

Regular Meeting ~ Agenda
Wednesday, April 17, 2013
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 #30 – 2013
Blocks 1926 /1927, Lots 1-2 / 1-4 [Cottonwood Avenue] Preliminary Extension Application
 - ~ Resolution #31 – 2013
Blocks 5205 – 5210, Various Lots [Ocean Heights & English Creek Avenues] Amended Preliminary
 8. **Engineer Report**
 - ~ Resolution #38 - 2013
Certification of Funds – Landscape Contract [\$ 23,641.56]
 9. **Old Business**
 10. **New Business**
 11. **Treasurer's Report**
 - ~ Resolution #39 - 2013
Approve Bill List for Operating Account
 - ~ Resolution #40 - 2013
Approve Bill List for Developer Account
 - ~ Resolution #41 - 2013
Approve transfer from Construction Fund to Operating Account
 12. **Authority Clerk**

~ Resolution #42 - 2013
Approve March 2013 Adjustments

13. Other Business (not listed on the Agenda)

14. Subcommittee Reports

15. Closed Session (If Necessary)

~ Resolution #43 - 2013

Authorizes the MUA to convene into a Closed Executive Session to discuss matters which may involve litigation and/or personnel.

16. Adjournment



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

**Wednesday, April 17, 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, and 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

~ Resolution #30 – 2013
Blocks 1926 /1927, Lots 1-2 / 1-4 [Cottonwood Avenue] Preliminary Extension
Application
Motion Mr. Duffy second Mr. Pfrommer to memorialize this resolution. All voted yes.

~ Resolution #31 – 2013
Blocks 5205 – 5210, Various Lots [Ocean Heights & English Creek Avenues]
Amended Preliminary
Motion Mr. Duffy second Mr. Pfrommer to memorialize this resolution. All voted yes.

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

~ **Resolution #38 – 2013** - Certification of Funds – Landscape Contract [\$23,641.56]
Mr. Polistina recommended a one (1) year extension of the current landscaping contract. This would be the first of two permissible extensions. Motion Mr. Schwemm second Mr. Duffy to award the contract to All Green Turf Landscape for an additional year with a 2%

increase based on the current index rate. All voted yes.

The widening of the Garden State Parkway in the vicinity of the Shore Mall will not affect the existing force main from the Searstown pump station.

Due to the economy and the lack of funds, there is no need to complete an in-depth review of the Priority List, therefore a motion was made by Mr. Schwemm, seconded by Mr. Pfrommer to utilize the list as it was prepared last year. All voted yes.

Mr. Polistina distributed a proposed six (6) year rehabilitation plan, but no decision on which projects will be completed will be made until the preliminary budget meeting is held in May.

Old Business

Mr. Schwemm questioned the status of the review of the developer applications and approvals for the Delilah Road area. Mr. Polistina and Mr. Ridgway will review the files.

Treasurer's Report

~ **Resolution #39-2013** – Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Operating Account (\$184,196.65), dependent up on the transfer from the Construction Fund. All voted yes.

~ **Resolution #40-2013** – Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Developer Account (\$4,601.75). All voted yes.

~ **Resolution #41-2013** – Motion Mr. Schwemm second Mrs. Prendergast to approve the Construction Fund voucher (\$4,258.50). All voted yes.

Clerk's Report

~ **Resolution #42-2013** – Motion Mr. Schwemm second Mrs. Prendergast to approve the March 2013 adjustments. All voted yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve the March 2013 open session minutes. All voted yes. Motion Mr. Schwemm second Mr. Pfrommer to approve the March 2013 closed session minutes. All voted yes.

The final statement regarding the Financial Disclosure forms has not been received from the Local Finance Board. Once that is received, Mrs. Super will forward via e-mail to all those required to respond.

A meeting with FEMA has been scheduled for Monday, April 22nd.

Motion Mr. Schwemm second Mrs. Prendergast to authorize the waiver of the fees associated with the Disconnect Application for those affected by fires in their homes. All voted yes.

A Preliminary Budget meeting is scheduled for early May and the proposed budget will be presented to the Authority Commissioners at the May 15th meeting.

~ **Resolution #43-2013 - Closed Session** – 6:25 PM - Motion Mrs. Prendergast second Mr. Schwemm to enter into closed discussion to discuss potential litigation. The minutes of the closed session will be released once all issues discussed have been resolved. All voted yes.

6:48 PM – Return to Open Session
No action was taken during the closed session.

Motion Mr. Duffy second Mr. Schwemm to adjourn the meeting at 6:40 PM. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

April 17, 2013 Minutes
Approved May 15, 2013

Engineer's Report
Egg Harbor Township MUA
April 17, 2013

Engineering Projects

1. **Emergency Maintenance Contract**

Weco Construction completed cleanout repairs at 208 Folsom Avenue and 6415 West Jersey Avenue within the last month. Weco Construction also assisted with locating the force main from the Searstown pump station at several locations across the former traffic circle area and at the rear of the B&H Furniture building where it runs parallel with the Garden State Parkway.

We have recommended a payment in the amount of \$6,479.38 from the Operating Account for the work completed.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA have been fairly normal during the past month, though they did note the need to pull pumps from several stations due to debris. The Authority has three (3) pumps out for service from the following stations: Fernwood Hills, Dogwood Avenue and West Jersey stations.

The repaired pump for the Dogwood station is due to be returned this week. The new pump for the Fernwood Hills station is expected to be delivered latter this month. We expect to place the order for the replacement pump for the West Jersey station this week.

3. **Wet Well Cleaning Contract Administration**

Over the past month Caprioni has assisted in the cleaning of several blockages along with repairing the basket guiderails from the Old Zion station. They have also provided normal preventative jetting services selected by the Authority Operator with the normal basket and well cleanings. A hasp was repaired at the Storybook station.

We have recommended a payment in the amount of \$11,942.07 for the work completed in March.

4. Spills

The Authority experienced two (2) breaks / spill incidents within the last month.

The first incident occurred from a failure within the low pressure force main along Ivins Avenue. Weco Construction responded and replaced a check valve within the system. A very minimal amount of flow was lost during the course of the repair.

The incident occurred in front of the office building located at 3393 Bargaintown Road. The spill resulted from a utility pole being installed on top of an existing eight-inch (8") gravity main. The mark-out for the gravity main was incorrectly marked. The Authority Emergency Contractor, Caprioni Family Septic, was dispatched to the site to clean up all residual wastewater and Weco Construction was utilized to repair the broken main once the utility pole was removed. We estimate that less than 200 gallons of wastewater was lost.

5. FAA PS Relocation and Gravity Main Extension

The project scope has been modified due to the environmental concerns involving the dewatering for the gravity main extension. A revised project scope involves the construction of a new wet well and control building near the location of the existing facilities.

We are working to obtain revised pricing from several firms to complete the subsurface investigations due to the site contamination.

6. Miami Pump Station Improvements

We have been in discussions with FEMA regarding the replacement of the station along with examining the alternatives to continuing sanitary service to the commercial properties located on the north and south side of the Black Horse Pike. A meeting with FEMA has been arranged for next week to review the funding options.

The new Godwin pump has been set up at the station and is now responsible for pumping the flow. The rental pump has been returned.

7. West Atlantic City Rehabilitation Phase III

The contractor has completed the replacement of the asbestos mains along Milan, Toulon, Genoa, Palermo Avenues and Frankfurt Court. All but a few of the sanitary laterals have replaced. The temporary restoration has been completed along all of the streets. The contractor has also completed the lining of the 15" main that crosses under the Black Horse Pike addressing several leaks that were found during the most recent video inspection.

8. West Avenue and Tilton Road - Re-Bid

The contractor is finalizing the road opening permit and detour plan requirements with the EHTPD and Atlantic County Engineering office. Work is anticipated to begin in May.

9. **Delilah Oaks Video Inspection**

The contractor has completed the jetting and video inspection of all but two of the mains located within the project limits. The two mains to be completed are in rear yard easements and will require the reestablishment of the easement by the Authority Landscape contractor prior to being completed. A substantial amount of grease was found in the mains immediately upstream of the Storybook pump station.

No billing has been submitted as of this time.

10. **Washington Avenue Interceptor Rehabilitation**

The design plans, specifications and loan application for the submission to the NJDEP Environmental Infrastructure Trust were submitted at the end of March. Based on the Trust schedule we anticipate receiving approval on the plans and specifications in the fall but the money not being available until next spring.

The project involves the lining of the twenty-seven (27") RCP interceptor that carries flow along Washington Avenue from the head of the line near the Garden State Parkway overpass to the metering chamber located at the Municipal Border with the City of Pleasantville.

11. **FEMA Hazard Mitigation Grant Program**

Our office assisted the Authority Clerk with the preparation of Letters of Intent to request grant funding for the purchase of permanent standby generators, a portable generator and a large portable bypass pump. Based on the submission criteria FEMA will provide funding up to 75 percent of the project costs. We do not anticipate obtaining funding for all of the stations but are hopeful several can be upgraded via this funding source.

12. **Brookside- Joanne Cleanout Locations**

Our office is currently finalizing the bid plans and specifications for the location and repair of each of the cleanout structures located within the gravity basins for the Brookside - Joanne - Ocean Heights - Front - Willowbrook pump stations. The project will encompass approximately 1,200 cleanouts. We anticipate the project going to bid by the end of this month and to receive bids in May.

13. **Cardiff Pump Station Upgrades**

We are beginning to prepare the design documents for the upgrade of the Cardiff station. The upgrades will include replacement of the existing pumps and control system and additional of a standby generator and Mission telemetry unit. We anticipate have documents ready for public bid by the summer.

14. Priority Lists

The proposed extension and rehabilitation priority lists were distributed and will be discussed at the meeting.

Developer Projects

Extension Applications

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

Connection Applications

1. AtlanticCare

The application is for the temporary discharging of the stormwater from the on-site basins in order to determine why they do not function properly and to complete remediation work to the basins.

Change of Use Applications

None

Vince Polistina
Authority Engineer

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
 As of April 17, 2013

Num	Name	Memo	Amount
Operating Account			
		Funds Transfer - Payroll	-27,537.53
TEPS	State of NJ Health Benefits	April 2013	-11,075.38
8439	Egg Harbor Township - Dental	Dental Benefits - April 2013	-494.46
8440	Crystal Springs	Invoice # 3228663 040113	-34.61
8441	Edmunds Direct Mail, Inc.	Invoice # 042013035-18	-135.00
8442	Mossman's Business Machine	Invoice # 130208	-28.30
8443	New Jersey Utility Authorities JIF	Member ID #230 - 2nd installment	-10,390.41
8444	Office Basics, Inc.	Acct. # 09272303	-273.07
8445	Staples Advantage	Customer: PHL 1057418	-58.72
8446	Treasurer, State of NJ/1985 PFL	#PFL-93-3	-7,302.00
8447	ACE Hardware	Customer #552303; Invoice # 520592/5	-38.31
8448	Clegg's Garage, Inc.	Invoice # 36466	-188.23
8449	CW Sales Corporation	Acct. # EGGHAR; Inv. # 106390	-4,855.09
8450	McMaster-Carr Supply Co.	Invoice #47654277	-220.29
8451	One Call Concepts, Inc.	Invoice #3035254	-255.06
8452	James and Lisa Pashley	Reimbursement for damages	-1,442.55
8453	Phencemen Fence & Railing	Invoice # 1697A	-2,600.00
8454	Phencemen Fence & Railing	Invoice # 1697B	-420.00
8455	Xylem Dewatering Solutions, Inc.	Invoice #4002-92802/86354/85919	-2,401.00
8456	AT & T	Acct. # 020 595 7994/5499	-145.05
8457	Atlantic City Electric	multiple accounts	-12,659.52
8458	New Jersey American Water Co.	multiple accounts	-689.83
8459	Verizon	Acct. #201 Z42 0142 999 78 Y	-616.31
8460	Verizon Wireless	Acct. # 200702280-00001	-125.57
8461	Caproni Family Septic	March 2013	-11,942.07
8462	Weco Construction, Inc.	Customer No. 0504	-6,479.38
8463	Polistina & Associates, LLC	March 2013	-64,581.41
8464	Polistina & Associates, LLC	March 2013	-4,258.50
8465	Ridgway & Ridgway	March 2013	-12,949.00
Total Operating Account			-184,196.65
TOTAL			-184,196.65

10:22 AM
04/17/13
Accrual Basis

EHTMUA
Checks Written - Developer Account
As of April 17, 2013

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3108	Polistina and Associates	March 2013	-3,480.50
3109	Ridgway & Ridgway	March 2013	-1,121.25
	Total CB Developer Account		-4,601.75
TOTAL			<u><u>-4,601.75</u></u>

**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:

Date	April 17, 2013
Resolution #	38 - 2013
Vendor	All Green Turf Management
Amount	\$ 23,641.50
Reason	Landscape Maintenance Contract
Time Period	2013
Budget Line Item	Contract Services

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 39 – 2013

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: April 17, 2013

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
 As of April 17, 2013

Num	Name	Memo	Amount
Operating Account			
		Funds Transfer - Payroll	-27,537.53
TEPS	State of NJ Health Benefits	April 2013	-11,075.38
8439	Egg Harbor Township - Dental	Dental Benefits - April 2013	-494.46
8440	Crystal Springs	Invoice # 3228663 040113	-34.61
8441	Edmunds Direct Mail, Inc.	Invoice # 042013035-18	-135.00
8442	Mossman's Business Machine	Invoice # 130208	-28.30
8443	New Jersey Utility Authorities JIF	Member ID #230 - 2nd installment	-10,390.41
8444	Office Basics, Inc.	Acct. # 09272303	-273.07
8445	Staples Advantage	Customer: PHL 1057418	-58.72
8446	Treasurer, State of NJ/1985 PFL	#PFL-93-3	-7,302.00
8447	ACE Hardware	Customer #552303; Invoice # 520592/5	-38.31
8448	Clegg's Garage, Inc.	Invoice # 36466	-188.23
8449	CW Sales Corporation	Acct. # EGGHAR; Inv. # 106390	-4,855.09
8450	McMaster-Carr Supply Co.	Invoice #47654277	-220.29
8451	One Call Concepts, Inc.	Invoice #3035254	-255.06
8452	James and Lisa Pashley	Reimbursement for damages	-1,442.55
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8454	Phencemen Fence & Railing	Invoice # 1697B	-420.00
8455	Xylem Dewatering Solutions, Inc.	Invoice #4002-92802/86354/85919	-2,401.00
8456	AT & T	Acct. # 020 595 7994/5499	-145.05
8457	Atlantic City Electric	multiple accounts	-12,659.52
8458	New Jersey American Water Co.	multiple accounts	-689.83
8459	Verizon	Acct. #201 Z42 0142 999 78 Y	-616.31
8460	Verizon Wireless	Acct. # 200702280-00001	-125.57
8461	Caproni Family Septic	March 2013	-11,942.07
8462	Weco Construction, Inc.	Customer No. 0504	-6,479.38
8463	Polistina & Associates, LLC	March 2013	-64,581.41
8464	Polistina & Associates, LLC	March 2013	-4,258.50
8465	Ridgway & Ridgway	March 2013	-12,949.00
Total Operating Account			-184,196.65
TOTAL			-184,196.65

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 40 – 2013

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: April 17, 2013

Theresa Prendergast
Secretary

10:22 AM
04/17/13
Accrual Basis

EHTMUA
Checks Written - Developer Account
As of April 17, 2013

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3108	Polistina and Associates	March 2013	-3,480.50
3109	Ridgway & Ridgway	March 2013	-1,121.25
	Total CB Developer Account		-4,601.75
TOTAL			<u><u>-4,601.75</u></u>

Construction Fund Requisition

Resolution # 41-2013

Egg Harbor Township Municipal Utilities Authority
3515 Bargaintown Road
Egg Harbor Township, NJ 08234-8321

Vendor	Description/ Project	Amount
Polistina & Associates, LLC	West Atlantic City Phase III	\$ 4,258.50
	Requisition Total	\$ 4,258.50

Authority Certification	Consulting Engineer's Certification
<p>We certify that the cost(s) listed above have been incurred by the Authority and are proper charges against the Construction Fund. In addition, each cost requisitioned is unpaid and has not been the basis of any previous withdrawal.</p> <hr/> <p>Chairman/ Vice-Chairman</p> <hr/> <p>Treasurer/Secretary</p> <p>Date <u>04/17/13</u></p>	<p>I approve the requisition of funds and certify that the cost(s) listed above are for work performed or materials installed in or about the construction of the Project and were incurred in accordance with the plans and specifications for the Project, or duly approved change orders.</p> <hr/> <p>Engineer</p> <hr/> <p>Date <u>04/17/13</u></p>

Order Information	Transfer Record (EHTMUA Use Only)
<p>Requisition Number <u>13-004</u></p> <p>Date Requested <u>04/18/13</u></p> <p>Construction Fund Account <u>81-1778-50-5</u></p>	<p>Date Received _____</p> <p>Posted by _____</p> <p>To Operating Account <u>Cape Bank 571 000 579</u></p>

Egg Harbor Township Municipal Utilities Authority

Resolution # 42 - 2013

March 2013 Adjustments

WHEREAS, there are certain accounts requiring adjustments for sewer service charges and/or interest charges.

Acct #	Property Location	Amount	P or I	Explanation
3130-0	134 Bernard Avenue	\$ 1.13	I	Payment Received after penalty
12210-0	501 Jefferson Avenue	\$ 1.13	I	Good History
10685-0	145 Crystal Lake Drive	\$ 1.43	I	Good History
8154-0	300 Blossom Circle	\$ 1.13	I	Good History
7208-0	141 Bridle Path Drive	\$ 1.13	I	Good History
2539-0	206 London Court	\$ 1.13	I	Good History
9492-0	25 Diamond Drive	\$ 1.13	I	Good History
8977-0	319 Sussex Road	\$ 1.13	I	Good History
2822-0	302 Sycamore Avenue	\$ 1.13	I	Good History
2831-0	306 Sycamore Avenue	\$ 1.13	I	Good History
460-0	106 Bob White Road	\$ 1.13	I	Good History
10678-0	10 Misty Lake Court	\$ 1.13	I	Good History
8025-0	108 Cherry Drive	\$ 1.13	I	Good History
9647-0	407 Glenn Avenue	\$ 1.13	I	Good History
	Breakdown Attached	\$ 876.75	P	Non Profit Township Owned

WHEREAS, there are certain account requiring a refund for sewer service charges and/or interest charges.

Acct #	Property Location	Amount	P or I	Explanation
None				

NOW THEREFORE, be it resolved by the Egg Harbor Township Municipal Utilities Authority that said accounts are hereby adjusted and/or refunded in the specified amounts.

I, Theresa Prendergast, 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 MUA held on April 17, 2013 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, NJ at 5:30 PM.

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
Closed Session**

RESOLUTION # 43 – 2013

Resolution to convene into Closed Executive Session to discuss matters which may involve litigation and/or personnel

WHEREAS, the Open Public Meetings Act, PL 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Authority wishes to discuss matters involving Personnel and/or Litigation as follows:

Potential dispute relating to pump station capacity

Potential Litigation related to sewer line relocation responsibility

WHEREAS, minutes will be kept and once the matter(s) involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public;

NOW, THEREFORE, BE IT RESOLVED by the Egg Harbor Township Municipal Utilities Authority that the public be excluded from this Closed Executive Session of the Authority meeting.

Dated: April 17, 2013

Theresa Prendergast
Secretary