

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

May 5<sup>th</sup>, 2011

Chairman Toubin called the Western Monmouth Utilities Authority's Public meeting to order at 7:34PM. 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, Rosen, and Toubin
Absent:	None
Also in Attendance:	J. Wisniewski, Attorney, Wisniewski & Associates K. Henderson, T&M, Engineer T. Gillen, CME, Engineer J. Stankiewicz, Accountant D. Martindell, Facilities Manager R. Smith, Plant Supervisor G. Kasternakis, Maintenance Supervisor R. Noel, Special Projects Manager K. Leatherman, General Manager M. Seidenberg, Director of Finance A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Commissioner Pernice arrived at 7:42PM.

Chairman Toubin asked if there was any public comment.

John Ploskonka, engineer for Carmine Casola, addressed the Commissioners regarding the sanitary sewer extension for Route 79, in conjunction with the applications from the Fireside Inn #470 and Maple Tree Plaza #456. John Ploskonka stated that he met with the DEP and they said that building the dry sewer for both projects is acceptable as long as all regulations are met. They anticipate the Wastewater Management Plan will include Route 79. Both projects must provide Hold Harmless Agreements to the Authority, building the dry sewer at their own risk. Mr. Ploskonka provided the Commissioners with aerial maps of the project and how they plan to do the extension. Tim Gillen stated that both projects will be utilizing the same pump station. Mr. Ploskonka added that Marlboro Township has also approved a day care center which will be submitted as a new application. Tim Gillen said that the engineer from the Fireside Inn has revised the plans addressing all the Authority's requests from the April meeting. John Wisniewski requested that Mr. Ploskonka have the DEP contact him directly with information for each project.

Chairman Toubin addressed the applicants' requests stating that they must wait for all the agreements to be reviewed and signed before proceeding with any of the projects.

- The Discussion items on the Agenda were addressed;
  - Chairman Toubin asked if the minutes of April 7<sup>th</sup>, 2011 and April 21<sup>st</sup>, 2011 were acceptable. There were no comments.
  - Marilyn Seidenberg stated that we utilize many Hewlett Packard components through out the Authority. The Commissioners agreed to approve the use of the State Contract.
  - Mrs. Leatherman addressed the Commissioners regarding the Friden Neopost Machine. Mrs. Leatherman explained that the postage machine is utilized only for 1<sup>st</sup> class mail. The bills are taken to Freehold Township and mailed using a bulk rate mailing with a bulk rate permit. Commissioner Rosen asked Mrs. Seidenberg to look into electronic billing.
  - Chairman Toubin asked Michael Mandzik from Birdsall Engineering to explain the fees for the Reverse Energy Auction. He inquired if the fees were based on usage of kilowatt hours at 0.002 cents per kilowatt hour. He asked if the usage starts at 4,000,000 kilowatt hours and then goes down to 1,000,000 kilowatt hours after solar energy is in place, then will the fee go down because of the fluctuation in usage. Mr. Mandzik replied that all terms are addressed in a contract. Sometimes, if the usage changes too much it could be considered a material defect in the contract. Chairman Toubin asked about the hourly rate. Mr. Mandzik explained that the hourly rate is part of the standard proposal. The hourly rate is not part of the auction it is called a 'back end fee.' Chairman Toubin asked if we must accept the lowest bid. Mr. Mandzik explained that prior to the auction we set a strike price or 'reserve'. Birdsall assists in calculating a price which is reasonable to accept. This 'strike' price is usually 5 to 8% lower than the lowest monthly rate charged by JCP&L. The price is then fixed for a 12 month or 24 month term. The term depends on what the Authority decides. Mr. Mandzik stated because of the fluctuation in the market a 12 month period/term is suggested. Mr. Mandzik said the bulk of the usage will come from the WMUA treatment plant. Chairman Toubin asked if the pump stations will be included in the auction. Mr. Mandzik said that they are included and because this is an electronic auction you scale the additional locations if it becomes advantageous. The Commissioners inquired about the time frame of the auction. NJ Local Public contracts law requires a notice be placed in the paper at least ten days prior to the auction. The entire process will take approximately two months. Chairman Toubin requested the rates that WMUA was charged for the last 3 years from JCP&L from Marilyn Seidenberg. John Wisniewski requested a copy of the contract for review. Mr. Mandzik stated that they put together an entire Request for Bid package for the Authority to review.

Chairman Toubin asked if there were any other questions and asked for a motion on Resolutions #11-62 and 11-64 thru 11-65. Commissioner Rosen moved, seconded by Commissioner Pernice. Upon roll call the vote was as follows:

- 11-62 Authorizing Birdsall Group to Provide Energy Procurement Consultant Services For Reverse Energy Auction
- 11-64 Authorizing Use of State Contract Vendor Hewlett Packard
- 11-65 Authorizing Use of State Contract Vendor Friden Neopost

**AYES:** Messrs Toubin, Pernice, Rosen and McEnergy  
**NAYS:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

Chairman Toubin asked if there were any questions on the Bill List. Commissioner Pernice commented on the bill list regarding electrical work. He asked the supervisors if it is possible for some of this work to be done by authority personnel. Dane Martindell said that some work can be done by our employees. Chairman Toubin asked if we can employ a licensed electrician and utilize him on a daily basis and will this reduce our bills. Mr. Martindell stated that it is all contingent upon the type of electrician that we employ. Commissioner Rosen then moved the Bill List, seconded by Commissioner McEnergy. Upon roll call the vote was as follows:

**AYES:** Messrs McEnergy, Rosen, Toubin, and Pernice  
**NAYS:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

With all Discussion items being addressed Chairman Toubin asked if there was any other Authority Business. Chairman Toubin thanked Coleen Weber for her analysis of the electric bills at the plant and each of the pump stations. As per the analysis, Chairman Toubin stated that 3 pump stations, Hawkins Road, Route 79 and Crine Road, have the maximum amount of usage. He asked Tim Gillen to examine Hawkins Road first because it is currently being rebuilt. Chairman Toubin then asked about the Route 79 pump station. Tim Gillen said they are examining the amount of flow at the Route 79 pump station. CME is also determining whether or not the Route 79 pump station should be rebuilt in another location, opposite the current pump station. Commissioner Pernice inquired if the State would possibly give us a grant to rebuild the pump station. Mr. Gillen said the state only offers a grant if they have a construction project that conflicts with the location of a pump station. Keith Henderson addressed the Commissioners regarding the rehabilitation of the grit building and requested that they be authorized to go out for bid on the project. Chairman Toubin confirmed that Dane Martindell has reviewed the specs and agreed to proceed with this project at the next meeting.

At 8:26 pm Chairman Toubin asked for a motion to go into Closed Session to discuss:

1. Personnel & Litigation

Resolution 11-66 Authorizing the Commissioners to go into Closed Session for the purpose of discussing Litigation and Personnel, and they will not return to Public Session was moved by Commissioner Pernice and seconded by Commissioner McEnergy. All present voted aye.

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