

REGULAR MEETING AGENDA

CALL THE MEETING TO ORDER:

FLAG SALUTE:

SUNSHINE LAW: “This regular meeting held on November 14, 2018 at 7:00 P.M. is being conducted in compliance with the open public meetings act of the state of New Jersey upon publication and posting of notice as required by law.”

ROLL CALL OF ATTENDANCE:

R. Baker	C. Santore
R. Delano	A. Zorzi
J. Formisano	
J. Johnston	
J. Santagata	
J. Alvarez	

CHAIRMAN: FIRST ORDER OF BUSINESS: #18 Adopt Resolution R-17-2018 authorizing a meeting of the Borough of Buena Municipal Utilities Authority Closed to the Public to discuss matters that include possible litigation pursuant to N.J.S.A. 10:4-12(b)(7).

m. _____ s. _____

Roll Call: R. Delano, J. Formisano, J. Johnston, J. Alvarez, J. Santagata

Motion to open the executive closed session meeting.

m. _____ s. _____ Time: _____

Roll Call: R. Delano, J. Formisano, J. Johnston, J. Alvarez, J. Santagata

Motion to close the executive closed session meeting and return to regular session.

m. _____ s. _____ Time: _____

Roll Call: R. Delano, J. Formisano, J. Johnston, J. Alvarez, J. Santagata

PUBLIC PORTION:

ENGINEER'S REPORT: #1 Letter to Chairman Santagata requesting authorization to prepare and advertise the bidding documents for the contracts that are due to expire: 1) Furnishing of Electrical Repair and Maintenance Services 2) Furnishing of Mechanical and Plumbing Repair and Maintenance Services 3) Furnishing and Delivery of Water Meters 4) Furnishing and Delivery of Micro C 1000 or Approved Equal. The cost to prepare the specifications and bidding documents for the above listed bids is for a cost not to exceed \$950.00 each or a total of \$3,800.00.

I need a motion to authorize Remington, Vernick & Walberg to prepare and advertise the bidding documents for the above listed contracts that are due to expire. The cost to prepare each contract will not exceed \$950.00 each or \$3,800.00 total.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

#8 Email to Frank Carpino regarding the Liberty Village project. The contractor tied into the MUA water line without notifying anyone that the work was occurring. Mr. Smith informed Mr. Carpino that Remington, Vernick & Walberg must be notified prior to any site work being performed at the project site. Mr. Smith also advised Mr. Carpino that the bond needs to be posted for the sewer and water improvements as well as inspection fees that must be posted with the BBMUA. Mr. Smith also reiterated that until Mr. Carpino's drainage plans are approved, he is proceeding at his own risk.

#9 Copy of the advertisements for the Notices to Bidders for the furnishing and delivery of wood chips and the furnishing and delivery of liquid aluminum sulfate which were published in the Daily Journal and Atlantic County Record on Wednesday, November 7, 2018.

#13 Email from Robert Smith to Bill Tomasello of Jersey Construction providing a copy of change order no. 1 and payment certificate no. 2 and requesting additional information to support the changes. Mr. Smith also informed Mr. Tomasello that the originals are located at the Pleasantville Office for signature.

#15 Letter to Chairman Santagata providing a copy of Change Order No. 1 for the Louis Drive Sanitary Sewer Extension project which results in a net decrease in the contract amount of \$682.95. This will have to be approved and therefore:

Motion to approve Change Order No. 1 for the Louis Drive Sanitary Sewer Extension Project.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

#16 Email from Robert Smith of Remington, Vernick & Walberg providing a copy of payment Certificate No. 2 for the Louis Drive Sanitary Sewer Extension project for approval and payment.

Motion to approve Payment Certificate No. 2 for the Louis Drive Sanitary Sewer Extension project for payment.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

SOLICITOR'S REPORT:

AUDITOR'S REPORT:

UNFINISHED BUSINESS:

CORRESPONDENCE: #3 Copy of the BBMUA Sewer Tap-In Fee Application received from Donna Sooy for the home she owns located at 781 Harding Highway, Block 4001 Lot 53 in Buena Vista Township. Her son Richard Parks has been inquiring for her regarding connecting into the sanitary sewer. Mr. Parks was told on several occasions that he would have to obtain permission from Buena Vista Camping Park to tie into their private sewer line and also obtain permission from Buena Vista Township as it will be counted against their allocation. Mr. Parks would like approval from the BBMUA to connect into our system.

#7 Copy of the resolution from the Borough of Buena numbered 94-18 approving an agreement between the Borough of Buena and the BBMUA to repave Louis Drive for our records.

TREASURER'S REPORT: Motion to approve treasurer's report as read.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

SECRETARY'S REPORT: #2 Letter to Frank Carpino of Liberty Village providing him with the cost and delivery information for the meter that will be needed to service his project located on the Boulevard in Buena Borough.

#4 Adopt resolution R-16-2018 appointing Mary Fenselau to the position of Clerk Typist effective January 1, 2019 through December 31, 2019.

I need a motion to adopt Resolution R-16-2018 appointing Mary Fenselau to the position of Clerk Typist in the BBMUA for the period of January 1 through December 31, 2019 at a rate of \$12.38 per hour for a maximum of 25 hours per week per civil service rules and regulations.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

#5 Notice of regular meetings for the BBMUA for the year 2019 scheduled for your approval.

#6 List of the 2019 Holiday Schedule for the BBMUA. These holidays are the approved holidays per the employee contracts and memorandum of agreements.

#10 Memo from PERMA Risk Management Services advising us that our 2018 Dividend will be in the amount of \$8,128.00. This is an increase of \$1,881.39 from last year's awarded amount.

Every year we purchase Safety Incentive Gift Certificates for the employees with a portion of this dividend. Does the board want to approve purchasing the gift certificates again this year? Last year we purchased 9 @ \$100.00 and got one free for a total of 10 certificates. If the Maplewood is still offering this we could do the same. Otherwise we would have to purchase 10. Another possible idea would be to purchase Visa Gift Cards so that the employees could use it for whatever or wherever they choose.

#19 MIS Proposal for 2019 from Barber Consulting Services LLC in the amount of \$1,500.00 which is the same cost that we have paid for the past ten years.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

MINUTES OF THE MEETING: Dispense with reading the minutes of the last regular meeting held on October 24, 2018. Second-Roll Call

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

PUBLIC PORTION:

PLANT SUPERINTENDENT'S REPORT: #11 Letter from Steven Filippone of Engineer Design Associates requesting written confirmation from the BBMUA that the Buena Vista Campground has 39 residential sewer tie-ins that equates to 6,435 gpd of available capacity. Mr. Filippone would also like to request written confirmation that the BBMUA will in fact allow Buena Vista Campground to connect into their sanitary sewer system and utilize the above 6,435 gpd capacity. It is the campground's intent to use the available sewer capacity to service several sites throughout the campground by connecting into the existing pump station that is located near the entrance to the campground. They understand that prior to any connection the existing pump station and sewer force main must be upgraded.

#12 Quotation from A.C. Schultes for the 2019 Well Asset Management Inspection for our existing 3 wells at a cost of \$350.00 each.

I need a motion to approve the 2019 Well Asset Management Inspection quote received from A.C. Schultes. The cost would be \$350.00 for each of our 3 wells for a total of \$1,050.00.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

#14 Quotation from M&S Service Company, Inc. for the annual Healy Ruff/Eaton Service Contract. The price for 2019 is \$4,652.00. This is \$46.00 more than last year. M&S Service is the only company who can service this equipment.

I need a motion to approve the renewal of the annual service contract with M&S Service Company, Inc. for the Healy Ruff/Eaton Service contract in the amount not to exceed \$4,652.00.

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

#17 Letter from Robert Teeter of First Environment providing a copy of the 2018 Environmental Joint Insurance Fund Audit performed at our plant on October 24, 2018.

Motion to accept and file all correspondence sent out for review without reading numbered 1 through 19. Second-Roll Call

m. _____ s. _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

PAYMENT OF THE BILLS: motion to pay all bills presented.

m: _____ s: _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

The next regular meeting is scheduled for **November 28, 2018 at 7:00 p.m.**

MEETING ADJOURNMENT: Motion to adjourn the meeting. Second-Roll Call

m. _____ s. _____ Time: _____

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata