

**Regular Meeting - Agenda**

Wednesday, February 19, 2014

5:30 PM

Mayor's Conference Room

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



1. **Call the meeting to order**
2. **Opening Statement Pursuant to the Open Public Meetings Act**
3. **Roll Call:**
  - Nathan Davis, Chairman
  - Michael Duffy, Vice Chairman
  - H. Chris Schwemm, Treasurer
  - Theresa Prendergast, Secretary
  - Charles Pfrommer, Commissioner
  - Theresa Moschetto, Alternate Commissioner
4. **Re-organization**
  - a. Resolution #5-2014 ~ Appoints Positions of Commissioners
  - b. Resolution #6-2014 ~ Appointment of law firm
  - c. Resolution #7-2014 ~ Appointment of engineering firm
  - d. Resolution #8-2014 ~ Appointment of conflict engineering firm
  - e. Resolution #9-2014 ~ Appointment of auditing firm
  - f. Resolution #10-2014 ~ Appointment of Risk Management Consultant
  - g. Resolution #11-2014 ~ Appointment of Licensed Operator
  - h. Resolution #12-2014 ~ Appointment of Authority Staff
  - i. Resolution #13-2014 ~ Set Meeting Dates & Time
  - j. Resolution #14-2014 ~ Designate Banking Depositories
  - k. Resolution #15-2014 ~ Designate Banking Depositories for Bond Accounts
  - l. Resolution #16-2014 ~ Appointment of Trustees for Authority Bonds
  - m. Resolution #17-2014 ~ Designate Official Newspapers
5. **General Public Discussion**
6. **Applications / Project Status**
7. **Ratification of Administrative Action**
8. **Resolution Memorialization**
  - ~Resolution #1 – 2014
  - Clayton/Brangan [Ocean Heights & English Creek Avenues]
9. **Engineer Report**
  - ~Resolution #18 – 2014
  - Contract #74 – Change Order #'s 1 & 2 [\$4,955.55]
10. **Old Business**
11. **New Business**

**12. Treasurer's Report**

~Resolution #19 - 2014

Transfer to Operating Account

~Resolution #20 - 2014

Approve Bill List for Operating Account

~ Resolution #21 - 2014

Approve Bill List for Developer Account

~ Resolution #22 - 2014

Certification of Funds – Financial Advisor

**13. Authority Clerk**

~ Resolution #23– 2014 – January 2014 Adjustments

**14. Other Business** (not listed on the Agenda)

**15. Subcommittee Reports**

**16. Closed Session** (If Necessary)

~ Resolution #24 - 2014

**17. Adjournment**



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

**Wednesday, February 19, 2013  
5:30 PM – Mayor’s Conference Room**

**Minutes**

Chairman Davis called the meeting to order at 5:30 PM and read the Opening Statement pursuant to the Open Public Meetings Act.

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

Also in attendance: Engineer Vince Polistina, Attorney John Ridgway, Authority Clerk Elaine Super. Mrs. Prendergast was excused from the meeting.

**Re-organization**

**Resolution #5 – 2014** – Appoints the following positions of the Authority Commissioners: Nathan Davis, Chairman; Michael Duffy, Vice Chairman, Alternate Secretary; Henry Schwemm, Treasurer; Theresa Prendergast, Secretary, Charles Pfrommer, Commissioner, 2<sup>nd</sup> Alternate Secretary; Theresa Moschetto, Alternate Commissioner. Motion Mr. Schwemm second Mr. Pfrommer to approve. All voted yes.

**Resolution #6 – 2014** – Appoints a law firm of the Authority to a one (1) year term: Ridgway & Ridgway. Motion Mr. Duffy second Mr. Schwemm to approve. All voted yes.

**Resolution #7 – 2014** – Appoints an engineering firm of the Authority to a one (1) year term: Polistina & Associates. Motion Mr. Duffy second Mr. Schwemm to approve. All voted yes.

**Resolution #8 – 2014** – Appoints a conflict engineer of the Authority to a one (1) year term: Remington, Vernick & Walberg. Motion Mr. Duffy second Mr. Schwemm to approve. All voted yes.

**Resolution #9 – 2014** – Appoints the Auditor of the Authority to a one (1) year term: Ford Scott & Associates. Motion Mr. Schwemm second Mr. Pfrommer to approve. All voted yes.

**Resolution #10 – 2014** – Appoints the Risk Management Consultant to the Authority to a one (1) year term: Timothy Tighe, CJ Adams. Motion Mr. Duffy second Mr. Schwemm to approve. All voted yes.

**Resolution #11 – 2014** – Appoints Licensed Operator: William Hiller. Motion Mr. Schwemm second Mr. Duffy to approve. All voted yes.

**Resolution #12 – 2014** – Appoints the Authority Staff, Authority Clerk, Elaine Super; Clerical Assistants, Lori Ward, Tracy Simpson, Bookkeeper Robin Veloso and Certifying Agent; Authority Inspector Jeff Ball, Operations Engineer Vincent Polistina and Authority Attorney John Ridgway. Motion Mr. Duffy second Mr. Schwemm to approve. All voted yes.

**Resolution #13 – 2014** – Designates that the Authority meetings will be held in the EHT Municipal Building on the third Wednesday of each month. 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. Schwemm second Mr. Pfrommer to approve.

**Resolution #14 – 2014** – Designates Cape Bank to be the official depository for checking and savings bank accounts. Motion Mr. Schwemm second Mr. Duffy to approve. All voted yes.

**Resolution #15 – 2014** – Designates TD Bank to be the official depository for all bond accounts. Motion Mr. Schwemm second Mr. Pfrommer to approve. All voted yes.

**Resolution #16 – 2014** – Certifies that Nathan Davis, Michael Duffy, Theresa Prendergast and Henry Schwemm to be the trustees for the Authority's bonds. Motion Mr. Pfrommer second Mr. Duffy to approve. All voted yes.

**Resolution #17 – 2014** – Designates The Press of Atlantic City and the Mainland Journal as the official newspapers of the Authority. Motion Mr. Schwemm second Mr. Duffy to approve. All voted yes.

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

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

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

None

### **Ratification of Administrative Action**

None

### **Resolution Memorialization**

~Resolution #1 – 2014

Clayton/Brangan [Ocean Heights & English Creek Avenues]

Motion Mr. Schwemm second Mr. Duffy to memorialize Resolution #1-2014. All voted yes.

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

~Resolution #18 – 2014

Contract #74 – Change Order #'s 1 & 2 [\$4,955.55]

Motion Mr. Duffy second Mr. Schwemm to authorize the change order. All voted yes.

Mr. Polistina advised the Authority that the need for a new location on the Shore Mall parking lot continues. This project may be included in the 2014-2015 Environmental Infrastructure Trust application along with the FAA Pump Station upgrades.

### **Old Business**

None

### **Treasurer's Report**

~Resolution #19 – 2014 - Transfer to Operating Account

Motion Mr. Schwemm second Mr. Duffy to authorize the transfer of \$300,000.00 into the Operating Account. All voted yes.

~ **Resolution #20-2014** – Motion Mr. Schwemm second Mr. Pfrommer to approve all vouchers presented for payment out of the Operating Account (\$1,016,698.50). All voted yes.

~ **Resolution #21-2014** – Motion Mr. Schwemm second Mr. Pfrommer to approve all vouchers presented for payment out of the Developer Account (\$23,689.41). All voted yes.

~ **Resolution #22 – 2014 - Certification of Funds – Financial Advisor**  
Mr. Polistina has investigated the possibility of obtaining funding through the Environmental Infrastructure Trust Fund. An analysis of the Authority's bonding capabilities as well as the impact of additional bonding needs to be performed. Motion Mr. Schwemm second Mr. Duffy to authorize this analysis to be completed by Phoenix Advisors in the amount of \$2,500.00. All voted yes.

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

### Clerk's Report

~ **Resolution #23-2014** – Motion Mr. Schwemm second Mr. Duffy to approve the January 2014 adjustments. All voted yes.

The EHT Police Athletic League submitted an application to improve the property at 220 Leap Street. A review of the project resulted in the calculation of a Connection Fee in the amount of \$1,726.00. Motion Mrs. Moschetto second Mr. Pfrommer to waive the charges as the PAL is a non-profit, Township support entity. All voted yes.

Motion Mr. Schwemm second Mr. Duffy to approve the January 2014 open session minutes. All voted yes.

Due to the extensive suggestions from JIF for revisions to the personnel manual, Mr. Schwemm, Mrs. Moschetto, Mr. Ridgway and Mrs. Super will meet as a sub-committee to discuss the proposed changes. All voted yes.

Distributed to each board member were detailed instructions on how to complete the Elected Officials On-Line Training. For each member that participates in the training, the Authority's insurance deductible is reduced by \$250.00.

Mr. Duffy had been appointed to the position of Fund Commissioner in 2007. Mrs. Moschetto has agreed to take on that position, relieving Mr. Duffy of those responsibilities. A motion was made by Mr. Duffy, seconded by Mr. Schwemm to appoint Mrs. Moschetto as the Authority's Fund Commissioner. All voted yes.

Motion Mr. Schwemm second Mr. Duffy to adjourn the meeting at 6:15 PM. All voted yes.

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Michael Duffy, Assistant Secretary

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Prepared by Elaine Super, Authority Clerk

*Approved March 19, 2014*

Engineer's Report  
Egg Harbor Township MUA  
February 19, 2014

**Engineering Projects**

1. **Emergency Maintenance Contract**

Kline completed the installation of two laterals at the request of separate developers within the past month. The first lateral was installed at 18 Harley Avenue and the other was constructed at 3043 Tremont Avenue. Kline also completed some repair work at the Harley pump station.

We have recommended a payment in the amount of \$11,848.16 from the Developers Account for the work completed.

We have recommended a payment in the amount of \$1,920.00 from the Operating Account for the work completed.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA have been normal the past month. There are currently four stations operating on a single pump. One of the pumps from the Ocean Heights station failed this morning and is being sent out for repair. A pump from the Reega station failed last week and we are waiting on the repair costs.

The Reserves and Bevis Mill stations are both down to single pump, but we ordered replacements. The replacement for Bevis Mill is expected later this week. A new KSB pump was ordered for the Reserves station at a cost of approximately \$3,595.00. The repair cost for the existing pump was approximately \$3,547.00, but since the pump was still partially covered by the warranty the credit was applied to the purchase of the new pump. We expect delivery by the end of next week.

Due to the recent inclement weather the ACUA have not yet repaired the isolation valve at the Searstown station. The work also needs to be completed at night due to the amount of flow in the system. We are hopeful the work will be completed prior to the next meeting.

### 3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normal monthly basket and wet well cleaning this past month along with jetting the laterals for 206 and 300 Joanne Drive. They also completed bypass pumping at the Miami station when the pump temporarily malfunctioned. Caprioni also completed preventative maintenance jetting at several areas identified by the Authority Operator.

We have recommended a payment in the amount of \$10,495.65 from the Operating Account for the work completed in January.

### 4. Spills

There were no spill incidents during the last month.

### 5. West Atlantic City - Phase III

The contractor has completed the final roadway restoration located within the project limits and an additional area requested by the Township Engineer's office. The final roadway striping is the only work remaining. We are hopeful the weather will moderate so it can be completed within the next few weeks.

We have recommended a payment in the amount of \$68,407.92 for the work completed to date.

### 6. FAA Pump Station Upgrades

We have received some minor comments on the construction narrative provided to the FAA environmental staff and will be providing a revised document later this month.

We have also begun preparing the applicant materials for submission to the DEP Environmental Infrastructure Trust to meet the March 3rd deadline to obtain low interest financing and principle forgiveness of up to approximately 18% of total project cost.

### 7. West Avenue Sewer Rehabilitation

Due to the recent inclement weather and County road closure restrictions the final paving will be completed in the spring.

### 8. Storybook Pump Station Repair

Due to the inclement weather the work has had to be rescheduled several times. The work is now anticipated to be completed next Tuesday evening.

9. 2013 Video Inspection

The contractor has completed the video inspection and jetting of all the mains within the project limits.

We have recommended a final payment in the amount of \$41,130.78 for the work completed. A single change order was processed in the amount of \$5,591.38 for additional video and jetting work.

Developer Projects

Extension Applications

There are no developer funded sanitary system expansion projects currently underway.

Connection Applications

1. **EHTPAL - 220 Leap Street**

The applicant has submitted an application to construct a recreation / office building for use with the equestrian and other PAL programs.

Change of Use Applications

1. **Tacos El Tio - 6400 Black Horse Pike**

The applicant is applying to convert a portion of the MGM Auto Mall building which previously contained a retail operation known as Rental Country into a restaurant to be known as Tacos El Tio.

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Vince Polistina  
Authority Engineer



**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION # 5 - 2014**

*Purpose: To appoint the positions of the Commissioners.*

**BE IT RESOLVED** by the Egg Harbor Township Municipal Utilities Authority that **NATHAN DAVIS** shall preside as Chairman, **MICHAEL DUFFY** shall preside as Vice Chairman, **HENRY C. SCHWEMM** shall preside as Treasurer, **THERESA PRENDERGAST** shall preside as Secretary, **MICHAEL DUFFY** shall preside as Assistant Secretary, **CHARLES PFROMMER** shall preside as 2nd Assistant Secretary and **THERESA MOSCHETTO** shall preside as the Alternate Commissioner.

**BE IT FURTHER RESOLVED** that all warrants and checks to withdraw funds of the Authority shall hereinafter be signed by any three members of the Authority.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

# EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION # 6 - 2014

*Purpose: To appoint a law firm to provide legal services.*

**WHEREAS**, the Egg Harbor Township Municipal Utilities Authority has a need to acquire professional legal services, and

**WHEREAS**, NJSA 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (NJSA 40A:11-1 et seq) requires that the Resolution authorizing the award of a contract for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Egg Harbor Township Municipal Utilities Authority, County of Atlantic and the State of New Jersey as follows:

1. That **Ridgway & Ridgway**, be and hereby is appointed to provide legal services for the Authority, for the year 2014 with said terms to commence March 1, 2014 and expire February 28, 2015.
2. That **Ridgway & Ridgway** shall be available as consultant to the Commissioners of the Authority and render such assistance as may be necessary for all legal issues.
3. That this contract is awarded as a "Professional Service" contract, under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.
4. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
5. That a certified copy of this Resolution be published in The Press of Atlantic City and the Mainland Journal, as required by law within ten (10) days of its passage.
6. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

Attest: \_\_\_\_\_

Elaine Super, Authority Clerk

# EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION #7 - 2014

*Purpose: To appoint an engineering firm to provide engineering services.*

**WHEREAS**, the Egg Harbor Township Municipal Utilities Authority has a need to acquire professional engineering services, and

**WHEREAS**, NJSA 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (NJSA 40A:11-1 et seq) requires that the Resolution authorizing the award of a contract for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Egg Harbor Township Municipal Utilities Authority, County of Atlantic and the State of New Jersey as follows:

1. That **Polistina & Associates**, be and hereby is appointed to provide engineering services for the Authority, for the year 2014 with said terms to commence March 1, 2014 and expire February 28, 2015.
2. That **Polistina & Associates** shall be available as consultant to the Commissioners of the Authority and render such assistance as may be necessary for all engineering issues.
3. That this contract is awarded as a "Professional Service" contract, under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.
4. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
5. That a certified copy of this Resolution be published in The Press of Atlantic City and the Mainland Journal, as required by law within ten (10) days of its passage.
6. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

\_\_\_\_\_  
Michael Duffy, Assistant Secretary

Attest: \_\_\_\_\_  
Elaine Super, Authority Clerk

# EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION # 8 - 2014

*Purpose: To appoint an engineering firm in the event of a conflict.*

**WHEREAS**, the Egg Harbor Township Municipal Utilities Authority has a need to acquire professional engineering services in the event that an alternate engineering firm is required, and

**WHEREAS**, NJSA 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (NJSA 40A:11-1 et seq) requires that the Resolution authorizing the award of a contract for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Egg Harbor Township Municipal Utilities Authority, County of Atlantic and the State of New Jersey as follows:

1. That **Remington, Vernick & Walberg**, be and hereby is appointed to provide engineering services, in the event of a conflict, for the Authority, for the year 2014 with said terms to commence March 1, 2014 and expire February 28, 2015.
2. That the Conflict Engineering firm shall be available as consultant to the Commissioners of the Authority and render such assistance as may be necessary for all engineering issues.
3. That this contract is awarded as a "Professional Service" contract, under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.
4. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
5. That a certified copy of this Resolution be published in The Press of Atlantic City and the Mainland Journal, as required by law within ten (10) days of its passage.
6. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

\_\_\_\_\_  
Michael Duffy, Assistant Secretary

Attest: \_\_\_\_\_  
Elaine Super, Authority Clerk

# EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## RESOLUTION # 9 - 2014

*Purpose: To appoint an auditing firm.*

**WHEREAS**, the Egg Harbor Township Municipal Utilities Authority has a need to acquire professional auditing services, and

**WHEREAS**, N.J.S.A. 40A:5-4 provides that the Board of Commissioners of the Egg Harbor Township Municipal Utilities Authority shall cause an annual audit of its books, accounts and financial transactions to be made after the close of the fiscal year and for that purpose shall employ a Registered Municipal Accountant of the State of New Jersey; and

**WHEREAS**, NJSA 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals; and

**WHEREAS**, the Local Public Contracts Law (NJSA 40A:11-1 et seq) requires that the Resolution authorizing the award of a contract for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Egg Harbor Township Municipal Utilities Authority, County of Atlantic and the State of New Jersey as follows:

1. That **Ford Scott & Associates, LLC**, be and hereby is appointed to provide auditing services for the Authority, for the year 2014 with said terms to commence March 1, 2014 and expire February 28, 2015.
2. That the auditing firm shall be available as consultant to the Commissioners of the Authority and render such assistance as may be necessary for all accounting issues and the preparation of the budget and annual audit.
3. That this contract is awarded as a "Professional Service" contract, under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.
4. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
5. That a certified copy of this Resolution be published in The Press of Atlantic City and the Mainland Journal, as required by law within ten (10) days of its passage.
6. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

\_\_\_\_\_  
Michael Duffy, Assistant Secretary

Attest: \_\_\_\_\_  
Elaine Super, Authority Clerk

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 10 - 2014**

*Purpose: To appoint a Risk Management Consultant*

**WHEREAS**, the Egg Harbor Township Municipal Utilities Authority has a need to acquire a Risk Management Consultant, and

**WHEREAS**, NJSA 19:44A-20.4 provides for an Open and Fair Process through Requests for Proposals, and

**WHEREAS**, the Local Public Contracts Law (NJSA 40A:11-1 et seq) requires that the Resolution authorizing the award of a contract for "Professional Services", must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Egg Harbor Township Municipal Utilities Authority, County of Atlantic and the State of New Jersey as follows:

1. That **Timothy W. Tighe, C.J. Adams Company**, be and hereby is appointed as the Risk Management Consultant for the Authority, for the year 2014 with said terms to commence March 1, 2014 and expire February 28, 2015.
2. That the Risk Management Consultant shall be available as consultant to the Commissioners of the Authority and render such assistance as may be necessary for all insurance issues.
3. That this contract is awarded as a "Professional Service" contract, under the provisions of the Local Public Contracts Laws and the New Jersey Local Unit Pay to Play Law.
4. That a certified copy of this Resolution be forwarded to the Director of the Division of Local Government Services of the State of New Jersey.
5. That a certified copy of this Resolution be published in The Press of Atlantic City and the Mainland Journal, as required by law within ten (10) days of its passage.
6. That the attached certification showing availability of funds and specifying the exact line item appropriations which shall be charged is incorporated herein and attached hereto as though set forth herein.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

\_\_\_\_\_  
Michael Duffy, Assistant Secretary

Attest: \_\_\_\_\_  
Elaine Super, Authority Clerk

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 11 - 2014**

*Purpose: To appoint a Licensed Operator.*

**BE IT RESOLVED** by the Egg Harbor Township Municipal Utilities Authority that **WILLIAM HILLER** be and hereby is appointed Licensed Operator for the Authority.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 12 - 2014**

*Purpose: Appoint the Authority staff*

**BE IT RESOLVED** by the Egg Harbor Township Municipal Utilities Authority that **Elaine Super** shall be employed as the Authority Clerk hired on an at will basis in accordance with the personnel manual and shall receive those benefits normally afforded employees of the Egg Harbor Township Municipal Utilities Authority.

**BE IT FURTHER RESOLVED** that **Tracy Simpson** and **Lori Ward** shall be employed as Clerks, **Robin Veloso**, Bookkeeper and Certifying Agent, and **Jeff Ball**, Authority Inspector all hired on an at will basis in accordance with the personnel manual and shall receive those benefits normally afforded employees of the Egg Harbor Township Municipal Utilities Authority.

**BE IT FURTHER RESOLVED** that **Vincent Polistina** shall be employed part time as the Operations Engineer hired on an at will basis in accordance with the personnel manual and shall receive those benefits normally afforded employees of the Egg Harbor Township Municipal Utilities Authority.

**BE IT FURTHER RESOLVED** that **John Ridgway** shall be employed part time as the Authority Attorney hired on an at will basis in accordance with the personnel manual and shall receive those benefits normally afforded employees of the Egg Harbor Township Municipal Utilities Authority.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2013 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary



**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 13 - 2014**

*Purpose: To designate the location, day and time of the Authority meetings.*

**BE IT RESOLVED** by the Egg Harbor Township Municipal Utilities Authority that the Regular Meeting of the Authority shall be held on the third Wednesday of each month. All meetings will begin promptly at 5:30 P.M. in the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey.

**BE IT FURTHER RESOLVED**, work sessions, if needed, may be on the first Wednesday of each month or as otherwise specified by the Authority, at 5:30 P.M. in the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 14 - 2014**

*Purpose: To designate official depositories.*

**BE IT RESOLVED** by the Egg Harbor Township Municipal Utilities Authority that **Cape Bank** be and the same are hereby designated as the official depositories of the Authority funds until such time that the Authority deems it necessary to change depositories.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 15 - 2014**

*Purpose: To designate official depositories for bond accounts.*

**BE IT RESOLVED** by the Egg Harbor Township Municipal Utilities Authority that **TD Bank** be and the same are hereby designed as the official depositories of the Authority bond accounts until such time that the Authority deems it necessary to change depositories.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 16 - 2014**

*Purpose: To certify the trustees for Authority Bonds.*

**WHEREAS**, it is necessary to have an Incumbency Certificate as required by the trustee of the Authority Bonds.

**NOW, THEREFORE BE IT RESOLVED** that the Egg Harbor Township Municipal Utilities Authority certifies its trustees that **NATHAN DAVIS** is Chairman, **MICHAEL DUFFY** is Vice-Chairman, **THERESA PRENDERGAST** is Secretary and **HENRY C. SCHWEMM, JR.** is Treasurer of the Egg Harbor Township Municipal Utilities Authority, as requested by US Bank, as trustee for various bond issues of the Egg Harbor Township Municipal Utilities Authority.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 17 - 2014**

*Purpose: To designate the official newspapers.*

**BE IT RESOLVED** by the Egg Harbor Township Municipal Utilities Authority that the **MAINLAND JOURNAL** and **THE PRESS OF ATLANTIC CITY** are hereby designated as the official newspapers for Authority publications.

I, Michael Duffy, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19<sup>th</sup> day of February, 2014 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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Michael Duffy, Assistant Secretary

**Egg Harbor Township  
Municipal Utilities Authority**

**CERTIFICATION OF AVAILABILITY  
OF FUNDS  
FOR  
CHANGE ORDER**

In accordance with regulations of the Local Finance Board, I hereby certify that funds are available for the following:

<b>Date</b>	February 19, 2014
<b>Resolution #</b>	18 – 2014
<b>Vendor</b>	Russell Reid, Inc
<b>Contract #</b>	74 – 2013 Video Inspection
<b>Amount</b>	\$ 4,955.55 Two (2) change orders (\$5,591.38 – \$635.83 = \$4,955.55)
<b>Reason</b>	Additional video inspections on Harley Avenue and the Storybook Pump Station easement
<b>Time Period</b>	2014
<b>Budget Line Item</b>	Repair & Maintenance

\_\_\_\_\_  
Henry C. Schwemm, Treasurer

\_\_\_\_\_  
Michael Duffy, Assistant Secretary

# Egg Harbor Township Municipal Utilities Authority

Resolution # 19-2014

WHEREAS, The Egg Harbor Township Municipal Utilities Authority is desirous of transferring funds from its Bond Redemption and Improvement General Fund to its Operating Account, to be utilized for Operating Expenses

NOW THEREFORE, BE IT RESOLVED by the Authority that the sum of three hundred thousand dollars (\$300,000.00) be transferred from the Bond Redemption and Improvement General Fund (# 81-1779-70-1) of TD Bank, to the Operating Account (#571000579) of Cape Bank by February 20, 2014.

### ***Certification***

*We certify that the transfer requested above will be utilized for Operating Expenses in accordance with the 2007 Bond Resolution.*

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I, Michael Duffy, Assistant Secretary, for the Egg Harbor Township Municipal Utilities Authority, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Egg Harbor Township Municipal Utilities Authority held on the 19th day of February 2014 at the Municipal Building, Egg Harbor Township, New Jersey, at 5:30 PM.

\_\_\_\_\_  
Michael Duffy, Assistant Secretary

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 20 – 2014**

**Resolution authorizing payment of all bills out of the Operating Account**

**BE IT RESOLVED**, by the Municipal Utilities Authority that all bills as enumerated on the attached list of bills are hereby authorized to be paid.

Dated: February 19, 2014

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Michael Duffy, Assistant Secretary



## Egg Harbor Township Municipal Utilities Authority

### Checks Written - Operating Account

As of February 19, 2014

Num	Name	Memo	Amount
<b>Operating Account</b>			
		March Payroll	-27,684.16
		Checks 1528 - 1530 and E check	-320.59
		February 2014	-12,025.43
TEPS	State of NJ Health Benefits	Dental Benefits - February 2014	-494.46
8739	Egg Harbor Township - Dental	Invoice # 4000022666/25246/27609	-658.40
8740	American Water Capital Corp	Invoice # 3228663 020114	-36.54
8741	Crystal Springs	Invoice # 022014046-19	-336.74
8742	Edmunds Direct Mail, Inc.	Office Rent - February - April 2014	-12,500.00
8743	Egg Harbor Township - Office Rent	Acct. # 108712DJ	-19.76
8744	Mainland Journal	Acct. # E069	-899.00
8745	MGL Printing Solutions	Invoice # 133109	-14.29
8746	Mossman's Business Machine	Acct. # 09272303	-96.20
8747	Office Basics, Inc.	Acct. # 103389	-106.59
8748	Press of Atlantic City, The	Invoice #D59847	-36.25
8749	Schwaab, Inc.	Customer: PHL 1057418	-374.80
8750	Staples Advantage	Account #81-1780-80-8	-3,500.00
8751	TD Wealth	Customer #552303	-26.58
8752	ACE Hardware	Invoice # 27544	-351.08
8753	C.A.M. Co.	Fuel Usage: August - November 2013	-3,754.69
8754	Egg Harbor Township - Fuel Usage	Account # 877163162	-9.92
8755	Grainger	Invoice # 0719466	-346.50
8756	Johnson & Towers, Inc.	Invoice # 40023591	-260.00
8757	Mission Communications, LLC	Invoice # 679244	-175.75
8758	NAPA Auto Parts	Invoice # 400372368	-865.00
8759	Xylem Dewatering Solutions, Inc.	Acct. # 020 595 7994/5499	-122.67
8760	AT & T	multiple accounts	-16,379.20
8761	Atlantic City Electric	multiple accounts	-436.69
8762	New Jersey American Water Co.	Acct: 11341704119 & 11338452912	-74.78
8763	South Jersey Gas	Acct. #201 Z42 0142 999 78 Y	-489.36
8764	Verizon	Acct. # 200702280-00001	-130.47
8765	Verizon Wireless	1st Qtr Treatment Charges	-729,725.00
8766	Atlantic County Utilities Authority	Account # 1448	-10,495.65
8767	Caprioni Family Septic	2013 Flows for Anchorage Point	-12,900.00
8768	City of Somers Point	Account No. 1415	-1,920.00
8769	Kline Construction Co. Inc.	WAC Phase III - Pay Estimate No. 6	-68,407.92
8770	Perna Finnigan, Inc.	2013 Video Insp. Pay Estimate No. 1 - Final	-41,130.78
8771	Russell Reid, Inc.	January 2014	-59,091.50
8772	Polistina & Associates, LLC	January 2014	-10,501.75
8773	Ridgway & Ridgway		
Total Operating Account			-1,016,698.50
<b>TOTAL</b>			<b>-1,016,698.50</b>

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 21 – 2014**

**Resolution authorizing payment of all bills out of the Developer Account**

**BE IT RESOLVED**, by the Municipal Utilities Authority that all bills as enumerated on the attached list of bills are hereby authorized to be paid.

Dated: February 19, 2014

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Michael Duffy, Assistant Secretary

11:26 AM  
02/19/14  
Accrual Basis

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Developer Account**  
As of February 19, 2014

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>CB Developer Account</b>			
3132	Wawa Inc.	Refund Escrow Project #10-22	-562.50
3133	Kline Construction Co., Inc.	Invoice #352248 & 353129	-11,848.16
3134	Polistina and Associates	January 2014	-10,186.25
3136	Ridgway & Ridgway	January 2014	-1,092.50
	Total CB Developer Account		<u>-23,689.41</u>
<b>TOTAL</b>			<b><u><u>-23,689.41</u></u></b>

**Egg Harbor Township  
Municipal Utilities Authority**

**CERTIFICATION OF AVAILABILITY  
OF FUNDS  
FOR  
AWARD OF CONTRACT**

In accordance with regulations of the Local Finance Board, I hereby certify that funds are available for the following:

<b>Date</b>	February 19, 2014
<b>Resolution #</b>	22 – 2014
<b>Vendor</b>	Phoenix Advisors, LLC
<b>Amount</b>	\$ 2,500.00
<b>Reason</b>	Analysis of the possible New Jersey Environmental Infrastructure Trust Bond
<b>Time Period</b>	2014 - 2015
<b>Budget Line Item</b>	Administrative: Miscellaneous

\_\_\_\_\_  
Henry C. Schwemm, Treasurer

\_\_\_\_\_  
Michael Duffy, Assistant Secretary

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 23 – 2014**

**Resolution authorizing adjustments to Customer Accounts**

**BE IT RESOLVED**, by the Municipal Utilities Authority that all adjustments as listed on the attached Report(s) of Adjustments are hereby approved.

Dated: February 19, 2014

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Michael Duffy, Assistant Secretary

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Range of Accounts: First to Last	Location to Print: Service	
Range of Cycles: First to Last	Range of Bill Codes: 154 to 166	Include Bills: Y
Range of Years: First to Last	Range of Deduction Codes: First to Last	Include Deductions: Y
Range of Periods: 1 to 12		Include Calculated Bills: N
Range of Sections: First to Last		Include Adjustments: Y
Range of Dates: 01/01/14 to 01/31/14	Range of City Ids: First to Last	Include Final Bills: Y
Service Type Includes: Sewer: Y		

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Account Id	Location	Year	Prd	Section	City Id	Total	Code	Date	User	Batch	Reference	
Type	Service			Flat	Excess	Description						
903-0	6 TUDOR STREET			13								
B-Adjust	Sewer	2014	2	20.00-	0.00	20.00- 166		01/06/14	RJV	R02	2723	1
						Death in family						
11783-5	BUILDING C / UNIT			22								
B-Adjust	Sewer	2014	2	79.00-	0.00	79.00- 162		01/22/14	TTS	AJ2T0122	2727	1
						No Water / Inactive						



Account Id Type	Location Service	Year	Prd	Type Principal	Section Penalty	City Id Total	Adj Code Description	Bill Code	Date	User	Batch	Reference	
Bal Adjust	Sewer	2014	2	0.00	2.38-	2.38-	160 Good History		01/07/14	LAW	L01	20162	2
	12100-0 17 BALSAM LANE				RES 25								
Bal Adjust	Sewer	2013	4	0.00	1.96-	1.96-	160 Military		01/16/14	LAW	L06	20217	3
Bal Adjust	Sewer	2014	1	0.00	2.38-	2.38-	160 Military		01/16/14	LAW	L06	20217	4
Bal Adjust	Sewer	2014	2	0.00	2.38-	2.38-	160 Military		01/16/14	LAW	L06	20217	5
Account Total:						<u>6.72-</u>							