

EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from August 7, 2024

Authority Board, Professionals and Staff in Attendance

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

Authority Board via Video Teleconferencing:

Commissioners Sweeney

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

Members of the Public:

None

Chairman Waters called the meeting to order at 7:02 p.m.

Opening Statement:

Commissioner Hunter 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 June 6, 2024 in the following manner:

1. E-mailing written notice to the Burlington County Times and Courier Post
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

July 10, 2024 – On motion by Druss, seconded by Tencza, it was moved to approve the minutes of July 10, 2024.

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

MOTION CARRIED: 4-0-1

PUBLIC COMMENT (Agenda Items only)

None

FINANCIAL

Resolution 2024-85: Payment of Bills – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2024-85** approving the payment of the July 2024 bills.

RECORDED VOTE: AYE: Druss, Hunter, Sweeney, Tencza, Waters*
 NAY: None
 ABSTAIN: Waters* - Purchase Order #25-00039
 Florio, Perrucci, Steinhardt

*Chairman Waters advised that he must abstain approval of purchase order number 25-00039 for Florio, Perrucci, Steinhardt due to a conflict of interest.

MOTION CARRIED: 5-0-0 For Bill List items except P.O. #25-00039
 4-0-1 For Bill List item P.O. #25-00039

Resolution 2024-86: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2024-86** approving the July 2024 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2024-87: Authorizing award of contract through OMNIA Partners National Cooperative Purchasing Program – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2024-87** authorizing award of contract through OMNIA Partners National Cooperative Purchasing Program to Safeware, Inc. in the amount of \$41,202.00 to purchase (6) six Blackline Safety G7 Cellular portable gas detection monitors and peripherals. Operations Manager Higgins explained that these

monitors clip onto the employee when they are in a confined space or by themselves, this will detect a sudden fall or an emergency. This is a four year contract.

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

MOTION CARRIED: 5-0-0

Resolution 2024-89: Rejecting Apparent Low Bid and Awarding an open ended contract in excess of \$44,000 – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2024-89** rejecting the apparent low bid and awarding an open ended contract to R. D. Zeuli, Inc in accordance with their bid (not to exceed \$400,000) for Emergency Repair Services. Deputy Executive Director Puszcz explained that we went out to bid for an emergency repair services contract. This is a cooperative purchasing agreement whereas the Authority is the lead agent and the Township can purchase off of this contract. We had to disqualify the low bid because they did not bid the prevailing wage rates for all of their positions, which is required in the specifications for a public works contract. R.D. Zeuli was the next low responsible bidder and we recommend award to them.

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

MOTION CARRIED: 5-0-0

Resolution 2024-91: Award of an Emergency Contract in excess of \$44,000 – On motion by Hunter, seconded by Druss, it was moved to adopt **Resolution #2024-91** awarding an emergency contract to A. C. Schultes in the amount of \$69,771.00 to clean, repair and reinstall a pump at Well #9. Operations Manager Higgins explained that this well stopped working. We had A.C. Schultes pull the pump, clean and repair it.

RECORDED VOTE: AYE: Druss, Hunter, Sweeney, 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 no water main breaks since our last meeting. There were two discolored water complaints and a few odor complaints. We could not replicate the problem when we went out to the properties, so we tested their water and it came back in compliance.

Executive Director Booth asked the Board to recall that we agreed to unite with Mount Laurel MUA for legal services to object against New Jersey American Water's proposed rate increase. He is happy to report that New Jersey American's request to increase the rate by 22% has been reduced to 10.66%. They also requested a general management services rate be increased by 26% which was reduced to 8%. The Authority is taking a significant hit due to this increase, but the lowered percent is helpful.

Executive Director Booth advised the Board that this past month we had inspections at all three wastewater treatment plants with a new inspector from the Department of Environmental Protection (DEP). We had no significant violations and just a few recommendations. He seemed to be happy with our systems.

Executive Director Booth advised the Board that the Authority trained three Township Public Work employees for their CDL's essentially saving the Township \$15,000 for the cost of training as a shared service.

Executive Director Booth informed the Board at next month's meeting our Lab Manager, Kaitlyn Kropa will attend the meeting to review the CCR report.

Executive Director Booth informed the Board that the Authority will be participating in National Night Out, which has been rescheduled to Tuesday, August 27, 2024.

Resolution 2024-90: Authorizing approval to add Section 4, Chapter 15 Remote Work Policy to the Authority's Personnel Policies and Procedures Manual and Employee Handbook – On motion by Tencza, seconded by Hunter, it was moved to adopt **Resolution #2024-90** authorizing an amendment to the Authority's Rules and Regulations, section 116, Restrictions of Water Usage. Assistant Executive Director Locantore explained that the Authority was requested to look into a remote work policy. He reached out to our labor counsel and a policy was created for overtime exempt salaried employees. This policy is not recommended nor will apply to hourly employees.

RECORDED VOTE: AYE: Druss, Hunter, Sweeney, 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 – The contractor is resuming work on connecting the hydrants and the building services. There had been a dispute between the contractor

and the DOT on safety standards. The DOT prevailed and this will not impact on the contract price.

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

Update: Elmwood Storage Building – The contractor has completed the footing and the foundation of the building. They are waiting for the Township Code Officials to approve the building permit.

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

Update: Well No. 6 Redrill – A.C. Shultes continues to complete punch list items.

Update: Elmwood UV Disinfection –

Resolution 2024-92: Award of Contract in excess of \$44,000 – On motion by Tencza, seconded by Hunter, it was moved to adopt Resolution #2024-92 awarding a contract to Clyde N. Lattimer & Son Construction Co., Inc in the amount of \$924,000.00 for Elmwood WWTP UV Disinfection.

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

MOTION CARRIED: 5-0-0

Update: Heritage Village (Phase 2) Water Main Replacement

Resolution 2024-88: Approval of Change Order #2 – On motion by Druss, seconded by Hunter, it was moved to approve Resolution 2024-88 approving Change Order #2 in the amount of \$500.00 to MSP Construction Corporation for Heritage Village (Phase 2) Water Main Replacement.

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

MOTION CARRIED: 5-0-0

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

Resolution 2024-93: Approval of Change Order #2 – On motion by Hunter, seconded by Druss, it was moved to approve Resolution 2024-93 approving Change Order #2 in the amount of \$725,210.11 to P & A Construction Inc. for the Heritage Village (Phase 3) Water Main Replacement.

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

MOTION CARRIED: 5-0-0

Update: Cardinal Court, Sweetgum Court and Cottonwood Drive Water Main Replacement – The contractor has completed installing the water mains. Once the testing of the pipes is completed, they will start installing the house services into the new mains.

Updated: Cinelli Farm Lift Station – The design should be submitted to the DEP for a permit sometime this month.

Updated: Elmwood & Woodstream WWTP SCADA Upgrades – The contractor has signed the contract and a preconstruction meeting should take place sometime this month.

Motion to approve S-3/W-3 for Mystical Blossoms – On motion by Druss, seconded by Hunter, it was moved to approve S-3/W-3 for Mystical Blossoms – 65 E. Route 70 – Unit 2A

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

MOTION CARRIED: 5-0-0

Motion to approve W-3 for Estia Tavern – On motion by Druss, seconded by Hunter, it was moved to approve W-3 for Estia Tavern – 140 Route 70 West

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

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Plaza Azteca – On motion by Tencza, seconded by Hunter, it was moved to approve S-3/W-3 for Plaza Azteca – 515 N. Route 73

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

MOTION CARRIED: 5-0-0

Executive Session

Resolution 2024-94: Executive Session – On motion by Tencza, seconded by Druss, it was moved to enter into Executive Session at 8:08 p.m. to discuss personnel matters.

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

MOTION CARRIED: 5-0-0

On motion by Tencza, seconded by Druss, it was moved to come out of Executive session at 8:23 p.m.

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

MOTION CARRIED: 4-0-0

GENERAL COUNSEL'S REPORT

General Counsel Grant advised there is nothing new to report.

PUBLIC COMMENT

None

BOARD COMMENTS

Commissioner Kipness expressed appreciation to the entire team. He believes they do a great job.

Commissioner Druss expressed appreciation to Assistant Executive Director Locantore on explaining the remote work policy that will be added to the Personnel Handbook. He also expressed appreciation to Engineer Simpson and P & A Construction on the work being done on Cardinal Court, Sweetgum Court and Cottonwood Drive Water Main Replacement.

Commissioner Hunter expressed appreciation to all of the professionals, management and the entire staff. She also expressed appreciation to Assistant Executive Director Locantore on explaining the remote work policy that will be added to the Personnel Handbook.

Commissioner Tencza expressed appreciation to the professional staff, management, supervisors, operating group and commissioners for a job well done.

Chairman Waters believes it is great to have shared services with the Township, any way to save money. He was happy to hear about the Blackline Safety portable gas detection monitors and believes that another layer of safety is important to have. He expressed appreciation to Assistant Executive Director Locantore on explaining the remote work policy that will be added to the Personnel Handbook. He also expressed appreciation to the entire staff.

There was a motion to adjourn by Tencza, seconded by Kipness. The meeting was adjourned at 8:28 p.m.

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

MOTION CARRIED: 5-0-0

The next meeting of the Evesham Municipal Utilities Authority is scheduled for Wednesday, September 4, 2024 at 7:00 p.m. – 100 Sharp Road

Christine Krimmel
Office Manager

APPROVED BY THE BOARD: _____