

**Regular Meeting of the Mantua Township MUA
May 21, 2024**

The regular monthly meeting of the Mantua Township Municipal Utilities Authority was held on Tuesday, May 21, 2024, at 5:00 p.m., in the Township Building located at 401 Main Street, Mantua, New Jersey.

The meeting was called to order at 5:00 by Vice-Chairman Tim Sheehan.

Mr. Sheehan asked everyone to rise for the flag salute. Following the flag salute he read the ‘Sunshine Notice’ as required by the New Jersey Open Public Meetings Act.

ROLL CALL

Present: Vice-Chair Tim Sheehan, Treasurer Kevin Howarth, Secretary John Parks, Engineering Coordinator Vince Voltaggio, and First Alternate Jason Snyder.

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

Mr. Sheehan designated Mr. Snyder to participate in place of Chairman Mario DiLisciandro.

PUBLIC PARTICIPATION

There were no residents in attendance at the meeting.

APPROVAL OF MINUTES

MOTION by Mr. Parks, second by Mr. Voltaggio to approve the minutes of the regular meeting held on April 16, 2024.

Roll call vote. Motion approved unanimously.

CORRESPONDENCE

The only item of correspondence was the Engineer’s review of an application related to the Rowan Veterinary School. The review was not discussed by the Board.

TREASURER’S REPORT

Mr. Howarth presented the Treasurer’s report, including the balance in each local bank account and the total amount to be paid from the operations fund and escrow fund. Operating expenses totaled \$219,38.77. Escrow charges totaled \$3,824.25.

MOTION by Mr. Parks, second by Mr. Neely to accept the Treasurer’s Report and authorize the payment of \$219,398.77 in operating expenses and the payment of \$3,824.25 in escrow charges.

Roll call vote. Motion approved unanimously.

SOLICITOR'S REPORT

The Solicitor prepared three resolutions for consideration tonight. He has continued to request and review documents related to the Villages of Mantua, and he will advise the Board of his findings on another day.

ENGINEER'S REPORT

Engineer Dave Palgutta reported that DEP made final site visits to the **Royal Oaks Pump Station** and the **Austin St. Pump Station**. DEP was satisfied with the completion of both projects and will send the Engineers paperwork that must be signed and filed before financing is finalized. It is expected that the next financing pool will be in the Fall.

The Engineers are working full steam ahead on the **Center City Water & Sewer Improvements** project. Preparation of Environmental Planning documents for all 5 phases is ongoing. The sewer plans for Phase I are done. For Phase II, Mr. Palgutta is identifying the corrective measures needed and preparing cost estimates for same. He is also working out the various challenges presented by Route 45, which runs through the project.

A two-inch force main is being constructed on both sides of Woodbury-Glassboro Rd. for the **Fossil Park**. The contractors will attempt to connect the two sides next week, and then put the sewer station online.

DEP's endorsement of the Treatment Works application for **Rowan's Veterinary School** was received, and the Solicitor prepared a resolution for authorization of the endorsement. Finally, Mr. Palgutta reported that he attended a meeting of representatives from the Rowan Tech Park, who provided an overview of the long-term plans for development of the area near the Vet School. Additional conversations are expected, to insure there is sufficient capacity to support the development.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT

In addition to his own report, Mr. Jones reported on behalf of the Superintendent.

Advertising for a new mechanic has begun; it has not been fruitful yet. It may be necessary to modify the qualifications.

The semi-annual water main and hydrant flushing was completed earlier in the month, without incident.

A hydrant on Barnsboro Rd. was demolished in a one-car accident. A replacement hydrant will be installed. A claim has been filed against the driver's auto insurance company.

Well 3 was taken out of service due to an excess of sand in the water. The sand inhibited chlorination of the water. The Superintendent is scheduling A.C. Schultes to pull and evaluate the well pump.

The meter at the sewer station near Inspira Hospital was replaced. Monitoring of the sewer flow and bills for sewer treatment is ongoing.

Mr. Jones is working on cost estimates for separation of the utilities, landscaping, fencing, etc. that are the responsibility of the Villages of Mantua Homeowner's Association, from those associated with the Villages' sewer pump station. He anticipates a meeting with the HOA at the end of the month.

The audit of the fiscal year 2022-23 started on April 22. The staff is providing financial information and documents requested by Bowman & Co.

On April 27, the Authority was notified that the interior of the building at 397 Main St. was flooded with 2 to 3 inches of water. The most recent occupant of the building was the Joint Municipal Court staff. The MUA crew shut off the water. The electricity had to be shut off as well. The most likely cause of the flooding was a running toilet and overflow due to a partial blockage of the sewer lateral. All Risk was contacted for remediation. A property loss claim was filed.

A project team for the Rowan Tech Park presented plans for development of the park, as well as conceptual plans for installation of a sewer line for the site.

In response to a customer's concern, a sewer line in the vicinity of Mantua Blvd. and Center St. was inspected. The area around one of the manholes is settling. The manhole is not level and there are cracks in the sidewalks. No evidence of a water or sewer leak was detected, but a full inspection was not possible due to traffic. Traffic control is scheduled for May 22; a more thorough investigation will be done then.

For sewer service at the new Fossil Park, an empty pipe was tied into a manhole on Mantua Blvd. The remaining work involves boring under Woodbury-Glassboro Rd. and making the final connection to the pipe that now feeds into the manhole. The estimated date for the tie in is May 24.

Additional revisions of the Personnel Policies and Procedures Manual were completed on May 15. The new revisions include corrections to page numbers, correction of a typographical error in the Bereavement Policy, the addition of the Tanker Endorsement to the CDL requirements, and revision of how payment will be made to retiring employees for unused sick time, as recommended in the audit report.

EXECUTIVE DIRECTOR

The amounts billed and the revenue receipts in March and April of this year, are essentially the same as they were in March and April of last year. The sewer flow from the Inspira Hospital was relatively consistent with last year. The flow was 2.1 million gallons per month in April of 2024, compared to 2.3 million gallons in April of 2023. Approximately 1,630 of the Authority's customers have opted for paperless billing, and 632 customers have signed up for auto-payment of their water and sewer bills. The "mapping" of meter data is ongoing. It is crucial that the various data fields in Neptune360 are matched with the corresponding fields in the old meter software, before any attempt is made to move data from the old program to the new. There has been no word from Manor Water Service, nor has DEP been in touch regarding Manor. The JIF [insurer] continues to test the ability of the office staff to spot and steer clear of suspicious and dangerous email. The Ancero team has been busy cleaning up stat data on the old server. Once they are finished, the Authority's server will be moved to the cloud.

Mr. Krebs spoke about the pumping capacity of Well 6A, Well 7 and Well 8, and the amounts expended by the Authority in attempts to improve the yield from the wells. Mr. Krebs is of

the opinion that spending more money on these wells will not be worthwhile. He believes the aquifer is too depleted.

RESOLUTIONS

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

Resolution 2024-33: Authorizing the Endorsement of the TWA Application for the Rowan School of Veterinary Medicine;

Resolution 2024-34: Appointing Charles M. Jones Co-Executive Director of the Authority;

Resolution 2024-35: Adopting the May 15, 2024 Revision of Personnel Policies and Procedures Manual.

Roll call vote. Motion carried unanimously.

OLD BUSINESS

There was no discussion of old business.

NEW BUSINESS

There was no discussion of new business.

ADJOURNMENT

MOTION to adjourn by Mr. Parks, second by Mr. Sheehan.

Motion carried by voice vote.

Respectfully submitted:



John Parks, Secretary

ATTEST: 

Susan Novick, Recording Secretary

Approved at the meeting held on June 18, 2024