

**The Brick Twp. Municipal Utilities Authority**  
**Minutes of a PUBLIC MEETING Held on November 28, 2016**

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

**2. OPENING STATEMENT**

Ms. Sylvester advised, *"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 5, 2016, 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**

Commissioners Present

James Fozman  
Gregory M. Flynn  
George Cevasco  
Maria Foster

Commissioners absent

Susan Lydecker  
Thomas C. Curtis

Also Present

Chris A. Theodos  
Stephen T. Specht  
Joseph Maggio  
John Clifford  
Gary Vaccaro  
Marie Sylvester  
Nick Montenegro, MUA Legal  
Chuck Fallon, MUA Auditor  
Sue Brasfield, MUA Engineer  
Mark Kitrick, Labor Counsel

Chairman Cevasco stated, "Before we continue with the meeting I have some very important function to do tonight and I'd like to call up Carol Gundel." (Applause)

Chairman Cevasco continued stating, "The reason Carol is smiling is that she is retiring next week. Carol was hired in 1982 as a Customer Account Clerk. She was promoted in 1985 to Senior Clerk and again in 1988 to Principle Clerk. As a senior member of the Customer Accounts Division it was an easy transition for Carol to take the position of Customer Accounts Supervisor in 2013 when the opening presented itself. Over her 35 years of working in the Customer Accounts Department, Carol has become one of the Authority's "GO TO" people for information. She takes with her a wealth of information and experience dealing with the Authority's customer base. Carol, on behalf of the Board of Commissioners and myself, I'd like to both congratulate you on your retirement and more importantly, thank you for your many years of service. Best wishes for a long, happy and healthy retirement." (Applause)

Carol stated, "It has been a pleasure working here all these years. I will miss everyone, but I have a sick daddy I have to take care of."

Chairman Cevasco stated, "We'll go into exempt session later in the meeting and go through the

agenda because it is fairly light at this time.”

**4. ADOPTION OF DIRECTORS' REPORTS**

Chairman Cevalco asked for a motion to adopt the Directors' reports. Comm. Flynn made a motion. Seconded by Comm. Fozman.

AYES: Comm. Flynn, Foster, Fozman, Cevalco  
NAYS: None  
ABSTAIN: None

**5. APPROVAL OF MINUTES**

Chairman Cevalco asked for a motion to approve the minutes of October 24, 2016 public and exempt and September 26, 2016 exempt session.

Comm. Flynn made a motion to approve the minutes. Seconded by Comm. Foster.

AYES: Comm. Flynn, Foster, Fozman, Cevalco  
NAYS: None  
ABSTAIN: Comm. Foster October 24, 2016.

**6. CORRESPONDENCE**

Chairman Cevalco advised, “Under correspondence we had a thank you for the bereavement gift from Debbie Zaraza’s Dad who passed away.

**7. BILL RESOLUTION**

Comm. Flynn read the Bill Resolution dated November 28, 2016 in the total amount of \$4,599,682.56 as follows:

Total Operating Vouchers:	\$	2,558,169.34
Total Payroll:		1,024,737.69
Total Capital Vouchers:		1,016,775.53
Escrow:		- 0 -
Total Bill Resolution	\$	4,599,682.56

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

AYES: Comm. Flynn, Foster, Fozman, Cevalco  
NAYS: None  
ABSTAIN: None

**8. TREASURER'S REPORT**

Comm. Flynn read the Treasurer’s Report balances for the month ending October 31, 2016 as follows:

**Unrestricted Funds:**

Total Revenue Funds:	\$	20,438,716.55
Total General Funds:		3,653,289.10
Total Unrestricted Funds:		24,092,005.65

**Restricted Funds:**

Rate Projection Maintenance Fund:	2,503,356.08
Working Capital Fund:	462,854.21
NJEIT Processing Fund:	953,701.61
Series 2015A/2016A Project Bonds:	2,533,109.22
Total Bond Funds:	10,363,690.34
Total Other Restricted Funds:	1,557,736.75
Total Restricted Funds	18,374,448.21
Total of All Fund Accounts:	42,466,453.86

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

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

**10. DEVELOPER APPLICATIONS - NONE**

**11. UNANTICIPATED/EMERGENCY CAPITAL EXPENDITURES - NONE**

**12. CUSTOMER ACCOUNTS RECONCILIATIONS**

Director Clifford read the customer accounts reconciliations as follows:

**One Time Credit**

- a. Account 22280003, 24 Lanes Mill Rd, Eileen Gambino. A One Time Water & Sewer credit is recommended in the amount of \$1849.60 due to unexplained usage. The quarter in question rose to 256,000 gallons while average usage is 1,000 gallons. We have verified that the meter is in proper working order and no leaks are present at this time.

Comm. Flynn asked if this is a business.

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

Director Clifford replied, "This one is a business. If you are heading down toward the Wawa by the parkway there is a building on the left hand side with a name, I don't know if it was that building particularly, but it is a business. They applied for it and apparently they asked for a lot more but we gave them what we could pursuant to our policy. It is a one-time credit."

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

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

Sewer Credit

- a. Account 2720606, 180 Route 35 No, Jill Rathyen. A Sewer Credit is recommended in the amount of \$2094.16 due to broken pipes. The quarter in question rose to 260,000 gallons while the average use is 4,000 gallons. All repairs have been made and verified and the meter is NJ AMERICAN.

Comm. Foster made a motion to approve this action. Seconded by Comm. Flynn

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

- b. Account 9144801, 409 Meredith Ln, Marcia Serenelli. A Sewer Credit is recommended in the amount of \$1005.02 due to excessive usage. The quarter in question rose to 135,000 gallons while the average is 13,000 gallons. The customer has now installed a well on the property and has been verified by us.

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

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

**13. CONTRACT CLOSE-OUTS**

- a. Contract Close-Out for Electro Maintenance Inc. for Contract No. 705001 – Emergency Generators at the Mantoloking Road, Ridge Road and Morris Avenue Water Booster Stations (Final Contract Payment and Reduction in Retainage from 2% to 0%)

Director Specht advised, “Yes Mr. Chairman., This is for the Contract Close out for Electro Maintenance Inc. for contract no. 7005001. The emergency generators at the Mantoloking Road and Ridge Road and Morris Avenue water booster stations. The contractor Electro Maintenance has submitted the appropriate close out documentation through our consultant French & Parrello. The final contract amount totals \$9,240.00 and the retainage reduction totals \$7,076.00 for a final payment amount of \$16,316.00 which is included on the bill resolution tonight. I would recommend approval.”

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

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None

ABSTAIN: None

**14. AUTHORIZATION TO EXPEND APPROVED FUNDS**

**a. Annual Renewal of VUEWorks Technical Support and Maintenance Contract**

Amount: \$7,800.00

Vendor: VUEWorks, LLC.

Funding Source: Operating Account 90060-8703

Director Vaccaro advised, "The first item on the agenda is the annual renewal of Vueworks Technical Support Maintenance Contract. That is our Asset Management Program. The cost is \$7,800.00. The vendor actually is Data Transfer Solutions. The Operating Account is 90060-8703. The period of the contract is December 2016 to November 30, 2017. There is no increase in cost from the previous year and it is just based on 20% of the software purchase so I am recommending approval."

Comm., Flynn asked, "Is this the one we were talking about trying to see if we could get a multiple year?"

Director Vaccaro replied, "Yes. I am waiting on an answer for that. I did ask that but they haven't gotten back to me."

Comm. Flynn made a motion to approve this action. Seconded by Comm. Foster

AYES: Comm. Flynn, Foster, Fozman, Cevasco

NAYS: None

ABSTAIN: None

**b. Computer Data Storage Expansion**

Amount: \$14,672.18

Vendor: Candoris Technologies

Funding Source: Capital Project No. 910004/Operating Account 90059-8650

Director Vaccaro advised, "This is a computer data storage expansion for \$14,672.18. The vendor is Candoris Technology. It is under Capital Project Number 910004 and Operating Account 90059-8650. Due to our continued data growth including: GIS server migration, laserfiche, more document scanning electronic work orders and additional software grades and future projections for doing electronic signature and time cards. We are basically near our total storage capacity. We currently have 24 disk capacity. It is fully populated. This purchase would include an additional storage unit and 8 one terravite hard drive. Included is three years of maintenance and support and Candoris Technology providing on site professional services for installing and configureing the new storage device. It is broken down by roughly \$12,000 for the hardware support and \$2,500 for Candoris under operating account. I am seeking approval for that."

Comm. Flynn asked, "How long is the maintenance for?"

Director Vaccaro replied, "I believe it is for three years. Basically our file cabinet is full."

Comm. Foster made a motion to approve this action. Seconded by Comm. Flynn.

AYES: Comm. Flynn, Foster, Fozman, Cevasco  
NAYS: None  
ABSTAIN: None

- c. Purchase of SWAN AMI Codes-II multi-parameter analyzer**  
Amount: \$7,068.00  
Vendor: Cemtech Energy Controls Inc.  
Funding Source: Account 799008

Director Maggio advised, "We are requesting authorization to expend approved funds for the purchase of a SWAN AMI Codes II multi-parameter analyzer. The amount is \$7,068.00. The vendor is Cemtech Energy Controls Inc. The funding source is Account No 799008. This piece of monitoring equipment will allow us to monitor in real time our chloramine process which will minimize the potential for water quality disruptions in our distribution system."

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

AYES: Comm. Flynn, Foster, Fozman, Cevasco  
NAYS: None  
ABSTAIN: None

- d. Two Year Preventative Maintenance Service Contract for the Diesel Pumps at the County of Ocean Sea Avenue Storm Water Pump Station**  
Amount: \$8,034.00  
Vendor: Ransome Engine  
Funding Source: The County of Ocean Reimbursable Account No. 1275

Director Specht advised, "This is for a two year preventative maintenance contract for the diesel pumps at the County of Ocean Sea Avenue storm water pump station. Our vendor on this is the contract with Ransome Engine. The two year contract amount is \$8,034.00. This is reimbursable under the Ocean County Reimbursable Account No. 1275. I received approval from the County back on November 1<sup>st</sup> to expend these funds and we will simply seek reimbursement from the County of Ocean once the work is performed. I would recommend approval."

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

AYES: Comm. Flynn, Foster, Fozman, Cevasco  
NAYS: None  
ABSTAIN: None

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

- a. RFQ for Professional Consultants – 2017/2018

Director Theodos advised, "Mr. Chairman this is a request for proposals for professional consultants for annual contracts which will be awarded at the reorganization meeting next year."



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

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

**16. ADOPTION OF PERSONNEL ACTIONS**

Following exempt session, Chairman Cevalasco requested that the Board return to Item No. 16 which will be adoption of Personnel Actions and asked for a motion.

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

AYES: Comm. Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

**17. OLD BUSINESS**

**18. NEW BUSINESS**

**18.1 Request to Utilize Reservoir**

- a. Wedding: Katie Alwin  
Date: Saturday, May 6, 2017 from 3:00 p.m. to 4:00 p.m. for wedding ceremony (earlier start time for tent set-up and later end time for tent breakdown)  
Special Needs: Tent, chairs, archway, aisle runner and music in Garden No. 9 which is located adjacent to the gravel parking lot at the Herbertsville Road entrance. Parking in be gravel lot will also be required.  
No. of Participants: 150  
Contact: Debbie Murphy

Director Specht advised, "The request we received is for a wedding for Katie Alwin. It is for a Saturday May 6 2017 from 3-4 p.m. This application is a little more unique than what we have seen before. The applicant would like to start a little earlier and set up a tent for the ceremony and end a little later to obviously take down the tent. They are going to provide the tent, chairs and archway as well as the runner and music in garden area number 9 which is directly adjacent to the gravel parkway parking lot on the north entrance on Herbertsville. Katie Alwin is the daughter of James Murphy, a former employee of the Authority who passed away earlier this year. We actually dedicated a bench to him back in May. We discussed this at the October 25<sup>th</sup> Reservoir Committee meeting and really had no issues with this particular application. The only thing I recommend is that we get some insurance from the vendor that sets up the tent. Again I would recommend approval."

Comm. Fozman asked, "I'm just curious about the 150 people. Are we going to block off that lot just for them?"

Director Specht replied, "We will do just what we have done in the past when we have had excessive amount of attendees. We will block of that one gravel parking area there and we will just

stack the cars up and handle it that way.”

Comm. Fozman suggested, “Why don’t you just use the whole parking lot and send everyone else that is visiting down the other end.”

Director Specht advised, “We can take a look at that because obviously we have the church parking lot. I will discuss that with Mr. Reilley and see how he wants to handle it because they do a good job up there of coordinating these events.”

Comm. Foster made a motion to approve this action. Seconded by Comm. Flynn

AYES: Comm. Flynn, Foster, Fozman, Cevasco  
NAYS: None  
ABSTAIN: None

## **19. RESOLUTIONS**

### **86-16 A Resolution Authorizing Application for Loans from the New Jersey Environmental Infrastructure Trust Financing Program**

Director Vaccaro stated, “This resolution is a resolution authorizing applications for loans from the New Jersey Environmental Infrastructure Trust Financing Program. As part of the loan application process an authorizing resolution needs to be adopted by the Board. The resolution covers six projects, hydrant replacement in the Bay wood Section of Brick Township, undersize water main replacement in Cedar Park East and Cedarwood Park West, undersized water main replacement in the Breton Woods Section, Rehabilitation and upgrades to nine wastewater pump stations, chlorine disinfection relocation and meter replacement.”

Comm. Flynn asked, “We are confident that all of the projects coming up that we can apply for this funding is in this group. There are no other ones floating around out there?”

Director Vaccaro stated, “There will be down the road, and we will have to put them in separately.”

Comm. Flynn asked, “Yes but as of right now what we put through the system is in this group?”

Director Vaccaro replied, “Yes.”

Chairman Cevasco stated, “The one thing that is new now is this New Jersey Infrastructure Trust is a rolling application date, it used to be October and March and now it is rolling so we have more flexibility.”

Comm. Flynn made a motion to approve Resolution No. 86-16. Seconded by Comm. Foster.

AYES: Comm. Flynn, Foster, Fozman, Cevasco  
NAYS: None  
ABSTAIN: None



87-16 Final Quantities Change Order/Change Order No. 4 for a Decrease in the Contract Amount of \$104,130.00 to Quad Construction Company – Immediate Upgrades of Six (6) Wastewater Pump Stations and Two (2) Ejector Stations Flooded by Super Storm Sandy – Breton Road, Vanada Woods, Mantoloking Road, Fifth Street, Eastern Lane and Laurelton Wastewater Pump Stations and Eagle Point and Island Drive Ejector Stations; Contract No. 812003

Director Specht advised, “This is the Final Quantities Change Order/Change Order No. 4 for a Decrease in the Contract Amount of \$104,130.00 to Quad Construction Company – Immediate Upgrades of Six (6) Wastewater Pump Stations and Two (2) Ejector Stations Flooded by Super Storm Sandy under contract number 812003. The original contract amount was \$2,716,000.00 Change orders number 1, 2, & 3 total \$26,308.58. With this reduction of the contract of \$104,130.00 for change order number 4 to total final contract is \$2,638,158.58 for a total contract decrease of \$77,841.42 and I would recommend approval.”

Comm. Flynn asked, “Is there any retainage on this?”

Director Specht advised, “This project has not been closed out yet. We are still holding 2% retainage on our contract pending project close out. But this is one of the steps to get us to project close out is to calculate the Final Quantities Change Order.”

Comm. Flynn made a motion to approve Resolution No. 87-16. Seconded by Comm. Fozman.

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

88-16 Finalizing Emergency Repairs for Well #11 and Well #12

Director Maggio advised, “This is a resolution ratifying the final payment and amended emergency contract pursuant to NJSA 40A:11-6 for repairs and inspection services to well #11 and #12. This resolution essentially closes out and memorializes the emergency contracts from back in September when we needed to urgently repair these two wells that had failed. It also memorializes the final total cost for both repairs. Those total costs are for Well 11 - \$121,973.00 and for Well \$12,562.64.”

Comm. Flynn asked, “Any progress on what we are doing as far as the defective aspect of it?”

Director Maggio replied, “Yes our engineer has completed their analysis and we should probably discuss that in closed session. We have met and we will be reaching out to another party.”

Comm. Foster made a motion to approve Resolution No. 88-16. Seconded by Comm. Fozman.

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

89-16 Award of Contract to H2M for the preparation of the Brick Utilities Water Supply Master Plan Preparation of Brick MUA Water Supply Master Plan

Director Maggio advised, "This is a resolution for the award of a fair and open agreement with H2M Architects and Engineers in the amount of \$341,907.00 for planning and engineering services for the preparation of a water supply master plan for the Brick Township Municipal Utilities Authority in Capital Project No. 716009. As discussed with multiple committees this is much more now. It started out as an update to our water supply master plan which was last updated in 2004. But this also incorporates a number of the unique aspects of that Brick Utilities faces so it is a much broader project but a very important one none the less."

Comm. Flynn made a motion to approve Resolution No. 89-16. Seconded by Comm. Fozman.

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

90-16 A Resolution Authorizing and Approving a Shared Service Agreement with the Township of Brick for Snow Plowing Services

Director Specht advised, "This is the resolution authorizing and approving a shared services agreement with the Township of Brick for Snow Plowing Services. As in the past the Authority has provided man power when requested by the Township to assist with their snow plowing operations. I would recommend that we approve this contract for the upcoming winter season."

Comm. Foster made a motion to approve Resolution No. 90-16. Seconded by Comm. Flynn

AYES: Comm. Flynn, Foster, Cevalasco  
NAYS: None  
ABSTAIN: Comm. Fozman

Chairman Cevalasco stated, "At this time I will entertain a motion to go into closed session."

Counselor Montenegro stated, "The purposes of the executive session would be for anticipated litigation, existing litigation and techniques regarding the disclosure could impair the protection including investigations of potential violations of the law."

Comm. Fozman made a motion to go into exempt session. Seconded by Comm. Flynn.

AYES: Comm. Flynn, Foster, Fozman, Cevalasco  
NAYS: None  
ABSTAIN: None

Counselor Montenegro stated, "The record will indicate that upon conclusion of the Executive Session the Board will return to the public session and will reveal anything that occurred except for if the need for confidentiality exists. It will not be revealed until that need no longer exists."

The group entered exempt session at 7:26 p.m.

On motion duly made and seconded in exempt session and a unanimous vote the group returned to open session at 9:55 p.m.

Counselor Montenegro stated, "We are back in public session and the results of the executive session will be made available when the need for confidentiality no longer exists."

**20. PUBLIC DISCUSSION**

No Public was present at the meeting to comment

**21. COMMENTS FROM COMMISSIONERS, PROFESSIONALS & STAFF**

**22. CLOSING STATEMENT**

Ms. Sylvester advised, "*The next Regular Public Meeting will take place on Monday, November 28, 2016 at 7:00 p.m. All meetings take place in the Main Conference Room of the Authority's Administration Building located at 1551 Highway 88 West.*"

**23. ADJOURNMENT**

Comm. Foster made a motion to adjourn. Seconded by Comm. Flynn.

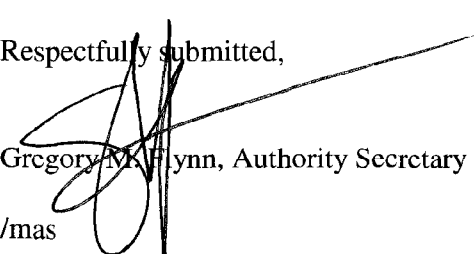
AYES: Comm. Flynn, Foster, Fozman, Cevalco

NAYS: None

ABSTAIN: None

There being no further business to discuss the meeting adjourned at 10:04 p.m.

Respectfully submitted,

  
Gregory M. Flynn, Authority Secretary

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