

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from March 14, 2018

Authority Board, Professionals and Staff in Attendance:

Present: Morton, Druss, Jamanow, Tencza, Waters

Also Present: Executive Director Rollins, Deputy Executive Director Lender, Deputy Executive Director Puszcz, General Counsel Drollas

Members of the Public:

None

Chairman Waters called the meeting to order at 7:34 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 Director of Finance, Deputy Executive Director of the Evesham Municipal Utilities Authority on February 8, 2018 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

February 7, 2018 – On motion by Morton, seconded by Tencza, it was moved to approve the minutes of February 7, 2018.

RECORDED VOTE: AYE: Druss, Morton, Tencza, Waters
 NAY: None
 ABSTAIN Jamanow

MOTION CARRIED: 4-0-1

NOMINATION OF SECRETARY TO THE BOARD – On motion by Morton, seconded by Jamanow, it was moved to nominate Mr. Albert Lutner as Secretary for the coming year.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

FINANCIAL

Resolution 2018-42: Payment of Bills

On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-42** approving the payment of the February 2018 bills.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2018-43: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-43** approving the February 2018 refunds, credits & cancellations.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2018-45: Award of Contract in excess of \$6,000 – On motion by Jamanow, seconded by Tencza, it was moved to adopt **Resolution #2018-45** awarding a contract to Allied Control Services in the amount of \$7,277.00 to upgrade Maple Systems OIT at the Kings Grant Plant. Deputy Executive Director Lender explained that this is to replace a program operator interface terminal at the Kings Grant Plant. The old program does not support the new updates and keeps failing.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2018-48: Authorizing the Execution of Lease Agreement - On motion by Druss, seconded by Tencza, it was moved to adopt **Resolution #2018-48** authorizing the execution of a lease agreement in connection with the Authority's financing of certain vehicles and equipment. Executive Director Rollins explained that this authorization is a step in preparation for the fiscal year 2019 budget.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2018-49: Authorizing advertisement - On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2018-49** authorizing advertisement for proposals for certified laboratory services in accordance with required participation in the UCMR 4 Study. Executive Director Rollins advised the Board that this is Unregulated Contaminant Monitoring Rule number four. We have participated in all three proceeding studies, which occur every five years. The UCMR 4 Study will contain a new set of thirty unregulated contaminants that the water system will be tested for.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2018-50: Award of Emergency Contract in excess of \$6,000– On motion by Morton, seconded by Druss, it was moved to adopt **Resolution #2018-50** awarding an emergency contract to Shafts & Sleeves Co., Inc. in the amount of \$8,148.00 to rebuild the sludge thickener tank at Elmwood Plant. Deputy Executive Director Lender explained that they rebuilt the gear box of the sludge thickener.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2018-52: Award of Contract in excess of \$6,000 – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-52** awarding a contract to GPB Inc. (Georgia Portable Buildings) in the amount of \$6,218.00 for an enclosed steel framed building at Kings Grant Plant. Deputy Executive Director Lender explained that there is an eight thousand gallon tank underground that has nutrients that we pull from. We will remove the tank from the ground and store it in the proposed new building right next to the wall of the plant.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR’S REPORT

Executive Director Rollins informed the Board that since the last meeting, we had five water main breaks. All five breaks were repaired in-house.

On February 11, 2018, we experienced a heavy rain fall over four to five inches in a two day period. This resulted in an exceedance of flow limitations at the Kings Grant Plant. There is a 600,000 gallon per day (gpd) limitation and we exceeded that by 22,000 gallons. We exceeded capacity at Elmwood Plant, which is allowed 2.978 million gpd, on February 12, 2018. The flow was 3.335 million gpd on that day. Then again, on March 2, 2018 at the Kings Grant Plant, the effluent flow meter recorded 832,000 gpd but dropped back down the next day to its limit of 600,000 gallons with no rainfall developing. We believe the effluent flow meter is dysfunctional and we will need to address this.

ENGINEER’S REPORT

Review of Engineer’s Status Report

Resolution 2018-51: Award of Chemical Contracts– On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2018-51** award of chemical contract after re-bid for sludge conditioning polymer emulsion in the amount of \$184,512 and authorization to negotiate a contract for sulfuric acid. Deputy Executive Director Puszcz informed the Board that this is a two year contract. Executive Director Rollins advised the Board that the polymer bid is 6% lower than last year and 20% lower than the second lowest bid.

RECORDED VOTE: AYE: Druss, Jamanow, Morton, Tencza
 NAY: None
 ABSTAIN: Waters

MOTION CARRIED: 4-0-1

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

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

Update: Defense Drive Utility Replacement – Nothing new to report.

Update: Locust Avenue Pumping Station Upgrade – They are waiting to obtain the easements. This will be submitted to the DEP this month.

Update: Well 4 Emergency Generator – The generator installation is complete. Training will be conducted next week and a punch list will be generated.

Update: Route 70 Water Main – Nothing new to report.

Update: Route 70 Sewer Main – Nothing new to report.

Update: Woodstream UV Replacement – This project is complete.

Update: Elmwood WWTP Resiliency Study – Nothing new to report.

Update: South Maple Avenue Water Main Replacement – The road opening permit has been received. Construction work will commence in the spring. They are requesting the township to allow Mac-Rose to work from 7 a.m. until 5 p.m. to replace the water main.

Update: Knox Boulevard Water Main Replacement – Currently going back and forth with the DEP.

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

Update: Elmwood Sludge Dewatering Centrifuge – The new equipment is operating successfully. A punch list is being generated.

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

Update: Kings Grant WWTP Effluent Pump – The new pump is performing satisfactorily and one of the two larger pumps has been pulled for inspection.

Resolution 2018-46: Reducing Performance Guarantees– On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2018-46** reducing performance guarantees for Winding Brook Subdivision.

RECORDED VOTE: AYE: Druss, Jamanow, Tencza, Morton, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2018-47: Reducing Performance Guarantees– On motion by Druss, seconded by Tencza, it was moved to adopt **Resolution #2018-47** reducing performance guarantees for Timber Ridge (aka Berkshire Woods).

RECORDED VOTE: AYE: Druss, Jamanow, Tencza, Morton, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Jamanow looks forward to working with everyone.

Commissioner Tencza welcomed Commissioner Jamanow and said the AEA Conference was excellent and appreciates the invitation.

Commissioner Druss said that the AEA Conference was good and he will be going to the New Jersey AWWA Conference next week.

Chairman Waters welcomed Commissioner Jamanow and he looks forward to working with her. He shared a letter that he and Executive Director Rollins prepared for all EMUA employees commending them for their hard work and dedication. He requested that all Board members sign the letter before distribution to the employees.

Commissioner Druss mentioned that Chris Vandenberg and Jeff Booth both graduated from the Environmental Professionals Academy that the AEA runs every year.

Commissioner Jamanow recused herself from the executive session and exited the meeting at 7:56 p.m. Deputy Executive Director Puszcz also exited the meeting at 7:56 p.m.

EXECUTIVE SESSION – Resolution 2018-53 – On motion by Morton, seconded by Tencza, it was moved to enter into Executive Session at 7:56 p.m. for discussion of legal matters.

RECORDED VOTE: AYE: Druss, Tencza, Morton, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

On motion by Morton, seconded by Tencza, it was moved to come out of Executive session at 8:09 p.m.

RECORDED VOTE: AYE: Druss, Tencza, Morton, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

On motion by Druss, seconded by Morton, it was moved to approve the settlements for Kurt Croft and Bob Di Enna.

RECORDED VOTE: AYE: Druss, Tencza, Morton, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

There was a motion to adjourn by Tencza, seconded by Druss. The meeting was adjourned at 8:10 P.M.

RECORDED VOTE: AYE: Druss, Morton, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for April 11, 2018 at 7:30pm.

Christine Krimmel
Administrative Support

APPROVED BY THE BOARD: _____