

**Regular Meeting of the Mantua Township MUA
May 16, 2023**

The regular monthly meeting of the Mantua Township Municipal Utilities Authority was held on Tuesday, May 16, 2023, 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 Dan Hauss.

The Chairman asked everyone to rise for the flag salute and to remain standing for moment of silence in honor of fallen Glassboro Police Officer Robert Shisler.

The Chairman delivered the Sunshine Notice as required by the New Jersey Open Public Meetings Act.

ROLL CALL

Present from the Board were Chairman Daniel Hauss, Vice-Chair Mario Dilisciandro, Treasurer Victor Torino, Engineering Coordinator Tim Sheehan, First Alternate Kevin Howarth, and Second Alternate James Neely. Mr. Howarth was designated to vote in place of Secretary John Parks.

Also present were Solicitor John Alice, Engineer Mark Brunermer, Engineer Dave Palgutta, Executive Director William Krebs, Assistant Director Paul Leinhauser, and Recording Secretary Susan Novick.

No one from the public attended the meeting.

APPROVAL OF MINUTES

MOTION by Mario Dilisciandro to approve the minutes of the regular meeting held April 18, 2023. Second by Victor Torino. Motion approved by voice vote.

TREASURER'S REPORT

Treasurer Victor Torino reported the balance in each of the Authority's local bank accounts, as well as the bills to be paid from the operations and escrow account. The operating expenses totaled \$472,203.01. The escrow charges totaled \$159.00.

MOTION by Mr. Dilisciandro, second by Mr. Torino to accept the Treasurer's Report and authorize the payment of \$472,203.01 in bills from the operations account and authorize the payment of \$159.00 in escrow charges.

Roll call vote. Motion approved unanimously.

LEGAL REPORT

Mr. Alice met recently with the Engineer about the utility easement near Mantua Blvd., which the Authority wants to expand. As a practical matter, he does not think the expansion will have much impact on the landowner; he anticipates the expansion will be close to the

property line. He advised that it's important to pin down exactly where the easement should be expanded, the size of the expansion, etc. If a condemnation action becomes necessary, the Authority must be certain of what is necessary for expansion of the water infrastructure.

Mr. Alice reviewed the proposal from T-Mobile to purchase the leases for space on the larger water tower. He stands by his original opinion that T-Mobile is not offering anything of significant value. Some time ago, a resident had inquired about the possibility of taking title to an Authority owned easement that abuts her property. The easement is landlocked, bordered by properties owned by more than one person. Mr. Alice is of the opinion that relinquishing the easement is a thornier problem than retaining it.

MOTION by Mr. Dilisciandro, second by Mr. Torino, to accept the Solicitor's report.
Motion carried by voice vote.

ENGINEER'S REPORT

Engineer Dave Palgutta confirmed that he met with Mr. Alice, and then had some of the items they discussed surveyed for more accurate information. The original plan called for a 40-foot-wide easement to allow for trenching and future access to the water main that will be installed there. After reassessing, it appears the full 40 feet may not be needed; 25 or 30 feet may be sufficient. That is one of the details that must be nailed down.

Mr. Alice added that the Authority must be clear on exactly what is needed before moving forward with a demand letter, and perhaps ultimately, a condemnation action.

Mr. Palgutta continued, noting that work on the Royal Oaks Sewer Station improvements has slowed down considerably. Much of the work is dependent upon delivery of the generator. The contractor will be installing fencing there in the next week or two. Arthur R. Henry, Inc. is scheduled to do some restoration work and install a release valve at the Austin St. sewer station next week. The release valve must be installed before B&H Contracting can start demolition. The disgruntled neighbor has not been seen or heard from.

MOTION by Mr. Dilisciandro, second by Mr. Torino, to accept the Engineer's report.
Motion carried by voice vote.

SUPERINTENDENT'S REPORT

On behalf of the Superintendent, Paul Leinhauser advised that the crew finished the semi-annual flushing without incident. There were no water main breaks or other problems triggered by flushing. Over the past three to four weeks the crew replaced 3 hydrants that had been hit or run over by motor vehicles. They also fixed two leaking valves in the Center City area, and repaired a leaking service on Firth Dr. The meter replacement program is progressing well. In the [indecipherable] area of the Township, 95% of the water meters now have radio transmitters. Last month, the Board directed the Superintendent to purchase a hydra-hammer attachment for the mini-excavator. During his research, Mr. Leinhauser discovered that with the proper mounting plate, the crew could attach the hydra-hammer to the mini-excavator or the skid steer. However, purchasing one of the dual-use

mounting plates might take the purchase of the hydra-head and mounting plate over the \$15,000 limit set by the Board last month.

The Chairman agreed that having a dual-use mounting plate would make the hydra-hammer more useful. He advised Mr. Leinhauser to call him or speak with the Executive Director about the proper purchasing procedure if additional funds are needed for the dual-use mount. A new resolution may or may not be needed, depending on the cost.

MOTION by Mr. Dilisciandro, second by Mr. Torino, to accept the Superintendent's report. Motion carried by voice vote.

EXECUTIVE DIRECTOR

Referencing Mr. Leinhauser's remarks about the meter replacement program, Executive Director William Krebs commented that another 60 water meters were recently purchased and delivered. The resolution to join the NJWCPS program is timely because the Authority's contract with RIO Supply for water meters will expire this year. Using the combined purchasing power of the NJWCPS it may be possible to get water meters at a better price.

The number of COVID accounts, or moratorium accounts, is down from 245 to 218. Those 218 accounts carry a combined balance of \$120,000. Mr. Krebs reminded the Board the Authority will not shut off or charge interest on the COVID accounts until the Tax Sale in December. Historically, everything lingering balance is either paid before the tax sale or purchased as a lien at the Sale. In the unlikely event an account is not paid or sold, the property will be subject to having the water shut off.

Revenue receipts for April of this year were \$286,000, a significant increase over the \$198,000 collected last April. Collectibles are also down, from \$544,000 in April of 2022 to \$493,000 in April of 2023. The sewer flow near the hospital dropped off from 1.8 million gallons in March to 1.3 million gallons in April. The GCUA is still repairing a valve that will help determine how much flow is attributable to the hospital. GCUA will also reach out to Harrison Township about the need to get approvals for any expansion of the hospital, and to pay connection fees for same.

The first billing by the sub-contractor was done this month. They sent emails at every step of the process and included some video of the bills being folded and stuffed in envelopes.

The migration of the website is ongoing. When complete, the host can update the website at the MUA's direction, and the MUA staff can make updates through a web browser.

The cash drawer linked to the Flexibill program is now up and running. As customers come in to pay, their payments can be applied directly to their accounts. A payment batch for the cash drawer will be created each morning and closed at the end of the day. This should be a huge time saver over the current process of keying in each payment at the end of the day.

MOTION by Mr. Dilisciandro, second by Mr. Torino, to accept the Executive Director's report. Motion carried by voice vote.

RESOLUTIONS

MOTION by Mr. Dilisciandro, second by Mr. Torino to adopt Resolution 2023-30, authorizing a closed session to allow for discussion of personnel.

Roll call vote: Howarth-Aye, Sheehan-Aye, Torino-Aye, Dilisciandro-Aye, Hauss-Aye. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Torino to adopt Resolution 2023-31 authorizing the Authority to join the North Jersey Wastewater Cooperative Pricing System (NJWCPS).

Roll call vote taken. Motion unanimously approved.

CLOSED SESSION

MOTION by Mr. Dilisciandro, second by Mr. Torino to close the meeting to the public and adjourn to a closed session.

Motion carried by voice vote.

The Board entered a closed session at 5:30 p.m.

MOTION by Mr. Dilisciandro, second by Mr. Torino to open the meeting to the public at 6:20 p.m.

Motion carried by voice vote.

No additional business was raised.

ADJOURNMENT

MOTION by Mr. Dilisciandro, second by Mr. Parks to adjourn the meeting at 6:28 p.m.


Motion carried by voice vote.

Respectfully submitted:



John Parks, Secretary

ATTEST:



Susan Novick, Recording Secretary

Approved at the meeting held on June 20, 2023