

WESTERN MONMOUTH UTILITIES AUTHORITY

AUTHORITY BUDGET AMENDMENT NO. 1 RESOLUTION

FISCAL YEAR: FROM FEBRUARY 1, 2017 TO JANUARY 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the Western Monmouth Utilities Authority for the fiscal year beginning February 1, 2017 and ending January 31, 2018 has been presented before the Commissioners of the Western Monmouth Utilities Authority at its open public meeting of November 22, 2016; and

WHEREAS, such budget was adopted on January 24, 2017; and

WHEREAS, it is the desire of the Authority to amend said budget; and

WHEREAS, the Director of Finance and Executive Director have reviewed the Authority's financial records and have determined and recommend the amendment; and

WHEREAS, the Financial Accounting Advisor to the Authority on this matter has reviewed and concurs with the recommendation on the amendment; and

WHEREAS, the Authority requires additional funds; and

WHEREAS, N.J.A.C. 5:31-2.2 and 5:31-2.8 provides that all amendments to the adopted budget and capital budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

WHEREAS, such amendment is beneficial to the Authority's environmental and financial condition and necessary for proper maintenance and operation on behalf of the ratepayers; and

WHEREAS, the annual budget is amended as follows in accordance with the attached Schedules F-1, F-4 and F-8:

<u>Annual Budget</u>	<u>From (Adopted)</u>	<u>To (Amendment #1)</u>	<u>Increase/(Decrease) Change</u>
Total Appropriations	\$ 11,922,285	\$ 12,084,660	\$ 162,375
Total Unrestricted			
Net Position Utilized	\$ 2,897,431	\$ 2,735,056	\$ (162,375)

AUTHORITY BUDGET AMENDMENT NO. 1 RESOLUTION

WHEREAS, the Capital Budget is amended as follows in accordance with the attached detailed budget schedules (CB-3 through CB-5 revised):

<u>Capital Budget</u>	<u>From Adopted</u>	<u>To Amendment #1</u>	<u>Increase/(Decrease)</u>
Appropriation	\$ 16,262,000	\$ 17,784,629	\$ 1,522,629
Unrestricted Net			
Position Utilized	\$ 3,057,568	\$ 4,580,197	\$ 1,522,629

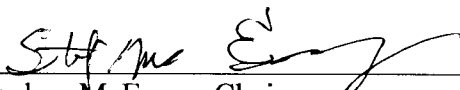
Explanatory statement for budget appropriation amendment needs as follows – The Amendment is required to legally appropriate funds anticipated to be expended through the fiscal year and for the completion and/or progress payments on the projects listed in the summary attachment CB-3. Budgeting and Accounting requirements prescribed that an Amendment of this type be done.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority that the Annual Budget and Capital Budget for the fiscal year ended January 31, 2018 is hereby amended in accordance with the attached schedules labeled Revised F-1, F-4, F-8 and CB-3 through CB-5.

BE IT FURTHER RESOLVED that the Clerk is authorized to forward copies of this Resolution, certified to be a true copy, to Katherine Leatherman, General Manager; Marilyn Seidenberg, Director of Finance; Gerard Stankiewicz, CPA; Keith Henderson, P.E., Authority Consulting Engineer; Tim Gillen, Assistant Authority Consulting Engineer; State of New Jersey Department of Community Affairs, Bureau of Authority Regulation (two copies within 3 days); Township Clerk of Marlboro and Manalapan (within 3 days) and copy to file.

CERTIFICATION

It is hereby certified that this is a true copy of a resolution amending the budget, adopted by the Members on the 11th day of April, 2017.



 Stephen McEnery, Chairman
 Western Monmouth Utilities Authority

DATE: April 11, 2017

<u>Commissioners</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY		X	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN						X

SUMMARY

WESTERN MONMOUTH UTILITIES AUTHORITY
For the Period February 1, 2017 to January 31, 2018
Amendment #1 April 11, 2017

	<u>As Adopted</u> <u>From</u>	<u>As Amended</u> <u>To</u>	Increase/(Decrease) <u>Change</u>
APPROPRIATIONS			
Total Administration	\$ 2,336,500	\$ 2,359,100	\$ 22,600
Total Cost of Providing Services	\$ 8,452,000	\$ 8,591,775	\$ 139,775
Total Operating Appropriations	\$ 11,695,935	\$ 11,858,310	\$ 162,375
Total Appropriations and Accumulated Deficit	\$ 11,922,285	\$ 12,084,660	\$ 162,375
Net Total Appropriations	\$ 11,922,285	\$ 12,084,660	\$ 162,375
ANTICIPATED SURPLUS (DEFICIT)	\$ 2,897,431	\$ 2,735,056	\$ (162,375)

OPERATING BUDGET

WESTERN MONMOUTH UTILITIES AUTHORITY
For the Period February 1, 2017 to January 31, 2018
Amendment #1 April 11, 2017

	<u>From</u>	<u>To</u>	<u>Increase/(Decrease) Change</u>
<u>Administration:</u>			
Office Salaries	\$ 369,000	\$ 387,450	\$ 18,450
Social Security	<u>83,000</u>	<u>87,150</u>	<u>4,150</u>
Total Administration	<u>\$ 2,336,500</u>	<u>\$ 2,359,100</u>	<u>\$ 22,600</u>
<u>Cost of Providing Services:</u>			
Operation Salaries	\$ 1,051,000	\$ 1,103,550	\$ 52,550
Social Security	238,500	250,425	11,925
Plant Salaries	626,000	657,300	31,300
Collection Salaries	<u>880,000</u>	<u>924,000</u>	<u>44,000</u>
Total Cost of Providing Services	<u>\$ 8,452,000</u>	<u>\$ 8,591,775</u>	<u>\$ 139,775</u>

Appropriations Schedule

WESTERN MONMOUTH UTILITIES AUTHORITY
 For the Period February 1, 2017 to January 31, 2018
 Amendment #1 April 11, 2017

	<u>As Adopted From</u>	<u>As Amended To</u>	<u>Increase/ (Decrease) Change</u>
OPERATING APPROPRIATIONS			
<i>Administration - Personnel</i>			
Salary & Wages	\$ 1,097,000	\$ 1,115,450	\$ 18,450
Fringe Benefits	597,000	601,150	4,150
Total Administration - Personnel	\$ 1,694,000	\$ 1,716,600	\$ 22,600
Total Administration	\$ 2,336,500	\$ 2,359,100	\$ 22,600
<i>Cost of Providing Services - Personnel</i>			
Salary & Wages	\$ 3,106,000	\$ 3,233,850	\$ 127,850
Fringe Benefits	1,741,500	1,753,425	11,925
Total COPS - Personnel	\$ 4,847,500	\$ 4,987,275	\$ 139,775
Total Cost of Providing Services	\$ 8,452,000	\$ 8,591,775	\$ 139,775
Total Operating Appropriations	\$ 11,695,935	\$ 11,858,310	\$ 162,375
TOTAL APPROPRIATIONS	\$ 11,922,285	\$ 12,084,660	\$ 162,375
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	\$ 11,922,285	\$ 12,084,660	\$ 162,375
TOTAL NET APPROPRIATIONS	\$ 11,922,285	\$ 12,084,660	\$ 162,375

Appropriations Schedule

WESTERN MONMOUTH UTILITIES AUTHORITY
For the Period February 1, 2017 to January 31, 2018
Amendment #1 April 11, 2017

	<u>As Adopted</u> <u>From</u>	<u>As Amended</u> <u>To</u>	<u>Increase/</u> <u>(Decrease)</u> <u>Change</u>
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET			
Unrestricted Net Position Utilized to Balance Proposed Budget	\$ -	\$ 162,375	\$ 162,375
Unrestricted Net Position Utilized in Proposed Capital Budget	<u>\$ 3,057,568</u>	<u>\$ 4,580,197</u>	<u>\$ 1,522,629</u>
Total Unrestricted Net Position Utilized in Proposed Budget	<u>\$ 3,057,568</u>	<u>\$ 4,742,572</u>	<u>\$ 1,685,004</u>
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR			
	<u>\$ 17,327,495</u>	<u>\$ 15,642,491</u>	<u>\$ (1,685,004)</u>

Proposed Capital Budget

WESTERN MONMOUTH UTILITIES AUTHORITY
For the Period February 1, 2017 to January 31, 2018
Amendment #1 April 11, 2017

	<u>Estimated Total Cost</u>	<u>Funding Sources</u> <u>Unrestricted Net Position Utilized</u>
<i>Sewer</i>		
See attached schedule (CB-3A)	\$ 16,259,629	\$ 3,055,197
Total	\$ 17,784,629	\$ 4,580,197
TOTAL PROPOSED CAPITAL BUDGET	<u>\$ 17,784,629</u>	<u>\$ 4,580,197</u>

Revised
CB-3

2017 Proposed Capital Budget

	<u>Estimated Total Cost</u>	<u>Funding Sources</u> <u>Unrestricted Net Position Utilized</u>
<i>Operation Sewer</i>		
Greenwood Road Force Main - Rehab.	\$ 1,500,000	\$ 1,500,000
Two (2) Ton Hot Patch Trailer	<u>22,629</u>	<u>22,629</u>
Total	<u>\$ 16,259,629</u>	<u>\$ 3,055,197</u>

Revised
CB-3A

5 Year Capital Improvement Plan

WESTERN MONMOUTH UTILITIES AUTHORITY
 For the Period February 1, 2017 to January 31, 2018
 Amendment #1 April 11, 2017

		<i>Fiscal Year Beginning in</i>	
	Estimated Total Cost	Current Budget Year 2018	2019
<i>Sewer</i>			
See attached schedule (CB-4A)	\$ 43,528,879	\$ 16,259,629	\$ 2,269,500
Total	\$ 45,053,879	\$ 17,784,629	\$ 2,269,500
TOTAL	\$ 45,053,879	\$ 17,784,629	\$ 2,269,500

Revised
CB-4

		<i>Fiscal Year Beginning in</i>	
	Estimated Total Cost	Current Budget Year 2018	2019
<i>Operating Sewer</i>			
Two (2) Ton Hot Patch Trailer	\$ 22,629	\$ 22,629	\$ -
Submitted with Original Budget	\$ 43,528,879	\$ 16,259,629	\$ 2,269,500
Total	\$ 45,053,879	\$ 17,784,629	\$ 2,269,500
TOTAL	\$ 45,053,879	\$ 17,784,629	\$ 2,269,500

Revised
CB-4A

5 Year Capital Improvement Plan Funding Sources

WESTERN MONMOUTH UTILITIES AUTHORITY
 For the Period February 1, 2017 to January 31, 2018
 Amendment April 11, 2017

	<u>Estimated Total Cost</u>	<u>Funding Sources</u> <u>Unrestricted Net Position Utilized</u>
<i>Sewer</i>		
See attached schedule (CB-5A)	\$ 43,528,879	\$ 12,233,197
Total	<u>\$ 45,053,879</u>	<u>\$ 13,758,317</u>
TOTAL	<u>\$ 45,053,879</u>	<u>\$ 13,758,197</u>
Total 5 Year Plan per CB-4	<u>\$ 45,053,879</u>	

Revised
CB-5

	<u>Estimated Total Cost</u>	<u>Funding Sources</u> <u>Unrestricted Net Position Utilized</u>
<i>Operation Sewer</i>		
Two (2) Ton Hot Patch Trailer	\$ 22,629	\$ 22,629
Total	<u>\$ 43,528,879</u>	<u>\$ 12,233,197</u>

Revised
CB-5A

AUTHORIZING EXECUTION OF MEMORANDUM OF AGREEMENT AMENDING TERMS OF COLLECTIVE BARGAINING AGREEMENT WITH TEAMSTERS LOCAL 701 – PLANT & CLERICAL UNITS

WHEREAS, Teamsters Local 701 is the duly authorized representative of the Western Monmouth Utilities Authority’s (“the Authority”) unionized employees; and

WHEREAS, through good faith negotiations taking place in February 21, 2017, by and between the Authority and Teamsters Local 701 representing the Authority’s plant and clerical workers, the terms and conditions of a Collective Bargaining Agreement covering the period of February 1, 2017 through January 31, 2022; and

WHEREAS, said negotiations have resulted in a ‘Memorandum Of Agreement’ (MOA) of a proposed Agreement by and between the Authority and the Local 701 attached hereto and made part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority in the County of Monmouth, State of New Jersey that the Collective Bargaining Agreement with the Authority’s Personnel for the period of February 1, 2017 through January 31, 2022 be and is hereby formally ratified by the Commissioners of the Authority pursuant to the terms and conditions of the MOA last revised July 11, 2013 attached hereto and made part hereof.

BE IT FURTHER RESOLVED by the Commissioners that the Authority’s Executive Director and other necessary personnel are hereby authorized and directed to implement the terms of the MOA as being incorporated into the Collective Bargaining Agreement for the Plant & Clerical Unit as if effective on February 1, 2017.

BE IT FURTHER RESOLVED by the Commissioners that a certified copy of this Resolution shall be provided to Teamsters Local 701.

DATE: APRIL 11, 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY		X	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN						X

AWARDING CONTRACT FOR THE DRI-PRIME DIESEL PUMP WITH TRAILER

WHEREAS, a notice to bidders was published in the Asbury Park Press on March 14th, 2017; and

WHEREAS, on April 5th, 2017 at 9:00 am, bids were received by the Authority for A Dri-Prime Diesel Pump with Trailer, and

WHEREAS, the Manager of Engineering Services reviewed the bids set forth on the bid tally sheet of April 5th, 2017, and

WHEREAS, Thompson Pump & Manufacturing was the low bidder and met all the criteria of the bid specifications for the amount of \$35,547.67; and

WHEREAS, the Manager of Engineering Services has recommended that the contract for The Dri-Prime Diesel Pump with Trailer be awarded to Thompson Pump & Manufacturing, and

WHEREAS, funds are or will be available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority as follows:

1. The bid from Thompson Pump & Manufacturing in the amount of \$35,547.67 is hereby accepted.
2. The General Manager is authorized to enter into a contract between the Western Monmouth Utilities Authority and Thompson Pump & Manufacturing.
3. Thompson Pump & Manufacturing is required to comply with requirements of P.L. 1975 C.127 (N.J.A.C. 17:27)
4. The Clerk is hereby authorized to forward copies of this resolution, certified to be a true copy to;
 - a) Thompson Pump & Manufacturing
 - b) George Kasternakis, Maintenance Supervisor

DATE: APRIL 11 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY		X	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN						X

AWARDING CONTRACT FOR THE WIRELESS POLE MOUNTED CAMERA SYSTEM

WHEREAS, a notice to bidders was published in the Asbury Park Press on March 14th, 2017; and

WHEREAS, on April 5th, 2017 at 9:15 am, bids were received by the Authority for a Wireless Pole Mounted Camera System, and

WHEREAS, the Manager of Engineering Services reviewed the bids set forth on the bid tally sheet of April 5th, 2017, and

WHEREAS, Cues Inc. submitted a bid proposal for \$10,800.00 and although it is the low bid, upon review of the specifications it was discovered that this is not a wireless pole mounted camera and therefore the bid is rejected, and

WHEREAS, Envirosight is the responsible bidder in the amount of \$15,000.00; and

WHEREAS, the Manager of Engineering Services has recommended that the contract for a Wireless Pole Mounted Camera System be awarded to Envirosight, and

WHEREAS, funds are or will be available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority as follows:

1. The bid from Envirosight in the amount of \$15,000.00 is hereby accepted.
2. The General Manager is authorized to enter into a contract between the Western Monmouth Utilities Authority and Envirosight.
3. Envirosight is required to comply with requirements of P.L. 1975 C.127 (N.J.A.C. 17:27)
4. The Clerk is hereby authorized to forward copies of this resolution, certified to be a true copy to;
 - a) Envirosight
 - b) George White, Collections Superintendent

DATE: APRIL 11' 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY		X	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN						X

AWARDING CONTRACT FOR THE TWO TON ASPHALT HOT PATCH TRAILER

WHEREAS, a notice to bidders was published in the Asbury Park Press on March 14th, 2017; and

WHEREAS, on April 5th, 2017 at 9:30 am, one bid was received by the Authority for a Two Ton Asphalt Hot Patch Trailer, and

WHEREAS, the Manager of Engineering Services reviewed the bid set forth on the bid tally sheet of April 5th, 2017, and

WHEREAS, McGrath Municipal Equipment was the only bidder in the amount of \$22,629.00; and

WHEREAS, the Manager of Engineering Services has recommended that the contract for the Two Ton Asphalt Hot Patch Trailer be awarded to McGrath Municipal Equipment, and

WHEREAS, funds are or will be available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority as follows:

1. The bid for McGrath Municipal Equipment in the amount of \$22,629.00 is accepted.
2. The General Manager is authorized to enter into a contract between the Western Monmouth Utilities Authority and McGrath Municipal Equipment.
3. McGrath Municipal Equipment is required to comply with requirements of P.L. 1975 C.127 (N.J.A.C. 17:27)
4. The Clerk is hereby authorized to forward copies of this resolution, certified to be a true copy to;
 - a) McGrath Municipal Equipment
 - b) George White, Collections Superintendent

DATE: APRIL 11, 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY		X	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN						X

WITHDRAWING APPLICATION FOR TYLER NINE, PROJECT #555

WHEREAS, Tyler Nine, Project #555 has requested to withdraw its single lot application #555 for Block 2, Lot 2.03, located at 8 Clayton Lane in Manalapan; and

WHEREAS, the applicant submitted a \$1000.00 single lot inspection fee and is requesting the return of the balance, \$16.30, and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority that the application for Tyler Nin, Project #555 is hereby withdrawn and the balance of \$16.30 remaining escrow shall be returned to the applicant, and

BE IT FURTHER RESOLVED that this approval is subject to the payment of all application fees and professional fees including legal and engineering fees.

BE IT FURTHER RESOLVED that the Clerk is authorized to forward copies of this Resolution, certified to be a true copy, to

- 1) Tyler Nine, Project #555
- 2) CME Associates. Consultant Engineer
- 3) Jim Carr, Manager of Engineering Services

DATE: APRIL 11, 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY		X	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN						X

**AUTHORIZING THE RELEASE OF ESCROW FUNDS FOR 25A OLD MILL ROAD,
PROJECT #581**

WHEREAS, the developer of 25A Old Mill Road, Project #581 has requested the release of the remaining Escrow, and;

WHEREAS, CME recommends the release of the remaining Inspection Escrow account, and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority as follows:

1. Escrow funds in the amount of \$506.00 will be returned to 25A Old Mill Road, Project #581
2. The Clerk is hereby authorized to forward copies of this resolution, certified to be a true copy to:
 - a) Kathy Leatherman, General Manager
 - b) Vita Mazzola, Accountant
 - c) 25A Old Mill Road, Project #581

DATE: APRIL 11, 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY			X			
MENDEZ	X		X			
PERNICE		X	X			
ROSEN			X			

AUTHORIZING PAYMENT AGREEMENT WITH ACCOUNT #06015

BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority that the attached payment agreement between the Western Monmouth Utilities Authority and Century Vision Associates, Account #06015 is hereby approved; and

BE IT FURTHER RESOLVED, the General Manager or the Director of Finance are hereby authorized to Execute this payment agreement on behalf of the Commissioners of the Western Monmouth Utilities Authority, and

BE IT FURTHER RESOLVED, that the Clerk is authorized to forward copies of this Resolution, certified to be true copies to:

1. Century Vision Associates, Account #06015
2. Marilyn Seidenberg, Director of Finance
3. Katherine Leatherman, General Manager

DATE: APRIL 11, 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY		X	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN						X

**AUTHORIZING THE COMMISSIONERS TO GO INTO CLOSED
SESSION FOR THE PURPOSE OF DISCUSSING MATTERS
PURSUANT TO N.J.S.A. 10:4-12(b)**

WHEREAS, in order to exclude the public from a discussion of a matter as provided in **N.J.S.A. 10:4-12(b)**, the Commissioners must first adopt a resolution stating the general nature of the subject or subjects to be discussed and the time and circumstance when such discussion can be disclosed to the public. **N.J.S.A. 10:4-13**

WHEREAS, the Commissioners find it necessary to adjourn to closed session and will not return to public session for the purpose of taking action on the matters discussed in closed session, and

WHEREAS, the Commissioners will discuss litigation, negotiations and personnel, and

NOW THEREFORE BE IT RESOLVED, the Commissioners have adjourned the public portion of the meeting, and are beginning the closed session meeting, and will not return to open session.

DATE: APRIL 11, 2017

<u>Commissioner</u>	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
McENERY			X			
MENDEZ		X	X			
PERNICE	X		X			
ROSEN						X