

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from October 2, 2019**

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

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

Also Present: Executive Director Rollins, Deputy Executive Director Puszczyk, Assistant Executive Director Locantore, Operations Manager Booth, Engineer Simpson, Engineer Alaimo (arrived at 8:18) General Counsel Gillespie and Board Secretary Krimmel

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

Ryan Viviani, 406 East Main Street

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 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**

#### **CONNECTION FEE RATE HEARING**

General Counsel Gillespie conducted a rate hearing for connection fees with Deputy Executive Director Puszczyk offering testimony as to the proposed rates derived from statutory calculations performed. There were no public comments or statements.

**Resolution 2019-126: Approving adjustment to Connection Fee Rate Schedule** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2019-126** approving the adjustment to the Connection Fee Rate Schedule.

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

MOTION CARRIED: 5-0-0

**APPROVAL OF MINUTES**

**September 11, 2019** – On motion by Druss, seconded by Lutner, it was moved to approve the minutes of September 11, 2019.

RECORDED VOTE:        AYE: Druss, Lutner, Tencza,  
                              NAY: None  
                              ABSTAIN: Schmidt, Waters (not in attendance)

MOTION CARRIED: 3-0-2

**PUBLIC COMMENT** (Agenda Items only)

Mr. Viviani suggested to have a Public Comment section added to the end of the agenda.

**FINANCIAL**

**Resolution 2019-117: Payment of Bills** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-117** approving the payment of the September 2019 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-118: Refunds, Credits & Cancellations** – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2019-118** approving the September 2019 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-119: Award of Contract in excess of \$6,000** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-119** awarding a contract to Water Works Supply Company, Inc. in the amount of \$8,695.95 for a Tru-Cut Drilling Machine C900 with tool kit and adaptors. Operations Manager Booth explained that this piece of equipment will help with the increasing technology of piping material that is currently being used. This will allow the Authority to thread piping more accurately and have a secure service connection.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-120: Award of Contract in excess of \$6,000** – On motion by Druss, seconded by Lutner, it was moved to adopt **Resolution #2019-120** awarding a contract to A. C. Schultes, Inc. in the amount of \$6,558.00 to repair and reinstall 60hp motor for Well #11. Operations Manager Booth explained that this motor needs to be removed and repaired. This is a crucial piece of equipment in our distribution system for well water.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-121: Authorizing entry into a joint funding agreement** – On motion by Druss, seconded by Schmidt, it was moved to adopt **Resolution #2019-121** authorizing entry into a joint funding agreement for Water Resources Investigation with the United States Geological Survey in the amount of \$7,340.00 for the operation and maintenance of recorders on groundwater wells in the Mt. Laurel-Wenonah Aquifer System. Executive Director Rollins advised the Board that we participate in this agreement on an annual basis and it is required by the USGS. This provides the Authority with information on ground water levels.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-122: Award of Contract in excess of \$6,000** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-122** awarding a

contract to Teledyne ISCO/Hartco Environmental, LLC in the amount of \$6,317.45 for an ISCO 5800 Refrigerator sampler and accessories, 2.5 gallon polyethylene bottle and vinyl suction line with weighted strainer. Operations Manager Booth explained that this computerized refrigerator takes periodic water samples from the Elmwood Plant effluent system which insures DEP/EPA compliance. This has to be done on a weekly, sometimes daily basis. This is replacing an old problematic unit.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-123: Authorizing advertisement for Bids for Work Zone Traffic – Safety and Traffic Control** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2019-123** authorizing advertisement for bids for Work Zone Traffic – Safety and Traffic Control. Assistant Executive Director Locantore informed the Board that approximately a year and a half ago, Burlington County set new policies for any work performed on County roads require work zone traffic control. This will secure a set rate schedule for work zone safety and traffic control.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-124: Award of Contract in excess of \$6,000** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2019-124** awarding a contract to Garrison Printing Company in the amount of \$13,375.00 for the printing of the 2020 EMUA Calendar. Deputy Executive Director Puszcz informed the Board that each year the Authority publishes a calendar that we mail to all of the Evesham residents. Three quotations were solicited with Garrison Printing providing the only bid. Commissioner Schmidt asked if we receive any feedback from the community about the calendar and was informed that it was in high demand and the residents like receiving it in the mail. Commissioner Druss asked if we solicit the same three companies each year and suggests that we look at other companies in the future.

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

MOTION CARRIED: 5-0-0

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Rollins informed the Board that there were no water main breaks, operational issues or potential violations since our last meeting. It has been a good couple of months.

Executive Director Rollins updated the Board on the Water Quality Accountability Act which went into effect in October 2017 with three deadlines: The first deadline states all water valves which are twelve inches or greater have to be located and exercised by October 19, 2019. This task is on schedule and we will meet this deadline. The second deadline, which is scheduled for October 2021 states that all valves need to be located and exercised. The Authority has approximately 14,500 valves and we will continue to exercise them to meet that deadline in two years.

Executive Director Rollins confirmed with the Board that the Bulk Water Agreement with Willingboro and the Mount Laurel MUA's is ready to be executed. The draft was sent to the Board in July and the final version was sent on September 25, 2019. There were no material changes between the two. The terms and conditions remained the same with just some language added for clarification purposes.

**Resolution 2019-127: Bulk Water Sale Agreement with Willingboro MUA and Mount Laurel MUA** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-127** approving the Bulk Water Sale agreement with Willingboro and Mount Laurel MUA's. Commissioner Lutner asked Executive Director Rollins if he is satisfied with the agreement and if he had to compromise on any terms of the agreement. Executive Director Rollins said that by and large he is satisfied, but he feels it is unfortunate that we have to pay a wheeling fee. For the past 30 years we did not pay a wheeling fee but there were related expenses at the cost to Mount Laurel MUA. The only other issue that Executive Director Rollins has is the shared liability of a 30 year old transmission main in the bed and banks of the Rancocas Creek. That being said, he is satisfied with how it was resolved because it does remain as a 50/50 liability between Mount Laurel and Evesham. Commissioner Kipness asked for an explanation on the overage cost of water. Executive Director Rollins explained that it only relates to taking quantities of water greater than the nominal amount of water. We have no reason to take more but if we need more, we can negotiate new terms.

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

MOTION CARRIED: 5-0-0

**Resolution 2019-128: Memorandum of Understanding between Mount Laurel Township MUA and Evesham MUA** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-128** approving the memorandum of understanding between Mount Laurel Township MUA and Evesham MUA.

Commissioner Schmidt noted some spelling mistakes and the date was incorrect in the MOU and asked Executive Director Rollins if they need to be corrected before it is adopted. Executive Director Rollins confirmed that it can be adopted and then the corrections can be made. Commissioner Schmidt also asked Executive Director Rollins if he felt comfortable with the language of the wheeling fees between Mount Laurel and Evesham and Executive Director Rollins confirmed his confidence in the Memorandum of Understanding.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins informed the Board that he attended the WEFTEC conference last week where he focused mainly on issues of disinfection alternatives to sodium hypochlorite. He did find some that he was not aware of but in the case studies that were done, they did not think to do disinfection byproducts.

Executive Director Rollins attended the Township Council meeting on Tuesday, September 17, 2019 to present a brief overview of the Authority and discuss our mission and how we pursue it and our Capital Improvement Plan. He advised that Council was very gracious and they asked some good questions. They also complimented our customer service which Executive Director Rollins feels it is a reflection of the Board, Management, Operations, Supervisors and the Office Staff in their daily work and their outstanding job to earn that respect.

Executive Director Rollins thanked everyone who prepared for and participated with the Authority's booth at the Evesham Harvest Fest on Saturday, September 28, 2019.

Executive Director Rollins asked Deputy Executive Director Puszcz to provide an update on the progress of the Revenue Bonds, Series 2019. Deputy Executive Director Puszcz asked the Board to recall last month's meeting where they adopted the Supplemental Bond Resolution. Since that meeting, they have prepared and circulated the first draft of the preliminary official statement. Those who participated were Deputy Executive Director Puszcz, Acacia Financial (Financial Advisor), Malamut Associates (Bond Counsel), Bowman (Auditor) and Raymond James (Underwriter). They reviewed a 100 page document and provided comments, questions and corrections. They discussed all of the comments and corrections in a group call this past Monday. The second draft is currently being worked on and should be circulated next week. We had a ratings call with Moody's on September 25, 2019, which went very well. Our financial position remains consistently strong with satisfactory debt service coverage levels and we continuously monitor and update our infrastructure. Based on that, Moody is assigning the Authority a "AA3" rating which has been our rating for numerous years. This is the fourth highest level rating which is considered a high grade rating. Looking ahead, we

anticipate the pricing of the Bonds to be available the 16<sup>th</sup> or 17<sup>th</sup> of October and we are scheduled to close on either October 30<sup>th</sup> or 31<sup>st</sup>.

Executive Director Rollins turned the meeting over to Assistant Executive Director Locantore to update safety, security and personnel matters. Assistant Executive Director Locantore discussed the loss of a Lead Plant Operator back in February. At the November Board meeting he will be presenting a Memorandum of Understanding on a new job position. This position will be a nonsupervisory position which will be called Lead Operator. This will give Union employees the opportunity to show their leadership abilities for future positions. Chairman Waters informed the Board that this position was presented to the Personnel Committee and he believes it's a great idea. It enables management to be in a position to evaluate an employee's leadership abilities for a potential supervisory position.

Assistant Executive Director Locantore informed the Board that he is scheduled to attend the OSHA Accident Investigation Class which will help the Authority teach our employees lessons learned. Assistant Executive Director Locantore informed the Board of the two incident reports since the last meeting he attended, which was a bee sting and a minor dent in the front of the water main break trailer which was a result in the length of the trailer and the new truck that is pulling it has an extended bumper. The operator was making a U-turn and as the back was coming around, it bumped into the front of the trailer. Commissioner Kipness questioned if the operator was drug tested and Assistant Executive Director Locantore confirmed that he was.

Assistant Executive Director Locantore advised the Board of another aspect of safety that the Authority feels strongly about reviewing is competent person with regards to excavation. Under OSHA (Occupational Safety & Health Administration) regulations, if you excavate below 4 feet and the hole is deeper than it is wide, it is considered a trench. There are certain requirements that need to be followed. At every excavation site, it is required to have one designated person to be the competent person which makes the decisions if the site is safe and make sure that everything is being properly installed. Assistant Executive Director Locantore was advised by Executive Director Rollins of a seminar held by JIF where OSHA will be there to present specifically on this topic. Assistant Executive Director Locantore will be preparing a manual which will include employee training records and steps on how the competent person needs to handle different situations. This will be available if PEOSH (Public Sector Employees Occupational Safety & Health) audits the Authority.

Assistant Executive Director Locantore mentioned that he, along with Asset Manager Vandenberg, attended an AEA seminar concerning cyber security. He continues to work with All Covered on cyber security for our business network.

## **ENGINEER'S REPORT**

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

**Update: South Side Water Storage Tank** – We will be scheduling a meeting with the Pinelands Commission to discuss their requirements for this project.

**Update: ASR Well 13 Treatment Program** – The Contractor has submitted shop drawings and the building permit application. The Township's Fire Code Official has a few questions on our redesign. We will have a response prepared.

**Update: ASR Well 14 Screen Replacement** – Tom Dwyer has approved additional redevelopment in an attempt to improve the well's specific capacity.

**Update: Locust Avenue Pumping Station Upgrade** – Bids will be due on October 17, 2019.

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

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

**Update: Elmwood WWTP Resiliency Improvements** – Plans are ready for submission.

**Update: Knox Boulevard and Heritage Village Water Main Replacement** – We will advertise for bids to be received on November 1, 2019. We need to wait for the confirmation of funding.

**Update: Elmwood Storage Building** – This project is on hold.

**Update: Elmwood Tertiary Filter Rehabilitation** – The design is underway. We will be meeting with the manufacturer later this month.

**Update: Woodlake Drive Water Main** – We expect the design to be complete this month.

**Update: North Cropwell Road Sewer Main Rehabilitation** – The construction is complete.

**Update: Well No. 7 Building** – Nothing new to report.

**Update: Golf Course Lift Station** –

**Resolution 2019-129: Award of Contract in excess of \$17,500** – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2019-129** awarding a

contract to R. D. Zeuli Incorporated in the amount of \$28,535.00 for the Golf Course Lift Station Bypass Assembly.

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

MOTION CARRIED: 5-0-0

**Motion to approve S-3/W-3 for Heart and Paw** – On motion by Lutner, seconded by Druss, it was moved to approve S-3/W-3 for Heart and Paw, 330 Route 73 South

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

MOTION CARRIED: 5-0-0

### **GENERAL COUNSEL'S REPORT**

General Counsel Gillespie had nothing new to report.

### **PUBLIC COMMENT**

Mr. Viviani thanked the employees who participated in the Evesham Harvest Fest. He feels that they did a great job and is proud to be a part of this great organization.

### **BOARD COMMENTS**

Commissioner Kipness mentioned that he was not at the August meeting when Assistant Executive Director Locantore discussed a prior incident that he was concerned about and feels that policy was not followed. Assistant Executive Director Locantore explained that he did go out to the site of the incident and made a judgment call that there was no way that the operator could have avoided hitting the wire. The brush was very high and covered the electrical wire. Commissioner Kipness suggests that we stay consistent and have drug testing done on every accident whether it is preventable or non-preventable. The consensus was that the policy language should be changed and reviewed by the Personnel Committee.

Commissioner Druss thanked Assistant Executive Director Locantore for the Cyber Security information that he provided tonight. He also thanked Engineer Simpson for his report and Executive Director Rollins for handling the Bulk Water Agreement. He mentioned that he went to WEFTEC and will give out summary notes to the other Commissioners on the things he learned.

Commissioner Schmidt thanked the professionals and leaders for all that they do. He appreciates all of the hard work that goes into the meetings. He feels everyone should be proud of what they have accomplished. He praised Executive Director Rollins and Deputy Executive Director Puszcz for their exceptional work that they do with the Finance Committee. He looks forward to working with them in the future months.

Commissioner Lutner thanked the entire Staff for their hard work. He appreciates everything that they do. He thanked everyone who helped with the Harvest Fest. He looks forward to Commissioner Druss' notes from WEFTEC.

Commissioner Tencza thanked Deputy Executive Director Puszcz for her report. He has heard that Operations Manager Booth is doing a great job. He feels that we have a great team working together. He thanked everyone who helped with the Harvest Fest.

Chairman Waters feels we have the best Authority in the state of New Jersey and appreciates everything that the staff does on a daily basis. He hears nothing but great things about the Authority when he is around town. He thanked everyone for their hard work.

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 9:20 P.M.

RECORDED VOTE:            AYE: Druss, Schmidt, 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 November 6, 2019 at 7:30pm.

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

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