EVESHAM MUNICIPAL UTILITIES AUTHORITY

Meeting Minutes from September 11, 2019

Authority Board, Professionals and Staff in Attendance:

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

Also Present: Executive Director Rollins, Deputy Executive Director Puszcz, Operations Manager Booth, Engineer Simpson, General Counsel Gillespie and Board Secretary Krimmel

Members of the Public:

Ryan Viviani, 406 East Main Street

Vice-Chairman Tencza 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

August 7, 2019 – On motion by Lutner, seconded by Jamanow, it was moved to approve the minutes of August 7, 2019.

RECORDED VOTE: AYE: Druss, Jamanow, Lutner, Tencza
NAY: None

ABSTAIN: Kipness

MOTION CARRIED: 4-0-1

PUBLIC COMMENT

None

FINANCIAL

Resolution 2019-104: Payment of Bills – On motion by Lutner, seconded by Kipness, it was moved to adopt **Resolution #2019-104** approving the payment of the August 2019 bills.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-105: Refunds, Credits & Cancellations – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-105** approving the August 2019 refunds, credits & cancellations.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-107: Award of Contract in excess of $6,000 – On motion by Lutner, seconded by Kipness, it was moved to adopt **Resolution #2019-107** awarding a contract to Xylem Water Solutions USA, Inc. in the amount of $15,016.38 to replace (2) Flygt model #SR-4630 Submersible mixers at the Kings Grant WWTP. Operations Manager Booth explained that these mixers are used to homogenize and mix liquids. It keeps bacteria in suspension.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-108: Award of Contract in excess of $6,000 – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2019-108** awarding a contract to A. C. Schultes, Inc. in the amount of $7,800.00 for Well maintenance inspections at

all Wells, Booster Stations and Interconnects. Operations Manager Booth explained that A. C. Shultes is a third party vendor that will inspect all of the Authority's wells, booster stations and interconnects. They will compare their data with the Authority's historic data and give us a full report with suggestions for improvement.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-110: Supplemental Resolution Authorizing the Issuance and Sale and Delegating the Power to Award Revenue Bonds, Series 2019 – On motion by Lutner, second by Kipness, it was approved to authorize the Supplemental Resolution Issuance and Sale and Delegating the Power to Award Revenue Bonds, Series 2019 of the Evesham Municipal Utilities Authority for the replacement of water mains located within Knox Blvd., Woodlake Drive and Heritage Village (in three phases) and the reconstruction and replacement of the building located at Well No. 7. Deputy Executive Director Puszcz advised the Board that she attended a hearing at the Local Finance Board along with Josh Nyikita, Financial Advisor, and Tom Hastie, Bond Counsel on August 22, 2019 to present our case for securing financing for these projects through Revenue Bonds rather than the I-Bank. The Local Finance Board did approve our request contingent on obtaining a letter from the Trust informing them that funding is not available for our projects. The letter was obtained by Tom Hastie and will be submitted to the Local Finance Board. This resolution is giving authorization to Authority representatives to execute the closing documents in the connection with the Revenue Bonds not to exceed $18,500,000.00 and also a purchase contract with regards to the underwriter. The anticipated closing is scheduled for October 23, 2019.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-113: Authorizing a Group Affidavit to the Local Finance Board – On motion by Lutner, seconded by Jamanow, it was moved to authorize a group affidavit to the Local Finance Board for the 2019 Water Capital Plan. Deputy Executive Director Puszcz informed the Board that this resolution attests to the Board's review and acceptance of the Local Finance Board's findings from the August 22, 2019 hearing.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-111: Award of Contract in excess of $6,000 – On motion by Kipness, seconded by Lutner, it was moved to adopt **Resolution #2019-111** awarding a contract to Analytical Technology Inc. in the amount of $10,200.00 to purchase (4) c12 System Analyzers. Operations Manager Booth explained that these are chlorine analyzers and the single most important piece of equipment to monitor the disinfection of our distribution system.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-112: Authorizing the Retention of an Energy Agent – On motion by Lutner, seconded by Jamanow, it was moved to adopt **Resolution #2019-112** authorizing the retention of CSD Energy Advisors to provide no cost energy procurement consulting services to the Authority. Deputy Executive Director Puszcz informed the Board that CSD Energy Advisors is our current energy agent and has been for many years. Their service is at no cost to the Authority as their compensation is received through the third party supplier for electricity. They have successfully shopped at least two prior third party contracts for us at a significant cost savings on energy. Our current contract for the meters with PSE & G expire in November, so we would like to have an Energy Agent in place so that they can begin to shop the market for that contract.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-114: Award of Contract in excess of $6,000 – On motion by Lutner, seconded by Druss, it was moved to adopt **Resolution #2019-114** awarding a contract to United Electric Supply in the amount of $6,666.66 to purchase a Fluke 435-Power Quality and Energy Analyzer. Operations Manager Booth explained this piece of equipment allows us to conduct our own energy audit regarding arc flash analysis. We recently used T & M Associates to provide an arc flash analysis. This will allow us to use our own electrician to perform these analyses in-house. This equipment will also allow us to predict premature failures and fatigue in motors so that we can be proactive.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rollins informed the Board that there were no water main breaks since our last meeting. However, on August 20, 2019, Kings Grant Waste Water Treatment Plant effluent exceeded its limitations for fecal coliform. The limit is 200 coli forming units per one hundred milliliters of sample and our result was 520, which is more than double. This was reported to the New Jersey DEP. We are back in compliance but will continue to monitor the situation. On August 29, 2019, we had a sewer main break at the Cropwell Road syphon. This is a sewer main that passes under the bridge on Cropwell Road and streams into the Pennsauken creek. We notified the DEP and requested guidance on stream remediation measures. We have not heard back from them. We plugged the broken sewer main at the upstream man-hole and diverted the flow to the overflow pipe. We contacted Engineer Simpson to brainstorm on what to do next. Once we had the leak stopped from flowing into the stream, we conducted an emergency repair engaged through our contractor. The stream had to be by-passed and the pipe had to be replaced. We made down-stream observations for any evidence or impact on the stream but found no evidence of any. We reported that to the State as well. We will replace the over-flow pipe ourselves. This is a planned project, as there are two pipes which need to be replaced.

Executive Director Rollins informed the Board that on June 11, 2019, there was a compliance inspection of our water system conducted by the NJDEP. Executive Director Rollins received a 21 page report stating that our system was found to be in compliance with applicable department standards and regulations. One area that we can improve on is our water storage facility asset management. We were unable to readily identify the last time the tanks were cleaned, painted or had an exterior/interior inspection. We did follow up with the NJDEP once we obtained this information. The new asset management software that we are procuring now, will help us improve the monitoring and maintenance of our water/sewer facilities.

Executive Director Rollins received a draft renewal permit for the Elmwood Plant which expired on December 31, 2018. In the draft, monitoring of most of these parameters that we test for are increasing and the DEP also proposes to put a limit on bromodichloromethane to 1.04 parts per billion as a daily maximum and 0.657 parts per billion for a monthly average which is extremely low. Executive Director Rollins will discuss this with Engineer Simpson on how to respond to the DEP.

Executive Director Rollins advised the Board that New Jersey TV News reported on legislators expressing disappointment at a meeting with the slow compliance of water systems in New Jersey in regards to compliance with the Water Quality Accountability Act. The DEP reported to legislators that 94 percent of water systems submitted the paperwork but only 71 percent were compliant. Executive Director Rollins was happy to report that we were one of the systems in compliance. We began this process as a best management practice ahead of this legislation. We had a head start from learning about this at the seminars and conferences that we attend so that we have an outward look on what is approaching and can prepare for it. Executive Director Rollins also advised the

Board that we have a critical deadline of October 19, 2019 approaching which all water valves that are twelve inches or greater have to be located and exercised. This task is very daunting and over time will be required.

Executive Director Rollins advised the Board that the Bulk Water Agreement will need to wait until the October 2nd meeting because the memorandum understanding between the Authority and Mount Laurel MUA is not quite complete in the language. The terms and conditions have been rectified but the language needs to be drafted and agreed upon. Executive Director Rollins hopes to have the completed agreement to the Board by September 27, 2019 so that they have time to review it before the October 2, 2019 meeting.

Executive Director Rollins mentioned that he will meet with the Finance and Personnel Committee's before the next Board meeting. The dates are to be determined.

Executive Director Rollins informed the Board of a letter he received from a resident commending Supervisor Mullen and his crew for locating a leak on his property. It was very difficult to locate the leak but Supervisor Mullen and his crew were persistent to find the location. It is through these positive interactions that we have with customers which demonstrate that the Authority is more than just a water utilities service.

Executive Director Rollins has been invited to attend the next Township Council meeting on Tuesday, September 17, 2019 to discuss our Capital Improvement Plans regarding Heritage Village and other water main replacement projects.

Executive Director Rollins reminded the Board that the Evesham Harvest Fest is scheduled for Saturday, September 28, 2019. He invited all of the Commissioners to stop by our booth and stay awhile to interact with our community. The Authority gives out flower seeds and compostable pots to the attendees.

Executive Director Rollins mentioned that the WEFTEC conference is scheduled for September 22th to the 26th. He will be in attendance.

Executive Director Rollins congratulated General Counsel Gillespie on being named Burlington County Bar Association Professional Lawyer of the Year.

ENGINEER'S REPORT

Review of Engineer's Status Report

Update: South Side Water Storage Tank – The property owner approved the site for the water tank. The next step will be to set up a pre-application with the Pinelands Commission.

Update: ASR Well 13 Treatment Program – The Contractor has submitted shop drawings and the building permit application. The Township's Fire Code Official will

require that the entire building is provided with a sprinkler system. We are currently revising the design.

Update: ASR Well 14 Screen Replacement – The Contractor has completed the initial well redevelopment and pump test. We will work with Tom Dwyer to evaluate the pump test results and provide direction to the Contractor.

Update: Locust Avenue Pumping Station Upgrade –

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 $108,000 for the Locust Avenue Pump Station Bid and Construction Phase Services

RECORDED VOTE: AYE: Kipness, Druss, Lutner, Tencza
NAY: Jamanow
ABSTAIN: None

MOTION CARRIED: 4-1-0

Resolution 2019-109: Authorizing advertisement - On motion by Lutner, seconded by Kipness, it was moved to adopt **Resolution #2019-109** authorizing advertisement for proposals for the Locust Avenue Pump Station Upgrade

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

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 –

Motion to add Resolution #2019-116 – On motion by Jamanow, seconded by Lutner, it was approved to add **Resolution #2019-116** authorizing advertisement for Bids for Knox Boulevard and Heritage Village (Phase 1) Water Main Rehabilitation

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-116: Authorizing advertisement - On motion by Jamanow, seconded by Lutner, it was moved to adopt **Resolution #2019-116** authorizing advertisement for Bids for Knox Boulevard and Heritage Village (Phase 1) Water Main Rehabilitation

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Update: Elmwood Storage Building – Nothing new to report.

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

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

Update: North Cropwell Road Sewer Main Rehabilitation – The construction is complete.

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

Update: Golf Course Lift Station – Nothing new to report.

Resolution 2019-106: Releasing Performance Bonds – On motion by Druss, seconded by Lutner, it was moved to approve **Resolution #2019-106** releasing Performance Bonds to Maple Avenue Residential, 12 South Maple Avenue (aka Jackie's Crossing)

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Resolution 2019-115: Releasing Maintenance Bonds – On motion by Lutner, seconded by Druss, it was moved to approve **Resolution #2019-115** releasing Maintenance Bonds to PSE & G Substation

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S-1/W-1 for Habitat for Humanity of Burlington County and Greater Trenton-Princeton Affiliate, Inc. – On motion by Kipness, seconded by Lutner, it was moved to approve S-1/W-1 for Habitat for Humanity of Burlington County and Greater Trenton-Princeton Affiliate, Inc., 387 Evesboro-Medford Road

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

Motion to approve S-3/W-3 for Evesham Retirement Residence – On motion by Lutner, seconded by Kipness, it was moved to approve S-3/W-3 for Evesham Retirement Residence, Lippincott Drive and Wildcat Avenue

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

GENERAL COUNSEL'S REPORT

General Counsel Gillespie asked the Board to recall a memo dated September 4, 2019 from Executive Director Rollins with regards to a personnel action agreement.

Motion to approve Personnel Action Agreement – On motion by Jamanow, seconded by Druss, it was moved to approve a personnel action agreement.

RECORDED VOTE: AYE: Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: Kipness

MOTION CARRIED: 4-0-1

BOARD COMMENTS

Commissioner Lutner commended the Authority for the gesture to send cases of water to Newark, New Jersey.

Commissioner Druss offered his condolences to Executive Director Rollins on the passing of his mother-in-law. He also mentioned his meeting with Governor Florio and their discussion about the Water Quality Accountability Act which is getting more compliant. He looks forward to attending WEFTEC.

Commissioner Kipness questioned the three water main breaks in the August minutes. He wanted to know if they were related to one another. Executive Rollins confirmed that they were related.

Commissioner Tencza offered his condolences to Executive Director Rollins on the passing of his mother-in-law. He thanked the staff for helping him prepare for the meeting.

There was a motion to adjourn by Lutner, seconded by Kipness. The meeting was adjourned at 8:28 P.M.

RECORDED VOTE: AYE: Kipness, Druss, Jamanow, Lutner, Tencza
NAY: None
ABSTAIN: None

MOTION CARRIED: 5-0-0

The next regular meeting of the Evesham Municipal Utilities Authority is scheduled for October 2, 2019 at 7:30pm.

_____
Christine Krimmel
Executive Administrative Assistant

APPROVED BY THE BOARD: _____