

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from April 7, 2021

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, Vice-Chairman Tencza, Commissioner Druss @7:30 –
(Commissioner Schmidt – not in attendance)

Authority Board via Video Teleconferencing:

Secretary Lutner, Commissioners Sweeney and Kipness

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Operations Manager Booth, Asset Management Supervisor Vandenberg, Engineers Alaimo and Nagle, General Counsel Morris and Board Secretary Krimmel

Members of the Public:

None

Chairman Waters called the meeting to order at 7:04 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 March 25, 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

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

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Presentation of FY 2022 Water/Sewer Budget

Deputy Executive Director Puszcz presented the budgetary plan for fiscal year 2022. Deputy Executive Director Puszcz advised the Board that the proposed budget increase is less than 2 percent. The proposed Capital Budget continues to be a robust plan to address the Authority's infrastructure and technological needs. The proposed Capital plan suggests the use of Revenue Bonds to finance some of the water projects. The proposed Sewer Capital projects can be funded through the General Fund. The current Rate Structure can support all operations, capital improvements and debt service in fiscal year 2022. This is thanks to the Board approved rate adjustment from the sewer base rate to water base which went into effect January 1st of this year.

Deputy Executive Director Puszcz informed the Board that the proposed Water budget increase is 6.3 percent while the proposed Sewer budget decreases 1.47 percent. This is due to a re-alignment of operations from Sewer to Water, including job positions with respective fringe benefits and electric costs. Other notable line adjustments include Office Expenses, Blanket Insurance, Vehicle Financing, Telephone/Communications, Chemicals, Bulk Water Purchases and Safety Equipment.

Deputy Executive Director Puszcz advised the Board that the proposed Operating budget includes an increase for salaries and fringe benefits of 2.44 percent. This budget increase remains low due to careful restructuring of current positions, participation in the State Health Benefits Plan and a new dental contract. The overall increase for the total proposed Water/Sewer budget is 1.88 percent or \$257,390.00. The total proposed Operating budget including Township Appropriation is \$14,713,370.00.

Deputy Executive Director Puszcz informed the Board that the proposed Capital budget for Water Improvements for fiscal year 2022 is \$10,378,500.00 and for the entire 5 year

Plan the total is \$22,273,000.00. The Proposed Capital budget for Sewer Improvements for fiscal year 2022 is \$5,780,500.00 and for the entire 5 year Plan is \$15,794,500.00. The total 5 year plan for Capital Improvements for both Water and Sewer combined is \$38,067,500.00. The funding sources for the Capital Improvement Plan for Water and Sewer combined is Bonding - \$16,365,000.00 (Water only as there are no planned bonds for Sewer), General Fund - \$15,095,500.00 and the Renewal and Replacement Fund - \$6,607,000.00.

Deputy Executive Director Puszcz advised the Board that the current rate structure will support operations and debt service for both water and sewer operations in fiscal year 2022. The anticipated revenue projections continue to be sufficient in fiscal year 2023, particularly in sewer. The financial model forecasts there will be a need for a rate adjustment by fiscal year 2024 in water. This will probably be a combination of an adjustment to water from sewer along with a modest increase in water rates. We have not experienced a rate increase since 2015. The Authority has a realistic, robust capital improvement program; thus, maintaining and upgrading infrastructure. The Authority continues to pursue technological advances incorporating them into our operating procedures. And finally, the Authority continues to provide a solid affordable rate structure through prudent financial planning.

Resolution 2021-62: Approval of FY 2022 Water/Sewer Budget – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-62** approving the FY 2022 Water/Sewer Budget.

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

MOTION CARRIED: 5-0-0

Resolution 2021-63: Payment of Bills – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution #2021-63** approving the payment of the March 2021 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2021-64: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution #2021-64** approving the March 2021 refunds, credits & cancellations.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2021-65: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-65** awarding a contract to Mission Communications, LLC in the amount of \$16,466.67 for the annual renewal of communication systems monitoring at 28 selected sites. Operations Manager Booth explained that this is our yearly fee for the monitoring of all 26 pump stations, the pond at Indian Springs golf course and the RTU that controls the pond. Operations Manager Booth reiterated that no one can hack this system as it is cellular and no one has access to compromise the system.

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

MOTION CARRIED: 5-0-0

Resolution 2021-66: Award of a one year Contract Extension – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-66** awarding a one year contract extension to Advanced Traffic Control, LLC for Work Zone Traffic Safety and Traffic Control. Operations Manager Booth explained that this is a one year extension to our current contract. Operations Manager Booth believes that Advanced Traffic Control does a good job, therefore he is requesting a one year contract extension.

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

MOTION CARRIED: 5-0-0

Resolution 2021-68: Award of Contract in excess of \$44,000 – On motion by Druss, seconded by Lutner, it was moved to adopt **Resolution #2021-68** awarding a contract to Caterina Supply Inc. in the amount of \$92,997.00 for a Wachs Diesel Valve Exercising Machine. Operations Manager Booth explained that this machine will be used immediately to complete the DEP's mandated valve exercising program. This is a revolving exercise that is required from the DEP.

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

MOTION CARRIED: 5-0-0

Resolution 2021-69: Award of Contract in excess of \$44,000 – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-69** awarding a contract to A.C. Schultes in the amount of \$65,770.00 for Well #9 Pump Equipment Repairs. Operations Manager Booth explained that Well #9 pump is currently out of service. It needs repairs as soon as possible so our water supply can keep up with the warm weather demands. The pump will be out of service until these repairs are completed.

RECORDED VOTE: AYE: Druss, Sweeney, 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 two water main breaks since our last meeting, one emergency water main valve repair and one emergency sewer force main repair on Crown Royal Parkway, which occurred on March 9, 2021. There was a minor raw wastewater overflow on March 23rd at Cropwell Road from the result of deterioration under the bridge and this was reported to the DEP despite the minor volume.

Executive Director Rollins informed the Board that the Municipal Excess Liability Educational Seminar for Elective Officials, Commissioners and Authority Managers will occur on May 14th and May 21st. It will be held remotely from 9am to 12 noon on both days. Please let us know if you would like to register for one of the sessions.

Executive Director Rollins advised the Board that Financial Disclosures are due by April 30, 2021. You may have received an e-mail from the Township Clerk's office with your pin or access information.

Executive Director Rollins informed the Board that we have completed our water audit for the 2020 calendar year, which was due March 31, 2021. Executive Director Rollins reminded the Board of a discussion at a previous meeting about the Authority using estimates during the flushing process and the fact that we recognized we were estimating from old assumptions. We are now able to refine that number. Water audits are a very valuable tool in evaluating whether or not you are losing significant water in your system and enables you to make determinations if it is economically feasible to correct it if that were the case. We will continue to refine our ability to measure and account for it all of our water used during fire hydrant flushing, fire fighting and water main breaks.

Executive Director Rollins informed the Board that the Spring fire hydrant flushing is complete. During that process we found 13 fire hydrants out of service, four hydrants have been repaired, two need to be replaced and the remaining hydrants will be repaired.

Executive Director Rollins advised the Board that the Supervisor/ Manager leadership training occurred on March 17, 2021 from 8:30 to 3:30. Fourteen supervisors/managers were in attendance as they will be for the next three sessions. He received very positive feed back from the attendees. Executive Director Rollins really appreciated their lively engagement and open minds. He believes that the attendees walked away with very positive ideas on how to improve leadership, management, and supervision.

Executive Director Rollins updated the Board on the search for the next Executive Director. The job posting closes tomorrow, April 8th. We currently have five candidates. Preliminary interviews will be scheduled from April 9th through April 16th. Second interviews will be conducted in front of the full Board on or about April 30, 2021 and extended if needed. We expect an Executive Session on May 5, 2021 to discuss the final selection.

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.

Resolution 2021-70: Approval of Change Order #1 – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution 2021-70** approving Change Order #1 in the amount of \$8,888.93 to MBE Mark III Electric, Inc.

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

MOTION CARRIED: 5-0-0

Update: Knox Boulevard Water Main Replacement – There are punch list items that need to be completed.

Resolution 2021-73: Approval of Change Order #3 – On motion by Druss, seconded by Tencza, it was moved to approve **Resolution 2021-73** approving Change Order #3 in the amount of \$144,740.85 to RTW Construction, Inc. Engineer Nagle explained to the Board that this change order is required due to the installation of a two inch service line

to the Post office, an additional blow off at Main Street and Bettewood Road and adjustment of quantities.

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

MOTION CARRIED: 5-0-0

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

Resolution 2021-74: Approval of Change Order #4 – On motion by Tencza, seconded by Druss, it was moved to approve **Resolution 2021-74** approving Change Order #4 in the credit amount of \$31,669.95 to MSP Contracting Corporation.

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

MOTION CARRIED: 5-0-0

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 – The survey is complete. The design is ongoing.

Update: Greenbrook Drive Water Main Replacement – RTW Construction has completed the water main and is currently working to install services to the homes. Trench restoration will be completed in the Spring.

Update: East Main Street Sewer Main Relining – The contractor will start working tomorrow morning.

Update: Defense Drive Water Main Replacement –

Resolution 2021-72: Award of Contract in excess of \$44,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-72** awarding a contract to Coastline Construction, LLC in the amount of \$107,902.00 for the Defense Drive Water Main Replacement.

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

MOTION CARRIED: 5-0-0

Resolution 2021-67: Reduce Performance Bonds – On motion by Tencza, seconded by Druss, it was moved to approve **Resolution #2021-67** reducing Performance Bonds for McKenna Realty – 63 East Main Street

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

MOTION CARRIED: 5-0-0

Resolution 2021-71: Releasing Performance Bonds – On motion by Lutner, seconded by Druss, it was moved to approve **Resolution #2021-71** releasing Performance Bonds for Olga’s Diner – 200 North Route 73

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

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Marlton UE LLC, c/o Urban Edge Properties – On motion by Druss, seconded by Lutner, it was moved to approve S-1/W-1 for Marlton UE LLC, c/o Urban Edge Properties – 201 Route 70 West

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL’S REPORT

General Counsel Morris updated the Board on the easements for the Route 70 Water and Sewer Main project.

Resolution 2021-75: Authorizing payment for Easement of Property known as Block 3.10, Lot 3, 925 Route 70 West relating to the Route 70 Water and Sewer Project – On motion by Druss, seconded by Lutner, it was moved to adopt **Resolution #2021-75** authorizing payment for Easement of Property known as Block 3.10, Lot 3, 925 Route 70 West relating to the Route 70 Water and Sewer Project.

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

MOTION CARRIED: 5-0-0

Resolution 2021-76: Amending Resolution 2021-56 and Authorizing payment for Acquisition of Easement of Property known as Block 22.01, Lot 1, 740 Route 70 relating to the Route 70 Water and Sewer Project – On motion by Lutner, seconded by Sweeney, it was moved to adopt **Resolution #2021-76** amending Resolution 2021-56 and Authorizing payment for Acquisition of Easement of Property known as Block 22.01, Lot 1, 740 Route 70 relating to the Route 70 Water and Sewer Project.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

Commissioners Training on Open Public Records Act – OPRA

General Counsel Morris provided training to the Commissioners about the Open Public Records Act (OPRA).

BOARD COMMENTS

Commissioner Druss welcomed everyone back to the Courtroom. He expressed appreciation to Deputy Executive Director Puszcz for her work on the Budget and to Asset Management Supervisor Vandenberg for his work on keeping the meetings running smoothly. He also expressed appreciation to General Counsel Morris for his explanation on the OPRA training and to Alaimo Associates for their details on the change orders.

Commissioner Kipness followed up with the emergency valve replacement that Executive Director Rollins discussed which occurred in his neighborhood. He said that they were without water for approximately eight hours and wanted to know if there could

be a better way to check on the status on how long they would be without water. He expressed his appreciation to General Counsel Morris for his presentation and felt it was very helpful.

Commissioner Lutner expressed appreciation to Deputy Executive Director Puszcz and Executive Director Rollins for their work on the Budget. He hopes we can delay a rate increase for as long as possible. He also expressed appreciation to General Counsel Morris for his presentation on OPRA. He believes it's good information to know.

Commissioner Sweeney expressed appreciation to Parker McCay on their OPRA presentation, while he believes was very informative.

Commissioner Tencza expressed his pleasure of the in-person meeting. He expressed his appreciation to Deputy Executive Director Puszcz, Executive Director Rollins, Operations Manager Booth and the Finance Committee for their work on the Budget. He also expressed appreciation to General Counsel Morris and Engineer Alaimo for their presentations. He appreciates all of the work that the entire Authority staff does.

Chairman Waters expressed appreciation to everyone that prepared the budget. He also expressed appreciation to Executive Director Rollins and the staff that participated in the management training. He believes it is very beneficial to further education. He also expressed appreciation to General Counsel Morris on his presentation. He informed the Board that at the next meeting, there will be an ethics training so that Board members know their role in the Authority.

There was a motion to adjourn by Tencza, seconded by Druss. The meeting was adjourned at 9:06 P.M.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for May 5, 2021 at 7:00pm.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____