

WESTERN MONMOUTH UTILITIES AUTHORITY

RE-ORGANIZATION MEETING

February 11, 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. McEnery, Mendez, Pernice, and Rosen
Absent:	None
Also in Attendance:	F. Borin, DeCotiis, Fitzpatrick & Cole LLP D. Samuels, CME Associates, Engineer M. Dziubeck, CME Associates, Engineer K. Henderson, CME Associates, Engineer C. Ballard, T&M Associates, Engineer G. Stankiewicz, Accountant B. Valentino, CEO/Executive Director J. Carr, Chief Operating Officer M. Musich, Manalapan Township Committeewoman K. Leatherman, Chief Administrative Officer A. Finnerty, Authority Clerk

All present cited the Pledge of Allegiance.

Chairman Mendez asked for a motion for Resolutions 20-01 Authorizing the Commissioners to go into Closed Session for the purpose of discussing Contract Negotiations and/or Personnel and they will return to Public Session. Commissioner Rosen moved, seconded by Commissioner Pernice, all present voted aye. Approximately 7:01pm, the Commissioners entered into Closed Session.

Approximately 7:18pm, Chairman Mendez opened the public meeting seconded by Commissioner Rosen; Chairman Mendez proceeded with the meeting.

Chairman Mendez asked for a motion for Resolution #20-02, Appointing Chairman; Commissioner Rosen moved, seconded by Chairman Mendez. All present voted as follows:

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

Chairman Pernice was given the Oath of Office by Frank Borin, the Authority Attorney. Everybody applauded and congratulated him.

Chairman Pernice proceeded to the Re-Organization Resolutions.

- 20-02 Appointing Chairman – Joseph Pernice
- 20-03 Appointing Vice-Chairman – Stephen McEney
- 20-04 Appointing Secretary – Jeffrey Rosen
- 20-05 Appointing Treasurer – Glen Mendez
- 20-06 Appointing Assistant Secretary – Glen Mendez
- 20-07 Appointing Assistant Treasurer – Jeffrey Rosen

Chairman Pernice asked for a motion for Resolutions 20-03 through 20.08; Commissioner Mendez moved, seconded by Commissioner Rosen. All present voted as follows:

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

Frank Borin, Authority Attorney administered the Oaths of Office to all the Commissioners.

Chairman Pernice continued with the meeting.

Chairman Pernice asked for a motion for Resolutions 20-08 and 20-09. Commissioner Rosen moved, seconded by Commissioner Mendez. All present voted as follows:

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

Chairman Pernice asked for a motion for Resolutions 20-10. Chairman Pernice stated that he will abstain from this Resolution as he is employed by one of the financial institutions listed. Commissioner Mendez moved, seconded by Commissioner Rosen. All present voted as follows:

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

Chairman Pernice asked for a motion for Resolutions 20-11 through 20-36. Commissioner Rosen moved, seconded by Commissioner Mendez. All present voted as follows:

AYES:	Messrs. McEney, Mendez, Pernice and Rosen
NAYS:	None

ABSTENTIONS: None  
ABSENT: None

- 20-08 Authorizing Chief Administrative Officer and/or Chief Operating Officer to Adopt Emergency Procedures
- 20-09 Naming Official Newspapers – The Asbury Park Press or The Home News Tribune
- 20-10 Amending Cash Management Plan for the Year Ending January 31st, 2021 as prepared by the Chief Financial Officer
- 20-11 Authorizing Purchases under the bid threshold
- 20-12 Authorizing the Chief Administrative Officer and/or the Chief Financial Officer to Remove Interest on Customer Accounts
- 20-13 Appointing Signatories for Authority Bank Accounts
- 20-14 Authorizing Tax Sale Threshold
- 20-15 Authorizing Non-Refundable Fee for the Purchase of Bid Specifications
- 20-16 Appointing Katherine Leatherman as Purchasing Agent
- 20-17 Appointing Attorney
- 20-18 Appointing Auditor
- 20-19 Appointing Bond Counsel
- 20-20 Appointing Engineers
- 20-21 Appointing Financial Advisor
- 20-22 Appointing Labor, Regulatory and Conflict Counsel
- 20-23 Appointing Risk Management Consultant
- 20-24 Authorizing the Chief Financial Officer and/or the Chief Administrative Officer to Grant Customer Payment Plans
- 20-25 Appointing the JIF Fund Commissioner - Brian J. Valentino
- 20-26 Authorizing Refunds of Customer Overpayments
- 20-27 Authorizing the Chief Administrative Officer and/or the Chief Operating Officer to Sign TWA Applications
- 20-28 Appointing Chief Executive Officer to Act as the Authorized Representative in all Matters Requiring an Official Signature
- 20-29 Authorizing Various Financial Reserves of the Authority
- 20-30 Authorizing the Payments of Bills from “Eligible Vendors” on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday Each Month
- 20-31 Authorizing the Chief Executive Officer to Allow the Cleaning of Septic Tanks in the WMUA Service Area of all, “Not for Profit Agencies” that provide a Service to the WMUA
- 20-32 Authorizing Adjustment of Manager of Engineering Services Billing Rate
- 20-33 Authorizing the Use of State Contract Vendors
- 20-34 Authorizing Petty Cash
- 20-35 Appointing Jennifer Rivera Certifying Officer of the WMUA
- 20-36 Authorizing the Sale, Recycling or Proper Disposal of Various Surplus Equipment

Chairman Pernice opened the Workshop Meeting and asked for any Public Comment. There was none.

Chairman Pernice referred to Brian Valentino for the Executive Directors Report.

Brian Valentino thanked Commissioner Mendez for his year of service as the Chairman. He thanked him for his leadership and friendship and guidance over the past year. He turned over the meeting to the Chief Administrative Officer, Jim Carr.

Mr. Carr stated the Route 79 Pump Station has been turned on and is fully functional right now. It has been 1 and ½ weeks and it is doing well. He suggested the Commissioners drive past it. The contract is still open because it needs some restoration and other minor things to be done. The other big projects have no major progress. The concrete equalization tank is fighting the weather but the contractors have been on site every day doing what they can. Mr. Valentino stated that we will move to the Chief Financial Officer, Leslie Warshauer for the Edmunds conversion status.

Ms. Warshauer stated that the conversion went well. We are functioning at full pace. The office will adapt to the new system. We sent our first new set of bills last week and the calls are coming in from the customers because of course the bills are different. Commissioner Mendez asked if they are complaining because it's different. Ms. Warshauer stated they are commenting that it is a different bill and why is it now this way. Ms. Warshauer explained that the mailing have saved the Authority money. It is now up to the customer to remember to pay their bill. Commissioner Mendez stated that we will have some customers that will accrue late fees. Ms. Warshauer stated that we will accommodate our customers. Commissioner Mendez stated that older residents may have some issues. Commissioner McEnergy stated that Covered Bridge residents may have an issue with this new bill perhaps we should offer some sort of class or meeting to explain the new billing. Ms. Leatherman stated that Brian and Annie went to Covered Bridge once and that didn't work out so well. Mr. Valentino stated that this is not a very long topic to cover. Commissioner Mendez stated that we can meet with the management of Covered Bridge. They can put this in a magazine that goes to the residents monthly. We can call it the WMUA corner and reiterate and explain the billing. Commissioner Rosen stated we should contact all the senior residences in the area. Commissioner Mendez stated we should place some information monthly, something cute and funny; just reminding the residence we are not sending quarterly bills but yearly paper bills. Mr. Valentino stated that this is a brilliant idea. Commissioner Rosen stated please include all communities. Mr. Valentino reiterated the transition is going well with Edmunds. He stated that the senior staff will be meeting next Thursday to discuss the coming year's strategic plan. He asked the Commissioners to check their calendars for the evening of March 3<sup>rd</sup>, 2020. Commissioner Rosen stated that he is unavailable.

Mr. Valentino stated the Authority website should be up and running in a week. They are addressing the last draft today. Commissioner Mendez stated maybe there should be a Chairman's corner on the website as well or whoever is the sitting Chairman. Chairman Pernice stated that Mr. Valentino was also working on some sort of newsletter. Mr. Valentino stated that he was going to address that as well. Chairman Pernice stated that Marlboro Township usually sends this out with the tax bill to update the residence regarding what is going on in the town, changes and improvements, etc. It is a good educational forum. People are unaware of what the Authority does; they usually think we are the water company. Chairman Pernice stated we should get that together soon.

Chairman Pernice proceeded with discussion.

- Chairman Pernice asked if there were any comments on awarding the Nitrate Oxygen Contract to Evoqua. Mr. Carr stated that there is only one bidder. It is the chemical we add in our collection system to prevent corrosion and odors. Chairman Pernice stated we do not add them to all the pump stations. Mr. Carr stated that we add them to eight pump stations. Chairman Pernice stated that the contract was less. In 2018 the estimated gallons they bid on was 135,000 thousand gallons and the price was \$660,000.00. This year we increased the quantity to 175,000 thousand gallons and this accounts for the large increase between 2018 and now as far as the cost goes. Commissioner Mendez asked if it is a liquid or a powder. Mr. Carr stated that it is a liquid.

RESOLUTIONS:

20-37 Awarding Contract for Nitrate Oxygen to Evoqua Water Technologies

Chairman Pernice asked for any comment on Resolution 20-37. Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows:

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

Brian Valentino asked Chairman Pernice if he would consider adding **Resolution 20-42; Promoting Jennifer Rivera to Confidential Assistant to the CEO/Human Resources Officer at a Salary of \$65,600.00, effective February 10, 2020.** Mr. Valentino stated that is the same salary as the previous holder of the office was making. Commissioner Rosen asked why he needs a confidential assistant. Mr. Valentino stated that it is government and we have to have a confidential assistant. Commissioner Rosen asked if this is a legitimate position. He confirmed that it was and can't make this a clerical position because it is not in the union. To be his assistant they have to be confidential in nature.

Chairman Pernice asked for a motion, Commissioner Rosen moved, seconded by Commissioner Mendez, the vote was as follows.

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

Chairman Pernice asked for a motion on the consent Agenda.

- 20-38 Authorizing Minutes of January 14, 2020
- 20-39 Authorizing Minutes of January 28, 2020
- 20-40 Renewing Membership in the Monmouth County Cooperative Pricing System

Chairman Pernice stated that he must abstain from 20-38 and 20-39 because he did not attend either meeting. Chairman Pernice asked for a motion for Resolutions 20-38 through 20-40. Commissioner Rosen moved, seconded by Commissioner Mendez. The vote was as follows:

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

Chairman Pernice asked if there were any questions on the bill list. Commissioner Mendez moved the bill list, seconded by Commissioner Rosen, all present voted aye.

Chairman Pernice asked if there was any Other Authority Business. Mr. Valentino stated that he would like to invite everybody that is attending the meeting this evening to the Bonefish Grill on Route 9 to celebrate the New Year. Chairman Pernice stated that they look forward to another productive and efficient year. Chairman Pernice thanked everyone for coming to the meeting and expressed his appreciation for all the effort throughout the year that they all provide to the Authority. Chairman Mendez confirmed the date of the next meeting; February 25, 2020.

At 7:41pm Chairman Pernice asked for a motion to adjourn the meeting. Commissioner Mendez moved, seconded by Commissioner Rosen, all present voted aye.

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