

EDGEWATER PARK SEWERAGE AUTHORITY  
REGULAR MEETING MINUTES  
April 12, 2023

The regular meeting of the Edgewater Park Sewerage Authority was called to order by the Chairwoman Mrs. Judy Hall at 7:00pm at the Edgewater Park Sewerage Authority.

The following statement in compliance with OPMA was read:

**Public Notice of this meeting pursuant to the open meetings act has been given by the Edgewater Park Sewerage Authority in the following manner:**

- 1. By posting written notice on the official bulletin board at the Municipal Building on February 9, 2023.**
- 2. By mailing written notice to the Burlington County Times and Courier Post on February 9, 2023.**
- 3. By hand delivering written notice to the Clerk of the Township of Edgewater Park on February 9, 2023.**

Roll Call revealed the following Board members were present: Mr. John Alexander, Mr. Phil Aaronson, Mrs. Judith Hall, Mr. Lester Holley, and Mr. Charles Ryder.

Also present were, Mr. Jim Grace (Solicitor), Bill Kirchner (Engineer, ERI), Mrs. Michelle Atzert (EPSA Administrative Assistant/Treasurer), Mrs. Maria VanNocker (Secretary), Committeewoman Juanita Scott (EPSA Liaison), Mr. Mark Lavenberg (Clearwater Environmental), Mark Pryzbylkowski (Edmunds) and Jennifer Ohmah (Kimley Horn).

**MOTION was made** by Mr. Holley and 2<sup>nd</sup> by Mr. Ryder to accept the March 8, 2023 Meeting Minutes.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**Operator's Report** received.

**MOTION was made** by Mr. Alexander and 2<sup>nd</sup> by Mr. Holley to accept the Operator's Report.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

Mr. Kirchner asked if USA Blue Book was State Contract, Mark doesn't think so. Bill said that because we don't have a certified purchasing agent, we can only purchase up to 15%. Otherwise the Authority would need to get 2 more prices.

Chairwoman Mrs. Hall asked that if lightening hits and does damage, shouldn't they put in an insurance claim. Mr. Holley mentioned that we did it already for another pump station. Mrs. Atzert said that she already sent the lightening hit control panel in for an insurance claim.

Mr. Holley asked if some of these items on the report were ordinary maintenance items. Mr. Lavenberg explained that some of them are and that some of them weren't. Mr. Holley said that if they were under the thresh hold then could he just have it done and not bring it before the board. Chairwoman Mrs. Hall said in the past they were always bought before her first. Mr. Lavenberg said that he would like to present it to them so that they know what their assets are. If there is an emergency then he would just have it done. Mr. Holley said that there was a procedure that he would have to contact the Chairperson and then they would poll the Board Members. It was asked what the threshold is. Mr. Kirchner said that anything over \$17,500.00 would need to go out to bid. Anything over \$2625.00 without a purchasing agent would need 3 estimates and anything under that could be purchased.

**RESOLUTION 2023-18 TO APPROVE PURCHASE OF A VERBATIM AUTODIALER WITH 8 ALARM UNITS AFTER OBTAINING AT LEAST THREE (3) QUOTES FOR AN AMOUNT NOT TO EXCEED THREE THOUSAND TWO HUNDRED SEVENTEEN DOLLARS AND SIXTEEN CENTS (\$3,217.16).**

**MOTION was made** by Mr. Alexander and 2<sup>nd</sup> by Mr. Holley to approve the purchase of a Verbatim Autodialed with 8 alarm units after obtaining at least three (3) quotes for an amount not to exceed \$3,217.16.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**RESOLUTION 2023-19 TO APPROVE PURCHASE OF TWO (2) IEC CONTACTORS WITH OVERLOAD UNITS FOR ONE THOUSAND SEVEN HUNDRED EIGHTY DOLLARS (\$1780.00).**

**MOTION was made** by Mr. Aaronson and 2<sup>nd</sup> by Mr. Ryder to approve the purchase of two IEC Contactors with overload units for \$1780.00.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**RESOLUTION 2023-20 TO APPROVE PURCHASE OF HOUR METERS FOR SIX (6) PUMP STATIONS FOR AN AMOUNT NOT TO EXCEED EIGHT THOUSAND TWO HUNDRED THIRTY DOLLARS (\$8,230.00).**

**MOTION was made** by Mr. Alexander and 2<sup>nd</sup> by Mr. Holley purchase hour meters for 6 pump stations through Municipal Maintenance Contract not to exceed \$8230.00.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**RESOLUTION 2023-21 TO APPROVE PURCHASE OF A CONTROL PANEL (ON AN EMERGENT BASIS) FOR AN AMOUNT NOT TO EXCEED FIVE THOUSAND TWO HUNDRED FORTY-TWO DOLLARS AND FORTY FIVE CENTS (\$5,242.45).**

**MOTION was made** by Mr. Holley and 2<sup>nd</sup> by Mr. Ryder to approve the purchase for a control panel (on an emergent basis) for an amount not to exceed \$5,242.45. Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**Solicitor's Report** received.

**MOTION was made** by Mr. Aaronson and 2<sup>nd</sup> by Mr. Alexander to accept the Solicitor's Report.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder, voted yes on roll call.

**Engineer's Report** received.

**MOTION was made** by Mr. Alexander and 2<sup>nd</sup> by Mr. Ryder to accept the Engineer's Report.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Ryder, and Mr. Holly voted yes on roll call.

**RESOLUTION 2023-22 TO AWARD CONTRACT FOR TVING OF SANITARY SEWER LINES TO TRINITY SUBSURFACE, LLC FOR AN AMOUNT NOT TO EXCEED ONE THOUSAND THREE HUNDRED NINTY EIGHT DOLLARS AND SEVENTY-FIVE CENTS (\$1,398.75).**

**MOTION was made** by Mr. Aaronson and 2<sup>nd</sup> by Mr. Ryder to award Trinity Subsurface LLC for TVing Sanitary Sewer Lines for the Base Bid of \$1398.75. Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**Old Business:**

Jennifer Ohman from Kimley Horn presented the Take 5 Oil Business.

**RESOLUTION 2023-23 APPROVING APPLICATION OF TAKE FIVE OIL, LLC TO CONNECT TO SEWER SYSTEM.**

**MOTION was made** by Mr. Holley and 2<sup>nd</sup> by Mr. Ryder to approve Take 5 Oil to connect to the Edgewater Park Sewerage System.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.



Mark Pryzbylkowski presented the Edmunds GovTech software.

The Board will continue discussion at the next meeting on May 10, 2023.

**New Business:**

Financial Disclosure Forms should have been received by email and are due April 30, 2023.

**Correspondences:**

Letter from Municipal Maintenance Co.

**Meeting open to the Public.**

Mrs. Scott followed up on Mr. Holley's question about Washington Ave. being on the Township Road Program to be repaved this year. She said that there has been much discussion and that something is being done, but some roads were being paved and that the others are being slurry sealed.

**Meeting closed to the public:**

**MOTION was made** by Mr. Alexander and 2<sup>nd</sup> by Mr. Aaronson to accept the Financial Statement.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

Mrs. Atzert said that she hasn't received any bills from WMUA for this year. She has contacted them to make them aware, but hasn't received them yet.

**MOTION was made** by Mr. Holley and 2<sup>nd</sup> by Mr. Ryder to accept the EPSA's Revised Bills & Vouchers.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**Motion was made** by Mr. Holley and 2<sup>nd</sup> by Mr. Aaronson to go into Executive Session at 8:31pm.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**RESOLUTION 2023-24 TO AWARD THE OPERATIONS AND MAINTENANCE CONTRACT TO MUNICIPAL MAINTENANCE CO. FOR AN AMOUNT NOT TO EXCEED**

**ONE HUNDRED EIGHTEEN THOUSAND THREE HUNDRED SEVENTY-FIVE DOLLARS (\$118,375.00).**

**MOTION was made** by Mr. Aaronson and 2<sup>nd</sup> by Mr. Holley to award Municipal Maintenance the Operations and Maintenance Contract for an amount not to exceed \$118,375.00.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**RESOLUTION 2023-25 UPDATING THE TITLES AND SALARIES OF THE OFFICE STAFF: MICHELLE ATZERT TO ADMINISTRATOR/TREASURER WHO WILL NOW RECEIVE TWENTY-FIVE DOLLARS PER HOUR (\$25.00) AND MARIA VANNOCKER TO ACCOUNTS RECEIVABLE/SECRETARY WHO WILL NOW RECEIVE TWENTY DOLLARS PER HOUR (\$20.00).**

**MOTION was made** by Mr. Alexander and 2<sup>nd</sup> by Mr. Ryder to approve the updating of titles and salaries of the office staff.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yes on roll call.

**MOTION was made** by Mr. Holley and 2<sup>nd</sup> by Mr. Alexander and approved by a voice vote of the Edgewater Park Sewerage Authority to adjourn the April 12, 2023 meeting at 9:17pm.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Maria VanNocker". The signature is written in dark ink and is positioned above a horizontal line.

Maria VanNocker  
Secretary