

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

MEETING MINUTES

SEPTEMBER 23, 2021

Due to the current COVID-19 State of Emergency and in compliance with N.J.S.A. 10:4-8, et seq., the Authority conducted its regularly scheduled Board Meeting on September 23, 2021 with some of the Members and staff participating by way of teleconference.

The Chairman called the meeting to order at 7:00 PM and began the meeting with the Statement of Public Notice (Sunshine Law), attached and caused same to be entered into the minutes of the meeting.

ROLL CALL

PRESENT: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster [Members Kissil and Schimpf participated by telephone conference as permitted by the By Laws.]

ABSENT: None

All Members in the meeting acknowledged that they could hear the Chairman and other participants.

Also present were the following: Laura Cummings, PE, Executive Director; Charles Maggio, Chief Financial Officer; Alexis Bozza, Executive Administrative Assistant; Heather Brandao, Human Resources Generalist; David J. Ruitenbergh, Esq, Special Counsel; and Sidney D. Weiss, Esq., General Counsel to the Authority. The following participated by telephone conference: Jeff Elam, PE, Chief Engineer; Basil D'Armiento, Director of Operations and Drew Saskowitz, Water Quality Superintendent.

PUBLIC DISCUSSION

Chairman Huber stated the next portion of the meeting was set aside for public discussion and asked if any members of the public were present and would like to address the Board, to please state their full name for the record. No one responded. He then closed the public portion of the meeting.

MOTION APPROVING MINUTES OF SEPTEMBER 2, 2021

Copies of the minutes of the meeting held on September 2, 2021, were distributed to the Members prior to the meeting for review and comment. Member Rotando moved that the minutes be adopted as presented. Member Marucci seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

ABSTAINS: Member Baldassari

RESOLUTION – APPROVAL OF SEPTEMBER 2021 LIST OF BILLS

Copies of the bill list for September 2021 were distributed to the Members prior to the meeting for comment and approval. Member Webster moved to approve the list of bills and offered the following resolution:

RESOLUTION NO. 101-21

RESOLUTION AUTHORIZING PAYMENT OF LIST OF BILLS FOR SEPTEMBER 2021

“COPY ANNEXED”

Member Rotando seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

OTHER BUSINESS

A. Resolution Authorizing Capital Budget Transfer

The Members reviewed a memorandum from the Chief Financial Officer dated September 14, 2021. Mr. Maggio stated that an analysis of the status of the capital budget resulted in the need for fund transfers. He added that the transfer would move money to accounts for 2021 capital expenditures, from projects scheduled in 2021 that are being rescheduled to a future date into an account for future expenditures that will offset future capital budgets as part of the Capital Improvement Program. Member Baldassari offered the following resolution:

RESOLUTION NO. 102-21

RESOLUTION AUTHORIZING CAPITAL BUDGET TRANSFER

"COPY ANNEXED"

Member Chumer seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

B. Resolution Authorizing The Southeast Morris County Municipal Utilities Authority to Dispose of Surplus Property with Gov Deals

The Members reviewed a memorandum from the Chief Financial Officer dated September 15, 2021 advising that the Director of Operations has completed a thorough assessment of all vehicles currently in the Authority's fleet. It has been determined that four fleet vehicles are in need of extensive repair. Therefore, it is recommended that they be listed for public auction on GovDeals to be sold "as is". GovDeals is authorized under Sourcwell Contract No. 012821-GDI to perform said services on behalf of the Authority. The sales are to be conducted pursuant to N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15. Member Rotando offered the following resolution:

RESOLUTION NO. 103-21

RESOLUTION AUTHORIZING THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY TO DISPOSE OF SURPLUS PROPERTY WITH GOV DEALS

"COPY ANNEXED"

Member Chumer seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

C. Resolution Authorizing Withdrawal of Low Bidder and Award of Contract to Second Low Bidder for Janitorial Services

The Members reviewed a memorandum from the Director of Operations dated September 14, 2021. The Authority solicited for and received bids from 22 vendors for the provision of janitorial services at SMCMUA's Headquarters Facility. The bid specifications requested pricing on three items. The Authority received bids from five companies. Based on review of the proposals and clarification, one vendor, ACB Service, did not enter pricing correctly on their bid, it was withdrawn. The next low bid was submitted AAA Facility Solutions, who indicated their pricing was correct. It is recommended that this contract be awarded to AAA Facility Solutions. The contract will be for a period of two years. The total maximum annual amount is \$24,960.00. The Treasurer has certified that sufficient funds are available in the 2021 Budget for the portion of the contract to be expended in 2021; and that the portions to be expended in 2022 and 2023 will be available subject to approval of the 2022 and 2023 Budgets. Member Baldassari offered the following resolution:

RESOLUTION NO. 104-21

RESOLUTION AUTHORIZING WITHDRAWAL OF LOW BIDDER AND AWARD OF CONTRACT TO SECOND LOW BIDDER FOR JANITORIAL SERVICES

"COPY ANNEXED"

Member Rotando seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

D. Resolution Authorizing Rejection of Low Bidder and Award of Contract to Second Low Bidder for Large Meter Replacement Project

The Authority advertised for public bids pursuant to the Local Public Contracts Law in connection with the large meter replacement project. The project scope is replacement of approximately 250 commercial large (greater than 2") water meters. Four bids were received on September 16, 2021. The bids have been reviewed by the Authority's Chief Engineer as set forth in a memorandum dated September 16, 2021, a copy of which was reviewed by the Members. It has been determined that the lowest bid received by National Metering Services, Inc., in the amount of \$256,875.00, does not meet the requirements set forth in the bid specifications for the reasons set forth in the memorandum. The Chief Engineer recommended that the contract be awarded to Robert Griggs Plumbing and Heating for its lowest

responsive bid of \$296,050. The Treasurer certified that sufficient funds are available in the Budget. Member Rotando offered the following resolution:

RESOLUTION NO. 105-21

RESOLUTION AUTHORIZING REJECTION OF LOW BIDDER AND AWARD OF CONTRACT TO SECOND LOW BIDDER FOR LARGE METER REPLACEMENT PROJECT

"COPY ANNEXED"

Member Webster seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

E. Outside District Service Request - 4 Oxford Lane in Harding Township

The Members reviewed a request from the property owner of 4 Oxford Lane (Harding Township) for approval of a service connection to this property which is located outside the District but fronts on the system or has direct access thereto. The connection does not involve the construction of any new main extension. Written request would be made to the Town of Morristown, the Township of Morris, the Township of Hanover and the Borough of Morris Plains for approval of the service connection. The Members agreed to move forward with the consent requests of the Creating Municipalities.

F. Report of the Personnel Committee

Member Chumer reported that a meeting of the Personnel Committee was held on September 8, 2021, and a follow up meeting was held September 16, 2021 for management compensation only. On September 8th, the HR Generalist provided an overview of the August Human Resources Report of which is included in the September Board Meeting package. One of the most important notes is the lack of applicants for the open positions that are currently advertised. The HR Generalist will work to further develop the recruiting methods to improve the applicants for these open positions. A review of the current draft of the Communication Pathways Policy Document was conducted with some minor modifications to the document. This policy document is attached as part of the September Board Meeting package. The HR Generalist met privately with the Members of the Personnel Committee and General Counsel to discuss the recommended 2021 Management compensation. A second phone conference meeting was held September 16th to finalize the compensation schedule that is planned to be presented to the entire Board during closed session.

G. Resolution Authorizing Closed Session Discussion

Chairman Huber stated that the following item on the agenda may be excluded from the portion of the meeting open to the public pursuant to the exceptions set forth in the Open Public Meetings Act. He then offered the following motion:

RESOLUTION NO. 106-21

RESOLUTION AUTHORIZING CLOSED SESSION DISCUSSION

"COPY ANNEXED"

Resolved that discussion of:

1. Continued Report of the Personnel Committee:
 - a. Compensation of Management Personnel
2. Pending Litigation with Edwin Minchin III

be held in closed session pursuant to subsections 7 and 8 of Section 12b of the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.); and

Be it further resolved that since the discussion is to be conducted in closed session as permitted by the Act, and may involve questions of attorney/client privilege, it is not known at this time when, or if, the contents of the discussion may be disclosed.

Member Webster seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

Chairman Huber stated that the connection of the public meeting of SMCMUA would be terminated as the Members move into Closed Session. He added that the public meeting would resume at 7:45 PM. The Chairman provided the call-in number and access code for anyone wishing to reconnect and participate. He advised, If the meeting had not reconvened, to please hold on the call until the organizer starts the meeting. The Chairman moved into closed session.

[CLOSED SESSION MEETING TO FOLLOW]

[RESUMPTION OF PUBLIC MEETING]

OTHER BUSINESS (CONTINUED)

H. Resolution Approving Management Salary Compensation for 2021

The Members reviewed the recommendations of the Human Resource Generalist, and the Personnel Committee regarding salary increases for management personnel as set forth in a schedule previously presented to the Members which was revised to include the compensation for the Executive Director during the earlier closed session. Member Rotando offered the following resolution:

RESOLUTION NO. 107-21

RESOLUTION APPROVING MANAGEMENT SALARY COMPENSATION FOR 2021

“COPY ANNEXED”

Member Chumer seconded the motion which was duly adopted by the following vote:

YEAS: Chairman Huber; Members Baldassari, Chumer, Kissil, Marucci, Rotando, Schimpf and Webster

NOES: None

REPORTS

- A. General Administration – August 2021
- B. Billing and Customer Service – August 2021
- C. Engineering – August 2021
- D. Finance – August 2021
- E. Human Resources – August 2021
- F. Operations – August 2021
- G. Operations Risk Management – August 2021
- H. Water Quality – August 2021

ADJOURNMENT

There being no further business, Member Baldassari moved that the meeting be adjourned. Member Chumer seconded the motion. The meeting adjourned at 8:15 PM.

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

ALEXIS BOZZA
Assistant Secretary

SUNSHINE LAW STATEMENT

Adequate notice of this meeting has been provided in accordance with the provisions of the "Open Public Meetings Act", in the following manner:

1. By posting a copy of the Annual Notice of the Authority's regular meetings (upon which this meeting is listed) on the Bulletin Board at the Authority's offices at 19 Saddle Road, Cedar Knolls, New Jersey, and by delivering copies of such notice for posting at similar public places in the municipal buildings of the Town of Morristown, the Townships of Hanover and Morris and the Borough of Morris Plains on February 3, 2021.

2. By delivering to, for filing, copies of the Annual Notice with the clerks of the Townships of Chatham, Harding, Mendham, Randolph and Parsippany-Troy Hills, the Boroughs of Florham Park, Madison and Wharton, and the County of Morris on February 3, 2021.

3. By delivering to, for filing, copies of the Annual Notice with the Daily Record, the Newark Star Ledger, and the Morris News Bee on February 3, 2021.



19 Saddle Road
Cedar Knolls, NJ 07927
(973) 326-6880
(973) 326-6864
customerservice@smcmua.org
smcmua.org

Resolution No. 100-21

RESOLUTION AUTHORIZING PAYMENT OF SECOND AUGUST 2021 LIST OF BILLS

BE IT RESOLVED that authorization is hereby granted to make payment of the following list of bills:


OPERATING FUND

Total Operating Fund Checks and Wire Transfers	\$	53,031.07
TOTAL OF SECOND AUGUST 2021 LIST OF BILLS	\$	53,031.07

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY


MAX HUBER, Chairman

Dated: September 2, 2021

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

Morris Plains:
Ralph R. Rotando
Patricia Webster

Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.

Executive Director: Laura Cummings, P.E.

Chief Engineer: John J. Elam, P.E.

Chief Financial Officer: Charles Maggio, C.M.F.O., Q.P.A.

TREASURER'S CERTIFICATION

I hereby certify that there are sufficient funds available (\$53,031.07) for payment of the resolution entitled Resolution Authorizing Payment of Second August 2021 List of Bills in the Authority's 2021 Budget.



CHARLES MAGGIO, Treasurer

Dated: September 2, 2021

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021



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- smcmua.org

Resolution No. 101-21

RESOLUTION AUTHORIZING PAYMENT OF SEPTEMBER 2021 LIST OF BILLS

BE IT RESOLVED that authorization is hereby granted to make payment of the following list of bills:

OPERATING FUND

Total Salary and Wages \$ 337,520.29

Total Operating Fund Checks and Wire Transfers \$ 353,472.80

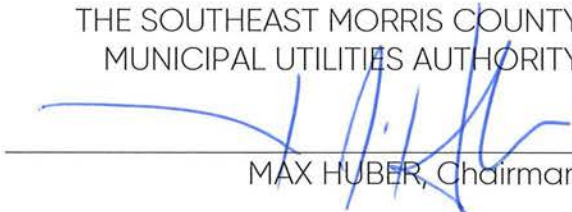
CAPITAL FUND

Total Capital Fund Expenditures \$ 268,730.83

TOTAL OF SEPTEMBER 2021 LIST OF BILLS \$ 959,723.92

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

MAX HUBER, Chairman

Dated: September 23, 2021

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

Morris Plains:
Ralph R. Rotando
Patricia Webster

Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.

Executive Director: Laura Cummings, P.E.

Chief Engineer: John J. Elam, P.E.

Chief Financial Officer: Charles Maggio, C.M.F.O., Q.P.A.

TREASURER'S CERTIFICATION

I hereby certify that there are sufficient funds available (\$959,723.92) for payment of the resolution entitled Resolution Authorizing Payment of September 2021 List of Bills in the Authority's 2021 Budget.



CHARLES MAGGIO, Treasurer

Dated: September 23, 2021

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021



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Resolution No. 102-21

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS BETWEEN
CAPITAL BUDGET APPROPRIATIONS

WHEREAS, the Authority's Chief Financial Officer/Treasurer has advised that there are certain budget line items in the Capital Budget that require additional funding; and

WHEREAS, the Chief Financial Officer/Treasurer has requested that such balances be transferred from the various budget line items with balances to those requiring additional funds to balance; and

WHEREAS, it appears that such transfers are in the best interest of the Authority and the Water System; and

NOW THEREFORE, BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority that the following transfers within the Capital Budget totaling \$3,759,056.63 are hereby approved:

Budget Transfers for Capital Budget

<u>Budget Line Item</u>	<u>Title</u>	<u>Amount</u>
Transfer To:		
02-00-500-494	T&P Wells Pumps Motors Etc	\$44,970.65
02-00-500-488	Engineering Professional Services	7,500.00
02-00-500-478	2020 T&D- WSIP Water System Improvement	\$100,000.00
02-00-500-999	Future Capital Projects	\$3,606,585.98
	Total	<u>\$3,759,056.63</u>
Transfer From:		
02-00-500-464	2019 Transmission & Distro- Water Mains	\$44,970.65
02-00-500-473	2020 Engineering Professional Services	\$7,500.00
02-00-500-420	2017 Pumps, Motors, Controls, Valves etc	\$3,859.12
02-00-500-423	2017 Emergency Power Design & Construct	\$42,055.00

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

Morris Plains:
Ralph R. Rotando
Patricia Webster

Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.

Budget Transfers for Capital Budget

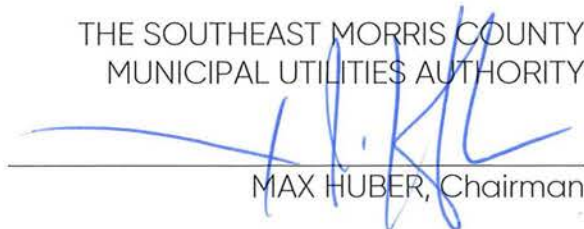
<u>Budget Line Item</u>	<u>Title</u>	<u>Amount</u>
Transfer From:		
02-00-500-432	2018 System Improvements	\$10,177.74
02-00-500-437	2018 Process Improvements	\$1,869.94
02-00-500-454	2019 Engineering-Professional Services	\$2,631.38
02-00-500-461	2019 Meters & Services- AMR Equipment	\$184.00
02-00-500-464	2019 Transmission & Distro- Water Mains	\$39,222.82
02-00-500-426	2018 Meter and AMR Installation	\$350,876.45
02-00-500-432	2018 System Improvements	\$7,482.54
Transfer From:		
02-00-500-442	2018 Groundwater Facilities: Well Head Pro	\$200,000.00
02-00-500-473	2020 Engineering Professional Services	\$93,122.75
02-00-500-474	2020 IT- Mater Plan/Data Integration	\$75,000.00
02-00-500-475	2020 IT - Software	\$184,831.00
02-00-500-476	2020 Facility Improvements HQ Upgrade	\$1,589,307.08
02-00-500-477	2020 Meters & Services-Meter Mgmt Proj	\$133,748.38
02-00-500-480	2020 T&D- Water Storage Tanks	\$745,065.85
02-00-500-481	2020 T&P- Wells, Pumps, Motors, etc	\$141.89
02-00-500-482	2020 T&P- CP Dam, Reservoir Improvements	\$157,590.17
02-00-500-483	2020 T&P- Water Quality Lab Equipment	\$25,000.00
02-00-500-484	2020 Vehicles	\$35,957.47
02-00-500-485	2020 Equipment	\$8,462.40
		Total
		\$3,759,056.63

AND BE IT FURTHER RESOLVED that the Chief Financial Officer/Treasurer be and is hereby authorized and directed to take whatever actions are necessary or convenient to effectuate the provisions of this Resolution and the transfers hereby approved.

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY


MAX HUBER, Chairman

Dated: September 23, 2021

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021



- 19 Saddle Road
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- customerservice@smcmua.org
- smcmua.org

Resolution No. 103-21

RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY
THROUGH GOV DEALS

WHEREAS, the Authority is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Authority desires to sell said property in an "as is" condition without express or implied warranties; and

WHEREAS, Gov Deals is authorized under Sourcewell Contract No. 012821-GDI to perform said services on behalf of the Authority; and

WHEREAS, the sales are being conducted pursuant to N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15; and

WHEREAS, the sale will be conducted online at Gov Deals' auction site; and

WHEREAS, the surplus property to be sold pursuant to this Resolution are as listed and set forth in a memorandum annexed hereto and made part hereof as Exhibit A; and

WHEREAS, the surplus property will be sold in an as-is condition without express or implied warranties; with the successful bidder required to execute a hold harmless and indemnification agreement regarding the use of the said property; and

WHEREAS, the Authority reserves the right to reject any and all bids submitted;

NOW, THEREFORE, BE IT RESOLVED, by The Southeast Morris County Municipal Utilities Authority as follows:

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

Morris Plains:
Ralph R. Rotando
Patricia Webster

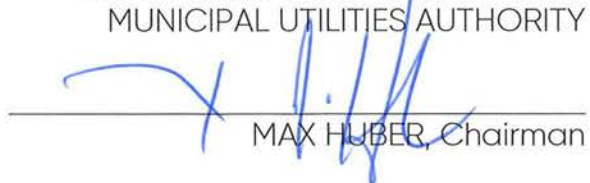
Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.

1. The proposed sale of the Authority's surplus property shown on Exhibit A through Gov Deals be and the same is hereby authorized and approved.

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY


MAX HUBER, Chairman

Dated: September 23, 2021

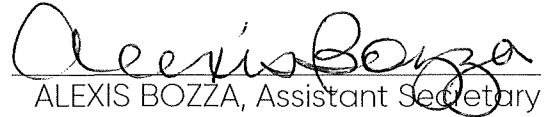
Exhibit "A"

List of Surplus Property

- 2001 Dodge ¾-ton 2WD pick-up with liftgate (VIN 3B7KC26Z21M551708)
- 2007 Dodge ¾-ton 2WD utility truck (VIN 3D7KR26D87G817541)
- 2007 Jeep Liberty SUV (VIN1J4GL48K67W665392)
- 2005 Dodge Dakota extended cab 2WD small pick-up (VIN 1D7HW22K25S298127)

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021



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Resolution No. 104-21

RESOLUTION PERMITTING WITHDRAWAL OF LOW BIDDER AND
AUTHORIZING THE AWARD OF A CONTRACT FOR JANITORIAL SERVICES

WHEREAS, the Authority has advertised bids pursuant to the Local Public Contracts Law for janitorial services; and

WHEREAS, five bids were received on September 2, 2021; and

WHEREAS, the bids have been reviewed by the Authority's Director of Operations as set forth in a memorandum dated September 14, a copy of which memorandum is annexed hereto; and

WHEREAS, it has been determined that the lowest bid received by ACB Service in the amount of \$23,680.00 was not calculated correctly where the vendor has requested to withdraw its bid; and

WHEREAS, the Authority has reserved the right to reject any bids; and

WHEREAS, the Authority's Director of Operations has recommended that a two-year contract be awarded to the second low bidder, AAA Facility Solutions ("AAA") for its lowest responsive bid in the not to exceed maximum annual amount of \$24,960.00; and

WHEREAS, the Treasurer has certified that sufficient funds are available in the 2021 Budget for the portion to be expended in 2021; the portions to be expended 2022 and 2023 will be subject to approval of the 2022 and 2023 Budgets; and

NOW THEREFORE BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority as follows:

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

Morris Plains:
Ralph R. Rotando
Patricia Webster

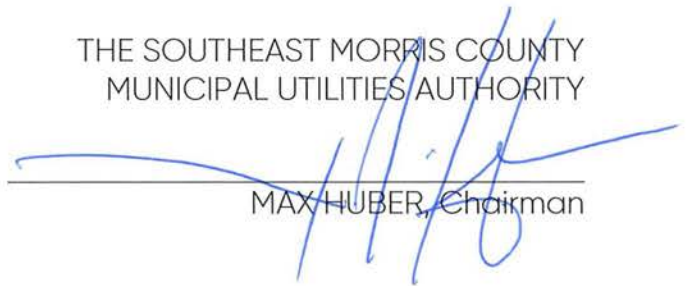
Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.

1. That the low bid received by ACB Service on September 2, 2021 is hereby rejected as unresponsive.
2. That the contract be awarded to the second low bidder, AAA Facility Solutions, for its lowest responsive bid in the not to exceed maximum annual amount of \$24,960.00.
3. That the appropriate officers of the Authority be and they are hereby authorized and directed to execute a contract with regard to said project on behalf of the Authority in the manner provided by law.

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY


MAX HUBER, Chairman

Dated: September 23, 2021



MEMORANDUM

TO: Laura Cummings, P.E., Executive Director

FROM: Basil D'Armiento, Director of Operations

RE: Janitorial Services

DATE: September 14, 2021

CC: Charles Maggio, C.M.F.O., Q.P.A., Chief Financial Officer/Treasurer

The Authority solicited for and received bids from 22 vendors for the provision of janitorial services at SMCMUA's Headquarters Facility. The bid specifications requested pricing on three items. The Authority received bids from five companies, the summary is outlined in Table 1.

Table 1
Proposal Summary

Item	Description	ACB Service	AAA Facility Solutions	HCE	Imperial Cleaning	Best Cleaning
1	Routine Cleaning	\$340.00	\$480.00	\$624.55	\$691.15	\$1,350.00
2	Monthly Tasks	\$300.00	Included	\$268.68	\$200.00	\$250.00
3	Deep Cleaning	\$3,600.00	Included	\$1,746.00	\$2,750.00	\$2,500.00
Total		\$23,680.00	\$24,960.00	\$39,193.56	\$43,840.00	\$78,200.00

Based on review of the proposals and clarification, one vendor, ACB Service, did not enter pricing correctly on their bid, it was withdrawn. The next low bid was submitted AAA Facility Solutions, who indicated their pricing was correct. It is recommended that this contract be awarded to AAA Facility Solutions. The contract will be for a period of two years. The total maximum annual amount is \$24,960.00.

The Treasurer has certified that sufficient funds are available in the 2021 Budget for the portion of the contract to be expended in 2021; and that the portions to be expended in 2022 and 2023 will be available subject to approval of the 2022 and 2023 Budgets. Table 2 provides a summary of the accounts to be charged for this Contract.

Table 2
Account Allocation


Account	Description	2021	2022	2023
02-50-400-641	Operations- Administrative: Facility Maintenance	\$6,240.00	\$24,960.00	\$18,720.00

TREASURER'S CERTIFICATION

I hereby certify funds are available for payment of a contract for janitorial services with AAA Facility Solutions as follows:

1. In 2021, funds are available in the amount of \$6,240.00; and
2. In 2022, funds will be available in the amount of \$24,960.00 subject to the approval of the 2022 Budget.
3. In 2023, funds will be available in the amount of \$18,720.00 subject to the approval of the 2023 Budget.

This item will be charged to Account No. 02-50-400-641, Operations: Administrative – Facility Maintenance.



CHARLES MAGGIO, Treasurer

Dated: September 23, 2021

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021



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Cedar Knolls, NJ 07927
(973) 326-6880
(973) 326-6864
customerservice@smcmua.org
smcmua.org

Resolution No. 105-21

RESOLUTION REJECTING CERTAIN BID AS NONRESPONSIVE AND
AUTHORIZING THE AWARD OF A CONTRACT FOR
LARGE METER REPLACEMENT PROJECT

WHEREAS, the Authority advertised for public bids pursuant to the Local Public Contracts Law in connection with the large meter replacement project; and

WHEREAS, four bids were received on September 16, 2021; and

WHEREAS, the bids have been reviewed by the Authority's Chief Engineer as set forth in a memorandum dated September 16, 2021, a copy of which memorandum is annexed hereto; and

WHEREAS, it has been determined that the lowest bid received by National Metering Services, Inc., in the amount of \$256,875.00, does not meet the requirements set forth in the bid specifications for the reasons set forth in the attached memorandum; and

WHEREAS, the Authority has reserved the right to reject any bids; and

WHEREAS, the Authority's Chief Engineer has recommended that the contract be awarded to Robert Griggs Plumbing and Heating for its lowest responsive bid of \$296,050.00; and

WHEREAS, funds are available for this award in the 2021 budget and have been certified by the Treasurer of the Authority;

NOW THEREFORE, BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority as follows:

1. That the low bid received by National Metering Services, Inc., on September 16, 2021, in connection with the large meter replacement project is hereby rejected as fatally defective and unresponsive.

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

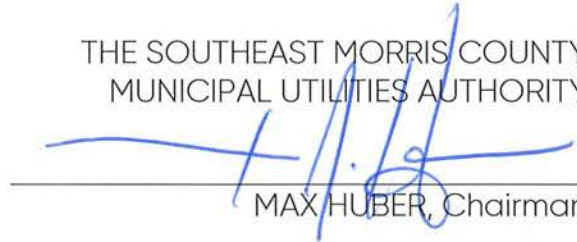
Morris Plains:
Ralph R. Rotando
Patricia Webster

Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.

2. That the contract be awarded to the second low bidder, Robert Griggs Plumbing and Heating, for its responsive bid in the amount of \$296,050.00.
3. That the appropriate officers of the Authority be and they are hereby authorized and directed to execute a contract with regard to said project on behalf of the Authority in the manner provided by law.

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

MAX HUBER, Chairman

Dated: September 23, 2021



- 19 Saddle Road
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MEMORANDUM

TO: SMCMUA Board

FROM: Jeff Elam, P.E., Chief Engineer

RE: Recommendation for Award
Large Meter Replacement Project
SMCMUA File: ENG: Operations\2019-05 Meter Management

DATE: September 16, 2021

CC: Laura Cummings, P.E., Executive Director

On September 16, 2021, the Authority received bids for the above referenced project from the following:

<u>BIDDER</u>	<u>AMOUNT</u>
National Metering Services, Inc.	\$256,875.00
Robert Griggs Plumbing and Heating	\$296,050.00
Reivax Contracting Corporation	\$417,500.00
Virtue Water Meter Services, Inc.	\$640,000.00

Project Scope

The project scope is to furnish time and materials for the installation of a new Large Water Meter (greater than 2") supplied by the Owner, in place of an existing old Water Meter. The meter replacement will occur at various locations within the Owner's service area. Work is to be done by a plumber licensed in the state of New Jersey.

Project Driver

The Authority requires large meter replacement for approximately 250 specified commercial properties that are old and have reached the end of their useful life.

Proposal Review and Recommendation for Award

The proposal submitted by National Metering Services, Inc. is invalid due to the use of the original bid form and not the revised bid form issued in the bidder acknowledged receipt of Addendum No. 1. Therefore, Robert Griggs Plumbing and Heating for the described work is for time and materials. The bid is competitive and cost appropriate. There were no discrepancies discovered in the bid documents.

In summary, it is recommended that a contract be awarded to Robert Griggs Plumbing and Heating in the amount not to exceed \$296,050.00.

The Treasurer has certified that sufficient funds are available in the Budget. Table 1 provides a summary of the account to be charged for this Contract.

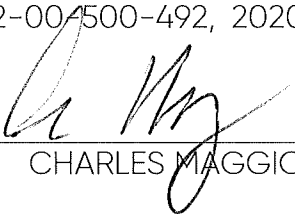
Table 1
Account Allocation

Description	Amount	Account	2020
ENG-OPS-2019-05	\$296,050.00	02-00-500-492	2020 Meters & Services – Meter Management Project

TREASURER'S CERTIFICATION

I hereby certify funds are available in the not to exceed amount of \$296,050.00 for payment of a contract for a large meter replacement project with Robert Griggs Plumbing and Heating.

This item will be charged to Account No. 02-00-500-492, 2020 Meters & Services – Meter Management Project.



CHARLES MAGGIO, Treasurer

Dated: September 23, 2021

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021



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Resolution No. 106-21

RESOLUTION AUTHORIZING CLOSED SESSION DISCUSSIONS

RESOLVED that the following discussion of:

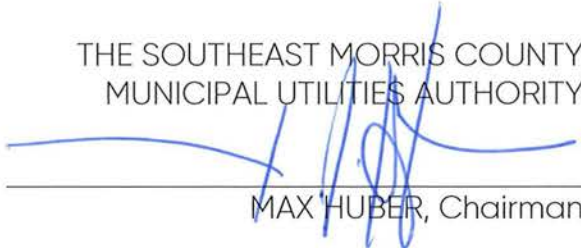
1. Continued Report of the Personnel Committee:
 - a. Compensation of Management Personnel
2. Pending Litigation with Edwin Minchin III

be held in closed session pursuant to subsections 7 and 8 of Section 12b of the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.); and

BE IT FURTHER RESOLVED that since the discussion is to be conducted in closed session as permitted by the Act, and may involve questions of attorney/client privilege, it is not known at this time when, or if, the contents of the discussion may be disclosed.

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

MAX HUBER, Chairman

Dated: September 23, 2021

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

Morris Plains:
Ralph R. Rotando
Patricia Webster

Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.


Executive Director: Laura Cummings, P.E.

Chief Engineer: John J. Elam, P.E.

Chief Financial Officer: Charles Maggio, C.M.F.O., Q.P.A.

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021



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Resolution No. 107-21

RESOLUTION APPROVING SALARY COMPENSATION
FOR MANAGEMENT PERSONNEL FOR 2021

WHEREAS, the Board has reviewed the recommendations of the Human Resource Generalist, and the Policy of the Authority regarding salary increases for management personnel; and

WHEREAS, the HR Generalist has recommended to the Board of Members that the salary ranges within the Policy are adequate; and

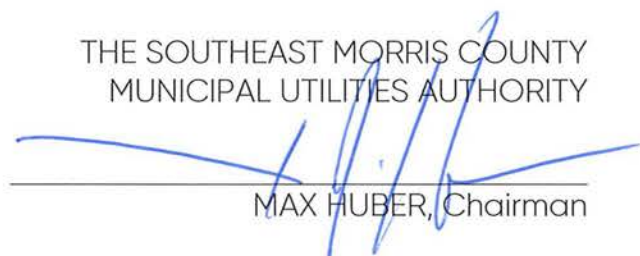
WHEREAS, the Human Resource Generalist has recommended salary increases for specific management employees for 2021 as set forth in the Schedule annexed hereto as Exhibit "A"; and

WHEREAS, the Board of The Southeast Morris County Municipal Utilities Authority has reviewed the recommendations of the Executive Director with respect to the attached compensation plan for 2021;

NOW THEREFORE BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority that the following Compensation Plan annexed hereto as Exhibit "A" be and is hereby adopted and approved.

ATTEST:


ALEXIS BOZZA, Assistant Secretary

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

MAX HUBER, Chairman

Dated: September 23, 2021

Board Members

Morristown:
Max Huber
Donald Kissil

Morris Township:
Dennis Baldassari
Michael Chumer, Ph.D.

Morris Plains:
Ralph R. Rotando
Patricia Webster

Hanover Township:
Nicola Marucci, P.E.
Adolf Schimpf, Ph.D.

Executive Director: Laura Cummings, P.E.

Chief Engineer: John J. Elam, P.E.

Chief Financial Officer: Charles Maggio, C.M.F.O., Q.P.A.

Exhibit "A"

COMPENSATION PLAN FOR MANAGEMENT EMPLOYEES

1. The following exempt and management positions are established:

<u>Position</u>	<u>Position Classification</u>
General Administration Assistant	E-1
IT Data Analyst	E-1
Operations Assistant Supervisor	E-1
Operations Risk Assistant Supervisor	E-1
Payroll/Benefits Administrator	E-1
Water Quality Assistant Supervisor	E-1
Customer Service and Billing Office Manager	E-2
Engineering Associate	E-2
Finance Office Supervisor	E-2
IT Infrastructure Supervisor	E-2
IT Systems Administrator	E-2
Revenue Integrity Operations Supervisor	E-2
Water Distribution Operations Supervisor	E-2
Water Quality Supervisor	E-2
Executive Administrative Assistant	E-3
Water Treatment Process Control Engineering Associate	E-3
Engineering Services Supervisor	M-2
HR Generalist	M-2
Operations Risk Manager	M-2
Senior Engineer	M-2
Principal Engineer (Hydraulic System Design)	M-3
Principal Engineer (Well and Pump Station Design)	M-3
Water Quality Superintendent	M-3
Chief Financial Officer	M-4
Director of Operations	M-4
Chief Engineer	M-4
IT Director	M-4
Executive Director	M-5

2. The approved base salary ranges for the above-cited positions are as follows:

<u>Salary Guide</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Hourly</u>		
E-1	\$55,000	\$64,400
E-2	\$60,000	\$73,883
E-3	\$68,883	\$93,883
<u>Salary</u>		
M-1	\$55,000	\$75,184
M-2	\$75,184	\$106,511
M-3	\$87,715	\$121,442
M-4	\$106,511	\$144,040
M-5	\$125,307	\$178,000

3. The Human Resources Generalist shall maintain and periodically update job descriptions for each of the positions authorized above. Recommendations for changes in job titles and salary levels shall be reviewed by the Executive Director and Chief Financial Officer and endorsed by the Personnel Committee subject to final approval of the Board.
4. The Human Resource Generalist shall ensure the preparation an annual performance evaluation for each management position. The Human Resource Generalist shall submit recommendations for management salary adjustments to the Personnel Committee before the end of each year. The Personnel Committee shall review the Human Resource Generalist's report and recommend a compensation package to the Board of Members for consideration not later than the Board's first meeting in December. The Board may, but shall not be obligated to, act on such recommendation.
5. The Human Resource Generalist shall conduct a management compensation at least every two years and may recommend changes based on market conditions, Consumer Price Index or other recognized index or industry standard which accurately measures the cost of living or upon any other relevant economic and performance factors. The Board of Members shall consider changes in the minimum and maximum levels along with the compensation recommendations of the Personnel Committee.

2021 APPROVED SALARY CHANGES

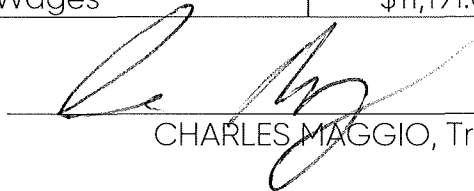
Employee	2020 Salary	Increase Amount	2021 Salary
Bozza, Alexis	\$ 84,707	\$ 6,776	\$ 91,483
Buono, Nicholas	\$ 135,000	\$ 9,050	\$ 144,050
Cummings, Laura	\$ 178,000	14,800	192,800
DeSimone, Greg	\$ 70,000	\$ 7,800	\$ 77,800
Elam, Jeff	\$ 131,072	\$ 3,932	\$ 135,004
Jonach, Jerremy	\$ 72,000	\$ 4,160	\$ 76,160
Karim, Zehra	\$ 98,800	\$ 5,964	\$ 104,764
Kenneweg, Lisa	\$ 60,000	\$ 1,800	\$ 61,800
Lacreta, Debora	\$ 67,500	\$ 5,903	\$ 73,403
Maggio, Charles	\$ 109,180	\$ 6,275	\$ 115,455
Mercado, Celenia	\$ 85,000	\$ 4,250	\$ 89,250
Peragine, Clare	\$ 73,383	\$ 2,201	\$ 75,584
Saskowitz, Drew	\$ 123,000	\$ 7,190	\$ 130,190
Smith, RJ	\$ 67,500	\$ 2,025	\$ 69,525
Suarez, Jose	\$ 67,000	\$ 3,010	\$ 70,010
Uelen, Christopher	\$ 86,528	\$ 2,596	\$ 89,124
Yu, Joanna	\$ 57,000	\$ 1,710	\$ 58,710
Zimmermann, Geri	\$ 62,396	\$ 1,872	\$ 64,268

TREASURER'S CERTIFICATION

I hereby certify funds are available in the 2021 Budget in the amount of \$76,514.00 for payment of compensation for management employees effective January 1, 2021.

This item will be charged as follows:

02-10-400-501	General Administration: Salary & Wages	\$21,293.00	+14000
02-12-400-501	IT: Salary & Wages	\$14,920.00	
02-30-400-501	Finance: Salary & Wages	\$14,050.00	
02-40-550-501	HSS: Salary & Wages	\$4,250.00	
02-50-400-501	Operations Administrative: Salary & Wages	\$10,810.00	
02-75-400-501	Water Quality: Salary & Wages	\$11,191.00	




CHARLES MAGGIO, Treasurer

Dated: September 23, 2021

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on September 23, 2021, at a meeting duly convened of said Authority.


ALEXIS BOZZA, Assistant Secretary

Dated: September 23, 2021