

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from September 6, 2023

Authority Board, Professionals and Staff in Attendance

Present: Chairman Waters, Vice-Chairman Tencza, Commissioners Schmidt, Hunter, Kipness and Druss (entered @7:08) (Not in Attendance – Commissioner Sweeney)

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

Members of the Public:

None

Chairman Waters 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

August 2, 2023 – On motion by Tencza, seconded by Kipness, it was moved to approve the minutes of August 2, 2023.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Resolution 2023-89: Payment of Bills – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2023-89** approving the payment of the August 2023 bills.

RECORDED VOTE: AYE: Kipness, Hunter, Schmidt, Tencza, Waters*
 NAY: None
 ABSTAIN: Waters* - Purchase Order #24-00326
 Florio, Perrucci, Steinhardt

*Chairman Waters advised that he must abstain approval of purchase order number 24-00326 for Florio, Perrucci, Steinhardt due to a conflict of interest.

MOTION CARRIED: 5-0-0 For Bill List items except P.O. #24-00326
 4-0-1 For Bill List item P.O. #24-00326

Resolution 2023-90: Refunds, Credits & Cancellations – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2023-90** approving the August 2023 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2023-92: Authorizing award of contract through Sourcewell National Cooperative Purchasing Program – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2023-92** authorizing award of contract through Sourcewell National Cooperative Purchasing Program to Jet Vac Equipment in the

amount of \$539,456.26 for a 900-ECO 12 yard Truck Combination Sewer Cleaner. Operations Manager Higgins explained that this will replace our current 2009 Gap Vac truck which has over 560,000 miles on it and is in need of repair.

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

MOTION CARRIED: 5-0-0

Resolution 2023-94: Award of Contract in excess of \$6,600– On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2023-94** awarding a contract to Quorum in the amount of \$13,200.00 for monthly biological treatments for fats, oil and grease including monitoring and progress reports. Operations Manager Higgins explained that the Authority did a pilot study with this company to determine the effectiveness of their product. After a few months, the results were impressive. The product breaks the grease and fats down to nothing.

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

MOTION CARRIED: 5-0-0

Resolution 2023-95: Award of Contract in excess of \$17,500– On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2023-95** awarding a contract to Telesystem in the amount of \$32,367.24 for a 3 year contract for dedicated internet access and analog handoff voice services at Elmwood WWTP. Asset Manager Vandenberg explained that this is a three year renewal contract for internet service specifically for the Elmwood Plant.

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

MOTION CARRIED: 5-0-0

Resolution 2023-99: Authorizing award of a five (5) year contract through OMNIA Partners National Cooperative Purchasing Program – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-95** authorizing award of a five (5) year contract through OMNIA Partners National Cooperative Purchasing Program to Safeware, Inc. in the amount of \$288,885.78 to purchase intrusion, fire alarm equipment including installation with a 5 year term for monitoring services at Elmwood WWTP and seventeen other selected sites. Asset Manager Vandenberg explained that this is for a system wide security upgrade and redesign for our well facilities and plants.

This vendor also provides our security cameras and services. This will give the Authority an opportunity to integrate both services.

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

MOTION CARRIED: 5-0-0

Motion to Table a Proposal - On motion by Tencza, seconded by Druss, there was a motion to table a proposal from Environmental Resolutions, Inc. in the amount of \$670,000.00 for the design and installation of the Wav Tex system at the Woodstream WWTP.

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

MOTION CARRIED: 5-0-0

Motion to Approve a Proposal - On motion by Schmidt, seconded by Druss, there was a motion to approve a proposal from T & M Associates in the amount of \$410,725.00 for the engineering design, permitting and bid services for the replacement of the headworks equipment at Woodstream WWTP. Executive Director Booth explained that this proposal represents the replacement of the headworks at Woodstream WWTP, which removes all of the organics, paper products and anything else that is not healthy for the environment of our waste water treatment plant. The current system is extremely outdated and over 30 years old.

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 were two water main breaks since our last meeting and both were repaired in-house. This brings our total to seven water main breaks for the year (approximately 19 less than in past years). There were four discolored water complaints, all which were resolved before our technician went to their homes. There was one odor complaint, but it could not be replicated when we arrived at their property. In all cases, we tested the water and all came back in compliance.

Executive Director Booth advised the Board at last month's meeting that the Authority will be working with the NJ DEP, Rutgers University and the Stevens Institute (of Technology) on a PFAS study at our Elmwood WWTP. They are going to work on the numbers of PFAS that are going through our waste stream. This should commence by the end of this month or early October.

Executive Director Booth expressed appreciation to Deputy Executive Director Puszcz and her team for the Authority's Moody's rating which has increased from a Aa3 standing to Aa2. Deputy Executive Director Puszcz explained that Moody's Investment Service performs a credit analysis each year and they assign a credit rating for the financial obligations issued by various institutions including public sector entities like the Authority. The Authority was notified last month that Moody's upgraded our credit rating. Deputy Executive Director Puszcz advised that the analyst she spoke with during their review was very complimentary on the Authority's financial records and transparency.

Executive Director Booth informed the Board that the Evesham Harvest Fest is scheduled for Saturday, September 23, 2023. The Authority will be participating and distributing flower seeds and soil. In early October, the Township will hold their annual Fallen Hero Softball Tournament. The Authority will provide water for the event and hope to have a team in place to participate.

Executive Director Booth advised the Board that the Annual AEA Conference is scheduled for November 14th and 15th in Atlantic City. Please contact Christine Krimmel if you would like to attend.

Executive Director Booth informed the Board that the Authority received a note from the Evesham Police Department expressing appreciation for our participation in National Night Out.

PERSONNEL, SAFETY AND SECURITY

Resolution 2023-91: Authorizing the renewal of membership in the New Jersey Authorities Joint Insurance Fund – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2023-91** authorizing the renewal of membership in the New Jersey Authorities Joint Insurance Fund (JIF) for a three (3) year period, beginning January 1, 2024 and ending January 1, 2027. Assistant Executive Director Locantore explained this membership provides workers compensation, liability, property, public official employment practices and environmental liability coverage. We save money in premiums and receive additional risk management and safety training in addition to the coverage.

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

MOTION CARRIED: 5-0-0

Resolution 2023-93: Approving the Authority's Personnel Policies and Procedures Manual and Employee Handbook for Union, Non-Union, and Supervisory

Employees – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2023-93** approving the Authority's Personnel Policies and Procedures Manual and Employee Handbook for Union, Non-Union, and Supervisory Employees. Assistant Executive Director Locantore explained that every two to three years JIF requires us to review our Policies and Procedures manual and recommends hand book additions. Assistant Executive Director Locantore reviews the handbook along with our General Counsel and makes any required changes with Board approval.

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

MOTION CARRIED: 5-0-0

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 – This project is substantially complete.

Update: Elmwood Storage Building – We will receive bids on October 4, 2023. We may need to do a courtesy presentation to the Township Zoning Board.

Update: Well No. 6 Building –

Resolution 2023-96: Approval of Change Order #1 – On motion by Schmidt, seconded by Hunter, it was moved to approve Resolution 2023-96 approving Change Order #1 in the credit amount of \$37,262.80 to MBE Mark III Electric, Inc. for Well No. 6 Building.

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

MOTION CARRIED: 5-0-0

Resolution 2023-97: Approval of Change Order #2 – On motion by Schmidt, seconded by Druss, it was moved to approve Resolution 2023-97 approving Change

Order #2 in the amount of \$24,156.45 to MBE Mark III Electric, Inc. for Well No. 6 Building.

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

MOTION CARRIED: 5-0-0

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

Update: Heritage Village (Phase 3) Water Main Replacement –

Resolution 2023-98: Award of Contract in excess of \$44,000 – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2023-98** awarding a contract to P & A Construction, Incorporated in the amount of \$2,872,470.42 for the Heritage Village (Phase 3) Water Main Replacement

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

MOTION CARRIED: 5-0-0

Update: Cardinal Court, Sweetfern Court and Cottonwood Drive Water Main Replacement – Nothing new to report.

New: Cinelli Farm Lift Station – Nothing new to report.

Motion to approve S-3/W-3 for Marlton Square Unit L-1 – On motion by Tencza, seconded by Schmidt, it was moved to approve S-3/W-3 for Marlton Square Unit L-1 – 300 Route 73 South (Tacoria Mexican Street Kitchen)

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

MOTION CARRIED: 5-0-0

Motion to Table S-3 for Marlton Square Unit L-2 – On motion to by Tencza, seconded by Schmidt, it was motioned to table S-3 for Marlton Square Unit L-2 – 300 Route 73 South (Vacant Space)

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

MOTION CARRIED: 5-0-0

Motion to Table W-3 for Marlton Square Unit L-3 – On motion by Tencza, seconded by Schmidt, it was moved to approve W-3 for Marlton Square Unit L-3 – 300 Route 73 South (J Suites)

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

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Marlton UE LLC – On motion by Tencza, seconded by Schmidt, it was moved to approve S-3/W-3 for Marlton UE LLC – 301 Route 70 West

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 expressed appreciation to Deputy Executive Director Puszcz and her staff on the Moody’s credit rating upgrade. He believes she is a great leader.

Commissioner Kipness expressed appreciation to Deputy Executive Director Puszcz and her staff on the Moody’s credit rating upgrade. Commissioner Kipness expressed his condolences to Kaitlyn Kropa on the loss of her father.

Commissioner Hunter expressed condolences to Gary Fare’s family. She also expressed appreciation to Deputy Executive Director Puszcz and her staff on the Moody’s credit rating upgrade. She believes the entire staff does a great job.

Commissioner Schmidt echoed everyone’s previous comments and suggests that we do a press release on the Moody’s credit rating upgrade. He expressed appreciation to the entire staff and believes they do a great job.

Commissioner Tencza expressed appreciation to Deputy Executive Director Puszc and her staff for the great job that they do. He also expressed appreciation to the entire staff and professionals. He expressed condolences to Kaitlyn Fare and her entire family for the loss of her father and to Dan Hemple for the loss of his wife.

Chairman Waters expressed condolences to the employees that had recent losses in their family. He expressed appreciation to Deputy Executive Director Puszc and her team for the great job that they do. He expressed appreciation to the employees who helped with National Night Out. He also expressed appreciation to the entire staff and the professionals.

There was a motion to adjourn by Tencza, seconded by Druss. The meeting was adjourned at 8:00 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 Wednesday, September 27, 2023 at 7:00 p.m. – 100 Sharp Road.

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____