

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP & PUBLIC MEETING

APRIL 16, 2019

Chairman Mendez called the Western Monmouth Utilities Authority's Public meeting to order at 7:10pm. 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, Mendez, Rosen and Pernice

Absent: None

Also in Attendance: F. Borin, DeCotiis, Fitzpatrick & Cole, LLP
G. Stankiewicz, Accountant
B. Valentino, C.E.O.
J. Carr, Chief Operating Officer
K. Leatherman, Chief Administrative Officer
A. Finnerty, Authority Clerk
S. Cohen, Mayor of Manalapan
S. Husain, Engineer, DW Smith Associates, LLC

All present cited the Pledge of Allegiance.

Chairman Mendez asked for any public comment. There was none.

Chairman Mendez asked for any comment regarding the Chief Executive Officers Report.

Brian Valentino stated that he has four items for Public Session. He stated the first item is not on the Agenda. We contacted Marlboro Township regarding the tax sale. We let them know a larger number of delinquent accounts are on Tax Sale this year. We are going to send these delinquent accounts a preemptive notice before a final notice to give them an opportunity to pay. Commissioner Pernice asked if we distribute notices because some individuals in the past had stated that they are unaware of the tax sale. Ms. Leatherman stated that there is a notice on the bottom of the bill making them aware that the tax sale is coming and has been on there for 2 billing cycles.

Mr. Valentino stated that the Route 79 contractor, Carbro needs additional space for the storage of equipment. We directed them to the Township of Marlboro to make arrangements. Marlboro Township stated that they want to make a tri-party agreement for insurance purposes. We are insured because it is our project and the vendor is insured as well. The agreement would state the space in their public parking lot that is not used for parking would be used for storage.

Commissioner Pernice asked about the amount of space that would be utilized. Mr. Valentino stated that he is not sure of the size. Mr. Carr stated that he does not know the exact perimeter but it is two sides of a square in a parking lot. Commissioner Pernice asked if it was on Route 79, Mr. Carr stated that it is. Mr. Valentino stated that we provided them with equipment storage space but they requested additional space. Commissioner Pernice asked if we needed a resolution. Mr. Valentino stated that if there is no money will be exchanged and he has the power to sign it, if the Commissioners agree. Commissioner Rosen asked if our counsel has reviewed this. Mr. Valentino stated that he will have the counsel review the agreement if necessary.

Mr. Valentino stated that the safety committee met today. They have decided to do a proactive safety review; what's known in the industry as a safety walk about. This is where we bring people from our own agency into areas where they normally don't work along with people who work in those areas and are looking for safety issues that aren't obvious. When you work around the space you may not see it; a new fresh set of eyes will help. We are doing all that in the hopes of bringing our safety standards as high as we can. We will then activate a preemptive PEOSHA (Public Employees Occupational Safety and Health Act - this is New Jersey's public sectors version of OSHA) inspection of our site. You are allowed to bring them in to assess your site and they will then generate a report. This will put WMUA in a position of not being able to get fines for violations they may find. The report will help us to address any issues and bring us into full compliance. We have a lot of construction at the plant so we have to take our contractors into consideration.

Brian Valentino stated that the Personnel Manual training refresher is complete. Mr. Valentino stated that he has 4 items for executive session; one involving litigation, one for personnel and two for litigation.

Chairman Mendez stated that he would like to discuss the Computer Software Proposal. James Carr stated that in the Agenda packet there is a proposal from Edmunds & Associates, Inc. This is for financial software and to host all of our accounts for our customers. It replaces a very old DOS based computer system that we have. The proposal is attached for review. Chairman Mendez asked if the software is good for today, is it expandable, adaptable for the future. Will it accommodate more residents coming on line? Mr. Valentino stated that Edmunds & Associates, Inc. is not only the state authorized vendor but it's also the vendor that most public utilities use. We currently have a proprietary system that was designed for us many years ago. Chairman Mendez asked what the training period is. Mr. Valentino stated that we had an extensive meeting with Edmunds & Associates, Inc. Those dates aren't available yet. Our intended activation date is the beginning of our fiscal year February 1, 2020. The conversion will probably begin in November and December with training happening at the end of the conversion. Chairman Mendez asked Mayor Cohen if Manalapan utilizes Edmunds & Associates, Inc. Mayor Cohen stated that they use Edmunds & Associates, Inc. Part of the reason we chose Edmunds & Associates, Inc. is because we can export financial information to Manalapan and Marlboro. Commissioner Pernice stated that as we begin this transformation he anticipates Mr. Valentino will bring more information about the added value of this new software. Mr. Valentino stated that we have 28 strategic planning goals for the coming year that the Commissioners developed with the WMUA.

Chairman Mendez asked if the Commissioners reviewed the Agenda for tonight's meeting. The Commissioners confirmed that they did. Chairman Mendez asked if anyone had any questions on

the Consent Agenda. There were none. Chairman Mendez stated that we will vote on them individually.

Chairman Mendez asked for a motion for Resolutions 19-54 through 19-57.

19-54 Approving Minutes of March 22, 2019

19-55 Granting Approval to Milford Estates, LLC, Project #666

19-56 Authorizing the Chief Operating Officer to Prepare Specifications and Advertise for the Receipt of Bids for the Secondary Digester Cleaning

19-57 Amending Approval for B & I Center LLC, Project #658

Chairman Mendez asked for a motion for Resolution 19-54. Commissioner Pernice moved, seconded by Commissioner Rosen, the vote was as follows:

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

Chairman Mendez asked for a motion for Resolution 19-55. Chairman Mendez asked for comment from James Carr regarding this project. Mr. Carr stated that this is a subdivision on Taylors Mills Road in Manalapan between Tennent and Route 9. They are building 7 homes and extending our sewer to service them. This site has sewers to the right and to the left and they are extending both. Commissioner Rosen moved, seconded by Commissioner Pernice, the vote was as follows:

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

Chairman Mendez asked for a motion for Resolution 19-56. Mr. Carr stated that there is problem in the secondary digester, the suction piping is clogged. We've tried for two weeks to unclog it. We do not have access into that pipeline unless we empty the digester. The digester is due to be cleaned; it was last cleaned in 2005. The digester building is part of the next large capital improvement project scheduled for 2020. This blockage is forcing us to start this project sooner. We need to find a contractor to empty the digester to see where the problem is. Commissioner Rosen asked about the cost. Mr. Carr stated that in 2005 the cost was \$159,000.00; Mr. Carr stated it may be about \$200,000.00. Mr. Carr stated that we have to remove the sludge. Mr. Carr stated that this will give us a good chance to go inside and do a full inspection to see if we need to add anything else to that future project. Mr. Valentino stated that we planned eight years ago to do this project in 2020. We are just doing this a year earlier. Commissioner Rosen moved, seconded by Commissioner McEnergy, the vote was as follows:

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

Chairman Mendez asked for a motion for Resolution 19-57. Mr. Carr stated that this project received approval from us previously for one private pump station that would service four buildings in this industrial complex on Boundary Road. The applicant requested to change the plans, instead of one private pump station; each building will have its own smaller ejector pump which is just a smaller scaled down pump station. The ejector pumps and the force mains will be privately owned and maintained; the part that we will own has not changed from the original approval. Chairman Pernice stated he recalls that the engineer was very accommodating. He stated that dollar wise this is a private pump station and we will have extra parts. Mr. Valentino stated that this is not a pump station that we will be taking over. This is just a private pump. Commissioner Pernice moved, seconded by Chairman Mendez. Commissioner Rosen recused himself. The vote was as follows:

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

Chairman Mendez continues with the Resolutions.

Chairman Mendez asked if there were any comments on Resolution 19-58. Mr. Carr stated that the Olde Silver Tavern has changed owners and the old owner has requested the return of their bond. The new owner is in the process of posting a new bond and they are going back to the original approval they received for a gravity sewer extension. Chairman Pernice asked if the Performance Bond dollar value change from the previous bond. Mr. Carr stated that they update the engineer's estimate it is a percent of that estimate.

19-58 Authorizing Return of the Performance Guarantee to GS Realty, former owner of Olde Silver Tavern 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

19-59 Approving Paid Internship of Brian Smith, effective July 1, 2019

Chairman Mendez asked for a motion for Resolution 19-59. Chairman Mendez asked the CEO if Brian Smith was related to anybody we know. Mr. Valentino stated that he knows his parents from the explorers post meeting that we have here at the WMUA and is a resident of Manalapan. Mr. Valentino stated that he is the treasurer of our explorer post. Commissioner Pernice asked if one intern is sufficient or are we going to have more. Mr. Valentino stated that the Commissioners approved 3 interns and it is in the Authority Budget. We only had one applicant. Chairman Pernice asked where we advertised this internship. Mr. Valentino stated that we have placed this ad on social media. Chairman Mendez is this internship 40 hours per week; Mr. Valentino stated it is 35 hours a week. 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 if there were any comments on the bill list. Commissioner Pernice commented on the UV charge stating that it finally posted. Commissioner Rosen moved, seconded by Commissioner Pernice. All present voted aye.

Chairman Mendez proceeded with the meeting and asked if there was other Authority Business. Mr. Valentino stated that he will defer to James Carr, the Chief Operating Officer for construction updates. Mr. Carr stated that he will update us on four major projects that are currently going on. He asked the Commissioners to look at the pictures cycling on the screens in the meeting room. Some pictures are of our existing equalization basin and the raw sewage pump station, two projects currently in the plant. They are dewatering the basin and are awaiting the price of the sludge removal. We won't know the final quantity until the sludge is out. There is a unit price for sludge removal in the contract and the measure is taken after it is dewatered. The raw sewage pump station is well underway. The plant is on bypass. Chairman Mendez asked if we are on time with this project. Mr. Carr stated that there was a delay getting the fourth raw sewage pump. The manufacturer could not get the pump to pass all the tests that we required which they actually promised in their specifications. They are not passed the timeline yet. The pump is supposed to match a specific performance. They had to modify the pump several times to meet the acceptability test and this delayed the project by two months. The completion date of the project was April 20th, 2019. The contractors stated the new completion date is June 14th 2019. Chairman Mendez asked if there are any penalties in the contract. Mr. Carr stated that there are penalties if we can prove costs to the Authority. The pump manufacturer has taken full responsibility for that delay. We do not fault the contractor. Mr. Carr stated that there are no damages or costs to us by this delay which Mr. Carr confirmed with Frank Borin, our Authority confirmed. Chairman Mendez asked about the elevator. Mr. Carr stated that we are improving the atmosphere in the building that houses the elevator. We have replaced almost every part of that elevator. All the electronics have been replaced. A lot of the problem has been from the atmosphere from the current condition in that building. We spent a lot of money on improving the air quality which will help significantly. Mr. Carr stated that a former Executive Director of the Authority went swimming the EQ Basin that there is a picture of somebody standing in waders.

At 7:38PM, Chairman Mendez asked for a motion for Resolution 19-60; Authorizing the Commissioners to go into Closed Session for the purpose of Discussing Litigation and/or Personnel and they *will not* Return to Public Session. Commissioner Pernice moved, seconded by Commissioner Rosen, all present voted aye.

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