

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from October 7, 2020

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, Vice-Chairman Tencza, Secretary Lutner, Commissioners Jamanow, Schmidt, *Druss and *Kipness (*Attendance via Video Teleconferencing)

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Operations Manager Booth, Asset Management Supervisor Vandenberg, Engineer Simpson, and General Counsel Jose Calves

Members of the Public:

None

Chairman Waters called the meeting to order at 7:31 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 October 1, 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

September 2, 2020 – On motion by Tencza, seconded by Jamanow, it was moved to approve the minutes of September 2, 2020.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

REMOTE PUBLIC MEETING PROCEDURES

Resolution 2020-127: Resolution Adopting Remote Public Meeting Procedures during a declared State of Emergency – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2020-127** adopting Remote Public Meeting Procedures during a declared State of Emergency. Deputy Executive Director Puszcz informed the Board that under the guidance of General Counsel Gillespie recently released Local Finance Notice 2020-21, this resolution adopts those procedures to be used in a remote public meeting during the declared State of Emergency. The Authority has been using a virtual platform for the past several months as a result of the Covid-19 pandemic. This resolution now adopts those procedures and creates the policy to be followed in the event of future emergency situations requiring remote public meetings.

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

MOTION CARRIED: 5-0-0

Resolution 2020-128: Amending Resolution 2020-15 Open Public Meetings Act establishing meeting dates – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2020-128** amending Resolution 2020-15 Open Public Meetings Act establishing meeting dates. Deputy Executive Director Puszcz explained that each year during reorganization in February the Authority adopts the meeting dates, times and place for the Board meetings for the year. We are amending the resolution adopted in February to include remote meeting access information.

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

MOTION CARRIED: 5-0-0

FINANCIAL

Resolution 2020-117: Payment of Bills – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2020-117** approving the payment of the September 2020 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2020-118: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Jamanow, it was moved to adopt **Resolution #2020-118** approving the September 2020 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Motion to Approve Authorization for Advertisement for a November 4, 2020 Rate Hearing – On motion by Schmidt, seconded by Jamanow, it was moved to approve advertisement for a November 4, 2020 rate hearing. Deputy Executive Director Puszcz reminded the Board that at the last board meeting, a presentation was given on the recommended rate adjustment scenario. We are recommending a \$20 per quarter increase in the water base charges with a reduction in \$20 per quarter in the sewer base charge. This adjustment is the result of numerous workshops conducted with the Finance Committee involving Commissioners Lutner and Schmidt as well as Auditor Applegate, Executive Director Rollins and herself. Ninety-eight percent of our customer base will see a net \$0 impact. We have a small community of water only customers that will see a \$20 per quarter or \$6.67 per month increase in their water bill. This rate adjustment to water from sewer will support our water debt service, build-up operating income to fund future water capital improvement projects and most importantly bring the water rates and sewer rates into balance. This balanced rate structure will continue to maintain fair and affordable rates. We request approval to advertise for a rate hearing to be held at the November 4, 2020 Board meeting. If the proposed rate structure is approved, it will be implemented on January 1, 2021.

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

MOTION CARRIED: 5-0-0

Resolution 2020-119: Authorizing advertisement for Bids for Cold Water Meter with Integrated Meter Interface Units – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2020-119** authorizing advertisement for Bids for Cold Water Meter with Integrated Meter Interface Units. Operations Manager Booth explained that this resolution authorizes the Authority to advertise for bids for future purchases of water meter units, which are placed in our distribution system to accurately calculate the MUA customers' water usage and consumption.

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

MOTION CARRIED: 5-0-0

Resolution 2020-120: Authorizing Award of Contract through Sourcewell National Cooperative Purchasing Program – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-120** authorizing award of contract through Sourcewell National Cooperative Purchasing Program to Golden Equipment Company, Inc. in the amount of \$75,498.00 to purchase a JAJ-600WH Work Horse Easement machine. Operations Manager Booth explained that this machine is used to jet clean and maintain our sewer system. This compact machine is on tracks and easy to operate. This will replace an older unit that will be auctioned on Gov Deals.

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

MOTION CARRIED: 5-0-0

Resolution 2020-121: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Jamanow, it was moved to adopt **Resolution #2020-121** awarding a contract to Robert McGraw, Jr. Commercial Doors & Hardware LLC in the amount of \$10,870.00 for door replacements at Well #4, Well #9, Elmwood Chlorination Station and Lincoln Tower. Operations Manager Booth explained that this resolution is a continued effort to replace the doors for security and safety at all our water production facilities. These door replacements are a part of fiscal year 2021 Capital Improvement projects.

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

MOTION CARRIED: 5-0-0

Resolution 2020-122: Award of Contract in excess of \$17,500 – On motion by Schmidt, seconded by Jamanow, it was moved to adopt **Resolution #2020-122**

awarding a contract to Wateropolis Corp. in the amount of \$37,848.00 to replace Expanded Clay Media for the Woodstream Plant Biofors. Operations Manager Booth explained that this resolution is to supply expanded media clay for the Woodstream WWTP Biofors. It is one of three Biofors that is used in our treatment process to strip ammonia. An incident occurred back in February where we lost a lot of media in our drainage system. We spent many months trying to find a replacement for media, which is no longer made in the United States. Operations Manager Booth appreciates all the work that Supervisor Lebak did investigating the cost associated with this project.

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

MOTION CARRIED: 5-0-0

Resolution 2020-123: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2020-123** awarding a contract to Kyocera Document Solutions in the amount of \$12,601.20 for a five year lease agreement for two (2) Kyocera Taskalfa 6003i Copiers. Deputy Executive Director Puszcz explained that our current Kyocera copier lease expires October 31, 2020. Leasing copiers versus purchasing them have been advantageous to the Authority for a number of reasons including affordability and receiving newer equipment on a regular basis. The proposed award is under New Jersey State contract pricing and our monthly lease payment will decrease slightly from our current contract. The monthly cost will be \$210.02 per month. The vendor will provide two new copiers (one for the business office and one for the administration office at Elmwood Plant). They will remove the current equipment and install the new copiers.

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

MOTION CARRIED: 5-0-0

Resolution 2020-124: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2020-124** awarding a contract to Prism Color Corp. in the amount of \$13,200.00 for the printing of the 2021 EMUA Calendar. Deputy Executive Director Puszcz advised the Board that this is a new vendor this year that came in with the low quote. Leslie Braun will be handling the calendar and she was impressed with the vendor's samples and the vibrant colors.

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 three water main breaks since our last meeting. The first one was on September 30, 2020 on Woodlake Drive, which is currently being replaced (which is a planned Capital Improvement). The repair was contracted out because we were short-handed due to other projects simultaneously being worked on. On October 5th through October 6th there was a water main break in Heritage Village on Buckingham Road. This resulted in a boil water advisory due to the extremity of the break. The last one was today, October 7th on Charter Oak Avenue in Woodstream. There were 8 discolored water reports, which were all transient in nature, and 4 water odor reports. Executive Director Rollins advised the Board that hydrant flushing began on October 5, 2020 and progress can be viewed in "real time" on our website.

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 – We still are waiting for Emerson to come out and integrate the SCADA system. They are scheduled to come out in November.

Update: ASR Well 14 Screen Replacement – This project is complete.

Update: Locust Avenue Pumping Station Upgrade – The training for the new pumps was held this morning. This station is now on-line. There are still some items on the punch list to be completed.

Update: Route 70 Water Main – We continue to work on the easements.

Update: Route 70 Sewer Main – We continue to work on the easements.

Update: Elmwood WWTP Resiliency Improvements –

Resolution 2020-126: Authorizing advertisement- On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2020-126** authorizing advertisement for bids for Elmwood WWTP Resiliency Improvements.

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

MOTION CARRIED: 5-0-0

Update: Knox Boulevard Water Main Replacement –RTW Construction continues the connection of the water service into the new water main. They are also working on the paving improvements.

Update: Heritage Village (Phase 1) Water Main Replacement – This project is essentially complete.

Update: Elmwood Storage Building – This project has been placed on hold due to availability of funds.

Update: Elmwood Tertiary Filter Rehabilitation – A preconstruction meeting with MBE Mark III has been conducted. The upgrades are scheduled to be complete by July 2021.

Update: Woodlake Drive Water Main – The water main has been installed. We are awaiting test results prior to connection to the new water main.

Update: Well No. 7 Building – The design is ongoing and should be complete by the end of November.

Update: Greenbrook Drive Water Main Replacement – RTW Construction, Inc. plans to start construction next week. It should take approximately one month.

Update: Elmwood WWTP Control Building – The plans are complete and have been delivered to the Township for code review.

Update: East Main Street Sewer Main Replacement – The design is complete.

Resolution 2020-130: Authorizing advertisement- On motion by Jamanow, seconded by Schmidt, it was moved to adopt **Resolution #2020-130** authorizing advertisement for bids for East Main Street Sewer Main Replacement.

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

MOTION CARRIED: 5-0-0

Resolution 2020-131: Releasing Performance Bonds - On motion by Schmidt, seconded by Jamanow, it was moved to approve **Resolution #2020-131** releasing Performance Bonds for Barclay Chase at Marlton

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

MOTION CARRIED: 5-0-0

Resolution 2020-132: Releasing Performance Bonds - On motion by Schmidt, seconded by Tencza, it was moved to approve **Resolution #2020-132** releasing Performance Bonds for Reproductive Medicine

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

GENERAL COUNSEL’S REPORT

General Counsel Calves introduced himself as an associate of General Counsel Gillespie at Parker McCay.

Resolution 2020-125: Authorizing execution of Deed of Easement – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2020-125** authorizing execution of Deed of Easement for property located at 250 Route 70 East (Wawa property). General Counsel Calves informed the Board that there has been an agreement made for the easements with Wawa. He mentioned that they were very receptive and terms for the easement have been reached.

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

MOTION CARRIED: 5-0-0

Resolution 2020-129: Executive Session – On motion by Schmidt, seconded by Lutner, it was moved to enter into Executive Session at 8:13 p.m. for the purpose of potential litigation and personnel discussion.

On motion by Jamanow, seconded by Tencza, it was moved to come out of Executive session at 8:29 p.m.

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Kipness showed appreciation for the video teleconferencing accommodations and hopes to attend the November Board meeting in the courtroom.

Commissioner Druss also showed appreciation for the video teleconferencing accommodations and hopes that everyone continues to stay safe.

Commissioner Schmidt thanked everyone for attending the Board meeting in the courtroom. He hopes everyone continues to stay safe. He questioned Deputy Executive Director Puszczyk about the line item under the engineer's report about the Heritage Village Water Main replacement. It was stated that the project is complete. He wants to know what happens to the funds that are not used on the project. Deputy Executive Director Puszczyk advised that in this case, the project is funded through the 2019 Revenue Bonds and will just be money not spent. He thanked General Counsel Calves for his efforts in attending the meeting.

Commissioner Lutner is happy to hear that the easements are coming together. He looks forward for the project to get complete. He is happy to see everyone in person. He showed appreciation to Asset Management Supervisor Vandenberg on the technical aspect of the meeting.

Commissioner Jamanow questioned when it is best to ask questions during the engineer's report. She sometimes has questions but wasn't sure when to ask. Chairman Waters suggested that we add a line item to the agenda after Engineer Simpson is finished with his report. Commissioner Jamanow questioned the Woodlake Drive water main break. She asked if it was before the project started or during. Executive Director Rollins advised that it was during the project, but the new pipe was not completely pressure tested and bacteria tested when the old water main break occurred. Commissioner Jamanow was happy to see everyone. She showed appreciation for everyone wearing masks and for the courtroom being sanitized before the meeting. She also thanked the staff for all their hard work.

Commissioner Tencza showed appreciation to Executive Director Rollins and the entire staff. He welcomed General Counsel Calves. He is happy to see everyone attend the meeting. He wished everyone continued good health. He thanked Asset Management Supervisor Vandenberg for the video teleconferencing running smoothly.

Chairman Waters showed appreciation to the entire staff. He appreciates all their efforts to make the meeting successful. He expressed that General Counsel Calves did a wonderful job. He thanked the Finance committee and the staff for their hard work on the rate hearing, which will be presented next month.

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 8:40 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 November 4, 2020 at 7:30pm.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____