

REGULAR MEETING AGENDA

CALL THE MEETING TO ORDER:

FLAG SALUTE:

SUNSHINE LAW: "This regular meeting held on February 12, 2014 at 6:00 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:

J. Brunini	S. Woshnak	A. Zorzi	
R. Baker	J. DuBois - A	R. Smith	E. Walberg
C. Mielke	M. Feaster	M. Testa Jr.	
F. Soto - A	C. Santore	S. Testa	

FIRST ORDER OF BUSINESS: The first order of business for tonight's meeting is the BBMUA's reorganization for the year 2014.

I would like to open the floor for Nominations for Chairman _____.
I would like to close the floor.

I would like to entertain a motion to appoint John Brunini as Chairman of the BBMUA.
m: _____ s: _____
Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster

I would like to open the floor for Nominations for Vice-Chairman _____.
I would like to close the floor.

I would like to entertain a motion to appoint _____ as Vice-Chairman of the BBMUA.
m: _____ s: _____
Roll Call: C. Mielke, S. Woshnak, M. Feaster, J. Brunini

CHAIRMAN:

I would like to open the floor for Nominations for Secretary/Treasurer _____
I would like to close the floor.

I would like to entertain a motion to appoint _____ as Secretary/Treasurer of the BBMUA.
m: _____ s: _____
Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

I would like to entertain a motion to approve the Daily Journal and The Atlantic County Record as the official newspapers of the BBMUA.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

I would like to entertain a motion for a Solicitor. (Testa, Heck, Scrocca & Testa)

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

I would like to entertain a motion for an Auditor. (Romano, Hearing, Testa & Knorr)

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

I would like to entertain a motion for an Engineer. (Remington, Vernick & Walberg)

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

Committees for the year 2014 will be as follows:

Policies, Procedures & Personnel:

John Brunini
Richard Baker
James DuBois

Finance:

John Brunini
Francisco Soto
Sharon Woshnak

Plant Operations & Construction:

John Brunini
Charles Mielke
Michael Feaster

CHAIRMAN:

PUBLIC PORTION:

ENGINEER'S REPORT: #7 Email from Ed Conover of the Atlantic County Office of Emergency Preparedness regarding the FEMA Hazard Mitigation Grant Program Generators.

SOLICITOR'S REPORT:

#5 Email from Steve Testa of Romano, Hearing, Testa & Knorr providing a copy of the proposed contract for the period 2/1/14 to 1/31/15 for review.

#8 Adopt Resolution R-8-2014 adopting a new Cash Management Plan for Calendar Year 2014 Pursuant to N.J.S.A. 40A:5-14.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

#9 Adopt Resolution R-9-2014, designating official newspapers of the Borough of Buena Municipal Utilities Authority.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

#10 Adopt Resolution R-10-2014, authorizing contracts with approved state contract vendors for contracting units pursuant to N.J.S.A. 40A:11-12a.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

#11 Adopt Resolution R-11-2014, awarding contract for professional services pursuant to the fair and open process to Romano, Hearing, Testa & Knorr for Auditing Services.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

#12 Adopt Resolution R-12-2014, awarding contract for professional services pursuant to the fair and open process to Remington, Vernick & Walberg for Engineering Services.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

#13 Adopt Resolution R-13-2014, awarding contract for professional services pursuant to the fair and open process to Testa, Heck, Scrocca & Testa for Legal Services.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

AUDITOR'S REPORT:

UNFINISHED BUSINESS: #16 Preliminary analysis of water rate increase that member Charles Mielke put together.

CORRESPONDENCE: #4 Letter from the State of NJ Department of the Treasury Division of Pensions and Benefits regarding the Employer Liability for the Annual Pension Contribution PERS

#6 Letter from Jack Kraft to the Internal Revenue Service providing corrected 8038G forms with the correct employer identification number for the BBMUA. The previous 8038G's submitted on behalf of the BBMUA had the Borough of Buena's employer identification number on them.

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

m. _____ s. _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

SECRETARY'S REPORT: #15 Susquehanna Bank contacted me to go over our accounts that we have with them. Currently all bank accounts we have with Susquehanna Bank are analyzed accounts and all bank fees are waived. Beginning March 15, 2014 if we keep the accounts as analyzed accounts we will be charged fees. We can change the accounts from an analyzed account (the computer goes over every transaction and assesses fees and averages them out and charges a fee based on each transaction) to a non-analyzed account (we will only be assessed charges if we exceed 200 transactions per month) and will not have the charges assessed to our account on a monthly basis. We will still accrue interest on all accounts just as we do now. Currently we have an average of 65 transactions per month in checks, deposits, wire transfers, etc. Also, I make one wire transfer per month via online banking transferring our available funds to our trustee bank. That will cost \$30.00 per wire transfer per month. However, that fee can also be avoided if I call it in directly to the wire department via telephone and it there will be no charge for that service.

I need authorization to change the account types from analyzed accounts to non-analyzed accounts and authorize me to call in the wire transfer each month to avoid any fees being charged to our accounts each month. The bank will forward paperwork to us for signature by our authorized signers on our accounts if a decision is made to change the types of these accounts.

MINUTES OF THE MEETING: Dispense with reading the minutes of the last regular meeting held on January 8, 2014.

m: _____ s: _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster-abstain, J. Brunini

Dispense with reading the minutes of the last closed session meeting held on January 8, 2014. Second-Roll Call

m. _____ s. _____

Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster-abstain, J. Brunini

PUBLIC PORTION:

PLANT SUPERINTENDENT'S REPORT: #1 Letter from Kristen Giacolone, Project Manager for the State of NJ DEP Division of Water Supply & GeoScience regarding the application that was filed by the USEPA for the South Jersey Clothing Company Superfund Site. This was filed by Jeff Pace for the backflow prevention at this site. The BBMUA had to sign the application because we are the public water supplier. The application is Administratively Complete.

#2 Email from Robert Smith with the yearly requirements for Liquid Aluminum Sulfate to determine if there will be enough usage to warrant putting this out for bid. It was decided that the usage will be considerably less and that quotes should be obtained at this time.

#3 Letter from Michele Potter of the State of NJ DEP Office of Quality Assurance regarding the Laboratory On-Site Assessment conducted on November 21, 2013. This states that all of the information submitted satisfies all the requirements needed to operate under N.J.A.C. 7:18-1 et seq.

#14 Proposal from A.C. Schultes for the 2014 well maintenance inspection in the amount of \$300.00 per well. This would be a total cost of \$900.00 for all three wells. (This is the same cost as last year)

COMMITTEE REPORTS:

1. POLICIES, PROCEDURES, & PERSONNEL:
2. FINANCE:
3. PLANT & CONSTRUCTION:

Motion to accept and file all correspondence sent out for review without reading numbered 1 through number 16.

m: _____ s: _____
Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

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

m: _____ s: _____
Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini

The next regular meeting will be held on February 26, 2014 at 7:00 p.m.

MEETING ADJOURNMENT: Motion to adjourn the meeting. Second-Roll Call
m. _____ s. _____ Time: _____
Roll Call: R. Baker, C. Mielke, S. Woshnak, M. Feaster, J. Brunini