

# **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

## **Meeting Minutes from January 4, 2023**

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

Present: Chairman Waters, Vice-Chairman Tencza, Commissioners Hunter, Druss and Kipness (Not in Attendance - 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 and Board Secretary Krimmel

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

None

Chairman Waters called the meeting to order at 7:02 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 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**

**December 7, 2022** – On motion by Tencza, seconded by Druss, it was moved to approve the minutes of December 7, 2022.

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

MOTION CARRIED: 4-0-1

**PUBLIC COMMENT** (Agenda Items only)

None

**FINANCIAL**

**Resolution 2023-01: Payment of Bills** – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-01** approving the payment of the December 2022 bills.

RECORDED VOTE:            AYE: Druss, Hunter, Sweeney, Tencza, Waters\*  
                                     NAY: None  
                                     ABSTAIN: Waters\* - Purchase Order #0051513 – Florio, Perrucci

\*Chairman Waters advised that he must abstain approval of purchase order number 0051513 for Florio, Perrucci, Steinhardt due to a conflict of interest.

MOTION CARRIED: 5-0-0 For Bill List items except P.O. #0051513  
                                     4-0-1 For Bill List item P.O. #0051513

**Resolution 2023-02: Refunds, Credits & Cancellations** – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution #2023-02** approving the December 2022 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-03: Award of One Year Contract Extension** – On motion by Druss, seconded by Sweeney, it was moved to adopt **Resolution #2023-03** awarding a one year contract extension to Konica Minolta – All Covered in an amount not to exceed \$100,000.00 for Information Technology Consultant. Deputy Executive Director Puszcz explained that Konica Minolta – All Covered was awarded a two-year contract after

procuring their services through competitive bidding process. The bid specifications included either a two one-year or two year contract extension. They have agreed to hold their price with no increase in their contract extension. Konica Minolta – All Covered handles our IT services and has performed satisfactorily. Deputy Executive Director Puszcz recommends a one year contract extension.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-04: Award of One Year Contract Extension** – On motion by Druss, seconded by Sweeney, it was moved to adopt **Resolution #2023-04** awarding a one year contract extension to Intellitec Solutions, LLC in an amount not to exceed \$40,000.00 for Microsoft Dynamics Great Plain Software Support Consultant. Deputy Executive Director Puszcz explained that Intellitec Solutions, LLC was awarded a two-year contract after procuring their services through competitive bidding process. The bid specifications included either a two one-year or two year contract extension. They have agreed to hold their price with no increase in their contract extension. Intellitec Solutions, LLC handles our Microsoft Dynamics Great Plain software support and has performed satisfactorily. Deputy Executive Director Puszcz advised the Board that it is anticipated that this contract will no longer be necessary in another year due to the contract that the Authority awarded to Edmunds and the ongoing migrations to the Edmund System; however, we will need their support systems for one more year until the Edmunds project is complete.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-05: Award of One Year Contract Extension** – On motion by Druss, seconded by Sweeney, it was moved to adopt **Resolution #2023-05** awarding a one year contract extension to Steel in the Air, Inc. in an amount not to exceed \$25,000.00 for Cellular Lease Consultant. Deputy Executive Director Puszcz explained that Steel in the Air, Inc. was awarded a two-year contract after procuring their services through competitive bidding process. The bid specifications included either a two one-year or two year contract extension. Steel in the Air, Inc. provides advisement and negotiations with our cellular carriers who lease space at our various facilities, as well as procuring new leases. This firm continues to demonstrate many times over their understanding of the cellular industry by negotiating lease terms which are most favorable to the Authority and in addition charges a flat fee per project and a very reasonable one at that. It does not involve any revenue sharing which most companies propose while submitting RFP's. For

all of these reasons Deputy Executive Director Puszcz recommends a one year contract extension.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-06: Authorizing award of contract under a National Cooperative Purchasing Agreement through National Cooperative Purchasing Alliance (NCPA)**

– On motion by Druss, seconded by Hunter, it was moved to approve **Resolution #2023-06** authorizing award of contract under a National Cooperative Purchasing Agreement through National Cooperative Purchasing Alliance (NCPA) to Y-Pers, Inc. in the aggregate amount of \$25,000.00 to purchase cleaning and maintenance supplies. Operations Manager Higgins advised the Board that this is an opportunity for the Authority to participate in another cooperative pricing system. This will give us the best price for cleaning and maintenance supplies throughout our facilities.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-08: Authorize the purchase of (3) three laptops and Proprietary Software**

– On motion by Tencza, seconded by Druss, it was moved to approve **Resolution 2023-08** authorizing the purchase of (3) three laptops and proprietary software from Emerson Automation Solutions in the amount of \$8,060.00. Operations Manager Higgins explained that these are three laptops for the water department. They will be set up with the Emerson software to program the meters.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-09: Award of Contract in excess of \$6,600**

– On motion by Hunter, seconded by Sweeney, it was moved to adopt **Resolution #2023-09** awarding a contract to Caterina Supply in the amount of \$9,099.00 for a Wachs Valve Nut Repair and Replacement tool. Operations Manager Higgins explained that this tool will give the Authority the capability to operate the valve in an easier and safer manner.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

**Resolution 2023-10: Award of One Year Contract Extension** – On motion by Druss, seconded by Hunter, it was moved to adopt **Resolution #2023-10** awarding a one year contract extension to Pace Analytical Labs in an amount not to exceed \$25,000.00 for Drinking Water Laboratory Testing. Executive Director Booth explained that this contract extension is for drinking water testing. The Authority believes it is best to stay with the current laboratory for testing.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-11: Award of One Year Contract Extension** – On motion by Druss, seconded by Hunter, it was moved to adopt **Resolution #2023-11** awarding a one year contract extension to ALS Environmental in an amount not to exceed \$18,000.00 for Wastewater and Sludge Laboratory Testing. Executive Director Booth explained that this contract extension is for wastewater and sludge testing. The Authority believes it is best to stay with the current laboratory for testing.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-16: Award of Emergency Contract** – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-16** awarding an emergency contract to Genserve Inc. in an amount not to exceed \$55,000.00 for an emergency back-up generator at the Elmwood Plant. Operations Manager Higgins explained that he was doing a routine inspection on this generator which is critical to the Elmwood Plant operations. The hard piping around the generator was leaking. They tried to repair the issue but were unable to do so. A rental generator was required until it can be repaired. This cost will pay for the rental generator and the repair of our current generator.

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

MOTION CARRIED: 5-0-0

**Motion to Approve a Proposal** – On motion by Druss, seconded by Hunter it was moved to approve a proposal from T & M Associates in the amount of \$27,500.00 to perform an Arc Flash Analysis for Woodstream Wastewater Treatment Plant. Executive Director Booth explained that this proposal will allow T & M Associates to provide recommendations and changes on improving our safety and eliminating hazards throughout the Woodstream WWTP.

RECORDED VOTE:            AYE: Druss, Hunter, Sweeney, 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 in the past few months. However, the NJ DEP has levied five violations amounting to \$5,500.00 dating back as far as 2017. In all of these violations, former Executive Director Rollins, Executive Director Booth and Regulatory Compliance Manager Kropa have provided the DEP with solid transparent affirmative defenses for each violation but unfortunately the DEP has moved forward with issuing minimal fines.

There were four water main breaks since our last meeting. Two were repaired in-house and the remaining two were repaired by our third party vendor. There were four discolored water reports which were cleared from flushing the customers’ hot water heater systems. There were four water odor complaints but when a technician went out, they were unable to detect any odors.

Executive Director Booth advised the Board that Well number 7 is back in operations. After a long awaited overhaul, it is finally complete. The Authority has tested for PFAS and is happy to report that no detection was found.

Executive Director Booth reminded the Board of the AEA Conference that they attended in November. Most of them attended a class on safety and safety inspections with PEOSH (Public Employees Occupational Safety and Health). The following day, Commissioner Tencza came to the office to discuss scheduling an inspection with PEOSH. Assistant Executive Director Locantore contacted PEOSH and they came in and did a complete inspection on the Elmwood facility. They found five miscellaneous things that needed to be corrected. The Authority corrected them while they were there and were deemed safe. Executive Director Booth expressed appreciation to Commissioner Tencza for bringing this to our attention.

## **ENGINEER'S REPORT**

**Resolution 2023-12: Award of and re-bid of Chemical Contracts** – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-12** awarding chemical contracts and requesting re-bids for chemicals.

RECORDED VOTE:            AYE: Druss, Hunter, Sweeney, Tencza  
                                      NAY: None  
                                      ABSTAIN: Waters (Conflict of interest)

MOTION CARRIED: 4-0-1

### **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** – Localized repairs are being worked on. One went well but two of them are having issues, especially the one on Conestoga Drive. It is a County right of way and has a sleeved pipe. There will be extra work ahead with change orders in the future.

**Update: Heritage Village (Phase 2) Water Main Replacement** – MSP Construction has installed all of the water mains and connections. Final restorations and paving will be done in the spring.

### **Updated: Heritage Village Sewer Main Rehabilitation (Phase 2)**

**Resolution 2023-13: Award of Contract in excess of \$44,000** – On motion by Druss, seconded by Hunter, it was moved to adopt **Resolution #2023-13** awarding a contract to Vortex Services, LLC in the amount of \$394,500.00 for the Heritage Village Sewer Main Rehabilitation.

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

MOTION CARRIED: 5-0-0

**Update: Elmwood Storage Building** – Nothing new to report.

**Update: Well No. 7 Building** – This project is substantially complete.

**Resolution 2023-15: Approval of Change Order #3** – On motion by Hunter, seconded by Druss, it was moved to approve Resolution 2023-15 approving Change Order #3 in the amount of \$12,400.00 to Eagle Construction Services, Inc. for Well #7 Building.

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

MOTION CARRIED: 5-0-0

**Update: Well No. 6 Building** –MBE Mark III has completed the demolition work and is waiting for the re-drill contractor to come in.

**Update: Well No. 6 Redrill** – A.C. Schultes is waiting for materials to be delivered. They should start in mid-January.

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

**Update: Elmwood UV Disinfection** – We have commenced design on this project and hope to request authorization for advertisement next month.

**Updated: Taunton Lakes Road Water Main Relocation** – Nothing new to report.

**Resolution 2023-07: Release Performance Guarantees for the Sanctuary’s (Sections 6, 7 and 8)** – On motion by Tencza, seconded by Hunter, it was moved to approve **Resolution 2023-07** releasing performance guarantees for the Sanctuary’s (Sections 6, 7 and 8)

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

MOTION CARRIED: 5-0-0

**Resolution 2023-14: Reduce Performance Guarantees for Fox Hollow (aka Sobolewski Tract)** – On motion by Hunter, seconded by Tencza, it was moved to approve **Resolution 2023-14** reducing performance guarantees for Fox Hollow (aka Sobolewski Tract) – North Elmwood Road

RECORDED VOTE:            AYE: Druss, Hunter, Sweeney, 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 expressed appreciation to the Board and management for a successful 2022. He looks forward to another successful year in 2023.

Commissioner Druss wished everyone a happy new year. He expressed appreciation to the professionals and the management team. He advised the Board that his appointment expires at the end of the month and hopes to be reappointed.

Commissioner Sweeney wished everyone a healthy and happy new year. He expressed appreciation to Commissioner Druss and hope to see him reappointed. He expressed appreciation to Executive Director Booth and his entire team. He believes that they do an excellent job.

Commissioner Hunter wished everyone a happy new year. She looks forward to the coming year. She expressed appreciation to the entire staff of the Authority.

Commissioner Tencza wished everyone a happy new year. He expressed appreciation to the staff who continues their education and learning new things. He expressed appreciation to the entire staff. He also hopes to be reappointed. He looks forward to the ribbon cutting for Well #7.

Chairman Waters wished everyone a happy new year. He expressed appreciation to Executive Director Booth and his staff for handling the water main breaks over the holiday weekend. He expressed appreciation to the entire staff and professionals for all of their hard work. He enjoyed attending the staff appreciation luncheon. He looks forward to 2023.

There was a motion to adjourn by Tencza, seconded by Hunter. The meeting was adjourned at 7:41 p.m.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for February 1, 2023 at 7:00 p.m.

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Christine Krimmel  
Office Manager

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