

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from November 3, 2021

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, Commissioners Schmidt, Kipness (Not in attendance – Vice Chairman Tencza, Commissioners Sweeney and Druss)

Authority Board via Video Teleconferencing:

Secretary Lutner

Also Present: Executive Director Booth, Deputy Executive Director Puszczyk, Assistant Executive Director Locantore, 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 7:35 p.m.

Opening Statement:

Executive Director Booth 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

October 6, 2021 – On motion by Kipness, seconded by Schmidt, it was moved to approve the minutes of October 6, 2021.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

PUBLIC COMMENT (Agenda Items only)

None

Resolution 2021-150: Payment of Bills – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2021-150** approving the payment of the October 2021 bills.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2021-151: Refunds, Credits & Cancellations – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2021-151** approving the September 2021 refunds, credits & cancellations.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2021-152: Authorizing Award of Contract through Sourcewell National Cooperative Purchasing Program – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2021-152** awarding a contract through Sourcewell National Cooperative Purchasing Program to Jesco – John Deere Construction in the amount of \$141,116.30 to purchase a 310SL Backhoe loader. Executive Director Booth explained that this loader will replace an old problematic piece of equipment. Once we receive this loader, we will place the old loader on the list to sell through on-line auction.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2021-153: Authorizing entry into a joint funding agreement – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2021-153** authorizing entry into a joint funding agreement for Water Resources Investigation with the United States Geological Survey in the amount of \$8,160.00 for the operation and maintenance of recorders on groundwater wells in the Mt. Laurel-Wenonah Aquifer System. Deputy Executive Director Puszcz advised the Board that we participate in this agreement on an annual basis and it is required by the USGS. This provides the Authority with information on ground water levels in the Mt. Laurel-Wenonah aquifer system.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2021-154: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2021-154** awarding a contract to Xylem Water Solutions, Inc. in the amount of \$12,741.24 to rebuild a Flygt pump at the New World lift station. Executive Director Booth explained that this pump is one of the main pumps used at the New World lift station. This is crucial to the operation of the maintenance to this facility.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2021-157: Award of Contract under Extraordinary, Unspecifiable Services – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2021-157** awarding a contract under Extraordinary, Unspecifiable Services to Horizon Health Care Services, Inc. in the amount of \$46,297.68 for 2022 employee dental insurance. Deputy Executive Director Puszcz explained that last year, Horizon Dental submitted a proposal with a 10 percent reduction in premiums. Horizon Dental has submitted a proposal this year maintaining that same exact rate for 2022. Horizon Dental continues to be a good dental insurance provider and it is recommended to award the dental insurance contract to Horizon Dental for 2022.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Resolution 2021-159: Award of Contract in excess of \$6,600 – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2021-159** awarding a contract to Mary Bridget Enterprises, Inc. in the amount of \$10,714.00 for employee winter uniforms. Executive Director Booth explained that this will purchase winter gear for our employees.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

EXECUTIVE DIRECTOR’S REPORT

Executive Director Booth informed the Board that there were no violations for the month of October. There were four water main breaks in October. All repairs were performed in-house. There were two discolored water complaints, which were rectified by flushing the lines. There was one sulfur odor complaint. A technician went out and tested the water system in the customer’s home, but all tests came back negative.

Executive Director Booth updated the Board on fire hydrants flushing. There were seventeen fire hydrants out of service for various reasons. Eleven of those are now back in service. The remaining six are waiting for parts.

Executive Director Booth advised the Board that Assistant Executive Director Locantore reached out to Joint Insurance Fund (JIF) and requested additional time to review the changes to the Authority’s Personnel Policies and Procedures Manual and Employee Handbook. They have extended our deadline to the end of the year. This will allow time for General Counsel Gillespie and his team to review the document and make changes if needed.

Executive Director Booth announced that employee Jim Lynch has been promoted to supervisor. Jim has been with the Authority for over 23 years and has demonstrated exceptional knowledge in all aspects of the water and wastewater field. Jim will be overseeing the day to day operations of all three wastewater treatment plants.

Executive Director Booth advised the Board that on November 16, 2021, Ila Vassallo of the Evesham Environmental Commission along with some volunteers from Rutgers and the Pineland Commission will be at the Elmwood Plant at 10 am to work on the rain garden.

Executive Director Booth advised the Board that staff members and commissioners will be attending the AEA annual conference at Caesar’s in Atlantic City on November 16th and 17th.

Executive Director Booth advised the Board that on December 8th the MUA will be hosting the AEA Cohort which will be discussing operational techniques and challenges at the Woodstream facility. You are invited to attend the class.

Executive Director Booth informed the Board that the Authority received an appreciation card from Cherokee High School ROTC booster club for our assistance in setting up their car wash at Wiley Church.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – We are waiting for the property owner to give us permission to survey the property so that we can complete our Pinelands application.

Update: Route 70 Water Main – We are working on the designs for this project.

Update: Route 70 Sewer Main – We are working on the designs for this project.

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 – Both filters are installed and operating. The third filter bay has been emptied in accordance with our plan.

Resolution 2021-155: Approval of Change Order #3 – On motion by Schmidt, seconded by Kipness, it was moved to approve **Resolution 2021-155** approving Change Order #3 in the amount of \$35,822.79 to MBE Mark III Electric, Inc.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Update: Well No. 7 Building –

Resolution 2021-147: Award of Contract in excess of \$44,000 – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution 2021-147** awarding a contract to Eagle Construction Services in the amount of \$1,949,514.00 for Well No. 7 Building.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Update: North Cropwell Sewer Siphon – We will combine this with the Route 70 Sewer Main lining to receive more competitive pricing.

Update: Kings Grant WWTP Internal Recycle Pipe – We are waiting for the contractor to get his deliveries in and then they will start the project.

Update: Kings Grant Effluent Force Main Replacement –

Resolution 2021-158: Authorizing advertisement- On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2021-158** authorizing advertisement for bids for the Kings Grant Effluent Force Main Replacement.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Update: Well No. 6 Re-drill – Nothing new to report.

Update: ASR Well No. 13 Treatment Improvements –

Resolution 2021-156: Approval of Change Order #4 – On motion by Schmidt, seconded by Kipness, it was moved to approve **Resolution 2021-156** approving Change Order #4 in the amount of \$25,765.00 to Eagle Construction Services, Inc.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Update: East Main Street Sewer Rehabilitation –

Resolution 2021-160: Approval of Change Order #1 – On motion by Kipness, seconded by Schmidt, it was moved to approve **Resolution 2021-160** approving Change Order #1 in the credit amount of \$8,155.66 to North American Pipeline.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Motion to approve S-3/W-3 for La Scala Fire – On motion by Schmidt, seconded by Kipness, it was moved to approve S-3/W-3 for La Scala Fire – 500 Route 73 South

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

GENERAL COUNSEL’S REPORT

General Counsel Gillespie advised the Board that the resolution that was adopted last month on the authorization of payment and voluntary debarment agreement and mutual releases with RTW Construction over the Knox Blvd. and Greenbrook Drive water main projects has not been signed by RTW Construction. General Counsel Gillespie reached out to RTW Construction’s attorney and was informed that they were fired. He received an email saying that RTW Construction’s new attorney is reviewing the agreement. General Counsel Gillespie emailed them a week later with no response. We have released a check to the Labor Union per the execution under court order. We are waiting to send the final payment to RTW Construction until we receive the signed settlement agreement and the maintenance bonds from them.

PUBLIC COMMENT

None

Resolution 2021-161: Executive Session – On motion by Kipness, seconded by Schmidt, it was moved to enter into Executive Session at 8:05 p.m. to discuss personnel matters.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

On motion by Schmidt, seconded by Kipness, it was moved to come out of Executive session at 8:24 p.m.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

Motion to approve a Settlement and Release agreement – On motion by Schmidt, seconded by Kipness there was a motion to approve a settlement and release agreement.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

BOARD COMMENTS

Commissioner Lutner welcomed our new supervisor, Jim Lynch and wished him success in his new endeavor. He was pleased that there were no discharge mishaps this month. The water main breaks are unfortunate but expected during this time of the year. He believes the Authority is doing very well. He expressed appreciation for a job well done.

Commissioner Kipness expressed appreciation to Deputy Executive Director Puszcz for the rapid response from last month on updating the description of the bill list. He would also like to make sure in the future that when the commissioners are reviewing documents that the red line copy comes along with the clean document.

Commissioner Schmidt congratulated Jim Lynch on his promotion. He wished him luck. He expressed appreciation to Executive Director Booth on his stewardship; he believes he has a great start. Commissioner Schmidt questioned Deputy Executive Director Puszcz on the financial update for the month of September, regarding the line item for debt service coverage analysis which shows that we are exceeding by \$1.3 million. He asked if that caused her any concerns. Deputy Executive Director Puszcz responded that it means that our revenues year to date exceed our expenses by 1.3 million and we are more than meeting our debt service coverage requirements. This is a very good thing.

Chairman Waters congratulated Jim Lynch on his promotion as supervisor. He is sure he will do a wonderful job. He looks forward to working with him. He expressed appreciation

to the commissioners on their support to the organization and appreciates the entire staff.

There was a motion to adjourn by Lutner, seconded by Schmidt. The meeting was adjourned at 8:27 P.M.

RECORDED VOTE: AYE: Kipness, Schmidt, Lutner, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 4-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for December 1, 2021 at 7:30 p.m.

Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____