

**MINUTES OF THE REGULAR MEETING
December 5, 2017
BEDMINSTER MUNICIPAL AUTHORITY**

The regular December 5, 2017 meeting of the Bedminster Municipal Authority was called to order at 5:00 p.m. by Chairman Jay Heacock. The following Board members were present: Vice Chairman Joseph Guagno and Assistant Secretary/Treasurer Lou McKay. Secretary Craig Trauger arrived at 5:15. Mr. Bender 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

MINUTES

Upon motion of Mr. McKay, seconded by Mr. Guagno, the Board approved the minutes of the October 26, 2017 board meeting 3-0.

PUBLIC COMMENT

- A. Confirmed Appointments – None
- B. From the Floor – There were no comments from the floor.

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.

2018 Budget – The Board reviewed the 2018 Draft Budget. A motion was made by Mr. McKay, seconded by Mr. Guagno to approve the 2017 Draft Budget as presented. The motion passed with a 3-0 vote.

TREASURER'S REPORT

1. Mr. Sullivan read the Treasurer's Report, dated October 26, 2017. A motion was made by Mr. McKay, seconded by Mr. Guagno to approve the Treasurer's Report of - \$257,297.18 (Pennland Farms – \$16,936.47 Estates at Deep Run Creek \$13,262.45). The motion passed with a 3-0 vote.
2. A motion was made by Mr. Gugagno, seconded by Mr. McKay to authorize two members of the Board to review the December 2016 Bill payment list and to execute the associated checks. The motion passed with a 3-0 vote.

SOLICITOR'S REPORT

Authority Business

Mr. Reiss referred the Board to his written report.

1. Weiss Market Addendum to the Water and Sewer Service Agreement- A motion was made by Mr. McKay, seconded by Mr. Guagno to execute the Weiss Market Addendum to the Water and Sewer Service Agreement as presented to the Board. The motion passed with a 3-0 vote.
2. Change of Registered Office Address - A motion was made by Mr. McKay, seconded by Mr. Guagno to change the registered office address with the PA Corporation Bureau and authorize the Chairman to sign the documents. The motion passed with a 3-0 vote.

Developments

Mr. Reiss referred the Board to his written report.

ENGINEER'S REPORT

Authority Projects

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

1. Deep Run WWTP Decommission Project – Mr. DiGangi provided an update to the Board on the Deep Run WWTP Decommission Project. It is expected to have the project completed by the end of April 2018.
2. Authorization to Submit PA Small Water and Sewer Grant - A motion was made by Mr. McKay and seconded by Mr. Guagno to authorize the submission of the PA Small Water and Sewer Grant. The motion passed with a 3-0 vote.

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

AUTHORITY REPORT –

General Matters/Administrative/Operations

Mr. Sullivan reviewed his report with the Board.

2018 Bedminster Municipal Authority Meeting Schedule – A motion was made by Mr. Trauger and seconded by Mr. Guagno to approve the 2018 Bedminster Municipal Authority Meeting Schedule. The motion passed with a 4-0 vote.

2018 Bedminster Municipal Authority Fee Schedule – A motion was made by Mr. Trauger and seconded by Mr. Guagno to approve the 2018 Bedminster Municipal Authority Fee Schedule as presented to the Board. The motion passed with a 4-0 vote.

Annual Auditing Services RFP's – Mr. Sullivan reviewed the RFP's submitted for the 2017 Financial Audit with the Board. A motion was made by Mr. McKay and seconded by Mr. Trauger to accept proposal from Lopez, Teodosio & Larkin as presented. The motion passed with a 4-0 vote.

CHAIRMAN'S MINUTE

The next scheduled meeting is Thursday, January 25, 2018 at 5:35 p.m.

Adjournment – There being no further business, the Board, upon motion of Mr. Trauger, seconded by Mr. McKay and with a 4-0 aye vote, adjourned 5:35 p.m.

Respectfully submitted,

BY: _____
Bedminster Municipal Authority