

**MINUTES OF THE REGULAR MEETING
JANUARY 28, 2016
BEDMINSTER MUNICIPAL AUTHORITY**

The regular January 28, 2016 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 Assistant Secretary/Treasurer Lou McKay. New Member Robert Bender was also in attendance.

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

John Scully, Private Utility Enterprises, Inc.
Lauri Halderson, Private Utility Enterprises, Inc.
Jonathan Reiss, Esq., Grim, Biehn & Thatcher
Patrick DiGangi, P.E., CKS Engineers
Richard Shilling, Township Manager

Reorganization – Mr. Heacock announced that this was a duly advertised meeting as evidenced by the publication certification from the Intelligencer. He then turned the meeting over to Mr. Reiss, Chairman Pro Tem. Mr. Reiss Opened up the Reorganization meeting invited nominations for officers of the Authority. The following nominations were made:

Chairman – Nomination of Jay Heacock by Mr. McKay, seconded by Mr. Trauger
Vice-Chairman – Nomination of Joseph Guagno by Mr. McKay, seconded by Mr. Trauger
Secretary – Nomination of Craig Trauger by Mr. McKay, seconded by Mr. Trauger
Treasurer – Nomination of Robert Bender by Mr. McKay, seconded by Mr. Trauger
Assistant Secretary/Treasurer – Nomination of Lou McKay Mr. McKay, seconded by Mr. Trauger
Open Records Officer - Nomination of Craig Trauger by Mr. McKay, seconded by Mr. Trauger

Mr. McKay then moved to close the nominations and cast the ballot for the slate of officers as presented. The motion was seconded by Mr. Trauger and carried by a unanimous vote. The remainder of the reorganization meeting was conducted by Chairman Heacock.

Mr. Heacock opened up the floor for nominations of the Professional Staff.

Solicitor – Nomination of Jonathan Reiss of Grim, Biehn & Thatcher by Mr. Guagno, seconded by Mr. McKay and passed unanimously 5-0
Engineer – Nomination of Patrick DiGangi of CKS Engineers by Mr. Guagno, seconded by Mr. McKay and passed unanimously 5-0

Certified Public Accountant – Auditor – Nomination of Cathy Seiler of Brinker Simpson LLC by Mr. Guagno, seconded by Mr. McKay and passed unanimously 5-0

Operations/Administrative Consultant – Nomination of Private Utility Enterprises, Inc. by Mr. Guagno, seconded by Mr. McKay and passed unanimously 5-0

Mr. Guagno then moved to close the Reorganization Meeting. The motion was seconded by Mr. Trauger and carried by a 5-0 aye vote.

MINUTES

Upon motion of Mr. Trauger, seconded by Mr. Guagno, the Board approved the minutes of the December 10, 2015 board meeting 4-0-1. Mr. Bender abstained from the vote.

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. Ms. Halderson noted that the 2015 Audit is in process and the year-end financial reports will be modified after meeting with the auditor.

TREASURER'S REPORT

Ms. Halderson read the Treasurer's Report, dated January 21, 2016. A motion was made by Mr. Guagno, seconded by Mr. Trauger to approve the Treasurer's Report in the amount of \$61,064.44 (Pennland Farms - \$21,309.94, Estates at Deep Run Creek \$9,022.92). The motion passed with a 5-0 vote.

SOLICITOR'S REPORT

Authority Business

Mr. Reiss referred the Board to his written report. The Authority Solicitor presented the following Resolution for the Board's consideration:

Resolution 2016-01 – Identity Theft - Upon motion of Mr. McKay, seconded by Mr. Trauger, the Board approved Resolution 2015-01 by a 5-0 vote.

Developments –

Weiss Market - Upon motion of Mr. Trauger, seconded by Mr. Guagno, the Board approved the execution of the Water and Sewer Service Agreement between the Authority and Weiss Market and authorized the Chairman to sign the agreement on behalf of the Authority. 5-0.

Cliffside Manor Phase 2 - Upon motion of Mr. Guagno, seconded by Mr. Bender, the Board approved the execution of the Water and Sewer Service Agreement between the Authority and THP Properties and authorized the Chairman to sign the agreement on behalf of the Authority. 5-0.

ENGINEER'S REPORT

Authority Projects

The Authority's Engineer generally reviewed the projects within the written engineering report with the Board.

P3 Antenna Review- Mr. DiGangi generally reviewed the P3 Antenna project. Mr. DiGangi noted that there is an easement located at Elephant Road that will need to be updated on the plans.

Developments

Mr. DiGangi briefly reviewed his written report with the Board.

Stonebridge Sewer Main Replacement/ I&I Sewer Project – Mr. DiGangi updated the Board on the I&I Project. A project schedule has been established. The project has been advertised and placed on PennBid for Bidding. Bids are to be opened on February 16, 2016 for the Board to consider award at the February 25, 2016 meeting.

Homeowners that are required to replace laterals will be responsible for the cost of the replacement. The Board discussed potential payment options for these homeowners.

Operations Report – Mr. Scully noted that there was a PLC failure at Elephant road. Paone Electric bypassed the input card until a new card was installed. Paone Electric is getting pricing to upgrade the PLC.

Due to rain, Mr. Scully noted high flows on December 29, 2015 at Elephant Road. The plant was manually operated most of the day.

There was one residential frozen meter was reported and replaced at the owner's expense. Mr. Shilling advised the Board that the homeowner was unhappy about the cost of the meter.

Both SBR's at Pennland Farms are now functioning and meeting permit.

AUTHORITY REPORT –

General Matters/Administrative/Operations/

Revised Bank account signature and ACH transfer authorization – Ms. Halderson presented the signature sheets for the previously mentioned.

2016 Fee Schedule - Upon motion of Mr. Bender, seconded by Mr. McKay, the Board approve the 2016 Fee Schedule with the addition of the prior approved professional service fee rates by a 5-0 vote.

2015 Ethics Forms – Forms were completed by the Board Members.

CHAIRMAN'S MINUTE

Adjournment – There being no further business, the Board, upon motion of Mr. Guagno, seconded by Mr. McKay and with a 5-0 aye vote, adjourned at 8:15 p.m.

Respectfully submitted,

BY: _____
Bedminster Municipal Authority