

WESTERN MONMOUTH UTILITIES AUTHORITY

RE-ORGANIZATION MEETING

February 12<sup>th</sup>, 2019

Chairman Pernice called the Western Monmouth Utilities Authority's Public meeting to order at 7:00PM. It was announced that pursuant to the Open Public Meeting Act and N.J.S.A. 10:4-6 et seq., adequate notice of this meeting has been sent to the Asbury Park Press, The Home News and Tribune, Clerks of Manalapan and Marlboro Townships, and is posted in the lobby of the Western Monmouth Utilities Authority ("W.M.U.A.")

Upon roll call:

Present:	Messrs. McEnery (on the phone), Mendez, Pernice, and Rosen
Absent:	None
Also in Attendance:	F. Borin (on the phone), DeCotiis, Fitzpatrick & Cole LLP D. Samuels, CME Associates, Engineer T. Gillen, CME Associates, Engineer M. Dziubeck, CME Associates, Engineer C. Ballard, T&M Associates, Engineer G. Stankiewicz, Accountant B. Valentino, Executive Director J. Carr, Manager of Engineering Services J. McNaboe, Mayor of Manalapan M. Musich, Manalapan Township Committeewoman K. Leatherman, Chief Administrative Officer A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman Pernice stated that for the record we have Commissioner McEnery on the phone as well as the Authority Attorney Frank Borin.

Chairman Pernice asked if there was any public comment, there was none.

19-01 Authorizing the Commissioners to go into Closed Session for the purpose of discussing Contract Negotiations and Personnel and they will return to Public Session *was not utilized*.

Chairman Pernice stated that he would like to move Resolution #19-02, Appointing Chairman Glen Mendez, seconded by Jeff Rosen. All present voted as follows:

AYES:	Messrs. McEnery, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Chairman Mendez proceeded with the meeting.

Chairman Mendez proceeded to the Re-Organization Resolutions.

- 19-02 Appointing Chairman – Glen Mendez
- 19-03 Appointing Vice-Chairman – Jeffrey Rosen
- 19-04 Appointing Secretary – Joseph Pernice
- 19-05 Appointing Treasurer – Stephen McEnery
- 19-06 Appointing Assistant Secretary – Stephen McEnery
- 19-07 Appointing Assistant Treasurer – Joseph Pernice

Chairman Mendez moved Resolution #19-03, seconded by Commissioner Pernice. All present voted as follows:

AYES:	Messrs. McEnery, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Chairman Mendez moved Resolution #19-04, seconded by Commissioner Rosen. All present voted as follows:

AYES:	Messrs. McEnery, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Chairman Mendez moved Resolution #19-05, seconded by Commissioner Rosen. All present voted as follows:

AYES:	Messrs. McEnery, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Chairman Mendez moved Resolution #19-06, seconded by Commissioner Rosen. All present voted as follows:

AYES:	Messrs. McEnery, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Chairman Mendez moved Resolution #19-07, seconded by Commissioner Rosen. All present voted as follows:

AYES:	Messrs. McEnery, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Brian J. Valentino stated that the Oaths of Office must be administered.

Chairman Mendez requested Maryann Musich, Manalapan Township Committeewoman administer the Chairman's Oath of Office. Chairman Mendez asked if can say a few words. Chairman Mendez thanked the attendees of the meeting and had prepared a speech. The members of the meeting applauded following his speech.

Chairman Mendez continued with the meeting.

Chairman Mendez asked for a motion for Resolutions 19-08 thru 19-37. Commissioner Rosen moved, seconded by Commissioner Pernice. All present voted as follows:

- 19-08 Authorizing Chief Administrative Officer and/or Chief Operating Officer to Adopt Emergency Procedures
- 19-09 Naming Official Newspapers – The Asbury Park Press or The Home News Tribune
- 19-10 Amending Cash Management Plan for the Year Ending January 31st, 2019 as prepared by the Chief Financial Officer
- 19-11 Authorizing Purchases under the bid threshold
- 19-12 Authorizing the Chief Administrative Officer and/or the Chief Financial Officer to Remove Interest on Customer Accounts
- 19-13 Appointing Signatories for Authority Bank Accounts
- 19-14 Authorizing Tax Sale Threshold
- 19-15 Authorizing Non-Refundable Fee for the Purchase of Bid Specifications
- 19-16 Appointing Katherine Leatherman as Purchasing Agent
- 19-17 Appointing Attorney - Frank Borin, DeCotiis, Fitzpatrick & Cole, LLP
- 19-18 Appointing Auditor - Gerard Stankiewicz of Samuel Klein
- 19-19 Appointing Bond Counsel – Steven L Rogut of Rogut McCarthy LLC & Wilentz, Goldman & Spitzer
- 19-20 Appointing Engineers
- 19-21 Appointing Financial Advisor - Gerard Stankiewicz of Samuel Klein
- 19-22 Appointing Labor, Regulatory and Conflict Counsel
- 19-23 Appointing Risk Management Consultant, Fairview Insurance Agency
- 19-24 Authorizing the Chief Financial Officer and/or the Chief Administrative Officer to Grant Customer Payment Plans
- 19-25 Appointing the JIF Fund Commissioner - Brian J. Valentino
- 19-26 Authorizing Refunds of Customer Overpayments
- 19-27 Authorizing the Chief Administrative Officer and/or the Manager of Engineering Services to Sign TWA Applications
- 19-28 Appointing Chief Executive Officer to Act as the Authorized Representative in all Matters Requiring an Official Signature
- 19-29 Authorizing Various Financial Reserves of the Authority

- 19-30 Authorizing the Payments of Bills from “Eligible Vendors” on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday Each Month
- 19-31 Authorizing the Chief Executive Officer to Allow the Cleaning of Septic Tanks in the WMUA Service Area of all, “Not for Profit Agencies” that provide a Service to the WMUA
- 19-32 Authorizing Adjustment of Manager of Engineering Services Billing Rate
- 19-33 Authorizing the Use of State Contract Vendors
- 19-34 Authorizing Petty Cash
- 19-35 Accepting Revised Personnel Manual
- 19-36 Authorizing the Sale, Recycling or Proper Disposal of Various Surplus Equipment
- 19-37 Appointing Rachael Brandt Certifying Officer of WMUA

Chairman Mendez asked for a motion to adjourn the Re-Organization meeting. Commissioner Rosen moved, seconded by Commissioner Pernice. All present vote aye.

Chairman Mendez opened the Workshop Meeting and referred to Brian Valentino for the Executive Directors Report.

Brian Valentino stated that we have been very busy for the last few weeks. The annual report has been prepared and that will be passed out prior to the Commissioners strategic planning meeting. The management attended a strategic planning workshop in preparation for the Commissioners Strategic Plan. Brian Valentino will plan a time for the Commissioners to discuss with the staff the Strategic Plan. This Strategic Plan will be adopted at another meeting. Also, there is a Resolution on this meeting extending the retirement date for Pierre Van Mater. This is a request from Mr. Van Mater. Mr. Valentino congratulated the Commissioners on their elections.

Chairman Mendez asked for a motion on the consent Agenda.

- 19-38 Authorizing Minutes of January 22, 2019
- 19-39 Amending Approval for Olde Silver Tavern for 2 Years and New Owner, Project #520

Commissioner Rosen moved, seconded by Commissioner Pernice.

The vote was as follows:

AYES:	Messrs. McEnery, Mendez, Pernice and Rosen
NAYS:	None
ABSTENTIONS	None
ABSENT:	None

Chairman Mendez proceeded with discussion.

- Chairman Mendez asked if there were any comments on the Dental Plan. The Clerk went to get the copy of the rates for the Commissioners and then passed them out.

Chairman Mendez asked for any comment on Resolution 18-40. Commissioner Rosen moved, seconded by Commissioner Pernice, the vote was as follows:

AYES: Messrs. McEnery, Mendez, Pernice and Rosen  
NAYS: None  
ABSTENTIONS None  
ABSENT: None

Chairman Mendez asked for any comment on Resolution 18-41. Commissioner Pernice moved, seconded by Commissioner Rosen, the vote was as follows:

AYES: Messrs. McEnery, Mendez, Pernice and Rosen  
NAYS: None  
ABSTENTIONS None  
ABSENT: None

- 19-40 Authorizing the Execution of an Interlocal Agreement between the Western Monmouth Utilities and the Passaic Valley Sewerage Commission
- 19-41 Authorizing the Postponement of Pierre Van Maters' Retirement Date from March 1, 2019 to June 1, 2019 or Until Such Time that a Date is Approved by NJ Division of Pensions

Ms. Leatherman stated that the Commissioners can discuss the Dental Rates at the next meeting. No decisions have to be made right now, we just have to know if we are renewing for one year or two.

Chairman Mendez asked if there were any questions on the bill list. Commissioner Pernice asked about line item 151 for \$98,414.00 for the force main air release. Commissioner Pernice stated that this was related to the Borough of Matawan which we have a shared service agreement with. Matawan forgot to bill us and now they are sending the bill. The other question is for line item 767 for \$30,133.00 for Pilot Electric. Ms. Leatherman stated that this was for an emergency electric motor replacement. Commissioner Pernice stated that we are going to amend the bill list and remove a reimbursement. Ms. Leatherman stated that Mr. Valentino has the paperwork. Commissioner Pernice moved the bill list, seconded by Commissioner Rosen, all present voted aye.

Chairman Mendez asked if there was any other Authority Business. There was none.

Chairman Mendez confirmed the date of the next meeting; February 26, 2019

At 7:20pm Chairman Mendez asked for a motion to adjourn the meeting. Commissioner Rosen moved, seconded by Commissioner Pernice, all present voted aye.

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