The Brick Twp. Municipal Utilities Authority
Minutes of a PUBLIC MEETING Held on February 22, 2018

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 8, 2018 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	Also Present
	Chris A. Theodos
Maria Foster	Stephen T. Specht
William Neafsey	Gary Vaccaro
Thomas C. Curtis	Joseph Maggio
Gregory Flynn	John Clifford
Jason Kiernan	Marie Sylvester
Sandra P. Hawthorne-Tormey	Nick Montenegro
	Chuck Fallon
Absent	Sue Brasefield
Comm. Lydecker	Joe Simonetta

Ms. Sylvester advised that in Comm. Lydecker's absence, Comm. Hawthorne-Tormey will be voting this evening.

4. Adoption of Directors' Reports

Comm. Curtis made a motion to adopt the Directors' Reports. Seconded by Comm. Foster

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Flynn
NAYS: None
ABSTAIN: None

5. APPROVAL OF MINUTES

Comm. Neafsey made a motion to adopt the Minutes of the January 25, 2018 Regular and Exempt meetings and February 1, 2018 Organizational Meeting. Seconded by Comm. Foster

AYES: Comm. Foster, Hawthorne-Tormey*, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: Comm. Hawthorne-Tormey abstain on January 25, 2018

6. CORRESPONDENCE

7. BILL RESOLUTION - Commissioner Neafsey

Comm. Neafsey read the Bill Resolution dated February 22, 2018 in the total amount of $2,054,697.16 as follows:

Total Operating Vouchers:	$	1.082,516.18
Total Payroll:		1,049,744.45
Total Capital Vouchers:		100,350.53
Escrow:		- 0 -
Total Bill Resolution	$	2,952,611.16

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

8. TREASURER'S REPORT

Comm. Curtis read the Treasurer's Report balances for the month ending January 31, 2018 as follows:

Unrestricted Funds:

Total Revenue Funds:	$	9,876,557.15
Total General Funds:		15,018,704.82
Total Unrestricted Funds:		24,895,261.97

Restricted Funds:

Rate Projection Maintenance Fund:	2,854,576.08
Working Capital Fund:	1,373,897.99
NJEIT Processing Fund:	96,606.71
Construction Fund:	5,740,776.09
Total Bond Funds:	6,726,914.15
Total Other Restricted Funds:	1,434,200.67
Total Restricted Funds	18,226,971.69
Total of All Fund Accounts:	43,122,233.66

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn

NAYS: None
ABSTAIN: None

9.1 Preliminary Applications - No Further Action Required

Director Specht presented the following developer applications for approval by the Board:

2209 Mr. Ron Pfeiffer Bauer Properties 5, LLC, Minor Subdivision of Lots 40 & 41.01, Block 252.19, Southview Court, Preliminary NFA, 3 Residential

Director Specht advised that there are two existing homes on the property that is being subdivided. One home will be demolished and new services will be installed for one new home and the existing service will be utilized for the existing home, as well as one other new home. Director Specht recommended approval of this application.

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

2210 Mr. Steven Bendel, Minor Subdivision of Lot 46, Block 1422, Ridge Road & Holly Berry Lane, Preliminary, NFA, 3 Residential

Director Specht advised this is a three lot subdivision and services will be provided for sanitary sewer off Hollyberry Lane, one water service will be provided off of Ridge Road, and two water services will be provided off Hollyberry Lane. Director Specht recommended approval.

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

9.2 Other Applications

2091 Mr. & Mrs. Joseph Gass, III, Major Subdivision Lots 16.08 & 29.01, Block 322 – Circle Drive, Final, 2 Residential

Director Specht explained that the preliminary approval on this application was back in 2011 and nothing has changed since then. Director Specht recommended approval of this application.

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

2211 Mr. Jack Whisted, Royal Farms, Major Site Plan for Royal Farms Store #330, Route 70 & Route 88, Preliminary & Final, 1 Commercial

Director Specht advised this application is preliminary and final and will not be required to come back to the Board for Approval. He added that this is the old Jersey Paddler property and a new building will be constructed on the site and existing services are available. Director Specht recommended approval of this application.

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

9.3 Release of Bonds – NONE

2114 Mr. Mark Fusari, Charmarjule, LLC, Mantoloking Commons-Combined Commercial & Apartment Building, 256 Mantoloking Road – Release of Performance Bond

Director Specht advised that the applicant has met all the requirements of the Authority and will provide a two year maintenance bond. Director Specht recommended approval of this release of bonds.

Comm. Curtis made a motion to approve this action. Seconded by Comm. Hawhorne-Tormey

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

10. UNANTICIPATED/EMERGENCY CAPITAL EXPENDITURES - *NONE*

11. CUSTOMER ACCOUNTS RECONCILIATIONS

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

a. One Time Credit

Account 10992801-3, 799 Route 70. A One Time credit is recommended in the amount of $2398.70 due to a leaky toilet. The quarter in question rose to 431,000 gallons while the average use is 98,000 gallons. This is a restaurant and no other credits have been issued and there are no other leaks.

There was discussion regarding the owners and the lessees of this property and that the owner of the property is requesting the credit. Director Clifford explained we were not able to shut them off because they have a fire suppression line, and the previous tenant had a bankruptcy issue so the owner was locked out and the leak issues were discovered at that time. It was confirmed that they have never

had a credit previously.

Comm. Curtis asked Director Specht to look into the specifics of the fire suppression line and if it is a separate line in which case we could have still shut off the domestic water line and left the suppression line in operation.

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

b. Sewer Credit

Account 10647202-0, 29 Liverpool Rd. Robert Evans. A Sewer credit is recommended in the amount of $1,135.42 due to a broken pipe. The quarter in question rose to 142,000 gallons while the average use is 4,000 gallons. This is a single family home and all repairs have been made and there are no other leaks.

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

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. Foster made a motion to adopt the Personnel Actions. Seconded by Comm. Neafsey

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

16. COMMITTEE DISCUSSION

Chairman Flynn explained that this section has been added to the agenda to provide the commissioners outside of the committees an opportunity to ask questions from what they have seen in the committee meeting minutes and agendas that are distributed.

There were no questions.

17. OLD BUSINESS

Comm. Curtis inquired in regard to the EPA survey we received several months back and if the issues cited have been resolved.

Director Maggio replied that we responded to all of their inquiries within the 30 day required period, adding that most of it was asking for additional documentation and records.

Comm. Curtis asked if we received documentation from them requesting additional information.

Director Maggio advised that we recently received an email asking additional questions, most of which was for information we already supplied.

Chairman Flynn asked at what point we will receive a response from them regarding what they deemed as violations on our part?

Director Maggio replied that they will probably provide a report to the DEP at some point but there is no time frame for them to respond.

Chairman Flynn asked if we have corrected what they perceive as violations. Director Maggio replied affirmatively but commented that in some instances it made our monitoring programs of water quality less certain and less protective. He added that all their comments had to do with procedural issues and that nothing had to do with water quality.

18. NEW BUSINESS

18. 1 Reservoir Special Use Requests

Director Specht presented the following Reservoir Special Use Requests and recommended that they be approved.

a. Description: 5k to Raise Money for Outreach to Underprivileged Families
Organization: Cornerstone Calvary Chapel
Date: Saturday, May 5, 2018 from 9:00 a.m. to Noon (Rain Date: May 12, 2018)
Special Needs: Set up water stations and cones prior to the event
No. of Participants: 150
Contact: Kim McCarrick
Status: 2nd Year with no prior incidents

b. Description: Walk for the Poor
Organization: St. Martha's Conference of St. Vincent DePaul Society
Date: Saturday, September 29, 2018 from 8:30 a.m. to 12:30 p.m.
Special Needs: None
No. of Participants: 40
Contact: Kathy Wintersteen
Status: 4th Year with no prior incidents

c. *Description:* Sunrise Services for Easter Sunday
Organization: St. Paul's United Methodist Church in Brick, NJ
Date: Sunday, April 1, 2018 from 6:30 a.m. to 8:00 a.m.
Special Needs: None
No. of Participants: 100
Contact: Melissa Jensen
Status: Every Easter Sunday since 2009 with no prior incidents

Comm. Curtis made a motion to approve the Reservoir Special Use Permits. Seconded by Comm. Foster

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

19. RESOLUTIONS

25-18 Authorizing Maser Consulting PA to Provide Professional Consulting Services in the amount of $80,000.00 for the Design, Bidding, Award, and Construction Administration/Management for Removal and Replacement of the Fueling Station Underground Storage Tanks at the Brick Township Municipal Utilities Authority Headquarters Campus (Capital Project Number 918001)

Director Vaccaro stated that as he discussed at the Construction & Technology Committee meeting we have two underground storage tanks that are approaching thirty years old and no longer under warranty and we want to look at replacing those. He added that in October Maser Associates conducted a study to look at our options for replacing these tanks. The staff concurs with their recommendation and want to move forward with this project.

Comm. Neafsey made a motion to approve Resolution No. 25-18. Seconded by Comm. Hawthorne-Tormey

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

26-18 Authorizing Renewal of Agilent Lab Instrument Service Contract Vendor Agilent Technologies $24,267.60

Director Maggio advised that Resolution No. 26-18 will need to be tabled until a question about the status of Agilent's state contract is resolved.

Comm. Curtis made a motion to table Resolution No. 26-18. Seconded by Comm. Neafsey.

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

27-18 Authorizing Purchase of New Well 12 Motor Control Center (MCC) Vendor Applied Analytics $64,982.50

Director Maggio advised we are going to replace the existing motor control center which is getting on in years and upgrading it with a variable frequency drive. This is a planned project for fiscal year 18/19.

Chairman Flynn stated that it was confusing when he was reviewing some of the bills because in some cases the departments use a name and in some cases they use an item number. He requested that we adjust this so that it is consistent. Director Clifford advised that if it will make things easier he can discuss with Finance and have them make sure that when there is a project being charged that they reference the title and the number in the description so that when you review a purchase order detail it is very easy to trace it back and eliminate that confusion. Executive Director Theodos advised that our new finance software will eliminate this problem.

Comm. Kiernan asked if this is similar equipment to other well pumps that we have. Director Maggio advised that it is similar equipment to Well 11 which is a very similar type of well configuration and we just three years ago did the same work there.

Comm. Neafsey made a motion to approve Resolution No. 27-18. Seconded by Comm. Foster

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

28-18 Authorizing Award of Contract to Down to Earth Landscaping for Lake Carasaljo Watershed Grant Project in the Amount of $240,682

Director Maggio explained that this is one of the last of our watershed grant program projects that will be funded by the grant.

Chairman Flynn asked if there is any other funding coming out that can help us with other areas of Lakewood where we have outfall concerns. Director Maggio advised that something for the size of the Jamesway project which is our largest stormwater outfall in the watershed will be a very large grant. He added that right now there is really nothing that would cover that but staff is continuing to keep our eyes open in that regard.

Chairman Flynn asked if there are any developments right now that are doing outfalls into the watershed. Director Maggio replied that he couldn't specifically say, but is very confident that most of the large developments would definitely have storm water outfalls. Director Maggio advised that we don't have staff specifically dedicated to reviewing all of the development applications in the water shed, but that staff does look out for the larger developments and the potential impact.

Comm. Curtis asked who is responsible for the maintenance of these facilities. Director Maggio explained that we are going to be maintaining these for the first couple of years, but we will be reimbursed through the grant. Comm.

Comm. Foster made a motion to approve Resolution No. 28-18. Seconded by Comm. Hawthorne-Tormey

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

20. EXEMPT SESSION

None

21. PUBLIC DISCUSSION

There was no public discussion

22. COMMENTS FROM COMMISSIONERS, PROFESSIONALS & STAFF

Director Specht advised we are working on the barrier island performing the lateral connection repair project. He explained that National Water Main is out there installing the top hats and it seems to be working properly. In addition, he advised that we will be receiving bids in the very near future for hydrant project for Baywood and the roofing project for the three building on site.

Director Maggio advised the commissioners that he appreciates the Board's support for the items he had on the agenda.

Director Vaccaro thanked the Board for approving the UST project.

Ms. Brasefield thanked the board for awarding the UST project.

Joe Simonetta had nothing to report.

Director Clifford thanked the Board for their continued support. He added that the Finance Division is pressing along on the finance software conversation which will be on target for a live date of April 1st.

Chuck Fallon advised he had nothing additional to report.

Nick Montenegro complimented the Chairman on another good meeting, stating that it was concise, compact and informative as usual.

Executive Director Theodos stated that next Thursday we have a special meeting on March 1st at 6:00 pm.

Comm. Hawthorne-Tormey stated that she is happy to be here learning and involved with the Township.

Comm. Foster thanked everyone for their great work as usual.

Comm. Kieran belated welcome to Comm. Hawthorne Tormey.

Chairman Flynn stated that he is looking forward to seeing everyone March 1s and it will be an informative meeting.

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

AYES: Comm. Foster, Hawthorne-Tormey, Curtis, Neafsey, Flynn
NAYS: None
ABSTAIN: None

23. CLOSING STATEMENT

Ms. Sylvester advised that the next Meeting of the Authority will be a Special Meeting on Thursday, March 1, 2018. 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.

24. ADJOURNMENT

There being no further business to discuss the meeting adjourned at 7:50 p.m.

Respectfully submitted,

William Neafsey, Authority Secretary

TCC/mas