**Pier 7** is complete including the last dinghy dock since all mooring piles have been replaced and no additional barge access is required.

**Pier 8** is complete;

**Pier 9** - Floating docks along on both east and west side of fishing pier have been installed

**Fishing Pier:** Fishing pier is complete with railings; Reid installed concrete access ramp

**ADDITIONAL ENGINEERING AND CONSTRUCTION SERVICES:**

Design plans for steel bulkhead installation has been reviewed by the HC. Upon receipt of HC approval, the plans will be sent to Reid for price confirmation, material lead time, etc. Work is to begin on or about 11/1. The ADA striping in the vicinity of Piers 4 and 5 will be initiated this week and completed after trailers are removed by end of August/mid-September. Concrete ADA curb-cuts with warning surfacing have been installed; asphalt repairs have all but been completed. He reported that three additional Change Orders have been received from Reid and will be reviewed by T&M for presentation to Mayor and Council at a future meeting. He explained that substantially complete means that mostly everything that was on the plan has been constructed and essentially only punch list items need to be completed. He reviewed the different milestones associated with the contractual dates and noted that all milestones to date that are related to Change Order #1 are still in place. There has been some discussion about

the installation of the Bulk Head in the foot print of the existing Bulk Head taking into consideration the differentiation in timber sheeting versus the steel sheeting, but as of now it will be installed as it is called for in the plan. The ADA striping will be completed once the trailers are removed from the stalls, but the curb cuts and cross walk striping have been completed. Two handicap ramps by the trail will need to be replaced because some equipment drove over them and they developed cracks. He mentioned all change orders received to date, except for three that had been received in the last day or so, have been reviewed and recommendations are being or have been made. [Mr. Hubeny noted that there were six total change orders that have not yet been presented to the commission.]

**COMMITTEE REPORTS:**

***Clean Marina:*** Mrs. Marchetti, Mr. Curry – no report

***Finance & Personnel:*** Mr. Archibald, Chair Al Thompson – Mr. Archibald report Mr. Hubeny has been working with the professionals regarding the Business Interruption insurance and we will be submitting by September 1<sup>st</sup>. He gave kudos to Adam for having it all done by September 1<sup>st</sup>.

***Operations:*** Mr. Hoffmann, Chair Al Thompson – Mr. Hoffmann commented on the desire of the Commission not to have anything screwed into the docks, but questioned if exceptions would be made for people to screw in umbrellas. The consensus is that no work should be done on the dock that would cause damage to the dock, without permission of the Commission, and any work performed on the docks should only be performed by Harbor personnel.

***Leases:*** Mr. Curry, Chair Al Thompson – Mr. Curry reported that the leases for Sissy's and On The Deck have been sent to them and are being reviewed by the tenants. He reported the RFP has been sent out for the Bait & Tackle.

***Capital improvements & Special reports:*** Mr. McDonald, Chair Helen Marchetti- no report

**ADMINISTRATOR'S REPORT:** Mr. Hubeny reported the Governing Body agrees with the recommendation of the Harbor Commission to submit an Open Space Grant application for the work at the tennis courts, and will be preparing a resolution supporting that recommendation. The matching funds would come from the Open Space Trust Fund. There will be a Public Hearing on the proposed submission on September 11. He reported he is working with David Marks of T&M who is seeking an addition \$375,000 for construction administration and inspection. He reported that he is comfortable with the recommendation from the insurance company to tear down the Tow Boat building and will be moving forward with that.

**ATTORNEY'S REPORT:** Mr. Corodemus – No report

**HARBOR MANAGERS REPORT:** Richard White was present on behalf of John Amici and commented that he submitted a written report for their individual review. He did mention he has spoken with John and he is doing well. He reported the Bulk Head and Promenade lights are up and done and look great. He reported the fencing has been installed on the West side. He is hoping by tomorrow they will be able to light up the west side of the yard. He reported the Tow Boat building will be taken down tomorrow. The remaining floats have been installed on the east side of the fishing pier and all of the dinghy's can now go on that side. Taylor Fence will be putting up a fence on the East side of the launch ramp to prevent people from going down there to fish. He reported that over 300 Winter Contracts went out and to date, only 16 have been returned. He mentioned the PSI on the fuel pumps went down to 16psi today and he expressed his concerned about that. To eliminate our end as the problem, he had the petroleum company test all of the amperage that goes down to our tanks and they have come back fine.

**OLD BUSINESS:** None

**NEW BUSINESS:**

Commissioner Frotton mentioned there is no longer a need for two meetings a month and starting in September, the Commission will return to their regular monthly meeting schedule.

**PUBLIC PORTION:**

**Bob Parson-** 2 Harbor View Dr. asked about the lack of an access ramp on Pier 9 and asked if the main gangway going down will be wider, because the one there is very narrow. He thanked the commissioners for all of the hard work they have done since last October and expressed his desire not to have been in their [the Commissioners] shoes. He also mentioned that hopefully we can all sit down and complete a 'lesson learned" and a contact list, so that if this situation occurs again we are prepared. He also expressed his concern about cars speeding in the Harbor. The speed limit is 10 miles per hour and he has seen the commissioners traveling more than 10 miles an hour as he has also. He thinks signs should be put up to help control this.

**Sea Tiger Owner** – Harbor View Dr. commented that on Pier 2 there is a lip that should be screwed in and he is concerned that people will trip there. He also noted that the fuel dock monitors channel 9 when most other harbors monitor channel 16. He suggests they monitor channel 9 first.

**Jim Krauss** Pier 2 – 77 Bayside Drive asked about the use of the Open Space Trust Fund.