

Regular Meeting

Wednesday, April 18, 2012

5:30 PM

Mayor's Conference Room

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

Agenda

Call meeting to order

Public Meeting Announcement

Roll Call: Nathan Davis, Chairman
 Stanley Glassey, Vice Chairman
 H. Chris Schwemm, Treasurer
 Theresa Prendergast, Secretary
 Michael Duffy, Commissioner
 Charles Pfrommer, Alternate Commissioner

Open Meeting to the Public

Applications /Project Status

Ratification of Administrative Action

Resolution Memorialization

Authority Engineer

Treasurer's Report

Authority Clerk

New Business

Subcommittee Reports

Closed Session (If Necessary)

Adjournment

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

**Wednesday, April 18, 2012
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
Stanley Glassey, Vice-Chairman – Present
H. Chris Schwemm, Treasurer – Present
Theresa Prendergast, Secretary – Present
Michael Duffy, Commissioner – Present
Charles Pfrommer, Alternate Commissioner - Present

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

Open Meeting to the Public

There was no public in attendance. Motion Mr. Schwemm second Mrs. Prendergast to close the public portion of the meeting. All vote yes.

Applications/Project Status/Updates/Discussion

None

Resolution Memorialization

None

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

Mr. Polistina advised the Authority of a request received from the railroad adjacent to the Langford pump station. The railroad company has claimed that the runoff of stormwater has caused the tracks to be undermined. Mr. Polistina was advised to notify the railroad company that the Authority will not take responsibility for the problem.

There are currently three pre-qualified contractors on the list, with a fourth to be added once their application is reviewed.

Perna Finnigan has completed the West Atlantic City Phase II project, other than the paving, which is expected to be finalized this summer.

Mr. Schwemm requested an update on the issue regarding the allocated capacity for the sewer line in Delilah Road. This is still being reviewed by Mr. Polistina.

Attorney's Report

Mr. Ridgway reminded the Authority of the March 2010 pipe collapse and sink hole around the Cardiff pump station. An insurance claim was made and an offer has been received. It was recommended that a subcommittee review the claim once again and ensure that the settlement is accurate. Motion Mr. Duffy second Mrs. Prendergast to authorize Mr. Ridgway, Mr. Polistina and Mr. Schwemm to review the documents and accept a settlement based on their review. All vote yes.

Treasurer's Report

Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Operating Account (\$324,904.86). All vote yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Developer Account (\$5,881.47). All vote yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve the Construction Fund voucher (\$95,261.22). All vote yes. Resolution #25-2012.

A preliminary budget meeting will be held on May 3rd.

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

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

Motion Mr. Schwemm second Mrs. Prendergast to approve the March 2012 adjustments. All vote yes. Resolution #26-2012

Motion Mr. Schwemm second Mr. Duffy to approve the March 2012 minutes. All vote yes except Mrs. Prendergast who abstained.

The New Jersey Joint Insurance Fund's requires routine reviews and updates to the Personnel Manual in order to keep the premium as low as possible. Mrs. Super, Mr. Schwemm and Mr. Ridgway completed the review and recommend the revised manual be adopted as presented. Motion Mrs. Prendergast second Mr. Duffy to adopt the revised Personnel Manual.

A Notice of Levy was received from the Mays Landing IRS office. Listed on the levy are individual people, however, the IRS representative explained that this levy was for their business, with the business being listed as a Limited Liability Corporation, and happens to be a contractor that the Authority utilizes. It was recommended that Mrs. Super contact the IRS office to determine if there is any additional information that would require the Authority to withhold any payments from the contractor.

Mr. Stanley Glassey has submitted his letter of resignation effective April 30, 2012. Chairman Davis and the rest of the Authority members thanked Mr. Glassey for his many, many years of service and wished him well on his future endeavors.

Motion Mr. Duffy second Mr. Schwemm to adjourn the meeting at 6:25 PM. All vote yes.

Michael Duffy, Assistant Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved

April 18, 2012 Minutes
Approved at the May 16, 2012 Meeting

Engineer's Report
Egg Harbor Township MUA
April 18, 2012

Engineering Projects

1. **Emergency Maintenance Contract**

There was no work completed by Weco Construction within the last month. Weco did submit the billing for several items completed earlier this year. The work included cleanout repairs at 21 Carann Lane and 221 Sandpiper Road and the replacement of the manhole casting in the intersection of Fire Road and Washington Avenue.

We have recommended a payment in the amount of \$8,730.37 from the Operating Account for the work completed.

2. **ACUA Contract Administration**

Overall the maintenance logs from the ACUA have been normal over the past month. We are continuing to experience problems at the Hingston station due to clogging and performance issues. We have analyzed the overall system design and are finalizing the selection of a replacement pump.

There are currently no pumps out for service. A variable frequency drive recently failed at the Bevis Mill station and will need to be replaced.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic provided the normal preventative jetting services in several areas selected by the Authority Operator and completed the monthly wet well and basket cleanings. All work has been found to be satisfactory, though we have found their jetting equipment requires improvements. We have had several discussions with Caprioni and they are attempting to make the necessary adjustments.

We have recommended a final payment in the amount of \$10,844.00 from the Operating Account for the work completed in March.

4. Spills

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

5. West Atlantic City Rehabilitation Phase II

The contractor has completed the replacement of all of the sanitary mains and sanitary laterals within the project limits. All concrete and shoulder restoration has been completed. We anticipate final roadway restoration being completed during the summer. All work has been completed satisfactorily.

We have recommended a payment in the amount of \$76,303.97 for the work completed to date.

6. Mobile Back-Up Pump Unit

We are continuing to finalize the bid documents for the purchase of a back-up pump for emergency situations. We anticipate having the project ready for bid next month.

7. Cardiff - Woodrow Basin Lateral and Cleanout Repair

The contractor, Utility Innovations Inc., had completed approximately 50% of the proposed work as of the date of the billing. All of the remaining items have been completed within the past few weeks. All work has been found to be satisfactory to date.

We have recommended a payment in the amount of \$51,529.55 for the work completed.

8. GIS System

Our office has been working on preparing a sample of the information incorporated to date to illustrate the work completed. We are hopeful to have a demonstration of the as-built within a month.

9. 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 will be preparing a conceptual plan for review by the FAA.

10. Cardiff Main Replacement

Our office is presently working on the preparation of bid plans and specifications for the replacement of the asbestos main within the shopping center. We anticipate having this project ready for bid early next month and awarded in May.

11. Miami Pump Station Improvements

Due to the deteriorating condition of the dry pit at this location we have begun to investigate several design options to either extend the life of the existing dry pit or eliminating it altogether. The likely option at this point involves converting the existing station to utilize submersible pumps and relocating the control system to an above grade location. A finalized design scope will be prepared within the next few months.

Developer Projects

1. Next Generation Aviation

One minor issue remains prior to final acceptance of the station. We anticipate that being finalized shortly.

Vince Polistina
Authority Engineer

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

April 2012

Account / Billing Information

Residential	3/31/11	3/31/12	Commercial	3/31/11	3/31/12
Units	12,662	12,792	Units	550	571
Accounts	11,200	11,327	Accounts	550	571
Delinquent Accounts	3,024	4,100	Delinquent Accounts	57	52
Delinquent Amount*	\$310,312	\$ 440,811	Delinquent Amount**	\$33,999	\$ 20,207
<i>*bills due 3/1/12</i>			<i>** bills due 1/25/12</i>		

Connection Permits Issued – [March – 9] [FY To Date – 70]

Adjustment Request

- **Resolution** (March adjustments)

Administrative

- Minutes
 - March distributed
- Counterfeit bills
- Atlanticare Maintenance & Repair agreement – to be signed
- Personnel Manual revisions
- Disposal of old court cases documents

Maintenance

- Markout Requests (March) – 611 (we were averaging 275-300/month)

Elaine Super, Authority Clerk