

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from August 4, 2021**

#### **Authority Board, Professionals and Staff in Attendance:**

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

Also Present: Executive Director Booth, Deputy Executive Director Puszcz, Asset Management Supervisor Vandenberg, General Counsel Gillespie, Engineers Alaimo & Weinberg

#### **Members of the Public:**

None

Chairman Waters called the meeting to order at 7:35 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**

#### **CONNECTION FEE RATE HEARING**

General Counsel Gillespie conducted a rate hearing for connection fees with Deputy Executive Director Puszcz offering testimony as to the proposed rates derived from statutory calculations performed. There were no public comments or statements.

**Resolution 2021-113: Approving adjustment to Connection Fee Rate Schedule** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-113** approving the adjustment to the Connection Fee Rate Schedule.

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

MOTION CARRIED: 5-0-0

**APPROVAL OF MINUTES**

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

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

MOTION CARRIED: 4-0-1

**PUBLIC COMMENT** (Agenda Items only)

None

**Resolution 2021-114: Payment of Bills** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2021-114** approving the payment of the July 2021 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-115: Refunds, Credits & Cancellations** – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2021-115** approving the July 2021 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-116: Authorizing Award of Contract through Sourcewell National Cooperative Purchasing Program** – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2021-116** authorizing award of contract through Sourcewell National Cooperative Purchasing Program to Staples Contract & Commercial LLC in the aggregate amount of \$25,000 to purchase office supplies for FY-22. Deputy Executive Director Puszcz explained that we have used their contract for the past few fiscal years. This has proven to be beneficial and we recommend to award for FY22.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-117: Award of a one year Contract Extension in excess of \$6,600** – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-117** awarding a one year contract extension to Colortech Printing & Mailing in the amount of \$8,228.28 for Billing/collection statements processing services. Deputy Executive Director Puszcz explained that Colortech Printing and Mailing is our current vendor for processing statements. They continue to be a very dependable vendor. We wish to award them a one year contract extension with no increase in price.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-118: Award of Contract in excess of \$6,600** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2021-118** awarding a contract to Fisher Scientific in the amount of \$7,627.21 for a Heidolph Tuttnauer Electronic benchtop sterilizer. Executive Director Booth explained that this sterilizer will replace a 30 year old piece of equipment used in our laboratory.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-121: Authorizing Actions to be performed on behalf of the Authority** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-121** authorizing actions to be performed on behalf of the Authority for the remainder of the year. Deputy Executive Director Puszcz reminded the Board that during the reorganization meeting every February the Board adopts this resolution. The resolution details which personnel is authorized to perform necessary functions on behalf

of the Authority. Due to the personnel change of Executive Director, it is necessary to update and readopt this resolution.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-122: Authorize Appointment of Fund Commissioner for New Jersey Utilities Joint Insurance Fund** – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2021-122** authorizing appointment of Fund Commissioner for New Jersey Utilities Joint Insurance Fund. Deputy Executive Director Puszcz explained due to the retirement of Executive Director Rollins, it is necessary to appoint a new Fund Commissioner for New Jersey Utilities Joint Insurance Fund.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-123: Authorizing appropriation to Evesham Township** – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-123** authorizing appropriation not to exceed 5% of the Authority’s annual operating budget for FY 22 per Township request. Deputy Executive Director Puszcz explained that New Jersey statute allows that the Municipality may request up to 5% of our annual operating budget and to the extent that funds are available. The Township has requested 5% of FY22 Operating budget which equates to \$799,000.00.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-124: Award of Contract in excess of \$6,600** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-124** awarding a contract to TTI Environmental Inc. in the amount of \$6,905.00 for Elmwood WWTP Fuel Station Stage II Vapor Recovery Decommissioning. Executive Director Booth explained that this is the fuel recovery on the Elmwood WWTP fuel station where all of the Authority and Municipal vehicles get their fuel. In 2010 the federal government mandated that all vehicles be equipped with vapor recovery. We do not have any vehicles older than 2010. We are updating the fuel recovery to a conventional style system.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-126: Award of Contract in excess of \$6,600** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-126** awarding a contract to Gayle Corp. in the amount of \$6,968.40 for (2) two T4A3-B Gorman Rupp rotating assemblies for Westerly Drive lift station. Executive Director Booth explained that over time pumps wear down and reduce efficiency which drives up energy cost and slows down production. These two pumps will replace older pumps in the system.

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

MOTION CARRIED: 5-0-0

**Resolution 2021-127: Extending Authorization on Various Forms of Financial Accommodations and Relief previously authorized by Resolutions 2020-67 and 2020-100** – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-127** extending authorization on Various Forms of Financial Accommodations and Relief previously authorized by Resolutions 2020-67 and 2020-100. Deputy Executive Puszcz explained that Executive Order number 246 was issued on June 14, 2021 which extends the grace period for water and sewer services for residential customers that cannot be discontinued for nonpayment. The period has been extended through December 31, 2021.

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

MOTION CARRIED: 5-0-0

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Booth informed the Board that there were no water or sewer violations since our last meeting. On Wednesday, July 7, 2021 we had a 50,000 gallon sewer system overflow at the Elmwood WWTP. There was an electrical failure that shut down our servers which did not alert the Authority of the issue. We had Authority employees out as soon as we were notified and they were able to rectify the situation within hours. On July 9, 2021 we had a six inch water main break on Westerly Drive. This was resolved within four to five hours and water was fully restored for residents. A sink hole developed on Crown Royal Parkway. It was a sinkhole that was above a 20 inch sanitary gravity sewer line. We believe it was contributed by hydrosulfite gas

deteriorating the concrete and the lining of the pipe. This was repaired by R.D. Zeuli Inc. due to the size of the project. We had one odor complaint, which was caused by the homeowner's hot water heater. We suggested they flush their water heater which resolved the issue.

Executive Director Booth reminded 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. WEF Tec will hold their annual conference in Chicago this year and will also have an on-line version from November 16<sup>th</sup> through the 18<sup>th</sup>. If anyone is interested, please contact Chris Krimmel.

Executive Director Booth informed the Board that Laboratory Manager Kaitlyn Fare will attend next month's meeting to discuss the Consumer Confidence Report.

**Resolution 2021-119: Extension of W-4/S-4 permits for Evesham Retirement**

**Residence** – On motion by Tencza, second by Schmidt, it was moved to adopt **Resolution 2021-119** approving an extension of W-4/S-4 permits for Evesham Retirement Residence – 405 Lippincott Drive. Executive Director Booth explained that this project has been in development since 2010. It has gone through three developers. Executive Director Booth requests that the Board extend the permits for 24 months.

RECORDED VOTE:            AYE: Druss, 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.

**Resolution 2021-120: Approval of Change Order #2** – On motion by Schmidt, seconded by Lutner, it was moved to approve **Resolution 2021-120** approving Change Order #2 in the amount of \$16,159.78 to MBE Mark III Electric, Inc.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

**Update: Knox Boulevard Water Main Replacement** – The contractor has a few punch list items remaining.

**Update: Heritage Village (Phase 2) Water Main Replacement** – The design is near completion and should be done this month.

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

**Update: Elmwood Tertiary Filter Rehabilitation** – The first filter is currently being installed and will be in service this month. The second filter will be installed in early September.

**Update: Woodlake Drive Water Main** – This project is complete.

**Update: Well No. 7 Building** – We will be advertising for bids in August and accepting them in September.

**Update: Greenbrook Drive Water Main Replacement** – RTW Construction completed the paving this week. The new water main has been replaced.

**Update: Defense Drive Water Main Replacement** – Coastline Construction has completed replacing the water main and has connected each service. Paving is complete.

**Resolution 2021-125: Approval of Change Order #1** – On motion by Tencza, seconded by Druss, it was moved to approve **Resolution 2021-125** approving Change Order #1 in the credit amount of \$15,500.00 to Coastline Construction, LLC.

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

MOTION CARRIED: 5-0-0

**Update: North Cropwell Sewer Siphon** – The design is complete. Quotes will be received on August 10, 2021.

**Update: Kings Grant WWTP Internal Recycle Pipe** – We will receive bids on August 17, 2021.

**Update: Kings Grant Effluent Force Main Replacement** – The field survey is complete and the design is underway. This will be completed in September.

### **GENERAL COUNSEL'S REPORT**

General Counsel Gillespie had nothing new to report.

### **PUBLIC COMMENT**

None

### **BOARD COMMENTS**

Commissioner Kipness mentioned that a member of the Environmental Commission approached him to possibly do something during “Water” week which is held every May. Commissioner Kipness thought it would be a great opportunity to promote the quality of our water and services.

Commissioner Druss congratulated Executive Director Booth on his quick response of the sewer system overflow at the Elmwood WWTP. He expressed appreciation to Deputy Executive Director Puszcz on her work on the rate hearing.

Commissioner Schmidt congratulated Executive Director Booth on his new appointment. He believes he will do a wonderful job. He questioned Deputy Executive Director Puszcz on the monthly financials for the year to date and he noted that the Authority is at 80% of its expense budget and that is a great result. Deputy Executive Director Puszcz confirmed that the Authority is very consistent year after year. She does see that continuing. She was happy with how the revenues exceeded the budget on both the water and sewer side. She believes when the Board approved the rate adjustment from the sewer to the water, it was the right thing to do because the water and sewer revenues seem to be doing very well.

Commissioner Lutner congratulated Executive Director Booth on his new position. He also congratulated Deputy Executive Director Puszcz on the rate hearing. He believes she did a very good job.

Commissioner Tencza concurred with all of the other commissioners' comments. He congratulated Executive Director Booth on his new position. He expressed appreciation to Executive Director Booth and Asset Management Supervisor Vandenberg for their participation in National Night, out which was held yesterday, August 3, 2021.

Chairman Waters expressed appreciation to Commissioner Tencza on his participation in National Night out. He believes it was a very successful event. He expressed appreciation to Executive Director Booth and Asset Management Supervisor Vandenberg in their participation. He also expressed appreciation to Executive Director



Booth and the entire Authority staff for their hard work during the watermain breaks this month.

There was a motion to adjourn by Tencza, seconded by Druss. The meeting was adjourned at 8:25 P.M.

RECORDED VOTE:            AYE: Druss, 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 September 15, 2021 at 7:30pm.

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Christine Krimmel  
Executive Administrative Assistant

APPROVED BY THE BOARD: \_\_\_\_\_