

**Regular Meeting - Agenda**

Wednesday, March 16, 2016

5:30 PM

Mayor's Conference Room

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

**Opening Statement Pursuant to the Open Public Meetings Act**

**Roll Call**

**General Public Discussion**

**Applications / Project Status**

**Ratification of Administrative Action**

**Resolution Memorialization**

~ Resolution #18 – 2016 Preliminary Approval  
Block 1508, Lot 35.01 [6028 Black Horse Pike]

**Engineer Report**

~ Resolution #21 – 2016 Award of Contract  
Windsor Video Inspection

~ Resolution #22 – 2016 Extension of Landscape Contractor  
All Green Turf Management

~ Resolution #23 – 2016  
Pump Station Painting

**Treasurer's Report**

~Resolution #24 – 2016  
Approve Bill List for Operating Account

~ Resolution # 25 – 2016  
Approve Bill List for Developer Account

**Authority Clerk Report**

~ Resolution # 26 – 2016  
February 2016 Adjustments

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

**Closed Session** (If Necessary)

**Adjournment**

*Formal action may or may not be taken.*

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

March 16, 2016  
Meeting Minutes

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

<b>Roll Call:</b>	Nathan Davis, Chairman	absent
	Michael Duffy, Vice-Chairman	present
	H. Chris Schwemm, Treasurer	present
	Theresa Prendergast, Secretary	present
	Charles Pfrommer, Commissioner	present
	Theresa Moschetto, Alt Commissioner	absent

Vincent Polistina, Engineer, John Ridgway, Solicitor and Elaine Super, Authority Clerk were also in attendance. Mr. Davis & Mrs. Moschetto were excused from this meeting.

**General Public Discussion**

There was no one present from the public, therefore a motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to close the public portion of the meeting. All voted yes.

**Engineer Report** – The written engineer’s report is attached and is a part of these minutes.

~ Resolution #22 – 2016

Bids were received for the Windsor Video Inspection contract. Mr. Schwemm made a motion to award the contract to Video Pipe in the amount of \$34,883.88. Mr. Pfrommer seconded the motion. All voted yes.

~ Resolution #23 – 2016

Mrs. Prendergast made a motion to extend the Landscape Contract with All Green Turf Management for an additional year, with no change in the current contract. Mr. Pfrommer seconded the motion and all voted yes.

One week of the IBM Basin Video work has been completed.

Bids will be accepted shortly for the replacement of approximately 12 air relief valves.

**Treasurer's Report**

~ Resolution #24 - 2016

Motion Mr. Schwemm, seconded by Mrs. Prendergast to approve the bill list for the Operating Account. All voted yes.

~ Resolution #25 - 2016

Motion Mr. Schwemm, seconded by Mrs. Prendergast to approve the bill list for the Developer Account. All voted yes.

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

**Authority Clerk Report**

~ Resolution #26 - 2016

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to approve the February 2016 account adjustments. All voted yes.

The January minutes were amended to include a resolution number that had been omitted. Motion Mrs. Prendergast, second Mr. Pfrommer to approve the amended minutes. All voted yes.

Mrs. Prendergast made a motion to approve the February minutes and this was seconded by Mr. Schwemm. All voted yes except Mr. Pfrommer who abstained.

A motion to adjourn the meeting was made by Mr. Schwemm seconded by Mrs. Prendergast at 5:45 pm. All voted yes.

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Theresa Prendergast, Secretary

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Prepared by Elaine Super, Authority Clerk

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Date Approved

*March 16, 2016 Minutes*  
*Approved April 20, 2016*  
*March 16, 2016 Minutes*  
*Approved April 20, 2016*

**Engineer's Report  
Egg Harbor Township MUA  
March 16, 2016**

**Engineering Projects**

**1. Emergency Maintenance Contract**

Kline Construction completed work at several locations over the past month. They repaired a cleanout at 55 Kingsley Avenue and replaced a damaged manhole casting located in the intersection of Ocean Heights Avenue and Zion Road. We also had Kline provided pumping equipment to help our office in evaluating several air relief valves that were located in manholes full with water.

We have recommended a payment in the amount of \$5,351.81 from the Operating Account for the work completed.

Kline Construction completed the installation of a new lateral for 101 Leap Street last month. Final pavement restoration will be completed within 60 to 90 days.

We have recommended a payment in the amount of \$2,107.54 from the Developer Account for the work completed.

**2. ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. There are currently three stations operating with a single pump. The three stations are the Brenta, Old Zion and Ocean Heights stations.

Due to worn malfunctioning check valves at the Old Zion station, last month we directed the ACUA to replace the valves. They are waiting on delivery of the replacement units.

The Ocean Heights station continues to operate with a single pump pending the completion of the station upgrades. The work has been delayed due to relocation of a utility pole by Atlantic City Electric for the provision of three-phase power.

A pump was removed from the Brenta station last week. The issue appears to be a motor issue since the pump was not pumping sufficiently. The pump was sent out to Willier for a repair quote.

The Barnes pump recently repaired for the West Jersey station had to be removed again due to another seal failure. The pump was repaired under warranty coverage so will be sent back to the factory. One of the spare pumps was put into its place.

With the ACUA Inter-Local Agreement expiring later this year our office met with representatives from the ACUA last week to review and discuss the services provided.

### 3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They also assisted with bypass operations during the installation of the new air relief valves on the Reega station force main and during the removal of the Godwin pump for service.

Caprioni completed preventative maintenance jetting in several areas selected by the Authority Operator.

We have recommended a payment in the amount of \$9,889.00 from the Operating Account for the work completed in February.

### 4. Spills

There were no spill incidents within the last month.

### 5. Washington Avenue Interceptor Rehabilitation

Our office has received the final payment request from the contractor. We have processed a partial payment for this month and anticipate closing the project out with a final payment next month.

Our meeting with the NJDEP representative last month went well, he found all paperwork in order and completed an inspection of several of the epoxy coated manholes.

We have recommended a payment in the amount of \$24,649.84 for the work completed.

### 6. Brookside Odor Control

We anticipate receiving the project submittals later this week. The timeframe to complete fabrication and begin the installation of the permanent unit is approximately five to seven weeks. The temporary unit will remain in service until the permanent unit is installed.

### 7. Ocean Heights Pump Station Upgrades

In order to provide three-phase power to the station to accommodate the proposed upgrades, Atlantic City Electric has planned to install a new utility pole adjacent to the station. We were originally told there

would be no cost associated with the work, but they are now requesting an estimated fee of \$14,702.53 to complete the scope of work.

The required electrical permits have been obtained and the contractors are prepared to begin work as soon as the new utility pole is installed.

8. **FEMA HMGP Generator Program**

Our office is working on finalizing the site plans and bid specifications for the provision of a permanent generator at the Whitewater station and a new portable generator.

9. **IBM Basin Video Inspection**

The contractor, Video Pipe Services, Inc., began the cleaning and video inspection of the mains within the project limits last week. They anticipate the work will take approximately four weeks.

10. **Trailer Park Pump Station Replacement**

We received approval from the ACUA last week. The Treatment Works Application was delivered to the NJDEP last week. The review process is expected to take approximately 60 days.

11. **Air Relief Valve Repair**

Our office completed an inspection of the remaining air relief valves manholes that were full of water with the assistance of Kline Construction last month. We are finalizing the report that now identifies all of the air relief valve manholes in the system and provides an evaluation of each one.

12. **Windsor Basin Video Inspection**

Our office prepared plans for the cleaning and video inspection of the remaining sewer mains that convey flow to the Windsor Pump Station.

The Authority will receive bids for this project on March 16<sup>th</sup>. We will provide a report of the bids during the meeting.

13. **Miami Pump Station Elimination**

Our office has been continuing with the design of a low pressure pumping system to service the five remaining properties on the north side of the Black Horse Pike. Once completed we will be submitting to the ACUA and NJDEP for Treatment Works Approval.

14. **Miscellaneous Pump Station Component Painting**

We requested informal pricing from two vendors for the scope of work to address the painting of several miscellaneous control cabinets. We will provide a report of the quotes during the meeting.

## Developer Projects

### Extension Applications

1. Egg Harbor Family Associates, LLC

The developer for the project, Michaels Development Co., has begun the site work for the project. The developer has indicated they will begin installation of the off-site force main within the next few weeks, to be followed by the on-site sanitary infrastructure.

### Connection Applications

1. AMI-Real Estate, LLC

The applicant is proposing to demolish an existing medical building and residential dwelling on adjacent parcels to allow for the redevelopment of the properties with a new medical building with approximately 20,933 square feet of floor space.

2. Washington Partners, LLC

The application is for the construction of a 3,318 square foot building that will be utilized as a credit union.

3. Steven Kiefer

The applicant is proposing the demolition of a portion of an existing structure and the addition to the existing structure / construction of a new dwelling on Lakeview Drive West. The remodeled dwelling will utilize the existing lateral.

4. Lila Alejandre and Adalberto Bautista

The application is for the construction of a new single-family dwelling that will utilize an existing lateral connection.

### Change of Use Applications

1. Spencer Gifts

The application is for the conversion of storage space into additional office space.

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Vince Polistina  
Authority Engineer

**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>	March 16, 2016
<b>Resolution #</b>	22 – 2016
<b>Contract #</b>	89 (Windsor Basin Video Inspection)
<b>Vendor</b>	Video Pipe Services
<b>Amount</b>	\$ 34,883.88
<b>Reason</b>	video necessary to determine condition of sewer lines
<b>Time Period</b>	ASAP
<b>Budget Line Item</b>	Operations & Maintenance: Repair & Maintenance

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

**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>	March 16, 2016
<b>Resolution #</b>	23 – 2016
<b>Vendor</b>	All Green Turf Management
<b>Amount</b>	\$ 24,657.96 No increase from 2015
<b>Reason</b>	Landscape Maintenance Contract – 2 <sup>nd</sup> extension of contract awarded in 2014
<b>Time Period</b>	2016
<b>Budget Line Item</b>	Contract Services

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 24 – 2016

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: March 16, 2016

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Theresa Prendergast, Secretary

3:19 PM

03/16/16

Accrual Basis

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Operating Account**  
**As of March 16, 2016**

Num	Name	Memo	Amount
<b>Operating Account</b>			
		Payroll	-71,473.07
TEPS	State of NJ Health Benefits	Health & Rx - March 2016	-12,424.56
9469	Egg Harbor Township - Dental	Dental Benefits - March 2016	-533.64
9470	PAMCNJ Real Estate LP	Refund - 7024 Black Horse Pike	-56.55
9471	Real Estate Professionals	Refund Duplicate Payment 2201/15 C0194	-83.00
9472	Mainland Journal	Acct. # 108712DJ	-196.23
9473	Maple Direct Inc.	Invoice # 0058070-IN	-57.40
9474	Office Basics, Inc.	Acct. # 09272303	-16.15
9475	Press of Atlantic City, The	Acct. # 103389	-298.35
9476	Staples Advantage	Customer: PHL 1057418	-94.25
9477	US Postal Service- stamps & envel...	Account # E87177845	-11,162.40
9478	W.B. Mason Co., Inc.	Customer No. C2165338	-3.33
9479	ACE Hardware	Customer #552303	-48.42
9480	Applied Analytics, Inc.	Invoice # A16-20922	-8,603.60
9481	Atlantic City Electric - Special Billing	Invoice # 3300001091	-14,702.53
9482	Billows Electric Supply Co.	Cust.#285927-0199	-29.85
9483	CW Sales Corporation	Acct. # EGGHAR	-1,330.25
9484	E-Rigging.com	Invoice # 19002	-402.35
9485	KRS Services Inc.	Invoice # 15209	-5,041.85
9486	One Call Concepts, Inc.	Account # 12-EGC	-431.76
9487	Reiner Pump Systems, Inc.	Invoice # CC276-2	-11,820.00
9488	AT & T	Acct. # 020 595 7994/5499	-70.35
9489	Atlantic City Electric	multiple accounts	-15,243.08
9490	New Jersey American Water Co.	multiple accounts	-339.33
9491	Verizon	Acct. #201 Z42 0142 999 78 Y	-176.43
9492	Verizon Wireless	Acct. # 200702280-00001	-203.76
9493	Allstate Power Vac, Inc.	Washington Ave - Pay Estimate No. 3	-24,649.84
9494	Atlantic County Utilities Authority	Account No. 143/144	-88,082.44
9495	Caprioni Family Septic	Account # 1448	-9,889.00
9496	Kline Construction Co. Inc.	Account No. 1417	-5,351.81
9497	Polistina & Associates, LLC	February 2016	-39,869.12
9498	Ridgway & Ridgway	February 2016	-15,938.75
Total Operating Account			-338,623.45
<b>TOTAL</b>			<b>-338,623.45</b>

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 25 – 2016

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: March 16, 2016

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Theresa Prendergast, Secretary

12:16 PM

03/16/16

Accrual Basis

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Developer Account**  
As of March 16, 2016

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>CB Developer Account</b>			
3210	Kline Construction Co., Inc.	Invoice # 420772	-2,107.54
3211	Polistina and Associates	February 2016	-6,828.50
3212	Ridgway & Ridgway	February 2016	-776.25
	Total CB Developer Account		<u>-9,712.29</u>
<b>TOTAL</b>			<b><u>-9,712.29</u></b>

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 26 – 2016**

**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: March 16, 2016

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Theresa Prendergast  
Secretary

# Egg Harbor Township Municipal Utilities Authority

## Monthly Adjustment Report

### February 2016

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
<b>Delinquent Charges</b>					
	02/02/2016	24771	1941-1	Posting Error	-1.98
	02/05/2016	24791	12575-0	Good History	-3.75
	02/08/2016	24804	4942-0	Billing Error	-3.75
	02/08/2016	24804	8572-0	Deed/New Owner	-1.29
	02/09/2016	24816	1548-0	Paid Prior to Penalty	-1.25
	02/09/2016	24814	3620-0	Bill Not Rec'd/ Wrong Address	-3.75
	02/10/2016	24822	11138-0	Good History	-3.75
	02/10/2016	24822	4723-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	3537-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	639-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	6799-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	9498-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	7681-0	Paid Prior to Penalty	-0.19
	02/10/2016	24822	732-0	Paid Prior to Penalty	-1.35
	02/10/2016	24822	1352-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	11167-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	4462-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	3310-0	Paid Prior to Penalty	-0.02
	02/10/2016	24822	3310-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	8313-0	Paid Prior to Penalty	-1.24
	02/10/2016	24822	10833-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	5686-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	545-0	Paid Prior to Penalty	-1.25
	02/10/2016	24822	3465-0	Paid Prior to Penalty	-1.25
	02/10/2016	24823	3537-0	Paid Prior to Penalty	-0.06
	02/10/2016	24823	6799-0	Paid Prior to Penalty	-0.02
	02/10/2016	24825	3465-0	Paid Prior to Penalty	-0.02
	02/11/2016	24842	3587-0	Billing Adjustment	-4.20
	02/18/2016	24879	12670-0	Good History	-3.75
	02/18/2016	24880	10-0	Bill Not Rec'd/ Wrong Address	-77.49
	02/18/2016	24887	4005-2	Good History	-1.68
	02/25/2016	24940	8422-0	Bill Not Rec'd/ Wrong Address	-3.75
	02/26/2016	24968	5677-0	Deed/New Owner	-3.72
<b>User Charges</b>					
<b>Commercial Excess</b>					
	02/11/2016	3255	3647-0	Actual Meter Reading	-874.00
	02/11/2016	3256	3587-0	Actual Meter Reading	-350.75