

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

September 1st, 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, Pernice and Toubin
Absent:	None
Also in Attendance:	J. Wisniewski, Wisniewski & Associates K. Henderson, T&M, Engineer K. Toolan, T&M, Engineer D. Martindell, Facilities Manager R. Smith, Plant Superintendent G. Kasternakis, Maintenance Supervisor R. Noel, Special Projects Manager J. Sawicki, 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.

- The Discussion items on the Agenda were addressed;
 - Chairman Toubin asked if there were any comments on the minutes of August 11th, 2011. Chairman Toubin requested some changes be made and forwarded to all the Commissioners once the minutes were revised.
 - Chairman Toubin addressed Rob Noel and John Sawicki regarding their new appointments as Collections Superintendent and Assistant Collections Superintendent. The Commissioners stated that the Authority is very happy to have them as employees.
 - John Wisniewski addressed the Hawkins Road Pump Station Upgrade bids. He stated that the first two lowest bids had non-waivable defects. The third lowest bid was \$15,000.00 more than the two lowest bids; therefore the Authority can reject the entire bid and re-advertise the project.

- Chairman Toubin addressed the appointment of the JIF Fund Manager. He stated that Robert Noel should attend meetings that pertain to the collection system. Mrs. Leatherman stated that Robert Noel is designated as the alternate Fund Manager in the event Robert Smith is unavailable.
- Chairman Toubin addressed the approval for William Trochiano/TDA Capital LLC #498. John Wisniewski stated the Resolution will require a few modifications before it is approved which includes a Deed Restriction, Hold-Harmless Agreement and a Deed of Easement.
- Chairman Toubin asked for confirmation of the new advertising regarding the Hawkins Road Pump Station Upgrade bid.

Chairman Toubin asked if there were any other questions and asked for a motion on Resolutions #11-111 thru 11-118. Commissioner Rosen moved, seconded by Commissioner McEnergy. Upon roll call the vote was as follows:

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| 11-111 | Appointing Robert Noel Collections Superintendent |
| 11-112 | Appointing John Sawicki Assistant Collections Superintendent |
| 11-113 | Memorializing Leslie Warshauer as a Full Time Employee, Effective August 1 st , 2011 |
| 11-114 | Rejecting Hawkins Road Pump Station Upgrade Bids |
| 11-115 | Authorizing CME Associates to Re-Bid Hawkins Road Pump Station Upgrade |
| 11-116 | Authorizing Agreement to Renew Membership in NJ Joint Insurance Fund |
| 11-117 | Authorizing Robert Smith as JIF Fund Manager |
| 11-118 | Granting Approval to William Trochiano/TDA Capital LLC, Project #498 |

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

Katherine Leatherman stated that we will need to add a Resolution to our next meeting declaring an emergency during the hurricane. We were unable to obtain fuel oil from our vendor that is associated to the Monmouth County Co-op during the hurricane because they were also affected. We had to solicit outside vendors which has cost the Authority over \$18,000.00 and is over the bid limit. Chairman Toubin asked about who will address the FEMA application and a list of items that will be included. Mrs. Leatherman stated that Mr. Noel has the payroll numbers and if further assistance is needed in that regard, Lil Mangine, our Accountant will assist him. Mr. Noel stated that fuel usage, generator maintenance and usage, and vehicle mileage and maintenance will be in the Preliminary Damage Assessment (PDA). Once FEMA receives the PDA, they will then give the Authority a list of what expenses are eligible for reimbursement.

Chairman Toubin and the Commissioners wanted to personally thank the employees who made themselves available during the hurricane and worked long hours to keep our facility and the public safe!

They include; **Operations:** Jeff Allen, Tom Bianchi, Mike Cheety, Ron Ingram, Rick Peal and

Tim Norris.

Maintenance: John Hart, Donny Lamberson, David Smith and Pete Van Mater

Collections: Rich D'Agosta, Brian Deffler, John Gugliemetti, Dan Hermann, Ed Kovacs, Jeff Magill, Joe Strong, Jeff Wallace, and George White.

Included in this list are our supervisors, Dane Martindell, Robby Smith, George Kasternakis, Rob Noel and John Sawicki who were here during the hurricane.

Chairman Toubin requested that we examine our payables system and have some sort of alarm set in place that will notify all users that the vendor is approaching a \$15,000.00 bid threshold. Mrs. Leatherman will notify Marilyn Seidenberg, Director of Finance to examine this. The Commissioners requested the computers in the entire facility be upgraded to the most current edition of windows. Commissioner Rosen would like us to institute pay-on-lines as soon as possible. Commissioner Pernice asked how many requests we have regarding pay-on-lines. Mrs. Leatherman responded that customers request this option on a daily basis.

Chairman Toubin inquired about the emergency generators, their reliability, etc. Dane Martindell responded by stating that the generators are very well maintained and have not been utilized regularly. We are not really allowed to run them because of the DEP and the air emissions. The generators are made to run many hours. We have them serviced and they are in relatively good shape. Robert Smith stated his concern is with the filters being clogged and damaging the generators if not maintained properly. Chairman Toubin asked if the fuel tanks could be emptied. Dane Martindell stated that they would like the underground tanks removed and would like to replace them with above ground tanks. The projected cost may be \$500,000.00. Rob Noel needs to have some propane generators replaced at the pump stations. Dane Martindell asked T&M to provide an estimate to relocate the incoming plant power lines which are currently above ground, underground. During the hurricane, a tree fell on the above ground wires which are still causing issues at the plant. Kevin Toolan suggested that we include all this information in our FEMA application.

Chairman Toubin asked if there were any questions on the Bill List. Commissioner Pernice asked about a bill from All Mechanical Services for Extra Ordinary Maintenance. Rob Noel responded stating that a ladder had to be replaced at the Millponds Pump Station. Commissioner Pernice also inquired about the Global Electric invoice bill. Chairman Toubin inquired about the JCP&L bill. Mrs. Leatherman stated that perhaps we missed the bill list cut off for the meeting. Chairman Toubin asked about the budget and if we need a Commissioner present for the meeting. Mrs. Leatherman confirmed that we do and Commissioner Pernice volunteered to assist with the budget. Commissioner Rosen stated that they are preparing a presentation for Marlboro Township scheduled for September 14th, and asked if the Authority could provide some pictures. Keith Henderson offered to provide some pictures. Commissioner Pernice then moved the Bill List, seconded by Commissioner Rosen. Upon roll call the vote was as follows:

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

At 8:02 pm Chairman Toubin asked for a motion to go into Closed Session to discuss:

1. Personnel & Litigation

Resolution 11-119 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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