

Regular Meeting - Agenda

Wednesday, June 18, 2014

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

General Public Discussion

Rate Hearing & Budget Approval – 5:45pm

~Resolution #41-2014

2014 – 2015 Annual Sewer Service Rates

~Resolution #42-2014

2014 – 2015 Annual Budget

Applications / Project Status

Ratification of Administrative Action

Resolution Memorialization

Engineer Report

Treasurer's Report

~Resolution #43 - 2014

Approve Bill List for Operating Account

~ Resolution #44 - 2014

Approve Bill List for Developer Account

Authority Clerk

~ Resolution #45- 2014

May 2014 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**

**Wednesday, June 18, 2014
5:30 PM – Mayor’s Conference Room**

Minutes

Vice-Chairman Duffy 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 – Absent
Michael Duffy, Vice-Chairman – Present
H. Chris Schwemm, Treasurer – Present
Theresa Prendergast, Secretary – Present
Charles Pfrommer, Commissioner – Present
Theresa Moschetto, Alternate Commissioner - Present

Also in attendance: Engineer Vince Polistina, Attorney John Ridgway, Authority Clerk Elaine Super. Mr. Davis was excused from the meeting.

Open Meeting to the Public

Block 5210, Lot 1

English Creek and Ocean Heights Avenue

Ralph Clayton, Paul Casaccio, Andy Schaeffer and Keith Davis were in attendance to discuss the approvals for the Clayton/Brangan Project on English Creek and Ocean Heights Avenue. As the project has evolved, the interior roadways, which were expected to be right of ways, are being vacated at the request of the Township. This causes a change to the easement locations. Mr. Ridgway suggested an amended Final Approval may be required as the terms and conditions of the January 2014 approval have changed. If there is an opportunity to separate the residential portion of the project from the commercial portion, now may be the time to do so in order to allow Mr. Clayton to proceed independent of Mr. Brangan’s plans for the commercial area. However, all parties contained within the application must be supportive of the separation.

As a condition of the Final Approval granted January 15, 2014, the applicant was required to submit all easements and associated documents within 120 days. That deadline is June 19, 2014 and as all required documents have not been submitted, the applicant has requested a ninety (90) day extension of time for submission. Motion Mr. Schwemm second Mrs. Prendergast to grant such extension. All voted yes.

Mrs. Moschetto made a motion that if in ninety (90) days the easement documents are not received, the Authority reserves the right to revoke the Final approval. This would not be an automatic revocation, but the right to do so is afforded to the Authority. Mr. Schwemm seconded the motion and after much discussion and a vote taken, the motion was denied other than Mrs. Moschetto voting in favor of it. It is the Authority’s position that it ultimately retains that right regardless of a specific motion offered at this time. Mr. Davis did add that due to the CAFRA time constraints, a revocation of the approval would be detrimental to this project.

5:45 PM – Rate & Budget Approval Hearing

As there was no public in attendance at 5:45pm, a motion was made by Mrs. Prendergast and seconded by Mr. Pfrommer to delay the Rate & Budget Hearing till 6:00pm so that the discussion regarding the application was able to continue. All voted yes.

Rate Hearing & Budget Approval – 6:00pm

~Resolution #41-2014

The Authority has been required to impose an incremental increase for the past several years due to the increased expenses paid for treatment charges. Mr. Schwemm provided a recap of the proposed budget which includes an increase of \$3/quarter. Motion Mr. Schwemm second Mr. Duffy to approve an increase in the annual sewer service rate for residential and the annual base rate for commercial customers to \$328.00. All voted yes.

~Resolution #42-2014

The proposed budget includes the minimal rate increase as approved this evening. The treatment charges are based on a percentage of flow from all sending municipalities. As the percentage of flow from Egg Harbor Township has increased, so have the charges. The small negative fund balance expectation will be covered through the funds in the Bond Redemption and Improvement Fund. A motion was made by Mr. Schwemm, seconded by Mr. Pfrommer and a roll call vote resulted in all members present voting in favor of the budget.

Applications/Project Status/Updates/Discussion

The only project was discussed during the public portion of the meeting.

Ratification of Administrative Action

None

Resolution Memorialization

None

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

Mr. Polistina expects to move forward with the FAA Pump Station Upgrades sometime next year through a loan from the Environmental Infrastructure Trust.

The final piling designs are being completed so that bids can be advertised for the elimination of the Miami Pump Station.

Treasurer’s Report

~ **Resolution #43-2014** – Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Operating Account (\$247,625.00). All voted yes.

~ **Resolution #44-2014** – Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Developer Account (\$8,129.25). All voted yes.

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

Clerk's Report

~ **Resolution #45-2014** – Motion Mr. Schwemm second Mr. Pfrommer to approve the May 2014 adjustments. All voted yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve the April 2014 open session minutes. All voted yes.

Motion Mr. Schwemm second Mr. Pfrommer to approve the May 2014 open session minutes. All voted yes except from Mrs. Prendergast who abstained.

After several discussions with the members of the JIF, Mrs. Super was advised that only the Risk Management Consultant and the Fund Commissioner were privy to several pieces of correspondence e-mails to the Authority. The JIF would not include Mrs. Super on the e-mail list. At the recommendation of Cate Kiernan from Perma Inc, a motion was made by Mr. Duffy, seconded by Mrs. Prendergast to appoint Elaine Super as the Authority's Fund Commissioner effective immediately. All voted yes.

Motion Mr. Schwemm second Mrs. Prendergast to adjourn the meeting at 6:30 PM. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

June 18, 2014 Minutes
Approved July 16, 2014

Engineer's Report
Egg Harbor Township MUA
June 18, 2014

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction completed several items within the past month. They reset three manhole castings that were below grade, replacing one of the frames. We had Kline add a layer of stone to the entrance drive into the Reserves pump station. The entrance was previously all dirt and had become rutted from the wet winter weather. Kline responded to an emergency at 180 Blackman Road to assist in locating the cleanout of a resident with a backup. The blockage was determined to be on the homeowners property.

We have recommended a payment in the amount of \$4,964.25 from the Operating Account for the work completed.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA over the past month have been normal. All stations are operating with two pumps, with none out for service. There are a few stations that have pumps with worn impellers that require replacement. We are working with the ACUA to identify them and obtain replacement impeller costs.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normal monthly basket and wet well cleaning this past month. They also assisted in cleaning the laterals at 46 Shoreline Drive and 109 Gatewood Avenue. Caprioni installed a clamp inside the Harley pump station wet well and cleaned the sanitary mains on Martin Avenue as requested by the Authority Operator. Caprioni also completed preventative maintenance jetting at several areas identified by the Authority Operator.

We have recommended a payment in the amount of \$11,433.65 from the Operating Account for the work completed in May.

4. Spills

There were no spill incidents during the last month.

5. FAA Pump Station Upgrades

The FAA Environmental Staff have approved our construction narrative and the FAA has issued MPSB approval for the construction of the new pump station at a site adjacent to the existing facility. We will be submitting an amended application to the Pinelands Commission to reflect the design changes later this month.

Our office received a minor question from the DEP Environmental Infrastructure Trust last week, which we have responded to. We are waiting on further technical review.

6. Miami Pump Station

Our office is finalizing the design plans and specifications for the elimination of the Miami station. We anticipate going to bid this summer.

7. Brookside Odor Control

The Bioxide demonstration at the Little Mill station is continuing this month. From our periodic inspection of the Brookside station we have found little to no odor. The contractor recently pulled the odor detectors from the two locations and we are waiting on the analytical data. We expect the initial trial to last another two weeks.

8. Rehabilitation Priority List

There were no changes to the Rehab list which was discussed in April.

9. FAA Interceptor Video Inspection

The contractor is expected to begin work on the video inspection of the interceptor in early July.

10. GIS System - As-Built

We have made significant progress on the GIS system and anticipate providing a demonstration to the Authority Commissioners at the July meeting.

11. Landscaping Contractor

The Authority Landscape Contractor completed their normal monthly maintenance at each station.

We have recommended a payment in the amount of \$2,299.08 from the Operating Account for the work completed in May.

Developer Projects

Extension Applications

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

Connection Applications

1. Atlantic County Utilities Authority - 3024 Ocean Heights Avenue

The applicant has submitted an application to construct an off-site gravity and force main system to convey the wastewater from the Pinelands Park facility to the public sanitary system on Ocean Heights Avenue.

2. Kathryn Robinson - 213 Central Avenue

The applicant submitted an application for the construction of a lateral connection to service the existing residential dwelling.

Change of Use Applications

No applications were submitted.

Vince Polistina
Authority Engineer

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 41 - 2014

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, 2014. 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: \$328.00 Annual Sanitary Sewer Service Charge

Commercial: \$328.00 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 18, 2014 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 P.M.

Theresa Prendergast, Secretary

2015 Authority Budget Resolution

Egg Harbor Township Municipal Utilities Authority

FISCAL YEAR: FROM: September 1, 2014 **TO:** August 31, 2015

WHEREAS, the Annual Budget and Capital Budget for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, September 1, 2014 and ending, August 31, 2015 has been presented before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of June 18, 2014; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 6,048,000 , Total Appropriations, including any Accumulated Deficit if any, of \$ 5,630,279 and Total Unrestricted Net Assets utilized of \$ 240,000 ; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$ 475,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$ 475,000 ; 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 18, 2014 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, September 1, 2014 and ending, August 31, 2015 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 20, 2014.

(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

RESOLUTION # 43 – 2014

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 18, 2014

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of June 18, 2014

Num	Name	Memo	Amount
Operating Account			
		July Payroll	-30,844.03
TEPS	State of NJ Health Benefits	Health & Rx - June 2014	-12,025.43
8862	Egg Harbor Township - Dental	Dental - June 2014	-509.55
8863	American Water Capital Corp	Customer No. 305657	-583.09
8864	Barber Consulting Services LLC	Invoice # 594	-308.75
8865	BCR, Inc.	Invoice # 21217	-137.50
8866	Crystal Springs	Invoice # 3228663 060114	-23.68
8867	Dell Inc.	Customer No. 022932082	-776.77
8868	Mainland Journal	Acct. # 108712DJ	-11.40
8869	Mossman's Business Machines	Customer ID: EHTMUA	-139.17
8870	Office Basics, Inc.	Acct. # 09272303	-39.95
8871	Staples Advantage	Customer: PHL 1057418	-623.84
8872	US Postal Service- stamps & envel...	Account # E87177845	-11,454.90
8873	ACE Hardware	Customer #552303	-45.86
8874	Egg Harbor Township - Fuel Usage	Fuel Usage Dec 13 - April 14	-5,361.69
8875	Evoqua Water Technologies LLC	Customer No. 1129250	-6,637.00
8876	Johnson & Towers, Inc.	Customer # 15971	-507.38
8877	KRS Services Inc.	Invoice # 3983	-6,046.00
8878	One Call Concepts, Inc.	Account # 12-EGC	-458.16
8879	AT & T	Acct. # 020 595 7994/5499	-129.42
8880	Atlantic City Electric	multiple accounts	-12,758.12
8881	New Jersey American Water Co.	multiple accounts	-224.57
8882	South Jersey Gas	Acct: 11341704119 & 11338452912	-56.03
8883	Verizon	Acct. #201 Z42 0142 999 78 Y	-502.37
8884	Verizon Wireless	Acct. # 200702280-00001	-136.40
8885	All-Green Turf Management, Corp.	Account No. 3341	-2,299.08
8886	Atlantic County Utilities Authority	Account No. 143/144	-88,255.71
8887	Caproni Family Septic	Account # 1448	-11,433.65
8888	Kline Construction Co. Inc.	Account No. 1415	-4,964.25
8889	Polistina & Associates, LLC	May 2014	-39,521.25
8890	Ridgway & Ridgway	May 2014	-10,810.00
	Total Operating Account		-247,625.00
TOTAL			-247,625.00

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 44 – 2014

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 18, 2014

Theresa Prendergast, Secretary

9:41 AM

06/18/14

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of June 18, 2014

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3144	Eric Kirchner	Refund escrow balance - Project #07-01	-2,611.25
3145	John Miranda	Refund escrow balance - Project #08-24	-1,112.50
3146	Polistina and Associates	May 2014	-3,888.00
3147	Ridgway & Ridgway	May 2014	-517.50
Total CB Developer Account			<u>-8,129.25</u>
TOTAL			<u><u>-8,129.25</u></u>

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 45 – 2014

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 19, 2014

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

May 2014

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	05/02/2014	20865	1841-0	Good History	-0.02
	05/09/2014	20898	5635-0	Good History	-1.19
	05/13/2014	20916	320-0	Good History	-1.19
	05/13/2014	20915	3571-0	Post Office Error	-3.57
	05/14/2014	20927	8345-0	Pd prior to penalty	-1.19
	05/16/2014	20952	116-0	Good History	-1.19
	05/22/2014	20981	1079-0	Good History	-3.43
	05/22/2014	20981	300-0	Good History	-1.19
	05/22/2014	20981	1183-11	Good History	-8.43
	05/30/2014	21026	2654-47	Good History	-1.36