

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from April 4, 2023

Authority Board, Professionals and Staff in Attendance

Present: Vice-Chairman Tencza, Commissioners, Schmid, Hunter, Druss and Kipness
(Not in attendance – Chairman Waters)

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, Auditor Beckman and Board Secretary Krimmel

Members of the Public:

None

Vice-Chairman Tencza called the meeting to order at 7:04 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 2, 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

This statement shall be entered into the minutes of this meeting

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

February 28, 2023 – On motion by Schmidt, seconded by Sweeney, it was moved to approve the minutes of February 28, 2023.

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

MOTION CARRIED: 3-0-2

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Presentation of FY 2022 Financial Audit – Senior Manager Laurie Beckman from Bowman & Company presented the FY 2022 Audit.

Resolution 2023-51: Review and acceptance of FY22 Financial Audit Report

On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2023-51** reviewing and accepting the FY22 Financial Audit. Senior Manager Beckman presented the audit to the Board. Senior Manager Beckman advised there are no findings in the audit report. She expressed appreciation to Executive Director Booth, Deputy Executive Director Puszcz and their office staff for assisting in any reports that she needed during the audit.

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

MOTION CARRIED: 5-0-0

Presentation of FY 2024 Water/Sewer Budget

Deputy Executive Director Puszcz presented the budgetary plan for fiscal year 2024. Deputy Executive Director Puszcz advised the Board that the proposed budget increase is a little over 6 percent. The proposed Capital Budget continues to be a progressive plan to address the Authority's infrastructure and technological needs. Major water projects will need to be financed, however; sewer projects can be funded through the General Fund. The proposed water budget increase is 4.50% while the proposed sewer budget increase is 7.35%. This year's budget process has been a challenge due to rising costs which are beyond the Authority's control - mainly in chemicals, bulk water purchases, and health insurance. Despite these increased costs we are still able to keep

the proposed budget increase at just a little over 6% for both water and sewer combined. The current Rate Structure is showing a need to increase rates on the Water side. The Sewer rates continue to be adequate but will need a modest adjustment as well to continue to support all operations. Deputy Executive Director Puszcz informed the Board that studies of rate adjustment scenarios are currently underway.

Resolution 2023-52: Approval of FY 2024 Water/Sewer Budget – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2023-52** approving the FY 2024 Water/Sewer Budget.

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

MOTION CARRIED: 5-0-0

Resolution 2023-53: Payment of Bills – On motion by Schmidt, seconded by Sweeney, it was moved to adopt **Resolution #2023-53** approving the payment of the March 2023 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2023-54: Refunds, Credits & Cancellations – On motion by Schmidt, seconded by Sweeney, it was moved to adopt **Resolution #2023-54** approving the March 2023 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2023-55: Award of Emergency Contract in excess of \$6,600 – On motion by Schmidt, seconded by Sweeney, it was moved to adopt **Resolution #2023-55** awarding an emergency contract to MDM Electrical Construction in the amount of \$10,066.11 to remove, replace and rewire light poles at Elmwood and Kings Grant Wastewater Treatment Plants. Operations Manager Higgins explained that the update of lighting was necessary due to the hazard of dark areas. We had a contractor come out on an emergency bases to have the lights repaired.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2023-56: Award of Contract through NJWW Cooperative Pricing System

– On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2023-56** awarding a contract through North Jersey Wastewater Cooperative Pricing System to Raritan Pipe & Supply Company in the amount of \$11,017.20 for (four) four Gate valves and (2) two Surgebuster check valves. Operations Manager Higgins explained that this is for the Tara lift station. The valves are getting very old and not shutting properly to maintain the pumps. The Authority joined this Co-op for better pricing.

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

MOTION CARRIED: 5-0-0

Resolution 2023-59: Award of Contract in excess of \$6,600

– On motion by Druss, seconded by Schmidt, it was moved to adopt **Resolution #2023-59** awarding a contract to Mission Communications, LLC in the amount of \$16,891.20 for the annual renewal of the communication system monitoring at 28 selected sites. Operations Manager Higgins explained that this is an annual renewal of the Authority's alarm systems for monitoring all of our pump stations, Virtua hospital pressure, the pond at Indian Springs golf course and the RTU that controls the pond.

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

MOTION CARRIED: 5-0-0

Resolution 2023-60: Authorizing Evesham Municipal Utilities Authority to reimburse itself from the proceeds of Tax-Exempt Bond Obligations

– On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2023-60** authorizing The Evesham Municipal Utilities Authority to reimburse itself from the proceeds of Tax-Exempt Bond Obligations. Deputy Executive Director Puszcz explained that Authority management is currently working with our Financial Advisor and Bond Counsel to explore financing options for four different water main replacement projects and the Lincoln Drive water tower rehabilitation project in an amount not to exceed eighteen million dollars. This resolution allows the projects to commence design with the Authority paying any costs up front and then reimbursing our General Fund from the Bond Sale proceeds once financing is in place.

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

NAY: None
 ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2023-61: Authorizing advertisement – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2023-61** authorizing advertisement for bids for Sludge Transportation Services.

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 has been one water main break since our last meeting. It was on Tara Terrace and repaired in-house. There were three discolored water complaints that were attributed to their hot water heaters and housekeeping. In all cases the water was tested with normal results. There was one odor complaint. We went out and tested the water, but there were no findings.

Executive Director Booth advised the Board that they should have received an email from Mary Lou Bergh from the Township Clerk's Office advising them that their Financial Disclosure Statement filing is due by April 30, 2023. The system is currently not open due to some possible legislative changes. He will advise if any filing extensions are provided.

Executive Director Booth informed the Board that the Authority will be participating in the April 26, 2023 Town Council meeting. We will be providing some regulatory updates, history of the MUA and review current and future plans of the Authority.

Executive Director Booth advised the Board that the Authority will be hosting another technical seminar at the Gibson House on June 7, 2023. He will inform them of the agenda in the near future if they would like to attend.

Executive Director Booth advised the Board that the milling and paving has begun on the Heritage Village Phase 2 water main replacement project.

Executive Director Booth advised the Board that the annual Spring fire hydrant flushing will begin midnight on Sunday, April 16, 2023 and continue through Friday, April 28, 2023.

Executive Director Booth informed the Board that the Authority has a few employees participating in a CDL course called "Train the Trainer". Once this course is complete,

they can train the rest of the staff who are not licensed CDL drivers but need to acquire their CDL.

Executive Director Booth informed the Board that Evesham water supply was never at risk for contaminations during the scare last week with the Delaware river water system. He is 100% confident that if an emergency happened again, we would have the sources for adequate drinking water for our residents.

Executive Director Booth advised the Board after last month's Board meeting, General Counsel Grant, Engineer Simpson and himself sat down to discuss the Taunton Lakes Road water main relocation project. The cost has doubled since talks began on the project. General Counsel Grant did some research and was able to convince the County to pay for the project, saving our rate payers the expense of the construction costs. The Authority will provide the plans that Alaimo Associates have prepared to the County.

ENGINEER'S REPORT

Review of Engineer's Status Report

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

Update: Route 70 Water Main –

Resolution 2023-57: Authorizing advertisement- On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2023-57** authorizing advertisement for bids for Route 70 Water Main Replacement.

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

MOTION CARRIED: 5-0-0

Update: Route 70 Sewer Main – There is one run of pipe that could not be relined and needs to be replaced. It is in front of Burns Dealership, east of Cropwell Road. It is starting to collapse and we are currently working with another contractor to try a different method to replace that pipe.

Update: Heritage Village (Phase 2) Water Main Replacement – The contractor is currently milling and paving.

Updated: Heritage Village Sewer Main Rehabilitation (Phase 2) – The re-lining is currently taking place and should be complete by the end of the month.

Update: Elmwood Storage Building – We are updating the plans and specifications prior to going to bid for this project.

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

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 – The contractor has removed the old well screen and installed the new screen, but is having difficulty getting the amount of water that they should get. They are trying to find the means to get the proper water out of the well.

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

Update: Elmwood UV Disinfection – We have met with Authority staff to review the design. They are working with the manufacturer to modify the design to make it more user friendly.

Updated: Taunton Lakes Road Water Main Relocation – The County will be taking over this project. Alaimo Associates have submitted their contract documents to the County.

New: Cardinal Court, Sweetfern Court and Cottonwood Drive Water Main Replacement - The survey is complete.

Resolution 2023-58: Release Performance Guarantees for Sammy's Express Car Wash – On motion by Schmidt, seconded by Druss, it was moved to approve **Resolution 2023-58** releasing performance guarantees for Sammy's Express Car Wash – 801 Route 70 West

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

MOTION CARRIED: 5-0-0

Motion to approve W-3 for Seth Seo (Gong Cha Tea House) – On motion by Schmidt, seconded by Sweeney, it was moved to approve W-3 for Seth Seo (Gong Cha Tea House) – 300 Greentree Road (Meeting House Square Shopping Center, Suite 7)

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 Banfield Pet Hospital – On motion by Schmidt, seconded by Hunter, it was moved to approve S-3/W-3 for Banfield Pet Hospital – 101 Route 73 South (Marlton Crossing – Suite 107)

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

General Counsel Grant advised there is nothing new to report.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness expressed appreciation to Deputy Executive Director Puszcz on the audit report and her budget presentation. He is ready to smooth the curve on the rate changes. He expressed appreciation to the entire staff and said to keep up the good work.

Commissioner Druss expressed appreciation for moving the April board meeting date due to Passover. He expressed appreciation to Deputy Executive Director Puszcz for the FY 22 Audit results and for her work on the Budget. He expressed appreciation to Engineer Simpson for the beautiful job done on Well 7 building. He expressed appreciation to General Counsel Grant for finding the County funding requirements for the Taunton Lakes Road project. He expressed appreciation to the entire staff.

Commissioner Sweeney expressed appreciation to Deputy Executive Director Puszcz on the audit and excellent budget presentation. He expressed appreciation to Executive Director Booth for his updates during the water contamination situation in the Delaware river.

Commissioner Hunter expressed appreciation to Deputy Executive Director Puszcz and Bowman Associates for their job well done with the Audit. She expressed appreciation to General Counsel Grant for finding the County funding requirements for Taunton Lakes Road project. She expressed appreciation to Executive Director Booth for his updates during the water contamination situation in the Delaware river.

Commissioner Schmidt agrees with everyone's comments. He appreciates the Authority's response to the water contamination situation in the Delaware river. He expressed appreciation to the entire staff.

Commissioner Tencza expressed appreciation to Deputy Executive Director Puszcz on the Audit. She did a great job. He expressed appreciation to the Commissioners, the entire Authority staff and Professionals for the great job that they do.

There was a motion to adjourn by Druss, seconded by Hunter. The meeting was adjourned at 8:33 P.M.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for Wednesday, May 3, 2023 at 7:00 p.m.

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____