

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from December 2, 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, Court Reporter from Degnan & Bateman, Cindy Pineiro and Board Secretary Krimmel

Members of the Public:

None

Chairman Waters called the meeting to order at 7:44 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 November 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

WATER/SEWER ADJUSTED RATE SCHEDULE HEARING

General Counsel Gillespie conducted a public rate hearing for adjustments to the water/sewer rate schedule with Deputy Executive Director Puszcz offering testimony as to the proposed rates adjustment, increasing water base charges while decreasing

sewer base charges. A court reporter from Degnan & Bateman, Cindy Pineiro, documented the hearing. There were no public comments or statements.

Resolution 2020-133: Approving adjustments to Water/Sewer Rate Schedule – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-133** approving the adjustments to the Water/Sewer Rate Schedule.

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

MOTION CARRIED: 5-0-0

APPROVAL OF MINUTES

November 4, 2020 – On motion by Jamanow, seconded by Lutner, it was moved to approve the minutes of November 4, 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 2020-151: Payment of Bills – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-151** approving the payment of the November 2020 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2020-152: Refunds, Credits & Cancellations – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2020-152** approving the November 2020 refunds, credits & cancellations.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2020-153: Authorizing Execution of 2021 Intermunicipal Sludge Management Agreement – On motion by Jamanow, seconded by Tencza, it was moved to adopt **Resolution #2020-153** authorizing execution of 2021 Intermunicipal Sludge Management Agreement with Burlington County Board of Chosen Freeholders.

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

MOTION CARRIED: 5-0-0

Resolution 2020-154: Award of Contract under Extraordinary, Unspecifiable Services – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-154** awarding a contract under Extraordinary, Unspecifiable Services to Horizon Health Care Services, Inc. in the amount of \$46,086.48 for 2021 employee dental insurance. Deputy Executive Director Puszcz explained that our dental broker, Assured Partners, shopped our dental plan with five different insurance companies. The other companies could not match our current benefit level; however, Assured Partners was able to negotiate with our current carrier, Horizon Dental, a 10 percent reduction in premiums for the Horizon Dental Option Plan. This is the plan that the majority of our employees participate in. The 10 percent savings equates to a little over \$4,500.00 for the year under our current employee census. In addition, there will be no increase in the Horizon Dental Choice Plan. Horizon Dental is a solid company which has a good relationship with the Authority. Due to these factors, it is recommended that we award a one year contract to Horizon Dental.

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

MOTION CARRIED: 5-0-0

Resolution 2020-157: Authorizing Advertisement for Competitive Contracting for a Cellular Tower Lease Consultant – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-157** authorizing advertisement for competitive contracting for a Cellular Tower Lease Consultant. Deputy Executive Director Puszcz reminded the Board that at the November meeting, the Board authorized the use of competitive contracting for a Cellular Tower Lease Consultant. The bid package has since been prepared and we are now ready to advertise. The intent is 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 2020-158: Authorizing Advertisement for Competitive Contracting for an Information Technology Consultant – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-158** authorizing advertisement for competitive contracting for an Information Technology Consultant. Deputy Executive Director Puszcz reminded the Board that at the November meeting, the Board authorized the use of competitive contracting for an Information Technology Consultant. The bid package has since been prepared and we are now ready to advertise. The intent is 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 2020-159: Authorizing Advertisement for Competitive Contracting for a Microsoft Dynamics Great Plains Software Consultant – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-155** authorizing advertisement for competitive contracting for a Microsoft Dynamics Great Plains Software Consultant. Deputy Executive Director Puszcz reminded the Board that at the November meeting, the Board authorized the use of competitive contracting for a Microsoft Dynamics Great Plains Software consultant. The bid package has since been prepared and we are now ready to advertise. The intent is 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 2020-160: Authorizing Lease Agreement with Evesham Township – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2020-160** authorizing a three year lease agreement with Evesham Township for the office and garage space at 100 Sharp Road. Executive Director Puszcz advised the Board that we currently lease office space and garage space from the Township at 100 Sharp Road. The Authority entered into this agreement in 2017 and it will expire December 31, 2020. The new lease is for three years and all the terms and conditions of the original lease will remain the same.

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

NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2020-162: Award of Contract in excess of \$6,600 – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2020-162** awarding a contract to Willier Electric Motor Repair Co., Inc. in the amount of \$9,485.00 to replace the blower motor at Woodstream Plant. Operations Manager Booth explained that this will replace a worn out blower motor at the Woodstream Wastewater Treatment facility. This blower generates air which is needed for our microorganisms to survive. It is vital to our treatment process.

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

MOTION CARRIED: 5-0-0

Resolution 2020-163: Award of Contract in excess of \$44,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2020-163** awarding a contract to Rio Supply, Inc. in the amount of \$367,275.00 for Cold Water Meters with Integrated Meter Interface Units. Operations Manager Booth explained that this is for the supply of water meters and related parts. These meters are installed in every dwelling that receives water from the Authority. They are integrated with smart technology that allows the Authority to receive data without entering the dwelling.

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 no water main breaks since our last meeting. We did have a significant sewer main repair. The Authority initiated the repairs in-house, but the excavation exceeded our equipment's ability, to continue to work safely, so we had to engage the emergency service contractor to complete the repairs. The repairs were completed in the Woodstream section (Westerly Drive area). We had two permit exceedances in wastewater. There was a chlorine pump failure in conjunction with a phone line failure. The alarm relies on this phone line to call and alert the on-call supervisor, but it could not during this incident as there was no dial tone, it was not discovered until the following morning. A back up chlorine pump was available which restored the chlorine pumping process. There was a pH excursion at the Kings Grant Plant, which occurred over three days. While pH excursions are not typically

serious, Executive Director Rollins is concerned how the DEP will evaluate this excursion because it occurred over three days. Normally on a pH excursion as long as you are within 40 percent of the allowable midrange, which would be two pH units. We were less than 0.4 units. This is a very minor excursion if it is over one reporting period. Executive Director Rollins did meet with Operations Manager Booth to discuss automating some aspects of the pH monitoring and acid feed pump controls to alleviate that problem.

Executive Director Rollins informed the Board that the employee appreciation luncheon will obviously be different this year because of the pandemic. The Gibson House is unavailable, but we still want to recognize employees for their years of service and perfect attendance. We will still provide a luncheon, but it will be in smaller groups throughout the various facilities to accommodate social distancing, hygiene and safety.

Executive Director Rollins advised the Board that an employee suffered a head injury on Monday, November 30, 2020. He was treated and released at Virtua Hospital the same day with no restrictions and he was back to work the following day.

Executive Director Rollins informed the Board that he was notified this morning by New Jersey American Water that they have detected dioxin in the Delaware River intake at their water plant in Delran. New Jersey American Water will be sending out official notice to all the municipalities in the Delaware Western System, which includes the Authority through an interconnection at Brick Road. Under the UCMR (Unregulated Contaminated Monitoring Rule) Program 3, back in 2014, dioxin was a part of that testing protocol. It was tested at all of our wells and two of our interconnections - one with Mount Laurel and the other with New Jersey American Water - and at that time it was not detected. Executive Director Rollins is not sure if that is new to New Jersey American Water, but it is a new concern on how they are going to manage it, but we, in response, will begin monitoring our interconnections as soon as possible. Executive Director Rollins will keep the Board apprised of the results.

Executive Director Rollins advised the Board that he had a meeting with AEA today. On behalf of its membership, which includes essential workers, AEA sent a well-received letter to the Governor's office urging that wastewater utility operators be included in the tier A category for the vaccine distribution. AEA thought it was a good idea that they take into consideration the criticality of water utilities, which is, a foundation to public health.

ENGINEER'S REPORT

Resolution 2020-156: Authorizing advertisement for Supplying of Chemical Contracts – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2020-156** authorizing advertisement for supplying of chemical contracts. Engineer Simpson informed the Board that this is an annual occurrence and the specifications are ready to be advertised. Bid's will be submitted before the next meeting.

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

MOTION CARRIED: 5-0-0

Review of Engineer’s Status Report

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

Update: ASR Well 13 Treatment Program – Nothing new to report.

Update: Locust Avenue Pumping Station Upgrade –

Resolution 2020-155: Approval of Change Order #1 – On motion by Tencza, seconded by Lutner, it was moved to approve **Resolution 2020-155** approving Change Order #1 in the credit amount of \$5,680.29 to Quad Construction Company for field quantity adjustments for Locust Avenue Pumping Station.

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

MOTION CARRIED: 5-0-0

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 2020-161: Award of Contract in excess of \$44,000 – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2020-161** awarding a contract to MBE Mark III in the amount of \$343,970.00 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 – The contractor is reconnecting the last of the services to the new water main. Paving will follow.

Update: Heritage Village (Phase 1) Water Main Replacement – This project is down to the punch list. The contractor will be back on Friday for paving that they missed.

Update: Heritage Village (Phase 2) Water Main Replacement –

Motion to Approve a Proposal – On motion by Lutner, seconded by Tencza, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$638,000.00 for design, bidding and construction services for Heritage Village (Phase 2) 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 been doing some minor work and some demolition. The shop drawings have finally been released by the manufacturer with some unsatisfactory terms that they were trying to propose to the contractor. The shop drawings are being reviewed and will be sent back shortly so that the filters can be ordered and the project can be completed on time.

Update: Woodlake Drive Water Main – Services will be installed in the next few weeks, weather permitting.

Update: Well No. 7 Building – We are applying for the BWSE permit this month. This should go out to bid within the next 3 to 4 months.

Update: Greenbrook Drive Water Main Replacement – The contractor will be testing the new water main next week. Once it passes, they will be installing services before the end of the year.

Update: East Main Street Sewer Main Replacement – The contracts have been returned today. They will set up a preconstruction meeting in the next week or so.

Update: Defense Drive Water Main Replacement –

Motion to Approve a Proposal – On motion by Jamanow, seconded by Lutner, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$20,000.00 for the survey, design, bidding and construction administration for the Defense Drive Water Main Replacement.

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

NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve W-1 for Township of Medford – On motion by Tencza, seconded by Jamanow, it was moved to approve W-1 for Township of Medford – Medford-Evesham Emergency Interconnection – Evesboro-Medford Road

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 2020-164: Executive Session – On motion by Lutner, seconded by Tencza, it was moved to enter into Executive Session at 8:57 p.m. for the purpose of legal matters.

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

MOTION CARRIED: 5-0-0

On motion by Tencza, seconded by Lutner, it was moved to come out of Executive session at 10:00 p.m.

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Kipness expressed appreciation to the senior management of the MUA and the Commissioners for their expression of sympathy for the passing of his mother, for sending the flowers and the fruit basket. He and his family truly appreciate it.

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Commissioner Druss expressed condolences to Commissioner Kipness for his mother's passing. He appreciates the Authority's research on the types of masks to be worn by the employees. He thanked Engineer Simpson for coming under budget with Quad Construction (Locust Avenue Pump Station). He also thanked General Counsel Gillespie on all his work on the easements.

Commissioner Jamanow showed appreciation to Deputy Executive Director Puszcz and the finance team for their work on the rate hearing, rate structure changes and the cost savings on dental insurance. She wished everyone a happy holiday season.

Commissioner Lutner expressed condolences to Commissioner Kipness on the loss of his mother. He congratulated Deputy Executive Director Puszcz on the rate hearing, he feels she did a great job. He also congratulated Executive Director Rollins, Operations Manager Booth, Asset Management Supervisor Vandenberg and Executive Assistant Krimmel for all their great work. He wished everyone a Merry Christmas and Happy Chanukah.

Commissioner Schmidt expressed condolences to Commissioner Kipness on the loss of his mother. He concurs with everyone's comments. He tipped his hat on everything that Deputy Executive Director Puszcz did on the assessment and valuation of our rate structure. He appreciates where we are as an Authority. To all our employees, it has been a crazy year and there has been no interruption in our water quality or water service. He feels the MUA has done a wonderful job. Hopefully with the vaccine, things will start to turn. He wished everyone a Merry Christmas, Happy Chanukah and Happy New Year!

Commissioner Tencza expressed condolences to Commissioner Kipness and his entire family. He also mentioned that our Water supervisor Mike Mullen lost his father and expressed condolences to him and his family. He appreciates all of the work that Deputy Executive Director Puszcz did on the rate hearing. He believes that our staff is second to none. He is proud to be a part of it. Happy Kwanza, Happy Chanukah, Merry Christmas and happy holidays to everybody.

Chairman Waters echoed everyone's comments. He believes that these are trying times and our management, and all the employees have stepped up and have done an awesome job. He believes that we owe them a debt of gratitude for the great job that they are doing. He expressed condolences to Commissioner Kipness. He wished happy holidays and season greetings to everyone. He also wished to the entire professional staff a happy holiday and appreciates all that they do.

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 10:10 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 January 6, 2021 at 7:30pm.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____