

WESTERN MONMOUTH UTILITIES AUTHORITY

WORKSHOP MEETING

July 14, 2020

Chairman Pernice opened the meeting. Chairman Pernice 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.")

All present cited the Pledge of Allegiance.

Upon roll call:

Present (on the phone): Messrs. McEnery, Mendez, Pernice and Rosen

Absent: None

Also in Attendance (on the phone): F. Borin, DeCotiis, Fitzpatrick & Cole LLP
G. Stankiewicz, Authority Auditor
B. Valentino, CEO/Executive Director
J. Carr, Chief Operating Officer
L. Warshauer, Chief Financial Officer
K. Leatherman, Chief Administrative Officer
M. Musich, Manalapan Township Committeewoman
J. Pernice, Chairman Pernice's son

Chairman Pernice stated that Chief Executive Officer, Brian J. Valentino and Chairman Pernice as well as Chairman Pernice's son Joe Pernice were present at the WMUA located on 103 Pension Road in Manalapan NJ. Please note that this meeting was done via video conference. Each attendee announced themselves as per Chairman Pernice's request. Chairman Pernice stated that we are conducting this meeting remotely because of the severe nature of the pandemic. Chairman Pernice requested that Frank Borin, the Authority Attorney state that we are in full compliance with the law because we are conducting this meeting remotely. Frank Borin stated that we are in full compliance with the open public meetings act. The Department of community affairs issued some guidance that we conduct these meetings via teleconference.

Mr. Valentino opened the meeting to the public and stated Maryann Musich would like to speak. Ms. Musich stated that she can contact the WMUA tomorrow if that is more convenient. Commissioner Mendez stated that she should share any concerns she had. Ms. Musich stated a gentleman owns a property on Pease Road that he subdivided many years ago. He had a house already there and he built a new home on the vacant lot which he connected to the sewer. The old home was never connected to the sewer and he did not provide a stub to connect. Ms. Musich stated that the woman that owns the old house that is on septic is putting a major addition on the home and the septic will not be unable to handle the addition. Ms. Musich stated that are many things to consider regarding this. Chairman Pernice stated that he had heard about this before. Pease Road was paved 2 years ago and you cannot open the road for 5 years. She also stated that he should have provided a stub for the house that is septic when he installed the lateral. Ms. Leatherman asked the address of the property. Ms. Musich stated it is 224, right next to the firehouse. Ms. Musich stated that she will call tomorrow and get more information. Chairman

Pernice stated that she should contact Brian and Jim tomorrow with more information. Ms. Musich stated that would be fine. Chairman Pernice closed the public meeting.

Chairman Pernice stated that we are going to move right to the discussion item.

Chairman Pernice continued with Discussion.

- Chairman Pernice asked if there was any comment regarding the Hiring of Scott DiBenedetto as the Director of Budget. Mr. Valentino stated that our beloved Chief Financial Officer, Leslie Warshauer has submitted her retirement papers. We will be acting on her retirement request this evening. Since the position is so critical we received permission to advertise for the position. He has interviewed him and he has been interviewed by the auditor. The section Chiefs have met with him. 3 of the 4 Commissioners have interviewed him. The 4th Commissioner was offered the opportunity but accepted the opinions of the other Commissioners. We have negotiated the bottom of the scale for his first position which will be the new and temporary position called the Director of Budget. His first job responsibility will be creating the Budget for next year. We expect to during that transition period to promote him to Leslie's title sometime between now and November. You have all received the copies of his resume. He will be recommending him for the position this evening.

Resolution:

20-83 Authorizing the Hiring of Scott DiBenedetto as the Director of Budget, effective August 3, 2020

Chairman Pernice asked for a motion for Resolution 20-83. Commissioner Mendez moved, seconded by Commissioner Rosen. The vote is as follows:

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

Chairman Pernice asked Mr. Valentino to confirm the Resolutions on the Consent Agenda; Resolutions 20-84 through 20-87.

Chairman Pernice asked if there was any discussion regarding the Consent Agenda. He stated he would like to discuss Resolution #20-87 from the Consent Agenda. Chairman Pernice asked for a motion Commissioner Mendez moved, seconded by Commissioner McEnery, all present voted aye. Chairman Pernice congratulated Leslie for her 19 years of service with the WMUA. Commissioners Mendez and Rosen wished her the best of luck as well. Leslie thanked them and stated that her part time job turned into a full time job she thanked them for the opportunity to work at the WMUA. Maryann Musich also congratulated her and wished her well. 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 other questions regarding the rest of the Consent Agenda, Resolutions 20-84 through 20-86. Chairman Pernice asked for a motion. Commissioner Mendez asked about the Friendship Circle out of curiosity. Mr. Valentino stated we discuss it during the Chief Executives Officer report. Commissioner Mendez moved and Commissioner Rosen seconded it. The vote was as follows:

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

Resolutions:

- 20-84 Approving Minutes of June 19, 2020
- 20-85 Approving Second Two (2) Year Extension of Approval for Friendship Circle, Project #549
- 20-86 Authorizing the Chief Administrative Officer to Prepare Plans and Specifications, Advertise and Receive Bids for the Installation and Replacement of Entry/Exit Gates
- 20-87 Acknowledging 19 Years of Service and to Congratulate Leslie Warshauer on Her Impending Retirement

Chairman Pernice asked if there were any questions on the bill list. There were no comments. Commissioner Rosen moved the bill list, seconded by Commissioner Mendez, all present voted aye.

Chairman Pernice confirmed that all the Resolutions were moved, as well as the Consent Agenda and the Bill List. He stated he will turn the meeting over to Mr. Valentino for the the Chief Executive Officers report as well as Other Authority Business.

Mr. Valentino stated he will let Jim Carr, the Chief Operation Officer go first.

Mr. Carr stated that the Friendship Circle was approved quite a few years and is essentially a special needs school located on Texas Road. They teach life skills. This is a two year extension since it has been more than two years since the original approval. By rule we have to act on a Resolution to grant them permission to carry their approval over.

Mr. Carr stated that he would like to share his screen with the meeting. He placed some photos on the zoom meeting of a damaged sewer line. This was discovered during routine maintenance while jetting and cleaning a sewer line across the street from the Marlboro High School. They noticed there was a lot of sand and debris coming from the pipe. After we jetted the line it was TV'd and they discovered that this is an old asbestos cement pipe which is becoming so brittle that parts of it is missing. We are calling our non-emergency contractor which is J. Fletcher Creamer. He state it is not an emergency now but we should address this before it becomes an

emergency and there is a cost saving to addressing this right away as opposed to calling our emergency contractor in at some random time. The water is flowing with no problems however the pipe is missing in certain parts. This is something you don't see every day. Commissioner Rosen said that this is asbestos and is there cause for concern for that reason alone. Mr. Carr stated that there is a special way to dispose of asbestos pipe. If it is sewer pipe that is more than 4 feet deep we can leave it in the same trench and lay a new pipe next to it. As long as it stays in the trench the DEP has no problem with it. If they bring it to the service that would require wrapping it in plastic and a bigger disposal issue. Commissioner Mendez stated that when he and Joe attended an AEA convention a few years there was a black pipe that could be placed directly in the old pipe. He asked if Jim knew what he was talking about. Jim Carr stated that there are two different types of black pipe one is butt welded together. He stated that one doesn't work if there are any laterals connected to that pipe. The other option is called the cured in place pipe liner and it blown through like a sock; it's a soft sock and it is inflated with water pressure or steam. They use heat and or UV light to cure the compound that's on the liner and it will get hard. That liner could blow into the void and create blockages in the future. He stated that the best option for this is to dig and replace the pipe. Chairman Pernice confirmed that we came across this on routine maintenance. He stated that this is one of our high maintenance areas and we go out twice a year and jet it clean. Chairman Pernice stated that looking at our entire infrastructure; this may exist in other areas as well and we just may not even know about it. Mr. Carr stated that this possible. He showed them on the google map of the exact location. Chairman Pernice asked if there are plans to continue this kind of maintenance. Mr. Carr stated that it is in works from the state. Mr. Valentino stated that the state is planning to do that. The state is paving from Matawan all the way to Freehold. Chairman Pernice asked if that would impede us from doing work now or later. Mr. Valentino stated that they would contact us to get in there and get out of the way; if an emergency we can do it had. Mr. Valentino stated he wanted to follow up on Joes point. He stated during normal times, we have the camera truck out most days inspecting our lines to get a base line for all the maps in the system. We will try and compare every pipe to see how they are aging. Since this is in our high priority areas that we have routine problems. This is indicative of the fact that our asset management plan is working. Under normal circumstances when we have a full crew out, we would probably have found this issue 3 months ago. Chairman Pernice thanked him for this information. Mr. Valentino asked if Jim had anything else.

Jim Carr stated that the concrete tank will be done in two weeks but the contract will remain open until the training is complete. The training will not be done till September because the people that will be doing the training are coming from Canada. Mr. Valentino asked Jim to talk about setting up the training room and the secondary digester. Jim stated that the secondary digester was taken off line and cleaned out a few months ago. We went out to bid and hired Spectraserve to clean the digester and found some structural issues and some things that need repairing. It was emptied out and cleaned and it is filling right now. We had to call some extra people in, open up some valves, the guys work well together and they really know what they are doing. The other thing is we are setting up our big conference room back in the FMB Building. Since we have provided the staff that work from home with laptops, we have several extra desktop computers. What we are doing is setting up a training room with about 7 desktop computers, people can video conference from there, and do safety training all while maintaining a 10 feet separation. He stated that is his report. Mr. Valentino asked if anyone has any questions. He asked Ms. Leatherman the Chief Administrative Officer and Leslie Warshauer the Chief Financial Officer if they have anything to add. They replied no. He stated that Mr. Borin had something to discuss. Mr. Borin stated that there was an issue regarding the Vanguard Energy Partner regarding the solar contract. They are currently assessing the contract. Chairman Pernice asked

when that contract expires. Mr. Borin stated that it is a 15 year contract which started in 2011. Mr. Borin stated that he settled the DeLeo matter for \$750.00 which is well within what the Board authorized. He said he will have something for the Commissioners approval at the next meeting. Mr. Valentino thanked everyone. He said he has a few things to discuss.

Mr. Valentino thanked everyone for the extra efforts in bringing Scott DiBenedetto on board. We have Leslie's departure coming and we would like to give her a proper sendoff but if not we will force her to come back. He has issued a new SOG which is implementing new emergency policies and procedures related to the Governors travel advisory. Part of that SOG is requiring employees to take two weeks of their PTO time if they are required to do a quarantine because of voluntary travel to a state that has been identified as one they should not have traveled too. The employees are cooperating and have been wonderful about it. That will be in place till the emergency is lifted. He also is sorry to report that Dane Martindell will be retiring the end of September. As you know Dane is the Director of our Regulatory Compliance. We have a great succession plan that the Commissioners approved 2 1/2 years ago. We are well positioned to deal with it. We are preparing the people for licensing. You will obviously have to take action to implement the different parts of that. He wants to note that he asked him to put together a transition report that not only covers that how, what and where's of how to do our mandatory reporting but how to train other people to do our mandatory reporting. He also created a manual of how to do the mandatory report. Finally not at this meeting, but at one coming up you will see a budget transfer for emergency laptops for the work at home plan. Chairman Pernice asked if we are keeping track of all the necessary additional expenses because of the Covid. Mr. Valentino stated that our reimbursement should come from FEMA. Commissioner Mendez asked if we get to meet his son. Joe Pernice's son introduced himself and everyone welcomed him. Commissioner Mendez stated nice to meet him. He said nice to meet everyone. MR. Valentino stated that is all he has. Chairman Pernice stated that our next meeting is August 18 and we do not have to go into Closed Session. He wished Leslie good luck again. Chairman Pernice asked Gerry if he has anything he would like to add. Gerry just wished Leslie well. He stated you should all be looking forward to working with Scott DiBenedetto.

Chairman Pernice asked if there were any other questions or comments, there were none. At 7:48PM Chairman Pernice asked for a motion to adjourn. Commissioner Mendez moved, seconded by Commissioner Rosen. All present voted aye.

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