

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

June 7th, 2012

Chairman Pernice called the Western Monmouth Utilities Authority's Public meeting to order at 7:30PM. 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, and Pernice
Absent:	Commissioner Rosen
Also in Attendance:	J. Miller, Attorney, Wisniewski & Associates K. Henderson, Engineer, T&M Associates T. Gillen, Engineer, CME Associates G. Stankiewicz, Auditor D. Martindell, Facility Manager R. Smith, Plant Superintendent 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 for Carmine Casola of Maple Tree Plaza, Project #398. Maple Tree Plaza has had approval for a long time; they were waiting for final approval from the NJDEP, which has happened this week. Maple Tree Plaza is requesting a reduction in the amount of connection fees. Mr. Ploskonka stated that upon examination of the rules and regulations, sometimes the EDCU (Equivalent Domestic Consumer Units) amount can be reduced based on water consumption averages over a year. Also, due to the current state of the economy he is asking for a reduction. Mr. Casola spoke and stated that the businesses are also doing poorly and he is doing the best he can to keep costs down. Chairman Pernice answered and stated upon examination of all the facts and businesses in our area, they can reduce the amount of the connection fees for Maple Tree Plaza from 18 to 12. John Ploskonka agreed that 18 to 12 EDCU's was acceptable to his client. Tim Gillen stated that Maple Tree Plaza has also requested a payment plan for the connection fees. The Commissioners answered and stated that as long as the request was in writing they will issue a payment plan.

Chairman Pernice closed the public portion of the meeting.

➤ The Discussions items were addressed.

- Chairman Pernice asked for comments on the minutes of May 3rd, 2012 & May 17th, 2012. He asked if all the changes were addressed and Ann Finnerty stated that all the necessary changes were made.
- Chairman Pernice asked for comments on the audit report of 2012. Mr. Stankiewicz issued the audit report of 2012 and copies were dropped off at the Authority. A Resolution needs to be passed stating the audit report has been read and forwarded to Trenton. The audit report has been is considered to be a clean report, i.e. all journal entries and records were very good. All documentation for expenditures are very good and are perfect with local contracts law. There are no audit recommendations. Also the compliance with the NJEIT grants filed were all met. Chairman Pernice stated that we will move forward with our capital plan.
- Gerry Stankiewicz stated that annually the Authority is required to prepare and calculate the connection fee. Marilyn Seidenberg prepares and calculates the fee following a statute, utilizing a formula to recoup its debt service. The connection fee is to put new customers on an equal footing with existing customers. The connection fee hearing must be advertised 20 days before the next meeting in July.
- Chairman Pernice asked for comment on the petty cash procedure. Chairman Pernice confirmed that we will only have one account and Marilyn Seidenberg will take custody. Mrs. Seidenberg stated that only managers can be reimbursed. Mrs. Leatherman asked if this revision of petty cash procedures must be forwarded to the state. Mr. Stankiewicz answered by stating that the state must be aware that we are rescinding the other petty cash funds. We will adopt a resolution at the next meeting
- Mrs. Leatherman commented on the Personnel Manual. There are basically only 3 changes: the drug and alcohol policy, the maintenance of the employee uniforms and a light duty policy was added.
- Chairman Pernice asked for comment on the HK&S Builders. Project #165, performance Bond release. Keith Henderson stated that this project was completed 20 years ago and does not require a maintenance bond.
- Chairman Pernice asked for comment on the Enclave at Glenbrook Project #449. Tim Gillen stated that this is a small subdivision and the work has been completed and inspected. Everything is up to date.
- Mrs. Leatherman stated that the Developers Agreement for Route 9 Realty, Project #482 has been prepared and reviewed by the attorney.

Rob Noel addressed the pump stations. Some pump stations are newer and will not need any maintenance. Rob Noel stated that he will just need some catch-up maintenance; new monitoring systems, nothing critical. Chairman Pernice requested that Rob Noel put together a report regarding the alarms, this way it may help to prioritize which stations need repair sooner.

Chairman Pernice also requested that Rob make arrangements for the Commissioners to see the pump stations.

Chairman Pernice asked if there were any questions on the Bill List. Chairman Pernice asked about the Craft Oil Corporation. George Kasternakis stated that this is the yearly oil delivery for the plant for all the equipment. Chairman Pernice inquired about the oil changes for the authority vehicles. Mr. Pernice stated that we have a service agreement with Manalapan Township and inquired as to why we are not utilizing them. The Commissioners stated that they contacted Manalapan regarding the extended time they are spending on repairs. The Township stated that if they need the vehicles serviced sooner, they will comply. Chairman Pernice asked about the Global bills. Mrs. Leatherman stated that this is preventive maintenance billing. The Commissioners asked if the new electrician has been useful in minimizing our electrical contract usage. George Kasternakis stated that the electrician has been assessing, adjusting and correcting some equipment which has been very helpful. Some equipment that runs every hour has now been turning on every 3 hours which may not be noticeable immediately but in the long run will lower our bills. He also is knowledgeable with our SCADA system which means we do not have to call in the specialty contractor to repair.

Chairman Pernice addressed the ribbon cutting for the solar system. Keith Henderson said that they would like to place a monitor in the lobby to display how the solar field is working. The display will show graphs as to the dollar amounts that the Authority is actually saving. Chairman Pernice said that he would like to schedule the ribbon cutting for Saturday, June 23rd, 2012 at 10AM. Chairman Pernice asked Mrs. Leatherman to contact the townships as well as previous Commissioners who began this solar project.

Chairman Pernice asked for a commissioner to move the bill list. Commissioner Musich moved the bill list, seconded by Commissioner McEnergy. Upon roll call, the vote was as follows:

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

Chairman Pernice asked for comment on any other Authority business. Mrs. Leatherman stated that the capital budget has been prepared. Mrs. Stankiewicz stated that the capital budget will always be a work in progress. He requested that the Engineers please assist the staff in prioritizing projects. He also asked that Marilyn Seidenberg and Mr. Stankiewicz assess the finances and any further recommendations they may have. Chairman Pernice requested that a draft budget and capital budget be ready for September of 2012.

Chairman Pernice stated that he met with the collection's crew to ascertain any concerns they may have.

At 8:29 pm Chairman Pernice asked for a motion to go into Closed Session to discuss:

1. Personnel & Litigation

Resolution 12-58 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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