

EDGEWATER PARK SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
December 14, 2022

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 7, 2022.**
2. **By mailing written notice to the Burlington County Times and Courier Post on February 7, 2022.**
3. **By hand delivering written notice to the Clerk of the Township of Edgewater Park on February 7, 2022.**

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

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

MOTION was made by Mr. Holly and 2nd by Mr. Alexander to accept the November 9, 2022 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 2nd by Mr. Aaronson to accept the Operator's Report.

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

Mr. Lavenberg recommended having the Route 130 main jetted on a yearly basis.

Mr. Lavenberg spoke of the inspection that was this morning from the DEP. They inspected six pump stations. They went over the O&M Manual from 2013. There have been some changes since then, so Mark recommended having that updated.

He said the DEP wanted a I&9 (Infiltration and Inflow) Report and that there was one done last year. Ms. Harris thought that they only did a Pump Station Report, but will speak to Mr. Kirchner to see if any other reports were done.

The DEP also wanted to know about the grease trap ordinance. Ms. Harris said that it was updated in the new Rules and Regulations.

Resolution 2023-01 approving Complete Control Services, Inc. to install a Cellular Communications System at the Willingboro Flowmeter site located at 4281 Route 130S. The cost of the system is \$13,629.00.

MOTION was made by Mr. Holley and 2nd by Mr. Alexander to have Complete Control Services, Inc. to install a cellular communications system for \$13,629.00.

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 2nd by Mr. Holley 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 2nd by Mr. Holley to accept the Engineer's Report.

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

Ms. Harris spoke of the changes that they made to the McDonalds application and Sanitary Sewer Easement Agreement between Burlington Coat Factory and Four EEE's LLC. Mr. Grace will look it over to see if any other changes need to be made.

Mr. Aaronson asked Ms. Harris about the Take 5 Oil and for how many years they are responsible for debris in the main. She said that it is usually 2 years.

Old Business:

New Business:

Advertisement for RFQ's / RFP's were published in the Courier Post and the Burlington County Times December 7th and 8th. They are due Back January 10, 2023.

Mr. Holley and Mr. Ryder will open the packets. Mrs. Hall will be a back-up if Mr. Ryder is unable to do it.

Correspondences:

Meeting open to the Public.

Meeting closed the public:

MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the Financial Statement for November and December.

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

Chuck asked where on the financial statement was the money from the sale of the Chevy Truck. Michelle said the money was put into the operating account.


MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the revised version of EPSA's Bills & Vouchers.

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

Chairwoman Mrs. Hall thanked all the professionals, office staff, and Committeewoman Juanita Scott (EPSA Liaison) for doing a great job on keeping the office running smoothly. She wished everyone a wonderful Holiday and a Happy New Year.

MOTION was made by Mr. Holley and 2nd by Mr. Alexander and approved by a voice vote of the Edgewater Park Sewerage Authority to adjourn the December 14, 2022 meeting at 7:50pm.

Respectfully submitted by,



Maria VanNocker

Secretary

EDGEWATER PARK SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
January 11, 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 7, 2022.**
2. **By mailing written notice to the Burlington County Times and Courier Post on February 7, 2022.**
3. **By hand delivering written notice to the Clerk of the Township of Edgewater Park on February 7, 2022.**

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

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

MOTION was made by Mr. Holly and 2nd by Mr. Alexander to accept the December 14, 2022 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. Aaronson and 2nd by Mr. Holly to accept the Operator's Report.

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

Mr. Holley asked Mr. Lavenberg if the project at Rt. 130 was finished. Mr. Lavenberg said that it should be done by the end of month.

Mr. Ryder asked if Mark had noticed the ventilation system that wasn't working at Roosevelt Pump Station. Mr. Lavenberg said he hadn't noticed it, and that it was pointed out by the DEP.

Mr. Ryder would like Mr. Lavenberg to have a maintenance report with the pump station names and numbers. Mr. Lavenberg said the report would contain the run times for the pumps and generators and any comments for recommendations.

Solicitor's Report received.

MOTION was made by Mr. Alexander and 2nd by Mr. Ryder to accept the Solicitor's Report.

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

Mr. Holley asked Mr. Grace if we will know in advanced on planned projects for the Shared Service Agreement. Mr. Grace said yes. Mr. Kirchner said that usually when the town repairs roads, sometimes the castings on the manholes will need to be replaced. This would allow the Township to replaced them and the Authority would reimburse them, and vice versa. It would save the Authority money.

Resolution 2023-02 Shared Service Agreement between the Edgewater Park Sewerage Authority and the Edgewater Park Township.

MOTION was made by Mr. Alexander and 2nd by Mr. Ryder to approve the Shared Service Agreement between the Edgewater Park Sewerage Authority and the Edgewater Park Township.

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. Holley and 2nd by Mr. Aaronson to accept the Engineer's Report.

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

Mr. Kirchner will work on the changes for the Maintenance contract.

Mr. Aaronson asked if there is an updated list for the road work moving forward. Mr. Kirchner will check with Rakesh the townships engineer.

Old Business:

New Business:

Correspondences:

Meeting open to the Public.

Meeting closed the public:

MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the Financial Statement for January.

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

Mrs. Atzert made the Board aware that the audit was being done and that the Auditor started working on it January 2, 2023.

Chairwoman Mrs. Hall wanted to share that there is an 11 month CD with 4% interest at WSFS Bank.

Resolution 2023-03 Authorize EP's Treasurer to Invest Funds up to \$100,000 in an 11 month CD with 4% interest at WSFS Bank

Motion was made by Mr. Alexander and 2nd by Mr. Ryder to have Mrs. Atzert invest up to \$100,000 in an 11 month CD with WSFS Bank.

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

MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the EPSA's 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 2nd by Mr. Alexander and approved by a voice vote of the Edgewater Park Sewerage Authority to adjourn the January 11, 2023 meeting at 7:43pm.

Respectfully submitted by,



Maria VanNocker
Secretary

**EDGEWATER PARK SEWERAGE AUTHORITY
REORGANIZATION MEETING MINUTES
February 8, 2023**

The Reorganization Meeting of The Edgewater Park Sewerage Authority was called to order by Mrs. Michelle Atzert, Administrative Assistant/Treasurer at 6:30pm at The Edgewater Park Sewerage Authority, 1123 Cooper Street, Edgewater Park, NJ 08010.

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 Township Municipal Building on February 7, 2022.**
2. **By e-mailing written notice to the Burlington County Times and the Courier Post on February 7, 2022.**
3. **By emailing written notice with the Clerk of the Township of Edgewater Park on February 7, 2022.**

OATH OF OFFICE

SWEARING IN OF MR. JOHN ALEXANDER FOR THE APPOINTMENT TO THE SEWER AUTHORITY FOR A FIVE YEAR TERM: With the Oath administered by Mr. James Grace. The original affidavit is on file at the Authority.

Roll call revealed the following Authority board members present: Mr. Phillip Aaronson, Mr. John Alexander, Mrs. Judith Hall, Mr. Lester Holley, and Mr. Charles Ryder.

Also present were: Mr. Mark Lavenberg (Clearwater Environmental), Mr. James Grace (The Law Offices of James K Grace, Esquire), Jen Harris (ERI), Mr. Brent Lee (Auditor), Mrs. Maria VanNocker (EPSA Secretary), Mrs. Michelle Atzert (EPSA Administrative Assistant/Treasurer), and Edgewater Park Township Committee Member Juanita Scott.

APPOINTMENT OF A CHAIRPERSON FOR THE YEAR 2023:

Nominations- Mrs. Judy Hall was nominated by Mr. Ryder
Mr. Ryder made the motion and 2nd by Mr. Holley.
Mr. Aaronson, Mr. Alexander, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call.
Motion to appoint Mrs. Hall as Chairwoman was approved.

CHAIRPERSON OPENS NOMINATIONS FOR AN APPOINTMENT FOR VICE-CHAIRPERSON FOR THE YEAR 2023:

Nominations- Mr. Phillip Aaronson was nominated by Mr. Holley.
Mr. Holley made the motion and 2nd by Mr. Ryder.
Mr. Aaronson, Mr. Alexander, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call.
Motion to appoint Mr. Aaronson as Vice-Chairman was approved.

RESOLUTION 2023-04 DESIGNATING DATES OF MEETINGS FOR 2023:

BE IT FURTHER RESOLVED, that the Meeting dates be set for the year and that the Reorganization Meeting be scheduled for February 14, 2024 at 6:30pm.

Motion: Mr. Aaronson made the motion and 2nd by Mr. Ryder to approve the monthly meeting dates for the year 2023.

Mr. Aaronson, Mr. Alexander, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call. Motion was approved.

RESOLUTION 2023-05 DESIGNATING THE OFFICIAL NEWSPAPER OF THE AUTHORITY FOR PUBLICATION OF NOTICES WHERE REQUIRED BY LAW:

Nominations: Burlington County Times and Courier Post were nominated by Mr. Aaronson.

Motion: Mr. Ryder made the motion and 2nd by Mrs. Hall to approve the Burlington County Times and the Courier Post as the Official Newspapers for the Authority.

Mr. Aaronson, Mr. Alexander, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call. Motion was approved.

RESOLUTION 2023-06 DESIGNATING MAIN DEPOSITORY, IDLE FUNDS, ESCROW ACCOUNTS, and CERTIFICATE OF DEPOSIT FOR THE YEAR 2023:

MAIN DEPOSITORY, IDLE FUNDS, ESCROW ACCOUNTS, AND CERTIFICATE OF DEPOSIT: WSFS

Motion: Mr. Holley made the motion and 2nd by Mr. Aaronson to designate WSFS Bank as the Main Depository, Idle Funds, Escrow Accounts and Certificate of Deposit for the year 2023.

Mr. Aaronson, Mr. Alexander, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call. Motion was approved.

RESOLUTION 2023-07 APPOINTMENT OF AUDITOR FOR 2023:

Nominations- Mr. Holley nominated Brent W. Lee & Co, LLC.

Mr. Holley made the motion and 2nd by Mrs. Hall to appoint Brent W. Lee & Co, LLC as Auditor for the year 2023.

Mr. Aaronson, Mr. Alexander, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call. Motion to appoint Brent W. Lee & Co, LLC was approved.

RESOLUTION 2023-08 APPOINTMENT OF A SOLICITOR FOR 2023:

Nominations- Mr. Aaronson nominated The Law Offices of James K Grace, Esquire.

Mr. Aaronson made the motion and 2nd by Mr. Ryder to appoint The Law Offices of James K Grace Esquire as Solicitor for the year 2023.

Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call. Motion to appoint The Law Offices of James K Grace Esquire was approved.

RESOLUTION 2023-09 APPOINTMENT OF ENGINEER FOR 2023:

Nominations- Mr. Holley nominated Environmental Resolution, Inc.

Mr. Holley made the motion and 2nd by Mr. Ryder to appoint Environmental Resolutions, Inc. as Engineer for the year 2023.

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

Motion to appoint Environmental Resolutions, Inc. was approved.

RESOLUTIONS 2023-10 APPOINTMENT OF AN INSURANCE BROKER FOR 2023:

Nominations- Mr. Holley nominated Haines & Haines / T.C. Irons as Insurance Broker.

Mr. Holley made the motion and 2nd by Mr. Alexander to appoint Haines & Haines / T.C. Irons as Insurance Broker for the year 2023.

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

Motion to appoint Haines & Haines / T.C. Irons was approved.

RESOLUTION 2023-11 APPOINTMENT OF A LICENSED OPERATOR FOR 2023:

Nominations- Mr. Ryder nominated Clearwater Environmental.

Mr. Ryder made the motion and 2nd by Mr. Aaronson to appoint Clearwater Environmental as the Licensed Operator for the year 2023.

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

Motion to appoint Clearwater Environmental was approved.

RESOLUTION 2023-12 APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER FOR 2023:

Purpose of ensuring all those individuals and corporations who have contracts with the Edgewater Park Sewerage Authority comply with all Equal Opportunity rules and regulations.

Nominations- Mr. Ryder nominated Michelle Atzert

Mr. Ryder made the motion and 2nd by Mr. Holley to appoint Mrs. Atzert as Public Agency Compliance Officer for the year 2023.

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

Motion to appoint Mrs. Atzert was approved.

RESOLUTION 2023-13 GRANTING THE CHAIRPERSON AND THE VICE CHAIRPERSON OF THE AUTHORITY TO EXECUTE NJDEP AND EPA APPLICATIONS FOR 2023:

Mr. Ryder made the motion and 2nd by Mr. Holley to grant the Chairperson and Vice Chairperson of the Edgewater Park Sewerage Authority the authority to execute NJDEP and EPA applications for the year 2023.

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

Motions to appoint Chairperson Mrs. Hall and Vice Chairperson Mr. Aaronson to Execute NJDEP and EPA Applications was approved.

RESOLUTION 2023-14 AUTHORIZING THE AUTHORITY TO PURCHASE UNDER THE STATE CONTRACT FOR 2023:

Mr. Alexander made the motion and 2nd by Mr. Aronson to authorize the Edgewater Park Sewerage Authority to purchase under the state contract for the year 2023.

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

Motion to authorize Edgewater Park Sewerage Authority to purchase under the state contract was approved.

RESOLUTION 2023-15 APPOINTMENT OF A BOARD SECRETARY FOR 2023:

Nominations- Mr. Holley nominated Mr. Aaronson as Board Secretary.
Mr. Holley made the motion and 2nd by Mr. Ryder to appoint Mr. Aaronson as Board Secretary for the year 2023.
Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call.
Motion to appoint Mr. Aaronson as Board Secretary was approved.

RESOLUTION 2023-16 APPOINTMENT OF A TREASURER FOR 2023:

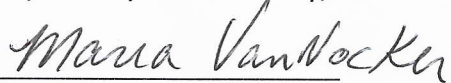
Nominations- Mr. Holley nominated Mrs. Atzert as Treasurer.
Mr. Holley made the motion and 2nd by Mr. Alexander to appoint Mrs. Atzert as Treasurer for the year 2023.
Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call.
Motion to appoint Mrs. Atzert as Treasurer was approved.

Chairwoman, Mrs. Hall congratulated all the professionals, and all the professionals thanked the Board Members.

MOTION TO ADJOURN FEBRUARY 8, 2023 REORGANIZATION MEETING:

Mr. Holley made the motion and 2nd by Mr. Alexander to adjourn the February 8, 2023 Re-Org Meeting at 6:46pm.
Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Holley, and Mr. Ryder voted yea on roll call.

Respectfully submitted by,



Maria VanNocker, Secretary

EDGEWATER PARK SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
February 8, 2023

The regular meeting of the Edgewater Park Sewerage Authority was called to order by the Chairwoman Mrs. Judy Hall at 6:48pm 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 7, 2022.**
2. **By mailing written notice to the Burlington County Times and Courier Post on February 7, 2022.**
3. **By hand delivering written notice to the Clerk of the Township of Edgewater Park on February 7, 2022.**

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), Ms. Jennifer Harris (Engineer, ERI), Mrs. Michelle Atzert (EPSA Administrative Assistant/Treasurer), Mrs. Maria VanNocker (Secretary), Committeewoman Juanita Scott (EPSA Liaison), and Mr. Mark Lavenberg (Clearwater Environmental).

MOTION was made by Mr. Holly and 2nd by Mr. Alexander to accept the January 11, 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 2nd by Mr. Holly to accept the Operator's Report.

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

Mr. Lavenberg presented the new Mission System that reads the meter at Route 130. He showed all the different charts and graphs that can be generated to show the flow going to WMUA.

Mr. Lavenberg said that he would leave the ventilation system at Roosevelt on hold for now, and that if anyone needs to go into the area then we could buy a portable unit that could be used.

Mrs. Hall wanted to know when someone has to replace the sewer does he get notified. Mr. Lavenberg said that he does and had one just today. Mrs. VanNocker said that the resident had called the office and then she called Mr. Lavenberg. We only know if a resident calls us. Mrs. Hall would like it if we can get pictures from the residents to allow them to close the trench. She would like for us to have a better procedure to help the residents when they have to replace the sewer, and how we can help them expedite the process.

Ms. Harris let the Board know that the Township plumbing inspector can only inspect what's going into the house. Ms. Harris was going to have a talk with Rakesh and ask that if a homeowner has a trench open then to let the Authority know so that we can have Mr. Lavenberg get pictures and approve them to close the trench.

Mr. Aaronson asked about the rocks and debris in the main at S. Garden and that it said to look out for possible sinkholes. Should the line be Tv'd and when was it done last. Ms. Harris doesn't have any relocation of it being Tv'd. Mr. Ryder said that the main was replace 4 or 5 years ago. Mr. Lavenbers said anytime the lines get worked on, there is way for debris to get in, and so far there hasn't been any sign on of a sinkhole.

Solicitor's Report received.

MOTION was made by Mr. Aaronson and 2nd 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.

Mr. Alexander asked Mr. Grace if he attended the WMUA's Meeting. Mr. Grace replied he did not.

Resolution 2023-17 Authorizing Chairwoman as designated signer on TWA application for Twp. of EP's new Police Building and Community Center.

MOTION was made by Mr. Holley and 2nd by Mr. Ryder to authorize Chairwoman Mrs. Hall as designated signer on TWA application for Twp. of EP's new Police Building and Community Center.

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 2nd by Mr. Aaronson to accept the Engineer's Report.

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

Mr. Holley asked about Woodlane Rd. and why wasn't it included in the next phase of the road program. Ms. Harris said it's because they already had the road Tv'd.

Ms. Harris let the Board know that the annual Maintenance Contract with Municipal Maintenance is up April 2023. She suggested that they may want to extend Municipal Maintenance contract from May 1, 2023 to November 30, 2023 which would be the end of the EPSA's fiscal year. Then put out a bid for a Maintenance Contract which will be on our annual billing cycle.

Old Business:

New Business:

98 N. Garden Blvd. is demolishing the house and rebuilding. The sewer has been capped. The owner would like to know if he still has to pay for sewer and will there be a connection fee when service resumes?

MOTION was made by Mr. Alexander and 2nd by Mr. Ryder to accept new business. Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Ryder, and Mr. Holly voted yes on roll call.

The EPSA's Rules and Regulations says that homeowners can either pay the regular fee for sewerage, or pay the connection fee when service is restored.

Mrs. VanNocker will call Abdullah Kahveci of 98 N. Garden to let him know his options.

Mr. Alexander suggested putting an article in the Beverly Bee that would make residents aware of what not to put down the drains or flush down the toilet.

Correspondences:

Meeting open to the Public.

Meeting closed the public:

MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the Financial Statement.

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

Mrs. Atzert made the Board aware that she invested \$100,000 into a CD at WSFS.

Mr. Ryder asked what was happening with the Edmunds program. Mr. Aaronson asked if we were still looking into going in with Township. Mrs. Atzert said that they offer a separate Utility program and that there is a meeting scheduled with Edmunds on February 21, 2023.

MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the EPSA's Revised Bills & Vouchers.

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

Mrs. Atzert let the Board know that she would be taking a Budget Class.

MOTION was made by Mr. Holley and 2nd by Mr. Alexander and approved by a voice vote of the Edgewater Park Sewerage Authority to adjourn the February 8, 2023 meeting at 8:03pm.

Respectfully submitted by,



Maria VanNocker
Secretary

EDGEWATER PARK SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
March 8, 2023

The regular meeting of the Edgewater Park Sewerage Authority was called to order by the Chairwoman Mrs. Judy Hall at 6:48pm 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), Ms. Jennifer Harris (Engineer, ERI), 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), and Mr. Tom Guertler (Municipal Maintenance).

Chairwoman Mrs. Hall turned the meeting over to Mr. Grace. Mr. Guertler explained to the Board Members why the Municipal Maintenance trucks were in town dumping at the Cardinal Pump Station on February 27, 2023. A formal letter will be sent to the Authority of the explanation.

MOTION was made by Mr. Aaronson and 2nd by Mr. Holley to accept the February 8, 2023 Re-Org Meeting Minutes.

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

MOTION was made by Mr. Holley and 2nd by Mr. Ryder to accept the February 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 2nd by Mr. Ryder to accept the Operator's Report.

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

Mr. Lavenberg explained how well the Mission System is working, and how well it was able to show a blockage.

Mr. Lavenberg is setting up an account for Mr. Mackie at WMUA so that he will be able to access the Mission System.

MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the quotation from Municipal Maintenance to replace Pump #1 at Peach Pump Station in the amount of \$10,180.00.

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 2nd by Mr. Ryder 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 2nd by Mr. Aaronson to accept the Engineer's Report.

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

Mr. Kirchner said that Ms. Harris would be doing the Engineer's Report and that he came in because of the issue at Cardinal Pump Station.

Mrs. Hall thanked all the professional.

The property at 98 N. Garden Blvd. had two sewer connections and has since been demolished. They are building a single family home in its place. The Authority agreed to have the second connection removed from billing.

The Authority agreed to go with Mr. Kirchner's recommendations for the NJDOT guardrail replacement project.

Old Business:

MOTION was made by Mr. Alexander and 2nd by Mr. Holley to accept the presentation from Mrs. VanNocker and Mrs. Atzert on the Edmunds GovTech software.

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

The Board Members had a few questions and would like a representative from Edmunds to attend the next Board Meeting.

New Business:

Mrs. Atzert let the Board know that she has been in contact with Jim Mackie at WMUA. Mr. Mackie wasn't aware of the new development going in and will reach out to Aliamo their engineer to look into it.

Mrs. Atzert and Mr. Mackie are working together to go over the residential and commercial customers to make sure both Authorities are billing correctly.

MOTION was made by Mr. Ryder and 2nd by Mr. Holley to accept new business. Mr. Alexander, Mr. Aaronson, Mrs. Hall, Mr. Ryder, and Mr. Holly voted yes on roll call.

Correspondences:

Meeting open to the Public.

Meeting closed the public:

MOTION was made by Mr. Alexander and 2nd by Mr. Ryder to accept the Financial Statement.

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

MOTION was made by Mr. Aaronson and 2nd by Mr. Holley to accept the EPSA's Revised Bills & Vouchers.

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

Mrs. Atzert let the Board know that she would be taking a Budget Class.

MOTION was made by Mr. Holley and 2nd by Mr. Ryder and approved by a voice vote of the Edgewater Park Sewerage Authority to adjourn the March 8, 2023 meeting at 8:32pm.

Respectfully submitted by,



Maria VanNocker
Secretary

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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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,



Maria VanNocker
Secretary

EXECUTIVE SESSION MINUTES 4/12/23

EDGEWATER PARK SEWERAGE AUTHORITY

1123 Cooper Street Edgewater Park, NJ 08010

Board members in attendance were Chairwoman- Judith Hall, Vice-Chairman-Philp Aaronson, Lester Holley, John Alexander, Charles Ryder as well as Engineer William H. Kirchner, PE and Solicitor-James K. Grace

- Motion to go into executive session was properly moved and seconded, with unanimous agreement, to discuss legal/personnel matters related to the Authority office administrative reorganization, job titles and description, compensation and task distribution following reorganization of the administrative office.
- The Board had extensive discussion of the issues given the expectation of task allocation, staff experience and job intensity.
- The Board further discussed issues of fairness and continuity.
- There was unanimous agreement by the Board to complete the administrative reorganization, increase compensation of the staff and amend job titles.
- The Board completed its discussion with a polling of opinions of all members.
- Motion to exit executive session and return to regular session was properly moved and seconded with unanimous agreement.

EDGEWATER PARK SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
May 10, 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), Jennifer Harris (Engineer, ERI), Mrs. Michelle Atzert (EPSA Administrator / Treasurer), Mrs. Maria VanNocker (Accounts Receivable / Secretary), Committeewoman Juanita Scott (EPSA Liaison), and Mr. Mark Lavenberg (Clearwater Environmental).

MOTION was made by Mr. Aaronson and 2nd by Mr. Holly to accept the April 12, 2023 Meeting Minutes.

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

MOTION was made by Mr. Holley and 2nd by Mr. Ryder to accept the April 12, 2023 Executive Session 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 2nd by Mr. Aaronson to accept the Operator's Report.

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

There was a discussion on the amount of grease going into the sewer system and causing blockages. Mr. Ryder mentioned that we had a problem with Gatehouse Apartment's in the past and are we getting records from them on their maintenance? Mr. Lavenberg asked for Mr. Grace to send him a copy of the letter that he mailed to them.

Mr. Lavenberg mentioned that we may want to pass an ordinance on the grease issue. Mr. Alexander said that the Township is the one that does ordinances.

Solicitor's Report received.

MOTION was made by Mr. Holly and 2nd 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 2nd by Mr. Holly to accept the Engineer's Report.

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

Mr. Aaronson asked if there was any other work that needed to be done from N. Garden to the rail road tracks on Woodlane Road. Ms. Harris said she will look into all the work that is left to be done on Woodland Rd. and revise the estimate and present it at the next meeting.

Old Business:

Resolution 2023-26 approval to purchase the Edmunds Govtech Software for \$31,395.00.

MOTION was made by Mr. Aaronson and 2nd by Mr. Ryder to purchase the Edmunds Govtech Software.

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

New Business:

Correspondences:

Meeting open to the Public.

Ms. Scott said that the township does have an Ordinance for grease.

Mr. Grace will reach out to the Township Solicitor to get the ordinances.

Meeting closed to the public:

MOTION was made by Mr. Alexander and 2nd by Mr. Ryder 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 talked to Brent about Edmunds. He said to apply it to computer services and when he does the audit, he will be move it over to capital. So there will be an overage until it gets moved over.

Mrs. Atzert did received the 1st quarter bill for commercial and residential from WMUA.

MOTION was made by Mr. Alexander and 2nd by Mr. Aaronson 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 2nd by Mr. Aaronson and approved by a voice vote of the Edgewater Park Sewerage Authority to adjourn the May 10, 2023 meeting at 7:54pm.

Respectfully submitted by,



Maria VanNocker
Secretary