

Regular Meeting - Agenda
Wednesday, March 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. **General Public Discussion**
 5. **Applications / Project Status**
 6. **Ratification of Administrative Action**
 7. **Resolution Memorialization**
 - ~Resolution #25 - 2014
 - Change Order – Contract #64
 8. **Engineer Report**
 9. **Treasurer's Report**
 - ~Resolution #26 - 2014
 - Approve Bill List for Operating Account
 - ~ Resolution #27 - 2014
 - Approve Bill List for Developer Account
 10. **Authority Clerk**
 - ~ Resolution #28– 2014 – February 2014 Adjustments
 11. **Other Business** (not listed on the Agenda)
 12. **Subcommittee Reports**
 13. **Closed Session** (If Necessary)
 - ~ Resolution #29 - 2014
 14. **Adjournment**



Formal action may or may not be taken.

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

**Wednesday, March 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 – Present
Charles Pfrommer, Commissioner – Present
Theresa Moschetto, Alternate Commissioner - Present

Also in attendance: Engineer Vince Polistina, Attorney John Ridgway, Authority Clerk Elaine Super.

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

None

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

~Resolution #25 – 2014

Contract #64 – Change Order # 2 & 3 [\$3,620.43 + 48,600.81]

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

The repair work to the Storybook pump station will take place on Thursday evening when the flow is at its lowest.

The submission to the DEP Environmental Infrastructure Trust for both the Washington Avenue rehabilitation project and the FAA pump station relocation project was made ahead of the March 7th deadline.

The landscape contract is due for renewal. Motion Mr. Duffy second Mr. Schwemm to authorize Mr. Polistina to prepare and advertise for bids. All voted yes.

Treasurer's Report

~ **Resolution #26-2014** – Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Operating Account (\$282,894.93). All voted yes.

~ **Resolution #27-2014** – Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Developer Account (\$7,184.00). All voted yes.

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

Clerk's Report

~ **Resolution #28-2014** – Motion Mr. Schwemm second Mr. Duffy to approve the February 2014 adjustments. All voted yes.

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

A counterfeit \$20 bill was received in the MUA and sent to Cape Bank in a deposit. The bill was picked up by the police department and will be sent to the Secret Service. Additional steps will be taken to help identify these bills in the future.

The final revisions to the specific sections of the personnel manual, as recommended by JIF, have been reviewed. Motion Mr. Schwemm second Mr. Duffy to authorize the amendments to the manual. All vote yes. **Resolution #29-2014**

Motion Mr. Schwemm second Mr. Duffy to adjourn the meeting at 5:50 PM. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

March 19, 2014 Minutes
Approved April 16, 2014

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

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction completed the replacement of a damaged manhole casting last week. Submission of the billing for this work is pending.

2. **ACUA Contract Administration**

Overall the maintenance logs from the ACUA have been normal the past month. There are currently two stations operating on a single pump. One pump was removed from the Reega station and we are comparing the cost of a replacement versus the repair cost. The Ocean Heights station is also down to one pump, but it is fully covered by the warranty. The pump should be returned to service soon.

We did receive the new replacement pumps from KSB and Flygt for the Reserves and Bevis Mill stations respectively. Both pumps have been installed by the ACUA.

The ACUA completed the repair of the isolation valve at the Searstown station last month. Both pumps can now be operated. The ACUA will be working on the Trailer Park pump station next.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normal monthly basket and wet well cleaning this past month. They also assisted the ACUA with bypass pumping at the Ocean Heights station while they resolved issues with the single operating pump. Caprioni also completed preventative maintenance jetting at several areas identified by the Authority Operator.

We have recommended a payment in the amount of \$10,210.48 from the Operating Account for the work completed in February.

4. **Spills**

There were no spill incidents during the last month.

5. West Atlantic City - Phase III

The contractor completed the roadway striping last month. All of the proposed work has now been completed.

We have recommended a final payment in the amount of \$23,358.52 for the work completed to date. The final payment includes an as-built change order for additional work in the amount of \$48,600.81 above the original contract quantities.

6. FAA Pump Station Upgrades

Earlier this month we submitted the application materials to the DEP Environmental Infrastructure Trust to apply for funding through the Trust for low interest financing and principle forgiveness of up to approximately 18% of total project cost.

We will be forwarding the revised construction narrative and design plans to the FAA environmental staff as we try to finalize their review of the project.

7. Storybook Pump Station Repair

The contractor is scheduled to complete the repair work of the pump base elbow later this week.

8. Miami Pump Station

We continue to work with FEMA and have gotten through the environmental review and are now just awaiting final approval from public assistance.

Developer Projects

Extension Applications

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

Connection Applications

No applications were submitted.

Change of Use Applications

No applications were submitted.

Vince Polistina
Authority Engineer

**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:

Date	May 21, 2014
Resolution #	25 – 2014
Vendor	Perna Finnigan
Contract #	64 – West Atlantic City Phase III
Amount	Change Order #2 = \$ 3,620.43 Change Order #3 = \$ 48,600.81
Reason	Additional work needed to complete project
Time Period	2014
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 26 – 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: March 19, 2014

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of March 19, 2014

Num	Name	Memo	Amount
Operating Account			
		April Payroll	-69,709.48
TEPS	State of NJ Health Benefits	March 2014	-12,025.43
8775	Egg Harbor Township - Dental	Dental - March 2014	-509.55
8776	American Water Capital Corp	Invoice # 400028663	-288.74
8777	Crystal Springs	Invoice # 3228663 030114	-30.08
8778	Mainland Journal	Acct. # 108712DJ	-159.22
8779	Mossman's Business Machine	Invoice # 133398	-21.35
8780	Office Basics, Inc.	Acct. # 09272303	-73.73
8781	Press of Atlantic City, The	Acct. # 103389	-264.69
8782	Staples Advantage	Customer: PHL 1057418	-177.50
8783	W.B. Mason Co., Inc.	Customer No. C2165338	-11.34
8784	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-58.92
8785	Grainger	Acct No. 877163162	-182.46
8786	Huber Locksmiths, Inc.	Invoice # 128948	-349.40
8787	Johnson & Towers, Inc.	Customer No. 15971	-1,690.27
8788	One Call Concepts, Inc.	Account # 12-EGC	-496.42
8789	AT & T	Acct. # 020 595 7994/5499	-126.20
8790	Atlantic City Electric	multiple accounts	-14,700.41
8791	New Jersey American Water Co.	multiple accounts	-520.95
8792	South Jersey Gas	Acct: 11341704119 & 11338452912	-61.13
8793	Verizon	Acct. #201 Z42 0142 999 78 Y	-490.31
8794	Verizon Wireless	Acct. # 200702280-00001	-129.87
8795	Atlantic County Utilities Authority	Account # 144	-97,424.98
8796	Caprioni Family Septic	Account # 1448	-10,210.48
8797	Perna Finnigan, Inc.	West AC Phase III - Pay Estimate No. 7 - Final	-23,358.52
8798	Polistina & Associates, LLC	February 2014	-36,849.25
8799	Ridgway & Ridgway	February 2014	-12,974.25
	Total Operating Account		-282,894.93
TOTAL			-282,894.93

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 27 – 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: March 19, 2014

Theresa Prendergast, Secretary

3:35 PM
03/18/14
Accrual Basis

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

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3137	Polistina and Associates	February 2014	-3,569.75
3138	Ridgway & Ridgway	February 2014	-2,271.25
3139	CN Construction LLC	Refund Escrow - Project #12-26 Complete	-833.50
3140	CN Construction LLC	Refund Escrow - Project #12-27 Complete	-509.50
	Total CB Developer Account		<u>-7,184.00</u>
TOTAL			<u><u>-7,184.00</u></u>

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 28 – 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: March 19, 2014

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

February 2014

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	02/10/2014	20311	11562-0	Good History	-0.18
	02/14/2014	20360	2337-5	Good History	-1.19
	02/18/2014	20370	10378-0	Good History	-3.57
	02/19/2014	20384	3558-0	Good History	-1.19
	02/19/2014	20382	3742-0	Good History	-1.19
	02/19/2014	20382	9632-0	Good History	-11.36
	02/21/2014	20403	2337-4	Bill not rec'd/ Wrong Address	-1.19
	02/26/2014	20460	12197-0	Good History	-1.23
	02/27/2014	20479	11543-0	Pd prior to penalty	-1.19
User Charges					
Residential					
	02/14/2014	2743	556-0	Disconnect	-79.00

Egg Harbor Township Municipal Utilities Authority

Resolution # 29 - 2014

Purpose: Adoption of Revised Personnel Manual & Employee Handbook

WHEREAS, it is the policy of the Egg Harbor Township Municipal Utilities Authority (EHTMUA) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the EHTMUA Board of Commissioners has determined that there is a need for a Personnel Manual & Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the EHTMUA Board of Commissioners that the Personnel Manual & Employee Handbook attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all EHTMUA officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by EHTMUA employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the EHTMUA Board of Commissioners.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the EHTMUA shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that John Ridgway, Authority Solicitor is hereby appointed as Employment Attorney/Advisor to advise the EHTMUA.

BE IT FURTHER RESOLVED that the Authority Clerk, Elaine Super is hereby appointed as the Personnel Administrator. The Authority Clerk and the Authority Solicitor shall assist in the implementation of the policies and procedures in this Personnel Manual & Employee Handbook.

I, Theresa Prendergast, Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly approved at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19th day of March, 2014 at the Municipal Building, Egg Harbor Township, New Jersey at 5:30 pm.

Theresa Prendergast, Secretary