

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from November 4, 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 7:35 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 30, 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

October 7, 2020 – On motion by Jamanow, seconded by Lutner, it was moved to approve the minutes of October 7, 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 2020-134: Payment of Bills – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-134** approving the payment of the October 2020 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2020-135: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-135** approving the October 2020 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2020-136: Authorizing advertisement for 2021 Professional Contracts – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-136** authorizing advertisement for 2021 Professional Contracts.

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

MOTION CARRIED: 5-0-0

Resolution 2020-137: Authorizing Competitive Contracting Process for a Cellular Tower Lease Consultant – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-137** authorizing competitive contracting process for a Cellular Tower Lease Consultant. Deputy Executive Director Puszcz explained that for the past several years, the Authority has included this position to be awarded at the February

reorganization meeting along with the other professional contracts although it does not qualify as a professional contract. This year, we are requesting the use of competitive contracting rather than public bidding due to the specialized nature of this service. If approved, the staff will prepare documents that will detail the methodology to evaluate the proposal. We then will request authorization from the Board at a future meeting to authorize advertisement for proposals for competitive contracting. We do plan to award this contract at the February board meeting.

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

MOTION CARRIED: 5-0-0

Resolution 2020-149: Authorizing Competitive Contracting Process for an Information Technology Consultant – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-149** authorizing competitive contracting process for an Information Technology Consultant. Deputy Executive Director Puszcz explained that for the past several years, the Authority has included this position to be awarded at the February reorganization meeting along with the other professional contracts although it does not qualify as a professional contract. This year, we are requesting the use of competitive contacting rather than public bidding due to the specialized nature of this service. If approved, the staff will prepare documents that will detail the methodology to evaluate the proposal. We then will request authorization from the Board at a future meeting to authorize advertisement for proposals for competitive contracting. We do plan to award this contract at the February board meeting.

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

MOTION CARRIED: 5-0-0

Resolution 2020-150: Authorizing Competitive Contracting Process for a Microsoft Dynamics Great Plains Software Consultant – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-150** authorizing competitive contracting process for a Microsoft Dynamics Great Plains Software Consultant. Deputy Executive Director Puszcz explained that for the past several years, the Authority has included this position to be awarded at the February reorganization meeting along with the other professional contracts although it does not qualify as a professional contract. This year, we are requesting the use of competitive contacting rather than public bidding due to the specialized nature of this service. If approved, the staff will prepare documents that will detail the methodology to evaluate the proposal. We then will request authorization from the Board at a future meeting to authorize advertisement for proposals for competitive contracting. We do plan to award this contract at the February board meeting.

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

MOTION CARRIED: 5-0-0

Resolution 2020-138: Authorizing entry into a joint funding agreement – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-138** authorizing entry into a joint funding agreement for Water Resources Investigation with the United States Geological Survey in the amount of \$7,440.00 for the operation and maintenance of recorders on groundwater wells in the Mt. Laurel-Wenonah Aquifer System. Executive Director Rollins advised the Board that we participate in this agreement on an annual basis and it is required by the USGS. This provides the Authority with information on ground water levels in the Mt. Laurel-Wenonah aquifer.

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

MOTION CARRIED: 5-0-0

Resolution 2020-139: Authorizing Award of Contract through OMNIA Partners National Cooperative Purchasing Program – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-139** authorizing award of contract through OMNIA Partners National Cooperative Purchasing Program to Safeware, Inc. & Mallory Safety and Supply in the amount of \$9,987.29 to purchase camera installation and upgrade MVR Unit at Elmwood WWTP. Operations Manager Booth explained that they will be installing and supplying material and cameras inside the Elmwood WWTP to ensure security of the Authority's assets.

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

MOTION CARRIED: 5-0-0

Resolution 2020-140: Award Under State Contract in excess of \$6,600 – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-140** awarding a State contract to Johnson Controls Fire Protection LP in the amount of \$10,909.05 to replace water motor gongs in the sprinkler system at Elmwood and Woodstream Plants and replace failing smoke detectors. Operations Manager Booth explained this resolution is for the replacement repairs for our fire protection systems at Elmwood and Woodstream WWTP.

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

MOTION CARRIED: 5-0-0

Resolution 2020-141: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2020-141** awarding a contract to Master Wire Manufacturing, Inc. in the amount of \$15,200.00 to replace fencing at two Lift Stations (Vineyards & Cropwell). Operations Manager Booth explained that this fencing will replace existing dilapidated fencing at both sites.

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

MOTION CARRIED: 5-0-0

Resolution 2020-144: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-144** awarding a contract to Jem Paving, LLC in the amount of \$6,985.00 for a driveway extension and paving at the Vineyards Lift Station. Operations Manager Booth explained this will repair, replace and extend the driveway at Vineyards Lift Station. This is an addition to the existing paving of the driveway and will help the operators have better access for maintenance at this site.

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. One was likely due to the fire hydrant flushing operations. Two were repaired in-house and the third was repaired by a contractor. The total number of water main breaks so far for this year is fifteen. We are on track to have the lowest water main break occurrence in the last four years. There were five discolored water reports and one water odor report. On October 23, 2020, there was a sewer stoppage which caused a sewer overflow in the Marlton Village area. The event was reported to the DEP.

Executive Director Rollins advised the Board that the AEA will be holding their annual conference virtually over the Zoom platform this year. It will be held on Thursday, November 12th and Friday, November 13, 2020. All commissioners are currently

registered. If you are unable to attend, please let us know so we can adjust the registration.

Executive Director Rollins informed the Board that the Gibson House will not be available for the employee appreciation luncheon this year. The employee appreciation committee will plan a virtual event. More details will be forthcoming.

Executive Director Rollins advised the Board that the Authority will require Covid testing for the Operations staff. It will be done once every two weeks for the next 30 days. This requirement will then be reevaluated. Most employees have been tested at the Rowan-Burlington County facility in Mount Laurel. He highly recommends this site and thanked Burlington County for providing this free service.

Executive Director Rollins reminded the Board that the rate hearing has been postponed until December 2, 2020 in hopes that it can be conducted in person. While it is the Authority's preference to hold an in person hearing; however, if that is not possible to do safely, it will be held remotely through Zoom.

Executive Director Rollins was happy to report to the Board that a trio of PFAS chemicals (Trichloro Propane, Ethylene Dibromide and Dibromo Chloropropane) have all been tested in our water source wells for three quarters in 2020 and all have less than detectable limits. We have one quarter remaining in 2020 and if they continue to stay below detectable limits, the Authority can apply for a deduction in the monitoring of testing because it is rather expensive.

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 – Emerson is scheduled to come November 30th to integrate the SCADA system.

Update: Locust Avenue Pumping Station Upgrade – This project is substantially complete.

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 – The bid opening for this project is scheduled for November 24, 2020.

Motion to Approve a Proposal – On motion by Lutner, seconded by Schmidt, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of

\$34,500.00 for construction oversight at 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 – The water main is being tied in on Main Street. There is a small issue with the County with backfill requirements. The contractor will continue to work on the handicap ramps while they wait on the County.

Update: Heritage Village (Phase 1) Water Main Replacement –

Resolution 2020-142: Approval of Change Order #2 – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution 2020-142** approving Change Order #2 in the amount of \$9,865.99 to MSP Contracting Corp. for Heritage Village Water Main Replacement.

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

MOTION CARRIED: 5-0-0

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

Update: Elmwood Tertiary Filter Rehabilitation – MBE Mark III has begun work on site. The demolition has gone well. We are having some issues with the manufacturer. We hope to have it cleared up by next week.

Update: Woodlake Drive Water Main –

Resolution 2020-143: Approval of Change Order #1 – On motion by Lutner, seconded by Schmidt, it was moved to approve **Resolution 2020-143** approving Change Order #1 in the amount of \$5,500.00 to Pioneer Pipe Contractors, Inc. for Woodlake Drive Water Main Replacement.

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

MOTION CARRIED: 5-0-0

Update: Well No. 7 Building – The survey is complete. The design is ongoing. We anticipate applying for the BWSE permit this month.

Update: Greenbrook Drive Water Main Replacement – The contractor is currently working on the water main replacement now.

Update: Elmwood WWTP Control Building – The drawings have been given to the Authority to work with code officials.

Update: East Main Street Sewer Main Replacement –

Resolution 2020-145: Award of Contract in excess of \$44,000 – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-145** awarding a contract to North American Pipeline Services, LLC in the amount of \$59,636.00 for East Main Street Sewer Main Replacement.

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 2020-146: Authorizing Good Faith Offers of Acquisition of Easements for Various properties located on Route 70 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-146** authorizing Good Faith Offers of Acquisition of Easements for various properties located on Route 70 for both water and sewer. General Counsel Gillespie advised the Board that they have tried to resolve a few of the easements without making payments. They have been successful for one or two. They are now asking permission from the Board to make the proposals that are set forth in the appraisals and are listed on page two of the resolution. General Counsel Gillespie was informed by the Authority that the funds are available to pay them in event that the good faith offers are accepted. He will update the Board of any progress.

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

MOTION CARRIED: 5-0-0

Resolution 2020-148: Resolution of Censure – On motion by Lutner, second by Tencza, it was moved to adopt **Resolution #2020-148** Resolution of Censure. Chairman Waters asked if anyone had any questions or comments. Commissioner Kipness said that he disagreed with the Resolution of Censure and advised the Board that he plans to carry out his term and has no plan to resign. Chairman Waters asked if anyone had any additional comments, and there were none.

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Druss mentioned that seeing that we are remote again, he hopes for a good Fall and Winter for safety during the pandemic. He hopes for a vaccine and we become safe again. He hopes everyone continues to stay safe. He commends Executive Director Rollins for his efforts of traceability and testing. He wishes everyone was as careful as him.

Commissioner Lutner echoed Commissioner Druss's comments about the tracing and testing of Covid. He feels it has been managed very well. He compliments Executive Director Rollins and the staff. He congratulated the staff for all their work in the past year with the water main replacement projects. He believes they did a great job.

Commissioner Schmidt also agrees with the comments that were made about Executive Director Rollins and our leadership team within the MUA. He believes their handling of the Covid issues and cases that have come up with our employees have been handled with safety and he appreciates the updates and the proactive approach that we have been taking. Commissioner Schmidt appreciates Engineer Simpson's report and the documents that he provided. He found it very helpful. He thanked General Counsel Gillespie for all of his work on the easements. Commissioner Schmidt stated that as Commissioners of the MUA, they have responsibilities to our employees and our rate payers to do the appropriate actions and he believes that they do follow them.

Commissioner Jamanow inquired if it will depend upon how we are doing with Covid regarding the decision on an in-person meeting for the next board meeting because of the rate hearing. Chairman Waters confirmed that they will continue to monitor the situation and make a decision closer to the date. He does feel that it is important to have an in-person meeting for the rate hearing. Commissioner Jamanow agreed that a rate hearing should take place in a public in-person meeting. She also showed appreciation to Executive Director Rollins and the entire management team for the way they are on top of all the Covid issues. She thanked Executive Director Rollins, Deputy Executive Director Puszcz and Operation Manager Booth for always taking the time to answer her questions. She believes that it is very hard to say that anyone on this management team

does anything as just “status quo”. She finds that Executive Director Rollins, Deputy Executive Director Puszcz and Operations Manager Booth are innovative and on top of everything. There is no “status quo” among them. She does not believe that is how they operate. She thanked Engineer Simpson and General Counsel Gillespie for all their hard work on the easements. She is happy that they are moving forward. She told everyone to continue staying safe and hopes this virus leaves us soon.

Commissioner Tencza agreed with what everyone before him stated. He showed appreciation to Executive Director Rollins, Deputy Executive Director Puszcz and Operations Manager Booth and the entire MUA team. He thinks they do an amazing job. He felt the meeting he had with Executive Director Rollins was very fruitful and it worked out well. He looks forward to the next meeting. He thanked Executive Director Rollins for signing all the commissioners up for the AEA Conference as there is always great information given at those meetings. He wished everyone to stay safe and well.

Chairman Waters showed appreciation to the staff, the professionals and the entire MUA team. He thanked Executive Director Rollins for the continuous conversations that he has with him about Covid and how to keep the entire staff safe. Chairman Waters and Commissioner Tencza (Personnel Committee) have met with the union employees and will have a few more meetings in the coming weeks with office staff, supervisors and the management team. The Personnel Committee will give a report at an upcoming Board meeting. He hopes that everyone continues staying safe and appreciates all of their hard work.

There was a motion to adjourn by Tencza, seconded by Jamanow. 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 December 2, 2020 at 7:30pm.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____