

**TOMS RIVER MUNICIPAL UTILITIES AUTHORITY**

**Meeting Number Twelve Hundred Thirty-Seven**

Agenda

December 15, 2020

The regular meeting of the Toms River Municipal Utilities Authority was held on Tuesday, December 15, 2020 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 – absent

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

Robert J. DiBiase, 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

Bernard Rutkowski, Regulatory Compliance/Safety Officer – conference room

Cindy Toye, Administrative Bookkeeping Specialist - conference room

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Meeting #1237 was called to order at 4:30 p.m., December 15, 2020 by Chairman Memoli.

Mrs. Toye, Administrative Bookkeeping Specialist, 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.

Mrs. Toye called the roll. Dr. Manforti, Mr. Bilotta, Mr. Montenegro, Mr. Valvano, Mrs. Clement, and Mr. Memoli were present. Mr. Siddiqui was absent.

**Minutes of Meetings for Approval**

*A. Meeting #1235 - October 27, 2020 - New Submission*

A motion was made by Mr. Valvano and seconded by Mrs. Clement to approve the minutes of Meeting #1235 October 27, 2020. A roll call vote was taken with Mr. Valvano, Mrs. Clement, Dr. Manforti, Mr. Montenegro, and Mr. Memoli all casting affirmative votes.

A motion was made by Mr. Valvano and seconded by Mrs. Clement to approve the minutes of Meeting #1236 November 24, 2020 with minor adjustments noted by Mr. Siddiqui previously. A roll call vote was taken with Mr. Valvano, Mrs. Clement, Dr. Manforti, Mr. Montenegro, and Mr. Memoli all casting affirmative votes.

Operating Reports

A motion was made by Mrs. Clement and seconded by Mr. Valvano that the operating reports 7A-7G were accepted as presented. However, Mr. Valvano asked if personal email addresses could be redacted from the Engineering Report. Mr. Valvano asked Mrs. Toye if they could still receive paper paystubs and Mrs. Toye confirmed they would. A roll call vote was taken with Mrs. Clement, Mr. Valvano, Dr. Manforti, Mr. Montenegro and Mr. Memoli all casting affirmative votes.

**Disbursements**

A motion was made by Mrs. Clement and seconded by Mr. Valvano to approve payment of the disbursements as listed in the amount of \$620,555.45. A roll call vote was taken with Mrs. Clement, casting an affirmative vote. Dr. Manforti, Mr. Montenegro and Mr. Memoli casted affirmative votes with the exception to the line item containing account number 01-1078101.

Additional Disbursements

None.

Trust Funds for Contracts

A motion was made by Mr. Valvano and seconded by Dr. Manforti to approve additional disbursements in the amount of \$8,305.50. A roll call vote was taken with Mr. Valvano, Dr. Manforti, Mrs. Clement, Mr. Montenegro and Mr. Memoli all casting affirmative votes.

**Ratification of Investment & Transfer Resolutions**

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

**Financial Reports**

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

Finance & Investments: 6G

Mr. Valvano reported that bills went out to ratepayers. Mr. Valvano reminded Commissioners to complete MEL training for 2021 so the Authority can receive \$250 rebate and reduced insurance premium.

Mr. Valvano made a motion seconded by Mrs. Clement to reinvest the available funds into the Ocean First Trust Custodial Account when the total becomes available to the CFO. A roll call vote was taken with Mr. Valvano, Mrs. Clement, Dr. Manforti, Mr. Montenegro and Mr. Memoli all casting affirmative votes.

### **Development Applications-Major Subdivisions**

None.

### **Authority Meeting**

A motion was made by Mrs. Clement and seconded by Mr. Valvano to cancel the December 31, 2020 meeting at 10:00 A.M. A roll call vote was taken with Mrs. Clement, Mr. Valvano, Dr. Manforti, Mr. Montenegro and Mr. Memoli all casting affirmative votes. The next Authority meeting is scheduled for Tuesday, January 26, 2021 at 4:30 p.m. in the TRMUA Conference Room according to social distancing.

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

#### **9A-2A - There were no IPC Purchases for Ratification**

#### **9A-3 - Resolution – 2021 Adopted Budget**

A motion was made by Mrs. Clement and seconded by Mr. Valvano to accept the DCA 2021 Budget. A roll call vote was taken with Mrs. Clement, Mr. Valvano, Dr. Manforti, Mr. Montenegro and Mr. Memoli all casting affirmative votes.

#### **9B – Unfinished Business**

Chairman Memoli asked Mr. Rutkowski how things have been going in the absence of an IT Director and Mr. Rutkowski reported that we are operating but there have been some minor issues that the Township has helped us with. Chairman Memoli noted that the bills have successfully gone out to all ratepayers. Mrs. Clement noted that there have only been four rate increases in the last approximately 38 years.

### **Committee Reports**

#### **Legal**

Mr. Coronato noted that he had a conference call with the Brick MUA and also the Berkeley Sewerage Authority and there was discussion to possibly change a few items in the agreement.

#### **Engineering**

None at this time.

#### **Land Use**

None at this time.

#### **Personnel**

None at this time

#### **Technology**

Chairman Memoli reported that the IT Manager position has been posted on NJLOM, AEA and NJWEA and we have received three resumes to date. Dr. Manforti asked if this posting was more geared

toward an IT person or a GIS person. Mr. Rutkowski stated this position is more for an IT person. Mrs. Clement stated that we could get GIS help from Township, and Mr. Memoli stated we can also use Engineering firms for assistance with GIS.

Mr. Rutkowski reported that in reviewing purchases made by the IT Director there were two HoloLens attached to his Microsoft account, but only one has been recovered on site. Mr. Rutkowski is going to research whether or not two were definitely purchased by reviewing invoices.

#### **Public Comments**

Mrs. Rosetto wished everyone a Happy Holiday. Seeing no further public comments, Chairman Memoli closed the public portion of the meeting.

#### **Correspondence**

None at this time.

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

A motion was made by Dr. Manforti and seconded by Mr. Montenegro to adopt the resolution to enter Executive Session at 4:55 p.m. to discuss personnel matters, litigation/potential litigation and contractual matters. The motion was carried by unanimous voice vote.

#### **Public Session Reconvened at 5:45 p.m.**

#### **Adjournment**

With no further business to come before the Board, a motion was made by Mr. Valvano and seconded by Mr. Montenegro to adjourn the meeting at 5:46 p.m. The motion was carried by a unanimous voice vote.