

BOROUGH OF BUENA
MUNICIPAL UTILITIES AUTHORITY
P. O. BOX 696
MINOTOLA, NEW JERSEY 08341

The regular meeting of the BBMUA was held on January 8, 2014 at 7 p.m. This meeting notice was provided to The Daily Journal and the Atlantic County Record which are the BBMUA's official newspapers. Notices are also posted on the bulletin boards within the Municipal Building as well as the Borough of Buena and BBMUA's websites. The meeting took place in the large meeting room located in the Municipal Building, Minotola.

The meeting was called to order by Chairman John Brunini.

Those present were:

J. Brunini	C. Santore
R. Baker	A. Zorzi
C. Mielke	
S. Woshnak	

m/Baker s/Mielke to adopt resolution R-1-2014 a resolution authorizing a meeting of the BBMUA closed to the public to discuss matters of personnel and to discuss a collective bargaining agreement. m/passed

m/Baker s/Mielke close the regular meeting at 7:03 p.m. m/passed

m/Baker s/Mielke open the regular meeting at 7:08 p.m. m/passed

The board reviewed the terms of the Collective Bargaining Agreement and are in favor of the settlement on the proposed Collective Bargaining Agreement for 2014 – 2017.

m/Woshnak s/Mielke to adopt resolution R-2-2014 confirming acceptance and approval of collective bargaining agreement with Teamsters Local Union #676 and authorizing execution of the same retroactive to 1/1/2014. m/passed

m/Baker s/Mielke to adopt resolution R-3-2014 authorizing employment of Debbie Austino as Clerk II and further authorizing execution of memorandum of agreement for a three year term of employment. m/passed

m/Mielke s/Baker to adopt resolution R-4-2014 authorizing employment of Cheryl Santore as Administrative Clerk, Secretary/Treasurer, Finance Officer and further authorizing execution of memorandum of agreement for a three year term of employment. m/passed

m/Mielke s/Baker to adopt resolution R-5-2014 appointing Mary Fenselau to the position of Clerk Typist in the Borough of Buena Municipal Utilities Authority effective January 1, 2014 through December 31, 2014. m/passed

m/Woshnak s/Mielke to adopt resolution R-6-2014 authorizing employment of Alan Zorzi as Supervisor of Water/Sewer and further authorizing execution of memorandum of agreement for three year term of employment. m/passed

m/Mielke s/Baker to adopt resolution R-7-2014 authorizing employment of Jeffrey Noone as Assistant Superintendent Water/Sewer and further authorizing execution of memorandum of agreement for three year term of employment. m/passed

Robert Smith of Remington, Vernick & Walberg sent an email to the Borough of Buena's Solicitor, Richard Tonetta, regarding the Minotola Estates punch list.

Michael Testa Jr., of Testa, Heck, Scrocca & Testa sent a letter to Tamburro Brothers Construction Co., Inc. in regard to the request made on October 30, 2013 requesting a refund on all previously purchased water and sewer connection fees.

Atlantic County sent in the check to cover the manhole damaged on Wheat Road in Buena on 7/10/13. This manhole was damaged during the grass cutting and we had billed the County per their instruction for the repair of the manhole.

m/Mielke s/Baker to approve the treasurer's report as read. m/passed

m/Mielke s/Baker to approve BBMUA Secretary Treasurer, Cheryl Santore, to attend a course offered by Rutgers Continuing Studies for Municipal Budget Process in the amount of \$934.00. The class will be every Tuesday evening beginning April 8 through May 27 from 5:15 pm to 9:30 pm at the Atlantic Cape Community College in Mays Landing. The board had previously approved Ms. Santore to attend this class in 2012 however, the class was cancelled due to lack of enough registrants.

A letter was received from the Executive Director for the Municipal Excess Liability Joint Insurance Fund, David Grubb, regarding the 2014 – 2015 employment practices liability program. There is a checklist that needs to be signed by our Solicitor stating that our employee handbook and employment practices are in place. It was recommended by Sharon Woshnak that she and Jim DuBois work on the employee handbook and employment practices to make sure it is up to date and fits our needs prior to this being signed by our Solicitor, Michael Testa, Jr. Chairman Brunini would like Michael Feaster to be included in the review of the handbook. After reorganization he would like this

review to begin and would like it to be completed by March 31, 2014 so that there is still time for our Solicitor to review this prior to completing and signing the checklist.

The following individuals, Vice-Chairman Richard Baker, Member Charles Mielke, and Secretary Cheryl Santore met on Monday, January 6, 2014 at 10 a.m. to review the (RFQ's) Request for Qualifications for Professional services as advertised in the official newspapers of the BBMUA on December 16, 2013. All the RFQ packages were received within the timeframe with the exception of one for auditing services and the recommendations to the board members were set forth after their review and discussion.

m/Baker s/Woshnak to accept the minutes of the last regular meeting held on December 11, 2013
m/passed

m/Mielke s/Baker to accept the minutes of the closed session meeting held on December 11, 2013
m/passed

Environmental Specialist for the State of NJ DEP Office of Quality Assurance, Michele Potter, sent a letter in regard to the on-site assessment conducted on November 21, 2013. The recommendations were taken care of by Jim Baals.

Plant Superintendent, Alan Zorzi, gave the board an update on the new plant's performance during this cold weather. The Nitrates are on the rise. The 6 month average allowed is a 3. Our total has been at 2.8. The heat tape wasn't working on the screen. A line broke but will be repaired after the cold weather. The membranes have been working flawlessly. The biggest problem with the plant at this time is the screens slowing down. The water is not shutting off. Mr. Zorzi has been troubleshooting with Hydrodyne. Mr. Zorzi wanted to notify the board that he will be contacting Dennis Yoder of Remington, Vernick & Walberg to try to rectify this situation.

Bob Guglielmo is retiring as of January 31, 2014. The board gave approval to place an ad in the newspaper for a water/sewer plant operator to replace Mr. Guglielmo. We would like to emphasize that backhoe experience is a plus.

Chairman Brunini asked that Vice-Chairman Richard Baker and Member Charles Mielke take a look at the water rates. A rate adjustment will need to be considered in the very near future. Chairman Brunini would like to have something in place effective July 1, 2014.

m/Mielke s/Baker to file all correspondence sent out for review without reading number 1 through number 15.
m/passed

m/Baker s/Mielke to pay all bills presented for the month of January

m/passed

The next regular meeting will be held on January 22, 2014 at 7:00 p.m.

m/Woshnak s/Mielke to adjourn the meeting 8:00 p.m.

m/passed

Submitted by

Cheryl Santore-BBMUA Secretary