

WESTERN MONMOUTH UTILITIES AUTHORITY

RE-ORGANIZATION MEETING

February 6<sup>th</sup>, 2018

Chairman McEnery called the Western Monmouth Utilities Authority's Public meeting to order at 7:01PM. 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, Pernice, and Rosen
Absent:	None
Also in Attendance:	F. Borin, 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 K. Leatherman, General Manager A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman McEnery opened the meeting.

Chairman McEnery asked if there was public comment, there was none.

At 7:01pm, Chairman McEnery asked for a motion to go into closed session to discuss Contract Negotiations and Personnel.

18-01 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 moved by Commissioner Mendez and seconded by Commissioner Rosen. All voted aye.

The Commissioners returned to public Session at 7:36pm. The Commissioners' titles are as follows following Closed Session:

Chairman	Joseph Pernice
Vice Chairman	Glen Mendez

Secretary	Jeffrey Rosen
Treasurer	Stephen McEnery
Assistant Secretary	Stephen McEnery
Assistant Treasurer	Jeffrey Rosen

Chairman Pernice proceeded to the Re-Organization Resolutions.

Chairman Pernice offered Resolution #18-02 through 18-07. Commissioner Rosen moved, seconded by Commissioner Mendez. All present voted as follows:

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

- 18-02 Appointing Chairman – Joseph Pernice
- 18-03 Appointing Vice-Chairman – Glen Mendez
- 18-04 Appointing Secretary – Jeffrey Rosen
- 18-05 Appointing Treasurer – Stephen McEnery
- 18-06 Appointing Assistant Secretary – Stephen McEnery
- 18-07 Appointing Assistant Treasurer – Jeffrey Rosen

Frank Borin, Authority Attorney, administered the Commissioners Oaths of Office.

Chairman Pernice stated that he will pull Resolutions 18-19, 18-20 and 18-22 from the Consent Agenda. Chairman Pernice asked for any comments on the other Resolutions; there were no questions. Commissioner Rosen moved, seconded by Commissioner McEnery. All present voted as follows:

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

Chairman Pernice asked for a motion for Resolution 18-19; Appointing Authority Bond Counsel. Chairman Pernice stated that they would like to appoint Wilentz, Goldman & Sptizer, P.A. as the Bond Counsel and Rogut McCarthy will remain and take care of all the current bond work in place. Commissioner Rosen moved, seconded by Commissioner Mendez. All present voted as follows:

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

Chairman Pernice asked for a motion for Resolution 18-20; Appointing Authority Engineers. Chairman Pernice stated that we will be appointing the following Engineers; CME, T&M and Maser. CME will be appointed as the Consultant Engineer. Commissioner Rosen moved, seconded by Commissioner Mendez. All present voted as follows:

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

Chairman Pernice asked for a motion for Resolution 18-22; Appointing Authority Labor Regulatory and Conflict Counsel. Chairman Pernice stated that they would like to appoint Archer & Greiner P.C., Durkin & Durkin LLP, Grace Marmero & Associates, LLP and Roth D'Aquanni LLC. Commissioner Rosen moved, seconded by Commissioner Mendez. All present voted as follows:

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

- 18-08 Authorizing General Manager and/or Facilities Manager to Adopt Emergency Procedures
- 18-09 Naming Official Newspapers – The Asbury Park Press or The Home News Tribune
- 18-10 Amending Cash Management Plan for the Year Ending January 31st, 2019 as prepared by the Director of Finance
- 18-11 Authorizing Purchases under the bid threshold
- 18-12 Authorizing the General Manager and/or the Director of Finance to Remove Interest on Customer Accounts
- 18-13 Appointing Signatories for Authority Bank Accounts
- 18-14 Establishing Tax Sale Threshold
- 18-15 Authorizing Non-Refundable Fee for the Purchase of Bid Specifications
- 18-16 Appointing Katherine Leatherman as Purchasing Agent
- 18-17 Appointing Attorney - Frank Borin, DeCotiis, Fitzpatrick & Cole, LLP
- 18-18 Appointing Auditor - Gerard Stankiewicz
- 18-19 Appointing Bond Counsel
- 18-20 Appointing Engineers
- 18-21 Appointing Financial Advisor - Gerard Stankiewicz
- 18-22 Appointing Labor, Regulatory and Conflict Counsel
- 18-23 Appointing Risk Management Consultant, Fairview Insurance Agency
- 18-24 Authorizing the Director of Finance and/or the General Manager to Grant Customer Payment Plans maximum 3 years/\$1000.00
- 18-25 Appointing the JIF Fund Commissioner - Brian J. Valentino
- 18-26 Authorizing Refunds of Customer Overpayments
- 18-27 Authorizing the General Manager and/or the Manager of Engineering Services to Sign TWA Applications

- 18-28 Appointing Executive Director to Act as the Authorized Representative in all Matters Requiring an Official Signature
- 18-29 Authorizing Various Financial Reserves of the Authority
- 18-30 Authorizing Payments to Utility Vendors
- 18-31 Authorizing the Executive Director 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
- 18-32 Authorizing the Use of State Contract Vendors
- 18-33 Authorizing Petty Cash
- 18-34 Accepting Revised Personnel Manual
- 18-35 Authorizing the Sale, Recycling or Proper Disposal of Various Surplus Equipment

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

Brian Valentino congratulated the Chairman and the board on their current appointments. He thanked the outgoing Chairman, Stephen McEnery. Mr. Valentino asked Jim Carr the Manager of Engineering Services to update everybody regarding 4 projects that are currently being worked on; the Manalapan Estates Bypass, the Route 79 Pump Station, the EQ Basin and the Raw Sewage Pump Station.

Jim Carr stated that the Manalapan Estates Forcemain is still under bypass. They are still negotiating two easements; one from a private party and one from the Township of Manalapan. Once that is taken care of we can bid the project. We are still negotiating three easements for three different properties for the Route 79 pump station project. One property has given us an offer which is not reasonable. Commissioner Rosen asked who was giving them an issue. Jim Carr stated that it was the SOD farm. The concrete EQ basin's plans were sent to the DEP for review. They had the meeting recently regarding the Raw Sewage Pump Station with Coppola, the contractor. They have another meeting scheduled next week regarding controls and electrical issues. The work will probably start March or April.

Chairman Pernice proceeded with discussion.

- Chairman Pernice asked if there were any comments on the minutes of January 9<sup>th</sup>, 2018. Commissioner McEnery will abstain from voting on these minutes.
- Chairman Pernice asked if there were any comments on the minutes of January 23<sup>rd</sup>, 2018. Chairman Pernice will abstain from voting on these minutes.
- Chairman Pernice asked for any comments regarding the payment plan revision for Lakeview Commons, Project #576. Kathy Leatherman stated that Mr. Ploskonka is adding to the strip mall in Lakeview Commons. The additional connection fees are \$12,681.00. Commissioner Mendez asked what he was adding. Ms. Leatherman stated that he had a vacancy which will now be a pizza place. He currently has a payment plan for this property; he is not asking to extend the time. He just wants to change the amount of the payment and add the current connection fee. Ms. Leatherman stated that she has revised the payment plan to include this connection fee. Chairman Pernice asked if the payment plans are only 24 months, Ms. Leatherman stated that they can be up to 36 months.

- Chairman Pernice asked for any comments regarding revising the rules and regulations. Mr. Valentino stated that we started revising these 3 years ago. We want to readopt the rules and regulations every year with any changes that have come up. There aren't any true material changes, mostly cleaning up language and typos and clarifying policies. Last year there were no changes. We adopted them as is. Chairman Pernice stated that he would like to give the other commissioners a chance to look at the changes and at the next meeting we can pass this Resolution. Brian Valentino stated that he was not talking about the Personnel Manual and they should absolutely be reviewed by the Commissioners before we vote on them.

Chairman Pernice asked for any comment on Resolutions 18-36 through 18-38. Commissioner Mendez moved, seconded by Commissioner Rosen, the vote was as follows:

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

- 18-36 Authorizing Minutes of January 9, 2018 (Commissioner McEnery abstained)
- 18-37 Authorizing Minutes of January 23, 2018 (Chairman Pernice abstained)
- 18-38 Authorizing Revision of Payment Plan for Lakeview Commons, Project #576
- 18-39 Authorizing Amendment to the WMUA's Rules and Regulations TABLED

Ms. Leatherman stated that Commissioner McEnery will have to abstain from the Minutes of January 9<sup>th</sup>, 2018 and Chairman Pernice will have to abstain from the Minutes of January 23<sup>rd</sup>, 2018.

Chairman Pernice asked if there were any questions on the bill list. Commissioner Rosen asked about 50 patches being sewed on shirts. Mr. Valentino stated that he is being reimbursed. Commissioner Rosen moved the bill list, seconded by Commissioner McEnery, all present voted aye.

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

Chairman Pernice confirmed the date of the next meeting; February 27<sup>th</sup>, 2018.

At 7:43pm Chairman Pernice asked for a motion to adjourn the meeting. Commissioner Rosen moved, seconded by Commissioner Mendez, all present voted aye.

#####