

Regular Meeting - Agenda

Wednesday, June 15, 2016

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

General Public Discussion

Applications / Project Status

Ratification of Administrative Action

~ Block 4302, Lot 4 [7083 Black Horse Pike]
Application to DEP for extension of TWA

Resolution Memorialization

5:45 PM – Budget Approval Hearing

Resolution # 37 – 2016

Engineer Report

~ Priority List

~ Resolution #38 – 2016 Certification of Funds
Trailer Mounted Generator

~ Resolution #39 – 2016 Certification of Funds
Air Relief Valve replacement

~ Resolution #40 – 2016 Change Order #2
Contract #67 – Washington Avenue Interceptor

Treasurer's Report

~ Resolution #41 – 2016
Approve Bill List for Operating Account

~ Resolution #42 – 2016
Approve Bill List for Developer Account

Authority Clerk Report

~ Resolution #43 – 2016
May 2016 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

June 15, 2016
Meeting Minutes

Chairman Davis read the Opening Statement pursuant to the Open Public Meetings Act and called the meeting to order at 5:30 PM.

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, Alt Commissioner	present

Vincent Polistina, Engineer, John Ridgway, Solicitor and Elaine Super, Authority Clerk were also in attendance.

General Public Discussion

Several homeowners from North Mount Airy Avenue were in attendance to request the extension of sewer service along their street. There was a survey that had been mailed to these residents earlier this month, with responses being split close to 50% in favor and 50% against the extension. Mr. Polistina recapped the project and the several calls that have been made from the residents through the year. After a lengthy discussion on the alternatives, the percentage of responses and the desperate needs of the residents in attendance, the Authority advised that the project will need to be looked at in a little more detail as well as the desire to see a greater number of residents in favor of the extension. In attendance was Duane Eaves, Heather Garoh, Susan Hammel and Jessica Oeser, all homeowners on North Mount Airy Avenue.

Applications / Project Status

Block 4302, Lot 4 [7083 Black Horse Pike]

The applicant for the proposed hotel had requested an extension of the DEP TWA. Acknowledging the deadline was approaching, the applicant paid the application fee and Mr. Polistina will submit to the DEP for that extension. A motion was made by Mr. Schwemm, seconded by Mr. Duffy to authorize the submission. All voted yes.

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

Priority List

Surveys were sent to the property owners within the Farmington East and North Mount Airy projects. The number of responses from the North Mount Airy Avenue caused this project to be listed at the top of the Priority List. Farmington East is now second on the list. Funds have been included in the proposed budget to start both of these projects in the 2016-2017 fiscal year with one being completed during that time, and the other project can be completed in the following year.

2016 – 2017 Budget Hearing – 5:45pm Resolution #37 – 2016 (postponed till 6:00pm)

As the residents from North Mount Airy Avenue were present to discuss their needs, as well as the priority list and whether or not their project was going to be included in the 2016-2017 budget, the discussion that began at 5:30pm continued and with all members of the public in attendance for the budget hearing. The budget as it was originally discussed in May, with a recap being provided for those from the public in attendance specifically outlining the inclusion of funds for proposed sewer line extensions, was approved. A motion was made by Mr. Schwemm, seconded by Mr. Duffy and a roll call vote resulted in all members voting in favor of the budget.

Resolution #38 – 2016 [Trailer Mounted Portable Generator]

Three bids were received for this generator. Warshauer Electric submitted the lowest with a price of \$34,167.00. Motion Mr. Schwemm, seconded by Mr. Duffy to award the contract the contract. All voted yes.

Resolution #39 – 2016 [Air Relief Valve Replacement]

This resolution was voided as the bids received were much higher than the engineer’s estimate. There was a concern regarding the bypass pumping expense. Mr. Polistina will look at the bid specifications again and make any revisions, if necessary. A motion was made by Mr. Schwemm, seconded by Mr. Duffy to reject all bids. All voted yes.

Resolution #40 – 2016 Change Order #2 [Contract #67 – Allstate Power Vac]

Some of the intended work in conjunction with the Washington Avenue Interceptor contract was not required. Mr. Schwemm made a motion, seconded by Mrs. Prendergast to authorize the \$4,422.47 decrease change order. All voted yes.

Treasurer's Report

~ Resolution #41 – 2016

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

~ Resolution #42 – 2016

Motion Mr. Schwemm, seconded by Mrs. Prendergast 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.

Authority Clerk Report

~ Resolution #43 – 2016

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to approve the May 2016 account adjustments. All voted yes.

Block 4301, Lot 4 [7084 Black Horse Pike – Hi Ho Motel]

Amit Chokshi submitted a bill in the amount of \$309.23 and requested a reimbursement for a bill from Roto Rooter. This request was denied as there is no evidence that the Authority was negligent and caused the hole at the bottom of the cleanout. The Authority is concerned that this hole could have been caused by Roto Rooter when they attempted to snake and/or the line. It was suggested that the property owner be billed for the damage to the cleanout as it was not in that condition the last time the Authority accessed the cleanout. The property owner, nor Roto Rooter was authorized to access that cleanout. As explained on the reverse side of the Authority's bill, the Authority should be called first when a back up is experienced. The Authority was not contacted first, therefore was not able to make the initial evaluation of the situation.

Mr. Schwemm motioned to approve the May minutes. This was seconded by Mr. Pfrommer and all voted yes.

A representative from New Jersey's Right to Know program visited the Authority's office on June 15th. There were no issues found and a "No Violations" certificate was issued.

A motion to adjourn the meeting was made by Mr. Schwemm seconded by Mrs. Prendergast at 6:35 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: July 20, 2016

Engineer's Report
Egg Harbor Township MUA
June 15, 2016

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed work at several locations over the past month. They repaired a broken cleanout tee behind the Hi Ho Motel located at 7084 Black Horse Pike. Kline assisted in the repair of the force main discharge piping utilized by the Godwin pump at the Miami Pump Station. We also had Kline complete test pits at various locations for the businesses that will receive grinder stations during the elimination of the Miami station.

Kline also completed the installation of new sanitary cleanouts at various locations throughout the Delilah Oaks development.

We have recommended a payment in the amount of \$17,167.39 from the Operating Account for the work completed.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. All stations are operating with two pumps except for the Harley and Brenta pump stations. There appears to be an issue with the guide rail bracket or movable adapter at the Brenta station. The ACUA is scheduled to investigate the issue later this week.

Pump no. 2 from the Harley station was removed last week due to a motor failure. We have received an initial estimate of \$6,232.00 to repair the pump but we are reviewing the pricing for a replacement.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They also completed preventative maintenance jetting in several areas selected by the Authority Operator.

We have recommended a payment in the amount of \$10,408.00 from the Operating Account for the work completed in May.

4. **Spills**

There were no spill incidents within the last month.

5. **Washington Avenue Interceptor Rehabilitation**

All work for the project has been completed and we expect the NJDEP to finalize the processing of the \$60,000.00 later this month.

We have prepared Change Order No. 1 in the amount of \$60,000.00 for the additional cleaning and traffic control work and Change Order No. 2 to adjust for the actual contract quantities constructed.

We have recommended a final payment in the amount of \$74,207.53 from the Operating Account for the work completed.

6. **Brookside Odor Control**

The contractor is scheduled to begin work next Tuesday, June 21st. It is anticipated the work will take 2-3 days.

7. **Ocean Heights Pump Station Upgrades**

All work for the project involving the installation of the new control panel, pumps and new electrical service has been completed.

We have recommended a final payment in the amount of \$44,700.00 from the Operating Account for the work completed.

8. **FEMA HMGP Generator Program**

The Authority received bids for the new portable diesel generator on June 1st. We will provide a report of the bids during the meeting.

We are finalizing the bid documents for the permanent generator at the Whitewater station.

9. **Trailer Park Pump Station Replacement**

Our office received the Treatment Works Approval from the NJDEP earlier this week. We will begin preparing the bid documents for the construction of the replacement station.

10. **Windsor Basin Video Inspection**

The contractor has completed the majority of the project with a few isolated areas left to complete.

There is no billing due at this time.

11. **Pump Station Painting**

The project was awarded to Galloway Painting, LLC at the last Authority meeting. They are expected to begin work later this month.

Developer Projects

Extension Applications

1. **Egg Harbor Family Associates, LLC**

The developer installed the force main along Columbus Avenue but has not made the connection into the existing manhole. Work is progressing on-site.

2. **PAMCNJ, LP**

The developer has begun the installation of the proposed sanitary sewer main from the connection point on Franklin Avenue and into the project site to service the proposed Mercedes Benz dealership.

Connection Applications

None

Change of Use Applications

None

Vince Polistina
Authority Engineer

2017 AUTHORITY BUDGET RESOLUTION

Egg Harbor Township Municipal Utilities Authority

FISCAL YEAR: FROM: September 1, 2016 TO: August 31, 2017

WHEREAS, the Annual Budget and Capital Budget for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, September 1, 2016 and ending, August 31, 2017 has been presented before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of June 15, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 6,202,000, Total Appropriations, including any Accumulated Deficit if any, of \$ 5,750,968 and Total Unrestricted Net Position utilized of \$ 250,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 1,825,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 1,375,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Egg Harbor Township Municipal Utilities Authority, at an open public meeting held on June 15, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, September 1, 2016 and ending, August 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Egg Harbor Township Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on August 17, 2016.

(Secretary's Signature)

(Date)

Governing Body	Recorded Vote			
Member:	Aye	Nay	Abstain	Absent

Nathan Davis
 Michael Duffy
 H. Chris Schwemm
 Theresa Prendergast
 Charles Pfrommer
 Theresa Moschetto (Alternate)

**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	June 15, 2016
Resolution #	38 – 2016
Contract #	#90 Trailer Mounted Generator
Vendor	Warshauer Electric
Amount	\$ 34,167.00
Reason	Portable Diesel Generator
Time Period	2015 - 2016
Budget Line Item	Hazard Mitigation Grant Program – Reimbursement through FEMA

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Resolution #39 – 2016

VOIDED

June 15, 2016

Contract – Air Relief Valves
Resolution not required. All bids rejected.

**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	June 15, 2016
Resolution #	40 - 2016
Vendor	Allstate Power Vac
Contract	#67 Washington Avenue Interceptor
Amount	Change Order #2 [- \$4,422.47]
Reason	Work not required
Time Period	2016
Budget Line Item	NJEIT Loan – Washington Avenue

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 41 – 2016

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: June 15, 2016

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of June 15, 2016

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Operating Account			
		July Payroll	-32,572.33
TEPS	State of NJ Health Benefits	Health & Rx - June 2016	-12,424.56
9567	Egg Harbor Township - Dental	Dental - June 2016	-533.64
9568	American Water Capital Corp	Customer No. 305657	-291.63
9569	Mainland Journal	Acct. # 108712DJ	-9.61
9570	Mossman's Business Machines	Invoice # 140742	-11.41
9571	Press of Atlantic City, The	Acct. # 103389	-94.86
9572	Grainger	Invoice # 9117599275	-481.75
9573	Joe & Jack's Auto Repair	oil change	-44.45
9574	Johnson & Towers, Inc.	Customer # 15971	-1,017.33
9575	One Call Concepts, Inc.	Account # 12-EGC	-421.25
9576	Xylem Dewatering Solutions, Inc.	Invoice # 400612033	-865.00
9577	AT & T	Acct. # 020 595 7994/5499	-65.54
9578	Atlantic City Electric	multiple accounts	-12,150.19
9579	New Jersey American Water Co.	multiple accounts	-357.82
9580	Verizon	Acct. #201 Z42 0142 999 78 Y	-166.98
9581	Verizon Wireless	Acct. # 200702280-00001	-196.90
9582	All-Green Turf Management, Corp.	Account No. 3341	-2,458.56
9583	Allstate Power Vac, Inc.	Contract 67 Pay Estimate No. 4 - Final	-74,207.53
9584	Atlantic County Utilities Authority	Account No. 143/144	-98,157.47
9585	B & H Contracting, Inc.	Contract No. 84 Pay Estimate No. 1 - Final	-44,700.00
9586	Caproni Family Septic	Account # 1448	-10,408.00
9587	Polistina & Associates, LLC	May 2016	-52,420.00
9588	Ridgway Legal	May 2016	-12,420.00
Total Operating Account			<u>-356,476.81</u>
TOTAL			<u>-356,476.81</u>

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of June 15, 2016

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9580	Verizon	Acct. #201 Z42 0142 999 78 Y	-166.98
9581	Verizon Wireless	Acct. # 200702280-00001	-196.90
9582	All-Green Turf Management, Corp.	Account No. 3341	-2,458.56
9583	Allstate Power Vac, Inc.	Contract 67 Pay Estimate No. 4 - Final	-74,207.53
9584	Atlantic County Utilities Authority	Account No. 143/144	-98,157.47
9585	B & H Contracting, Inc.	Contract No. 84 Pay Estimate No. 1 - Final	-44,700.00
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Total Operating Account			<u>-356,476.81</u>
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Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of June 15, 2016

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Operating Account			
		July Payroll	-32,572.33
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9569	Mainland Journal	Acct. # 108712DJ	-9.61
9570	Mossman's Business Machines	Invoice # 140742	-11.41
9571	Press of Atlantic City, The	Acct. # 103389	-94.86
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9580	Verizon	Acct. #201 Z42 0142 999 78 Y	-166.98
9581	Verizon Wireless	Acct. # 200702280-00001	-196.90
9582	All-Green Turf Management, Corp.	Account No. 3341	-2,458.56
9583	Allstate Power Vac, Inc.	Contract 67 Pay Estimate No. 4 - Final	-74,207.53
9584	Atlantic County Utilities Authority	Account No. 143/144	-98,157.47
9585	B & H Contracting, Inc.	Contract No. 84 Pay Estimate No. 1 - Final	-44,700.00
9586	Caproni Family Septic	Account # 1448	-10,408.00
9587	Polistina & Associates, LLC	May 2016	-52,420.00
9588	Ridgway Legal	May 2016	-12,420.00
Total Operating Account			<u>-356,476.81</u>
TOTAL			<u>-356,476.81</u>

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 42 – 2016

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: June 15, 2016

Theresa Prendergast, Secretary

12:25 PM

06/15/16

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of June 15, 2016

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3215	Polistina and Associates	May 2016	-6,861.00
3216	Doebley & Dad, LLC	Refund Escrow balance - multiple projects	-5,371.02
3217	Marble Arch Homes	Re-issue voided check #3080 dated 08/15/12	-87.33
3218	Signature Home at Reega Estate...	Re-issue voided check #3081 dated 08/15/12	-276.97
3219	Somerset Lakes, LLC	Mt. Lane recapture from Developer # 10 Gene Doebley	-785.74
3220	Signature Home at Reega Estate...	Mt. Lane recapture from Developer # 10 Gene Doebley	-442.73
3221	D.R. Horton, Inc. - New Jersey	Mt. Lane recapture from Developer # 10 Gene Doebley	-958.77
3222	Marble Arch Homes	Mt. Lane recapture from Developer # 10 Gene Doebley	-139.60
3223	Wawa Inc.	Mt. Lane recapture from Developer # 10 Gene Doebley	-23.93
3224	Cave Holdings	Mt. Lane recapture from Developer # 10 Gene Doebley	-99.71
3225	Caring, Inc.	Mt. Lane recapture from Developer # 10 Gene Doebley	-11.97
3226	Cedar Bay, LLC	Mt. Lane recapture from Developer # 10 Gene Doebley	-4.93
3227	Gene Doebley	Mt. Lane recapture from Developer # 10 Gene Doebley	-7.98
Total CB Developer Account			-15,071.68
TOTAL			-15,071.68

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 43 – 2016

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: June 15, 2016

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

May 2016

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	05/02/2016	25371	12991-0	Deed Rcvd Late	-1.25
	05/03/2016	25386	11356-0	Paid Prior to Penalty	-2.50
	05/11/2016	25417	2012-0	Deed Rcvd Late	-1.25
	05/12/2016	25433	9888-0	Good History	-3.57
	05/16/2016	25452	9347-0	Good History	-3.75
	05/18/2016	25476	2654-47	Good History	-1.50
	05/23/2016	25494	2282-0	Paid Tax Collector	-2.50
	05/31/2016	25545	3592-0	Good History	-1.25
	05/31/2016	25555	359-0	Bill Not Received	-3.75