

TOMS RIVER MUNICIPAL UTILITIES AUTHORITY
Meeting Number Eleven Hundred Ninety-six

Agenda

August 22, 2017

The regular meeting of the Toms River Municipal Utilities Authority was held on Tuesday, August 22, 2017 at 4:30 P.M. at the office of the Authority, 340 West Water Street, Toms River, New Jersey 08753.

The following were present:

Juan Carlos Bellu, Chairman

Carmen J. Memoli, Vice Chairman

Joseph G. Bilotta, Commissioner

Deborah L. Clement, Commissioner

Charles S. Valvano, Commissioner - Absent

Tariq M. Siddiqui, Alt. Commissioner

Stephen Acropolis, Executive Director/Sec'y.-Treas.

James Gluck, Esquire, Counsel

Rosemary Rosetto, Controller

Nicholas Otten, Authority Engineer

Bernard Rutkowski, Regulatory Compliance/Safety Officer - Absent

Cindy Toye, Administrative Bookkeeping Specialist

Georgia Benyola, Executive Secretary/Assistant Secretary

Meeting #1196 was called to order at 4:30 p.m., August 22, 2017 by Chairman Bellu.

Ms. Benyola, Assistant Secretary, reported that in accordance with the Open Public Meetings Law, P. L. 1975, c. 231, notice of this meeting was posted on the Township Bulletin Board, the Authority Bulletin Board, filed with the Clerk's Office, and published in the Asbury Park Press.

Ms. Benyola called the roll. Mr. Siddiqui, Mrs. Clement, Mr. Bilotta, Mr. Memoli and Mr. Bellu were present. Mr. Valvano was unable to attend and Mr. Siddiqui will be voting in his place.

Connor Strong – Dental Coverage Plan

Diane Peterson and AmyAnn Powers attended the meeting to discuss the upcoming renewal of our current dental plan. The Toms River MUA's dental renewal with Bollinger for its active employees, effective September 1, 2017, resulted in a 7.00% rate increase for a one (1) year term. The dental renewal is in line with trends in the commercial marketplace (6% to 9.5%). However, Connor Strong & Buckelew obtained a quote for dental services through the CJHIF. Advantages of moving the MUA's active

employees to the CJHIF would have a projected cost savings of \$3,422.16 for the MUA compared to MetLife's renewal plan. In addition, medical, prescription and dental premiums would be invoiced in one bill. COBRA administration services will also be available for all employees. A meeting will be scheduled prior to the September meeting to answer questions and gather input from the employees before a decision is made.

Minutes of Meetings for Approval

A. Meeting #1195 July 25, 2017 New Submission

A motion was made by Mr. Memoli and seconded by Mr. Siddiqui to approve the minutes of Meeting #1195 July 25, 2017 as written. A roll call vote was taken with Mr. Memoli, Mr. Siddiqui, Mrs. Clement, Mr. Bilotta and Mr. Bellu all casting affirmative votes.

Disbursements

A motion was made by Mrs. Clement and seconded by Mr. Bilotta to approve payment of the disbursements as listed in the amount of \$3,328,467.65. A roll call vote was taken with Mrs. Clement, Mr. Bilotta, Mr. Memoli, with the exception of APV Technologies, LLC and W. Schlachter for the RX reimbursement, Mr. Siddiqui and Mr. Bellu, also with the exception of APV and W. Schlachter, all casting affirmative votes.

Additional disbursements

There were no additional disbursements listed.

Trust Fund for Contracts

A motion was made by Mrs. Clement and seconded by Mr. Bilotta to approve the release from the Trust Fund for Contracts as listed in the amount of \$13,710.14. A roll call vote was taken with Mrs. Clement, Mr. Bilotta, Mr. Memoli, Mr. Siddiqui and Mr. Bellu all casting affirmative votes.

Ratification of Investment & Transfer Resolutions

A motion was made by Mrs. Clement and seconded by Mr. Memoli to ratify the monthly transfer and investment resolutions. A roll call vote was taken with Mrs. Clement, Mr. Memoli, Mr. Bilotta, Mr. Siddiqui and Mr. Bellu all casting affirmative votes.

Financial Reports

A motion was made by Mr. Memoli and seconded by Mr. Bilotta to enter the financial reports 6A-F into the record. A roll call vote was taken with Mr. Memoli, Mr. Bilotta, Mr. Siddiqui, Mrs. Clement and Mr. Bellu all casting affirmative votes.

Finance & Investments:

Mr. Bilotta met with Mr. Valvano last week. He briefly stated that there are no available funds at present for investing in CMOs and the Committee agreed to reinvest the available funds into the Ocean First Trust Custodial Account. Mrs. Clement made a motion, seconded by Mr. Memoli, to reinvest the

available funds of \$58,002.88 into the Ocean First Trust Custodial Account. A roll call vote was taken with Mrs. Clement, Mr. Memoli, Mr. Bilotta, Mr. Siddiqui and Mr. Bellu all casting affirmative votes.

Operating Reports

A motion was made by Mr. Bilotta and seconded by Mrs. Clement that the operating reports be accepted as presented. A roll call vote was taken with Mr. Bilotta, Mrs. Clement, Mr. Siddiqui, Mr. Memoli and Mr. Bellu all casting affirmative votes.

Development Applications/Major Sub Divisions

There were no applications submitted for approval.

Authority Meeting

The next Authority meeting was confirmed for Tuesday, September 26, 2017 at 4:30 p.m.

Adoption of Resolutions/Capital Purchases

A motion was made by Mr. Bilotta and seconded by Mr. Siddiqui approving the following resolutions, 9A-2A through 9A-5:

9A-2A - Authorization was given to ratify IPC Purchases; and

9A-2B - Authorization was given to ratify the services of Dash Mechanical, LLC, PO Box 1718 Brick, NJ 08723, to replace the AC Compressor at a cost not to exceed \$5,592.00; and

9A-3 - Authorization was given to the Qualified Purchasing Agent to advertise for the receiving of bids for the Printing and Mailing of Sewer Bills and Reminder Notices, including Envelopes and also prepare formal bid specifications for above mentioned service; and

9A-4 - Authorization was given to the Qualified Purchasing Agent to advertise for the receiving of bids for Contract No. TRMUA DW-2017, On-Call Dewatering, and also prepare formal bid specifications for the above mentioned project; and

9A-5 - Authorization was given to ratify the services of Pierce Eagle Equipment Co., 3388 Route 22, West Branchburg, NJ, USA 08876, to repair truck 88 at a cost not to exceed \$16,189.17.

A roll call vote was taken with Mr. Bilotta, Mr. Siddiqui, Mrs. Clement, Mr. Memoli and Mr. Bellu all casting affirmative votes.

9A-6 Resolution – Award Quicklock Repair Clamps

A motion was made by Mr. Bilotta and seconded by Mrs. Clement to award the Quicklock Repair Clamps Contract, in accordance with plans and specifications prepared by the TRMUA consultant, to EnviroSight, LLC, 111 Canfield Avenue, Unit B3, Randolph, NJ 07869 in the amount of \$131,708.00. A roll call vote was taken with Mr. Bilotta, Mrs. Clement, Mr. Siddiqui, Mr. Memoli and Mr. Bellu all casting affirmative votes.

9A-7 Resolution – Award Main Facility Roof Canopy

A motion was made by Mr. Siddiqui and seconded by Mr. Bilotta to award the Main Facility Roof Canopy Structure Project, in accordance with plans and specifications prepared by the TRMUA consultant, to Shorelands Construction, Inc., 7 Columbus Drive, Monmouth Beach, NJ 07750, in the amount of \$169,000.00. A roll call vote was taken with Mr. Siddiqui, Mr. Bilotta, Mr. Memoli, Mrs. Clement and Mr. Bellu all casting affirmative votes.

9A-8 Resolution – Award West Bay View Drive Improvement Project

A motion was made by Mr. Bilotta and seconded by Mrs. Clement to award the West Bay View Drive Improvements Project, in accordance with plans and specifications prepared by the TRMUA consultant, to DeFino Contracting Company, 28 Industrial Drive, Cliffwood Beach, NJ 07735, in the amount of \$473,400.00. A roll call vote was taken with Mr. Bilotta, Mrs. Clement, Mr. Siddiqui, Mr. Memoli and Mr. Bellu all casting affirmative votes.

9A-9 Approval of Appropriation Transfer

Approval was given to the Finance Department by the Board that the appropriation transfer, in the amount of \$6,000.00, be made to the approved budget of 2017.

Unfinished Business

None

Committee Reports

Legal - Counsel stated that he worked on the reviews and prepared the resolutions for the three bids that were just approved. No updates this month.

Engineering

Present at the Engineering Committee meeting of August 18, 2017 were Mrs. Clement, Mr. Siddiqui, Mr. Acropolis and Mr. Otten. Mrs. Clement discussed some of the highlights from the August meeting as follows:

NJEIT 2009 - Pump Station 15 & 20 Supplemental Force Mains (SR-03-09b)

Contract Amount: \$452,789

Contractor: JC Contracting

The request packet for the Authorization to Award the contract was sent to NJDEP on August 17, 2017.

This project will install 2 separate supplemental force mains on the barrier island, beneath waterways, via directional drilling.

Capital Project – Cleaning of 36”, 30”, 27”, 24” & 20” Diameter Pipes (SC-01-17A)

UPDATE since Committee Meeting - The bid opening for this project has changed from August 24, 2017 to August 31, 2017 due to a needed minor addendum involving the SONAR, depth of debris measurement aspect.

Line Maintenance Dept Activity

On August 2, 2017, a stoppage was reported by the owner of the multi-office/tenant commercial building at #325 West Water Street. This building's lateral was initially connected to the sewer main within Lien Street but was not reconnected when contractor, Montana Construction, performed a dig/replace within Lien Street. It is debatable whether Montana is responsible for neglecting this but our Line Maintenance crew was able to perform the fix the next day and successfully installed and connected service to #325 West Water Street building. TRMUA inspectors assisted with traffic control, as well as the subsequent trench restoration paving inspection.

On-Call De-watering Contract

Consideration for this arrangement is similar to the current On-Call Paving Contract. The dewatering contract would be in place for when the Authority crews perform scheduled repairs in areas with challenging ground water conditions. The bid packet/specs for the On-Call service should be put together so as to list the various scheduled construction locations.

CDL Requirements For Line Maintenance

Methods of training came up during the meeting for CDL requirements for Line Maintenance personnel. Mrs. Clement proceeded to say that when the Authority hires LMWs and they do not hold a CDL license, they are advised that they have 90 days to obtain that license. In the past, they have received help/instructions from our trained licensed LMOs. This was discussed and is still continuing to be discussed on how it's going to be handled.

TRMUA – 20 Pump Stations

Mrs. Clement ended her report by noting that Mr. Otten informed both her and Mr. Siddiqui that we have been maintaining 20 pump stations, not 18, since the construction of 14 homes was completed in October 2014, which is PS #32 located at the north end of Shenandoah Blvd. The other PS #33 was already existing within the Bey Lea Golf Course and taken over from the Township by the TRMUA. Mrs. Clement also thanked Mr. Otten for his time each month, which has been very helpful to the Committee.

Personnel

Mr. Memoli had a couple of items to discuss. He mentioned that there are two Line Maintenance Workers who are in the position to be promoted to Line Maintenance Operators. They have completed one year of employment. Also, we have two open positions that have been created from previous retirements over the past couple of years. One is in Finance and one is in operations and we have been asked, as a Board, to approve the two Line Maintenance Workers to be promoted to Line Maintenance Operators and hire the two employees.

With that said, Mr. Memoli asked for a motion. Mrs. Clement made a motion to hire the two positions and put each of them on probation for 90 days. The one position is the Line Maintenance Worker and the other position is the Assistant Customer Account Clerk. The motion was seconded by Mr. Bilotta. Mr. Bellu asked if the positions had been posted. The Director confirmed that they were posted, interviews took place, recommendations to the Personnel Committee were made and the Committee has brought it to the Board for approval. A roll call was taken with Mrs. Clement, Mr. Bilotta, Mr. Memoli, Mr. Siddiqui and Mr. Bellu all casting affirmative votes.

Another motion was made by Mrs. Clement and seconded by Mr. Bilotta to promote the two Line Maintenance Workers, who completed their one year evaluations of their performances, to Line Maintenance Operators. A roll call vote was taken with Mrs. Clement, Mr. Bilotta, Mr. Siddiqui, Mr. Memoli and Mr. Bellu all casting affirmative votes.

Mr. Acropolis took a moment to discuss the Foreman training position that is starting soon. He mentioned that the position was posted for that job and three employees applied for the training. There were two long term employees from the Foreman's crew and one employee from another crew. The Board was somewhat surprised that more did not apply but Mr. Acropolis thinks that it may be in deference to the people that have been here the longest. The Foreman will be training each one individually for approximately six months and evaluate that employee after each training.

Public Comment

Chairman Bellu opened the meeting to comments from the public. With no public comments, the Chairman closed the public portion of the meeting.

Correspondence

None

Resolution to Enter Executive Session

No executive session was held.

With no further business before the Board, a motion was made by Mr. Bilotta and seconded by Mrs. Clement to adjourn the meeting at 5:16 p.m. The motion was carried by a unanimous voice vote.