

Regular Meeting - Agenda

Wednesday, July 16, 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

Applications / Project Status

Ratification of Administrative Action

Resolution Memorialization

Engineer Report

Treasurer's Report

~Resolution #46 - 2014
Approve Bill List for Operating Account

~ Resolution #47 - 2014
Approve Bill List for Developer Account

~ Resolution #48 - 2014
Approve Bill List for Infrastructure Account

Authority Clerk

~ Resolution #49- 2014
June 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, July 16, 2014
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
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.

Open Meeting to the Public

There was no public in attendance. Motion Mr. Duffy, second Mr. Schwemm to close the public portion of the meeting. All vote yes.

Applications/Project Status/Updates/Discussion

No applications.

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 provided an update of the status of the FAA pump station.

The bids for the Miami pump station replacement are expected to be advertised within the next couple of weeks.

Treasurer’s Report

~ **Resolution #46-2014** – Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Operating Account (\$139,482.81). All voted yes.

~ **Resolution #47-2014** – Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Developer Account (\$5,486.02). All voted yes.

~ **Resolution #48-2014** – Motion Mr. Schwemm second Mrs. Prendergast to approve all vouchers presented for payment out of the Infrastructure Account (\$25,509.83). All voted yes.

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

Clerk's Report

~ **Resolution #49-2014** – Motion Mr. Duffy second Mrs. Prendergast to approve the June 2014 adjustments. All voted yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve the June 2014 open session minutes. All voted yes except Chairman Davis who abstained.

Mr. Super advised the Commissioners that the Authority webpage is in compliance with all reporting requirements. Motion Mr. Schwemm second Mrs. Prendergast to authorize the Chairman to sign off on the certification. All vote yes. After a brief discussion of all items that are now shown on the webpage, it was agreed that the revised Mission Statement of the Authority will be:

The Egg Harbor Township Municipal Utilities Authority owns and operates its sanitary sewerage facilities in a manner that will protect the public health and environment of the residents and businesses of Egg Harbor Township.

The Environmental Infrastructure Trust financing will require Bond Counsel. Proposals need to be received prior to the August meeting so that an award can be made in a timely manner as some documents must be filed by the end of 2014. The Request for Proposals has been prepared and will be ready for publication by next week. Motion Mrs. Prendergast, second Mr. Pfrommer to advertise once the RFP is finalized. The Authority Commissioners will be advised when that advertising occurs.

Motion Mr. Schwemm second Mrs. Prendergast to adjourn the meeting at 6:15 PM. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

July 16, 2014 Minutes
Approved August 20, 2014

Engineer's Report
Egg Harbor Township MUA
July 16, 2014

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction provided a minimal crew to begin the process of locating some of the cleanouts located in the Bargaintown section of the Township that we have been unable to find. The crews have worked for 7 days locating cleanouts.

We have recommended a payment in the amount of \$7,489.75 from the Operating Account for the work completed.

Kline Construction completed the installation of a new lateral for 213 Central Avenue and relocated a cleanout for 2529 Tremont Avenue.

We have recommended a payment in the amount of \$5,628.00 from the Developer Account for the work completed.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA during the past month have been normal. There are currently two stations operating on a single pump. A pump was removed from the English Mill station since it was not performing correctly and one of the pumps from the Cardiff station would not operate at all.

We have sent the pump from the English Mill station for repair and are waiting for a response.

The repair cost for the pump from the Cardiff station is approximately \$3,600.00 with an additional \$400 to \$600.00 required to replace a portion of the control and power cable. According to the information our office obtained for the station one pump appears to be 24 years old with the other at 12 years old. We are uncertain to which pump failed, but are looking into the costs to replace both pumps. The station is scheduled to be upgraded later this year.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normal monthly basket and wet well cleaning this past month. They also assisted with the replacement and installation of the new activated carbon for the air scrubbing units at the Woodrow, Bevis Mill and Beaver stations.

Caprioni completed preventative maintenance jetting at several areas identified by the Authority Operator.

We have recommended a payment in the amount of \$10,619.69 from the Operating Account for the work completed in June.

4. Spills

The Authority had a single spill incident during the last month. The incident occurred at the end of last week overflowing from a manhole on Fernwood Avenue near Rally Road and from another manhole on Churchill Street. The blockage occurred due to the accumulation of rocks, soil, and pieces of plastic pipe in the bottom of a manhole on Delaware Avenue. We estimate approximately 500 gallons was lost.

The Authority contractor, Caprioni Family Septic, was called to clear the blockage and clean up the affect areas. Due to the amount of debris in the manhole arrangements were made for Caprioni to return with confined space gear, and they entered all of the downstream manholes and removed the debris.

Our office is currently obtaining pricing to complete a video inspection of the upstream mains to determine where the rocks, soil and broken plastic pipe originated from.

5. FAA Pump Station Upgrades

A site meeting with personnel from the NJDEP was scheduled to be completed last week but had to be rescheduled at their request. We continue to move the through the Trust process.

6. Miami Pump Station

The design plans are completed and we anticipate going to bid with this project within the next week. We hope to have a Report of Bids and recommendation to award for the August meeting.

7. Brookside Odor Control

We have been continuing with the Bioxide demonstration at the Little Mill station over the past month. The unit was turned off for a few days in early June to reestablish a baseline for the odorous gases and received a complaint from one of the Authority Commissioners. Since the unit was restarted the Authority has not received any complaints.

From the data we have received so far the application of the Bioxide seems to be eliminating the odorous gases. We plan on meeting with the representatives from Siemens early next month to review all of the data and review a permanent solution.

8. **FAA Interceptor Video Inspection**

The work was rescheduled to be completed at the end of this month.

9. **GIS System - As-Built**

We have scheduled a meeting with Elaine later this week to complete a demonstration of the GIS system and the interface for the Clerk's office and for the inspectors. We expect to make a few adjustments and hope to provide a demonstration to the Authority Commissioners at the August meeting.

10. **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 June.

11. **West Avenue Sanitary Replacement**

The contractor completed the final pavement restoration for the project on Tilton Road and West Avenue. All work has now been completed.

We have recommended a final payment in the amount of \$25,609.83 for the work completed.

Developer Projects

Extension Applications

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

Connection Applications

1. **Muslim Community Organization of South Jersey - 3056 English Creek Avenue**

The applicant has submitted an application to connect the existing buildings to be used as school into the public sanitary system on English Creek Avenue.

2. **Doebley & Dad, LLC - 6 LaCosta Drive**

The applicant has submitted to construct a single family dwelling and utilize the existing sanitary lateral.

3. Frontier Development - 6048 Black Horse Pike

The applicant submitted connection applications for the construction of a 6,000 square foot retail store for Verizon and a 6,000 square foot retail store for Mattress Warehouse which will be located on pad sites on the Black Horse Pike in front of Lowe's.

Change of Use Applications

1. Shore Auto Repair II, LLC - 7066 Black Horse Pike

The applicant has submitted an application to expand the use of the existing facility from automobile sales to now include the servicing of the vehicles.

Vince Polistina
Authority Engineer

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 46 – 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: July 16, 2014

Theresa Prendergast, Secretary

11:05 AM

07/16/14

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of July 16, 2014

Num	Name	Memo	Amount
Operating Account			
		August Payroll	-27,909.85
TEPS	State of NJ Health Benefits	Health & Rx - July 2014	-12,025.43
8895	Egg Harbor Township - Dental	Dental - July 2014	-509.55
8896	American Water Capital Corp	Customer No. 305657	-290.95
8897	Barber Consulting Services LLC	Invoice #600	-356.25
8898	Crystal Springs	Invoice # 3228663 070114	-30.14
8899	Dell Inc.	Invoice # XJFFC53J2	-4,425.32
8900	Egg Harbor Township	Refund Sewer Service Overpayments	-336.50
8901	Egg Harbor Township Tax Collector	1301/31	-301.21
8902	Mossman's Business Machines	Invoice # 134552	-20.08
8903	Office Basics, Inc.	Acct. # 09272303	-76.95
8904	Staples Advantage	Customer: PHL 1057418	-486.21
8905	State of New Jersey - Dept of Labor	EIN: 0-221-864-631/000-00	-77.10
8906	ACE Hardware	Customer #552303	-18.84
8907	Grainger	Invoice # 9467545613	-235.12
8908	One Call Concepts, Inc.	Account # 12-EGC	-488.90
8909	AT & T	Acct. # 020 595 7994/5499	-125.36
8910	Atlantic City Electric	multiple accounts	-12,954.20
8911	New Jersey American Water Co.	multiple accounts	-327.92
8912	Verizon	Acct. #201 Z42 0142 999 78 Y	-373.75
8913	Verizon Wireless	Acct. # 200702280-00001	-129.16
8914	All-Green Turf Management, Corp.	Account No. 3341	-4,849.08
8915	Caproni Family Septic	Account # 1448	-10,619.69
8916	Polistina & Associates, LLC	June 2014	-49,807.75
8917	Ridgway & Ridgway	June 2014	-12,707.50
	Total Operating Account		-139,482.81
TOTAL			-139,482.81

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 47 – 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: July 16, 2014

Theresa Prendergast, Secretary

12:54 PM

08/01/14

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of July 16, 2014

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3148	Bruce McDonnell	Refund Escrow Balance - Project 07-09	-2,003.52
3149	Polistina and Associates	June 2014	-2,275.00
3150	Ridgway & Ridgway	June 2014	-1,207.50
	Total CB Developer Account		-5,486.02
TOTAL			-5,486.02

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 48 – 2014

Resolution authorizing payment of all bills out of the Infrastructure 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: July 16, 2014

Theresa Prendergast
Secretary

10:04 AM

07/16/14

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Infrastructure Account
As of July 16, 2014

Num	Name	Memo	Amount
Escrow Accounts			
Infrastructure Account			
0101	Ocean Construction, LLC	West Ave Sewer - Pay Estimate No. 2 - Final	-25,609.83
0102	Egg Harbor Township Police Depart...	Invoice # 413	-900.00
	Total Infrastructure Account		<u>-26,509.83</u>
	Total Escrow Accounts		<u>-26,509.83</u>
TOTAL			<u><u>-26,509.83</u></u>

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 49 – 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: July 16, 2014

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

June 2014

	Date	Account	Reason	Amount
Delinquent Charges				
	06/02/2014	11230-1	Pd prior to penalty	-0.18
	06/02/2014	16-0	Good History	-1.19
	06/02/2014	19-0	Good History	-1.19
	06/04/2014	11379-3	Good History	-2.38
	06/04/2014	1777-0	Good History	-2.38
	06/09/2014	2337-14	Bill not rec'd/ Wrong Address	-2.38
	06/10/2014	1643-0	Good History	-2.38
	06/11/2014	566-0	Good History	-0.02
	06/11/2014	4121-0	Good History	-1.19
	06/12/2014	495-0	Military	-1.17
	06/13/2014	6491-0	Demo	-1.19
	06/13/2014	160	Good History	-1.19
	06/16/2014	9239-0	Good History	-1.19
	06/17/2014	4067-0	Good History	-1.19
	06/17/2014	3302-0	Good History	-1.19
	06/19/2014	4164-0	Good History	-1.19
	06/20/2014	13181-0	Good History	-1.19
	06/26/2014	9020-0	Good History	-0.06
	06/26/2014	8443-0	Deed Rcvd Late	-1.19
	06/26/2014	1120-0	Deed Rcvd Late	-1.19
	06/26/2014	3314-0	Deed Rcvd Late	-1.19
	06/26/2014	6508-0	Deed Rcvd Late	-1.15
	06/27/2014	8756-0	Death in family	-1.19
	06/27/2014	10259-0	Good History	-1.19
User Charges				
Commercial Excess				
	06/20/2014	16-0	13M - 2014 Excess Credit	-74.75
	06/20/2014	26-0	9M - 2014 Excess Credit	-51.75
	06/20/2014	113-0	8M - 2014 Excess Credit	-46.00
	06/20/2014	309-0	60M - 2014 Excess Credit	-345.00
	06/20/2014	316-0	7M - 2014 Excess Credit	-40.25
	06/20/2014	498-0	2M - 2014 Excess Credit	-11.50
	06/20/2014	500-0	32M - 2014 Excess Credit	-184.00
	06/20/2014	532-2	3M - 2014 Excess Credit	-17.25
	06/20/2014	539-0	14M - 2014 Excess Credit	-80.50
	06/20/2014	937-2	4M - 2014 Excess Credit	-23.00
	06/20/2014	947-0	1M - 2014 Excess Credit	-5.75
	06/20/2014	1047-0	31M - 2014 Excess Credit	-178.25
	06/20/2014	1183-10	2M - 2014 Excess Credit	-11.50
	06/20/2014	1183-31	4M - 2014 Excess Credit	-23.00
	06/20/2014	1547-0	3M - 2014 Excess Credit	-17.25
	06/20/2014	1549-0	9M - 2014 Excess Credit	-51.75
	06/20/2014	1557-0	25M - 2014 Excess Credit	-143.75
	06/20/2014	1560-0	3M - 2014 Excess Credit	-17.25
	06/20/2014	1563-0	18M - 2014 Excess Credit	-103.50

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

June 2014

<u>Date</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
06/20/2014	1643-0	6M - 2014 Excess Credit	-34.50
06/20/2014	1767-0	17M - 2014 Excess Credit	-97.75
06/20/2014	1791-0	5M - 2014 Excess Credit	-28.75
06/20/2014	1794-0	9M - 2014 Excess Credit	-51.75
06/20/2014	1799-5	18M - 2014 Excess Credit	-103.50
06/20/2014	1799-9	3M - 2014 Excess Credit	-17.25
06/20/2014	1799-10	14M - 2014 Excess Credit	-80.50
06/20/2014	1808-2	14M - 2014 Excess Credit	-80.50
06/20/2014	1808-7	40M - 2014 Excess Credit	-230.00
06/20/2014	1828-0	24M - 2014 Excess Credit	-138.00
06/20/2014	1870-0	8M - 2014 Excess Credit	-46.00
06/20/2014	1938-0	36M - 2014 Excess Credit	-207.00
06/20/2014	1942-0	7M - 2014 Excess Credit	-40.25
06/20/2014	1947-0	47M - 2014 Excess Credit	-270.25
06/20/2014	1951-0	36M - 2014 Excess Credit	-207.00
06/20/2014	2337-13	3M - 2014 Excess Credit	-17.25
06/20/2014	2355-0	10M - 2014 Excess Credit	-57.50
06/20/2014	2362-0	11M - 2014 Excess Credit	-63.25
06/20/2014	2363-0	32M - 2014 Excess Credit	-184.00
06/20/2014	2648-0	39M - 2014 Excess Credit	-224.25
06/20/2014	2725-0	6M - 2014 Excess Credit	-34.50
06/20/2014	2726-0	19M - 2014 Excess Credit	-109.25
06/20/2014	2728-1	10M - 2014 Excess Credit	-57.50
06/20/2014	2734-0	4M - 2014 Excess Credit	-23.00
06/20/2014	3272-0	14M - 2014 Excess Credit	-80.50
06/20/2014	3273-0	17M - 2014 Excess Credit	-97.75
06/20/2014	3545-0	15M - 2014 Excess Credit	-86.25
06/20/2014	3584-2	3M - 2014 Excess Credit	-17.25
06/20/2014	3587-0	11M - 2014 Excess Credit	-63.25
06/20/2014	3740-0	10M - 2014 Excess Credit	-57.50
06/20/2014	3742-0	24M - 2014 Excess Credit	-138.00
06/20/2014	3755-0	18M - 2014 Excess Credit	-103.50
06/20/2014	4005-2	20M - 2014 Excess Credit	-115.00
06/20/2014	4521-0	16M - 2014 Excess Credit	-92.00
06/20/2014	4530-2	1M - 2014 Excess Credit	-5.75
06/20/2014	4851-0	10M - 2014 Excess Credit	-57.50
06/20/2014	4871-1	10M - 2014 Excess Credit	-57.50
06/20/2014	4871-5	2M - 2014 Excess Credit	-11.50
06/20/2014	4871-11	15M - 2014 Excess Credit	-86.25
06/20/2014	4871-13	6M - 2014 Excess Credit	-34.50
06/20/2014	5104-0	15M - 2014 Excess Credit	-86.25
06/20/2014	5505-0	1M - 2014 Excess Credit	-5.75
06/20/2014	6488-0	36M - 2014 Excess Credit	-207.00
06/20/2014	6649-0	11M - 2014 Excess Credit	-63.25
06/20/2014	6661-0	2M - 2014 Excess Credit	-11.50
06/20/2014	6726-0	55M - 2014 Excess Credit	-316.25

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

June 2014

Date	Account	Reason	Amount
06/20/2014	6759-0	14M - 2014 Excess Credit	-80.50
06/20/2014	6783-1	8M - 2014 Excess Credit	-46.00
06/20/2014	6783-4	13M - 2014 Excess Credit	-74.75
06/20/2014	7004-0	9M - 2014 Excess Credit	-51.75
06/20/2014	7103-0	16M - 2014 Excess Credit	-92.00
06/20/2014	8345-0	8M - 2014 Excess Credit	-46.00
06/20/2014	8642-0	25M - 2014 Excess Credit	-143.75
06/20/2014	8643-0	19M - 2014 Excess Credit	-109.25
06/20/2014	9205-0	13M - 2014 Excess Credit	-74.75
06/20/2014	9632-0	12M - 2014 Excess Credit	-69.00
06/20/2014	9772-0	7M - 2014 Excess Credit	-40.25
06/20/2014	9838-0	1M - 2014 Excess Credit	-5.75
06/20/2014	10503-0	29M - 2014 Excess Credit	-166.75
06/20/2014	10563-0	37M - 2014 Excess Credit	-212.75
06/20/2014	10817-0	2M - 2014 Excess Credit	-11.50
06/20/2014	10820-0	13M - 2014 Excess Credit	-74.75
06/20/2014	11016-0	1M - 2014 Excess Credit	-5.75
06/20/2014	11329-0	33M - 2014 Excess Credit	-189.75
06/20/2014	11741-0	2M - 2014 Excess Credit	-11.50
06/20/2014	11783-1	5M - 2014 Excess Credit	-28.75
06/20/2014	11791-0	1M - 2014 Excess Credit	-5.75
06/20/2014	11884-0	36M - 2014 Excess Credit	-207.00
06/20/2014	11954-0	5M - 2014 Excess Credit	-28.75
06/20/2014	11967-0	5M - 2014 Excess Credit	-28.75
06/20/2014	12010-0	23M - 2014 Excess Credit	-132.25
06/20/2014	12812-0	28M - 2014 Excess Credit	-161.00
06/23/2014	9179-0	Non Profit - Twp Owned	-115.00
06/23/2014	10817-0	Non Profit - Twp Owned	-34.50
Commercial Minimum			
06/23/2014	7134-0	Non Profit - Twp Owned	-79.00
06/23/2014	7429-0	Non Profit - Twp Owned	-79.00
06/23/2014	9179-0	Non Profit - Twp Owned	-79.00
06/23/2014	10390-0	Non Profit - Twp Owned	-79.00
06/23/2014	10748-0	Non Profit - Twp Owned	-79.00
06/23/2014	10817-0	Non Profit - Twp Owned	-79.00
06/23/2014	10818-0	Non Profit - Twp Owned	-79.00
06/23/2014	10819-0	Non Profit - Twp Owned	-79.00
06/23/2014	10820-0	Non Profit - Twp Owned	-4.25
06/23/2014	11425-0	Non Profit - Twp Owned	-79.00
06/23/2014	12793-0	Non Profit - Twp Owned	-79.00
Residential			
06/01/2014	11594-0	Disconnect	-79.00
06/06/2014	13008-0	Fire damage	-157.14
06/13/2014	6491-0	Demo	-79.00
06/25/2014	10186-0	Activated in Error	-122.79