

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

MAY 9, 2017

Chairman McEnery called the Western Monmouth Utilities Authority's Public meeting to order at 7:00pm. 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 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. Rosen, Mendez, McEnery, Pernice
Absent:	A. Finnerty, Authority Clerk
Also in Attendance:	F. Borin, DeCotiis, Fitzpatrick & Cole, LLP
	T. Gillen, CME Associates
	G. Stankiewicz, Auditor
	K. Henderson, T&M Associates
	B. Valentino, Executive Director
	J. Carr, Manager of Engineering Services
	G. Kasternakis, Maintenance Supervisor
	K. Leatherman, General Manager
	C. Weber, Office Manager
	M. Seidenberg, Director of Finance
	L. Warshauer, Supervising Accountant
	N. Yeh, Bookkeeper
	M. Musich, Manalapan Committeewoman (8pm)

All present cited the Pledge of Allegiance.

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

In attendance for Recognition of their completion and receipt of their graduation certificates of the AEA Academy were: Roger Brown, William Witt, Joseph Strong w/ his wife and 2 children, Matthew and Nancy McCann, George and Karen White and their daughter Caitlyn, Phil Russo and his wife, Anthony Dimino and his parent's , Jessie Van Pelt, Nancy Yeh and James Carr. Mr. Valentino called out each student's name and Commissioner Rosen handed each student their Certificate of Completion. Mr. Valentino thanked the Commissioners for allowing him the opportunity to offer the class and many of the students thanked the Commissioners and thanked Mr. Valentino for his time and for giving them the opportunity to advance and learn.

At 7:35pm Chairman McEnery asked for a motion to move into Closed Session. Commissioner Pernice moved Resolution 17-79 Authorizing the Commissioners to go into Closed Session for the Purpose of discussing Litigation and they will return to Public Session.

At 7:55pm Commissioner Rosen left the meeting.

Chairman McEnergy returned the meeting to Public Session at 8:05pm

Chairman McEnergy proceeded with the Discussion portion of the meeting:

- Chairman McEnergy asked for any comment regarding the Connection Fee Hearing. Gerry Stankiewicz stated when the audit is concluded they will review the calculation. At the next meeting he will have an explanation for everybody and will send the certification to the Attorney for review. Ms. Leatherman stated that the second meeting in June is usually when we have the Connection Fee Hearing.
- Chairman McEnergy asked for any comment regarding the Budget Transfers for the Year Ending January 31, 2017. There were no comments.
- Chairman McEnergy asked for any comment on the Minutes of March 28, 2017. There were no comments.
- Chairman McEnergy asked for any comment on the Minutes of April 11, 2017. Ms. Leatherman stated that we are just addressing that the budget amendment was revised and this needed to be recognized in the minutes. The state found an error and the correction was made. Mr. Stankiewicz stated that we do not have to pass another resolution. The change that was made is attached to the meeting packet. The change that was made was a typographical error.
- Chairman McEnergy asked for any comment regarding the Approval of CME's Proposal for Construction Services for the Greenwood Road Pump Station Force Main Replacement. Jim Carr stated that this was a proposal that we asked CME to submit because the town wants to pave and we rushed to get the Force Main out to bid. Jim Carr also addressed the award of the construction of the project to S. Brothers. This is authorizing CME to do the inspection. CME has experience with S. Brothers; their work has been satisfactory. The attorney reviewed the bids, there was a minor issue and we can award to S. Brothers. Commissioner Pernice asked if S. Brothers has ever done any work for the Authority. Tim Gillen stated that they have not worked for the Authority but CME has experience with them and they are actually the company that will be doing the paving for the municipality. There is office is right behind the Authority.
- Chairman McEnergy asked for any comment regarding Authorizing EMEX to Conduct an Energy Auction for Gas and Electric Service. The Commissioners just confirmed that this has been done before with Ms. Leatherman. There were no other comments.
- Chairman McEnergy asked for any comment regarding the Connection Fee Payment Plan for Lakeview Commons, Project #576. Ms. Leatherman stated Mr. Ploskonka asked for a payment plan. He initially paid one connection fee for Concept Engineering. He did bring another \$4,176.00 on May 5th, 2017. He asking for the balance to be paid over 36 months. Ms. Leatherman stated that we have given payment plans for connection fees in the past. If he doesn't pay then he defaults and we will add 18 ½ % to the balance. Commissioner Pernice confirmed if 3 years is ok. Ms. Leatherman stated that we give payment plans for 3 years.
- Chairman McEnergy asked for any comment regarding Appointing Marilyn Seidenberg the Assistant Executive Director. Brian Valentino stated the next two items are related to the transitional plan in the finance office. Marilyn Seidenberg

will be promoted and serve out the balance of her time as the Assistant Executive Director. Leslie Warshauer will be promoted and become the Director of Finance effective immediately.

- Chairman McEnery asked for any comment regarding Appointing Leslie Warshauer the Director of Finance.
- Chairman McEnery asked for any comment regarding the Salary Increase for Jim Carr, Manager of Engineering Services. The resolution reflects back to when we hired Jim Carr in June of 2016. He is entitled to a \$2,500.00 increase in pay upon graduation from the academy. He is also entitled to \$2,500.00 for each license earned up to 4 licenses. Jim Carr stated he needs one full year of operational experience in order to receive additional licenses.
- Chairman McEnery asked for any comment regarding the Authorization for the Receipt of Bids for the Raw Sewage Pump Station. Keith Henderson stated that this Resolution and the next Resolution is T&M's project. These two projects are about to receive authorization from the NJEIT from 2015/2016. T&M recommends that we go out to be for the pump station. The new trust formula has changed the regulations; they want us to go out to bid and then they will give us the funding. We should present to the townships after we receive the bids, this way we will have the correct dollar amount to present to them. Mr. Valentino stated that we have minor language changes on the two resolutions. Chairman McEnery stated we will move the Resolutions 17-66 through and including 17-76 and Mr. Valentino will change the language before we move 17-77 and 17-78.
- Chairman McEnery asked for any comment regarding the Authorization for the Receipt of Bids for the Construction of the Equalization Basin.

Chairman McEnery asked if there were any questions or comments, and stated that we are going to move right to Resolutions.

17-66	Authorizing Budget Transfer #2 Year Ending January 31, 2016
17-67	Approving Minutes of March 28, 2017
17-68	Approving Minutes of April 11, 2017
17-69	Approving CME Associates Proposal for Construction Services for the Greenwood Road Pump Station Force Main Replacement
17-70	Authorizing EMEX to Conduct an Energy Auction for Gas and Electric Service
17-71	Awarding Contract for the Greenwood Road Pump Station Force Main Replacement
17-72	Approving Connection Fee Payment Plan for Lakeview Commons, Project #576
17-73	Appointing Marilyn Seidenberg Assistant Executive Director
17-74	Appointing Leslie Warshauer the Director of Finance
17-75	Authorizing Salary Increase for Jim Carr, Manager of Engineering Services
17-76	Authorizing Public Hearing to Set New Connection Fee 2017 – 2018
17-77	Authorizing the receipt of bids for the Raw Sewage Pump Station
17-78	Authorizing the receipt of bids for the construction of the Equalization Basin

Chairman McEnery asked for a motion for Resolutions 17-66 thru 17-76. Commissioner Mendez moved seconded by Commissioner Pernice. The vote was as follows:

AYES:	Messrs.' Mendez, McEnery, Pernice
NAYES:	None
ABSENT:	Commissioner Rosen
ABSTENTIONS:	None

Brian Valentino read into the record the changes to Resolutions #17-77 and Resolution #17-78. Mr. Valentino stated that in Resolution 17-77 the second paragraph should read; Whereas the bid for the Raw Sewage Pump Station shall not be awarded until both townships have approved said project, and paragraph one should read; the Executive Director is hereby authorized to advertise for the receipt of bids for the Raw sewage pump station project as soon as procedurally appropriate but no contract shall be awarded until a resolution is received from both Marlboro and Manalapan Townships. Commissioner Pernice made a motion to move the Resolution 17-77 and 17-78 as amended. Commissioner Mendez seconded the motion. All present voted Aye.

Chairman McEnery asked if there is any other Authority Business. A brief discussion was held to cancel the Public Meeting scheduled for May 23, 2017. All agreed. A notice will be placed on the website and in the newspaper cancelling the meeting and the Clerks of the townships will be notified.

Chairman McEnery asked if there were any comments on the bill list. There were no questions or comments. Commissioner Pernice moved, seconded by Commissioner Mendez. All present voted aye.

At 8:45pm, with all items being addressed, Chairman McEnery asked for a motion to adjourn the meeting. Commissioner Pernice made the motion, seconded by Commissioner Mendez. All present voted Aye.

#####