

# **Borough of Buena Municipal Utilities Authority**

## **Remote Meeting Access**

*For November 11, 2020*

Dear Residents and Interested Parties:

Due to the health concerns related to COVID-19 coronavirus, meetings of the Borough of Buena Municipal Utilities Authority Board will be held remotely via conference calls. Agendas will be posted timely for your review on the BBMUA's website at [www.buenaboroughmua.com](http://www.buenaboroughmua.com). During the public portion of the meeting, you will state your name and address for the record, followed by your concern.

To access meetings, please call:

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1247287#

The line may be busy due to high call volume across the country. If you are unable to join on your first attempt, please try again until you successfully connect. It is best to try five to 10 minutes prior to or after the hour.

Meetings begin at 7:00 p.m. By following the steps outlined above, you will have full and unrestricted access.

Thank you for your patience and understanding during this difficult time. We will continue to keep you apprised of any changes. Please take care of yourself and your loved ones and stay safe.

The BBMUA Board Members and Employees

## REGULAR MEETING AGENDA

### CALL THE MEETING TO ORDER:

### FLAG SALUTE:

**SUNSHINE LAW:** “This regular meeting held on November 11, 2020 at 7:00 P.M. is being conducted in compliance with the open public meetings act of the state of New Jersey upon publication and posting of notice as required by law.”

### ROLL CALL OF ATTENDANCE:

R. Baker	C. Santore
R. Delano	A. Zorzi
J. Formisano	R. Smith
J. Johnston	R. Casella/M. Testa Jr.
J. Santagata	S. Testa
J. Alvarez	

**CHAIRMAN: FIRST ORDER OF BUSINESS:** #5 Adopt Resolution R-23-2020 appointing Mary Fenselau to the position of Clerk Typist effective January 1, 2021 through December 31, 2021.

I need a motion to adopt Resolution R-23-2020 appointing Mary Fenselau to the position of Clerk Typist in the BBMUA for the period of January 1 through December 31, 2021 at a rate of \$12.93 per hour for a maximum of 25 hours per week per civil service rules and regulations.

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

### PUBLIC PORTION:

**ENGINEER'S REPORT: #3 Letter from Edward Dennis of Remington & Vernick to Chairman Santagata requesting authorization to prepare and advertise the bidding documents for the contracts that are due to expire: 1) Furnishing of Electrical Repair and Maintenance Services 2) Furnishing of Mechanical and Plumbing Repair and Maintenance Services 3) Furnishing and Delivery of Wood Chips 5) Furnishing and Delivery of Water Meters 6) Furnishing and Delivery of Liquid Aluminum Sulfate 7) Furnishing and Delivery of Micro C 2000 or Approved Equal. The cost to prepare the specifications and bidding documents for the above listed bids is for a cost not to exceed \$1,200.00 each or a total of \$7,200.00.**

I need a motion to authorize Remington, Vernick & Walberg to prepare and advertise the bidding documents for the above listed contracts that are due to expire. The cost to prepare each contract will not exceed \$1,200.00 each or \$7,200.00 total.

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

**#6 Email from Dennis Yoder of Remington & Vernick regarding the processing of the interim loan for the Upgrades of the Pumping Stations and Grit Removal System project. Secretary Cheryl Santore informed Dennis that the interim loan was completed with the NJIB and has been submitting payment requisitions for reimbursement and will continue to do so throughout the process. Once the project is near completion the NJIB will notify the BBMUA that the project is just about complete and we will need Bond Counsel to get involved again to turn the interim loan into permanent financing. Mr. Yoder stated that this is helpful and we should be able to get the construction phase moving this month.**

**#9 Letter from William Machotka, Section Chief of the State of NJ DEP Division of Water Quality Municipal Finance & Construction Element notifying us that we are authorized to award the project for the Upgrades to Sewer Pump Stations #1, #2, & #3 and Grit Removal System and informing us of the information they will require.**

**#12 Email from Robert Smith of Remington & Vernick to the BBMUA Solicitor, Robert Casella requesting a letter indicating the pump station project will be performed on lands owned by the BBMUA to meet one of the NJDEP requirements.**

**#13 Letter from Robert Casella of Testa, Heck, Testa & White to Robert Smith of Remington & Vernick providing the letter that was requested by Mr. Smith to meet the NJDEP requirements for the pump station project.**

**#14 Email from Robert Smith of Remington & Vernick providing copies of the letters returning bid bonds to the unsuccessful bidders on the pump station project for our records.**

**SOLICITOR'S REPORT:** #1 Email from Matthew Robinson of Robinson Law on behalf of Frank Carpino regarding his connection fees paid and the 18 month charges for the Liberty Village project.

**AUDITOR'S REPORT:**#15 Email from Tim Kiel of Romano, Hearing, Testa & Knorr regarding Governor Phil Murphy's Executive Order 190 regarding the mandatory suspension of interest and fees and disconnections for nonpayment of services through March 14, 2021. Note: Interest is currently accruing on all water and sewer accounts, however per the resolution that was adopted earlier in the year no shut off notices have been mailed or services been disconnected due to nonpayment.

Review and discuss the 2021 Sewer and Water Budget.

**#16 Adopt Resolution R-24-2020 Ratifying the Late Introduction and Submission of the 2021 Sewer and Water Operations Budget.**

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

**#17 Adopt Resolution R-25-2020 Sewer and Water Operations Budget for 2021**

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

**UNFINISHED BUSINESS:** #2 Copy of the electronic payment notification from GovDeals for the sale of the 1993 Ford F-477 Super Duty dump truck sold on October 16, 2020.

**CORRESPONDENCE:**

**TREASURER'S REPORT:** Motion to approve treasurer's report as read

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, B. Delano, J. Formisano, J. Johnston, J. Santagata

**SECRETARY'S REPORT: #4 MIS Proposal for 2021 from Barber Consulting Services LLC. In prior years Barber Consulting has offered us services at 6 visits per year in the amount of \$1,500.00. This year they are offering their clients an option for unlimited services which include the Malwarebytes Endpoint Protection and Cloud Backup Services which cost us an additional \$516.92 in prior years. In total we were paying \$2,016.92 for all services provided and only had 6 visits per year. If we had additional problems and had to phone in it would have cost additional money. For an additional \$733.08 we can opt for the unlimited service and have 12 visits per year and the Malwarebytes and Cloud Backup services included. We need to respond and pay for the service prior to January 31, 2021 if we want the unlimited service to receive an additional discount. This will not be a problem as their purchase order is always paid at the first meeting in January of every year. The cost for the regular MIS services as we have had in the past will be \$1,750.00 for 2021(does not include Malwarebytes and Cloud Backup) and the cost for the unlimited MIS services will be \$2,750.00 (includes Malwarebytes and Cloud Backup).**

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

**#10 Memo from PERMA Risk Management Services advising us that our 2020 Dividend will be in the amount of \$5,836.00. This is a decrease of \$559.00 from last year's awarded amount.**

**Every year we purchase Safety Incentive Gift Certificates for the employees with a portion of this dividend. Does the board want to approve purchasing the gift certificates again this year? Last year we purchased 10 \$100.00 Visa Gift Cards for the employees to use as they wish.**

**#11 Copy of the 2021 Edmunds GovTech Invoice for the annual software maintenance and support. The cost in 2021 remains the same as last year at \$5,800.00.**

**I need a motion to approve the Edmunds GovTech annual software maintenance and support invoice in the amount of \$5,800.00.**

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

**MINUTES OF THE MEETING:** Dispense with reading the minutes of the last regular meeting held on October 14, 2020. Second-Roll Call

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

**PUBLIC PORTION:**

**PLANT SUPERINTENDENT'S REPORT:** #7 Price quote from South Jersey Glass & Door providing a proposal to replace three doors. The cost proposal for one door at Well House #3 was quoted at \$2,346.10. The cost proposal for one door at the MUA Plant on Alan's Office was quoted at \$2,069.06. The cost proposal for one door at the MUA Plant on Mary's Office was quoted at \$3,211.92. In total all three doors will cost \$7,627.07.

# Listing of Chemical price quotes for 2021 for approval.

A quote was obtained for Citric Acid from the following companies:

Brenntag	\$46.10	50lb. bag
Univar	\$47.50	
Coyne	\$51.60	

I need a motion to purchase Citric Acid from the lowest bidder Brenntag in the amount of \$46.10/bag.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

A quote was obtained for Sodium Hypochlorite from the following companies:

Buckman's Inc.	\$139.40/	55 gal drum
Univar	\$135.50	*Must Order 4 Drums
Brenntag	\$162.65	
Coyne	\$167.53	*Must Order 4 Drums

I need a motion to purchase Sodium Hypochlorite from the lowest bidder Buckman's Inc. in the amount of \$139.40/55 gal. drum.

m. \_\_\_\_\_ s. \_\_\_\_\_  
Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

A quote was obtained for Chlorine Gas from the following companies:

Coyne	\$277.17/150 lb. Cylinder
Univar	\$460.00
Brenntag	No Quote

I need a motion to purchase Chlorine Gas from the lowest bidder Coyne Chemical in the amount of \$277.17/150 lb. cylinder.

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

A quote was obtained for Chlorine Tablets from the following companies:

Coyne Chemical	\$164.00/60 lb. pail
Univar	\$165.00
Brenntag	No Quote

I need a motion to purchase Chlorine Tablets from the lowest bidder Coyne Chemical in the amount of \$164.00/60 lb. pail.

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

A quote was obtained for Sulfuric Acid from the following companies:

Univar	\$1.92/gallon
Brenntag	\$1.95
PVS Minibulk	\$1.99

I need a motion to purchase Sulfuric Acid from the lowest bidder Univar in the amount of \$1.92/gal.

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

A quote was obtained for Zeta Lyte 21 Polymer from the following companies:

CET	\$219.45/55 lb. box
Univar	No Quote
Coyne Chemical	No Quote
Brenntag	No Quote

Please note: Coyne bench tested several of their polymers in 2013. It was found that the equivalent dosage to the Zeta Lyte 21, their Zetag 8125 provided a larger faster flock and yielded a faster free-water release with far lower filtrate solids. Coyne provided the MUA with a sample in December 2013. After trying the product in use with our belt filter press it was found to be non-compatible with our process.

I need a motion to purchase Zeta Lyte 21 Polymer from CET in the amount of \$219.45/55 lb. box.

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J. Formisano, J. Johnston, J. Santagata

**Motion** to accept and file all correspondence sent out for review without reading numbered 1 through 17. Second-Roll Call

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J, Formisano, J. Johnston, J. Santagata

**PAYMENT OF THE BILLS:** motion to pay all bills presented.

m. \_\_\_\_\_ s. \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J, Formisano, J. Johnston, J. Santagata

The next regular meeting is scheduled for December 9, 2020 at 7:00 p.m.

**MEETING ADJOURNMENT:** Motion to adjourn the meeting. Second-Roll Call

m. \_\_\_\_\_ s. \_\_\_\_\_ Time: \_\_\_\_\_

Roll Call: R. Baker, R. Delano, J, Formisano, J. Johnston, J. Santagata