

**MINUTES OF THE REGULAR MEETING
NOVEMBER 27, 2013
BEDMINSTER MUNICIPAL AUTHORITY**

The regular November 27, 2013 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 Joe Guagno, Treasurer Larry Longacre and Secretary Craig Trauger and Assistant Secretary/Treasurer Lou McKay.

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

Michael Sullivan, Administrator/Operator
Jonathan Reiss, Esq., Grim, Biehn & Thatcher

MINUTES

Upon motion of Mr. Trauger, seconded by Mr. Longacre, the Board approved the minutes of the October 23, 2013 board meeting 5-0.

PUBLIC COMMENT

- A. Confirmed Appointments – There were none.
- B. From the Floor – There were no public comments and no one in attendance at the meeting.

FINANCIAL REPORT

The Authority Administrator reported there was a modified bill payment list and financial report handed out to the Board to facilitate a check required for the DRBC. Mr. Sullivan generally reviewed the financial reports with the members of the Board and discussed the current year to date budget numbers.

The Board generally discussed the account balances and the possibility of transferring funds to the PLIGT account after the deposit of the Developer contributions. They will revisit the discussion at the January 2014 meeting.

TREASURER'S REPORT

Mr. Sullivan read the Treasurer's Report, dated November 22, 2013. The Board generally discussed several line items contained in the treasurers' report and reviewed several of the existing escrow accounts and their fund balances. Mr. Sullivan will verify the status of those accounts. A motion was made by Mr. Longacre, seconded by Mr. Guagno to approve the Treasurer's Report. The motion passed with a 5-0 vote.

After a review of the bill payment list, a motion was made by Mr. Longacre, seconded by Mr. Trauger to approve and pay the October bills in the amount of \$70,940.69 (Pennland Farms - \$10,150.30 Estates at Deep Run Creek \$3,985.16). The motion passed unanimously 5-0.

SOLICITOR'S REPORT

Authority Business –

Mr. Reiss directed the Board to his written report and noted that he had two additional items for the Boards Consideration.

Mr. Reiss presented the settlement agreement with the Delaware River Basin Commission for the Boards consideration. A motion was made by Mr. McKay, seconded by Mr. Trauger to approve the agreement. The motion passed with a 5-0 vote.

The Board then discussed an issue related to a potential insurance claim generated from the hydrant flushing activities that resulted in several broken water meters. After a brief discussion, the Board directed the administrator to advise the Authority's insurance carrier of the claim.

Developments –

The Authority Solicitor directed the Board to his written report.

ENGINEER'S REPORT

A. Authority Projects

The Authority's administrator reported that the Authority Engineer has submitted his written report and that several items are listed for the Boards consideration.

1. Consideration of award for sludge disposal for 2014 to Franc Environmental. – Mr. Berg's written report stated that the apparent low bid is 4% less than the current price the Authority is paying and that all of the required financial and insurance requirements have been met. Mr. Guagno moved to accept the 1st year bid price of 6.7cents per gallon with an option to renew the contract at the end of 2014. The motion was seconded by Mr. McKay and unanimously approved with a 5-0 vote.

2. Consideration of Entech Engineering work order for Wigton Circle sewer replacement project. – The Board tabled the authorization until a subsequent meeting.

B. Developments

The Board generally reviewed the Authority Engineer's written report.

OPERATORS REPORT – Mr. Sullivan reported that there are still some significant flows to the main treatment facility associated with the recent heavy rains and snow melt. Additionally, there is a seal failure on one of the recirculation pumps that will require the pump to be removed and taken to a service shop.

He also reported that there has been no work to date at the Pennland WWTP related to the installation of the diffusers in the effluent equalization tanks. Well #1 for the Pennland water system has been repaired and placed back in service. The water line was sheared just outside of the well head due to improper construction by the developer during the initial installation.

AUTHORITY REPORT – 150 Pipers Inn Drive – The Authority Administrator presented a request for a credit to the assessed late fees from the owner of this property. The Board directed the administrator to adhere to the current Authority policies and to deny the request.

Mr. Sullivan provided the Board with an update to the water quality complaints registered with the Authority and a recent meeting that he and Mr. Guagno attended at Representative Quinn's office.

The Authority continues to work with the property owners involved with the Dean Drive project to close out the restoration of the construction project.

The Board generally discussed the Authority's relocation at the Annex building and the current operating conditions. After a lengthy discussion, the Board directed the administrator to start looking at the possibilities of moving the Authority's administrative functions to the Elephant Road wastewater treatment plant.

General Matters

1. 2014 Budget – Final – Upon motion of Mr. McKay, seconded by Mr. Longacre, the Board unanimously approved the 2014 operating budget.
2. Property Damage Claim – Williams Drive – The Board discussed the issues and correspondence related to two properties that were affected by the hydrant flushing activities. After reviewing the information submitted by the homeowners and reviewing the various options, the Board directed the Administrator to turn the claim in to the Authority's insurance carrier.
3. Review and Approval of the 2014 Meeting Schedule - Upon motion of Mr. Trauger, seconded by Mr. Longacre, the Board approved the proposed meeting schedule for 2014 with a 5-0 vote.
4. Mr. Guagno moved to authorize the Authority Chairman and Treasurer to review the December bill payment list and to sign the associated checks which will be

ratified at the Authority's January 2014 regular meeting. The motion was seconded by Mr. Trauger and carried 5-0.

CHAIRMAN'S MINUTE

Adjournment – There being no further business, the Board, upon motion of Mr. Guagno, seconded by Mr. Longacre and with a 5-0 aye vote, adjourned at 8:05 pm and entered in to an executive session to discuss a matter of potential litigation.

Respectfully submitted,

BY: _____
Bedminster Municipal Authority