

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from June 16, 2021

Authority Board, Professionals and Staff in Attendance:

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

Authority Board via Video Teleconferencing:

Commissioner Sweeney

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Operations Manager Booth, General Counsel Gillespie, Engineer Simpson, and Board Secretary Krimmel

Members of the Public:

None

Chairman Waters called the meeting to order at 7:10 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 May 21, 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

May 5,2021 – On motion by Tencza, seconded by Schmidt, it was moved to approve the minutes of May 5, 2021.

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

MOTION CARRIED: 5-0-0

May 27,2021 – On motion by Schmidt, seconded by Lutner, it was moved to approve the minutes of May 27, 2021.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

Resolution 2021-88: Payment of Bills – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-88** approving the payment of the May 2021 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2021-89: Refunds, Credits & Cancellations – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2021-89** approving the May 2021 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2021-94: Approval of FY 22 Water/Sewer Budget – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-94** to adopt the FY 22 Water/Sewer Budget. Deputy Executive Director Puszcz explained that this resolution will formally adopt the budget. The Authority’s budget will be returned to the Department of Community Affairs for their final adoption so it can be implemented on July 1, 2021.

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

MOTION CARRIED: 5-0-0

Resolution 2021-92: Award of Contract through ESCNJ Cooperative Pricing System – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-92** awarding a contract through ESCNJ Cooperative Pricing System to Allied Equipment Company, Inc. in the amount of \$10,695.04 for cubicle furniture supplies for two new offices at Elmwood WWTP. Operations Manager Booth explained that the unoccupied space at the plant will create two new offices and move two remote personnel back into the Elmwood location.

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

MOTION CARRIED: 5-0-0

Resolution 2021-95: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2021-95** awarding a contract to Kronos SaaShr, Inc. in the amount of \$8,547.30 for (3) Kronos Intouch DX, HID Proximity time clocks including support fee. Deputy Executive Director Puszcz explained that the Board approved a contract last year to Kronos SaaShr for automated payroll processing services. One time clock has already been purchased. These three time clocks will be utilized at the Woodstream Plant, the Kings Grant Plant and the Control room. The time clock previously purchased is currently at the Elmwood Plant. These time clocks work directly with the Kronos payroll system and will record the time card punches directly into the system to calculate employee pay.

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

MOTION CARRIED: 5-0-0

Resolution 2021-96: Award of Contract in excess of \$44,000– On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2021-96** awarding a contract to Xylem Dewatering Solutions, Inc. in the amount of \$78,351.46 for a Godwin NC50S

CS Pump with Isuzu & Accessories. Operations Manager Booth explained that this pump will be used in emergency situations such as loss of power or catastrophic pump failure.

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 there were no water main breaks or sewer issues since our last meeting. There were seven discolored water reports, but they were resolved with flushing of their lines.

Executive Director Rollins advised the Board that A.C. Schultes put a camera down Well 6 and discovered a hole in the casing. This hole is allowing gravel into the well and then through the pumps which is damaging the pumps. Well 6 has been taken off line and we are reviewing our options with Engineer Simpson on how to handle the hole in the casing. This will be presented at the July meeting.

Executive Director Rollins informed the Board that the Authority will be receiving a FEMA reimbursement in the approximate sum of \$30,000.00 for the pandemic restoration. The exact amount has not been determined.

Executive Director Rollins informed the Board that the Authority's 2021 Consumer Confidence Report is currently being printed and will be available on June 30, 2021.

Executive Director Rollins advised the Board that the New Jersey AWWA will hold their annual conference in Atlantic City at the Borgata on August 31, 2021 through September 2, 2021. The agenda is currently unavailable but will be sent to the Board once it is published. WEF Tec will hold their annual conference in Chicago this year and will also have an on-line version from November 16th through the 18th. In order for the Authority to save money on the conference, early registration will be available. Please advise of your interest in attending by the third week in July.

Executive Director Rollins expressed appreciation to Ila Vassallo, Michael Jacob and Doug Warner from the Evesham Environmental Commission for their assistance in the weeding of the rain garden located on Elmwood Road.

Resolution 2021-97: Providing Post-Retirement Health Benefits to certain Upper Management employees – On motion by Lutner, second by Schmidt, it was moved to adopt **Resolution 2021-97** approving an agreement to certain Upper Management employees for post-retirement health benefits.

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

NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2021-98: Amending Employment Agreements of Upper Management employees with respect to Resolution 2021-97 and vacation accrual clarification

– On motion by Lutner, second by Schmidt, it was moved to adopt **Resolution 2021-98** approving an amendment to employment agreements of upper management employees with respect to Resolution 2021-97 and vacation accrual clarification.

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 – 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 – Most of the work is complete. They are waiting for flood gates to be delivered.

Update: Knox Boulevard Water Main Replacement – The contractor is expected to be out this week to fix some of the handicap ramps that were not installed properly.

Update: Heritage Village (Phase 2) Water Main Replacement – The plans for the water main are complete. The plans for the road restorations are being prepared now. We should be ready to go out for bids by the August meeting.

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

Update: Elmwood Tertiary Filter Rehabilitation – The manufacture keeps delaying the delivery date of the filters. A letter has been sent informing them that this is unacceptable.

Resolution 2021-93: Approval of Change Order #1 – On motion by Schmidt, seconded by Lutner, it was moved to approve **Resolution 2021-93** approving Change Order #1 in the amount of \$29,703.71 to MBE Mark III Electric, Inc.

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

MOTION CARRIED: 5-0-0

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

Update: Well No. 7 Building –The design is complete and we are ready to go out for bids.

Resolution 2021-90: Authorizing advertisement- On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-90** authorizing advertisement for bids for the construction of Well No. 7.

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

MOTION CARRIED: 5-0-0

Update: Greenbrook Drive Water Main Replacement – RTW Construction is expected to pave in about a month. RTW and their Bond company have been placed on notice about the significant overage of time that it is taking to complete this project.

Update: East Main Street Sewer Main Relining – This project is complete.

Update: Defense Drive Water Main Replacement –Coastline Construction has started construction on this project.

Update: North Cropwell Sewer Siphon – The design is almost complete. This should be ready for bid at the July meeting.

Update: Kings Grant WWTP Internal Recycle Pipe – The design is almost complete. This should be ready for bid at the July meeting.

Update: Kings Grant Effluent Force 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

\$71,000.00 for the survey, design, bidding and construction administration for the replacement of 1,300 LF of twelve inch effluent force main along Crown Royal Parkway within Kings Grant.

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

MOTION CARRIED: 5-0-0

Resolution 2021-91: Reduce Performance Bonds – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution #2021-91** reducing Performance Bonds for Harvest House – 52 East Main Street

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Sammy's express Car Wash – On motion by Tencza, seconded by Lutner, it was moved to approve S-3/W-3 for Sammy's Express Car Wash – 801 Route 70 West

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. General Counsel Gillespie informed the Board that Barnes and Noble is the last outstanding easement to be settled. They are no longer communicating; we will need to go to the Courts to handle it.

Commissioners Training on Ethics

General Counsel Gillespie provided training to the Commissioners on ethics.

PUBLIC COMMENT

None

EXECUTIVE SESSION

Resolution 2021-99: Executive Session – On motion by Tencza, seconded by Schmidt, it was moved to enter into Executive Session at 8:38 p.m. for the purpose to discuss the Executive Director position.

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 9:16 p.m.

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Sweeney believes the meeting was very productive and the future is looking bright.

Commissioner Kipness expressed appreciation for the tour, He believes it was very informative.

Commissioner Druss expressed appreciation for the tour. He appreciates all of the employees for making it through the pandemic safely. He is excited about the succession plan going forward.

Commissioner Schmidt agreed with all of the comments from the other Commissioners. He expressed appreciation to Executive Director Rollins for his leadership and staying on during this process of selecting the next Executive Director.

Commissioner Lutner believes the meeting was productive. He expressed appreciation to Executive Director Rollins for his leadership during the selection of the next Executive Director. He believes the future is bright for the Authority.

Commissioner Tencza expressed appreciation to the entire Board for doing a great job during the process of selecting the next Executive Director. He believes that the Authority is well regarded throughout the State.

Chairman Waters expressed appreciation to Executive Director Rollins for his assistance through the process of selecting the next Executive Director and he appreciates Executive Director Rollins for staying to help.

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

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____