

REGULAR MEETING, OCTOBER 17, 2013

The Regular Meeting of the Gloucester Township Municipal Utilities Authority was held on Thursday, October 17, 2013, at 7:00 P.M. at the Gloucester Township Municipal Utilities Authority Building, 401 W. Landing Road, Blackwood, New Jersey.

The following members were present: Mr. Calabrese, Mr. Simiriglia, Mrs. Tarves, Mr. Edgar, Mr. Pillo and Mr. Garbowski.

Also present were Mr. Long, Mr. Leisse, Mr. Benson, Ms. Tarves and Mrs. Hrynio.

Council Liaison Glen Bianchini was also present.

On motion of Mr. Edgar, second by Mr. Simiriglia, Ms. Guevara was excused from this meeting due to a medical procedure.

Chairman Calabrese stated that Mr. Pillo would be seated for Ms. Guevara.

All signified their approval by stating aye.

The Chairman read the commencement statement noting that the meeting was advertised in the Courier Post and The Central Record Newspaper, and notice was placed on the bulletin board of the Township of Gloucester and the Gloucester Township Municipal Utilities Authority; the meeting was recorded.

On motion of Mr. Simiriglia, second by Mrs. Tarves, the Minutes of the Regular Meeting of September 19, 2013 were approved.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

R-10-13-89 - Resolution to pay bills out of the Operating Fund.

On motion of Mr. Edgar, second by Mr. Pillo, the above resolution was adopted on a roll call vote.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

R-10-13-90 - Resolution to pay bills out of the Renewal and Replacement Account.

On motion of Mrs. Tarves, second by Mr. Simiriglia, the above resolution was adopted on a roll call vote.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

R-10-13-91 - Resolution to pay bills out of the Plans & Specifications Account.

On motion of Mr. Simiriglia, second by Mr. Edgar, the above resolution was adopted on a roll call vote.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

PUBLIC PORTION

Mr. Pete Heinbaugh, Morningstar Court, Sicklerville. Mr. Heinbaugh stated that he had a couple of questions regarding the agenda, specifically R-10-13-95. He asked if we held Executive Sessions at each meeting. Chairman Calabrese stated that there was no need for that. We put it on the agenda just in case there is an Executive Session needed so we would have the proper resolution for it. Mr. Heinbaugh asked if all Executive Sessions are closed to the public. Mr. Long stated that if the Board decides that there is a matter that fits within one of the nine categories that they need to talk about at any meeting, they could adopt this resolution. We have a sample resolution that Mr. Long has drafted for the GTMUA which lays out the nine exceptions. For example, tonight, there is no need for us to discuss anything in private. Mr. Long stated that this Board rarely goes into Executive Session. We could go back and look at our minutes – most of our discussions are done in public unless it has something to do with litigation, personnel issues or contract negotiations, where we need to talk about where we are and some strategy moving forward. The law allows us to go into Executive Session so that we can exclude the public so that we can have those candid discussions. And then when the need for confidentiality no longer exists, the minutes become public and so forth. Mr. Heinbaugh thanked Mr. Long for the explanation.

Mr. Heinbaugh stated that the agendas and minutes are meant to be available on the website. Chairman Calabrese stated that right now we are going through a process of changing our computer system, hopefully, next month he will see those additions to our website.

ENGINEER'S REPORT

Mr. Leisse presented his report during the Work Shop portion of the meeting, a copy of which is attached and made part of these minutes.

R-10-13-92 - Resolution Authorizing Completion of Emergency Repair Work for a Lateral Repair at 38 Sherbrook Boulevard (Timberbirch Development) by R.D. Zeuli, Inc., in Accordance with the Emergency Services Contract Authorized by Resolution R-07-13-62.

On motion of Mr. Simiriglia, second by Mr. Pillo, the above resolution was adopted on a roll call vote.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

R-10-13-93 - Resolution Authorizing the Award of Bid for Hydrogen Sulfide Control Services to Siemens Water Technologies, LLC.

On motion of Mr. Edgar, second by Mr. Simiriglia, the above resolution was adopted on a roll call vote.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

CONFLICT ENGINEER

Nothing to Report.

SOLICITOR

Mr. Long stated that his report stands as presented during the Work Shop portion of the meeting.

R-10-13-94 - Resolution Authorizing the Assignment of a Hold Harmless Agreement for Villas at Broadacres, with Parke Bank and its Assigns, for Block 13306, Lots 1, 2, 3, 4, & 5.

On motion of Mr. Simiriglia, second by Mr. Pillo, the above resolution was adopted on a roll call vote.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

R-10-13-96 - Resolution Awarding a Contract to Creative Payment Solutions for Recognition of Electronic Payee and Other Online Network Payment Assistance Services.

On motion of Mr. Pillo, second by Mr. Edgar, the above resolution was adopted on a roll call vote.

AYE: Mr. Pillo, Mrs. Tarves, Mr. Edgar, Mr. Simiriglia and Mr. Calabrese.

There was no need for an Executive Session; therefore R-10-13-95 was not adopted.

EXECUTIVE DIRECTOR'S REPORT

Nothing Additional to Report.

SECRETARY'S REPORT

Nothing Additional to Report.

PUBLIC PORTION

Mr. Pete Heinbaugh, Morningstar Court, Sicklerville. Mr. Heinbaugh stated that he attended our meeting two months ago. At that time there was a resolution to procure some training for Edmunds Financial Software. He asked if the training went forward. Chairman Calabrese responded that it was in place now. Mr. Heinbaugh stated that the Township of Gloucester also utilizes Edmunds Financial Software. He asked if there was any thought, at the time when this project was being considered, to share the service. Chairman Calabrese stated that he does not know if that is possible. We have different programs and different things that have to be done. Mr. Long stated that the Township's system is collection of taxes based upon a ratable base, it is a different system of collection. The GTMUA's system is based on a sewage use charge that is done based upon a quarterly rate – so the systems are a little different. He is not sure how they would interface. It is not Mr. Long's expertise. We found that there was a need for some training in-house. One of the resolutions we adopted tonight is part of the training that is on-going and getting up on-line with the electronic payee and network services that allows us to have people just go on-line and pay their bill and it automatically gets entered into their account. This would save significant man hours of having to do that manually. This will update by just a push of a button, as opposed to receiving a stack of checks from the bank that the customer had done electronically and someone here has to manually enter them into their account. We have seen some considerable increases in efficiencies and potential efficiencies that will allow us to operate a little leaner and meaner in terms of moving forward. It seems to be working. This was one of the suggestions that came out of that training.

Mr. Simiriglia stated that the system we were using before was more than 10 years old. The new system has a lot more benefits and it would not take long for us to recoup the investment. As we are using it and getting more familiar with it – the person that we brought in for training is finding so many more ways to utilize it in the most efficient manner.

Chairman Calabrese stated that most of the towns in New Jersey are using Edmunds. Mr. Long stated that we may be using it at 20% efficiency. We want to operate at the full benefit of the system. From what Mr. Long understands, it is a little complex to operate, but once you can get it up and running, we can increase our efficiency from 20% usage up to 100% usage. Since we have the system, it was a no brainer, the folks really needed to be trained on some of the component parts and how it works.

Mr. Heinbaugh thanked the Board.

COMMENTS COUNCIL LIAISON

Mr. Bianchini had no comments this evening.

COMMENTS AND RECOMMENDATIONS FROM THE BOARD

The Board had no comments this evening.

On motion of Mr. Simiriglia, second by Mr. Edgar, the meeting adjourned.

All signified their approval by stating aye.



Marlene Hrynio, Recording Secretary

APPROVED NOVEMBER 21, 2013 REGULAR MEETING

**ENGINEER'S REPORT
GLOUCESTER TOWNSHIP M.U.A.****October 9, 2013**

1. A preconstruction meeting for the Cherrywood Drives and Controls project was held at the Authority Offices on September 12th. Shop drawings have been received and are being reviewed.
2. The first portion of the generator maintenance and inspection services has been completed by Atlantic Switch and Generator. I have recommended payment of the purchase order for the services completed. Atlantic Switch and Generator has provided the Authority with a list of recommended repairs to the system's generators. We are reviewing the recommendations to determine which are to be completed by Authority personnel. Atlantic is also providing recommendations for emergency power provisions at the Maintenance Building as well as the Administration Building.
3. Bid documents for the 2013 Hydrogen Sulfide Control Services were opened on October 8th. I have recommended acceptance of the bid prices submitted by Siemens Water Technologies, LLC.
4. On October 2nd, the Authority received a report of a lateral issue at 38 Sherbrook Boulevard in the Timberline section of the Township. The issue occurred between the sewer main and the curb due to deterioration of the Orangeburg/Terracotta lateral at a depth of approximately 9-1/2 feet. R.D. Zeuli was contacted and promptly responded to the emergency, completed the repair and placed the lateral back into service. R.D. Zeuli provided temporary restoration of the roadway; the Authority will schedule to complete the finish paving. A report has been provided under separate cover.
5. On Thursday, September 26th I attended the preconstruction meeting for the Villages at Cross Keys. Blenheim Construction is obtaining final approvals before commencing site clearing. It is anticipated that the installation of utilities will begin in mid-November.
6. On September 18th, the Authority and I attended a presentation for the Telog Enterprise System by Process Control Instrumentation. The Telog system is a remote pumping station monitoring system that utilizes cellular communications for station data management. I will evaluate the proposed system and associated costs and provide a report under separate cover for the Authority's review.

End of Report