

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from December 6, 2023

Authority Board, Professionals and Staff in Attendance

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

Also Present: Executive Director Booth, Deputy Executive Director Puszcz, 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 7:01 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

November 1, 2023 – On motion by Tencza, seconded by Hunter, it was moved to approve the minutes of November 1, 2023.

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

MOTION CARRIED: 3-0-2

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Resolution 2023-117: Payment of Bills – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2023-117** approving the payment of the November 2023 bills.

RECORDED VOTE: AYE: Druss, Hunter, Schmidt, Tencza, Waters*
 NAY: None
 ABSTAIN: Waters* - Purchase Order #24-00902
 Florio, Perrucci, Steinhardt

*Chairman Waters advised that he must abstain approval of purchase order number 24-00902 for Florio, Perrucci, Steinhardt due to a conflict of interest.

MOTION CARRIED: 5-0-0 For Bill List items except P.O. #24-00902
 4-0-1 For Bill List item P.O. #24-00902

Resolution 2023-118: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2023-118** approving the November 2023 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2023-119: Award of Contract under Extraordinary, Unspecifiable Services – On motion by Druss, seconded by Hunter, it was moved to adopt **Resolution #2023-119** awarding a contract under Extraordinary, Unspecifiable Services to Horizon Health Care Services, Inc. in the amount of \$50,954.04 (not to exceed \$55,000.00) for

2024 employee dental insurance. Deputy Executive Director Puszcz advised the Board that for the third year in a row, Horizon Dental has maintained their rates. Horizon Dental continues to be a good dental insurance provider and it is recommended to award the dental insurance contract to Horizon Dental for 2024.

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

MOTION CARRIED: 5-0-0

Resolution 2023-120: Authorizing award of contract through North Jersey Wastewater Cooperative Purchasing Program – On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2023-120** authorizing award of contract through North Jersey Wastewater Cooperative Purchasing Program to RIO Supply Company in an amount not to exceed \$350,000.00 for Cold Water Meter with Integrated Meter Interface Units. Operations Manager Higgins explained that this contract is for various sized meters throughout the water infrastructure which includes the hardware, laptops and warranty. The contract cost increased approximately 8% over the current contract.

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

MOTION CARRIED: 5-0-0

Resolution 2023-121: Award of Contract in excess of \$6,600 – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-121** awarding a one year contract to Pace Analytical Services in the amount of \$23,270.00 for 2024 UCMR5 (Unregulated Contaminant Monitor Rule) water testing. Executive Director Booth explained that Pace Analytical was low bid and will test for contaminants in the water.

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

MOTION CARRIED: 5-0-0

Resolution 2023-122: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2023-122** awarding a one year contract to Pace Analytical Services in the amount of \$9,278.00 for 2024 Drinking Water Laboratory Testing. Executive Director Booth explained that Pace Analytical was low bid and will test for compounds in the drinking water.

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

NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2023-123: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2023-123** awarding a contract to Smith & Loveless, Inc. in the amount of \$8,593.48 to replace volutes and hardware at Country Farms lift station. Operations Manager Higgins explained that the pumps and plates are approximately 25 years old and need to be replaced.

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

MOTION CARRIED: 5-0-0

Resolution 2023-127: Award of Open Ended Contract – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2023-127** awarding a contract in an amount not to exceed \$100,000.00 to CTX Infrastructure in accordance with their proposal for Work Zone Traffic Safety and Traffic Control Services. Operations Manager Higgins explained that this contract went out for re-bid and we received two bids. CTX Infrastructure will be a new contractor with the Authority.

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

MOTION CARRIED: 5-0-0

Resolution 2023-129: Award of Contract in excess of \$6,600 – On motion by Druss, seconded by Schmidt, it was moved to adopt **Resolution 2023-129** awarding a one year contract to Pace Analytical Services in the amount of \$18,272.00 for 2024 Wastewater Laboratory Testing. Executive Director Booth explained that Pace Analytical was low bid and will test for contaminants in the wastewater.

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

MOTION CARRIED: 5-0-0

Resolution 2023-131: Award of Emergency Contract in excess of \$6,600 – On motion by Tencza , seconded by Schmidt, it was moved to adopt **Resolution #2023-131** awarding an emergency contract to Artistic Materials in the amount of \$15,308.10 for an emergency purchase of flowable fill and dirt for the repair of a water main break located

on Route 70. Operations Manager Higgins explained that this was for the water main break on Route 70. The State requires flowable fill to be used on a state highway.

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

MOTION CARRIED: 5-0-0

Motion to approve Advertising for a Rate Hearing – On motion by Schmidt, seconded by Hunter, there was a motion to approve advertising for a rate hearing for an adjustment to the Authority’s rate schedule. Deputy Executive Director Puszczyk informed the Board that with our planned capital improvements, our rates are forecasting a deficit in water operations. In addition, we are facing significant capital expenditures at our Waste Water Treatment Plants. The significant capital improvements along with the continuing cost increases in operations necessitates an adjustment to our Rate schedule. The last actual rate increase was in 2015. Our financial model is projecting an indication that our rates will require an adjustment. Deputy Executive Director Puszczyk and the Finance Committee have been working on different rate adjustment scenarios for the past several months. The solution they proposed is a two-step rate increase, in which the first increase is to be implemented this fiscal year and then the second adjustment is to be implemented the following fiscal year. An average residential water/sewer customer will see an increase between 2 & 3% in the first year and in the second year another increase between 2.5 & 3.6%. For an average use customer of 22,000 gallons, after two years, this equates to an annual increase of \$58.80. With the planned two-step increase, our operations and capital improvement plan is funded adequately; we have two years to continue to analyze and project our rates for the future and our customers will be informed of what their rates will be for the next two years. Deputy Executive Puszczyk requested that the Board authorize advertisement for a rate hearing to be held at the next Board meeting.

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 six water main breaks since our last meeting and five were repaired in-house. The sixth water main break occurred at Evans School. That is a private water main owned by the Evesham Board of Education; however, they contacted us to request assistance. This was repaired by our emergency repair contractor; R.D. Zeuli and we will be reimbursed by the school district for the cost of this repair. There were three discolored water complaints, all of which were caused by the water main replacement

project in Heritage Village. In all cases, we tested the water and all came back in compliance.

Executive Director Booth updated the Board on the headworks project and the nitrates project at the Woodstream WWTP which are ongoing, moving along and are on schedule.

Executive Director Booth updated the Board on the Heritage Village Phase 3 water main replacement project. The contractor; P & A Construction continues to replace the water main but did hit an unmarked gas main on Radnor Blvd. It was resolved quickly by PSE & G.

Executive Director Booth mentioned that the AEA Conference was well attended by our commissioners and he appreciates their support.

Executive Director Booth advised the Board that the Authority participated in the Cherokee High School career day. After speaking with staff members we are hoping to possibly have an internship with incoming seniors.

Executive Director Booth informed the Commissioners that the Authority will hold its annual Staff Appreciation luncheon on Friday, December 22, 2023. All are welcomed to attend.

Resolution 2023-128: Extension of W-4/S-4 Permits – On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2023-128** extending W-4/S-4 permits for Another Options, Inc. at 31,32 and 34 Third Street. Executive Director Booth explained that this is an extension for a local contractor who requires additional time on his permits.

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

MOTION CARRIED: 5-0-0

Chairman Waters recused himself from the Executive Session due to a conflict of interest with regards to the PFAS class action litigations. He advised the Board that Vice-Chairman Tencza would be representing the MUA in any PFAS discussions.

Resolution 2023-124: Executive Session – On motion by Tencza, seconded by Druss, it was moved to enter into Executive Session at 7:35 p.m. to discuss PFAS class action litigations.

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

MOTION CARRIED: 4-0-0

On motion by Hunter, seconded by Druss, it was moved to come out of Executive session at 8:04 p.m.

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

MOTION CARRIED: 4-0-0

Resolution 2023-130: Authorize the Executive Director to execute documents– On motion by Hunter, seconded by Druss, it was moved to authorize the Executive Director of Evesham Municipal Utilities Authority to execute documents to opt out of the Class Action Litigation regarding PFAS.

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

MOTION CARRIED: 5-0-0

ENGINEER’S REPORT

Resolution 2023-125: Authorizing advertisement for Supplying of Chemical Contracts – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2023-125** authorizing advertisement for the supplying of Chlorine, Sodium Hydroxide, Sulfuric Acid and Sodium Bisulfite chemical contracts. Engineer Simpson informed the Board that the current chemical suppliers for these contracts did not accept a contract extension and will need to go out to bid.

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

MOTION CARRIED: 5-0-0

Resolution 2023-126: Award of (7) Seven Chemical Contract Extensions – On motion by Tencza, seconded by Druss, it was moved to adopt **Resolution #2023-126** awarding (7) seven chemical contract extensions per Consulting Engineer’s recommendation.

RECORDED VOTE: AYE: Druss, Hunter, 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 – This bid opening is scheduled for December 13, 2023. We will award the contract at next month's meeting.

Update: Route 70 Sewer Main – This project is substantially complete. A contractor will need to complete the remaining sewer line that could not be relined.

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

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

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

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

Update: Heritage Village (Phase 3) Water Main Replacement – We have found that two spurs off of Knox Blvd were not replaced on any of the projects. We will add them to this current project.

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

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

GENERAL COUNSEL'S REPORT

General Counsel Grant had nothing new to report.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Druss wished everyone a happy holiday. He expressed appreciation to Deputy Executive Puszcz for her rate analysis and to Executive Director Booth on the PFAS explanation.

Commissioner Kipness wished everyone a happy and safe holiday season. He expressed appreciation to both Executive Director Booth and Deputy Executive Puszc for the information that they shared with the Finance Committee last week. He also expressed appreciation to Executive Director Booth and General Counsel Grant for handling the PFAS situation. He believes the conferences give him a tremendous amount of knowledge and appreciation in attending the conferences.

Commissioner Hunter wished everyone a happy holiday and agreed with the other commissioners' comments.

Commissioner Schmidt wished everyone a happy holiday. He expressed appreciation to the entire staff and the professionals for all of their hard work.

Commissioner Tencza expressed appreciation to the entire staff and to the Finance Committee for their outstanding work on the rate analysis. He also expressed appreciation for attending the AEA Conference. He believes it is a knowledgeable seminar. He wished everyone a happy holiday and to stay safe.

Chairman Waters expressed appreciation to the Finance Committee and the management team for their hard work on the rate analysis. He also expressed appreciation for attending the AEA Conference. He wished everyone a happy holiday.

There was a motion to adjourn by Tencza, seconded by Hunter. The meeting was adjourned at 8:18 p.m.

RECORDED VOTE: AYE: Druss, Hunter, 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, January 3, 2024 at 7:00 p.m. – 100 Sharp Road

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____