

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

September 5th, 2012

Chairman Pernice called the Western Monmouth Utilities Authority's Public meeting to order at 10:01AM. 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 R. Fillimon, Lab Supervisor G. Kasternakis, Maintenance Supervisor M. Seidenberg, Director of Finance C. Weber, Office Manager L. Warshauer, Supervising Accountant K. Leatherman, General Manager A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman Pernice proceeded with the Discussion for the Workshop Meeting.

- The Discussion items on the Agenda were addressed:
 - Chairman Pernice asked for comment on the minutes of August 16th, 2012. There were no comments.
 - Chairman Pernice asked for comment regarding the rehabilitation of the five pump stations that is in the capital plan currently. A budget transfer resolution has been created for this reason. Tim Gillen stated that a bid for all five pump stations should be done at one time, and this bid will be coordinated with the staff. One vendor for all five stations would be much better. Gerry Stankiewicz stated the time line is very critical regarding these bids.

Chairman Pernice asked if there was any public comment, there was none. Chairman Pernice proceeded with discussion.

- Chairman Pernice asked for comment regarding authorizing T&M to advertise and receive bids for the digester mixer replacement and the replacement of the two boilers at the plant. Chairman Pernice confirmed with Marilyn Seidenberg regarding the funds for this project. She stated that money was not included in the budget amendment for the design of these projects. Money can be transferred now. Gerry Stankiewicz requested that Marilyn prepare a budget amendment resolution for the next meeting. Mr. Stankiewicz stated the way to proceed would be to create the budget amendment resolution first, and then authorize the resolution for the digester mixer for next meeting.
- Chairman Pernice asked for any comments regarding Tyler Homes, project #459. There was none.
- Chairman Pernice asked about the workers compensation comptrollers alert. Mrs. Leatherman stated she wanted to make the commissioners aware of possible third party administrators and we should not pay any additional fees. The JIF has confirmed that they too monitor this and we have never paid third party fees.
- Gerry Stankiewicz addressed the Annual Disclosure Statements. This is a document that is prepared from 1993-1995 bonds regarding FCC requirements. The Authority is required to provide financial documents through a system called EMMA. It provides general information about the local towns and communities.
- Chairman Pernice asked for comment about the Credit Card agreements. He stated that he requested that we contact the towns regarding their use of credit cards. John Miller stated that the contract must reflect language regarding the use of the credit cards. Marilyn Seidenberg stated that they use a different accounting system than the Authority. A demonstration will be provided tomorrow. Marilyn stated that she had a problem and needs a legal opinion. Ms. Seidenberg stated that what she learned from attending Public Purchasing seminars, this is a franchise and we have to go out with an RFP. We can't just choose a company to do this. If they collect the fees directly from the customers or not it doesn't matter. We're allowing them the opportunity to do it and not somebody else. She asked the attorney if we must use an RFP in case the fees go over the \$17,500.00 threshold. Chairman Pernice stated he will follow up with Marlboro to avoid any more professional charges.
- Chairman Pernice requested comment regarding the ordinance change. Mrs. Leatherman stated she will bring this information to the township committee meeting on September 12th, 2012. Chairman Pernice stated that this request is because of another grease trap situation at Wegman's. The Ordinance needs to be amended so that WMUA has the authority to pass along the charges in case of any spillage due to grease trap regulations. John Miller stated we must advertise that the Commissioners will be attending the township committee meeting and no action will be taken.

Chairman Pernice asked for a motion on Resolutions 12-92.

12-92 Authorizing CME Associates to Prepare Plans and Specifications, Advertise and Receive Bids for 5 Pump Station Rehabilitations

Commissioner Musich moved 12-92, 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 if there were any other Authority Business. John Ploskonka of Concept Engineering asked if he could make comment. Mr. Ploskonka stated that Tyler Homes have built two homes on Pension Road. They are required to run a lateral across the street to provide service to #2 Pension Road. The township paved Pension Road and there is a moratorium prohibiting the opening of the road. Mr. Ploskonka requested that we release both homes so they can be sold. There is a bond in place. Tyler Homes will place the lateral across the street in two months. Keith Henderson of T&M Associates stated that they will not issue Certificates of Occupancy until the clean-out is in place. Mr. Henderson stated that to address the bond is a lengthy legal process. Mr. Ploskonka stated Tyler Homes is building other homes in the area. Mr. Henderson said that Tyler Homes are a local developer that builds one home at a time. Chairman Pernice requested that Mr. Ploskonka provide more definitive information regarding the directional drill providing the clean out necessary for the other home.

Chairman Pernice asked for any other comments. Rob Noel stated that the ninety day trial period of the Freehold Pointe and Woodward Road pump stations have begun and everything is moving along very well. Commissioner McEnergy also thanked everybody for adjusting their schedules for this meeting. Chairman Pernice also requested that Marilyn Seidenberg complete the Budget as soon as possible and requested all the Managers get her the information needed to complete the budget.

Chairman Pernice asked if there were any questions on 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 closed the meeting and asked for a motion for closed session.

1. Personnel & Litigation

At 10:36 am, Resolution 12-94, 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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