

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

JUNE 14TH, 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:

Present:	Messrs. McEnery, Mendez, Pernice and Rosen
Absent:	None
Also in Attendance:	F. Borin, DeCotiis, Fitzpatrick & Cole, LLP R. Santos, T&M, Engineer M. Dziubeck, CME Engineer G. Stankiewicz, Accountant J. Carr, <i>Almost</i> Manager of Engineering Services R. Smith, Facilities Manager B. Valentino, Executive Director 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.

John Ploskonka of Crest Engineering asked to speak on behalf of his client Meridian Health, Project #603. They would like to build an assisting living home in Manalapan. Mr. Ploskonka wanted to confirm that upon receipt of approval, hook-up fees will be paid immediately by his client. The Commissioners thanked him.

Chairman McEnery asked for comment regarding the Executive Directors Report.

Brian Valentino stated that things are going well. He stated that we should welcome our Manager of Engineering Services, Jim Carr for his first official meeting. The EIT refinanced some of their bonds and we should be getting 100 to 200 hundred thousand dollars back. Gerry Stankiewicz stated that it will reduce our interest expense over the next several years.

Chairman McEnery proceeded with the meeting and moved on to Discussion.

- Chairman McEnery asked if there are any comments on the Audit Report for 2016. Gerry Stankiewicz stated that the report was issued in late May of 2016 and sent to the respective Townships in accordance with the 120 day deadline by the

Department of Community Affairs. The Audit was done between April 1 and May in various stages. He has come up with an unmodified, clean report. There were no audit journal entries that had to be made. There was a transition from a nationally recognized payroll service to a more regional payroll service. He just wants to have it monitored. The tests for the new payroll service regardless came up with good results. Marilyn Seidenberg's research was very thorough regarding this payroll service. His only comment was only that we continually monitored and maintain our training and cross train the necessary employees. Mr. Stankiewicz stated that everybody here does a very good job, which is why they have a clean opinion. Mr. Valentino stated that 20% of our entire staff is being cross trained as we speak and 30% of the management staff is being cross trained as well. Mr. Stankiewicz comment is already being implemented. Pension Information is included in this audit. Mr. Stankiewicz stated we are in compliance with the Local Public Contracts Law as well. We use a lower than compliance threshold which keeps things very honest here. The Authority does not have a perpetual inventory system. The Audit does not really verify the inventory. Commissioner Pernice stated that we have decreasing in the overall expenses. He believes this is due to in house employees, primarily Roger Brown. Commissioner Pernice wanted to personally identify the individuals in charge for their help in decreasing maintenance costs down in the plant.

- Chairman McEnery asked if there were any comments on the Connection Fee. It's an annual statutory required calculation that has been since 1976. The connection fee's real purpose is to place new customers on equal footing with the existing customers with respect to their respective share of the capital investment. The calculation is our total capital divided by our EDCU's. The calculation is done by the Director of Finance and it is verified by Mr. Stankiewicz's office. The Authority is now up to 30,820 EDCU's.
- Chairman McEnery asked for any comment on the minutes of May 10, and May 24, 2016. There were no comments.
- Chairman McEnery asked for any comment regarding Memorializing the Employment of James Carr. Chairman McEnery welcomed James Carr to the Authority.
- Chairman McEnery asked for any comment regarding the Rescinding the Appointment of Labor Counsel of February. Brian Valentino stated we did not have labor counsel for collective bargaining purposes so we are rescinding the old labor council resolution which was not clear. Normally we do not need this type of counsel but this year we do.
- Chairman McEnery asked for any comment regarding the Award of RFQ for Labor Attorney for Collective Bargaining Counsel. There were no comments.
- Chairman McEnery asked for any comment regarding the Management Salaries. There were no comments
- Chairman McEnery asked for any comment regarding Amending Approval for Marlboro Medical Arts Building, Project #442. Mike Dziubeck stated that this medical arts building along Neumann Springs Road in Marlboro. The application has been revised from the original site plan in 2006. There will be an additional building but it has not changed the square footage submitted in the original

application. The revisions are in compliance with our Rules and Regulations and CME has recommended this to be approved.

Chairman McEnery asked for any comments on the Resolutions, there were none. The Chairman asked for a motion for Resolutions 16-72 through 16-78. Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows:

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

- 16-72 Accepting Minutes of May 10, 2016
- 16-73 Accepting Minutes of May 24, 2016
- 16-74 Memorializing the Employment of Jim Carr, effective June 1, 2016
- 16-75 Rescinding Appointment of Labor Counsel of February 16, 2016
- 16-76 Appointing Labor Attorney for Collective Bargaining Counsel
- 16-77 Authorizing Salary Increases for Management Personnel
- 16-78 Granting Amended Approval for SFC Enterprises, Inc. (Marlboro Medical Arts Building), Project #442

The Chairman and the Commissioners congratulated Jim Carr on his appointment to the Authority.

Chairman McEnery asked if there were any questions on the bill list. Commissioner Mendez inquired about the bill from Livoti's regarding the AEA and the Professional Conference. He wanted to confirm that the AEA will be paying for this. Mr. Valentino stated that every participant that attends up to the first 20, we will get \$295.00 which will cover all our costs plus some extra. For every participant after that we will get half of \$495.00. That is per track, not the entire course. Mr. Valentino stated we are not losing money. We are bringing in revenue and offering a great program. Chairman McEnery inquired about the bill from Lenny's Trophy Company for the school award plaques. Mr. Valentino stated that this is for the science fair project winners and the poster contest for Manalapan and Marlboro schools. Commissioner Mendez moved the bill list, seconded by Commissioner Rosen, all present voted aye.

Commissioner Rosen inquired as to when we are going to present to the townships. Mr. Valentino stated we are waiting for additional data.

At 7:25pm Chairman McEnery asked for a motion to go into Closed Session. Commissioner Rosen moved seconded by Commissioner Mendez, all present voted aye. Resolution 16-79, Authorizing the Commissioner to go into Closed Session for the purpose of Discussing Litigation and Personnel and they will not return to Public Session.

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