

Regular Meeting - Agenda
Wednesday, August 19, 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 Budget Adoption

~ Resolution #55 – 2016 Revised Budget Approval

~ Resolution #56 – 2016 Budget Adoption

Ratification of Administrative Action

Resolution Memorialization

~ Resolution #51 – 2015

Block 1029, Lot 1 [Egg Harbor Family Associates, LLC] Final Approval

Engineer Report

~ Resolution #57 – 2015 [Extension of contract #72]

Kline Construction

Treasurer's Report

~ Resolution #58 – 2015

Transfer of Funds

~ Resolution #59 – 2015

Operating Account Bill List

~ Resolution #60 – 2015

Developer Account Bill List

Authority Clerk Report

~ Resolution #61 – 2015

Salary review

~ Resolution #62 – 2015

July 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

August 19, 2015
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	absent
	Theresa Prendergast, Secretary	present
	Charles Pfrommer, Commissioner	present
	Theresa Moschetto, Alt Commissioner	absent

Vincent Polistina, Engineer, John Ridgway, Solicitor, Robin Veloso, Bookkeeper, and Elaine Super, Authority Clerk were also in attendance. Mr. Schwemm and Mrs. Moschetto were excused from the meeting due to prior commitments.

General Public Discussion

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

Resolution Memorialization

~ Resolution #51 – 2015

Block 1029, Lot 1 [Egg Harbor Family Associates, LLC] Final Approval

This resolution was previously distributed to all board members. A motion was made by Mr. Duffy, seconded by Mrs. Prendergast, to memorialize Resolution #51-2015. All voted yes.

Authority Clerk Report

~ Resolution #61 – 2015

The Authority typically provides for the same salary increases as the non-union Township employees. Since they received a 2% salary increase effective January 1st, the Authority will provide the same effective September 1st. Motion Mr. Duffy second Mr. Pfrommer to approve this increase to all salaries and salary ranges. All voted yes.

~ Resolution #62 – 2015

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

Motion Mr. Duffy second Mr. Pfrommer to approve the July 2015 meeting minutes. All voted yes.

Mrs. Super left the meeting.

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

~ Resolution #57 – 2015 [Extension of contract #72 – Kline Construction]

Motion Mr. Pfrommer second Mrs. Prendergast to authorize a second, one (1) year extension to this contract. As there was no change in the index rate, there is no change in the contract price. All vote yes.

5:45 PM 2015 – 2016 Budget Adoption

~ Resolution #55 – 2016 Revised Budget Approval

At the request of the State, the EIT financing was included with the capital budget. A motion was made by Mr. Duffy, seconded by Mrs. Prendergast to approve the amended budget which reflected this change. A roll call vote resulted in all members present voting yes.

~ Resolution #56 – 2016 Budget Adoption

A motion was made by Mr. Pfrommer, seconded by Mrs. Prendergast to adopt the 2016 budget. A roll call vote resulted in all members present voting yes.

Several years ago, the Authority had an attorney review the organizational structure. Chairman Davis raised the topic and indicated that he wanted to place on the record his concerns about the employment structure. His sole desire was to express his personal thoughts and have them documented.

Treasurer’s Report

~ Resolution #59 – 2015

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

~ Resolution #60 – 2015

Motion Mr. Duffy, seconded by Mr. Pfrommer to approve the bill list for the Developer Account. All voted yes.

The Treasurer’s report, provided by Robin Veloso, was accepted by the Authority.

A motion to adjourn the meeting at 6:15 pm was made by Mr. Duffy seconded by Mr. Pfrommer. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Approved: November 18, 2015

**Engineer's Report
Egg Harbor Township MUA
August 19, 2015**

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction repaired two cleanouts on Adams Avenue and located several other cleanouts in the McKee City section of the Township.

We have recommended a payment in the amount of \$4,907.71 from the Operating Account for the work completed.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal overall during the past month. The Ocean Heights is the only station currently operating with a single pump. We are finalizing the bid specifications for the purchase of replacement pumps and a new control panel. A pump from the Brookside station had a seal failure alarm, which will be pulled and sent for service in the next few days.

We were notified that pump impellers at the Joanne station are very worn, with a hole in one. The ACUA was directed to obtain pricing on replacement impellers. We authorized the ACUA to replace the sleeve, seal and gland gasket that was leaking on pump # 2 at the Searstown station. The replacement parts and labor cost \$1,135.35.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normal monthly basket and wet well cleaning over the past month. They removed and replaced the carbon media in the odor control units at the Bevis Mill, Beaver and Woodrow station. They also replaced the basket wench at the Dorset station.

We had Caprioni perform additional main jetting at two problem spots, behind the Destiny Motel in West AC and along the easement behind the Storybook station.

Caprioni also assisted with the cleanup of wastewater spills on Spruce Avenue, Lyons Court and the rear of the property at 82 Windsor Court.

We have recommended a payment in the amount of \$11,168.00 from the Operating Account for the work completed in July.

4. Spills

The Authority experienced two spill incidents over the past month, both occurring on Saturday, August 1st. The spill resulted from a blockage of grease immediately upstream of the wet well for the Storybook station causing the main along the Storybook easement and behind several homes on Abbey Court and Windsor Drive to back-up. The Authority Emergency Contractor, Caprioni Family Septic, was dispatched to clear the main blockage at the pump station. Once the blockage was released, Caprioni washed down the affected areas and applied lime to neutralize the odor. It was estimated approximately 500 gallons was lost during the spill.

When the blockage was released, both pumps at the Storybook station were activated and created an unintended second spill. The force main from the Storybook station discharges into the gravity main on Spruce Avenue near the Davenport School. There is not sufficient capacity in the gravity main to accept flow from both pumps at the Storybook station operating concurrently. We dispatched Caprioni to clean up the affected areas and utilized only one pump until the station was back in normal operation. We estimate approximately 200 gallons was lost at this location.

5. FAA Pump Station Upgrades

We are finalizing the bid documents for the project. During this process we are addressing the remaining requirements to obtain the Authorization to Advertise from the NJDEP Environmental Infrastructure Trust.

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. Washington Avenue Interceptor Rehabilitation

Allstate Power Vac has completed the installation of approximately 95% of the liner for the project. The final lining and replacement of the manhole near Ingham Avenue will be completed by the end of the week. The Contractor is scheduling the remaining manhole rehabilitation which will be completed by the end of the month.

Representatives from our office met with the project manager from the NJDEP along with Elaine to review the status of the project and compliance with the DEP requirements.

There is no payment due at this time.

7. **Manhole Rehabilitation**

The Contractor has completed the structural repairs and the majority of the epoxy coating to the manhole structures within the project scope.

We have recommended a payment in the amount of \$35,358.40 for the work completed to date.

8. **Fire & Mill Road Construction**

Our office was recently notified by the contractor for the project that the two-inch force main located between New Jersey American Water Company and Atlantic Gastro Associates is situated within an area of proposed curb, guardrail and stormwater improvements. To clarify the conflict we met with the contractor, project engineer and several representatives from the County.

At the meeting several options were discussed to possibly alter the County improvements. The Authority will complete test pits along the force main's length to verify its location.

9. **Brookside Odor Control**

The ozone odor control unit was installed at the end of last month. The Authority Licensed Operator has been checking the station several times a week to check on whether the unit is working and operating correctly. At this point, he has not noticed any wastewater odor in or around the pump station. At the request of the vendor, he replaced the seal material used to create an air tight seal around the wet well doors. The new seal material was sent from the vendor last week. The operational trial is expected to last through Labor Day to the end of September.

10. **Reega / Reserves Lateral Repairs**

Kline Construction has completed the installation of all the new cleanout castings and has located the majority of the cleanouts within the project limits, completing the necessary repairs. There are still several cleanouts that we believe are located under asphalt or concrete driveways. We still need to determine the best method to narrow down the cleanout location to reduce disturbance.

We have recommended a payment in the amount of \$89,001.15 for the work completed to date.

Developer Projects

1. **Primax Properties**

We are waiting on the submission of an as-built of the new force main.

Extension Applications

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

Connection Applications

1. Randy Homes, LLC - 2202 Ocean Heights Avenue

The applicant has submitted an application for the construction of a new single-family dwelling and connect to the sanitary sewer system in Ocean Heights Avenue.

2. Randy Homes, LLC - 101 Leap Street

The application is for the construction of a new single-family dwelling. The proposed dwelling will utilize an existing sanitary lateral connection that was installed via a previous project.

3. George Stetser - 111 Winnepeg Avenue

The application is for the connection of an existing residential dwelling to the public sanitary system in Winnepeg Avenue. The existing septic system servicing the dwelling has failed. The existing septic 1,000 gallon tank will be reused and a on-site force main will be connected to an existing sanitary lateral.

4. CN Construction, LLC - 19 Bayberry Drive

The application is for the construction of a new single-family dwelling. The proposed dwelling will utilize an existing sanitary lateral connection that was installed via a previous project.

5. Calmar Associates - 402 Zion Road

The applicant has submitted an application for the installation of a water remediation system in order to treat contaminated groundwater at the site.

5. FAA Tech Center - Building 245 Structures & Materials Lab

The application is for the construction of a new building adjacent to building 245 requiring the installation several sections of sanitary main and two manholes. The proposed infrastructure will tie-in to an existing sewer main near Reservoir Road.

Change of Use Applications

1. Group One Automotive

The applicant has submitted an application to renovate the existing building, and extend the front of the building along with adding exterior stairs and ramps.

2. Vitali Mytnik

The application is for the renovation of the former Long Brothers Monuments on the Black Horse Pike into a car dealership and service center.

3. Shawn Evans

The application is for the change of use of a retail / mechanic shop into a dance studio with office space, party room, workshop and storage space.

4. Project Expeditors Consulting Corp. - Coral Silsbe

The applicant has submitted an application to renovate the second floor of the existing Merrill Lynch building on Hingston Avenue.

Vince Polistina
Authority Engineer

Egg Harbor Township Municipal Utilities Authority

Resolution to Amend the 2016 Approved Budget

Resolution # 55 - 2015

WHEREAS, the Egg Harbor Township Municipal Utilities Authority has approved the 2016 Budget on June 17, 2015, and

WHEREAS, the Egg Harbor Township Municipal Utilities Authority finds it necessary to amend the 2016 approved Authority Budget, as follows:

Capital Budget	<u>From</u>	<u>To</u>
Total Capital Appropriations	\$450,000	\$1,900,000
Total Unrestricted Net Position	\$450,000	\$450,000

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Egg Harbor Township Municipal Utilities Authority that the approved 2016 budget is hereby amended as detailed above, and

BE IT FURTHER RESOLVED, that the Authority's secretary is hereby directed to submit a copy of this resolution to the Director of Local Government Services for approval as part of the Authority's 2016 budget.

Adopted this 19th day of August 2015

Secretary's Signature

Recorded Vote

Aye Nay Abstain Absent

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

2016 ADOPTED BUDGET RESOLUTION

Egg Harbor Township Municipal Utilities Authority

AUTHORITY

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning September 1, 2015 and ending, August 31, 2016 has been presented for adoption before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of August 19, 2015; 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 \$ 6,160,000, 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 presented for adoption reflects Total Capital Appropriations of \$ 1,900,000 and Total Unrestricted Net Position planned to be utilized of \$ 450,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Egg Harbor Township Municipal Utilities Authority, at an open public meeting held on August 19, 2015 that the Annual Budget and 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 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)

**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 19, 2015
Resolution #	57 – 2015
Contract #	72
Vendor	Kline Construction
Amount	\$ 123,993.42
Reason	Emergency Repairs & Miscellaneous Maintenance Contract Second – One (1) year extension
Time Period	September 1, 2015 – August 31, 2016
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Resolution #58 – 2015

VOIDED

August 19, 2015

Resolution not required. Anticipated transfer not required.

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 59 – 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: August 19, 2015

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of August 19, 2015

09/01/15

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		September Payroll	-29,366.84
TEPS	State of NJ Health Benefits	August 2015	-12,270.66
9255	Egg Harbor Township - Dental	Dental Benefits - August 2015	-509.55
9256	American Water Capital Corp	Customer No. 305657	-583.94
9257	Crystal Springs	Invoice # 3228663 080115	-35.91
9258	Egg Harbor Township - Office Rent	Office Rent - Aug thru Oct 2015	-12,500.00
9259	Elaine Super.	Petty Cash reimbursement	-157.23
9260	Mainland Journal	Acct. # 108712DJ	-13.02
9261	Mossman's Business Machines	Invoice #137901 & 137865	-291.19
9262	Ocean Business Machines, Inc.	Invoice # 3043	-95.00
9263	Press of Atlantic City, The	Acct. # 103389	-132.60
9264	Staples Advantage	Customer: PHL 1057418	-406.43
9265	W.B. Mason Co., Inc.	Customer No. C2165338	-41.38
9266	Ace Plumb., Heat., & Elec. Supplie...	Invoice # S2927488.001	-90.37
9267	Atlantic County Treasurer	Inspection Services for Permit #2015-125	-93.75
9268	Billows Electric Supply Co.	Cust.#285927-0199	-644.40
9269	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-206.95
9270	Chapman Ford Sales, Inc.	Invoice # FOCS448645	-4,518.38
9271	Egg Harbor Township - Fuel Usage	Fuel Usage: 01/01 - 06/30/15	-4,100.53
9272	Egg Harbor Township Police Depar...	Invoice # 579	-6,735.00
9273	Grainger	Invoice # 9789180073	-368.91
9274	Johnson & Towers, Inc.	Customer # 15971	-1,709.40
9275	One Call Concepts, Inc.	Account # 12-EGC	-522.22
9276	Xylem Dewatering Solutions, Inc.	Invoice # 400511683 & 400523131	-1,730.00
9277	AT & T	Acct. # 020 595 7994/5499	-114.91
9278	Atlantic City Electric	multiple accounts	-21,136.84
9279	New Jersey American Water Co.	multiple accounts	-643.99
9280	South Jersey Gas	Acct: 11341704119 & 11338452912	-127.80
9281	Verizon	Acct. #201 Z42 0142 999 78 Y	-509.06
9282	Verizon Wireless	Acct. # 200702280-00001	-131.64
9283	All-Green Turf Management, Corp.	Account No. 3341	-2,739.56
9284	Atlantic County Utilities Authority	Account No. 143/144	-599,564.00
9285	Caprioni Family Septic	Account # 1448	-11,168.00
9286	Kline Construction Co. Inc.	Account No. 1417	-93,908.86
9287	SWERP, Inc.	Contract No. 81- Pay Estimate No. 1	-35,358.40
9288	Polistina & Associates, LLC	July 2015	-59,410.25
9289	Ridgway & Ridgway	July 2015	-11,931.25
Total Operating Account			-913,868.22
TOTAL			-913,868.22

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 60 – 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: August 19, 2015

Theresa Prendergast, Secretary

2:50 PM

09/01/15

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of August 19, 2015

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3187	Polistina and Associates	July 2015	-11,288.00
3188	Ridgway & Ridgway	July 2015	-948.75
Total CB Developer Account			-12,236.75
TOTAL			-12,236.75

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 61 - 2015

Purpose: Establishing the salary ranges of the Egg Harbor Township Municipal Utilities Authority commencing September 1, 2015.

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; and

WHEREAS, the Authority was created by an ordinance duly adopted by the Township Committee of the Township of Egg Harbor (Township) on September 9, 1964; and

NOW THEREFORE, be it resolved the Salary Administration Policy of the Authority authorizes an annual increase on September 1st of each year increasing the salaries and the salary ranges of the Authority employees by the same percentage that the township increased the non-contractual Employees of the prior January 1st. The township's non-contractual employees did receive an increase for 2015 in the amount of 2% and therefore the Authority employees will receive the same increase. The following rates and ranges shall be in effect until changed by a subsequent resolution of the Authority. Commencing September 1, 2015 the salaries and salary ranges for all Authority Employees, both full time and part time, shall be increased by 2%.

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 the 19th day of August, 2015 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 PM.

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 62 – 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: August 19, 2015

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

July 2015

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges				
07/06/2015	23483	3247-0	Good History	-2.46
07/08/2015	23493	6299-0	Good History	-2.46
07/27/2015	23552	6429-0	Good History	-2.46
07/29/2015	23561	637-0	Good History	-2.46
07/30/2015	23573	308-0	Paid Prior to Penalty	-3.78