

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from April 15, 2020

Authority Board, Professionals and Staff in Attendance via Video Teleconferencing:

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

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

Members of the Public:

None

Chairman Waters called the meeting to order at 7:30 P.M.

Opening Statement:

Executive Director Rollins 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

March 4, 2020 – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of March 4, 2020.

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

NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Resolution 2020-65: Table the approval of the FY-21 Water and Sewer Budget – On motion by Jamanow, seconded by Lutner, there was a motion to table **Resolution 2020-65** approving the FY-21 water and sewer budget due to the temporary absence of Deputy Executive Director Puszcz, Chief Financial Officer. The presentation of the FY-21 Water and Sewer budget has been rescheduled for April 29, 2020 at 5:00 pm via video teleconferencing.

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

MOTION CARRIED: 5-0-0

Resolution 2020-55: Payment of Bills – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2020-55** approving the payment of the March 2020 bills. Commissioner Kipness questioned the line item for the Heritage Village Water Main replacement and if the Authority can retain a portion of the payment to the contractor due to the water main breaks that have occurred during the replacement. Engineer Simpson advised the Board that the contract states that payment must be made to the contractor for the work performed but we do hold a 2 percent retainage on all payments. We have about \$800,000.00 left in the contract besides the retainage, which is an adequate amount of money remaining to back charge the contractor. The contractor has offered to pay for any damages that were his own fault.

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

MOTION CARRIED: 5-0-0

Resolution 2020-57: Award of Contract in excess of \$17,500 – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2020-57** awarding a contract to Water Works Supply in the amount of \$26,857.52 for ten (10) Centurion fire hydrants. Operations Manager Booth explained that these fire hydrants are used throughout the year to replace older malfunctioned hydrants and hydrants that get hit by

motor vehicles. These hydrants can also be used for any change outs throughout the township to make all our hydrants uniform for easier use for the fire department.

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

MOTION CARRIED: 5-0-0

Resolution 2020-58: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-58** awarding a contract to Mission Communications, LLC in the amount of \$15,895.20 for the annual renewal of communications systems monitoring at 28 selected sites. Operations Manager Booth explained that this is our yearly monitoring fee for our lift stations and wells throughout our system.

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

MOTION CARRIED: 5-0-0

Resolution 2020-59: Award Under State Contract in excess of \$40,000 – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2020-59** awarding a contract to Chas. S. Winner Inc. dba Cherry Hill Winner Ford in the amount of \$80,174.00 for (2) two Ford F250 extended cab pickup trucks. Operations Manager Booth explained that these vehicles will be outfitted with snowplows. These vehicles will be replacing older vehicles and were included in the 2020 capital budget.

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

MOTION CARRIED: 5-0-0

Resolution 2020-60: Award of Contract in excess of \$6,000 – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-60** awarding a contract to Root 24 in the amount of \$6,900.00 to remove and reset (5) five manhole rings and lids on Tuckerton Road. Operations Manager Booth explained that this contractor was hired through competitive quoting to remove and reset manholes on Tuckerton Road.

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

MOTION CARRIED: 5-0-0

Resolution 2020-61: Award of Contract through ESCNJ Cooperative Pricing System – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-61** awarding a contract through ESCNJ Cooperative Pricing System to Cherry Valley Tractor Sales in the amount of \$11,601.64 for a Paladin/Bradco Ground Shark, 72” extreme duty brush cutter, hose extension kit#119419 and a pressure gauge kit # 123642. Operations Manager Booth explained that this will attach to our existing equipment and will be used to maintain our utility easements and basins. This will replace an outdated piece of equipment and was included in the 2020 capital budget.

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

MOTION CARRIED: 5-0-0

Resolution 2020-62: Award of Contract through ESCNJ Cooperative Pricing System – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-62** awarding a contract through ESCNJ Cooperative Pricing System to Cherry Valley Tractor Sales in the amount of \$7,037.38 for a Hudson Bros. Trailer M#HSL flat deck with a toolbox bottom and accessories. Operations Manager Booth explained that this flatbed trailer will be used to carry heavy equipment safely and efficiently.

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

MOTION CARRIED: 5-0-0

Resolution 2020-68: Authorizing Award of Contract through Sourcewell National Cooperative Purchasing Program – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-68** awarding a contract through Sourcewell National Cooperative Purchasing Program to FIS-Metavante Corporation for On-line electronic payment processing services. Executive Director Rollins explained that this vendor provides us with third party payment services for credit cards and e-checks. The Authority has been using them for a few years and this is a renewal.

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

MOTION CARRIED: 5-0-0

Resolution 2020-69: Award of Contract in excess of \$40,000 – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-69** awarding a three-year

contract to Woolston Company Inc. in the amount of \$289,848.00 for Sludge Transportation Services. Operations Manager Booth explained that this is a three-year contract with our current sludge hauler. The Authority has been using Woolston Company for years and are satisfied with their service. Their proposal was significantly lower than the second bidder.

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

MOTION CARRIED: 5-0-0

Resolution 2020-70: Resolution rejecting proposals for easement appraisals and authorizing solicitation of new proposals – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-70** rejecting proposals for easement appraisals and authorizing solicitation of new proposals. General Counsel Gillespie explained that proposals were opened on April 9, 2020 for the Route 70 easement appraisals. Two proposals were received but neither proposals responded to the specific requests. General Counsel Gillespie requested that the Board reject both proposals and to solicit new proposals.

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

MOTION CARRIED: 5-0-0

Resolution 2020-71: Resolution authorizing advertisement for Competitive Contracting for purchase of Asset Software– On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-71** authorizing advertisement for Competitive Contracting for purchase of Asset Software. Asset Manager Supervisor Vandenberg explained by recalling this time last year, he gave a presentation on Asset Management Software. The Authority is now ready to move forward with this purchase.

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 no natural water main breaks since our last meeting. There have been three water main breaks since our last meeting associated with the contractor on the Heritage Village Water main replacement. This resulted into a phone conference with the contractor to inform them

that we are prepared to delay the project until a change was made in their method for connecting existing water service lines to the new water main without causing any further damage. The contractor did agree to hand dig and locate all the utilities before the use of any underground machinery which was the original cause of these water main breaks. The contractor did start the new method on April 2, 2020 and so far, it has been successful. There have been no odor complaints, but we have had nineteen discolored water reports. Twelve of these reports were caused inadvertently by field staff that were conducting an inspection for release of a maintenance bond. This caused unusual turbulence in the water system and was further exacerbated by the need to flush the system in that area.

Executive Director Rollins informed the Board that due to the state of emergency caused by Covid-19, there will be a delay in the flushing of the fire hydrants. Our customers need to feel secure in the quality of the water, therefore the situation will be reevaluated next week, and the customers will be informed through social media and our website with updated information.

Executive Director Rollins reminded the Board that the 2020 Financial Disclosure Statement is due by April 30, 2020. Extensions were not given; therefore, it is important the Board has their submission in by this deadline.

Executive Director Rollins expressed the concerns of the Commissioners regarding what could be done, as a public utility, during these difficult and trying times for our customers. The Authority can ensure that an essential level of water service remains accessible. Adoption of this Resolution will temporarily waive interest on unpaid balances, suspend water shut offs and provide more flexible payment terms for customers adversely affected financially by the public health emergency.

Resolution 2020-67: Resolution authorizing various forms of Financial Accommodations and Relief – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2020-67** authorizing various forms of financial accommodations and relief.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins advised the Board that the Authority is participating in Evesham Township's Office of Emergency Management's weekly update meetings. The Association of Environmental Authorities have also been holding weekly meetings which provide updates on what other water utilities around the State are doing to keep their employees safe while providing essential public services. It is felt by Executive Director Rollins that both groups are ahead of the curve and also helping to amplify

public awareness of the importance of not using toilets as trash cans which cause significant damage to the pumps and pipes.

Executive Director Rollins wanted to mention that we all owe a great thanks to the office staff and field staff for stepping up without complaints. They have been meeting all the challenges that are coming their way during this public health emergency. It is because of the dedication of our staff that we continue to maintain our services. Executive Director Rollins is proud of all our employees and proud to work with them.

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 the Board that the security camera upgrade project in our wells is complete. Everything is running smoothly.

Assistant Executive Director Locantore informed the Board of the steps that the Authority has taken during this Covid-19 pandemic to keep our employees safe. The process started at the end of February when we started taking inventory of our PPE (personal protection equipment). The Authority began to distribute the recommended items, such as hand sanitizer, gloves and masks. Hand sanitizer stations were hung at various locations in all facilities. Employees were informed to follow the procedures in social distancing and hygiene. The field employees were divided into two shifts so that, in the event anyone is exposed to coronavirus, it would make minimum impact on our workforce.

ENGINEER'S REPORT

Resolution 2020-66: Award of a three year Contract after Negotiation– On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-66** awarding a three year contract after negotiation with Aramark Uniform Services in the amount of \$62,619.78 to supply employee uniforms. Engineer Simpson explained that this contract went out for bid twice without a responsive bidder. He was authorized to negotiate with Aramark. They submitted a three-year proposal with a five percent increase over the expiring 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 – Nothing new to report.

Update: ASR Well 13 Treatment Program –

Resolution 2020-44: Table Change Order #2 – On motion by Tencza, seconded by Lutner, there was a motion to table **Resolution 2020-44** Change Order #2 in the amount of \$56,486.94 for ASR Well No. 13 Treatment Program to Eagle Construction Services, Inc. It was a consensus of the Board for Resolution 2020-44 to be tabled until Alaimo Associates rewrites the change order.

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

MOTION CARRIED: 5-0-0

Update: ASR Well 14 Screen Replacement – Well testing has been completed and the new pump size has been calculated. The contractor will now order the well pump.

Update: Locust Avenue Pumping Station Upgrade – We have reviewed sixty-two shop drawings to date. All but nine have been approved. Construction is temporarily on hold.

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 are complete and have been submitted for NJWB review.

Update: Knox Boulevard Water Main Replacement – The contractor has suspended operations temporarily due to the water main breaks caused by the Heritage Village contractor. He will resume later next week.

Update: Heritage Village (Phase 1) Water Main Replacement – The contractor has successfully completed the installation of services to the new water main and with the new technique employed, they encountered no more water main breaks. All the service lines in Phase 1 are connected with the exception of East Main Street.

Update: Elmwood Storage Building – We are preparing cost estimates for incorporating additional office space and bathroom in this building.

Update: Elmwood Tertiary Filter Rehabilitation – The treatment works approval application was submitted in January. A 30-day extension was given due to Covid-19.

Update: Woodlake Drive Water Main –

Resolution 2020-63: Award of Contract in excess of \$40,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-63** awarding a contract to Pioneer Pipe Contractors, Incorporated in the amount of \$193,160.00 for Woodlake Drive Water Main Replacement.

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

MOTION CARRIED: 5-0-0

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

Update: Well No. 7 Building – The survey is complete. The design is ongoing.

Update: Golf Course Lift Station – The construction is complete.

Update: Greenbrook Drive Water Main Replacement – We have advertised for bids, but the opening has been postponed.

Resolution 2020-64: Releasing Performance Bonds – On motion by Lutner, seconded by Jamanow, it was moved to approve **Resolution #2020-64** releasing Performance Bonds for Marlton Crossing I Redevelopment – Route 73 South

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Marlton Crossing I Pad– On motion by Lutner, seconded by Jamanow, it was moved to approve S3/W3 for Marlton Crossing I Pad, Brixmar, Route 73 South, (Teriyaki Madness)

RECORDED VOTE: AYE: Schmidt, Jamanow, 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

None

BOARD COMMENTS

Commissioner Kipness questioned Operations Manager Booth if he had the opportunity to provide an analysis of the cost of vehicle repairs in-house versus sending them out to a vendor. Operations Manager Booth stated that he did have a synopsis available and will send it to all the Board members. Commissioner Kipness questioned Executive Director Rollins if he had any employees discontented about coming to work during Covid-19. Executive Director Rollins expressed that he is very impressed with all the employees and has not had any concerns.

Commissioner Jamanow questioned Engineer Simpson why the Locust Avenue pumping station was being delayed because of Covid-19. Engineer Simpson informed the Board that the contractor stated that he was having a problem submitting paperwork and wasn't sure of the procedures. Engineer Simpson will contact the project manager to get additional information. Commissioner Jamanow also mentioned the maintenance guarantee punch list for Devonforde 1 and asked Engineer Simpson to follow up with the developer on his responsibility of the punch list, apparently the developer is telling the homeowners association that they are responsible for the list. Commissioner Jamanow thanked the office and field staff for all their hard work during this difficult time.

Commissioner Lutner expressed his appreciation to the entire staff for the handling of Covid-19. He feels we have adequate PPE and likes the plan that if staff is needed to stay overnight it is available. He is concerned for the workforce and unforeseen developments.

Commissioner Druss expressed his appreciation to the entire staff for keeping the water flowing. He informed Assistant Executive Director Locantore that if he needs masks or shields to let him know. He is glad to hear that the asset management system is moving forward. This will help the Authority be a stronger organization.

Commissioner Schmidt agreed with all the commissioner's comments. He also mentioned the Finance committee meeting that was held last week. He believes that the Authority is well positioned for the future and looks forward to the budget presentation. He suggested that a letter of appreciation be sent to the staff for going the extra mile during this time.

Commissioner Tencza expressed appreciation to the entire staff and all the commissioners.

Chairman Waters thanked everyone and thought that the first virtual meeting was a success. He thanked Asset Management Supervisor Vandenberg for working with all the commissioners to set them up for the meeting. He expressed appreciation to the entire

management team. He feels that they all are doing a wonderful job. He thanked the commissioners for being flexible with the date change of this meeting and the upcoming meeting.

There was a motion to adjourn by Tencza seconded by Lutner. The meeting was adjourned at 9:01 P.M.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for April 29, 2020 at 5:00pm, via video teleconferencing through Zoom.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____