

RESOLUTION APPROVING MINUTES

BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority that the regular minutes of the meeting and the closed session minutes of October 10, 2017 be and the same are hereby accepted for filing by the Authority.

DATE: NOVEMBER 28, 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			
PERNICE	X		X			
ROSEN		X	X			

RESOLUTION APPROVING MINUTES

BE IT RESOLVED by the Commissioners of the Western Monmouth Utilities Authority that the regular minutes of the meeting and the closed session minutes of October 24, 2017 be and the same are hereby accepted for filing by the Authority.

DATE: NOVEMBER 28, 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			
PERNICE	X		X			
ROSEN		X	X			

**RESOLUTION AUTHORIZING THE ISSUANCE OF NOTICES AND CRITERIA FOR
CONTRACT AWARDS FOR PROFESSIONAL AND OTHER CONTRACTS FOR
FISCAL YEAR 2018**

WHEREAS, the Western Monmouth Utilities Authority is subject to certain requirements of the Local Public Contracts Law and the local Pay to Play Law (N.J.S.A. 19:44-20.4, 20.5 et seq.); and

WHEREAS, the General Manager of the Western Monmouth Utilities Authority has deemed it necessary and appropriate to award contracts over \$17,500.00 for services in 2018 for Professional Contract Positions in accordance with the “Fair and Open” contract provisions of the Local Pay to Play Law.

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

1. The General Manager of the Western Monmouth Utilities Authority shall hereby advertise the enclosed legal notice in the *Asbury Park Press* and shall make available to interested vendors and professionals the enclosed Western Monmouth Utilities Authority Criteria for Submission of Qualifications for Professional and other contracts under the Fair and Open Process.
2. The Clerk is hereby authorized to forward copies of this Resolution, certified to be a true copy to:
 - a) Katherine Leatherman, General Manager

DATE: NOVEMBER 28, 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			
ROSEN		X	X			

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONTRACT POSITIONS IN THE WESTERN MONMOUTH UTILITIES AUTHORITY

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et seq. that the Western Monmouth Utilities Authority shall pursue a “Fair and Open Process” in awarding contracts for positions set forth more fully below, and hereby solicit **ONE ORIGINAL AND ONE PDF FILE** of qualifications in the form of resumes and letter applications for the below stated positions of the Western Monmouth Utilities Authority, which **ORIGINAL COPY** shall be submitted to Brian J. Valentino, Executive Director, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726 with documentation showing qualifications and compliance with criteria set forth by the Western Monmouth Utilities Authority and State Statute. The PDF file shall be e-mailed to the Authority Clerk (afinnerty@wmua.manalapan.nj.us) and the General Manager (kleatherman@wmua.manalapan.nj.us). The original qualifications and the e-mailed PDF file shall be submitted no later than January 4th, 2018 at 12:00PM. Interested parties may view the criteria for these services on the Authority’s website: www.wmuanj.org

Professional services for the following positions are hereby requested:

Authority Attorneys
Authority Auditor
Authority Bond Counsel
Authority Financial Advisor
Authority Labor, Regulatory and Conflict Counsel
Authority Risk Management Consultant

Western Monmouth Utilities Authority

WESTERN MONMOUTH UTILITIES AUTHORITY
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL CONTRACTS UNDER THE
FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication authorized by the Board of Commissioners of the Western Monmouth Utilities Authority by Resolution 17-131, November 28th, 2017 for submission of qualifications that shall take into consideration the following factors which will be weighed by the Board of Commissioners of the Western Monmouth Utilities Authority as the basis of an award for professional services most advantageous to the Authority:

- I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Western Monmouth Utilities Authority Board of Commissioners:
 - a. Experience and reputation in the field for the position sought.
 - b. Knowledge of the area of expertise for the position sought; Professional Contract Positions
 - c. Experience and knowledge of utility authorities.
 - d. References in general and in particular from entities where the professional has provided similar services as sought in the Western Monmouth Utilities Authority.
 - e. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
 - f. Copy of all applicable professional licenses.
 - g. One Original is to be mailed and one complete PDF file is to be submitted electronically
- II. **Appointed firms must accept Authority Rate Schedule.**
- III. Selection of professionals shall be solely on the Western Monmouth Utilities Authority Board of Commissioners evaluation of the submitted material in the criteria set forth in this document.
- IV. Submit **ORIGINAL COPY** of all materials in a sealed envelope clearly marked with position desired, "RFQ ENCLOSED", addressed to Brian J. Valentino, Executive Director, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726, AND e-mail PDF file to the **Authority Clerk** (afinnerty@wmua.manalapan.nj.us) and the **General Manager** (kleatherman@wmua.manalapan.nj.us) no later than **January 4th 2018**

RESOLUTION AUTHORIZING THE ISSUANCE OF NOTICES AND CRITERIA FOR CONTRACT AWARDS FOR ENGINEERING SERVICES FOR FISCAL YEAR 2018

WHEREAS, the Western Monmouth Utilities Authority is subject to certain requirements of the Local Public Contracts Law and the local Pay to Play Law (N.J.S.A. 19:44-20.4, 20.5 et seq.); and

WHEREAS, the General Manager of the Western Monmouth Utilities Authority has deemed it necessary and appropriate to award contracts over \$17,500.00 for services in 2018 for Authority Engineers in accordance with the “Fair and Open” contract provisions of the Local Pay to Play Law.

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

1. The General Manager of the Western Monmouth Utilities Authority shall hereby advertise the enclosed legal notice in the *Asbury Park Press* and shall make available to interested vendors and professionals the enclosed Western Monmouth Utilities Authority Criteria for Submission of Qualifications for Engineering Services under the Fair and Open Process.
2. The Clerk is hereby authorized to forward copies of this Resolution, certified to be a true copy to:
 - a) Katherine Leatherman, General Manager

DATE: NOVEMBER 28, 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			
ROSEN		X	X			

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES IN THE WESTERN MONMOUTH UTILITIES AUTHORITY

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et seq. that the Western Monmouth Utilities Authority shall pursue a “Fair and Open Process” in awarding contracts for positions set forth more fully below, and hereby solicit ONE ORIGINAL AND ONE PDF FILE of qualifications in the form of resumes and letter applications for the below stated positions of the Western Monmouth Utilities Authority, which ORIGINAL COPY shall be submitted to Brian J. Valentino, Executive Director, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726 with documentation showing qualifications and compliance with criteria set forth by the Western Monmouth Utilities Authority and State Statute. The PDF file shall be e-mailed to the Authority Clerk (afinnerty@wmua.manalapan.nj.us) and the General Manager (kleatherman@wmua.manalapan.nj.us). The original qualifications and the e-mailed PDF file shall be submitted no later than January 4th, 2018 at 12:00PM. Interested parties may view the criteria for these services on the Authority’s website: www.wmuanj.org

Professional services for the following positions are hereby requested:

Authority Engineers

Western Monmouth Utilities Authority

WESTERN MONMOUTH UTILITIES AUTHORITY
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
ENGINEERING SERVICES UNDER THE
FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication authorized by the Board of Commissioners of the Western Monmouth Utilities Authority by Resolution 17-132, November 28th, 2017 for submission of qualifications that shall take into consideration the following factors which will be weighed by the Board of Commissioners of the Western Monmouth Utilities Authority as the basis of an award for professional services most advantageous to the Authority:

- I. The Western Monmouth Utilities Authority has in its employ a “Manager of Engineering Services.” In Conjunction with the Executive Director, work will be assigned as needed to the Authority Engineers.
- II. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Western Monmouth Utilities Authority Board of Commissioners:
 - a. Experience and reputation in the field for the position sought.
 - b. Knowledge of the area of expertise for the position sought; Engineering Services
 - c. Experience and knowledge of utility authorities.
 - d. References in general and in particular from entities where the professional has provided similar services as sought in the Western Monmouth Utilities Authority.
 - e. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
 - f. Copy of all applicable professional licenses.
 - g. One Original is to be mailed and one complete PDF file is to be submitted electronically
- III. **Appointed firms must accept Authority Rate Schedule.**
- III. Selection of professionals shall be solely on the Western Monmouth Utilities Authority Board of Commissioners evaluation of the submitted material in the criteria set forth in this document.
- IV. Submit **ORIGINAL COPY** of all materials in a sealed envelope clearly marked with position desired, “RFQ ENCLOSED”, addressed to Brian J. Valentino, Executive Director, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726, AND e-mail PDF file to the **Authority Clerk** (afinnerty@wmua.manalapan.nj.us) and the **General Manager** (kleatherman@wmua.manalapan.nj.us) no later than January 4th, 2018

2018 AUTHORITY BUDGET RESOLUTION

Western Monmouth Utilities Authority

FISCAL YEAR: FROM: February 1, 2018 TO: January 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Western Monmouth Utilities Authority for the fiscal year beginning, 2/1/18 and ending, 1/31/19 has been presented before the governing body of the Western Monmouth Utilities Authority at its open public meeting of November 28, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 14,954,003, Total Appropriations, including any Accumulated Deficit if any, of \$ 13,838,706 and Total Unrestricted Net Position utilized of 0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$25,245,750 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$4,723,393.55 and

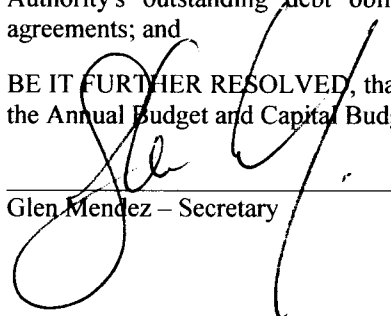
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Western Monmouth Utilities Authority, at an open public meeting held on November 28, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Western Monmouth Utilities Authority for the fiscal year beginning, February 1, 2018 and ending, January 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Western Monmouth Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 23, 2018.



 Glen Mendez – Secretary

November 28, 2017

DATE: NOVEMBER 28, 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			
ROSEN		X	X			

17-133

2018 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

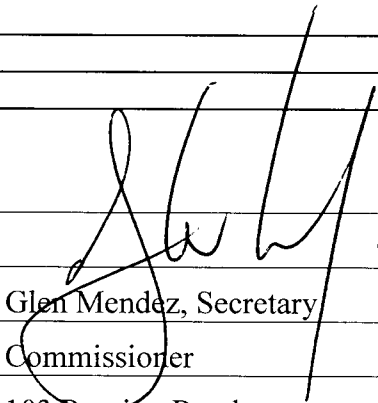
Western Monmouth Utilities Authority

FISCAL YEAR: FROM: February 1, 2018 **TO:** January 31, 2019

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Western Monmouth Utilities Authority, on the 23rd day of November, 2017.

OR

It is hereby certified that the governing body of the Western Monmouth Utilities Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s):

Officer's Signature:			
Name:	Glen Mendez, Secretary		
Title:	Commissioner		
Address:	103 Pension Road Manalapan, NJ 07726		
Phone Number:	732-446-9300	Fax Number:	732-446-1203
E-mail address	GMendez@wmua.manalapan.nj.us		

2018 APPROVAL CERTIFICATION

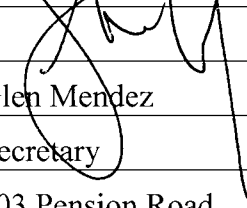
Western Monmouth Utilities Authority

AUTHORITY BUDGET

FISCAL YEAR: FROM: February 1, 2018 **TO:** January 31, 2019

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Western Monmouth Utilities Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 28th day of November, 2017.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Glen Mendez		
Title:	Secretary		
Address:	103 Pension Road Manalapan, NJ 07726		
Phone Number:	732-446-9300	Fax Number:	732-446-1203
E-mail address	gmendez@wmua.manalapan.nj.us		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	www.wmuanj.org
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All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

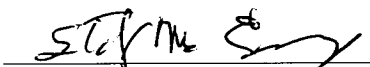
Name of Officer Certifying compliance

Stephen McEnery

Title of Officer Certifying compliance

Chairman

Signature



RESOLUTION MEMORIALIZING CHANGE ORDER #1 FOR WATER SERVICE UV DISINFECTION PROJECT

WHEREAS, T&M Associates, the Consultant Engineer has recommended to the Authority that Change Order #1 be approved in the Contract for Water Service UV Disinfection Project, and

WHEREAS, this Change Order results from adjustment described in the Consulting Engineer’s letter dated October 30, 2017 which is hereby attached, and

WHEREAS, this is resulted in a decrease of the contract price computed as follows:

Original Contract Price	\$ 173,000.00
Previous Changes	\$ 0.00
Change Order #1	\$ 6,200.00
Net Change	\$ 0.00
Revised Contract Price	\$ 166,800.00

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

1. The General Manager is hereby authorized to execute the Final Change Order dated October 30, 2017 in accordance with its terms.
2. The Clerk is authorized to forward copies of this resolution, certified to be a true copy to:
 - a) T&M Associates
 - b) Leslie Warshauer, Director of Finance

DATE: NOVEMBER 28, 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			
ROSEN		X	X			

AUTHORIZING THE REDUCTION OF PERFORMANCE BOND AND CASH SURETY FOR BUCKLEY MANOR, PROJECT #608

WHEREAS, the developer of Buckley Manor, Project #608, Countryside Developers, Inc. has requested a reduction of the Performance Bond and Cash Surety and;

WHEREAS, CME Associates has recommended the Performance Guarantee and Cash Surety be reduced retaining 30%, and

WHEREAS, CME Associates has reviewed the above application and per site observations, the Applicant has substantially completed all of the improvements in compliance with the approved drawings and approval conditions, and

WHEREAS, the Consulting Engineer recommends that the performance bond in the amount of \$271,001.05 be reduced to \$81,300.32 and the cash surety in the amount of \$30,111.23 (plus interest) be reduced to \$9,033.37 as per CME’s letter dated November 7th, 2017, and

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

1. The Performance Bond in the amount of \$271,001.05 be reduced to \$81,300.32.
2. Cash Surety in the amount of \$30,111.23 (plus interest) be reduced to \$9,033.37.
3. All professional fees must be current.
4. The Clerk is hereby authorized to forward copies of this resolution, certified to be a true copy to
 - a) Kathy Leatherman, General Manager
 - b) CME Associates
 - c) Countryside Developers, Project #608

DATE: NOVEMBER 28, 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			
ROSEN		X	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 return to public session for the purpose of taking action on the matters discussed in closed session, and

WHEREAS, the Commissioners will discuss litigation, 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 return to open session.

DATE: NOVEMBER 28, 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			
PERNICE	X		X			
ROSEN		X	X			