

Regular Meeting - Agenda

Wednesday, April 19, 2017

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

Flag Salute

General Public Discussion

Applications / Project Status

Resolution Memorialization

Engineer Report

~ Resolution #23 – 2017
Windsor Cleanout Repair

Treasurer's Report

~ Resolution #24 – 2017
Approve Bill List for Operating Account

~ Resolution #25 – 2017
Approve Bill List for Developer Account

Administrative Report

~ Resolution #26 – 2017
Change in Fiscal Year Adoption

~ Approval of March 2017 minutes

~ Resolution #27 – 2017
March 2017 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

April 19, 2017
Meeting Minutes

Authority Clerk Elaine Super read the Opening Statement pursuant to the Open Public Meetings Act and called the meeting to order at 5:30 PM.

Roll Call:	Michael Duffy, Chairman	absent
	Charles Pfrommer, Vice-Chairman	present
	H. Chris Schwemm, Treasurer	present
	Theresa Prendergast, Secretary	present
	Theresa Moschetto, Commissioner	present
	Anthony DiDonato, Alternate Commissioner	present

Gary Auer, Engineer and John Ridgway, Solicitor were also in attendance. Chairman Duffy was excused from this meeting due to a prior commitment. Vice Chairman Pfrommer officiated the meeting.

General Public Discussion

There was no public in attendance. Mr. Schwemm made a motion to close the public portion of the meeting. Second by Mrs. Prendergast, all voted yes.

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

Mr. Auer and Mr. Ridgway provided a brief update on the groundwater testing at the FAA pump station. There is still some additional research that needs to be completed before moving forward.

~ Resolution #23 – 2017 Windsor Cleanout Repair Contract

Bids were received for the repair of several cleanouts within the Windsor Basin. Perna Finnigan submitted the lowest bid in the amount of 112,790.00. A motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to award the contract. All voted yes.

Mr. Auer advised the Authority of some work that is expected to be completed on Old Turnpike Road in Pleasantville. A 36” sewer main belonging to the Authority will be near the excavation and preliminary discussions have occurred on what may need to be done to protect that main. Mr. Polistina and Mr. Auer will continue to work with South Jersey Gas who is responsible for the work being performed.

~ Resolution #28 – 2017 [Change Order #1 / Contract #96 Greater Zion Park Video]

A motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to authorize a change order in the amount of \$1,288.10 for American Pipe Cleaning for the video inspection of additional sanitary mains in the vicinity of Swift and Slaybaugh Schools. All voted yes.

Mr. DiDonato left the meeting at 6:00 pm.

Treasurer

~ Resolution #24 – 2017

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

~ Resolution #25 – 2017

Motion Mr. Schwemm, seconded by Mr. DiDonato 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.

Administrative

~ Resolution #26 – 2017

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to change the fiscal year to a calendar year beginning January 2018. A roll call vote resulted in all members present voting in favor of the change. In the meantime, an interim budget will need to be completed. The budget subcommittee will meet to discuss the budget details as well as any changes that may be needed to the billing process.

Block 605, Lot 12 [2511 Fire Road]

The 27 individual units within this building have become individual commercial condominium units. The condominium association, Bellevue Properties, has been having difficulty in collecting the sewer charges from the unit owners, therefore the Authority is not being paid in a timely manner. After several discussions with the Association, it was agreed upon that each unit owner will be billed individually by the Authority for their sewer bill beginning with the 4th quarter. Mr. Schwemm made a motion, which was seconded by Mrs. Moschetto to move forward with the individual bills with the understanding that the water usage will have to be clearly monitored as we currently do with other buildings similar to this. All voted yes.

~ Resolution #27 – 2017

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to approve the March 2017 account adjustments. All voted yes.

Mr. Schwemm motioned to approve the March minutes. This was seconded by Mrs. Prendergast and all voted yes.

A motion to adjourn the meeting was made by Mr. Schwemm, seconded by Mrs. Prendergast at 6:30 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: May 17, 2017

Engineer's Report
Egg Harbor Township MUA
April 19, 2017

Engineering Projects

1. **Emergency Maintenance Contract**

There was no work completed by Kline Construction within the last month. No billing is due at this time.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA have been normal overall the past month. The latest report did note a large amount of debris affecting the operation of the pumps at the Fountain Lakes station. Last month we ordered a replacement pump for the Lakeside station due to the performance of the existing pumps. The new pump was received and installed on March 31st.

There are two stations operating with a single pump. The pump removed from the Dogwood station was sent to Willier last month. A repair quote of \$3,014.00 was provided and approved by our office.

The FAA station is still operating with a single pump. We are waiting for the ACUA to schedule the work to replace the seal, sleeve and upper driveshaft u-joint on pump no. 2.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They provided jetting services to clear a blockage in the gravity main along Old Zion Road. Caprioni also provided clean up services at 204 and 206 Lyons Court after a large storm event created a backup in the downstream mains in the City of Pleasantville.

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

We have recommended a payment in the amount of \$11,281.37 from the Operating Account for the work completed in March.

4. Spills

The Authority experienced a single spill incident near 136 Crystal Lakes Drive near the end of last month. The spill resulted from an unusually thick layer of grease and rags accumulating on the water surface, so as the level increased the backup float system was not triggered. It is estimated approximately 100 gallons was released, but was contained along the curb. The residual water was removed and the affected area was treated with an application of lime.

We have added a second monthly cleaning for the Crystal Lakes station and several of the problem stations to address the large amount of rags and grease we have seen lately.

5. English Creek Lateral and Cleanout Repair

The contractor, Kline Construction, completed the installation of the new cast-iron castings. Kline also relocated several cleanouts that were located within the concrete sidewalk to eliminate the tripping hazards.

We have recommended a payment in the amount of \$43,069.59 for the work completed to date.

6. North Mount Airy Extension

Our office is finalizing the plans and bid specification for the sanitary sewer main extension along North Mount Airy Avenue along with the subsequent road restoration. We expect to have the package completed for public bidding and award at the May Authority meeting.

7. FAA Pump Station Upgrades

The lowest bidder, East Coast Drilling Inc., completed the work to drill the necessary sampling wells and take water samples from the four designated locations. Our office has received the analysis report and we have forwarded it to the FAA representatives for their comments.

We will be discussing their response if received prior to the meeting, and the impacts to the project.

8. Windsor Lateral and Cleanout Repair

The Authority will receive bids for this project on April 19th. We will provide a report of the bids during the meeting.

9. FEMA HMGP Generator Program

The contractor for the installation of the permanent generator at the Whitewater station has installed the generator unit and has made all electrical connections. The gas meter will be set this week, with the final start-up and load bank testing to be completed within the next two weeks.

The additional work for the portable generator will be completed this week. The unit will be ready for use. The portable unit will be stored at the Farmington Pump Station.

10. Trailer Park Pump Station

With the Wal-Mart project moving forward, our office is in the process of preparing the plans and bid specifications. We anticipate having the plans ready for bid within the next 2-3 months.

11. Greater Zion Park Video Inspection

The contractor, American Pipe Cleaning, has completed the video inspection and cleaning of all the sanitary mains. We have processed a change order in the amount of \$1,288.10 for the video inspection of additional sanitary mains in the vicinity of the Swift & Slaybaugh Schools.

We have recommended a final payment in the amount of \$9,099.88 for the work completed.

Developer Projects

Extension Applications

1. Wal-Mart

All of the sanitary connections and the on-site sanitary mains have been constructed and tested. The jetting and video inspection of the mains is pending.

The developer must also submit as-builts of the new infrastructure.

Connection Applications

1. Dollar General

The applicant is proposing to subdivide a parcel of land located at the intersection of Zion Road and Robert Best Road which will create two lots. A 9,250 square foot retail store will be constructed on one lot that will be occupied by Dollar General. The other lot will remain vacant.

2. Tractor Supply Company

The applicant has proposed to subdivide approximately 9 acres of land located at the intersection of Ridge Avenue and the Black Horse Pike, which will create two lots. A 19,097 square foot retail store is proposed for parcel and will be occupied by Tractor Supply. The other lot will remain vacant.

3. Oak Tree Plaza - Retail Stores A & B

The application is for the connection of the retail stores referenced as units A1, A2 & B that are attached to the main Wal-Mart building. The stores comprise approximately 35,200 square feet of retail space. All three stores are connected to the sanitary main in Old Egg Harbor Road.

4. Oak Tree Plaza - Retail Site OP4

The application is for the connection of the retail stores that comprise the referenced Out-Parcel 4 of the Oak Tree Plaza development. The new building will be approximately 7,200 square feet in area and contain various retail stores.

Change of Use Applications

1. Green Garden - Wen Jie Lu

The applicant is proposing to change the use of an 1,800 square foot unit located within the MGM Shopping Center from a nail salon into a restaurant that will be known as the Green Garden.

2. Yummy Garden Take-Out - Lee Khen Lau

The applicant is proposing to convert Unit E6 located within the English Creek Shopping Center from a uniform / clothing store into a take-out restaurant.

3. Ole Hansen & Sons, Inc.

The owner of the former Spencer Gifts and Atlantic City Transportation Center sites located in Atlantic City off of the Black Horse Pike, has proposed to redevelop the sites. The former Spencer Gifts location will become a parking area for buses and include a 1,250 square foot lounge. The former Transportation site will become a boat storage area with a sales and rental office. A twenty-six (26) bed rehabilitation facility will also be constructed.

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:

Date	April 19, 2017
Resolution #	23 – 2017
Contract #	100 (Windsor Lateral Cleanout Repair)
Vendor	Perna Finnigan, Inc
Amount	\$ 112,790.00
Reason	Repair cleanouts within the Windsor basin
Time Period	2016 – 2017
Budget Line Item	Capital Rehabilitation

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 24 – 2017

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 19, 2017

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of April 19, 2017

04/19/17

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		Funds Transfer	-33,150.97
TEPS	State of NJ Health Benefits	Health & Rx - April 2017	-11,631.27
9867	BLM Companies, LLC	Refund Overpayment Block 2718/Lot 2	-83.00
9868	Egg Harbor Township	Refund overpayment Block 6205/Lot 11	-40.00
9869	Egg Harbor Township - Dental	Dental - April 2017	-514.95
9870	American Water Capital Corp	Customer No. 305657	-293.33
9871	Fleishman * Daniels Law Offices	Invoice # 42361	-192.00
9872	Maple Direct Inc.	Invoice # 0070690-IN	-436.49
9873	Mossman's Business Machines	Invoice # 1523	-15.21
9874	New Jersey Utility Authorities JIF	Invoice # NJUA230-2017SA	-11,028.81
9875	Office Basics, Inc.	Acct. # 09272303	-65.49
9876	Press of Atlantic City, The	Acct. # 8000571	-95.76
9877	W.B. Mason Co., Inc.	Customer No. C2165338	-91.98
9878	Chapman Ford Sales, Inc.	Invoice # FOCS485542/486644	-1,039.65
9879	CW Sales Corporation	Acct. # EGGHAR	-6,357.00
9880	Johnson & Towers, Inc.	Customer # 15971	-6,784.84
9881	Mission Communications, LLC	Invoice # 1002238	-885.60
9882	One Call Concepts, Inc.	Account # 12-EGC	-878.75
9883	USABlueBook	Customer No. 605705	-746.80
9884	Xylem Dewatering Solutions, Inc.	Invoice # 400692555	-867.00
9885	AT & T	Acct. # 020 595 7994/5499	-59.41
9886	Atlantic City Electric	multiple accounts	-20,173.51
9887	New Jersey American Water Co.	multiple accounts	-734.74
9888	South Jersey Gas	Acct: 11341704119 & 11338452912	-119.47
9889	Verizon	Acct. #201 Z42 0142 999 78 Y	-137.03
9890	Verizon Wireless	Acct. # 200702280-00001	-196.87
9891	American Pipe Cleaning, LLC	Contract No. 96 Pay Estimate No. 2 - Final	-9,099.88
9892	Caproni Family Septic	Account # 1448	-11,281.37
9893	East Coast Drilling, Inc.	Invoice # KMS5294	-4,950.00
9894	Kline Construction Co. Inc.	Account No. 1417	-43,069.59
9895	Polistina & Associates, LLC	March 2017	-64,913.00
9896	Ridgway Legal	March 2017	-11,914.00
	Total Operating Account		-241,847.77
TOTAL			-241,847.77

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 25 – 2017

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 19, 2017

Theresa Prendergast
Secretary

2:22 PM

04/19/17

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of April 19, 2017

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3258	Polistina and Associates	March 2017	-1,795.50
	Total Developer Account		-1,795.50
TOTAL			-1,795.50

**Egg Harbor Township Municipal Utilities Authority
Atlantic County, New Jersey**

RESOLUTION # 26 – 2017

Reason: Change Fiscal Year to Calendar Year

WHEREAS, the Egg Harbor Township Municipal Utilities Authority currently operates under a fiscal year, from September 1 to August 31; and

WHEREAS, the Authority desires to operate under a calendar year,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Egg Harbor Township Municipal Utilities Authority that, effective January 1, 2018 will operate under a calendar year; and

BE IT FURTHER RESOLVED, that the Authority Clerk and Authority Secretary shall forward a copy of this Resolution to the Director of the Division of Local Government Services.

Motion made by _____ seconded by _____.

Roll Call Vote:

Michael Duffy
Charles Pfrommer
Henry Schwemm
Theresa Prendergast
Theresa Moschetto
Anthony DiDonato

I hereby certify that this is a true copy of the Resolution passed by the Authority's Board of Commissioners at a meeting held on April 19, 2017.

John Ridgway, Authority Solicitor

Theresa Prendergast, Secretary

Elaine Super, Authority Clerk

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 27 – 2017

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: April 19, 2017

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

March 2017

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	03/14/2017	27527	9399-0	Bank Account Compromised	-1.25
	03/15/2017	27539	1576-0	Good History	-1.25
	03/15/2017	27544	1397-0	Good History	-1.25
	03/15/2017	27542	3463-0	Deed Rcvd Late	-1.25
	03/15/2017	27542	12152-0	Deed Rcvd Late	-1.29
	03/16/2017	27551	12407-0	Military	-7.50
	03/16/2017	27551	5694-0	Good History	-1.25
	03/16/2017	27549	10350-0	Good History	-1.25
	03/17/2017	27554	8442-0	Deed Rcvd Late	-1.25
	03/17/2017	27554	11384-0	Good History	-1.25
	03/17/2017	27563	3094-0	Good History	-1.25
	03/20/2017	27573	8124-0	Good History	-1.25
	03/20/2017	27571	7874-0	Deed Rcvd Late	-6.25
	03/20/2017	27572	2931-0	Good History	-1.25
	03/21/2017	27585	5156-0	Good History	-1.25
	03/27/2017	27607	3658-0	Good History	-2.49
	03/28/2017	27614	2565-0	Good History	-1.25
	03/28/2017	27614	6885-0	Good History	-1.25
	03/28/2017	27614	3471-0	Good History	-1.25
	03/29/2017	27620	1755-0	Good History	-1.25
	03/29/2017	27618	7103-0	Bill Not Received	-7.14
	03/30/2017	27622	12867-0	Deed Rcvd Late	-1.25
	03/31/2017	27636	1103-0	Good History	-1.25
	03/31/2017	27636	12568-0	Posting Error	-2.80
Return Check Fee					
	03/09/2017	3527	2474-0	Bank Account Compromised	-20.00
User Charges					
Commercial Minimum					
	03/31/2017	3543	1077-1	Demolished	-83.00
	03/31/2017	3543	1077-2	Demolished	-83.00
Residential					
	03/01/2017	3496	3765-0	House lifted	-83.00
	03/01/2017	3510	3668-0	Demolished	-83.00

**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	April 19, 2017
Resolution #	28 – 2017
Vendor	American Pipe Cleaning
Contract	#96 Greater Zion Park Video
Amount	Change Order #1 [\$ 1,288.10]
Reason	Additional inspection of mains
Time Period	2017
Budget Line Item	Capital Rehabilitation

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary