

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from August 8, 2018

Authority Board, Professionals, and Staff in Attendance:

Present: Commissioners Lutner, Tencza, Morton, Waters

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

Members of the Public:

None

Chairman Waters called the meeting to order at 7:32 P.M.

Opening Statement:

Secretary Lutner 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

June 27, 2018 – On motion by Tencza, seconded by Morton, it was moved to approve the minutes of June 27, 2018.

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

MOTION CARRIED: 4-0-0

PUBLIC COMMENT

None

FINANCIAL

Resolution 2018-110: Payment of Bills

On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-110** approving the payment of the July 2018 bills.

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

MOTION CARRIED: 4-0-0

Resolution 2018-111: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-111** approving the July 2018 refunds, credits & cancellations.

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

MOTION CARRIED: 4-0-0

Resolutions 2018-112 through 2018-121 were motioned and awarded collectively by the members of the Board in one unanimous vote.

Resolution 2018-112: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-112** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Eastern Lift Truck Co., Inc. in the amount of \$127,550.00 to purchase a Genie Forklift, Model GTH-844.

Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-113: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-113** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Jesco – John Deere Construction in the amount of \$73,730.50 to purchase a 50G Compact Excavator. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-114: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-114** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Jesco – John Deere Construction in the amount of \$56,522.60 to purchase a 324G Skid Steer. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-115: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-115** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Cherry Valley Tractor Sales in the amount of \$60,253.62 to purchase (2) Kubota RTV-X110 Tractors with plow and salt spreaders. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-116: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-116** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Gap Vax Inc. in the amount of \$403,667.20 to purchase a 2019 Gap Vax MC1007-3S3S. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-117: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-117** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Gabrielli Kenworth of NJ, LLC in the amount of \$117,793.00 to purchase a Kenworth T800 Day Cab Tractor. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-118: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-118** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to National Auto Fleet Group in the amount of \$80,011.00 to purchase a 2019 Ford Super Duty F-550 Truck (Electricians Vehicle). Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-119: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-119** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to National Auto Fleet Group in the amount of \$116,784.00 to purchase a 2019 Ford Super Duty F-550 XL Crane Truck (Water Dept. Utility Vehicle). Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-120: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-120** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to National Auto Fleet Group in the amount of \$147,285.00 to purchase (3) 2019 Ford Super Duty F-350 Trucks. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-121: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-121** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to National Auto Fleet Group in the amount of \$135,155.00 to purchase a 2018 Ford F-750 Chassis Dump Truck. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-122: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-122** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to National Auto Fleet Group in the amount of \$116,945.00 to purchase a 2019 Ford Super Duty F-550 XL Crane Truck. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 4-0-0

Resolution 2018-123: Amendment to FY 2019 Water & Sewer Budget – On motion by Tencza, seconded by Morton, it was it was moved to approve **Resolution #2018-123** amending the FY2019 Water/Sewer Budget. Deputy Executive Director Puszc advised the Board that the adjustment to the Executive Director's salary required a budgetary transfer which amends the budget and is sent to the Department of Community Affairs to inform them of this change.

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

MOTION CARRIED: 4-0-0

Resolution 2018-125: Authorizing the Retention of an Energy Agent – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-125** authorizing the retention of Incite Energy, LLC to provide no cost energy procurement consulting services to the Authority. Deputy Executive Director Puszc informed the Board that Incite Energy is our current energy agent and has been for a number of years. They procured a third party energy supply with a substantial savings. They offer assistance with the various providers and speak with them on our behalf. They have proven to be an asset. Deputy Executive Director Puszc recommends another one year contract. This is at no cost to the Authority as their compensation is received through the carrier.

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

MOTION CARRIED: 3-0-1

Resolution 2018-126: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-126** awarding a contract to Whel-Tech Inc. in the amount of \$10,464.00 for Mission Monitoring System for Virtua

Hospital water pressure. Deputy Executive Director Lender explained that this replaces the old monitoring system at Virtua Hospital on Brick Road. The Authority has been experiencing problems with the current system and it needs to be updated. This is in the budget.

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

MOTION CARRIED: 4-0-0

Resolution 2018-127: Award of Contract in excess of \$6,000 – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-127** awarding a contract to Woolston Company, Inc. in the amount of \$10,560.00 (\$220.00 per container) for a 2 year term to haul grit and screenings from Elmwood and Woodstream Plants. Deputy Executive Director Lender recommended a 2 year term as it is a great price.

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

MOTION CARRIED: 4-0-0

Resolution 2018-128: Award of Contract Under Non Fair and Open in excess of \$17,500 – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-128** awarding a contract under non fair and open to Xylem Water Solutions USA, Inc. in the amount of \$20,564.54 for (2) Flygt submersible pumps. Deputy Executive Director Lender explained that this is a planned budgeted project. They are submersible pumps at our ERP Lift Stations that need to be replaced.

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

MOTION CARRIED: 4-0-0

Resolution 2018-129: Authorizing Sale of Property – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-129** authorizing sale of public property no longer needed for public use through on-line auction. Deputy Executive Director Lender explained that the Authority is selling a Warrior lawn mower.

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

MOTION CARRIED: 4-0-0

Resolution 2018-131: Authorizing Advertisement – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-131** authorizing advertisement for proposals for (3) Flygt Pumps for Woodstream Pump Station #2. Deputy Executive Director Lender explained this replaces all three pumps at Pump Station #2. Last year the Authority replaced all of the pumps at Pump Station #1. This is also in the budget. We will rebuild two of them to use them as spares and put them in rotation.

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

MOTION CARRIED: 4-0-0

Resolution 2018-132: Award of Emergency Contract in excess of \$6,000 – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-132** awarding an emergency contract to Henkel's & McCoy in the amount of \$6,427.94 for road plates, restoration and paving at 19 North Maple Avenue. Deputy Executive Director Lender explained that we had a service leak at the Verizon building. It was the Authority's responsibility because it was before the curb box. According to the County rules, the road had to be plated overnight. Henkel's & McCoy plated it and came back the next day to pave it.

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

MOTION CARRIED: 4-0-0

Resolution 2018-133: Award of Emergency Contract in excess of \$6,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-133** awarding an emergency contract to Atlas Flasher & Supply Co. in the amount of \$8,471.00 to set up traffic control for removal of road plates and paving at 19 North Maple Avenue. Deputy Executive Director Lender explained that we hired them to handle the traffic control for the work that needed to be completed at 19 North Maple Avenue.

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

MOTION CARRIED: 4-0-0

Resolution 2018-135: Award Under State Contract in excess of \$6,000 – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-135**

awarding a state contract to Hainesport Enterprises, Inc. in the amount of \$8,801.38 to rebuild the oil side of the water pump for the 2009 Gap Vax. Deputy Executive Director Lender explained that this is a 2009 Gap Vax valued at \$400,000.00 and this is to rebuild the water pump that is used in the sewers not the water pump in the engine.

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

MOTION CARRIED: 4-0-0

Resolution 2018-136: Award of 2 year Contract extension in excess of \$6,000 – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2018-136** awarding a 2 year contract extension to Print & Mail Communications, LLC in the amount of \$14,400.00 for the printing, folding/inserting and mailing of monthly water/sewer invoices and discontinuance notices. Deputy Executive Director Puszcz explained that we awarded a one year contract last year to this contractor to see how it would work to use them to handle our billing process. This has worked out very nicely and has resulted in a cost savings to the Authority. The contractor did agree to hold their current price for two additional years.

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

MOTION CARRIED: 4-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that since our last meeting, we had three water main breaks: North Maple Avenue, Kent Avenue and Wescott Road. The Wescott Road break was actually on the Jaggard Elementary school property. The water service line is owned by the Board of Education. We have made past repairs at Evans and Jaggard Elementary. The Authority makes the repairs and we bill the Board of Education for the cost of the materials for the service. In addition the contractor for the Mid Atlantic Urgent Care facility on Cooper Avenue broke our sewer main and made the repairs under our supervision.

Executive Director Rollins advised the Board that the Lead and Copper Drinking Water Study is currently underway. This is performed every three years between June 1st and September 30th. The Authority is canvassing the area for homes that fit the criteria that the EPA is looking for. This report will be completed by mid-October. Executive Director Rollins will report the findings at that time.

Executive Director Rollins announced that the Authority has been selected by the Water Environment Federation as a Water Utility of the Future Today. Thirty two water utilities

are being recognized for transformational work in community engagement, water shed stewardship and recovery resources. This award will be given to the Authority at the WEFTEC in New Orleans in October. The Township also plans to recognize the Authority for this great achievement.

Executive Director Rollins discussed with the Board meeting date changes for September and October meetings. It was agreed to change the September meeting to September 12, 2018 and the October meeting to October 10, 2018.

Executive Director Rollins informed the Board of the expression of appreciation from the Whitebridge Village community. Deputy Executive Director Lender received an e-mail from one of their community leaders informing him that she was including us in their monthly newsletter. She expressed gratitude to the Authority for repainting all of the fire hydrants in their area.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – A meeting will be scheduled in September with the owner to discuss securing the property.

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 – The property owners have approved the revised site plan. We have prepared the legal description and revised the plans to conform this new layout. The legal description and the easement plans are being sent to the property owners.

Update: Well 4 Emergency Generator – Nothing new to report.

Update: Route 70 Water Main – We are acquiring construction easements to move forward on the design.

Update: Route 70 Sewer Main – We are acquiring construction easements to move forward on the design.

Update: Elmwood WWTP Resiliency Improvements

Motion to approve a proposal from Richard A. Alaimo Associates – On motion by Lutner, seconded by Tencza, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount \$52,000.

RECORDED VOTE: AYE: Lutner, Tencza, Morton, Waters

NAY: None
ABSTAIN: None

MOTION CARRIED: 4-0-0

Update: South Maple Avenue Water Main Replacement – Construction is ongoing. The water main installation should be completed by the end of August.

Resolution 2018-134: Approval of Change Order #1 – On motion by Morton, seconded by Lutner, it was moved to approve **Resolution #2018-134** approving Change Order #1 in the amount of \$43,136.40 to Mac Rose Corp., Inc. Executive Director Rollins explained that after the contract was awarded, the traffic control plan had to be modified substantially as required by the County. The Board collectively expressed their concerns of the cost for this project.

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

MOTION CARRIED: 4-0-0

Update: Knox Boulevard Water Main Replacement – The BSDW permits for this project have been received. The planning document has been submitted to the DEP and the plans and specifications will be submitted for Trust Fund review once the Short Term Financial Addendum Form has been submitted.

Update: Knox Boulevard and Heritage Village Sewer Main Rehabilitation – This project is being closed out with the exception of the two year anniversary inspection.

Update: Heritage Village Water Main Replacement – Phase I – The BSDW permits for this project have been received. The planning document has been submitted to the DEP and the plans and specifications will be submitted for Trust Fund review once the Short Term Financial Addendum Form has been submitted.

Update: Kings Grant WWTP Effluent Pump – This project is complete.

Resolution 2018-124: Release of Performance Bonds – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2018-124** releasing performance bonds for Ambrosia Treatment Center, Phase 2

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

MOTION CARRIED: 4-0-0

Resolution 2018-130: Release of Performance Bonds – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-130** releasing performance bonds for PSE&G Cox’s Corner Switching Station

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

MOTION CARRIED: 4-0-0

Motion to approve S-3/W-3 for Route 73 Property, LLC – On motion by Tencza, seconded by Lutner, it was moved to approve S-3/W-3 for Route 73 Property, LLC – 200 Route 73 North

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

MOTION CARRIED: 4-0-0

Motion to approve S-1/W-1 for F T Equities LLC– On motion by Lutner, seconded by Morton, it was moved to approve S-1/W-1 for F T Equities LLC, Royal Farms Evesham, 600 Route 73 North

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

MOTION CARRIED: 4-0-0

Motion to approve S-1/W-1 for Evesham Senior Apartments, LLC c/o The Walters Group– On motion by Morton, seconded by Lutner, it was moved to approve S-1/W-1 for Evesham Senior Apartments, LLC c/o The Walters Group – 16 Stow Road

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

MOTION CARRIED: 4-0-0

BOARD COMMENTS

Commissioner Lutner is happy for the attention that the Authority is receiving from Whitebridge Village to nationally. He feels it is well deserved.

Commissioner Tencza complimented the Authority for all of their hard work and thanked the Authority for participating in National Night Out.

Commissioner Morton congratulated Commissioner Tencza for his hard work during National Night Out and the Authority for participating. He appreciates the recognition that is well deserved of the Authority.

Chairman Waters also expressed his happiness for all of the recognition that the Authority is receiving. He feels that the entire Authority is doing a great job. He also informed the Board of a bill in the State Legislature to put on a forty cent per thousand gallons on water use tax. He feels it's unfortunate that the townships that are not maintaining their systems are the reason for this.

There was a motion to adjourn by Morton, seconded by Lutner. The meeting was adjourned at 8:33 P.M.

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

MOTION CARRIED: 4-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for September 12, 2018 at 7:30pm.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____