The Brick Twp. Municipal Utilities Authority  
Minutes of a PUBLIC MEETING Held on March 26, 2020

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 5, 2020 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
*Susan Lydecker
Michael A. Blandina
*Derrick T. Ambrosino
William Neafsey
*Harvey Langer
*Erin Wheeler
Thomas C. Curtis

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

* via teleconference

4. Adoption of Directors’ Reports

Comm. Blandina made a motion to adopt the Directors’ Reports. Seconded by Comm. Lydecker

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis  
NAYS: None  
ABSTAIN: None

5. APPROVAL OF MINUTES

Comm. Blandina made a motion to adopt the Regular and Exempt Meeting Minutes for February 27, 2020. Seconded by Comm. Neafsey

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis  
NAYS: None  
ABSTAIN: None

6. CORRESPONDENCE - NONE
7. **BILL RESOLUTION**

Comm. Blandina read the Bill Resolution dated March 26, 2020 in the total amount of $2,544,018.80 as follows:

- Total Operating Vouchers: $355,026.70
- Total Capital Vouchers: $1,071,464.00
- Total Payroll: $1,112,028.10
- Total Escrow: $5,500.00
- Total Bill Resolution: $2,544,018.80

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

**AYES:** Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis

**NAYS:** None

**ABSTAIN:** None

8. **TREASURER’S REPORT**

Comm. Neafsey read the Treasurer’s Report balances for the month ending February 29, 2020 as follows:

**Unrestricted Funds:**
- Total Revenue Funds: $10,240,091.29
- Total General Funds: $9,459,443.16
- Total Working Capital Fund: $118,605.75
- Total Processing Fund: $6,435,658.46
- Total Unrestricted Funds: $26,253,794.66

**Restricted Funds:**
- Rate Projection Maintenance Fund: $2,854,576.08
- Construction Fund: $3,712,451.62
- Total Bond Funds: $9,138,266.40
- Total Other Restricted Funds: $1,471,496.99
- Total Restricted Funds: $17,176,791.09
- Total of All Fund Accounts: $43,430,589.75

Comm. Blandina made a motion to approve the Treasurer’s Report. Seconded by Comm. Lydecker

**AYES:** Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis

**NAYS:** None

**ABSTAIN:** None

9. **DEVELOPER APPLICATIONS**

9.1 Preliminary Applications - No Further Action Required
Mr. Frederick J. Brueggemann, FB Properties Family, LLC – Minor Subdivision –
Block 26.01, Lot 48 – 495 NJ State Highway Route 35 North Deauville Drive – NFA, 3
Residential

Director Specht reviewed the above action with the Board. He explained that there will be three
new laterals installed off of the eight inch main on Deauville Drive.

Director Specht recommended approval.

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

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

9.2 Other Applications

Mr. Patrick Tandy, Bricktown Urban Edge Properties – Major Site Plan – Bricktown Plaza
– Two Restaurants – 644 Route 70 - Preliminary, 2 Commercial

Director Specht reviewed the above action with the Board. He explained there is an existing
Santander Bank that is unoccupied and will be demolished. New service will be installed off of our
existing water main and an existing sewer main.

Director Specht recommended preliminary approval.

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

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

Mr. Samuel Pica, Old Silverton Road, LLC – Major Site Plan – Anna Michelle Court,
Block 549, Lot 7 – Drum Point Road & Old Silverton Road – Preliminary, 7 Commercial
& 2 Residential

Director Specht reviewed the above action with the Board. He explained there are two buildings
proposed for the lot. One building is six commercial units on the first floor and two residential apartments
on the second floor. The other building is one commercial unit. The property will require the water main
be extended.

Director Specht recommended preliminary approval.

Comm. Blandina made a motion to approve this action. Seconded by Comm. Ambrosino

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None
Director Specht reviewed the above action with the Board. He explained this property is the existing Berry Fresh Farms. The applicant will be required to install the water and sewer. The water main will be extended to Brick Blvd approximately 550’. A new sewer main will be extended approximately 130’ off of Hooper Avenue.

Director Specht recommended preliminary approval.

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

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

9.3 Release of Bonds - NONE

10. UNANTICIPATED/EMERGENCY CAPITAL EXPENDITURES - NONE

11. CONTRACT CLOSE-OUTS

a. Installation of Observation Wells (Contract No. 708003A)

Director Maggio reviewed the above action with the Board. He explained that all work has been completed by the contractor, Unitech. Maser Consulting performed an inspection and recommended contract close-out.

Comm. Ambrosino made a motion to approve this action. Seconded by Comm. Blandina

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

12. AUTHORIZATION TO EXPEND APPROVED FUNDS

a. Water Research Foundation Subscription Renewal - $10,832.18 – Water Research Foundation – Account 200-8301

Director Maggio reviewed the above action with the Board. He explained that we have been members of the Water Research Foundation for 30 years. We have accessed and used their valuable research have participated in their research projects as well. We sat in on a number of educational seminars relating to the current pandemic.

Comm. Blandina made a motion to approve this action. Seconded by Comm. Ambrosino

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None
13. **AUTHORIZATION TO SEND OUT BIDS, RFQ’S & RFP’S - NONE**

14. **ADOPTION OF PERSONNEL ACTIONS - NONE**

15. **OLD BUSINESS - NONE**

16. **NEW BUSINESS - NONE**

16.1 Reservoir Special Use Request – *Reservoir is closed until further notice*

17. **RESOLUTIONS**

**24-20  A Resolution Awarding Bid for Water Treatment Chemicals**

Director Clifford reviewed the above resolution with the Board. He explained this is for all bids for water treatment chemicals for fiscal year ending 2021. Our current contracts expire on March 31, 2020.

Director Clifford recommended approval.

Chairman Curtis asked Director Maggio how the prices compare to last year.

Director Maggio advised that for the most part, they remained relatively even. However, there are two contracts that did increase approximately 15%, which is not all that unusual. The prices seem to reflect the current market.

Comm. Neafsey made a motion to adopt Resolution No. 24-20. Seconded by Comm. Blandina

**AYES:** Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis

**NAYS:** None

**ABSTAIN:** None

**25-20  A Resolution for the Award of Bid for Road Patch Materials**

Director Clifford reviewed the above resolution with the Board. He explained this is for all bids for road patch materials. The current contract expires on March 31, 2020.

Director Clifford recommended approval.

Comm. Blandina made a motion to adopt Resolution No. 25-20. Seconded by Comm. Ambrosino

**AYES:** Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis

**NAYS:** None

**ABSTAIN:** None
26-20  A Resolution 2020 (2020-2021) Adopted Budget Resolution - Water

Director Clifford reviewed the above resolution with the Board.

Director Clifford recommended approval.


AYES:  Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS:  None
ABSTAIN:  None


Director Clifford reviewed the above resolution with the Board. He explained that both this Resolution and Resolution No. 26-20 were approved by the State.

Director Clifford recommended approval.

Comm. Blandina made a motion to adopt Resolution No. 27-20. Seconded by Comm. Ambrosino

AYES:  Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS:  None
ABSTAIN:  None

28-20  A Resolution Authorizing Change Order No. 1 in the Amount of $13,392.00 Reduction in Contract Line Item #69 Contract with T&T Commonwealth Construction Co. for the Wastewater Pump Station Rehabilitation – Phase II Project; Contract No. 816002 – NJWB Project No. S340448-11

Director Specht reviewed the above resolution with the Board. He explained that this change order entails the relocation of the valve vault. When we attempted to install the valve vault in the location that was shown on the plans, it interfered with the electrical service to the Lanes Mill Pump Station.

Director Specht recommended approval.

Comm. Blandina made a motion to adopt Resolution No. 28-20. Seconded by Comm. Neafsey

AYES:  Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS:  None
ABSTAIN:  None

29-20  A Resolution Authorizing Final Quantities Change Order No. 3 for an Increase in the Contract Amount by $6,796.50 with National Water Main Cleaning Co. for the Sanitary Sewer Lateral Connection Repairs on the Barrier Island; Contract No. 817001
Director Specht reviewed the above resolution with the Board. He explained that two lines items in their quantity under the change order. The work is now complete with contract close-out anticipated next month.

Director Specht recommended approval.

Comm. Neafsey made a motion to adopt Resolution No. 29-20. Seconded by Comm. Blandina

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

31-20 A Resolution Authorizing the Purchase of an Annual Service Contract for Laboratory Equipment in the Amount of $32,512.08 From Vendor Agilent Technologies Funded from Account 203-8202

Director Maggio reviewed the above resolution with the Board. He explained this will be a service contract for all of our Agilent manufactured laboratory equipment.

Director Maggio recommended approval.

Comm. Blandina made a motion to adopt Resolution No. 31-20. Seconded by Comm. Ambrosino

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

32-20 A Resolution Renewing the Delta Dental Agreement

Executive Director Theodos reviewed the above resolution with the Board. He explained this is a bi-annually renewal which runs from April 1, 2020 – March 31, 2022. The new premium reflects a 4% reduction in current policy rates.

Executive Director Theodos recommended approval.

Comm. Ambrosino made a motion to adopt Resolution No. 32-20. Seconded by Comm. Blandina

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

33-20 A Resolution Ratifying Adoption of COVID-19 Policy for The Brick Township Municipal Utilities Authority

Executive Director Theodos reviewed the above resolution with the Board. He explained that it is necessary to adopt a COVID-19 policy which includes outlining policies on health information, confidentiality, leave time procedures, essential employee designation, medical documentation and attendance. Copies of the policy have been distributed to all employees,
Executive Director Theodos recommended approval.

Comm. Blandina made a motion to adopt Resolution No. 33-20. Seconded by Comm. Ambrosino

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

34-20  **A Resolution Authorizing Emergency Measures to Respond to the COVID-19 Pandemic**

Executive Director Theodos reviewed the above resolution with the Board. He explained that this resolution provides for emergency contract procedures to be followed pursuant to the emergency declaration set forth by the Executive Director on March 23, 2020 in response to the rapidly evolving progression of the coronavirus pandemic.

Executive Director Theodos recommended approval.

Comm. Blandina made a motion to adopt Resolution No. 34-20. Seconded by Comm. Neafsey

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

35-20  **A Resolution Authorizing the Execution and Delivery of Loan Agreements to be Executed by the Brick Township Municipal Utilities Authority and Each of the New Jersey Infrastructure Bank and the State of New Jersey, Acting by and Through the Department of Environmental Protection, and Further Authorizing the Execution and Delivery of an Escrow Agreement, All Pursuant to the New Jersey Infrastructure Bank Financing Program**

Director Clifford reviewed the above resolution with the Board. He explained that we completed the Baywood fire hydrant replacement project and Phase I of the meter replacement project. We are now going to replace the construction loans with low term debt service.

Comm. Neafsey made a motion to adopt Resolution No. 35-20. Seconded by Comm. Blandina

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

36-20  **A Resolution Authorizing the Second Amendment to Junior Lien Supplemental Resolution No. 7 Adopted on February 28, 2019, Relating to the Authority’s Granular Activated Carbon (GAC) Treatment Addition Project**
Director Clifford reviewed the above resolution with the Board. He explained that this will give us permission to pay off our short term financing agreement for the GAC project with zero interest construction funds from the I-Bank.

Comm. Neafsey made a motion to adopt Resolution No. 36-20. Seconded by Comm. Blandina

AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

37-20 A Resolution Ratifying COVID – 19 Continuity of Operations Plan

Executive Director Theodos reviewed the above resolution with the Board. He explained this resolution will ratify implementation of the Continuity of Operations Plan for each department including but not limited to; modified and restructured staff work hours, staggered shifts, schedules and locations. The continuity of operations plans provide for staffing of essential and non-essential employees in each department, to ensure that essential operations of the Authority can continue. The emergency continuity of operations plans include telework or work from home arrangements, whenever possible, work on-site and on-call provisions. The plan is intended to be flexible and adjustable as necessary, based upon maintaining essential function of the Authority which may be impacted by the COVID-19 progression. This shall remain in effect during the State of Emergency.


AYES: Comm. Lydecker, Blandina, Ambrosino, Neafsey, Curtis
NAYS: None
ABSTAIN: None

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

19. PUBLIC DISCUSSION - NONE

20. COMMENTS FROM COMMISSIONERS, PROFESSIONALS & STAFF

Commissioner Blandina thanked the Board of Commissioners and staff for their support received during the time of his father’s passing.

Commissioner Neafsey told everyone to stay safe.

Commissioner Langer told everyone to be safe and keep up the good work.

Chairman Curtis thanked everyone for their patience and he hopes that next month we will be able to have a meeting with everyone present.

Mr. Montenegro complimented Chairman Curtis and Executive Director Theodos for their knowledge, input and cooperation with regard to this emergency resolution, to protect the staff and citizens and the infrastructure of the Authority. A lot of hard work and great input.
21. **CLOSING STATEMENT**

Ms. DiMatteo read the following closing statement: *The next Meeting of the Authority will be a Public Meeting on Thursday, April 30, 2020 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, Brick.*

22. **ADJOURNMENT**

On motion duly made and seconded, followed by a unanimous vote the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Michael A. Blandina, Authority Secretary

MB/kld