

**Regular Meeting of the Mantua Township MUA  
June 21, 2022**

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The monthly meeting of the Mantua Township Municipal Utilities Authority was held on Tuesday, June 21, 2022, at 5:00 p.m. in the Township Building located at 401 Main Street, Mantua, New Jersey.

The meeting was called to order by Chairman Tim Sheehan. The meeting was advertised in the Courier Post and South Jersey Times as required by New Jersey law regarding “Open Public Meetings”. The schedule of meetings is also posted on the Authority’s website and in the Township Clerk’s office.

The flag salute was followed by roll call.

**Present:**

**Authority Members**

- Tim Sheehan
- Mario Dilisciandro
- Dan Hauss
- John Parks
- Victor Torino

**Professionals**

- John A. Alice, Solicitor
- David Palgutta, Sickels & Associates

**Administrative & Managerial Personnel**

- William Krebs, Executive Director
- Kevin Howarth, Assistant Executive Director
- Paul Pheasant, Superintendent
- Susan Novick, Recording Secretary

**APPROVAL OF MINUTES:**

MOTION by Mr. Dilisciandro, second by Mr. Parks to approve the minutes of the regular meeting held on May 17, 2022.

Roll Call Vote:	Torino	Yes
	Parks	Yes
	Hauss	Yes
	Diliscandro	Yes
	Sheehan	Yes

Motion carried.

MOTION to open the meeting to the public by Mr. Dilisciandro, second by Mr. Parks.  
Motion carried by voice vote.

**PUBLIC MEETING:**

Ed Rosas and Ernest Valdez, residents of the Spring Valley neighborhood, stated that they did not receive the water and sewer bill in April. Now, they are being penalized, unfairly, for not paying a bill they never received. They want the penalties, or interest charges, reversed. They believe the people who already paid the latest bill should get credit for the penalties they paid. Gregory Shast, also a resident of Spring Valley, stated that he didn't receive a bill in April. However, he knew to expect a bill and he contacted the office when he did not receive one. He keeps track of when the water and sewer payments are due because he has problems with mail delivery before. He does not believe the Authority has made a concerted effort to resolve what he believes to be a recurring problem.

The Chairman explained that once the bills are printed and delivered to the Post Office the Authority has no control over what may or may not happen with the bills. As a service to the residents, the Authority provides a system that will email a resident every time a new bill is charged to his account, as well as a reminder if the bill goes unpaid. There was some back-and-forth discussion between the Board, the Solicitor, and residents.

MOTION by Mr. Diliscandro, second by Mr. Parks authorizing the Executive Director to reimburse or reverse interest charges, depending on whether the interest charge has been paid, for residents who did not pay the bill dated April 1, 2022, on time because they did not receive that bill.

Roll Call Vote:	Torino	Yes
	Parks	Yes
	Hauss	Yes
	Diliscandro	Yes
	Sheehan	Yes

Motion carried.

MOTION by Mr. Diliscandro to close the meeting to public comment, second by Mr. Parks.

Motion carried by voice vote.

**TREASURER'S REPORT:**

Mr. Hauss reported the current balance in each bank account. Bills to be approved for payment from the operations account totaled \$271,761.63. Escrow charges to be approved for payment totaled \$1,257.50.

MOTION by Mr. Parks, second by Mr. Hauss to accept the Treasurer's Report and approve the payment of \$271,761.63 in bills from the Operations Account and approve the payment of \$1,257.50 in charges from the Escrow Account.

Roll Call Vote:	Torino	Yes
	Parks	Yes
	Hauss	Yes
	Diliscandro	Yes
	Sheehan	Yes

Motion carried.

**LEGAL REPORT:**

Mr. Alice confirmed that Barbara Ledden is asking the Authority to vacate the easement near her property. She wants to acquire title to Block 209, Lot 1, which is owned by the Authority. Her lot encompasses Lot 1, but other neighbors also border the lot. As a result, there is no simple, clear way to give her Lot 1. He also advised that he prepared a resolution to memorialize the Board decision, made at the last meeting, to required employees on the operations crew to have or acquire Commercial Driver Licenses (CDL).

**ENGINEER'S REPORT:**

The Royal Oaks project is in the submittal phase and moving ahead as scheduled. The Center City project was discussed briefly last month. It has been broken up into 5 phases. However, the 5 phases can be combined into one submission to the DEP, which will result in a big saving of time, effort, and money.

**SUPERINTENDENT'S REPORT:**

Mr. Pheasant reported that the crew completed the water main that now runs down the access road from Woodbury Glassboro Rd. into the Fossil Park. The excess material has been removed and only a small amount of clean up and patching remains to be done. In addition, a couple valves and hydrants were replaced. Pumps for the Carriage Hill sewer station are being repaired. Mr. Pheasant would like to acquire back-up pumps for each sewer station. He is in the process of getting prices. Well 7 is down again – less than a year 6 months after it was redeveloped. A.C. Schultes estimated it will cost about \$16,000 to get the well back online. Before taking that route, Mr. Pheasant plans to explore other options. He is particularly interested in the possibility of changing the site of the inter-connect with New Jersey American Water to the Treatment Plant, and then shutting down Wells 6A, 7 and 8. He is also pricing out a camera system, which could be shared with the Township.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Krebs noted that the annual Consumer Confidence Report is complete and a copy was provided to the commissioners and professionals. Sewer flow from the hospital was 1.7 million gallons last month. A year ago, it was 1.3 million gallons. The reason he monitors the flow and compares it year over year is to ensure the Authority is charging appropriately. Billing is on par with last year, but revenue is down about \$46,000. The difference may be attributable to the lost bills. The Bank of New York Mellon has finally agreed to allow investment of the excess cash in three of the Authority's accounts into T-bills.

Mr. Howarth added that he requested quotes for equipment trailers from three companies. The quotes were as follows: Discount Trailer Warehouse - \$13,005. Hecht Trailers - \$14,407, Kaufman Trailers - \$8,990, plus a delivery fee of approximately \$1,200, for a total of \$10,190. Mr. Howarth recommended approval of the lowest quote, submitted by Kauffman Trailers.

MOTION by Mr. Dilisciandro, second by Mr. Parks authorizing the purchase of an equipment trailer from Kauffman Trailers at a cost not to exceed \$10,490.00, inclusive of delivery fee.

Roll Call Vote:	Torino	Yes
	Parks	Yes
	Hauss	Yes
	Diliscandro	Yes
	Sheehan	Yes

Motion carried.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2022-23, authorizing a closed session for the discussion of personnel matters.

Motion carried by voice vote.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt the following resolutions by consent agenda:

Resolution 2022-24, approving the Form A application for the proposed Wilkins Industrial Park;

Resolution 2022-25, approving Sickels & Associates' proposal number 2022-61, for the evaluation and environmental planning required by the Center City water and sewer project;

Resolution 2022-26, approving the proposed modification of the antenna system operated by Verizon/Celco;

Resolution 2022-27, authorizing a change to the Personnel Policy for the addition of Commercial Driver's License requirement.

Roll Call Vote:	Torino	Yes
	Parks	Yes
	Hauss	Yes
	Diliscandro	Yes
	Sheehan	Yes

Motion carried.

MOTION by Mr. Dilisciandro, second by Mr. Parks to go into a closed session for discussion of personnel matters.

Motion carried by voice vote.

CLOSED SESSION lasted approximately 15 minutes.

After returning to open session, Mr. Parks excused himself from the meeting.

MOTION by Mr. Diliscandro, second by Mr. Parks, to promote Maria Vacarino to the position of Office Manager. The promotion and corresponding pay raise, in accordance with the Authority’s salary schedule, will take effect on or about June 27, 2022.

Roll Call Vote:      Torino      Yes  
                         Parks      Absent  
                         Hauss      Yes  
                         Diliscandro      Yes  
                         Sheehan      Yes

Motion carried.

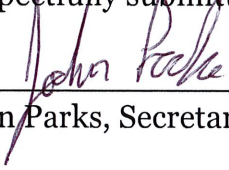
**ADDITIONAL BUSINESS:**

No other business was raised.


MOTION by Mr. Diliscandro, second by Mr. Hauss to adjourn the meeting at 5:55 p.m.

Motion carried by voice vote.

Respectfully submitted:

  
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John Parks, Secretary

ATTEST:

  
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Susan Novick, Recording Secretary

Approved at the meeting held on July 19, 2022