

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from December 7, 2022

Authority Board, Professionals and Staff in Attendance

Present: Chairman Waters, Vice-Chairman Tencza, Commissioners Schmidt, Hunter and Druss

Not Present: Commissioners Sweeney and Kipness

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

Chairman Waters called the meeting to order at 7:05 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 November 18, 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

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

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

MOTION CARRIED: 4-0-1

PUBLIC COMMENT (Agenda Items only)

None

RECOGNITION OF SERVICE

Resolution 2022-134: Recognition of Kevin Gravinese – On motion by Schmidt, seconded by Tencza, it was moved to adopt **Resolution #2022-134** for the recognition of Kevin Gravinese. Executive Director Booth read the resolution and congratulated Kevin Gravinese for his 39 years of service to the Authority.

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

MOTION CARRIED: 5-0-0

FINANCIAL

Resolution 2022-129: Payment of Bills – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2022-129** approving the payment of the November 2022 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2022-130: Refunds, Credits & Cancellations – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2022-130** approving the November 2022 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

ABSTAIN: None

Resolution 2022-131: Authorizing advertisement for 2023 Professional Contracts – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2022-131** authorizing advertisement for 2023 Professional Contracts.

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

MOTION CARRIED: 5-0-0

Resolution 2022-132: Authorizing membership in National Cooperative Purchasing Alliance (NCPA) – On motion by Druss, seconded by Tencza, it was moved to approve **Resolution #2022-132** authorizing membership in a National Cooperative Pricing Agreement with the National Cooperative Purchasing Alliance (NCPA). Operations Manager Higgins explained this co-op will be very beneficial to the Authority as it helps on the cost of cleaning products, tools etc.

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

MOTION CARRIED: 5-0-0

Resolution 2022-133: Award of One Year Contract Extension – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2022-133** awarding a one year contract extension to Advanced Traffic Control in an amount not to exceed \$60,000.00 for Work Zone Traffic Safety. Operations Manager Higgins explained that they handle traffic safety control for jobs in neighborhoods or busy streets.

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

MOTION CARRIED: 5-0-0

Resolution 2022-135: Award of Contract in excess of \$6,600 – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2022-135** awarding a contract to Municipal Maintenance Company in the amount of \$25,000.00 for a Worthington Flowserve pump at the Church Street Interconnection. Operations Manager Higgins explained that this will replace the pump at the Church Street interconnection. The current pump is over 15 years old and needs to be replaced.

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

MOTION CARRIED: 5-0-0

Resolution 2022-136: Award of an Emergency Contract in excess of \$6,600 – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2022-136** awarding an emergency contract to Schwing Bioaset in the amount of \$11,437.54 for (2) two ASM-Material Cylinders. Operations Manager Higgins explained that this is in the budget to be rebuilt as the old cylinders were installed in 2012. We brought the technician in to instruct new techniques and while taking the cylinder apart, one of the parts broke off and fell into the cylinder. This was an unforeseen damage in the pump and needed to be replaced as soon as possible.

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

MOTION CARRIED: 5-0-0

Resolution 2022-137: Authorizing entry into a joint funding agreement – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2022-137** authorizing entry into a joint funding agreement for Water Resources Investigation with the United States Geological Survey (USGS) in the amount of \$8,660.00 for the operation and maintenance of recorders on groundwater wells in the Mt. Laurel-Wenonah Aquifer System. Executive Director Booth 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: Druss, Hunter, Schmidt, Tencza, Waters
 NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2022-139: Award of a three year Contract – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2022-139** awarding a three year contract for the purchase of proprietary computer software from Edmunds Govtech in the amount of \$52,270.00. Deputy Executive Director Puszcz reminded the Board that they approved a three year contract this past Spring with Edmunds for their billing software to replace our current billing system. Her original intent was to gradually migrate our accounting system beginning with the most critical module which is the billing system. However; during the process, she reached a conclusion that it is in the Authority's best interest both operationally and financially to make a transition with the remainder of the financial accounting processes with Edmunds. This will include all financial reporting, including accounts payable, which will be processed electronically and paperless. It will have a faster turnaround between supervisor requests and the purchase order process. The proposed contract amount includes Edmunds View Point dashboard module which

is basically the same as her financial module that she currently uses, which will save on the manual data input. It also covers the implementation cost and a three subscription for the Edmunds software which is cloud based. The implementation cost is \$11,320.00 and the annual subscription fee is \$13,650.00. Deputy Executive Director Puszcz believes that the costs are very reasonable and affordable. If the Board approves this contract tonight, the entire system will be live sometime after July 1, 2023.

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

MOTION CARRIED: 5-0-0

Resolution 2022-140: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2022-140** awarding a contract to Gary R. Banks Industrial Group LLC in the amount of \$23,326.00 to seal and coat the Kings Grant Golf Course Lift Station. Operations Manager Higgins explained that this station is over 25 years old. It is a can station which means the pumps are below grade so the operator needs to climb down into a confined space. Since the can is metal, it is starting to rust from the outside and it is now retaining four to six inches of water at any given time. The line going across the wet well sump pump is steel and that has also rusted out. This seal and coating will provide a few more years before it needs to be replaced.

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

MOTION CARRIED: 5-0-0

Resolution 2022-143: Award of Contract in excess of \$44,000 – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution 2022-143** awarding a contract to Allied Control Services, Inc. in the amount of \$87,340.00 for SCADA Upgrades at Kings Grant WWTP. Asset Manager Vandenberg explained that this is for both the hardware, software and configuration services for that software for the control station at Kings Grant SCADA system, which is at the end of its useful life. The current system is very old with no support left.

RECORDED VOTE: AYE: Druss, 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 were no violations this month. There was one water main break since our last meeting. It was repaired in-house. There were no discolored water complaints and four odor complaints.

Executive Director Booth advised the Board that the Heritage Village Phase 2 water main replacement is complete. The paving will commence in Spring 2023.

Executive Director Booth reminded the Board of the coalition that the Authority joined with Mount Laurel and Deptford MUA's to oppose the 11.71% rate increase from American Water. He advised the Board that the increase was litigated down to 5.67% which is a great savings for the Authority. He expressed appreciation to Pam Carolan (Mount Laurel MUA Executive Director) and Michael Cusick (Deptford MUA Executive Director).

Executive Director Booth informed the Commissioners that the Authority will hold its annual Staff Appreciation luncheon on Thursday, December 22, 2022. All are welcomed to attend.

Executive Director Booth informed the Board that the Authority is down 5 water main breaks from last year. (We currently have 24 water main breaks for the year). Executive Director Booth believes that the Authority is moving in the right direction. Overall, throughout the past 4 years, we are below pace nationwide.

ENGINEER'S REPORT

Review of Engineer's Status Report

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 contractor is waiting for his subcontractor to come in and do the point repairs.

Resolution 2022-138: Approval of Change Order #1 – On motion by Schmidt, seconded by Tencza, it was moved to approve Resolution 2022-138 approving Change Order #1 in the amount of \$6,534.46 to Insituform Technologies for the Route 70 Sewer Main project.

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

MOTION CARRIED: 5-0-0

Update: Heritage Village (Phase 2) Water Main Replacement – The water main and service connections are complete. The paving will be done in the Spring.

Updated: Heritage Village Sewer Main Rehabilitation (Phase 2) – We will bid that in January so that we have a contractor out there as the weather improves in the Spring.

Update: Elmwood Storage Building – Nothing new to report.

Update: Well No. 7 Building – This project is substantially complete but PSE & G still needs to return and disconnect the old service before the Township will give us a C.O. (Certificate of Occupancy)

Update: Kings Grant Effluent Force Main Replacement – This project is substantially complete.

Update: Well No. 6 Building – The contractor said that they will be coming in this month. They keep putting it off until they coordinate with the redrill contract.

Update: Well No. 6 Redrill – A. C. Schultes has not started the project yet.

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 – This is getting ready to go out to bid. We will wait until January for a contractor to be mobilized in the Spring.

Resolution 2022-144: Release Performance Guarantees for Caliber Collision – On motion by Hunter, seconded by Tencza, it was moved to approve **Resolution 2022-144** releasing performance guarantees for Caliber Collision – 120 Route 73 North.

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

MOTION CARRIED: 5-0-0

Resolution 2022-141: Executive Session – On motion by Tencza, seconded by Schmidt, it was moved to enter into Executive Session at 7:35 p.m. to discuss personnel matters.

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

MOTION CARRIED: 5-0-0

On motion by Tencza, seconded by Druss, it was moved to come out of Executive session at 8:01 p.m.

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

MOTION CARRIED: 5-0-0

Resolution 2022-142: Approve Collective Bargaining Agreement – On motion by Tencza, seconded by Schmidt, it was moved to approve the Collective Bargaining with Government Workers Union (GWU).

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 Druss mentioned the North Carolina utility sabotage and found it alarming that someone would shoot at infrastructure. He believes that we should make an assessment. Executive Director Booth advised the Board that all of our buildings, wells and pump stations have alarms and we do have various plan of actions in place. He expressed appreciation to Deputy Executive Director Puszcz for her work on the new financial system and to Assistant Executive Director Locantore on his work on the collective bargaining agreement with GWU. Commissioner Druss would like to be more involved in the long term capital planning. Chairman Waters suggested that he meet with the capital planning committee to discuss.

Commissioner Hunter expressed how helpful it was attending the AEA Conference. It gave her a better perspective of understanding what the Authority does on a daily basis. She congratulated Kevin Gravinese on his retirement after 39 years. She expressed appreciation for tying up the ends with the new financial system and the collective bargaining agreement.

Commissioner Schmidt agreed with everyone’s comments. He apologized for missing the last few meetings and advised that he will not be attending the January board meeting. He wished everyone a happy holiday.

Commissioner Tencza agreed with everyone’s comments. He expressed appreciation to the entire staff and the professionals. He congratulated Kevin Gravinese on his retirement. He wished everyone a happy holiday.

Chairman Waters agreed that the AEA conference was great. He expressed appreciation to Assistant Executive Director Locantore for stepping in for Executive Director Booth during the convention. He expressed appreciation to the entire staff and the professionals for a great year. He looks forward to seeing everyone on December 22, 2022 for the staff appreciation luncheon. He wished everyone a happy holiday.

There was a motion to adjourn by Tencza, seconded by Hunter. The meeting was adjourned at 8:21 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 Wednesday, January 4, 2023 at 7:00 p.m. at the Evesham Municipal Complex, 100 Sharp Road, Marlton, NJ

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____