EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from June 5, 2019

Authority Board, Professionals and Staff in Attendance:

Present: Chairman Waters, 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, Oliver Strunk (All Covered), Supervisor Booth, Board Secretary Krimmel

Members of the Public:

None

Chairman Waters called the meeting to order at 7:32 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

May 1, 2019 – On motion by Lutner, seconded by Jamanow, it was moved to approve the minutes of May 1, 2019.

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

ABSTAIN: None

MOTION CARRIED: 5-0-0

PUBLIC COMMENT

None

FINANCIAL

Resolution 2019-70: Payment of Bills

On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-70** approving the payment of the May 2019 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2019-71: Refunds, Credits & Cancellations – On motion by Schmidt, seconded by Druss, it was moved to adopt **Resolution #2019-71** approving the May 2019 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2019-72: Adoption of FY 20 Water/Sewer Budget – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2019-72** adopting the FY20 Water/Sewer Budget. Deputy Executive Director Puszcz informed the Board that the budget was approved last month by the Department of Community Affairs. This resolution will formally adopt the budget. The Authority's adopted budget will be returned to the Department of Community Affairs for their adoption so it can be implemented on July 1, 2019.

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

MOTION CARRIED: 5-0-0

Resolution 2019-73: Award of Contract in excess of $6,000 – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2019-73** awarding a contract to Geiger Pump and Equipment Co. in the amount of $8,325.00 for a Pulsafeeder Pulsar Model 25HJ with MPC Controller for the Hopewell Booster Station. Deputy Executive Director Lender explained that this pump was installed in 2002; it can no longer be rebuilt, and must be replaced. There is a second pump that will need replacement which will be included in next year's 2021 budget.

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

MOTION CARRIED: 5-0-0

Resolution 2019-74: Approval of Change Order #1 – On motion by Schmidt, seconded by Lutner, it was moved to approve **Resolution #2019-74** approving Change Order #1 to Chas. S. Winner, Inc. DBA Winner Ford in the amount of $10,044.00 for four (4) 2019 Ford Escapes SE to upgrade to four wheel drive vehicles. Deputy Executive Director Lender explained that this change order is needed to adjust the cost of the four vehicles. The bid package specifications did not include four wheel drive on each page. Winner Ford agreed to take back the four vehicles and reorder them with four wheel drive.

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

MOTION CARRIED: 5-0-0

Resolution 2019-75: Award of a one year contract extension – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-75** awarding a one year contract extension to Eurofins QC, LLC in the amount of $40,191.00 for Certified Environmental Laboratory Testing Services. Executive Director Rollins explained that this contract extension is for laboratory services maintaining the 2018 contract prices. The contract with Eurofins QC, LLC has been successful and we have not encountered any problems.

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

MOTION CARRIED: 5-0-0

Resolution 2019-76: Award of an open ended Contract – On motion by Druss, seconded by Lutner, it was moved to adopt **Resolution #2019-76** awarding an open ended contract to R.D. Zeuli, Inc. in accordance with their proposal for Emergency

Repair Services. Executive Director Rollins informed the Board that there was one other bid but it did not qualify as they did not submit any of the required documentation. Executive Director Rollins reviewed the bid tabulation from R.D. Zeuli, Inc. with the Board. This will be a Cooperative Purchasing arrangement with Evesham Township with the Authority being the lead agency.

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

MOTION CARRIED: 4-0-1

Presentation of Computer Hardware Upgrade Project

Deputy Executive Director Puszcz explained that this has been a planned Capital project since our last upgrade six years ago. This also coincides with the fact that Microsoft will no longer be supporting the Windows environment that we currently operate under. There will be three components to this project; the server replacement, the workstation replacement and the backup solution improvements.

Deputy Executive Director Puszcz introduced Oliver Strunk from All Covered (the Authority's appointed professional Information Technology Consultant) which presented the computer hardware upgrade project. Mr. Strunk explained in detail the components of the project. The Board and Mr. Strunk then engaged in an in depth dialogue with a question and answer session.

Motion to approve a proposal – On motion by Druss, seconded by Lutner, it was moved to approve a proposal from All Covered in the amount of $15,871.00 for Server Upgrade and Migration Project implementations.

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

MOTION CARRIED: 5-0-0

Motion to approve a proposal – On motion by Lutner, seconded by Druss, it was moved to approve a proposal from All Covered in the amount of $13,195.00 for Workstation Upgrade Project implementations.

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

MOTION CARRIED: 5-0-0

Resolution 2019-79: Award Under State Contract in excess of $17,500 – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2019-79** awarding under State contract to H P Inc. in the amount of $28,465.64 for (19) nineteen workstations, (9) lap tops and peripherals.

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

MOTION CARRIED: 5-0-0

Resolution 2019-80: Award of Contract in excess of $6,000 – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-80** awarding a contract to All Covered in the amount of $6,735.00 to purchase an Axcient 10 terabyte backup solution device.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Deputy Executive Director Lender informed the Board that the Gov Deals on-line auction sale of public property no longer needed for public use was a success. The Authority sold (7) seven vehicles and received a check in the amount of $32,376.00

Executive Director Rollins introduced Jeffrey Booth as the new Operations Manager. Supervisor Booth has been with the Authority for sixteen years, he holds all four required licenses. He has been in water utilities operations since 1995. Executive Director Rollins wished him well in his new position. Supervisor Booth said that he looks forward to working with the Board.

Executive Director Rollins informed the Board that although there were no water main breaks last month, we had four discolored water reports, one odor complaint and two valve repairs. All discolored and odor complaints were not associated with any operations that the Authority was doing and were rectified with flushing their lines. The valve repairs were on Lady Diana Circle and 600 Route 73 North. We have seven fire hydrants remaining that need to be fixed resulting from the April fire hydrant flushing. They will continue to bring them all back in service as soon as possible. On Saturday, May 11, 2019 we had a sewer overflow on North Maple Avenue from a customer's clean out riser. Within an hour, we had a crew dispatched and the area cleaned up. This was reported to the State.

Executive Director Rollins notified the Board that we received two engineering proposals for the Greenbrook Drive Water Main Replacement project: one from Alaimo Associates and one from T & M Associates. The Alaimo Associates proposal is more comprehensive and less expensive. We recommend award to Alaimo Associates. The Authority wishes to get ahead of the Township's plan to resurface the road.

Motion to approve a proposal – On motion by Jamanow, seconded by Lutner, it was moved to approve a proposal from Alaimo Associates in the amount of $63,500 for the Greenbrook Drive Water Main Replacement project.

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

MOTION CARRIED: 5-0-0

Executive Director Rollins informed the Board that the Bulk Water Purchase Agreement with Mount Laurel and Willingboro MUA's has been extended to July 31, 2019. Meetings are scheduled and Executive Director Rollins will update the Board at the June 26, 2019 board meeting as to any progress.

Executive Director Rollins invited the Board to the Commissioner's Forum (Supper) presented by the AEA which will be held Thursday, June 13, 2019 and hosted by the Authority at the Woodstream Waste Water Treatment Plant.

Executive Director Rollins informed the Board of a Finance Committee meeting scheduled for June 14, 2019. Executive Director Rollins and Deputy Executive Director Puszcz will meet with Commissioners Lutner and Schmidt to discuss Capital Improvement Funding.

Executive Director Rollins advised the Board that Marlton Day was held last Saturday, June 1, 2019 on Main Street and it was very successful. There was a nice interaction with customers to discuss our rates that have held steady since 2015.

Executive Director Rollins advised the Board that we will participate in the Independence Day festivities. We will donate water for the Mayor's 5K and we will have one of our vehicles in the parade.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – The plan and legal description for the deed have been forwarded to the developer for their review. If approved, we can move forward with the property acquisition. We are still waiting for information from the Pinelands regarding our application for funding through their loan/grant program.

Update: ASR Well 13 Treatment Program –

Motion to approve a proposal – On motion by Lutner, seconded by Jamanow, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of $135,000 for ASR Well 13 Treatment Bid & Construction Services.

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

MOTION CARRIED: 5-0-0

Resolution 2019-77: Award of Contract in excess of $40,000 – On motion by Druss, seconded by Lutner, it was moved to adopt **Resolution #2019-77** awarding a contract to Eagle Construction Services, Incorporated in the amount of $1,298,514.00 for ASR Well 13 Treatment Construction Contract

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

MOTION CARRIED: 5-0-0

Update: ASR Well 14 Screen Replacement –

Resolution 2019-78: Award of Contract in excess of $40,000 – On motion by Lutner, seconded by Schmidt, it was moved to adopt **Resolution #2019-78** awarding a contract to A.C. Schultes in the amount of $259,500.00 for ASR Well 14 Screen Replacement

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

MOTION CARRIED: 5-0-0

Update: Locust Avenue Pumping Station Upgrade – We responded to some comments from the DEP on our plan specifications. We believe they are satisfied with our responses and hope for authorization to advertise. We are hopeful to have this out to construction by the end of the summer.

Update: Route 70 Water Main – We are still reviewing easements.

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

Update: Elmwood WWTP Resiliency Improvements – The design is almost complete. More documentation needs to be filed with the DEP. We are hopeful to have the loan

application submitted by the end of the month for this project. Executive Director Rollins asked Engineer Simpson if it was too late in the process to evaluate adding elements of some green infrastructure into the design of this project. Engineer Simpson believes we can and would like to review Executive Director Rollins list.

Update: Knox Boulevard and Heritage Village Water Main Replacement – Temporarily on hold until financing is in place. Deputy Executive Puszcz advised the Board that we are looking into private funding for this project with Acacia (the Authority's financial advisor).

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

Update: Elmwood Tertiary Filter Rehabilitation – We are in the design stage of this project. The funding application still needs to be submitted.

Update: Water System Asset Management Plan – We have completed the plan. Ongoing revisions may be required.

Update: Woodlake Drive Water Main – We are coordinating additional survey work with the Authority staff.

Update: North Cropwell Road Sewer Main Rehabilitation – The contractor lost the contract documents. They need to be re-signed tonight in order to set the preconstruction meeting.

Update: Kings Grant Wastewater Treatment Plant Capacity Analysis Report – We submitted this report in time to meet the NJDEP's deadline.

Update: Well No. 7 Building –

Motion to approve a proposal – On motion by Lutner, seconded by Druss, it was moved to approve a proposal from Richard A. Alaimo Associates in the amount of $170,500 for Well No. 7 Building to include survey, design, specifications, inspections and construction administration.

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

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Evesham Retirement Residence – On motion by Jamanow, seconded by Lutner, it was moved to approve S-1/W-1 for Evesham Retirement Residence, Lippincott Drive and Wildcat Avenue

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

NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Ore Lane Subdivision– On motion by Jamanow, seconded by Lutner, it was moved to approve S-1/W-1 for Ore Lane Subdivision, 201 North Locust Avenue

RECORDED VOTE: AYE: Druss, Schmidt, Jamanow, Lutner, 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 heard back from Emerson and the issue at hand with them is receiving payment within 30 days of the bill. The Authority cannot guarantee that deadline. He is hoping to have this resolved and have it on the June 26th agenda.

Update: Locust Avenue Pump Station Easements –The easements have been signed by Nieuw Amsterdam. The contracts will need to be signed at the next meeting.

Update: Building #5 Lifts – General Counsel Gillespie is still investigating if the Authority has a claim. He hopes to have more information at the next meeting.

BOARD COMMENTS

Commissioner Druss welcomed Supervisor Booth and said he was going to miss Deputy Executive Lender.

Commissioner Schmidt congratulated Supervisor Booth on his new positon. He also asked management if the Board could have more time reviewing the agenda in its entirety. He would like for any updates to be sent the day before the meeting. Executive Director Rollins advised the Board that we will do our best to send them additional updates for the agenda the day before the meeting.

Commissioner Lutner thanked the Authority for providing water for the Marlton Relay for Life event held last Saturday, June 1, 2019. He appreciates what the staff along with Engineer Simpson do for the Authority.

Chairman Waters wanted to echo what other commissioners mentioned tonight. He thinks it's great that we donate water for important events such as the Relay for Life. He thanked the staff that volunteered for Marlton Day. He thanked Deputy Executive

Puszcz for the great job on the budget. He welcomed Supervisor Booth. He thanked Deputy Executive Lender for staying to help mentor Supervisor Booth in his new position. He appreciates the work that Executive Director Rollins and Asst. Executive Director Locantore did on the interviewing process for the Operations Manager position.

EXECUTIVE SESSION – Resolution 2019-69 – On motion by Lutner, seconded by Jamanow, it was moved to enter into Executive Session at 9:50 p.m. General Counsel Gillespie advised Board Members and Management on the Local Government Laws of Ethics.

On motion by Lutner, seconded by Schmidt, it was moved to come out of Executive session at 10:17 p.m.

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

MOTION CARRIED: 5-0-0

There was a motion to adjourn by Lutner, seconded by Schmidt. The meeting was adjourned at 10:18 P.M.

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

MOTION CARRIED: 5-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for June 26, 2019 at 7:30pm.

_____
Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____