

**Regular Meeting**

Wednesday, February 15, 2012

6:00 PM

Mayor's Conference Room

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

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**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

Re-Organization

Open Meeting to the Public

Applications /Project Status

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, February 15, 2012  
6:00 PM – Mayor’s Conference Room**

**Minutes**

Chairman Davis 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 – Present  
Stanley Glassey, Vice-Chairman – Absent  
H. Chris Schwemm, Treasurer – Absent  
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. Glassey and Mr. Schwemm were excused from the meeting.

**Re-Organization**

Resolution #7 – 2012 – Appoints the following positions of the Authority Commissioners: Nathan Davis, Chairman; Stanley Glassey, Vice Chairman, Alternate Secretary; Henry Schwemm, Treasurer; Theresa Prendergast, Secretary, Michael Duffy, Commissioner, 2<sup>nd</sup> Alternate Secretary; Charles Pfrommer, Alternate Commissioner. Motion Mr. Pfrommer second Mrs. Prendergast to approve. All vote yes.

Resolution #8 – 2012 – Appoints the Solicitor of the Authority to a one (1) year term: Solicitor, John Ridgway, Ridgway & Ridgway. Motion Mr. Duffy second Mrs. Prendergast to approve. All vote yes.

Resolution #9 – 2012 – Appoints the Engineer of the Authority to a one (1) year term: Vincent Polistina, Polistina & Associates. Motion Mr. Pfrommer second Mr. Duffy to approve. All vote yes.

Resolution #10 – 2012 – Appoints the Conflict Engineer of the Authority to a one (1) year term: Edward Vernick, Remington, Vernick & Walberg. Motion Mr. Duffy second Mr. Pfrommer to approve. All vote yes.

Resolution #11 – 2012 – Appoints the Auditor of the Authority to a one (1) year term: Kenneth Moore, Ford Scott & Associates. Motion Mrs. Prendergast second Mr. Pfrommer to approve. All vote yes.

Resolution #12 – 2012 – Appoints the Risk Management Consultant to the Authority to a one (1) year term: Timothy Tighe, CJ Adams. Motion Mr. Duffy second Mrs. Prendergast to approve. All vote yes.

Resolution #13 – 2012 – Appoints Licensed Operator: William Hiller. Motion Mr. Duffy second Mrs. Prendergast to approve. All vote yes.

Resolution #14 – 2012 – Appoints the Authority Staff, Authority Clerk, Elaine Super; Clerical Assistants, Lori Ward, Tracy Simpson, Bookkeeper Robin Veloso; Authority Inspector Mark Wyman, Authority Engineer Vincent Polistina and Authority Attorney John Ridgway. Motion Mr. Pfrommer second Mrs. Prendergast to approve. All vote yes.

Resolution #15 – 2012 – Designates that the Authority meetings will be held in the EHT Municipal Building on the third Wednesday of each month, except in November 2012 at which time the meeting will be held on the second Wednesday. Work sessions, if needed, will be held on the first Wednesday of each month. The time of the meeting shall be 5:30 PM. Motion Mr. Duffy second Mrs. Prendergast to approve.

Resolution #16 – 2012 – Designates Cape Bank to be the official depository for checking and savings bank accounts. Motion Mr. Duffy second Mr. Pfrommer to approve. All vote yes.

Resolution #17 – 2012 – Designates TD Bank to be the official depository for all bond accounts. Motion Mr. Duffy second Mr. Pfrommer to approve. All vote yes.

Resolution #18 – 2012 – Certifies that Nathan Davis, Stanley Glassey, Theresa Prendergast and Henry Schwemm to be the trustees for the Authority's bonds. Motion Mr. Pfrommer second Mr. Duffy to approve. All vote yes.

Resolution #19 – 2012 – Designates The Press of Atlantic City and the Mainland Journal as the official newspapers of the Authority. Motion Mr. Duffy second Mrs. Prendergast to approve. All vote yes.

### **Open Meeting to the Public**

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

### **Applications/Project Status/Updates/Discussion**

None

### **Resolution Memorialization**

None

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

Mr. Polistina reported that after recent discussions with FAA representatives, there may be an issue with groundwater contamination that may halt the relocation of the FAA pump station.

Steeplechase Village has been mandated to connect to the sanitary sewer system by the DEP due to on-site septic problems. Concerned over the expense of the Connection Fee, it was suggested that the Authority review the way in which it calculates the Connection Fee for mobile home parks. In addition, Mrs. Super will contact the Township Clerks office for information on how Rent Review Board would view the fees if imposed on the mobile home park owner.

### **Treasurer's Report**

Mr. Schwemm was absent, however, he certified via e-mail that there were sufficient funds in each account to pay all bills presented.

Motion Mrs. Prendergast second Mr. Pfrommer to approve all vouchers presented for payment out of the Operating Account (\$919,987.56). All vote yes.

Motion Mrs. Prendergast second Mr. Pfrommer to approve all vouchers presented for payment out of the Developer Account (\$4,728.00). All vote yes.

Motion Mrs. Prendergast second Mr. Pfrommer to approve the Construction Fund voucher (\$123,035.91). All vote yes. Resolution #20-2012.

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

Motion Mrs. Prendergast second Mr. Pfrommer to approve the January 2012 adjustments. All vote yes. Resolution #21-2012

Motion Mr. Duffy second Mr. Pfrommer to approve the January 2012 minutes and the January closed session minutes, with revisions as discussed. All vote yes.

Mr. Super advised the Commissioners of a request from the Township Committee, through the Township Administrator. The request was to explore the possibility of returning to quarterly billing. This request appears to have come due to the high number of properties that went into the Township Tax Sale held in January. This topic was discussed at length, specifically the number of reminder/delinquent notices that were provided to the property owners. In addition to the bill that was mailed in August, six additional notices were mailed throughout the year. Again, it was determined that the billing process did not cause the problem with the tax sale as the bill that was mailed included all charges that could possibly have gone into tax sale. Sending quarterly bills will impose a higher financial burden on the MUA, therefore it was determined that no decision would be made until May, when the budget is reviewed. Mr. Miller will be advised of this discussion.

Motion Mrs. Prendergast second Mr. Duffy to adjourn the meeting at 6:45 PM. All vote yes.

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Theresa Prendergast, Secretary

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Prepared by Elaine Super, Authority Clerk

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Date Approved

*February 15, 2012 Minutes*  
*Approved at the March 21, 2012 Meeting*

**Engineer's Report**  
**Egg Harbor Township MUA**  
**February 15, 2012**

**Engineering Projects**

**1. Emergency Maintenance Contract**

Weco Construction completed a repair to a sanitary cleanout located at 221 Sandpiper Avenue within the last month. The cleanout was obstructed and prevented plunging to remove a blockage. A bill has not yet been submitted.

**2. ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. There are a total of three (3) pumps currently out of service. The one pump from the Seapines station required a new volute so it was removed from service and both pumps from the Fountain Lakes station were removed. Two small reserve pumps have been used to keep the Fountain Lakes station operational while the original pumps were sent for repair. The two reserve pumps were taken out of the Reega station several years ago during the upgrade of the station and were kept as reserves in case of emergency.

Due to the amount of wear on the two existing pumps from the Fountain Lakes station we authorized the purchase of two replacement pumps from KSB. We anticipate the new pumps will provide a better hydraulic performance than the existing pumps. The total cost of the replacement pumps and associated equipment will be \$13,372.00. Delivery is expected within the next three (3) weeks.

As noted last month the cost of the new volute for the Seapines pump is \$1,682.45.

The Yeomans pump from the Front Street has had several problems over the past six months, but nothing was found to be physically wrong with the pump. The pump was returned to service and we will be monitoring it closely.

**3. Wet Well Cleaning Contract Administration**

Caprioni Family Septic provided the normal preventative jetting services in several areas selected by the Authority Operator and completed the monthly wet well and basket cleanings. All work has been found to be satisfactory.

We have recommended a final payment in the amount of \$11,258.10 from the Operating Account for the work completed in January.

4. **Spills**

The Authority did not experience any spills over the course of the last month.

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

The contractor began work two weeks ago and has completed the replacement of the sanitary mains along Genoa Avenue and Bay Drive. Work is expected to continue for the next several weeks. All feedback we have received from the residents thus far has been positive.

We have recommended a payment in the amount of \$112,387.41 for the work completed to date.

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**

A contract for this project was awarded at last month's meeting to Utility Innovations, Inc. A preconstruction meeting was held on Thursday, January 26<sup>th</sup> and the contractor has provided all of the necessary submittals. Work is anticipated to begin within the next two weeks.

8. **2011 Pump Station Component Painting**

A contract for this project was awarded at last month's meeting to East Coast Painting & Maintenance, LLC. A preconstruction meeting is scheduled to be held next week and work is anticipated to begin the beginning of March.

9. **Mission RTU Upgrades**

We have authorized the ACUA to purchase the new units for the Storybook and Dogwood stations and we expect the units to be installed later this month. We do not anticipate adding any additional units this calendar year.

10. **GIS System**

Our office has been working on several of the existing sanitary as-built plans for incorporation into the GIS system.

11. Deull Fuel Easement

It is our understanding that discussions are continuing to be held regarding the status of this property.

12. FAA PS Relocation and Gravity Main Extension

A meeting was held with representatives from the Authority and FAA staff to discuss several on-site items that need to be resolved prior to moving forward with the public bidding of the project.

Developer Projects

1. Next Generation Aviation

A meeting occurred last week between our office and the construction entities involved with the station. We are attempting to finalize the last few remaining issues.

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Vince Polistina  
Authority Engineer

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

February 2012

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**Account / Billing Information**

<b>Residential</b>	1/31/11	1/31/12	<b>Commercial</b>	1/31/11	1/31/12
Units	12,648	12,775	Units	549	568
Accounts	11,185	11,309	Accounts	549	568
Delinquent Accounts	2,574	3,665	Delinquent Accounts	146	159
Delinquent Amount	\$156,507	\$ 345,335	Delinquent Amount	\$102,765	\$ 143,148
<i>Last billing - 12/1/11</i>			<i>Last billing - 1/31/12</i>		

Connection Permits Issued [January - 7] [FY To Date - 54]

**Customer Accounts**

- Delinquent notices mailed February 1, 2012
  
- Through Peter Miller, the Township Committee has requested that the MUA reconsider sending quarterly bills instead of an annual bill.

**Adjustment Requests**

- January Adjustments Resolution

**Administrative**

- Minutes
  - January regular meeting & January closed session
  
- Flexible Spending Account / Premium Only Plan

**Maintenance**

- Markout Requests (January) - 343

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Elaine Super, Authority Clerk