

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

The regular meeting of the BBMUA was held on October 25, 2023 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 in the large meeting room located in the Municipal Building, Minotola while practicing social distancing.

The meeting was called to order by Chairman Joseph Santagata.

Those present were:

J. Formisano	A. Zorzi
J. Johnston	R. Casella
J. Santagata	S. Testa
D. Romeo	
C. Santore	

A letter was received from BBMUA Employee Mary Fenselau stating that she will not be requesting the position of part time clerk typist for the coming year of 2024. The Board asked if someone will need to be hired to take her place and it was decided that she will not be replaced at this time.

Auditor, Steve Testa of Romano, Hearing, Testa & Knorr stated that the 2022 audit workpapers are almost done so work can continue on the 2022 Audit. Also, Consultant Maryann Chalow will be working to try to have the 2024 Budget ready for introduction at the next meeting scheduled to be held on November 8, 2023.

m/Romeo s/Johnston to approve the treasurer's report as read.

m/passed

Secretary Treasurer Cheryl Santore asked the board how they want to handle the billing of the Landisville Fire Department building which will now house the Buena Borough EMS and the Minotola Fire Company building both of which are owned by the Borough of Buena. Borough buildings are not currently billed for water and sewer in lieu of rent for the BBMUA office being in the municipal building. The Board feels that any outstanding bills that are open for water and sewer for those two buildings need to be paid and then effective November 1, 2023 there will be no further billing for those

buildings unless they are not used by the Borough of Buena. A Resolution memorializing this will be adopted at the next regular meeting. Water will continue to be metered and accounted for in our necessary reports but billing will not be generated.

Secretary Cheryl Santore updated the personnel policy and procedures manual and the employee handbook per the New Jersey Municipal Excess Liability Joint Insurance Fund models. Therefore, a resolution needs to be adopted to memorialize the changes. Ms. Santore will forward the best practices checklist to the JIF so the BBMUA continues to get the discount on the deductibles.

m/Johnston s/Romeo to adopt the Authority's updated personnel policies and procedures manual and the employee handbook. m/passed

Ms. Santore informed the board that the Borough is holding the tax sale on November 30, 2023. Our initial list consisted of 138 delinquent accounts from 2022 and the list that was turned over to the Borough of Buena Tax Collector was down to 64 delinquent accounts. Hopefully, the tax sale will go well and we can obtain some of the funds through the sale and keep this consistent since the regulations from the State of New Jersey that were put in place during COVID-19 have been lifted.

m/Romeo s/Johnston to accept the minutes of the last regular meeting held on September 27, 2023 m/passed

Plant Superintendent Alan Zorzi presented the board with New Jersey State Contract Pricing for two 2024 Ford F-150 4x4 extended cab trucks. Mr. Zorzi had requested two trucks be placed in the capital budget for purchase this year, however we missed the window to order the F-150 trucks. The board was asked to approve the purchase of two new trucks. Secretary/Treasurer Cheryl Santore will prepare the resolution for adoption at the next meeting to authorize the purchase.

m/Romeo s/Johnston to authorize the purchase of two new 2024 Ford F-150 4x4 extended cab pick up trucks per State Contract from Cherry Hill Winner Ford in the amount of \$88,912.00. m/passed

Mr. Zorzi informed the board that the SCADA project upgrades to cellular from phone lines on the wells has been completed this week. The system is working nicely.

m/Johnston s/Romeo to file all correspondence sent out for review without reading number 1 through number 4. m/passed

m/Johnston s/Romeo to pay all bills presented for the month of October 2023.

m/passed

Mr. Formisano asked about the status of the Liberty Village II project. Ms. Santore and the BBMUA Solicitor Robert Casella stated this needs to be discussed in Closed Session. Therefore, a Closed Session will be placed on the next meeting's agenda to bring the board up to date on this matter.

The next regular meeting will be held on November 8, 2023 at 7:00 p.m.

m/Romeo s/Johnston to adjourn the meeting 7:31 p.m.

m/passed

Submitted by
Cheryl Santore-BBMUA Secretary