

Regular Meeting

Wednesday, August 15, 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

Open Meeting to the Public

Applications /Project Status

5:45 PM - Budget Hearing (Adoption)

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, August 15, 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
Michael Duffy, Vice Chairman – Present
H. Chris Schwemm, Treasurer – Present
Theresa Prendergast, Secretary – Present
Charles Pfrommer, Commissioner – Present
Theresa Moschetto, Alternate Commissioner – Absent

Also in attendance: Engineer Vince Polistina, Attorney Brian Heun, and Authority Clerk Elaine Super. Mrs. Moschetto was excused from the meeting.

Open Meeting to the Public

There was no public in attendance. Mr. Schwemm motioned to close the public portion of the meeting, seconded by Mrs. Prendergast. All vote yes.

Applications/Project Status/Updates/Discussion

None

Resolution Memorialization

None

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

Mr. Polistina reported that the Emergency Maintenance Contract is due for renewal or re-bid. He recommended extending the contract for an additional year with an increase of 2.5% based on the current Index Rate. Motion Mrs. Prendergast second Mr. Pfrommer to extend the contract. All vote yes. Resolution #40-2012. (\$348,318.32)

A meeting recently held with the ACUA regarding the communication breakdown with two recent storms. The ACUA has outlined new procedures for communications with them and has provided additional telephone numbers.

The work being performed through the Wet Well Cleaning contract has improved. The issues previously being dealt with have been resolved.

Two change orders to the West Atlantic City Rehab Phase II project are needed, change order #1 is \$22,765.40 and change order #2 is \$9,153.43. Motion Mr. Schwemm second Mr. Duffy to approve the change orders. All vote yes.

The Cardiff Center Sanitary Main project is almost complete. Two changes orders are needed, change order #1 is 11,033.10 and change order #2 is \$6,138.60. Motion Mrs. Prendergast second Mr. Pfrommer to approve the change orders. All vote yes.

5:45 PM – Budget Adoption

Mr. Schwemm reported that there have been no changes to the budget since it was approved in June. Mr. Schwemm motioned to adopt the 2013 budget. Mrs. Prendergast seconded that motion and a Roll Call vote resulted in all five (5) members present voting yes. Resolution #41-2012

Engineer's Report con't

Bids were received for the video inspection of approximately 75,000 feet of pipe around the Brookside, Joann and Ocean Heights Avenue pump stations. Motion Mr. Schwemm second Mrs. Prendergast to award the Brookside-Joann-Ocean Heights Video Inspection contract to Video Pipe in the amount of \$57,412.08. All vote yes. Resolution #42-2012

Informal bids were received for the video inspection of Milan Avenue. Motion Mr. Schwemm second Mr. Pfrommer to award the contract to Video Pipe in the amount of \$17,044.50. All vote yes. Resolution #43-2012

Mr. Polistina explained that applications for the Inspector position have been received and interviews will be conducted next week. Chairman Davis advised Mr. Polistina that he is to conduct the interviews and make recommendations to the sub-committee. Mr. Duffy and Mr. Pfrommer volunteered to sit on the sub-committee. It was suggested that weight be given to those candidates living within or within a close proximity to Egg Harbor Township. Mrs. Prendergast suggested that those that have to work with the employee know what is needed and their input would be important. Chairman Davis stated that the best qualified candidates be recommended to the sub-committee so a final decision can be made. Mrs. Super explained that the schedules have been set for the initial interviews and once they are completed, the commissioners will be advised of the recommended applicants so that second interviews can be set up with them. All were in agreement to this process.

Attorney's Report

The attorney recommended closed session later in the meeting to discuss personnel issues and possible litigation.

Treasurer's Report

Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Operating Account (\$984,669.38). All vote yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve a voucher for the final salary payment to Mark Wyman in the amount of \$3,071.89. All vote yes.

Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Developer Account (\$10,744.97). All vote yes.

Motion Mr. Schwemm second Mr. Duffy to approve the Construction Fund voucher (\$52,421.94). All vote yes. Resolution #44-2012.

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.

In order to connect the house located at 6149 Mill Road (5202/17), a sewer pump must be installed. Mr. Polistina recommended granting an exemption from the mandatory connection requirement due to unreasonable access. Motion Mr. Schwemm second Mrs. Prendergast to grant this exemption. All vote yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve the July 2012 adjustments. All vote yes. Resolution #45-2012

Motion Mr. Schwemm second Mr. Duffy to approve the July 2012 minutes. All vote yes.

Motion Mr. Schwemm second Mr. Pfrommer to approve the July 2012 closed session minutes. All vote yes.

The Authority typically provides for the same salary increases as the non-union Township employees. Since they received a 2% salary increase in January, the Authority will provide the same effective September 1st. Motion Mr. Schwemm second Mr. Duffy to approve this increase. All vote yes. Resolution #46-2012

Prior to the closed session, Mr. Heun suggested that formal action be taken to appoint Mr. Duffy and Mr. Pfrommer as the subcommittee to select the new employee based on the recommendations, therefore the motion was made by Mrs. Prendergast and it was seconded by Mr. Schwemm. All vote yes.

Closed Session – 6:20PM - Motion Mrs. Prendergast second Mr. Duffy to enter into closed discussion to discuss a personnel issue as well as potential litigation. All vote yes. Resolution #47-2012

6:40PM – Return to Open Session

No action was taken during the closed session. A motion was made by Mr. Schwemm seconded by Mr. Duffy to proceed with the appeal already filed regarding the Determination of the NJ Department of Labor and Workforce. All vote yes. Mr. Polistina, Mrs. Super and Mr. Ridgway will prepare a summary and provide that, along with the minutes of the July 2012 meeting .

Motion Mr. Schwemm second Mr. Duffy to adjourn the meeting at 6:45 PM. All vote yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

August 15, 2012 Minutes
Approved at the September 19, 2012 Meeting

Engineer's Report
Egg Harbor Township MUA
August 15, 2012

Engineering Projects

1. Emergency Maintenance Contract

Within the last month Weco Construction completed numerous miscellaneous repair items. They replaced the yard hydrants at the Joanne and Woodrow stations and replaced the cleanouts at 7070 and 7080 Black Horse Pike. All the work was completed within a few days.

We have recommended a payment in the amount of \$10,361.11 from the Operating Account for the work completed.

The current Maintenance Contract is scheduled to expire at the end of this month. We have had discussions with representatives of Weco Construction and they have agreed to extend the existing contract prices adjusted per the current Index Rate of 2.5% for the most recent quarterly calculation. We therefore recommend that the Maintenance Contract is extended for one additional year.

2. ACUA Contract Administration

The maintenance logs have been normal over the past month. There is currently only one pump out of service which is from the Front Street pump station. This pump has been out for service repeatedly over the past several months and due to the amount of wear on the pump we selected a replacement model from Barnes. The total cost of the replacement pump will be \$3,825.00. Delivery is expected within the next three (3) weeks.

In May we ordered a new KSB pump as a replacement for the Hingston station due to clogging and performance issues. The remaining pump in the station has begun to experience the same issues so we proceeded to order a matching pump from KSB. The total cost of the replacement pump and associated equipment will be \$7,470.00. Delivery is expected within the next two (2) weeks.

3. Wet Well Cleaning Contract Administration

Over the last month Caproni Family Septic completed their normal wet well and basket cleanings. They also completed the normal preventative jetting services at the typical problem locations.

We have recommended a payment in the amount of \$11,209.00 from the Operating Account for the work completed in July.

Caproni also completed work in relation to the power outages due to the storm event on June 30th. That work included performing bypass operations at several pump stations.

We have recommended a payment in the amount of \$1,625.00 from the Operating Account for the work completed during the storm event. This work was separated from the normal billing for submission to FEMA.

4. Spills

The Authority experienced a single spill incident over the course of the past month and it was due to a clog in the meter that measures the flow discharged from the Anchorage Poynte station to the City of Somers Point. The clog in the meter created an overflow at two locations along Obryne Avenue. We estimated that only 500 gallons collected along the edge of the roadway. The ACUA responded to the station and removed the debris from the clogged meter and provided a vacuum truck to remove all the residual wastewater located along the roadway. An application of lime was provided on all of the affected areas.

5. West Atlantic City Rehabilitation Phase II

The contractor has completed the final restoration on all of the affected roads where the sanitary mains were replaced in Phases I and II. We are working with the contractor to complete the final punchlist items and expect them to be completed by the next month.

We have recommended a payment in the amount of \$46,924.19 from the Operating Account for the work completed to date.

6. Cardiff Center Sanitary Main Replacement

The contractor has completed the replacement of the asbestos concrete pipe and installation of the temporary asphalt. A small section of main is expected to be lined later this month.

We have recommended a payment in the amount of \$179,724.85 from the Operating Account for the work completed to date.

7. **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.

8. **Brookside - Joanne Video Inspection**

The Authority received bids for this project on August 14th. We will provide a report of the bids during the meeting.

9. **Milan Avenue Video Inspection**

A request for informal quotes was solicited to two companies for the completion of the cleaning and video inspection of the sanitary mains located along the former right-of-way of Milan Avenue and on the north side of the Black Horse Pike in West Atlantic City. We will provide a report of the bids during the meeting.

10. **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 forwarded a conceptual plan to be reviewed by the FAA and recently have received several comments. We will be forwarding a reply later this month.

11. **Miami Pump Station Improvements**

We are in the process of preparing the design plans for the reconfiguring of the station from a wet pit / dry pit station to a submersible station with all of the control electronics located above ground.

12. **West Atlantic City Rehabilitation Phase III**

This project involves the replacement of the existing asbestos concrete mains located on the north side of the Black Horse Pike extending from Lyons Court to Palermo Avenue. We are currently working on the design plans and anticipate going to bid later this year.

13. **Brookside Odor Control**

The system has been installed at the Little Mill station and has been operating for the majority of the summer season. The application rates have been adjusted periodically to prevent odor spikes at the Brookside station based on the temperature forecast. A meeting is scheduled for later this week to discuss the performance of the treatment and other available treatment options.

Developer Projects

1. Next Generation Aviation

One minor issue remains prior to final acceptance of the station. We anticipate that being finalized shortly.

2. Pinelands Park Landfill

The owner of the landfill met with our office earlier this summer to investigate the viability of connecting into the public sanitary system. They current use a trucking operation to transport the leachate from the landfill to the ACUA treatment plant in Atlantic City. Due to the transportation costs they are investigating the feasibility of connecting to the sanitary system via either a gravity or force main system. Once they have determined their routing method we can then discuss any off-site requirements.

Vince Polistina
Authority Engineer

**Egg Harbor Township MUA
Clerk's Report**

August 2012

Account / Billing Information

Residential	7/31/11	7/31/12	Commercial	7/31/11	7/31/12
Units	12,703	12,831	Units	569	575
Accounts	11,241	11,532	Accounts	569	575
Delinquent Accounts	3,982	3,962	Delinquent Accounts	166	153
Delinquent Amount*	\$ 470,237	\$ 463,178	Delinquent Amount**	\$ 145,583	\$ 108,302
<i>*bills due 6/1/12</i>			<i>** bills due 7/25/12</i>		

Connection Permits Issued – [July – 9] [FY To Date – 118]

2012 – 2013 1st Quarter bill due September 1st was mailed on August 3rd.

- Exemption Request – Block 5202, Lot 17 (6149 Mill Road)

Adjustment Request

- Resolution (July adjustments)

Administrative

- Minutes
 - July distributed
 - July closed session distributed
- June 30th Storm - FEMA Request for Public Assistance form has been submitted and accepted. I attended the initial meeting on August 6th and a follow up meeting with our assigned FEMA representative is scheduled for Thursday, August 16th.

Maintenance

- Employment Applications – Received 11 applications as of August 10th.
 - Interviews are scheduled for next week.
- Markout Requests (July) – 281

*Elaine Super
Authority Clerk*