

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from March 4, 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, Operations Manager Booth, Laboratory Manager Kaitlyn Fare, Engineer Simpson, General Counsel Gillespie and Board Secretary Krimmel

Members of the Public:

Councilman Robert Di Enna, 8 Eustace Terrace, Marlton, NJ 08053
Intouch Loomcharoen, 125 East Main Street, Apt. 1033, Marlton, NJ 08053

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 7, 2020 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 5, 2020 – On motion by Tencza, seconded by Jamanow, it was moved to approve the minutes of February 5, 2020

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

NAY: None
ABSTAIN: Lutner (Unattended)

MOTION CARRIED: 4-0-1

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Resolution 2020-46: Payment of Bills – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-46** approving the payment of the February 2020 bills. Commissioner Kipness questioned the line item for legal counsel and if we are going to be over budget based on the past two months. Deputy Executive Director Puszcz advised that we are within budget and she will continue to monitor.

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

MOTION CARRIED: 5-0-0

Resolution 2020-47: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2020-47** approving the February 2020 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2020-49: Award of Emergency Contract in excess of \$6,000 – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-49** awarding an emergency contract to Willier Electric Motor Repair Co., Inc. in the amount of \$12,093.00 for a US Electric blower motor at Woodstream Plant. Operations Manager Booth explained that this motor controls the blower that is essential to the life of our organisms in our treatment plants.

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

MOTION CARRIED: 5-0-0

Resolution 2020-50: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-50** awarding a contract to ADT/Protection 1 in the amount of \$11,257.00 to add a DMP Fire Cellular Communicator to the existing DMP panels at all well and water sites. Operations Manager Booth explained that this is an addition to our security system to include a digital monitoring product for intrusion and fire alarms.

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

MOTION CARRIED: 5-0-0

Resolution 2020-52: Authorizing advertisement for bids for sludge transportation services – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-52** authorizing advertisement for sludge transportation services. Operations Manager Booth explained that this is to advertise for bids from different haulers to transport our sludge to the County landfill. The current contract expires in April.

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

MOTION CARRIED: 5-0-0

Resolution 2020-53: Authorizing Sale of Public Property – On motion by Schmidt, seconded by Jamanow, it was moved to adopt **Resolution #2020-53** authorizing Sale of Public Property no longer needed for public use through on-line auction at GovDeals.com. Operations Manager Booth advised the Board of the vehicles/equipment to be auctioned and requested approval to advertise and sell them through GovDeals.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins reminded the Board to notify him if they would like to attend the MEL educational seminar being held on Friday, May 1, 2020. Space is limited and he would like to reserve by this Friday, March 6, 2020.

Executive Director Rollins informed the Board that there have been three water main breaks since our last meeting. One of them was caused by the contractor replacing the

Heritage Village water main. They struck the existing water main and broke it. They repaired it under the Authority's supervision, but it did require a boil water advisory which was lifted the following day. The two other breaks were repaired in-house. The DEP was notified of a problem at the Woodstream Plant. A biofor discharge line was blocked by media. The biofor had to be bypassed from secondary treatment directly to disinfection. This lasted for approximately 10 days.

Executive Director Rollins introduced Laboratory Manager Kaitlyn Fare who gave a presentation on the UCMR program (Unregulated Contaminated Monitoring Rule program), current data results, the new testing requirements and the EPA lead and copper rule revisions.

ENGINEER'S REPORT

Update: Supply of Chemicals

Resolution 2020-51: Award of Chemical Contract – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-51** awarding a Chemical Contract after re-bid for sulfuric acid to Univar Solutions for a two-year term at \$2.42 per gallon for a maximum contract price of \$58,080.00. The bid price is resulting a one cent increase over the previous contract.

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

MOTION CARRIED: 5-0-0

Review of Engineer's Status Report

Update: South Side Water Storage Tank – The Pinelands Commission and the property owner are currently having conversations about some issues that are occurring on the property.

Update: ASR Well 13 Treatment Program – The building continues to be constructed. The two filters are on site. They will be installed after all the sheet rock is installed.

Update: ASR Well 14 Screen Replacement – The contractor had a small problem after the first test pump was installed. The pump had to be removed and adjustments were made. A new pump test will take place next week.

Update: Locust Avenue Pumping Station Upgrade – Quad Construction has submitted shop drawings. They are under review.

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 have been submitted to the NJDEP.

Update: Knox Boulevard Water Main Replacement – RTW Construction Inc. has begun construction on the water main.

Update: Heritage Village (Phase 1) Water Main Replacement – MSP Construction Corp. continues to install the water main. They are making good progress.

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

Update: Elmwood Tertiary Filter Rehabilitation – The Treatment Works application was submitted in January.

Update: Woodlake Drive Water Main – Bids will be received for this project on March 12, 2020.

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 – Construction has been satisfactorily completed.

Update: Greenbrook Drive Water Main Replacement – We have received the results of the geotechnical investigation and will be advertising for bids this month.

Resolution 2020-48: Releasing Performance Bonds – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution #2020-48** releasing Performance Bonds to Malvern School (The View at Marlton), 1021 Route 73 North

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

MOTION CARRIED: 5-0-0

Resolution 2020-54: Releasing Performance Bonds – On motion by Tencza, seconded by Lutner, it was moved to approve **Resolution #2020-54** releasing Performance Bonds for Timber Ridge (aka Berkshire Woods), North Elmwood Avenue

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

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Marlton Plaza Associates – On motion by Tencza, seconded by Lutner, it was moved to approve S1/W1 for Marlton Plaza Associates, 101 South Route 73

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

MOTION CARRIED: 5-0-0

Motion to approve W-1 for Catalyst Landmark Display – On motion by Tencza, seconded by Lutner, it was moved to approve W-1 for Catalyst Landmark Display, 936 Route 70 West

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 there will be an executive session next month to review the Route 70 water and sewer main easements.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness asked if there is an organizational chart with head count by departments and asked if he could get a copy. Executive Director Rollins confirmed that we do have one and will supply it to him.

Commissioner Druss thanked Laboratory Manager Fare for her presentation. He said that it was very professional and a diligent water quality report. He reminded everyone that the AEA and NJ AWWA conferences will be held within the next two weeks.

Commissioner Schmidt thanked Laboratory Manager Fare and the entire professional staff. He also asked if we are working with the Township on any information about the Coronavirus and if an out-break would occur, how would we handle. Executive Director Rollins advised that we are not currently working with the Township but will be prepared

to discuss with the Township anything that we do learn. We will continue to monitor the situation and follow the guidance from CDC, NJDHS, EPA and NJDEP.

Commissioner Lutner thanked Operations Manager Booth and Laboratory Manager Fare in their joint effort on the service lines. He also thanked the staff.

Commissioner Tencza expressed appreciation to Laboratory Manager Fare on her presentation. He also inquired if Executive Director Rollins met with the Township on shared services. Executive Director Rollins advised that the meeting was today and it went well. He believes that some good ideas came out of it. Additional possible shared services were discussed to consider and investigate.

Commissioner Jamanow was under the impression that we were moving forward on the Elmwood storage building. Executive Director Rollins responded and said that he did not advise Engineer Simpson but yes, we are to move forward. Commissioner Jamanow also clarified that Catalyst Landmark is a private entity and unrelated to the Township.

Chairman Waters thanked everyone for tonight's meeting. He expressed appreciation for the presentation and the entire staff. He also mentioned his concerns of the coronavirus. He would like to see a plan in place for employee travel bans or restrictions on conferences if needed.

There was a motion to adjourn by Tencza seconded by Jamanow. The meeting was adjourned at 8:38 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 1, 2020 at 7:30pm, in the Courtroom at the Evesham Municipal Complex, 984 Tuckerton Road, Marlton, NJ

Christine Krimmel
 Executive Administrative Assistant

APPROVED BY THE BOARD: _____