

BOROUGH OF BUENA
MUNICIPAL UTILITIES AUTHORITY
P. O. BOX 696
MINOTOLA, NEW JERSEY 08341

The regular meeting of the BBMUA was held on November 11, 2020 at 7 p.m. This meeting notice was provided to The Daily Journal and the Atlantic County Record which are the BBMUA's official newspapers. Notices are also posted on the bulletin boards within the Municipal Building as well as the Borough of Buena and BBMUA's websites. The meeting took place via freeconferencecall.com phone in meeting software due to the COVID-19 pandemic and no one being allowed to gather in large groups in person per order of the Governor of the State of New Jersey and the President of the United States of America.

The meeting was called to order by Chairman Joseph Santagata.

Those present were:

R. Baker	C. Santore
B. Delano	A. Zorzi
J. Johnston	R. Smith
J. Santagata	M. Testa Jr.
J. Alvarez	S. Testa & T. Kiel

m/Baker s/Delano to adopt resolution R-23-2020 appointing Mary Fenselau to the position of Clerk Typist effective January 1, 2021 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/passed

Edward Dennis of Remington & Vernick sent a letter requesting authorization to prepare and advertise the bidding documents for the contracts that are due to expire for the following: 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 4) Furnishing and Delivery of Water Meters and 5) Furnishing and Delivery of Liquid Aluminum Sulfate 6) 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.

m/Baker s/Johnston to authorize Remington & Vernick Engineers to prepare and advertise the bidding documents for the above listed contracts that are due to expire for a cost not to exceed \$1,200.00 each or a total of \$7,200.00. m/passed

An email was received from Dennis Yoder of Remington & Vernick regarding the processing of the interim loan for the rehabilitation of pump stations #1, #2, and #3 and the grit 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 the project is nearly complete and we will need Bond Counsel to get involved again to turn the interim loan into permanent financing. Mr. Yoder stated this is helpful and we should be able to get the construction phase moving this month. Robert Smith stated that the contracts have been sent out to the contractor for signature and the preconstruction meeting is scheduled for 10 am on Friday, November 13, 2020.

A letter was received 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 rehabilitation of sewer pump stations #1, #2, & #3 and grit removal system and informing us of the information they will require.

Mr. Smith stated that he emailed 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. Mr. Casella provided the letter that was requested and Mr. Smith submitted that to the NJDEP to fulfill the requirement.

Robert Smith of Remington & Vernick provided the board with copies of the letters returning the bid bond to the unsuccessful bidders on the pump station project for their records.

Michael Testa Jr. of Testa, Heck, Testa & White received an email from Matthew Robinson of Robinson Law on behalf of Frank Carpino regarding the connection fees paid and the 18 month charges for the Liberty Village project. Secretary Santore reminded the board of the two other attempts when Mr. Robinson reached out earlier in the year and what he was told prior in our minutes. Mr. Testa stated that Mr. Robinson is preparing an OPRA request that will be submitted but has not been received to date.

An email was received from Timothy 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.

m/Delano s/Baker adopt Resolution R-24-2020 ratifying the late introduction and submission of the 2021 water and sewer operations budget. m/passed

Mr. Steve Testa presented the 2021 sewer and water budget for the BBMUA to the board for introduction. This year we will be utilizing \$37,605.00 of unrestricted undesignated net position to balance the water budget and \$140,927.00 of unrestricted undesignated net position to balance the sewer budget. Overall both budgets are conservative.

m/Baker s/Delano to adopt Resolution R-25-2020 a resolution introducing the Sewer and Water Operation Budget for 2021. m/passed

The board was supplied with a copy of the Electronic Payment Notification from GovDeals for the sale of the 1993 Ford F-477 Super Duty Dump Truck that was sold on October 16, 2020. The final total of the sale was \$7,030.00 after the GovDeals fee was taken.

m/Delano s/Johnston to approve the treasurer's report as read. m/passed

Secretary Cheryl Santore presented the MIS proposal for 2021 from Barber Consulting Services LLC to the board for approval. 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 a minimum of 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). The Board felt it would be best to go with the unlimited service for 2021.

m/Baker s/Johnston to purchase the unlimited MIS package from Barber Consulting Services LLC in the amount of \$2,750.00 for the year 2021. m/passed

A memo was received 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. Ms. Santore asked if the board wants to approve the purchasing of the gift certificates again this year. The board agreed to purchase the gift certificates again this year.

Secretary/Treasurer Cheryl Santore presented a copy of the 2021 Edmunds GovTech Invoice for the annual software maintenance and support. The cost remains the same as last year at \$5,800.00.

m/Delano s/Johnston to approve the Edmunds GovTech annual software maintenance and support invoice in the amount of \$5,800.00. m/passed

m/Baker s/Alvarez to accept the minutes of the last regular meeting held on October 14, 2020. m/passed

Plant Superintendent Alan Zorzi obtained a 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.

m/Baker s/Delano to hire South Jersey Glass & Door to replace three doors in the amount of \$7,627.07. m/passed

Three quotes were attempted in all of the lab testing and chemical quotations. The vendors listed below came in with the lowest quotations.

m/Baker s/Delano to purchase Citric Acid from Brenntag NorthEast Inc. in the amount of \$46.10/bag (50lb. bag) m/passed

m/Baker s/Johnston to purchase Sodium Hypochlorite from Buckman's Inc. in the amount of \$139.40/drum (55 gal. drum) + \$40.00 refundable deposit per drum m/passed

m/Baker s/Delano to purchase Chlorine Gas from Coyne Chemical in the amount of \$277.17/cylinder (150lb. cylinder) m/passed

m/Baker s/Johnston to purchase Chlorine Tablets from Coyne Chemical in the amount of \$164.00/pail (60 lb. pail) m/passed

m/Baker s/Johnston to purchase Sulfuric Acid from Univar in the amount of \$1.92/gal.
m/passed

m/Baker s/Johnston to purchase Zeta Lyte 21 polymer from CET in the amount of
\$219.45/box (55lb. box) m/passed

Please Note: Coyne Chemical 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.

m/Delano s/Johnston to file all correspondence sent out for review without reading
number 1 through number 17. m/passed

m/Baker s/Delano to pay all bills presented for the month of November 2020.
m/passed

The next regular meeting will be held on December 9, 2020 at 7:00 p.m. via
teleconference unless restrictions are lifted.

m/Baker s/Delano to adjourn the meeting 7:39 p.m. m/passed

Submitted by
Cheryl Santore-BBMUA Secretary