

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from January 6, 2021**

#### **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 7:34 p.m.

#### **Opening Statement:**

Executive Director Rollins read the opening statement as follows:

Both adequate and electronic notice of this meeting, pursuant to both the Open Public Meetings Act and Emergency Remote Meeting Protocol advised in Local Finance Notice 2020-21, 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**

#### **APPROVAL OF MINUTES**

**December 2, 2020** – On motion by Jamanow, seconded by Lutner, it was moved to approve the minutes of December 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

**FINANCIAL**

**Resolution 2021-1: Payment of Bills** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-1** approving the payment of the December 2020 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-2: Refunds, Credits & Cancellations** – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2021-2** approving the December 2020 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-3: Award under State Contract**– On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-3** awarding a State Contract to Winner Ford Cherry Hill in the amount of \$98,978.00 for (2) 2021 Ford F-350 Pickup Trucks. Operations Manager Booth explained that these two pickup trucks are standard pickup trucks equipped with snow plows. They will replace two older vehicles which will be auctioned off on Gov Deals.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-4: Authorizing the Authority to enter into a Cooperative Pricing Agreement** – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2021-4** authorizing the Authority to enter into a five year (renewal) Cooperative Pricing Agreement with Burlington County for the purchase of goods and services. Operations Manager Booth explained that this five year agreement with Burlington County is a renewal to make competitive purchases for goods and services, such as; fuel, gasoline, office supplies, traffic signs, asphalt, etc.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-5: Award under State Contract** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-5** awarding a State Contract to Winner Ford Cherry Hill in the amount of \$54,996.00 for (1) 2021 Ford F-350 Knapheide KC98U1478 KUV-Chassis Cab Pickup Truck. Operations Manager Booth explained that this is an enclosed utility body pickup truck which will go directly to the Authority's Meter Department. This truck will hold meters and equipment in the enclosed portion of the vehicle.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-6: Authorizing Advertisement for Bids:** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-6** authorizing advertisement for bids for a Smith & Loveless Model 4B2H Vacuum primed top mounted Pista Turbo Grit Pump with Rotating Assembly package. Operations Manager Booth explained that this will authorize the Authority to go out for bids to replace this piece of equipment at our Elmwood Wastewater Treatment Plant. This is a part of a five year plan that they have been working on.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-8: Award of Contract in excess of \$6,600** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-8** awarding a contract to ALS Environmental in the amount of \$11,046.00 for 2021 Wastewater and Sludge

Testing. Operations Manager Booth explained that this is for wastewater testing at all three of our treatment plants.

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 eight water main breaks since our last meeting, including one today, January 6, 2021 (on Fox Chase Road). Executive Director Rollins showed appreciation to Supervisor TJ Lowden for handling today's water main break to enable Chris Vandenberg, supervisor on call, to attend tonight's meeting. Seven of the eight water main breaks were handled in-house. This brings the total for 2020 to 23 water main breaks, which is the lowest amount in the past four years. There were six discolored water reports, two were associated with water main breaks and others were resolved by flushing the lines. There were two water odor complaints.

Executive Director Rollins advised the Board that we had an inspection at our Elmwood facility by the New Jersey DEP on October 19, 2020. The Authority received a report on Monday confirming that the facility was in compliance with the applicable department regulations and permit conditions.

Executive Director Rollins informed the Board that in coordination with the Burlington County Health Department, the Authority surveyed the employees on who would like to receive the Covid-19 vaccine. The survey is complete and has been returned to the Burlington County Health Department. We will be scheduled to receive the vaccine in accordance with the New Jersey State Vaccine Plan and we have been designated in Plan 1-C. We are hoping to have the vaccine by the end of January.

### **ENGINEER'S REPORT**

**Resolution 2021-7: Award of Chemical Contracts**– On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-7** awarding of Chemical Contracts per the Consulting Engineer's recommendation. Engineer Simpson advised the Board that they advertised for seven chemical bids. Engineer Simpson recommends award of contracts for all seven chemicals.

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: 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** – Documentation has been submitted to the DEP requesting authorization to award this contract, but we have not heard back from them.

**Update: Knox Boulevard Water Main Replacement** –

**Resolution 2021-9: Approval of Change Order #1** – On motion by Lutner, seconded by Schmidt, it was moved to approve **Resolution 2021-9** approving Change Order #1 in the amount of \$21,850.00 to RTW Construction, Inc. Engineer Simpson explained that this change order covers additional work that was required by the contractor for unmarked underground utilities that the contractor ran into during the course of construction.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-10: Change Order #2 - TABLED** – On motion by Tencza, seconded by Schmidt, there was a motion to table **Resolution 2021-10** for Change Order #2 in the amount of \$128,749.68 to RTW Construction, Inc. It was a consensus of the Board for Resolution 2021-10 to be tabled until Alaimo Associates reviews the change order and obtains additional information from the contractor for clarification.

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

MOTION CARRIED: 5-0-0

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

**Resolution 2021-11: Change Order #3 - TABLED** – On motion by Lutner, seconded by Schmidt, there was a motion to table **Resolution 2021-11** for Change Order #3 in the amount of \$108,494.87 to MSP Construction, Corp. It was a consensus of the Board for

Resolution 2021-11 to be tabled until Alaimo Associates reviews the change order and obtains additional information from the contractor for clarification.

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

MOTION CARRIED: 5-0-0

**Update: Heritage Village (Phase 2) Water Main Replacement** – The surveys are currently being worked on.

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

**Update: Elmwood Tertiary Filter Rehabilitation** – The contractor has one of the filter bays prepared for when the new filter comes in from the manufacturer.

**Update: Woodlake Drive Water Main** – All of the services have been connected to the new water main. Restoration is ready to begin.

**Update: Well No. 7 Building** – They did apply for a treatment works approval permit from the State. This will be ready to go to bid after this permit is granted.

**Update: Greenbrook Drive Water Main Replacement** – RTW Construction continues to replace the water main, hopefully they will complete this month.

**Update: East Main Street Sewer Main Replacement** – A preconstruction meeting has taken place; the contractor believes that it will be a quick project.

**Update: Defense Drive Water Main Replacement** – The survey is complete; the design should start this month.

### **PUBLIC COMMENT**

None

### **GENERAL COUNSEL'S REPORT**

**Resolution 2021-12: Resolution establishing By-Laws and amending the Commissioners' Handbook** – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2021-12** establishing By-Laws and amending the Commissioners' handbook. General Counsel Gillespie explained that drafts of the by-laws and handbook were previously provided to the Commissioners for their review and comments. He responded to questions from the Board and will make a few minor changes. Commissioner Schmidt suggests that all Commissioners should sign off on

the review of the By-Laws and handbook yearly at the February reorganization meeting. Commissioner Kipness suggests that the Authority memorializes the concept of distributing the handbook and By-Laws to all future Commissioners.

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

MOTION CARRIED: 5-0-0

General Counsel Gillespie advised the Board on the status of the easements for the Route 70 Water and Sewer main replacement project. There have been both discussions and correspondence going back and forth with most of the property owners. There is only one that has not responded. We will need to move forward. General Counsel Gillespie will start the court proceedings for at least that one property owner.

**Resolution 2021-13: Executive Session** – On motion by Jamanow, seconded by Lutner, it was moved to enter into Executive Session at 8:29 p.m. for the purpose of legal matters, pending litigation and discuss professional proposals.

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

MOTION CARRIED: 5-0-0

On motion by Lutner, seconded by Schmidt, it was moved to come out of Executive session at 9:00 p.m.

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

MOTION CARRIED: 5-0-0

### **BOARD COMMENTS**

Commissioner Kipness wishes everyone a good year going into 2021. He hopes that the MUA has a good year in success and health.

Commissioner Druss wished everyone a happy new year. He showed appreciation to all the professionals inside and outside of the MUA.

Commissioner Lutner wished everyone a happy new year. He believes that a lot of work was done in 2020. He was happy to hear that 2020 had the lowest water main breaks in

four years. He looks forward to having the sewer project complete on Main Street. He is looking forward to a much improved 2021.

Commissioner Schmidt wished everyone a happy new year. He showed appreciation to Supervisor Vandenberg for all his work on the Zoom meetings. He believes we get better each time we have a meeting. He appreciates serving on the Board. He enjoys the conversations and believes that we are dedicated to the mission of Evesham MUA. He hopes 2021 brings us into a more normal environment and we continue to be safe and to deliver the high quality of services that we provide to our rate payers.

Commissioner Jamanow wished everyone a happy new year. She wasn't sure if this would be her last meeting as a commissioner on the MUA and sincerely hopes that it is not. Commissioner Jamanow said that it is her honor and privilege to serve the rate payers of Evesham Township as a commissioner of the Municipal Utility Authority. Commissioner Jamanow reflected on all the services that she assisted during her three years on the Board. With her license as a professional engineer she reviewed and advised on all the engineer proposals. She saved the Authority money on various Capital Improvement projects. She feels that her experience has helped the rate payers. She believes that the Authority personnel are top notch. She complimented the commissioners on their dedication to the Authority. She salutes all the commissioners and wishes them all the best.

Commissioner Tencza wished everyone a happy new year. He believes that the diversity that the Authority has on the Board of Commissioners is unbelievable. He expressed to Commissioner Jamanow appreciation on all the work she has provided in the past three years. He believes that Commissioners Lutner and Schmidt do a fantastic job on the Finance Committee. He believes all the Commissioners do a great job.

Chairman Waters showed appreciation to Commissioner Jamanow. He believes her experience as an engineer has brought value to the table. He believes that every commissioner brings something to the table that is different and makes us think and be better commissioners. He showed appreciation to the management staff and all the employees. He appreciates all the employees that sat down with Commissioner Tencza and himself (Personnel Committee) to discuss their thoughts good and bad of the Authority. They will present something to the entire board next month on the results of those meetings. He showed appreciation to Authority staff on the calendars. He believes that the residents of Evesham love receiving them.

There was a motion to adjourn by Tencza, seconded by Jamanow. The meeting was adjourned at 9:22 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 February 3, 2021 at 7:30pm.

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Christine Krimmel  
Executive Administrative Assistant

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