

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from December 6, 2017

Authority Board, Professionals and Staff in Attendance:

Present: Lutner, Czerniecki, Tencza, Waters

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Deputy Executive Director Lender, General Counsel Drollas, Engineer Simpson, Auditor Applegate, Secretary Rubin, Assistant Executive Director Locantore

Members of the Public:

None

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

Opening Statement:

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 Director of Finance, Deputy Executive Director of the Evesham Municipal Utilities Authority on February 2, 2017 in the following manner:

1. Posting written notice on the official bulletin board at the Evesham Municipal Utilities Authority
2. E-mailing written notice to the Burlington County Times, Courier Post, and Central Record
3. Posting written notice on the official Evesham MUA website
4. Filing written notice with the Clerks of Evesham and Medford

This statement shall be entered into the minutes of this meeting

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

November 1, 2017 – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of November 1, 2017.

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

MOTION CARRIED: 4-0-0

PUBLIC COMMENT

None

FINANCIAL

Resolution 2017-141: Review and acceptance of FY17 Financial Audit Report

On motion by Tencza, seconded by Czerniecki, it was moved to adopt **Resolution #2017-141** reviewing and accepting of the FY17 Financial Audit. Auditor Applegate presented the audit to the board. Auditor Applegate advised there are no findings in the audit report and credits the staff for accurate accounting records and compliance with all State requirements.

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

MOTION CARRIED: 4-0-0

Resolution 2017-142: Payment of Bills

On motion by Tencza, seconded by Czerniecki, it was moved to adopt **Resolution #2017-142** approving the payment of the November 2017 bills.

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

MOTION CARRIED: 4-0-0

Resolution 2017-143: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2017-143** approving the November 2017 refunds, credits & cancellations.

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

MOTION CARRIED: 4-0-0

Resolution 2017-144: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Czerniecki, it was moved to adopt **Resolution #2017-144** for award of contract to Fleetwood Industrial Products, Inc. in the amount of \$15,384.00 to remove the existing pump and install a new pump with fabrication of new pump base at Church Street Interconnect. Deputy Executive Director Lender explained that this replaces the pump dating from the 1980's that is completely worn out. It has been rebuilt a few times but is now at the point that it must be replaced. The base was rotted and needs to be refabricated to hold the motor and the pump.

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

MOTION CARRIED: 4-0-0

Resolution 2017-145: Award of Contract in excess of \$17,500 – On motion by Czerniecki, seconded by Lutner, it was moved to adopt **Resolution #2017-145** for award of contract under non fair and open to Lakeside Equipment Corporation in the amount of \$25,602 to replace the rotomat basket assembly at Elmwood Plant. Deputy Executive Director Lender explained that this is to replace the rotomat basket assembly that removes rags and debris, which is the preliminary treatment when it first comes into the treatment plant.

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

MOTION CARRIED: 4-0-0

Resolution 2017-146: Authorizing member participation in a National Cooperative Pricing Agreement – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2017-146** authorizing participation in a national cooperative pricing agreement through U.S. Communities Government Purchasing Alliance. Deputy Executive Director Puszcz informed the Board that this is a national cooperative pricing agreement that attracted our attention because one of the participating contractors is Amazon. One of our employees, Leslie Shannon, learned about this arrangement through her Public Purchasing course and mentioned this to management. Upon examining U.S. Communities, we realized that several of our current vendors participate in it. Deputy Executive Director Puszcz and Deputy Executive Director Lender agree it is beneficial for the Authority to join this national cooperative agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2017-148: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2017-148** for award of contract to Rock Mills Enterprises in the amount of \$6,500.00 to purchase a truck mounted manhole lifter. Deputy Executive Director Lender explained that the manhole lift will be mounted onto a truck and will be able to hold three hundred pound manhole covers. This will alleviate potential worker compensation injuries for our employees and will be a safer way to handle the lifting of these covers.

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

MOTION CARRIED: 4-0-0

ENGINEER'S REPORT

Resolution 2017-149: Authorizing advertisement for Supplying of Chemicals – On motion by Czerniecki, seconded by Lutner, it was moved to adopt **Resolution #2017-149** authorizing advertisement for supplying of chemicals.

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

MOTION CARRIED: 4-0-0

Review of Engineer's Status Report

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

Update: ASR Well 13/14 Treatment Program – Working with the DEP to revise the project description and cost estimates to include the Well 14 screen replacement.

Update: Defense Drive Utility Replacement – Punch list is complete. Recommending final payment.

Update: Locust Avenue Pumping Station Upgrade – Waiting on easements. Started planning documents for submittal to the NJEIT program. Meeting with DEP later this month on the approach to put all open projects into one planning document.

Update: Well 4 Emergency Generator – The generator has been installed but the contractor made an error on the size of the generator. It is correctable by installing a soft start on the motors. This will be at no cost to the Authority as the contractor and manufacturer will be sharing the cost.

Update: Route 70 Water Main – Waiting on easements.

Update: Route 70 Sewer Main – Waiting on easements.

Update: Woodstream UV Replacement – The system is up and running. It does, however, need to be tied into the plant's SCADA system. A converter is required and is on order.

Update: Elmwood WWTP Resiliency Study – This study is complete.

Update: South Maple Avenue Water Main Replacement – Waiting until spring to complete this project.

Update: Knox Boulevard Water Main Replacement – Waiting for the BSDW permit.

Update: Knox Boulevard and Heritage Village Sewer Main Rehabilitation – Nothing new to report.

Update: Elmwood Sludge Dewatering Centrifuge – Contractor has started working on this project. Temporary centrifuge is up and running to process the sludge until the new equipment is installed.

Update: Heritage Village Water Main Rehabilitation – Phase I – Nothing new to report.

Update: Kings Grant WWTP Effluent Pump – The pump was delivered and installation was attempted. The contractor had to bring the pump back for modifications in order to achieve the proper alignment.

Motion to approve S-3/W3 for Diva Richards – On motion by Lutner, seconded by Czerniecki, it was moved to approve S3/W3 for Diva Richards, 14 Stow Road

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

MOTION CARRIED: 4-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins advised the Board that since the last meeting, there was one water main break on November 20, 2017. There were twelve customers out of service for about four hours. This was longer than usual because it took ten hours to find the location of the break. The Authority is looking into purchasing equipment to help isolate the source of water main breaks so that we have the correct location to begin work with the first excavation.

Executive Director Rollins and Supervisor Scott Lucas were invited to the DEP in Trenton to make a presentation on Enhanced Biological Nutrient Removal before the Regulators and Permit writers. The presentation was December 4th and it went very well. Executive Director Rollins expressed appreciation to Supervisor Lucas for his assistance with the development of the material for the presentation. We are going to convert the presentation into a TCH class for our own in-house people to add to their technical knowledge base on the operations of waste water treatment.

Potential Violations

None

EXECUTIVE SESSION #1 – Resolution 2017-151 – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 8:00 p.m. for discussion of personnel matters.

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

MOTION CARRIED: 4-0-0

Commissioner Czerniecki departed the meeting during Executive Session to recuse himself from the discussion and vote for the Collective Bargaining Agreement with Teamsters Union No. 676.

On motion by Tencza, seconded by Lutner, it was moved to come out of Executive session at 8:24 p.m.

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

MOTION CARRIED: 3-0-0

Resolution 2017-147: Approval of Collective Bargaining Agreement with Teamsters Union No. 676 – On motion by Lutner, seconded by Tencza, it was moved

to approve **Resolution #2017-147** approving the Collective Bargaining Agreement with Teamsters Union Number 676.

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

MOTION CARRIED: 3-0-0

Resolution 2017-150: Amending Authority Personnel and Procedures for Non-Union New Hire Vacation Accrual – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2017-150** amending Authority Personnel and Procedures for Non-Union New Hire Vacation Accrual.

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

MOTION CARRIED: 3-0-0

EXECUTIVE SESSION #2 – Resolution 2017-152 – On motion by Lutner, seconded by Tencza, it was moved to enter into Executive Session at 8:26 p.m. for discussion of legal matters.

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

MOTION CARRIED: 3-0-0

On motion by Tencza, seconded by Lutner, it was moved to come out of Executive session at 8:36 p.m.

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

MOTION CARRIED: 3-0-0

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 8:36 P.M.

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

MOTION CARRIED: 3-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for January 3, 2018 at 7:30pm.

Christine Krimmel
Administrative Support

APPROVED BY THE BOARD: _____