

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

The regular meeting of the BBMUA was held on August 23, 2017 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 Joseph Santagata.

Those present were:

R. Baker	C. Santore
J. Formisano	A. Zorzi
J. Johnston	R. Casella
J. Santagata	S. Testa
J. Alvarez	

Robert Smith of Remington, Vernick & Walberg received a letter from Peter Mitt of Engineering Design Associates regarding the Water and Sanitary Sewer Application for the Liberty Village Site Plan providing revised documents for his review.

Robert Smith of Remington, Vernick & Walberg sent an email to Brad Mease of Municipal Maintenance Company providing him with a copy of Change Order No. 1 and Certificate No. 1 for signatures.

Robert Smith of Remington, Vernick & Walberg sent a letter to Mr. Anthony Dardis of Emerald Equipment Systems, Inc. transmitting three sets of contract documents for execution and return along with a Certificate of Insurance.

Robert Smith of Remington, Vernick & Walberg sent a letter to Chairman Santagata providing Change Order No. 1 for the repair of the Kompres Belt Filter Press System which represents the elimination of the allowance and supplemental work for repair on the wedge roller shaft. The change order results in a net increase in the contract amount of \$2,472.00. Therefore the board needs to approve Change Order No. 1 in the amount of \$2,472.00

m/Baker s/Johnston to approve Change Order No. 1 which represents the elimination of the allowance and supplemental work for the repair of the wedge roller shaft on the Kompress Belt Filter Press System in the amount of \$2,472.00. m/passed

Robert Smith of Remington, Vernick & Walberg sent a letter to Chairman Santagata providing Payment Certificate No. 1 for the repair of the Kompress Belt Filter Press System in the amount of \$42,004.80.

m/Baker s/Johnston to approve Payment Certificate No. 1 for the repair of the Kompress Belt Filter Press System in the amount of \$42,004.80. m/passed

Edward Dennis of Remington, Vernick & Walberg sent a letter to Chairman Santagata providing a proposal to perform a Phase I Environmental Site Assessment at the Lillie property located at 501 Plymouth Road, Block 121, Lot 13 in the amount of \$3,600.00. This is the Phase I study that the board wanted performed prior to the purchase of the property. The final summary report is to be provided to the BBMUA within 20 days of written authorization to proceed. However, property file information requested from the NJDEP may not be received during this time frame and will be reviewed and incorporated into the report upon receipt.

m/Baker s/Alvarez to give authority to Remington, Vernick & Walberg to perform a Phase I Environmental Site Assessment at the Lillie property located at 501 Plymouth Road, Block 121 Lot 13 in the amount of \$3,600.00. m/passed

Michael Testa Jr. of Testa, Heck, Testa & White sent a letter to John Lillie providing the contract of sale for the property located at 501 Plymouth Road, Block 121, Lot 13 for his execution and return. This contract of sale was received back and is being presented tonight to the Chairman for his execution. The contract of sale will have to be amended due to the closing date of September 15, 2017 and the completion of the Phase I Environmental Study not being completed by that date. Mr. Casella will speak with Robert Smith of Remington, Vernick & Walberg as to the timing of that study and will prepare an Addendum to that contract based on the time frame given. Mr. Casella does not expect there to be any problem with the extension and Addendum.

m/Baker s/Formisano to adopt Resolution R-22-2017 confirming the award of its Solar Project and the Negotiation and Execution of a Power Purchase Agreement in connection therewith on its behalf. m/passed

m/Baker s/Johnston to adopt Resolution R-23-2017 authorizing the signature of the Agreement of Sale and Purchase of Real Estate located at 501 Plymouth Road, Block 121, Lot 13 in the Borough of Buena from John Lillie pending a Phase I Environmental Study. m/passed

Steve Testa of Romano, Hearing, Testa & Knorr reported that the 2016 Audit financial statements are complete in draft form. He will present the statements to the Board at the first meeting of September 2017 in its final form for approval.

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

A lot of water and sewer customers have expressed an interest in wanting to be able to pay their bills online and/or with a credit card. About a year ago the Borough of Buena offered this convenience to their customers through Edmunds and Associates and it has been working out very well. Therefore Secretary/Treasurer Cheryl Santore requested and received an email from Bob Edmunds of Edmunds and Associates submitting a proposal for the MCSJ WIPP in the amount of \$600.00 with an annual maintenance fee of \$600.00. This would allow our customers to pay online with a credit card or e-check through Advanced Global for their water and sewer bills. The convenience fee for a credit card is approximately 2.95% and an e-check fee is approximately \$1.05. In order to do this a link would have to be placed on our website which would allow the customer to go on and pay their bill. There would be no credit card terminal in the office and the BBMUA would not have to submit any of the convenience fees to Advanced Global. The fees would be directly handled by them. Ms. Santore would like to get approval from the board to go ahead with setting this up for our customers.

m/Baker s/Formisano to move forward with offering online payment options through Edmunds MCSJ WIPP in the amount of \$600.00. m/passed

m/Baker s/Alvarez to adopt resolution R-24-2017 authorizing employment of Mary Ann Chalow as a consultant for the Borough of Buena Municipal Utilities Authority for the period beginning September 1, 2017 through August 31, 2018 in the amount of \$5,000.00. m/passed

A letter was received by Secretary/Treasurer Cheryl Santore from Cathleen Kiernan of Perma Risk Management Services notifying us that the Authority's membership in the NJUAJIF fund expires on December 31, 2017. In order to maintain our membership, the Board needs to adopt a renewal membership resolution and execute the indemnity and trust agreement for an additional three years. These will need to be returned to the Fund Office by October 1, 2017. The board chose to execute the agreement to renew the membership in the NJUAJIF for the years 1/1/18 through 12/31/21.

m/Baker s/Johnston to adopt resolution R-25-2017 for renewal of membership in the New Jersey Utility Authorities Joint Insurance Fund. m/passed

Being a member of NJUAJIF you must have a Risk Management Agreement for Consulting Services with an insurance group. Our Risk Management Consultant has been Nick Cashan of BCA Insurance Group since 1997. The Board decided to advertise a Request For Professional Services and see what bids we receive for Risk Management Consultant Services. Therefore, Ms. Santore will advertise and receive bids and present the information to the board at the meeting on September 27, 2017.

m/Baker s/Formisano to approve the minutes of the regular meeting held on July 26, 2017. m/passed

m/Baker s/Alvarez to approve the minutes of the closed executive session meeting held on July 26, 2017. m/passed

Plant Superintendent Alan Zorzi informed the board he received a draft copy of the report outlining the evaluation of sanitary sewer pump stations #1, #2, and #3 from Max Kipp of Remington, Vernick & Walberg which contains recommended improvements. You are looking at approximately \$1,000,000.00 to bring these up to par. We are always looking into ways to accept more flow and you need to keep in mind that each of these pump stations pump into one another and they are old and are starting to fail. Therefore, we need to look at how we can begin to bring these pumping stations up to par and where the money will come from to upgrade these stations.

Mr. Zorzi informed the board that Remington, Vernick & Walberg provided a copy of the water tank inspection report prepared by Mumford-Bjorkman Associates, Inc. which includes immediate repairs and modifications listed on Page 6 of the report that need to be addressed. Once these repairs are addressed they are recommending the water tank be reevaluated in 3 years but the estimated cost for the painting and work that needs to be done is estimated at \$907,000.00.

Also, our MBR filters will have to be replaced in approximately 5 years and they cost close to \$1,000,000.00. So the board needs to keep these things in mind and start planning on how these items will be paid for over the next few years.

Mr. Zorzi received a letter from Caitie Van Sciver of the State of New Jersey DEP Office of Quality Assurance regarding our Laboratory Certification number 01204. A scheduled on-site audit will be completed on Tuesday, September 5, 2017 at 9 a.m.

Mr. Zorzi received a quote from AC Schultes to perform our annual well inspections. The cost associated with this is \$350.00 for each well for a total of \$1,050.00. Therefore he would like approval from the board to have AC Schultes perform the inspections.

m/Baker s/Formisano to hire AC Schultes perform our annual well inspections for a total cost of \$1,050.00. m/passed

m/Alvarez s/Johnston to file all correspondence sent out for review without reading number 1 through number 18. m/passed

m/Baker s/Johnston to pay all bills presented for the month of August 2017. m/passed

The next regular meeting will be held on September 13, 2017 at 7:00 p.m.

m/Johnston s/Alvarez to adjourn the meeting 7:18 p.m. m/passed

Submitted by
Cheryl Santore-BBMUA Secretary