

**MINUTES OF THE REGULAR MEETING  
FEBRUARY 25, 2015  
BEDMINSTER MUNICIPAL AUTHORITY**

The regular February 25, 2015 meeting of the Bedminster Municipal Authority was called to order at 7:30 p.m. by Chairman Jay Heacock. The following Board members were present: Vice Chairman Joseph Guagno, Secretary Craig Trauger, and Treasurer Larry Longacre. Assistant Secretary/Treasurer Lou McKay was excused from attendance.

Also present at the invitation of the Board were the following:

Michael Sullivan, Administrator/Operator  
Jonathan Reiss, Esq., Grim, Biehn & Thatcher  
Patrick DiGangi, P.E., CKS Engineers, Inc.  
Richard Shilling, Township Manager

**MINUTES**

Upon motion of Mr. Guagno, seconded by Mr. Trauger, the Board approved the minutes of the January 28, 2015 board meeting 4-0.

**PUBLIC COMMENT**

- A. Confirmed Appointments – None
- B. From the Floor – There was no public comment.

**FINANCIAL REPORT**

The Authority Administrator referred the Board to the reports contained in the meeting packet. Mr. Sullivan reported that the Authority's audit of the 2014 financial statements is ongoing and that the year-end Profit and Loss Statement is included in the meeting packet. He noted that although the budget numbers were good for the past year, the change orders for the Wigton Road project caused the numbers to be off from the original projections.

A motion was made by Mr. Longacre, seconded by Mr. Trauger to approve the Financial Report which carried by a unanimous vote.

Mr. Sullivan reminded the Board that the Authority's existing note is due to reset. The Board generally discussed refinancing the existing loan and obtaining the services of a financial advisor to look at the Authority's financial needs to address the operating budget and capital projects in the coming years. The Board directed the Administrator to contact Concord Financial to prepare a brief presentation for the Board to detail the process for evaluating the financial needs for the Authority.

## **TREASURER'S REPORT**

1. Mr. Sullivan read the Treasurer's Report, dated February 20, 2015. A motion was made by Mr. Trauger, seconded by Mr. Guagno to approve the Treasurer's Report of - \$74,093.48 (Pennland Farms - \$17,957.29 Estates at Deep Run Creek \$6,147.91). The motion passed with a 4-0 vote.

## **SOLICITOR'S REPORT**

### **Authority Business**

Mr. Reiss referred the Board to his written report. He noted that it appears that Weis Markets may challenge the proposed tapping fees for the wastewater treatment plant upgrade. Dave Busch of Keystone Alliance is looking into the information required to make a determination of the appropriateness of the proposed tapping fees. He noted that THP is prepared to pay the tapping fees for the Cliffside Manor II development. THP Developers has requested that the Authority make assurances that if the commitments for tapping fees fall through that the Authority will guarantee the completion of the proposed upgrades to the treatment plant. After a deliberation by the Board, they directed the solicitor to notify THP that the Authority would not provide the commitment as requested.

**Developments** – The Authority Solicitor briefly updated the Board on the Weis Market project and proposed modification to the commercial EDU schedule.

## **ENGINEER'S REPORT**

### **Authority Projects**

The Authority's Engineer generally reviewed the projects within the written engineering report. He added that the DRBC renewal for the Pennland Farms Water System has been completed and submitted by the February 24<sup>th</sup> deadline.

**Update to the Elephant Road Treatment Plant** – Mr. DiGangi reported that all of the permits have been acquired, the sewage facility planning, water quality management and NPDES permits are in place. The Developer has chosen a contractor to perform the upgrades. CKS has performed a review of the plans and has no additional comments to add to the Entech review.

**Kobasz/Wallner Sewer Connection – Completion of the 18 month maintenance period and authorization to release the financial security.** – The Authority Engineer reported that his office had completed the final inspection and that he is recommending the release of the financial security upon completion of any outstanding invoices or charge. A motion was made by Mr. Guagno to terminate the maintenance period and to release the financial security upon payment of all outstanding invoices related to the project. The motion was seconded by Mr. Trauger and passed unanimously.

**Kern Drive Sewer Replacement Project, Authorization to Bid** – Mr. DiGangi requested authorization to bid nearly 600 linear feet of sewer line replacement. He noted that there is only one lateral connection on the project and that connection belongs to the Authority at

the water booster station. He provided a cost estimate of approximately \$130,000. Upon motion of Mr. Guagno and seconded by Mr. Trauger the Board authorized the engineer to bid the project by a 4-0 vote.

**Dean Drive Lateral inspections** – Mr. DiGangi reported that he met with staff PUE and a sewer rehabilitation contractor to investigate possible I & I issues for several building sewers that were redirected several years ago by a plumber. It appears that both the new rerouted later and the old existing laterals are still in use. The recommendation is to do nothing at this time and to possible monitor flows in the future to assess if there is a significant problem with flow entering the abandoned line.

### **Developments**

Mr. DiGangi reviewed his report with the Board. He reported that he has reviewed plans for the Cliffside II development and his office has issued a review letter.

**Operations Report** – Mr. Sullivan reported that the treatment facilities are meeting permit requirements despite the extremely cold weather.

### **AUTHORITY REPORT**

#### **General Matters/Administrative/Operations/**

The Authority administrator address the Board with regards to performing additional work at 112/212 Dean Drive. He noted that the Board had previously made an offer to the homeowner to allow the homeowner to contract with their own contractor to complete the work based on a cost proposal obtained by the Authority. Mr. Reiss stated that a Release of Claims would need to be executed by the property owner that would release the Authority from any future obligations. The Board reauthorized staff to proceed with the original offer and agreement.

### **CHAIRMAN'S MINUTE**

**Adjournment** – There being no further business, the Board, upon motion of Mr. Trauger, seconded by Mr. Guagno and with a 4-0 aye vote, adjourned at 8:15 p.m.

Respectfully submitted,

BY:

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Bedminster Municipal Authority