

**TOWN OF BURGAW BOARD OF COMMISSIONERS
SPECIAL MEETING**

DATE: January 26, 2016
TIME: 2:00 PM
PLACE: Burgaw Municipal Building
BOARD MEMBERS PRESENT: Mayor Eugene Mulligan
Mayor Pro-tem Howard Walker
Commissioners Jan Dawson, Vernon Harrell and Wilfred Robbins
BOARD MEMBERS ABSENT: Commissioner Bill George
STAFF PRESENT: Chad McEwen, Town Manager
Sylvia W. Raynor, Town Clerk
Robert Kenan, Town Attorney
Bill Fay, Director of Public Works
Wendy Pope, Finance Officer
Kristin Wells, Deputy Clerk
MEDIA PRESENT: Bill Walsh, Star News
INVOCATION: Mayor Pro-tem Howard Walker
PLEDGE OF ALLEGIANCE: All

The meeting was called to order by Mayor Eugene Mulligan at 2:12PM.

Approval of Agenda

Mayor Mulligan asked for a motion to approve the agenda. Commissioner Robbins made a motion to approve the agenda as presented. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Consideration of a Resolution (2016-02) Approving the Purchase of Advanced Metering Infrastructure (AMI) Components from Carolina Meter and Supply Related to the Water System Rehabilitation Project

Mr. McEwen began by reminding the Board that approximately one year ago we asked the state as part of the water system rehabilitation project to allow us to sole source or direct purchase supplies related to the project meaning meters, fittings, setters, lids and various other components directly from supply houses or manufacturers. He advised the reason for calling this special meeting and having just the purchase component considered today is that there is about a four to six week lead time on these materials between order and delivery. He said the state also requires item 4 which is the Board expressing its intent for a resolution to award the contract to the two contractors that are listed. He advised we wanted to at least get the order processed before the Board considers awarding the contract.

Mr. McEwen advised the first resolution includes the majority of the meters which are the residential meters and any meters 2 inches and smaller. He said in addition to the meters, we will have to purchase lids and the gateways that go on the water tanks that transmit the signal from the meter to the town hall. He advised the quote from Carolina Meter also includes the installation of those gateways. He said we would like to get the gateways installed to make sure there is a strong signal covering the area and then as we install meters we can cross reference and check the signal strength to make sure there is two way communications between the meter and the gateway and the gateway and town hall. He advised the price from Carolina Meter also includes software training implementation and the AMR computer which will be used in the event that the AMI system is not working (if something catastrophic happens) we will be able to take that computer out and ride around town and capture meter readings. He advised the annual support related to the system and the meters is included in the \$358,850.48 contract.

Mr. McEwen advised the recommendation is the approval of the purchase contract with Carolina Meter and Supply for the AMI components described above and listed in the attached quotes. The amount of the contract is \$358,850.48. He advised if approved, fund balance will be appropriated and the loan proceeds from SRF will pay back the fund balance.

Mayor Mulligan asked for an explanation of what a meter setter is. Bill Fay gave a detailed description of the function of a meter setter.

Commissioner Harrell stated that all this took place before his time and he is not convinced that this system is really the way to go. He stated that he will be voting against it.

Mayor Mulligan stated for the record that he was against AMI in the beginning and he remains so.

Commissioner Robbins made a motion to proceed with purchase of the meters as presented in Resolution 2016-02. The motion was seconded by Commissioner Dawson. Commissioners Robbins, Dawson and Walker voted "aye". Commissioner Harrell voted "nay". The motion carried three to one.

RESOLUTION 2016-02
Resolution Approving the Purchase of Advanced Metering Infrastructure (AMI) Components
from Carolina Meter and Supply Related to the Water System Rehabilitation Project

WHEREAS, the Town wishes to install new AMI meters for all water customers served by the Town of Burgaw, and

WHEREAS, the Town has determined that the smaller meters (2" and smaller) offered by Badger Meters provides the best product at the best price to meet the Town's needs, and

WHEREAS, Carolina Meter and Supply is the local provider of these meters, and

NOW THEREFORE BE IT RESOLVED by the Town of Burgaw Board of Commissioners the follow;

SECTION 1. The quote submitted by in the amount of \$358,850.48 is hereby approved based on the attached quote.

SECTION 2. The Town of Burgaw Board of Commissioners hereby authorizes the Mayor or Town Manager to execute the required contract with Carolina Meter and Supply

Witness my hand and the corporate seal of said Town of Burgaw the twenty sixth (26th) day of January, 2016.

Consideration of a Resolution (2016-03) Approving the Purchase of Advanced Metering Infrastructure (AMI) Components from Consolidated Pipe and Supply Company, Inc. Related to the Water System Rehabilitation Project

Mr. McEwen advised this item is in regards to additional meters which are larger than 2 inch. He advised this purchase will consist of two 2" meters and six 6" meters.

Commissioner Harrell asked if the larger meters are for industrial use. Mr. McEwen explained that these meters will be for apartment complexes which are being changed from individual meters for each apartment to one master meter for the entire complex. He advised there is also water line upsizing in contract 1. He advised this is not just a meter project; it is a water system project. He also advised that one of the six inch meters is for the prison and the three two inch meters are for the hospital and SOLO foods.

Mr. McEwen advised the recommendation is the approval of the purchase contract with Consolidated Pipe and Supply Company, Inc. for the AMI components described above and listed in the attached quotes. The amount of the contract is \$26,400.94.

Mayor Mulligan said for the record he is opposed to the AMI portion of this item (replacement of the meters).

Commissioner Robbins made a motion to approve Resolution 2016-03 as presented. The motion was seconded by Commissioner Dawson. Commissioners Robbins, Dawson and Walker voted "aye". Commissioner Harrell voted "nay". The motion carried three to one.

RESOLUTION 2016-03
Resolution Approving the Purchase of Advanced Metering Infrastructure (AMI) Components from Consolidated Pipe and
Supply Company, Inc. Related to the Water System Rehabilitation Project

WHEREAS, the Town wishes to install new AMI meters for all water customers served by the Town of Burgaw, and

WHEREAS, the Town has determined that the larger meters (over 2" in size) offered by MasterMeter provides the best product at the best price to meet the Town's needs, and

WHEREAS, Consolidated Pipe and Supply Company, Inc. is the local provider of these meters, and

NOW THEREFORE BE IT RESOLVED by the Town of Burgaw Board of Commissioners the follow;

SECTION 1. The bid submitted by Consolidated Pipe and Supply Company, Inc. in the amount of \$26,400.94 is hereby approved based on the attached quote.

SECTION 2. The Town of Burgaw Board of Commissioners hereby authorizes the Mayor or Town Manager to execute the required contract with Consolidated Pipe and Supply Company, Inc.

Witness my hand and the corporate seal of said Town of Burgaw the twenty sixth (26th) day of January, 2016.

Consideration of a Resolution (2016-04) Approving the Purchase of Meter Setters and Associated Supplies from HD Supply Related to the Water System Rehabilitation Project

Mr. McEwen advised this item is related to the purchase of the setters and various supplies that will be needed for the installation of the meters. He advised the recommendation is the approval of the purchase contract with HD Supply for the meter setters and incidental parts and fittings needed for the new meters. The amount of the contract is \$21,880.29.

There being no discussion, Commissioner Dawson made a motion to approve Resolution 2016-04 as presented. The motion was seconded by Commissioner Robbins. Commissioners Dawson, Robbins and Walker voted "aye". Commissioner Harrell "abstained". Motion carried.

RESOLUTION 2016-04

Resolution Approving the Purchase of Meter Setters and Associated Supplies from HD Supply Related to the Water System Rehabilitation Project

WHEREAS, the Town wishes to install new AMI meters for all water customers served by the Town of Burgaw, and

WHEREAS, the Town has determined that as part of the meter replacement process several sensitive water users should be provided with a meter setter, and

WHEREAS, in addition the AMI conversion project and installation of the meter setters will require various incidental parts and fittings, and

WHEREAS, HD Supply is the local provider of these meter setters and incidental parts and fittings, and

NOW THEREFORE BE IT RESOLVED by the Town of Burgaw Board of Commissioners the follow;

SECTION 1. The bid submitted by HD Supply in the amount of \$21,880.29 is hereby approved based on the attached quote.

SECTION 2. The Town of Burgaw Board of Commissioners hereby authorizes the Mayor or Town Manager to execute the required contract with HD Supply.

Witness my hand and the corporate seal of said Town of Burgaw the twenty sixth (26th) day of January, 2016.

Resolution (2016-05) Approving a Tentative Award to ELJ, Inc. and Vanguard Utility Services, Inc. Related to the Water System Rehabilitation Project

Mr. McEwen advised the state requires the governing body to approve a tentative award to the two contractors. He advised this water rehabilitation project is broken into two components: Contract 1 is the water line replacement, permanent generator at the N. Smith Street tank and the retrofitting of the apartment complexes to master meters; Contract 2 is the meter portion of the project. He advised this resolution of tentative award must be approved by the governing body before the state approves the contracts and the award thereof. He advised this is basically a formality requesting that the state approve the contracts with ELJ, Inc. and Vanguard Utility Services, Inc.

Mr. McEwen advised references have been checked on both contractors. He said we wanted to make sure we hired a company who has experience in installing and implementing the AMI or AMR system. Mr. McEwen said they advised the contractor they will have to hire or bring in competent people from their company and the project

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manager will have to stay here through the term of the contract and that those are non-negotiable items from the town.

Mr. McEwen said he wants everyone to understand that this is not going to be a smooth process. He said it will be challenging but after two years we have done all we can to learn about all the unknowns and address them on the front end. He advised he feels that we have a good plan for this project. There was much discussion regarding how the public would be notified and if town staff is going to be able to handle the complaints. Mr. McEwen advised that notification will be done by using the Code Red notification system, in the local paper, on the website and there will be door hangers put at each residence. He advised the customer service representative and her backup will be well prepared to answer any questions.

Mike Apke, Engineer for the project advised they are required to oversee the contractor. He advised that doesn't mean they will be here all day every day but they are required to oversee the contractor. Mr. Apke advised he feels we have good contractors for this project.

Mr. McEwen advised the recommendation is the approval of the attached resolution approving the tentative award to ELJ, Inc. and Vanguard Utility Services, Inc. related to the Water System Rehabilitation Project.

Commissioner Robbins made a motion to approve Resolution 2016-05 as presented. The motion was seconded by Commissioner Dawson. Commissioners Robbins, Dawson and Walker voted "aye". Commissioner Harrell "abstained". Motion carried.

RESOLUTION 2016-05
Resolution Approving a Tentative Award to ELJ, Inc. and Vanguard Utility Services, Inc. Related to the Water System Rehabilitation Project

WHEREAS, the Town has been awarded a \$1.36 million grant/loan package for the Water System Rehabilitation Project by the North Carolina department of Environmental Quality, and

WHEREAS, this project involves the replacement of approximately 6,600 linear feet of existing water mains and related services, a permanent generator at the North Smith Street well, and the conversion of all water meters to an Advanced Metering Infrastructure (AMI) system, and

WHEREAS, the Town of Burgaw has solicited sealed bids for both Contract 1 (water line replacement and generator installation) and Contract 2 (meter replacement), and

WHEREAS, on January 7, 2016, the Town of Burgaw received and opened three bids that were submitted for each of the two contracts (Contract 1 and Contract 2); and

WHEREAS, following a thorough review of all bids submitted for Contract 1 and Contract 2, Mike Apke with McGill and Associates (the engineer of record for the Water Rehabilitation Project) has provided the Town with a Letter of Recommendation of Tentative Award and Certified Bid Tabulation, and

WHEREAS, the Letter of Recommendation of Tentative Award recommends Contract 1 be awarded to ELJ, Inc. and Contract 2 be awarded to Vanguard Utility Services, Inc.

NOW THEREFORE BE IT RESOLVED by the Town of Burgaw Board of Commissioners the following:

SECTION 1. The Town of Burgaw expresses its desire and intentions to award Contract 1 be awarded to ELJ, Inc. and Contract 2 be awarded to Vanguard Utility Services, Inc. pending review and approval of the submitted bids and related attachments by the North Carolina Department of Environmental Quality.

SECTION 2. The Town of Burgaw respectfully requests the North Carolina Department of Environmental Quality review and approve the bid proposal submitted by ELJ Inc. and Vanguard Utility Services, Inc. at its earliest convenience and prior to February 1st.

Witness my hand and the corporate seal of said Town of Burgaw the twenty sixth (26th) day of January, 2016.

Mayor Mulligan called for a break at 3:00PM. The meeting reconvened at 3:05PM.

Closed Session – Pursuant to GS 143-318.11 (a) (3) Attorney/Client Privilege and (a) (6) Personnel (3:05PM)

Commissioner Robbins made a motion to go into closed session pursuant to GS 143-318.11 (a) (3) Attorney/Client Privilege and (a) (6) Personnel. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Open Session Reconvened (4:03PM)

Commissioner Robbins made a motion to go out of closed session. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Motions

Commissioner Harrell made a motion to appropriate \$80,000 from Water/Sewer Fund Balance for such monies to be utilized in the defense of a lawsuit filed by the Town of Wallace against the Town of Burgaw and to defend the Notice of Violation issue by the Town of Wallace against the Town of Burgaw. The motion was seconded by Commissioner Robbins and carried by unanimous vote.

Commissioner Robbins made a motion to approve the employment contract of the Town Manager as amended by changing the salary of the Town Manager to \$91,134.19 and to authorize the Mayor to sign the manager's contract. The motion was seconded by Commissioner Dawson and carried by unanimous vote.

Adjournment

Commissioner Dawson made a motion to adjourn. The motion was seconded by Commissioner Harrell and carried by unanimous vote.

Eugene Mulligan, Mayor

Attest: _____
Sylvia W. Raynor, Town Clerk