

**MONROE MUNICIPAL UTILITIES AUTHORITY
372 SOUTH MAIN STREET
WILLIAMSTOWN, NEW JERSEY 08094**

*Meeting: November 20, 2019
7:00 P.M.*

■ **MEETING CALLED TO ORDER**

■ **SALUTE TO THE FLAG**

■ **OPEN NOTICE READ**

■ **ROLL CALL OF BOARD OF DIRECTORS**

■ **Chairman asks for Motion to Open Meeting to the Public**

■ **Chairman asks for Motion to Close the Public Portion**

■ **APPROVAL OF MINUTES:**

Adopt Minutes Regular Meeting October 16, 2019

■ **ENGINEER, James Spratt**

1. **Conditional Form B Approval/Phase 2 - Summerfield West**

a. Adopt Resolution No. 92-19 - Resolution authorizing the Executive Director to sign any of the forms stipulated on said resolution and other related documents to be sent to the NJDEP for Phase 2 of the Summerfield West project

b. Adopt Resolution No. 93-19 - Resolution authorizing the Engineer to submit plans to the NJDEP for Phase 2 of the Summerfield West project

2. **Adopt Resolution No. 94-19 - Resolution authorizing the MMUA to enter into a Second Developer Agreement with Summerfield West Partners, LLC**

■ **EXECUTIVE DIRECTOR, Wendy Mahoney**

1. **Adopt Resolution No. 87-19 - Resolution amending and revising Section 6.3.5, Section 6.6.3 and updated Form C application to the Rates, Rules and Regulations of the Monroe Municipal Utilities Authority**

2. **Adopt Resolution No. 88-19 - Resolution amending Article X of the By-Laws of the Monroe Municipal Utilities Authority**

2. **Adopt Resolution No. 90-19 - Resolution adding Policy No. 42A, 42B and 102A to the Policy & Procedure Manual of the Monroe Municipal Utilities Authority**

■ **SUPERINTENDENT, Edward Haaf**

1. **Accept the resignation of Brandon Derieux effective October 21, 2019**

2. **Board approval to hire a full time laborer**

3. **Adopt Resolution No. 84-19 - Resolution approving the purchase of a 2020 Chevy Express Van from Mall Chevrolet using State Contract A88213, in the amount of \$31,825.50**

4. **Adopt Resolution No. 85-19 - Resolution approving the purchase of two (2) 2020 Ford F250 Utility Trucks 4 x 4 from Winner Ford using State Contract A88726, in the amount of \$74,944.00**

5. **Adopt Resolution No. 86-19 - Resolution approving Change Order No. 1 from A. C. Schultes increasing the contract in the amount of \$106,880.00 for Well 14 Pump Rehabilitation**

6. **Adopt Resolution No. 89-19 - Resolution approving modifications to the 2019 (Fiscal year 7/1/19 to 6/30/20) Water Capital Program**

7. **Adopt Resolution No. 91-19** - Resolution authorizing the award of a Service Contract for the period covering 11/21/19 through 11/20/21 for inspecting, repairing, replacing and testing of the Authority's Wells and Pump from A. C. Schultes, Inc.

8. **Check Valve discussion**

■ **SOLICITOR** , Louis Cappelli, Jr., Esq.

■ **CHAIRPERSON**, Joseph DiLolle

■ **MEETING OPENED FOR DISCUSSION FROM BOARD MEMBERS:**

Mr. DiLolle
Mr. Calloway
Mr. Simone
Mr. Neri
Mr. Manfredi
Mr. Bender

■ **LIAISON**, Joseph Marino

■ **APPROVAL OF INVESTMENT SUMMARY REPORT**

■ **APPROVAL OF OPERATING, ESCROW AND PAYROLL VOUCHERS**

■ **APPROVAL OF PROJECT VOUCHERS**

Kimberly West Pump Station

Federici & Akin, P.A. \$ 2,152.50

Sub-Level Installations \$ 106,629.88

Aquifer Storage and Recovery

A.C. Schultes \$ 16,137.79

ADJOURNMENT

Present: Mr. Manfredi, Mr. Simone, Mr. Neri and Mr. DiLolle.

Excused: Mr. Calloway & Mr. Bender

Public in Attendance: Matthew Scardino

Salute to the flag and a prayer.

Mrs. Gaudio read the Opening Statement, "Pursuant to the Open Public Meetings Act, I hereby announce that adequate notice of this meeting, as required by said act has been provided by adopting a schedule of regular meetings for the year 2019/2020 which schedule was posted on the Authority Bulletin board and filed with the Township Clerk on Feb. 7, 2019."

A motion was made by Mr. Neri and seconded by Mr. Simone to open the meeting to the public. The motion passed unanimously on a roll call.

A motion was made by Mr. Neri and seconded by Mr. Simone to close the public portion. The motion passed unanimously on a roll call.

A motion was made by Mr. Neri and seconded by Mr. Manfredi to adopt the minutes of the Regular meeting of October 16, 2019. The motion was passed unanimously on a roll call.

Report of Engineer: J. Spratt

Mr. Spratt requested the Board approval to Adopt Resolution 92-19 and Resolution No. 93-19. Conditional Form B Approval/Phase 2-Summerfield West

a. Adopt Resolution No. 92-19, Resolution authorizing the Executive Director to sign any of the forms stipulated on said resolution and other related documents to be sent to the NJDEP for Phase 2 of the Summerfield West project.

A motion was made by Mr. Simone and seconded by Mr. Neri, to Adopt Resolution No. 92-19, Resolution authorizing the Executive Director to sign any of the forms stipulated on said resolution and other related documents to be sent to the NJDEP for Phase 2 of the Summerfield West project. The motion was passed unanimously on a roll call.

b. Adopt Resolution No. 93-19-Resolution authoring the Engineer to submit plans to the NJDEP for Phase 2 of the Summerfield West project.

A motion was made by Mr. Neri and seconded by Mr. Simone to Adopt Resolution No. 93-19, Resolution authoring the Engineer to submit plans to the NJDEP for Phase 2 of the Summerfield West project. The motion was passed unanimously on a roll call.

Mr. Spratt requested the Board Approval to Adopt Resolution No. 94-19-Resolution authorizing the MMUA to enter into a second developers agreement with Summerfield West Partners, LLC.

A motion was made by Mr. Simone and seconded by Mr. Neri to adopt Resolution No. 94-19, Resolution authorizing the MMUA to enter into a second developers agreement with Summerfield West Partners, LLC. The motion was passed unanimously on a roll call.

Report of Executive Director: Wendy Mahoney

Mrs. Mahoney requested the Board Adopt Resolution No.87-19 Resolution amending and revising Section 6.3.5, Section 6.6.3 and updated Form C application to the Rates, Rules and Regulations of the Monroe Municipal Utilities Authority.

A motion was made by Mr. Manfredi and seconded by Mr. Simone to Adopt Resolution No. 87-19, Resolution amending and revising Section 6.3.5, Section 6.6.3 and updated Form C application to the Rates, Rules and Regulations of the Monroe Municipal Utilities Authority. The motion passed unanimously on a roll call.

Mrs. Mahoney requested the Board Adopt Resolution No.88-19. Resolution amending Article X of the By-Laws of the Monroe Municipal Utilities Authority.

Mr. DiLolle said that the By-Laws have always read the first Wednesday of the month, this will keep us in continuity with the rest of our meetings which are the third Wednesday of each month.

A motion was made by Mr. Neri and seconded by Mr. Simone to Adopt Resolution No. 88-19, Resolution amending Article X of the By-Laws of the Monroe Municipal Utilities Authority. The motion passed unanimously on a roll call.

Mrs. Mahoney requested the Board Adopt Resolution No.90-19. Resolution adding Policy # 42A, 42B and 102A to the Policy and Procedure Manual of the Monroe Municipal Utilities Authority.

Mrs. Mahoney said that Policy 42A & 42B are in reference to the Cyber Security issues that are recommended by our Jif Insurance. Policy 102A is a mandated policy from the New Jersey Civil Service Commission.

A motion was made by Mr. Simone and seconded by Mr. Neri to Adopt Resolution 90-19, Resolution No.90-19. Resolution adding Policy # 42A, 42B and 102A to the Policy and Procedure Manual of the Monroe Municipal Utilities Authority. The motion passed unanimously on a roll call.

Mrs. Mahoney wanted to Thank the Monroe Township Tax Collectors Office with their assistance for the recent tax sale. The Authority was able to collect \$31,268.99 for 2018 water and sewer liens.

Mr. DiLolle said perfect, excellent.

Report of Superintendent: Edward Haaf

Mr. Haaf requested the Board to accept the resignation of Mr. Brandon Derieux effective October 21, 2019.

A motion was made by Mr. Manfredi and seconded by Mr. Simone to accept of Resignation of Brandon Derieux effective October 21, 2019. The motion passed unanimously on a roll call.

Mr. Haaf requested the Board approval to hire a full-time laborer. A motion was made by Mr. Simone and seconded by Mr. Manfredi to hire a full-time laborer.

Mr. Neri asked Mr. Haaf if this would be part-time or what is the plan. Mr. Haaf said full-time. Mr. Neri asked if Mr. Haaf is considering hiring a current part time employee to full time or is he going to bring people in to look at. Mr. Haaf said it depends, Mr. Haaf said he has not really thought that far as of yet but may look at workers that were previously employed.

Mr. Haaf requested the Board adopt Resolution No. 84-19. Resolution approving the purchase of a 2020 Chevy Express Van from Mall Chevrolet using State Contract A88213, in the amount of \$31,825.50.

A motion was made by Mr. Simone and seconded by Mr. Neri to Adopt Resolution no. 84-19, Resolution approving the purchase of a 2020 Chevy Express Van from Mall Chevrolet using State Contract A88213, in the amount of \$31,825.50. The motion passed unanimously on a roll call.

Mr. Neri said this would pertain to Resolution No. 85-19 as well. Mr. Neri said I know trucks need to be replaced at times because they get worn out. Mr. Neri asked is there any plan in place for the next three to four years of how many vehicles that the Authority would need. Mr. Neri asked if each employee has their own vehicle and he said it seems like we have a lot of vehicles. Mr. Haaf said the new trucks are replacing the old ones, the vehicles are being scraped so you will not see them around town. Mr. Simone asked if these new vehicles were to read meters, Mr. Haaf said they will be used for where they are needed. Mr. DiLolle said with each manpower having their own vehicles, we do not have problems and they do take care of them. Mr. Haaf said they are quite old. Mr. DiLolle reiterated that they were taken care of.

Mr. Haaf requested the Board adopt Resolution No. 85-19. Resolution approving the purchase of Two (2) 2020 Ford F250 Utility Trucks 4 X 4 from Winner Ford using State Contract A88726, in the amount of \$74,944.00.

A motion was made by Mr. Manfredi and seconded by Mr. Simone to Adopt Resolution no. 85-19, Resolution approving the purchase of Two (2) 2020 Ford F250 Utility Trucks 4 X 4 from Winner Ford using State Contract A88726, in the amount of \$74,944.00. The motion passed unanimously on a roll call.

Mr. Haaf requested the Board Adopt Resolution No. 86-19, Resolution approving Change Order No. 1 from A.C Schultes increasing the contract in the amount of \$106,880.00 for Well #14 Pump Rehabilitation.

Mr. DiLolle asked Mr. Haaf to expand on Resolution No. 86-19. Mr. Haaf said the original contract was for the rehabilitation to pull the well, they cannot give you a price on the condition of the existing pump until they pull it. The condition when they pulled the pump, it was shot, with all the air issues from the beginning and sand blasting the pump is beyond rebuilding. Mr. Neri said with the cost of this and the original project, he asked being this was over 20% of a change order, that had to be a lot of paperwork. Mr. Haaf said it was an issue and Tim was involved.

Mr. Simone thought it originally was \$113,000.00 so it was double, right. Mr. Haaf said one was for rehabilitation and one was for replacement, Mr. Neri said he totally understands why.

A motion was made by Mr. Neri and seconded by Mr. Manfredi to Adopt Resolution 86-19, Resolution approving Change Order No. 1 from A.C. Schultes increasing the contract in the amount of \$106,880.00 for Well #14 Pump Rehabilitation. The motion passed unanimously on a roll call.

Mr. Haaf requested the Board to Adopt Resolution No. 89-19, Resolution approving modifications to the 2019 (Fiscal year 7/1/19 to 6/30/20) Water Capital Program.

Mr. Simone asked what this is for exactly. Mr. Haaf said it is to move money around. Mrs. Mahoney said it is for the change order.

A motion was made by Mr. Manfredi and seconded by Mr. Simone to Adopt Resolution No. 89-19, Resolution approving modifications to the 2019 (Fiscal year 7/1/19 to 6/30/20) Water Capital Program. The motion passed unanimously on a roll call.

Mr. Haaf requested Board Approval to Adopt Resolution No. 91-19, Resolution authorizing the award of a Service Contract for the period covering 11/21/19 through 11/20/21 for inspecting, repairing, replacing and testing the Authority's Wells and Pump from A.C. Schultes, Inc.

Mr. Manfredi asked why the change order does not fall under the contract we have in place now. Mr. Haaf said it was over \$17,000.00. Mr. Manfredi said that's the number \$17,000.00. Mr. Haaf said \$40,000.00 you have to go out to bid but the \$17,000.00 would have taken us over. Mr. Manfredi said they bid on hourly rate contract for pump repairs, Mr. Manfredi just wanted to add that to the conversation. Mr. Neri asked that this contract different pricing for things, Mr. Haaf said this is slightly different, this particular contract covers the annual inspection and report that is done yearly. If there is an emergency where we need to replace a well, repair motor, change motor out, whatever...drop of a dime, this covers the hourly rate, daily rate for 2 guys, this is covered under this. If it goes over a certain amount then we have to follow the Authority's rules. Mr. Haaf said in case of an emergency we can use this and get out of trouble. Mr. Neri asked if the magic number was \$17,000.00 for this part of it. Mr. Simone asked if this goes over \$17,000.00 do you need to get other quotes as well. Mr. Haaf said up to \$40,000.00 after that then you need to go out to bid. Mr. Haaf said if it is declared an emergency than that is a different situation. In order to get this lock, stock and barrel where we do not have to do anything, we would have to advertise, hourly rate and conditional upon cost of part(s) or percentage off. Part pricing is not involved in our current contract. This contract was a run off from a previous contract, once this expires we have to advertise and go out to bid. Mr. Manfredi said because they pulled the connection point, its then considered a change order because you want them to put it back in. Mr. Haaf said correct.

A motion was made by Mr. Manfredi and seconded by Mr. Neri to Adopt Resolution No. 91-19, Resolution authorizing the award of a Service Contract for the period covering 11/21/19 through 11/20/21 for inspecting, repairing, replacing and testing the Authority's Wells and Pump from A.C. Schultes, Inc. The motion passed unanimously on a roll call.

Mr. Haaf wanted to bring the Boards attention to the discussion on Check Valves. In our rules and regulations for below grade fixtures it states that any new homes can not have below grade fixtures without a check valve. The Township during their CO Inspections were checking for check valves on below grade fixtures. Due to regulations on the inspectors that govern them they let them know they are no longer able to hold up a CO due to no check valve on the sewer.

Mr. DiLolle said the Authority has reached out to Mr. Cappelli to find out what our legal rights are. Mr. DiLolle gave an example of a home being flipped, the seller is not going to tell the buyers there is no check valve, god forbid if they get sewage in their house, they will come after the Monroe MUA. Mr. DiLolle asked Mrs. Mahoney if we have heard anything from Mr. Cappelli. Mr. Boraske said that they are looking into it but they do not have a definitive determination as of yet. We are putting together an opinion letter for the Authority just to lay out liability options and what can be done being that provision of the code cannot be enforced. The letter will be circulated to Mrs. Mahoney. Mr. Manfredi said but they can enforce smoke alarms? Mr. Simone asked is this the department of Community Affairs, Mr. Manfredi said DCA, Mr. Simone said they are not too bright. Mr. DiLolle said we need to protect ourselves because it will come right back to the MMUA. Mr. Neri asked if there are a lot of homes this is affecting. Mr. DiLolle said yes. Mr. Manfredi suggested to send a letter to the new home owner making them aware of the check valve and their responsibility as a homeowner. Mr. DiLolle asked Mr. Boraske when should we hear from them, he said end of this week or next. Mrs. Mahoney said we send notification for each search that comes in for each property, Mr. DiLolle asked that if we have a problem in the future, then we have a record of the residence being notified. Mr. Spratt asked is it not enforced because it is not in the state plumbing code, Mr. Manfredi said it is in the state plumbing code. Mr. DiLolle said anything after 2012, must have a check valve anything before 2012 you do not need a check valve. Mr. DiLolle said the problem we are having in town is all the foreclosures and homes being flipped, the seller is not going to put out \$3,000.00 if they don't have to, so the Authority needs to protect itself. Mr. Simone asked if we have any recourse, ex: shut their water off until they install one. Mr. DiLolle answered no. Mr. Manfredi said and Jif will pay out anyway.

Report from Solicitor: Stephen Boraske

Mr. Boraske introduced himself and said he was happy to be here and to meet Ed, Wendy and Jim.

Report from Chairman: Mr. Joseph DiLolle
Nothing to Report

Report from Liaison: Mr. Joseph Marino-Excused

Mr. DiLolle asked for approval of the Investment Summary Report. A motion was made by Mr. Simone and seconded by Mr. Neri. The motion passed unanimously on a roll call.

Mr. DiLolle asked for approval of Operating, Escrow and Payroll Vouchers. A motion was made by Mr. Simone and seconded by Mr. Neri. The motion passed unanimously on a roll call.

Mr. DiLolle asked for approval of Project Vouchers. A motion was made by Mr. Neri and seconded by Mr. Manfredi. The motion passed unanimously on a roll call.

A motion was made by Mr. Simone and seconded by Mr. Neri to adjourn the meeting. The motion passed unanimously on a roll call.

Respectfully submitted by

Mary Teresa Gaudio

Mary Teresa Gaudio

Approved at a meeting on

Dec. 18, 2019

Attest by

Wendy Mahoney

Assistant Secretary