

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

JUNE 13, 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. McEnery, Mendez, Pernice and Rosen
Absent:	None
Also in Attendance:	F. Borin, DeCotiis, Fitzpatrick & Cole, LLP T. Gillen, CME Associates M. Dziubeck, CME Associates K. Henderson, T&M Associates G. Stankiewicz, Auditor B. Valentino, Executive Director J. Carr, Manager of Engineering Services R. Smith, Facilities Manager L. Warshauer, Director of Finance K. Leatherman, General Manager A. Finnerty, Authority Clerk M. Musich, Manalapan Township Committeewoman

All present cited the Pledge of Allegiance.

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

Chairman McEnery asked if there was any comment regarding the Executive Directors Report. Brian Valentino stated that we have made a lot of progress on many capital improvement items. Our biggest project is the raw sewage pump station here at the plant which the EIT has authorized for us to go out to bid. We do not think we will be going to the towns for approval for the equalization tank until September. We have to design a diversion chamber that will connect our existing system to the new system. This will take more time for design than originally anticipated. Mr. Valentino stated he has one personnel item for executive session. Also the permitting lawsuit that we had with the DEP has been resolved. Documents are on the way from Trenton for him to sign.

Commissioner Mendez asked about the sewer line that was cut. Mr. Valentino stated that Jim Carr will discuss that. Jim Carr stated that this was the force main that was broken by the contractor. Manalapan Estates force main was broken by the contractor who was replacing the bridge for Monmouth County. They called in for a markout, and we marked out the force

main based on the as built drawings that we have which were done in 2005 when the force main was installed. The mark out was 4 ½ feet from the piece of sheathing that damaged the force main. WMUA determined that the piece of sheathing that hit the force main was vertical. Based on the field observations and measurements, the contractor is claiming that they are not at fault because they were not required to dig a test pit by hand according to the mark out rules. The county is saying that they are not responsible because the force main was 4 feet away from the mark out. Mr. Carr met Monmouth County at the site and talked about different options to repair the pipe. One option is to drill a new force main under the stream and under the wetlands. This has a lot of risk associated with that because Suez Water Company just drilled a new 20 inch water main right next to our force main. It is too risky to drill in that location again. The second and better option is to move it over outside of the right a way which means we will have to get an easement which will take time. The other option is to move our pipe into the roadway and possibly hanging it from the bridge. He met T&M out there and walked the site and he has asked them to give us a proposal to design that new force main. We should have the proposal soon. Commissioner Pernice asked if this was the independent contractor that determined the problem. Mr. Carr stated he didn't need an independent contractor because the sheathing was sticking out of the ground. Commissioner Pernice asked if we marked it out correctly. Mr. Carr stated that it was marked out correctly according to the as built, but the as built were incorrect. Mr. Henderson stated that the as built came from a developers engineer. Commissioner Mendez stated we should move this discussion to executive session.

Chairman McEnergy proceeded with the meeting.

- Chairman McEnergy asked for comment regarding the Audit Report. Mr. Stankiewicz stated that the audit from January 31<sup>st</sup>, 2017 was concluded in the middle of May. The actual audit report has been issued. Mr. Stankiewicz has good news; they have an unmodified opinion on the record as presented and no comments or recommendations. The records as presented were in outstanding shape. They have good results on the testing of payroll and expenditures. We have no violations of the local public contracts law. The Authority has never really had problems. A clean opinion has been issued. This is the CFO's final audit. Mr. Stankiewicz stated they always have a comment in the audit report regarding proper training and being prepared for any transition. This will be a test to see how smooth the training and transition will be. He wants to caution the Authority that we should be diligent and monitor the transition. Management and upper management should monitor this transition closely. The system is here and we have a very well defined system for bringing in revenues, for payroll and for expenditures. The report was issued May 26<sup>th</sup>, and was delivered to the state on time and all the required publications were done and certified. The audit has a lot of information in it. It converts our internal financial statements to financial reporting.
- Chairman McEnergy asked for any comment regarding the Connection Fee. This is a statutorily required calculation designed to set a maximum that developers can be charged. The connection fee calculation evolved about 45 years ago. That calculation is done by the director of finance and they verify the numbers. It is designed to put new customers on an equal basis with old customers with respect to the capital investments. Commissioner Mendez asked if the fee went up. Mr. Stankiewicz stated that there is an attachment explaining the calculation.

It has been properly advertised and the connection fee hearing will take place on June 27<sup>th</sup>, 2017.

- Chairman McEnergy asked for any comment regarding the Minutes of May 9<sup>th</sup>, 2017. There were no comments.
- Chairman McEnergy asked for any comment regarding the Reauthorization of the Employee Personnel Manual. Mr. Valentino stated that we put a lot of effort into revamping the Personnel Manual over the last 2 years. It is in very good shape now. As a governing body we are required to revisit the personnel manual yearly. The General Manager and the Executive Director have reviewed it in detail. We do not find any cause to make any material changes. We have decided not to contact the Labor Council which will cost money. We are asking that the Personnel Manual from last year be the Personnel Manual until re-organization next year. The Commissioners agreed.
- Chairman McEnergy asked for any comment regarding Authorizing the General Manager to Prepare Plans and Specifications, Advertise for the Receipt of Bids for a Jackhammer Compressor. Ms. Leatherman stated the specifications are attached. Robert Smith stated that George White is requesting this. Mr. Smith stated that the old compressor has been used since 1978 and cannot be rebuilt again.
- Chairman McEnergy asked for any comment regarding the Award of Contract for Manhole Rehabilitation to PIM Corporation. Brian Valentino stated that manhole rehabilitation is something we do regularly; it is in the capital budget. We have to have approval from the commissioners because of the cost. Commissioner Rosen asked exactly what do we do. Robert Smith stated we repair the box surrounding the manholes to prevent leaks.
- Chairman McEnergy asked for any comment regarding Authorizing the Renewal of the IT Support with Premier Technology Solutions, LLC. Jim Carr stated we entered a one year contract with Premier with options to renew up to 4 additional years. We are renewing for the second year. Commissioner Rosen asked if we were satisfied with their service. Mr. Valentino stated that we budget regularly for new computers and IT upgrades in the plant. We have hired and trained electricians who have specialties in SCADA systems that we use as well as other specialties. All of our IT work is prioritized. Our Manager of Engineering Services now handles our IT contract; it has been removed from the Finance Department. Mr. Valentino stated that he like to commend our engineering service staff as well as our electricians. They deserve big congratulations from us because they save us money by handling our maintenance in house. Almost all of our routine maintenance is handled by our staff. Robert Smith stated prior to having the electricians we spent about \$1200.00 to \$1500.00 per day on just the SCADA system.
- Chairman McEnergy asked for any comment regarding hiring of Seasonal Temporary Employment. Mr. Valentino stated that our CFO is retiring and our new CFO has been promoted. A management decision has been made; we are not going to fill the second management position for a few months. We have two employees that are vacationing for an extended period of time internationally. We will not be fully staffed for 6 weeks. We think we have enough people in the clerical staff to fill those gaps, but anything can happen. We just want to keep everything running smoothly. He is asking for a seasonal person to help us for perhaps minimum wage. Commissioner Pernice asked if

he wants to hire individuals for 3 or 4 months and for what capacity. Is this going to be an internship? Mr. Valentino stated this will be an intern. Mr. Stankiewicz stated that it may be a good idea to bring somebody in now as opposed to waiting till the middle of the summer. Mr. Valentino stated that he would reach out to the local colleges. Most of the clerical staff is cross trained to do all the work. This person would just fill the gap. The skill set required would be general office staff. Commissioner Pernice stated that college kids are very helpful and he is all for this. Mr. Valentino stated that he will try and bring somebody in the next couple of weeks and we can approve a resolution for the next meeting if we have someone. Commissioner Pernice asked if Mr. Valentino considered overtime for our current employees. He asked by hiring someone, will he be taking work away from others. Mr. Valentino stated the need will be during the day because of the double vacancy.

- Chairman McEnergy asked for any comments regarding the Force Main Break at Manalapan Estates. This was addressed.

Chairman McEnergy asked if there were any other questions, and stated that we are going to move right to Resolutions.

- 17-80            Accepting Minutes of May 9, 2017
- 17-81            Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive Bids for a Jackhammer Compressor
- 17-82            Awarding Contract for Manhole Rehabilitation to PIM Corporation
- 17-83            Authorizing Renewal of IT Support with Premier Technology Solutions, LLC

Chairman McEnergy asked for a motion for Resolutions #17-80. Ms. Leatherman stated that Commissioner Rosen will have to abstain from Resolution 17-80 Accepting Minutes of May 9, 2017 because he was not here for that meeting. Commissioner Mendez moved seconded by Commissioner Pernice. The vote was as follows:

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

Chairman McEnergy asked for a motion for Resolutions 17-81 thru 17-83. Commissioner Mendez moved seconded by Commissioner Pernice. The vote was as follows:

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

Chairman McEnergy 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.

Chairman McEnergy asked if there is any other Authority Business. There was none.

At 7:30pm, Chairman McEnergy asked for a motion to move into Closed Session. Commissioner Pernice moved Resolution 17-84 Authorizing the Commissioners to go into Closed Session for the Purpose of Discussing Litigation and Negotiations and they will not return to Public Session.

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