



## **Municipal Utilities Authority of West Milford Township, West Milford, New Jersey**

Minutes of:

Regular Meeting

Date of Meeting:

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7:00 P. M.

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- Mr. Heres asked how long it takes to look at each system. Mike replied 8-10 hours per system for inspection.
- Max Huber stated that the DEP is happy with the work that is being done. Mike Furrey confirmed that there are fewer violations as the new operators change. He also stated that the plants were operating better.
- Mike Furrey then went on to say that the relationship between Agra and JES is great. Coordinating with JES helps to improve compliance.
- Mr. Heres asked how many monthly wastewater samples report to the DEP. Mike Furrey replied 60 to 70 a month depending on the permit. The chlorine and phosphate are checked daily.
- Ms. Hardy asked since the DEP is coming to inspect will you be involved in the inspections. Mike Furrey replied no, we don't know go unless it is water, Eric Williams from JES is more applicable.
- Ms. Hardy asked for a list of priorities, capital improvements etc.
- Mr. Heres addressed contract terms. Mike Furrey replied August 1<sup>st</sup>, 2012
- Mr. Heres asked if the sanitary surveys just water. Mike Furrey replied yes.

### Agenda Item IV

#### **ENGINEER'S REPORT:**

- Mr. Murphy reviewed his report with the Board.
- The Engineer's report attached.
- The following comments were made:
  - Mr. Ofshinsky inquired if there is a soft cost, engineer plans cost etc.
  - Mr. Heres asked if the NJEIFT costs were determined
  - Mr. Ofshinsky commented that the consolidation study was similar.
  - Mr. Spirko stated that the CP shutdown was thought to be given to BH shutdown. Nordan Murphy replied due to the fire, they were unable to get to it at that time.
  - Mr. Spirko suggested that maybe Bald Eagle Commons could take over, it might be worth it he stated.
  - Carol Hardy asked what is the supporting documentation of the ACOs for the consolidation study.

### Agenda Item V

#### **OPERATOR'S REPORT:**

- Mr. Williams reviewed his report with the Board.
- The Operator's report attached.
- The following comments were made:
  - Mr. Williams introduced JES operators
  - Mr. Williams discussed the upgrades of certain priority items.
  - Mr. Monico asked if the priority items were in order number one being the most important. Mr. Williams responded, no not yet the list was just given to Nordan Murphy the MUA engineer.
  - Ms. Hardy suggested that it is time to make improvements. Mr. Williams announced the Awosting parts were on standby.
  - Mr. Heres asked Mr. Williams if the list was given to Alaimo. Mr. Williams responded yes.
  - Ms. Hardy asked if there was a price quote for the media. Ms. Love responded not at this time.

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- Mr. Monico asked if the hydrant flushing in Bald Eagle Village was only one day. Mr. Williams stated that one or two hydrant flushing might not be enough we will have to see the feedback from residents.
- Mr. Monico asked if residents should run their water after hydrants are flushed. Mr. Williams replied yes, residents who are home should open up their faucets by doing so, this will allow the iron sediment to move through the system improving the satisfaction of the water.
- Mr. Williams announced that at the last meeting Mr. Bassett and Mr. Ofshinsky stated McKinley disappeared. Mr. Williams brought McKinley to the meeting to discuss what had happened. Mr. Bassett and Mr. Ofshinsky told McKinley they have a lot to check and will lock up after they are finished. Mr. Bassett stated he was confused.
- Mr. Bassett commented that there are several issues with Greenwood Lake Beach.
- Ms. Hardy announced that she is very pleased and much appreciated Mr. Williams brings his operating staff to the meeting. Ms. Hardy then stated she was very satisfied with his report as well.
- Mr. Monico asked if JES has identification. Mr. Williams reported that the JES vehicles have the appropriate identification.
- Mr. Ofshinsky reported the padlocks at Bald Eagle were unlocked. Mr. Williams said he addressed the disconnects and locked up. Antoine, an operator the JES, announced he was onsite when the locks were unlocked between Bald Eagle and Crescent Park. He stated that everything is external and there is no damage that can be done.

## Agenda Item VI

### DISCUSSION / ACTION ITEMS:

- BEV STP Back Up Pumps Quote: A discussion was had regarding the pumps located in the EQ tank
- A motion was made to approve the Back Up Pump.

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Motion: Bassett Seconded: Heres  
Voted Aye: C. Hardy, R. Heres, E. Spirko, L. Monico, W. Bassett, D. Ofshinsky  
Voted Nay: None  
Abstain: None  
Motion Carried  
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- BEV STP EQ Cleaning Quotes: Mr. Williams presented the quote which was requested by the commissioners for the cleaning of the EQ tank. Two quotes were received one from Coppola and another from Zuidema. Mr. Williams stated he was not happy with Coppola or Rapid Pump. Antoine stated he spoke with Zuidema to negotiate the price of the EQ tank cleaning, the quote was concluded at \$2,800.00. As for Coppola, their quote came to \$?????????????
  - Mr. Monico asked if EQ tank should be cleaned periodically. Mr. Williams noted one or two times a year. He also stated the EQ tank has never been cleaned before.
  - Ms. Hardy asked if the quote of \$19,600.00 could be explained. Ms. Love announced that the quotes are two separate quotes not combined.
  - Ms. Hardy acknowledged Antoine for his efforts to negotiate the price of the EQ tank cleaning.
- A motion was made to approve the quote for EQ tank cleaning

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Motion: Ofshinsky                      Seconded: Bassett  
Voted Aye: C. Hardy, R. Heres, E. Spirko, L. Monico, W. Bassett, D. Ofshinsky  
Voted Nay: None  
Abstain: None  
Motion Carried

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- WVRS Contract: Mr. Spirko inquired information pertaining to the renewal of the WVRS contract. He explained to the board that he went and met with Greg white and felt the contract renewal is very beneficial to the MUA. Mr. Spirko explained the cost per 1,000 gallons would equal \$51.63 compared to \$95.00 per 1,000 gallons in Waldwick. Mr. Spirko advised the board the renewal is highly recommended.
  - A motion was made to approve the renewal of the WVRS contract

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Motion: Spirko                              Seconded: Ofshinsky  
Voted Aye: C. Hardy, R. Heres, E. Spirko, L. Monico, W. Bassett, D. Ofshinsky  
Voted Nay: None  
Abstain: None  
Motion Carried

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Agenda Item VII

**BILLS:**

- Request for approval of bills in the amount of \$184,939.99 consisting of \$178,119.53 for O. & M. and \$6,820.46 for planning and design of Capital projects.
- Mr. Monico inquired about voucher number 12-0151 for \$550.00 for American Sewer Service and when would like to know whether it is the MUA's responsibility or the homeowner's. Ms. Love response.
- Mr. Spirko inquired about voucher number 12-0159 for \$95.00 for Cerenzio & Panaro and asked if the amount is due from the developers account and if the MUA will be reimbursed by the developer.
- A request for vote on Vouchers 12-0140 through 12-0199 was made.
- A motion was made to approve the bills

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Motion: Ofshinsky                              Seconded: Spirko  
Voted Aye: C. Hardy, R. Heres, E. Spirko, L. Monico, W. Bassett, D. Ofshinsky  
Voted Nay: All  
Abstain: None  
Motion Carried

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Agenda Item VIII

**ATTORNEY'S REPORT:**

- Ms. Thompson had nothing to report.

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Agenda Item IX

**EXECUTIVE SESSION:**

- Pending Litigation:

SUBJECT: Pending Litigation,

- Resolution: The Board voted to enter closed session at 8:16 pm to discuss matters as permitted pursuant to N. J. S. A. 10:4-12, sub-section (s):
  - b. (7) Pending or anticipated litigation or contract negotiations other than subsection b
  - (4) herein or matters falling within the attorney-client privilege.

The approximate time the privileged information can be released for review is 30 days from the date of resolution.

- A motion was made to enter into Executive Session at 8:17 pm.

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Motion:	Spirko	Seconded:	Heres
Voted Aye:	C. Hardy, R. Heres, E. Spirko, L. Monico, W. Bassett, D. Ofshinsky		
Voted Nay:	None		
Abstain:	None		
Motion Carried			

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**CLOSED SESSION MINUTES:**

- A motion was made to reenter into open session at 8:34pm.

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Motion:	Spirko	Seconded:	Heres
Voted Aye:	C. Hardy, R. Heres, E. Spirko, L. Monico, W. Bassett, D. Ofshinsky		
Voted Nay:	None		
Motion Carried			

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Agenda Item X

**COMMISSIONER'S REPORT:**

- Mr. Spirko asked if the Board could pass a resolution to change the public session from 5 minutes to allow the public and commissioners to communicate back and forth throughout the meeting. Ms. Love response.
- Mr. Spirko commented it is nice to move forward.
- Ms. Hardy complimented Mr. Williams on his report and bill summary, also felt it was good meeting with him prior to the meeting. Ms. Hardy felt there is a better communication between Mr. Williams and the commissioners. Mr. Bassett agreed.
- Mr. Heres mentioned the meeting with the state went very well and felt JES was doing a great job.
- Mr. Ofshinsky seconded, stating the improvement shown throughout Agra report was very well organized.

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- Mr. Monico commented that he was confused about the priority list and felt that most important item should be number one. Mr. Heres replied Alaimo has the extensive list which includes the cost of each item.
- Ms. Love reported she would like the MUA to involve the Boy Scouts in certain projects such as the painting, cleaning and marking the fire hydrants. The Boy Scout leader contacted the MUA and would like to fundraise for the paint. Ms. Love also reported to the board the 20 yard dumpsters for BE and BH clean up will be delivered on Friday.
- Ms. Love announced she had placed a call to Civil Service, but no response will report after her findings.
- Ms. Love inquired information pertaining to the broken lawn mower which is needed to landscape the Bald Eagle and Olde Milford areas. Ms. Love asked the board if she should get a new lawn mower or look into subcontracting it out. Mr. Spirko asked if the MUA had a riding mower or knew of a local landscaper. Mr. Ofshinsky announced doesn't the MUA have a landscaper. Ms. Love's responded, Christopher Thomas an MUA employee does the landscaping of each facility. Ms. Hardy advised Ms. Love to look into subcontracting a landscaper since the DEP was coming for the annual inspection.
- Ms. Love inquired about gas, she stated there was no petty cash account, it is being taken out of pocket and she is not comfortable with putting money out anymore. Mr. Ofshinsky asked why there is no petty cash account. Ms. Love responded that there were problems with previous staff. Ms. Hardy suggested a gas credit card. Mr. Monico asked Ms. Love if the MUA has any credit cards. She responded yes, Sears and Home Depot. A member from the public asked, how does the MUA fill the pumper truck. Ms. Love responded that the pumper truck is not being used. Mr. Heres suggested Ms. Love speak with the town. Ms. Hardy commented that it was silly there was no petty cash account. Ms. Love stated she was uncomfortable with the idea and felt the board members should be responsible.
- Ms. Hardy and Mr. Heres announced they will be meeting with the DEP. Ms. Hardy asked Ms. Love if she would send the revised draft document that Alaimo has to her so she can use that to correspond with. Ms. Hardy also addressed the in house maintenance. She would like for the clean up of each facility to be complete before the DEP comes for inspection.
- Ms. Hardy advised several plans in an effort to move forward: Plan A being the Consolidation Study with NJEIT funding, nothing is available. Ms. Hardy has noted she has set up a meeting Bond Council.
- Ms. Love included she had a meeting with Standard & Poor to reconstruct the credit ratings.
- Mr. Heres implied he will be attending the Bond Council meeting with Ms. Hardy.
- Ms. Hardy addresses that she had spoke with the Highlands Commission as a referral but the WWMP was done by the West Milford Township. She also noted public health and safety was the main concern. In speaking of Plan A, Ms. Hardy used Washington Township structure as an example to refer to.
- Plan B, Ms. Hardy explained would be to consider selling the MUA.
- Mr. Ofshinsky told Ms. Love he would like a quarterly financial statements.
- Mr. Monico stated he would like the budget list restructure to see where things are going. He also asked for the actual Budget list per month. Ms. Love responded that Paul Cuva will go through it with you and address any questions you have but, the budget has not yet been approved.
- Mr. Spirko asked if the old board members received quarterly budget comparison sheets. Ms. Love replied yes.
- Mr. Monico asked if the capital improvements on the budget could be changed in order for line items to be removed and placed somewhere else. Ms. Love responded she would check.
- Mr. Ofshinsky addressed the emergency expenditures, postage and asked Ms. Love if she could talk with postmaster to discuss the possibility of pre-printed postage.
- Mr. Ofshinsky stated he would like two signatures on the payroll account. Mr. Ofshinsky would also like to make a resolution to not write checks out of the payroll account such as taxes or

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postage. Ms. Thompson replied there needs to be a method on how to handle emergency situations as well as figure out a way for two signatures to be placed on checks. She stated the resolution for approval will be held next meeting.

- Mr. Ofshinsky inquired about the audit. Ms. Love stated the audit should be done within a month or so. He noted he was interested in the segregation of duties and to see if any lack of board oversight.
- Mr. Ofshinsky addressed to the board he was working on an Asset Management Plan and looking into lowering the higher debt service cost.
- Mr. Monico addressed Ms. Thompson inquiring the change of the policy procedure manual. Ms. Thompson replied yes, in order for there be a change a resolution must be made also JIF has certain requirements so this is something that will need to be addressed further.
- Mr. Monico inquired information regarding public session. Ms. Thompson explained to Mr. Monico that certain information is not to be brought to the public's attention, must comply with Statutory law and JIF regulations.
- Mr. Heres spoke regarding JES contract, there are three routes which the board can take, one being the extension of JES contract, the other RFP and lastly looking for an in house operating company. Mr. Heres explained to the board this is something that needs to be thought out and a decision should be made rather swiftly.

## Agenda Item XI

### ADJOURN:

- There being no further business before the Board, the meeting was adjourned at 9:30 pm.

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Motion: Spirko Seconded: Ofshinsky  
Voted Aye: C. Hardy, R. Heres, E. Spirko, L. Monico, W. Bassett, D. Ofshinsky  
Voted Nay: All  
Abstain: None  
Motion Carried  
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