

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from May 5, 2021

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, Vice-Chairman Tencza, Secretary Lutner, Commissioner Kipness, Commissioner Druss @5:12

Authority Board via Video Teleconferencing:

Commissioners Sweeney and Schmidt

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Assistant Executive Director Locantore, Operations Manager Booth, Asset Management Supervisor Vandenberg, General Counsel Gillespie, Engineer Simpson, and Board Secretary Krimmel

Members of the Public:

None

Chairman Waters called the meeting to order at 5:08 p.m.

Opening Statement:

Secretary Lutner 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 April 29, 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

April 7, 2021 – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of April 7, 2021.

RECORDED VOTE: AYE: Sweeney, Lutner, Tencza, Waters
 NAY: None
 ABSTAIN: Schmidt (not in attendance)

MOTION CARRIED: 4-0-1

April 19, 2021 – On motion by Tencza, seconded by Kipness, it was moved to approve the minutes of April 19, 2021.

RECORDED VOTE: AYE: Sweeney, Tencza, Waters
 NAY: None
 ABSTAIN: Schmidt, Lutner (not in attendance)

MOTION CARRIED: 3-0-2

PUBLIC COMMENT (Agenda Items only)

None

Resolution 2021-78: Executive Session – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 5:12 p.m. for the purpose of Executive Director interviews.

RECORDED VOTE: AYE: Sweeney, Schmidt, 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 8:18 p.m.

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

MOTION CARRIED: 5-0-0

Resolution 2021-79: Payment of Bills – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-79** approving the payment of the April 2021 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2021-80: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-80** approving the April 2021 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2021-82: Authorizing advertisement for Bids – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-82** authorizing advertisement for a Godwin NC150S Pump with Isuzu and accessories. Operations Manager Booth explained that this transfer pump can be utilized for emergency waste water situations, whereas; we can bypass our pump stations from an area due to electrical outages or mechanical failures.

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

MOTION CARRIED: 5-0-0

Resolution 2021-83: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-83** awarding a contract to Sewer & Water Evaluation and Rehabilitation Procedures, Inc. in the amount of \$27,000.00 for Wet Well rehabilitation at Briarwood Drive and Cropwell Road Pump Stations. Operations Manager Booth explained that Sewer & Water Evaluation and Rehabilitation will clean and rehabilitate the wet wells at both of these locations.

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

MOTION CARRIED: 5-0-0

Resolution 2021-84: Adopt a Budget Amendment for FY 2021 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-84** adopting a Budget amendment for fiscal year 2021. Deputy Executive Director Puszcz explained that this is an amendment to the FY2021 budget for a claim from our previous health insurance provider. The Authority was responsible for paying medical claims for our employees and their dependents up to a specific stop loss amount. The claim we received last November was \$142,822.24 and it was received 10 months after the date of service. When the budget was being prepared in the Spring of 2020, there was no way to anticipate an expense of this magnitude and because the fringe benefits budget in administration is relatively small, we were unable to absorb this cost. The budget amendment proposed tonight will increase the budget in administrative fringe benefits and also increase the anticipated service charge revenues. The amendment is for both water and sewer split evenly between the two operations and if the amendment is approved tonight, Deputy Executive Director Puszcz will notify the Department of Community Affairs and send them a copy of this resolution for their files and implement this in our financial report.

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

MOTION CARRIED: 5-0-0

Resolution 2021-85: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-85** awarding a contract to A.C. Schultes Inc. in the amount of \$7,420.00 to pull and inspect Well #6. Operations Manager Booth explained that A.C. Schultes will pull and inspect Well #6. They started to notice production issues in this well and pulled it out of service. After further inspection, they feel the well casing and media pack may have been coming through the screen. A.C. Schultes will put a camera down the pipe and do a full inspection.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that on April 15, 2021 there was a power failure at Well #6 that caused a low chlorine residual level overnight. We immediately corrected the chlorine level; we took bacteria samples before and after, and did an area flushing. All samples were negative for bacteria and the DEP was notified. On April 18, 2021 we had a water main break on Spinning Wheel Lane in the Woodstream section. On April 28, 2021 there was another water main break on Raleigh Lane and Kent Avenue. Both breaks were handled in-house. On April 29, 2021 there was a sewer

overflow from a manhole on Grace Drive due to an electronic failure with the pump control systems at the Sharp Road Pump station. The DEP was notified of this overflow which has since been corrected. The Authority received a pre-draft permit from the New Jersey DEP for the Woodstream Plant with proposed changes. We feel the Authority can fulfill the new limits; however, the Authority has 30 days to comment. Once the final comment period closes, the DEP will finalize the permit with the Authority's comments.

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 dates. Please let us know if you would like to register for one of the sessions.

Executive Director Rollins informed the Board that Ila Vassallo from the Evesham Environmental Commission invited the Authority to participate in a water shed workshop. The dates for the sessions are Monday, May 10, 2021 or Thursday, May 13, 2021. You can attend either one with on-line instructional sessions and then the practical session will be on-site, outdoors. You would need to do both the class work and then the practical out in the field. If you wish to attend, please let us know.

Resolution 2021-81: Approval of entry into agreement with Woodstream Swim Club for a parking agreement at the Woodstream Plant for the 2021 Season – On motion by Lutner, second by Tencza, it was moved to adopt **Resolution 2021-81** approving an agreement with Woodstream Swim Club for parking at the Woodstream Plant for the 2021 Season. Chairman Waters explained that we have allowed the Swim Club to use the Woodstream Plant parking lot in the past to alleviate the overflow of parking.

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

MOTION CARRIED: 5-0-0

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – We had discussions with the property owner and we are starting to put an application together for the Pinelands permit. The property owner will need to sign off on it. We will see what kind of response we get from the Pineland Commissions.

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 is currently working on-site. Shop drawings for some major project components are currently under review. We will have a better idea of the projected completion date once these have been approved.

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

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 expecting the delivery of the filter components sometime next week. They should be replacing one of the filters shortly.

Update: Woodlake Drive Water Main – The contractor needs to complete the restorations for this project.

Update: Well No. 7 Building – We are working with the DEP to resolve some permit issues. The DEP may not require a permit.

Update: Greenbrook Drive Water Main Replacement – RTW Construction has completed the water main and is currently working to install services to the homes. They seem to be replacing two lines per day and they will need a few more weeks to complete.

Update: East Main Street Sewer Main Relining – The contractor will start working tomorrow night, it should be complete by the end of the week.

Update: Defense Drive Water Main Replacement – A preconstruction meeting with Coastline Construction will take place next week.

Update: North Cropwell Sewer Siphon –

Motion to Approve a Proposal – On motion by Tencza, seconded by Lutner it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$12,000.00 for preparation of specifications for the lining of the sewer siphon, prepare the bid documents and oversee the construction project for the North Cropwell sewer siphon.

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

MOTION CARRIED: 5-0-0

Update: Kings Grant WWTP Internal Recycle Pipe –

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 \$24,500.00 for pump and piping design, prepare specifications and bidding, construction observation and administration for Kings Grant WWTP Internal Recycle Pipe.

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.

Resolution 2021-86: Authorizing Recordation of Declarations of Taking and Payment into Court of Estimated Compensation for Acquisition of Easements –

On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-86** authorizing Recordation of Declarations of Taking and Payment into Court of Estimated Compensation for Acquisition of Easements.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness showed appreciation to the Financial Director on staying on top of the budget. He questioned the minutes of last months meeting about the Supervisor/ Manager leadership training. He inquired if any specific accomplishments occurred from

attending the training. Executive Director Rollins responded that the supervisors have homework assignments to do and they discuss at the following seminar.

Commissioner Druss said it is a pleasure to be on the Board which is a credit to the team of employees and outside professionals. He looks forward to the water shed seminar and other seminars that he will be attending.

Commissioner Sweeney expressed appreciation to Executive Director Rollins and his entire staff for the work that they do. He believes they do a great job.

Commissioner Schmidt agreed with all of the other Commissioner's comments. He showed appreciation to Deputy Executive Director Puszcz for her work on the budget amendment.

Commissioner Lutner expressed appreciation to Executive Director Rollins, Deputy Executive Director Puszcz and the entire staff for all of their hard work. He believes it was a very productive meeting.

Commissioner Tencza expressed appreciation to the Commissioners on the Executive session during tonight's meeting. He believes that they accomplished a lot. He also expressed appreciation to Executive Director Rollins and the entire staff for all of their hard work.

Chairman Waters expressed appreciation to the entire staff for all of their hard work. He also expressed appreciation to Ila Vassallo for inviting the Authority to attend the water shed workshop.

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 8:55 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 June 2, 2021 at 7:00pm.

 Christine Krimmel
 Executive Administrative Assistant

APPROVED BY THE BOARD: _____