

# **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

## **Meeting Minutes from January 3, 2024**

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

Present: Chairman Waters, Commissioners Schmidt, Hunter and Druss

### **Authority Board via Video Conferencing:**

Vice-Chairman Tencza, Commissioners Sweeney and Kipness

Also Present: Executive Director Booth, Deputy Executive Director Puszcz, 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**



\*Chairman Waters advised that he must abstain approval of purchase order number 24-01122 for Florio, Perrucci, Steinhardt due to a conflict of interest.

MOTION CARRIED: 5-0-0 For Bill List items except P.O. #24-01122  
4-0-1 For Bill List item P.O. #24-01122

**Resolution 2024-3: Refunds, Credits & Cancellations** – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2024-3** approving the December 2023 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2024-4: Award of One Year Contract Extension** – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2024-4** 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 when submitting RFP's. For all of these reasons Deputy Executive Director Puszcz recommends a second one-year contract extension, with no increase in price.

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

MOTION CARRIED: 5-0-0

**Resolution 2024-8: Authorize Lease Agreement with Evesham Township** – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2024-8** approving the lease agreement with Evesham Township for the office space at 100 Sharp Road. Executive Director Booth explained that our lease agreement expired on December 31, 2023. This gave the Authority an opportunity to revisit the cost associated with the space that we occupy. We requested the Township to measure the space that we do occupy and found that we utilize less space than originally planned. We found cost savings of 52% of the original lease agreement. Additionally, the Authority also receives a credit of \$20,000 per year for the original prepaid lease agreement at 984

Tuckerton Road. There is roughly 15 years remaining of this credit that will continue to be applied.

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 Schmidt, seconded by Hunter, there was a motion to approve a proposal from **T & M Associates** in the amount of \$26,800.00 for the Arc Flash Study at Kings Grant Treatment Plant. Executive Director Booth explained that this motion is for the Arc Flash study to be conducted at Kings Grant Wastewater facility. This is a study that identifies arc flash hazards which estimates the likelihood of severe injury and helps determine the additional protections needed of PPE on equipment in any electrical system components.

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

MOTION CARRIED: 5-0-0

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Booth conveyed that he hoped that everyone and their families had a safe and happy holiday season and wished everyone a prosperous new year.

Executive Director Booth informed the Board that there were no violations this month. There were two water main breaks since our last meeting. They were close to each other and both were repaired in-house. We are down six water main breaks from the previous year. We are trending downward and he believes we are moving in the right direction. There were a few discolored water complaints, but they seemed to be associated with the water main breaks.

Executive Director Booth expressed appreciation to the Board for their continued support for the Employee Appreciation luncheon. It was well received by our employees and staff. He hopes that those who did not attend try to come next year.

Executive Director Booth informed the Board that the Authority will be hosting a mini seminar in conjunction with New Jersey Water Environment Association at Gibson House on Monday, February 22, 2024, where we will be sending employees to attend.

**ENGINEER’S REPORT**

**Resolution 2024-5: Award of (4) Four Chemical Contracts** – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2024-5** awarding (4) four chemical contracts per Consulting Engineer’s recommendation.

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

MOTION CARRIED: 5-0-0

**Review of Engineer’s Status Report**

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

**Update: Route 70 Water Main** –

**Resolution 2024-6: Award of Contract in excess of \$44,000** – On motion by Schmidt seconded by Hunter, it was moved to adopt Resolution #2024-6 awarding a contract to JVS Industrial and Commercial in the amount of \$834,900.83 for the Route 70 Water Main Replacement.

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

MOTION CARRIED: 5-0-0

**Update: Route 70 Sewer Main** – Nothing new to report.

**Update: Elmwood Storage Building** – We will request advertising for rebids of this project next month.

**Update: Well No. 6 Building** –

**Resolution 2024-7: Approval of Change Order #3** – On motion by Schmidt, seconded by Hunter, it was moved to approve Resolution 2024-7 approving Change Order #3 in the credit amount of \$11,450.00 to MBE Mark III Electric, Inc. for Well No. 6 Building.

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

MOTION CARRIED: 5-0-0

**Update: Well No. 6 Redrill** – A.C. Shultes needs to complete pump testing and restoration work.

**Update: Elmwood UV Disinfection** – We have submitted the TWA permit application and once it is approved by the DEP, we will be able to go to bid for this project.

**Update: Heritage Village (Phase 3) Water Main Replacement** – P & A Construction continues to install the water mains.

**Update: Cardinal Court, Sweetgum Court and Cottonwood Drive Water Main Replacement** – Design is near completion and we have ordered the soils investigations.

**New: Cinelli Farm Lift Station** – The design is approximately sixty percent complete.

### **GENERAL COUNSEL'S REPORT**

General Counsel Grant had nothing new to report.

### **PUBLIC COMMENT**

None

### **BOARD COMMENTS**

Commissioner Kipness wished everyone a happy, healthy and safe new year. He expressed appreciation to Executive Director Booth and General Counsel Grant for negotiating the new lease agreement at 100 Sharp Road. He advised the Board that the Township has reached out to him to see if he would like to continue serving on the board of commissioners. He advised that he is interested. He expressed appreciation for being apart of this team and believes it has been very educational and hope to continue to serve on the Board.

Commissioner Druss wished everyone a happy new year. He expressed appreciation to the Finance Committee, Deputy Executive Director Puszczyk and her team on the rate adjustments. He believes that we have an outstanding organization.

Commissioner Sweeney wished everyone a happy new year. He expressed appreciation to Deputy Executive Director Puszczyk on her report. He appreciates the time and effort that she put into it.

Commissioner Tencza expressed hope that Commissioners Kipness and Schmidt will continue to serve the Board. He believes that they are assets to the Authority. He enjoyed attending the Employee Appreciation luncheon. He believes everyone had a nice time and the food was great. He wished everyone a great 2024 and continue staying safe. He appreciates the entire staff and all that they do.

Commissioner Schmidt expressed appreciation for everyone’s kind words and hopes to be reappointed. He believes that we have a great organization and likes to be associated with what we do day-to-day. He apologized for missing the employee appreciation luncheon. He wished everyone a happy new year.

Commissioner Hunter wished everyone a happy new year. She hopes that everyone had a great holiday season. She expressed appreciation to Executive Director Booth and Deputy Executive Director Puszcz on the rate hearing. She hopes to see both Commissioners Schmidt and Kipness at next month’s meeting.

Chairman Waters wished everyone a happy new year. He expressed appreciation for being invited and attending the employee appreciation luncheon. He believes that we are one of the best utilities authorities in the State of New Jersey. He expressed appreciation to the entire team and he looks forward to working with everyone for another year.

There was a motion to adjourn by Schmidt, seconded by Hunter. The meeting was adjourned at 7:59 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 Wednesday, February 7, 2024 at 7:00 p.m. – 100 Sharp Road

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Christine Krimmel  
Office Manager

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