

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP & PUBLIC MEETING

April 28th, 2015

Chairman Rosen called the Western Monmouth Utilities Authority's Public meeting to order at 7:01 pm. 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 T. Gillen, CME Associates M. Dziubeck, CME Associates K. Henderson, T&M Associates G. Stankiewicz, Auditor B. Valentino, Executive Director D. Martindell, Facilities Manager K. Leatherman, General Manager A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman Rosen asked if there was any public comment.

Chairman Rosen asked for comment regarding the Executive Director Report.

Brian Valentino stated he has a few items this evening. Mr. Valentino stated that Family Day went very well. Ms. Leatherman stated that Judy Cushley, the Authority Receptionist is working on a poster for the Authority.

Chairman Rosen proceeded with the meeting.

- Chairman Rosen asked for any comment regarding the Minutes of March 24th, 2015. Commissioner Mendez was not present for the meeting of March 24th, 2015.
- Chairman Rosen asked for any comment regarding renewing the contract for IT Support to Premier Technology Solutions, LLC. Mr. Valentino stated that this is a renewable contract over a 3 year period and we are renewing for third year. Commissioner Mendez asked what exactly this contract is. Mr., Valentino stated that this is our IT Consultants that are utilized for our business systems in the office. Chairman Rosen asked if these are the same consultants that were here when our system was corrupted with a virus. Ms. Leatherman stated that this is the same firm that Ms. Seidenberg recommended. Chairman Rosen asked if the problems have been addressed and if this company is competent. Commissioner Mendez asked if Mr. Valentino was contacting the

townships for a shared services agreement regarding the computer software. Mr. Valentino stated that is part of our long term plan.

- Chairman Rosen asked for any comment regarding authorizing the Executive Director to conduct a search for two new employees; Operations Department and the Collections Department. Mr. Valentino stated that two employees are retiring. The jobs will be posted internally first. He will discuss any employment possibilities with the commissioners before making any decisions. Ms. Leatherman stated that John Gugliemetti and Tim Norris have been at the Authority for over 25 years. Chairman Rosen confirmed that we will give them a plaque and a gift certificate. Commissioner Mendez suggested that the plaque be in the shape of a manhole. Commissioner Pernice confirmed that one employee will be retiring in July and one in October. He asked if this is may be too soon to post the job. Mr. Valentino stated we are just asking for permission to conduct a search. Chairman Rosen confirmed that it will not be a double payroll.
- Chairman Rosen asked for any comment regarding the Local Government Energy Audit. Dane Martindell stated that upon attending a seminar he learned that a program is still available to us to authorize an RFP for a Local Government Audit which will be no cost to the Authority. Part of the application process is to Authorize by Resolution the Audit. There are 5 firms that are on state contract. Whoever is awarded will conduct an audit and make some recommendations. They may offer us some ways to save energy. Chairman Rosen stated that the Authority attorney should examine this to make sure this will not cost the Authority an excess amount of money. Commissioner Pernice stated that he recalls in November of 2011 we had looked into this. Keith Henderson of T&M stated that what was offered was an Energy Master Plan which is different than an energy audit. The conclusion made the last time was a plan. The audit would have been free but the plan would have been out of pocket. Commissioner Pernice asked if we actually need an energy audit. He stated that this will cost somebody money, maybe not the Authority. Commissioner Mendez stated that this may be part of a broader plan and may take the Authority to the next level. Chairman Rosen asked if we have to commit to anything. Mr. Martindell stated it is just an audit and we are not obligated to do anything. Chairman Rosen stated that our Attorney should examine this to make sure we do not have to do anything. Mr. Martindell stated that the Authority considered installing another solar field, this audit would give us more feedback about the savings the Authority could make as well as other programs available.
- Chairman Rosen asked for any comment regarding Authorizing the payment of utility bills on the second and fourth Tuesday of each month. Mr. Valentino stated that this is a policy decision the commissioners need to make. This is because our meetings may be reduced to one meeting a month. Some utility bills expect payment more than once a month and our meetings have been staggered. We have been accruing finance charges, and shut off notices. Mr. Valentino stated that he has contacted most of utilities stating that this is a state law and they are not allowed to shut off any of our utilities. Mr. Valentino does not want the Authority to have any issues and would like to authorize the CFO to make payments of utility bills. Mr. Valentino stated that we will have checks in place in order for more than one person to make a payment decision. Mr. Valentino stated this is strictly for utility bills. This will only be

in affect during the months when one meeting is scheduled or the meetings are very staggered. The commissioners will receive information in their packets regarding this new system. Commissioner McEnery asked if we receive the utility bills electronically. Ms. Leatherman stated regardless of how we receive the bills, the utility companies have a due date that they want honored. Debt Service and Health Benefits are already having been mandated so this service is already in effect. Chairman Rosen stated that he has no issue approving this but he would like to confirm more checks in place. Mr. Stankiewicz stated that the statute already gives you the power to authorize the CFO, seconded by the Executive Director and then the General Manager. We did research this situation years ago; these are things we are already locked into. Commissioner Pernice stated that he is concerned about the Authority paying bills in advance of the bill. He understands that the utility company should not or cannot cut power. Commissioner Pernice would like the Treasure of the Authority to oversee this billing process. Ms. Leatherman stated that we are not paying utilities in advance of the bill; we want to pay utility bills upon receipt of the bill. Commissioner Mendez will come in and examine the utility billing as an added security measure.

- Chairman Rosen asked for any comment regarding the Preparation of Plans and Specifications and Advertising for the Receipt of Bids for Paving the Treatment Plant and the Hawkins Road Pump Station. Mr. Valentino stated that the Paving, Manhole Rehabilitation, Pipe Relining, and the Replacement of the Electric Panel are all part of the Capital Plan. We are getting our capital plan under way for the year. We are working with both Marlboro and Manalapan to get estimates from them. We also have our own specs out to see if it is cheaper to do it ourselves. Commissioner Mendez stated that we should plan to meet and begin planning for repairs in the plant. Commissioner Mendez stated that we have to start examining easements as well as examine the older pipes; these things need to be addressed on a regular basis. Mr. Valentino stated we are reviewing the capital budget twice a month. Commissioner Pernice stated that the budget is always a work in progress. Mr. Valentino stated that the plant managers are extremely concerned about the health of the plant. Chairman Rosen confirmed that the four bids that we are preparing are high priority. Mr. Valentino stated that the manhole rehabilitation will involve at least 8 manholes that are completely destroyed and must be rebuilt. Commissioner Mendez asked about the pipe relining. Keith Henderson stated that the pipes are repaired without digging it up; they try to re-line them or try to place a sleeve in them. Mr. Martindell stated that George White is undertaking a TV program and examining the most I&I: infiltration, which will indicate if these pipes need repair or replacing. Commissioner Mendez asked if we have anything in our computer system that would indicate any flow restrictions. Mr. Martindell stated that flow is measured at the pump stations utilizing the Missions System. You can extrapolate from that information if the flow is excessive or higher. Mr. Henderson stated that the key to pipe lining is to get to the pipe while it is still round, before any collapse begins. Tim Gillen stated that when the force mains discharge into the manhole Hydrogen sulfide gas is released which in turn eats the concrete of the manhole, and eats the pipe that feeds that manhole.

- Chairman Rosen asked for any comment regarding the Preparation of Plans and Specifications, Advertising for the Receipt of Bids for Manhole Rehabilitation.
- Chairman Rosen asked for any comment regarding the Preparation of Plans and Specifications, Advertising for the Receipt of Bids for Pipe Relining.
- Chairman Rosen asked for any comment regarding the Preparation of Plans and Specifications, Advertising for the Receipt of Bids for the Replacement of the Electric Panel TMCC5.
- Chairman Rosen asked for any comment regarding the Contract Award for Payroll Processing Services. Mr. Valentino stated that the Authority still operates on a paper time card system. A few months ago we were authorized to bid on a new payroll system. Mrs. Seidenberg interviewed 2 companies that submitted RFP's and this new system will scan our hands. There are 3 different technologies offered. The eye scan which doesn't work in our setting, fingerprint technology which we have tried and it did not work and the hand scan. We are utilizing the hand scan which measures the size of the bones in your hands. This will allow the employees to change rates during the day when they change their duties. Chairman Rosen asked about the output and how it flows in the system. Commissioner Pernice asked about the annual cost. Ms. Leatherman stated that the initial cost is \$19,000.00 which includes 3 time clocks and the set-ups. Chairman Rosen stated that they would like more information and will table the Resolution. They would like more information at the next meeting.
- Chairman Rosen asked for any comment regarding the Contract Award for the Three (3) Tri Gas Sample Draw Detection Systems. Mr. Valentino stated that these are gas meters required in the head works and the pump stations.
- Chairman Rosen asked for any comment regarding the Approval and Execution of a TWA for JLC Community Synagogue, Project #584. Keith Henderson stated that this is for the subdivision and a sewer extension permit for a four lot subdivision.
- Chairman Rosen asked for any comment regarding the Change Order for the FMB HVAC/Boiler Replacement Project. Keith Henderson stated that when the boiler was taken off line asbestos was discovered in the gaskets. We need to get a permit to remove the asbestos and an asbestos monitoring plan which will cost about \$12,000.00. Dane Martindell stated that was not in the scope of work and could only be discovered upon removal.

Chairman Rosen asked if there were any other questions, there were none.

Brian Valentino asked if there was going to be a problem with the May 12th meeting. Commissioner Mendez stated he will be unable to attend the May 12th, 2015 meeting. Gerry Stankiewicz stated that we may have to schedule a special meeting regarding the NJEIT pricing. The Authority has to approve this pricing and we need at least three Commissioners. Chairman Rosen stated we can schedule a meeting on May 11th, 2015 if needed.

Commissioner Mendez asked why we cannot approve the payroll resolution. Chairman Rosen stated that the Commissioners would like some more information.

Chairman Rosen asked for a motion for Resolutions 15-54 through 15-67, Resolution 15-63 was TABLED.

- 15-54 Accepting Minutes of March 24th, 2015
- 15-55 Awarding the Renewal of the Contract for IT Support to Premier Technology Solutions, LLC
- 15-56 Authorizing the Executive Director to Conduct a Search for Two New Employees
- 15-57 Authorizing a Local Government Audit
- 15-58 Authorizing the payment of Utility Bills on the 2nd and 4th, Tuesday of each Month
- 15-59 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive Bids for Paving at the Treatment Plant and the Hawkins Road Pump Station
- 15-60 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive Bids for Manhole Rehabilitation
- 15-61 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive Bids for Pipe Relining
- 15-62 Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive Bids for the Replacement of the Electric Panel TMCC5
- 15-63 Awarding Contract for Payroll Processing Services to Primepoint, LLC
TABLED
- 15-64 Awarding Contract for 3 Tri Gas Sample Draw Detection Systems to Mine Safety Appliance Co.
- 15-65 Granting Approval to JLC Synagogue, Project #584
- 15-66 Execution of TWA with JLC Synagogue, Project #584
- 15-67 Authorizing Change Order #1 for the FMB HVAC/Boiler Project

Commissioner Pernice moved Resolution 15-54 seconded by Commissioner McEnergy. Commissioner Mendez did not attend the meeting of March 24th, 2015 and had to abstain. The vote was as follows:

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

Commissioner Mendez moved Resolutions 15-55 through 15-57 seconded by Commissioner Pernice. The vote was as follows:

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

Chairman Rosen asked for a motion for Resolution 15-58 subject to the prior approval of the treasurer. Commissioner Mendez move Resolution 15-58 seconded by Commissioner McEnergy. The vote was as follows:

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

Commissioner Mendez moved Resolutions 15-59 through 15-62 seconded by Commissioner Pernice. The vote was as follows:

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

Resolution 15-63 was TABLED.

Commissioner McEnergy moved Resolutions 15-64 through 15-67 seconded by Commissioner Pernice. The vote was as follows:

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

Chairman Rosen asked if there were any comments on the bill list. Commissioner McEnergy asked about a utility bill for electric from JCP&L for Crine Road which is excessive. Ms. Leatherman stated that the Crine Road Pump Station bill is for two full months which is about \$800.00 per month. Dane Martindell stated that this is a relatively high flow station. Chairman Rosen asked for a motion to move the bill list. Commissioner Mendez moved, seconded by Commissioner McEnergy. All present voted aye.

Chairman Rosen asked if there was Authority Business.

Commissioner Mendez asked if Mr. Ploskonka left because he arrived at the meeting after public comment. Keith Henderson stated that T&M will address his issue regarding an application. Commissioner Mendez asked about the reed beds. Mr. Martindell stated that he received a formal closure letter from the state regarding the reed beds.

Commissioner Mendez asked about five easements that need to be assessed. Mr. Valentino stated that this was discussed at both the management and the engineers meeting. This will be part of the I&I project and are already under way. Tim Gillen stated that George White has been out checking on the force main alignments. The Texas Road valves are being checked and rehabilitated. Commissioner Mendez stated that there is a lot of construction going on at Texas Road in Marlboro. Chairman Rosen stated that he had heard something as well. Ms. Leatherman stated that approval was granted to a 16 home project in Marlboro. Commissioner Mendez asked about the Wawa forcemain. Keith Henderson stated that the developer is still trying to acquire easements from some residents. Commissioner Pernice asked about the Rules and Regulations that George White has amended. Brian Valentino stated that these changes were forwarded to the Authority Attorney for review. Commissioner Pernice asked about the primary digester

which is malfunctioning and the secondary digester is not running as efficiently. Commissioner Pernice is concerned about the chemical expense rising. Mr. Martindell stated that the sludge disposal has increased due to these issues. He stated that we are planning this repair in two phases. We will replace pipes and other items needed and then we can shut down the secondary digester, isolate the problem and do the necessary repairs. Commissioner Mendez inquired about the Marlboro Psychiatric Facility. Tim Gillen stated that they have dropped the idea of trucking material for disposal at our plant because of the excess infiltration in their system. Also, the description of their plan to amend the Wastewater Management Plan has been too generalized and they have been asked for a more precise plan for the project. Chairman Rosen asked about the customer complaints regarding the Five Pump Station Rehabilitation Project. Tim Gillen stated that these complaints have been addressed. Chairman Rosen stated that he would like to form a committee regarding a financial analysis to discuss potential issues with expenses and rates. He asked Gerry Stankiewicz, the Authority Financial Advisor to sit with our supervisors and 2 commissioners, one from each town in the next few months. Keith Henderson stated that the Wastewater Management Plan inadvertently took out some properties that are connected. They are going to need a resolution that these properties can be placed back in the plan.

At 8:07pm Chairman Rosen asked for a motion to go into Closed Session. Commissioner Mendez moved Resolution 15-68, Authorizing the Commissioners to go into Closed Session for the purpose of Discussing Litigation, Personnel and they will not return to Public Session. Commissioner McEnery seconded all present voted ayes.

#####