

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

May 3rd, 2012

Chairman Pernice called the Western Monmouth Utilities Authority's Public meeting to order at 7:33PM. 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. McEnery, Musich, Pernice and Rosen
Absent:	None
Also in Attendance:	J. Wisniewski, Attorney, Wisniewski & Associates K. Henderson, Engineer, T&M Associates T. Gillen, Engineer, CME Associates G. Stankiewicz, Auditor D. Martindell, Facility Manager R. Noel, Collections Superintendent G. Kasternakis, Maintenance Supervisor K. Leatherman, General Manager M. Seidenberg, Director of Finance A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman Pernice asked if there was any public comment.

John Ploskonka of Concept Engineering addressed the Commissioners regarding a connection on Pine Brook Road in Manalapan. Mr. Ploskonka explained the need to modify the connection and get an easement agreement from the neighbor. Chairman Pernice requested that going forward, Mr. Ploskonka provides any information to Katherine Leatherman, General Manager prior to any meetings for distribution to the Commissioners so that they will be able to review and answer questions immediately. Mr. Ploskonka stated that he will follow up with a letter. Mr. Ploskonka also inquired about 2 properties that would like to connect close to Pension & Gordons Corner Road which he will also follow up with written correspondence.

Sheldon Rodgers of Marlboro, NJ addressed the Commissioners regarding an application he submitted for Project #514, Papa Johns. He is requesting that the Authority forgo the bonding because the connection will be made into an existing manhole provided by the developer of Costco through property that he owns exclusively. Inspections will be done by the Marlboro Township plumbing inspector. A plan was submitted to CME Associates which they approved after

one modification. Mr. Rodgers also requested a payment plan for connection fees due to the current economic climate. Chairman Pernice stated that they will review his requests and answer accordingly.

Chairman Pernice closed the public portion of the meeting and proceeded with the Resolutions from the meeting of April 17th, 2012 which was cancelled.

Chairman Pernice asked for a motion on Resolutions 12-44 thru 12-48.

- 12-44 Accepting Minutes of March 1st, 2012
- 12-45 Accepting Minutes of March 15th, 2012
- 12-46 Granting Approval for Amboy Bank #501
- 12-47 Authorizing Deletion of Account #08372
- 12-48 Awarding Trickling Filter Improvements to Allied Construction Group, Inc.
- 12-49 Authorizing Change Order #1 for the Grit Building Improvements Project

Commissioner Rosen moved 12-44, seconded by Commissioner McEnergy. Upon roll call, the vote was as follows:

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

Commissioner Musich moved 12-45, seconded by Commissioner McEnergy. Upon roll call, the vote was as follows:

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

Commissioner Rosen moved 12-46, seconded by Commissioner Musich. Upon roll call, the vote was as follows:

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

Commissioner Musich moved 12-47, seconded by Commissioner McEnergy. Upon roll call, the vote was as follows:

AYES: Messrs. McEnergy, Musich, Pernice and Rosen
NAYS: None

ABSENT: None
ABSTENTIONS: None

Commissioner McEnergy moved 12-48, seconded by Commissioner Rosen. Upon roll call, the vote was as follows:

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

Commissioner Musich moved 12-49, seconded by Commissioner McEnergy. Upon roll call, the vote was as follows:

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

Chairman Pernice proceeded with Discussion for the Workshop Meeting.

- The Discussion items on the Agenda were addressed:
 - Chairman Pernice asked if there were any comments on the minutes of April 5th, 2012. There were none.
 - Chairman Pernice asked for comment on the approval for Papa Johns, Project #514. Tim Gillen stated this is an extension of the sewer originally constructed by Costco. There are currently 4 units, one of which will be Papa Johns. All items have been addressed and the developer has agreed to make the changes as per CME. Chairman Pernice inquired about the grease trap. Sheldon Rodgers asked if he could comment on an exterior grease trap. He stated that all the food is premade therefore there is no cooking on the premises. They did place a 50 gallon grease trap in the building. Mr. Gillen stated that Papa Johns did send a letter stating that if the grease builds up, they will build the additional outdoor grease trap as preferred by the Authority. Commissioner Musich stated that any food establishment should provide an outdoor grease trap to be monitored by the Authority. Mr. Rodgers stated that the line is a private line and will be inspected by the Marlboro Township Plumbing Inspector. As per Mr. Gillen, ultimately the flow will be to the Authority therefore WMUA will inspect the connections. Mr. Rodgers was directed to install the outdoor grease trap and to follow all the WMUA Rules and Regulations.
 - Rob Noel stated that we have budgeted for a new employee. Chairman Pernice asked if a new employee is absolutely necessary. Rob Noel

stated that we are short-staffed and he is an electrician as well as a generator mechanic.

- John Wisniewski addressed the BRSA Agreement, which currently expires in 2025. The proposal in this new agreement may increase the fees we pay to Bayshore in the future. Tim Gillen stated that the Authority's system is newer than the other systems tied into Bayshore. He said that our system utilizes new PVC which makes our system very tight which means we do not have infiltration. This new agreement is basically helping the other townships that utilize Bayshore and not really beneficial to the Authority. Mr. Wisniewski stated that we are under no obligation to change the current agreement. The Commissioners agreed and asked the attorney to contact Bayshore. Keith Henderson added that T&M Associates represent some of the other towns in Bayshore and that is why they cannot participate in the discussion which was duly noted by the Commissioners.
- Mr. Stankiewicz stated that upon reviewing the audit, he ascertained that we did not have any petty cash procedure in place. He said that it is necessary to document the procedure as a standard and a guideline for our employees. We never had a procedure because 15 or 20 years ago Russell Nerlick ultimately had a lot of control over the supervisors. Going forward we have new employees and it will protect everybody. Mrs. Leatherman said that upon completion of the audit the purchasing manual is reviewed and a petty cash procedure will be added. Commissioner Musich stated that in her opinion, \$1300.00 per month is excessive. Also, Mrs. Musich inquired why 3 funds are necessary. Mrs. Seidenberg stated that 3 funds were created to facilitate the different Supervisors who are in separate locations at the plant. Chairman Pernice asked who checks the petty cash receipts, when and how they are done. Mr. Stankiewicz stated that there are surprise petty cash audits. Mrs. Seidenberg stated that the audit just consists of the money and receipt totals. The custodian of the funds makes the decision regarding how the money is spent. Chairman Pernice requested that Mrs. Seidenberg average the petty cash expenditures for the past 2 years to see if we can lower the funds.
- Chairman Pernice asked if Woodward Road Pump Station #1 is ready for the Authority to take ownership. Rob Noel stated that the developer has addressed all the deficiencies and we can take over this pump station. As of June 1st, 2012 we will take over the Woodward Road Pump Station #1. Woodward Road Pump Station #2 has not met our standards, therefore Chairman Pernice stated that the deficiencies must be addressed by the developer and then we will commence another 90 day trial period. Mr. Henderson said he will inform the developer. A resolution will be on the next meeting for the takeover of pump station #1.
- Keith Henderson addressed the solar field ribbon cutting. He said the field is complete; they are waiting for the power company to give final authorization to throw the switch. The field should be on-line within 30

days. Chairman Pernice stated that the ceremony should occur in the month of June.

- Mrs. Leatherman stated that the payment certificate for Edwards Lane sewer repair was paid, but was never memorialized by resolution and we need to add this to the next meeting.
- Mrs. Seidenberg added that in January we passed a budget transfer resolution for the previous fiscal year that stated we will have to add an additional budget transfer Resolution.

Chairman Pernice addressed the meeting regarding our 10 year plan. He stated that the meeting was very productive. The next meeting will be scheduled for May 8th, at 11:30.

Chairman Pernice asked Mr. Noel if we have a schedule to do preventative jetting in problem areas. Mr. Noel stated that he is developing a schedule based on history of problem areas. The lines are televised first and they assess the problem based on the film. Sometimes it is roots that can be taken care of immediately. Mr. Noel stated they are also short staffed. He also keeps video records of all these inspection and documents the locations of laterals, a joint that may not be tied in correctly, etc. Chairman Pernice asked about the mission alarm system. Rob Noel stated that they have all been installed. Mr. Noel stated that they are all working very well.

Rob Noel addressed the Brunswick Drive Pump Station and Prince William Pump Station. Mr. Noel stated that he is reviewing the pump stations based on the upgrades that are needed. He is reviewing the old records, i.e. year they were built, how they were built. Chairman Pernice requested a plan for completion of the review of the stations. Rob Noel talked about the I&I issues, Inflow and Infiltration at the Brunswick Drive Pump Station. The Mission system has helped in assessing these issues. Tim Gillen stated that CME and T&M have done I&I studies for the Authority before. I&I studies include, infiltration, open joints, slow leaks, ground water table fluctuations, seasonal, inflow is cross connections between storm sewers, manholes, and sump pumps. The mission systems keep a better record and based on these records, we can assess the fluctuations that are sudden. Going forward, CME & T&M upon inspecting new homes do not allow sump pumps to empty into the sewer system. Chairman Pernice asked about the portable generators. Rob Noel said we only have one portable generator which is now permanently located at Brunswick Drive. Chairman Pernice also asked why we need to have 8 foot fences. Mr. Noel stated that the fences need repair regardless, and he would prefer 8 foot fences to prevent any vandalism that may occur.

Chairman Pernice asked if there were any questions on the Bill List. Commissioner McEnery asked about the Global Electrical bill. This bill is for maintenance outside the plant at the pump stations. George Kasternakis stated that the new electrician has been working on all repairs that we would have asked Global to do. He has been working on calibrating the transmitters in the filter building. Dane Martindell stated that the new electrician has been working out very well. He is utilizing a laptop computer and he is testing the transmitters and PLC units inside the plant. He is also working with the outside contractors that are coming in to calibrate and taking notes so we can phase out these contractors and he is getting the software. Chairman Pernice asked about the Auto King Supply bill. Mr. Kasternakis said that he does as much repair as possible on the vehicles. Mr. Martindell stated that we do not always use Manalapan Township for repairs,

only for the larger jobs. Commissioner McEnery asked about the petty cash receipt for the collections crew.

Chairman Pernice inquired about the RFP for the cell tower. Mrs. Leatherman stated that we did not illicit a response and have extended the time. One vendor called from T-Mobile and said he may be able to lease.

Chairman Pernice asked if there were any more questions on the Bill List. Commissioner Musich asked about receipts for the car wash. Rob Noel replied that he and John Sawicki have their vehicles washed.

Commissioner McEnery moved the bill list, seconded by Commissioner Rosen. Upon roll call, the vote was as follows:

- AYES: Messrs. McEnery, Musich, Pernice, and Rosen
- NAYS: None
- ABSENT: None
- ABSTENTIONS: None

At 8:51 pm Chairman Pernice asked for a motion to go into Closed Session to discuss:

1. Personnel & Litigation

Resolution 12-50 Authorizing the Commissioners to go into Closed Session for the purpose of discussing Litigation and Personnel, and they will not return to Public Session was moved by Commissioner Musich and seconded by Commissioner McEnery. All present voted aye.

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