

Regular Meeting - Agenda

Wednesday, June 17, 2015

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

5:45 PM 2015 – 2016 Rate Hearing & Budget Approval

~ Resolution #44 – 2015 – 2016 Rate Hearing

~ Resolution #45 – 2016 Budget Approval

Ratification of Administrative Action

Resolution Memorialization

Engineer Report

~ Resolution #46 – 2015 Reega/Reserve Cleanout Repairs

~ Resolution #47 – 2015 Video Pipe Change Order

Treasurer's Report

~ Resolution #48 – 2015
Operating Account Bill List

~ Resolution #49 – 2015
Developer Account Bill List

Authority Clerk Report

~ Resolution #50 – 2015
May 2015 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 17, 2015
Meeting Minutes

Vice-Chairman Duffy 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	absent
	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 Robin Veloso, Authority Bookkeeper were also in attendance. Chairman Davis was excused due to a work conflict. Mrs. Moschetto will be an acting commissioner for this meeting.

General Public Discussion

There was no one present from the public, therefore a motion was made by Mr. Schwemm, seconded by Mr. Pfrommer to close the public portion of the meeting. All voted yes.

5:45 PM – 2016 Rate Hearing & Budget Approval

Resolution # 44 – 2015 [2015 – 2016 Rate Hearing]

Motion Mr. Schwemm seconded Mr. Pfrommer to approve the annual sanitary sewer rate for 2015 – 2016 to be \$332.00. There are no changes to the excess rate. All voted yes.

Resolution # 45 – 2015 [2016 Budget Approval]

Mr. Schwemm provided a brief oversight of the proposed budget. Motion Mr. Schwemm seconded by Mrs. Prendergast to approve the 2016 Budget. A roll call vote resulted in all members voting in favor of approving the budget.

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

Resolution # 46 – 2015 [2015 Reega/Reserve Cleanout Repairs]

Bids were received June 17th. Motion Mr. Schwemm seconded Mrs. Prendergast to award the contract to Kline Construction in the amount of \$123,000.00. All voted yes.

Resolution #47 – 2015 [Video Pipe Change Order]

A change order was necessary for some extra video work for contract #80 – Reega/Reserves Video Inspection. Motion Mrs. Prendergast seconded Mr. Schwemm to authorize the change order in the amount of \$1,111.22. All voted yes.

Treasurer’s Report

~ Resolution #48 – 2015

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

~ Resolution #49 – 2015

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 #50 – 2015

Motion Mrs. Prendergast, seconded by Mr. Schwemm to approve the May 2015 account adjustments. All voted yes.

Motion Mrs. Prendergast second Mr. Schwemm to approve the May 2015 meeting minutes. All voted yes.

A motion to adjourn the meeting was made by Mrs. Prendergast seconded by Mr. Schwemm at 6:03 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Robin Veloso, Bookkeeper

Approved July 15, 2015

Vincent J. Polistina, PE, PP, CME
Craig R. Hurless, PE, PP, CME



Civil / Municipal Engineering
Site Plan and Subdivision Design
Surveying
Land Use Planning
Water and Wastewater Design
Environmental Consulting
Inspection / Construction Management

Engineer's Report
Egg Harbor Township MUA
June 17, 2015

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction completed the directional drill across Fire Road, realigning the path of the force main servicing the Almo Pools / Alpine Ski Shop and connected it to the two-inch force main located on the west side of Fire Road.

We have recommended a payment in the amount of \$10,700.50 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. The Authority currently has two (2) stations operating with a single pump. The pumps for Fernwood and Old Zion stations were put back into service last month after being repaired. One pump was removed from the Helen station last month due to mechanical failure. We have approved the quoted cost of \$2,621.00 to have the repairs completed.

The Ocean Heights station is continuing to operate on a single pump. We have confirmed with Atlantic City Electric that three-phase power is available at the pole where the station receives its electrical feed. We are waiting on pricing for new 5 HP, three-phase pumps and a replacement control panel to upgrade the station.

6684 Washington Avenue, Egg Harbor Township, NJ 08234
Phone: 609.646.2950 Fax: 609.646.2949
E-mail: polistinaassoc@comcast.net

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normal monthly basket and wet well cleaning over the past month. They assisted with the work on Fire Road in locating the existing two-inch force main. Caprioni also completed the monthly preventative maintenance jetting at several areas identified by the Authority Operator.

We have recommended a payment in the amount of \$11,153.00 from the Operating Account for the work completed in May.

4. **Spills**

There were no spill incidents within the last month.

5. **FAA Pump Station Upgrades**

The Treatment Works Application was delivered to the NJDEP in late May. We have requested they expedite the review process and are hopeful the Treatment Works Approval will be obtained later this month. Once the TWA approval is received our office will complete the remaining requirements to obtain the Authorization to Advertise from the NJDEP Environmental Infrastructure Trust to put the project out for bid.

Our office will also be forwarding a complete set of bid documents to the staff at the FAA for their final review to ensure compliance with their environmental requirements.

6. **Reega Reserves Video Inspection**

The contractor completed the installation of the two spot repairs last week. We expect to receive the final billing later this month. All of the video inspection and cleaning work has been completed to date.

We have recommended a payment in the amount of \$26,902.71 for the work completed to date.

7. **Washington Avenue Interceptor Rehabilitation**

Allstate Power Vac began the pre-cleaning and video inspection of the twenty-seven inch interceptor last week. The work is expected to be completed by the end of the week with the lining installation to begin by the end of the month. The manhole rehabilitation and replacement will be completed in July.

8. **Manhole Rehabilitation**

The contractor is expected to begin work on the project later this week.

9. **Fire & Mill Road Construction**

After Kline completed the directional drill of the new two-inch force main we were able to determine that the two-inch force main that extends along the western side of Fire Road does not continue along the entire length but actually crossed back and connected into the force main on the eastern side of the roadway. The connection point is still within the area of the County's proposed stormwater improvements.

We have directed Kline to complete a new directional drill parallel with Fire Road, approximately 500 feet, to the limits of the County project limits. The new force main will be connected to the recently completed crossing and at the downstream point to replace the section of main in the way of the County improvements.

10. **Brookside Odor Control**

As we were finalizing the bid documents for the acquisition of an air scrubber unit that utilizes activated carbon, we found an alternative odor control method that is cheaper and would require a smaller equipment foot print. The proposed device generates ozone and injects it into the air that is pulled from the wet well by a suction fan. The air is routed through a piping system or containment unit to maintain a minimum contact time and vented with no odor.

We are working with the equipment vendor to arrange a minimum 60 day trial of the equipment that would could begin by the end of the month and last during July and August.

11. **Reega / Reserves Lateral Repairs**

The Authority received bids for this project on June 17th. We will provide a report of the bids during the meeting.

Developer Projects

1. **Primax Properties**

Primax Properties is proposing to build an Advanced Auto Parts off the Black Horse Pike between the Tower Mobile Home Park and Home Depot. The contractor has installed the on-site pump station and is expected to construct the proposed force main along the Black Horse Pike later this month.

Extension Applications

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

Vince Polistina
Authority Engineer

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 44 - 2015

Reason: Rate Review

WHEREAS, the Egg Harbor Township Municipal Utilities Authority (Authority) is a corporate body duly created and existing under the County and Municipal Utilities Authority Law, Chapter 183 of the Laws of New Jersey of 1957 as amended for purposes of providing and developing sewerage facilities as more particularly set forth in the Act; and

WHEREAS, the Authority has reviewed its sewerage service rates for the time period beginning September 1, 2015. This rate shall be in effect until such time as the Authority deems necessary to amend.

NOW THEREFORE, be it resolved the Authority has determined as follows:

1. The recitals set forth above are incorporated herein as though set forth full in this Resolution.
2. The Authority, in conjunction with its Engineer, has reviewed necessary data, cost estimates, budget information, relevant bond covenants and other information with regard to the annual service rates.

Residential: \$332.00 Annual Sanitary Sewer Service Charge

Commercial: \$332.00 Annual Sanitary Sewer Service Charge for the 1st 80,000 gallons of water consumed. The rate for Commercial properties remains the same at \$5.75 / 1,000 gallons of water consumed in excess of the 80,000 gallon annual allowance.

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 Municipal Utilities Authority held on June 17, 2015 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 P.M.

Theresa Prendergast, Secretary

2016 AUTHORITY BUDGET RESOLUTION

Egg Harbor Township Municipal Utilities Authority

FISCAL YEAR: FROM: September 1, 2015 TO: August 31, 2016

WHEREAS, the Annual Budget and Capital Budget for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, September 1, 2015 and ending, August 31, 2016 has been presented before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of June 17, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 6,160,000 , Total Appropriations, including any Accumulated Deficit if any, of \$ 5,718,227 and Total Unrestricted Net Position utilized of \$ 250,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 450,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 450,000; 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 17, 2015 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, 2015 and ending, August 31, 2016 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 19, 2015.

(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 17, 2015
Resolution #	46 – 2015
Contract #	83 (Reega/Reserve Cleanout Repairs
Vendor	Kline Construction
Amount	\$123,000.00
Reason	Locate and/or repair damaged cleanouts in the Reega Avenue, Reserve subdivision area
Time Period	2015 - 2016
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**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 17, 2015
Resolution #	47 – 2015
Vendor	Video Pipe Services
Contract	#80 Reega / Reserve Video Inspection
Amount	\$ 1,111.22
Reason	Additional video work needed
Time Period	2015
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 48 – 2015

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 17, 2015

Theresa Prendergast, Secretary

12:30 PM

06/17/15

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of June 17, 2015

Num	Name	Memo	Amount
Operating Account			
		July Payroll	-31,537.83
TEPS	State of NJ Health Benefits	Health & Rx - May 2015	-11,316.41
9208	Egg Harbor Township - Dental	Dental Benefits - June 2015	-509.55
9209	FNA Jersey BOI, LLC	5213/37 refund lienholder payment	-85.69
9210	American Water Capital Corp	Customer No. 305657	-290.61
9211	Crystal Springs	Invoice # 3228663 060115	-35.91
9212	Fleishman * Daniels Law Offices	Invoice # 41807	-1,593.50
9213	Mainland Journal	Acct. # 108712DJ	-15.50
9214	Maple Direct Inc.	Invoice # 0050122-IN	-291.35
9215	Mossman's Business Machines	Invoice # 137624	-15.20
9216	Office Basics, Inc.	Acct. # 09272303	-20.97
9217	US Postal Service- stamps & envel...	Account # E87177845	-11,162.40
9218	W.B. Mason Co., Inc.	Customer No. C2165338	-91.65
9219	ACE Hardware	Customer #552303	-92.00
9220	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-13.99
9221	Chapman Ford Sales, Inc.	Invoice # FOCS443163	-34.90
9222	CW Sales Corporation	Acct. # EGGHAR	-1,217.16
9223	Egg Harbor Township Police Depar...	Invoice #540	-1,570.00
9224	One Call Concepts, Inc.	Account # 12-EGC	-456.64
9225	AT & T	Acct. # 020 595 7994/5499	-105.54
9226	Atlantic City Electric	multiple accounts	-13,216.45
9227	New Jersey American Water Co.	multiple accounts	-420.48
9228	Verizon	Acct. #201 Z42 0142 999 78 Y	-376.90
9229	Verizon Wireless	Acct. # 200702280-00001	-130.94
9230	All-Green Turf Management, Corp.	Account No. 3341	-2,333.56
9231	Atlantic County Utilities Authority	Account No. 143/144	-86,191.67
9232	Caproni Family Septic	Account # 1448	-11,153.00
9233	Kline Construction Co. Inc.	Account No. 1417	-10,700.50
9234	Video Pipe Services, Inc.	Reega/Reserves Video Pay Estimate No. 2	-26,902.71
9235	Polistina & Associates, LLC	May 2015	-42,541.80
9236	Ridgway & Ridgway	May 2015	-15,507.75
	Total Operating Account		-269,932.56
TOTAL			-269,932.56

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 49 – 2015

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 17, 2015

Theresa Prendergast, Secretary

10:13 AM

06/17/15

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of June 17, 2015

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3177	Somerset Lakes, LLC	Recapture Agreement - Mountain Lane Pump Station	-790.82
3178	Signature Home at Reega Estate...	Recapture Agreement - Mountain Lane Pump Station	-445.59
3179	D.R. Horton, Inc. - New Jersey	Recapture Agreement - Mountain Lane Pump Station	-964.97
3180	Marble Arch Homes	Recapture Agreement - Mountain Lane Pump Station	-140.50
3181	Wawa Inc.	Recapture Agreement - Mountain Lane Pump Station	-24.09
3182	Cave Holdings	Recapture Agreement - Mountain Lane Pump Station	-100.36
3183	Caring, Inc.	Recapture Agreement - Mountain Lane Pump Station	-12.04
3184	Cedar Bay, LLC	Recapture Agreement - Mountain Lane Pump Station	-4.96
3185	Polistina and Associates	May 2015	-3,071.00
Total CB Developer Account			-5,554.33
TOTAL			-5,554.33

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 50 – 2015

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 17, 2015

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

May 2015

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	05/11/2015	23142	10413-0	Deed Rcvd Late	-3.69
	05/11/2015	23139	3947-0	Billing Adjustment	-0.64
	05/20/2015	23207	26-0	Good History	-5.28
User Charges					
Residential					
	05/07/2015	3050	3546-0	House lifted	-80.22
	05/11/2015	3055	3947-0	Removed One Unit	-82.00