

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from February 7, 2018

Authority Board, Professionals and Staff in Attendance:

Present: Lutner, Morton, Druss, Tencza, Waters

Also Present: Executive Director Rollins, Deputy Executive Director Lender, Deputy Executive Director Puszcz, 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

SWEARING IN OF BOARD MEMEBERS

George Tencza was sworn in as a regular board member with a 5 year term.

Byron Druss was sworn in as an alternate board member with a 5 year term.

APPROVAL OF MINUTES

January 3, 2018 – On motion by Lutner, seconded by Druss, it was moved to approve the minutes of January 3, 2018.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

REORGANIZATION

General Counsel Drollas conducted the nomination for election of Chairperson.

Chairman: On motion by Tencza, seconded by Druss, it was moved to nominate Mr. Edward Waters as Chairman for the coming year.

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

MOTION CARRIED: 5-0-0

Chairman Waters conducted the nominations for the remaining Board Positions.

Vice – Chairman: On motion by Tencza, seconded by Lutner, it was moved to nominate Mr. Daniel Morton as Vice Chairman for the coming year.

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

MOTION CARRIED: 5-0-0

Secretary: On motion by Lutner, seconded by Druss, it was moved to nominate Mr. Thomas Czerniecki as Secretary for the coming year.

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

MOTION CARRIED: 5-0-0

Assistant Secretary: On motion by Lutner, seconded by Morton, it was moved to nominate Mr. George Tencza as Assistant Secretary for the coming year.

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

MOTION CARRIED: 5-0-0

Assistant Secretary: On motion by Morton, seconded by Druss, it was moved to nominate Mr. Albert Lutner as Assistant Secretary for the coming year.

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

MOTION CARRIED: 5-0-0

The members accepted their respective positions.

Motion to re-adopt Roberts Rules of Order - On motion by Morton, seconded by Lutner, it was moved to re-adopt Roberts Rules of Order for the coming year.

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

MOTION CARRIED: 5-0-0

Motion to approve meeting dates and times – On motion by Lutner, seconded by Druss, it was moved to approve meeting dates and times for the coming year.

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

MOTION CARRIED: 5-0-0

Motion that all rules and regulations heretofore made will continue for the following year unless changes are made – On motion by Morton, seconded by Lutner, it was moved that all rules and regulations heretofore made will continue for the following year unless changes are made.

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

MOTION CARRIED: 5-0-0

Motion to approve official depository of the Authority – On motion by Lutner, seconded by Morton, it was moved to name and approve Beneficial Bank as the official depository of the Authority for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-13: Authorizing Actions to be performed on behalf of the Authority – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution 2018-13** authorizing actions to be performed on behalf of the Authority for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-14: Appointment of Public Agency Compliance Officer (PACO) for 2018 – On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution 2018-14** appointing Laura Puszcz as Public Agency Compliance Officer (PACO) for the Authority for the upcoming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-15: Re-adoption of Anti- Harassment Policy for the Authority – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-15** re-adopting the Anti-Harassment Policy for the Authority for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-16: Open Public Meetings Act – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-16** that advance notice of all meetings of the Authority will be in compliance with the Open Public Meetings Act for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-17: Award of professional contract to Bowman & Company, LLP for the position of Auditor – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-17** awarding a professional contract to Bowman & Company, LLP for the position of Auditor for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-18: Award of professional contract to Richard A. Alaimo Associates for the position of Consulting Engineer – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-18** awarding a professional contract to Richard A. Alaimo Associates for the position of Consulting Engineer for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-19: Award of professional contract to AJM Insurance Management for the position of Dental Broker – On motion by Morton, seconded by

Lutner, it was moved to adopt **Resolution 2018-19** awarding a professional contract to AJM Insurance Management for the position of Dental Broker for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-20: Award of professional contract to Buchart Horn for the position of Environmental Consultant– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-20** awarding a professional contract to Buchart Horn for the position of Environmental Consultant for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-21: Award of professional contract to Environmental Resolutions, Inc. for the position of Professional Geologist – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-21** awarding a professional contract to Environmental Resolutions, Inc. for the position of Professional Geologist for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-22: Award of professional contract to T & M Associates for the position of Auxiliary Engineer – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-22** awarding a professional contract to T & M Associates for the position of Auxiliary Engineer for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-23: Award of professional contract to Capehart & Scatchard for the position of General Counsel – On motion by Morton, seconded by Lutner, it was

moved to adopt **Resolution 2018-23** awarding a professional contract to Capehart & Scatchard for the position of General Counsel for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-24: Award of professional contract to Florio, Perrucci, Steinhardt & Fader, LLC for the position of Labor Counsel– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-24** awarding a professional contract to Florio, Perrucci, Steinhardt & Fader, LLC for the position of Labor Counsel for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-25: Award of professional contract to Florio, Perrucci, Steinhardt & Fader, LLC for the position of Special Counsel– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-25** awarding a professional contract to Florio, Perrucci, Steinhardt & Fader, LLC for the position of Special Counsel for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-26: Award of professional contract to Capehart & Scatchard for the position of Bond Counsel– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-26** awarding a professional contract to Capehart & Scatchard for the position of Bond Counsel for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-27: Award of professional contract to Virtua at Work for the position of Occupational Physician– On motion by Morton, seconded by Lutner, it

was moved to adopt **Resolution 2018-27** awarding a professional contract to Virtua at Work for the position of Occupational Physician for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-28: Award of professional contract to Hardenbergh Insurance Group for the position of Risk Management & Insurance Consultant– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-28** awarding a professional contract to Hardenbergh Insurance Group for the position of Risk Management & Insurance Consultant for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-29: Award of professional contract to All Covered for the position of Information Technology Consultant – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-29** awarding a professional contract to All Covered for the position of Information Technology Consultant for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-30: Award of professional contract to Steel in the Air for the position of Cellular Tower Lease Consultant– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-30** awarding a professional contract to Steel in the Air for the position of Cellular Tower Lease Consultant for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-31: Award of professional contract to Intellitec Solutions for the position of Microsoft Great Plains Software Consultant– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-31** awarding a

professional contract to Intellitec Solutions for the position of Microsoft Great Plains Software Consultant for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-32: Award of professional contract to Morgan Stanley Wealth Management for the position of Investment Advisor – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2017-32** awarding a professional contract to Morgan Stanley Wealth Management for the position of Investment Advisor for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-33: Award of professional contract to Acacia Financial Group for the position of Financial Advisor– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-33** awarding a professional contract to Acacia Financial Group for the position of Financial Advisor for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2018-34: Award of professional contract to NW Financial Group, LLC for the position of Financial Advisor– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution 2018-34** awarding a professional contract to NW Financial Group, LLC for the position of Financial Advisor for the coming year.

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

MOTION CARRIED: 5-0-0

FINANCIAL

Resolution 2018-35: Payment of Bills

On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-35** approving the payment of the January 2018 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2018-36: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2018-36** approving the January 2018 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2018-37: Authorizing appropriation – On motion by Druss, seconded by Lutner, it was moved to adopt **Resolution #2018-37** authorizing appropriation not to exceed 5% of the Authority’s annual operating costs for FY 18 per Township request.

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

MOTION CARRIED: 5-0-0

Resolution 2018-38: Award of Contract in excess of \$17,500 under Non Fair and Open – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2018-38** for award of contract under non fair and open to Tortorice Contractors, Inc. in the amount of \$21,390.00 to replace the roof and gutters at Wells 5 & 8. Deputy Executive Director Lender explained that these replacements are necessary and this project is in the Renewal & Replacement budget.

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

MOTION CARRIED: 5-0-0

Resolution 2018-40: Award of Contract in excess of \$6,000 – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2018-40** awarding a contract to Hill Archive in the amount of \$8,935.92 for confidential document storage, 3 year term. Deputy Executive Director Puszcz explained that our contract with Tristate Archives was bought out by Iron Mountain, which is a global corporation. In our search for a local contractor, we found two. The low bidder submitted a bid of twenty one cents a box, which is substantially lower than what we are currently paying, and our documents will be stored locally in West Berlin. Our savings over the term of the contract will be over \$5,200. Close out costs under our current contract with Iron Mountain will be incurred, but the long term savings are beneficial to the Authority.

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

MOTION CARRIED: 5-0-0

Resolution 2018-41: Award of Emergency Contract in excess of \$6,000– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-41** awarding an emergency contract to Henkel's & McCoy in the amount of \$6,796.80 for repairs of a water main break on Brower Court which occurred on January 19, 2018. Deputy Executive Director Lender explained that the Authority personnel were repairing another water main break so Henkel's & McCoy were contracted to make expeditious repairs on the Brower Court break.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that since the last meeting, we had five water main breaks. Four were handled in-house and one by Henkel's & McCoy. We also had a force main break which is a water line under pressure but it is the effluent from the Kings Grant Waste Water Treatment Plant. This force main takes the effluent discharge from the Kings Grant plant to the recharge basins on Kettle Run Road. The pipe broke at the intersection of Barton Run Blvd. and Taunton Lake Road in which a joint needed to be replaced. We were able to repair this ourselves.

Executive Director Rollins discussed the year ahead and the reorganized Board. There are issues that this Board will need to address throughout the year. The budget, which will be presented to the Board in April for approval and then sent to the Local Finance Board. Upon receiving Local Finance Board approval our Board will then adopt the new budget in May for a July 1st implementation. We are still working on the new Financial

Model development. This has two ends to it - the Rate Structure and Debt Service. The Capital Improvement Projects that are currently open will continue to progress. There are quite a few new projects that are in development. All of these new projects will be financed through the New Jersey Environmental Infrastructure Trust Fund.

Executive Director Rollins then discussed the drinking water supply of which eight percent comes from an agreement with Mount Laurel and Willingboro. That agreement expires April 18, 2019 and we were notified by Willingboro that they no longer wish to continue that agreement. This just means that this agreement will end and we will need to renegotiate the terms.

Executive Director Rollins advised the Board of the upcoming conferences. A list of the conferences was provided to the Board. He requested for the Board to inform him in writing on which conferences they plan to attend, to ensure a smooth, timely registration process.

Executive Director Rollins advised the Board of our Emergency Response Plans and directed their attention to the documents which were present during the meeting. The Authority updates these written plans annually. We plan to create employee workshops so Authority personnel is further prepared for any emergencies that may occur. There is also a Water Contamination Plan which we plan to create a workshop for as well.

Executive Director Rollins shared a thank you note that he received from 24 Larkspur Drive. Their meter had frozen on January 8th. They expressed their gratitude to employee Jim Lynch for his wonderful service.

Deputy Executive Director Puszcz updated the Board on a project that was approved last fall for our Fixed Assets Program. The fixed assets upgrade and conversion was successful but we did encounter some unexpected complications, mainly hardware failure, which caused this project to exceed the proposal amount by \$6,100.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – Nothing new to report.

Update: ASR Well 13/14 Treatment Program – The screen replacement design for Well 14 is complete. This project is part of the Trust Fund projects and meetings will be taking place shortly.

Update: Defense Drive Utility Replacement – Nothing new to report.

Update: Locust Avenue Pumping Station Upgrade – They have received some feedback from the property owner requesting additional information for the proposed easements.

Update: Well 4 Emergency Generator – The generator is up and running. The contractor will be installing a soft start at no cost to the Authority by the end of the month.

Update: Route 70 Water Main – Currently working on responding to proposed easement related questions from several property owners.

Update: Route 70 Sewer Main – Currently working on responding to proposed easement related questions from several property owners.

Update: Woodstream UV Replacement – This project is complete.

Resolution 2018-39: Approval of Change Order #2 – On motion by Morton, seconded by Lutner, it was moved to approve **Resolution #2018-39** approving Change Order #2 in the amount of \$2,033.57 to Clyde Lattimer & Son Construction for the SCADA allowance less contingency.

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

MOTION CARRIED: 5-0-0

Update: Elmwood WWTP Resiliency Study – Nothing new to report.

Update: South Maple Avenue Water Main Replacement – Traffic Control Plan has been delivered to the County's engineer office. Just waiting for the road opening permit to be issued.

Update: Knox Boulevard Water Main Replacement – Currently going back and forth with the DEP.

Update: Knox Boulevard and Heritage Village Sewer Main Rehabilitation – This project is potentially complete. The contractor was just recently bought out and some confusion on completing the paperwork is the only open item.

Update: Elmwood Sludge Dewatering Centrifuge – Construction is underway. All of the equipment is on-site.

Update: Heritage Village Water Main Rehabilitation – Phase I – The design work is complete.

Update: Kings Grant WWTP Effluent Pump – The pump has been repaired. Once it provides satisfactory performance for several weeks, one of the two larger pumps will be pulled for inspection.

Motion to approve S-1/W1 for Insite Real Estate Investment Properties, LLC – On motion by Morton, seconded by Tencza, it was moved to approve S1/W1 for Insite Real Estate Investment Properties, LLC, 525 Route 73 North

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

MOTION CARRIED: 5-0-0

Motion to approve S-2/W2 for Marlton Crossing Associates 1 – On motion by Lutner, seconded by Druss, it was moved to approve S2/W2 for Marlton Crossing Associates1, 141 Route 73 South

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Lutner would like to make sure that we are prepared for any type of emergency and to have a plan in place if anything should occur. He believes that the EMUA is in wonderful shape.

Commissioner Tencza thanked the Board for his reappointment of a five year term and thanked the staff for doing outstanding reports.

Commissioner Druss congratulated Commissioner Czerniecki on his new adventure moving forward. He also wanted to mention ewg.org which gives a report across the country on the quality of water. He congratulated the staff for providing good quality water.

Commissioner Morton congratulated Commissioner Tencza and Commissioner Druss for their reappointment of their five year terms.

Chairman Waters thanked the Board for their confidence in his leadership. He congratulated Commissioner Tencza and Commissioner Druss for their reappointment of their five year terms. He looks forward to the coming year.

There was a motion to adjourn by Morton, seconded by Druss. The meeting was adjourned at 9:00 P.M.

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

MOTION CARRIED: 5-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for March 7, 2018 at 7:30pm.

Christine Krimmel
Administrative Support

APPROVED BY THE BOARD: _____