

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from June 5, 2024

Authority Board, Professionals and Staff in Attendance

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

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

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 4, 2024 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

May 1, 2024 – On motion by Hunter, seconded by Schmidt, it was moved to approve the minutes of May 1, 2024.

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

MOTION CARRIED: 5-0-0

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

WATER AND SEWER CONNECTION FEE RATE HEARING

Resolution 2024-60: Approving adjustments to the Water and Sewer Connection Fee Rate Schedule – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2024-60** approving an adjustment to the Water and Sewer Connection Fee Rate Schedule. Bond Counsel Hastie conducted a rate hearing for adjustments to the water and sewer connection fee rate schedule with Deputy Executive Director Puszcz offering testimony as to the proposed rate adjustment for water and sewer connection fee rate schedule. There were no public comments or statements.

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

MOTION CARRIED: 5-0-0

Resolution 2024-61: Payment of Bills – On motion by Druss, seconded by Kipness, it was moved to adopt **Resolution #2024-61** approving the payment of the May 2024 bills.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Schmidt, Waters*
 NAY: None
 ABSTAIN: Waters* - Purchase Order #24-01950
 Florio, Perrucci, Steinhardt

*Chairman Waters advised that he must abstain approval of purchase order number 24-01950 for Florio, Perrucci, Steinhardt due to a conflict of interest.

MOTION CARRIED: 5-0-0 For Bill List items except P.O. #24-01950
 4-0-1 For Bill List item P.O. #24-01950

Resolution 2024-62: Refunds, Credits & Cancellations – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2024-62** approving the May 2024 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2024-63: Adoption of FY 25 Water/Sewer Budget – On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2024-63** to adopt the FY 25 Water/Sewer Budget. Deputy Executive Director Puszczyk explained that this resolution will formally adopt the budget for fiscal year 2025.

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

MOTION CARRIED: 5-0-0

Resolution 2024-64: Award of Contract in excess of \$6,600 – On motion by Druss, seconded by Schmidt, it was moved to adopt **Resolution #2024-64** awarding a contract to United Electric Supply Co., Inc. in the amount of \$9,825.08 to replace (2) two VFD's (Variable Frequency Drives) at Kings Grant Plant. Operations Manager Higgins explained that these drives needed to be updated.

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

MOTION CARRIED: 5-0-0

Resolution 2024-65: Award of Contract in excess of \$6,600 – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2024-65** awarding a contract to Complete Control Services in the amount of \$15,833.00 to convert the pump #1 motor starter to a VFD at Church Road Interconnect. Operations Manager Higgins explained that it will be more cost efficient to convert the pump.

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

MOTION CARRIED: 5-0-0

Resolution 2024-66: Approval of Cash Management Plan for FY-25 – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2024-66** approval of the Cash Management Plan for FY-25. Deputy Executive Director Puszczyk explained that

we request Board approval for our Cash Management Plan each fiscal year. It is a detailed plan of how we handle our cash assets. It includes all required balances and debt service payments, which have been updated for FY25. The New Jersey MEL's JCM Best Banking Practices has been added as an exhibit per the requirement of our cyber security policy through the JIF and the Authority is in compliance with all of the best banking practices as detailed on the exhibit.

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

MOTION CARRIED: 5-0-0

Resolution 2024-68: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2024-68** awarding a contract to Excelsior Blower Systems, Inc. in the amount of \$11,323.05 to replace the blower on the surge tank at Woodstream WWTP. Operations Manager Higgins explained that the blower is over 15 years old and the valve is failing and needs to be replaced.

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

MOTION CARRIED: 5-0-0

Resolution 2024-69: Award of Contract through Sourcewell National Cooperative Purchasing Program – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2024-69** awarding a contract through Sourcewell National Cooperative Purchasing Program to Enterprise Fleet Management, Inc. in an amount not to exceed \$575,000 to lease 10 motor vehicles (8 pickups/2 SUV's) for 4 additional years of the current lease. Deputy Executive Director Puszcz explained that the original lease was for one year, as we were not sure how the program would work. We are now requesting the Board to extend the lease for 4 additional years for these vehicles.

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

MOTION CARRIED: 5-0-0

Resolution 2024-70: Award of Contract through Sourcewell National Cooperative Purchasing Program – On motion by Hunter, seconded by Schmidt, it was moved to adopt **Resolution #2024-70** awarding a contract through Sourcewell National Cooperative Purchasing Program to Enterprise Fleet Management, Inc. in an amount not to exceed \$185,000 to lease 4 motor vehicles (4 SUV's) for a 5 year term. Deputy

Executive Director Puszcz explained that this lease will be for an additional 4 vehicles for a 5 year term.

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

MOTION CARRIED: 5-0-0

Resolution 2024-71: Award of Contract through Sourcewell National Cooperative Purchasing Program – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2024-71** awarding a contract through Sourcewell National Cooperative Purchasing Program to Trinnex Inc. in the amount of \$104,410 to purchase Predictive Modeling Software Solution for lead inventory. Asset Manager Vandenberg explained that this software will help with the mandatory State program which requires the Authority to have all service lines verified that they are not lead. The Federal Government is moving the date from 2031 to October 2024. This software will assist in the verification of service lines.

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

MOTION CARRIED: 5-0-0

Resolution 2024-72: Award of Contract in excess of \$6,600 – On motion by Schmidt, seconded by Kipness, it was moved to adopt **Resolution #2024-72** awarding a contract to Edmunds GovTech in the amount of \$8,500 for the implementation and a 3 year software subscription for the Utility ViewPoint Dashboard. Executive Director Booth explained that this is a power tool used in the Edmunds system, which will allow us to view all data from our customers' accounts in real time. It will also assist us with financial reports. This software will cover the implementation and a 3 year software subscription.

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

MOTION CARRIED: 5-0-0

Resolution 2024-73: Authorizing advertisement- On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2024-73** authorizing advertisement for bids for Emergency/Maintenance Repairs & Modifications of Infrastructure Facilities. Operations Manager Higgins explained this is for emergency work after hours, weekends and holidays. Our current contract is in its second year extension and needs to go to bid.

RECORDED VOTE: AYE: Kipness, Druss, Hunter, Schmidt, 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 was one water main break since our last meeting. There were a few discolored water complaints. We took samples and replaced aerators in their faucets, which resolved the problem. There was one odor complaint which was diminished before our technician could get to the property.

Executive Director Booth advised the Board that we received our JIF Loss Control report from J.A. Montgomery and it was a great report. The survey revealed excellent management to safety.

Executive Director Booth advised the Board that the 2024 CCR (Consumer Confidence Report) is now available to view on our website. They will be distributed to schools, apartment complexes and senior facilities by the end of the month.

Executive Director Booth informed the Board that the Authority donated water for the Marlton Relay for Life event which was held on June 1, 2024. The Authority also attended Marlton Day on June 2, 2024. He expressed appreciation to Asset Manager Vandenberg and Jordan Stelweck for representing the MUA.

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, June 10, 2024. He expressed appreciation to Monica Vandenberg for helping with the preparation.

Executive Director Booth advised the Board that the Heritage Village Phase 3 project is ahead of schedule. They are due for completion August 25, 2024. With July 4th approaching, we will look into putting signs up or possibly have some paving completed.

Executive Director Booth advised the Board that the Authority had a very interested 4 year old ask her mother questions about water and sewer. Her mother scheduled a time to sit down with him to answer her questions. She sent a very nice letter to the Courier Post to show her appreciation. Executive Director Booth in the future would like to plan an open house to answer questions about the MUA.

Executive Director Booth advised the Board that customer shut offs will take place tomorrow, June 6, 2024. Notifications were sent to residents who have not paid their bill in the past year.

ENGINEER'S REPORT

Review of Engineer's Status Report

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

Update: Route 70 Water Main – Construction is proceeding during overnight hours and running very smoothly.

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

Update: Elmwood Storage Building – The contractor started this project yesterday and we will keep you updated.

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

Update: Well No. 6 Redrill – We are working with A.C. Schultes to complete their punch list items.

Update: Elmwood UV Disinfection –

Resolution 2024-67: Authorizing advertisement- On motion by Druss, seconded by Kipness, it was moved to adopt **Resolution #2024-67** authorizing advertisement for bids for Elmwood Wastewater Treatment Plant UV Disinfection System.

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

MOTION CARRIED: 5-0-0

Update: Heritage Village (Phase 3) Water Main Replacement – The contractor is basically finished on the water connections. They are now in the reconstruction portion of the project, repaving curb to curb, restoring curbs and replacing ADA handicap ramps.

Update: Cardinal Court, Sweetgum Court and Cottonwood Drive Water Main Replacement – A preconstruction meeting will be scheduled sometime this month.

Update: Cinelli Farm Lift Station – The design is almost complete.

New: Elmwood & Woodstream WWTP SCADA Upgrades –

Resolution 2024-74: Authorizing advertisement- On motion by Schmidt, seconded by Hunter, it was moved to adopt **Resolution #2024-74** authorizing advertisement for bids for Elmwood & Woodstream WWTP SCADA upgrades.

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Edith James Hair Salon – On motion by Schmidt, seconded by Druss, it was moved to approve S-3/W-3 for Edith James Hair Salon – 740 Route 70 West (Evesham Plaza)

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Solid Core – On motion by Schmidt, seconded by Kipness, it was moved to approve S-3/W-3 for Solid Core – 300 Route 73 – Unit 110 (T-Mobile converting into two units – Marlton Square Shopping Center)

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Drybar Hair Salon– On motion by Druss, seconded by Kipness, it was moved to approve S-3/W-3 for Drybar Hair Salon – 300 Route 73 – Unit 125 (Marlton Square Shopping Center)

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL’S REPORT

Bond Counsel Hastie had nothing new to report.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness thought it was a great meeting. He expressed appreciation to Engineer Simpson on his updates of the Heritage Village Project and to Asset Manager Vandenberg for his work on the lead inventory software.

Commissioner Druss expressed appreciation to Deputy Executive Director Puszcz on her connection fee rate analysis and to Asset Manager Vandenberg on his work on the lead inventory software. He wished everyone a happy 4th of July.

Commissioner Hunter expressed appreciation to the entire staff and professionals. She also expressed appreciation to Deputy Executive Director Puszcz on her connection fee rate analysis. She wished everyone a happy 4th of July.

Commissioner Schmidt agreed with what every Commissioner said and expressed appreciation to the entire staff.

Chairman Waters advised the Board that he attended Marlton Day and expressed appreciation to Asset Manager Vandenberg and Jordan Stelweck for participating on behalf of the MUA. He also expressed appreciation to the entire staff and professionals.

There was a motion to adjourn by Kipness, seconded by Hunter. The meeting was adjourned at 8:40 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, July 10, 2024 at 7:00 p.m. – 100 Sharp Road

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____