

**Minutes of a Meeting of
The Brick Township Municipal Utilities Authority
March 24, 2014**

1. SALUTE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. OPENING STATEMENT

Ms. Sylvester read the opening statement as follows: *"This meeting is being conducted pursuant to the Open Public Meetings Act, being Chapter 231 of the Laws of 1975. In accordance with the requirements of this law, a Meeting Notice was published on February 12, 2014 in the Asbury Park Press. Similar Notice was given to the Clerk of the Township of Brick and placed on the bulletin board maintained for this purpose by the Authority."*

3. ROLL CALL

Members Present

Joseph M. Veni, PE
James Fozman
Thomas Curtis
Allan E. Cartine
Edward J. McBride
James C. Bayard
George Cevasco

Also Present

James F. Lacey, CPWM, Executive Director
Stephen T. Specht, PE, Dep ED/Dir Engr/Ops
Frank Planko, CFO
Joseph Maggio, PE, Dir. Water Quality
Frank Pannucci, Jr, Dir. Customer Accounts
Marie Sylvester, Exec. Supervisor
Nicholas Montenegro, Esq., Authority Counsel
Chris Theodos, PE, Authority Engineer
Chuck Fallon, Authority Auditor

Chairman Cevasco stated, "Before we go into exempt session, I would like to move 19.2 which is the Delta Dental Renewal Resolution if I might. Is there any discussion?"

Comm. Cartine advised, "No. I read through it and it seems to be a good contract to me and I would move that we accept that Resolution under 19.2." Seconded by Comm. Veni.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevasco

NAYES: None

ABSTAIN: None

4. EXEMPT SESSION

(Personnel, Contracts & Potential Litigation Only)

Counselor Montenegro advised, "Be it resolved that the Authority move into executive session to discuss issues concerning personnel and potential litigation and that the result of said decisions made

in executive session, if any will be made public when the need for confidentiality no longer exists. Formal action may be taken.”

Motion by Comm. Cartine, seconded by Comm. Fozman

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

On motion duly made and seconded the group entered exempt session at 7:02 p.m.

On motion duly made and seconded the group returned to open session at 7:50 p.m.

5. Directors’ Reports Review/ Adoption of Reports

a. James F. Lacey, CPWM, Executive Director

Mr. Lacey stated, “Mine is as submitted unless there are some questions on it.”

Comm. Cartine made a motion to adopt the Executive Director’s Report. Seconded by Comm. Veni.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

b. Stephen T. Specht, PE, Director of Engineering/Operations

Director Specht advised, “I think this is the first time in 14 years I don’t have anything on the agenda, but I will make sure that doesn’t happen next month. A couple of things. We started installation of the jockey pump at the Alaska Avenue Booster Station to assist us with water quality over our high production season in the summer. That work will hopefully be done by May 1st. So we are working on that. I have been in touch with Mr. Montenegro concerning the shared services agreement for the sign shop. Nick completed his review and I responded today. It is good to go so we will get that over to the Township Attorney for his review also. That is about it Mr. Chairman.”

Comm. Curtis made a motion to accept Director Specht’s report. Seconded by Comm. Veni.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

c. Frank Planko, Chief Financial Officer

Director Planko advised, “I have four resolutions this evening. One is an authorization to go to bid and I will discuss them at that section on the agenda.”

Comm. Veni made a motion to accept Director Planko’s report. Seconded by Comm. Fozman.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

d. Joseph Maggio, PE, Director of Water Quality

Director Maggio advised, "We have several items on today's agenda. I will go through those when we get up to them on the agenda. We are working hard assimilating and bringing a number of new responsibilities that have come to the Water Quality Department. As Comm. Fozman and Cevalasco attended an asset management meeting we are moving forward with the process of identifying an asset management program to be implemented throughout the Authority so that process is moving. Tomorrow we do have another task force meeting. Other than that one thing that is timely this time of year is we have our Consumer Confidence Report which is a requirement that we prepare every year and we posted it to our website and we will be notifying and directing our customers to it on the website."

Comm. Veni asked, "What is the latest status of our desal program that you and Sal Petoia are working on?"

Director Maggio replied, "Well when we last met we concluded or kind of came to an agreement that identifies the timing of what desalination plant would be required. The first step that we need to get to we are working with the USGS they have done a hydraulic model of the hydrodynamic model of the Barnegat Bay and we have applied for a grant to the Federal Government for them to fund USGS and us to work together to modify that model so we will actually give us a time frame and model the encroachment of salt water up the Metedeconk River as a result of climate change. We are expecting in April to find out the results of that grant application. We think we put together a very strong application and we have gotten letters of support from a number of entities including Brick Township Barnegat Bay Program. NJ DEP we are partnering with USGS on the application so we are keeping our fingers crossed so that is where we are."

Comm. Veni stated, "Ok so that is in April. So let's say you get the grant when you will be able to make a presentation to the Board, because this is my last year."

(A voice in the audience was heard to mumble – "Thank God.")

Comm. Veni stated, "I heard that sir. Mr. Kish I heard that."

Mr. Kish stated, "Well noted."

Chairman Cevalasco stated, "Let's have a little.."

Director Maggio stated, "Oh well I think the work that would progress would take a little while and part of the grant project or application actually included hiring a consultant to do planning for contingencies to address whatever problems are identified through the modeling so I don't know if it would happen during your tenure, but we would actually be bringing on a consultant and I'm sure desalination would be one of the items that they are looking at. It is a lot of work and I don't think I can promise that we would have anything very very quickly. It is a lot of very high tech work. We would be working with USGS modelers in Woodshole Massachusetts and that I would almost call one of their

think tanks. It is very complex the modeling that they would be doing and so I don't think it would be done in short order, but we will move on it as fast as we can."

Comm. Fozman made a motion to accept Director Maggio's Report. Seconded by Comm. Veni.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevasco
NAYES: None
ABSTAIN: None

e. Frank Pannucci, Jr., Director of Customer Accounts

Director Pannucci advised, "For the Agenda I have two items - one for reconciliations under the credit/debit report per policy and a second permission to go out for meter bids for annual meters and appurtenances. Further in my monthly report I asked for the Finance Committee's permission to be on the agenda to go over redesigning our bills because in the summer we are going to be offering our customers the option of having their bills emailed to them instead of a paper bill so I would like to present that to the Finance Committee for their approval and recommendation."

Comm. Veni made a motion to accept Director Pannucci's report. Seconded by Comm. Cartine.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevasco
NAYES: None
ABSTAIN: None

6. Commissioner Committee Reports

a. Construction & Grounds – *Comm. Curtis*

Comm. Cartine stated, "I don't want to say I have nothing, but the reason we have nothing is because the last couple of weeks there were two conferences in Atlantic City which took many of the commissioners away and so we were unable to have a meeting in March and there will be a meeting in April."

b. Alternate Water, Energy Source & Reservoir – *Comm. Cartine*

c. Business, Finance & Personnel Committee – *Comm. Cevasco*

Chairman Cevasco stated, "Under Business and Finance, we had several meetings negotiating the contracts for employees. I found them fruitful. Both sides it was a give and take and I think it was all four agreements were very good."

d. Rate Committee – *Comm. Curtis*

Comm. Curtis advised, "Well we haven't had the reports back totally yet from the vendor."

Director Planko added, "Where we stand now is I sent some information out to both the Finance and Rate Committee. I reviewed a cost of service study from Raftelis and sent a copy to auditor Chuck Fallon. We discussed it and the next step we are going to have is to get some alternate rate scenarios

from them which I anticipate getting in the next week or two. I like the work they did. I think they are progressing nicely and we will keep the Board posted.”

Chairman Cevalasco asked, “How does it look like it will fit with what Mr. (?) from the EPA wants.”

Director Planko replied, “I think we will have to adjust our rates accordingly to meet his needs and I think you will be satisfied.”

Chairman Cevalasco asked, “But what I mean is Raftelis is giving us the information and we will be able to fit something into their approval.”

Director Planko replied, “Well not to the point of rate design, but I think we will be alright.”

e. Watershed – *Comm. Fozman*

Comm. Fozman stated, “We did have a watershed meeting and there is grant money and we discussed going for redoing some of the areas that have the basins and planting trees and stuff like that. Mr. Maggio can maybe touch a little bit more on that.”

Director Maggio advised, “Just as an addendum to that I think it was back in August where we anticipated that our Phase I of the Watershed Plan would be approved, but DEP took a little longer than we thought. We received approval to distribute our request for proposal to our consulting engineers to do the work that was to do some of the projects that were identified in the watershed management plan. We do have the scope of work and our RFP documentation prepared and within the next month we will be distributing it to our consulting engineers to take a look at the work and give us proposals.”

f. Hazmat – *Comm. Curtis*

g. Security – *Chairman Cevalasco*

Chairman Cevalasco stated, “I met with the Security Committee and basically what we discussed was generalities as to where we are at and where we plan to go and what we have available and what the board may be asked to approve at a later date, but right now it is more to become familiar with it.”

Comm. Fozman asked, “I have one question on this bill resolution, it says service Muffin Monster, what is that? On page 4?”

Director Lacey advised, “It is a Grinder. Muffin Monster is the trademark name of the equipment that grinds up paper, etc.”

Director Specht added, “It is a grinder at our Drum Point Wastewater Pump station that was damaged during Super Storm Sandy.”

7. APPROVAL OF MINUTES

February 24, 2014

Comm. Fozman made a motion to adopt the meeting minutes. Seconded by Comm. Veni.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

8. CORRESPONDENCE - None

10. APPROVAL OF BILL RESOLUTION – *Comm. Veni*

Comm. Veni read the Bill Resolution dated March 24, 2014 in the total amount of \$1,615,318.41 as follows:

Total Operating Vouchers:	\$	241,120.76
Total Payroll:		1,109,305.28
Total Capital Vouchers:		258,920.41
Escrow:		- 0 -
Total Bill Resolution	\$	1,615,318.41

Comm. Veni made a motion to approve the Bill Resolution. Seconded by Comm. Fozman

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

11. TREASURER'S REPORT – *Commissioner Cartine*

Comm. Cartine read the Treasurer's Report balances for the month ending February 28, 2014 as follows:

Unrestricted Funds:

Total Revenue Funds:	\$	11,700,621.12
Total General Funds:		3,201,967.76
Total Unrestricted Funds:		14,902,588.88

Restricted Funds:

Rate Projection Maintenance Fund:		1,053,600.00
Working Capital Fund:		462,854.21
NJEIT Processing Fund:		3,478,954.82
Total Bond Funds:		10,108,138.52
Total Other Restricted Funds:		1,297,455.24
Total Restricted Funds		16,401,002.79
Total of All Fund Accounts:		31,303,591.67

Comm. Cartine made a motion to approve the Treasurer's Report. Seconded by Comm. Fozman

AYES: Veni, Fozman, Curtis, Cartine, Cevalco
NAYS: None
ABSTAIN: None

11. DEVELOPER APPLICATIONS - NONE

- 11.1 Preliminary Applications - No Further Action Required
- 11.2 Other Applications
- 11.3 Release of Performance Bonds

12. UNANTICIPATED/EMERGENCY CAPITAL EXPENDITURES - NONE

13. CUSTOMER ACCOUNTS RECONCILIATIONS

Director Pannucci proposed the following Customer Accounts Reconciliations for the Boards approval:

- a. Account 23033465-0, 13 Sawmill Road, Antonio Cintorrino. This is a recommended one-time water & sewer credit in the amount of \$543.09 due to a toilet leak. The average usage is 1,000 gallons and the quarter in question rose to 86,000 gallons. All repairs have been made and verified and the meter is in proper working order.
- b. Account 2697803-0, 180 Dune Avenue, David Rento. This is a recommended sewer credit in the amount of \$688.50 due to a broken pipe in the basement. The average usage is 19,000 gallons and the quarter in question rose to 121,000 gallons. All repairs have been made and verified, the meter is not ours as it is a NJ American Water customer.
- c. Account 7541609-0, 2 Queen Ann Road, Anne Lafferty. This is a recommendation to remove 4 quarters of flat rate charges totaling \$451.80 due to the home being vacant due to Superstorm Sandy. In January 2014 the homeowner contacted us and we verified the service lines where cut and capped. There has been zero usage since the Fall of 2012. The account will be inactivated.
- d. Account 5724007-0, 22 Halsey Road, John Finn. This is a recommendation to remove 5 quarters of flat rate charges totaling \$564.75 due to the home being vacant due to Superstorm Sandy. A site inspection was made in January of 2013 verifying the cut and cap but the owner did not submit appropriate paperwork or written requests until February 2014. There has been zero usage since the Fall of 2012. The account will be inactivated.

Comm. Veni made a motion to approve the customer accounts reconciliations. Seconded by Comm. Curtis

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalco
NAYES: None
ABSTAIN: None

14. CONTRACT CLOSE-OUTS - NONE

15. AUTHORIZATION TO EXPEND APPROVED FUNDS

- a. Microsoft Office Suite Licenses (70)
Vendor: Dell Marketing
Amount: \$16,308.60
Funding Source: Operating Acct. #909-8702

Director Maggio advised, "We are requesting authorization to purchase 70 Microsoft Office 2000 Suite licenses from Dell Marketing. The total amount is \$16,308.60 and it is for operating account 909-8702. And this will allow us to upgrade 70 computer users from the current office 2003 version to the latest Microsoft Office 2013. Last time we purchased 40 of these licenses so this should essentially bring all our users up to the most current licenses. As requested at the Finance Committee meeting when we discussed this we did look into a site license and Microsoft does not make site licenses available. You need to purchase individual licenses."

Comm. Veni made a motion to approve this action. Seconded by Comm. Fozman.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalco
NAYES: None
ABSTAIN: None

- b. FLIR Infrared Camera & Rechargeable Battery
Vendor: MSC Industrial Supply
Amount: \$8,162.10
Funding Source: Capital Acct. No. 799008

Director Maggio advised, "We are requesting authorization to purchase a FLIR infrared camera and rechargeable battery from MSC Industrial Supply for \$8,162.10. The funding source is capital Account No. 799008. This camera will be used in our electrical system infrared inspection program on which a quarterly basis we inspect all motors of 10 Horse power and larger and other electrical systems throughout the compound. We are looking for temperature differentials that may indicate that there are problems with the system that we can short circuit before there is significant failure. This replaces a camera that was purchased when the program started in 2007 and as with a lot of other technology this camera is significantly more capable and provided significantly more resolution and the original camera was purchased in excess of \$15,000. This is a very important program that helps us prevent problems in our electrical system."

Comm. Veni asked, "What generation is this one?"

Director Maggio replied, "I don't know if they go by generations, but it is one of the current models. I would have to say the latest generation."

Comm. Veni stated, "Well it is number 5. I don't know if that is five but that is why I was asking."

Director Maggio advised, "It would be their current model. It is one of their new ones so it must be the Five."

Comm. Veni made a motion to approve this action. Seconded by Comm. Fozman

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

- c. Rebuild Raw Water Pump No. 2
Vendor: A.C. Schultes
Amount: \$15,330.00
Funding Source: Capital Project No. 799009

Director Maggio advised, "Yes we are requesting authorization to move forward with rebuilding raw water pump No. 2. The amount is \$15,330. It is capital project 799009. This is again a preventative maintenance exercise. Raw Water Pump No. 2 is used to pump water from the River to the Plant and this is the first time it will be rebuilt and it is another important project to maintain security and reliability of our system."

Comm. Fozman asked, "How much is a new pump just out of curiosity?"

Director Maggio replied, "We didn't look into a new pump with this because there wasn't... We have looked into new pumps where we have had repairs involved with the finished water pumps. We didn't look into a new pump here but based on the cost of a new pump for the finished water pumps you are probably talking about \$25,000."

Comm. Fozman made a motion to approve this action. Seconded by Comm. Veni

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

- d. Energy Efficient LED Parking Lot Lights
Vendor: Wayerhauser Electric Supply
Amount: \$12,242.07
Funding Source: Capital Project No. 704003/804002
(Note: NJ Smart Start Rebate of \$4,550.00 is anticipated.)

Director Lacey advised, "Our parking lot lights, we are starting to have some problems with some of them. Mr. Reilley had come to me who takes care of our buildings and grounds and suggested we start to replace some of them and we started looking into it. The way to go today is with the LED lighting. It pays for itself in about three years and to replace all of them besides the \$12,242.07 we are also anticipating getting a \$4,550 rebate back from the State and it comes out to be about \$175 a light to replace. As you all know the LED have come a long way and you never have to change the bulbs for 50,000 hours so that maintenance headache goes away."

Chairman Cevalasco asked, "How many lights are we actually changing?"

Director Lacey replied, "I knew you were going to ask that. It is 26."

Comm. Veni stated, "I wrote to Steve about this particular one. I would also like for you to consider putting at the front entrance as you drive in. It doesn't have to be the tall poles but it could be the short ones just to outline the driveway. The second thing is and Steve knows this also, we could get energy audit rebate money from that too. They will actually pay for that. In fact the County is getting 100% paid. In case you want to go for it."

Chairman Cevalco stated, "Another thing to look at too is they are coming out with LED replacements for fluorescent lights for residential use and commercial use."

Comm. Veni stated, "They are out already. We just had a sample and we tested them right now in the court house."

Director Lacey advised, "This did go to the Construction Committee and it is under funding source Capital 704003/804002."

Comm. Veni stated, "I made the motion but I wanted to request that we include the additional lights in the driveway."

Director Lacey advised, "OK I don't know the per cost light but it would be that plus and I'm sure we have enough money, an additional six lights."

Comm. Curtis asked, "This is all being done in-house right?"

Director Lacey advised, "Yes all being done in house."

Comm. Veni made a motion to approve this action. Seconded by Comm. Fozman

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalco
NAYES: None
ABSTAIN: None

e. NJDEP TCPA Permit Renewal
Vendor: NJ Department of Treasury
Amount: \$8,089.55
Funding Source Account # 700-6022 - \$8,089.00

Director Maggio advised, "This item is our renewal fee for our NJDEP TCPA Permit. The vendor is the New Jersey Department of Treasury. The Cost is \$8,089.55 and it is Account No. 700 6022 and this permit is required because of the quantity of chlorine that we do store on site."

Comm. Fozman made a motion to approve this action. Seconded by Comm. Curtis

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalco
NAYES: None
ABSTAIN: None

16. AUTHORIZATION TO SEND OUT BIDS, RFQ'S & RFP'S

a. Annual Pipe and Appurtenances Bid

Director Planko advised, "This is the authorization to go out for bids for pipe and appurtenances. It is our annual bid. It is about 100 items. It is our sewer fittings, brass fittings, hydrant parts and so forth for inventory. We intend to advertise on March 28th with an April 16th bid opening."

Comm. Curtis made a motion to approve this action. Seconded by Comm. Fozman

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

b. Design and Bidding of Fleet and Equipment Storage Building

Director Lacey advised, "This is a design and bidding. We are asking for an RFP to go out to all engineers for the design of H& V electric and foundation on an 80x100' storage building for our equipment. I know Mr. Specht has reviewed the drawing and it did go to Construction Committee."

Comm. Veni stated, "I was not afforded the opportunity to see these plans and I would like to table that until I get a chance to look at the plans."

Comm. Curtis stated, "I was at the meeting. It basically is just a pre-fab building to keep the equipment inside."

Comm. Veni asked, "Well where is it going?"

Comm. Curtis replied, "On the bend, the site plan is there. Electric and Heat."

Director Specht provided Comm. Veni with a copy of the plan to review and advised where the proposed building will go.

Chairman Cevalasco asked, "That is not going to be in the way of any water plant expansion is it?"

Director Specht replied, "No all the water plant expansion would be this side of our warehouse."

Comm. Veni asked, "What about generators and CHP?"

Director Specht advised, "We don't know where that is going to go yet. We are getting a proposal together."

Comm. Veni replied, "That is why I was concerned. I don't want to take up real estate if we plan to do something."

Chairman Cevalasco asked, "Is that in the area of if we were going to direct drill over to the municipal complex?"

Director Specht replied, "Not it is not. That would be down the end of the access road into the pump station...."

Chairman Cevalasco added, "There was a plan - it has got to be ten or twelve years ago that I worked on with Mr. Garnett that we would direct drill out the back and that would be a place in that area back there where the CHP, I always thought it was California Highway Control, (laughter) but it is combined heat and power."

Director Specht replied, "Most likely the CHP facility would go near where the incoming power would come in that would be near the generator building or in an area just above that by the finished water pump station. We have some area there also."

Comm. Fozman stated, "Can we go out to bid on the building and decide on its location later?"

Comm. Veni stated, "No I don't have a problem. I just wanted to make sure we were not overlooking something."

Chairman Cevalasco stated, "Yeah we just want to make sure we are not putting it where we are going to build something in the future."

Director Specht advised, "This is just authorization to go out with an RFP to all our engineers to proceed with the design. Obviously before we even award this we will come back to the Board with the successful proposal and recommendation. It is 80 x100."

Comm. Veni stated, "They are prefabbed already so it is no big thing for design. The only thing you have to design..."

Chairman Cevalasco stated, "The foundation or whatever other.."

Comm. Veni stated, "The foundation is given to you by the company that puts it as a pre-fab."

Chairman Cevalasco replied, "Not necessarily."

Comm. Veni rejoined, "Yes, necessarily. I have been doing quite a few of those. But anyway. It's fine I just want to make sure that we are not..."

Comm. Curtis stated, "Well this doesn't say we are doing it we are just going for design and prices."

Director Specht added, "I would think the way the schedule is we haven't even put an RFP together. I would probably think that would be done in April and we would probably not award something like this until May or June for the design and bidding phases and then the design will probably take 90 days to design it."

Chairman Cevalasco stated, "Make sure we have some site plans for everyone to review before that."

Comm. Veni stated, "We can probably add some additional stuff into it once we get things into it."

Chairman Cevasco replied, "Oh yeah as long as we don't put a shovel in the ground, we can move things around a little bit."

Comm. Curtis made a motion to approve this action. Seconded by Comm. Fozman

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevasco
NAYES: None
ABSTAIN: None

c. Annual Bid for Meters and Appurtenances

Director Specht advised, "Just permission from the Board to go out to bid for annual meters and appurtenances."

Comm. Cartine made a motion to approve this action. Seconded by Comm. Curtis

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevasco
NAYES: None
ABSTAIN: None

17. ADOPTION OF PERSONNEL ACTIONS

Chairman Cevasco asked for a motion to approve the Personnel actions that were included in the Director's Monthly Report.

Comm. Cartine made a motion to approve this action. Seconded by Comm. Veni

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevasco
NAYES: None
ABSTAIN: None

18. OLD BUSINESS

19. NEW BUSINESS

19.1 Requests to Utilize Reservoir

Director Lacey presented the following request to utilize the Reservoir for the Board's approval.

- a. Harmony Ministries – 4th Annual Hope for Haiti Walk-a-thon
Saturday, June 7, 2014, 8:00 a.m. to 12:00 Noon, 100 participants expected.
This will be their 4th annual event held at the site. A certificate of Insurance will be provided upon event approval.

Comm. Fozman made a motion to approve this action. Seconded by Comm. Curtis

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevasco
NAYES: None

ABSTAIN: None

19.2 **Delta Dental Renewal** – *Joe Maurillo, IMAC Agency*

20. **RESOLUTIONS**

29-14 A Resolution Renewing the Delta Dental Agreement presented by IMAC Insurance and Consulting

Chairman Cevalco advised, “Just to correct this, we want to correct this from before so that the resolution No. is given as 29-14 and not the item no.”

Comm. Cartine made a motion to approve Resolution No. 29-14. Seconded by Comm. Veni.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalco

NAYES: None

ABSTAIN: None

Comm. Cartine stated, “Just a comment on that Mr. Chairman, when I read through the report and I noticed that there was a competitive bid for that Blue Shield Horizon vs their bid, originally Horizon came in with a lower bid and they met it and even lowered their bid.”

Director Planko advised, “That is correct Mr. Commissioner there is a couple of things involved in that though. Number one there wouldn’t be a carry over for dental as Delta Dental offers us. Also there would be a significant change in participating dentists. We would have at least thirty less dentists participating in the plan. Of those I checked of those thirty how many people actual use them and there was a significant number of employees that utilize those dentists, plus the fact that we have a long standing relationship with Delta and they are an excellent supplier of dental needs.”

Chairman Cartine stated, “The part I like the best is that there is no increase over the next two years.”

Director Planko advised, “Mr. Chairman, Both 30-14 and 31-14 are for the adoption of the 2014/2015 budget. As the Board recalls we approved those budgets back at the January 27th meeting, the Division of Local Government Services approved it on February 25th. Again those budgets correlate to the presentation I gave to the Board at the January meeting as well as the budget books that I distributed to everyone. Upon adoption tonight they will be forwarded to the DLGS for adoption as well and April 1st will be happy new years for us.”

30-14 2014/2015 Adopted Budget Resolution - WATER
Fiscal Year: From April 1, 2014 to March 31, 2015

Comm. Fozman made a motion to approve Resolution No. 30-14. Seconded by Comm. Veni.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalco

NAYES: None

ABSTAIN: None

Comm. Veni made a motion to approve Resolution No. 31-14. Seconded by Comm. Fozman.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

32-14 Award of Bid for Electrical Work

Director Planko advised, "This is for the award of the bid for electrical work. I talked to both the Finance and Construction Committees. We advertised this on February 27th. We opened it on March 12th and we received six bids. The three lowest were Pro-Maintenance, Sun Electric and Starlite. I also had it reviewed by Nick Montenegro and we are ready to proceed with this annual bid."

Comm. Curtis made a motion to approve Resolution No. 32-14. Seconded by Comm. Fozman.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalasco
NAYES: None
ABSTAIN: None

33-14 Authorizing a Shared Services Agreement for Fiber Optic Network with Brick Township and the Brick Township Board of Education

Director Maggio advised, "Resolution 33-14 authorizes a shared services agreement for the construction of a fiber optic network with Brick Township and the Brick Township Board of Education. This is actually a project that was completed and the agreements have previously been executed, but it was noted that there wasn't a formal resolution approving this project so this more or less memorializes the project."

Comm. Veni asked, "Really?"

Director Maggio replied, "What is happening is Brick Township is trying to pay their portion of the project and there is no mechanism for Frank to accept the payment."

Director Planko advised, "I can explain a little bit further. We had an agreement as Joe says we didn't have a resolution memorializing it and this trunk expansion between the MUA And town hall the total cost was \$142,000.00 which was to be split three ways between the Board of Education, us and the township. Now we had an agreement with the Township of Brick but it was never memorialized by a resolution. This resolution will allow us to pay the PO that they already issued us for \$55,132.00."

Comm. Veni stated, "I thought sure we had a resolution?"

Director Planko replied, "When I got this PO from Ben Gabriele we checked into it and I suggested that we not deal with the PO until. We have a resolution approving this now so once we get this approved we will handle the PO and collect our payments."

Comm. Veni stated, "OK well you did due diligence and checked and we do not have a resolution."

Director Planko advised, "No we do not have a resolution. We did check it and this covers their one third portion that is for \$47,000 and some smaller items for instance engineering services and it is for \$55,132.04."

Director Lacey asked Director Planko, "Do you know what the date of the agreement is?"

Director Maggio stated, "I think it was December 17, 2012."

Comm. Veni made a motion to approve Resolution No. 33-14. Seconded by Comm. Fozman.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cvasco
NAYES: None
ABSTAIN: None

34-14 Member Participation in a Cooperative Pricing System

Director Maggio advised, "34-14 is a resolution for a membership participation in a cooperative pricing system. This will allow us to join the Middlesex Regional Educational Services Commission, a New Jersey State approved coop. It is a cooperative program where they get prices for various services and this complies with New Jersey State Contract law. The reason we want to pursue this coop is we found that we can get cheaper prices for the purchase of our card access system that we are planning on installing at the Authority through this. Joining this coop is of no cost to the Authority."

Comm. Cartine made a motion to approve Resolution No. 34-14. Seconded by Comm. Fozman.

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cvasco
NAYES: None
ABSTAIN: None

35-14 A Resolution Authorizing The Brick Township Municipal Utilities Authority to Eliminate the position of Central Services Administrative Supervisor and Administrative Supervisor of Finance

Counselor Montenegro advised, "Chairman and Commissioners this is a Resolution Authorizing the Brick Township Municipal Utilities Authority to eliminate the position of Central Services Administrative Supervisor and Administrative Supervisor of Finance. The Authority has determined that in the interests of economy and streamlining its operations that the positions of Central Services Administrative Supervisor and Administrative Supervisor of Finance are no longer necessary in assisting the Authority in carrying out its day to day functions in serving its ratepayers; and Whereas the Authority has further determined that the duties and responsibilities of the Central Services Administrative Supervisor and Administrative Supervisor of Finance positions may be reassigned and absorbed by other positions within the Authority's management infrastructure; and Whereas, as a result of this determination, the Authority will eliminate the positions of Central Services Administrative Supervisor and Administrative Supervisor of Finance; and Now, therefore be it resolved this 24th day of March 2014, by the Brick Township Municipal Utilities Authority as follows: 1. The positions of "Central Services Administrative Supervisor and Administrative

Supervisor of Finance,” are hereby eliminated effective immediately; and
2. The salaried positions of Central Services Administrative Supervisor and Administrative Supervisor of Finance shall be defunded through the Office of the Authority’s Chief Financial Officer; and
The following responsibilities of the eliminated Central Services Administrative Supervisor and Administrative Supervisor of Finance positions shall be transferred and reassigned in the following manner as directed by the Authority: a. Responsibility of the Central Services Administrative Supervisor and Administrative Supervisor of Finance shall be transferred to the Department of Finance and Lisa Lau, who has held the positions of Central Services Administrative Supervisor and Administrative Supervisor of Finance, is hereby terminated from employment with the Brick Township Municipal Utilities Authority, inasmuch as Ms. Lau held those positions which are now abolished in accordance with the intent of the within Resolution. A copy of this Resolution shall be provided to the following: James F. Lacey, Executive Director; Human Resources Director; Chief Financial Officer; Nicholas C. Montenegro, Esq., Authority Attorney; and Lisa Lau.”

Chairman Cevasco stated, “We have a letter from Ms. Lau’s attorney requesting that all conversation about this resolution be held in public so now is the time that we will be discussing it publicly at this point in time. Are there any comments from any commissioners first?. Is there any comments from Ms. Lau or her attorney?”

Ms. Lau’s attorney seated in the audience advised but did not identify himself, “WE have no comment.”

Comm. Fozman made a motion to approve Resolution No. 35-14. Seconded by Comm. Curtis.

AYES: Comm. Fozman, Curtis, Cevasco
NAYES: Comm. Veni, Cartine
ABSTAIN: None

36-14 A Resolution Authorizing the Brick Township Municipal Utilities Authority to Eliminate the position of Director of Customer Accounts

Counselor Montenegro advised, “This matter has been discussed in executive session and I believe there is a motion that this matter be carried to the April 28, 2014 meeting.”

Comm. Veni made a motion to carry the resolution until next month. Seconded by Comm. Cartine.

AYES: Comm. Veni, Curtis, Cartine, Cevasco
NAYES: Comm. Fozman
ABSTAIN: None

37-14 A Resolution Establishing the Position of Director, Compliance, Safety & GIS & Appointing Gary S. (correct F.) Vaccaro to this Position

Counselor Montenegro read the resolution as follows: “Whereas, The Brick Township Municipal Utilities Authority has a need for the services of a qualified person to perform the assigned functions listed in the attached Job Description for **Director, Compliance, Safety & GIS** encompassing the following

components: Regulatory Compliance - Ensuring the Authority's operations comply with all applicable governmental agencies including but not limited to federal, state, and local environmental and health and safety regulations, as well as other pertinent regulatory requirements impacting Authority operations. Health and Safety - Development, organization, coordination and implementation of safety programs and safety education relative to Authority operations as mandated by all governmental agencies including but not limited to federal, state and local regulations. GIS – Lead the Authority's GIS Division, including, organizing, implementing, and overseeing all divisional functions and managing subordinate staff on a daily basis. Insurance – Coordinate with the Authority insurer for all requirements related to the annual renewal of the Authority's EPL Loss Control Plan. Coordinate with Authority insurer for all requirements related to maintenance of various insurance coverage, to include preparation of renewal documents, review of existing policy limits, preparation of reports for the implementation of changes and adjustments in coverage. Maintain records related to receipt of vendor insurance certificates forwarded from associated Authority departments, for use in preparing documents for review by Worker's Compensation Insurance auditor to ensure compliance with any and all insurance statutes, rules and regulations and existing insurance policies of the Authority. Whereas, Gary S. Vaccaro is well-qualified for the position as a result of his seven years of employment with the Authority, including a proven track record of performing the various duties of this position over the entire length of his employment; and Whereas, the Authority wishes to enter into an Agreement that sets forth the terms and conditions of Mr. Vaccaro's employment: Now Therefore, be it resolved by the Commissioners of The Brick Township Municipal Utilities Authority as follows: Gary S. Vaccaro, is hereby employed as Director, Compliance, Safety & GIS commencing immediately upon the adoption of this Resolution. The Authority Chairman and Secretary are hereby authorized and directed to execute an Agreement with Mr. Vaccaro. (*Agreement & Resolution of Adoption to be subsequent to this Resolution Establishing and Filling this position.*) A copy of this Resolution shall be forwarded to Mr. Gary S. Vaccaro."

Comm. Veni made a motion to approve Resolution No. 37-14. Seconded by Comm. Fozman

AYES: Comm. Veni, Fozman, Curtis, Cartine, Cevalco
NAYES: None
ABSTAIN: None

21. PUBLIC DISCUSSION

Chairman Cevalco asked if there was anyone from the public who would like to address the Board.

Joseph Kish stood to address the board as follows: "My name is Joseph Kish and I work in the Buildings Department. I am your shared services guy who goes to the Township all the time. There are a few things, the shared services 15d, now I am the one that replaced those lights... see the LED's. Now we are going for 23 more lights right? Now what else do we have, authorizing more network for brick, shared services. So who else is doing shared services in the Department with electrical work?"

Comm. Cartine stated, "Why don't you tell us?"

Mr. Kish replied, "No one. Me. Who is going up there tomorrow? Me? Is there anything for a Journeyman Electrician in this company? Can you guys answer that? I'm done. Thank you."

Sharon Eastwick, Business Manager, Local 32 stated, "I would just like to thank Chairman Cevalco, and the Commissioners for meeting with us and working hard to get the agreement done. It was accepted very well by all of our membership and it has been a long year but it's done and we just appreciate the movement and thank you."

Seeing no additional public comments the Chairman moved onto comments from Commissioners and staff.

22. COMMENTS FROM COMMISSIONERS, PROFESSIONALS & STAFF

Director Planko stated, "I just want to mention that we have our audit coming up very shortly. We will be finishing up the fiscal year so probably by the end of April I will be working with auditor Fallon on moving along on that."

Mr. Fallon stated, "As mentioned earlier, Mr. Planko quoted to me the rate study which I commented on and forwarded to him. I did speak with several employees and commissioners regarding the Safety Reward Program and the taxability of the rewards which I think was pretty satisfied and as Mr. Planko just mentioned we have been involved in planning the audit and I look forward to it."

Comm. McBride stated, "I did have a call today from someone telling me they were going to pay \$22 a month for water line insurance from an outside vendor. I think United Water charges \$5.25 for that. I was just throwing out to the Board and I've brought this up before, why don't we look into offering our customers insurance for water line repair. My understanding in doing some minor research on it is that it is profitable and I think a lot of people would take it if the price was right."

Chairman Cevalco stated, "That sounds like a good project for our new Director."

Comm. Fozman asked, "From the meter to the house?"

Comm. McBride continued, "Right because you are responsible for that and I would take it myself, I mean personally. I know our crews are excellent at what they do."

Director Lacey advised, "We have looked at that and certainly we can go over it again."

Chairman Cevalco stated, "Good can you come back next month with a report."

Comm. Cartine stated, "Just to chime in. We did a study on this a while back and it is a program that certainly can be a good one if you have enough customers. What happens here is you have companies like American Water, United Water, and Company's like that who have a huge populous of customers. In fact they come over and sell us. They will sell anybody on these contracts, but in order to make it work you have to have large numbers. If you have small numbers, say we have 36,000 customers and we have maybe 100 people sign up for it. If we have one claim it wipes out the premium on those 100 customers that we have. Going into the thing in order to make it work you have to have a volume of customers and you have to have a larger revenue in order for that to pay off as a positive revenue stream and make it feasible."

Director Lacey stated, "Mr. Chairman I was going to look into it and Comm. Cartine is correct. We did look into it since we brought it up. It became a funding issue. It was upfront money that we would need. Private companies they raise capital to run these programs until they become self-sufficient. We were concerned that is what we were going to get into. We would need money to carry through this program to pay for itself until we got enough people to sign up for the program. Of course if we had the issue as the Commissioner just explained, somebody with catastrophic break it would empty the insurance pool. It is being in the insurance business. We certainly can look at it again though."

Chairman Cevalco stated, "Well there would also be my opinion that we would look at a trigger point in that where you need to know how many upfront we would need to where it would make it possible to once the word gets out that it would become a viable program."

Director Lacey replied, "Yeah we even looked at it where you sign up for this service, but there would be no service available for the first 180 days. This way if you do have a problem we are not selling insurance to something that has already happened. We looked at a lot of those scenarios, but certainly it can be revisited."

Chairman Cevalco stated, "I wish everyone a Happy Easter and thank you for coming out."

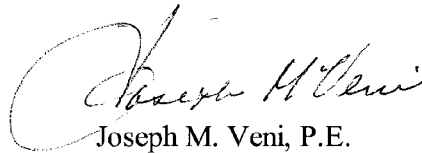
23. CLOSING STATEMENT

The next Regular Public Meeting will occur on Monday, April 28, 2014. All regular public meetings begin at 7:00 p.m. in the Main Conference Room of the Authority's Administration Building located at 1551 Highway 88 West.

24. ADJOURNMENT

On motion duly made and seconded and a vote in the majority the meeting was adjourned at 8:50 p.m.

Respectfully submitted,



Joseph M. Veni, P.E.
Authority Secretary