

**Regular Meeting of the Mantua Township MUA  
February 5, 2019**

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In accordance with New Jersey law regarding “Open Public Meetings” notice of this meeting was published in the Courier Post and The South Jersey Times.

**CALL TO ORDER:** The meeting was called to order at 5:10 p.m. by Chairman Tom Gregg in the meeting room of the Authority office located at 397 Main Street in Mantua, New Jersey.

**ROLL CALL:**

Members Present: Tom Gregg, Charles Burkett, Tim Sheehan, Mario Dilisciandro, Vince Voltaggio

Alternates Howard Bruner, John Parks

Also Present: William Krebs, Executive Director

John A. Alice, Solicitor

Dave Palgutta, Engineer

Jeff Baker, Licensed Operator/Foreman

Susan Novick, Recording Secretary

Public Present: Brian McNulty, owner of two properties in Mantua.

**APPROVAL OF MINUTES:**

MOTION by Mr. DiLisciandro, second by Mr. Sheehan, to approve the minutes of the regular meeting held December 18, 2018.

Roll Call Vote:	Voltaggio	Yes
	Dilisciandro	Yes
	Sheehan	Yes
	Burkett	Yes
	Gregg	Yes

Motion carried.

**CORRESPONDENCE:**

Mr. Gregg referred to a letter from Mr. Palgutta to GUCA that was distributed to the Board that evening. Mr. Palgutta explained it was the cover letter for a submission to GCUA seeking endorsement of the Treatment Works Application for the Barnsboro sanitary sewer extension project. Once the GUCA’s approval is received, the engineers will be in position to apply to the DEP for project approval. The Board had no questions.

**TREASURER’S REPORT – Mario Dilisciandro:**

Balances in each bank account were reported. Bills to be approved for payment from the Operations Checking Account totaled \$221,357.01.

MOTION by Mr. Voltaggio, second by Mr. Sheehan, to accept the Treasurer’s report and approve the payment of bills from the Operations Account totaling \$221,357.01.

Roll Call Vote:	Voltaggio	Yes
	Dilisciandro	Yes
	Sheehan	Yes
	Burkett	Yes
	Gregg	Yes

Motion carried.

**PUBLIC PORTION:**

MOTION by Mr. Voltaggio, second by Mr. Sheehan, to open the meeting to the public.

Motion carried unanimously.

Mr. McNulty advised that he owns and rents out two houses in Mantua. He was advised of a water leak before the meter at one house, and told to fix it. The repair turned into a bigger job than expected but he took care of it. Meanwhile, there was an ongoing leak after the meter at his other house. He wasn’t aware of that leak right away, and even after he was notified the leak was hard to locate because there was so much rain that month. Mr. McNulty found the second leak, repaired it and then received the water bill. The leak resulted in a bill that was over \$3,000. Mr. McNulty acknowledged his responsibility, as the owner, to maintain his properties, and asked for some type of relief.

Mr. Gregg advised that as a general rule the Board does not waive legitimate charges, however, sometimes interest free payment plans are arranged. Mr. Alice added that the Board members are not unfeeling; the policy is based on the fact that the Authority has expenses of its own and cannot stay in business if charges are waived.

Mr. McNulty chose to pay the bill in full over entering a payment plan.

MOTION by Mr. Burkett, second by Mr. Voltaggio, to close the public portion of the meeting.

Motion carried unanimously.

**LEGAL REPORT – John A. Alice, Esquire:**

Dippy’s Ice Cream – Mr. Alice drafted an agreement regarding the private sewer main to be installed at Dippy’s. The engineer and licensed operator both had comments on the agreement, which will be taken into consideration before it is revised and sent out again for review, along with the deed restriction.

Shared Services Agreement with Board of Education – Based on conversation with [someone from] the Board of Education, Mr. Alice suggested revising the agreement in March, with broad language that will allow some flexibility between the Executive Director and the Board of Ed., so that they may address situations as they arise.

The solicitor also noted that he prepared resolutions for adoption of a Shared Services Agreement with Westville and an updated Personnel Policy, and both would be addressed later in the meeting.

Mr. Gregg asked if anything could be done about an irate customer that had come into the office a few times last month and behaved in a manner that was unsettling for the office staff. Mr. Alice offered to draft a letter to the customer advising that he is not welcome in Authority's office any more.

**ENGINEERING REPORT – Dave Palgutta:**

Country Gardens - The developer is working on the storm sewer.

Verizon - The engineers are awaiting Verizon's schedule for completing site work.

T-Mobile - The project is on hold; the schedule for completion of work is pending.

Mantua Car Wash - Status quo. The application is complete technically; administrative information from the applicant is pending.

Dippy's Ice Cream - The application is complete technically; agreements are needed before approval.

Barnsboro Sewer Extension - A letter provided to the Board indicated the engineers had applied to GCUA for approval. Upon approval from GCUA, application will be made to DEP. Mr. Palgutta had a conference call with DEP two days ago to review the timelines. The DEP determined that this is a "Level Two" project, which requires a public hearing. The hearing will add 2 to 3 months to the project. The Trust has not been available online, but Mr. Palgutta does not anticipate that funding will be a bottleneck. The Trust is not interested in the engineering contracts, so those will be prepared for consideration at the next meeting.

Mr. Voltaggio asked how going through the DEP and Trust for funding helps the Authority, particularly when interest rates on loans are so low.

Mr. Palgutta explained the preliminary project schedule consists of 14 items. Items 1 through 7 are regulatory and DEP-related and must be done regardless of who is funding the project. Items 9 through 14 are funding/Trust-related. Getting private funding would save 3 to 4 more months at most because steps 1 through 7 must be completed with the DEP anyway.

Mr. Krebs advised that he called Parker McCay with the same question. He expects that Craig Gargano, Esq. will get back to him with a side by side comparison of private funding vs. Trust funding. He should be able to provide a better idea of the costs, in terms of finances and time, for Trust funding and public funding, as well as a recommendation for getting the project started as soon as possible.

**FOREMAN'S REPORT – William Krebs:**

The weekly reports to the Board will be sent tomorrow. The water plant lost the polymer pump. A replacement was ordered, installed and the plant was back

online within a couple days. The crew repaired a slow but steady water leak near Woolf Day Care on Main St.

Mr. Voltaggio and Mr. Baker had a brief exchange regarding repairs to Well 3.

**EXECUTIVE DIRECTOR’S REPORT – William Krebs:**

The lab the Authority usually uses for water testing is temporarily out of business. It’s possible the owner will sell to another lab. Westville Borough is in a position to handle our testing needs in the interim. If it works out well and is cost effective the agreement may become more permanent.

MOTION by Mr. Dilisciandro, second by Mr. Burkett to adopt Resolution 2019-17, authorizing a Shared Services Agreement with the Borough of Westville for bacteriological testing of the potable water supply.

Roll Call Vote:	Voltaggio	Yes
	Dilisciandro	Yes
	Sheehan	Yes
	Burkett	Yes
	Gregg	Yes

Motion carried.

Mr. Krebs described the “Invoice Cloud” product that would make it possible for customers to view account balances and make payments online. The transaction fee would be \$100 per month plus \$0.40 for each customer that opts for email billing over paper billing. It’s a much more convenient way for customers to do business and it is projected to reduce walk-in traffic by 20%. Invoice Cloud will collect, encrypt and insure the protection of credit card information.

MOTION by Mr. Sheehan, second by Mr. Voltaggio to authorizing the Executive Director to negotiate a contract for Invoice Cloud.

Roll Call Vote:	Voltaggio	Yes
	Dilisciandro	Yes
	Sheehan	Yes
	Burkett	Yes
	Gregg	Yes

Motion carried.

The Personnel Policy for employees has been updated. Mr. Krebs provided an overview of the main changes, including an increase in the meal allowance. He and Mr. Baker agree that operations personnel should be encouraged or required to get their CDL licenses at some stage. There was a brief discussion on the topic.

MOTION by Mr. Dilisciandro, second by Mr. Voltaggio to adopt Resolution 2019-16 and the updated Personnel Policy, including the CDL requirement for operations employees.

Roll Call Vote:	Voltaggio	Yes
	Dilisciandro	Yes
	Sheehan	Yes

Burkett	Yes
Gregg	Yes

Motion carried.

**NEW BUSINESS:**

There was no discussion of new business.

**OLD BUSINESS:**

There was no discussion of old business.


**ADJOURNMENT:**

MOTION by Mr. Voltaggio, second by Mr. Burkett to adjourn the meeting at 5:50 p.m.

Motion carried unanimously.

Respectfully submitted:

  
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Tim Sheehan, Secretary

ATTEST:   
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Susan Novick, Recording Secretary

Recorded and prepared by Susan Novick

Approved at the meeting held on March 19, 2019