

# **EVESHAM MUNICIPAL UTILITIES AUTHORITY**

## **Meeting Minutes from December 3, 2025**

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

Present: Chairman Waters, Commissioners Tencza, Schmidt, Kipness  
(Not in attendance – Commissioners Druss & Wilmott)

### **Authority Board and Professional via Video Teleconferencing:**

Commissioner Sweeney and General Counsel Grant

Also Present: Executive Director Booth, Deputy Executive Director Puszcz, Operations Manager Higgins, Asset Manager Vandenberg, General Counsel Agostini, Engineer Simpson, Auditor McAllister and Board Secretary Kimmel

### **Members of the Public:**

None

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

### **Opening Statement:**

Board 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 Office Manager of the Evesham Municipal Utilities Authority on February 6, 2025 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**

**November 5, 2025** – On motion by Tencza, seconded by Kipness, it was moved to approve the minutes of November 5, 2025.

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

MOTION CARRIED: 3-0-2

## **PUBLIC COMMENT** (Agenda Items only)

None

## **FINANCIAL**

**Presentation of FY 2025 Financial Audit** – Auditor McAllister from Bowman & Company presented the FY 2025 Audit.

**Resolution 2025-115: Review and acceptance of FY25 Financial Audit Report** – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2025-115** reviewing and accepting the FY25 Financial Audit. Auditor McAllister presented the audit to the Board. Auditor McAllister advised there are no findings in the audit report. She expressed appreciation to Executive Director Booth, Deputy Executive Director Puszcz and their office staff for assisting with any reports that she needed during the audit.

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

MOTION CARRIED: 5-0-0

## **Executive Session**

**Resolution 2025-120: Executive Session** – On motion by Tencza, seconded by Kipness, it was moved to enter into Executive Session at 7:25 p.m. to legal matters.

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

MOTION CARRIED: 5-0-0

On motion by Kipness, seconded by Schmidt, it was moved to come out of Executive session at 7:35 p.m.

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

MOTION CARRIED: 5-0-0

**Resolution 2025-122: Release Performance Bonds** – On motion by Schmidt, seconded by Kipness, it was moved to approve **Resolution 2025-122** releasing performance bonds for Hayverhill Subdivision, MiPro Homes, LLC.

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

MOTION CARRIED: 5-0-0

**FINANCIAL**

**Resolution 2025-116: Payment of Bills** – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2025-116** approving the payment of the November 2025 bills.

RECORDED VOTE:        AYE: Kipness, Sweeney, Schmidt, Tencza, Waters\*  
                             NAY: None  
                             ABSTAIN: Waters\* - Purchase Order #26-00849  
   Florio, Perrucci, Steinhardt

\*Chairman Waters advised that he must abstain approval of purchase order number 26-00849 for Florio, Perrucci, Steinhardt due to a conflict of interest.

MOTION CARRIED: 5-0-0 For Bill List items except P.O.#26-00849  
                             4-0-1 For Bill List item P.O.#26-00849

**Resolution 2025-117: Refunds, Credits & Cancellations** – On motion by Kipness, seconded by Schmidt, it was moved to adopt **Resolution #2025-117** approving the November 2025 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

**Resolution 2025-118: Award of a Second One-Year Contract For Work Zone Traffic Safety and Traffic Control** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2025-118** awarding a second one-year contract to CTX

Infrastructure LLC in an amount not to exceed \$100,000.00 for Work Zone Traffic Safety and Traffic Control. Operations Manager Higgins explained that CTX Infrastructure does a great job and they accepted the contract extension at the same price as their current contract.

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

MOTION CARRIED: 5-0-0

**Motion to Approve a Proposal** – On motion by Tencza, seconded by Schmidt, it was moved to approve a proposal from T & M Associates in the amount of \$45,000.00 for professional services to assist the Authority in submitting an application to New Jersey Infrastructure Bank (NJIB) for funding under the Clean Water State Revolving Fund for Woodstream WWTP Headworks Replacement Project.

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

MOTION CARRIED: 5-0-0

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

Executive Director Booth advised the Board that there were no violations this month. There were four main water breaks since our last meeting. Three of them were repaired in-house and the fourth one was repaired by our third-party contractor. There were no discolored water complaints. There was one odor in the water complaints, but we could not replicate the odor when we went to the property. We tested the water, but it came back in compliance.

Executive Director Booth congratulated the 3 employees who graduated from the 2025 EPDA (Environmental Professional Development Academy) Cohort; Ryan Miller, Kevin Acker and Bob Veith. Executive Director Booth expressed appreciation to the Board for allowing our employees the opportunity to attend the Cohort.

Executive Director Booth informed the Board that our Lead Service Inventory project is almost 100% complete. To date, the Authority has 18 known lead service lines. There are a few more to evaluate. These lines will need to be changed by 2031.

Executive Director Booth advised the Board that this year's annual staff appreciation luncheon will be held at Gibson House on Friday, December 19, 2025 at 12 noon. He invited everyone to attend.

**Resolution 2025-119: Approve Collective Bargaining Agreement with Teamster Union 676** – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2025-119** approving the Collective Bargaining Agreement with Teamster Union 676. Executive Director Booth advised the Board after a few months of negotiations with the Union, an agreement has been made.

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

MOTION CARRIED: 5-0-0

### **ENGINEER’S REPORT**

**Resolution 2025-121: Authorizing advertisement for Supplying of Chemical Contracts** – On motion by Kipness, seconded by Tencza, it was moved to adopt **Resolution #2025-121** authorizing advertisement for the supplying of chemical contracts. Engineer Simpson advised the Board that there are three chemicals that we will not have to go out to bid as the current vendors have agreed to extend their contract with no increase in cost.

RECORDED VOTE:            AYE: Kipness, 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** – This project is substantially complete. We are waiting for close out documents.

**Update: Elmwood Storage Building** – This project is substantially complete. We are waiting for close out documents.

**Update: Well No. 6 Redrill** – This project is substantially complete. We are waiting for close out documents.

**Update: Elmwood UV Disinfection** – The equipment is to be delivered on Friday with installation to be completed next week.

**Update: Heritage Village (Phase 3) Water Main Replacement** – This project is substantially complete.

**Update: Cardinal Court, Sweetgum Court and Cottonwood Drive Water Main Replacement** – This project is substantially complete.

**Update: Cinelli Farm Lift Station** – The contract has been awarded to B & H Contracting and a preconstruction meeting was held last month and that contractor has been given notice to proceed.

**Update: Elmwood WWTP Generator Replacement** – We are preparing the final design plans.

**Update: Kings Grant Drive Water Main Replacement** – Design is nearing completion. We will advertise for bids once we have received the results of the soil borings.

**Update: Well No. 5 Redevelopment** –

**Resolution 2025-123: Approval of Change Order #1**– On motion by Tencza, seconded by Schmidt, it was moved to approve **Resolution 2025-123** approving Change Order #1 in the credit amount of \$63,424.00 to A.C. Shultes, Inc for Well No. 5 Redevelopment.

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

MOTION CARRIED: 5-0-0

**Update: Well No. 8 Replacement** - Bids will be received on December 19, 2025.

**Update: Pine Grove Pump Station Rehabilitation** – Nothing new to report.

**Motion to approve S-3/W-3 for P S E & G – Sharp Road Switch Station** – On motion by Tencza, seconded by Kipness, it was moved to approve S-3/W-3 for P S E & G – Sharp Road Switch Station – 225 Sharp Road

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

MOTION CARRIED: 5-0-0

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

General Counsel Agostini advised that there was nothing new to report.

**PUBLIC COMMENT**

None

**BOARD COMMENTS**

Commissioner Sweeney expressed appreciation to Deputy Executive Director Puszcz on her great work on the audit and to Executive Director Booth for his negotiations on the Union contract. He wished everyone a happy and healthy Christmas and New Year.

Commissioner Kipness expressed appreciation to the Board, our senior staff, our consultants, our managers and our field personnel. He believes they do a really great job. He wished everyone a wonderful holiday season and a happy and healthy new year.

Commissioner Schmidt echoed what both Commissioners Sweeney and Kipness had said. He believes we had a very good year. He believes all our employees deserve a lot of credit. He appreciates the quality of our water and sewer services that we provide. He wished everyone a wonderful holiday season and to stay safe.

Commissioner Tencza expressed appreciation to Executive Director Booth and Deputy Executive Director Puszcz and the Finance committee for their assistance in the audit. He also expressed appreciation to Assistant Executive Director Locantore and Executive Director Booth on their work on the negotiations of the Union contract. He appreciates the time that he spent at the AEA and the League of Municipalities conferences. He believes he learns a lot from attending. He appreciates the entire team and wished everyone an enjoyable holiday season.

Chaiman Waters expressed appreciation to Executive Director Booth and Deputy Executive Director Puszcz for their assistance in the great audit. He congratulated all the staff that graduated from the AEA cohort academy. He was happy to hear the low lead service lines in our service lines. He also expressed appreciation to Assistant Executive Director Locantore and Executive Director on their work on the negotiations of the Union contract. He believes we had a great year and appreciates the entire staff. He wished everyone a Merry Christmas, Happy Chanuka, Happy Kwanza and a very happy New Year.

There was a motion to adjourn by Tencza, seconded by Kipness. The meeting was adjourned at 8:01 P.M.

RECORDED VOTE:            AYE: Kipness, 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, January 7, 2026 at 7:00 p.m.

\_\_\_\_\_  
Christine Krimmel  
Office Manager

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