

Regular Meeting

Wednesday, January 18, 2012

6:00 PM

Mayor's Conference Room

Egg Harbor Township MUA
3515 Bargaintown Road
Egg Harbor Township, NJ 08234
(609) 926-2671

Agenda

Call meeting to order

Public Meeting Announcement

Roll Call: Nathan Davis, Chairman
 Stanley Glassey, Vice Chairman
 H. Chris Schwemm, Treasurer
 Theresa Prendergast, Secretary
 Michael Duffy, Commissioner
 Charles Pfrommer, Alternate Commissioner

Open Meeting to the Public

Applications /Project Status

- 5610/17 – Bargaintown Road easement request
- 4004/72.01 – Maintenance and Repair Agreement

Ratification of Administrative Action

Resolution Memorialization

Authority Engineer

Treasurer's Report

Authority Clerk

New Business

Subcommittee Reports

Closed Session (If Necessary)

Adjournment

**Egg Harbor Township Municipal Utilities Authority
3515 Bargaintown Road
Egg Harbor Township, NJ 08234**

**Wednesday, January 18, 2012
6:00 PM – Mayor’s Conference Room**

Minutes

Acting Chairman Schwemm called the meeting to order at 6:00 PM and read the Opening Statement pursuant to the Open Public Meetings Act.

Roll Call: Nathan Davis, Chairman – Absent
Stanley Glassey, Vice-Chairman – Absent
H. Chris Schwemm, Treasurer – Present
Theresa Prendergast, Secretary – Present
Michael Duffy, Commissioner – Present
Charles Pfrommer, Alternate Commissioner - Present

Also in attendance: Engineer Vince Polistina, Attorney John Ridgway, and Authority Clerk Elaine Super. Mr. Davis and Mr. Glassey were excused from the meeting. Mr. Schwemm presided over the meeting.

Open Meeting to the Public

There was no public in attendance. Motion Mrs. Prendergast second Mr. Pfrommer to close the public portion of the meeting. All vote yes.

Applications/Project Status/Updates/Discussion

Block 5610, Lot 17 – Bargaintown Road easement request

Dan Kwapinski, owner of lot 17, was in attendance and requested the ability to prepare an easement to allow a sewer lateral to be installed from Lot 17 to an existing easement on Lot 17.01. Mr. Kwapinski explained that there is a moratorium on Bargaintown Road and the cost to install the cleanout would be expensive. After much discussion and debate, it was agreed upon that the Authority will not permit the easement as the ability to access and maintain that cleanout will be difficult for the MUA. When the subdivision was prepared, it was known at that time that the proposed house would be connected to Bargaintown Road, therefore the Authority members did not feel a deviation from policy was warranted.

Block 4004, Lot 72.01 – Fernwood Avenue Maintenance and Repair Agreement

Motion Mr. Pfrommer second Mrs. Prendergast to authorize the Chairman to sign the agreement, pending the payment of an additional \$500.00 escrow be deposited into the developer account. All vote yes.

Resolution Memorialization

None

Engineer Report – The Engineer’s Report is attached and made a part of these minutes.

After review of the line rental agreement with Somers Point, it was determined that the agreement does not expire, but the terms of the agreement change. Those terms will be reviewed to ensure that they are still beneficial to both the parties.

Bids were received for the Cardiff-Woodrow lateral and cleanout repair rehabilitation project. Motion Mr. Pfrommer second Mrs. Prendergast to award the contract to Utility Innovations, LLC in the amount of \$157,201.00. All vote yes. Resolution #1-2012

Bids were received for the painting of several pump station generators. Motion Mrs. Prendergast second Mr. Pfrommer to award the contract to East Coast Painting and Maintenance in the amount of \$19,000.00. All vote yes. Resolution #2-2012.

Due to the increased expense to build the new FAA pump station, Mr. Polistina suggested the proposed building be eliminated. Various options were discussed and Mr. Polistina will obtain estimates to have a structure simpler than a brick building constructed. In addition, the plans submitted to the FAA featured a building, therefore one may need to be built regardless. Additionally, the idea of moving the existing generator as opposed to a new generator will be included in the bid as options.

Treasurer's Report

Motion Mrs. Prendergast second Mr. Pfrommer to approve all vouchers presented for payment out of the Operating Account (\$223,809.80). All vote yes.

Motion Mrs. Prendergast second Mr. Pfrommer to approve all vouchers presented for payment out of the Developer Account (\$10,535.25). All vote yes.

Motion Mrs. Prendergast second Mr. Pfrommer to approve the Construction Fund voucher (\$72,847.25). All vote yes. Resolution #3-2012

The Treasurer's report, provided by Mr. Schwemm, was accepted by the Authority.

Clerk's Report – The Clerk's report is attached and made a part of these minutes.

The annual billing, reminder notices and the tax sale process were once again discussed. The current billing format has been in place for three years; a single bill containing 4 stubs being sent in August with the first payment being due September 1st. That bill also includes all past due charges. The tax sale calls for all delinquent charges as of November 11th to be listed in the sale. After that initial September quarter, there are no additional quarters due prior to the tax sale cutoff, therefore there is no argument that customers do not have adequate notice of charges due as of November 11th. Reminder notices are then mailed on the first working day in October and those reminders are followed up with at least two more from the MUA along with several from the Tax Collectors office.

Motion Mrs. Prendergast second Mr. Duffy to approve the December 2011 adjustments. All vote yes. Resolution #4-2012

Motion Mr. Duffy second Mr. Pfrommer to approve the October 2011 minutes. All vote yes. Motion Mr. Duffy second Mrs. Prendergast to approve the November 2011 minutes. All vote yes. Motion Mrs. Prendergast second Mr. Schwemm to approve the December 2011 minutes. All vote yes except Mr. Duffy who abstained. Motion Mr. Duffy second Mr. Pfrommer to approve the October and November 2011 closed session minutes. All vote yes. Motion Mrs. Prendergast second Mr. Schwemm to approve the December closed session minutes. All vote

yes except Mr. Duffy who abstained. The closed session minutes will be released when all issues contained within are resolved.

Motion Mrs. Prendergast second Mr. Pfrommer to retroactively appoint Mrs. Super as the Public Agency Compliance Officer. All vote yes. Updates to the EEO language and compliance requirements have been made effective November 2011. All Authority contracts and documentation will be examined to ensure that compliance has been met.

Motion Mrs. Prendergast second Mr. Pfrommer to authorize Mrs. Veloso to proceed with the paperwork for the Premium only Plan pending the release of all employees wishing to opt out of the ability to set up a Flexible Spending Account. All vote yes.

Motion Mr. Pfrommer second Mr. Duffy to authorize the Road Opening Bond Resolution be signed. All vote yes.

Requests for Proposals for the Professional Service contracts will be advertised within the week.

Mr. Polistina will follow up with the request for reimbursement from the damage caused to the manhole between the Garden State Parkway lanes.

Additional electrical service has been provided to the office, and to date, there have been no problems. However, we may need to wait until the spring time when the air conditioners are started to determine if this additional service will solve the problem.

Closed Session – 7:30 PM (Resolution #6-2012)

Motion Mrs. Prendergast second Mr. Pfrommer to enter into closed session to discuss potential acquisition of real estate as well as potential litigation. All vote yes.

7:40 PM – End closed session. There was no action taken during closed session. The minutes of the closed session will be released when all issues discussed have been resolved.

Mrs. Prendergast motioned with a second by Mr. Pfrommer to authorize Mr. Ridgway to finalize the agreement with SJS Communities/Tilton Times Plaza for the three water lines specifically identified as incoming domestic usage. These are the only three lines known which create outflow into the sewer system. All vote yes.

A motion was made by Mr. Duffy seconded by Mrs. Prendergast to authorize John Ridgway to respond to Jack Plackter's request for clarification on the easement at the Brenta Avenue pump station. All vote yes.

Motion Mr. Pfrommer second Mrs. Prendergast to adjourn the meeting at 7:45 PM. All vote yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Engineer's Report
Egg Harbor Township MUA
January 18, 2012

Engineering Projects

1. Emergency Maintenance Contract

Weco Construction did not complete any work within the last month. All billing is up to date.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. There are three (3) pumps currently out for service. The stations missing a pump are the Anchorage Poynte, Front Street and Seapines stations.

Due to the age of the existing pump at the Anchorage Poynte station we authorized the purchase of a replacement pump. The new pump provides the same hydraulic performance but is a new model. Total cost of the replacement will be \$4,041.00.

The Seapines pump required a new volute at a cost of \$1,682.45.

The Yeomans pump from the Front Street has had several problems over the past six months and we are attempting to determine if further repairs will resolve the problem.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic provided preventative jetting services in several areas selected by the Authority Operator and completed the normal monthly wet well and basket cleanings. The response time and work of Caprioni has been satisfactory.

We have recommended a final payment in the amount of \$12,162.00 from the Operating Account for the work completed in December.

4. **Spills**

There was one (1) spill incident that occurred over the course of the past month. The incident resulted from a blockage in the gravity main located along Ontario Avenue within the Fountain Lakes Major Subdivision off of Mill Road. The actual overflow occurred in front of 113 Ontario Avenue from a manhole. The Authority Emergency Contractor, Caprioni Family Septic, was dispatched and was able to release the blockage via their jetting machine. We estimate that between 800 to 1,000 gallons accumulated on the roadway surface and partially drained into a nearby storm water inlet. All materials were raked and the area was treated with an application of lime.

5. **West Atlantic City Rehabilitation Phase II**

The contractor is scheduled to begin work within the next week. Perna Finnigan anticipates that the work will take approximately two to three months dependent on the weather.

6. **Mobile Back-Up Pump Unit**

We are finalizing the bid documents for the purchase of a back-up pump for emergency situations. We anticipate receiving bids within the next month or two.

7. **Cardiff - Woodrow Basin Lateral and Cleanout Repair**

The Authority will receive bids for this project on January 18th. We will provide a report of the bids during the meeting.

8. **Mission RTU Upgrades**

We have replaced several of the remote telemetry units over the past few months. We plan on replacing the existing units at the Storybook and Dogwood stations within the next month. At this point all of the large or high priority stations are monitored via the Mission system.

9. **Deull Fuel Easement**

It is our understanding that the property owner has indicated a willingness to negotiate. We expect to hear from their attorney at the end of the month.

10. **2011 Pump Station Component Painting**

The Authority received bids for this project on December 20th, 2011. We will provide a report of the bids during the meeting.

11. **FAA PS Relocation and Gravity Main Extension**

We are finalizing the plans and Bid Documents for public bidding within the next few weeks and award during the month of March. We have decided to split the project into two separate bids in order to obtain the most advantageous pricing to the Authority. One bid will encompass only the gravity main extension

from the old facility to the new station location, and the other will cover the actual construction of the new pump station.

Developer Projects

1. Next Generation Aviation

The contractor for the project is continuing to work on the submitted punchlist. We would anticipate recommending formal acceptance of the station sometime in February.

Vince Polistina
Authority Engineer

**Egg Harbor Township MUA
Clerk's Report**

January 2012

Account / Billing Information

Residential	12/31/10	12/31/11	Commercial	12/31/10	12/31/11
Units	12,638	12,766	Units	548	568
Accounts	11,174	11,300	Accounts	548	568
Delinquent Accounts	3,092	3,878	Delinquent Accounts	22	11
Delinquent Amount	\$232,863	\$390,419	Delinquent Amount	\$26,492	\$9,026
<i>Last billing - 12/1/11</i>			<i>Last billing - 10/1/11</i>		

Connection Permits Issued [December - 14] [FY To Date - 47]

Customer Accounts

- The Tax Sale was held December 14th. More than 400 MUA accounts were not bid on, therefore a Municipal Lien was placed on the property.

Adjustment Requests

- December Adjustments Resolution

Administrative

- Minutes
 - October, November and December
 - October, November and December closed session - to be reviewed at January meeting
- Audit Acceptance
- Public Agency Compliance Officer
 - EEO Language and requirements have been revised as of December 2011. All aspects of bid preparation, solicitation, receipt, award and oversight of bids/contracts is currently being reviewed. An annual audit is completed by the JIF on these items, however, random inspections are completed by the State.
- Employment Practices Liability Program (EPL)
 - Changes to our Personnel Manual have been suggested by the JIF for areas including the Americans with Disabilities Act, Personnel Records and the Flexible Spending Account. These recommendations will be reviewed and if any changes are necessary, they will be presented in a manner timely of receiving the insurance incentive.
- Flexible Spending Account / Premium Only Plan
- County Road Opening Bond - Resolution

- Pay to Play – Proposals will be received prior to the February meeting.
- The Somers Point Line Rental Agreement will expire in June of this year.
- The FAA Agreement will expire in September of this year.

Maintenance

- Markout Requests (December) – 343
- Bridge Inspection report resulted in several recommendations from Bill Hiller, including minor repairs and confirmation of adequate support.
- In March of 2011, damage was caused to a manhole located between the north and southbound lanes of the Parkway. The contractor was notified of the damage, however we have not been reimbursed for payment to date.

Pending Activity

- Electrical Issues – Three new electrical outlets have been installed. We'll monitor the electrical situation over the next couple of months and report back if there are any problems.
- Block 2203, Lot 28 – Tilton Times Plaza – Settlement agreement to be drafted & signed
- Acceptance of Credit Cards – Due to insurance and privacy concerns, we have opted to not accept credit cards through a third party company. If our bank should ever make it feasible to accept the credit cards through them, we will re-visit the subject.
- Accounts in Violation – Failure to Connect
Letters to all those in violation are being drafted.
- Bellevue Properties – Meter issues (Buildings Condo'd)

Elaine Super, Authority Clerk