

# **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

## **Meeting Minutes from March 2, 2022**

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

Present: Chairman Waters, Vice-Chairman Tencza, Commissioners, Schmidt , Hunter and Kipness (Not present: Commissioner Druss)

### **Authority Board via Video Teleconferencing:**

Commissioners Sweeney

Also Present: Executive Director Booth, Deputy Executive Director Puszcz, Assistant Executive Director Locantore, Asset Manager Vandenberg, General Counsel Grant, Engineer Simpson @ 7:26 and Board Secretary Kimmel

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

None

Chairman Waters called the meeting to order at 7:06 p.m.

### **Opening Statement:**

Secretary Schmidt 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 February 8, 2022 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**

**February 2, 2022** – On motion by Tencza, seconded by Hunter, it was moved to approve the minutes of February 2, 2022.

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

MOTION CARRIED: 5-0-0

## **PUBLIC COMMENT** (Agenda Items only)

None

## **FINANCIAL**

**Resolution 2022-32: Payment of Bills** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2022-32** approving the payment of the February 2022 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-33: Refunds, Credits & Cancellations** – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2022-33** approving the February 2022 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-35: Adopt a Budget Amendment for FY 2022** – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2022-35** adopting a Budget amendment for fiscal year 2022. Deputy Executive Director Puszczyk explained that this is an amendment to the FY2022 budget, it does not increase the overall budgets for water and sewer, it only moves budget amounts between categories. This budget amendment is necessary due to the personnel restructuring plan that was adopted last October as well as the advisement received from the New Jersey Joint Insurance Fund in December regarding their decision to withhold dividend distributions to its members this year due to the economy. Deputy Executive Director Puszczyk has

already advised the Supervising Auditor at the Department of Community Affairs and has received a preliminary approval contingent upon Board adoption of this resolution.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-37: Award of Contract in excess of \$6,600** – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2022-37** awarding a contract to Xylem Water Solutions USA, Inc. in the amount of \$19,212.36 for (2) two Flygt mixers at the Kings Grant STP. Executive Director Booth explained that these Flygt mixers are crucial for the process of the wastewater at the Kings Grant Plant. There are a multitude of them currently out of service. The mixers will replace two existing mixers and we will reevaluate and fix others.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-38: Award of Contract in excess of \$6,600** – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2022-38** awarding a contract to Perry I-Search in the amount of \$29,074.50 for temporary bookkeeper support up to six months. Deputy Executive Director Puszcz explained that the Authority is in need of a bookkeeper to assist with financial reconciliation duties and also with customer support services at the Authority's business office. Using a temporary agency allows us to receive immediate staffing while providing some time to evaluate the individual's qualifications. The Authority has been without a bookkeeper for 7 years and would like to take this opportunity to have assistance with these job duties.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-41: Authorizing entry into a Shared Service Agreement with the Township of Evesham** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2022-41** authorizing entry into a shared service agreement with the Township of Evesham for Electrical Maintenance and Repair, Water and Sewer Infrastructure Repair and other Services. Executive Director Booth explained that the Authority is renewing the current agreement that the Authority has with the Township.

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

MOTION CARRIED: 5-0-0

### **SAFETY & SECURITY**

Assistant Executive Director Locantore reviewed personnel, safety and security. He reviewed 2021 and advised the Board that the Authority hired six employees last year, we transitioned into a new payroll software program, updated the handbook, and we successfully conducted several promotions. In 2022, we hope to conclude the negotiations with the Teamsters contract and work on the supervisors' GWU contract. Assistant Executive Director Locantore reviewed the new laws in New Jersey on marijuana. Assistant Executive Director Locantore informed the Board that he just received a report from JIF. The loss ratio for the entire JIF for the period of 2019 to 2021 was 2.13. The Authority's loss ratio was 1.25 and our overall loss frequency was below average. We are currently advertising for the Safety Coordinator position after the retirement of Rich Foley. The Authority also received the JIF Safety Incentive Award. From a security standpoint, Assistant Executive Director Locantore informed the Board that the Authority completed our cyber assessment and met all three tiers from the MEL's Cyber Security Deductible Program. In order to receive a low deductible, you must reach the standards that MEL provides. We submitted paperwork through FEMA to receive reimbursement for Covid expenses. As of today, we have received \$7,428.00 and are waiting for another \$4,623.00. Assistant Executive Director Locantore updated the Board on the regulations of Commercial Driver licenses which are covered under the Federal Motor Carrier Safety Administration, which sets the standards of the training and licensing for people who have a commercial driver's license. Since the Federal Government allows each State to set their own training standards, the State of New Jersey mandates that if you do not have your CDL by February 7, 2022, you must complete an early driver training. This training must be done at a recognized and registered provider at a cost. The Authority will continue to get estimates on the cost and keep the Board updated.

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

Executive Director Booth informed the Board that there are a total of ten water main breaks for the year so far. There was only one water main break since our last meeting. There were no discolored water complaints or odor complaints.

Executive Director Booth advised the Board that the annual Spring fire hydrant flushing will take place starting March 21, 2022 through April 1, 2022.

Executive Director Booth advised the Board that the NJ AWWA Conference will take place on March 15<sup>th</sup> through March 17<sup>th</sup> and the AEA Conference will take place on March 22 & 23, 2022 both held in Atlantic City. At the AEA Conference, two of our

employees, TJ Lowden and Leslie Braun will graduate from the Professional Development Academy.

Executive Director Booth reminded the Board that the Financial Disclosure forms are due in April. Mary Lou Bergh from the Townships Clerks Office will send them out.

Executive Director Booth expressed appreciation to Asset Manager Vandenberg for his work on the Municibid on-line auction for used Authority equipment and vehicles. The auction earned \$43,408.00, which will be deposited into the General Fund.

Executive Director Booth advised the Board that Evoqua Water Technologies LLC has reached out to the Authority and would like to publish a brief advertisement on the Armor series disc filters installed at the Elmwood Wastewater Treatment Plant. This would be placed in many trade publications and Executive Director Booth believes this would cast a positive light on the EMUA because we are always striving to stay with the times and technology. He will send the draft to the Board members to review.

## **ENGINEER'S REPORT**

### **Review of Engineer's Status Report**

#### **Update: Chemical Contract**

**Resolution 2022-39: Approval of Change Order #1** – On motion by Schmidt, seconded by Hunter, it was moved to approve Resolution 2022-39 approving Change Order #1 in the amount of \$7,618.05 to Klenzoid, Incorporated for Iron Sequestrant & Corrosion Inhibitor.

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

MOTION CARRIED: 5-0-0

**Update: South Side Water Storage Tank** – Nothing new to report.

**Update: Route 70 Water Main** – We have prepared plans and specifications for this project and have submitted an application for an occupancy permit to the NJDOT.

**Update: Route 70 Sewer Main** – We will receive bids for this project on March 10, 2022.

**Update: North Cropwell Sewer Siphon** – This project will now be included in the Route 70 Sewer Main project.

**Update: Elmwood WWTP Filter Replacement**

**Resolution 2022-36: Approval of Change Order #4** – On motion by Tencza, seconded by Schmidt, it was moved to approve Resolution 2022-36 approving Change Order #4 in the credit amount of \$15,695.00 to MBE Mark III Electric, Inc.

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

MOTION CARRIED: 5-0-0

**Update: Elmwood WWTP Resiliency Improvements** – Nothing new to report.

**Update: Heritage Village (Phase 2) Water Main Replacement** – The BWSE permit application has been deemed complete by the NJDEP. We expect that a permit will be issued by May 2022.

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

**Update: Well No. 7 Building** – Eagle Construction is continuing construction of the new well building.

**Update: Kings Grant Effluent Force Main Replacement** –

**Resolution 2022-40: Table Resolution 2022-40 Award of contract** – On motion by Tencza, seconded by Schmidt, there was a motion to table **Resolution 2022-40** awarding a contract for Kings Grant Effluent Force Main Replacement.

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

MOTION CARRIED: 5-0-0

**Update: Well No. 6 Re-drill** – Design is nearing completion. We have submitted the plans to the Township's Community Development for review. We hope to hear back from them by the end of this week.

**Motion to approve S-3/W-3 for 3 Executive Drive, Evesham AMS Urban Renewal LLC** – On motion by Tencza, seconded by Schmidt, it was moved to approve S-3/W-3 for 3 Executive Drive, Evesham AMS Urban Renewal LLC – 3 Executive Drive

RECORDED VOTE:            AYE: Hunter, Sweeney, Schmidt, Tencza, Waters  
                                      NAY: None

ABSTAIN: None

MOTION CARRIED: 5-0-0

**Motion to approve S-1/W-1 for CA Senior Living Holdings, LLC**– On motion by Tencza, seconded by Hunter, it was moved to approve S-1/W-1 for CA Senior Living Holdings, LLC. – 880 Route 73

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

MOTION CARRIED: 5-0-0

### **GENERAL COUNSEL’S REPORT**

General Counsel Grant expressed appreciation for Malamut & Associates’ appointment. She questioned the Board on their preference of when Ethics training should be facilitated. It was agreed that it should be done during a Board meeting. The date will be further discussed.

### **PUBLIC COMMENT**

None

### **Recognition of Former Commissioner Albert Lutner**

**Resolution 2022-34: Recognition of Service to the Authority** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2022-34** recognition of service to the Authority by former Commissioner Albert Lutner.

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

MOTION CARRIED: 5-0-0

Chairman Waters recognized the years of service that former Commissioner Lutner dedicated to the Authority. Chairman Waters presented a plaque to Commissioner Lutner and thanked him for his service, leadership, dedication and commitment. Commissioner Lutner thanked the Board and Staff.

### **BOARD COMMENTS**

Commissioner Kipness congratulated TJ Lowden and Leslie Braun on graduating from the AEA Developmental Academy. He wished them much success. He informed the

Board that he received an email from the chairman of the Environmental Commission informing him that American Water awards a grant for \$10,000.00 for various causes. He asked Executive Director Booth to look into it. He also welcomed General Counsel Grant.

Commissioner Hunter expressed appreciation to Board Secretary Krimmel for her assistance this past month. She also welcomed General Counsel Grant.

Commissioner Sweeney congratulated Rich Foley on his retirement. He expressed appreciation to Executive Director Booth, Rich Foley and the staff for their work on the Safety program. He expressed appreciation the Asset Manager Vandenberg and his staff. He also congratulated former Commissioner Lutner for his service to the MUA.

Commissioner Schmidt expressed his appreciation and congratulations to former Commissioner Lutner for his years of service with the MUA. He said it was a pleasure working with him on the Board. He also welcomed General Counsel Grant and looks forward to working with her. He echoed what Commissioner Sweeney said about safety and believes it's a great record to hold. He also expressed appreciation to the entire staff.

Commissioner Tencza expressed appreciation to Assistant Executive Director Locantore for his report and getting reimbursed for the Covid expenses. He welcomed General Counsel Grant to the team. He expressed appreciation to former Commissioner Lutner and said it was a pleasure working with him.

Chairman Waters expressed appreciation to the entire staff and thanked Assistant Executive Director Locantore on his report. He congratulated TJ Lowden and Leslie Braun on graduating from the AEA Developmental Academy. He welcomed General Counsel Grant and he looks forward to working with her. He expressed gratitude to former Commissioner Lutner for all of his years of service with the Authority.

There was a motion to adjourn by Tencza, seconded by Hunter. The meeting was adjourned at 8:11 P.M.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for April 6, 2022 at 7:00 pm.



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Christine Kimmel  
Office Manager

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