

**LOGAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
REORGANIZATION MEETING MINUTES  
FEBRUARY 27, 2024-OPEN SESSION**

The Superintendent Christopher Whalen opened the February 27, 2024 Reorganization Meeting of the Logan Township Municipal Utilities Authority at 7:00 p.m. stating that the meeting is being conducted in accordance with the requirements of the Open Public Meetings Act, with notices of all regularly scheduled meeting dates and place of meetings from February 1, 2024 to January 31, 2025 published in the Gloucester County Times and the Courier Post and submitted to the Logan Township Clerk for posting in the Municipal Building.

Pledge of Allegiance and a moment of silence

**Roll Call/Attendance:**

The Superintendent-Christopher Whalen requested a roll call, which revealed the following Members present: Edward Hill, William Drew, Brian Toliver, and Juan Mojica

Russell Burke recorded as absent

Other meeting attendees included: Joseph Slachetka-Solicitor, Timothy Bradley-Engineer via telephone, Christopher Whalen- Superintendent, Carly Schultz-Business Manager, Donna Hughes-Administrative Assistant and Frank Minor – Mayor of Logan Township

Mr. Whalen asked for a motion to suspend the regular order of business to elect officers and to administer the Oath of Office to Brian Toliver

On motion by Mr. Drew, seconded by Mr. Mojica, it was moved to the suspend the regular order of business to permit election of Officers and to administer the Oath of Office to Brian Toliver

RECORDED VOTE: Aye: Mr. Mojica, Mr. Toliver, Mr. Drew, and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

Mr. Slachetka administered the Oath of Office to Brian Toliver  
The Board members and other attendees congratulated Mr. Toliver

**Nominations for Board positions:**

Mr. Whalen requested a motion to open nominations for Chairman

Mr. Drew nominated Edward Hill as Chairman

On motion by Mr. Drew, seconded by Mr. Mojica, it was moved to nominate Edward Hill as Chairman

RECORDED VOTE: Aye: Mr. Mojica, Mr. Toliver and Mr. Drew  
Nay: None  
Abstain: Mr. Hill

MOTION CARRIED: 3-0-1

The meeting was turned over to Mr. Hill by Mr. Whalen

Mr. Hill requested a motion to nominate the Vice-Chairman

Mr. Toliver nominated William Drew as Vice-Chairman

On motion by Mr. Toliver seconded by Mr. Mojica, it was moved to nominate William Drew as Vice-Chairman

RECORDED VOTE: Aye: Mr. Mojica, Mr. Toliver and Mr. Hill  
Nay: None  
Abstain: Mr. Drew

MOTION CARRIED: 3-0-1

Mr. Hill requested a motion to nominate the Secretary/Treasurer

Mr. Drew nominated Brian Toliver as Secretary/Treasurer

On motion by Mr. Drew seconded by Mr. Mojica, it was moved to nominate Brian Toliver as the LTMUA Secretary/Treasurer

RECORDED VOTE: Aye: Mr. Mojica, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: Mr. Toliver

MOTION CARRIED: 3-0-1

**Committee Appointments :**

Mr. Hill requests the committee appointments be moved to the March 25, 2024 meeting.

Mr. Hill requested a motion to resume to the regular order of business

On motion by Mr. Drew seconded by Mr. Toliver, it was moved to resume the regular order of business

RECORDED VOTE: Aye: Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Approval of Minutes:**

The minutes for the January 23, 2024 meeting were presented.

On motion by Mr. Drew seconded by Mr. Toliver, it was moved to approve the January 23, 2024 meeting minutes

RECORDED VOTE: Aye: Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Payment of Bills:**

The bills presented for payment of the February 27, 2024 Bill List were reviewed and discussed.

On motion by Mr. Toliver, seconded by Mr. Mojica it was moved to approve the bill list for all authorized bills.

RECORDED VOTE: Aye: Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Engineer's Report:**

Mr. Bradley reports via telephone:

Mr. Bradley summarizes where he left off last month on the Plant's limited capacity issue and reviews his findings. Mr. Bradley says, the SBR capacity can be increased by increasing the air flow to the SBRs and adding additional filters to the SBR's and the UV systems. These improvements will increase capacity to Plant 1. Kleinfelder will meet with Mr. Whalen as to what needs to be done to get to 2.5 mgd capacity, and then present a cost proposal to the Board.

Mr. Bradley reports on the following projects:

Polishing Pond Liner Replacement Project CA Services – Progressing well despite the bad weather in February. The project remains on schedule.

Electrical System Upgrade Project – waiting for equipment to proceed. Delivery times is a major issue with electrical equipment manufacturers.

Mr. Hill asked for a motion to change the order of the meeting and open the meeting to the Public

On motion by Mr. Drew seconded by Mr. Toliver, it was moved to change the order of the meeting and open the meeting to the Public

RECORDED VOTE: Aye: Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None

Abstain: None

MOTION CARRIED: 4-0-0

Mayor Frank Minor addresses the Board and thanks the Board for their service. He thanks the LTMUA employees for their hard work. Mayor Minor questions the capacity of the plant and asks if Tim Bradley has been in contact with Annina Hogan of R & V. Mr. Whalen says, Kleinfelder and the LTMUA are waiting on the build-out plan to determine if the proposed improvements will work and will be cost effective. A final decision on increasing the plant capacity cannot be made without the build-out plan. Mayor Minor says, he has a meeting with Annina and will tell her to give the LTMUA the build out information.

Mr. Hill called for a motion to close the meeting to the public and resume regular order of business.

On motion by Mr. Mojica, seconded by Mr. Toliver it was moved to close the meeting to the public and resume the regular order of business.

RECORDED VOTE:   Aye       Mr. Mojica, Mr. Guy, Mr. Toliver, and Mr. Hill  
                      Nay:       None  
                      Abstain: None

MOTION CARRIED: 4-0-0

**Solicitor's Report:**

Mr. Slachetka presented the following Resolutions:

- Resolution 01-24: Appointing Solicitor
- Resolution 02-24: Establishing Date, Time & Location for Regular Meetings
- Resolution 03-24: Appointing Official Newspapers
- Resolution 04-24: Authorizing the Superintendent to act as the Authorized Representative
- Resolution 05-24: Establishing the agenda of the regular meetings
- Resolution 06-24: Establishing fees for copies of reports and documents
- Resolution 07-24: Appointing Depository and Operating Account Bank
- Resolution 08-24: Authorizing various purchases under state contract
- Resolution 09-24: Appointing Fulton Bank as its escrow agent
- Resolution 10-24: Authorizing the Superintendent & Business Manager to Execute Checks
- Resolution 11-24: Authorizing Board Members to Execute Checks
- Resolution 12-24: Establishing a Cash Management Plan
- Resolution 13-24: Authorizing Participation in the NJ Cooperative Purchasing Program
- Resolution 14-24: Appointing Trustee
- Resolution 15-24: Appointing Bond Counsel

On motion by Mr. Toliver seconded by Mr. Drew, it was moved to approve Resolutions 01-24 through and including 14-24

RECORDED VOTE: Aye Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

On motion by Mr. Drew seconded by Mr. Mojica, it was moved to approve Resolution 15-24 appointing McManimon Scotland & Baumann, LLC as Bond Counsel to the LTMUA

RECORDED VOTE: Aye Mr. Mojica, Mr. Toliver and Mr. Drew  
Nay: None  
Abstain: Mr. Hill

MOTION CARRIED: 3-0-1

RESOLUTION 16-24: AUTHORIZING THE BUSINESS MANAGER TO UTILIZE THE USE OF NATIONAL CO-OP CONTRACTS

On motion by Mr. Drew seconded by Mr. Mojica, it was moved to authorize the Business Manager to utilize the use of National Co-Op Contracts

RECORDED VOTE: Aye Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 17-24: ADOPTING THE REPORT SHOWING THE NUMBER OF CONNECTED AND UNCONNECTED EDUS OF CAPACITY AS OF JANUARY 31, 2024 SATISFYING THE REQUIREMENT OF THE ALLOCATION POLICY RULES AND REGULATIONS

On motion by Mr. Mojica seconded by Mr. Drew, it was moved to adopt the report showing the number of connected and unconnected edus of capacity as of January 31, 2024 satisfying the requirement of the Allocation Policy Rules and Regulations

RECORDED VOTE: Aye Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 18-24: AUTHORIZING CHANGE ORDERS TO CONTRACTS: C1-00010; C2-00001; C2-00002; C4-00001 AND C8-00003

RECORDED VOTE: Aye Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

On motion by Mr. Mojica seconded by Mr. Drew, it was moved to authorize change orders to Contracts: C1-00010; C2-00001; C2-0002; C4-00001 ad C8-00003

RECORDED VOTE: Aye Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

RESOLUTION 19-24: AWARDING A CONTRACT IN THE AMOUNT OF \$20,500.00 TO DIAMOND MATERIALS FOR THE CONSTRUCTION AND INSTALLATION OF TRASH RACKS ON JEFFERSON LANE TO THE LOGAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

On motion by Mr. Drew seconded by Mr. Toliver, it was moved to award a contract in the amount of \$20,500 to Diamond Materials for the construction and installation of trash racks on Jefferson Lane to the Logan Township Municipal Utilities Authority

RECORDED VOTE: Aye Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
Nay: None  
Abstain: None

MOTION CARRIED: 4-0-0

**Superintendent's Report:**

Mr. Whalen asks the Board if they have any questions on his report. The Board had no questions.

Mr. Whalen says, it recently came to the MUA's attention that a resident has a rental unit above his residence. If there are two residencies, there has to be two sewer connection units. The LTMUA is making him pay for one additional sewer connection unit. The homeowner requested to make payments to pay for the sewer connection unit over a six-month period. The Board asked, if payments are not made what will happen. The Solicitor says, a lien will be placed on the property, and will go to tax sale. The Board decided no to the payment installments of \$1,000/month. They do not want to set a bad precedent.

Mr. Whalen says, the LTMUA received a Notice of Violation from the DEP for pumping water out of the back of the plant. There was very little water that was pumped out. The water pumped out was treated wastewater. This occurred due to heavy excessive rain and a bypass pump issue regarding the Pond Liner Replacement Project. There was no monetary fine issued.

Mr. Whalen reports, the LTMUA is 25 years lost-time accident free. Mrs. Schultz and Mr. Kucenski are accepting the award Wednesday, February 28, 2024. Mr. Toliver asks if the near-miss incidents are documented. Mr. Whalen says yes and a meeting is called to discuss the incident. Mr. Toliver suggests, the near misses be discussed at the Safety Meetings and Tool Box talks.

**Business Manager's Report:**

Mrs. Schultz asks the Board if they have any questions on her report. The Board had no questions. Mrs. Schultz says Matthew Kelly accepted the Utility Worker I position starting at \$20.00/hr. (\$41,600/yr.) effective Tuesday, February 20, 2024.

**Correspondence**

None

**Committee Reports:**

None

**Policy Committee Report:**

None

**Personnel Committee Report:**

None

**Finance & Budget Committee Report:**

None

**Construction & Future Development Committee Report:**

None

**Old Business:**

None

**New Business:**

None

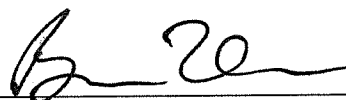
On motion by Mr. Drew, seconded by Mr. Toliver, it moved to adjourn the meeting at 8:05 p.m.

RECORDED VOTE:   Aye       Mr. Mojica, Mr. Toliver, Mr. Drew and Mr. Hill  
                          Nay:       None  
                          Abstain: None

MOTION CARRIED: 4-0-0

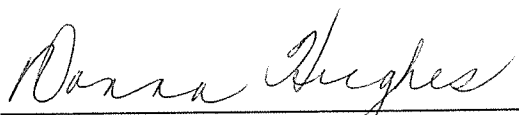


Edward Hill, Chairman



Brian Toliver, Secretary/Treasurer

Respectfully Submitted,



Donna Hughes, Administrative Assistant