

## **REGULAR MEETING AGENDA**

### **CALL THE MEETING TO ORDER:**

### **FLAG SALUTE:**

**SUNSHINE LAW:** “This regular meeting held on January 8, 2014 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:**

J. Brunini	S. Woshnak	A. Zorzi
R. Baker	J. DuBois	
C. Mielke	M. Feaster	
F. Soto	C. Santore	

**CHAIRMAN: FIRST ORDER OF BUSINESS:** We will be going into closed session tonight to discuss the contracts for the non-union employees. Upon the close of the executive session we will be adopting the following resolutions:

#10 Adopt Resolution R-2-2014 confirming acceptance and approval of collective bargaining agreement with Teamsters Local Union #676 and authorizing execution of same.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

#11 Adopt Resolution R-3-2014 authorizing employment of Debbie Austino as Clerk II and further authorizing execution of memorandum of agreement for a three year term of employment

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

#12 Adopt Resolution R-4-2014 authorizing employment of Cheryl Santore as Administrative Clerk, Secretary/Treasurer, Finance Officer and further authorizing execution of memorandum of agreement for a three year term of employment.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

#13 Adopt Resolution R-5-2014 appointing Mary Fenselau to the position of Clerk Typist in the Borough of Buena Municipal Utilities Authority effective January 1, 2014 through December 31, 2014.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

#14 Adopt Resolution R-6-2014 authorizing employment of Alan Zorzi as Supervisor of Water/Sewer and further authorizing execution of memorandum of agreement for three year term of employment.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

#15 Adopt Resolution R-7-2014 authorizing employment of Jeffrey Noone as Assistant Superintendent Water/Sewer and further authorizing execution of memorandum of agreement for three year term of employment.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

**PUBLIC PORTION:**

**ENGINEER'S REPORT:**

**SOLICITOR'S REPORT:**

**AUDITOR'S REPORT:**

**UNFINISHED BUSINESS:** #2 Email from Robert Smith of Remington, Vernick & Walberg to the Borough of Buena's solicitor Richard Tonetta regarding the Minotola Estates punch list.

#4 Letter from Michael Testa Jr. of Testa, Heck, Scrocca & Testa to Tamburro Brothers Construction Co., Inc. in regard to the request made on October 30, 2013 requesting a refund on all previously purchased water and sewer connection fees.

**CORRESPONDENCE:** #3 Copy of the check received from Atlantic County regarding the manhole damaged on Wheat Road in Buena on 07/10/13. This manhole was damaged during the grass cutting and we had billed the county per their instruction for the repair of the manhole.

#6 Copy of the Borough of Buena Reorganization Meeting Agenda held on 01/02/14 showing who was appointed to the BBMUA Board.

**TREASURER'S REPORT:** Motion to approve treasurer's report as read

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

**SECRETARY'S REPORT:** #5 Cheryl Santore, BBMUA Secretary Treasurer is interested in attending a course offered by Rutgers Continuing Studies for Municipal Budget Process in the amount of \$934.00. The class will be every Tuesday evening beginning April 8 through May 27 from 5:15 pm to 9:30 pm at the Atlantic Cape Community College in Mays Landing. I had previously requested to attend this class in 2012 and the board approved this, however, the class was cancelled due to lack of enough registrants.

#7 Letter from David Grubb, Executive Director for the Municipal Excess Liability Joint Insurance Fund regarding 2014 – 2015 Employment Practices Liability Program.

#8 Listing of RFQ's for Professional Services received on January 6, 2014 at 10 am. Per the recommendation of the committee comprised of Vice-Chairman Richard Baker, Member Charles Mielke and Secretary/Treasurer Cheryl Santore upon reviewing the bids we recommend that the RFQ's be awarded as follows:

Auditing: Award be made to Romano, Hearing, Testa & Knorr who came in as low bidder being approximately \$4.00 more per hour than 2013 but significantly lower than the other bidder Freedman located in Linwood. A third bid was received; however, it was received at 10:27 am and was unable to be opened because it was received after the prevailing time of 10:00 am.

Engineering: Award be made to Remington, Vernick & Walberg who came in slightly higher than Roberts Engineering. However, they have the best knowledge on our most up to date processing (MBR). Roberts Engineering is familiar with the old processing techniques which are no longer used by the BBMUA.

Solicitor: Award be made to the only bidder Testa, Heck, Scrocca & Testa. Their fee is exactly the same as 2013.

**MINUTES OF THE MEETING:** Dispense with reading the minutes of the last regular meeting held on December 11, 2013. Second-Roll Call

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

Dispense with reading the minutes of the last closed session meeting held on December 11, 2013. Second-Roll Call

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

**PUBLIC PORTION:**

**PLANT SUPERINTENDENT'S REPORT:** #1 Letter from Michele Potter, Environmental Specialist for the State of NJ DEP Office of Quality Assurance in regard to the on-site assessment conducted on November 21, 2013.

**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 15. Second-Roll Call

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

**PAYMENT OF THE BILLS:** motion to pay all bills presented.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

At this time we will be going into closed session

#9 Adopt resolution R-1-2014 authorizing a meeting of the Borough of Buena MUA closed to the public for the purpose of contract negotiations and personnel.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

Motion to open the closed session meeting at \_\_\_\_\_ p.m.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

Motion to end the closed session meeting and reopen the regular meeting at \_\_\_\_\_ p.m.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

The next regular meeting will be held on January 22, 2014 at 7:00 p.m.

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

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, C. Mielke, F. Soto, S. Woshnak, J. Brunini

**CONGRATULATIONS TO OUR NEW APPOINTMENTS FOR 2014!!!**