

**MINUTES OF THE REGULAR MEETING**  
**January 28, 2021**  
**BEDMINSTER MUNICIPAL AUTHORITY**

The regular January 28, 2021 meeting of the Bedminster Municipal Authority was called to order at 7:00 p.m. by Chairman Jay Heacock. The following Board members were present: Vice Chairman Joseph Guagno, Secretary Craig Trauger and Treasurer Bob Bender. Assistant Secretary/Treasurer Lou McKay was excused from attendance.

The January 28, 2021 is a duly advertised meeting.

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

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

Chairman – Nomination of Jay Heacock by Mr. Bender, seconded by Mr. Trauger

Vice-Chairman – Nomination of Joseph Guagno by Mr. Bender, seconded by Mr. Trauger

Secretary – Nomination of Craig Trauger by Mr. Bender, seconded by Mr. Guagno

Treasurer – Nomination of Robert Bender by Mr. Bender, seconded by Mr. Trauger

Assistant Secretary/Treasurer – Nomination of Lou McKay by Mr. Bender, seconded by Mr. Trauger

Open Records Officer - Nomination of Michael Sullivan by Mr. Bender, seconded by Mr. Trauger

Mr. Bender 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 4-0 aye vote. The remainder of the reorganization meeting was conducted by Chairman Heacock.

**APPOINTMENTS of PROFESSIONAL STAFF:**

Chairman Heacock then presented the following firms and requested a motion for approval:

Solicitor - Grim, Biehn & Thatcher – Jonathan Reiss, Esq. motion by Mr. Bender, seconded by Mr. Trauger and passed with a 4-0 vote.

Engineer – CKS Engineers – Patrick DiGangi, P.E., motion by Mr. Bender, seconded by Mr. Trauger and passed with a 4-0 vote.

Auditor – Bee, Bergvall & Co. - motion by Mr. Bender, seconded by Mr. Trauger and passed with a 4-0 vote.

Operations/Administrative Consultant – Private Utility Enterprises, Inc., motion by Mr. Bender, seconded by Mr. Trauger and passed with a 4-0 vote.

At this time, Chairman Heacock asked for a motion to adjourn the Reorganizational meeting and to move to the Regular Meeting, where upon Mr. Bender, seconded by Mr. Trauger and passed with a 4-0 vote.

## **MINUTES**

Upon motion of Mr. Trauger, seconded by Mr. Guagno, the Board approved the minutes of the December 2, 2020 board meeting 4-0.

## **PUBLIC COMMENT**

- A. Confirmed Appointments - None
- B. From the Floor – None

## **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.

## **TREASURER'S REPORT**

1. Mr. Sullivan read the Treasurer's Report, dated December 16, 2020. A motion was made by Mr. Bender, seconded by Mr. Trauger to approve the bills paid list. The motion passed with a 4-0 vote.
2. Mr. Sullivan read the Treasurer's Report, dated January 28, 2021. A motion was made by Mr. Trauger, seconded by Mr. Bender to approve the Treasurer's Report of - \$85,945.89 (Pennland Farms – \$31,972.16). The motion passed with a 4-0 vote.

Mr. Sullivan reviewed with the Board the current Accounts Receivable aging report and the status of the delinquent accounts. The Board authorized to continue to waive late fees to as a result of COVID-19. The Board will discuss the continuation of waiving late fees on a monthly basis.

## **SOLICITOR'S REPORT**

### **Authority Business**

Mr. Reiss referred the Board to his written report.

Resolution 2021-01 – Identity Theft- Upon a motion of Mr. Bender, seconded by Mr. Guagno the Board adopted Resolution 2021-01, Identity Theft by a 4-0 vote.

## **ENGINEER'S REPORT**

### **Authority Projects**

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

1. Pennland Farms WWTP Influent Screen Project – Pay Estimate #5 – Final, Electrical – Mr. DiGangi provided and update to the Board. A motion was made by Mr. Bender, seconded by Mr. Trauger to approve pay estimate #5 for the Final Electrical work performed. The motion was passed by a 4-0 vote.
2. Rice Tract Subdivision - Mr. DiGangi provided and update to the Board and noted that the project is complete. On motion by Mr. Bender, seconded by Mr. Guagno the Board voted unanimously to accept dedication of the water distribution and wastewater collection system and commence the 18 month maintenance period for the project. The approval also authorized the processing of the final escrow release subject to the posting of \$2500.00 professional services escrow for inspections during the maintenance period.

### **Developments**

Mr. Reiss referred the Board to his written report.

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

## **AUTHORITY REPORT –**

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

Mr. Sullivan reviewed his report with the Board.

Professional Service Agreement – Shihadeh Construction LLC - A motion was made by Mr. Bender, seconded by Mr. Trauger to approve the Professional Service Agreement between the Authority and Shihadeh Constuction LLC. The motion was passed by a 4-0 vote.

1005 Landis Rush Drive – A motion was made by Mr. Bender, seconded by Mr. Trauger to approve a credit for sewer to the normal use for this period and to start a 12-month payment plan to pay the water charges. The motion was passed by a 4-0 vote.

219 Chapman Drive – A motion was made by Mr. Bender, seconded by Mr. Trauger to approve a one-time credit for water and sewer charges, reflecting the homeowners normal use for this quarter the previous year. The motion was passed by a 4-0 vote.

**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 7:30 p.m.

Respectfully submitted,

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