

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from October 6, 2021

Authority Board, Professionals and Staff in Attendance:

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

Authority Board via Video Teleconferencing:

Commissioner Sweeney

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

Members of the Public:

Ila Vassallo – 5 Beauport Court, Marlton, NJ 08053

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

APPROVAL OF MINUTES

September 14, 2021 – On motion by Tencza, seconded by Lutner, it was moved to approve the minutes of September 14, 2021.

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

MOTION CARRIED: 4-0-1

PUBLIC COMMENT (Agenda Items only)

None

Resolution 2021-139: Payment of Bills – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2021-139** approving the payment of the September 2021 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2021-140: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-140** approving the September 2021 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2021-141: Authorize advertisement for Bids– On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-141** authorizing advertisement for Work Zone Traffic – Safety and Traffic Control. Assistant Executive Director Locantore explained that this resolution will authorize advertisement for bids.

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

MOTION CARRIED: 5-0-0

Resolution 2021-144: Award of Contract in excess of \$6,600 – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2021-144** awarding a contract to Prism Color Corp. in the amount of \$14,080.00 for the printing of the 2022 EMUA calendar. Executive Director Booth explained that this is an annual calendar that we mail to Evesham residents.

RECORDED VOTE: AYE: Sweeney, 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 violations in the past month. There was one water main break during fire hydrant flushing on Sequoia Court, the Authority used our third party emergency repair contractor as EMUA personnel was engaged in hydrant flushing. There were three discolored water complaints due to hydrant flushing. All residents were instructed to flush their water lines, which resolved their issues. There were no water odor complaints.

Executive Director Booth informed the Board that fire hydrant flushing is complete. There were seventeen fire hydrants out of service for various reasons. Seven of those are now back in service. The remaining ten are being worked on to get back in service.

Executive Director Booth advised the Board that the Authority hired a new employee, Sherahn Walker. Executive Director Booth welcomed him to our workforce. Sherahn has been hired as a laborer and is already demonstrating his willingness to be a good fit for the Authority.

Executive Director Booth informed the Board that Marlton Day is scheduled for this Saturday, October 9, 2021. The Authority will attend to answer any questions/concerns that residents may have for the Authority.

Executive Director Booth advised the Board that AEA will have their annual conference at Caesar's in Atlantic City on November 16th and 17th. Please reach out to Christine if you would like to attend.

Executive Director Booth introduced Laboratory Manager Kaitlyn Fare to present the 2021 Consumer Confidence Report (CCR) and provide an update on the new and evolving lead and copper rules. Laboratory Manager Fare provided a Power Point presentation with in-depth information regarding the 2021 CCR and the challenges the Authority faces due to the complex lead and copper rules.

Assistant Executive Director Locantore provided a brief summary of changes to the Authority's Personnel Policies and Procedures Manual and Employee Handbook for

Union, Non-Union, and Supervisory Employees, which was provided to the Board for their review and comments a few weeks ago. Assistant Executive Director Locantore further advised that most of the proposed updates are required by the Municipal Excess Liability Joint Insurance Fund (MEL/JIF) and requested Board approval. Commissioner Kipness advised that he had a list of items that needed to be reviewed. General Counsel Gillespie recommended the Board to approve the handbook (due to the JIF's deadline of November 1, 2021). General Counsel Gillespie further advised that the Board can amend the handbook, if needed, at the November or December board meeting.

Resolution 2021-148: Approving the Authority's Personnel Policies and Procedures Manual and Employee Handbook for Union, Non-Union, and Supervisory Employees – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2021-148** approving the Authority's Personnel Policies and Procedures Manual and Employee Handbook for Union, Non-Union, and Supervisory Employees.

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 are currently working on the Pinelands application. We need additional survey information and are working with the current property owner.

Update: Route 70 Water Main – The last easement acquisition should be approved tonight.

Update: Route 70 Sewer Main – The last easement acquisition should be approved tonight.

Update: Elmwood WWTP Resiliency Improvements – Most of the work is complete. The contractor is waiting for flood gates to be delivered. The delivery date has been moved to February.

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

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

Update: Elmwood Tertiary Filter Rehabilitation – The second filter is being placed into operation this week.

Resolution 2021-143: Approval of Change Order #2 – On motion by Lutner, seconded by Schmidt, it was moved to approve **Resolution 2021-143** approving Change Order #2 in the amount of \$32,560.33 to MBE Mark III Electric, Inc.

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

MOTION CARRIED: 5-0-0

Update: Well No. 7 Building – TABLED

Resolution 2021-147: Award of Contract in excess of \$44,000 – On motion by Tencza, seconded by Lutner, it was moved to table **Resolution 2021-134**.

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

MOTION CARRIED: 5-0-0

Update: Greenbrook Drive Water Main Replacement – This will be discussed later in the meeting.

Update: Defense Drive Water Main Replacement – This project is substantially complete.

Update: North Cropwell Sewer Siphon – No quotes were received on this project. We will add this into the Route 70 Sewer Main lining to receive more competitive pricing.

Update: Kings Grant WWTP Internal Recycle Pipe – This project is in the shop drawing phase. Construction should start in the next month or two.

Update: Kings Grant Effluent Force Main Replacement – The field survey is complete and the design is underway. This will be completed by the next meeting.

PUBLIC COMMENT

Ila Vassallo, 5 Beauport Court, believes that the public does not appreciate the value of our water. Over the summer at the Marlton Farmer's Market, she had the opportunity to speak with Commissioner Kipness and share her thoughts. She asked if there is anything the MUA can do to educate the public on the importance of our water, which she would support. She mentioned that the Evesham Environmental Commission met on

Monday and it was discussed that they helped with the MUA rain garden in the Spring and they would like to support a Fall clean up. Commissioner Kipness advised Ms. Vassallo that at last month's meeting, Executive Director Booth discussed the possible ideas to get the community involved and asked for her to contact either himself or Executive Director Booth to discuss it further.

Resolution 2021-145: Executive Session – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 8:51 p.m. to discuss personnel and contract matters.

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

MOTION CARRIED: 5-0-0

On motion by Lutner, seconded by Tencza, it was moved to come out of Executive session at 9:39 p.m.

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

MOTION CARRIED: 5-0-0

Resolution 2021-149: Approval of Reorganization Plan – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution 2021-149** approving the Authority's reorganization plan.

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

General Counsel Gillespie requested for the Board to approve the below resolutions that were discussed during Executive session.

Resolution 2021-142: Authorizing Execution of Deed of Easement for Property located at Block 22.01, Lot 22 at 200 Route 70 (Barnes & Noble) – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2021-142** authorizing execution of deed Easement for Property located at Block 22.01, Lot 22 at 200 Route 70 (Barnes & Noble).

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

MOTION CARRIED: 5-0-0

Resolution 2021-146: Authorizing Payment and Voluntary Debarment Agreement and Mutual Releases – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2021-146** authorizing payment and voluntary debarment agreement and mutual releases .

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Kipness requested guidance from General Counsel Gillespie about last month's meeting. He is alternate number two and was a voting member during the last board meeting before Commissioner Druss arrived. He questioned if it was correct for Alternate number one (Commissioner Druss) to then become the voting member. General Counsel Gillespie confirmed that was correct. Commissioner Kipness expressed appreciation to Executive Director Booth and Asset Management Supervisor Vandenberg for their participation in the Evesham Harvest Fest. Commissioner Kipness recommends that the Authority show appreciation at the meetings to employees that receive complimentary recognition from residents. He inquired if the MUA would be participating Diversity Day. He also expressed appreciation to Lab Manager Fare for her presentation.

Commissioner Druss expressed appreciation to Lab Manager Fare on her presentation. He also expressed appreciation to Assistant Executive Director Locantore for his work on the employee handbook. He appreciates all of the work that Secretary Krimmel does to prepare for the meeting. He expressed appreciation to General Counsel Gillespie on the Route 70 easement project.

Commissioner Schmidt expressed appreciation to the entire Authority and their hard work. He believes that a lot of good things happened at tonight's meeting and he appreciates everything that everyone does. He believes it was a great meeting.

Commissioner Lutner expressed appreciation to the entire organization and believes it was a great meeting. He expressed appreciation to Lab Manager Fare for her excellent presentation. He appreciates Ms. Vassallo attending the meeting and agrees that the public should know the importance of clean water. He approves the changes of the reorganization plan and believes it will create a better work flow. He believes everyone is doing a great job.

Commissioner Tencza agrees with all of the other commissioners and their comments. He believes that we have a good team. He expressed appreciation to Executive Director Booth and his way of being proactive to the future. He appreciates the entire staff.

Commissioner Sweeney expressed appreciation to the entire Authority and appreciates what they do. He congratulates and welcomes Mr. Walker for joining the MUA. He appreciates Commissioner Schmidt's question about the debarment of companies. He believes it happens all of the time in the State of New Jersey.

Chairman Waters expressed appreciation to the entire staff and appreciates the reports from Executive Director Booth, Lab Manager Fare and Assistant Executive Director Locantore. He reviewed the Consumer Confidence Report and he appreciates the fact that the Authority is number 23 out of 27 in lowest water rates and number 18 out of 27 in the lowest sewer rates and combined, we are 22 out of 27 for lowest rates. He believes we should be proud of this for the tax payers of Evesham Township and we worked hard to get there. Chairman Waters stated that we have challenges ahead of us on testing, but he has trust in the entire Authority.

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 9:51 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 November 3, 2021 at 7:30 pm.

Christine Krimmel
 Executive Administrative Assistant

APPROVED BY THE BOARD: _____