

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP & PUBLIC MEETING

MARCH 15th, 2016

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 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:

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| Present: | Messrs. McEnery, Mendez, Pernice, and Rosen |
| Absent: | None |
| Also in Attendance: | F. Borin, DeCotiis, Fitzpatrick & Cole, LLP R. Santos, T&M, Engineer T. Gillen, CME, Engineer M. Dziubeck, CME Engineer G. Stankiewicz, Accountant B. Valentino, Executive Director R. Smith, Acting Facilities Manager K. Leatherman, General Manager A. Finnerty, Authority Clerk |

All present cited the Pledge of Allegiance.

Chairman McEnery opened the meeting and asked if there was any public comment.

Syed Hussain of DW Smith, an engineering firm representing Monarch Pointe, LLC, Project #534 asked to speak. Mr. Hussain stated he is here to request the Commissioners authorize Ms. Leatherman sign approvals on Thursday, March 17th, 2016 based on approvals that will be passed at the Marlboro Township meeting scheduled for tomorrow evening, March 16th, 2016.

Commissioner Mendez requested some more information regarding this request. Mike Dziubeck of CME stated that upon review, CME requested that Monarch Pointe had to install a building to house the electrical components of the pump station. Due to site constraints they had to go back to the Marlboro Planning board to get a variance for the setback requirements for the pump station. This was originally scheduled for our meeting for March 22nd. But we cancelled our meeting. This is just a timing issue and it is a condition of approval on our Resolution.

Commissioner Mendez asked Mr. Valentino why his picture was not in the lobby. Mr. Valentino stated that 2016 portraits have not been delivered yet.

Chairman McEnergy asked for comment regarding the Executive Directors Report.

Brian Valentino stated that the 2nd Annual Family Day will be held April 28th, 2016. All the Commissioners are invited with their families.

Mr. Valentino stated that referring to the Agenda he is going to go over the Discussion and the Resolutions in his Executive Report. Commissioner Pernice asked within our current amended rules and regulations relating to the new pump station are we going to request a dollar amount or additional parts. He thought that we had decided to exclude asking for parts because of age and mismatching etc. Commissioner Pernice also would like to know how soon the Authority collects the money for the pump station, is it when the actual project building begins. He is concerned about a developer suddenly deciding to stop building or perhaps going bankrupt. What can the Authority do to protect themselves and the acquisition of another pump station if this should happen? Mr. Gillen stated it could be collected in the performance guarantee in addition to the normal performance guarantee that we receive. CME informed Monarch Point they must provide pump, pump parts, grinder parts, sliding screen, level controller, fuses and indicator lights, etc.; they responded and stated they will provide the spare parts or there cash equivalent at the appropriate time. Commissioner Rosen reassured Mr. Hussain and stated that we are just discussing this pump station situation; it is not focused exclusively at Monarch Pointe. Mr. Gillen stated that in the rules and regulations, there is a provision for a time frame as to when we accept the pump station and take over its operation and that is when 75% of the units are occupied. Until such time the developer is responsible for owning, operating and maintaining the units. Of the infrastructure that affects us, we require them to post the performance guarantee, 120%. Commissioner Rosen asked if Mr. Hussain has seen this issue before. Mr. Hussain stated that he strongly recommends that parts be brought in with the pumps and equipment. If there are any issues, at least you have additional parts. Mr. Valentino checked the rules and regulations and stated that currently they only allow for a deposit of money. We don't accept parts. Mr. Gillen stated that in order for any home to be built the pump station has to be built first and be operational. Mr. Hussain stated we should accept parts, because the parts will not be needed for the next 3 to 5 years. The model of the pump could change and at least the parts that we had on hand could keep the pump station going for at least 10 years.

Mr. Valentino stated that Kathy Leatherman will provide the PIN numbers for the Financial Disclosure forms.

Mr. Valentino stated that they are developing the new rules and regulations for IT Services and asking the Commissioners to go out for the new contract for that. Commission Pernice asked if this is because the contract is exceeding \$17,500.00. Mr. Valentino stated we are asking for RFP's because it is the end of the lifespan of the contract.

Mr. Valentino stated the next item for discussion is regarding the purchase of the 2016 Ford Extended Cab Pick-up under state contract. It is in this year's capital budget at \$35,000.00. The total cost of this truck is closer to \$48,000.00 because we added all the equipment necessary including a plow. Money is available for this truck in the budget. Mr. Stankiewicz asked if the options are under state contract. Ms. Leatherman stated that they are. Mr. Valentino stated that they have finally reached an agreement with Mr. Parkstrom. Commissioner Mendez asked if we received everything from Mr. Parkstrom including the as-

builts. Mr. Frank Borin, Authority Attorney, stated we cannot force Mr. Parkstrom to give us the as-builts; we have received everything we need in order to have the settlement agreement move forward.

Mr. Valentino asked for comment regarding the Release of Escrow to Michael Wilson, Project #586. Rose Santos stated that Project #586 was a single lot connection and the inspection was done by George White. The escrow is being released.

Mr. Valentino stated that we have been working through our 5 phase asset management plan. We are reviewing the metering study in house. We are mapping out our interceptors via GPS which gives us latitude and longitude. We are taking advantage of the warm weather before the foliage returns with our GIS system to locate our interceptors. Mr. Valentino asked the Commissioners to refer to the screens because he has pictures of our employees out utilizing the GPS locator system. The employees are clearing brush from the manhole system as they move along. The crew is enjoying the work using the new technology. George White our Collections Superintendent now can use the technology in his vehicle.

Mr. Valentino stated that he, Commissioner Mendez and Commissioner Pernice attended the Association of Environmental Authorities Training Conference last week. It was very productive and they learned some new areas of finance and new technologies. He thanked the Commissioners for the support of advanced education.

Chairman McEnergy proceeded with discussion and asked if anybody had any questions. There were none.

Chairman McEnergy asked for a motion for Resolutions 16-41 through 16-46. Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows:

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

- 16-41 Accepting Minutes of February 16, 2016
- 16-42 Granting Approval to Monarch Pointe, LLC, Project #534
- 16-43 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive RFP's for the IT Support Contract
- 16-44 Authorizing the Purchase of a 2016 Extended Cab with Utility Body Using State Contract #A88726
- 16-45 Authorizing the Executive Director to Sign the Settlement Agreement between WMUA and Bradley W. Parkstrom, Project #597
- 16-46 Memorializing the Release of Escrow to Michael Wilson, Project #586

Chairman McEnergy asked if there were any questions on the bill list. Commissioner Pernice stated that we should amend Resolution 16-42 regarding Monarch Point. Ms. Leatherman stated that she can sign for a TWA at any time. Mr. Borin asked if Ms. Leatherman needs additional authorization. Ms. Leatherman stated that they are just waiting for approvals from Marlboro Township which is stated in the Resolution in two places. Mr. Hussain stated that it

takes the township a month to memorialize a Resolution. Ms. Leatherman stated that Mr. Hussain can call her. Mr. Hussain stated that CME associates works for the planning board as well. Ms. Leatherman stated that they can call.

Chairman McEnergy asked if there were any questions on the bill list. Commissioner Rosen asked about the T&M bill for \$168,000.00 comprised of a few bills. He would like to confirm that this is what we planned and budgeted for. Mr. Valentino stated that the two large components of this bill are the design of our two EIT projects; the Aeration Basin and the Raw Sewage Pump Station which is major redesign of the plants operations. Commissioner Rosen asked if we will be receiving more bills. Rose Santos of T&M stated that the design documents have been completed and submitted to the DEP for review and funding consideration. Commissioner Rosen moved the bill list, seconded by Commissioner Mendez, all present voted aye.

Chairman McEnergy asked if there was any other Authority Business.

Commissioner Mendez thanked Mr. Valentino and Commissioner Pernice for a very informative time at the AEA conference in Atlantic City. Commissioner Mendez stated that they learned about how water was very important and learned about polyethylene pipes. Commissioner Mendez brought in the pipes to demonstrate the continuity of the pipes. Commissioner Pernice stated that he was given an opportunity to speak with other sewage Authority's. The Authority has been discussing the possibility of providing our customers insurance on their lines. Jackson is currently doing this and has been for the last 3 or 4 years. Commissioner Pernice would like to arrange with the Executive Director to meet with the Executive Director of Jackson to get some information on this policy. Perhaps it could add revenue to the Authority. Commissioner Pernice discussed grease issues with other Authority's. It is interesting to listen to another town's perspective on how they handle grease issues. Commissioner Mendez stated that they split up and went to different seminars. He also said that other sewage Authorities are having similar problems like WMUA and getting together with other Authority's gives us ideas on how to deal with our issues.

Commissioner Rosen stated that he is unable to attend the Public meeting in April. The Commissioners will decide whether or not we will have a second meeting in April. Ms. Leatherman stated that we will need advanced notice in order to prepare the Agenda. We will try and place all the Resolutions on the Workshop Meeting in May. Mr. Valentino stated that as we get closer to the meeting we will analyze what we have and make a decision then.

At 7:36pm pm Chairman McEnergy asked for a motion to go into Closed Session. Commissioner Pernice moved seconded by Commissioner Mendez, all present voted aye. Resolution 16-47, Authorizing the Commissioner to go into Closed Session for the purpose of Discussing Litigation and they will not return to Public Session.

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