

REGULAR MEETING AGENDA

CALL THE MEETING TO ORDER:

FLAG SALUTE:

SUNSHINE LAW: "This regular meeting held on December 14, 2011 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:

CHAIRMAN: FIRST ORDER OF BUSINESS FOR TONIGHTS MEETING WILL BE TO OPEN THE SEWER RATE HEARING TO THE PUBLIC WHICH WAS ADVERTISED TWENTY DAYS PRIOR TO THIS MEETING.

#1 Adopt Resolution R-31-2011 adopting the amended sewer rate schedule in accordance with the sewer rate hearing held on December 14, 2011.

#19 Need a motion to approve the advertisement for the public notice for the solicitation of professional services contract appointments (RFQ's) starting February 1, 2012 to January 31, 2013.

#17 Adopt Resolution R-33-2011 appointing Mary Fenselau to the position of Clerk Typist effective January 1, 2012 through December 31, 2012.

#20 Copy of the Borough of Buena's resolution 113-11 authorizing an interlocal agreement with the BBMUA for services to be provided to the finance office and construction code office by the BBMUA's employees Cheryl Santore and/or Dawn Scott.

#21 Adopt Resolution R-34-2011 authorizing an interlocal agreement with the Borough of Buena for services to be provided to the finance office and construction code office by the BBMUA's employees Cheryl Santore and/or Dawn Scott.

PUBLIC PORTION:

ENGINEER'S REPORT: #4 Letter to Alan Zorzi from Robert Smith of Remington, Vernick & Walberg regarding the plans for the Louis Drive sanitary sewer extension.

#9 Letter from Dennis Yoder of Remington, Vernick & Walberg regarding sets of contract documents, Payment Bond No. 1000931177 and Certificate of Insurance for Improvements to the Wastewater Treatment Plant which have already been signed by John Brunini and Level-1 Construction and sealed.

Per Ed Walberg's phone call today requesting payment of all open invoices concerning the BBMUA's 2011 project, which we didn't have an answer to give him as to when payment will be made, a letter was to be faxed to us today requesting the BBMUA to approve the outstanding bills subject to the USDA approval.

SOLICITOR'S REPORT: #3 Letter to Charles Gemmel, Esquire, of Gemmel, Todd & Merenich regarding First Corner Stone Bank v. DeThomasis & Levari, Inc. release of two liens.

#6 Letter to David Corwin, Senior Area Specialist of the U.S.D.A. regarding the awarding of the bid for improvements to the BBMUA's Wastewater Treatment Plant to Level-1 Construction, Inc. in accordance with the Local Public Contracts Law.

#16 Notice of Dismissal filed by Charles Gemmel, Esquire of Gemmel, Todd & Merenich, P.A. in the matter of First Cornerstone Bank vs. DeThomasis & Levari, Inc.

AUDITOR'S REPORT: #13 Adopt Resolution R-27-2011 for the 2012 Water Budget.

#14 Adopt Resolution R-28-2011 for the 2012 Sewer Budget.

#15 Bill from Romano, Hearing, Testa & Knorr for services rendered in connection with the issuance of the Authority's Series 2011 Project Notes.

UNFINISHED BUSINESS:

CORRESPONDENCE: #5 Letter from Scibal Associates, Inc. to Terry Giannascoli explaining that the Borough of Buena MUA is not legally liable for property damages incurred as a result of Hurricane Irene.

#11 Letter from Teresa Steffens of Hess Energy requesting to be added to our bid list for energy purchases.

TREASURER'S REPORT:

SECRETARY'S REPORT: #7 Letter to David Grubb, Executive Director of the Municipal Excess Liability JIF Insurance submitting a copy of 2012-2013 Employment Practices Risk Control Update Checklist completed by the MUA's Solicitor as a standard practice.

12 Request from Gary Labo for payment of unused vacation and sick days as a result of his retirement of December 31, 2011.

MINUTES OF THE MEETING: Dispense with reading the minutes of the last regular meeting held on November 23, 2011. Second-Roll Call

Also, Motion to accept the minutes of the closed session meeting held on November 23, 2011.

PUBLIC PORTION:

PLANT SUPERINTENDENT'S REPORT: # 2 Received check from State of New Jersey, FEMA, Hurricane Irene Relief in the amount of \$1,132.90.

#8 Letter from Matthew Mee, Staff Scientist of Birdsall Services Group providing a copy of the 2011 Environmental Joint Insurance Fund (EJIF) audit performed on our facility reporting that there are no environmental concerns.

#10 Memo from Matthew Maffei, Section Chief for the State of NJ DEP Division of Water Supply & Geoscience Water Systems Assistance & Security Section requesting an update of emergency and security contract information.

#18 Copy of Charles Terranova's meter readings from August 2003 to present. When meter was installed years ago incorrectly with a 1" head on a ¾" body the meter registered a continuous incorrect reading resulting in a possible credit of \$132.00.

COMMITTEE REPORTS:

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

Motion to accept and file all correspondence sent out for review without reading numbered 1 through 21. Second-Roll Call

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

The next regular meeting will be held on December 28, 2011 at 7:00 p.m. if needed.

ATTENTION: AS A REMINDER THE BBMUA'S CHRISTMAS PARTY WILL BE HELD ON TUESDAY, DECEMBER 20, 2011 AT 6 PM AT VILLA FAZZOLARI'S. ALSO, CHECK YOUR CORRESPONDENCE PACKAGE FOR YOUR PAYCHECK.

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