

A Regular Meeting of the Members of the Pompton Lakes Borough Municipal Utilities Authority was held at the Administration Building, 2000 Lincoln Avenue, Pompton Lakes, New Jersey on Monday March 18, 2013.

In accordance with the New Jersey Open Public Meetings Act, adequate notice of this meeting was provided. Letters to North Jersey Herald/News, Suburban Trends and the Administrator of Pompton Lakes, dated February 21, 2013 gave notice that the Regular Meeting of the Authority would be held at 6:00 pm on Monday March 18, 2013. The meeting will be held at 2000 Lincoln Avenue, Pompton Lakes, New Jersey. A notice stipulating the time and date of this meeting was also posted in a public place, to wit: 2000 Lincoln Avenue, Pompton Lakes, New Jersey.

Roll Call was as follows:

PRESENT: George D. Decker
Lawrence DeMaio
Neal Galletta
Michael Longo
John Wegele (Operations Manager)
Jeffrey M. Kassover (Attorney)
John Black (Consulting Engineer)
Lawrence Tosi (Special Counsel)

ABSENT: Kevin P. Carroll

UPON MOTION duly made by Mr. DeMaio and seconded by Mr. Galletta and upon roll call vote the minutes from the reorganization and regular meeting held on February 20, 2013 were accepted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

Mr. Decker noted for the record that no one was present for the public portion of the meeting.

FINANCIAL OPERATIONS:

In Mr. Carroll's absence Mr. Decker presented the following bills for approval:

Operating Vouchers	\$180,515.00
Additional Expensed for February	2,211.04
Hospitalization for March	23,819.70
Operating Payroll/Gross February	71,226.85
Social Security February	5,390.36
Meter Deposit Refund February	771.00
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	\$283,933.95

Capital:

NSI Neal Systems	\$11,479.09
R&R Pump & Control Services	28,588.00
Atlantic Tomorrow's Office	<u>16,600.00</u>
	\$56,667.09

UPON MOTION duly made by Mr. Decker and seconded by Mr. Galletta and upon roll call vote it was certified that the funds are available and budgeted to pay these expenses.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

Mr. Decker noted that billing collections are good and at 80.2% of budget with one billing quarter left in the fiscal year.

PERSONNEL:

Mr. DeMaio reported progress.

EXECUTIVE DIRECTOR/FACILITIES REPORT:

Mr. Decker reported progress.

Mr. Decker noted that there are two emergency situations that must be addressed, one is the purchase of a pump for the Sludge Thickening System and the other is an upgrade to the computer system.

WATER OPERATIONS:

Mr. Galletta submitted Mr. Wegele's Water Report and noted that there were standard repair and maintenance during the month. There were also some complaints of high water usage that were investigated.

Mr. Galletta noted that water consumption is the same as this time last year but it is down by 4.7% compared to 2011 however as a complete year water consumption for 2012 is better than 2011.

UPON MOTION duly made by Mr. Longo and seconded by Mr. DeMaio and upon roll call vote the Water Operations Report was accepted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

SEWER OPERATIONS:

Mr. Longo submitted Mr. Wegele's Sewer Report and reported general maintenance and some minor emergencies.

Mr. Longo inquired if Hong Kong Taste paid there oil and grease surcharge. Mr. Wegele stated that they paid the surcharge.

UPON MOTION duly made by Mr. Galletta and seconded by Mr. DeMaio and upon roll call vote the Sewer Operations Report was accepted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

OPERATIONS MANAGER'S REPORT:

Mr. Wegele reported progress.

ATTORNEY'S REPORT:

Mr. Kassover reported that he met with Mr. Wegele to discuss the specs for the Sludge Disposal Bid and drafted a notice to bidders which was published in the Herald News. The contract will commence on June 1, 2013 to May 31, 2015. The bid opening will be April 11th at 10:00am.

Mr. Kassover also reported that he sent the notice of Professional Appointments to be published which was done incorrectly by the newspaper. Mr. Kassover spoke to them and they will republish the notice.

Mr. Kassover reported that he met with Mr. Wegele and Chairman Decker to discuss an emergency situation regarding the Sludge Thickening System. Mr. Wegele presented a letter explaining why an emergency situation exists. Mr. Kassover noted that the emergency situation constitutes a waiver not to go out for public bidding. Mr. Wegele did obtain proposals for the project and selected the proposal from R&R Pump and Controls for \$31,211.00. Mr. Kassover presented an emergency resolution.

UPON MOTION duly made by Mr. DeMaio and seconded by Mr. Galletta and upon roll call vote the emergency resolution for the Sludge Thickening System was adopted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

Mr. Kassover reported that he met with Mr. Wegele and Chairman Decker to also discuss an emergency situation regarding the obsolete computer system. Mr. Wegele presented a letter explaining why an emergency situation exists and noted that the email system constantly scrambles the incoming messages and affects our ability to send reports to the NJDEP in a timely manner and our current database is a system that is no longer reliable. Mr. Kassover noted that the emergency situation constitutes a waiver not to go out for public bidding. Mr. Kassover reported that the Authority must have a computer consultant to design the system and to install suitable equipment that will bring the system up to date. Chairman Decker obtained proposals and selected the proposal from the Authority's current technologies consultant which is IT Atlanticare.

MOTION duly made by Mr. Galletta and seconded by Mr. DeMaio and upon roll call vote the emergency resolution for the Computer System was adopted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

Mr. Decker noted that the utility billing software will be under the bid threshold and will be installed by whichever software vendor is selected by the Authority.

Mr. Galletta noted that the computer system proposal from IT Atlanticare names El Dorado Billing Software Company as the utility billing company. Mr. Decker stated that he will not sign the contract until El Dorado's name is removed from the contract.

UPON MOTION duly made by Mr. DeMaio and seconded by Mr. Galletta and upon roll call vote the emergency resolution for the new computer system was adopted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

Mr. Kassover also reported that he received the Disclosure Pay to Play form from the Authority's second bond counsel McManimon, Scotland & Baumann, LLC along with their retainer agreement and other necessary documentation. After discussion it was decided there would be no response to the proposed retainer agreement. Mr. Kassover was authorized to respond to the firm in that regard.

Mr. Kassover reported that he has not reviewed the municipal ordinances regarding the borough's complete revision of their ordinances. There is a section relating to water and sewer which he will review with Chairman Decker and Mr. Wegele and make a recommendation to the Mayor and Council as to what sections should be eliminated or revised.

ENGINEER'S REPORT:

Mr. Black reported progress.

SPECIAL COUNSEL:

Mr. Tossi reported progress.

COUNCIL LIAISON:

Mr. Baig reported progress.

UPON MOTION duly made by Mr. DeMaio and seconded by Mr. Longo and upon roll call vote the reports of the Operations Manager, Attorney, Engineer, Special Counsel and Council Liaison were accepted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

CORRESPONDENCE:

Mr. Decker presented correspondence for discussion.

UPON MOTION duly made by Mr. Galletta and seconded by Mr. Longo and upon roll call vote items 1 through 11 with the addition of item No.12 which is a letter dated February 26, 2013 from Chairman Decker to Ken Partyka of Lakeland Bank requesting that he close the Authority's NJEIT Account and transfer all funds to the Authority's Capital Construction Account were accepted.

Vote:

Ayes	Decker, DeMaio, Galletta, Longo
Nays:	None
Absent:	Carroll

NEW BUSINESS:

Mr. DeMaio inquired if Mrs. Shortway had prepared the Local Government Ethics Law Financial Disclosure Statement for signature. Mr. Kassover stated that the Disclosure Statements must be filed online and Mrs. Shortway is following up with Elizabeth Brandness the Borough Clerk.

UPON MOTION duly made by Mr. Galletta and seconded by Mr. DeMaio and upon roll call vote the meeting of the Pompton Lakes Municipal Utilities Authority was adjourned at 6:45 pm.

Vote:

Ayes	Decker, DeMaio, Galletta Longo
Nays:	None
Absent:	Carroll

Prepared by: Kathleen Shortway
Office Manager

Respectfully submitted by:

Lawrence DeMaio, Secretary