

# **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

## **Meeting Minutes from April 11, 2018**

### **Authority Board, Professionals and Staff in Attendance:**

Present: Morton, Lutner, Druss, Jamanow, Tencza, Waters

Also Present: Executive Director Rollins, Deputy Executive Director Lender, Deputy Executive Director Puszcz, General Counsel Drollas, Engineer Simpson, Secretary Rubin

### **Members of the Public:**

None

Chairman Waters called the meeting to order at 7:32 P.M.

### **Opening Statement:**

Secretary Lutner 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 8, 2018 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**

## **APPROVAL OF MINUTES**

**March 14, 2018** – On motion by Tencza, seconded by Morton, it was moved to approve the minutes of March 14, 2018.

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

MOTION CARRIED: 5-0-0

## **PUBLIC COMMENT**

None

## **FINANCIAL**

### **Resolution 2018-63: Presentation and approval of FY 19 Water/Sewer Budget**

On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2018-63** approving the FY19 Water/Sewer Budget. Executive Director Rollins provided a summary of the budget planning process, detailing our staffing needs to meet the obligation of the Water Quality Accountability Act and the Underground Facilities Protection Act, as well as fortifying and retaining quality employees; the significant reduction in annual debt service payments; the needs for updated vehicles and equipment, as well as our long-term capital improvements and infrastructure needs.

Deputy Executive Director Puszcz presented the budgetary plan for fiscal year 2019 beginning with the Operating budget. She advised that although the proposed budget will increase by 10.43% over the current year's budget, it will also provide the necessary staffing levels as well as increased responsibility promotions to meet the legislative requirements of both Acts, succession planning and retainage of quality employees; fleet and equipment renewal and provision of security improvements, without raising water or sewer rates, due to significant reduction in annual debt service payments. Deputy Executive Director Puszcz then presented a five year Capital Improvement Plan, detailing such projects as water main replacements, security improvements, and lift station upgrades. The Authority intends to fund several of the capital projects through the New Jersey Environmental Infrastructure Trust.

Deputy Executive Director Puszcz then demonstrated the new financial model which was developed over the past year. The financial model will be beneficial for long range planning with its capabilities for forecasting cash flow, rate structure, net position and long term capital improvements.

RECORDED VOTE:            AYE: Morton, Tencza, Jamanow, Lutner, Waters  
                                      NAY: None

ABSTAIN: None

MOTION CARRIED: 5-0-0

**Resolution 2018-54: Payment of Bills**

On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-54** approving the payment of the March 2018 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-55: Refunds, Credits & Cancellations** – On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-55** approving the March 2018 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-56: Amending adopted Resolution 2018-48** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-56** amending adopted Resolution 2018-48 to include additional vehicles/equipment and increasing the not to exceed amount in connection with the leasing/financing program. Deputy Executive Director Puszcz explained that last month the Board adopted a resolution that needs to increase the not to exceed limit to include additional equipment.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-57: Award of Contract in excess of \$6,000** - On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-57** awarding a contract to PARK- Pumps & Controls in the amount of \$6,650.00 for Model PC 50 Times Dose Magnesium Hydroxide Feed System. Deputy Executive Director Lender explained that this system is for odor control.

RECORDED VOTE:            AYE: Morton, Tencza, Jamanow, Lutner, Waters  
                                      NAY: None

ABSTAIN: None

MOTION CARRIED: 5-0-0

**Resolution 2018-58: Award of Contract in excess of \$6,000**– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-58** awarding a contract to American Discount Fence, LLC in the amount of \$8,250.00 to remove and replace the existing fence at the Links Golf Club Pump Station – Majestic Drive. Deputy Executive Director Lender explained this replaces the worn out fence on Majestic Drive.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-59: Award Under State Contract in excess of \$40,000** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-59** award under State contract to Frank Mazza & Son, Inc. in the amount of \$114,309.39 to remove and replace flooring at Elmwood WWTP. Deputy Executive Director Lender explained this is in the Capital budget. This replaces all of the tile and carpet at the Elmwood waste water treatment plant, which is over 25 years old.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-60: Award of Emergency Contract in excess of \$17,500**– On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-60** awarding an emergency contract to Henkel’s & McCoy in the amount of \$30,000.00 for repairs of a water main break on Gladwyn Road, which occurred on March 17, 2018. Deputy Executive Director Lender explained that this was for a water main repair on Gladwyn Road and also to repair the first force main break on Maple Avenue, which occurred on March 17<sup>th</sup> through the 18<sup>th</sup>. The Authority personnel were in the process of repairing a water main break on Caldwell Avenue when the break occurred on Gladwyn Road, so Henkel’s & McCoy was called to do this repair.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-61: Award of Emergency Contract in excess of \$17,500**– On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-61** awarding an emergency contract to Henkel's & McCoy in the amount of \$20,000.00 for repairs of a force main break on Maple Avenue which occurred on March 25, 2018. Deputy Executive Director Lender explained that was to repair the second force main break which occurred on Maple Avenue within one week.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-62: Award of Contract in excess of \$6,000**– On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-62** awarding a contract to Gayle Corporation in the amount of \$11,178.60 for 3 Gorman-Rupp Rotating Assemblies. Deputy Executive Director Lender explained that these are internal parts for the pumps that we have at various lift stations.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-66: Amending adopted Resolution 2018-37** – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-66** amending Resolution 2018-37 for maximum allowed for Township appropriation. Deputy Executive Director Puszcz explained that the prior resolution approved the Township appropriation on an estimate based on the current year's budget. Now that the proposed budget preparation for FY19 is complete, we have an actual allowable amount which is lower than that previously approved.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-44: Award of Contract in excess of \$17,500 under Non Fair and Open**– On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-44** awarding a contract under Non Fair and Open to Municipal Maintenance Company in the amount of \$20,070 to replace two pumps and a mixer at Kings Grant Plant. Deputy Executive Director Lender explained that these will be used for spares at the Kings Grant Plant.

RECORDED VOTE:            AYE: Morton, Tencza, Jamanow, Lutner, 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 six water main breaks and two force main breaks. Six were repaired in-house and two were repaired by Henkel's and McCoy. Three of these water main breaks in Heritage Village were the result of firefighting activities on March 16<sup>th</sup> causing water pressure surges in the system; one was on Chelsea Ct. on March 29<sup>th</sup>; one on Village Ave. on April 3<sup>rd</sup> and the latest one, today (April 11<sup>th</sup>), on Country Farms Rd. The Heritage Village water main breaks were severe enough to issue a precautionary boil water advisory, which was lifted the next day after bacteria testing results proved the water safe.

The two force main breaks were both in the same area on Maple Ave one week apart on March 17<sup>th</sup> and 25<sup>th</sup> between Greenlane Farms and the Vineyards. Traffic lanes had to be shifted with the assistance of Evesham Police as Henkel's and McCoy was called to make both repairs. The sewer spillage resulting from both force main breaks was reported to the NJDEP. The day after the first force main break, a secondary sewer overflow was discovered on Eves Drive – downstream from the original break that pushed soil into the pipe causing the overflow on Eves Drive. That was also reported to the NJDEP.

We will be thoroughly checking the operation at the Vineyards sewer lift station to determine if anything at the pump station contributed to the two force main breaks that can be corrected or modified. If nothing is found during that process we will proceed with investigating the force main pipe to determine pipe integrity issues.

On March 26<sup>th</sup> we were notified of a sewer overflow in the parking lot behind the new Chickie and Pete's restaurant. The flow came from the restaurant's grease trap, ran across the parking lot for about 50 feet and spilled into a storm drain. We responded with our personnel and equipment to relieve the blockage as quickly as possible to avoid public exposure to raw sewage in an area and time of intense public activity. We followed up with the restaurant's management that night and next day to guide them with grease trap inspection and maintenance methods. Due to the raw sewage affecting a storm drain we reported the sewer overflow to the NJDEP.

Executive Director Rollins reminded the Board of the financial disclosure form that they all received from the Township is due by April 30, 2018. This must be completed on-line.

## **ENGINEER'S REPORT**

### **Review of Engineer's Status Report**

**Resolution 2018-67: Award of Chemical Contract** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2018-67** award of chemical contract for Sulfuric Acid to Univar USA, Inc. for an eight month term at \$2.41 per gallon for a total maximum contract price of \$19,280.00.

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

MOTION CARRIED: 4-0-1

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

**Update: ASR Well 13/14 Treatment Program** – Nothing new to report.

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

**Update: Locust Avenue Pumping Station Upgrade** – Waiting on easements.

**Update: Well 4 Emergency Generator** – This contract is substantially complete. Punch list items and closeout documentation remain to be completed.

**Resolution 2018-64: Approval of Change Order #1** – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution #2018-64** approving Change Order #1 in the credit amount of (\$4,452.22) to Ranco Construction, Inc.

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

MOTION CARRIED: 5-0-0

**Update: Route 70 Water Main** – Nothing new to report.

**Update: Route 70 Sewer Main** – Nothing new to report.

**Update: Woodstream UV Replacement** – This project is complete.

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

**Update: South Maple Avenue Water Main Replacement** – The County road opening permit has been received. Construction work will commence in the spring.

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

**Update: Knox Boulevard and Heritage Village Sewer Main Rehabilitation** – Nothing new to report.

**Update: Elmwood Sludge Dewatering Centrifuge** –

**Resolution 2018-65: Approval of Change Order #2** – On motion by Jamanow, seconded by Lutner, it was moved to approve **Resolution #2018-65** approving Change Order #2 in the amount of \$46,934.86 to Eagle Construction Services, Inc.

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

MOTION CARRIED: 5-0-0

**Update: Heritage Village Water Main Rehabilitation – Phase I** – Nothing new to report.

**Update: Kings Grant WWTP Effluent Pump** – The jockey pump is performing satisfactorily. A.C. Schultes has supplied costs to either repair the existing high capacity pump or replace it. They are currently evaluating these options.

**Motion to approve S-1/W-1 & S-3/W-3 for Republic Bank** – On motion by Morton, seconded by Tencza, it was moved to approve S-1/W-1 & S-3/W-3 for Republic Bank, 178 Greentree Road

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

MOTION CARRIED: 5-0-0

### **BOARD COMMENTS**

Commissioner Druss commended the Authority personnel who performed the repairs on the water main break on Country Farms Road. The Authority personnel who contributed to the repairs were Mike Mullen, Jim Higgins, TJ Lowden, Mike Pizzuti, Ryan Miller, Mike Vendick and Bill Sayers.

Commissioner Jamanow thanked the Authority staff and the finance committee for this year's budget.



Commissioner Morton complimented the Authority staff and various committees on this year's budget. He also wanted everyone to be aware of Marlton Day which will be held on June 9, 2018.

Commissioner Lutner congratulated Executive Director Rollins and Deputy Executive Director Puszczyk for their presentation for this year's budget. He also thanked the Authority personnel for all of their hard work. He welcomed Commissioner Jamanow to the Board.

Commissioner Tencza complimented Executive Director Rollins and Deputy Executive Director Puszczyk for their presentation for this year's budget. He also thanked the Authority personnel for all of their hard work.

Chairman Waters thanked all of the committees that helped prepare this year's budget. He thanked all of the Commissioners on their support of the budget. He appreciates that there will be no rate increase this year.

There was a motion to adjourn by Lutner, seconded by Tencza. The meeting was adjourned at 9:28 P.M.

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

MOTION CARRIED: 5-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for May 2, 2018 at 7:30pm.

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Christine Krimmel  
 Administrative Support

APPROVED BY THE BOARD: \_\_\_\_\_