

**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 19, 2016 be and the same are hereby accepted for filing by the Authority.

**DATE: NOVEMBER 22, 2016**

<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	X			
MENDEZ			X			
PERNICE	X		X			
ROSEN					X	

**RESOLUTION AUTHORIZING THE ISSUANCE OF NOTICES AND CRITERIA FOR CONTRACT AWARDS FOR VARIOUS PROFESSIONAL AND OTHER CONTRACTS FOR FISCAL YEAR 2017**

**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 2017 for the various professionals (i.e., the various positions of Auditor, Attorney, Bond Counsel, Financial Advisor) 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 22, 2016**

<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>
<b>McENERY</b>			<b>X</b>			
<b>MENDEZ</b>		<b>X</b>	<b>X</b>			
<b>PERNICE</b>	<b>X</b>		<b>X</b>			
<b>ROSEN</b>			<b>X</b>			

**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 exactly five (5) copies of qualifications in the form of resumes and letter applications and Cost Of Services for the below stated positions of the Western Monmouth Utilities Authority, which shall be submitted to Brian J. Valentino, Executive Director, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726 documentation showing qualifications and compliance with criteria set forth by the Western Monmouth Utilities Authority and State Statute. All qualifications shall be submitted in a sealed envelope to the Executive Director to be received by no later than January 5<sup>th</sup>, 2017 at 12:00PM. Interested parties may view the criteria for these services on the Authority’s website: [www.wmuanj.org](http://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 16-123, November 22<sup>nd</sup>, 2016 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 (i.e. Attorney, Auditor)
  - 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.
  
- II. **Submission of 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 five (5) copies 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.

**WESTERN MONMOUTH UTILITIES AUTHORITY**

**RESOLUTION AUTHORIZING THE ISSUANCE OF NOTICES AND CRITERIA FOR CONTRACT AWARDS FOR ENGINEERING SERVICES FOR FISCAL YEAR 2017**

**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 2017 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 22, 2016**

<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>
<b>McENERY</b>			<b>X</b>			
<b>MENDEZ</b>		<b>X</b>	<b>X</b>			
<b>PERNICE</b>	<b>X</b>		<b>X</b>			
<b>ROSEN</b>			<b>X</b>			

**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 exactly five (5) copies of qualifications in the form of resumes and letter applications and Cost Of Services for the below stated positions of the Western Monmouth Utilities Authority, which shall be submitted to Brian J. Valentino, Executive Director, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726 documentation showing qualifications and compliance with criteria set forth by the Western Monmouth Utilities Authority and State Statute. All qualifications shall be submitted in a sealed envelope to the Executive Director to be received by no later than January 5<sup>th</sup>, 2017 at 12:00PM. Interested parties may view the criteria for these services on the Authority’s website: [www.wmuanj.org](http://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**  
**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 16-124, November 22<sup>nd</sup>, 2016 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.
- III. **Submission of 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 five (5) copies 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.

**WESTERN MONMOUTH UTILITIES AUTHORITY**

# 2017 AUTHORITY BUDGET RESOLUTION

## Western Monmouth Utilities Authority

**FISCAL YEAR: FROM February 1, 2017 TO January 31, 2018**

WHEREAS, the Annual Budget and Capital Budget for the Western Monmouth Utilities Authority, for the fiscal year beginning February 1, 2017 and ending January 31, 2018, has been presented before the governing body of the Western Monmouth Utilities Authority at its open public meeting of November 19, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$14,785,499.00 , Total Appropriations, including any Accumulated Deficit if any, of \$12,096,372.00 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$7,855,265.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$5,166,138.00; 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 10, 2015 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, 2016 and ending January 31, 2017, 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 26, 2016.

November 10, 2015

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Glen Mendez, Assistant Secretary

**DATE: NOVEMBER 22, 2016**

<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>
<b>McENERY</b>			<b>X</b>			
<b>MENDEZ</b>		<b>X</b>	<b>X</b>			
<b>PERNICE</b>	<b>X</b>		<b>X</b>			
<b>ROSEN</b>			<b>X</b>			



**AUTHORIZING THE EXECUTION OF A SHARED SERVICE AGREEMENT BETWEEN THE WESTERN MONMOUTH UTILITIES AUTHORITY AND THE TOWNSHIP OF MARLBORO**

**WHEREAS**, the Western Monmouth Utilities Authority (hereinafter, “the WMUA”), the Township of Marlboro mutually seek to share in the costs of performing snow plowing, and;

**WHEREAS**, the WMUA Commissioners are of the opinion that the preparation and execution of a Shared Service Agreement with the Township of Marlboro would be in the best interests of the WMUA ratepayers; and

**WHEREAS**, pursuant to *N.J.S.A. 40:8A-1 et seq.*, the WMUA is authorized to facilitate and promote interlocal and regional shared service agreements;

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

1. The WMUA Executive Director is authorized to prepare a Shared Service Agreement by and between the WMUA and the Township of Marlboro to share in the costs of performing snow plowing for the Township of Marlboro.
2. Upon their review and approval, the WMUA Commissioners are authorized to execute such Shared Service Agreement.
3. The Clerk is hereby authorized to forward copies of this resolution, certified to be a true copy to:
  - a. Township of Marlboro Business Administrator
  - b. Marilyn Seidenberg, Director of Finance
  - c. Coleen Weber, Office Manager

**DATE: NOVEMBER 22, 2016**

<b>Commissioner</b>	<b>Motion</b>		<b>Recorded Vote</b>			
	<b>1st</b>	<b>2nd</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>McENERY</b>			<b>X</b>			
<b>MENDEZ</b>		<b>X</b>	<b>X</b>			
<b>PERNICE</b>	<b>X</b>		<b>X</b>			
<b>ROSEN</b>			<b>X</b>			

**AUTHORIZING T&M ASSOCIATES TO PREPARE DESIGN SERVICES RELATED TO THE PROPOSED IMPROVEMENTS TO THE HVAC SYSTEM IN THE RAW SEWAGE PUMP STATION BUILDING AND SLUDGE PUMP IMPROVEMENTS**

**WHEREAS**, the Executive Director has requested that T&M Associates to prepare design services related to the proposed improvements to the HVAC System in the Raw Sewage pump station building and Sludge Pump Improvements as per their Proposal dated October 26<sup>th</sup>, 2016, attached, and.

**WHEREAS**, the Executive Director will execute a contract with T&M Associates not to exceed \$98,700.00, and

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

1. The Executive Director will execute an acceptable contract with T&M Associates to prepare design services related to the proposed improvements to the HVAC System in the Raw Sewage pump station building and Sludge Pump Improvements not to exceed \$98,700.00.
2. The Clerk is authorized to forward copies of this resolution, certified to be a true copy to:
  - a) T&M Associates, Consulting Engineer
  - b) Marilyn Seidenberg, Director of Finance
  - c) Coleen Weber, Office Manager

**DATE: NOVEMBER 22, 2016**

<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>
<b>McENERY</b>			<b>X</b>			
<b>MENDEZ</b>		<b>X</b>	<b>X</b>			
<b>PERNICE</b>	<b>X</b>		<b>X</b>			
<b>ROSEN</b>			<b>X</b>			

**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 not 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 not return to open session.

**DATE: November 22, 2016**

<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>
<b>McENERY</b>			<b>X</b>			
<b>MENDEZ</b>	<b>X</b>		<b>X</b>			
<b>PERNICE</b>		<b>X</b>	<b>X</b>			
<b>ROSEN</b>			<b>X</b>			