

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from March 13, 2019**

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

Present: Chairman Walters, Vice-Chairman Tencza, Secretary Lutner, Commissioners Jamanow, Schmidt, Druss and Kipness

Also Present: Executive Director Rollins, Deputy Executive Director Lender, Deputy Executive Director Puszcz, Assistant Executive Director Locantore, Engineer Simpson, Engineer Alaimo, Labor Counsel Kinsey, Bond Counsel Hastie, Board Secretary Krimmel

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

Ken Mills, 119 Meadow Lane

Chairman Waters called the meeting to order at 7:38 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 6, 2019 in the following manner:

1. E-mailing written notice to the Burlington County Times, Courier Post, and Central Record
2. Posting written notice on the official Evesham MUA website
3. 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**

**February 6, 2019** – On motion by Jamanow, seconded by Tencza, it was moved to approve the minutes of February 6, 2019.

RECORDED VOTE:            AYE: Schmidt, Jamanow, Lutner, Tencza, Waters

NAY: None  
 ABSTAIN: None

MOTION CARRIED: 5-0-0

**PUBLIC COMMENT**

Ken Mills inquired about the procedure for appointing General Counsel. Chairman Waters informed him that the Authority advertises a notice requesting proposals. The Board and management then review the qualifications of the firms that apply. He further advised that the proposals would be discussed during Executive Session later in the meeting.

**FINANCIAL**

**Resolution 2019-45: Payment of Bills**

On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2019-45** approving the payment of the February 2019 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-46: Refunds, Credits & Cancellations** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-46** approving the February 2019 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-48: Award Under State Contract in excess of \$6,000** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2019-48** awarding a state contract to Environmental System Research Institute, Inc. in the amount of \$8,845.00 for ArcGIS annual renewal.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-49: Award of Emergency Contract in excess of \$6,000** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-49** awarding an emergency contract to Henkels & McCoy in the amount of \$16,325.60 for repairs of a water main break at 24 Coventry Circle. Deputy Executive Director Lender explained that the Authority personnel were repairing another water main break so Henkel's & McCoy were contracted to make expeditious repairs.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-50: Award of Contract in excess of \$6,000** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-50** awarding a contract to Malco Products, Inc. in the amount of \$8,500.00 to replace (3) three controllers on the lubricator, install (3) three pressure relief valves, re-tube pumping unit, run and test unit on the screw pumps at Elmwood Wastewater Treatment Plant. Deputy Executive Director Lender explained that these controllers needed to be replaced and is a budgeted item. The vendor supplied the Authority certifying the proprietary nature of the lubricators.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-51: Appointment of Bond Counsel** – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2019-51** appointing Malamut & Associates LLC for the position of Bond Counsel and terminating Contract Award to Capehart & Scatchard due to the change of employment for appointed Bond Counsel, Thomas Hastie from Capehart & Scatchard to Malamut & Associates. Bond Counsel, Thomas Hastie, Esq. is no longer employed by Capehart & Scatchard but is now employed by the law firm Malamut & Associates.

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

MOTION CARRIED: 5-0-0

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

Executive Director Rollins informed the Board that a manhole located at Locust Avenue and Atlanta Drive collapsed on February 14, 2019 causing a blockage. We jettied the

line, cleared the blockage and rebuilt the top of the manhole. We reported the incident to the New Jersey DEP hotline. On March 13<sup>th</sup>, we had a raw wastewater overflow at the Woodlands lift station which is located off of Normandy Drive. There was a failure with the bubbler system, which determines the levels of the wet well. This allowed the wet well to release wastewater onto the surface. The alarm came in at 7:30 a.m. and the repairs were completed by 8 a.m. Approximately one thousand gallons overflowed. The area was treated with lime and cleaned. We will have our electrician inspect the control systems. During the month of February, we only had one water main break but 8 discolored water reports, which is unusually high. They are usually related to water main breaks. We changed hydrant flushing to once a year to conserve water but may consider increasing hydrant flushing in certain geographical locations to twice a year due to the discolored water complaints.

Executive Director Rollins discussed the UCMR-4 (Unregulated Contaminant Monitoring Rule) update. They require monitoring of 30 unregulated chemical contaminants in the water between 2018 and 2020. The EMUA has been monitoring since June 2018 and has detected minimal contaminants.

Executive Director Rollins advised the Board of the NJWEA Scan Newsletter article on the Evesham MUA's recognition by Water Environmental Foundation for our Utility of the Future Today Award.

Executive Director Rollins requested a motion to approve the Board Committees.

**Motion to Approve Board Committees:** On motion by Tencza, seconded by Schmidt, it was moved to approve the Board Committees for 2019.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins informed the Board of an article that was in the Burlington County Times last Sunday, March 3, 2019 about MUA's "quietly" spending money on travel and meal expenses. Executive Director Rollins advised that Evesham MUA does not "quietly" spend money on conferences. This information is reported in our budget which is posted on our website. This report provides specific details on the cost of all conference activities. The subline also mentioned that it is beneficial for top officials. We believe that the article reflects the budget line item for administration education and training, which is the budget for conferences attended by board members and executive management. Conference attendance by top officials benefits the entire organization. This enables the organization to achieve its mission, by looking beyond our own walls and borders to compare and contrast with other organizations. It is mission critical and imperative that we attend these conferences. The Authority has already taken steps for

the Finance Committee to review conference attendance practices and compare them with other Authorities.

## **ENGINEER'S REPORT**

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

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

**Update: ASR Well 13 Treatment Program** – The NJDEP has everything they need to certify the project for bidding. We have received the SED approval.

### **Update: ASR Well 14 Screen Replacement**

**Resolution 2019-52: Authorizing Advertisement** – On motion by Jamanow, seconded by Tencza, it was moved to adopt **Resolution #2019-52** authorizing advertisement for Well 14 Screen Replacement.

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

MOTION CARRIED: 5-0-0

**Update: Locust Avenue Pumping Station Upgrade** – Plans and specifications have been submitted to the NJDEP for review. The project has been granted a Level 1 Environmental Review approval.

**Update: Route 70 Water Main** – The project has been granted SED and Level 1 Environmental review approval.

**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** – Plans and specifications have been submitted to the NJDEP for review. The project has been granted a Level 1 Environmental Review approval.

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

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

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

**Update: Water System Asset Management Plan** – We have met with operational staff and are assembling the lists of assets. We will have the plan completed in time for the April 2019 NJDEP deadline.

**Update: Woodlake Drive Water Main** – Nothing new to report.

**Update: North Cropwell Road Sewer Main Rehabilitation**

**Resolution 2019-47: Award of Contract in excess of \$17,500 under Non Fair and Open**: On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2019-47** awarding a contract under Non Fair and Open to National Water Main Cleaning Co., Inc. in the amount of \$21,180.00 for North Cropwell Road Sewer Main Lining.

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

MOTION CARRIED: 5-0-0

**Update: Kings Grant Wastewater Treatment Plant Capacity Analysis Report**

**Motion to approve a proposal**– On motion by Lutner, seconded by Tencza, it was moved to approve a proposal from Richard A. Alaimo in the amount of \$21,000.00 for preparation of a capacity analysis report for the Kings Grant Wastewater Treatment Plant.

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

MOTION CARRIED: 4-1-0

**Motion to approve S-1/W-1 for Target Corporation**– On motion by Lutner, seconded by Schmidt, it was moved to approve S-1/W-1 for Target Corporation, 751 Route 73 South

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

MOTION CARRIED: 5-0-0

**EXECUTIVE SESSION – Resolution 2019-56** – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 8:58 p.m. for review of

Personnel and Commissioners' Policy Manuals, discuss personnel matters and review General Counsel Proposals.

On motion by Tencza, seconded by Schmidt, it was moved to come out of Executive session at 10:09 p.m.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-53: Approving the Authority's Personnel Policies and Procedure Manual and Employee Handbook** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-53** approving the Authority's Personnel Policies and Procedure Manual and Employee Handbook for Union, Non-Union and for Supervisory Employees.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-54: Approving the Authority's Board of Commissioners Handbook** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-54** approving the Authority's Board of Commissioners Handbook.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-55: Appointment of General Counsel** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-55** appointing Parker McCay P.A. for the position of General Counsel. The term of appointment commences on March 14, 2019 expiring January 31, 2020.

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

MOTION CARRIED: 5-0-0

## **BOARD COMMENTS**

Commissioner Kipness informed the Board of his background of forty plus years in professional contract management. He is now retired and looks forward to working with the MUA.

Commissioner Druss welcomed Commissioner Kipness. He thanked Assistant Executive Director Locantore and the entire Executive team for handling a very delicate situation. He feels that the storm water information that he received will be very useful.

Commissioner Schmidt welcomed Commissioner Kipness and looks forward to working with him. He also appreciates the Executive staff for the great job that they did today.

Commissioner Lutner also welcomed Commissioner Kipness and he feels his background will be a great help to the MUA. He thanked Assistant Executive Director Locantore for the great job that he did. He is concerned of the storm water issue. He feels that when shopping centers are being planned or repaved, they need to be willing to put in additional drainage in their lots to help with the run off of water.

Commissioner Jamanow thanked Assistant Executive Director Locantore for providing the handbooks; she feels he did a great job. She appreciates the entire management staff.

Commissioner Tencza welcomed Commissioner Kipness. He thanked Assistant Executive Director Locantore for doing a great job. He feels that the diversity of the group will be good for the Authority.

Chairman Waters welcomed Commissioner Kipness and believes that his background will be useful to the Authority. He told the staff that they are doing a fantastic job. He would like to see something on our website and/or our Facebook page providing information about the Authority's expenditures for conferences and also providing a comparison of customer rates with other townships.

Executive Director Rollins announced that after thirty seven years, Deputy Executive Director Lender will be retiring effective July 31, 2019.

There was a motion to adjourn by Tencza, seconded by Schmidt. The meeting was adjourned at 10:21 P.M.

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

MOTION CARRIED: 5-0-0



The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for April 3, 2019 at 7:30pm.

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

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