

EVESHAM MUNICIPAL UTILITIES AUTHORITY**Meeting Minutes from October 5, 2016****Authority Board, Professionals and Staff in Attendance:**

Present: Fiscaro, Tencza, Czerniecki, Morton, Waters (7:35 P.M.)

Absent: None

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

Members of the Public:

Councilman Bob Di Enna – 8 Eustace Terrace

Phil Warren – 357 Holly Road

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

Opening Statement:

Secretary Morton 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 February 5, 2016.
2. E-mailing written notice to the Burlington County Times, Courier Post, and Central Record on February 5, 2016.
3. Posting written notice on the official Evesham MUA website on February 5, 2016.
4. Filing written notice with the Clerks of Evesham and Medford on February 5, 2016.

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

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

September 7, 2016 – On motion by Tencza, seconded by Czerniecki, it was moved to approve the minutes of September 7, 2016.

RECORDED VOTE: AYE: Tencza, Czerniecki, Fiscaro
 NAY: None
 ABSTAIN: Morton

MOTION CARRIED: 3-0-1

PUBLIC COMMENT

None

FINANCIAL

Resolution 2016-92: Payment of Bills

On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2016-92** approving the payment of the September 2016 bills.

RECORDED VOTE: AYE: Tencza, Czerniecki, Fiscaro, Morton
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-93: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2016-93** approving the September 2016 refunds, credits & cancellations.

RECORDED VOTE: AYE: Morton, Tencza, Czerniecki, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-94: Authorizing agreement for Joint Funding for Water Resources Investigations between the Authority and the Geological Survey, United States Dept. of the Interior for the period of 10/1/16 to 9/30/17 in the amount of \$7,120 -

On motion by Morton, seconded by Czerniecki, it was moved to adopt **Resolution #2016-94** authorizing an agreement for Joint Funding for Water Resources Investigations between the Authority and the Geological Survey, United States Dept. of the Interior for the period of 10/1/16 to 9/30/17 in the amount of \$7,120.

RECORDED VOTE: AYE: Morton, Tencza, Czerniecki, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-95: Rescind Resolution 2016-86 – On motion by Morton, seconded by Tencza, it was moved to rescind **Resolution #2016-86** approved on September 7, 2016 awarding a contract in excess of \$6,000 to low bidder, Henkels and McCoy, Inc. in the amount of \$9,734.20 for leaking valves at Gladstone and Longhurst Roads. Deputy Executive Director Lender explained that Resolution 2016-86 awarded this contract as a three price quotation, but the valve started leaking which necessitated immediate repairs under an emergency situation.

RECORDED VOTE: AYE: Morton, Tencza, Czerniecki, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-99: Ratifying Emergency Contract in excess of \$6,000 – On motion by Morton, seconded by Tencza, it was moved to ratify the award of an emergency contract in excess of \$6,000 to Henkels and McCoy, Inc. in the amount of \$9,734.20 for leaking valves at Gladstone and Longhurst Roads on August 4, 2016.

RECORDED VOTE: AYE: Morton, Tencza, Czerniecki, Fiscaro.
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-96: Award of Contract in excess of \$6,000 – On motion by Morton, seconded by Waters, it was moved to adopt **Resolution #2016-96** awarding a contract to Garrison Printing Company in the amount of \$12,482 for the printing of the 2017 EMUA calendar. Chairman Fiscaro asked if it was in color and if all dates were double checked. Deputy Executive Director Lender confirmed the color print and advised that a meeting is scheduled to reconfirm all dates in the calendar, and additional proof reading

will be performed. Chairman Fiscaro also inquired about Township input and Commissioner Czerniecki confirmed that all dates were verified. It is anticipated that the calendars will be mailed by the second week of November.

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2016-97: Authorizing Contract for Office Supplies through a National Cooperative Purchasing Program – On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution #2016-97** authorizing a contract to purchase office supplies through the NJPA National Cooperative Purchasing Program for FY 17. Executive Director of Business Puszcz explained that for all supply purchases price comparisons will occur between the Co-op vendor and the State contract vendor to determine which is most cost effective. Anticipated expense for the year is estimated at \$20,000-\$25,000..

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fiscaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2016-98: Authorizing Contract for Parts & Supplies through a National Cooperative Purchasing Program – On motion by Waters, seconded by Morton, it was moved to adopt **Resolution #2016-98** authorizing a contract to purchase parts and supplies through the NJPA National Cooperative Purchasing Program for FY 17. Chairman Fiscaro asked if it was for parts and Deputy Executive Director Lender confirmed this vendor is used for field parts and supplies.

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fiscaro.
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2016-100: Award of Contract – On motion by Waters, seconded by Morton, it was moved to adopt **Resolution #2016-100** awarding a contract under Non fair and open to Morgan Stanley for Securities Agent – Investment Advisor

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fiscaro.
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2016-101: Adoption of Cash Management Plan for FY17– On motion by Morton, seconded by Waters, it was moved to adopt **Resolution #2016-101** adopting a cash management plan for FY17.

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro.
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to Approve a Proposal from Intellitec Solutions – On motion by Waters, seconded by Czerniecki, it was moved to approve a proposal from Intellitec Solutions in the amount of \$11,020 for professional service assistance with the GP server upgrade and to upgrade the Great Plains accounting software to Version 2016. Assistant Secretary Tencza asked if 2016 is new or will 2017 come out. Executive Director of Business Puszcz explained that the 2016 version will carry us through the next few years. This software is for the accounting software used for payroll in which an employee portal will be used to provide the most up to date information to employees available. Vice Chairman Waters inquired if we use the cloud and Deputy Executive Director Lender confirmed the cloud was used for operations on iPads. Vice Chairman Waters advised to continue to look for ways to cut costs. Executive Director of Business Puszcz advised that backup/storage in a Cloud system was reviewed last year but the cost in consideration of our current needs was expensive. Commissioner Czerniecki advised that the State has tight regulations on what types of systems can be used.

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro.
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Potential Violations

No violations on water or sewer to report for the month of September. Executive Director Rollins reminded the board that he reported at a prior meeting that the nitrate limits at Elmwood were exceeded in each month since February including August; however, at that time we were shielded from penalties with an affirmative defense. We are now operating as required by the permit with less than 2.0 ppm monthly average for Nitrates.

Comment

One of our employees, Chris Vandenberg was selected as a 2016 Emerging Leader by the Burlington County Times. There was a reception on September 29th at the Aloft in Mount Laurel. He was awarded and profiled as an emerging leader and we are proud of his accomplishment.

Resolution 2016-102: Authorizing amendment to Employee Personnel and Procedures Manual pursuant to Municipal Excess Liability Joint Insurance Fund requirements – On motion by Waters, seconded by Czerniecki, it was moved to approve this amendment to the employee personnel manual as recommended by the MEL Joint Insurance Fund.

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fiscaro.
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2016-104: Approval of change order #5 for the Elmwood/Woodstream Wastewater Treatment Plant Upgrades – On motion by Tencza, seconded by Waters, it was moved to approve Change Order #5 in the amount of \$73,281 payable to Municipal Maintenance Company to procure, fabricate and install a standing wave disruption device on each blower intake at Woodstream Plant. Executive Director Rollins explained that this is to eliminate the excess noise on the blowers at the Woodstream Plant. Engineer Simpson advised this goes back to the acoustic study that T & M had performed on behalf of the Authority. T&M hired a sub consultant (Dynatech) to perform that study. The change order has two components to it. One, a simple fix to reflect resonant waves to eliminate the noise. If that works, the cost will be less. If not, the cost will increase. All depends on the sound frequencies. The blowers needed to be replaced for energy efficiency.

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fiscaro.
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

ENGINEER'S REPORT

Update: South Side Water Storage Tank – Nothing new to report.

Update: ASR Well 13/14 Treatment Program – Nothing new to report.

Update: Elmwood/Woodstream Energy Improvements – Already discussed earlier in the meeting.

Update: Defense Drive Utility Replacements – A preconstruction meeting was held on September 26, 2016.

Update: Locust Avenue Pumping Station Upgrade – The bid should be ready for advertisement within the month as everything is coming together.

Update: Well 4 Emergency Generator – Pushing this out for a month. Need to perform the electrical design after (completion of design on) Locust Avenue.

Update: Route 70 Water Main – Currently in design. Hopefully will have something next month. Need to move quickly before the old Olga building needs a water line.

Update: Route 70 Sewer Main – Combining this with Knox Blvd sewer main and the Phase I Heritage Village sewer main rehabilitation. It is expected that this will be ready for advertisement next month.

Update: Woodstream UV Replacement – We have decided on the equipment we are designing around. That design is in progress.

Update: Elmwood WWTP Resiliency Study – No movement this month.

Update: Wells 5 & 9 Redevelopment – A.C. Schultes has started work with testing Well 9 and they are preparing to pull the pump. They are working on 9 first and then 5.

Update: South Maple Avenue Water Main Replacement – The surveyor is out there. The board discussed the small window of time for this project. As soon as the survey is complete this project will go out to bid. Major fiber optic lines for communications are located there. All utility companies will receive the plans. Verizon should be able to offer assistance. It is anticipated that this project should be complete by spring.

Update: Knox Boulevard Water Main Replacement – Surveyor is out there.

Update: Knox Boulevard Sewer Main Rehabilitation – This will be ready advertisement for bids next month, along with Route 70 and Heritage Village Phase I sewer main rehabilitations.

Update: Elmwood Sludge Dewatering Centrifuge – In design right now.

Update: Heritage Village Sewer Main Rehabilitation – Phase I – Discussed earlier

Update: Kings Grant WWTP Effluent Pump – Bids were received on October 4th ; however, it is recommended to reject all bids as they all substantially exceeded the budget for this project.

Resolution 2016-103: Rejecting all bids received for the Kings Grant Effluent Pump contract - On motion by Morton, seconded by Tencza, it was moved to adopt Resolution 2016-103 rejected all bids received the Kings Grant Effluent Pump contract

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S3/W3 for Evesham Owner LLC c/o RD Management LLC, for Renaissance Square – On motion by Morton, seconded by Czerniecki, it was moved to approve the S3/W3 for Evesham Owner LLC c/o RD Management LLC, for Renaissance Square

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S3/W3 for RB Marlton Investors LLC c/o RD Management LLC for Sunbird Plaza – On motion by Waters, seconded by Morton, it was moved to approve S3/W3 for RB Marlton Investors LLC c/o RD Management LLC for Sunbird Plaza

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S1/W1 for Ambrosia Treatment Center – On motion by Morton, seconded by Tencza, it was moved to approve S1/W1 for Ambrosia Treatment Center

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S1/W1 for Reproductive Medicine Associates of NJ – On motion by Tencza, seconded by Morton, it was moved to approve S1/W1 for Reproductive Medicine Associates of NJ

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Chairman Fisicaro – Thanked everyone who helped with the Harvestfest. He also expressed appreciation to staff who prepared a great explanation regarding the water contamination article which appeared in the newspapers, and which was posted on both our Facebook page and website. Chairman Fisicaro advised he attended the award ceremony for Chris Vandenberg and mentioned how in Chris' speech, he expressed how humble and happy he was that he works for us.

Vice Chairman Waters – Thanked the staff for the communication on the water contamination story.

Assistant Secretary Tencza – Inquired about school testing (for lead). Executive Director Rollins advised that all testing is complete.

Secretary Morton – Congratulated Chris Vandenberg and expressed what a bright young man he is with a wonderful future.

There was a motion to adjourn by Morton, seconded by Waters. The meeting was adjourned at 8:14 P.M.

RECORDED VOTE: AYE: Morton, Waters, Tencza, Czerniecki, Fisicaro
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

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

Christine Krimmel
Administrative Support

APPROVED BY THE BOARD: _____