

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from July 1, 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 Management Supervisor Vandenberg, Engineer Simpson, General Counsel Gillespie and Board Secretary Krimmel

#### **Members of the Public:**

None

Chairman Waters called the meeting to order at 7:37 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**

**June 3, 2020** – On motion by Tencza, seconded by Jamanow, it was moved to approve the minutes of June 3, 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 2020-86: Payment of Bills** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-86** approving the payment of the June 2020 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-88: Award of Contract in excess of \$6,000** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-88** awarding a contract to Applied Analytics Inc. in the amount of \$7,320.00 for five (5) Intelligent Level Transducers and one (1) Pulsar HART Communicator Modem. Operations Manager Booth explained that these transducers will monitor and control our sewer pump stations and wet wells.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-89: Authorizing Award of Contract through Sourcewell National Cooperative Purchasing Program** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-89** authorizing award of contract through Sourcewell National Cooperative Purchasing Program to Staples Contract & Commercial LLC in the aggregate amount of \$25,000 to purchase office supplies for FY-21. Deputy Executive Director Puszcz explained that we have used their contract for the past few fiscal years. This has proven to be beneficial and we recommend to award for FY21.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-90: Award of a one year contract extension** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-90** awarding a one year contract extension to Eurofins QC, LLC in the amount of \$40,191.00 for certified environmental laboratory Testing Services. Executive Director Rollins explained that this covers all the analytical services for drinking water and waste water services that is beyond the scope of our in-house laboratory.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-91: Award of Contract in excess of \$6,000** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-91** awarding a contract to C.A. Briggs Company in the amount of \$7,870.00 for five (5) Precision Digital Meters. Operations Manager Booth explained that this is in conjunction with resolution 2020-88. This is the on-site level controller that works in conjunction with the level transducers.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-92: Award of Contract in excess of \$17,500** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-92** awarding a contract to Justified Sealcoating & Infrared Repair LLC in the amount of \$24,175.00 to replace the driveway at Well #5. Operations Manager Booth explained the contractor will remove the old driveway and replace it with a new asphalt driveway.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-93: Award of Contract through ESCNJ Cooperative Pricing System** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-93** awarding a contract through ESCNJ Cooperative Pricing System to Jesco Inc. in the amount of \$15,369.49 for a John Deere 310SL Backhoe Loader Thumb Kit. Operations Manager Booth explained that this hydraulic thumb kit will be attached to the Authority's existing John Deere backhoe and will make our equipment more versatile for different jobs.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-94: Award of Emergency Contract in excess of \$17,500** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-94** awarding an emergency contract to R.D. Zeuli, Inc. in the amount of \$19,024.29 for repairs to a water main break on Main Street. Operations Manager Booth explained due to the scope of this water main break, it was best to contract this water main break out to R.D. Zeuli. There will be additional invoices for this break to cover traffic control. R.D. Zeuli did honor their contract rates for this water main break.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-95: Adopt a Budget Amendment for FY 2020** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-95** adopting a Budget amendment for fiscal year 2020. Deputy Executive Director Puszcz explained that this is an amendment to FY2020 for debt service interest expense for the 2019 Revenue Bonds, which could not be anticipated during FY20 budget preparation because this financing did not close until last fall. While working on another financial project, it was realized that the first interest payment for the 2019 Revenue Bonds commences today, July 1, 2020. Since we always accrue the interest expense in the prior year to the payment, we need to adopt a budget amendment to the FY2020 budget. Deputy Executive Director Puszcz contacted the Department of Community Affairs to advise of the situation and they are in agreement with this amendment to the budget.

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

MOTION CARRIED: 5-0-0

**Resolution 2020-97: Approval of Cash Management Plan for FY-21** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-97** approval of Cash Management Plan for FY-21. Deputy Executive Director Puszcz explained that we approve our Cash Management Plan each fiscal year. It is a detailed plan of how we handle our cash assets. Everything in the plan remains consistent except for updating the required balances and the debt service.

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

NAY: None  
 ABSTAIN: None

MOTION CARRIED: 5-0-0

**Resolution 2020-98: Award of Contract under extraordinary, unspecifiable services to provide disability insurance** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-98** awarding a contract under extraordinary, unspecifiable services to Mutual of Omaha, for a two year contract to provide disability insurance to Authority employees for a total contract price of \$53,015.28. Deputy Executive Director Puszcz explained that this is our short term and long term disability plan for our employees. Our current contract is with Mutual of Omaha, which expires on July 31, 2020. The long term premium remains the same, however; the short term premium increased, due to the State of New Jersey increasing the benefit level for State disability. The Authority's plan is required to provide equal or better benefits.

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 were two water main breaks since our last meeting. The first one was on Main Street near Knox Boulevard and the other was on Cottonwood Drive. There have been a few water main breaks on Cottonwood Drive and Executive Director Rollins has discussed this with Operations Manager Booth that it may be time to consider a conditional assessment and consideration of a water main replacement on that street along with other streets in that neighborhood. We had four discolored water reports but no sewer system violations or overflows.

Executive Director Rollins informed the Board that the Authority had its first incident of Covid-19. It took place in the third week of May(\*) and the Authority has followed the CDC guidelines on addressing the situation. The affected employee has been cleared and has returned to work. (\*The date was later corrected to be June 8<sup>th</sup>)

Executive Director Rollins advised the Board that the Authority was selected by the New Jersey Department of Health and Human Services to host a pop-up Covid Testing Center which took place on Monday, June 29, 2020. The testing was open to all MUA employees, all Evesham essential work force and we also invited the Mount Laurel MUA to participate. The turnout was good. Sixty people were tested.

Executive Director Rollins informed the Board that he was contacted by Congressman Andy Kim's office about our wastewater Covid-19 initiative with Biobot Analytics. The Congressman's office is interested in wastewater epidemiology and are exploring the potential benefits of expanding these efforts with Federal involvement at some level. Executive Director Rollins shared the Authority's results with his staff and they will be in touch if they require additional information. They were very appreciative of our help and initiative.

Executive Director Rollins thanked Laboratory Manager Fare for organizing the Authority's effort to carry out this study.

Executive Director Rollins advised the Board that the 2020 Consumer Confidence Report is published and available to all Township residents on our website. They were notified on their quarterly billing statement that it is available to view.

Executive Director Rollins advised the Board that the Finance Committee has been very active this month. They had meetings on June 10<sup>th</sup> and June 23<sup>rd</sup> to evaluate our options regarding the economic impacts of the Public Emergency response measures and the rate structure at large. The committee reviewed various scenarios to determine the impact on customers across a wide variety of usage profiles and investigating the use of surplus or the substitute of a rate increase with the guidance of our Auditor and General Counsel. The Finance Committee will be meeting again on August 4, 2020 to finalize the surplus issue and identify recommendations for the Board meeting on August 5, 2020.

## **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 have been delayed, but we anticipate it will take place in July.

**Update: ASR Well 14 Screen Replacement** – The new well pump has been installed and tested. The anticipated increase in well capacity has been achieved.

**Update: Locust Avenue Pumping Station Upgrade** – The contractor has completed demolition work and is working on the bypass chamber.

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

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

**Update: Elmwood WWTP Resiliency Improvements** – We have responded to NJDEP review comments on the project specifications. We expect to be able to bid this project by the end of the month.

**Update: Knox Boulevard Water Main Replacement** –They are waiting on the County for approval of Main Street permits. The Contractor has moved on to another project and will return once that job is complete. They do have time remaining on this contract so we cannot compel them to return.

**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** – We are conducting final reviews on the plans and specifications prior to bidding.

**Update: Elmwood Tertiary Filter Rehabilitation** – We have completed our final reviews on the plans and specifications. We are ready to advertise for bids.

**Resolution 2020-96: Authorizing advertisement for bids**– On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-96** authorizing advertisement for bids for Elmwood Tertiary Filter Rehabilitation.

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

MOTION CARRIED: 5-0-0

**Update: Woodlake Drive Water Main** – This project was awarded to Pioneer Pipe and was placed on hold during Covid-19. This project will now continue and a preconstruction meeting will be set.

**Update: Well No. 7 Building** – The survey is complete. The design is ongoing and should be complete in August.

**Update: Greenbrook Drive Water Main Replacement** –

**Resolution 2020-99: Award of Contract in excess of \$40,000** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-99** awarding a contract to RTW Construction, Incorporated in the amount of \$367,755.00 for Greenbrook Drive Water Main Replacement.

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

MOTION CARRIED: 5-0-0

**Update: Elmwood WWTP Control Building –**

**Motion to table proposal** – On motion by Tenza, seconded by Lutner, it was motioned to table the proposal from Tri-State Architects, P.C./ Alaimo Group for the second floor office renovations, design and construction documents for the Elmwood WWTP control building. It was a consensus of the Board for the proposal to be tabled until Engineer Simpson can relook at the proposal and review the cost.

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

MOTION CARRIED: 5-0-0

**Update: East Main Street Sewer Main Replacement –**

**Motion to approve a proposal** - On motion by Lutner, seconded by Jamanow, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$25,000 for design, bidding and construction administration for the rehabilitation of approximately 850 linear feet of a twelve inch sewer main on East Main Street.

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 2020-100: Resolution authorization extending various forms of Financial Accommodations and Relief** – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2020-100** authorizing extension of various forms of financial accommodations and relief until September 30, 2020.

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

MOTION CARRIED: 5-0-0



## **BOARD COMMENTS**

Commissioner Druss hopes that everyone in the Authority continues to stay safe during Covid-19.

Commissioner Kipness questioned the use of hard hats not being worn by the contractor on the water main break on Main Street. He suggests that if a supervisor is on site, that he inform them to wear them to follow safety protocol. He hopes that the entire staff follows safety protocol during Covid-19 and to wear hard hats and face masks if they are within 6 feet of one another.

Commissioner Lutner is concerned that an employee did test positive with the coronavirus. He believes that it is important to follow the CDC guidelines. He is concerned of Commissioner Kipness' comments of employees not following safety protocol and would like to find out which employees are involved. Safety is very important to him.

Commissioner Schmidt believes that all Commissioners should inform Executive Director Rollins immediately if anyone hears anything about the MUA or any employee to discuss the matter at hand. It's important to reiterate to our employees the importance of Covid-19 guidelines and to follow protocol and follow the Authority's expectations.

Commissioner Schmidt discussed with the Board the rates and some of the work that the Finance Committee (Commissioner Lutner and Commissioner Schmidt) have been presented by Executive Director Rollins and Deputy Executive Director Puszcz. They gave a great view on where we are now and where we may be in six months to a year from now. He believes the Board will have some tough decisions in the next year, but he feels that the right approach is being taken. They are being very cautious; they are looking at the data and at the numbers. It needs to be recognized that rates have not been increased since 2015. We may be in a position that we may have to increase the rates next year at some point. He complimented Deputy Executive Director Puszcz in her role for her taking the extra steps for the Board to present all the options. This will be presented to the Board in August. He thanked her for all her hard work. He wished everyone a great and safe fourth of July.

Commissioner Jamanow questioned when hydrant flushing was completed. She just wants to clarify that masks may not have been mandatory during that time. She thinks its important to report any problems to Executive Director Rollins as soon as they are heard instead of waiting for a board meeting. She believes that the management team at the Authority is top notch and appreciates their professionalism. She wished everyone a great fourth of July.

Commissioner Tencza agrees with everything that everyone has said. He followed with, if you see something, say something. It's a learning curve for all of us. He thinks we have a great team. He wished everyone a safe holiday week-end.

Chairman Waters acknowledged that he feels that the Commissioners do reach out to him when they hear or see something. Chairman Waters stated that sometimes when these situations arise it is perception versus reality. It's important to follow all the safety protocols. He hopes that everyone will continue to reach out to Executive Director Rollins with any concerns. He thanked everyone for all their hard work. He wished everyone a Happy fourth of July.

There was a motion to adjourn by Tencza seconded by Jamanow. The meeting was adjourned at 9:12 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 August 5, 2020 at 7:30pm, via video teleconferencing through Zoom.

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Christine Krimmel  
Executive Administrative Assistant

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