

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from July 7, 2021

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, Vice-Chairman Tencza, Secretary Lutner, Commissioners, Druss, Kipness (Commissioner Schmidt – not in attendance)

Authority Board via Video Teleconferencing:

Commissioner Sweeney

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

Members of the Public:

None

Chairman Waters called the meeting to order at 7:36 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 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

June 16, 2021 – On motion by Tencza, seconded by Druss, it was moved to approve the minutes of June 16, 2021.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

EXECUTIVE SESSION

Resolution 2021-108: Executive Session – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 7:38 p.m. for the purpose to discuss the Executive Director position.

RECORDED VOTE: AYE: Druss, Sweeney, 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 7:45 p.m.

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

MOTION CARRIED: 5-0-0

Resolution 2021-109: Appointment of Executive Director – On motion by Lutner, seconded by Sweeney, it was moved to appoint Jeffrey Booth as Executive Director.

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

MOTION CARRIED: 5-0-0

Resolution 2021-110: Approval of Employment Agreement – On motion by Sweeney, seconded by Lutner, it was moved to approve the Executive Director Employment Agreement.

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

MOTION CARRIED: 5-0-0

Resolution 2021-100: Payment of Bills – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-100** approving the payment of the June 2021 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2021-101: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2021-10** approving the June 2021 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Motion to approve a Connection Fee Rate Hearing – On motion by Lutner, second by Tencza, it was moved to approve a connection fee rate hearing on August 4, 2021. Deputy Executive Director Puszcz advised the Board that the Authority is obligated to perform a calculation to determine the appropriate connection fee cost on an annual basis. The calculation is based on the total gallons of water billed for the prior year to determine the average daily water use to then determine the number of service units in the system. The Auditor provides an updated amount for the Authority's capital base for both water and sewer. The capital base amounts are the cost the Authority has invested in the system and is a major driver in the amount of the connection fee. As the capital base increases generally so does the connection fee. Deputy Executive Director Puszcz performed this calculation based on 2020 gallons billed and it reflects a need to increase the connection fees in both water and sewer. Water connection fees should increase by \$295.00 per connection to a new fee of \$2,845.00 and in sewer by \$692.00 to a new rate of \$7,507.00. The Authority continues to invest in its infrastructure and the connection fee adjustment is appropriate. If the Board wishes to proceed with the connection fee rate adjustment, we need a motion to approve a rate hearing at the August meeting.

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

MOTION CARRIED: 5-0-0

Resolution 2021-102: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-102** awarding a contract to First Choice Auto Equipment Inc. in the amount of \$13,617.72 to remove and reinstall a Mohawk TP-26 lift and concrete pad at the Sharps Road garage. Executive Director Booth informed the Board that we currently have a lift that we do not use because it was installed incorrectly at our Sharps Road facility. We are having that lift disassembled and removed from Sharps Road and moving it to the Elmwood WWTP.

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

MOTION CARRIED: 5-0-0

Resolution 2021-103: Approval of Cash Management Plan for FY-22 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-103** approval of the Cash Management Plan for FY-22. Deputy Executive Director Puszcz explained that we approve our Cash Management Plan each fiscal year. It is a detailed plan of how we handle our cash assets. It includes all required balances and debt service payments which have been updated for the fiscal year 2022 plan including the two newest I-Bank loans for the ASR Wells and Locust Avenue Pump Station.

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

MOTION CARRIED: 5-0-0

Resolution 2021-104: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-104** awarding a contract to Hach Company in the amount of \$13,079.08 for a Hach Sludge Depth Meter System for the Woodstream Plant. Executive Director Booth explained that this will install two meters at the Woodstream WWTP and will monitor sludge as it builds in the system. It allows our staff to adjust as needed at our facilities. Eventually these meters will be tied into our SCADA system.

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

MOTION CARRIED: 5-0-0

Resolution 2021-105: Award of a one year contract extension – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2021-105** awarding a one year contract extension to R.D. Zeuli Inc. for Emergency Repair Services. Executive Director Booth explained that this one year contract extension with R.D. Zeuli will be at no price increase to the Authority. R. D. Zeuli has provided great work and we feel no change is necessary this year.

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

MOTION CARRIED: 5-0-0

Resolution 2021-106: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2021-106** awarding a contract to Xylem Water Solutions USA, Inc. in the amount of \$15,822.27 for two (2) Flygt 4” Volute submersible pumps. Executive Director Booth explained that these pumps are a part of the return process in our wastewater treatment plants. The return process is vital to the life of our bacteria and organisms.

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

MOTION CARRIED: 5-0-0

Motion to approve a proposal – On motion by Lutner, seconded by Druss, it was moved to approve a proposal from Konica Minolta – All Covered for the purchase of three (3) United Threat Management (UTM) devices (total one time cost of of \$2,236) and monthly managed (UTM) services (\$855.00 per month) for a total contract price of \$18,481.00 for Woodstream Plant, Kings Grant Plant and the Control Room at Plymouth Dr. Water Tower. Deputy Executive Director Puszczyk explained that All Covered is our IT support services vendor which currently provides our UTM services for Elmwood Plant and 100 Sharp Road locations, as those locations house most of our users. All Covered advised the Authority a few months ago that one of the firewalls at the Sharps Road location was nearing the end of its useful life and recommended for it to be replaced. It was discovered during this process that the outlying locations, Woodstream Plant, Kings Grant Plant and the Control Room at Plymouth Dr. Water Tower have firewalls that should be replaced as well and do not have the UTM support. The firewalls are preventative guards against cyber breaches, however; they are not continuously monitored without UTM support. The UTM services will provide all management, maintenance and patching as well as critical security event monitoring and in recording any event of cyber-attacks at these three sites. The cost to replace the firewalls is

relatively inexpensive - approximately \$3,200 for all three sites but the UTM services will increase our monthly support fee by \$855.00 per month which is \$285.00 per site.

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

MOTION CARRIED: 5-0-0

Resolution 2021-107: Award of Contract in excess of \$6,600 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-107** awarding a contract to Perry i-Search for temporary part time clerical support at 100 Sharp Road. Deputy Executive Director Puszc explained that the business office is in need for temporary part time clerical help. This position was originally full time but it has become apparent over the past year that the job functions of this position do not warrant a full time employee and can be outsourced as part time to reduce costs. Due to unanticipated sick leaves of absence, we obtained a temporary employee through Perry i-Search to assist for a few weeks. When it became apparent that it would be beneficial to go long term for part time outsourcing, we solicited three quotes from three temporary agencies. The RFQ requested hourly rates for 5 hours per day, 15 days per month for a period of up to 6 months. Robert Half submitted the low quotation in the amount of \$27.80 per hour. Based on our calculations the difference in total contract price between Robert Half and Perry i-Search, who is the next low bidder, is \$270.00. The Authority has been using a temporary employee through Perry i-Search for the past few weeks. This employee has received all of the necessary training and has filled the gap in this part time position. Although Robert Half came in as low bid by \$0.60 per hour, awarding the contract would result in the necessity to train a new employee and essentially start all over. Upon calculating the Authority's cost for training a new temporary clerk, we have determined that the overall cost would be higher at approximately \$1,325.00 based on the anticipated 20 hours training. There is always the strong possibility that the first temporary employee does not work out, which could require more time and training for another employee. Because the low quote is immaterially less than the second quote, we request to award to Perry i-Search as the temporary staffing service for this assignment.

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

Executive Director Rollins advised the Board that the water supply reserve that we currently have is 75 million gallons of water in surplus. This is approximately 12 days of water. This is very good considering that we have 2 wells down right now. Executive Director Rollins suggests for the Commissioners to continue monitoring that number.

Executive Director Rollins commemorated on his 30 years of service with the Authority. He has enjoyed working for the Authority. Executive Director Rollins said it has been his privilege to work with such dedicated employees throughout his career. He believes the Authority has a great team. He wishes the Authority great success for the future.

Executive Director Rollins introduced Assistant Executive Director Locantore to update the Board on personnel, safety and security. Assistant Executive Director Locantore advised the Board that every two years the MEL (Municipal Excess Liability) requires their members to update their employment practices liability program. They issue a list of the best practices and their members need to implement them to maintain in compliance. By staying in compliance, you maintain a lower deductible. The deadline for compliance is November 1, 2021. We are on track in maintaining our compliance. The two outstanding pieces are scheduling anti-harassment training and the Board adopting the new handbook. He hopes to have the final version of the handbook for approval at the August meeting.

Assistant Executive Director Locantore announced that the Authority is almost back to normal operations after Covid-19. He is happy to report to the Board that currently 59% of our employees are vaccinated. For those employees who are not vaccinated, we continue to require monthly covid testing and as well as masking and social distancing protocols.

Assistant Executive Director Locantore informed the Board that the Authority is currently in negotiations with the union representing our rank and file employees. Talks are going very well. We hope to present a draft of a successor agreement to the Personnel Committee in the near future for ratification.

Assistant Executive Director Locantore advised the Board that the Authority received our annual safety award from JIF. This award is based on a number of factors including mandatory safety training, quarterly safety committee meetings, attendance at executive safety committee meetings, toolbox talks, hazard inspections, etc. The Authority has had zero (0) loss time accidents since his last report. He showed appreciation to the MUA employees and supervisors for maintaining safety awareness.

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 have one outstanding easement that we are waiting on.

Update: Route 70 Sewer Main – We have one outstanding easement that we are waiting on.

Update: Elmwood WWTP Resiliency Improvements – Work is ongoing. They are waiting for flood gates to be delivered.

Update: Knox Boulevard Water Main Replacement – The contractor has fixed some of the handicap ramps that were not installed properly. Upon inspection after a storm, they were dry. The inspector will check after the next rain to make sure that those repairs were done properly.

Update: Heritage Village (Phase 2) Water Main Replacement – The design is 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 filter is scheduled for delivery tomorrow. A crane is in place for the filter to be installed. This project should be complete by next month.

Update: Woodlake Drive Water Main –Punch list items have been performed. There is one minor one that need to be completed. They will work with the homeowner's association to come to a solution.

Update: Well No. 7 Building –The design is complete and was submitted to the Code Officials in the Township. The Fire Marshall came back with a few comments late last week and they are incorporating those comments into the design before they go out to bid.

Update: Greenbrook Drive Water Main Replacement – RTW Construction is scheduled to pave in the last week of July.

Update: Defense Drive Water Main Replacement –The contractor has completed the water main replacement and services into the homes. They will now go into the pavement settlement period.

Update: North Cropwell Sewer Siphon – The design is complete. They will start accepting quotations from contractors in the near future. This project is less than \$40,000.00 and will not need to go out to bid.

Update: Kings Grant WWTP Internal Recycle Pipe –

Resolution 2021-112: Authorizing advertisement- On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-112** authorizing advertisement for bids for Kings Grant WWTP Internal Recycle Pipe.

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

MOTION CARRIED: 5-0-0

Update: Kings Grant Effluent Force Main Replacement – The survey should be complete this month.

Update: Well No. 6 Re-drill –

Motion to Approve a Proposal – On motion by Tencza, seconded by Druss it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$130,000 to prepare plans and specifications for re-drill, including building modifications and restoration plus repairs to the pump and motors at Well No. 6, advertise for bids, recommend award of a construction contract and oversee the construction.

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Stoked Life Marlton, LLC – On motion by Tencza, seconded by Lutner, it was moved to approve S-3/W-3 Stoked Life Marlton, LLC (also known as Playa Bowls) – Marlton Square – 300 Route 73 South

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Milex Construction – On motion by Tencza, seconded by Lutner, it was moved to approve S-3/W-3 Milex Construction (Formerly Victoria Secret) – Marlton Square – 300 Route 73 South

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

General Counsel Gillespie congratulated Mr. Booth on his promotion to Executive Director. He looks forward to working with him. He also congratulated Executive Director Rollins on his retirement and wished him well. He believes that the Authority has a great team and it starts from the top.

PUBLIC COMMENT

None

COMMEMORATION FOR YEARS OF SERVICE

Resolution 2021-111: Recognition of Service – Executive Director Jeffrey Rollins –
On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-111** for the recognition of Executive Director Jeffrey Rollins. Chairman Waters read the resolution and congratulated Executive Director Rollins for his 30 years of dedicated service to the Authority.

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Druss expressed his appreciation to Executive Director Rollins on his commitment and contributions that he has made to our rate paying residents, the entire water industry and the Authority. He believes Executive Director Rollins made a great example for everyone to live by. He also congratulated Mr. Booth on his promotion.

Commissioner Kipness expressed appreciation to Executive Director Rollins. He believes that the industry really respects Executive Director Rollins. He also congratulated Mr. Booth on his promotion and he believes he will have the Board assistance. He believes it is in everyone's best interest for him to succeed.

Commissioner Sweeney congratulated Executive Director Rollins and wished him a happy and healthy retirement. He also congratulated Operations Manager Booth on his promotion.

Commissioner Lutner congratulated Mr. Booth on his promotion as Executive Director. He believes he will do a great job. He also expressed appreciation to Executive Director

Rollins and believes no one can fill his shoes. He believes that Executive Director Rollins knows everything that goes into the operations and he salutes him for that. He truly admires him. He wished him a happy retirement.

Commissioner Tencza expressed appreciation to Executive Director Rollins. He believes that Executive Director Rollins lead the Authority to be highly rated in the State of New Jersey. He wished him a well-deserved, happy retirement. He also congratulated Mr. Booth on his new appointment to Executive Director. He has all of their support.

Chairman Waters congratulated Mr. Booth on his new position. He looks forward to working with him. He believes Mr. Booth will move the Authority to the next level. He expressed appreciation to Executive Director Rollins and wished him well. He believes that the Authority would not be one of the top Authorities in the State without Executive Director Rollins. He also expressed appreciation to Chris Krimmel, Dan Navarra, Matt Porto, Nick Anderson, Chris Vandenberg and Mike Pizzuti for helping with the fourth of July celebration in the Township.

There was a motion to adjourn by Tencza, seconded by Druss. The meeting was adjourned at 8:52 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 August 4, 2021 at 7:30pm.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____