

**The Brick Twp. Municipal Utilities Authority
Minutes of a PUBLIC MEETING Held on January 24, 2019**

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

2. OPENING STATEMENT

Following the Salute to the Flag, Ms. DiMatteo 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

Maria Foster
Thomas C. Curtis
Gregory Flynn, Chairman
Jason Kiernan
Sandra P. Hawthorne-Tormey

Absent

Susan Lydecker
William Neafsey

Also Present

Chris A. Theodos, Executive Director
Stephen T. Specht, Dir. Engineering/Operations
John Clifford, CFO
Gary Vaccaro, Dir. Compliance & Technology
Joseph Maggio, Dir. Water Quality
Sue Brasefield, MUA Engineer
Keri DiMatteo, Executive Administrative Assistant
Nick Montenegro, Esq., MUA General Counsel
Chuck Fallon, MUA Auditor

4. Adoption of Directors' Reports

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

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

5. APPROVAL OF MINUTES

Comm. Foster made a motion to adopt the Regular and Exempt Meeting Minutes of the December 20, 2018 Public Meeting. Seconded by Comm. Kiernan

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

6. CORRESPONDENCE – NONE

7. BILL RESOLUTION

Comm. Curtis read the Bill Resolution dated January 24, 2019 in the total amount of \$1,846,392.75 as follows:

Total Operating Vouchers:	\$	377,292.99
Total Capital Vouchers:		375,944.36
Total Payroll:		1,090,177.40
Escrow:		2,978.00
Total Bill Resolution:	\$	1,846,392.75

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

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

8. TREASURER'S REPORT

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

Unrestricted Funds:

Total Revenue Funds:	\$	9,146,910.22
Total General Funds:		15,224,531.26
Total Unrestricted Funds:		24,371,441.48

Restricted Funds:

Rate Projection Maintenance Fund:	2,854,576.08
Working Capital Fund:	856,213.35
Processing Fund:	1,476,125.23
Construction Fund:	5,461,503.57
Total Bond Funds:	4,783,598.87
Total Other Restricted Funds:	1,432,668.78
Total Restricted Funds	16,864,685.88
Total of All Fund Accounts:	41,236,127.36

Comm. Curtis made a motion to approve the Treasurer's Report. Seconded by Comm. Kiernan

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

9. DEVELOPER APPLICATIONS

9.1 Preliminary Applications - No Further Action Required - NONE

9.2 Other Applications

2207 Mr. Wayne Diana, Osborn-Sea Bay Condominium Association – Osborn-Sea Bay Condo’s Median Site - Major Site Plan - Route 35 North & Route 35 South, Final, 5 Residential

Director Specht reviewed the above application with the Board. He advised that preliminary approval was approved by the Board in January 2018. The original application had six units but has been reduced to five units. There will be a sanitary sewer main extended approximately 80 feet to tie into the residential units.

Director Specht recommended approval.

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

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

2227 Mr. Steve Wallace, Wallace, Wallace, & Sons Properties, LLC–Major Site Plan – Two Proposed Restaurants Within One Building - 2150 Route 88 & 2160 Route 88, Preliminary, 2 Commercial

Director Specht reviewed the above application with the Board. He advised that since this is a preliminary application, the applicant will have to submit for final. There will be a proposed sanitary sewer lateral that will tie into our 8” sewer main located off of the right-a-way along Route 88. There is an existing 1 ½” diameter copper line underneath Route 88, which could be used for one unit, but a separate service will be required for the second unit, which will have to be installed by the developer.

Director Specht recommended approval.

Chairman Flynn confirmed two water connections and one sewer.

Director Specht replied there will be two water connections and one sewer lateral, but two Separate water connections.

Chairman Flynn asked two separate sewer connections.

Director Specht replied there will be one sewer lateral, both units will tie into one sewer connection, but there will be two separate initial service charges.

Chairman Flynn thanked Director Specht.

Comm. Kiernan made a motion to approve this action. Seconded by Comm. Tormey

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn
NAYS: None

ABSTAIN: None

2228 Legacy Properties Associates, LLC –Major Site Plan – Proposed Auto Repair Service Building - 1697 Route 88, Preliminary, 1 Commercial

Director Specht reviewed the above application with the Board. He advised the existing building will be demolished and a new 5,100 square foot building will be installed. Existing services are available and they will upgrade them and tie into them accordingly.

Director Specht recommended approval.

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

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn

NAYS: None

ABSTAIN: None

9.3 Release of Bonds – *NONE*

10. UNANTICIPATED/EMERGENCY CAPITAL EXPENDITURES - *NONE*

11. CONTRACT CLOSE-OUTS – *NONE*

12. AUTHORIZATION TO EXPEND APPROVED FUNDS

a. Annual Renewal of Edmunds Software and Hardware Maintenance Support Contracts – \$28,010.00– Operating Accounts 401-8202 and 402-8202

Director Clifford advised the Board that this is for the annual support and maintenance agreements that we have with Edmunds and Associates for our finance, customer billing accounts software, work orders, fixed assets, inventory, etc. He explained this is our annual maintenance for the software itself and the hardware associated with the customer accounts billing.

Chairman Flynn asked if this service provides any support or protection to a cyber-attack.

Director Clifford replied no and that he did not think most software providers do. He explained virus protection is usually an autonomous thing.

Chairman Flynn asked if this was just a user fee.

Director Clifford advised that this will cover any issues with upgrades, if there is a problem with the software, we can call a support number that will remote in and help us. Director Clifford advised that we were actually paying more with our old system for the Finance end of it. This is an annual maintenance fee.

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

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn

NAYS: None
ABSTAIN: None

b. Purchase of Polymer Feed System for \$11,636 from Gayle Corporation - Account 799008

Director Maggio advised the Board that there was typo in his monthly report. The cost is actually \$11,636.00 and not \$11,236.00. He explained that our polymer system is used to improve the performance of our sand filters and is a large part of why our turbidity is coming through the sand filters as low as it is. Our current system is between 7-8 years old and is experiencing a lot of failures due to clogging. This is a system that feeds a very precisely mixed blend of the polymer and the water to the filters and it is critical that this function properly.

Chairman Flynn asked how old the current unit is.

Director Maggio advised it is about 7-8 years old and is requiring a lot of maintenance and experiencing a lot of failures. When the failures do occur, because of clogging, the first sign to the Operator is they see finished water turbidity form and the sand filter starting to rise.

Chairman Flynn asked how big it is.

Director Maggio replied that this is a self-contained unit and about the size of the table.

Chairman Flynn asked if the purchase includes a service contract warranty.

Director Maggio advised that this will have a one year warranty but this is something our employees can generally service.

Commissioner Kiernan asked who the manufacturer is.

Director Maggio replied it is the Gayle Corporation and they are the sole source manufacturer.

Commissioner Tormey asked if this was replacing the one we have now.

Director Maggio replied that we maintain two of them and the newer one, which will replace an older system, is the one that does not perform very well, we will keep the older system as a backup and this will be the primary. It is such an important system that if it fails we need to be able to quickly switch over to the backup.

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

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

13. AUTHORIZATION TO SEND OUT BIDS, RFQ'S &

Consent Items to be voted on simultaneously unless it is requested otherwise:

a. Authorization to Solicit Bids for Road Patch Materials for Fiscal Year 2019/2020

Director Clifford reviewed the above item with the Board.

Chairman Flynn asked if we know the difference in the pricing.

Director Vaccaro explained this is just an authorization to advertise and that we have not yet gone out to bid but will probably go in February or March.

Executive Director Theodos advised that this is an annual contract that we go out to bid for and use on an as needed basis.

Director Clifford advised that we can look up the information from last year.

Chairman Flynn replied that we will do that when we are ready to award.

b. Authorization to Solicit Bids for Electrical Work for Fiscal Year 2019/2020

c. Authorization to Solicit Bids for Pipe and Appurtenances for Fiscal Year 2019/2020

Director Clifford reviewed the above items with the Board.

d. Authorization to Solicit Bids for Fiscal Year 2019/2020 Treatment Chemicals

Director Maggio advised that this is the annual bid for our treatment of chemicals.

Comm. Foster made a motion to approve these actions. Seconded by Comm. Curtis

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn

NAYS: None

ABSTAIN: None

14. ADOPTION OF PERSONNEL ACTIONS

Comm. Curtis made a motion to approve the personnel actions. Seconded by Comm. Kiernan

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn

NAYS: None

ABSTAIN: None

15. COMMITTEE DISCUSSION – NONE

16. OLD BUSINESS - NONE

17. NEW BUSINESS - NONE

17.1 Reservoir Special Use Requests- NONE

18. RESOLUTIONS

01-19 A Resolution for Approval of 2019/2020 Authority Budget Resolution – Water

Director Clifford reviewed the above resolution with the Board. He explained that Resolution Nos. 01-19 and 02-19 are resolutions to approve our budget and send to the State. Director Clifford read the following brief overview to the Board.

Budget Resolution/Request to Approve:

We have a balanced budget of approximately \$36.7MM (\$36.153 without “Debt Service for Potential New Borrowing”).

Expenses:

Operating costs are up by 4.69% or a total of \$1.6MM when excluding potential new borrowing and OPEB Contributions. Contractual increases in payroll and fringe benefits, projected increases in health benefit costs, sewer treatment expense costs from OCUA and some other relatively small increases resulting from required Cyber-security upgrades make up this increase. These increases were predicted and accounted for in our recent rate study, which led to a rate increase to help us balance the budget.

Revenues:

We have Annual Service Charges of \$33.9MM (up \$902K or 2.7%) \$1.52MM Bulk Sales (\$78,196 increase) to our 3 customers- Lakewood, Point Pleasant Beach and Point Pleasant Borough.

Capital Plan/Budget:

The Executive Director and CFO have reviewed and consulted on the Capital Budget for 2019-20 with each of the Directors and the Finance committee to prioritize projects by importance and need. We continue to stress the importance of seeking NJ I-Bank funding as a first option. By doing so, the Authority will realize significantly lower interest and borrowing costs in the future. When NJ I-Bank funding isn't available or applicable, we will seek to fund the projects from General Funds if feasible. Total Projects budgeted for 2019-20 are nearly \$39MM. (\$19.5MM Engineering/Operations, 18.3MM WQ, The remainder of nearly 1.2MM is various other projects related to equipment, transportation, building improvements and other areas, such as IT upgrades.

I would like to stress for the commissioners, as I do every year, that the Capital Budget does not lock the Authority into spending even a single penny. Every project still needs to make it through the proper committee and through the full board of commissioners.

My recommendation to this board is that we pass these two resolutions this evening and send the budget off to the State for their scrutiny and approval.

Thank you.

Chairman Flynn stated the overall increase, as he recalls, is 5.6% as discussed at the committee.

Director Clifford replied overall 5.6% for operating expenses, but that is not including debt services.

Commissioner Curtis asked Mr. Fallon if there is any way for us to raise our rates without a rate increase, if OCUA raises their rates again next year.

Mr. Fallon replied no.

Commissioner Curtis asked if we can add language the next time we have another rate increase stating if Ocean County Utilities Authority raises their rates, we can pass that along to our customers without a rate increase.

Mr. Fallon replied that he has never seen that done but that he would need to look into it.

Commissioner Curtis explained that instead of having to go for another rate increase, why can't we just pass the sewer rate increase along to our customers.

Mr. Fallon replied that he does not think we can do that but it is worth looking into.

Director Clifford asked if we could set it in a way that it was an OCUA charge plus a percent, similar to a credit card with a variable rate.

Commissioner Curtis explained if the OCUA raises their rates, 5% next year, for example, we would have to go for a rate increase to pick up the bill.

Mr. Fallon stated that according to the State Statute, you need a rate hearing every time you raise rates.

Chairman Flynn asked if there is any lock into the OCUA's rates for three years, for example.

Mr. Fallon replied no.

Chairman Flynn asked if the OCUA has a specific time to raise to their rates.

Mr. Fallon advised that the OCUA does the same thing the Authority does. Every time they raise their rates they have to have a rate hearing.

Director Clifford advised that the OCUA notifies us annually.

Chairman Flynn explained that we are anticipating that through the course of the next couple of years we will probably have to do a rate increase, but if they do a rate increase before then, how do we recover that.

Director Clifford replied that we would need to have a rate hearing. We would not have to do an extensive study, we would just say we are raising this one price by a certain percent without the entire study being done.

Commissioner Curtis stated there is no way to roll it into a rate increase without having a rate hearing.

Director Clifford responded that he was correct.

Mr. Fallon stated that he would see if there was method to do that but he does not think so.

Chairman Flynn asked what "Authority Transportation" was on page 18 of the annual budget.

Director Clifford advised that it was the Authority's vehicles as per Director Specht's detailed breakdown of our vehicles.

Chairman Flynn thought there was another category for vehicle purchase vs. operational cost.

Director Specht advised that what they see on the capital report is for vehicle purchases, the five year plan provided to the construction committee.

Chairman Flynn asked if that was both purchasing and transportation in one category.

Director Clifford advised that it was strictly for purchasing. Any travel related or repair related, gasoline, parts, is in the operating budget.

Chairman Flynn suggested changing the title of the category so we can see what we are proposing to expend on vehicles.

Comm. Curtis made a motion to adopt Resolution No. 01-19. Seconded by Comm. Foster

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

02-19 A Resolution for Approval of 2019/2020 Authority Budget Resolution – Sewer

Comm. Curtis made a motion to adopt Resolution No. 02-19. Seconded by Comm. Foster

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

03-19 A Resolution for Approving and Authorizing Award of Contract to Underground Utilities Corp. in the Amount of \$2,198,446.40 for the Breton Woods, Section 1 Water Main Replacement (Rebid); Brick Utilities' Contract No. 716001B; New Jersey Water Bank ("NJWB"); Project No. 1506001-009, Contract 1 of 1

Director Specht reviewed the above resolution with the Board. He advised that this a rebid of a previous contract that we did not award last year. We received twelve bids on December 19, 2018, ranging from the low bidder which was approximately 2.2 million to 3.2 million. This has been

reviewed by our consulting engineers, DW Smith and PS&S as well as our in house staff and Director Specht. Award recommendation has been made to the NJDEP and they granted the authorization to award on January 11, 2019.

Director Specht recommended approval.

Chairman Flynn asked when we will begin this project.

Director Specht advised as soon as this is awarded we will get contracts out to the low bidder, set up a preconstruction meeting, start the shop drawings and submittal process and start construction sometime in April.

Chairman Flynn asked how the sewer is at the location.

Director Specht advised that the sewer is all PVC and is in good shape.

Chairman Flynn asked how old Director Specht thought the PVC was.

Director Specht advised the sewer was probably installed in the late 70's.

Chairman Flynn asked if we are doing a full overlay.

Director Specht advised this will be a full overlay on this project. We are installing meter pits for each home.

Chairman Flynn asked if the 2 million dollars included the meter pits and how many feet.

Director Specht advised the meter pits is included in the 2 million dollars and is about 11,500 feet.

Comm. Curtis made a motion to adopt Resolution No. 03-19. Seconded by Comm. Kiernan

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn

NAYS: None

ABSTAIN: None

04-19 **A Resolution Authorizing Change Order No. 3 for a No Cost Increase 140 Calendar Day Time Extension of the Contract with Ferreira Construction Co., Inc. for the Hydrant Replacement in Baywood Section; Contract No. 716003; New Jersey Water Bank Project No. 1506001-010, Contract 1 of 1**

Director Specht reviewed the above resolution with the Board. Director Specht advised that Ferreira Construction was unable to complete all of the hydrant installations by his revised completion date, which was December 14, 2018. Therefore, we are looking to grant him a 140 time extension. He must wrap up the project by May 3, 2019. He is still working out there every day weather permitting. He has installed approximately 83 out of 99 hydrants, so he has about 16 to go. He will continue to work as long as he is getting asphalt.

Director Specht recommended approval.

Chairman Flynn asked if they are doing the patching repair as they go along.

Director Specht advised that they are doing the patch work on a daily basis based on weather forecast for snow plowing. They restored a trench every day with asphalt.

Comm. Curtis made a motion to adopt Resolution No. 04-19. Seconded by Comm. Foster

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn

NAYS: None

ABSTAIN: None

05-19 **A Resolution Authorizing the Brick Township Municipal Utilities Authority to Temporary Fuel Vehicles at the Brick Board of Education Fueling Facility**

Director Vaccaro reviewed the above resolution with the Board. He advised that we are temporarily fueling our vehicles at the Brick Board of Education fueling station while our fueling station undergoes renovations. We need to establish a resolution in order to reimburse the Board of Education for the fuel that we are purchasing through the Stafford Co-Op.

Chairman Flynn asked Director Vaccaro for an update on the storage tank.

Director Vaccaro advised the Board that the fuel pumps are there and should be installed in the next couple of weeks. We have a drainage issue that we need to address and are looking into some options to correct it.

Director Specht advised that this is not stopping us from getting the system in operation.

Chairman Flynn asked if it would be weeks to get the pumps in.

Director Vaccaro advised that we have the pumps and they should be installed next week. The fuel pumps are there, they are just not connected. They have to pull the wire which is the last part that needs to be done.

Chairman Flynn asked when Director Vaccaro thought we would be back in operation.

Director Vaccaro advised that it will depend what happens with the slab. He would hope within the next couple of weeks.

Chairman Flynn asked why the slab would affect being in operation.

Director Specht advised that it would affect access to the pumps if we need to do a major reconstruction there.

Commissioner Curtis stated that a trench drain would not be that bad.

Commissioner Curtis asked if we will need a permit with the Town.

Director Specht advised that we will need a permit if we potentially have to put a slab in. A drain will not require a permit, it will only deal with the drainage that is out there right now.

Comm. Curtis made a motion to adopt Resolution No. 05-19. Seconded by Comm. Kiernan

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

06-19 **A Resolution Authorizing Change Order No. 2 for an Increase in the Contract Amount by \$21,584.78 with Pillari Bros. Construction Corp. for the Replacement of Manholes on Princeton Avenue; Contract No. 817002 Capital Project No. 817002**

Director Specht reviewed the above resolution with the Board. Director Specht advised that this is for the repair of the Ocean County Utility force main which was mismarked.

Director Specht recommended approval.

Commissioner Curtis asked what the maintenance is on the patches.

Director Specht advised that we do not have it yet, but it will be a two year maintenance bond.

Commissioner Curtis asked if they will come back and repair the settling that is occurring.

Director Specht advised that if there are problems with the patches, they will have to come back and Repair them accordingly.

Commissioner Curtis commented that when you drive over them you can tell they are settling already.

Director Specht advised there is a two year maintenance bond on all of the work – manholes and everything.

Chairman Flynn confirmed that Director Specht negotiated the price down to the \$21,584.78.

Director Specht replied that he was correct.

Chairman Flynn commended Director Specht for this.

Comm. Curtis made a motion to adopt Resolution No. 06-19. Seconded by Comm. Foster

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

07-19 **A Resolution Authorizing the Purchase of One (1) 2019 Ford Super Duty F- 450 DRW (F4H) XL 4WD with Knapheide ServiceBody Model 6108D54 from**

Sourcewell (formerly known as National Joint Powers Alliance) 120716-NAF; through National Auto Fleet Group; Quote ID: 9283 for \$65,550.00; Capital Project No. 818007

Director Specht reviewed the above resolution with the Board. Director Specht advised that this Vehicle purchase will replace vehicle 556 and there is plenty of money in the budget for the purchase.

Director Specht recommended approval.

Chairman Flynn asked if this was replacing a vehicle.

Director Specht advised that this purchase will replace vehicle 556. Vehicle 556 will go into the fleet pool once we receive the new vehicle. We will surplus a vehicle that we no longer require that is currently in the pool.

Chairman Flynn asked if the reasonable price for this vehicle is due to the Co Op.

Director Specht advised that it was because of the Co Op and it includes the crane and is outfitted With everything.

Comm. Foster made a motion to adopt Resolution No. 07-19. Seconded by Comm. Curtis

AYES: Comm. Foster, Kiernan, Tormey, Curtis, Flynn

NAYS: None

ABSTAIN: None

08-19 A Resolution for the Award of a Fair and Open Agreement with ARH Associates in a Not-To-Exceed Cost of the Work Basis in the Amount of \$26,175.00 for Professional Engineering Consulting Services for the Design and Technical Specifications, Bidding and Award and Construction Administration/Management for the Replacement of the Undersized Water Main on Dennis Drive and the Sullivan Road Interconnect on Lorraine Place and the Authorization to Enter into a Shared Services Agreement with the Township of Brick for the Construction of the Water Main; Capital Project No. 718016

Director Specht reviewed the above resolution with the Board. Director Specht advised that at last month's meeting he received authorization to send out an RFP to ARH, who is the Township Engineer on this specific road improvement project. He is trying to work in concert with the Township on replacing water mains and other utilities that may be undersized or deficient. Dennis Drive is currently in their capital improvement program. The \$26,175.00 is a reasonable number.

Director Specht recommended approval. Once this resolution is approved, Director Specht will forward to the Township and enter into the appropriate Shared Services Agreement with them.

Chairman Flynn asked what the status of the sewer in that area.

Director Specht advised the sewer is PVC and in good shape.

Comm. Kiernan made a motion to adopt Resolution No. 08-19. Seconded by Comm. Tormey

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

09-19 **A Resolution Authorizing and Approving a Shared Services Agreement with the Borough of Manasquan, Monmouth County, New Jersey for the Provision of Water Distribution System and Sanitary Sewer Collection Maintenance on an as Needed Basis**

Director Specht reviewed the above resolution with the Board. Director Specht advised that late last year the Borough of Manasquan approached the Authority to determine if we could provide them services such as CCTV inspection and cleaning of their sewer mains, leak detection, utility markouts, etc. An agreement was forwarded to the Borough and they ratified the Shared Services Agreement on their end earlier this month. Director Specht stated this is work on an as needed basis and we will bill them quarterly when we have our crews out there.

Director recommended approval.

Chairman Flynn asked if this was similar to Bay Head.

Director Specht advised that this was similar to Bay Head but we have a contract with them to operate their pump stations so we actually get a lump sum fee from Bay Head. This would be on an as needed basis, based on the rate schedule that we have established in our rate book.

Commissioner Curtis questioned the markouts.

Director Specht explained that we would assist them if they need lines marked out. We will not be doing them but sometimes they do not have the equipment to locate some mains and we would help them with that.

Commissioner Curtis questioned if liability would be on them.

Director Specht advised the liability would still be on them.

Comm. Curtis made a motion to adopt Resolution No. 09-19. Seconded by Comm. Foster

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

19. **EXEMPT SESSION - NONE**
(Personnel, Contracts & Potential Litigation Only)

20. **PUBLIC DISCUSSION - NONE**

21. COMMENTS FROM COMMISSIONERS, PROFESSIONALS & STAFF

Mr. Fallon stated that he had nothing for tonight.

Director Clifford thanked the Board for approving the software contract and the budget. He will put them to good use.

Ms. Brasefield had nothing for tonight.

Director Vaccaro had no comment tonight.

Director Maggio made a correction to the polymer feed system discussion from earlier. Commissioner Kiernan asked who manufactured the system. Gayle is the distributor, but UGSI is the manufacturer.

Director Specht advised we are still on track to receive bids for the GAC Improvement Project for February 7th. We did have an addendum go out today to all of our contractors, Addendum #2. The bid date is February 7th.

Commissioner Curtis asked what the addendum was.

Director Specht advised the addendum contained some technical information requested by some contractors, nothing substantial.

Chairman Flynn confirmed February 7th.

Director Specht replied February 7th, 2:00pm in this room.

Chairman Flynn stated that from that point on our next process is awarding the bid and when do we go for the bid.

Executive Director Theodos advised that DEP has to approve the award of the contract.

Chairman Flynn asked how long that would take.

Executive Director Theodos advised that our recent experience was a quick turnaround.

Director Specht advised that he sent them the addendum for approval today at 11:00am and we received approval by noon. They are turning around pretty quickly for us on this project. He would think we would receive authorization as long as we get the favorable recommendations from H2M and staff. Director Specht believes we could award at our February 28th Board meeting.

Chairman Flynn asked if there are multiple permits involved.

Director Specht replied the only permit that we need to get is the building permit, which involves electrical, plumbing, etc.

Chairman Flynn asked if we need a clearing permit.

Director Specht advised that we already have the Ocean County Soil Permit.

Chairman Flynn commented that we are taking trees down.

Director Specht stated that the Chairman was correct. We already have Township approval based on the planning board approval.

Commissioner Curtis did not think we needed a permit to take trees down.

Director Specht explained that we will obtain all the permits that are required. We will not be going for the permits until we have a signed agreement with the contractor.

Chairman Flynn believes if you are taking less than an acre out, you do not need a permit. He would like this looked into so we can be sure.

Director Specht agreed.

Chairman Flynn asked Director Specht if he fixed the gate at the Reservoir.

Director Specht advised that they were looking into it.

Mr. Montenegro stated it was another productive and efficient meeting.

Ms. DiMatteo had nothing.

Executive Director Theodos thanked the Directors, our CFO, our Finance Department and our Finance Committee with their assistance in preparing the budget this year for the water and sewer which does not anticipate any rate increase.

Commissioner Tormey stated it was a nice quick meeting.

Commissioner Foster stated it was a great meeting as always.

Commissioner Kiernan had no comments.

Commissioner Curtis had nothing.

Chairman Flynn thanked everyone for all of their work and he will see us next week.

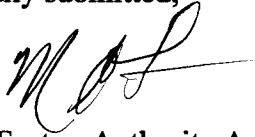
22. CLOSING STATEMENT

Ms. DiMatteo read the following closing statement: *The next Meeting of the Authority will be the Annual Reorganization meeting on Friday, February 1, 2019 at 9:30 a.m. All meetings take place in the Main Conference Room of the Authority's Administration Building located at 1551 Highway 88 West.*

23. ADJOURNMENT

On motion duly made and seconded, followed by a unanimous vote the meeting was adjourned at 7:46p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. E. Foster', with a long horizontal flourish extending to the right.

Maria E. Foster, Authority Assistant Secretary/Treasurer

/kld