

## **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

### **Meeting Minutes from February 28, 2023**

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

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

Not Present: Commissioners Hunter and Druss

#### **Authority Board via Video Teleconferencing:**

Commissioner Sweeney

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

#### **Authority Professional via Video Teleconferencing:**

General Counsel Grant

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

None

Chairman Waters called the meeting to order at 7:10 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 February 21, 2023 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



**Resolution 2023-46: Rescinding Resolution 2023-39 Authorizing Award of a (2) two year Contract through OMNIA Partners National Cooperative Purchasing Program and Awarding a (3) three year Contract through OMNIA** – On motion by Kipness, seconded by Sweeney, it was moved to adopt **Resolution #2023-46** Rescinding Resolution 2023-39 authorizing award of a two year contract through OMNIA Partners National Cooperative Purchasing Program and awarding a (3) three year contract through OMNIA to Cintas Corporation in an amount not to exceed \$65,000.00 for employee uniform rental and cleaning services. Deputy Executive Director Puszcz advised the Board to recall at last month's meeting we awarded a two year contract to Cintas Corporation; however, when Cintas provided their service agreement for the Authority to sign, it indicated that it was for a longer term. To receive contract pricing through the OMNIA Purchasing Program, the term must be for at least 3 years.

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

MOTION CARRIED: 5-0-0

**Resolution 2023-47: Authorizing Award of Contract through National Cooperative Purchasing Alliance (NCPA) now part of OMNIA Partners National Cooperative Purchasing Program** – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2023-47** authorizing award of contract through National Cooperative Purchasing Alliance (NCPA) now part of OMNIA Partners National Cooperative Purchasing Program to Y-Pers, Inc. in the amount of \$7,395.98 for a Stealth-12 Hydraulic Chainsaw. Operations Manager Higgins explained that we currently use a 14" demo saw which can get out of control if not properly handled. This chainsaw will allow them to dig a normal size hole and stand directly over top the pipe. This is a much safer chainsaw and will replace an older saw.

RECORDED VOTE:            AYE: Kipness, 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 no violations since our last meeting. There were two water main breaks and both were on Kings Grant Drive. One was on the corner of Dorset Drive and was repaired in-house and the other was about 1,000 feet down the road on Forestview Court this was a 6 inch valve that exploded and we needed to bring in our third party contractor. There were three discolored water complaints. We responded and they all seemed to be homeowner issues. There were two water odor complaints both at the same property. Our technician was unable to

detect any odors and did water testing/sampling which all came back negative and in compliance.

Executive Director Booth reminded the Board of the AEA Conference being held on March 14<sup>th</sup> and 15<sup>th</sup> for all of those attending.

Executive Director Booth informed the Board that the Authority will be attending a Town Council meeting in April or May to give a brief overview of the MUA and to discuss consumer confidence reviews.

Executive Director Booth reported on a prior Board request to seek a refund from Top Pops for the violation charge that the Authority incurred from the DEP for the illegal discharge into our wastewater treatment plant which occurred at their facility. With the assistance of General Counsel Grant, he is happy to report that Top Pops sent us a check to cover the cost of the violation in the amount of \$1,500.00.

### **PERSONNEL, SAFETY & SECURITY**

Assistant Executive Director Locantore discussed with the Board the PEOSH On-site Safety Consultation Program that was discussed at the AEA conference in November. Assistant Executive Director Locantore contacted The Department of Labor and they came in and did a complete inspection on all three of the Wastewater Treatment Plants. The first one was completed at the Elmwood Plant on December 9, 2022. They found five miscellaneous items that needed to be corrected and the Authority corrected them while they were there and were deemed safe. The second one was on February 6, 2023 at the Woodstream Plant with minimal items that needed to be corrected. The last one was at the Kings Grant Plant a few weeks ago, also with minimal corrections. There are two benefits to having them come out on a scheduled visit. The first is, if they do a surprise inspection, we will be prepared and the other is they informed us of free training that is available. We will take advantage of this free training.

Assistant Executive Director Locantore discussed with the Board the changes with our after hours answering service. We have had some issues in the past few months with our current provider. Assistant Executive Director Locantore contacted Burlington County Central dispatch and they have agreed to be our afterhours answering service at no cost to the Authority. We are hopeful that this will be a better service to our residents. We will continue to monitor the situation.

Assistant Executive Director Locantore informed the Board of the MEL's Annual Elected Officials Seminar which provide a credit of \$250 for each authority commissioner who completes the course by May 2023, towards the Authority's Insurance assesment. An email was sent to each of the commissioners to complete.

Assistant Executive Director Locantore advised the Board that in early 2022, the Federal Government Motor Carrier Safety Administration changed their guidelines with regards to driver training for people to obtain their CDL. New Jersey has made it financially

difficult for people that want to obtain their CDL, as the classes are very expensive. Most people when the Authority hires do not have their CDL, which puts the burden on the Authority. JIF has become aware of this and they will now have their own training approved by the Federal Government. The Authority will send our Safety Coordinator to learn the training and share that knowledge for employees who need to be trained before they attempt to obtain their CDL.

## **ENGINEER'S REPORT**

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

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

**Update: Route 70 Water Main** – This will be prepared to go out to bid.

**Update: Route 70 Sewer Main** –

**Resolution 2023-48: Approval of Change Order #2** – On motion by Schmidt, seconded by Tencza, it was moved to approve Resolution 2023-48 approving Change Order #2 in the amount of \$21,603.74 to Insituform Technologies for the Route 70 Sewer Main project.

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

MOTION CARRIED: 5-0-0

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

**Updated: Heritage Village Sewer Main Rehabilitation (Phase 2)** – The contractor is ordering the lining materials. They should start the relining this month.

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

**Update: Well No. 7 Building** – Substantially complete and in service.

**Update: Kings Grant Effluent Force Main Replacement** – Nothing new to report.

**Update: Well No. 6 Building** – Nothing new to report.

**Update: Well No. 6 Redrill** – Nothing new to report.

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

**Update: Elmwood UV Disinfection** – We are nearing completion of the design on this project.

**Updated: Taunton Lakes Road Water Main Relocation** –

**Resolution 2023-50: Reject Bids and Authorize Administration to seek new bids for Taunton Lake Road Water Main Relocation** – On motion by Tencza, seconded by Schmidt, it was moved to approve **Resolution 2023-50** reject bids and authorize administration to seek new bids for Taunton Lake Road Water Main Relocation. Engineer Simpson explained the bids came in and the low bid was 60% over their estimate cost. He recommends rebidding this project.

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

MOTION CARRIED: 5-0-0

**New: Cardinal Court, Sweetfern Court and Cottonwood Drive Water Main Replacement**

**Motion to Approve a Proposal** – On motion by Kipness, seconded by Schmidt it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of \$208,000.00 for the engineering services for the Cardinal Court, Sweetfern Court and Cottonwood Drive Water Main Replacement

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

MOTION CARRIED: 5-0-0

**Resolution 2023-49: Release Performance Guarantees for Harvest House** – On motion by Tencza, seconded by Schmidt, it was moved to approve **Resolution 2023-49** releasing performance guarantees for Harvest House – 52 East Main Street

RECORDED VOTE:            AYE: Kipness, 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.

**PUBLIC COMMENT**

None

**BOARD COMMENTS**

Commissioner Kipness expressed appreciation to the entire staff.

Commissioner Sweeney expressed appreciation to Executive Director Booth, Deputy Executive Director Puszcz and Asset Manager Vandenberg for their CIP (Capital Improvement Projects) presentation that they provided to the Capital Improvement Committee last week. He believes they did a fantastic job. He also expressed appreciation to the entire staff.

Commissioner Schmidt expressed appreciation to all of the staff for their time.

Commissioner Tencza expressed appreciation to Assistant Executive Director Locantore for his report and the entire staff for the great job that they do.

Chairman Waters expressed appreciation to the entire staff. He looks forward to Executive Director Booth's presentation with the Township.

There was a motion to adjourn by Tencza, seconded by Schmidt. The meeting was adjourned at 7:45 P.M.

RECORDED VOTE:            AYE: Kipness, 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 Tuesday, April 4, 2023 at 7:00 p.m. in the conference room at 100 Sharp Road.

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Christine Krimmel  
 Office Manager

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