

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from April 29, 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, 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 5:03 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

April 15, 2020 – On motion by Lutner, seconded by Tencza, it was moved to approve the minutes of April 15, 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

Presentation of FY 2021 Water/Sewer Budget

Executive Director Rollins presented the budgetary plan for fiscal year 2021. Executive Director Rollins advised the Board that Deputy Executive Director Puszcz maintains numerous spreadsheets and updates information throughout the year in preparation for the next budget year. A rate profile is considered to ensure that the rates support the operations. Supervisors submit their budgetary requests in January. A very important role is the numerous Board Committee's that contribute in planning and approving the salary administration plan, the capital improvement plan and the overall budget plan.

Executive Director Rollins explained that once the Budget is compiled, it is submitted to the State as a preliminary budget. The State will then give suggestions and/or feedback that needs to be addressed. It is required that the budget be introduced to the Board 60 days prior to its expiration date, which is June 30, 2020. After it is approved by the Board, it is submitted to the Division of Local Government Services for final approval from the State. Once the State approves the budget, it will be formally adopted at the June 3, 2020 board meeting. The budget implementation will be July 1, 2020.

The proposed water budget for FY 2021 is \$6,187,865.00, which is a decrease of 2.38% over last year's water budget. The proposed Sewer Budget is \$8,248,115, which is a decrease of 0.89% over last year's sewer budget. The combined proposed Water/Sewer Budget is \$14,435,980.00, which is a decrease of 1.53 %. This is a significant decrease and is due to a reduction in fringe benefits which include health insurance, pension contributions and various insurance coverages. The Authority changed health insurance from a self-insured plan back to the State health benefits plan.

The proposed capital improvement budget includes water main replacements, well improvements, water tower rehabilitation, lift station upgrades and sand filter rehabilitation. The Authority will also upgrade cyber security, replace computer hardware/software, and continue the Arc Flash Analysis plan at the Elmwood Plant.

The financial position of the Authority on the water side is good and the sewer side is very robust; however, while the Operations are supported, the water rates are no longer able to support our proposed Capital Improvement Projects. Last year's forecast was to increase rates for fiscal year 2021; nevertheless, the public health emergency came

upon us and increasing rates during this time seems difficult. We will continue to monitor the consumption of water to adjust accordingly.

The Authority continues to be in sound financial position and the ten year outlook is very promising. The debt planning has been structured and layered so the capital improvements can be done in an efficient manner while impacting rates as little as possible. We continue making progress in paying existing debt. Water and sewer rates will be re-aligned and we will look to make the operating budget more efficient. We will maintain/upgrade infrastructure, hire and retain quality, licensed/educated personnel, and continue succession planning.

Resolution 2020-65: Approval of FY 21 Water/Sewer Budget

On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-65** approving the FY 21 Water/Sewer Budget.

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 water main breaks since our last meeting. The sewer system remains running smoothly.

Executive Director Rollins advised the Board of a study being done by a technology firm called Biobot Analytics. They are developing a means of estimating the spread of Covid across the given population by analyzing the wastewater of that community. Our laboratory manager, Kaitlyn Fare reached out to them saying that the Authority would be interested in being a part of that study, but they are at their capacity of the sampling pool right now. If they expand their scope, we hope to be included.

Executive Director Rollins thanked everyone for their contributions to the budget. He realizes that it is a long process, very collaborative and very involved but appreciates their input. He also thanked Deputy Executive Director Puszcz for preparing the power point presentation.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness has questions for Engineer Simpson about contractors but will save that for another time.

Commissioner Druss wishes Deputy Executive Puszczyk a speedy recovery and hope she is doing well. He wishes luck to Asset Manager Supervisor Vandenberg on his current asset management project. He expressed appreciation to Executive Director Rollins for his great work on the budget.

Commissioner Lutner expressed his appreciation of the great job done on the budget. He feels that the Authority is in a strong fiscal situation but does think that we will need a rate increase next year. He feels that it is reasonable since rates have not been increased since 2015. We need to be mindful in our revenue this year. He hopes that Deputy Executive Puszczyk health is progressing.

Commissioner Schmidt thanked Executive Director Rollins and Deputy Executive Director Puszczyk for their hard work on the budget. He wishes Deputy Executive Director Puszczyk the best on her recovery. He appreciates all the work put in creating the virtual meetings.

Commissioner Jamanow thanked Executive Director Rollins for stepping in on behalf of Deputy Executive Director Puszczyk budget presentation. She appreciates all the work they both did. She wishes Deputy Executive Director Puszczyk a speedy recovery. She thanked the entire staff; she believes that they are top notch.

Commissioner Tencza thanked Deputy Director Puszczyk for all that she does. He feels that we have a great team. He hopes that Deputy Director Puszczyk feels better. He thanked Executive Director Rollins for his leadership.

Chairman Waters thanked all the Board committees for their hard work helping with the budget. He thanked Executive Director Rollins and his entire management team for their hard work with the budget. He sent Deputy Executive Director well wishes. He thanked the entire staff for their hard work during this crisis and keeping us up and running.

There was a motion to adjourn by Lutner seconded by Tencza. The meeting was adjourned at 6:21 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 May 13, 2020 at 7:30pm, via video conferencing through Zoom.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____