

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from September 7, 2022

Authority Board, Professionals and Staff in Attendance

Present: Vice-Chairman Tencza, Commissioners Hunter and Kipness
Not Present: Chairman Waters

Authority Board via Video Teleconferencing:

Commissioners Schmidt, Sweeney and Druss

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

Members of the Public:

None

Vice-Chairman Tencza called the meeting to order at 7:05 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

August 3, 2022 – On motion by Hunter, seconded by Sweeney, it was moved to approve the minutes of August 3, 2022.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Resolution 2022-98: Payment of Bills – On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2022-98** approving the payment of the August 2022 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2022-99: Refunds, Credits & Cancellations – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2022-99** approving the August 2022 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

ABSTAIN: None

Resolution 2022-100: Award of Contract in excess of \$6,600 – On motion by Sweeney, seconded by Schmidt, it was moved to adopt **Resolution #2022-100** awarding a contract to Level-1 Construction Inc. in the amount of \$9,600.00 to install an 8” stainless steel riser, patch infiltration, install reinforcing bar and pour a new floor at the Kings Grant Wastewater Treatment Plant. Operations Manager Higgins explained that this is at the Kings Grant Wastewater Treatment Plant at the headworks where it

distributes the raw sewage to go into the MLE tanks. The wall has a hole in it and it needs to be patched and repaired.

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

MOTION CARRIED: 5-0-0

Resolution 2022-102: Authorizing advertisement- On motion by Schmidt, seconded by Sweeney, it was moved to adopt **Resolution #2022-102** authorizing advertisement for bids for the Fire Hydrant Replacement Program. Operations Manager Higgins explained that these fire hydrants are in the fiscal year 2023 budget. The Authority likes to keep 20 hydrants in inventory for any damages or repairs and fire hydrants are on a nine month back order.

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

MOTION CARRIED: 5-0-0

Resolution 2022-103: Award of Contract in excess of \$6,600 – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2022-103** awarding a contract to Alpha Mechanical Heating and Cooling in the amount of \$17,500.00 for (2) two Mitsubishi Ductless AC systems for the VFD room at Elmwood WWTP. Operations Manager Higgins explained that these will replace the two current air condition units and they will need to be resized and updated. Commissioner Sweeney questioned if the Responsible Contractors language was used during the quote process. Operations Manager Higgins said he would look into it and report back to the Board.

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

MOTION CARRIED: 5-0-0

Resolution 2022-106: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Sweeney, it was moved to adopt **Resolution #2022-106** awarding a contract to Complete Control Services, Inc. in the amount of \$7,500.00 for a five year Well Flow testing calibration for Wells #4 through #14 and Westcott Booster station. Operations Manager Higgins explained that this is for the yearly calibration testing that is required by the DEP.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-107: Award of Contract in excess of \$6,600 – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2022-107** awarding a contract to Complete Control Services, Inc. in the amount of \$19,300.00 for (2) 8” Rosemount Magnetic Flowmeters for Well #4 and Well #6. Operations Manager Higgins explained that these meters are updates from the Sparling meters which have a propeller and sometimes have mechanical issues. The Rosemount Magnetic flowmeters just flow through with no moving parts.

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

MOTION CARRIED: 5-0-0

Resolution 2022-108: Award of Contract in excess of \$6,600 – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2022-108** awarding a contract to MDM Electrical Construction in the amount of \$9,578.00 to install electrical wiring on the Mohawk lift at Elmwood WWTP garage. Commissioner Sweeney questioned if the Responsible Contractors language was used in this quote process. Operations Manager Higgins said he would look into it and report back to the Board. Vice-Chairman Tencza suggests that we add this language to all quotes in the future.

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

MOTION CARRIED: 4-0-1

Resolution 2022-109: Award Under State Contract – On motion by Druss, seconded by Sweeney, it was moved to adopt **Resolution #2022-109** awarding a state contract in the amount of \$17,160.65 for Asset Management Department office furniture at 100 Sharp Road. Operations Manager Higgins explained that this furniture will furnish a new office at 100 Sharp Road for three employees.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Booth informed the Board that there were four water main breaks since our last meeting. Two of the water main breaks occurred during the Heritage Village water main replacement phase 2 and the other two were repaired in-house. There were seven discolored water complaints which were caused by the water main breaks and the residents were asked to flush their lines and that resolved their concerns. There were no odor complaints.

Executive Director Booth advised the Board that there were no violations this past month. However, the DEP is still actively looking into the red dye incident at the Woodstream WWTP. The DEP will advise us of their conclusion.

Executive Director Booth advised the Board that the Authority will be sending contingent employees to the Annual Technology Transfer seminar which will be held in Eatontown, NJ from September 26th through the 29th of this month.

Executive Director Booth informed the Commissioners that the New Jersey Water Association Conference will be held October 19th and 20th and the AEA Conference will be held November 15th and 16th.

Executive Director Booth advised the Board that the Authority will once again be a sponsor and participate in the Evesham Harvest Fest which will be held on Saturday, September 24, 2022.

Executive Director Booth informed the Board that the Authority received a phone call from a resident expressing appreciation to the MUA for our quick response to her service issue. She stated Matt Porto was a pleasure to work with and she appreciated his knowledge and quick response to replace her meter. She said the MUA should get out and teach other companies how to respond and treat customers. The Authority also received a note from the Evesham Police Department expressing appreciation for our assistance with the tree lights and the sign board during the Saint Joan of Arc carnival.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: Chemical Contract

Resolution 2022-111: Approval of Change Order #2 – On motion by Hunter, seconded by Sweeney, it was moved to approve Resolution 2022-111 approving Change Order #2 in the amount of \$1,792.13 to JCI Jones Chemical, Inc. for Gaseous Chlorine effective July 1, 2022.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-112: Approval of Change Order #3 – On motion by Druss, seconded by Hunter, it was moved to approve Resolution 2022-112 approving Change Order #3 in the amount of \$293.28 to JCI Jones Chemical, Inc. for Gaseous Chlorine effective October 1, 2022.

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

MOTION CARRIED: 5-0-0

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

Update: Route 70 Water Main – Nothing new to report.

Update: Route 70 Sewer Main – The cleaning and televising of the sewer mains have been performed by the contractor and the videos are being reviewed. We are waiting for the contractor to inform us if any of the mains cannot be relined.

Update: Elmwood WWTP Resiliency Improvements –

Resolution 2022-105: Approval of Change Order #3 – On motion by Hunter, seconded by Sweeney, it was moved to approve Resolution 2022-105 approving Change Order #3 in the credit amount of \$19,045.00 to MBE Mark III Electric, Inc. for the Elmwood WWTP Resiliency Improvements.

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

MOTION CARRIED: 5-0-0

Update: Heritage Village (Phase 2) Water Main Replacement – The contractor has started construction. They will be working for the next few months to complete the project.

Update: Elmwood Storage Building – Nothing new to report.

Update: Well No. 7 Building – Eagle Construction has completed construction of the new well building with the exception of one electrical panel. The panel is expected to be delivered in the next couple of weeks.

Update: Kings Grant Effluent Force Main Replacement – We are working with the contractor to get all of their submittals in. We thought the project was going to start in August, but the contractor has not submitted all of their shop drawings.

Update: Well No. 6 Building – A contract for the building repairs has been awarded to MBE Mark III. We are waiting for them to mobilize before we start the second phase of the project.

Update: Well No. 6 Redrill –

Resolution 2022-104: Award of Contract in excess of \$44,000 – On motion by Druss, seconded by Schmidt, it was moved to adopt **Resolution 2022-104** awarding a contract to A.C. Schultes, Inc. in the amount of \$720,500.00 for Well #6 Redrill.

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

MOTION CARRIED: 5-0-0

Update: Heritage Village (Phase 3) Water Main Replacement – Nothing new to report.

Update: Elmwood UV Disinfection – Nothing new to report.

Updated: Taunton Lakes Road Water Main Relocation – The County will be rehabilitating the road and replacing 2 culverts. They are requiring the Authority to relocate the water main. The design is almost complete but the costs are quite high. It is estimated at \$800,000. We need to look into funding for this project.

Resolution 2022-101: Release Performance Guarantees for Winding Brook Subdivision – On motion by Druss, seconded by Sweeney, it was moved to approve **Resolution 2022-101** releasing performance guarantees for Winding Brook Subdivision.

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Cinnaholic – On motion by Schmidt, seconded by Sweeney, it was moved to approve S-3/W-3 for Cinnaholic – 135 Route 73 South

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Cherry Hill Tea House – On motion by Druss, seconded by Sweeney, it was moved to approve S-3/W-3 for Cherry Hill Tea House – 746 W. Route 70

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

MOTION CARRIED: 5-0-0

Resolution 2022-110: Executive Session – On motion by Druss, seconded by Sweeney, it was moved to enter into Executive Session at 7:47 p.m. to discuss personnel matters. Commissioner Kipness recused himself from the executive session.

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

MOTION CARRIED: 5-0-0

On motion by Druss, seconded by Sweeney, it was moved to come out of Executive session at 8:05 p.m.

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

MOTION CARRIED: 5-0-0

Motion to Approve a Settlement Agreement – On motion by Hunter, seconded by Sweeney, it was moved to authorize the execution of a separation agreement between the Authority and R.V.

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL’S REPORT

General Counsel Grant had nothing new to report.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness looks forward to the Fall and hopes everyone had a great summer. He looks forward to cooler temperatures and expressed appreciation to the staff for working during the hot summer months.

Commissioner Druss expressed appreciation to the entire staff. He wished everyone well and looks forward to the Evesham Harvest Fest. He also expressed appreciation to employee Chuck Williamson for his professionalism during his appointment to update his meter.

Commissioner Hunter expressed appreciation to the entire staff of the Authority.

Commissioner Sweeney expressed appreciation to employee Matt Porto for his professionalism to the customer that needed assistance. He also expressed appreciation to Assistant Executive Director Locantore for explaining the information given during Executive Session.

Commissioner Schmidt expressed appreciation to the entire staff, especially employee Chuck Williamson for his help during an issue that he was having at his property.

Vice-Chairman Tencza expressed appreciation for everyone that assisted him to prepare for tonight’s meeting. He also expressed appreciation to the entire staff.

There was a motion to adjourn by Schmidt, seconded by Sweeney. The meeting was adjourned at 8:12 P.M.

RECORDED VOTE: AYE: Druss, 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 Thursday, October 6, 2022 at 7:00 p.m. at the Evesham Municipal Complex, 100 Sharp Road, Marlton, NJ

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____