

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from February 3, 2016

Assistant Secretary Tencza read the opening statement as follows:

Adequate public notice of this meeting, pursuant to the Open Public Meetings Act, has been given by the Assistant Executive Director of Business of the Evesham Municipal Utilities Authority in the following manner:

1. Posting written notice on the official bulletin board at the Evesham Municipal Utilities Authority, Evesham Township Building, 984 Tuckerton Road, Marlton, NJ on March 12, 2015.
2. E-mailing written notice to the Burlington County Times, Courier Post, and Central Record on March 12, 2015.
3. Posting written notice on the official Evesham MUA website on March 12, 2015.
4. Filing written notice with the Clerks of Evesham and Medford on March 12, 2015.

This statement shall be entered into the minutes of this meeting.

Roll Call

Present: Fiscaro, Waters, Tencza

Alternate: Lutner

Absent: Morton, Wessner, Hassall

Also Present: Engineer Simpson, Engineer Alaimo, Executive Director Rollins, Deputy Executive Director Lender, Assistant Executive Director of Business Puszcz, General Counsel Drollas, and Board Secretary Rubin

Members of the Public:

Councilman Bob Di Enna

Chairman Fiscaro called the meeting to order at 7:30 P.M.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

January 6, 2016 – On motion by Waters, seconded by Tencza, it was moved to approve the minutes of January 6, 2016.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

PUBLIC COMMENT

No public comment

REORGANIZATION

General Counsel Drollas conducted the nomination for election of Chairman.

Chairman: On motion by Waters, seconded by Tencza, it was moved to nominate Mr. Fiscaro as Chairman for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner
 NAY: None
 ABSTAIN: Fiscaro

MOTION CARRIED: 3-0-1

Mr. Fiscaro assumed the Chair and conducted the nominations for the other board positions.

Vice Chairman: On motion by Tencza, seconded by Lutner, it was moved to nominate Mr. Waters as Vice Chairman for the coming year.

RECORDED VOTE: AYE: Tencza, Lutner, Fiscaro
 NAY: None
 ABSTAIN: Waters

MOTION CARRIED: 3-0-1

Secretary: On motion by Tencza, seconded by Waters, it was moved to nominate Mr. Wessner as Secretary for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None
MOTION CARRIED: 4-0-0

Two Assistant Secretaries: On motion by Lutner, seconded by Waters, it was moved to nominate Mr. Morton and Mr. Tencza as Assistant Secretaries for the coming year.

RECORDED VOTE: AYE: Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: Tencza

MOTION CARRIED: 3-0-1

The members accepted their respective positions.

Motion to re-adopt Roberts Rules of Order – On motion by Tencza, seconded by Waters, it was moved to re-adopt Roberts Rules of Order for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Motion to approve meeting dates and times – On motion by Tencza, seconded by Waters, it was moved to approve meeting dates and times for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Motion that all rules and regulations heretofore made will continue for the following year unless changes are made – On motion by Tencza, seconded by Waters, it was moved to continue with all rules and regulations heretofore made for the following year unless changes are made.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Motion to approve official depository of the Authority – On motion by Waters, seconded by Lutner, it was moved to name and approve Beneficial Bank as the official depository of the Authority for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-12: Open Public Meetings Act - On motion by Waters, seconded by Lutner, it was moved to adopt **Resolution 2016-12** that advance notice of all meetings of the Authority will be in compliance with the Open Public Meetings Act for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-13: Appointment of Public Agency Compliance Officer (PACO) for 2016 – On motion by Lutner, seconded by Tencza it was moved to adopt **Resolution 2016-13** appointing Laura Puszcz as Public Agency Compliance Officer (PACO) for the Authority for the upcoming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-14: Re-adoption of Anti-Harassment Policy for the Authority – On motion by Waters, seconded by Lutner it was moved to adopt **Resolution 2016-14** re-adopting the Anti-Harassment Policy for the Authority for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-15: Authorizing Actions to be performed on behalf of the Authority – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution 2016-15** authorizing actions to be performed on behalf of the Authority for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-16: Award of professional contract to Bowman & Company, LLP for the position of Auditor – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution 2016-16** awarding a professional contract to Bowman & Company, LLP for the position of Auditor for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-17: Award of professional contract to Alaimo Group Consulting Engineers for the position of Consulting Engineer – On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution 2016-17** awarding a professional contract to Alaimo Group Consulting Engineers for the position of Consulting Engineer for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-18: Award of professional contract to AJM Insurance Management for the position of Dental Broker – On motion by Waters, seconded by Tencza, it was moved to adopt **Resolution 2016-18**, awarding a professional contract to AJM Insurance Management for the position of Dental Broker for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-19: Award of professional contract to Buchart Horn, Inc. for the position of Environmental Consultant – On motion by Lutner, seconded by Waters, it was moved to adopt **Resolution 2016-19** awarding a professional contract to Buchart Horn, Inc. for the position of Environmental Consultant for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-20: Award of professional contract to Environmental Resolutions, Inc. for the position of Professional Geologist – On motion by Waters, seconded by Lutner, it was moved to adopt **Resolution 2016-20** awarding a professional contract to Environmental Resolutions, Inc for the position of Professional Geologist for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-21: Award of professional contract to Capehart & Scatchard, P.A. for the position of General Counsel – On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution 2016-21** awarding a professional contract to Capehart & Scatchard, P.A. for the position of General Counsel for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-22: Award of professional contract to Florio Perrucci Steinhardt & Fader, LLC for the position of Labor Counsel – On motion by Waters, seconded by Lutner, it was moved to adopt **Resolution 2016-22**, awarding a professional contract to Florio Perrucci Steinhardt & Fader, LLC for the position of Labor Counsel for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-23: Award of professional contract to Florio Perrucci Steinhardt & Fader for the position of Special Counsel – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution 2016-23** awarding a professional contract to Florio Perrucci Steinhardt & Fader for the position of Special Counsel for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-24: Award of professional contract to Virtua At Work for the position of Occupational Physician – On motion by Waters, seconded by Lutner, it was moved to adopt **Resolution 2016-24** awarding a professional contract to Virtua At Work for the position of Occupational Physician for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-25: Award of professional contract to Hardenbergh Insurance Group for the position of Risk Management & Insurance Consultant – On motion by Waters, seconded by Lutner, it was moved to adopt **Resolution 2016-25** awarding a professional contract to Hardenbergh Insurance Group for the position of Risk Management & Insurance Consultant for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-26: Award of professional contract to All Covered for the position of Information Technology Consultant – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution 2016-26** awarding a professional contract to All Covered for the position of Information Technology Consultant for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-27: Award of professional contract to Steel in the Air, Inc. for the position of Cellular Tower Lease Consultant – On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution 2016-27**, awarding a professional contract to Steel in the Air, Inc. for the position of Cellular Tower Lease Consultant for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-28: Award of professional contract to Intellitec Solutions, LLC for Microsoft Great Plains Software Consultant – On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution 2016-28** awarding a professional contract to Intellitec Solutions, LLC for Microsoft Great Plains Software Consultant for the coming year.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

FINANCIAL

Resolution 2016-10: Payment of Bills

There was a review and discussion of the monthly bill list. On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2016-10** approving the payment of the January 2016 bills.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-11: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Waters, it was moved to adopt **Resolution #2016-11** approving the January 2016 refunds, credits & cancellations.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-31: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Waters, it was moved to adopt **Resolution 2016-31** awarding a contract in excess of \$6,000 to Tortorice Contractors, Inc. in the amount of \$12,820 for roof replacements at Well 4 and Wescott Rd. Booster Station. Deputy Director Lender confirmed these roofs are in need of repair and Tortorice has provided quality work for us on previous projects.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-32: Award of Contract in excess of \$6,000 – On motion by Waters, seconded by Lutner, it was moved to adopt **Resolution 2016-32** awarding contract in excess of \$6,000 to Airgas Safety Products in the amount of \$9,489.30 to purchase 5 Self Contained Breathing Apparatus units. Deputy Director Lender stated the breathing apparatus units are used for hazardous confined spaces and also when changing chlorine cylinders. Our current units will be expiring shortly.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-33: Authorizing Award of Contract for 3rd party electrical supply - On motion by Waters, seconded by Tencza, it was moved to adopt **Resolution 2016-33** authorizing award of contract for 3rd party Electrical Supply to Talen Energy Marketing, LLC at a per kilowatt rate of \$.07649 for the remaining 10 sites currently supplied by PSE&G. Assistant Executive Director Puszcz advised that Talen's rate is lower than our current supplier PSE&G, which is \$.095 per kilowatt. This rate will be fixed for 8 months. Our Energy Agent, Incite Energy, will shop all of our sites serviced by a PSE&G meter for competitive rates upon expiration of the third party supplier contracts.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

MOTION to approve a proposal from All Covered: – On motion by Waters, seconded by Tencza, it was moved to approve a proposal from All Covered in the amount of \$6,458 to upgrade the Authority's information data backup system. Assistant Executive Director Puszcz explained the Authority will move from a tape back up system to a system supported by VEEAM. The tape backup will become a secondary system and provide off-site backup storage.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Chairman Fiscaro directed the Assistant Executive Director of Business to carefully examine cost savings of \$500,000 in the FY 17 operating budget to enable the Authority's current rate structure to support a provision for a senior citizen discount beyond what is currently provided. The Authority currently provides a senior citizen discount, which qualifies seniors based upon their income. Chairman Fiscaro directed that the Executive Management Team explore a senior citizen discount based on age rather than income. Assistant Executive Director of Business Puszcz advised that work on the FY 17 budget is currently underway and the cost saving measures will be examined. The board committees will be advised on the ongoing budgetary process.

EXECUTIVE DIRECTOR'S REPORT

Potential Violations - None

We have incurred five water main breaks and one force main break since the January board meeting, which is on par with our normal experience during this time of year.

OTHER BUSINESS

Resolution 2016-29: Authorizing certification of the Authority's assets, liabilities and obligations – On motion by Waters, seconded by Tencza, it was moved to adopt **Resolution 2016-29** authorizing certification of the Authority's assets, liabilities and obligations. Assistant Executive Director Puszcz explained the last certification approved in November 2015 reflected balances through September 2015. The Township requested a new certification reflecting balances through December 2015.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-30: Authorizing appropriation not to exceed 5% of the Authority's annual operating costs for FY 16 - On motion by Waters, seconded by Tencza, it was moved to adopt **Resolution 2016-30** authorizing appropriation not to exceed 5% of the Authority's annual operating costs for FY 16 per the Township's written request dated January 20, 2016.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

ENGINEER'S REPORT

Update: South Side Water Storage Tank – No change in status.

Update: Merchants Way Water Tank Painting – Painting is completed. Repairs are complete and the tank is back in service.

Update: ASR Well 13/14 Treatment Program – Still waiting on a decision from DEP regarding continued withdrawals of discharged water.

Update: Elmwood/Woodstream SCADA – Original contracted work is finished. There was a change order approved in December and that additional work will be on-going for a few months.

Update: Elmwood/Woodstream Energy Improvements – This is a T&M engineering design. Engineer Simpson is working with staff on some change orders and an evaluation of the efficiency that has been achieved through this program.

Update: Locust Avenue Pumping Station – Waiting for the survey.

Update: Waterview Court Water Main Replacement – Work is complete. Water main is in service. All residents have been hooked up to the new main.

Update: Defense Drive Utility Relocation – Design is complete and we are ready to advertise for bids.

Resolution 2016-34: Authorizing to advertise for bids for the Defense Drive Utility Relocation – On motion by Lutner, seconded by Waters, it was moved to adopt **Resolution 2016-34** authorizing advertisement for bids for the Defense Drive Utility relocation project.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Update: Elmwood Sludge Dewatering – Evaluating Pilot Study test results and preparing our report.

Update: Well 6 Redevelopment – Well has been redeveloped and pump has been put in place, but has not passed the bacteria test yet. The well will be re-chlorinated and retested.

Update: South Cropwell Road Sewer Main Lining – Contract is complete.

Resolution 2016-35: Approval of Change Order 1 in a credit amount of (\$1,337.00) for an adjustment of contract items to reflect as-built quantities – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution 2016-35** approving Change Order 1 in a credit amount of (\$1,337) for an adjustment of contract items.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

Update: Hamilton Road Manhole Casting Resetting – A separate contractor ramped up the raised manholes, until Arawak, awarded bidder, can commence work in the spring to reconstruct the road.

Update: Well 4 Emergency Generator – In design - a couple months away.

Update: 10 Year Capital Improvement Plan Study – Complete. Copies of the report were distributed to board. Engineer Simpson reviewed the study with the board. A discussion ensued concerning Heritage Village main replacement project, water main breaks and the pipes that are currently in use and what they will be replaced with.

New: Route 70 Water Main Replacement – Area includes Cropwell to Cherry Hill.

Proposal – On motion by Waters, seconded by Lutner, it was moved to adopt a proposal from Alaimo Group Consulting Engineers in the amount of \$90,000 for engineering services, including design, bidding and construction oversight.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

Approval S-1/W-1 – On motion by Waters, seconded by Tencza, it was moved to adopt the S-1/W-1 for The Shoppes at Renaissance Square.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

There was a motion to adjourn by Waters, seconded by Tencza. The meeting was adjourned at 8:22 P.M.

RECORDED VOTE: AYE: Tencza, Waters, Lutner, Fiscaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for March 2, 2016 at 7:30pm.

Joan A. Ludlam
Secretary

APPROVED BY THE BOARD: _____