

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from May 13, 2020**

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

Present: Chairman Waters, Vice-Chairman Tencza (joined @ 7:45), 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 7:40 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 29, 2020** – On motion by Lutner, seconded by Jamanow, it was moved to approve the minutes of April 29, 2020.

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

NAY: None  
ABSTAIN: None

MOTION CARRIED: 5-0-0

**PUBLIC COMMENT** (Agenda Items only)

None

**FINANCIAL**

**Resolution 2020-72: Payment of Bills** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-72** approving the payment of the April 2020 bills. Commissioner Kipness questioned the line item for Wells Fargo and was informed that it represents the leasing of our copiers. He also was concerned of going over budget on the labor counsel for the year, based on his numbers, he believes that we are over budget. Assistant Executive Director Locantore explained that this year has definitely been a trying year for labor counsel. The Authority has experienced numerous issues such as expansions in the New Jersey Family Leave Act, changes in both State and Federal level for FMLA, changes in minimum wage laws, drug testing mandates, Covid 19 pandemic and three work place investigations. Commissioner Kipness will schedule a meeting with Assistant Executive Director Locantore to discuss further. He will also reach out to Deputy Executive Director Puszcz when she returns.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-73: Refunds, Credits & Cancellations** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-73** approving the April 2020 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-75: Authorizing appropriation to Evesham Township** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-75** authorizing appropriation not to exceed 5% of the Authority's annual operating costs for FY 21 per Township request. Executive Director Rollins explained that the Township may request 5% of our annual operating budget and debt service principal payments. Commissioner Schmidt questioned how the Authority was notified of this request.

Executive Director Rollins informed the Board that we were notified by a letter from Township Manager Corrales on April 27, 2020. Commissioner Schmidt believes that we should have better communication with the Township to work better together.

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

MOTION CARRIED: 3-1-1

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Rollins informed the Board that there have been no water main breaks since our last meeting. We are in our second week of hydrant flushing. The Authority has 1,475 fire hydrants and 1,184 have been flushed (80% complete). Eleven fire hydrants were found to have operational problems and will be scheduled for repairs. Sewer systems are running without any excursions.

Executive Director Rollins advised the Board that Laboratory Manager Fare has reached out to Biobot Analytics to be part of a study during Covid-19 to analyze waste water in our sewer basin. We are now part of this study to sample all three of our waste water facilities. Laboratory Manager Fare will inform us of the results.

### **ENGINEER'S REPORT**

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

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

**Update: ASR Well 13 Treatment Program** – The work is complete inside the building, there are two items remaining which are being delayed because of Covid-19.

**Resolution 2020-44: Approval of Change Order #2** – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution 2020-44** approving Change Order #2 in the amount of \$41,979.44 for ASR Well No. 13 Treatment Program to Eagle Construction Services, Inc.

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 is complete and the new pump size has been ordered.

**Update: Locust Avenue Pumping Station Upgrade** – The contractor has scheduled to mobilize on site next week.

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

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

**Update: Elmwood WWTP Resiliency Improvements** – Nothing new to report.

**Update: Knox Boulevard Water Main Replacement** – The water main has been installed, it needs to be pressure tested and bacteria tested. After that is complete, services lines will be run to each home. This should start next week.

**Update: Heritage Village (Phase 1) Water Main Replacement** – The main water line and service lines are installed. They are waiting on the County for approval of Main Street permits.

**Resolution 2020-74: Approval of Change Order #1** – On motion by Lutner, seconded by Jamanow, it was moved to approve **Resolution 2020-74** approving Change Order #1 in the amount of \$7,971.65 for Heritage Village Water Main Replacement to MSP Construction Corp.

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

MOTION CARRIED: 5-0-0

**Update: Elmwood Storage Building** – We are conducting final reviews on the plans and specifications prior to bidding.

**Update: Elmwood Tertiary Filter Rehabilitation** – The permit has been approved. We will now finish the design on this project.

**Update: Woodlake Drive Water Main** – This contract has been awarded to Pioneer Pipe. A preconstruction meeting will be scheduled in the future.

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

**Update: Well No. 7 Building** – This project is in design.

**Update: Golf Course Lift Station** – This project is complete.

**Update: Greenbrook Drive Water Main Replacement** – We will re-advertise for bids, but need to decide how the bid opening will occur.

**Motion to approve S-3/W-3 for Marlton Assembly of God** –On motion by Lutner, seconded by Tencza, it was moved to approve S-3/W-3 for Marlton Assembly of God – 625 East Main Street

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

MOTION CARRIED: 5-0-0

### **GENERAL COUNSEL’S REPORT**

General Counsel Gillespie asked the Board to recall the board meeting on April 15, 2020 where a resolution was approved to reject the proposals for easement appraisals on the Route 70 water and sewer easements and authorizing solicitation of new proposals. The new proposal is available. The bid opening is scheduled for May 29, 2020.

General Counsel Gillespie informed the Board that he hopes to have an executive session at the June 3, 2020 board meeting. We will need to look into Zoom and review our options.

### **PUBLIC COMMENT**

None

### **BOARD COMMENTS**

Commissioner Kipness expressed his concern on the future with the pandemic and would like to be proactive and be prepared to potentially delay capital improvement projects, make staff cuts or take pay cuts. Executive Director Rollins responded that we will look at all options if need be. Chairman Waters said that he and Executive Director Rollins have frequent conversations on this subject and will continue to discuss. Commissioner Kipness expressed interest in reviewing the terms and conditions of all contracts.

Commissioner Druss wished Deputy Executive Director Puszcz a speedy recovery. He looks forward to the asset management project and will assist in any way. He thanked everyone for their dedication to the Authority.

Commissioner Schmidt questioned Executive Director Rollins as this pandemic continues, do we anticipate any changes for our employees on how to operate. Executive Director Rollins advised that he attends a weekly AEA meeting to discuss what is done and what plans to be done. We will continue to have staff wear masks, sanitize regularly and drive separate vehicles. Operations Manager Booth mentioned that the Authority may plan to have counselors in or have brochures available to seek counseling if they feel they need to talk to someone about the pandemic. Commissioner

Schmidt also wanted to explain his vote on the appropriation to the Township and wants to make it clear that he just would like to see better communication with the Township and the Authority to discuss the request.

Commissioner Lutner expressed his appreciation to both Executive Director Rollins and Operation Manager Booth on their management skills on the work force during this difficult time. He believes if we do have any revenue shortfalls, we will postpone any capital improvement projects.

Commissioner Tencza appreciates Commissioner Schmidt's thoughts on the appropriation of funds to the Township. He believes it's a great idea that we have better communication with the Township. He wished everyone continued good health.

Chairman Waters expressed his appreciation to the entire staff. He informed the commissioners that he speaks to Executive Director Rollins regularly and will continue to monitor the situation. He would like to exhaust all options before he would even consider a disruption to our employees. He believes that they are doing a fantastic job.

There was a motion to adjourn by Lutner seconded by Tencza. The meeting was adjourned at 8:58 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 June 3, 2020 at 7:30pm, via video conferencing through Zoom.

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Christine Krimmel  
Executive Administrative Assistant

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