

Regular Meeting - Agenda
Wednesday, August 17, 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

Resolution Memorialization

~ Resolution #45 – 2016 [Final Extension Application]
Block 1508, Lot 35.01 (Highgate Avenue / Tower Avenue)

5:45 PM – Budget Adoption Hearing

Resolution #53 – 2016

Engineer Report

Treasurer's Report

~ Resolution #54 – 2016
Approve Bill List for Operating Account

~ Resolution #55 – 2016
Approve Bill List for Developer Account

Authority Clerk Report

~ Approval of July minutes

~ Resolution #56 – 2016
July 2016 Adjustments

~ Resolution #57 – 2016
Salary Adjustment

Other Business (not listed on the Agenda)

Closed Session (If Necessary)

Adjournment

Formal action may or may not be taken.

August 17, 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

There was no public in attendance. Mr. Schwemm made a motion to close the public portion of the meeting. This was seconded by Mrs. Prendergast and all voted yes.

Applications / Project Status

No applications to review.

Ratification of Administrative Action

No action taken.

Resolution Memorialization

~ Resolution #45 – 2016 [Final Extension Application]
Block 1508, Lot 35.01 (Highgate Avenue / Tower Avenue)
Motion Mr. Schwemm, second Mr. Duffy to approve Resolution #45-2016. All voted yes.

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

~ Resolution #58 – 2016 Certification of Funds

Contract #94 – 2016 [Woodrow Pump Station Base Elbow]
Due to the change in pumps at the Woodrow Pump Station, new base elbows are needed. Proposals were solicited and received. B&H Construction submitted the lowest price of \$17,240.00. Motion Mr. Duffy, second Mr. Pfrommer to award the contract to B&H Construction. All voted yes.

Composite impellers will be tested at the Bayport pump station in lieu of the steel impellers which were rusting due to the salt water.

A meeting with ACUA representatives was held on August 10th. The current Interlocal Agreement will expire at the end of October. The contract is being re-evaluated with some changes being made to the scope of work to be performed. The agreement is expected to be finalized shortly.

5:45PM – Budget Adoption

The budget was previously approved by the Authority and by the State. No changes have been made therefore a motion was made by Mr. Schwemm, seconded Mrs. Prendergast to adopt the budget. A roll call vote resulted in all members voting in favor of the adoption.

Treasurer's Report

~ Resolution #54 – 2016

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

~ Resolution #55 – 2016

Motion Mr. Schwemm, seconded by Mr. Duffy 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 #56 – 2016

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

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

Block 2303, Lot 11 – 3129 Fire Road

The deduction meter installed was inconsistent with the Authority's typical set up. Concerns regarding the method for obtaining accurate readings was raised and it was requested that the property owner provide details of the configuration. Mr. Polistina explained that the lack of room in the meter box prompted the need for the deviation. Mr. Ridgway and Mr. Polistina will follow up with the property owner.

Expected to be included on the September agenda is the Bloodborne Pathogens and Hazard Communication Programs for approval and re-adoption.

In response to a concern raised last month, a brief discussion was held on the importance of continued employee evaluations. If any board member wishes to discuss any concerns in further detail, they are to contact Mrs. Super and the appropriate action will be taken.

A motion to adjourn the meeting was made by Mr. Schwemm seconded by Mrs. Prendergast at 6:30 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Approved September 21, 2016

**Engineer's Report
Egg Harbor Township MUA
August 17, 2016**

Engineering Projects

1. Emergency Maintenance Contract

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

We have recommended a payment in the amount of \$51,464.37 from the Operating Account for the installation of cleanouts throughout Delilah Oaks.

2. ACUA Contract Administration

The maintenance logs for the past month have included several issues that we have been working with the ACUA to address. There are currently four stations operating with a single pump. The ACUA has also identified several stations that need to have the pump guide rails repaired and/or replaced.

Both pumps at the Harley station failed at different times last month, but a spare pump was installed to maintain operation. We ordered replacement pumps from KSB last month for \$5,835.00 each. Both pumps are expected to be delivered later this month.

The Old Zion station is running on a single pump. The malfunctioning pump was removed and sent to Willier to obtain a repair quote. The pumps are approximately twenty years old so we are also looking into the costs for a replacement.

The ACUA has also determined the impellers on the pumps at the Bayport and Little Mill stations are worn and need to be replaced. We will be completing an inspection prior to ordering replacements.

The Woodrow station continues to operate with a single pump with a Godwin pump acting as a backup. Informal quotes were obtained with a report to be provided at the meeting.

We are also in the process of obtaining pricing to replace the damaged base elbow at the Brenta Station.

Several Authority representatives meet with representatives from the ACUA earlier this month to discuss the renewal of the Inter-Local Maintenance Agreement.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They also replaced the carbon in the odor control units at the Woodrow, Beaver and Bevis Mill stations.

Caprioni also completed preventative maintenance jetting in several areas selected by the Authority Operator.

We have recommended a payment in the amount of \$11,117.50 from the Operating Account for the work completed in July.

4. Spills

The Authority experienced a single spill incident, occurring last night. The spill resulted from a malfunctioning air-release valve that services the force main from the Dogwood pump station. The air-release manhole is located at the intersection of Boxwood and English Creek Avenues and all water accumulated along the edge of the roadway.

Caprioni Family Septic was dispatched to remove all wastewater from the manhole structure so the isolation valve could be turned off. A replacement valve is scheduled to be installed later this week.

5. FEMA HMGP Generator Program

A preconstruction meeting was held last month with the contractor, Maguire Electric, for the installation of the permanent generator at the Whitewater station. Submittals are expected to be submitted later this month.

The new portable generator has been ordered. Delivery is expected within the next 8-10 weeks.

6. Greater Zion Park Video Inspection

We are continuing to prepare the plans and bid documents to complete the video inspection of all the mains conveying flow to the Dorest and Bevis Mill pump station.

7. English Creek Lateral and Cleanout Repair

Our office has located the majority of the cleanouts located within the IBM pump station basin and we are preparing plans and specifications to make the necessary repair main and lateral repairs. The plans will also require the installation of a cast-iron cleanout box on all cleanouts.

8. Canale Park Utilities Extension

A preconstruction meeting was held last month with the contractor, Kline Construction. They anticipate work commencing in about 6 weeks when the on-site pump is expected to be delivered.

9. Woodrow Station Base Elbow Replacement

We solicited a request to several contractors for informal quotes to complete the installation of the replacement base elbows that will mate with the new KSB pumps purchased earlier this summer. A report on the submitted quotes will be provided at the meeting.

10. North Mount Airy Extension

Our office has prepared the plans and documents to obtain the necessary permits from the NJDEP and the Pinelands Commission. The requisite applications will be sent out later this month.

Developer Projects

Extension Applications

1. Egg Harbor Family Associates, LLC

The developer still needs to install the on-site privately owned pump station and connect the force main to the Authority manhole on Columbus Avenue.

2. PAMCNJ, LP

The developer must test the installed sanitary mains and submit as-built documentation.

3. Clayton Development

The developer has begun the installation of the sanitary sewer main. They anticipate continuing with the main installation through the end of the summer into the fall.

Connection Applications

None

Change of Use Applications

None

Vince Polistina
Authority Engineer

Resolution 53 - 2016

2017 ADOPTED BUDGET RESOLUTION

Egg Harbor Township Municipal Utilities Authority **AUTHORITY**

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning September 1, 2016 and ending, August 31, 2017 has been presented for adoption before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of August 17, 2016; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption 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 presented for adoption reflects Total Capital Appropriations of \$ 1,825,000 and Total Unrestricted Net Position planned to be utilized of \$ 1,375,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Egg Harbor Township Municipal Utilities Authority, at an open public meeting held on August 17, 2016 that the Annual Budget and 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 adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body
Member:

Recorded Vote
Aye Nay Abstain Absent

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

Resolution 53 – 2016

2017 ADOPTION CERTIFICATION

Egg Harbor Township Municipal Utilities Authority

AUTHORITY BUDGET

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

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Egg Harbor Township Municipal Utilities Authority, pursuant to N.J.A.C. 5:31-2.3, on the 17th day of August, 2016.

Officer's Signature:			
Name:	Theresa Prendergast		
Title:	Secretary		
Address:	3515 Bargaintown Road Egg Harbor Township, NJ 08234		
Phone Number:	609-926-2671	Fax Number:	609-653-8882
E-mail address	ehtmua@ehtgov.org		

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 54 – 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: August 17, 2016

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of August 17, 2016

Num	Name	Memo	Amount
Operating Account			
TEPS	State of NJ Health Benefits	Health & Rx August 2016	-12,424.56
		September Payroll	-31,213.18
		Petty Cash Checks 1541 - 1555 and E check	-1,437.97
9656	Egg Harbor Township - Dental	Dental - August 2016	-533.64
9618	John & Magdalene McInally	Refund Overpayment - Sewer Service Account ...	-489.90
9619	American Water Capital Corp	Customer No. 305657	-289.76
9620	Barber Consulting Services LLC	Invoice # 8936	-95.00
9621	Egg Harbor Township - Office Rent	Office Rent - Aug, Sept, Oct 2016	-12,500.00
9622	Mainland Journal	Acct. # 108712DJ	-10.85
9623	Maple Direct Inc.	Invoice # 0063757-IN	-150.00
9624	MGL Printing Solutions	Acct. # E069	-1,887.50
9625	Mossman's Business Machines	Invoice # 141226	-12.80
9626	Press of Atlantic City, The	Acct. # 103389	-242.24
9627	Schwaab, Inc.	Invoice # A061989	-76.24
9628	Staples Business Advantage	Customer: PHL 1057418	-1,603.03
9629	W.B. Mason Co., Inc.	Customer No. C2165338	-344.28
9630	ACE Hardware	Customer #552303	-111.48
9631	Billows Electric Supply Co.	Cust.#285927-0199	-58.75
9632	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-129.00
9633	City of Somers Point	video equipment June 22, 2016	-251.71
9634	CW Sales Corporation	Acct. # EGGHAR	-5,830.11
9635	Egg Harbor Township - Fuel Usage	Fuel Usage: April - June 2016	-1,435.18
9636	Galloway Painting LLC	Invoice # 135	-4,275.00
9637	Gayle Corporation	Invoice # 15390	-45,870.00
9638	Grainger	Acct. # 877163162	-496.98
9639	Joe & Jack's Auto Repair	Oil Change	-56.23
9640	Johnson & Towers, Inc.	Customer # 15971	-534.00
9641	McCarthy Tire Service Co. Inc.	Invoice # 19-62880	-715.76
9642	One Call Concepts, Inc.	Account # 12-EGC	-387.50
9643	Xylem Dewatering Solutions, Inc.	Customer No. 5217	-7,848.35
9644	AT & T	Acct. # 020 595 7994/5499	-67.17
9645	Atlantic City Electric	multiple accounts	-16,073.47
9646	New Jersey American Water	multiple accounts	-676.88
9647	Verizon	Acct. #201 Z42 0142 999 78 Y	-169.71
9648	Verizon Wireless	Acct. # 200702280-00001	-196.93
9649	All-Green Turf Management	Account No. 3341	-3,320.56
9650	Atlantic County Utilities Authority	Account No. 143/144	-599,564.00
9651	Caproni Family Septic	Account # 1448	-11,117.50
9652	Kline Construction Co. Inc.	Account No. 1417	-51,464.37
9653	Video Pipe Services, Inc.	Contract No. 89 Windsor Basin Video Pay Est. ...	-34,883.88
9654	Polistina & Associates, LLC	July 2016	-57,283.75
9655	Ridgway Legal	July 2016	-12,500.50
	Total Operating Account		-918,629.72
TOTAL			-918,629.72

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 55 – 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: August 17, 2016

Theresa Prendergast, Secretary

1:50 PM

08/17/16

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of August 17, 2016

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3238	Ruckenstein & Associates, LLC	Refund escrow balance - Project # 13-04	-930.50
3239	Polistina and Associates	July 2016	-2,929.00
	Total CB Developer Account		-3,859.50
TOTAL			-3,859.50

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 56 – 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: August 17, 2016

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

July 2016

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	07/01/2016	25799	7683-0	Good History	-2.50
	07/01/2016	25796	4498-0	Good History	-2.50
	07/05/2016	25806	6479-0	Good History	-2.50
	07/08/2016	25821	7381-0	Bill Not Received	-6.25
	07/08/2016	25824	8546-0	Good History	-2.50
	07/11/2016	25827	50-0	Bill Not Received	-1.25
	07/28/2016	25888	11119-0	Good History	-2.50
	07/29/2016	25895	5047-0	Good History	-2.50
User Charges					
Commercial Excess					
	07/15/2016	3357	2728-1	NJAW adjustment	-454.25
Commercial Minimum					
	07/12/2016	3356	3364-0	Duplicate Billing	-83.00
	07/29/2016	3366	1643-0	Demolished	-56.00

Egg Harbor Township Municipal Utilities Authority

Resolution #57 – 2016

VOIDED

July 20, 2016

Action not taken.

**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	August 17, 2016
Resolution #	58 – 2016
Contract #	94 [Woodrow Pump Station Base Elbow Replacement]
Vendor	B & H Contracting, Inc
Amount	\$17,240.00
Reason	Replace base elbows
Time Period	August 2016
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary