EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from August 7, 2019

Authority Board, Professionals and Staff in Attendance:

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

Also Present: Executive Director Rollins, Assistant Executive Director Locantore, Operations Manager Booth, Engineer Simpson, Board Secretary Krimmel and General Counsel Gillespie (8:27 p.m.)

Members of the Public:

None

Chairman Waters called the meeting to order at 7:31 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

June 26, 2019 – On motion by Tencza, seconded by Jamanow, it was moved to approve the minutes of June 26, 2019.

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

ABSTAIN: Lutner

MOTION CARRIED: 4-0-1

PUBLIC COMMENT

None

FINANCIAL

Resolution 2019-92: Payment of Bills

On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-92** approving the payment of the July 2019 bills.

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

MOTION CARRIED: 5-0-0

Resolution 2019-93: Refunds, Credits & Cancellations – On motion by Tencza, seconded by Lutner, it was moved to adopt **Resolution #2019-93** approving the July 2019 refunds, credits & cancellations.

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

MOTION CARRIED: 5-0-0

Resolution 2019-94: Award of Contract in excess of $17,500 under Non-Fair and Open – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-94** awarding a contract under Non-Fair and Open to Protection 1 in the amount of $19,545.00 for major repairs and/or replacement to security equipment at (16) sixteen locations. Assistant Executive Director Locantore explained that our previous security alarm service provider was Red Hawk which was bought out by Protection 1. They are the sole provider for our equipment. The Authority previously awarded a contract to Protection 1 to diagnose all of our current equipment at the wells. This is the cost to repair and/or replace the intrusion alarms at our wells based on that diagnosis.

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

MOTION CARRIED: 5-0-0

Resolution 2019-95: Award of Emergency Contract in excess of $6,000 – On motion by Schmidt, seconded by Lutner, it was moved to adopt **Resolution #2019-95** awarding an emergency contract to Natural Products & Services, LLC in the amount of $9,690.00 for flowable fill needed for a water main repair on Kings Grant Drive. Operations Manager Booth explained that flowable fill is 15 parts sand and 1 part cement. It helps support a highly traveled road before laying asphalt. This is required on County and State roads.

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

MOTION CARRIED: 5-0-0

Motion to Approve Authorization for Advertisement for a September Connection Fee Rate Hearing – On motion by Lutner, seconded by Schmidt, it was moved to approve advertisement for a September Connection Fee rate hearing. Executive Director Rollins advised that this was discussed with the Finance Committee. The Connection Fee rate has not been increased since 2016. Every year, Deputy Executive Director of Finance Puszcz performs an analysis on the connection fees to determine if the rates need to be adjusted. Based upon the analysis completed this year, it was determined that we will request a water connection fee rate increase of $252.38 and a sewer connection fee rate increase of $40.89.

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

MOTION CARRIED: 5-0-0

Resolution 2019-97: Authorizing the use of Competitive Contracting – On motion by Lutner, seconded by Schmidt, it was moved to authorize the use of competitive contracting for the procurement of computer software. Executive Director Rollins explained that the Authority would like to use the competitive contracting process to procure asset management software. This software will also have elements of computerized maintenance management and work orders. This process by means of procurement will be for purchasing proprietary software related to asset management. It will be awarded to that entity submitting a proposal that when evaluated, most successfully fits the criteria that best suits the Authority.

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

MOTION CARRIED: 5-0-0

Resolution 2019-99: Award of Contract in excess of $6,000 – On motion by Lutner, seconded by Tencza, it was moved to adopt **Resolution #2019-99** awarding a contract to Peirce-Eagle Equipment Co. in the amount of $8,425.00 for a ENZ 8 to 16" Chain Scraper Kit. Operations Manager Booth explained that this piece of equipment works in conjunction with our Jet Vac vehicle. This chain scraper will provide assistance in keeping our sewer systems cleaner.

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

MOTION CARRIED: 5-0-0

Motion to approve a proposal – On motion by Lutner, seconded by Schmidt, it was moved to approve a proposal from All Covered in the amount of $25,290.00 for Security Assessments and Testing Services. Assistant Executive Director Locantore explained that All Covered is one of our contract professionals. They handle our IT infrastructure. This proposal is designed to put cyber security measures in place with our internal business network. This proposal will meet certain criteria set forth by the JIF. This qualifies the Authority for a lower deductible in the event of a cyber security breach.

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

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that there were 3 water main breaks since our last meeting on June 26, 2019. All three water main breaks were within 2,000 feet from one another. The first one occurred on Carlton Avenue, followed by Carlton Avenue and Hornsby Avenue and the last one on Carlton Avenue and Surrey Court. Executive Director Rollins reported that there were no sewer violations this month.

Executive Director Rollins asked the Board to recall the discussion at last month's meeting on the New Jersey Legislature Senate Bill 3870 and Assembly Bill 5391 that would remove the requirement for voter referendum requiring and authorizing alternative procedures for the sale of municipal sewerage authorities. It was discussed to draft a letter to town council advising them of these bills. Executive Director Rollins contacted AEA for assistance in providing the appropriate language. AEA provided a template for a resolution for our use. Executive Director Rollins requested the Board to approve the following resolution.

Resolution 2019-100: Resolution rejecting the New Jersey Legislature Senate Bill 3870 and Assembly Bill 5391 – On motion by Lutner, seconded by Schmidt, it was it was moved to adopt **Resolution #2019-100** rejecting the New Jersey Legislature Senate Bill 3870 and Assembly Bill 5391.

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

MOTION CARRIED: 4-0-1

Executive Director Rollins reminded the Board of some information that he sent to them regarding the Bulk Water Purchase Agreement with Mount Laurel and Willingboro MUA's. He asked if they had any questions. He also advised the Board that Special Counsel Robert Swartz from Florio, Perrucci, Steinhardt & Cappelli will be meeting him in Mount Laurel on August 16, 2019 to ensure that Evesham and Mount Laurel MUA are on the same page with the agreement before they have a conference call scheduled for August 19, 2019, with both Mount Laurel and Willingboro MUA's. On August 29, 2019, Special Counsel Swartz and Executive Director Rollins will meet with General Counsel Gillespie. If all issues are worked out, the agreement will be placed on the September board meeting agenda for ratification.

Executive Director Rollins informed the Board that on August 14, 2019, he will attend a hearing at the Local Finance Board regarding the water system improvements seeking approval to issue Revenue Bonds to fund various water main replacement projects and Well 7 improvements. This will clear the way for funding these projects. Executive Director Rollins and Deputy Executive Director Puszcz have a meeting scheduled with the Finance Committee on August 20, 2019. The topics will be rate structure, debt service and impacts on rates and the Elmwood storage building costs versus benefits. Commissioner Schmidt requested to add health care cost to that agenda.

Executive Director Rollins turned the meeting over to Assistant Executive Director Locantore to review safety procedures. Assistant Executive Director Locantore discussed the quarterly Safety Committee meetings and reviewed the agendas.

ENGINEER'S REPORT

Review of Engineer's Status Report

Resolution 2019-98: Authorizing the Issuance and Sale and Delegating the Power to Award Revenue Bonds, Series 2019 – On motion by Lutner, second by Schmidt, it was approved to authorize the Issuance and Sale and Delegating the Power to Award Revenue Bonds, Series 2019 of the Evesham Municipal Utilities Authority and Authorizing the Execution and Delivery of Loan Agreements in the Connection with the Construction Financing Program Administered by the New Jersey Infrastructure Bank and the New Jersey Department of Environment Protection for the Elmwood WWTP

Tertiary Filter Rehabilitation and the Elmwood WWTP Resiliency Improvements. Engineer Simpson explained that this resolution is required for the funding application.

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

MOTION CARRIED: 5-0-0

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

Update: ASR Well 13 Treatment Program – The preconstruction meeting was held on July 29, 2019. The contractor will move on site once the Township zoning application is approved.

Update: ASR Well 14 Screen Replacement – The preconstruction meeting was held on July 8, 2019. The contractor has inspected the well and submitted video to be reviewed. The screen will be ordered.

Update: Locust Avenue Pumping Station Upgrade – All questions have been resolved on the TWA application.

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

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

Update: Elmwood WWTP Resiliency Improvements – Plans are ready for submission.

Update: Knox Boulevard and Heritage Village Water Main Replacement – This project will be ready to go out to bid once financing is secured.

Update: Elmwood Storage Building – Nothing new to report.

Update: Elmwood Tertiary Filter Rehabilitation – Plans are ready for submission.

Update: Water System Asset Management Plan – Nothing new to report.

Update: Woodlake Drive Water Main – Nothing new to report.

Update: North Cropwell Road Sewer Main Rehabilitation – The contractor has submitted shop drawings and a video inspection has been performed. A schedule to complete this work will be submitted soon.

Update: Kings Grant Wastewater Treatment Plant Capacity Analysis Report – This analysis is complete. The filing process has started on the renewal permit. They will

request that the capacity level of the Plant and the Infiltration Base be increased from 600,000 gallons per day to 650,000 gallons per day.

Update: Well No. 7 Building – Nothing new to report.

Update: Golf Course Lift Station – The design process has begun. It should be complete by next month.

Motion to approve S-1/W-1 for Fox Hollow (aka Soboleski Tract) – On motion by Tencza, seconded by Schmidt, it was moved to approve S-1/W-1 for Fox Hollow (aka Soboleski Tract), 465 North Elmwood Road

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

MOTION CARRIED: 5-0-0

Resolution 2019-96: Releasing Performance Bonds – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution #2019-96** releasing Performance Bonds to Devonforde Estates, Phase 2

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

MOTION CARRIED: 5-0-0

Resolution 2019-101: Releasing Performance Bonds – On motion by Lutner, seconded by Tencza, it was moved to approve **Resolution #2019-101** releasing Performance Bonds to Zed's Beer – 19 North Maple Avenue

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

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

Update: Building #5 Lifts – Correspondence was recently discovered by Assistant Executive Director Locantore that is being reviewed. A letter will be sent to Azotea and their insurance company with the correspondence attached. Additional information should be available at next month's meeting.

Update: Route 70 Easements

Resolution 2019-102: Resolution authorizing the Execution of Deeds of Easement in Connection with the Authority's Route 70 Water and Sewer Rehabilitation Project - On motion by Lutner, seconded by Schmidt, it was moved to approve **Resolution #2019-102** authorizing the Execution of Deeds of Easement in Connection with the Authority's Route 70 Water and Sewer Rehabilitation Project.

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

MOTION CARRIED: 5-0-0

BOARD COMMENTS

Commissioner Druss welcomed Operations Manager Booth and wished him luck. He also told Executive Director Rollins that he is doing a great job with the Bulk Water Agreement.

Commissioner Jamanow questioned the next board meeting date and asked if it could be changed since she and Commissioner Kipness are not available. Chairman Waters took a poll and the date will be changed to September 11, 2019.

Commissioner Lutner welcomed Operations Manager Booth. He commended everyone for doing a great job.

Commissioner Tencza welcomed Operations Manager Booth. He thanked Executive Director Rollins and the Authority for participating and donating water for the Fourth of July festivities and National Night Out.

Chairman Waters thanked Executive Director Rollins and the Authority for participating and donating water at both Fourth of July 5K and National Night Out. He appreciates the staff that helped at both events. He welcomed Operations Manager Booth and told him that he looks forward to working with him.

EXECUTIVE SESSION – Resolution 2019-103 – On motion by Tencza, seconded by Lutner, it was moved to enter into Executive Session at 8:57 p.m. to discuss personnel and disciplinary concerns.

On motion by Tencza, seconded by Lutner, it was moved to come out of Executive session at 9:27 p.m.

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

MOTION CARRIED: 5-0-0

There was a motion to adjourn by Jamanow, seconded by Lutner. The meeting was adjourned at 9:28 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 September 11, 2019 at 7:30pm.

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Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____