

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from June 6, 2018

Authority Board, Professionals, and Staff in Attendance:

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

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

Members of the Public:

Chairman Waters called the meeting to order at 7:33 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

May 2, 2018 – On motion by Lutner, seconded by Jamanow, it was moved to approve the minutes of May 2, 2018.

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

ABSTAIN: Tencza

MOTION CARRIED: 4-0-1

PUBLIC COMMENT

None

FINANCIAL

Resolution 2018-76: Payment of Bills

On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2018-76** approving the payment of the May 2018 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2018-77: Refunds, Credits & Cancellations – On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2018-77** approving the May 2018 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2018-78: Adoption of FY 19 Water/Sewer Budget – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2018-78** adopting the FY19 Water/Sewer Budget. Deputy Executive Director Puszcz informed the Board that the budget was approved last month by the Department of Community Affairs. This resolution will formally adopt the budget. The Authority’s adopted budget will be returned to the Department of Community Affairs for their adoption so it can be implemented on July 1, 2018.

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

MOTION CARRIED: 5-0-0

Resolution 2018-79: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-79** awarding a contract to Booth Mechanical in the amount of \$6,000 to grade and repair Kings Grant Well access road. Deputy Executive Director Lender explained that three quotations were received, with Booth Mechanical submitting the low bid. Booth Mechanical has been used previously on this road. The Township will be repairing the road for Black Run Preserve, so we will wait until they are finished before we start our project.

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

MOTION CARRIED: 5-0-0

Resolution 2018-80: Award of Contract for Lease Purchase Agreement – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-80** awarding a contract to TD Equipment Finance, Inc. for a lease purchase agreement of identified vehicles and equipment. Deputy Executive Director Puszcz explained that we received three bids for this contract. All three quoted interest rates were within a similar range with the low bid rate at 2.84% and the highest at 3.0049%. We were approved for a not to exceed amount of \$1,700,000.00 for specified vehicles and equipment. The average annual payment based on the entire loan amount is about \$456,000.00 for the next 4 years.

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

MOTION CARRIED: 5-0-0

Resolution 2018-81: Award of Contract in excess of \$17,500 under Non Fair and Open – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-81** awarding a contract under Non Fair and Open to American Asphalt in the amount of \$33,156.00 for asphalt and concrete replacement at 41 Plymouth Drive. Deputy Executive Director Lender explained that we are replacing asphalt at various areas at 41 Plymouth Drive. A total of 3,412 square feet will be removed and replaced. Also a total of 130 square feet of sidewalk will be removed and enlarged with 169 square feet of sidewalk. This is a part of our Capital Improvement Plan.

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

MOTION CARRIED: 5-0-0

Resolution 2018-82: Award of Contract in excess of \$6,000 – On motion by Morton, seconded by Jamanow, it was moved to adopt **Resolution #2018-82** awarding a contract to Gayle Corporation in the amount of \$8,307.00 for (2) seal water pumps and (1) fifty gallon storage tank at Woodstream WWTP. Deputy Executive Director Lender advised that this will replace the water tank and seal pumps in the basement of Woodstream WWTP. The tank is rotted out and needs replacement so the entire system is being replaced. This was a three price quote.

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

MOTION CARRIED: 5-0-0

Resolution 2018-86: Award of Contract in excess of \$6,000 – On motion by Jamanow, seconded by Tencza, it was moved to adopt **Resolution #2018-86** awarding a contract to Lowther's Service Center, Inc. in the amount of \$13,780.00 for (2) new mower's for wells, lift station and plants. Deputy Executive Director Lender explained that this purchase is on the approved vehicle/equipment list under the lease purchase agreement.

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

MOTION CARRIED: 5-0-0

Resolution 2018-87: Authorizing advertisement – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-87** authorizing advertisement for a proposal for (4) 2019 Ford Escape vehicles. Deputy Executive Director Lender explained that this also is a part of approved vehicle/equipment list under the lease purchase agreement. They will be replacing vehicle numbers 37, 49, 1 and 2. The new vehicles will be smaller four wheel drive vehicles which will have better gas mileage.

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

MOTION CARRIED: 5-0-0

Resolution 2018-88: Award of Contract under extraordinary, unspecifiable services to provide disability insurance – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-88** awarding a contract under extraordinary, unspecifiable services to Mutual of Omaha, for a two year contract to provide disability insurance to Authority employees for a total contract price of \$31,251.68. Deputy Executive Director Puszcz explained that this is our short term and

long term disability plan for our employees. Our current contract is with Mutual of Omaha, which expires on July 31, 2018. Two years ago, when this current contract was approved, it was at a savings of 17.5% over the prior contract. With this new contract, Mutual of Omaha proposes a 0% increase locked in over the next two years. They are a good company, easy to deal with and have a fast turnaround if there is a disability claim. We requested proposals from three other providers but they all declined to supply a quote.

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

MOTION CARRIED: 5-0-0

Resolution 2018-91: Award of Contract through ESCNJ Cooperative Pricing System – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-91** awarding a contract through ESCNJ Cooperative Pricing System to Cherry Valley Tractor Sales in the amount of \$47,442.95 for (1) Kubota L47TLB-LB Backhoe. Deputy Executive Director Lender advised that this replaces a Ford backhoe model number 1920 which is used to dig up curb boxes.

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

MOTION CARRIED: 5-0-0

Resolution 2018-92: Award of Contract through ESCNJ Cooperative Pricing System – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-92** awarding a contract through ESCNJ Cooperative Pricing System to Cherry Valley Tractor Sales in the amount of \$6,198.89 for Kubota L47TLB-LB Backhoe attachments. Deputy Executive Director Lender explained that these are the attachments for the proposed backhoe.

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

MOTION CARRIED: 5-0-0

Resolution 2018-93: Award of Contract in excess of \$6,000 – On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2018-93** awarding a contract to Hartco Environmental, LLC in the amount of \$6,470.00 for ISCO Refrigerated Composite Sampler at Woodstream Plant. Deputy Executive Director Lender explained this will replace the current one that went bad. We have a spare one to use until the new Composite Sampler comes in.

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

MOTION CARRIED: 5-0-0

Resolution 2018-94: Authorizing application to the Local Finance Board – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-94** authorizing application to the Local Finance Board for its approval to issue bonds in connection with the New Jersey Environmental Infrastructure Trust Financing Program. Deputy Executive Director Puszcz advised that we are ready to apply for short term financing through the NJEIT for a number of capital projects. This resolution authorizes the Authority to request approval from the Local Finance Board to issue the Bonds through NJEIT. This includes several projects: the water main replacements in Heritage Village, Knox Boulevard, and Woodlake Drive; Locust Avenue Pump Station Upgrade; the Elmwood Storage Building and the ASR Wells 13 and 14 Treatment Upgrades. We anticipate resolutions at the next Board meeting authorizing the Authority's participation in the Trust Program and also authorizing our intent to reimburse our expenses through the bond proceeds.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that for the second month in a row, there were no water main breaks or sewer overflows.

On May 20th, we had a flow limit exceedance at the Kings Grant Wastewater Treatment Facility. The permit limit for the flow at Kings Grant is 600,000 gallons per day. On this day, the flow measure at the effluent was 618,000 gallons. We do have a newer flow meter upstream and that measured 484,000 gallons on that same day. We believe that this new flow meter is more accurate and we requested the NJDEP to allow us to use that as our compliance point flow monitoring meter. They have given us verbal approval, but we are requesting written approval to include that in our permit documents in case any issues should arise again. This flow exceedance has occurred at least three other times this year and several times last year. This usually occurs after an extensive amount of rain. This rain fall was close to five inches. When we look at the flow meter upstream, it remained under 600,000 on all of these occasions. This would keep us in compliance.

We have been asked to contribute water for the Fallen Hero's Softball Tournament which will be held on August 26, 2018. They are requesting 42 cases of water. This will

be our first year contributing water for this event, so we will need a motion to approve this contribution.

Motion to approve a Contribution: On motion by Tencza, seconded by Morton, it was moved to approve a contribution of water for the Fallen Hero's Memorial Fund softball tournament.

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

MOTION CARRIED: 5-0-0

Resolution 2018-90: Approval of entry into agreement with Woodstream Swim Club for a parking agreement at the Woodstream Plant for the 2018 Season – On motion by Morton, second by Jamanow, it was moved to adopt **Resolution 2018-90** approving an agreement with Woodstream Swim Club for parking at the Woodstream Plant for the 2018 Season. Chairman Waters explained that we have allowed the Swim Club to use the Woodstream Plant parking lot in the past to alleviate the overflow of parking.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins reminded the Board that the WEFTEC conference will be held the first week of October. He requested that the Board check their calendars and respond to him this week with their intentions.

This Saturday, June 9th is Marlton Day on Main Street. The Authority will have representatives attending. We will have a table with our rate profile poster that we use at public events informing the public how our rates compare to other municipalities and other water/sewer departments around us. We will also give away dye tablets for residents to check their toilets for leaks to avoid any high water bills.

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 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 – The apartment complex has approved our revised layout. We are in the process of rewriting the legal description.

Update: Well 4 Emergency Generator – Nothing new to report.

Update: Route 70 Water Main – We are still working on resolutions for access issues. The design is under way and we are looking at the directional drilling of the water main along Route 70 to avoid closure of driveways. This directional drilling will most likely occur at night.

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

Update: Woodstream UV Replacement – This project is complete.

Update: Elmwood WWTP Resiliency Study – We have met with the Authority staff and we will have a proposal shortly.

Update: South Maple Avenue Water Main Replacement – We have applied to the County for permission to close the road and to the State DOT for permission to detour traffic onto Route 73.

Update: Knox Boulevard Water Main Replacement – Nothing new to report.

Update: Knox Boulevard and Heritage Village Sewer Main Rehabilitation –

Resolution 2018-83: Approval of Change Order #1 – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution #2018-83** approving Change Order #1 in the credit amount of (\$110,578.64) to All State Power Vac, Inc.

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

MOTION CARRIED: 5-0-0

Update: Elmwood Sludge Dewatering Centrifuge – This project is complete.

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

Update: Kings Grant WWTP Effluent Pump –

Resolution 2018-89: Approval of Change Order #1 – On motion by Morton, seconded by Tencza, it was moved to approve **Resolution #2018-89** approving Change Order #1 in the amount of \$19,650.00 to A.C. Shultes, Inc.

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

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for F T Equities LLC– On motion by Lutner, seconded by Morton, it was moved to approve S-1/W-1 for F T Equities LLC, Royal Farms Evesham, 600 Route 73 North

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Cyzner Properties – On motion by Morton, seconded by Lutner, it was moved to approve S-3/W-3 for Cyzner Properties, The Galleria at Marlton, 935 Route 73 South

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for InSite Real Estate Investment Properties, LLC – On motion by Morton, seconded by Lutner, it was moved to approve S-3/W-3 for InSite Real Estate Investment Properties, LLC, 525 Route 73 North

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

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Marlton MJ Associates, LLC – On motion by Tencza, seconded by Morton, it was moved to approve S-1/W-1 for Marlton MJ Associates, LLC, 52 East Main Street

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S-2/W-2 for Pad Site – On motion by Morton, seconded by Lutner, it was moved to approve S-2/W-2 for Pad Site, Holtec Drive and Route 73

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

MOTION CARRIED: 5-0-0

Resolution 2018-84: Release of Performance Bonds – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-84** releasing performance bonds for Main Street Apartments at Marlton – 42 E. Main Street

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

MOTION CARRIED: 5-0-0

Resolution 2018-85: Release of Performance Bonds – On motion by Morton, seconded by Lutner, it was moved to adopt **Resolution #2018-74** releasing performance bonds for Sharp Road Estates – 205 Sharp Road

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Lutner thanked the Authority for contributing the water for Relay for Life and also for picking it up and delivering it. The Authority contributed half and the Evesham Republican Club contributed the other half. It worked out well.

Commissioner Morton congratulated Commissioner Lutner on the success of Relay for Life. He also thanked the Authority for participating in Marlton Day.

Chairman Waters thanked the Authority in advance for participating in Marlton Day. He appreciates the time and effort put into it.

There was a motion to adjourn by Morton, seconded by Tencza. The meeting was adjourned at 8:14 P.M.

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

MOTION CARRIED: 5-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for June 27, 2018 at 7:30pm.

Christine Krimmel
Administrative Support

APPROVED BY THE BOARD: _____