

EVESHAM MUNICIPAL UTILITIES AUTHORITY**Meeting Minutes from August 2, 2017****Authority Board, Professionals and Staff in Attendance:**

Present: Tencza, Druss, Lutner, Morton, Waters

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Deputy Executive Director Lender, General Counsel Drollas, Engineer Simpson, Board Secretary Rubin

Members of the Public:

None

Chairman Waters called the meeting to order at 7:35 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**

June 28, 2017 – On motion by Morton, seconded by Tencza, it was moved to approve the minutes of June 28, 2017.

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

MOTION CARRIED: 4-0-1

PUBLIC COMMENT

None

FINANCIAL

Resolution 2017-101: Payment of Bills

On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2017-101** approving the payment of the July 2017 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2017-102: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2017-102** approving the July 2017 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2017-103: Authorizing Entry into a Cooperative Pricing Agreement – On motion by Morton, seconded by Druss, it was moved to adopt **Resolution #2017-103** authorizing entry into a cooperative pricing agreement with Evesham Township for Asphalt and Concrete Contractors.

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

MOTION CARRIED: 5-0-0

Resolution 2017-104: Award of Contract in excess of \$6,000 – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2017-104** awarding a contract to Garrison Printing Company, Inc. in the amount of \$12,514.00 for the printing of the 2018 EMUA calendar.

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

MOTION CARRIED: 5-0-0

Resolution 2017-105: Award of One Year Contract Extension – On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2017-105** awarding a one year contract extension to Woolston Company, Inc. in the amount of \$9,183.84 for non-hazardous, ID 27, Waste Transportation Services. Deputy Executive Director Lender explained that this is to transport grit and screenings from the Waste Water Treatment Plant.

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

MOTION CARRIED: 5-0-0

Resolution 2017-106: Authorizing rejection of Apparent Low Bid and Awarding Contract in Excess of \$40,000– On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2017-106** authorizing rejection of the apparent low bid and awarding a contract to Xylem Water Solutions USA, Inc. in the amount of \$111,082 for Flygt Replacement Pumps. Deputy Executive Director Lender explained that this will replace five existing pumps and they will re-use the parts of the old units to rebuild back up pumps. The low bidder, KSB, failed to comply with the bid specifications in regards to the pump brand, which is necessary for plant operations.

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

MOTION CARRIED: 5-0-0

Resolution 2017-107: Authorization to Advertise for Bids – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2017-107** authorizing advertisement for bids for a Meter Supply Contract. Deputy Executive Director Lender

explained that the current contract has expired and we need to purchase more meters to accommodate new development.

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

MOTION CARRIED: 5-0-0

Resolution 2017-111: Award of Contract in Excess of \$6,000 – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2017-111** awarding a contract to Print & Mail Communications in the amount of \$7,200 for printing, folding/inserting and mailing of monthly water/sewer invoices and discontinuance notices. Deputy Executive Director Puszcz explained that the current folding/inserting contract expires on August 5, 2017. We have decided to expand the project scope to include the printing and mailing of the monthly invoices. This will result in a savings in postage and staff processing of monthly invoices and notices.

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

MOTION CARRIED: 5-0-0

Resolution 2017-112: Award of Contract in Excess of \$6,000 – On motion by Druss, seconded by Morton, it was moved to adopt **Resolution #2017-112** awarding a contract to Xylem Water Solutions USA, Inc. in the amount of \$6,562.72 to purchase a spare Flygt pump for the Golf Course Lift Station. Deputy Executive Director Lender explained that this is a spare pump to ensure continuous operations if the current pump fails.

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

MOTION CARRIED: 5-0-0

Motion to approve a proposal – On motion by Lutner, seconded by Tencza, it was moved to approve a proposal from Intellitec Solutions in an amount not to exceed \$8,000 to implement and migrate the Fixed Assets to the Great Plains accounting software. Deputy Executive Director Puszcz explained Intellitec Solutions is our vendor for our Great Plains software. This project will eliminate the current process of recording the fixed assets into an outdated stand-alone software. Using this fixed assets module within our current Great Plains accounting software allows direct integration between Accounts Payable purchase order processing and the recording of the asset. When we upgraded the Great Plains server last fall to accommodate new processes, this was one

of the scheduled projects. We already own the fixed assets program. This contract is for the conversion and migration of data and implementation of the fixed assets procedures in Great Plains.

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

MOTION CARRIED: 4-0-1

Motion to approve a proposal – On motion by Lutner, seconded by Morton, it was moved to approve a proposal from NW Financial Group, LLC in the amount not to exceed \$15,000 for analytical and modeling services to assist the Authority with future financial planning for rate structure, debt management, cash flow and capital improvements. Deputy Executive Director Puszcz explained that the Authority seeks professional guidance to assist in financial planning strategies including long term projections for rate structures, cash flows and capital improvement planning.

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

MOTION CARRIED: 4-0-1

EXECUTIVE DIRECTOR’S REPORT

Potential Violations

Executive Director Rollins advised the Board that since the last meeting, there have been no water main breaks. There have been two small sewer overflows. When demolishing Olga’s Dinner, their water/sewer lines were disconnected and capped off. Unknown to everyone, the Remax building was connected to that sewer line causing a sewer spillage into a manhole on the property. The second sewer stoppage occurred at Pineview Drive and Sweetfern Court. This problem arose from grease blockage.

We are draining the orbals at Elmwood Plant for cleaning. There may be an odor near Elmwood Road for the next couple of weeks. DEP has been informed.

We are holding up well with our water quantity within our supply strategy parameters; however, we experienced a water quality issue at two of our wells. On June 29th, we sampled our wells and were in violation of the maximum contaminant levels in Wells 7 & 9. In the past 24 years, we have never exceeded the maximum levels. It is possible this could be the result of laboratory contaminants, which we will look into. We will take all the necessary steps to resolve the issue.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – The property owner has met with the Black Run Preserve, the Evesham Township Environmental Commission and the chairman of the Pinelands Commission. All indicate no problems with the selected site.

Update: ASR Well 13/14 Treatment Program – Resubmitting the drawings to the State at the end of the month.

Update: Defense Drive Utility Replacements – Still waiting for the contractor to complete the second punch list.

Update: Locust Avenue Pumping Station Upgrade – Nothing new to report.

Update: Well 4 Emergency Generator – Shop drawings have been approved on the generator. Waiting for delivery schedule.

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

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

Update: Woodstream UV Replacement –

Resolution 2017-108: Approval of Change Order #1 – On motion by Tencza, seconded by Lutner, it was moved to approve **Resolution #2017-108** approving Change Order #1 for Woodstream U V Replacement in the amount of \$6,601.61 to furnish and install a galvanized metal roof over existing UV tanks in lieu of a fiberglass plate over the existing grating.

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

MOTION CARRIED: 5-0-0

Update: Elmwood WWTP Resiliency Study – Commenced work on this study. The report will be submitted this week.

Update: Wells 5 & 9 Redevelopment –

Resolution 2017-109: Approval of Change Order #1 – On motion by Tencza, seconded by Lutner, it was moved to approve **Resolution #2017-109** approving Change

Order #1 for Wells 5 & 9 in a credit amount of (\$24,377.00) for field quantity adjustments.

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

MOTION CARRIED: 5-0-0

Update: South Maple Avenue Water Main Replacement – Waiting for the County to approve.

Update: Knox Boulevard Water Main Replacement – Nothing new to report.

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

Update: Elmwood Sludge Dewatering Centrifuge – Shop drawings are being reviewed.

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

Update: Kings Grant WWTP Effluent Pump – Nothing new to report.

Resolution 2017-110: Releasing Performance Bonds – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2017-110** releasing the performance bonds to The View at Marlton.

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

MOTION CARRIED: 5-0-0

Motion to approve S3/W3 for Crisp Kitchen, The View at Marlton, LLC – On motion by Morton, seconded by Druss, it was moved to approve S3/W3 for Crisp Kitchen, The View at Marlton, LLC, 1041 Route 73 North

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

MOTION CARRIED: 5-0-0

Motion to approve S3/W3 for Marino’s Bistro, The View at Marlton, LLC – On motion by Druss, seconded by Tencza, it was moved to approve S3/W3 for Marino’s Bistro, The View at Marlton, LLC, 1041 Route 73 North

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

MOTION CARRIED: 5-0-0

Motion to approve W1 for Planland, LLC, Country Club Acres– On motion by Morton, seconded by Lutner, it was moved to approve W1 for Planland, LLC, Country Club Acres, Hopewell Road

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

MOTION CARRIED: 5-0-0

Motion to approve S2/W2 for RH Properties – On motion by Lutner, seconded by Druss, it was moved to approve S2/W2 for RH Properties for AtlantiCare, 63 E. Route 70

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

MOTION CARRIED: 5-0-0

Motion to approve S3/W3 for RH Properties – On motion by Lutner, seconded by Druss, it was moved to approve S3/W3 for RH Properties for AtlantiCare, 63 E. Route 70

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

MOTION CARRIED: 5-0-0

EXECUTIVE SESSION – Resolution 2017-101 – On motion by Druss, seconded by Lutner, it was moved to enter into Executive Session at 8:37 p.m. for discussion of legal matters.

Commissioner Lutner recused himself and departed the meeting at 8:40 p.m.

On motion by Morton, seconded by Druss, it was moved to come out of Executive session at 9:33 p.m.

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

MOTION CARRIED: 4-0-0

BOARD COMMENTS

Commissioner Morton commended Executive Director Rollins and the staff for their outstanding participation in National Night Out.

There was a motion to adjourn by Tencza, seconded by Druss. The meeting was adjourned at 9:35 P.M.

RECORDED VOTE: AYE: Druss, 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 6, 2017 at 7:30pm.

Christine Krimmel
Administrative Support

APPROVED BY THE BOARD: _____