

BOROUGH OF BUENA  
MUNICIPAL UTILITIES AUTHORITY  
P. O. BOX 696  
MINOTOLA, NEW JERSEY 08341

The regular meeting of the BBMUA was held on April 27, 2022 at 7 p.m. This meeting notice was provided to The Daily Journal and the Atlantic County Record which are the BBMUA's official newspapers. Notices are also posted on the bulletin boards within the Municipal Building as well as the Borough of Buena and BBMUA's websites. The meeting took place via freeconferencecall.com phone in meeting software due to the COVID-19 pandemic and the Borough offices being displaced due to renovations.

The meeting was called to order by Chairman Joseph Santagata.

Those present were:

R. Baker	A. Abriola	S. Testa
B. Delano in @ 7:04 pm	C. Santore	Jay Black, Buena Vista Campground
J. Formisano	A. Zorzi	
J. Johnston	R. Smith	
J. Santagata	R. Casella	

Robert Smith of Remington & Vernick Engineers informed the board that correspondence was being sent back and forth between himself, BBMUA's Solicitor Robert Casella of Testa, Heck, Testa & White and Jay Black of Diamond Properties dba Buena Vista Campground about the contract to allow the campground to discharge certain wastewater flow into the BBMUA's sanitary sewer system through the Campgrounds pump station on site. Mr. Casella requested a few minor modifications in the contract which were made. A copy of the contract which has been executed by Mr. Jim Diamond and witnessed by Jay Black was provided to the Board and needs to be executed by the Chairman of the BBMUA. Mr. Smith stated that Mr. Jay Black is here tonight in case anyone on the Board has any questions about the contract that needs to be executed. As discussed at previous meetings the Pinelands Commission and the NJDEP want the entire Campground tied into the BBMUA's Sanitary Sewer system within the next ten years. The Campground is under an Administrative Consent Order and because of that we have to work with them while they work toward connecting the entire Campground into the sanitary sewer system to comply with the Memorandum of Agreement between the Pinelands Commission, the BBMUA and Buena Vista Township. The Campground currently has 39 domestic consumer units that they pay quarterly for and they do not currently utilize any of that capacity that they pay for. This contract would only allow them to dispense 11,000 gallons per week into our system. That will be metered by the meter that is on their pump station and a daily log will be recorded.

m/Baker s/Formisano to execute the contract between the Borough of Buena Municipal Utilities Authority and Diamond Properties dba Buena Vista Campground allowing the Campground to discharge certain wastewater flow into the Borough of Buena MUA's Sanitary Sewer System. m/passed

Mr. Smith presented the BBMUA Board with a proposal to prepare the 2022 Residuals Permit Application that has to be submitted by the end of June 30, 2022. The cost to prepare the permit renewal application and accompanying attachments would be for an amount not to exceed \$7,000.00. Chairman Santagata asked what exactly the residuals permit is for. Plant Superintendent Alan Zorzi stated this is our composting permit for composting. Chairman Santagata asked if it is that detailed. Robert Smith stated it is a pretty extensive application. The Chairman asked for a motion to authorize Remington & Vernick to complete the residuals permit renewal application and accompanying attachments for a cost not to exceed \$7,000.00.

m/Baker s/Formisano to authorize Remington & Vernick to complete the residuals permit renewal application and accompanying attachments for a cost not to exceed \$7,000.00.

Robert Smith emailed Plant Superintendent Alan Zorzi regarding the newly released WQAA Capital Improvement Report Portal and information requested by the NJDEP. This is something that came about relatively quickly. The deadline to submit the information through the portal to the NJDEP is April 19, 2022. Mr. Smith and the other engineers in his office had a discussion and it was decided that an extension should be requested which is what many of the MUA's are doing. Plant Superintendent Alan Zorzi requested the extension and the NJDEP granted a 45-day extension from the April 19, 2022 deadline. The new deadline is now Friday, June 3, 2022. With that being said, Mr. Smith reminded the board that they had put together a proposed 10-year Asset Management Capital Improvement Plan in 2019. That Plan laid out the Capital Improvement Projects that the BBMUA intended to undertake for the next 10-year period. For example, in year one the intended projects were putting a new emergency generator at well #3, making some repairs on the water tank and doing some meter replacements. Year two's intended projects were rehabbing wells 1 & 2 including electrical and communications upgrades as well as some meter replacements. Year three's intended projects were generator replacements at wells #1 & #2 as well as some meter replacements. The plan basically laid out what we intended to accomplish during the 10-year plan and we haven't really completed all of the intended projects. The only projects that we have completed were water meter replacements. In the capital budget each year we have been budgeting some money for each of these projects. Therefore, in order to keep in line with the Capital Improvement Plan we should start implementing these projects that we have laid out starting with an emergency backup generator at well #3. Plant Superintendent Alan Zorzi stated as far as the WQAA Report is concerned at this point the report is relatively complete. Mr. Zorzi has been working with Cheryl Santore and Jonathan Erber to complete the report, however the 10-year capital

improvement plan has to be included in this report. Right now, the only thing we have been doing every year is replacing water meters that have to be replaced. Mr. Zorzi is labeling the remaining items as not being completed. We don't know if the State will push us to complete these items or not. Chairman Santagata pointed out that further down in the agenda there is a piece of correspondence from Sarah Johnson @ Suez regarding possible Federal funds available through the American Rescue Plan Act (ARPA) for water and wastewater projects. The Chairman asked Mr. Smith to look into this and research this further so we can possibly take advantage of obtaining some of these funds to complete the outstanding water Capital projects that are in the 10-year Capital plan. Mr. Smith stated he would definitely do that.

Robert Casella of Testa, Heck, Testa & White provided a letter to Mr. Steve Testa of Romano, Hearing, Testa & Knorr stating for the period beginning December 31, 2020 and through the date of the letter the acting counsel for the BBMUA is unaware of any pending or threatened litigation, claims or assessments. Mr. Testa needs this to complete the 2020 Audit for the BBMUA.

Mr. Steve Testa of Romano, Hearing, Testa & Knorr provided each member with a copy of the completed audit for their approval and resolution R-14-2022 can be adopted once the audit review has been discussed tonight. Mr. Testa also supplied the board with the communication of governance letter at the close of the Audit for the year ended December 31, 2020 as well as a copy of the management representation letter in connection with the audits of the financial statements with respect to the final position as of December 31, 2020. The management representation letter requires the signature of the Chairman, Secretary/Treasurer and Consultant. The letter with the Chairman and Secretary/Treasurer's signature was received via email by Steve Testa.

Steve Testa of Romano, Hearing, Testa & Knorr thanked the board for allowing their firm to conduct the Audit. Everything with the Audit went fine as always. This audit is one of the cleanest Audit's that Romano, Hearing, Testa & Knorr completes. Mr. Testa stated the office does a really good job of providing them with everything they need and the Authority received a clean opinion on its financial statements. There were no material weaknesses or significant deficiencies in connection with internal control and there were no instances of non-compliance required to be reported under government auditing standards or standards promulgated by the Division of Local Government Services in the State of New Jersey. As a result, there were no findings and recommendations in the audit report and therefore, no corrective action is needed. Mr. Testa explained in detail the report for their review and discussion.

m/Delano s/Baker to adopt Resolution R-14-2022 a resolution whereas, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and whereas, the annual report for the fiscal year ended December 31, 2020 has been completed and filed with the Borough of Buena Municipal Utilities Authority pursuant to N.J.S.A. 40A:5A-15. m/passed

The adopted Audit of the BBMUA for the period ending December 31, 2020 can be found on the BBMUA website.

One item that needs to be researched and discussed again is the water rates for the Borough of Buena MUA. We had previously started discussing changing the base allowance from 15,000 gallons per quarter to a lower quantity and raising the excess usage fee per 1,000 gallons but keeping the base quarterly fee at \$63.50 per quarter. Discussions had taken place prior to COVID-19 and due to the pandemic was placed on hold. The Board is in agreement that this must be brought to the floor again so we will discuss it again at the next meeting when the professionals are present. We would need to have this rate increase in place for the 2023 Budget.

Secretary Cheryl Santore informed the board that their annual Financial Disclosure Statements can be filed. The only person remaining who needs to file is Robert Delano. All others have been filed. The filing deadline is April 30, 2022.

Ms. Santore received an email from Jason Capizzi, Bond Counsel for the BBMUA regarding the funding for the Sewer Pumping Station Upgrade project with the NJ I-Bank. The NJ I-Bank's Bond Counsel identified an issue related to the project based on the recently distributed DEP exhibits and submitted requisitions. The State Appropriated bill limits the size of this project for the Spring Pool to \$1,298,000.00. They had originally said that any costs over and above the \$1,250,000.00 would be able to be covered by the long-term loan. Therefore, we have three options which were presented in the email and the board needs to determine which is the option they want to move forward with so our Bond Counsel can notify the NJ I-Bank. The first option would be to close a long-term loan for the \$1,298,000.00 in the Spring Pool now and then close a supplemental short-term loan for the short fall and then close on a long-term loan for this amount in the Fall Pool. This option would end up costing the BBMUA money each time the Authority issues debt and would not make sense. The second option would be to close on a \$1,500,000.00 long-term loan in the Fall Pool. This would not be a wise choice either because with interest rates rising as they are we don't know what the rates will be in the Fall. The third option is to close a \$1,298,000.00 long-term loan in the Spring Pool now and the BBMUA self-finance the short fall. We had discussed this possibility of self-financing the excess expenses in the past and we have money in the bond reserve fund to cover the excess expenses without having to take money from our current budget to pay the expenses. The short fall totals \$95,756.00 so the bond reserve

fund would cover this amount. The board opted to proceed with the \$1,298,000.00 long-term loan in the Spring Pool and self-finance the short fall on its own. This will be the cheapest solution in the long run. The Board asked our Auditor what his opinion is and he said that he feels the best option for the BBMUA would be to close on the \$1,298,000.00 long-term loan now and self-finance any remainder.

m/Delano s/Baker to approve moving forward with closing on the \$1,298,000.00 long term loan in the NJ I-Bank Spring Pool and self-finance the remaining expenses of \$95,756.00 for this Sewer Pumping Station Rehabilitation project. m/passed

m/Baker s/Delano to accept the minutes of the last regular meeting held on April 13, 2022. m/passed

m/Baker s/Formisano to file all correspondence sent out for review without reading number 1 through number 13. m/passed

The next regular meeting will be held on May 11, 2022 at 7:00 p.m.

m/Delano s/Johnston to adjourn the meeting 8:00 p.m. m/passed

Submitted by  
Cheryl Santore-BBMUA Secretary