

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from June 26, 2019

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, Vice-Chairman Tencza, Commissioners Jamanow, Schmidt, Druss and Kipness

Also Present: Executive Director Rollins, Deputy Executive Director Lender, Deputy Executive Director Puszcz, Engineer Simpson, General Counsel Morris, Josh Nyikita (Acacia Financial Group), Supervisor Booth, Board Secretary Krimmel

Members of the Public:

None

Chairman Waters called the meeting to order at 7:32 P.M.

Opening Statement:

Assistant Secretary Jamanow 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

June 5, 2019 – On motion by Jamanow, seconded by Schmidt, it was moved to approve the minutes of June 5, 2019.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

FINANCIAL

Presentation from Joshua Nyikita, Financial Advisor, Acacia Financial Group, Inc.

Deputy Executive Director Puszcz provided an overview to the Board regarding the efforts to obtain financing for several water capital improvement projects. The projects consist of water main replacements on Knox Boulevard, selected streets within Heritage Village designated as Phase One and parts of Woodlake Drive. The Authority has become aware that the availability of funds on the drinking water side of the NJ I-Bank cannot keep up with the demand and financing for these projects has stalled. We have recently been advised that the funds for these projects may not be available for up to two more years. We need to move forward with these projects and have sought an alternate financial solution under the guidance of our Financial Advisor, Joshua Nyikita and his team at Acacia Financial Group. Multiple meetings have taken place with the most recent one including the Board's Finance Committee, which includes Commissioners Schmidt and Lutner. As meetings have transpired, the scope of the project financing has evolved to include Phase Two and Three of Heritage Village and Well 7 Building. Combining multiple projects into one closing eliminates multiple closing fees, administration costs and is more attractive to Bond holders. A true positive of financing all of these projects through a Public Bond sale puts the Authority in the driver's seat for project completion. The Authority, along with the Consulting Engineer, will set the time table of the commencement of each project.

Deputy Executive Director Puszcz introduced Joshua Nyikita from Acacia Financial Group, Inc. (the Authority's appointed professional Financial Advisor) who reviewed in detail the anticipated costs, steps and time table to closing for Revenue Bonds, Series 2019.

Resolution 2019-85: Authorizing Application to the Local Finance Board – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2019-85** authorizing application to the Local Finance Board for Revenue Bonds, Series 2019.

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

MOTION CARRIED: 5-0-0

Resolution 2019-86: Resolution of the Board of Commissioners of the Evesham Municipal Utilities Authority declaring its intent for reimbursement from bond proceeds – On motion by Druss, seconded by Schmidt, it was moved to adopt **Resolution #2019-86** resolution of the Board of Commissioners of the Evesham Municipal Utilities Authority declaring its intention to reimburse itself from the proceeds of the Revenue Bonds, Series 2019 for certain expenditures to be made in connection with the scheduled improvements to the Authority's system.

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

MOTION CARRIED: 5-0-0

Resolution 2019-82: Payment of Bills – On motion by Jamanow, seconded by Schmidt, it was moved to adopt **Resolution #2019-82** approving the payment of the June 2019 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2019-83: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2019-83** approving the June 2019 refunds, credits & cancellations with the exception of a refund of connection fees to Marlton, NJ (SWC Route 73 & Holtec) LLC. It was moved to table this until further information becomes available.

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

MOTION CARRIED: 5-0-0

Resolution 2019-84: Authorizing award of Contract under a National Cooperative Purchasing Program – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2019-84** awarding a contract through Sourcewell National Cooperative Purchasing Program to Staples Contract & Commercial, Inc. in the aggregate amount of \$25,000 to purchase office supplies for FY-20. Deputy Executive Director Puszcz explained that we have used their contract for the past three fiscal years. This has proven to be beneficial and we wish to award for FY20.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-87: Approval of Cash Management Plan for FY-20 – On motion by Jamanow, seconded by Schmidt, it was moved to adopt **Resolution #2019-87** approval of Cash Management Plan for FY-20. 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 service.

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

MOTION CARRIED: 5-0-0

Resolution 2019-88: Award of Contract for Less than State Contract Pricing in excess of \$17,500 – On motion by Schmidt, seconded by Jamanow, it was moved to adopt **Resolution #2019-88** awarding a contract to All Covered in the amount of \$20,308.35 for (2) two H P servers and warranty package. Deputy Executive Director Puszcz advised the Board that at our last board meeting we had a representative from All Covered present a detailed plan for computer hardware replacement and back up upgrade. At that meeting the Board approved resolutions for the workstations, back-up solution and labor. This resolution is for the server hardware and is the final step to complete this project. We were able to find pricing which is below State contract pricing, resulting in a savings of 22%, or which is almost \$3,000.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that since our last meeting, which was only three weeks ago, there were no water main breaks. We did have two valve repairs and a fire hydrant repair. This hydrant repair was necessitated from a traffic accident. There are three hydrants remaining to be repaired from the most recent hydrant flushing.

Executive Director Rollins advised the Board that on June 19th through the 20th, the township experienced very heavy rain falls - approximately 4 ½ to 5 inches in a very short period of time. This caused a sewer manhole to overflow within the Elmwood Waste Water Treatment Plant. The streams expanded very rapidly and it encroached

the chamber walls and inundated that system. It was a very small sewer spill, which was reported to the DEP. It also caused a violation of the flow limits at the Kings Grant Waste Water Treatment Plant over a period of three consecutive days. We will continue to monitor the flow limits. This is why it is so important to continue the resiliency project at this location. It is not a matter of “if” it will happen, but “when” it will happen. We also had numerous calls from customers reporting that their backyards were flooded. We directed them to call the Department of Public Works.

Executive Director Rollins advised the Board that AEA advised their members of a pending bill from the New Jersey Senate regarding the removal of the referendum requirement and authorizing alternative procedures for the sale of municipal sewerage. AEA is opposed to this bill believing it will only encourage the sale of public sewer systems. AEA is disseminating this information to their members to create awareness in the event they should have the opportunity to speak on it in their conversations. This is the third or fourth time that this legislation has come to this committee in the last six years. The Board directed staff to send a letter to Town Council to make them aware of this bill and to suggest a resolution opposing this bill.

Executive Director Rollins informed the Board that there has been some progress on the Bulk Water Purchase Agreement with Mount Laurel and Willingboro MUA's. He has a meeting next week to tie up some loose ends and hopes to bring the final draft agreement to the August 7, 2019 meeting. Executive Director Rollins will email the draft to each commissioner to allow time for their review.

Executive Director Rollins advised the Board that the 2019 Consumer Confidence Report is published and available to all Township residents on our website. They were notified on their quarterly statement that it is available to view. Any resident that does not receive a quarterly bill was mailed a post card informing them of the availability of the report on our website.

Executive Director Rollins discussed with the Board the new conference attendance policy. Three commissioners will be invited to local conferences and two will be invited to national conferences. The Commissioners will be invited on a rotating schedule.

Motion to approve a proposal – On motion by Schmidt, seconded by Tencza, it was moved to approve a proposal from T & M Associates in the amount of \$29,300 for an Arc Flash Hazard Analysis at the Elmwood Wastewater Treatment Plant.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins shared with the Board a voice message left on our phone service praising two of our employees, Kevin Acker and Billy Jay Sweet. The resident

mentioned that they went above their duties to help him find a problem with his sewer line. They saved him thousands of dollars by putting the camera down the line and finding the blockage.

Executive Director Rollins announced that this is Deputy Executive Director Lender's last Board meeting before his pending retirement. Executive Director Rollins thanked Deputy Executive Director Lender for his 37 years of service.

Commissioner Kipness inquired about an incident that occurred at the Elwood Plant with a high voltage wire break. Executive Director Rollins informed the Board that we were assisting the Township with mowing on the side of Elmwood Road. We have an employee who is very familiar with the equipment. He got close to a telephone pole and he stopped the equipment immediately but the blade was still rotating. It hit the hidden electrical line buried in the over growth of vegetation. Electrical service was lost for approximately 4 hours, but our generators did kick in. Commissioner Kipness stated that since there was property damage as a result of the incident, policy required a drug test, he asked if one was done. Executive Director Rollins and Operations Manager Booth said that they would look into it. There were no injuries in the incident. Commissioner Kipness suggests that safety precautions be in place. The Authority does have a Safety Committee that will review the incident.

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 contract has been awarded. We are waiting for the contract to be signed. The contractor is eager to start the project.

Update: ASR Well 14 Screen Replacement –

Motion to approve a proposal – On motion by Schmidt, seconded by Tencza, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$10,000 for ASR Well 14 Screen Replacement construction phase services. This amends a previously approved proposal dated 9/26/17 and approved on 10/11/17.

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

MOTION CARRIED: 5-0-0

Update: Locust Avenue Pumping Station Upgrade – We are responding to NJDEP comments on the TWA application.

Update: Route 70 Water Main – We are still working on the easements.

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

Update: Elmwood WWTP Resiliency Improvements – We are working on the planning documents. This should be submitted to the NJDEP by next week.

Update: Knox Boulevard and Heritage Village Water Main Replacement – We are hoping with the new funding authorization, this will be out for bid before the end of the summer.

Update: Elmwood Storage Building – This project is on hold pending Authority direction.

Update: Elmwood Tertiary Filter Rehabilitation – We are working on the planning documents. This should be submitted to the NJDEP by next week.

Update: Water System Asset Management Plan – Nothing new to report.

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

Update: North Cropwell Road Sewer Main Rehabilitation – A preconstruction meeting has been scheduled for June 27, 2019.

Update: Kings Grant Wastewater Treatment Plant Capacity Analysis Report – This has been approved by the NJDEP. Even though we are using the new meter, we are still experiencing high meter flow.

Update: Well No. 7 Building – The survey will be going out shortly.

Update: Golf Course Lift Station

Motion to approve a proposal – On motion by Schmidt, seconded by Druss, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$8,000 for the Golf Course Lift Station By-Pass System.

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

MOTION CARRIED: 5-0-0

Resolution 2019-89: Releasing Performance Bonds – On motion by Jamanow, seconded by Schmidt, it was moved to approve **Resolution #2019-89** releasing Performance Bonds to Republic Bank – 178 Greentree Road

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

MOTION CARRIED: 5-0-0

Resolution 2019-90: Reducing Performance Bonds – On motion by Tencza, seconded by Schmidt, it was moved to approve **Resolution #2019-90** reducing Performance Bonds to Maple Avenue Residential (aka Jackie’s Crossing) – 12 South Maple Avenue

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

MOTION CARRIED: 5-0-0

Resolution 2019-91: Releasing Performance Bonds – On motion by Schmidt, seconded by Jamanow, it was moved to approve **Resolution #2019-91** releasing Performance Bonds to Urban Edge Properties LP (aka Shake Shack & Honeygrow Restaurants) – 301 Route 70 West

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

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Caliber Collision – On motion by Jamanow, seconded by Schmidt, it was moved to approve S-1/W-1 for Caliber Collision, 120 Route 73 North

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL’S REPORT

Update: Emerson Contract – The contract is finally agreed upon and will be ready for signatures at the August 7, 2019 meeting.

Update: Locust Avenue Pump Station Easements – The easements are complete and will be prepared for execution.

BOARD COMMENTS

Commissioner Druss advised of his preparations for the 4th of July parade. He thanked Allan Lebak for keeping our water system going during the June 19th storm. He also wished Deputy Executive Director Lender a happy retirement.

Commissioner Schmidt congratulated Deputy Executive Director Lender for his 37 years of service and wished him well in his retirement. He appreciated hearing the voicemail of the satisfied customer. He believes it is the reflection of what Deputy Executive Director Lender created. He thanked the staff for having the agenda sent out on Friday. It helped him prepare for the meeting in advance. He wished everyone a happy 4th of July.

Commissioner Jamanow thinks the professional staff does an excellent job. She told Deputy Executive Director Lender that she will miss him.

Commissioner Tencza congratulated Deputy Executive Director Lender on his retirement. He wished him well and said he did a great job. He wishes Supervisor Booth much success in his new position.

Chairman Waters thanked the Finance Committee for the great job that they did on the policies for conferences. It was a long time coming. He would like to see the Board Committees set things into motion and present matters at board meetings. He congratulated Deputy Executive Director Lender on his retirement and told him that he did a great job. He appreciates the professional staff and all the work that they do. He also appreciates the employees who will be helping on the Independence Day festivities.

There was a motion to adjourn by Tencza, seconded by Druss. The meeting was adjourned at 9:07 P.M.

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

MOTION CARRIED: 5-0-0

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

Christine Krimmel
 Executive Administrative Assistant

APPROVED BY THE BOARD: _____