

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from March 3, 2021

Authority Board, Professionals and Staff in Attendance via Video Teleconferencing:

Present: Chairman Waters, Vice-Chairman Tencza, Secretary Lutner, Commissioners, Schmidt, Sweeney, Druss and Kipness

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Assistant Executive Director Locantore, 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 7:32 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 February 5, 2021 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

February 3, 2021 – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of February 3, 2021.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Resolution 2021-48: Payment of Bills – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-48** approving the payment of the February 2021 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2021-49: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-49** approving the February 2021 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2021-50: Authorizing the Authority to enter into a five year (renewal) Shared Service Agreement with Evesham Township School District – On motion by Sweeney, seconded by Lutner, it was moved to adopt **Resolution 2021-50** authorizing the Authority to enter into a five year (renewal) Shared Service Agreement with Evesham Township School District for the utilization of the gasoline fueling station located at Elmwood Wastewater Treatment Facility. Deputy Executive Director Puszcz explained that the Authority has a shared service agreement with Evesham Township School district for the gasoline fueling station which will expire in April. The Evesham Township Board of Education has advised the Authority that they would like to continue the agreement maintaining the current five-year agreement with no changes.

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

MOTION CARRIED: 5-0-0

Resolution 2021-51: Authorizing advertisement for bids for Well #9 Pump

Equipment Repairs – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution 2021-51** authorizing advertisement for bids for Well #9 Pump Equipment Repairs. Operations Manager Booth explained that this allows the Authority to advertise for bids for repairs needed at Well 9. This well is currently out of service for mechanical failure. They hope to have it back in service by August.

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

MOTION CARRIED: 5-0-0

Resolution 2021-52: Award of Contract in excess of \$6,600 – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-52** awarding a contract to Gary R. Banks Industrial Group LLC in the amount of \$6,737.00 to repair a leaking seam on Biofor #2 at the Woodstream WWTP. Operations Manager Booth explained that there is currently a leak at this Biofor. Banks Industrial Group will seal 60 linear feet to make sure that it seals the Biofor properly.

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

MOTION CARRIED: 5-0-0

Resolution 2021-53: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-53** awarding a contract to Nextiva in the amount of \$32,729.40 for a three year contract to provide phone service as 100 Sharp Road and 260 N. Elmwood Road offices. Deputy Executive Director Puszcz explained that the Authority currently has a voiceover IP telephone system at these locations. We received quotations for a three year term as our current contract recently expired. Nextiva, who is our current provider submitted the lowest quote. The new contract will include new telephones, as well as the service. The increase in price over the entire three-year term is only \$1,600.00.

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

MOTION CARRIED: 5-0-0

Resolution 2021-54: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-54** awarding a contract

to Xylem Water Solutions USA, Inc. in the amount of \$27,735.48 for a spare Flygt pump at Roadside Lift Station. Operations Manager Booth explained that currently the Roadside lift station takes all of the raw wastewater from the Kings Grant area and feeds it to the Kings Grant Plant. This Pump Station has been on-line since 2007 and is currently operated by two pumps. They would like to purchase a third pump to alternate pumps in and out.

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

MOTION CARRIED: 5-0-0

Resolution 2021-61: Award of professional contract to Virtua Health for the position of Occupational Physician – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution 2021-61** awarding a professional contract to Virtua Health for the position of Occupational Physician. Assistant Executive Director Locantore explained that this position provides all of the Authority’s occupational and health services. This position went out to bid twice with no responses. This allowed the Authority to negotiate with Virtua Health who is our current provider.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR’S REPORT

Resolution 2021-59: Recognition of Commissioner Nancy Jamanow – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-59** for the recognition of former Commissioner Nancy Jamanow. Chairman Waters read the resolution and thanked Commissioner Jamanow for her service to the Authority.

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

MOTION CARRIED: 5-0-0

Resolution 2021-60: Recognition of Nancy Carlino – On motion by Sweeney, seconded by Lutner, it was moved to adopt **Resolution #2021-60** for the recognition of Nancy Carlino. Chairman Waters read the resolution and congratulated Nancy for her 45 years of service to the Authority.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Executive Director Rollins informed the Board that there were two water main breaks since our last meeting. Both breaks were repaired in-house. We had four discolored water reports, one odor concern and one emergency valve repair. There are no other violations to report.

Motion to Approve a Proposal – On motion by Lutner, seconded by Tencza, it was moved to approve a proposal from Environmental Resolutions Inc. in the amount of \$9,500.00 to conduct a Phase 1 Study of Ground Water Nitrates. Executive Director Rollins advised the Board of this situation last month. The study will assist the Authority in finding the source of these nitrates.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins reminded the Board that the AEA Virtual Conference is next week, March 9th and 10th. The AEA Association is fifty years old this year and he wished them a happy birthday. AEA is a very significant part of the Authority's professional portfolio of Associations that provide significant information and benefits to all Utility Authorities throughout the State.

Executive Director Rollins advised the Board that the Municipal Excess Liability Joint Insurance Fund has issued their annual report. Copies of the report will be mailed out to each Commissioner. Executive Director Rollins urged all Commissioners to review the report.

Executive Director Rollins informed the Board that the Authority participated in a survey done by Jersey Water Works. The results of that survey were included in their Jersey-Water-Check dashboard which went live Monday, March 1st and was a headline in New Jersey Spotlight news. This new website shows the public how New Jersey water utilities are doing and enables rate payers, Commissioners and Public Officials to objectively benchmark theirs and all other water utilities across the state. It is very useful and gives valuable information.

Executive Director Rollins advised the Board that the New Jersey Department of Transportation (NJDOT) has a Route 70 Improvement Project which stretches from Route 38 in Pennsauken to Cooper Ave. in Marlton. There are some significant drainage improvements that they are addressing at Conestoga and Route 70. Our infrastructure is in the way of that improvement so there is substantial renewal of the infrastructure which

goes along with that project. NJDOT will do the construction at minimal cost to the Authority.

Executive Director Rollins advised the Board that Hydrant Flushing will commence on March 22, 2021 and continue through April 1, 2021. The Authority has used prior estimates of approximately 20 million gallons used during the flushing process; however, about a year and a half ago during the last water audit, we recognized that we were estimating from old assumptions. The Authority has taken new measurements during the last flushing cycle to see where we are in comparison. Our findings indicate that we are using 60 million gallons per flush. (Rollins stated 60 million gallons per flush but should have said 30 million gallons per flush twice per year which is 60 million gallons total for hydrant flushing per year). This will change our results for unbilled water use in the next water audit.

Executive Director Rollins advised the Board that during the April and May board meetings, we have tentatively scheduled Commissioner training on OPRA in April and Ethic's training in May. Executive Director Rollins suggested to start those meetings at 7:00 pm.

Executive Director Rollins discussed the possibility of the April board meeting date needing to be changed. It was decided that different dates will be considered. Chairman Waters advised that all future meetings would return to being conducted in the courtroom at the Municipal Building.

Executive Director Rollins introduced Assistant Executive Director Locantore to update personnel, safety and security. Assistant Executive Director Locantore advised the Board of an attempted hack in Florida in the water system back in early February during the Superbowl. A hacker used a dormant remote access software platform to access the control system to change their settings to increase the sodium hydroxide. Thankfully, a water operator noticed the access and immediately reset the levels to normal preventing any contamination. Assistant Executive Director Locantore advised the commissioners and the public that type of attack would not be possible with our system. Our SCADA system is not connected to the internet and does not allow remote access. Our system is configured that any chemical adjustments must be made manually. In addition, we contract with an IT provider, who monitors our business system to overlook our SCADA system. Assistant Executive Director Locantore informed the Board that the Authority has updated all security cameras and intrusion alarms at all of our sites.

Assistant Executive Director Locantore advised the Board that due to the result of the pandemic, the MEL Safety Institute cancelled all of their in-person training. It did take them some time, but they started having Zoom meetings and training. By the end of the year, the Authority was able to reach their required safety training. He is proud to announce that with the effort of the Authority's Safety Coordinator, Supervisors and most importantly our employees, we have earned our Safety Incentive Award for 2020.

Assistant Executive Director Locantore updated the Board on our mandatory Covid testing. The Authority has utilized the Burlington County testing site located at Burlington County College. Our employees get tested once a month and it has worked out very well. Numerous employees have been vaccinated which will continue.

Assistant Executive Director Locantore advised the Board that they will be receiving a draft of the updated employee handbook after it is approved by our solicitor. An extensive revision was made to our handbook. MEL requires us to update it every few years. The Board will need to review it and approve it by June 1, 2021.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – 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 – MBE Mark III has started construction. A preconstruction meeting was held in mid-February and they have begun making the improvements.

Update: Knox Boulevard Water Main Replacement – There are punch list items that need to be completed. A change order will be submitted next month.

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

Update: Heritage Village (Phase 2) Water Main Replacement – The survey is complete. The design is underway.

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

Update: Elmwood Tertiary Filter Rehabilitation – The contractor is waiting for the delivery of the filters.

Update: Woodlake Drive Water Main – The water main work is complete. The restorations will start sometime next month when the weather gets warmer.

Update: Well No. 7 Building – They have applied for the Bureau Water System of Engineering permit for this building. They hope to have this out to bid in the Spring.

Update: Greenbrook Drive Water Main Replacement – The contractor has returned to the project this week. They will start with water quality testing and if the water quality is satisfactory, they will start tying the services into the new water main.

Update: East Main Street Sewer Main Relining – The contractor applied for a County road occupancy permit in January. They have not heard back from the County. They are considering performing this work on an emergency basis if they do not receive the permit from the County in a timely manner.

Update: Defense Drive Water Main Replacement –

Resolution 2021-55: Authorizing advertisement- On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-55** authorizing advertisement for bids for Defense Drive Water Main Replacement.

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

MOTION CARRIED: 5-0-0

Motion to approve W-3 for Township of Medford – On motion by Lutner, seconded by Sweeney, it was moved to approve W-3 for Township of Medford- Medford-Evesham Emergency Interconnection, Evesboro-Medford Road

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

General Counsel Gillespie updated the Board on the easements for the Route 70 Water and Sewer Main project. He advised the Board that he has made an offer on behalf of the Authority to the owner of a shopping center on the southeast corner of Route 70 and Cropwell Road, without response. Resolution 2021-56 allows him to file commencement of eminent domain with the court.

Resolution 2021-56: Authorizing commencement of eminent domain proceedings for certain properties within the Township of Evesham relating to the Route 70 Water and Sewer Project – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-56** authorizing commencement of eminent domain proceedings for certain properties within the Township of Evesham relating to the Route 70 Water and Sewer Project.

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

MOTION CARRIED: 5-0-0

Resolution 2021-57: Executive Session – On motion by Lutner, seconded by Tencza, it was moved to enter into Executive Session at 8:32 p.m. for the purpose to discuss Personnel and Legal matters.

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

MOTION CARRIED: 5-0-0

On motion by Lutner, seconded by Tencza, it was moved to come out of Executive session at 9:32 p.m.

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

MOTION CARRIED: 5-0-0

Resolution 2021-58: Amend Evesham Municipal Utility Authority’s Employee Handbook – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-58** amending the Evesham Municipal Utility Authority’s Employee Handbook.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Sweeney complimented the leadership and staff of the MUA. He believes that they do a great job.

Commissioner Kipness suggested that we do a roll call for attendance at the beginning of every meeting. He commended Nancy Carlino for her 45 years of service.

Commissioner Druss expressed appreciation to Nancy Jamanow's service as a commissioner. He also commended Nancy Carlino for her 45 years of service. He expressed appreciation to Assistant Executive Director Locantore for his report. He applauded the proactive investment on the purchase of the third pump at the Roadside lift station.

Commissioner Lutner expressed appreciation to Commissioner Nancy Jamanow and Nancy Carlino. He also appreciated the report from Executive Director Rollins on the Authority's performance. He believes it puts us in the top strata of Municipal Utility Authorities across New Jersey. He is very proud of the entire organization. He also expressed appreciation for Assistant Executive Director Locantore's report.

Commissioner Schmidt agreed with all of the Commissioners comments. He expressed appreciation to all of the employees. He believes they do an exceptional job. He also expressed appreciation to Nancy Carlino and former Commissioner Nancy Jamanow.

Commissioner Tencza expressed appreciation to the entire staff and the Commissioners, Assistant Executive Director Locantore, Nancy Carlino and former Commissioner Nancy Jamanow. He wished everyone good health.

Chairman Waters expressed appreciation to the entire staff. He believes they do a fantastic job. He also expressed appreciation to Assistant Executive Director Locantore on his report. He sent well wishes to Nancy Carlino and commended her on a wonderful career with the Authority. He expressed appreciation to Nancy Jamanow on her knowledge as an engineer during her time as a commissioner.

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 9:44 P.M.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for April 7, 2021 at 7:00pm.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____