

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from December 5, 2018**

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

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

Also Present: Executive Director Rollins, Deputy Executive Director Lender, Deputy Executive Director Puszcz, General Counsel Drollas, Engineer Simpson, Auditor Applegate, Assistant Executive Director Locantore and Secretary Krimmel

#### **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**

**November 7, 2018** – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of November 7, 2018.

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

MOTION CARRIED: 3-0-2

## **PUBLIC COMMENT**

None

## **FINANCIAL**

### **Resolution 2018-164: Review and acceptance of FY18 Financial Audit Report**

On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2018-164** reviewing and accepting of the FY18 Financial Audit. Auditor Applegate presented the audit to the Board. Auditor Applegate advised there are no findings in the audit report and credits the staff for accurate accounting records and compliance with all State requirements.

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

MOTION CARRIED: 5-0-0

### **Resolution 2018-165: Payment of Bills**

On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2018-165** approving the payment of the November 2018 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-166: Refunds, Credits & Cancellations** – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2018-166** approving the November 2018 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-167: Award Under State Contract in excess of \$6,000** – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2018-167** awarding a contract to Hainesport Enterprises Inc. in the amount of \$6,463.93 to replace fuel injectors and starter on a 2000 Sterling Tractor.

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

MOTION CARRIED: 5-0-0

**Resolution 2018-168: Award of Contract in excess of \$40,000** – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2018-168** awarding a contract to Chas S. Winner, Inc. DBA Winner Ford in the amount of \$105,412.00 for (4) 2019 Ford Escapes, Model SE. Deputy Executive Lender explained these 4 vehicles will be replacing vehicles 37,49,01 and 02. These vehicles all have over 100,000 miles on them.

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

MOTION CARRIED: 5-0-0

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

Executive Director Rollins informed the Board that since our last meeting, there have been three water main breaks and one gravity sewer main break on Cropwell Road. We also had three discolored water reports and one odor complaint. Each report was addressed with staff going to the locations to ensure that the issues were resolved.

Executive Director Rollins informed the Board that we are still in the negotiation process with the Bulk Water Purchase Agreement with Mount Laurel and Willingboro MUA's.

Executive Director Rollins confirmed that the Employee Appreciation luncheon is scheduled for Friday, December 21<sup>st</sup> at 12:00 at the Gibson House. All are invited to attend and R.S.V. P.'s were requested.

Executive Director Rollins announced that Winterfest is scheduled for Friday, December 7<sup>th</sup> at the Main Street Fire House. Chris Vandenberg will be providing information and giving out cookies.

Executive Director Rollins advised the Board that he has a meeting scheduled for December 19, 2018 with a firm that he encountered through attendance at the Commissioner's Supper at Atlantic County Utilities Authority. Landis Sewerage Authority partners with a service company that covers the water and sewer utility lines leading from the water/sewer main lines to the resident's home. They cover the repairs for the resident for a fee of an estimated \$200.00 per service line per year. Executive Director Rollins will provide the details of the outcome of this meeting.

Executive Director Rollins advised that Assistant Executive Director Locantore was present to review employment laws that have changed in New Jersey, as well as the Municipal Excess Liability Fund which has a model personnel policy manual. If the Authority continues to adopt the components of this manual, our deductible is \$2,500 rather than \$25,000.

Assistant Executive Director Locantore reviewed the proposed changes to the Personnel Policy Manual. He informed the Board of the significant changes that the State is mandating with regards to the paid sick leave policy, background checks, and numerous other policies. Assistant Executive Director Locantore is currently working with the Personnel Committee on amending the Authority's personnel manual and will provide packets to the Board in the near future to review all of these changes.

## **ENGINEER'S REPORT**

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

**Update: Supply of Chemicals** – All chemical contracts are out for bid.

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

**Update: ASR Well 13/14 Treatment Program** – The plans and specifications have been submitted to the NJDEP. They are awaiting their review comments.

**Update: Locust Avenue Pumping Station Upgrade** – The plans and specifications will be submitted to the NJDEP for review this month.

**Update: Route 70 Water Main** – The Trust Fund applications for this project should be submitted by the end of the month.

**Update: Route 70 Sewer Main** – The Trust Fund applications for this project should be submitted by the end of the month.

**Update: Elmwood WWTP Resiliency Improvements** – The design is almost complete. The Trust Fund application for this project is being initiated.

**Update: South Maple Avenue Water Main Replacement** – This project is complete.

**Update: Knox Boulevard and Heritage Village Water Main Replacement** – The New Jersey Infrastructure Bank (NJIB) application has been submitted. We are awaiting approval on funding to move forward.

**Update: Elmwood Tertiary Filter Rehabilitation** – Nothing new to report.

**Update: Elmwood Storage Building** – Nothing new to report.

**Motion to approve S-3/W-3 for F T Equities LLC** – On motion by Tencza, seconded by Druss, it was moved to approve S-3/W-3 for Evesham Senior Apartments, LLC c/o The Walters Group, 16 Stow Road

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

MOTION CARRIED: 5-0-0

### **BOARD COMMENTS**

Commissioner Druss informed the Board that he will be attending the New Jersey Water Works conference in Newark and will report back anything that he learns. He expressed appreciation to Assistant Executive Director Locantore for his work on the personnel policy changes and Deputy Executive Director Puszcz on the audit.

Commissioner Lutner thanked Assistant Executive Director Locantore for his work on the personnel policy changes and mentioned that he would like to learn more on the additional revenue on connection fees.

Commissioner Tencza expressed his appreciation to Deputy Executive Director Puszcz on the audit and Assistant Executive Director Locantore for his work on the personnel policy changes.

Commissioner Morton also expressed his appreciation to Assistant Executive Director Locantore for his work on the personnel policy changes and to Deputy Executive Director Puszcz on the audit.

There was a motion to adjourn by Lutner, seconded by Druss. The meeting was adjourned at 8:35 P.M.

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

MOTION CARRIED: 5-0-0

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

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

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