

WESTERN MONMOUTH UTILITIES AUTHORITY

RE-ORGANIZATION MEETING

February 13th, 2017

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 K. Henderson, T&M, Engineer T. Gillen, CME, Engineer M. Dziubeck, CME Engineer G. Stankiewicz, Accountant B. Valentino, Executive Director J. Carr, Manager of Engineering Services R. Smith, Acting Facilities Manager K. Leatherman, General Manager A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman McEnery opened the meeting. At 7:02pm, Chairman McEnery asked for a motion to go into closed session to discuss Contract Negotiations and Personnel.

17-01 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 Rosen and seconded by Commissioner Mendez. All voted aye.

The Commissioners returned to public Session at 7:25pm. The Commissioners Titles are as follows:

Chairman	Stephen McEnery
Vice Chairman	Joseph Pernice
Secretary	Glen Mendez
Treasurer	Jeffrey Rosen
Assistant Secretary	Jeffrey Rosen
Assistant Treasurer	Glen Mendez

Chairman McEnergy proceeded to the Re-Organization Resolutions.

Chairman McEnergy offered Resolution #17-02 through 17-37. Commissioner Rosen moved, seconded by Commissioner Mendez. Glen Mendez was reappointed by Manalapan Township; Frank Borin, Authority Attorney, administered the Commissioners Oath. This was followed by the Oaths of Office for all the Commissioners. All present voted as follows:

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

- 17-02 Appointing Chairman – Stephen McEnergy
- 17-03 Appointing Vice-Chairman - Joseph Pernice
- 17-04 Appointing Secretary - Glen Mendez
- 17-05 Appointing Treasurer - Jeffrey Rosen
- 17-06 Appointing Assistant Secretary - Jeffrey Rosen
- 17-07 Appointing Assistant Treasurer - Glen Mendez
- 17-08 Authorizing General Manager and/or Facilities Manager to Adopt Emergency Procedures
- 17-09 Naming Official Newspapers – The Asbury Park Press or The Home News Tribune
- 17-10 Amending Cash Management Plan for the Year Ending January 31st, 2017 as prepared by the Director of Finance
- 17-11 Authorizing Purchases under the bid threshold
- 17-12 Authorizing the General Manager to Remove Interest on Customer Accounts
- 17-13 Appointing Signatories for Authority Bank Accounts
- 17-14 Establishing Tax Sale Threshold
- 17-15 Authorizing Non-Refundable Fee for the Purchase of Bid Specifications
- 17-16 Appointing Katherine Leatherman as Purchasing Agent
- 17-17 Appointing Attorney - Frank Borin, DeCotiis, Fitzpatrick & Cole, LLP
- 17-18 Appointing Auditor - Gerard Stankiewicz
- 17-19 Appointing Bond Counsel - Steve L. Rogut, Rogut, McCarthy LLC
- 17-20 Appointing Engineer - Keith Henderson of T&M Associates
- 17-21 Appointing Assistant Consulting Engineer - Tim Gillen of CME Associates
- 17-22 Appointing Financial Advisor - Gerard Stankiewicz
- 17-23 Appointing Labor and Regulatory Counsel - Brian Nelson of Archer & Greiner
- 17-24 Appointing Risk Management Consultant, Fairview Insurance Agency
- 17-25 Authorizing the Director of Finance and/or the General Manager to Grant Customer Payment Plans maximum 3 years/\$1000.00
- 17-26 Appointing the JIF Fund Commissioner - Brian J. Valentino
- 17-27 Authorizing Refunds of Customer Overpayments
- 17-28 Authorizing the General Manager to Sign TWA Applications
- 17-29 Authorizing Extension of NJPDES Permit Renewal Applications to Kleinfelder East Inc.

- 17-30 Appointing Executive Director to Act as the Authorized Representative in all Matters Requiring an Official Signature
- 17-31 Authorizing Various Financial Reserves of the Authority
- 17-32 Authorizing Payments to Utility Vendors
- 17-33 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
- 17-34 Authorizing Adjustment of Manager of Engineering Services Bill Rate
- 17-35 Authorizing the Use of State Contract Vendors
- 17-36 Authorizing Petty Cash
- 17-37 Authorizing Archer & Greiner to Prepare NJPDES Permit Applications

Chairman McEnergy opened the Workshop Meeting.

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

Chairman McEnergy proceeded with discussion.

- Chairman McEnergy asked if there were any comments on the minutes of January 10th, 2017. There was none.
- Chairman McEnergy asked for any comments on the minutes of January 24th, 2017. There were none. Commissioner Pernice was not at this meeting and stated he will abstain for this vote.
- Chairman McEnergy asked for any comments in regard to the payment to T&M Associates Invoice for the FMB Boiler System and HVAC Upgrade Project. Mr. Valentino stated that this was discussed at a previous meeting and this Resolution is here to memorialize that decision.
- Chairman McEnergy asked for any comment regarding the Amended Approval to Maple Tree Plaza, Project #398. Tim Gillen stated that this project was previously approved with a bank pad. They couldn't get an occupant so they are now going to change the bank pad into 6000 square feet of retails units. Commissioner Rosen asked if the grease traps were being checked in the area. Mr. Gillen stated they were.
- Chairman McEnergy asked for any comment regarding Approval to T&M Associates to perform Additional Design Services on the HVAC System in the Raw Sewage Pump Station Building. Jim Carr stated that T&M Associates is designing the Raw Sewage pump station. They are putting a new handler unit on the roof, and are redoing a few vent penetrations through the roof. During a review meeting we asked T&M to specify replacing the roof because there were going to be so many new holes. Also, there were 8 new items the staff asked them to do and this includes the revisions.
- Chairman McEnergy as for any comment regarding the Award of the Contract for the Water UV Disinfection Project. Mr. Valentino stated that we were authorized to go out to bid to install the UV disinfection system for the plant water. The numbers came back better than anticipated and we are ready to award.
- Chairman McEnergy asked for any comment regarding the General Manager to Prepare Plans and Specifications, Advertise and Receive Bids for the Following:

One (1) 2017 Two (2) Ton Asphalt Hot Patcher Trailer
One (1) CD150M Dri-Prime Pump
Manhole Rehabilitation
One (1) QuickView Air HD Zoom Camera System
Plant Paving
Control Panel Upgrades
Raw Sewage Pumps
Pipe Relining

Mr. Valentino stated that this is a list of all but one item in the 2018 capital budget. This is the first year ever that we have put the bulk of the capital budget on for approval right away. As the Management team is ready to move on these projects, we will be ready to move and advertise for these bids. One item that is not on the list is an air compressor that will be used in the collections system for redoing manhole liners and covers that we are not ready to move on yet. In the next couple of weeks we will ask for authorization. Commissioner Rosen asked about the plant paving. Mr. Valentino stated that each year we pave a portion of the plant and this is next year's allotment. We don't do the whole plant at once Robert Smith stated that we hold off for about two years and start again but we have a lot of tractor trailers coming into the plant.

Chairman McEnergy asked for any comment on Resolutions 17-38 through 17-51. Commissioner Pernice did not attend the meeting of January 24th, 2016; he will abstain on Resolution 17-39. Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows:

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

- 17-38 Authorizing Minutes of January 10, 2017
- 17-39 Authorizing Minutes of January 24, 2017 (Commissioner Pernice abstained)
- 17-40 Authorizing Payment to T&M Associates for FMB Boiler System and HVAC Upgrade Project
- 17-41 Granting Amended Approval to Maple Tree Plaza, Project #398
- 17-42 Authorizing T&M to Perform Additional Design Services on the HVAC System in the Raw Sewage Pump Station Building
- 17-43 Awarding Contract for Water UV Disinfection Project to DeMaio Electrical Company
- 17-44 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for One (1) 2017 Two (2) Ton Asphalt Hot Patcher Trailer
- 17-45 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for One (1) CD150M Dri-Prime Pump

- 17-46 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for Manhole Rehabilitation
- 17-47 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for One (1) QuickView Air HD Zoom Camera System
- 17-48 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for Plant Paving
- 17-49 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for Control Panel Upgrades
- 17-50 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for Raw Sewage Pumps
- 17-51 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive bids for Pipe Relining

Chairman McEnery asked if there were any questions on the bill list. There was none. Commissioner Mendez moved the bill list, seconded by Commissioner Rosen, all present voted aye.

Chairman McEnery asked if there was any other Authority Business.

Commissioner Rosen stated that he has a conflict on February 28th, 2017. He confirmed that the other Commissioners will be in attendance. The Commissioner stated that they are all available for the next meeting.

At 7:40pm Chairman McEnery asked for a motion to adjourn the meeting, Commissioner Mendez moved to adjourn, Commissioner Pernice seconded, all present voted aye.

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