

**MINUTES OF THE REGULAR MEETING  
JANUARY 28, 2015  
BEDMINSTER MUNICIPAL AUTHORITY**

The regular January 28, 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 Assistant Secretary/Treasurer Lou McKay. Treasurer Larry Longacre 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  
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. Sullivan, Chairman Pro Tem. Mr. Sullivan 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. Guagno  
Vice-Chairman – Nomination of Joseph Guagno by Mr. McKay, seconded by Mr. Guagno  
Secretary – Nomination of Craig Trauger by Mr. McKay, seconded by Mr. Guagno  
Treasurer – Nomination of Larry Longacre by Mr. McKay, seconded by Mr. Guagno  
Assistant Secretary/Treasurer – Nomination of Lou McKay by Mr. Trauger, seconded by Mr. Guagno  
Open Records Officer - Nomination of Craig Trauger by Mr. McKay, seconded by Mr. Guagno

Mr. Trauger then moved to close the nominations and cast the ballot for the slate of officers as presented. The motion was seconded by Mr. Guagno 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. McKay, seconded by Mr. Guagno and passed unanimously 4-0  
Engineer – Nomination of Patrick DiGangi of CKS Engineers by Mr. McKay, seconded by Mr. Guagno and passed unanimously 4-0

Certified Public Accountant – Auditor – Nomination of Cathy Seiler of Brinker Simpson LLC by Mr. McKay, seconded by Mr. Guagno and passed unanimously 4-0

Operations/Administrative Consultant – Nomination of Private Utility Enterprises, Inc. by Mr. McKay, seconded by Mr. Guagno and passed unanimously 4-0

Mr. Trauger then moved to close the Reorganization Meeting. The motion was seconded by Mr. Guagno and carried by a 4-0 aye vote.

## **MINUTES**

Upon motion of Mr. McKay, seconded by Mr. Guagno, the Board approved the minutes of the November 26, 2014 board meeting 4-0.

## **PUBLIC COMMENT**

Confirmed Appointments – Mr. Howard Woods, Rate Analysis Presentation – Mr. Woods presented his detailed rate analysis to the Authority Board. Mr. Woods noted that the current rates satisfy the need of the Authority for 2015. He noted that moving forward that the rates may need to be adjusted to accommodate the ongoing Inflow and Infiltration abatement and capital programs. Mr. Woods presented several alternatives to the Board to reduce the impact of those future rate adjustments including financing future capital projects to spread the payment of those improvements over a longer period of time. Mr. Woods also presented a proposed commercial rate structure using meter sizes as the predominant factor for the rates. The Board took no action on the rate analysis and will review and discuss the report at future meetings with staff.

- A. From the Floor – The Board Recognized Will Tempelmann who was present as part of a school assignment for Palisades School District.

## **FINANCIAL REPORT**

The Authority Administrator referred the Board to the reports contained in the meeting packet. Mr. Sullivan noted that the year-end financial reports will be modified after meeting with the auditor.

## **TREASURER'S REPORT**

Mr. Sullivan read the Treasurer's Report, dated January 23, 2015. A motion was made by Mr. Guagno, seconded by Mr. Trauger to approve the Treasurer's Report and ratify the December 2014 Bill List in the amount of \$65,370.38 (Pennland Farms - \$11,185.86, Estates at Deep Run Creek \$4,264.64)

The Board had previously authorized payment of the bills at their November 2015 meeting. The motion passed unanimously.

A motion was made by Mr. Trauger, seconded by Mr. Guagno to approve and pay the January bills list in the amount of - \$246,730.40 (Pennland Farms - \$14,800.95, Estates at Deep Run Creek \$4,264.64). The payments include payment #4 for the Wigton Circle project in the amount of \$198,886.43. The motion passed unanimously.

Mr. Sullivan recommended a transfer of \$125,000 from the PLYGIT account to the operating account to cover the cost of the Wigton Circle project payment #3 until the fourth quarter 2014 water and sewer revenues are recognized. Upon motion of Mr. Guagno, seconded by Mr. Trauger, the Board authorized the aforementioned transfer with a 4-0 vote.

The Board generally discussed the possibility of obtaining a credit card to pay reoccurring bills received by the Authority. Mr. Sullivan will obtain information for the Board's consideration.

## **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 2015-01 – Identity Theft - Upon motion of Mr. Trauger, seconded by Mr. Guagno, the Board approved Resolution 2015-01 by a 4-0 vote.

Payment Plan Discussion – 203 Allem Lane – The Authority Solicitor explained that the account holder has defaulted on the payment plan that the Board had approved. They are looking for further relief from penalties, interest and legal fees as well as the removal of the liens from their property. After a deliberation, the Board instructed the Solicitor to offer waiver of late fees in lieu of legal fees. The lien will remain in place until the payments are received.

Elephant Road WWTP Upgrade Update – Mr. Reiss provided an update to the various communication he has had with the developer and his representatives.

**Developments** – The Authority Solicitor briefly updated the Board on the Weis Market project and several emails that were recently received by his office. The Bedminster Water & Sewer Group has requested commitments on the potential tapping fees, revisions to the agreement that would detail the dedication process and other fees and issues related to the proposed wastewater treatment plant upgrade.. Mr. Reiss was directed to reach out to Weis Market and THP Developers to discuss the items in the various correspondence.

## **ENGINEER'S REPORT**

### **Authority Projects**

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

**Sludge hauling and disposal contracts** – Mr. DiGangi noted the contracts for sludge removal provide for renewal options up to a total of two additional years. He reported that staff has notified the contractor of the Authority's intent to execute the option for the second year.

### **Wigton Circle sewer replacement - Consideration of Payment Application #3 –**

As noted previously, the Board approved the payment request #3 for a total of \$198,886.43

Mr. DiGangi reported that many of the year end reports are nearly complete and his office is currently working on several permit renewals.

### **Developments**

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

**Operations Report** – Mr. Sullivan noted that the permit level for Nitrate were exceeded at the Deep Run WWTP as a result of the cold temperatures. Adjustments to the process have been made to try and lower the levels. Mr. Sullivan reported no other significant operational issues related to the extreme cold weather.

## **AUTHORITY REPORT –**

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

Pennland Phase III Discussion – Staff updated the Board with the regards to a meeting with the Township and various professional staff. A conversation related to the dedication process and potential changes to the development agreement were discussed. Mr. Reiss noted that there has not been a follow up to this discussion from the developer. The Board took no action

Revised PLIGIT account signature and ACH transfer authorization – Mr. Sullivan presented the signature sheets for the previously mentioned and approved transfer.

Univest Escrow account transfer authorization – The Authority administrator reported that the escrow accounts were being transferred to Univest to allow for inter-account transfers instead of single signature checks that are currently processed for National Penn Bank. Mr. Sullivan presented the signature sheets for the Board’s execution

Wigton Circle Paving Agreements – There were three agreements sent to residents that requested to be reimbursed for the portion of work that the Authority would have performed. Two of the residents have returned the executed agreements, the third resident at 130 Wigton has not returned the agreement. The check approved earlier in the meeting will be held until the agreement is returned.

**CHAIRMAN’S MINUTE**

**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 at 9:45 p.m.

Respectfully submitted,

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