

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

April 4th, 2013

Chairman Pernice called the Western Monmouth Utilities Authority's Public meeting to order at 7:28 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, Musich, Pernice and Rosen
Absent:	None
Also in Attendance:	J. Miller, Attorney, Wisniewski & Associates B. Nelson, Attorney, Archer & Greiner K. Henderson, Engineer, T&M Associates T. Gillen, Engineer, CME Associates D. Beesley, Engineer, CME Associates G. Stankiewicz, Auditor D. Martindell, Facility Manager R. Smith, Plant Superintendent G. Kasternakis, Maintenance Supervisor R. Noel, Collections Superintendent J. Sawicki, Assistant Collections Superintendent M. Seidenberg, Director of Finance K. Leatherman, General Manager A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman Pernice asked if there was any public comment. There was none.

At 7:31pm Chairman Pernice asked for a motion to go into Closed Session. Commissioner Rosen moved, seconded by Commissioner McEnery. Upon roll call the vote was as follows:

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

13-56 Authorizing the Commissioners to go into Closed Session for the purpose of Discussing Litigation and/or Personnel and they will return to Public Session

The commissioners returned to the public meeting at 8:07 pm.

At this time, Chairman Pernice turned the meeting over to Matt Kennedy and Santino DePaul of ESRI. They had a presentation regarding software for GIS. The presentation ended at approximately 8:18 pm.

Chairman Pernice closed the public portion of the meeting

Chairman Pernice proceeded to Resolution 13-57: Authorizing the Execution of Memorandum of Agreement Amending Terms of Agreement with Teamsters Local 701 – Clerical. Chairman Pernice asked for any comments regarding this resolution. He thanked the commissioners that participated in negotiating the contract; Commissioner Musich and Commissioner McEnergy. Chairman Pernice asked for a motion. Commissioner Musich moved, seconded by Commissioner McEnergy. All present voted as follow:

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

Chairman Pernice proceeded with discussion.

- Chairman Pernice asked for comment on the minutes of March 21st, 2013. There was none.
- Chairman Pernice asked for any comments regarding the B&B Hospitality Group, LLC. Tim Gillen stated that this was a bank being converted to a restaurant. CME is recommending approval subject to a few conditions. They were asked to install an exterior grease trap with a monitoring manhole, which they have done. They are connected to the existing lateral, the Authority cannot get additional connection fees for the property but the EDCU count will increase the service charge. Tim Gillen introduced David Beesley of CME. He will be assisting Mr. Gillen in future Authority business. The commissioners welcomed him.
- Chairman Pernice asked for any comments regarding the energy audit. Katherine Leatherman stated this is in reference to the reverse energy auction. Mrs. Leatherman stated that this will expire on July 31st, 2013. The Department of Community Affairs has provided us with a list of state contract vendors which means that we do not have to go out to bid. Keith Henderson stated that he does not recommend us utilizing a state contract because this is a commodity and we could perhaps get more money. Mrs. Leatherman stated that the state contractors conduct this as if it were an auction as well.

Chairman Pernice asked if there were any other questions and asked for a motion on Resolutions 13-58 and 13-59. The vote was as follows:

13-58	Authorizing the General Manager to Prepare Plans and Specifications, Advertise and Receive Bids for A compact Diesel Tractor
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13-59 Authorizing the Use of State Contract #A83557 to Purchase a 2013 Ford F350 4WD Pick-up

Chairman Pernice asked for any comment on Resolution 13-58. Mrs. Leatherman stated the two Resolutions were tabled from the last meeting in March. Dane Martindell stated that the truck was in the 10 year capital plan and in this year's budget. The tractor was in this year's budget but not in the 10 year capital plan. Mr. Martindell stated that we are in need of both items. Chairman Pernice wanted to confirm that these two vehicles were needed, which Mr. Martindell confirmed. Commissioner Rosen moved, seconded by Commissioner Musich. Upon roll call the vote was as follows:

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

Chairman Pernice asked for any comment on Resolution 13-59. Mr. Stankiewicz, the Authority's Auditor, stated that the resolution needs to clearly state the amount of the purchase. Mr. Stankiewicz stated that we need to confirm that the options need to be under state contract as well. George Kasternakis stated that the options include a snowplow. The other options are considerably cheaper if done at the time of the purchase. Mr. Stankiewicz confirmed this, but also added that if the dealership is aware that you are looking to get quotes for the additional options, the dealer may offer them for less. Keith Henderson also stated that when you purchase from a state contract you must purchase the vehicle exactly as it states in the contract. Mrs. Leatherman stated we will pass the resolution for \$21,181.00 and if needed, we will create a second resolution for the options. The resolution will be authorized only to \$21,181.00. Commissioner Rosen moved, seconded by Commissioner Musich. Upon roll call the vote was as follows:

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

Chairman Pernice asked if there were any questions on the Bill List. Commissioner Musich inquired about some line items. Mrs. Musich asked about the emergency lighting. Rob Noel stated that each vehicle that will be utilized outside the plant is being equipped with emergency lighting. This is being done one at a time. Commissioner Musich asked how many more vehicles have to be addressed. Mr. Noel stated that we have seven more vehicles left. Commissioner Musich asked about the Safe ID card systems bill. Mr. Noel stated that this is for the state essential personnel ID's. Mr. Noel stated that this was a state mandate and will be permanent cards as long as they are still employed by the Authority. Commissioner Musich then asked about the United Water bill from the Daum Road pump station. Rob Noel

stated that it may have been a leaky valve at the pump station. It is in the process of being addressed and the water company is checking the meter. Commissioner Rosen moved the bill list, seconded by Commissioner McEnergy. Upon roll call, the vote was as follows:

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

Chairman Pernice asked if there were any other Authority Business.

Commissioner McEnergy asked for an update regarding the OEM meeting that Rob Noel attended. Mr. Noel met with the Manalapan Township OEM. They were sharing ideas and knowledge regarding repair and maintenance of generators and where they can purchase parts for the generators. Rob Noel stated that Manalapan Township started doing milling and paving on Union Hill Road. Rob Noel spoke with township and offered to supply Manalapan with new manholes and they will pay to raise them and place them in the street. Initially they wanted to charge us, but since the Authority has offered to supply the manhole and covers they will cover the costs.

Commissioner Musich inquired about some road closures by the Old Silver Tavern. Rob Noel stated that Mr. Gillen is aware of possibly supplying sewers to the Old Silver Tavern. Mr. Gillen stated that the county is realigning Tennent Road and improving the intersection. As part of that Old Silver Tavern cannot be sold until sewers are available. The sewers will be coming from Craig Road.

Chairman Pernice stated that Marlboro Township does have an OEM. Chairman Pernice has spoken to the Marlboro Mayor and asked that the Authority be notified when they have meetings so we can be included.

Commissioner Rosen inquired about GIS. Rob Noel stated that the ESRI is our software platform. The presentation is about the same program that the Authority is trying to implement. Our current GIS is a very limited process. The package that was presented today is web based. Commissioner Rosen stated that the township currently has it. Marlboro's is proprietary and we are not entitled to utilize it. Rob Noel stated that we would have to purchase the license agreement. ESRI is less limited and has more expandability. Chairman Pernice stated that he attended a seminar from the DEP and that there is money available from the state to expand GIS capabilities utilizing grants. Keith Henderson stated that there are 2 components that the state is working on. One is if you have an active asset management program and you apply for trust funding this will help you get trust funding. The second component is the DEP is going to try and get FEMA money from Sandy to get grants for municipalities. T&M and CME have both licenses and they are tracking the funding from the state. They will inform the Authority when the funding is available.

Tim Gillen stated that the report will be ready at the next meeting for the pump stations. They have examined the reports in the township regarding the retention basins which will help them come up with the final costs. Chairman Pernice stated that a report on the retention

basins helped them forecast the cost of maintenance. We are trying to create the same report to forecast the cost of maintaining pump stations. Chairman Pernice asked that the engineers continue working with the townships. CME Associates has a conflict with Marlboro Township so T&M Associates will be working with Marlboro.

Keith Henderson stated that he will be unable to attend the next meeting. His daughter is getting married. The commissioners congratulated him.

Chairman Pernice also announced that Kathy Leatherman has been with the Authority for 35 years. Everybody applauded and expressed their gratitude.

Chairman Pernice closed the meeting and asked for a motion for closed session.

1. Personnel & Litigation

At 8:54 PM, Resolution 13-60, Authorizing the Commissioners to go into Closed Session for the purpose of discussing Litigation and/or Personnel, and they will not return to Public Session was moved by Commissioner Rosen and seconded by Commissioner McEnery. All present voted aye.

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