

Regular Meeting

Wednesday, May 16, 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
 H. Chris Schwemm, Treasurer
 Theresa Prendergast, Secretary
 Michael Duffy, Commissioner
 Charles Pfrommer, Commissioner
 Theresa Moschetto Alternate Commissioner

Swearing in and re-organization of new members

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, May 16, 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
H. Chris Schwemm, Treasurer – Present
Theresa Prendergast, Secretary – Absent
Michael Duffy, Commissioner – Present
Charles Pfrommer, Commissioner – Present
Theresa Moschetto, Alternate Commissioner – Present

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

Mr. Ridgway administered the Oath of Office to Charles Pfrommer who was re-appointed to the MUA to fill the unexpired term of Stanley Glassey and to Theresa Moschetto who was appointed to the MUA as an alternate commissioner to fill the unexpired term of Charles Pfrommer.

Charles Pfrommer volunteered to be the Maintenance liaison.

Resolution #27-2012 – Appoint the Positions of the Commissioners

A motion was made by Mr. Pfrommer, seconded by Mr. Schwemm to replace Stanley Glassey with Michael Duffy as Vice-Chairman and Assistant Secretary. All vote yes. A motion was made by Mr. Duffy seconded by Mr. Schwemm to appoint Charles Pfrommer as 2nd Assistant Secretary. All vote yes.

Resolution #28-2012 – Certifies Trustees for Authority Bonds

A motion was made by Mr. Schwemm, seconded by Mr. Pfrommer to include Michael Duffy as a Trustee to the bonds. All vote yes.

Open Meeting to the Public

Mr. James Harris, owner of Fleetmaster Truck Repair, was in attendance to discuss a Notice of Levy from the IRS received by the Authority. Mr. Harris indicated that the Levy was inaccurate and that an agreement/settlement had in fact been reached with the IRS. Included in the list of vouchers to be presented for approval later in this meeting, is an invoice from Fleetmaster for repair work performed on MUA generators. It was agreed that the Authority would process the check, however, it will be held with the anticipation that the IRS will provide the MUA with documentation that the Levy has been resolved and that the check can be released to Fleetmaster.

Mr. Duffy motioned to close the public portion of the meeting, seconded by Mr. Schwemm. All vote yes.

Applications/Project Status/Updates/Discussion

Block 6706, Lot 3.01 (391 Zion Road)

Atlantic Christian School

A Modification of Existing Facilities application was recently received and has been reviewed. The school is proposing to construct six classroom trailers and connect an existing residence to the sanitary sewer. This residence is currently on a separate lot, but owned by the school. The original approvals for the construction of the school were granted with conditions as the lot(s) is(are) not currently within the Wastewater Management Plan. Construction is not permitted beyond 300' of Almond Avenue, however the proposed classrooms are beyond the 300'. Additionally, the connection of the residence creates a situation where there is a mixed use of sewer lines through private property. The applicant has indicated that the lots owned by the school will be consolidated, which eliminates the concern for the residence connecting through the school sewer line. In an effort to assist the donor of the classroom trailers, it is in the best interest to allow the EHT Construction Code official to issue a "foundation only" permit with the provision that sanitary sewer is not currently available.

Resolution Memorialization

None

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

The New Jersey Water Company has completed their work in West Atlantic City, therefore the final paving can be completed in the area where Perna Finnigan recently replaced the sanitary sewer mains.

If the Authority chooses to proceed with the Farmington East project, financing may be required. Mr. Polistina will investigate the feasibility of obtaining a grant/loan through the Infrastructure Trust. The application deadline is October.

The rehabilitation priority list has been revised and distributed. There are several projects which are expected to be completed during the next fiscal year.

In an effort to reduce the electric service charges, Mr. Polistina has been investigating different sources through which that energy can be obtained. He will continue to explore the different options.

Mr. Polistina provided a brief report on his research of DEP approvals granted for applications submitted many years ago by Mr. Leo Schoffer. He will continue with the review.

Attorney's Report

Mr. Ridgway did not have a report separate from topics discussed during different portions of this meeting.

Treasurer's Report

Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Operating Account (\$773,070.61) with the acknowledgement that a check for Fleetmaster is included and the disbursement of that check is subject to the discussion held earlier in this meeting. All vote yes.

Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Developer Account (\$3,760.50). All vote yes.

Motion Mr. Schwemm second Mr. Duffy to approve the Construction Fund voucher (\$8,071.50). All vote yes. Resolution #30-2012.

Mr. Schwemm distributed a condensed version of the budget. The Authority is proposing no rate increase, therefore this will be the third year of the same rate. The budget will be completed and ready for approval at the June 2012 MUA meeting.

6:30 PM – Vince Polistina left the meeting.

After a lengthy discussion regarding the pros and cons of annual billing and quarterly billing, it was agreed to return to the quarterly billing method. Several factors entered into this discussion, including the ability to do so financially, the consideration of current customers utilizing the e-mail reminders, as well as the concerns expressed by the MUA customers. This will begin with the September 1st billing. A motion was made by Mr. Schwemm seconded by Mr. Pfrommer to render the sewer service bills on a quarterly basis. All vote yes.

Mr. Schwemm recapped the settlement information regarding the Cardiff line break two years ago. The MUA spent nearly \$350,000 on the repairs and now the insurance company has offered a settlement of \$181,000, this amount being the difference after the \$100,000 deductible is deducted. The subcommittee of Mr. Schwemm, Mr. Polistina and Mr. Ridgway reviewed the settlement and it is their recommendation to, accept it as being a reasonable settlement of the claim, authorize Mr. Schwemm to sign the settlement document and disband the committee. Mr. Schwemm explained that there are some other issues around this and that FEMA money had been received for three or four incidents so it will be necessary to follow up on that. Therefore, a motion was made by Mr. Schwemm seconded by Mr. Pfrommer to authorize the execution of the settlement document and disband the subcommittee. All vote yes.

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. Pfrommer second Mr. Schwemm to waive the Connection Fee for the EHT Police Athletic League. Bathrooms are being added to an existing building at the Ready to Ride facility on Ridge Avenue. (1305/3 & 27) All vote yes.

Motion Mr. Pfrommer second Mr. Schwemm to approve the April 2012 adjustments. All vote yes. Resolution #31-2012

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

As required by the State of New Jersey, the Authority must offer the 125 Plan to its employees. Coupled with that Plan, but independent of it, is the Premium Option Plan. At this time, all eligible members of the Authority have opted not to participate in the 125 Plan, therefore the Premium Option Plan will be permitted and processed through the Authority Bookkeeper. Motion Mr. Schwemm second Mr. Pfrommer to approve the processes of the Premium Option Plan. All vote yes. Resolution #32-2012

With the change in the Authority Board of Commissioners, new signature cards are required to be signed by all six (6) commissioners.

Discussed once again was the issue of accepting credit cards. Mrs. Super advised the Authority members of the WIPP program offered through the Edmunds billing software. The cost is \$1,200/year. Mr. Schwemm expressed his concern for the Authority spending any MUA funds to allow customers to pay using a credit card. This creates an imbalance in the equity of how Authority funds are spent.

Motion Mr. Schwemm second Mr. Pfrommer to adjourn the meeting at 7:15 PM. All vote yes.

Michael Duffy, Assistant Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved

May 16, 2012 Minutes
Approved at the June 20, 2012 Meeting

Engineer's Report
Egg Harbor Township MUA
May 16, 2012

Engineering Projects

1. **Emergency Maintenance Contract**

There was no work completed by Weco Construction within the last month. There is no billing due for this month.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. We currently do not have any pumps out for service. A replacement pump for the Hingston station was ordered earlier this month and we expect delivery within the next week. We anticipate it will help alleviate the clogging and performance issues we have seen over the past year. Total cost of the replacement will be \$7,905.09.

We have also ordered a replacement variable frequency drive for the unit that recently failed at the Bevis Mill station at a cost of \$2,885.00.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed their monthly wet well and basket cleanings this past month along with the normal preventative jetting services at locations selected by the Authority Operator. We have had a few conversations with Caprioni regarding their jetting equipment and they have made some recent changes that appears to have improved their performance.

We have recommended a final payment in the amount of \$10,822.00 from the Operating Account for the work completed in April.

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. The NJAWC is in the process of replacing the existing water mains along Florence and Palermo Avenues and West Plaza Place. Due to this utility work the final pavement restoration will be completed during the summer to allow for proper settlement. They have contributed \$8,481.00 to the Authority as part of their share for the final restoration.

We expect the final pavement restoration to be begin on the remaining streets sometime next week.

No additional payments are due at this time.

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 in the next few months.

7. Cardiff - Woodrow Basin Lateral and Cleanout Repair

The contractor, Utility Innovations Inc., have completed all work associated with the contract. All work has been found to be satisfactory to date.

We have recommended a final payment in the amount of \$45,645.62 for the work completed.

8. Basin Plan

We have reviewed all of the MUA's files related to the approvals granted to the Offshore Commercial Park and Delilah Road sewer and are in the process of preparing a report on the results of our review.

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 have forwarded a conceptual plan to be reviewed by the FAA.

10. Cardiff Main Replacement

The Authority received bids for this project on May 15th. We will provide a report of the bids during the meeting.

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.

12. Priority Lists

The Priority and Rehabilitation Lists have been finalized in conjunction with the budget discussions and have been distributed for review.

13. Brookside / Joanne Basin Video Inspection

We have begun the survey work associated with the completion of a video inspection of the gravity conveyance system in these drainage basins.

14. Brookside Odor Control

The system has been installed at the Little Mill station and we are awaiting warmer weather and higher concentrations of hydrogen sulfide in order to begin the chemical drip.

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**

May 2012

Account / Billing Information

Residential	4/30/11	4/30/12	Commercial	4/30/11	4/30/12
Units	12,672	12,802	Units	553	572
Accounts	11,210	11,337	Accounts	553	572
Delinquent Accounts	2,739	3,838	Delinquent Accounts	148	136
Delinquent Amount*	\$ 236,560	\$ 395,725	Delinquent Amount**	\$ 98,635	\$ 70,481
<i>*bills due 3/1/12</i>			<i>** bills due 4/25/12</i>		

Connection Permits Issued – [April – 20] [FY To Date – 90]

- Oxford Village Condominiums – The Condo Association was previously billed a single bill for all 168 units. The Condo Association representative contacted the Authority and requested the Authority to bill the owners directly. This switch will take effect with the September 1st billing.
- EHT Police Athletic League (2590 Ridge Avenue 1305/3 & 27) – waiver of Connection Fee for additional building on property (\$1,585.00)
- Farmington East Survey
 - 30 properties surveyed (25 Residential, 5 Commercial)
 - Residential Responses (15) – 10 yes, 5 No
 - Commercial Responses (1) – 0 yes, 1 No
- Annual vs. Quarterly Billing (2012 – 2013 FY)

Adjustment Request

- **Resolution** (April adjustments)

Administrative

- Minutes
 - April distributed
- Premium Option Plan
 - Action required in order for employees to have their health benefit deductions taken out of the gross pay prior to taxes being calculated.
- Bank Signature Cards
- Acceptance of Credit Cards

- PayGov – 3rd Party Credit Cards - Entering into a contract with PayGov to enable the MUA to allow for credit card payments by the sewer customers was previously discussed and the idea was abandoned. However, the Township is now utilizing this company to accept credit card payments. PayGov would provide to the MUA the same contract and guarantees as being offered to the Township.
- WIPP – This is through Edmunds & Associates. The Township has utilized the WIPP program for more than two years. All payments would be through the MUA web page and processed by Edmunds with a 3rd Party vendor. The fee structure is similar, but a little less than PayGov. The cost to the MUA would be \$1,200/year. The advantage is all payments made through the WIPP program are processed into a batch, which only has to be updated into the MUA billing system. There is no need to enter all of the payments individually.

Maintenance

- Markout Requests (April) – 535

- Annual DEP Inspection – Mr. Hiller and Mrs. Super met with Charles Bisese from the DEP on May 11, 2012. Verbally, we were advised that the MUA is in compliance with all requirements and that a favorable report would be forthcoming. Mr. Bisese visited a handful of pumping stations with Mr. Hiller and all were found to be acceptable with no issues. Additionally, Mr. Bisese was pleased with the office procedures for handling complaints but most importantly, the MUA's proactive approach to reducing inflow and infiltration.

*Elaine Super
Authority Clerk*