

**TOMS RIVER MUNICIPAL UTILITIES AUTHORITY**  
**Meeting Number Twelve Hundred Forty Two**

Agenda

May 25, 2021

The regular meeting of the Toms River Municipal Utilities Authority was held on Tuesday, May 25, 2021 at 4:30 P.M. at the office of the Authority, 340 West Water Street, Toms River, New Jersey 08753.

**The following were present or were on conference call (as directed by NJ Governor's Executive Order #107 due to COVID19):**

Carmen J. Memoli, Chairman – conference room

Tariq M. Siddiqui, Vice-Chairman – conference room

Deborah L. Clement, Commissioner – conference room

Charles S. Valvano, Commissioner – conference room

Ben A. Montenegro, Commissioner – conference room

Joseph G. Bilotta, Alt. Commissioner – conference room

Dr. Alfonso J. Manforti, Alt. Commissioner – conference room

Bernard Rutkowski, Executive Director/Sec'y.-Treas. – conference room

Joseph D. Coronato, Esquire, Counsel – conference room

Rosemary Rosetto, Chief Financial Officer – conference room

Nicholas Otten, Authority Engineer – conference room

Scott Tirella, Regulatory Compliance/Safety Officer – conference room

Cindy Toye, Administrative Bookkeeping Specialist - conference room

Christina Diamante, Executive Assistant/Assistant Sec'y - conference room

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Meeting #1242 was called to order at 4:30 p.m., May 25, 2021 by Chairman Memoli.

Ms. Diamante, 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. Diamante called the roll. Dr. Manforti, Mr. Bilotta, Mr. Montenegro, Mr. Valvano, Mrs. Clement, Mr. Siddiqui, and Mr. Memoli were present.

**Minutes of Meetings for Approval**

*A. Meeting #1241 - April 27, 2021 - New Submission*

A motion was made by Mr. Valvano and seconded by Mr. Siddiqui to approve the minutes of Meeting #1241 April 27, 2021 as written. A roll call vote was taken with Mr. Valvano, Mr. Siddiqui, Mr. Montenegro, Mrs. Clement and Mr. Memoli all casting affirmative votes.

*B. Ex. Session #1240 - March 23, 2021 - New Submission*

A motion was made by Mr. Valvano and seconded by Mr. Siddiqui to approve the minutes of the Ex. Session #1240 March 23, 2021 as written. A roll call vote was taken with Mr. Valvano, Mr. Siddiqui, Mr. Montenegro, Mrs. Clement and Mr. Memoli all casting affirmative votes.

*C. Ex. Session #1241 - April 27, 2021 - New Submission*

A motion was made by Mr. Valvano and seconded by Mr. Montenegro to approve the minutes of Ex. Session #1241 April 27, 2021 as written. A roll call vote was taken with Mr. Valvano, Mr. Montenegro, Mrs. Clement, Mr. Siddiqui and Mr. Memoli all casting affirmative votes.

### **Disbursements**

A motion was made by Mr. Siddiqui and seconded by Mr. Valvano to approve payment of the disbursements as listed in the amount of \$3,446,396.82. A roll call vote was taken with Mr. Siddiqui, Mr. Valvano, Mr. Montenegro, Mrs. Clement and Mr. Memoli all casting affirmative votes.

### **Additional Disbursements**

A motion was made by Mrs. Clement and seconded by Mr. Valvano to approve payment of the additional disbursements in the amount of \$4,242.72. A roll call vote was taken with Mrs. Clement, Mr. Valvano, Mr. Montenegro, Mr. Siddiqui and Mr. Memoli all casting affirmative votes.

### **Trust Fund for Contracts**

A motion was made by Mrs. Clement and seconded by Mr. Montenegro to approve the release from the Trust Fund for Contracts as listed in the amount of \$13,635.85. A roll call vote was taken with Mrs. Clement, Mr. Montenegro, Mr. Valvano, Mr. Siddiqui and Mr. Memoli all casting affirmative votes.

### **Ratification of Monthly Transfer & Investment Resolutions**

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

### **Financial Reports**

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

### **Finance & Investments: 6G**

Mr. Valvano stated after speaking with the Executive Director and Commissioner Bilotta, they will be having their annual finance meeting in July. Along with the CFO and Assistant CFO they will meet with the Auditor to discuss the MUA's finances, revenue needs and the impact Covid-19 has had on billing.

Mr. Valvano then made a motion seconded by Mrs. Clement to reinvest the available funds of \$37,284.78 into the Ocean First Trust Custodial Account. A roll call vote was taken with Mr. Valvano, Mrs.

Clement, Mr. Montenegro, Mr. Siddiqui and Mr. Memoli all casting affirmative votes.

### **Operating Reports**

A motion was made by Mrs. Clement and seconded by Mr. Siddiqui that the operating reports 7A-7G were accepted as presented. A roll call vote was taken with Mrs. Clement, Mr. Siddiqui, Mr. Montenegro, Mr. Valvano and Mr. Memoli 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, June 22, 2021 at 4:30 p.m. in the TRMUA Conference Room according to social distancing.

### **Adoption of Resolutions/Capital Purchases**

9A-2A – A motion was made by Mr. Siddiqui and seconded by Mrs. Clement to ratify the purchase of truck cover roll tops. A roll call vote was taken with Mr. Siddiqui, Mrs. Clement, Mr. Montenegro, Mr. Valvano and Mr. Memoli all casting affirmative votes.

9A-3 - A motion was made by Mr. Valvano and seconded by Mr. Montenegro to authorize the execution to appoint the CJHIF Commissioner and Alternate Commissioner. A roll call vote was taken with Mr. Valvano, Mr. Montenegro, Mrs. Clement, Mr. Siddiqui and Mr. Memoli all casting affirmative votes.

9A-4 - A motion was made by Mrs. Clement and seconded by Mr. Siddiqui to authorize the execution to receive bids for the replacement of Pump Station 16 Wet Well Catwalk and Side Gates. A roll call vote was taken with Mrs. Clement, Mr. Siddiqui, Mr. Montenegro, Mr. Valvano, and Mr. Memoli all casting affirmative votes.

9A-5 - A motion was made by Mr. Siddiqui and seconded by Mr. Valvano to approve the issuance of an American Express P card to the IT Manager; with the same terms and conditions the board has approved previously with such cards. A roll call vote was taken with Mr. Siddiqui, Mr. Valvano, Mr. Montenegro, Mrs. Clement and Mr. Memoli all casting affirmative votes.

### **Unfinished Business**

New business was recommended by the Executive Director for the IT Manager to attend a five day seminar in August to further her credits towards her certification as well as learn new information and network with other IT professionals in the area. A motion was made by Mr. Valvano and seconded by Mrs. Clement to allow permission for the expenses of the IT Manager's trip for further Microsoft certification. A roll call vote was taken with Mr. Valvano, Mrs. Clement, Mr. Montenegro, Mr. Siddiqui and Mr. Memoli all casting affirmative votes.

The Shared Service agreement with the Fire Bureau was also discussed, several changes were made including rates and conditions for IT services. A draft will be sent over to General Counsel and available for the board at next month's meeting.

### **Committee Reports**

#### **Legal**

None.

### Engineering

Of the two proposals received for the HVAC project French & Parillo was selected for a quote of \$48,484.00, which was the most reasonable choice of the two. Mr. Siddiqui suggested for the future to not include fixed rates for the Engineering professional services. Mrs. Clement reminded to send over the 2017 Engineering services agreement to General Counsel for review and updates, Mr. Rutkowski added it would be a good idea to send all the Professional Services agreements over for review.

### Land Use

Herflicker Ave will be closed until October for repair work.

### Regionalization

The Fire Bureau Shared Service was previously discussed in Unfinished Business. Berkeley Township Sewerage Authority agreed to pay the rate but still haven't addressed what language they are changing in the agreement. Island Heights was briefly discussed; Brick Township is currently in charge of their services.

### Personnel

The IT Manager's trip was addressed in Unfinished Business, another item will be discussed in Executive Session. Scott Tirella was welcomed as the MUA's new Safety & Compliance Officer.

### **Public Comments**

Mrs. Rosetto reiterated how Herflicker Ave will be shut down until October and to be careful at this intersection. Mr. Rutkowski informed there is future plans from the Township to come up with a new traffic flow pattern for the intersection involving Herflicker Ave. Seeing no further public comments, Chairman Memoli closed the public portion of the meeting.

### **Correspondence**

A phone call was received from a customer expressing gratitude for restoring sewer service to their property at 23 Wilkins Rd on May 6<sup>th</sup>. The employees mentioned were William McDonald, Ryan Carr, William Schlachter, Edwin Olson, and Matthew McCanna.

### **Resolution to Enter Executive Session**

A motion was made by Mr. Valvano and seconded by Mrs. Clement to adopt the resolution to enter Executive Session at 5:09 p.m. to discuss personnel matters, litigation/potential litigation and contractual matters. The motion was carried by unanimous voice vote.

### **Public Session Reconvened at 5:21 p.m.**

### **Adjournment**

With no further business to come before the Board, a motion was made by Mr. Siddiqui and seconded by Mrs. Clement to adjourn the meeting at 5:21 p.m. The motion was carried out by a unanimous voice vote.