

**MINUTES OF THE REGULAR MEETING**  
**March 24, 2016**  
**BEDMINSTER MUNICIPAL AUTHORITY**

The regular March 24, 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 Treasurer Robert Bender. Assistant Secretary/Treasurer Lou McKay was excused from attendance.

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

Michael Sullivan, Private Utility Enterprises, Inc.  
Jonathan Reiss, Esq., Grim, Biehn & Thatcher  
Patrick DiGangi, P.E., CKS Engineers  
Richard Shilling, Township Manager

**MINUTES**

Upon motion of Mr. Guagno, seconded by Mr. Trauger, the Board approved the minutes of the February 25, 2016 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. The Board generally review the reports contained in the meeting packet.

The 2015 Audit is complete. A draft report will be available to the Board at the April meeting with the presentation at the May meeting.

Upon motion of Mr. Bender, seconded by Mr. Trauger, the Board approved the Financial Report by a 4-0 vote.

**TREASURER'S REPORT**

1. Mr. Sullivan read the Treasurer's Report, dated March 18, 2016. A motion was made by Mr. Trauger, seconded by Mr. Guagno to approve the

Treasurer's Report of - \$78,120.86 (Pennland Farms - \$15,710.86 Estates at Deep Run Creek \$4,871.60). The motion passed with a 4-0 vote.

## **SOLICITOR'S REPORT**

### **Authority Business**

Mr. Reiss referred the Board to his written report.

### **Developments –**

The Authority Solicitor briefly updated the Board on the Weis Market and Cliffside Manor Phase 2 projects.

Mr. Guagno indicated to the Board that his firm has been hired by CKS Engineering as a subcontractor for the Elephant Road Upgrade Project. As a result, Mr. Guagno will be recusing himself from any discussion and voting on the project. In addition, Mr. Guagno will submit written notification to the Board.

## **ENGINEER'S REPORT**

### **Authority Projects**

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

Chapter 94 Report –The Chapter 94 Report has been submitted to the DEP for review.

### **Developments**

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

Stonebridge Sewer Main Replacement/ I&I Sewer Project – The Preconstruction meeting was held with the Contractor. The start date for the project is April 4, 2016.

Elephant Road Treatment Plant Upgrade – A preconstruction meeting was held with MGK Contractors to discuss the project. Shop drawings have been submitted and are under review.

**Operations Report** –Mr. Sullivan reviewed his report with the Board.

## **AUTHORITY REPORT –**

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

Mr. Sullivan reviewed with the Board the current process regarding the loan draw. Mr. Sullivan will provide the Board with a formal requisition request for any draws on the new loan. The documents for the transfer from the loan to the general account have been reviewed by the Solicitor. Mr. Reiss suggested that the transfer be done under encrypted email to safeguard the Authority account information. The first draw of the loan is for the reimbursement to the Authority for the design and inspection of the project.

Mr. Sullivan discussed the preliminary plans for the move of the Authority office out of the annex building into the treatment plant office. Mr. Sullivan discussed security at the treatment plant, the relocation of some minor equipment and IT services. Preliminary numbers will be provided to the Board at an upcoming meeting.

The VFD for the high service pump at the Stonebridge booster station is installed. The last phase of the wiring and programming is scheduled for April 4, 2016. Once the high pressure pump is back online and tested, the semi-annual hydrant flushing will be scheduled.

Mr. Sullivan sent a letter to the Township, on the Boards behalf, requesting that the permit fees be waived for the Elephant Road Treatment Plant upgrade. This request will be presented at the next Township Board meeting.

### **CHAIRMAN'S MINUTE**

**Adjournment** – There being no further business, the Board, upon motion of Mr. Bender, seconded by Mr. Guagno and with a 4-0 aye vote, adjourned at 7:50 p.m.

Respectfully submitted,

BY: \_\_\_\_\_  
Bedminster Municipal Authority