

**Regular Meeting of the Mantua Township MUA
September 19, 2023**

The regular monthly meeting of the Mantua Township Municipal Utilities Authority was held on Tuesday, September 19, 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. He delivered the Sunshine Notice as required by the New Jersey Open Public Meetings Act.

ROLL CALL

Present: Chairman Daniel Hauss, Vice-Chairman Mario Dilsciandro, Treasurer Victor Torino, Secretary John Parks, First Alternate Kevin Howarth, Second Alternate James Neely. Mr. Howarth was designated to vote in place of Engineering Coordinate Tim Sheehan.

Also present: Solicitor John Alice, Engineer Dave Palgutta, Executive Director William Krebs, Assistant Executive Director Charles Jones, and Recording Secretary Susan Novick.

APPROVAL OF MINUTES

MOTION by Mario Dilisciandro to approve the minutes of the regular meeting held September 19, 2023. Second by John Parks. 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 accounts. The operating expenses totaled \$117,230.84. The escrow charges totaled \$2,515.25.

MOTION by Mr. Dilisciandro, second by Mr. Parks to accept the Treasurer's Report and authorize the payment of \$117,230.84 from the operations account and authorize the payment of \$2,515.25 in escrow charges.

Roll call vote. Motion approved unanimously.

LEGAL REPORT

Solicitor John Alice advised there was a recent development regarding the utility easement near Mantua Blvd., on Block 172, Lots 7.01 and 7.02. The property owner's developer may want to extend the easement, albeit not in the same direction as the Authority. The situation is still somewhat unclear. Mr. Palgutta may have additional details. Mr. Alice resolutions concerning the release of various bonds, the budget, salaries, etc.

MOTION by Mr. Dilisciandro, second by Mr. Parks to accept the Solicitor's report.

Motion carried by voice vote.

ENGINEERING REPORT

Engineer Dave Palgutta reported that B&H Contracting has been working in the wet and dry wells of the **Austin St. Pump Station**, adjusting the SCADA system. The contractor requested a partial payment of \$48,000; Mr. Palgutta recommended approving the request. Paving and fencing work is not expected to start until October. Arthur R. Henry, Inc., the second contractor on this project, requested partial payment for work on punch list items. The request is still under review by the engineer.

The **Royal Oaks Pump Station** rehabilitation project is on hold until the generator is delivered.

A video inspection of the sewer lines at **Rowan Fossil Park** is scheduled for this week. The inspection will allow the engineers to see the condition of the pipes and troubleshoot problems that might inhibit the sewer flow from the Fossil Park.

Mr. Palgutta advised that he has not had an opportunity to meet with the Superintendent about the **Center City** infrastructure project. They need to firm up the phasing and timeline. Regarding the Solicitor's earlier comments, Mr. Palgutta confirmed that the developer for the owner of Block 172, Lots 7.01 and 7.02, inquired as to whether the Authority would be interested in extending the utility easement across the entire width of the property. An extension of that size would not only accommodate the water main that the Authority wants to install there, but it would also allow for future connections if there were further development in the area. Mr. Palgutta requested a revised sketch from the developer. There has not been time yet for discussion of the proposal with the Superintendent and Executive Director.

MOTION by Mr. Dilisciandro, second by Mr. Parks to accept the Engineer's report.

Motion carried by voice vote.

SUPERINTENDENT'S REPORT

On behalf of the Superintendent, Assistant Executive Director Charles Jones reported the water main upgrade on Bergen Ave. is two-thirds complete. Two men from the crew are reading meters this week; a couple others are using up vacation time before the year ends on September 30.

MOTION by Mr. Dilisciandro, second by Mr. Parks to accept the Superintendent's report.

Motion carried by voice vote.

EXECUTIVE DIRECTOR

Mr. Krebs reported the usual statistics. The amount of water pumped in August of 2023: 42.2 million. Gallons pumped in August of 2022: 34.6 million.

The amount of water pumped this year to date is 197.2 million gallons. Last year at the same time the number was 128 million gallons.

The billings for August of 2022 and August of 2023 were the same: \$349,000.

The revenue receipts for August of 2022 and August of 2023 are almost identical: \$369,000 in 2022, \$364,000 this year.

The sewer flow from the hospital area is still high. Mr. Krebs spoke with the head of the Gloucester County Utilities Authority and learned that the flow meter at the intake is working now. Readings from the flow meter confirm the higher sewer flow. In August of 2022, the Authority took in 1.775 million gallons of sewer flow from the hospital area. This year, the sewer flow was 2.254 million gallons. The amount the Authority charges for taking on the sewer flow needs to be adjusted.

One out of four customers have chosen to go paperless; they receive their water/sewer bills by email only. Tax Sales notices have been mailed. As of last week, there were 499 water/sewer accounts with balances that are eligible for Tax Sale. The number of accounts with balances that date back to the pandemic is down to 170. The total amount due from that time is \$96,350. It's been a slow process, but the numbers are coming down.

MOTION by Mr. Neely, second by Mr. Parks, to accept the Executive Director's report.

Motion carried by voice vote.

RESOLUTIONS

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-49, authorizing the release of a maintenance bond for Section 3B of the Country Gardens subdivision.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-50, authorizing the release of a performance and payment bond for the Barnsboro Sanitary Sewer and pump station project.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-51, authorizing the late introduction and late submission of the budget for the fiscal year ending September 30, 2024.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-52, approving the proposed budget for the fiscal year ending September 30, 2024.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-53, amending the salary ranges for employees of the Authority.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-54, authorizing a merit pay increase for Ray Ledrich on the anniversary of his employment by the Authority.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-55, authorizing a payment of budget surplus to Mantua Township, in the amount of \$232,027.00.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-56, authorizing the Authority to join and maintain membership in the national Purchasing Partners Cooperative.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-57, authorizing a partial payment in the amount of \$48,413.83, to B&H Contracting, Inc. for work on and/or reimbursable expenses incurred on the Austin St. Pump Station Improvements and Force Main Replacement project.

Roll call vote. Motion approved unanimously.

MOTION by Mr. Dilisciandro, second by Mr. Parks to adopt Resolution 2023-58, authorizing the Authority to establish and maintain a fund of \$100.00 in the second cash register for the purpose of providing change when customers make payments.

Roll call vote. Motion approved unanimously.


No new or old business was raised.

ADJOURNMENT

MOTION by Mr. Parks, second by Mr. Dilisciandro to adjourn the meeting at 5:50 p.m.

Motion carried by voice vote.

Respectfully submitted:



John Parks, Secretary

ATTEST:



Susan Novick, Recording Secretary

Approved at the meeting held on October 17, 2023