

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from February 1, 2023

Authority Board, Professionals and Staff in Attendance

Present: Chairman Waters, Vice-Chairman Tencza, Commissioners Hunter and Kipness

Authority Board via Video Teleconferencing:

Commissioners Sweeney and Schmidt

Also Present: Executive Director Booth, Deputy Executive Director Puszcz, 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 7:08 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

REORGANIZATION

Chairman Waters conducted the nomination for election of Chairperson.

Chairman: On motion by Tencza, seconded by Sweeney, it was moved to nominate Mr. Edward Waters as Chairman for the coming year.

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

MOTION CARRIED: 5-0-0

Vice – Chairman: On motion by Hunter, seconded by Sweeney, it was moved to nominate Mr. George Tencza as Vice Chairman for the coming year.

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

MOTION CARRIED: 5-0-0

Secretary: On motion by Tencza, seconded by Sweeney, it was moved to nominate Mr. Michael Schmidt as Secretary for the coming year.

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

MOTION CARRIED: 4-0-1

Assistant Secretary: On motion by Tencza, seconded by Hunter, it was moved to nominate Mr. Richard Sweeney as Assistant Secretary for the coming year.

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

MOTION CARRIED: 5-0-0

Assistant Secretary: On motion by Tencza, seconded by Sweeney, it was moved to nominate Dr. Krystal Hunter as Assistant Secretary for the coming year.

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

MOTION CARRIED: 5-0-0

The members accepted their respective positions.

APPROVAL OF MINUTES

January 4, 2023 – On motion by Tencza, seconded by Hunter, it was moved to approve the minutes of January 4, 2023.

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

MOTION CARRIED: 4-0-1

PUBLIC COMMENT (Agenda Items only)

None

Resolution 2023-17: Executive Session – It was the consensus of the Board that an Executive Session was not needed.

Motion to re-adopt Roberts Rules of Order - On motion by Tencza, seconded by Hunter, it was moved to re-adopt Roberts Rules of Order for the coming year.

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

MOTION CARRIED: 5-0-0

Motion that all rules and regulations heretofore made will continue for the following year unless changes are made – On motion by Tencza, seconded by Hunter, it was moved that all rules and regulations heretofore made will continue for the following year unless changes are made.

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

MOTION CARRIED: 5-0-0

Motion to approve official depository of the Authority – On motion by Tencza, seconded by Hunter, it was moved to name and approve WSFS as the official depository of the Authority for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-18: Authorizing Actions to be performed on behalf of the Authority – On motion by Tencza, seconded by Hunter it was moved to adopt **Resolution 2023-18** authorizing actions to be performed on behalf of the Authority for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-19: Appointment of Public Agency Compliance Officer (PACO) for 2023 – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution 2023-19** appointing Laura Puszcz as Public Agency Compliance Officer (PACO) for the Authority for the upcoming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-20: Re-adoption of Anti- Harassment Policy for the Authority – On motion by Hunter, seconded by Sweeney, it was moved to adopt **Resolution 2023-20** re-adopting the Anti-Harassment Policy for the Authority for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-21: Open Public Meetings Act – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution 2023-21** that advance notice of all meetings of the Authority will be in compliance with the Open Public Meetings Act for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-22: Award of professional contract to Bowman & Company, LLP for the position of Auditor – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-22** awarding a professional contract to Bowman & Company, LLP for the position of Auditor for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-23: Award of professional contract to T & M Associates for the position of Auxiliary Engineer – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-23** awarding a professional contract to T & M Associates for the position of Auxiliary Engineer for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-24: Award of professional contract to Environmental Resolutions for the position of Auxiliary Engineer – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-24** awarding a professional contract to Environmental Resolutions for the position of Auxiliary Engineer for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-25: Award of professional contract to Malamut & Associates for the position of Bond Counsel – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-25** awarding a professional contract to Malamut & Associates for the position of Bond Counsel for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-26: Award of professional contract to Richard A. Alaimo Associates for the position of Consulting Engineer – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-26** awarding a professional contract to Richard A. Alaimo Associates for the position of Consulting Engineer for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-27: Award of professional contract to Assured Partners for the position of Dental Broker – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-27** awarding a professional contract to Assured Partners for the position of Dental Broker for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-28: Award of professional contract to Buchart Horn for the position of Environmental Consultant – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-28** awarding a professional contract to Buchart Horn for the position of Environmental Consultant for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-29: Award of professional contract to Acacia Financial Group for the position of Financial Advisor – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-29** awarding a professional contract to Acacia Financial Group for the position of Financial Advisor for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-30: Award of professional contract to NW Financial Group, LLC for the position of Financial Advisor – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-30** awarding a professional contract to NW Financial Group, LLC for the position of Financial Advisor for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-31: Award of professional contract to Malamut & Associates LLC for the position of General Counsel – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-31** awarding a professional contract to Malamut & Associates LLC for the position of General Counsel for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-32: Award of professional contract to Environmental Resolutions, Inc. for the position of Geological Engineer – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-32** awarding a professional contract to Environmental Resolutions, Inc. for the position of Geological Engineer for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-33: Award of professional contract to Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor LLC for the position of Labor Counsel – On motion by Sweeney, seconded by Hunter, it was moved to adopt **Resolution 2023-33** awarding a professional contract to Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor LLC for the position of Labor Counsel for the coming year. Chairman Waters recused himself from the vote due to a conflict of interest with Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor.

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

MOTION CARRIED: 4-0-0

Resolution 2023-34: Award of professional contract to Virtua Health for the position of Occupational Physician – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-34** awarding a professional contract to Virtua Health for the position of Occupational Physician for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-35: Award of professional contract to Hardenbergh Insurance Group for the position of Risk Management & Insurance Consultant – On motion by Tencza, seconded by Sweeney, it was moved to adopt **Resolution 2023-35** awarding a professional contract to Hardenbergh Insurance Group for the position of Risk Management & Insurance Consultant for the coming year.

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

MOTION CARRIED: 5-0-0

Resolution 2023-36: Award of professional contract to Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor LLC for the position of Special Counsel – On motion by Sweeney, seconded by Hunter, it was moved to adopt **Resolution 2023-36** awarding a professional contract to Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor LLC for the position of Special Counsel for the coming year. Chairman Waters recused himself from the vote due to a conflict of interest with Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor.

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

MOTION CARRIED: 4-0-0

FINANCIAL

Resolution 2023-37: Payment of Bills – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-37** approving the payment of the January 2023 bills.

RECORDED VOTE: AYE: Hunter, Sweeney, Schmidt, Tencza, Waters

NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2023-38: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-38** approving the January 2023 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Motion to Approve a Proposal – On motion by Tencza, seconded by Sweeney it was moved to approve a proposal from Environmental Resolutions, Inc. (ERI) in the amount of \$45,000.00 for Nitrate Concentration in Effluent – Phase 2: Contact Stabilization Tank Improvement at Woodstream WWTP. Executive Director Booth explained that this motion is to allow Environmental Resolutions to start the design aspect for Woodstream WWTP to address the stringent nitrate limit reduction imposed upon us from the New Jersey Department of Environmental Protection. For the past year, we have evaluated different processes and methods and have concluded that ERI should move forward with the design.

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

MOTION CARRIED: 5-0-0

Resolution 2023-39: Authorizing Award of a (2) two year Contract through OMNIA Partners National Cooperative Purchasing Program – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-39** authorizing award of a two year contract through OMNIA Partners National Cooperative Purchasing Program to Cintas Corporation in an amount not to exceed \$50,000.00 for employee uniform rental and cleaning services. Executive Director Booth explained that this resolution will allow Cintas Corporation to take over our employee uniform contract. The Authority has been having some issues with the current vendor and we feel is time to move on to a new vendor for better service.

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

MOTION CARRIED: 5-0-0

RECOGNITION OF SERVICE

Resolution 2023-40: Recognition of Susan Daniels – On motion by Hunter, seconded by Sweeney, it was moved to adopt **Resolution #2023-40** for the recognition of Susan Daniels. Executive Director Booth read the resolution and congratulated Susan Daniels for her 37 years of service to the Authority.

RECORDED VOTE: AYE: Hunter, Sweeney, 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 two water main breaks since our last meeting. Both breaks were on Coventry Circle in the Kings Grant development. They were both repaired in-house. There were four discolored water complaints: one was a broken sewer trap; the second was a resident's in-house filtration system; the third was a hot water heater issue and the fourth was an ongoing complaint that a resident has had over the past few years. We responded and were unable to find any current issues. All four were tested and samples came back in compliance. There were four water odor complaints. Two were from the same address on different dates with different odors. Our technician was unable to detect any odors and did water testing/sampling which all came back in compliance.

Executive Director Booth advised the Board that he received phone calls from the Mayor's office concerning a possible break in the Preamble section of town. Our technicians went out in the middle of the night to discover a clogged or broken underdrain system. Executive Director Booth reached out to Public Works to report the issues. Both the MUA and Public Works will be making repairs tomorrow. The second concern was about water quality issues in the Mayfair section of town, specifically on Olympia Drive. Unfortunately, without an exact address or contact information we are unable to address any concerning issues. Executive Director Booth did mention that area is close to DeMasi school and that water is tested monthly. All tests have come back in compliance.

Executive Director Booth advised the Board that there was a seminar on January 11, 2023 in conjunction with New Jersey Water Association. The MUA hosted this workshop at Gibson House with 112 attendees. The MUA has been involved with this seminar for many years and he was happy to report that it has returned in person since covid restrictions have been lifted. He finds it beneficial to our operators. Executive Director Booth expressed appreciation to Monica Vandenburg for her coordination in setting up the event.

Executive Director Booth informed the Board that our on-call service has been updated to Burlington County dispatch at no cost to the Authority. We will monitor the situation to see if they are a good fit for the Authority.

Executive Director Booth discussed with the Board that the Authority has looked into potentially changing our health insurance company with our Risk Manager. They researched viable options, but due to our past claims experience, they recommend that we remain with the New Jersey State Health Benefit plan. The next opportunity to request our claim experience and investigate viable options is December 2024.

Executive Director Booth advised the Board that the AEA Utility Conference is scheduled for March 14th and 15th at Caesars in Atlantic City. He advised the Board if they are interested, please contact Chris Krimmel and she will schedule the conference for them.

Executive Director Booth confirmed that there were a total of 28 water main breaks, 27 discolored water complaints and 18 water odor complaints for 2022.

Executive Director Booth gave a presentation on The Year in Review of 2022 and The Year Ahead in 2023.

ENGINEER'S REPORT

Review of Engineer's Status Report

Resolution 2023-41: Award of Chemical Contracts – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-41** awarding chemical contracts.

RECORDED VOTE: AYE: Hunter, Sweeney, Schmidt, Tencza, Waters
 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 sewer lining is complete. One run of pipe cannot be lined and will need to be replaced.

Update: Heritage Village (Phase 2) Water Main Replacement – Nothing new to report.

Updated: Heritage Village Sewer Main Rehabilitation (Phase 2) – A preconstruction meeting has been held with Vortex. They will start this project this month.

Update: Elmwood Storage Building – Nothing new to report.

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

Update: Kings Grant Effluent Force Main Replacement – Coastline Construction has gone out of business due to the death of the owner. Although the work is complete, there are restorations which need to be performed. Engineer Simpson is working with the estate attorney and the bond company to resolve any outstanding issues.

Update: Well No. 6 Building – On hold until the redrill is complete.

Update: Well No. 6 Redrill – Schultes has begun the redrill work.

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 – Bids will be received on February 25, 2023.

Resolution 2023-42: Release Performance Guarantees for Marlton Assembly of God – On motion by Tencza, seconded by Hunter, it was moved to approve **Resolution 2023-07** releasing performance guarantees for Marlton Assembly of God – 625 East Main Street

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

MOTION CARRIED: 5-0-0

Resolution 2023-43: Release Performance Guarantees for Cornerstone at Marlton – On motion by Tencza, seconded by Hunter, it was moved to approve **Resolution 2023-43** releasing performance guarantees for Cornerstone at Marlton – 4 Executive Drive

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL’S REPORT

General Counsel Grant had nothing new to report. She expressed appreciation to the commissioners for her reappointment.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness congratulated Commissioners Tencza and Druss on their reappointments. He looks forward to the next few years working with them. He expressed appreciation to Executive Director Booth on his presentation and looks forward to the upcoming work in 2023. He believes it would be helpful if the Authority works hand and hand with the Environmental Commission of Evesham Township. He looks forward to a great 2023.

Commissioner Hunter congratulated Commissioners Tencza and Druss on their reappointments. She is happy that everything remains the same. Commissioner Hunter congratulated Susan Daniels on her retirement and appreciates her dedication of 37 years. She also congratulated the professionals on their reappointments. She expressed appreciation to the entire MUA staff.

Commissioner Sweeney congratulated the professionals and commissioners on their reappointments. He expressed appreciation to Susan Daniels for her 37 years of service. He expressed appreciation to Asset Manager Vandenberg for his presentation that he gave him a few weeks ago and to the entire MUA staff. He believes they do a great job.

Commissioner Schmidt congratulated Susan Daniels for 37 years of service to the Authority. He believes it is an incredible service to Evesham Township and the MUA. He congratulated Commissioners Tencza and Druss on their reappointments. He expressed appreciation to the Mayor and Council for the confidence that they have shown in reappointing them. He expressed appreciation to the entire MUA staff, professionals and Chairman Waters. He believes they do a great job.

Commissioner Tencza expressed appreciation to the Mayor and Council for reappointing him to the MUA Board. He expressed appreciation to his fellow Commissioners for appointing him as Vice-Chairman. He looks forward to working with them as a team. He expressed appreciation to management, supervisors, and the entire staff. He congratulated Susan Daniels on her 37 years of service.

Chairman Waters expressed appreciation to his fellow Commissioners for reappointing him as Chairman of the Board. He congratulated Commissioners Tencza and Druss and all of the professionals on their reappointments. He also expressed appreciation to the Mayor and Council for putting their faith in these two individuals. He congratulated Susan Daniels for her 37 years of service and sent well wishes on her retirement. He expressed appreciation to Chris Krimmel for keeping him organized. He looks forward to another great year with the Authority.

There was a motion to adjourn by Tencza, seconded by Hunter. The meeting was adjourned at 7:58 P.M.

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

MOTION CARRIED: 5-0-0

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

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____