

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from October 10, 2018

Authority Board, Professionals, and Staff in Attendance:

Present: Chairman Waters, Vice Chairman Morton, Secretary Lutner, Commissioners Tencza, Jamanow and Fisicaro

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

Members of the Public:

None

Chairman Waters 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

September 12, 2018 – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of September 12, 2018.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

FINANCIAL

Resolution 2018-149: Payment of Bills

On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-149** approving the payment of the September 2018 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2018-150: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-150** approving the September 2018 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2018-151: Authorizing entry into a joint funding agreement – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2018-151** authorizing entry into a joint funding agreement for Water Resources Investigation with the United States Geological Survey in the amount of \$7,240.00 for the operation and maintenance of recorders on groundwater wells in the Mt. Laurel-Wenonah Aquifer System. Executive Director Rollins reminded the Board that we participate on a yearly basis. This provides the Authority ground water levels.

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

MOTION CARRIED: 5-0-0

Resolution 2018-153: Award of Contract under Extraordinary, Unspecifiable Service – On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-153** awarding a contract under Extraordinary, Unspecifiable Service to Horizon Health Care Services, Inc. in the amount of \$47,453.88 for 2019 employee dental insurance. Deputy Executive Director Puszcz explained that this is for two dental plans. Thirty six employees participate in one plan and eleven employees participate in the other. There was a zero percent increase in the plan with eleven employees and a three percent increase in the broader plan which equates to approximately \$1,200 per year. The difference between the two plans is the annual deductible and the network of dentists that participate.

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

MOTION CARRIED: 5-0-0

Resolution 2018-154: Award of Emergency Contract in excess of \$6,000 – On motion by Morton, seconded by Tencza, it was moved to adopt **Resolution #2018-154** awarding an emergency contract to Atlas Flasher & Supply Co., Inc. in the amount of \$12,825.00 to set up the work zones on North Maple Avenue. Executive Director Rollins explained that this covers three work zones which occurred on North Maple Avenue between July through September. The first was near Arby's for a water main break, the second near Burgundy and North Maple Avenue for two force main breaks and the third one at 7 North Maple Ave (the Verizon building) for a leaking water service.

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

MOTION CARRIED: 5-0-0

Resolution 2018-155: Rescinding Resolution 2018-106 and Contract Award to Integrated Security Holdings Group – On motion by Lutner, seconded by Morton, it was moved to adopt **Resolution #2018-155** rescinding Resolution 2018-106 and contract award to Integrated Security Holdings Group for a Video Management Solution. Deputy Executive Director Puszcz advised that at the end of June we awarded under State contract to Integrated Security Holdings Group to install our security video management system. They provided the Authority with a State contract number which we verified was active. Subsequently, we discovered that their State contract number

covers general services but not the specific purpose that the Authority requires. We plan to go out for bid once project specifications are complete.

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

MOTION CARRIED: 5-0-0

Resolution 2018-156: Approval of Change Order #1 – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2018-156** to National Auto Fleet Group in the amount of \$8,289.00 for a 2019 Ford Super Duty F-550 Truck (Electrician Vehicle) to upgrade to a diesel engine. Executive Director Rollins explained that after further consideration there were additional benefits to purchase a diesel engine on this vehicle for the efficiencies and the additional power torque that can be applied for the tools which will be run from this vehicle. A diesel engine will last longer, has a smaller carbon footprint and will have better fuel efficiency.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that on September 22, 2018 we had a water main break on Pelham Road, which was repaired in-house. Our crews also repaired two water main valves, the first on September 17, 2018 on Cottonwood Road and the second on September 19, 2018 on Grand Banks Circle. Locust Avenue Lift Station was flooded on September 25, 2018, resulting in the motors and controls being under wastewater. The station is now operating semi-normally. Pump #1 is running, while pump #2 has been removed for repairs. The housing for pump #2 was rotted. We expect this to be fully repaired within one week. On September 28, 2018, we received a call from Bradley Funeral Home to report a sewer manhole overflowing on Evesham Road and Glenview Court. We discovered that Tara Lift Station was flooded. The level control system was at fault but no alarm was dispatched. Our normal SCADA system which should have reported this to us ahead of it flowing back up to surge over a manhole did not dispatch. Our crew had to determine why the alarm did not go out. Executive Director Rollins does not feel comfortable that this won't occur again. We have put in a temporary redundancy system until we resolve the issue. Since this was a sewer spill from a manhole, we notified the DEP and cleaned up the affected area on Evesham Road. On October 9, 2018 our crews repaired a force main break at the Woodlands Lift Station. This is the second force main break at this pump station in one year. The crew found a one inch hole in a pipe with clay soils in contact with the pipe. Adjacent to that break, they also found a weak spot in the pipe, so they put on an

additional clamp to prevent a future break at that location. The DEP was notified of this break since this was a sewage release in the soils. We removed the contaminated soils and lined the area to inhibit odors.

On September 24, 2018, Executive Director Rollins and General Counsel Drollas met with Willingboro MUA, their attorney and Pam Carolan of Mount Laurel MUA to discuss the Bulk Water Agreement which expires on April 30, 2019. This water accounts for eight percent of our water supply or one hundred eight million gallons per year. Mount Laurel MUA does not wish to continue this agreement the way it is currently written, so further discussions will need to ensue. The Authority is charged the same rate that Mount Laurel pays for the water plus they have to transmit it through their system to get it to us. Evesham MUA pays for the electric to pump it from their system to ours but it is still their system that wheels it to us. Bulk agreements now contain a wheeling charge. The Mount Laurel MUA wishes to include a wheeling charge and they also need to preserve most of that water supply for themselves.

Executive Director Rollins reminded the Board for those attending the AEA Commissioner's supper that it is scheduled for Thursday, October 18, 2018. He also advised that the AEA Conference is at Bally's in Atlantic City this year. It will run concurrently with the League of Municipalities Conference from November 13th through the 15th. Executive Director Rollins advised that he needs to be notified by October 31st by those members who wish to attend.

Executive Director Rollins wanted to recognize and thank all of Authority staff who helped with the Harvest Fest this year, especially Chris Vandenberg and Leslie Shannon, who coordinated the planning and efforts for the event. The Authority handed out one thousand pots containing compost and wildflower seeds.

Executive Director Rollins advised the Board to save the date for the Authority's Employee Appreciation luncheon which will be held at the Gibson House on Friday, December 21, 2018.

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 specifications for the Well Screening needs to be signed and then it will be submitted to the DEP by the end of the week.

Update: Locust Avenue Pumping Station Upgrade – The revised legal description and plan of easements have been forwarded to the property owners. This will be one of the next projects going to the State. The designs are complete. This is a Trust Fund Project.

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

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

Update: Elmwood WWTP Resiliency Improvements – The designs are being worked on.

Update: South Maple Avenue Water Main Replacement – The water main has been installed. The service lines are being tied into the new water main. It will be another week to ten days before all lines are completely tied in.

Update: Knox Boulevard Water Main Replacement – The applications and planning documents have been submitted. It will be submitted to the Trust Fund.

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

Update: Heritage Village Water Main Replacement – Phase I – The applications and planning documents have been submitted. It will be submitted to the Trust Fund.

Update: Elmwood Tertiary Filter Rehabilitation – The survey needs to go out to confirm some of the details of the existing tank structures.

Update: Elmwood Sludge Dewatering Centrifuge

Resolution 2018-152: Approval of Change Order #3 – On motion by Morton, seconded by Jamanow, it was moved to approve **Resolution #2018-152** approving Change Order #3 in the credit amount of (\$4,670.00) to Eagle Construction Services, Inc.

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 Harvest House – On motion by Morton, seconded by Jamanow, it was moved to approve S-3/W-3 for Harvest House, 52 East Main Street

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Lutner congratulated Chris Vandenberg and the entire staff for their display at the Evesham Harvest Fest.

Commissioner Tencza also thanked the staff for participating in the Evesham Harvest Fest.

Commissioner Morton congratulated the Authority for receiving the Utilities of the Future Today Award at WEFTEC in New Orleans.

Chairman Waters thanked the staff for their hard work during the Harvest Fest. He requested to send a letter of appreciation to them.

There was a motion to adjourn by Morton, seconded by Tencza. The meeting was adjourned at 8:10 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 November 7, 2018 at 7:30pm.

Christine Kimmel
 Executive Administrative Assistant

APPROVED BY THE BOARD: _____