

EVESHAM MUNICIPAL UTILITIES AUTHORITY**Meeting Minutes from September 7, 2016****Authority Board, Professionals and Staff in Attendance:**

Present: Fiscaro, Tencza, Czerniecki, Waters (7:50 P.M.)

Absent: Morton

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

Members of the Public:

Councilman Bob Di Enna – 8 Eustace Terrace

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

Opening Statement:

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 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

August 3, 2016 – On motion by Czerniecki, seconded by Tencza, it was moved to approve the minutes of August 3, 2016.

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

MOTION CARRIED: 3-0-0

PUBLIC COMMENT

None

FINANCIAL

Resolution 2016-79: Payment of Bills

On motion by Tencza, seconded by Czerniecki, it was moved to adopt **Resolution #2016-79** approving the payment of the August 2016 bills.

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

MOTION CARRIED: 3-0-0

Resolution 2016-80: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Czerniecki, it was moved to adopt **Resolution #2016-80** approving the August 2016 refunds, credits & cancellations.

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

MOTION CARRIED: 3-0-0

Resolution 2016-81: Award of Contract in Excess of \$6,000

On motion by Czerniecki, seconded by Tencza, it was moved to adopt **Resolution #2016-81** awarding a contract in excess of \$6,000 to Henkels & McCoy, Inc. in the amount of \$9,734.20 for two valve repairs at Gladstone Rd & Longhurst Rd.

RECORDED VOTE: AYE: Tencza, Czerniecki, Fiscaro.

NAY: None
 ABSTAIN: None

MOTION CARRIED: 3-0-0

Resolution 2016-82: Award of Contract in Excess of \$6,000 – On motion by Tencza, seconded by Czerniecki, it was moved to adopt **Resolution #2016-82** awarding a contract in excess of \$6,000 to Shafts & Sleeves Co., Inc. in the amount of \$6,447 to rebuild #2 Sludge Tanker Pump at the Woodstream Plant. Executive Director Rollins advised this will replace an original pump dating from 1997.

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

MOTION CARRIED: 3-0-0

Motion to approve a proposal from All Covered - On motion by Czerniecki, seconded by Tencza, it was moved to approve a proposal from All Covered in the amount of \$8,142 for operating system upgrades and memory expansion to the Great Plains virtual server. Executive Director of Business Puszcz explained that for our current applications, the server functions just fine as is, but for scheduled new projects the server requires more memory capacity. The current operating system will only allow expansion up to 32 GB of memory, but upgrading the operating system from 2008 to 2012 will allow memory capacity up to 128GB, improving processing and providing plenty of storage. Two imminent projects are upgrades/automation to payroll processing and migration of fixed assets to Great Plains accounting system. Both projects involve increased traffic and data on the GP server, which necessitates the upgrade.

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

MOTION CARRIED: 3-0-0

Resolution 2016-83: Award of Contract for Extraordinary, Unspecifiable Service – On motion by Tencza, seconded by Czerniecki, it was moved to adopt **Resolution #2016-83** awarding a contract for an extraordinary, unspecifiable service authorizing a contract to Horizon Health Care Services, Inc. in the amount of \$45,056 for employee dental insurance in 2017. Executive Director of Business Puszcz advised this is the third year without a premium increase.

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

MOTION CARRIED: 3-0-0

Resolution 2016-84: Authorizing Participation in a National Cooperative Pricing Agreement – On motion by Tencza, seconded by Czerniecki, it was moved to adopt **Resolution #2016-84** authorizing participation in a National Cooperative Pricing Agreement with National Joint Powers Alliance for the purchase of goods and services. Executive Director of Business Puszcz advised that participation in a cooperative pricing system was explored after Authority employees reported that office supplies under the current state contract are significantly higher than prices of past state contract vendors. Participation in this cooperative allows an alternative to find savings for supplies. Other vendors currently used by the Authority participate as well for auto supplies and system parts. Membership is at no cost to the Authority.

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

MOTION CARRIED: 3-0-0

Resolution 2016-88: Award of 3 Year Contract - On motion by Czerniecki, seconded by Tencza, it was moved to adopt **Resolution #2016-88** awarding a 3 year contract for third party electric supply to Hudson Energy Services, LLC, at the rate of \$.0816/kWh. Executive Director of Business Puszcz advised that the contract would be for electric supply for our PSE&G meters, of which there are 40. We currently have contracts for the 40 meters with two other suppliers at a blended rate of a little over \$.09/kWh and those contracts will expire this fall. Our energy agent, Incite Energy, has been shopping suppliers for the past few months and has recommended award to Hudson Energy. The new contract locks in the lower rate for 3 years, which provides savings over our current rates and continuity for budget planning purposes.

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

MOTION CARRIED: 3-0-0

EXECUTIVE DIRECTOR'S REPORT

Potential Violations

The nitrate limits at Elmwood were exceeded in August. The average limit is 2.0 mg per liter and we achieved 2.28mg per liter. This is a significant improvement over past months. This is a condition that stems from the energy conservation project. The State has given us an affirmative defense position throughout this project; however, they

expect us to reach our permit limits for the month of September. We did perform one test so far for the month of September and it was 1.6 mg per liter. We are in good shape to continue that performance for the month of September. We do not anticipate any penalties for the nitrate condition.

Motion To Approve a Proposal from T&M Associates - On motion by Tencza, seconded by Czerniecki, it was moved to approve a proposal from T&M Associates for additional engineering services for the installation of acoustic wave busters at Woodstream Plant in the amount of \$17,500. The proposal includes design of an acoustic wave breaker, re-design of inlet piping, installation inspection and noise level testing services. Executive Director Rollins explained that the noise level with the new design for energy conservation is too high inside the building. Engineer Simpson explained that T&M brought in an acoustic engineer to run tests and provide a report. The report recommends installing baffles in the intake piping. Engineer Simpson further advised the board that there was only one way to know whether this recommendation will work and that is to proceed with the recommendation. Executive Director Rollins advised that he anticipates a change order in October to approve the construction of the wave breaker. There are other issues that still need to be worked out that T&M is aware of. It was the consensus of the board that these issues and consideration for future change orders will require a meeting with T&M prior to any approvals.

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

MOTION CARRIED: 3-0-0

Strategic Plan for the Authority – There have been numerous development and redevelopment initiatives in town with water and sewer capacity issues. This is something we need to consider in a strategic plan, a written document that provides a broader, deeper view of the Authority and what our outlook is for the next five years, while involving board members to see what their view is.

ENGINEER’S REPORT

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

Update: ASR Well 13/14 Treatment Program – Putting together a report on what it will take to upgrade this project to meet the current codes.

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

Update: Defense Drive Utility Replacements – Awarded contract to Klein Contractors and are about to give them notice to proceed.

Update: Locust Avenue Pumping Station Upgrade – The mechanical design is complete but need to work on structural and electrical components. It will be approximately 2 months before we advertise for bids.

Update: Well 4 Emergency Generator – Waiting for feed-back from Authority operators as to the two alternatives suggested. One suggestion is to power just the well with the generator and the other is to power both the well and the booster pump with a new generator and take out the old generator that has been servicing the booster pump.

Update: Hamilton Road Improvements – This project is complete; however, we are holding about \$10,000 just in case there are any punch list items that come up that we would like to have attended to immediately.

Update: Route 70 Water Main – Working on this. Hopefully will have something next month.

Update: Route 70 Sewer Main – Combining this with Knox Blvd sewer main and the 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 – We received bids on Friday. A.C. Shultes was the low bidder and award of contract is recommended.

Resolution 2016-87: Award of Contract in excess of \$40,000

On motion by Waters, seconded by Tencza, it was moved to adopt **Resolution #2016-87** authorizing award of contract in excess of \$40,000 to A.C. Schultes, Inc. in the amount of \$225,642 for the redevelopment of Wells 5 & 9.

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

MOTION CARRIED: 4-0-0

Update: South Maple Avenue Water Main Replacement – The surveyor did not get out there last month but they are due out there next week. The board discussed the

impending traffic problem and Engineer Simpson advised that they will have to design a lot of traffic control but this is a 4" water main serving that section of town, which is over 50 years old and it needs to be replaced. Executive Director Rollins advised that the construction will not commence until spring, so we will avoid the holiday traffic. Engineer Simpson advised that this work will be completed prior to the summer when the Township's Willow Bend project commences.

Update: Knox Boulevard Water Main Replacement – Surveyor did not get out there last month, but they are due out there next week.

Update: Knox Boulevard Sewer Main Rehabilitation – Will be ready for bids next month, along with Route 70 and Heritage Village Phase 1 sewer main rehabilitations.

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

Update: Heritage Village Sewer Main Rehabilitation – Phase 1 –. This first phase will be addressing the pipes that showed the most defects or active infiltration during the Authority's TV inspections.

Update: Kings Grant WWTP Effluent Pump – Before we advertise we need authorization from the board to use a proprietary product mentioned briefly last month. The pump we are considering is composed of graphite composite material. There is only one vendor that manufactures this material, Sims Pumps and Valve Co. Engineer Simpson advised that these pumps will function well in the adverse conditions we experience at Kings Grant Plant.

Resolution 2016-85: Authorizing Advertisement for Proposals - On motion by Czerniecki, seconded by Tencza, it was moved to adopt **Resolution #2016-85** authorizing advertisement for proposals for the Kings Grant effluent pump replacement using a proprietary product.

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

MOTION CARRIED: 4-0-0

Resolution 2016-86: Authorizing Advertisement for Proposals - On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution #2016-86** authorizing advertisement for proposals for the employee uniforms contract. There are no proposed changes to the current uniform. We will advertise for a 3 year contract.

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

MOTION CARRIED: 4-0-0

Chairman Fiscaro had some questions regarding the Woodstream plant's capacity. Engineer Simpson explained that the plant's capacity can handle up to 1.7 million gallons per day without a major change in permit with the Department of Environmental Protection. The current flow is approximately 1.1 million. The Kings Grant plant is limited by the waiver of strict compliance which was passed in the 1970's. The plant is limited by whom we can accept sewage from, which is only residents and commercial properties of Kings Grant. Currently there is a 600,000 gallon per day available capacity at Woodstream Plant. Elmwood Plant has a capacity of 2.978 million gallons per day and is currently using 2.2 million. A discussion then ensued if a new development came into play would we be able to re-route the flow to either Woodstream or Elmwood Plant. Engineer Simpson explained how everything flows by gravity and is connected to the plant which best suits the area. He further advised on the areas and what plant they are connected to. Commissioner Czerniecki advised the board that the Township has been sitting with developers to discuss developments which haven't made it to the Planning Board yet, which could make a significant impact on flow capacity.

Chairman Fiscaro appointed a committee for strategic planning as proposed earlier by Executive Director Rollins which will include addressing flow capacity issues and new developments. The committee members appointed are Secretary Morton, Commissioner Czerniecki, Executive Director Rollins and Engineer Simpson. Chairman Fiscaro will serve as an alternate member.

BOARD COMMENTS

Board member Czerniecki advised the board that an agreement of sale was signed for the Lipinski property.

Vice Chairman Waters thanked Authority personnel that participated with the National Night Out in August.

Assistant Secretary Tencza advised Authority management to look into the availability of community service to clean the Authority vehicles.

Chairman Fiscaro advised that the Harvest Fest is September 24. The Authority's booth will be at its usual location on Main Street.

There was a motion to adjourn by Waters, seconded by Tencza. The meeting was adjourned at 8:16 P.M.

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

MOTION CARRIED: 4-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for October 5, 2016 at 7:30pm.

Joan A. Ludlam
Secretary

APPROVED BY THE BOARD: _____