

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from January 8, 2020**

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

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

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Assistant Executive Director Locantore, Operations Manager Booth, Engineer Simpson, General Counsel Gillespie and Board Secretary Krimmel

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

Mayor Jaclyn Veasy, 60 Knightswood Drive, Marlton, NJ 08053  
Ryan Viviani, 406 East Main Street, Marlton, NJ 08053  
Craig Gardina, 220 Bittlewood Avenue, Berlin, NJ 08009  
Intouch Loomcharoen, No address available

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 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**

**December 4, 2019** – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of December 4, 2019.

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

MOTION CARRIED: 5-0-0

Chairman Waters introduced Mayor Jaclyn Veasy. Mayor Veasy addressed the Board and staff who welcomed and thanked them for moving the board meetings back to the Municipal building, while allowing the meetings to be livestreamed in a joint effort of transparency within the Township. Mayor Veasy looks forward to working with the Board during the upcoming year.

**PUBLIC COMMENT** (Agenda Items only)

None

**FINANCIAL**

**Resolution 2020-1: Payment of Bills** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-1** approving the payment of the December 2019 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-2: Award Under State Contract in excess of \$6,000** – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2020-2** awarding under State contract to Environmental Systems Research Institute, Inc. in the amount of \$6,445.00 for ArcGIS annual renewal. Operations Manager Booth explained that this is a renewal of an existing contract that allows the Authority to have digital inventory of our infrastructure. It allows us to track data of nonvisible valves and mains throughout the system. It also helps us strategize for future maintenance and possible replacements of assets within our system.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-3: Award of Contract in excess of \$17,500** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-3** awarding a contract

to Alenco Fence & Lumber Corp. in the amount of \$28,985.00 to replace fencing at (2) lift stations. (Barton Run & Briarwood) Operations Manager Booth explained that this new fencing will help secure and beautify the neighborhoods. This new fencing includes slide gates which is much safer and secure than the current swing gates.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-4: Award of Contract in excess of \$17,500** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-4** awarding a contract to Sewer & Water Evaluation Rehabilitation Procedures, Inc. in the amount of \$25,900.00 to rehabilitate wet wells at Westerly and Stow Roads. Operations Manager Booth explained that this rehabilitation is necessary due to the deterioration of the wet wells at Westerly and Stow Road lift stations. This process will use spray applied epoxy and mortar, which will increase the longevity of our wet wells well into the future.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-5: Award of Contract in excess of \$6,000** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-5** awarding a contract to Robert McGraw Commercial Doors & Hardware LLC in the amount of \$13,690.00 for door replacements at Wells 4,5,6 and 9. Operations Manager Booth explained that the doors at these locations are worn out and dilapidated. These new doors will ensure complete security at all of these sites.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-10: Adopting the Provision of Chapter 48 (N.J.S.A.52:14.17.38) for post-retirement health care benefits under the New Jersey State Health Benefits Plan** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-10** approving authorization for post-retirement health care benefits under the State Health Benefits Plan. Deputy Executive Director Puszcz explained that the Authority adopted a resolution some years ago for post-retirement benefits; however, the State Health Benefit Plan has its own form of resolution and requires all participating units to complete and adopt. The Authority is not adopting anything new with regards to

post-retirement benefits; this is just a required form to participate in the State Health Benefits Plan.

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 there have been five water main breaks since our last meeting. Four out of the five were repaired in-house. The one that was contracted out was due to two of the water main breaks occurring on the same day. The total water main breaks for 2019 was 30, which is below the national average. This is the lowest break rate that we have had since 2015. There were four discolored water reports, two of which were associated with the water main breaks, and one drinking water odor report. Executive Director Rollins reported that there was a sewer overflow on school property on December 13, 2019 which the Authority assisted the Board of Education staff with, also advising them how to rectify the situation on a permanent basis. This was reported to the DEP.

Executive Director Rollins informed the Board of the Heritage Village Water Main Replacement Project Public Information meeting, which is scheduled for January 23, 2020 at 6pm at Gibson House. He invited the Commissioners to attend. He also advised that flyers are being hand delivered to the residents by our staff and the Authority's social media sites have been updated. Consulting Engineer, Wayne Simpson, Assets Manager Supervisor, Chris Vandenberg and Executive Director Rollins will host a Power Point presentation, followed by a question and answer session.

Executive Director Rollins advised the Board that we have completed the Unregulated Contaminant Rule testing. An overview of the results will be available at the February Board meeting.

Executive Director Rollins advised the Board that the Authority will be hosting a technical workshop on January 29, 2020. This session will be on Intelligent Control for Water and Wastewater Treatment Systems. This will be sponsored by the New Jersey Water Environment Association. The Authority staff will be in attendance.

**Motion to approve a proposal** – On motion by Lutner, seconded by Schmidt, it was moved to approve a proposal from T & M Associates in the amount of \$61,775.00 for the design and condition assessments of the Lincoln Drive Water Storage Tank. Executive Director Rollins explained that the water tower is due for internal and external inspections. This is a good opportunity to take advantage of getting a more comprehensive look at the water tower and the impacts of the conditions in the water tower that can impact water quality. This is our largest water storage facility.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins turned the meeting over to Assistant Executive Director Locantore to update the Board on safety, security and personnel matters. Assistant Executive Director Locantore advised that there were 17 incident reports for 2019. There was one loss time incident, 10 minor injuries and 6 minor vehicle incidents. The Authority did 84 safety inspections, which were reported back to the Safety Inspection Committee. Assistant Executive Director Locantore advised that the committee discusses and reviews the inspections and the resulting work gets distributed accordingly. We also had fire extinguisher and fire alarm inspections, which are reviewed by the fire department. Assistant Executive Director Locantore advised that yearly updates are performed for hazard material compliance and safety data sheets for our chemicals are updated and kept in binders at all of our facilities in the event an emergency should arise.

Assistant Executive Director Locantore advised the Board of the time spent in 2019 preparing for the Federal Government changes that are taking effect on January 6, 2020 for drug testing policies.

Assistant Executive Director Locantore also informed the Board that the security camera upgrade project is going well and he thanked the Board for approving this capital improvement project.

## **ENGINEER'S REPORT**

### **Update: Employee Uniforms**

**Resolution 2020-8: Authorizing rejection to sole bid received and advertising new bids** – On motion by Lutner, seconded by Jamanow, it was moved to reject the sole bid received from Aramark for employee uniforms supply. Engineer Simpson explained that Aramark misunderstood the bid proposal section. Changes will be made to the bid tabulation sheet on the proposal and we will re-advertise for new bids.

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

MOTION CARRIED: 5-0-0

**Update: Supply of Chemicals**

**Resolution 2020-9: Award of Chemical Contracts**– On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2020-9** awarding of Chemical Contracts per Consulting Engineer’s recommendation. Engineer Simpson advised the Board that they went out for nine chemical bids. They received eight bids and he recommends awards to those eight qualified bids. They will re-bid sulfuric acid and if no bids are received, they will renegotiate with the current supplier.

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

MOTION CARRIED: 4-0-1

**Review of Engineer’s Status Report**

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

**Update: ASR Well 13 Treatment Program** – The contractor has completed the building foundation and most of the exterior walls.

**Update: ASR Well 14 Screen Replacement** – The screen should be delivered sometime this month and installed.

**Update: Locust Avenue Pumping Station Upgrade** – Contracts are prepared and ready to be signed. A preconstruction meeting will be scheduled.

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

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

**Update: Elmwood WWTP Resiliency Improvements** – The plans and specifications will be submitted to the NJDEP this month.

**Update: Knox Boulevard Water Main Replacement** – A preconstruction meeting will be held in the near future.

**Update: Heritage Village (Phase 1) Water Main Replacement** – The contractor is eager to start this project. A preconstruction meeting will be held in the near future.

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

**Update: Elmwood Tertiary Filter Rehabilitation** – The Treatment Works application will be submitted to the NJDEP shortly.

**Update: Woodlake Drive Water Main –**

**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 \$33,000.00 for the Woodlake Drive Water Main replacement construction, administration and field observation services.

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

MOTION CARRIED: 4-1-0

**Update: North Cropwell Road Sewer Main Rehabilitation** – This project is complete.

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

**Update: Golf Course Lift Station** – This will be installed shortly.

**Update: Greenbrook Drive Water Main Replacement** – Plans are complete. We are awaiting the results of the geotechnical investigation prior to bidding.

**Resolution 2020-6: Releasing Performance Bonds** – On motion by Lutner, seconded by Jamanow, it was moved to approve **Resolution #2020-6** releasing Performance Bonds to Marlton Crossing II Redevelopment, Route 73 South

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

MOTION CARRIED: 5-0-0

**Resolution 2020-7: Reducing Performance Bonds** – On motion by Jamanow, seconded by Lutner, it was moved to approve **Resolution #2020-7** reducing Performance Bonds for Renaissance Square, 101 Route 70 East

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

MOTION CARRIED: 5-0-0

**GENERAL COUNSEL'S REPORT**

General Counsel Gillespie reported that they are making progress with the Route 70 water and sewer main easements. They continue to work on the language changes with a few of the property owners.

General Counsel Gillespie congratulated the Authority on Assistant Deputy Director Locantore's workmen compensation report.

**PUBLIC COMMENT**

None

**BOARD COMMENTS**

Commissioner Kipness expressed appreciation to everyone who was involved in organizing the luncheon. He said it was a joy to see all of the employees with their families that attended. He also mentioned that he would not be attending the February meeting due to a conflict.

Commissioner Druss wished everyone a happy new year. He was happy to hear that the incident levels were going down and hopeful that it is by design.

Commissioner Schmidt also expressed appreciation to everyone that organized the luncheon. He thought it was a very nice event. Commissioner Schmidt commended Mayor and Council for the idea to have the MUA meetings livestreamed. He feels that transparency is important for the entire Township.

Commissioner Lutner wished everyone a happy new year and expressed his appreciation for the luncheon. He congratulated Assistant Executive Director Locantore for a job well done on the incident reports.

Commissioner Jamanow wished everyone a happy new year. She complimented Operations Manager Booth on his explanations of the many agenda resolutions to help improve all of our facilities. She appreciates the entire staff and all that they do.

Commissioner Tencza wished everyone a happy new year. He thanked General Counsel Gillespie for his continued work on the Route 70 easements. He also expressed appreciation to the new board members that began last year. He feels that they are assets to the Board. He thanked Executive Rollins and the entire staff on the great job that they do.

Chairman Waters wished everyone a happy new year. He thanked the Mayor and Council for allowing us to hold our meetings in the court room so that the public can view it livestreamed. He thanked the entire management staff for a great year and he looks



forward to working with them in the coming year. He also looks forward to working with the Mayor and Council on shared services between the Authority and the township.

**EXECUTIVE SESSION – Resolution 2020-11** – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 8:20 p.m. for the purpose of professional personnel discussion and legal matters.

On motion by Lutner, seconded by Schmidt, it was moved to come out of Executive session at 9:26 p.m.

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

MOTION CARRIED: 5-0-0

There was a motion to adjourn by Tencza seconded by Lutner. The meeting was adjourned at 9:28 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 February 5, 2020 at 7:30pm, in the Courtroom at the Evesham Municipal Complex, 984 Tuckerton Road, Marlton, NJ

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Christine Krimmel  
Executive Administrative Assistant

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