

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from July 6, 2022**

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

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

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

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

None

Chairman Waters called the meeting to order at 7:04 p.m.

#### **Opening Statement:**

Asst. 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**

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

**Resolution 2022-73: Approving Connection Fee Rate Schedule for Water and Wastewater Service for Restaurants with Outdoor Seating** – On motion by Tencza, seconded by Kipness, it was moved to adopt **Resolution #2022-73** approving the adjustment to the Connection Fee Rate Schedule for water and wastewater service for

Restaurants with Outdoor Seating. General Counsel Grant conducted a rate hearing for connection fees with Deputy Executive Director Puszcz offering testimony as to the proposed rate adjustment for water and wastewater service for restaurants with outdoor seating. There were no public comments or statements.

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

MOTION CARRIED: 5-0-0

**APPROVAL OF MINUTES**

**June 1, 2022** – On motion by Kipness, seconded by Hunter, it was moved to approve the minutes of June 1, 2022.

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

MOTION CARRIED: 3-0-2

**PUBLIC COMMENT** (Agenda Items only)

None

**FINANCIAL**

**Resolution 2022-74: Payment of Bills** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2022-74** approving the payment of the June 2022 bills.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-75: Refunds, Credits & Cancellations** – On motion by Tencza, seconded by Kipness, it was moved to adopt **Resolution #2022-75** approving the June 2022 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-77: Authorizing award of contract through Sourcewell National Cooperative Purchasing Program** – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2022-77** 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-23. Deputy Executive Director Puszcz explained that the Authority orders office supplies through a contract with Sourcewell which is a National Cooperative Pricing arrangement, which they awarded to Staples. This has proven to be beneficial and we recommend to award for FY23.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-78: Approval of Cash Management Plan for FY-23** – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2022-78** approval of the Cash Management Plan for FY-23. Deputy Executive Director Puszcz explained that we approve our Cash Management Plan each fiscal year. It is a detailed plan of how we handle our cash assets. It includes all required balances and debt service payments which have been updated for the fiscal year 2023 plan.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-79: Authorizing advertisement-** On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2022-79** authorizing advertisement for bids for Kings Grant WWTP SCADA HMI System Hardware/Software migration and upgrades. Asset Manager Vandenberg explained that this resolution is to advertise for hardware and software upgrade at the Kings Grant WWTP SCADA system as well as configuration programming services. This upgrade is necessary because the current generation of the system components are no longer fully covered.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-80: Award of a second one-year Contract Extension in excess of \$6,600** – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2022-80** awarding a second 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 is our vendor for processing our monthly billing and late notice statements. They continue to be a very dependable vendor; we wish to award them a second one year contract extension with no increase in price.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-81: Award of Contract in excess of \$6,600** – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2022-81** awarding a contract to Hartco Environmental, LLC in the amount of \$15,906.00 for two (2) ISCO 5800 Refrigerated Samplers for Woodstream and Kings Grant WWTP's. Operations Manager Higgins explained that these samplers are used to take samples on a monthly basis and which the DEP requires the samples to be kept at 40 degrees celsius. This prolongs the life of the samples collected by the lab and then sent out to a commercial lab of our choosing.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-82: Authorizing advertisement** – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2022-82** authorizing advertisement for bids for Emergency/Maintenance Repairs & Modifications of Infrastructure Facilities. Executive Director Booth explained that this resolution is to advertise for a third party vendor to handle any main breaks or situational conditions in which the Authority requires assistance. The Authority has already exercised the one year contract extension per the contract with our current vendor.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-83: Authorizing transfer of Unclaimed Escrow Funds** – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2022-83**

authorizing a transfer of unclaimed funds. Deputy Executive Director Puszcz explained that this resolution is recommended by our Auditor to clear up an old escrow account from the 1990's which is still in the accounting system. The funds are no longer associated with any project or developer and remains unclaimed. This amount will be canceled and transferred to the Authority's general fund.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-84: Adopt a Budget Amendment for FY 2022** – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2022-84** adopting a Budget amendment for fiscal year 2022. Deputy Executive Director Puszcz explained that this is an amendment to the FY2022 budget which just ended on June 30, 2022. The Authority incurred higher than expected electric charges last fiscal year which, she has been monitoring throughout the year. It seemed that we would come in a little bit over spent by the end of the fiscal year, but unfortunately in June, we received a larger than usual bill from PSE&G for back usage which resulted in a more significant over expenditure. She was advised by PSE&G that they were behind on their billing and that is why we received a large invoice in June for prior usage for our plants, which are our highest usage facilities. PSE&G did supply us with documentation explaining the meter reads to support the large invoice. We had no choice but to pay it. Because of this, we had to amend our fiscal year 22 budget. This amendment increases the sewer electric budget and also increases the sewer service charge revenues. Our revenues are more than adequate to cover this increased expense. Deputy Executive Director Puszcz increased the fiscal year 23 budget significantly during the budget process this year. Hopefully, this will be adequate for our budget moving forward.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-85: Authorizing Entry into a Cooperative Pricing Agreement** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2022-85** authorizing entry into a five year (renewal) cooperative pricing agreement with Evesham Township for Asphalt and Concrete Contractors. Executive Director Booth advised the Board that this is a renewal to a current agreement that we have with Evesham Township. The Township is the lead agent for this agreement.

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

MOTION CARRIED: 5-0-0

**Resolution 2022-86: Award of Contract under extraordinary, unspecifiable services to provide disability insurance** – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2022-86** awarding a contract under extraordinary, unspecifiable services to Mutual of Omaha, for a two year contract to provide disability insurance to Authority employees for a total contract price of \$60,710.13. Deputy Executive Director Puszcz explained that this is our short term and long term disability plan for our employees. Our current contract is with Mutual of Omaha, which expires on July 31, 2022. This contract will lock in their rate for two years.

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

MOTION CARRIED: 5-0-0

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

Executive Director Booth informed the Board that there was a potential violation on June 7, 2022 at the Kings Grant WWTP for fecal coliform count. Once corrective measures were taken, and the issue was resolved, we notified the State and immediately started an affirmative defense letter to the State. We believe the issue was caused by an electrical storm that occurred overnight and the Scada system did not call out the proper emergency. There was one water main break since our last meeting it occurred on Friday, June 24, 2022 and was repaired in-house. There was one discolored water complaint on Lanfair Road. This issue was caused by the hot water heater and resolved once a certified plumber flushed the hot water heater.

Executive Director Booth advised the Board that the Authority participated in the Fourth of July parade, which was a success. He expressed appreciation for the invite to participate.

Executive Director Booth advised the Board that Woodstream Swim Club has asked permission from the Authority to use the Woodstream Plant for overflow parking during an event on July 30, 2022.

Executive Director Booth read a letter from a customer expressing appreciation on the work completed during a water main break which occurred on Country Farms Road on June 24, 2022.

Executive Director Booth reminded the Board that we need to continue getting the word out to our customers to schedule an appointment so we can evaluate their water line, for possible lead or copper.

Executive Director Booth advised the Board that Regulatory Manager Kropa will attend the August Board meeting to review the Consumer Confidence Report.

Executive Director Booth informed the Board that there will be a preconstruction meeting on Monday, July 11, 2022 with our engineer and the awarded contractor for the Heritage Village Phase 2 project. Once that is complete, he would like to plan a meeting with the residents at the Gibson House. He will advise that date in the near future.

Executive Director Booth informed the Board that Kirk Applegate, our Auditor from Bowman and Associates for the past 30 years has retired. He expressed appreciation to Auditor Applegate for all of his years of service. He also welcomed Auditor Carol McAllister who will take his place working with the Authority.

Executive Director Booth advised the Board that Supervisor TJ Lowden has resigned and will be moving to upstate Pennsylvania to be closer to his parents. He wished him luck in his future endeavors.

## **ENGINEER'S REPORT**

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

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

**Resolution 2022-87: Approval of Change Order #1** – On motion by Tencza, seconded by Schmidt, it was moved to approve Resolution 2022-87 approving Change Order #1 in the amount of \$10,200.00 to Miracle Chemical Company for Sodium Bisulfite.

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

MOTION CARRIED: 4-1-0

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

**Update: Route 70 Water Main** – We are waiting for financing to start this project.

**Update: Route 70 Sewer Main** – There have been 2 preconstruction meetings. The first one was with the Authority, the contractor and the Township and the second was with the contractor, the NJDOT and the police department to review traffic issues. The next step will be letters to the business owners advising them of the night time construction work which will be scheduled.

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

**Update: Heritage Village (Phase 2) Water Main Replacement** – A preconstruction meeting is scheduled for Monday, July 11, 2022.

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

**Update: Well No. 7 Building** – Nothing new to report.

**Update: Kings Grant Effluent Force Main Replacement** – Coastal Construction is currently receiving their supplies and plan to begin the project within the next month.

**Update: Well No. 6 Re-drill** – A contractor for the building repairs has been awarded to MBE Mark III. A preconstruction meeting will be held tomorrow, July 7, 2022.

**Update: Heritage Village (Phase 3) Water Main Replacement** – The survey is complete and the design process has begun.

**Update: Elmwood UV Disinfection** – This project is currently under design.

**New: Heritage Village (Phase 2) Sewer Main Rehabilitation** – This project is currently under design.

**New: Taunton Lakes Road Water Main Relocation** – This project is currently under design.

**Resolution 2022-76: Release Performance Guarantees for 63 East Main Street** – On motion by Tencza, seconded by Schmidt, it was moved to approve **Resolution 2022-76** releasing performance guarantees for 63 East Main Street

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

MOTION CARRIED: 5-0-0

**Motion to approve S-1/W-1 for Raising Cane's** – On motion by Kipness, seconded by Schmidt, it was moved to approve S-3/W-3 for Raising Cane's – 800 Route 70 West

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

MOTION CARRIED: 5-0-0



**Motion to approve S-3/W-3 for Oakleigh of Marlton** – On motion by Schmidt, seconded by Tencza, it was moved to approve S-3/W-3 for Oakleigh of Marlton – Route 73 & Dutch Road

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

MOTION CARRIED: 5-0-0

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

General Counsel Grant provided training to the Commissioners on Ethics and the Open Public Records Act (OPRA).

### **PUBLIC COMMENT**

None

### **BOARD COMMENTS**

Commissioner Kipness expressed appreciation to General Counsel Grant for her presentation. He also expressed appreciation to the entire staff.

Commissioner Hunter expressed appreciation to General Counsel Grant for her presentation. She also expressed appreciation to Executive Director Booth for his updates.

Commissioner Schmidt expressed appreciation to General Counsel Grant for her presentation and the detail that she provided. He also expressed appreciation to the entire staff.

Commissioner Tencza expressed appreciation to General Counsel Grant for her presentation. He also expressed appreciation to the entire staff.

Chairman Waters conveyed Commissioner Druss's comments expressing appreciation to the Authority for participating in the Fourth of July parade.

Chairman Waters echoed everyone's sentiments. It was great seeing the tanker and the new meter truck in the parade. He expressed appreciation to the employees who participated. He expressed appreciation to Commissioner Tencza for being one of the organizers of the event. He believes they did a great job. He also mentioned some events that the Authority will be participating in: Marlton Day, National Night Out and the Harvest Fest. He expressed appreciation to the entire staff and the Authority professionals.

There was a motion to adjourn by Tencza, seconded by Kipness. The meeting was adjourned at 8:58 P.M.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for Wednesday, August 3, 2022 at 7:00 p.m.

\_\_\_\_\_  
Christine Krimmel  
Office Manager

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