

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from May 2, 2018**

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

Present: Lutner, Druss, Jamanow, Morton

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

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

Jaclyn Veasy – 60 Knightswood Drive

Panuaj Suneja – 1403 Woodhollow Drive

Vice-Chairman Morton called the meeting to order at 7:30 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**

**April 11, 2018** – On motion by Jamanow, seconded by Lutner, it was moved to approve the minutes of April 11, 2018.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                     NAY: None  
                                     ABSTAIN: None

MOTION CARRIED: 4-0-0

**PUBLIC COMMENT**

None

**FINANCIAL**

**Resolution 2018-68: Payment of Bills**

On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2018-68** approving the payment of the April 2018 bills.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                     NAY: None  
                                     ABSTAIN: None

MOTION CARRIED: 4-0-0

**Resolution 2018-69: Refunds, Credits & Cancellations** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2018-69** approving the April 2018 refunds, credits & cancellations.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                     NAY: None  
                                     ABSTAIN: None

MOTION CARRIED: 4-0-0

**Resolution 2018-70: Award of Emergency Contract in excess of \$6,000**– On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2018-70** awarding an emergency contract to Evesham Township Police Department in the amount of \$7,026.50 for traffic control for repair of water main breaks, which occurred on March 14,16,17 & 18, 2018. Deputy Executive Director Lender informed the Board that two of the breaks occurred on County roads which requires the police to control the traffic.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

**Resolution 2018-71: Award of Contract in excess of \$6,000**– On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2018-71** awarding a contract to Mission Communications, LLC in the amount of \$12,394.80 for Mission communications system monitoring at the lift stations. Deputy Executive Director Lender explained that this communication system replaced the Verizon telephone line at the lift stations.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

**Resolution 2018-72: Award of Contract in excess of \$6,000**– On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2018-72** awarding a contract to Metasource, LLC in the amount of \$16,548.00 to upgrade ApplicationXtender (AX) software, migrate data, provide training and annual support. Deputy Executive Director Puszczy explained that we have ApplicationXtender software as our document imaging system, which needs to be updated. The software is out of date and can no longer reside in a current operating environment. All Covered recommends that we purchase a mid-level range server to address the immediate situation and with its SQL capabilities will incorporate smoothly with the intended hardware replacement project next year. The recommended server will be purchased under State contract and cost approximately \$5,500.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

**Motion to approve a proposal**– On motion by Jamanow, seconded by Lutner, it was moved to approve a proposal from All Covered in the amount of \$6,956 for hardware installation, deployment and assistance in the proposed ApplicationXtender (AX) software upgrade. Proposal includes Microsoft licensing procurement and a 3 year hardware warranty. Deputy Executive Director Puszczy explained that \$3,200 of this is for procuring Microsoft licensing and an extended 3 year warranty. The remaining \$3,700 is for All Covered's fees to install the new hardware, grant access to Metasource until the upgrade is complete and decommission the old server.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

**Resolution 2018-73: Award of Contract in excess of \$6,000**– On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2018-73** awarding a contract to Xylem Water Solutions USA, Inc. in the amount of \$14,710.74 to purchase two Flygt pumps for replacement of the internal recirculation pumps in the MLE's at Kings Grant Plant. Deputy Executive Director Lender explained that these two pumps are replacing the internal recirculation pumps, which are Willow pumps and are needing replacement less than a year after installation. These two new pumps are better quality and will reduce the gallons per minute. The pumps come with a 90 day trial period, in which they can be returned if they do not perform as expected.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

**Resolution 2018-75: Award of Contract in excess of \$6,000**– On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2018-75** awarding a contract to Eurofins Eaton Laboratories, Inc. in the amount of \$9,160.00 for UCMR-4 testing services for the June 2018 sampling event. Executive Director Rollins advised the Board that this is the unregulated contaminant monitoring rule. Every five years, the EPA identifies thirty unregulated contaminants in drinking water that they are interested in profiling across the country. Our participation requires that, in June, we will have one series of analysis to an especially certified laboratory to send the results directly to the EPA. This is phase one of three phases. The first being in this fiscal year with the remaining in fiscal year 2019.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Rollins informed the Board that since the last meeting, there were no water main breaks. He reminded the Board that last month, there were two force main breaks in the same area, seven days apart. He advised that after checking the pump station associated with these breaks, we found that the check valves at the pump station

are operating weakly. We have replacements for these check valves and will install them this month; however there are no guarantees that this will resolve the issue.

In the past month, we had three issues that we needed to bring to the attention of the New Jersey DEP. The first was for a customer sewer lateral overflow on Cooper Avenue. PSE & G was performing some construction work and they broke through the customer sewer lateral, which caused sewage to discharge in the surrounding ground. It also blocked up their sewer service. We were called to investigate the breakage. We cleaned up the area with our Gap Vax truck and restored to sanitary conditions. The second issue was a wastewater overflow from a man hole at Meeting Lane and Hawk Lane which is downstream from our sewer collection system at Marlon Crossing. The restaurants that are now on line in that area are having an impact on the flow downstream. We have been following up with those businesses to ensure that they are aware of the procedures they need to follow to clean their grease traps more thoroughly and more frequently. Finally, there was a raw waste overflow at the lift station located at the ballfields. The wet wells that contain the sewage did not turn on which caused the overflow to occur. The pump station was clogged between one of the clean outs. We assisted Township employees to clear the blockage.

## **ENGINEER'S REPORT**

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

**Update: South Side Water Storage Tank** – In contact with the developer and we are still waiting for the approval process. They are willing to start working with the Authority to transfer the property before the approvals are in place.

**Update: ASR Well 13/14 Treatment Program** – The planning documents have been submitted and the designs are nearly complete. We continue to work with the NJDEP to obtain the necessary approvals.

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

**Update: Locust Avenue Pumping Station Upgrade** – We met with the property owners and have submitted a revised site plan for their review and approval.

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

**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 after schools are closed for the year which should be the week of June 25, 2018.

**Update: Knox Boulevard Water Main Replacement** – We received the BSDW permit for this project The planning document has been submitted to the DEP and the plans and specifications will be submitted for Trust Fund review this month.

**Update: Knox Boulevard and Heritage Village Sewer Main Rehabilitation** – This project is being closed out with the exception of the inspection.

**Update: Elmwood Sludge Dewatering Centrifuge** – This project is substantially complete. Punch list items and closeout documentation remain to be completed.

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

**Update: Kings Grant WWTP Effluent Pump** – The pump is performing satisfactory.

**Motion to approve S-1/W-1 & S-3/W-3 for J P Morgan Chase Bank, N.A.** – On motion by Druss, seconded by Lutner, it was moved to approve S-1/W-1 & S-3/W-3 for J P Morgan Chase Bank, N.A., 771 Route 70 West

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

**Resolution 2018-74: Release of Performance Bonds** – On motion by Druss, seconded by Jamanow, it was moved to adopt **Resolution #2018-74** releasing performance bonds for Willow Ridge Plaza – Retail Pad Site

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                      NAY: None  
                                      ABSTAIN: None

MOTION CARRIED: 4-0-0

### **BOARD COMMENTS**

Commissioner Druss informed the Board that he went to several private water company chapter meetings and there were multiple topics discussed. Someone from the EPA was there and gave information on their guidelines and suggestions to test emergency plans.

He also mentioned the technology changes that will be occurring to test contaminants in the water.

Commissioner Jamanow asked to confirm the meeting dates for the summer months. Deputy Executive Director Puszczyk confirmed that the July meeting will be moved to the last Wednesday in June which is June 27, 2018. The August and September meetings will occur on the first Wednesday of the month.

There was a motion to adjourn by Lutner, seconded by Druss. The meeting was adjourned at 8:00 P.M.

RECORDED VOTE:            AYE: Druss, Jamanow, Lutner, Morton  
                                     NAY: None  
                                     ABSTAIN: None

MOTION CARRIED: 4-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for June 6, 2018 at 7:30pm.

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Christine Krimmel  
Administrative Support

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