

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP AND PUBLIC MEETING

July 28th, 2015

Vice-Chairman McEnery called the Western Monmouth Utilities Authority's Public meeting to order at 7:02pm. 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, and Pernice
Absent:	Chairman Rosen
Also in Attendance:	F. Borin, DeCotiis, Fitzpatrick & Cole, LLP T. Gillen, CME Associates M. Dziubeck, CME Associates R. Santos, T&M Associates G. Stankiewicz, Auditor B. Valentino, Executive Director R. Smith, Facilities Manager G. Kasternakis, Maintenance Supervisor M. Seidenberg, Director of Finance K. Leatherman, General Manager A. Finnerty, Authority Clerk M. Musich, Manalapan Deputy Mayor Committeewoman

All present cited the Pledge of Allegiance.

Vice-Chairman McEnery asked if there was any public comment. There was none.

Vice-Chairman McEnery turned the meeting over to Frank Borin of DeCotiis, Fitzpatrick & Cole, LLP for the Connection Fee Hearing.

At 7:04PM, Frank Borin of DeCotiis, Fitzpatrick & Cole, LLP opened the Hearing Authorizing the Connection Fee for 2015/2016. Please refer to the Transcript for the details of the Hearing.

The Connection Fee Hearing ended at 7:18 p.m.

Vice Chairman McEnery asked for a motion to move Resolution 15-93 Approving the New Connection Fee. Commissioner Mendez moved, seconded by Commissioner McEnery. Upon roll call the vote was as follows:

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

Vice-Chairman McEnery asked for comment regarding the Executive Director Report.

Brian Valentino stated that he has two items for public and a few personnel items for closed session. He stated the established finance committee is working to prepare the budget for next year. They are working on the capital budget and working heavily on the operating side with the staff. Mr. Valentino met with Commissioner Mendez to discuss the asset management plan. He recommended that another committee be established to discuss asset management. The current capital budget has money set aside to work on the interceptor studies which is originally set to be the fifth phase of the I&I study. Mr. Valentino brought a previous I&I study. We do not have a full asset management plan yet but we do have components to move forward and have one. Under new permitting guide lines the state is now requiring asset management. For the record all the pump stations that were redone, the data, the pumps, alarm systems, life spans etc. we have on paper and electronically. We have the operating and maintenance manual for the plant which we refer to daily electronically. The first 4 phases of our I&I program; the data that has been collected field studies, etc. and will be entered electronically. We still need to do more interceptor studies. Tonight we have a resolution to go to bid on a metering program which is in lieu of doing an interceptor study. We will place meters in manholes which we think has I&I. We will follow these meters for about 5 months, during wet periods and dry periods, this will give us an idea of which of those manholes are connected to interceptors that have issues. Additional metering will help us ascertain where there is a problem; we can then go ahead and make corrections to the system. If this resolution is approved tonight, this will put the 2015 I&I program in place. The next fiscal year, we can put the continuing phases of the overall I&I program. Commissioner Mendez stated that touring the pump stations on Friday was a very informative and interesting experience. He stated that he actually saw water leaking from a sprinkler system that was actually leaking for at least an hour which contributes to our 8.3 MGD flow. He thanked George White and Matt McCann for the tour as well. Commissioner Pernice asked how meters will be installed. Tim Gillen stated that the proposal covers 15 meters, they may need less. It covers a 3 month period to cover a significant rainfall amount. There are a total of 8 basins. They are looking at meters at junction chambers to ascertain which particular branch is giving us a significantly different reading and that will help us figure out the problems through this data. The meters are placed by a firm that specializes in metering and correlates all the data. CME will then generate a report after receiving this data. We will then have the ability to say, that maybe a specific interceptor system may have an anomaly. Commissioner Mendez asked what happens when we find an anomaly. Mr. Gillen stated these lines were built in 1974 and consists of over 15 miles of lines. He built these castings high because they were in stream corridors and he anticipated higher flows during rainfall. The manholes may have shifted because it has been over 31 years. Some of these lines are difficult to navigate. CME will work out a program to repair these. Commissioner Mendez asked if it is difficult to repair these in the winter months. Mr. Gillen stated the study will be initiated immediately, upon approval of the Resolution and the study should be

complete during hurricane season which will give us data during significant rainfall events. Mr. Valentino handed a map to each Commissioner showing the locations of our interceptors and diagraming which ones we have access to. He stated that we can work better in the winter because there is less foliage.

Mr. Valentino stated he has one more policy to discuss. This is regarding 2.12, Section C, in the personnel manual; the compensatory time policy. At some point in history the Authority adopted a policy to permit the management staff to have comp time. It is unusual although not unheard of for managers to get comp time. The enforcement of this policy requires us to use the most recently earned comp time first and you can only carry comp time for a month before it goes away. Mr. Valentino has discussed this with the management staff and stated that we don't see there being a need for comp time unless it is desired by the commissioners. Mr. Valentino stated he recommends the comp time policy be eliminated. He stated, they are salaried managers and work at the pleasure of the Authority, when we need them to, as we need them to. If it requires them to work hours outside of the regular work time, they have to. If they need to come in a little later or leave a little earlier to make up for that, that is something we work out thru supervisory staff, not thru the keeping of time. If the commissioners confirm, Mr. Valentino has suspended this policy. Commissioner Mendez asked Mr. Valentino if he has discussed this with the Chairman. Mr. Valentino spoke briefly about this topic with Mr. Rosen. The Commissioners stated that he can leave his hold in place suspending the comp time. Commissioner Pernice stated that they will think about it and discuss it collectively with all Commissioners present.

Vice-Chairman McEnergy proceeded with the meeting.

- Vice-Chairman McEnergy asked for any comments regarding the Minutes of June 9th, 2015 and June 23rd, 2015. Commissioner Pernice stated he will abstain from voting on the June 9th, 2015 meeting.
- Vice-Chairman McEnergy asked for any comment regarding the Raw Sewage Pump. Mr. Valentino stated that we have a planned replacement of our raw sewage pump facility. It is the capital budget of this year, the engineering for the entire replacement of the raw sewage pumps. We are proposing to do the engineering for the entire project and next year phase 1, replacing the odd pump. The Commissioners agreed.
- Vice-Chairman McEnergy asked for any comment regarding the Approval for 399 Gordons Corner Road, Project #586. Ms. Santos said that they received an application and are recommending them for approval due to the failing septic system. Commissioner Mendez asked if we contacted the neighbor and offered them the possibility of tying in. Ms. Leatherman stated that a letter was sent and no response was received. Commissioner Mendez stated that they are happy that this customer was able to proceed with his connection.
- Vice-Chairman McEnergy asked for any comment regarding the Interceptor Metering Proposal, Phase 5. This item has been discussed.
- Vice-Chairman McEnergy asked for any comment regarding Authorizing an RFP for Graphic Design Consultant. Mr. Valentino stated that this is just to get an idea to get an idea of what it would cost us for a design professional. To do a variety of things for a new logo, our corporate identity, our publications, and

our vehicles. Commissioner Mendez stated he heard this referred to as our 'SLOGO.'

Vice-Chairman McEnergy asked if there were any other questions, there were none.

Vice-Chairman McEnergy confirmed with Mr. Borin that we can move these as a Consent Agenda. Vice-Chairman asked for a motion for Resolutions 15-95 through 15-103.

- 15-94 Approving the Minutes of June 9, 2015
- 15-95 Approving the Minutes of June 23, 2015
- 15-96 Granting Approval for 399 Gordons Corner Road, Project #586
- 15-97 Authorizing T&M Associates to Prepare Plans and Specifications, Advertise and Receive Bids for the Raw Sewage Pump Replacement, Phase 1
- 15-98 Authorizing CME Associates to Prepare Plans and Specifications, Advertise and Receive Bids for Interceptor Metering Proposal, Phase 5
- 15-99 Authorizing RFP for Graphic Design Consultant
- 15-100 Awarding Contract for Paving Project to Diamond Construction
- 15-101 Approving Sanitary Sewer Easement between WMUA and Marlboro Sunrise Assisted Living, Project #249
- 15-102 Appointing Brian J. Valentino JIF Fund Manager
- 15-103 Authorizing Full Time Employment of Brian J. Valentino as Executive Director

Commissioner Mendez had a question regarding Resolution 15-101. Mr. Gillen stated that this resolution is regarding an escrow account with a project on Route 79, having nothing to do with a project that Commissioner Mendez was concerned about.

Commissioner Mendez moved Resolution 15-95 through 15-103, seconded by Commissioner Pernice. The vote was as follows:

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

Vice-Chairman McEnergy asked for a motion for Resolution 15-94, Approving the Minutes of June 9th, 2015. Commissioner Mendez moved, seconded by Commissioner McEnergy. The vote was as follows:

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

Vice-Chairman McEnergy asked if there were any comments on the bill list. There was none. Commissioner Pernice moved, seconded by Commissioner Mendez. All present voted aye.

Vice-Chairman McEnergy asked if there was Authority Business.

Commissioner Mendez reiterated that upon touring the pump stations, he was very impressed with our engineers and the work that goes into the planning, stating that they did a spectacular. Some of the pump stations were rehabbed and some were not. The new pump stations are just high tech. Mr. Gillen stated that they worked really hard to remove confined space and that is incorporated in the planning of the rehabs. The important thing is to facilitate and protect the employees. Mr. Gillen stated that they had to rescue an employee who fell 20 feet. Mr. Valentino stated that they are going to bring back confined space entry classes again. Commissioner Mendez asked if our employees are EMT's. Mr. Smith stated we have one but ultimately they need basic first aid knowledge. Mr. Valentino stated we are doing an analysis of our equipment and what we need to purchase and move forward to educate our employees. Mr. Smith stated he is in contact with Marlboro Township regarding training. Commissioner Mendez asked Maryann Musich her experience with East Brunswick. Ms. Musich stated that they were all trained and it was offered by JIF. Mr. Gillen stated that CME has a person coming to their office to train their employees on confined space entry. Mr. Valentino stated that they are looking into a more technical training to help other Authority's if needed.

Commissioner McEnergy stated that he is happy to see Robert Smith has returned and recovered from his illness. He stated it is nice to see that work ethic and he hears that constantly throughout the people in the plant.

Commissioner Pernice stated that he wanted to acknowledge Brian Valentino has now been officially hired as the Executive Director and can see that he is committed to working here at the Authority. The Commissioners congratulated Mr. Valentino. Mr. Valentino thanked everybody for their support.

At 7:46pm Vice-Chairman McEnergy asked for a motion to go into Closed Session. Commissioner Mendez moved Resolution 15-92, Authorizing the Commissioners to go into Closed Session for the purpose of Discussing Personnel and Negotiations they will not return to Public Session. Commissioner Pernice seconded all present voted ayes.

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