

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP AND PUBLIC MEETING

JULY 14<sup>TH</sup>, 2011

Chairman Toubin called the Western Monmouth Utilities Authority's Public meeting to order at 7:33PM. 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:	Pernice
Also in Attendance:	J. Wisniewski, Attorney, and Wisniewski & Associates K. Henderson, Engineer, T&M Associates T. Gillen, Engineer, CME Associates G. Stankiewicz, Auditor D. Martindell, Facility Manager R. Smith, Plant Supervisor G. Kasternakis, Maintenance Supervisor R. Noel, Special Projects Manager K. Leatherman, General Manager A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman Toubin asked if there was any public comment. There was none.

Chairman Toubin addressed Lil Mangine, WMUA's Accountant. Mrs. Mangine approached the Commissioners with a proposal for a Flex-time schedule for the clerical staff. Chairman Toubin stated that they will examine the proposal and contact her.

- The Discussion items on the Agenda were addressed;
  - Chairman Toubin asked if there were any comments on the minutes of June 2<sup>nd</sup>, 2011 and June 16<sup>th</sup>, 2011. There were none.
  - Chairman Toubin addressed the Performance Guarantee Reduction for Pelican Court # 449. John Wisniewski asked if the Resolution was modified according to the Engineers Report. Mrs. Leatherman stated that the necessary changes have been made.
  - Chairman Toubin asked about Project #477, The Dallenbach Sand Company. Tim Gillen stated they are only interested in Phase 1 which is the construction of a CVS Pharmacy. The other 2 structures will be built at a later date and at that point will be handled as an attachment to an existing line, and will be individual connections. Chairman Toubin asked for clarification on the location.

- John Wisniewski asked if the Resolution regarding the Manalapan Epicenter #497 was modified according to the Engineers report. Mrs. Leatherman stated that it was.
- Keith Henderson addressed the approval for the Wawa, Project #439. All the easements have been addressed and they are recommending approval. Chairman Toubin asked about the location of the interceptor. Mr. Henderson stated that it runs along the side of Four Seasons onto Woodward Road. It will require 1600 feet of pipe to connect to the interceptor. They will install 1 lateral and they will install 1 stub for the extension of the sewer that may continue down Woodward Road for a dry development in the rear of the property.
- Chairman Toubin asked if all the employees have received the required sexual harassment training. Mrs. Leatherman stated that only 1 employee did not receive the training. Chairman Toubin requested the employee submit a letter once he has received the training. Chairman Toubin has requested that the Authority's entire staff receive the training yearly.
- Mrs. Leatherman addressed the purchasing manual. She stated that Coleen Weber, and Gerry Stankiewicz have made that necessary changes and a Resolution will be added August to adopt the purchasing manual.
- Dane Martindell created a preliminary capital budget. He met with Robert Smith and Rob Noel prior to preparing the budget. Rob Noel stated that a new jet truck has been added to the budget because our current truck has been having mechanical issues. Commissioner Rosen inquired about the reed bed evacuation. Dane Martindell stated that this includes the demolition.
- John Wisniewski addressed the Grit Building Improvements Bids. He stated that immaterial defects are associated with the lowest bidders. V&K submitted the lowest bid, however they do not list any prior work experience with major capital work. The second lowest bidder is C&T Associates and the irregularity is their bid is a non-material defect and can be waived. Therefore the Commissioners should award the Grit Building Improvements to C&T Associates for \$672,000.00.
- Chairman Toubin asked about the change order for Various Electrical Site Improvements. This change order is under budget.
- Chairman Toubin inquired about the security gate. Mrs. Leatherman in conjunction with the Management staff discussed the possibility of constructing a shed to facilitate an employee to open and close the gate. This may be an opportunity to create a "light duty" position and provide additional security to the Authority. Chairman Toubin suggested that the conversation be addressed in Closed Session with our Attorney.

Chairman Toubin asked for a motion on the Resolutions. John Wisniewski stated that Resolutions 11-97 and 11-98 do not have any agreements ready therefore they should not be approved. Chairman Toubin then asked for a motion on Resolutions 11-89 thru 11-96. Commissioner Rosen moved, seconded by Commissioner McEnergy. Upon roll call the vote was as follows:

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

- 11-89        Accepting Minutes of June 2<sup>nd</sup>, 2011 and June 16<sup>th</sup>, 2011
- 11-90        Authorizing Reduction of Performance Guarantee for Pelican Court #449
- 11-91        Granting Approval for Phase 1 – CVS Pharmacy #477
- 11-92        Granting Approval to Manalapan Epicenter #497
- 11-93        Granting Approval to Wawa #439
- 11-94        Authorizing General Manager to Execute TWA for Wawa #439
- 11-95        Authorizing Signatories and Authorizing the Use of a Facsimile Stamp for Authority Bank Accounts
- 11-96        Authorizing Change Order #1 for Various Electrical Site Improvements

Chairman Toubin asked if there were any questions on the Bill List. Chairman Toubin asked about the GPS bill. He asked if the GPS System was an asset to the Authority. Rob Noel stated that it has been very valuable. Chairman Toubin asked about the status of the Route 79 Pump Station. Tim Gillen stated that surveyors have been out to determine elevation differentials. CME Associates is trying to see if the pump station should be relocated. Currently WMUA owns the property by adverse possession because we have the site for 20 years. Expansion will require assessment by the DEP, soil constraints; flood plain areas, as well as contacting the surrounding homeowners. Chairman Toubin requested that a report of the pump station be prepared, completed and presented at the August meeting. Chairman Toubin asked about the electric bill. As per Chairman Toubin he calculated the electric bill to be in excess of \$800,000.00. Mrs. Leatherman stated that the rates are higher in the summer. Mrs. Leatherman is preparing a spread sheet and will provide the information as soon as possible. Commissioner McEnergy moved the bill list, seconded by Commissioner Rosen:

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

ABSTENTIONS: None

With all Discussion items being addressed, Chairman Toubin asked if there was any other Authority business. Keith Henderson requested permission to notify the contractor of award of the Grit Building Improvement Contract. Mrs. Leatherman stated we will place a Resolution on the August meeting Agenda upon a receipt of a letter for recommendation from T& M Associates.

At 8:16 pm Chairman Toubin asked for a motion to go into Closed Session to discuss:

1. Personnel, Litigation and Contracts

Resolution 11-97 Authorizing the Commissioners to go into Closed Session for the purpose of discussing Litigation, Personnel, and Contracts and they will not return to Public Session was moved by Commissioner Rosen and seconded by Commissioner McEnergy. All present voted aye.

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