

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP & PUBLIC MEETING

August 15, 2017

Chairman McEnergy called the Western Monmouth Utilities Authority's Public meeting to order at 7:01pm. 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. McEnergy, Pernice and Rosen

ON THE PHONE/VIDEO: Commissioner Mendez

Absent:

None

Also in Attendance:

K. Kinsella, DeCotiis, Fitzpatrick & Cole, LLP

G. Stankiewicz, Auditor

T. Gillen, CME Associates

M. Dziubeck, CME Associates

R. Santos, T&M Associates

B. Valentino, Executive Director

M. Seidenberg, Assistant 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

A. Bloom, Guest Photographer

All present cited the Pledge of Allegiance.

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

Chairman McEnergy asked for comment regarding the Executive Directors Report.

Mr. Valentino stated that we just wanted to memorialize something that was sent by email to everybody, that the EPA will be visiting and inspecting the Authority. We are not really regulated by EPA; they are responsible for a couple components of things that happen around the plant and other areas of the plant. We are not really concerned as we just passed the inspection from the state regulators.

We received an award from the Department of Environmental Protection. They are recognizing us for our voluntary and proactive measures we have taken to go beyond compliance in effort to improve the environment. This was given in the category of water use reduction. This project that we built in house is to reuse the plant water that was treated and about to be discharged. This water is permitted to be used in the jet truck and we are saving significant money by using this treated water as opposed to using regular water.

Mr. Valentino stated that Jim Carr will give us an update on our construction projects. Mr. Carr stated that the Greenwood Road Forcemain Replacement is well underway. S Brothers is working on it. The construction is moving along at a nice pace with no issues. Last week we opened bids for the raw sewage pump station projects which will not be awarded until we receive approval from the Towns. The apparent low bidder is Coppola Services, same contractor that built the 5 pump stations in Marlboro and also replaced the mixer on our digester. We are happy with their price. Commissioner Pernice asked since it is pending the townships approval if we know whether or not we are going to be on their agendas. Mr. Valentino stated he has not heard. Mr. Carr stated that we are gathering all the information necessary to give them for their Agenda. Commissioner Pernice asked if we need them to create a Resolution. Mr. Carr stated we will need a Resolution from the Townships to authorize WMUA to borrow the money to pay for this project. Commissioner Rosen asked Mr. Valentino if he has spoken to people from each township. Mr. Valentino stated they are waiting for us to get the information together. The attorneys and Mr. Stankiewicz are on stand-by. Mr. Stankiewicz stated he will be speaking with Jim Carr tomorrow. They will discuss numbers and talk about it with the Authority's Bond Counsel. The contract cannot be awarded until a Resolution is passed in both townships and the Authority passes a supplemental bond resolution. The Resolution's will be drawn by the bond attorney. Ms. Leatherman asked if we can do this within 60 days because the contract has to be awarded in 60 days. Mr. Carr stated that if it the criteria are not met within the 60 day time period they will request an extension from the contractor to hold his price for an additional period of time. Mr. Carr stated the last project that they are working on is the UV Disinfection project. DeMaio Electric is almost finished. There are a few minor electrical issues that have to be addressed as well as one structural issue. The job is almost done and they will wait for T&M to review before it is complete.

Mr. Valentino stated that he requested permission from the Commissioners to attend two conferences at the last meeting in July. One conference is in Chicago, for WEFTEC, and the other is in San Antonio for ICMA. Mr. Valentino stated he underestimated the prices for his attendance. He is asking the commissioners to approve the overage. Commissioner Rosen asked what the total amount of the overage is; Mr. Valentino stated he will get the information to him in an email. He is requesting the Commissioners to approve Jim Carr attend the WEFTEC conference with him.

Mr. Valentino is notifying the Commissioners that the Authority as well as the other regional environmental authorities in the county are forming Explorer Posts for the study of careers in Science, Technology, Environment and Math (STEM). This will begin in the fall.

Mr. Valentino stated we have a few personnel issues and momentarily we will be recognizing our departing Director of Finance after 35 years of honorable and distinguished service to the Authority. We have some parting gifts for her. We have a resolution on standby to appoint a new supervising accountant to replace Leslie Warshauer who was promoted in May. He stated that they will discuss this in closed session and perhaps take action following. If that happens he would like permission to advertise for the bookkeeper vacancy. Also, he has some vacancies in the plant especially in operations that he would like to advertise for. He would like to advertise a few vacancies rather than doing that one at a time.

Finally, Mr. Valentino would like to confirm the meetings of September 12th, and September 26th, 2017. Commissioner Pernice stated that he had mentioned months ago that he would not be available for the September 12th, meeting. The other Commissioners confirmed that they can attend both meetings. Mr. Valentino stated the rest of his report will be discussed in closed

session. Commissioner Mendez requested that he would like to be taken off the video camera, because he sounds much clearer without the video.

Chairman McEnery proceeded with the meeting and moved on to Discussion and requested that Mr. Valentino take over the discussion.

- Mr. Valentino stated that we will address Marilyn Seidenberg regarding acknowledging her Retirement after 35 years after the other discussion items. We will pass her Resolution and then give her the deserved recognition.
- Mr. Valentino asked for any comments on the Minutes of July 18, 2017. There were no comments.
- Mr. Valentino asked for any comments on Appointing Signatories for Authority Bank Accounts and The Investment Function. He stated that this is a routine resolution needed because of the change in personnel.
- Mr. Valentino asked for any comment regarding the Paving at the Treatment Plant. We do \$50,000.00 plus or minus paving in the plant as routine maintenance. Commissioner Pernice asked what is the percentage of paving is left in the plant. Robert Smith stated that we will do some prior to the construction of the new tank and perhaps it will be finished up next year.
- Mr. Valentino asked for any comment regarding Authorizing T&M Associates to provide Professional Engineering Services for the Raw Sewage Pump Station Improvements Construction Contract Administration and Field Observation Services. Mr. Carr stated that this is for contract administration and field observation services inspection. This needs to be in place. It is one of the requirements the EIT needs to see before they will award any financing. Commissioner Pernice asked if it is OK to award this prior to the actual award of contract. The attorney stated that there is no problem and the contract could be conditional. Mr. Stankiewicz stated that the contract could be awarded subject to whatever wording we need. The money will be certified and part of the entire project. If the deal doesn't go thru, the contract is void.
- Mr. Valentino as for any comment regarding Authorizing the Return of Escrow for Tyler Homes, Project #507. This is just for escrow return.
- Mr. Valentino asked for any comment regarding Authorizing the Developers Agreement for Marlboro Estates, Project #605. Mr. Gillen stated this project was previously approved by the authority and this is catching up paperwork.
- Mr. Valentino asked for any comment regarding the Release of all Remaining Escrow Fees for Towne Pointe, Project #468. Mr. Gillen stated that this is an extension of a shopping center building and a bank and the project was completed a while ago.
- Mr. Valentino asked for any comment regarding Authorizing T&M Associates to Provide Onsite Field Survey Services to Confirm the Bridge Location in Relation to the Location of the Existing Force Main. There were no comments.

Chairman McEnery asked for any additional comments on the Resolutions, there were none. Chairman McEnery asked for a motion for Resolutions 17-93 through 17-100 and 17-92 will be pulled out and voted on separately. Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows:

AYES: Messrs. McEnergy, Mendez, Pernice and Rosen
NAYS: None
ABSTENTAIIONS: None
ABSENT: None

- 17-92 Acknowledging 35 Years of Service and to Congratulate Marilyn Seidenberg on her Impending Retirement
- 17-93 Approving Minutes of July 18, 2017
- 17-94 Appointing Signatories for Authority Bank Accounts and the Investment Function
- 17-95 Awarding Contract for Paving at the Treatment Plant to Diamond Construction
- 17-96 Authorizing T&M Associates to Provide Professional Engineering Services for the Raw Sewage Pump Station Improvements Construction Contract Administration and Field Observation Services
- 17-97 Authorizing Return of Escrow for Tyler Homes, Project #507
- 17-98 Authorizing Developers Agreement for Marlboro Estates, Project #605
- 17-99 Authorizing Release of all Remaining Escrow Fees for Towne Pointe, Project #468
- 17-100 Authorizing T&M Associates to Provide Onsite Field Survey Services to Confirm the Bridge Location in Relation to the Location of the Existing Force Main

Mr. Valentino read 17-92, Acknowledging 35 years of Service and to Congratulate Marilyn Seidenberg on Her Impending Retirement into the permanent record. Mr. Valentino asked for a motion. Commissioner Pernice moved, seconded by Commissioner Rosen, all present enthusiastically voted aye! Everybody in attendance applauded for Marilyn! Mr. Valentino stated at this time he is asking for any comments from the Commissioners.

Chairman McEnergy thanked Marilyn for all the support she has given him personally as well as professionally.

Commissioner Rosen thanked Marilyn and talked about her longevity and all the changes and growth that she has seen at the Authority during her 35 years here. He acknowledged all the positions that she has had here. Commissioner Rosen stated that this place would not have been the same without her, she will be missed and the door is always open.

Commissioner Pernice thanked Marilyn; that since he has been a Commissioner, he and Marilyn have had many conversations! He and Marilyn have gone over the budget and her knowledge has gone a long way. Each time they spoke Marilyn always pointed out important information. He stated that her expertise has not gone unnoticed. He said you're only as good as the people under you and that will be a reflection now on Leslie who is now stepping into her position. He is certain that she has learned a lot of welcomed knowledge from Marilyn! 35 Years is a long time, she will definitely be missed but we still have her phone number and her address. He wished her all the best from him as well as the Authority!

Commissioner Mendez thanked Marilyn for her years of service at the Authority on behalf of the residents of Manalapan. He said thank you for guiding this ship for all of these years!

Mr. Valentino stated that Marilyn's friend Alan is here. He is an unofficial member of the staff, our staff photographer. He stated he himself has not been here nearly as long as Marilyn and perhaps even still a teenager when she began. When he arrived here, he had a lot to learn on how Authority finances are run and he thought Marilyn had a lot to learn on how *he* thought they should be run. As fate would have it, Marilyn corrected him on his misinterpretations of the way laws apply to Authorities. The financial status of the Authority is in such good shape because of the long tenure and care that Marilyn has given to the Authority. The ratepayers will never be able to repay the debt of gratitude that they have because they will never understand or know what you have done for them. Generations of employees and Commissioners past, present and possibly future would certainly join me in thanking you in ways that words cannot express for your steady hand, your quiet support and guidance, your firm hand when people try and yank the wheel in the wrong direction. Mr. Valentino thanked Marilyn for getting him started so well on hopefully an equally long tenure following Marilyn. Your recommendations for staffing are all coming into play. The Commissioners and Mr. Valentino presented Marilyn with a plaque showing her years of service. Marilyn thanked everybody. Marilyn said she feels she is leaving the Authority in good hands. She suggested that we should give the new people a chance to learn and to get use to their positions before we start giving them big projects to do. She is leaving us with that recommendation. She said they will probably far exceed what Marilyn has done.

Leslie Warshauer stated that 16 years ago Marilyn took a chance hiring somebody that had been out of the work force for 9 years and thought she would work part time for a couple of years. Marilyn has been an incredible teacher, so understanding and has so much to offer, and a great friend. Everybody here was so lucky to have her but she had her by her side for all these years. Leslie said she is really going to miss her. Leslie stated she has big shoes to fill, not literally!! She thanked her for giving her this opportunity. They had their ups and downs; they had a love/hate relationship like an old married couple. She knows Marilyn better than anyone and she has taught her so much and she hopes that she can keep this place running in tip top shape like Marilyn. Everybody applauded.

Mr. Valentino stated that we are having a little going away party for her on Thursday.

Chairman McEnergy asked if there were any comments on the bill list. There were none. Commissioner Pernice moved, seconded by Commissioner Rosen. All present voted aye.

Chairman McEnergy asked if there is any other Authority Business. Commissioner Rosen confirmed the next meeting for September 12th, 2017.

At 7:30PM, Chairman McEnergy stated that they will move into Closed Session and asked for a motion for Resolution #17-103, Authorizing the Commissioners to go into Closed Session for the Purpose of Discussing Litigation and/or Personnel and they will return to Public Session. Commissioner Rosen moved, seconded by Commissioner Pernice. All present voted aye.

At 8:10PM, the Commissioners came out of Closed Session. Commissioner Pernice asked Chairman McEnergy if he would like him to chair and finish the meeting to which Chairman McEnergy agreed. Commissioner Pernice asked for a motion to open the meeting to the public. Commissioner Pernice moved, seconded by Chairman McEnergy. All present voted aye.

Commissioner Pernice asked for a motion for Resolution 17-101, Appointing Nancy Yeh to

Supervising Accountant. Commissioner Pernice moved, seconded by Chairman McEnergy. All present voted aye.

Commissioner Pernice asked for a motion for Resolution 17-102 Authorizing Salary Increases for Management Personnel. Commissioner Rosen moved, seconded by Chairman McEnergy. All present voted aye.

At 8:12PM, Commissioner Pernice asked for a motion to adjourn the meeting. Commissioner Rosen moved, seconded Commissioner Pernice. All present voted aye.

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