

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from June 27, 2018**

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

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

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

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

Jaclyn Veasy – 60 Knightswood Drive

Chairman Waters called the meeting to order at 7:34 P.M.

#### **Opening Statement:**

Executive Director Rollins 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**

**June 6, 2018** – On motion by Tencza, seconded by Morton, it was moved to approve the minutes of June 6, 2018.

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

MOTION CARRIED: 4-0-1

**PUBLIC COMMENT**

None

**FINANCIAL**

**Resolution 2018-95: Payment of Bills**

On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2018-95** approving the payment of the June 2018 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-96: Refunds, Credits & Cancellations** – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2018-96** approving the June 2018 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-97: Award of Contract in excess of \$6,000** – On motion by Druss, seconded by Morton, it was moved to adopt **Resolution #2018-97** awarding a contract to Franklin Trailers in the amount of \$12,311.49 for (2) new trailers. Deputy Executive Director Lender explained that these are two open landscaping trailers that are on the approved lease purchase agreement.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

**Resolution 2018-98: Authorizing award of Contract under a National Cooperative Purchasing Program** – On motion by Morton, seconded by Jamanow, it was moved to adopt **Resolution #2018-98** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Staples Contract & Commercial, Inc. in the aggregate amount of \$25,000 to purchase office supplies for FY-19. Deputy Executive Director Puszcz explained that we have used their contract for the past two fiscal years. This has proven to be beneficial and we wish to award for FY19.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-99: Authorizing award of Contract under a National Cooperative Purchasing Program** – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2018-99** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to W.W. Grainger, Inc. in the aggregate amount of \$25,000 to purchase parts and supplies for FY-19. Deputy Executive Director Puszcz explained that we have used their contract for the past two fiscal years. This is to purchase parts and supplies. This has proven to be beneficial and we wish to award for FY19.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-100: Authorizing award of Contract under a National Cooperative Purchasing Program** – On motion by Jamanow, seconded by Tencza, it was moved to adopt **Resolution #2018-100** awarding a contract through Sourcewell (formally National Joint Powers Alliance) National Cooperative Purchasing Program to Genuine Parts Company d/b/a NAPA Auto Parts in the aggregate amount of \$25,000 to purchase automotive and truck replacement parts and supplies for FY-19. Deputy Executive Director Puszcz explained that we have used their contract for the past two fiscal years and it has proven to be beneficial and we wish to award for FY19.

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

MOTION CARRIED: 4-0-1

**Resolution 2018-102: Approval of Cash Management Plan for FY-19** – On motion by Jamanow, seconded by Morton, it was moved to adopt **Resolution #2018-102** approval of Cash Management Plan for FY-19. Deputy Executive Director Puszcz explained that we approve our Cash Management Plan each fiscal year. It is a detailed plan of how we handle our cash assets. Everything in the plan remains consistent except for updating the required balances and the debt services.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-106: Award under State Contract in excess of \$40,000** – On motion by Jamanow, seconded by Morton, it was moved to adopt **Resolution #2018-106** awarding a State Contract to Integrated Security Holdings Group in the amount of \$126,984.75 for Video Management Solution at Elmwood Plant, Woodstream Plant and Well 4. Deputy Executive Director Lender explained that our video security cameras are outdated and need upgrading. This will upgrade the system and server at Elmwood Plant, add a system at Woodstream Plant, and replace the system at Well 4. This includes software, installation, equipment, and servers at these three locations. This is a pilot for a much larger project to expand security cameras throughout all treatment plants and wells.

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

MOTION CARRIED: 5-0-0

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

Executive Director Rollins informed the Board that on June 7, 2018 Elmwood Plant had a process upset. There was a clarifier bulking, which was the result of a RAS pump clog causing sludge to accumulate in the clarifier. We informed the DEP that we were bypassing our sand filters. The Authority got it under control rapidly since it occurred in the morning and we were fully staffed. Parts are on order for the sludge blanket meter and extra parts were also ordered to be available for any future occurrence.

On June 7, 2018, we also had a water main break on Justice Drive. This was repaired in-house.

On June 9, 2018 there was a water main break at Musulin Farm in a field with crops. This is the second water main break along this pipe in about 18 months. The Authority will evaluate further for potential replacement.

Executive Director Rollins advised the Board on the 2018 Elected Officials Training and provided guidance on how to enroll. Upon completion, this qualifies the Authority for a \$250.00 credit per training towards our insurance premiums.

The 2018 Consumer Confidence Report (CCR) has been published and is available on the Authority's website. All residents who receive a quarterly billing statement will be notified on their statement that the report is available on our web-site. Post card notices were sent to every resident in apartment buildings that are served by one meter and who do not receive a quarterly billing statement. Copies are available at the Main Office.

Executive Director Rollins reminded the Board of a discussion during the Board meeting from August 2, 2017 regarding the occurrence on June 29, 2017 in which Maximum Containment Levels (MCLs) in drinking water were exceeded for Arsenic (As) and Selenium (Se) from testing at Well 7. As has an MCL of 5.0 ppb (parts per billion) and the results on June 29, 2017 were 21.0 ppb. Se has an MCL of 50 ppb and the results were 70.4 ppb. In addition, drinking water MCL was exceeded for As on that same day at Well 9, which these results were 5.4 ppb. Results from testing that same day reported higher than historic levels for As, Se and various parameters at other wells but below the MCL. Executive Director Rollins informed the Board that since then, the Authority performed follow up testing which confirmed our suspicions that something went wrong with the analyses at the contracted laboratory and that the As and Se data reported from June 29, 2017 was in error. As and Se results have consistently been well below MCLs through decades of testing. Parameters like As and Se do not fluctuate naturally to this extent and are atypical of hydrogeology. This is why As and Se are among a group of 15 other parameters that the Safe Drinking Water Act requires testing for once every three years as they are constituents not likely to significantly change within shorter periods of time.

The Consumer Confidence Report (CCR) rules are very prescriptive when it comes to reporting contaminants found and without the approval of the NJDEP Bureau of Safe Drinking Water (BSDW), we would be obligated to report the results of the June 29, 2017 testing which could unnecessarily alarm our customers if the results were erroneous. The purpose of the CCR is to inform drinking water consumers about the content of their drinking water.

Executive Director Rollins received an email from BSDW on April 12, 2018 that stated we would have to publish the June 29, 2017 results but, since subsequent testing results were back in line with historical data we could include a "no violation" comment regarding the MCL. While it would be technically correct we conclude, however, that it would serve to confuse the drinking water consumer with numerical values out of line with established MCLs.

Only after persistent effort, the Authority finally received an error report from the contracted laboratory on June 14, 2018 for the June 29, 2017 testing and with that the BSDW changed its position and invalidated the data from June 29, 2017 testing that exceeded the MCL.

Results from other wells tested on June 29, 2017 were also higher than historical levels but below the MCL.

The BSDW removed the data obtained from June 29, 2017 samples that exceeded the MCL from the NJ Drinking Water Watch website; but not all affected data from June 29, 2017 was removed.

Subsequent drinking water testing has shown that current As and Se results are at their historically lower levels, far below the MCL of either.

**Resolution 2018-107: Recognition of Edward F. Costello** – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2018-107** for the recognition of Edward F. Costello. Executive Director Rollins read the resolution and congratulated Ed for his 27 years of service to the Authority.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins informed the Board that Deputy Executive Director Lender and Deputy Executive Director Puszcz's Contracts expire at the end of the month and will be discussed in Executive session.

**Resolution 2018-103: Award of Contract in excess of \$17,500** – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-103** awarding a contract to Eurofins QC, LLC in the amount of \$39,736.00 for a one year contract for Certified Environmental Laboratory Testing Services. Executive Director Rollins explained that Eurofins is the same laboratory that we used to analyze the June 29, 2017 Arsenic and Selenium issue. They were the sole bidder that responded to our RFP. They have addressed those issues among others that we were dissatisfied with.

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

MOTION CARRIED: 5-0-0

## **ENGINEER'S REPORT**

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

**Resolution 2018-105: Amending Resolution 2018-67 award of contract for Sulfuric Acid and confirming term of contract** – On motion by Jamanow, seconded by Druss, it was moved to adopt **Resolution #2018-105** amending resolution 2018-67 award of contract for Sulfuric Acid and confirming term of contract. Engineer Simpson explained that we awarded a chemical contract to Univar USA, Inc. in April for an eight month term for Sulfuric Acid. Since the contract will expire this year, we went back to Univar and asked to extend that contract to 2019. Univar agreed and kept it at the same unit price from the original bid.

RECORDED VOTE:            AYE: Druss, Jamanow, Tencza, Morton  
                                      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** – The planning document has been submitted and the designs are nearing completion. 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 property owners have approved the revised site plan. We are preparing the legal description and revising the plans to conform to this new layout.

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

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

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

**Update: South Maple Avenue Water Main Replacement** – A revision to the County road opening permit to allow for full closure of Maple Avenue during construction has been approved. Construction work will commence on the week of July 9, 2018.

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

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

**Update: Heritage Village Water Main Replacement – Phase I** – The BWSE application package has been submitted. The planning document has been submitted to the DEP and the plans and specifications will be submitted for the Trust Fund review this month.

**Update: Kings Grant WWTP Effluent Pump** – Nothing new to report

**Resolution 2018-101: Release of Performance Bonds** – On motion by Morton, seconded by Druss, it was moved to adopt **Resolution #2018-101** releasing performance bonds for Marlton Assembly of God – Family Life Center – 627 East Main Street

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

MOTION CARRIED: 5-0-0

**Resolution 2018-104: Release of Performance Bonds** – On motion by Tencza, seconded by Morton, it was moved to adopt **Resolution #2018-104** releasing performance bonds for Ravenswood at Marlton

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

MOTION CARRIED: 5-0-0

**Resolution 2018-108: Release of Performance Bonds** – On motion by Morton, seconded by Druss, it was moved to adopt **Resolution #2018-108** releasing performance bonds for Devonsforde, Phase 1

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

MOTION CARRIED: 5-0-0

### **BOARD COMMENTS**

Commissioner Druss informed the Board that he went to the American Water Works Conference in Las Vegas. He went to a pre-conference session for Public Officials which was a three part course. He was able to attend the first course, which certifies Public Officials for water. The conference was very insightful.



Commissioner Jamanow congratulated Ed Costello for his years of service. She also thanked the staff for their due diligence for finding the Cooperative Purchasing Program which helps us with pricing.

Commissioner Tencza also congratulated Ed Costello and wished him well. He thanked Deputy Executive Puszcz for her hard work on the Cash Management Plan.

Commissioner Morton thanked and congratulated the Board and Staff for the successful end of another fiscal year. He feels that the Authority is in the top tier of agencies out there.

Chairman Waters thanked the staff for all of their hard work. He also congratulated Ed Costello on his retirement. He thanked the Authority staff for their participation with Marlton Day. He received a lot of positive feedback on our attendance.

**EXECUTIVE SESSION – Resolution 2018-109** – On motion by Morton, seconded by Tencza, it was moved to enter into Executive Session at 8:13 p.m. for discussion of personnel matters.

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

MOTION CARRIED: 5-0-0

On motion by Morton, seconded by Tencza, it was moved to come out of Executive session at 8:35 p.m.

On motion by Druss, seconded by Tencza, it was moved to approve employment contracts for Deputy Executive Director Puszcz and Deputy Executive Director Lender.

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

MOTION CARRIED: 5-0-0

On motion by Tencza, seconded by Morton, it was moved to approve the salary adjustment for Executive Director Rollins.

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

MOTION CARRIED: 5-0-0

There was a motion to adjourn by Morton, seconded by Druss. The meeting was adjourned at 8:39 P.M.

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

MOTION CARRIED: 5-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for August 8, 2018 at 7:30pm.

\_\_\_\_\_  
Christine Krimmel  
Executive Administrative Assistant

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