

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from April 6, 2022

Authority Board, Professionals and Staff in Attendance

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

Authority Board via Video Teleconferencing:

Commissioner Sweeney

Also Present: Executive Director Booth, Deputy Executive Director Puszcz, Operations Manager Higgins, Asset Manager Vandenberg, General Counsel Grant, Engineer Simpson, Auditor Applegate and Board Secretary Krimmel

Members of the Public:

None

Vice-Chairman Tencza called the meeting to order at 7:06 p.m.

Opening Statement:

Assistant Secretary Hunter 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

March 2, 2022 – On motion by Hunter, seconded by Kipness, it was moved to approve the minutes of March 2, 2022.

RECORDED VOTE: AYE: Kipness, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: Druss (Not in attendance)

MOTION CARRIED: 4-0-1

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Presentation of FY 2021 Financial Audit – Auditor Applegate from Bowman & Company presented the FY 2021 Audit.

Resolution 2022-42: Review and acceptance of FY21 Financial Audit Report

On motion by Kipness, seconded by Hunter, it was moved to adopt **Resolution #2022-42** reviewing and accepting the FY21 Financial Audit. Auditor Applegate presented the audit to the Board. Auditor Applegate advised there are no findings in the audit report and credits the staff for accurate accounting records. Auditor Applegate also mentioned that he looked back in his audit records and found that the Authority has had no findings in over the last ten years which is amazing.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Presentation of FY 2023 Water/Sewer Budget

Deputy Executive Director Puszcz presented the budgetary plan for fiscal year 2023. Deputy Executive Director Puszcz advised the Board that the proposed budget increase is a little over 4 percent. The proposed Capital Budget continues to be a robust plan to address the Authority's infrastructure and technological needs. Major water projects will need to be financed, however; sewer projects can be funded through the General Fund. The current Rate Structure can support all operations, capital improvements and debt service in fiscal year 2023, however; water rates will require a modest increase in preparation for fiscal year 2024. The sewer rates continue to be adequate for the next few years. The proposed water budget increase is 4.81% while the proposed sewer

budget increase is 3.77%. This year's budget process has been a challenge due to the rising costs which are beyond the Authority's control. Mainly in chemicals, fuel and energy. Despite these increased costs we are still able to keep the proposed budget increase just a little over 4% for both water and sewer combined.

Resolution 2022-43: Approval of FY 2023 Water/Sewer Budget – On motion by Kipness, seconded by Druss, it was moved to adopt **Resolution #2022-43** approving the FY 2023 Water/Sewer Budget.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-44: Payment of Bills – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2022-44** approving the payment of the March 2022 bills.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-47: Award of Contract in excess of \$6,600 – On motion by Kipness, seconded by Hunter, it was moved to adopt **Resolution #2022-47** awarding a contract to Shafts and Sleeves Co., Inc. in the amount of \$8,887.00 to repair (2) two Split-Case pumps at Brick Road Interconnect. Operations Manager Higgins explained that this is for a pump improvement efficiency. The pump power reduces over time and costs more electricity to pump the water. This upgrade will be cost efficient.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-48: Authorizing the purchase of Proprietary Computer Software Services – On motion by Kipness, seconded by Druss, it was moved to adopt **Resolution #2022-48** authorizing the purchase of Proprietary Computer Software Services from Edmunds Govtech in the amount of \$61,200.00. Deputy Executive Director Puszcz explained that she has been researching billing solutions to upgrade the Authority's billing process to provide the residents with more readily available billing information for the last two years. Our current billing system does the job, but the billing process is cumbersome and time consuming. There are issues sometimes bringing in

the reads from the Neptune Meter reading system. We need a system that is user friendly and works well with our meter reading system. Deputy Executive Director Puszcz believes that Edmunds Govtech will be a good fit for the Authority.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-49: Adopting a Resolution for Responsible Contractor and Sub-Contractor Policy for Appropriate Public Works Construction Projects – On motion by Hunter, seconded by Kipness, it was moved to adopt **Resolution #2022-49** adopting a Resolution for Responsible Contractor and Sub-Contractor Policy for Appropriate Public Works Construction Projects. Executive Director Booth explained that the Authority is memorializing this into the Authority’s rules and regulations. It requires contracts over the threshold of \$150,000.00 to be educated, certified and be an experienced contractor.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-51: Award of Contract in excess of \$6,600 – On motion by Kipness, seconded by Druss, it was moved to adopt **Resolution #2022-51** awarding a contract to Mission Communications, LLC in the amount of \$16,441.20 for the annual renewal of the communication system monitoring at 28 selected sites. Operations Manager Higgins explained that this is an annual renewal of the Authority’s alarm systems for monitoring all of our pump stations, Virtua hospital pressure, the pond at Indian Springs golf course and the RTU that controls the pond.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-52: Award of Contract in excess of \$6,600 – On motion by Kipness, seconded by Druss, it was moved to adopt **Resolution #2022-52** awarding a contract to Golden Equipment Company in the amount of \$10,818.00 for the replacement of Jetter and Hydro Excavation nozzles. Operations Manager Higgins explained that this equipment is for the Gap Vax trucks. This equipment will help with underground utilities as they are special heads, which cut through dirt and rock material. This is in the budget.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Booth informed the Board that there have been a total of ten water main breaks, seven discolored water and six odor complaints for the year thus far. There were two breaks since our last meeting. The first break was a sixteen inch water main break on Elmwood Road and the second was under the Riding Run lift station. That break had to be repaired by an outside third party vendor due to the severity of the scope and for the safety of the excavation. There were five discolored water complaints which were caused by the fire hydrant flushing and no further action was required. There were a few odor complaints also due to the hydrant flushing. We went out and tested the water, but there were no findings.

Executive Director Booth advised the Board that the annual Spring fire hydrant flushing is complete. We have sixteen hydrants out of service and our crews are currently repairing them.

Executive Director Booth informed the Board that there are potentially two violations coming our way by the NJDEP. These violations occurred in the summer of 2020 and 2021 both at our Woodstream facility. Ironically, the same time of year, we found our e. coli limits were off. It does seem that the State will fine us. It is unclear on the cost of the violations, but he will keep the Board updated. The Authority needs to comply with an additional violation with our bioassay at the Elmwood Plant. Both incidents have been reviewed by our staff and they are unable to locate the problem. We will continue to work on resolving the issue.

Executive Director Booth advised the Board that he has looked further into the American Water grant and found that the Authority needs to apply for the grant with two additional entities to be eligible for participation. We can bring the ideas to Commissioner Kipness, and he can advise the other entities.

Executive Director Booth discussed our bulk water contracts with both New Jersey American Water and Mt. Laurel/Willingboro MUA's with the Board. He advised that our agreement with Mt. Laurel/Willingboro MUA's increase annually by the contractual maximum of 6%. Now New Jersey American Water is currently lobbying the BPU for a 11.5% increase to take effect in December of this year. A coalition has been formed to challenge the proposed New Jersey American Water rate increase and Executive Director Booth requested authorization from the Board to participate.

There was a motion to participate in the coalition to challenge New Jersey American Water's proposed rate increase.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Executive Director Booth gave an update on the New Jersey Utility Authorities Joint Insurance Fund (JIF). Since 2013, JIF has provided members with cyber insurance coverage through the Municipal Excess Liability (MEL) fund. As risks continue to escalate, JIF has developed a three tier set of standards that affect the deductibles for each member on the event of a claim. Currently, less than 25 percent of the members (roughly 400 members) have completed all three tiers. The Authority is proud to say that we are one of those members who have participated and completed all three tiers, making us eligible for the deductible reimbursement of \$25,000.00 if there was a cyber security event. JIF is also contracted with a firm named, D 2 Cyber Security Data Consulting Services who works with each member to evaluate protocols and assist with suggested upgrades to stay in compliance. Executive Director Booth credits Assistant Executive Director Locantore, Asset Manager Vandenberg and our IT provider, All Covered, for reaching these goals.

Executive Director Booth advised the Board the New Jersey Water Environmental Association's annual conference and exposition will be May 9th through the 13th at Harrah's Resort in Atlantic City. Topics include GIS and Asset Management, Laboratory workshops, Innovative Technology, Issues of Emergency Concerns and numerous additional workshops. If anyone wishes to attend, please review the brochure and contact Chris Krimmel by Thursday, April 15, 2022.

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 received the NJDOT occupancy permit. We will proceed with bidding once funding is placed.

Update: Route 70 Sewer Main –

Resolution 2022-46: Award of Contract in excess of \$44,000 – On motion by Hunter, seconded by Kipness, it was moved to adopt **Resolution 2022-46** awarding a contract to Insituform Technologies in the amount of \$359,140.00 for Route 70 Sewer Main & North Cropwell Sewer Siphon.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Update: Elmwood WWTP Resiliency Improvements – This project is substantially complete, but they are still waiting for the last component.

Update: Heritage Village (Phase 2) Water Main Replacement –

Resolution 2022-50: Authorizing advertisement- On motion by Kipness, seconded by Druss, it was moved to adopt **Resolution #2022-50** authorizing advertisement for bids for Heritage Village (Phase2) which includes Plymouth Drive, Jefferson Avenue, Bettewood Road, Douglas Terrace, Buckingham Road, Sussex Road, Bancroft Road, Marlborough Avenue (from Knox to Caldwell) and Radnor Boulevard (from Route 70 to Caldwell).

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

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. The well should be up and running within in the next few months.

Update: Kings Grant Effluent Force Main Replacement –

Resolution 2022-40: Award of Contract in excess of \$44,000 – On motion by Druss, seconded by Kipness, it was moved to adopt **Resolution 2022-40** awarding a contract to Coastline Construction Company in the amount of \$263,280.00 for Kings Grant Effluent Force Main Replacement.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Update: Well No. 6 Re-drill –

Resolution 2022-45: Authorizing advertisement – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2022-45** authorizing advertisement for bids for Well No. 6 Re-drill.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Update: Heritage Village (Phase 3) Water Main Replacement –

Motion to Approve a Proposal – On motion by Kipness, seconded by Druss it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$550,000.00 for design, bidding and construction services for Heritage Village (Phase 3) Water Main Replacement.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Update: Elmwood UV Disinfection –

Motion to Approve a Proposal – On motion by Druss, seconded by Kipness it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$140,000 to prepare structural and mechanical design; electrical design; specification preparation; permitting; bidding; construction observation and construction administration for Elmwood UV Disinfection.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-53: Releasing Performance Bonds – On motion by Kipness, seconded by Druss, it was moved to approve **Resolution #2022-53** releasing Performance Bonds for Chase Bank – 701 West Route 70

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

General Counsel Grant advised there is nothing new to report.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Sweeney expressed appreciation to Deputy Executive Director Puszcz on her excellent budget presentation. He also expressed appreciation on the language for the resolution on Responsible Contractor and Sub-Contractor Policy for Appropriate Public Works Construction Projects. He believes that it will benefit the Authority. He would like for this to be included in all future RFP's.

Commissioner Kipness expressed appreciation to Deputy Executive Director on her nice budget presentation and appreciated her time explaining it to him and Commissioner Schmidt during their Finance Committee meeting. Commissioner Kipness spoke with Ila Vassallo of the Environmental Commission and she would like to schedule the Spring clean up of the rain garden at the Elmwood Plant. He also likes the new contract language in the Responsible Contractor and Sub-Contractor Policy for Appropriate Public Works Construction Projects. He wished everyone a happy holiday and good health.

Commissioner Druss agreed with what Commissioner Kipness said and likes how the Township keeps progressing. He believes the new water bill automation will be great for the residents to have a better understanding of their bill. Commissioner Druss expressed appreciation to Deputy Executive Director Puszcz on her great job on the FY 21 Audit.

Commissioner Hunter acknowledged the finances, particularly the fact that there have been no findings in over 10 years which is very impressive. She expressed appreciation to Executive Director Booth, Asset Manager Vandenberg and Regulatory Compliance Manager Kropa on the tour of the Elmwood Plant facility.

Commissioner Tencza expressed appreciation to Deputy Executive Director Puszcz on the Audit. She did a great job. He expressed appreciation to Commissioner Kipness, Commissioner Schmidt and Deputy Executive Director Puszcz for preparing the 2023 Budget. Commissioner Tencza expressed appreciation to the Commissioners, the entire Authority staff and Professionals for the great job that they do. He wished everyone a wonderful holiday.

There was a motion to adjourn by Druss, seconded by Hunter. The meeting was adjourned at 8:36 P.M.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Sweeney, Tencza
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for Thursday, May 5, 2022 at 7:00 p.m. at the Evesham Municipal Complex, 100 Sharp Road, Marlton, NJ 08053.

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____