EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from May 1, 2019

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, Vice-Chairman Tencza, Secretary Lutner, Commissioners Jamanow, Schmidt, Druss and Kipness

Also Present: Executive Director Rollins, Deputy Executive Director Lender, Deputy Executive Director Puszcz, Engineer Simpson, General Counsel Gillespie, Board Secretary Krimmel

Members of the Public:

Dan Morton, 35 Heritage Road
Phil Warren, 357 Holly Road

Chairman Waters called the meeting to order at 7:34 P.M.

Opening Statement:

Secretary Lutner read the opening statement as follows:

Adequate public notice of this meeting, pursuant to the Open Public Meetings Act, has been given by the Director of Finance, Deputy Executive Director of the Evesham Municipal Utilities Authority on February 6, 2019 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

April 3, 2019 – On motion by Jamanow, seconded by Lutner, it was moved to approve the minutes of April 3, 2019.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters

NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

Recognition of Commissioner Daniel Morton

Chairman Waters recognized the 10 years of service that Commissioner Morton dedicated to the Authority. Chairman Waters presented a plaque to Commissioner Morton and thanked him for his service, leadership, dedication and commitment. Commissioner Morton thanked the Board and Staff and said it was his pleasure to work with a great group of people. He wishes the Authority continued success.

FINANCIAL

Resolution 2019-62: Payment of Bills

On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2019-62** approving the payment of the April 2019 bills.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-63: Refunds, Credits & Cancellations – On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2019-63** approving the April 2019 refunds, credits & cancellations.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-64: Award of Emergency Contract in excess of $6,000 – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-64** awarding an emergency contract to Advanced Traffic Control in the amount of $8,103.00 for traffic control on Maple Avenue for a sewer force main break. Deputy Executive Director Lender explained that this is a County road and it requires traffic control. The Authority repaired the sewer force main break.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-65: Authorizing entry into a Shared Service Agreement with the Township of Evesham – On motion by Tencza, seconded by Schmidt, it was moved to adopt **Resolution #2019-65** authorizing entry into a shared service agreement with the Township of Evesham for Electrical Maintenance and Repair, Water and Sewer Infrastructure Repair and other Services. Deputy Executive Director Lender explained that the Authority is renewing the current agreement that the Authority has with the Township.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-66: Award of Emergency Contract in excess of $6,000 – On motion by Jamanow, seconded by Schmidt, it was moved to adopt **Resolution #2019-66** awarding an emergency contract to Henkels & McCoy, Inc. in the amount of $9,982.70 to repair (2) two water main breaks at 42 & 46 Concord Road. Deputy Executive Director Lender explained that the Authority personnel were repairing another water main break so Henkel's & McCoy were contracted to make expeditious repairs.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins requested the Board to make a motion to approve an agreement with Woodstream Swim Club for a parking agreement at the Woodstream Plant for the 2019 Season.

Motion to approve an Agreement with Woodstream Swim Club – On motion by Lutner, seconded by Schmidt, it was moved to approve an agreement with Woodstream Swim Club for a parking agreement at the Woodstream Plant for the 2019 Season. Executive Director Rollins explained that we have allowed the Swim Club to use the Woodstream Plant parking lot in the past to alleviate the overflow of parking.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters

NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Executive Director Rollins informed the Board that last month there were three water main breaks and five discolored water reports, which were caused from the hydrant flushing. There were no odor complaints.

Executive Director Rollins informed the Board that during hydrant flushing approximately 1,400 hydrants are visited by our personnel. A total of twenty-two hydrants were found inoperable and of those twenty-two, ten have been put back in service as of today. They will continue to bring them all back in service as soon as possible.

Executive Director Rollins advised the Board of the status of the reorganization process necessitated by Deputy Executive Director Lender's pending retirement. Our operations management reorganization process is proceeding smoothly. Preliminary and secondary interviews between candidates, management and the personnel committee have been conducted. The final decision should be around May 10th.

Executive Director Rollins informed the Board that he, along with Deputy Executive Director Puszcz, Assistant Executive Director Locantore and Commissioners Lutner, Jamanow and Kipness will attend the annual Municipal Excess Liability Educational Seminar this Friday, May 3, 2019. The seminar will include the risks of legalizing marijuana; risk management in the public employment work place; controlling health care cost; ethics and best practices for public meetings; and cyber liability risk control and is at no cost to the Authority.

Executive Director Rollins discussed with the Board the proposed Greenbrook Drive Water Main Replacement project. The Authority wishes to get ahead of the Township's plan to resurface the road. Executive Director Rollins requested engineering proposals in regards to the water main replacement. He has received two engineering proposals however, he did not have time to place them on the agenda. He would like for the Board to have time to review these proposals and will place them on next month's agenda.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – We met with the representatives of the property owner on April 16, 2019. They agreed on the alignment of our tank on the property that they own. The metes and bounds description of the new lot is being prepared.

Resolution 2019-68: Authorizing submission of application to Pinelands Commission – On motion by Lutner, seconded by Tencza, it was moved to adopt

Resolution #2019-68 authorizing submission of application to Pinelands Commission under its Pinelands Infrastructure Trust Fund Program for the South Side water storage tank.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Update: ASR Well 13 Treatment Program –

Motion to approve a proposal– A proposal from Richard A. Alaimo in the amount of $150,000 for Bids and Construction Phase Services was presented. Commissioner Jamanow expressed concern of the cost of this proposal. It was a consensus of the Board to table this proposal and have Engineer Simpson reevaluate the cost of the proposal. This will be discussed at a later date. This vote reflects the tabling of the proposal.

RECORDED VOTE: AYE: Schmidt, Jamanow, Tencza, Waters
NAY: Lutner
ABSTAIN: None

MOTION CARRIED: 4-1-0

Update: ASR Well 14 Screen Replacement – This project has been withdrawn from the NJIB funding application. The bid date has been postponed until May 9, 2019.

Update: Locust Avenue Pumping Station Upgrade – Nothing new to report.

Update: Route 70 Water Main – This project has been placed on hold since the NJIB has no funding for the next two years. The designs are ready for bid.

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

Update: Elmwood WWTP Resiliency Improvements – Nothing new to report.

Update: Knox Boulevard and Heritage Village Water Main Replacement – This project has been placed on hold since the NJIB has no funding for the next two years. The designs are ready for bid.

Update: Elmwood Storage Building – This project is on hold.

Update: Elmwood Tertiary Filter Rehabilitation – Nothing new to report.

Update: Water System Asset Management Plan – We have completed the plan in time for the April 2019 NJDEP deadline. Ongoing revisions may be required.

Update: Woodlake Drive Water Main – This project has been placed on hold since the NJIB has no funding for the next two years.

Update: North Cropwell Road Sewer Main Rehabilitation – A contract was awarded to National Water Main Cleaning Co. for the rehabilitation of the sewer pipe. A preconstruction meeting will be held this month.

Update: Kings Grant Wastewater Treatment Plant Capacity Analysis Report – This has been submitted to the NJDEP in time of the April deadline.

Resolution 2019-67: Releasing Performance Bonds – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution #2019-67** releasing Performance Bonds to Bear Paddle Swim Club

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

Update: Emerson Contract – This contract is still under review. General Counsel Gillespie's colleague, Ephraim Levin, sent a letter to Emerson requesting some changes. We are awaiting for their response. General Counsel Gillespie's colleague will follow up with Emerson next week.

Update: Locust Avenue Pump Station Easements – We continue to work on this project. The property management company has reviewed the easements.

Update: Building #5 Lifts – The certified letter to the contractor that was sent last month was returned for an incorrect mailing address. The letter has been resent to a new address.

EXECUTIVE SESSION – Resolution 2019-69 – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 8:37 p.m. to review the Bulk Water Purchase Agreement with Mount Laurel and Willingboro MUA's.

On motion by Tencza, seconded by Schmidt, it was moved to come out of Executive session at 9:31 p.m.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None

ABSTAIN: None

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Kipness expressed his appreciation to everyone for including him in the Emergency Repairs Service contract.

Commissioner Druss wanted to thank Commissioner Morton for his 10 years of service. He also expressed his appreciation to Executive Director Rollins for his role in the negotiation process with Mt. Laurel and Willingboro MUA's.

Commissioner Lutner wanted to thank Commissioner Morton for his service. He also thinks that the Board needs to have a briefing in the next few months of what their responsibilities are to the Authority.

Commissioner Tencza also wanted to thank Commissioner Morton for his service.

Chairman Waters expressed his appreciation to Executive Director Rollins and Assistant Executive Director Locantore for handling the interviewing process for the Operations Manager position.

There was a motion to adjourn by Tencza, seconded by Lutner. The meeting was adjourned at 9:36 P.M.

RECORDED VOTE: AYE: Schmidt, Jamanow, Lutner, Tencza, Waters
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for June 5, 2019 at 7:30pm.

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Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____