

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from June 3, 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, Deputy Executive Director Puszcz, 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

May 13, 2020 – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of May 13, 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 2020-76: Payment of Bills – On motion by Jamanow, seconded by Tencza, it was moved to adopt **Resolution #2020-76** approving the payment of the May 2020 bills. Commissioner Tencza questioned the line item for the leased vehicle purchase. Deputy Executive Director Puszcz explained last year the Board approved leased financing in the amount not to exceed \$1.7 million. The Authority purchased vehicles and equipment at approximately \$1.6 million. This is an annual principal payment, which is the second out of four payments. The next two years, we will pay principal payments. Commissioner Kipness thanked Deputy Executive Director Puszcz for the time she spent over the phone explaining a myriad of issues. She brought to light some items that he was unaware of and she did an excellent job explaining things to him.

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

MOTION CARRIED: 5-0-0

Resolution 2020-77: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-77** approving the May 2020 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2020-78: Adoption of FY 21 Water/Sewer Budget – On motion by Jamanow, seconded by Tencza, it was moved to adopt **Resolution #2020-78** adopting the FY21 Water/Sewer Budget. The budget was approved last month by the Department of Community Affairs. This resolution will formally adopt the budget. The Authority's adopted budget will be returned to the Department of Community Affairs for their adoption so it can be implemented on July 1, 2020.

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

NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2020-79: Award of Contract in excess of \$17,500 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-79** awarding a contract to Bradley-Sciocchetti Inc. in the amount of \$19,135.00 to replace (4) four hot water unit heaters with accessories at Elmwood Plant. Operations Manager Booth explained that these four hot water heaters will replace older units at the Elmwood facility in the main building and two outlying buildings.

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

MOTION CARRIED: 5-0-0

Resolution 2020-80: Award of Contract in excess of \$17,500 – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-80** awarding a contract to Bradley-Sciocchetti in the amount of \$31,207.00 to replace a condensing boiler at Woodstream Plant. Operations Manager Booth explained that this is a replacement of the boiler at the Woodstream facility. Th original boiler is very problematic and hard to get new parts. It has reached its full life expectancy.

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

MOTION CARRIED: 5-0-0

Resolution 2020-81: Award Under State Contract in excess of \$17,500 – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-81** awarding a State contract to Verizon Wireless in the amount of \$18,347.91 for (41) GPS Units, installation and a one year service contract. Operations Manager Booth explained this is for the installation and equipment for 41 GPS devices. These will be placed in all MUA vehicles. This contract is replacing an existing system at a cost savings.

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

MOTION CARRIED: 5-0-0

Resolution 2020-82: Award of Contract in excess of \$6,000 – On motion by Jamanow, seconded by Schmidt, it was moved to adopt **Resolution #2020-82** awarding

a contract to Geiger Pump and Equipment Co. in the amount of \$8,925.00 for a Pulsafeeder Pulsar Pump with controller at the Hopewell Road Booster Station. Operations Manager Booth explained this pump is replacing an existing pump that is giving some operational problems. This is for a chemical feed at the Hopewell Road booster station.

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

MOTION CARRIED: 5-0-0

Resolution 2020-83: Authorizing advertisement for bids for Emergency Repair Services – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-83** authorizing advertisement for bids for Emergency Repair Services. Operations Manager Booth explained that this resolution is the process to obtain qualified contractors to assist in emergency repairs.

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. We have completed hydrant flushing except for Heritage Village due to the construction currently in process. Eleven fire hydrants were found to have operational problems, only five remain in need of repair. In conjunction with this round of hydrant flushing, we are updating our assumptions on our annual water audit with flow and velocity measurements. We are trying to produce more accurate audit result to better inform our understanding of water losses in our system.

Executive Director Rollins advised the Board that a Finance Committee meeting has been scheduled for next Wednesday, June 10, 2020 to examine the financial impacts of the Covid-19 response and to identify any measures that may be needed. They will also **review** the water and sewer rates in that context as well. Committee recommendations will be presented at the July board meeting and subsequent meetings as needed.

Executive Director Rollins informed the Board that we have posted information on our website to business owners and managers on guidance for re-opening buildings after prolonged shutdown or reduced operations. We urge them to flush the water lines prior to re-opening. We also included a short video produced by Louisville Water Company.

Executive Director Rollins updated the Board on the Biobot Analytics experiment that the Authority is partaking in. It was reported in last Friday's edition of the Burlington County Times that Evesham MUA is participating in this research at all three wastewater treatment plants. The plants were tested for four week cycles throughout the month of May. The preliminary results are peculiar and we will contact Biobot to review their findings.

Executive Director Rollins informed the Board that the Association of Environmental Authorities (AEA) is planning to form a committee to explore various options on shared services amongst membered utilities. Evesham MUA is among a small entrepreneur group in the AEA membership that will be participating in a peer to peer group initiative between AEA, NJDEP and Moonshot, which is a non-profit organization assisting under resource communities with water and sewer infrastructure issues. We had our first meeting last week and it went very well. The NJDEP will continue to watch our progress to see if it can be replicated throughout the State.

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 contractor has completed the building. Startup of the new filters is scheduled for mid-June; however, Emerson will not be out to install the SCADA upgrades for nine months.

Update: ASR Well 14 Screen Replacement – The new well pump is due to be installed this month.

Update: Locust Avenue Pumping Station Upgrade – The contractor has begun work on-site. He will begin demolition work once PSE & G relocates a power line.

Update: Route 70 Water Main – This will be discussed in executive session.

Update: Route 70 Sewer Main – This will be discussed in executive session.

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

Update: Knox Boulevard Water Main Replacement – The connection of water service into the new water main is expected to commence next week. They are waiting on the County for approval of Main Street permits.

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.

Update: Elmwood Storage Building – Nothing new to report.

Update: Elmwood Tertiary Filter Rehabilitation – Nothing new to report.

Update: Woodlake Drive Water Main – The contractor has signed the contract. They will wait until they hear from the Authority to schedule a preconstruction meeting.

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

Update: Greenbrook Drive Water Main Replacement – We will accept bids on June 23, 2020.

Motion to approve S-1/W-1 for CSH Marlton, LLC c/o Capitol Seniors Housing – On motion by Lutner, seconded by Schmidt, it was moved to approve S-1/W-1 for CSH Marlton, LLC c/o Capitol Seniors Housing – 5 Executive Drive

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

GENERAL COUNSEL’S REPORT

Resolution 2020-11: Executive Session – On motion by Lutner, seconded by Tencza, it was moved to enter into Executive Session at 8:03 p.m. for the purpose of legal matters.

On motion by Tencza, seconded by Lutner, it was moved to come out of Executive session at 9:10 p.m.

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

MOTION CARRIED: 5-0-0

Resolution 2020-85: Award of Contract for Appraisal Services – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-85** awarding a contract to Sockler Realty Services Group Inc. for appraisal services on the easements along Route 70 (water and sewer lines) in the amount of \$1,500.00 per appraisal.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Druss welcomed back Deputy Executive Director Puszcz and he appreciates the great job that she did with the financial management results. He also thanked General Counsel Gillespie and Engineer Simpson for their work on the Route 70 easements.

Commissioner Kipness took exception to commentary on his questions during the May 13th Board meeting. He believes that it is important to ask questions and understand all aspects of the Authority. Commissioner Lutner explained that he was just trying to address his question about the surplus and nothing more than that.

Commissioner Schmidt expressed his appreciation to Asset Manager Supervisor Vandenberg who also manages the Zoom meetings. His dedication to continue the Zoom meeting even though he lost power was noticed and he did a great job. He also welcomed back Deputy Executive Director Puszcz and thanked her for the detailed information of the budget. Commissioner Schmidt hopes that Commissioners Kipness and Lutner can work out their differences.

Commissioner Jamanow noticed that the man hole covers on Tuckerton Road have been fixed and appreciates the efficiency of the project. She thanked Operations Manager Booth and his staff on a job well done. She also appreciates the new fence around the Country Farms Pump station. She welcomed back Deputy Executive Director Puszcz.

Commissioner Lutner thought that it was a great meeting tonight and feels progress is being made on both the Knox Blvd. and Heritage Village water main replacement projects. He looks forward to the Route 70 easement project moving forward. He also welcomed back Deputy Executive Director Puszcz and thanked her for all her hard work on the budget. He continuously expresses his concern on the impact that Covid-19 may have on our revenue.

Commissioner Tencza welcomed back Deputy Executive Director Puszcz. He wishes good health to everyone. He feels that we have a great team.

Chairman Waters thanked the staff and welcomed back Deputy Executive Director Puszcz. He continues to speak with Executive Director Rollins on a regular basis and feels that they have options for anything that comes their way during this trying time. He appreciates all the employees coming to work every day. He advised Commissioners Lutner and Kipness that he would be more than willing to sit down with them to work out their differences.

There was a motion to adjourn by Lutner seconded by Tencza. 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 meeting of the Evesham Municipal Utilities Authority is scheduled for July 1, 2020 at 7:30pm, via video teleconferencing through Zoom.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____