

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from December 7, 2016

Authority Board, Professionals and Staff in Attendance:

Present: Fiscaro, Tencza, Czerniecki, Waters

Absent: Morton

Also Present: Executive Director Rollins, Assistant Executive Director of Business Puszcz, Engineer Simpson, General Counsel Drollas, Auditor Applegate

Members of the Public:

None

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

Opening Statement:

Asst. 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

November 2, 2016 – On motion by Czerniecki, seconded by Tencza, it was moved to approve the minutes of November 2, 2016.

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

MOTION CARRIED: 3-0-1

PUBLIC COMMENT

None

FINANCIAL

Presentation of FY 16 Audit Report

Resolution 2016-118: Review and acceptance of the FY16 audit report

On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution #2016-118** reviewing and accepting the FY16 audit report. Auditor Applegate presented the audit to the board. A discussion ensued regarding the surplus. Auditor Applegate explained that the Debt Service payment is made one day after the end of the fiscal year, which then reduces the funds shown in the audit by \$4.8 million. In addition commitments have since been made for capital projects. Auditor Applegate advised there were no findings in the audit and that the Authority is in good shape. He commended Authority staff for an excellent job in maintaining the financial records.

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

MOTION CARRIED: 4-0-0

Resolution 2016-116: Payment of Bills

On motion by Waters, seconded by Tencza, it was moved to adopt **Resolution #2016-116** approving the payment of the November 2016 bills.

RECORDED VOTE: AYE: Tencza, Czerniecki, Fiscaro (except for any personal
 expense reimbursements), Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2016-117: Refunds, Credits & Cancellations – On motion by Waters, seconded by Tencza, it was moved to adopt **Resolution #2016-117** approving the November 2016 refunds, credits & cancellations.

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

MOTION CARRIED: 4-0-0

Resolution 2016-119: Authorizing award of contract – On motion by Czerniecki, seconded by Tencza, it was moved to adopt **Resolution #2016-119** awarding a contract through the National Joint Powers Alliance purchasing program to Napa Auto Parts in the aggregate amount of \$25,000 to purchase automotive, truck parts and supplies for FY 17. Assistant Executive Director Puszcz of Business explained that we use Napa Auto Parts to purchase supplies to repair our vehicles. This program gives us a discount up to 33 to 50 percent off the cost of these supplies.

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

MOTION CARRIED: 3-0-1

Resolution 2016-121: Authorizing award of contract – On motion by Tencza, seconded by Waters, it was moved to adopt **Resolution #2016-121** awarding a contract through Education Services Commission of New Jersey Cooperative Pricing System to Jasco in the amount of \$119,312.86 to purchase a John Deere Backhoe Loader. Assistant Executive Director of Business Puszcz advised that Deputy Executive Director Lender wished to convey to the board that using the Cooperative pricing system resulted in a \$70,000 savings. The current equipment is old and new equipment is necessary to continue our operations.

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

MOTION CARRIED: 3-0-1

Resolution 2016-122: Award of Contract extension – On motion by Waters, seconded by Czerniecki, it was moved to adopt **Resolution #2016-122** awarding a contract extension to FIS/Metavante Corporation for 3 years for online payment services. Assistant Executive Director of Business Puszcz explained that FIS is our current online payment service. They have performed well, so we are interested in continuing the contract. In addition, they will provide IVR setup to the Authority at no

charge, which will enable our customers to make payments through an automated system over the phone.

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

MOTION CARRIED: 4-0-0

Resolution 2016-123: Award of Contract in excess of \$6,000 – On motion by Czerniecki, seconded by Tencza, it was moved to adopt **Resolution #2016-123** awarding a contract to Payment Service Network, Inc. in the amount of \$12,000 for a 3 year contract for Point of Sales electronic payments. This contract will replace our current vendor at a cost savings.

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

MOTION CARRIED: 4-0-0

Motion to approve a proposal from All Covered – On motion by Tencza, seconded by Waters, it was moved to approve a proposal from All Covered in the amount of \$25,032 to provide IT services for the Main Office re-location and Building #2 offices, which include preparation of new office IT infrastructure, disassemble and reassemble hardware, disconnect and re-connect hardware, deploy new firewalls and switches, procurement of necessary hardware and software as contained in proposal. Executive Director Rollins explained this is for our move which will take place in mid-February.

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

MOTION CARRIED: 4-0-0

Motion to approve a proposal from All Covered – On motion by Tencza, seconded by Waters, it was moved to approve a proposal from All Covered in the amount of \$7,920 for network wiring and patch panel for data and voice lines for the new Main Office and Building #2 offices. Assistant Executive Director of Business Puszcz explained that this is for the wiring and cabling for the new office, which includes a server room.

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

MOTION CARRIED: 4-0-0

EXECUTIVE DIRECTOR'S REPORT

Potential Violations

No violations on water or sewer to report for the month of November.

Comment

Executive Director Rollins advised the Board that information was received about consideration for out of town rates for connection fees and service charges. A developer is interested in using our water and sewer for a development in Medford. The Authority has started to review our rate schedule for out of town service fees. Executive Director Rollins requested board approval to advertise for a rate hearing once the rate study is complete.

An Energy Conservation Project that has been ongoing for the past two years is coming to conclusion; however T & M Associates has some change orders. They need to cover the cost to see if we are heading in the right direction with this project.

The noise issue at Woodstream Plant seems to be resolved. Executive Director Rollins applauded the heroic efforts of Scott Lucas who showed up 7 days a week including holidays to fine tune the system.

Motion to authorize advertisement for Out of Town Rates for Connection Fees and Service Charges – On motion by Waters, seconded by Tencza, it was moved to approve the advertisement of a rate hearing for out of town service fees subject to consultation with staff and professionals.

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

MOTION CARRIED: 4-0-0

ENGINEER'S REPORT

Update: South Side Water Storage Tank – Will reach out to the property owner this month.

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

Update: Elmwood/Woodstream Energy Improvements – Our role will be complete in a month or so.

Update: Defense Drive Utility Replacements – Utilities have been relocated and tied into our system. A shut off of service occurred without our knowledge. The contractor did not let us know that they were shutting off the service. We did notify them of our displeasure.

Update: Locust Avenue Pumping Station Upgrade – Plans and specs are complete. We still need to meet with the property owner.

Update: Well 4 Emergency Generator – Plans and specs are in process and should be complete to advertise in January or February for bids.

Update: Route 70 Water Main – Trying to come up with a design that keeps us out of obtaining property along Route 70 from Cropwell Road to Olga's diner. There is no room to put that in the right of way. It is difficult to relocate it. Checking to see if we have easement along that area.

Update: Route 70 Sewer Main – We are currently ensuring that the necessary easements are in place for this project. We have sent the plan and legal description to General Counsel Drollas for property acquisitions.

Update: Woodstream UV Replacement – Advertising bid should be in February.

Update: Elmwood WWTP Resiliency Study – Survey is going on and is moving forward.

Update: Wells 5 & 9 Redevelopment – Well #9 is essentially complete on the redeveloping end. Waiting for the pump repairs to be performed and then they will start on Well 5.

Update: South Maple Avenue Water Main Replacement – Plans and specs will be completed this month. Need to coordinate with the County since it is a county road. We will need to provide temporary water services for those businesses and homes along that road.

Update: Knox Boulevard Water Main Replacement – Plans and specs will be complete this month. Looking for soil information.

Update: Knox Boulevard Sewer Main Rehabilitation – Plans and spec will be complete this month.

Update: Elmwood Sludge Dewatering Centrifuge – Looking to go out for advertising in February.

Update: Heritage Village Sewer Main Rehabilitation – Phase I – Survey has completed the field work and plans are being prepared.

Update: Kings Grant WWTP Effluent Pump – Second round of bids were done. Bids are still high. Hope to have an award recommendation in January.

Resolution 2016-120: Rescinding Resolution 2016-113 – On motion by Tencza, seconded by Czerniecki, it was moved to adopt Resolution 2016-120 rescinding Resolution 2016-113 award of contract for Employee Uniforms to Aramark Uniform Services and Authorizing advertisement to re-bid. Engineer Simpson explained that the contract did not include the proper pricing as designed in the specs. This is ready to go out for rebid.

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

MOTION CARRIED: 4-0-0

Motion to approve S3/W3 for Zed’s Beer – On motion by Tencza, seconded by Waters, it was moved to approve S3/W3 for Zed’s Beer. Engineer Simpson stated this is small micro-brewery, no more than 500 barrels per year. They need to upgrade their connection line.

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

MOTION CARRIED: 4-0-0

Motion to authorize Advertisement for Chemical Supply Bids – On motion by Czerniecki, seconded by Tencza, it was moved to authorize advertisement for Chemical Supply Bids.

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

MOTION CARRIED: 4-0-0

BOARD COMMENTS

Commissioner Czerniecki – Congratulations for no comments on the Audit.

Commissioner Tencza – Security cameras should cover all gates at our facilities.

Executive Director Rollins – Thanked Assistant Director of Business Puszcz for her indispensable services of keeping our financial house in order. He also sent well wishes to Lisa Lender on her recovery. (Lisa is the wife of Deputy Executive Director Lender)

Chairman Fiscaro – Also thanked Assistant Director of Business Puszcz. He mentioned that the MUA participated in the Evesham Winterfest. He thanked Commissioner Tencza for his hard work with the Winterfest.

There was a motion to adjourn by Waters, seconded by Tencza. The meeting was adjourned at 8:47 P.M.

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

MOTION CARRIED: 4-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for January 4, 2017 at 7:30pm.

Christine Krimmel

Administrative Support

APPROVED BY THE BOARD: _____