

**The Brick Twp. Municipal Utilities Authority
Minutes of a PUBLIC MEETING Held on October 26, 2017**

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

2. OPENING STATEMENT

Following the Salute to the Flag, 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 6, 2017, 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

Gregory M. Flynn
Thomas C. Curtis
James Fozman (7:04 pm)
William Neafsey

Absent

Susan Lydecker
Maria Foster

Also Present

Chris A. Theodos, Executive Director
Stephen T. Specht, Dir. Engineering/Operations
Joseph Maggio, Dir. Water Quality
John Clifford, CFO
Gary Vaccaro, Dir. Compliance/Technology
Marie Sylvester, Executive Supervisor
Nick Montenegro, MUA General Counsel
Chuck Fallon, MUA Auditor
Sue Brasefield, MUA Engineer
Joseph Simonetta
David Isabel

4. Adoption of Directors' Reports

Comm. Curtis made a motion to adopt the Directors' reports. Seconded by Comm. Neafsey

AYES: Comm. Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

5. APPROVAL OF MINUTES

September 28, 2017 Regular and Exempt

Comm. Neafsey made a motion to adopt the minutes as presented. Seconded by Comm. Curtis.

AYES: Comm. Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

6. CORRESPONDENCE

Chairman Flynn advised that the Authority received a thank you note from Helen Skoczylas for the fruit basket sent by the Authority expressing condolences for her mom's passing.

7. APPROVAL OF BILL RESOLUTION – *Commissioner Curtis*

Comm. Curtis read the Bill Resolution dated October 26, 2017 in the total amount of \$3,837,518.62 as follows:

Total Operating Vouchers:	\$	2,160,859.89
Total Payroll:		1,158,959.65
Total Capital Vouchers:		505,260.41
Escrow:		12,438.67
Total Bill Resolution	\$	3,837,518.62

Comm. Neafsey made a motion to approve the Bill Resolution. Seconded by Comm. Curtis

AYES: Comm. Curtis, Neafsey, Flynn

NAYS: None

ABSTAIN: None

8. TREASURER'S REPORT – *Commissioner Lydecker*

In Comm. Lydecker's absence, Comm. Curtis read the Treasurer's Report balances for the month ending September 30, 2017 as follows:

Unrestricted Funds:

Total Revenue Funds:	\$	10,760,469.51
Total General Funds:		11,966,124.95
Total Unrestricted Funds:		22,726,594.46

Restricted Funds:

Rate Projection Maintenance Fund:		2,854,576.08
Working Capital Fund:		1,693,065.80
NJEIT Processing Fund:		557,195.55
Construction Fund:		6,198,749.69
Total Bond Funds:		8,179,581.28
Total Other Restricted Funds:		1,442,738.55
Total Restricted Funds		20,925,906.95
Total of All Fund Accounts:		43,652,501.41

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

AYES: Comm. Curtis, Neafsey, Fozman, Flynn

NAYS: None
ABSTAIN: None

9. DEVELOPER APPLICATIONS

Director Specht presented the following items for approval by the Board.

9.1 Preliminary Applications - No Further Action Required - None

9.2 Other Applications

2190 Mr. Richard Aulenbach, JSM at Martin Blvd., LLC, Major Site Plan
Laurelton Plaza, Rt. 88, Preliminary, 6 Commercial Units

Director Specht advised that this application is for the upper half of the Laurelton Mobile Home Park and will consist of four new commercial buildings including a convenience store, bank, commercial units and a day care center. He added that approximately 898 feet of 8" sewer main will be installed, four new PVC laterals for the buildings and a six inch main will be installed for the multi-use commercial building. Also a water main extension is required for a new 12" water main to be extended from Route 88 into the project that is approximately 520 feet of ductile iron main to be located in the west driveway area of the project. An additional 545 feet of 8" diameter DIP water main will be installed tapping into the new 12" water main. The plans will be revised to show that the water main will not be near the dumpster behind the commercial building since it would impact us if there was any need to maintain that main. We will also be adding four additional hydrants and each building will have a 2" copper water service and fire protection will provided for the multi-use building, as well as the day care center. Director Specht added that if the lower portion of the Mobile Home Park is developed the existing utilities that service the property now will have to be removed and that has been noted in our review.

Comm. Fozman asked if the 12" main will be able to handle potential future development. Director Specht advised that the 12 main will be tapping into a 20 inch main on Route 70 and that is more than large enough to handle any new development out there.

It was noted that if the back half of the project is improved the existing meter pit will be moved out to the main.

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

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

9.3 Release of Bonds

2141 Mr. Robert Mikell, Verizon Construction, LLC, Santander Bank (previously
Sovereign Bank) Building, 1135 Burnt Tavern Road

Director Specht advised that a new service was required to be installed on the project by the

contractor and we are looking to release the performance bond. A maintenance bond is not recommended because it is just two services that were installed.

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

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

10. UNANTICIPATED/EMERGENCY CAPITAL EXPENDITURES - NONE

11. CUSTOMER ACCOUNTS RECONCILIATIONS

Director Clifford presented the following customer accounts reconciliations for approval by the Board.

One Time Credit

Account 17666404-0, 121 Blake Cir. Adria Marcus. A One Time credit is recommended in the amount of \$1069.30 due to a leaky toilet. The quarter in question rose to 152,000 gallons while the average use is 4,000 gallons. This is a single family home and no other credits have been issued and there are no other leaks.

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

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

Sewer Credit

Account 2336601-0, 333 S. Bay Dr. Doreen Muench. A Sewer credit is recommended in the amount of \$1886.23 due to a broken pipe. The quarter in question rose to 203,000 gallons while the average use is 13,000 gallons. This is a single family home and all repairs have been made and there are no other leaks.

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

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

One Time Credit

Account 18419207-0, 505 5th Ave. Irene Bisogno. A One Time credit is recommended in the amount of \$1,907.40 due to a leaky toilet. The quarter in question rose to 271,000 gallons while the average use is 8,000 gallons. This is a single family home and no other credits have been issued and there are no other leaks.

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

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

Chairman Flynn advised that he has been discussing with Directors Theodos and Clifford our overall policy on the credits and we are going to revise it and present it to the Board in the future.

12. CONTRACT CLOSE-OUTS - NONE

13. AUTHORIZATION TO EXPEND APPROVED FUNDS - NONE

14. AUTHORIZATION TO SEND OUT BIDS, RFQ'S & RFP'S - NONE

15. ADOPTION OF PERSONNEL ACTIONS

Comm. Neafsey made a motion to approve the personnel actions. Seconded by Comm. Fozman

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

16. OLD BUSINESS

17. NEW BUSINESS

17.1 Special Use Permit Requests for the Brick Reservoir – NONE

18. RESOLUTIONS

80-17 A Resolution Authorizing Maser Consulting to Conduct a Licensed Survey of the Authority Headquarters Campus- Price not to exceed \$40,400 – Operating Account 910-8703

Director Vaccaro stated that there is no current licensed survey of the Authority's facilities and we recommend a survey for future projects and planning purposes. He added that the survey will include both boundary and topographic mapping of the site including flight areail photography. The aerial data will also be incorporated into our GIS and Vueworks program along with setting corner markers and monuments.

Comm. Neafsey made a motion to adopt Resolution No. 80-17. Seconded by Comm. Fozman

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

81-17

Resolution for the Award of a Fair and Open Agreement with Adams, Rehmann & Haggan, Associates, Inc. in a Not-To-Exceed Cost of the Work Basis in the Amount of \$436,452.50 for Professional Engineering Consulting Services for the Design, Permitting, the New Jersey Environmental Infrastructure Financing Program Requirements, Bidding and Award, Construction Administration/Management, Full-Time Inspection (If and When Directed by Brick Utilities) and As-Needed Services for the Water Main Stream Crossing Replacement at the Route 70-Metedeconk River; Capital Project No. 717004 and Water Main Stream Crossing Replacement at Hooper Ave. #1 – Tunes Brook / Doe Court (12” Diameter); Hooper Ave. #3 –Manor Drive / Mantoloking Road (12” Diameter); Hooper Ave. #5 – Sailors Quay Drive / Lighthouse Court (12” Diameter); Route 70 at Chambers Bridge Road (12” Diameter); Herbertsville Road – Godfrey Lake Drive / Wilson Court (12” Diameter); and Midstreams Road at Beaver Dam Creek (16” Diameter) Capital Project No. 717005

Director Specht advised that last year a condition assessment was performed on all our major stream crossings throughout the Township. It was determined that the seven crossings included in this resolution require replacement within the next one to five years based on H2M’s analysis.

Chairman Flynn asked if we are going to do this project progressively. Director Specht advised that we will get approval from NJEIT for funding the entire project which is extensive. He stated that he is not sure how it will be bid, either separately or together, but most likely all the crossings will be done by horizontal directional drill. He advised that it probably can be bid as one contract to get the best price, but we will make that determine as we proceed through design.

Comm. Curtis made a motion to adopt Resolution No. 81-17. Seconded by Comm. Neafsey

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

82-17

Resolution for Task Order No. 1 for a Contract Increase with Suburban Consulting Engineers Inc. in a Not-To-Exceed Cost of the Work Basis in the Amount of \$80,710.00 for Additional Professional Engineering Consulting Services for the Design, the New Jersey Environmental Infrastructure Financing Program Requirements and the Full-Time Inspection (If and When Directed by Brick Utilities) for the Sewer Main Replacement Associated with the Water Main Replacement on Cartagena Drive, Alhama Drive, Cadiz Drive, Valencia Drive and Monterey Drive; Capital Project No. 717001 and the Final Field Investigation, Design and Permitting for Water Main Replacement for the Lagoon Crossing between East Granada Drive and Cartagena Drive; Capital Project No. 717002

Director Specht advised that he met with Suburban to see how they are progressing with the design for the lagoon crossing and it was determined that based on their investigation and TV-ing of the

line it was determined that pipe bursting or slip lining would not be a viable option to get that main back in service. Based on the condition of the main it is recommended that a horizontal directional drill be performed between East Granada and Cartegena and that is what the second part of this resolution is for. It has also been determined at this time that it would be in the best interest of the Authority to replace the sanitary sewer main and manholes associated with the streets. It was discussed that the Authority will perform inspection if we have our own people available, and that option has been included in the contract.

Comm. Curtis made a motion to adopt Resolution No. 82-17. Seconded by Comm. Neafsey

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

83-17 Resolution for the Award of Public Contract to National Water Main Cleaning Co. in the amount of \$675,524.00 for the Sanitary Sewer Lateral Connection Repairs – Barrier Island; Capital Project No. 817001

Director Specht stated that our settlement total was \$550,000 and this contract is about \$675,000, however there are a number of items in the contract that we will only perform if and when required. The majority of those extra items have to do with point repairs should we have to mobilize an excavator to dig up a sewer lateral in the event it cannot be repaired internally. He stated that he estimates the total contract will be about \$500,000 when the project is complete.

Comm. Neafsey made a motion to adopt Resolution No. 83-17. Seconded by Comm. Curtis

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

84-17 A Resolution for Approving and Authorizing Award of a Contract to Shore Top Construction Corp., in the amount of \$42,415.00 for Lockwood Avenue Paving Repair in Howell Township, Monmouth County, New Jersey Contract No. 717023

Chairman Flynn asked for a motion to table Resolution No. 84-17.

Comm. Curtis made a motion to table Resolution No. 84-17. Seconded by Comm. Neafsey

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

85-17 Resolution authorizing the extension of the Ecosystem Consulting Service (ECS) Reservoir Management Contract for an Additional 2 Year Term in the amount of \$31,015

Director Maggio stated that Eco Systems Consulting is a very valuable component of our efforts to manage the Reservoir water quality in a natural manner without the use of chemical treatment. In addition he advised that they have been with us since the beginning of the Reservoir and they are very important to our mission.

Comm. Neafsey made a motion to adopt Resolution No. 85-17. Seconded by Comm. Fozman

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

86-17 Resolution Authorizing the Purchase of Variable Frequency Drives for Finished Water Pumps 3&4 from Vendor Applied Analytics, Inc. in the amount of \$42,666 Through State Contract A85089 Funded from Capital Account 717016

Director Maggio advised that we have four finished water pumps and at this time two have variable frequency drives so by installing these drives on all four of the motors we will have greater resilience and control over how much each motor and pump produces. He added that there are other ancillary benefits including protecting the motors from electrical faults, as well as allowing for the soft starting of these motors which reduces wear and tear on the motors and the pump equipment.

Comm. Neafsey made a motion to adopt Resolution No. 86-17. Seconded by Comm. Fozman

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

87-17 A Resolution for the Purchase of Finance, Requisitions and Inventory software, training and conversion services in the amount of \$36,000

Director Clifford advised that the decision to go with the Edmunds software stems from numerous things, but one of them is that we are going to try to do our internal controls and eliminate redundant tasks. It was discussed that is all part of the effort to become more paperless - speeding up the process and tying into our billing system which is probably one of the biggest benefits. He indicated that we have Edmunds for our billing and we have Microsoft Dynamics on the finance side. Director Clifford explained that currently there are a lot of manual redundant tasks that we do and by switching to the Edmunds system we eliminate those redundancies.

Comm. Fozman asked if the cost of \$36,000 includes the first year maintenance. Director Clifford replied affirmatively as well as conversion services to transfer over the existing information that is in Dynamics.

Comm. Curtis made a motion to adopt Resolution No. 87-17. Seconded by Comm. Fozman

AYES: Comm. Neafsey, Curtis, Fozman, Flynn

NAYS: None
ABSTAIN: None

**88-17 A Resolution for the Purchase of Alum Feed System Equipment from
Pyrz Water Supply Co., in the amount of \$19,675.00 from Account No.
717011**

Director Maggio explained this is a planned replacement of our Alum feed system. It was noted that the current feed system is in excess of 20 years old and is a critical chemical feed.

Comm. Fozman made a motion to adopt Resolution No. 88-17. Seconded by Comm. Curtis

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

19. EXEMPT SESSION
(Personnel, Contracts & Potential Litigation Only)

Counselor Montenegro read the following into the record: "Resolution of the Brick Township Municipal Utilities Authority to enter into executive session. Whereas section 8 of the Open Public Meetings Act NJSA 10:4-12 permits the exclusion of the public from a meeting in certain circumstances and, whereas this public body is of the opinion that such circumstances exist. Now therefore be it resolved by The Brick Township Municipal Utilities Authority that the public shall be excluded from discussion of and action upon the here and after specified subject matter and that is anticipated litigation. It is anticipated at this time that the subject matter will be made public if and when the need for confidentiality no longer exists and action may be taken. This resolution is to take effect immediately. The Commissioners will reconvene public session after the executive session you are welcome to remain outside and come back after the public session."

Comm. Fozman made a motion to enter exempt session. Seconded by Comm. Curtis

AYES: Comm. Neafsey, Curtis, Fozman, Flynn
NAYS: None
ABSTAIN: None

At this time 7:44 p.m. the group entered exempt session.

On motion duly made and seconded in exempt session, and a unanimous vote the group returned to open session at 8:20 p.m.

Counselor Montenegro advised that the issues regarding confidentiality will be reviewed and discussed when the need no longer exists.

20. PUBLIC DISCUSSION

Paula Biernat asked if the Edmunds software will be used for payroll as well. Director Clifford

advises that no it will not be.

21. COMMENTS FROM COMMISSIONERS, PROFESSIONALS & STAFF

Director Clifford thanked the Board for approving the purchase of the Finance software.

Sue Brasefield thanked the Board for the survey project.

Director Vaccaro advised that Maser came out to look at our USTs feasibility study because they are reaching their useful life and we need to think about replacing them. They will be providing us with recommendations to remedy this matter.

Director Maggio thanked the Board for their support of the items on the agenda.

Counselor Montenegro thanked the Chairman for a good meeting.

Director Theodos wished everyone a good Thanksgiving.

Comm. Fozman stated I would just like to thank Joe Maggio and his crew and Rob Karl for the rain garden project at Brick Plaza adding that they look really nice. Director Maggio advised that we will also be putting out a press release announcing the project and the benefits that it provides.

It was discussed that in the future we would like to see the Township recommend bio basins for larger projects. Director Specht added that we take a look at any projects that impact the Metedeconk River storm water plans and do provide recommendations and sometimes we do ask for bio retention basins.

Chairman Flynn thanked Joe Maggio and Rob Karl and their department for their work on identifying culprits of soil erosion throughout the watershed. It was discussed that they have an aggressive program that they are working on and we are monitoring where the conservation guidelines are not being followed for soil erosion.

22. CLOSING STATEMENT

Ms. Sylvester read the Closing Statement as follows: *"The next Meeting of the Authority will be a Public Meeting on Thursday, November 30, 2017 at 6:00 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

There being no further business to discuss the meeting adjourned at 8:35 p.m.

Respectfully submitted,


Thomas C. Curtis, Authority Secretary

TCC/mas