

WESTERN MONMOUTH UTILITIES AUTHORITY

PUBLIC MEETING

JANUARY 28, 2020

Chairman Mendez called the Western Monmouth Utilities Authority's Public meeting to order at 7:00pm. 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. Mendez and Rosen
On the phone:	Commissioner McEnery
Absent:	Commissioner Pernice
Also in Attendance:	B. Valentino, CEO of WMUA
	K. Kinsella, DeCotiis, Fitzpatrick & Cole, LLP
	G. Stankiewicz, Accountant
	J. Carr, Chief Operating Officer
	L. Warshauer, Chief Financial Officer
	K. Leatherman, Chief Administrative Officer
	A. Finnerty, Authority Clerk
	B. Condiotti, Court Stenographer

Chairman Mendez called Commissioner McEnery.

All present cited the Pledge of Allegiance.

Mr. Valentino stated that before we begin the Budget Hearing please note that every word will be recorded by the Court Stenographer and be on a permanent record.

At 7:02pm, Chairman Mendez stated that we have a Public Hearing for the Adoption of the 2020 – 2021 Budget, effective February 1st, 2020. Chairman Mendez asked for a motion to open the Public Hearing; Commissioner McEnery moved, seconded by Commissioner Rosen. All present voted aye. Chairman Mendez asked Mr. Stankiewicz and Ms. Warshauer who would like to address the hearing. Mr. Stankiewicz asked if the hearing is closed or if this was part of the hearing. Chairman Mendez stated that this was part of the hearing. Mr. Valentino asked if there were any questions from the public regarding the public hearing. Chairman Mendez closed the public hearing. Chairman Mendez asked for a motion to close the hearing. Chairman Mendez closed the hearing seconded by Commissioner Rosen. All present voted aye. Mr. Valentino stated that the hearing is now closed. He stated if you would like to hear from anybody regarding the budget which has already been reviewed and approved you can contact the WMUA. Mr. Stankiewicz stated that the state has approved the budget and is in compliance with the Local

Authorities Budgets Law. The public hearing minutes were recorded by the Court Stenographer; please refer to the transcript for the public hearing. The Public Hearing was closed at 7:03pm.

Chairman Mendez asked for a motion for Resolution 19-155, Adopting 2020/2021 Budget, effective February 1st, 2020. Commissioner Rosen moved, seconded by Chairman Mendez, the vote was as follows:

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

Chairman Mendez asked for any public comment. There was none.

Chairman Mendez asked for the Chief Executive Officers Report.

Mr. Valentino stated that the update for the new financial system is going on as we speak. The data pull will continue tomorrow through Thursday. Chairman Mendez asked if Leslie Warshauer would like to make any comment. Ms. Warshauer stated that Edmunds will pull 3 years of history on the customer accounts. The financial aspect/general ledger of Edmunds is running well. The billing will be ready for February 1st. Commissioner Rosen asked if there is any testing done. Ms. Warshauer stated that we compared files and Edmunds did a very good job on their portion of the data transfer. Tomorrow they have a meeting with Edmunds to do more spot checking. Commissioner Rosen asked if that is something that the auditor is should be involved in. Mr. Stankiewicz stated that they will check and make sure the system is working. Chairman Mendez asked if Ms. Warshauer was satisfied with the way this went. She stated that it has been working well for us. Edmunds is very hands on and she is very pleased with their service.

Mr. Valentino stated that Mr. Carr has an update. Mr. Carr stated that he has a quick update on the Route 79 Pump Station. The pumps have been tested Marlboro Township should be issuing a Certificate of Occupancy. Chairman Mendez asked why this taking so long. Mr. Carr stated that they are getting all the inspections in place. Commissioner Rosen asked how long would this take in Manalapan; Chairman Mendez stated that they would have received the Certificate of Occupancy the same day. Yesterday was the final building inspection which was the plumbing inspection and there were a few minor things that the contractor had to fix today. He has to come back out to do another final. The town will then be in a position to issue the C. of O. At that point the by-pass pumps will be disassembled the pump station will be turned on. In order to do that there will be one piece of pipe that the contractor has to put in and while they are doing that they will have to use tankers. Between 2 to 4 hours during the day, they will hire tankers to by-pass and turn the pump station on. The job is basically done other than punch list and restoration. Mr. Carr stated that other than that there is really nothing else to report. Chairman Mendez asked about the Marlboro Municipal Pool. Mr. Carr stated that they put in the drainage pipe this week; it is a large 24 inch pipe that connects to a manhole in the plant. They are moving along slow and steady but they are on schedule.

Chairman Mendez proceeded to Discussion;

- Chairman Mendez asked for any comments regarding the Year End Budget Transfers 2020. Mr. Valentino stated that every year we have to make sure that all the accounts that they have pulled money from has the funding to cover the purchase orders. We routinely will pull money from unexpended lines and will have to fill those lines back. We will also do another one at the end of the audit. Mr. Stankiewicz added that he would like to add to the Resolution the revised due date of the audit which is no later than May 31st, 2020.
- Chairman Mendez asked for any comments regarding the expiring contracts. Mr. Valentino stated that this is for the Commissioners for comparison purposes. The two year contracts that are expiring and if they want to review them he will.
- Chairman Mendez asked for any comment regarding the Return of All Escrow to Inlom LLC, Project #656. Mr. Valentino stated that this is just a routine return of escrow.
- Chairman Mendez asked for any comment regarding Hiring a New Employee. Mr. Valentino stated that this is hiring Jordan Coons as a maintenance operator, effective February 6th. He has been interviewed by the Managers and Mr. Valentino. Chairman Mendez asked where he comes from. Mr. Carr stated that he is an electrician by trade and has been mostly working for a contractor in upstate NY. Commissioner Rosen asked what we hired him for. Mr. Valentino stated that he is going to the Engineering services division as a maintenance operator, Jim's old job, now Steve's current position, Roger Brown and now Jordan. This is filling a vacancy. A person that had this job is now moving back into the Collections position.
- Chairman Mendez asked for any comment regarding the Purchase of a Jet Vac Truck. Mr. Valentino stated that we talked about this in the last meeting. Ms. Leatherman can fill you in with the details if you have any questions.
- Chairman Mendez asked for any comment regarding the Management Salary Increases. Mr. Valentino stated that this was discussed in Executive Session in the last meeting with the new budget year starting February 1st. This was also authorized by the Budget Committee.
- Chairman Mendez asked for any comment regarding Future Tax Sales. Mr. Valentino stated that Leslie Warshauer and Mr. Stankiewicz are here to discuss the tax sale, if necessary. Mr. Valentino stated that he will try and make this as simple as possible. Mr. Valentino stated that there were no less than 3 phone calls regarding this. There are multiple ways to handle the tax sale. The way that most of the towns do it is letting Edmunds to handle. We can pay Edmunds more money to change it to the way we use to do it or we can just utilize their method. Commissioner Rosen stated that it obviously it make sense to let Edmunds do it. Mr. Valentino stated that every year we pass a Resolution. Mr. Stankiewicz stated that it is a calculation which is one quarter plus some extra money. The WMUA does not follow the statute, but Edmunds follows the statute. Commissioner Rosen thanked Mr. Stankiewicz for the explanation.

Chairman Mendez asked for motions for Resolutions 19-156 – 19-166.

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| 19-156 | Budget Transfer Year Ending January 31 st , 2020 |
| 19-157 | Awarding Contract for Electric Motor Maintenance & Repair to Pilot |
| 19-158 | Awarding Contract for Extraordinary Maintenance & Repair to All Mechanical Services, Inc. |
| 19-159 | Awarding Contract for Electrical Maintenance & Repair Contract to Global Electrical Services Inc. |
| 19-160 | Awarding Contract for HVAC Repair to Hutchins HVAC Inc. |

- 19-161 Awarding Contract for Sanitary Sewer Cleaning and TV Contract to North American Pipeline Services LLC
- 19-162 Awarding Contract for Sludge Hauling Service to Spectraserv
- 19-163 Authorizing the Return of all Escrow to Inlom LLC, Project #656
- 19-164 Hiring Jordan Coons as a Maintenance Operator effective February 6, 2020
- 19-165 Authorizing the Purchase of a Jet Truck
- 19-166 Authorizing Management Salary Increases

Chairman Mendez asked for a motion for Resolution 19-156. Commissioner Rosen moved, seconded by Commissioner McEnergy, the vote was as follows:

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

Chairman Mendez asked for a motion for Resolution 19-157. Commissioner Rosen asked if we can move these Resolutions all at one time. Mr. Valentino stated that generally speaking anything that deals with money should be moved separately. Mr. Valentino stated if the Attorney agrees we can move them all together. Chairman Mendez asked for a motion for Resolutions 19-157 through 19-168 which includes the Consent Agenda. Commissioner Rosen moved, seconded by Commissioner McEnergy, the vote was as follows:

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

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

Chairman Mendez proceeded with the meeting and asked if there was other Authority Business. There was none.

At 7:17PM, Chairman Mendez asked for a motion for Resolution 19-169. 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. Commissioner Rosen moved, seconded by Chairman Mendez; all present voted aye.

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