

**Regular Meeting - Agenda**

Wednesday, September 17, 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**

**General Public Discussion**

**Applications / Project Status**

**Ratification of Administrative Action**

**Resolution Memorialization**

**Engineer Report**

~Resolution # 59 - 2014

General Repair & Maintenance Contract Extension – Kline Construction

~Resolution #60 – 2014

Change Order #1 – Russell Reid

**Treasurer's Report**

~Resolution # 61 – 2014

Approve Bill List for Operating Account

~ Resolution # 62 – 2014

Approve Bill List for Developer Account

**Authority Clerk**

~ Resolution # 63 – 2014

August 2014 Adjustments

~ Resolution # 64 – 2014

JIF Membership

~ Resolution # 65 – 2014

Direct Deposit

**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

September 17, 2014  
Meeting Minutes

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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 one present from the public, therefore a motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to close the public portion of the meeting. All voted yes.

**Engineer Report** ~ The written engineer's report is attached and is a part of these minutes.

~ Resolution #59 – 2014 [General Repair & Maintenance Contract Extension] Kline Construction has been the contractor for the past year. Motion Mrs. Prendergast, second Mr. Schwemm to extend the contract for one year. This is the first, one year extension as permitted under local public contracts law. All voted yes.

~ Resolution #60 – 2014 [Contract #77, Change Order #1 – Russell Reid] Due to a reduction in the amount of pipe that was videoed, the contract amount was reduced by \$2,024.67. Motion Mr. Schwemm, second Mrs. Prendergast to authorize this change order. All voted yes.

Mr. Polistina explained the status of the Miami Pump Station elimination project. As the bids were much higher than expected, he is still looking at alternate plans for providing sewer to the currently connected properties serviced by that station, three of which are located in Atlantic City.

The new odor control unit is expected to be installed at the Brookside pump station during the spring of 2015.

A live demonstration of the new GIS system is expected to be provided in the next couple of months.

### **Treasurer's Report**

~ Resolution #61 – 2014

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

~ Resolution #62 – 2014

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

As August 31<sup>st</sup> was the end of the Authority's fiscal year, Mr. Schwemm provided a brief overview of the finance status of the Authority. Revenue and expenses were both extremely close to what was budgeted. Ultimately, the Authority realized a \$4,500.00 loss for the year, which was less than anticipated.

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

### **Authority Clerk Report**

~ Resolution #63 – 2014

Motion Mr. Schwemm, seconded by Mrs. Prendergast to approve the August 2014 account adjustments. All voted yes.

Somdev Real Estate is the property owner of 1630 Albany Avenue in Atlantic City, MUA account #6653-0. Due to a water leak which occurred over several months, they are requesting a reduction in water usage of approximately 1,507,000 gallons of water. The adjustment is warranted based on a comparison of previous quarters and years. Motion Mrs. Prendergast second Mr. Schwemm to grant an adjustment in that amount. All voted yes.

Mrs. Super provided information regarding the upcoming tax sale. As in prior years, ample notices and reminders have been provided throughout the past year to all customers with past due balances. Specific tax sale information is now being provided in those reminders. The sale will be held in December and the delinquent charges will be turned over to the Tax Collector in November.

Motion Mr. Schwemm second Mrs. Prendergast to approve the August 2014 meeting minutes. All voted yes.

The MELJIF Renewal Application has been submitted for 2015. The current membership agreement will expire on December 31<sup>st</sup>. Motion Mr. Schwemm second Mr. Duffy to authorize the Chairman to sign a new three year membership agreement commencing January 1, 2015. All voted yes. ~ Resolution #64 – 2014

As there have been statutory changes to the laws governing how municipalities process direct payroll deposits into employee bank accounts, the Authority may need to make some amendments to their processes. Mr. Ridgway has been provided much of the information regarding the changes for his review. He and Mrs. Super will work together during the next month to review and put together a recommendation on how to proceed. Additionally, Chairman Davis directed Mr. Ridgway to investigate the current processes and provide a report back to the Authority next month.

### Attorney's Report

Mr. Ridgway has received a signed copy of the contract with Fleishman Daniels Law Offices for their representation as Bond Counsel. Chairman Davis has been authorized to sign the contract.

The FAA has been disputing their sewer bill for several months as they disagree with the reported flows. Mr. Polistina has thoroughly investigated the flow, including the videoing of the sewer line to ensure that no additional connections have been made. FAA representatives indicated to Mr. Polistina that the bill will be paid, however, they still wish to review the flows with the Authority.

A motion to adjourn the meeting was made by Mr. Schwemm, seconded by Mr. Duffy at 6:25pm. All voted yes.

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Theresa Prendergast, Secretary

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Prepared by Elaine Super, Authority Clerk

*Approved October 15, 2014*

*Approved October 15, 2014*

**Engineer's Report**  
**Egg Harbor Township MUA**  
**September 17, 2014**

**Engineering Projects**

1. **Emergency Maintenance Contract**

There was no work completed by Kline Construction within the last month. No billing is due at this time

2. **ACUA Contract Administration**

The maintenance logs from the ACUA during the past month have been normal. The Cardiff station is the only station operating with a single pump. As we mentioned last month, we ordered replacement pumps from KSB at a cost of \$6,596.00 per pump. They are expected to ship the first week of October.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normal monthly basket and wet well cleaning over the past month. They assisted with cleaning a blockage found in the gravity main in front of 89 Robert Best Road and removed debris from the lateral for 308 Ohio Avenue. Caprioni completed preventative maintenance jetting at several areas identified by the Authority Operator.

We have recommended a payment in the amount of \$10,608.42 from the Operating Account for the work completed in August.

4. **Spills**

There were no spill incidents during the last month.

5. **FAA Pump Station Upgrades**

We verified with the Pinelands Commission that an Amended Application would be required due to the modifications we made to the original design to relocate the new pump station along Tilton Road. The Amended Application has been sent for their review.

We are addressing any comments put forth by the NJDEP EIT.

6. **Miami Pump Station Elimination**

The Authority received bids for this project on August 19<sup>th</sup> and due to the amount of the bids they were all rejected. We are looking into modifying the design of the project to help reduce the overall cost of the project. We are also reviewing possible alternatives to servicing the remaining Authority customers.

7. **Brookside Odor Control**

We reviewed all of the data that was collected over the summer with the representative from Siemens last month. Though we did notice some improvement at the Brookside station there were still times when a sewer odor was detected by the residents who live in the area. The data taken from the wet well and manhole receiving the discharge from the Little Mill was also not conclusive. We believe this is due to the fact that six of stations direct their flow to the Brookside station and each contribute a varying level of hydrogen sulfide and other odor causing gases.

Our office is looking at the costs associated with placing an air scrubbing unit at the Brookside station. Since the station is located very close to wetlands the unit will need to be raised and secured.

8. **GIS System - As-Built**

We are finalizing some modifications to GIS system that were recommended by Elaine during the demonstration. We will be setting up the program at the Authority later this month and plan to provide a demonstration to the Authority Commissioners at the October meeting.

9. **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 August.

10. **Delaware Avenue Video Inspection**

The contractor completed the video inspection of all the mains within the scope of work along Delaware Avenue and Martin Avenue and the additional work along Washington Avenue.

**Developer Projects**

**Extension Applications**

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

**Connection Applications**

No applications were submitted.

**Change of Use Applications**

No applications were submitted.

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Vince Polistina  
Authority Engineer

**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:

<b>Date</b>	September 17, 2014
<b>Resolution #</b>	59 - 2014
<b>Contract #</b>	72
<b>Vendor</b>	Kline Construction
<b>Amount</b>	\$123,993.42
<b>Reason</b>	Emergency Repairs & Miscellaneous Maintenance Contract
<b>Time Period</b>	September 1, 2014 – August 31, 2015
<b>Budget Line Item</b>	Repair & Maintenance

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

**Egg Harbor Township  
Municipal Utilities Authority**

**CERTIFICATION OF AVAILABILITY  
OF FUNDS  
FOR  
CHANGE ORDER**

In accordance with regulations of the Local Finance Board, I hereby certify that funds are available for the following:

<b>Date</b>	September 17, 2014
<b>Resolution #</b>	60 – 2014
<b>Vendor</b>	Russell Reed
<b>Contract #</b>	77 – 12 inch interceptor video
<b>Amount</b>	Change Order #1 = \$ - 2,024.67
<b>Reason</b>	Reduction in amount of video required
<b>Time Period</b>	2014
<b>Budget Line Item</b>	Repair & Maintenance

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 61 – 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: September 17, 2014

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Theresa Prendergast, Secretary

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Operating Account**  
**As of September 17, 2014**

Num	Name	Memo	Amount
<b>Operating Account</b>			
		October Payroll	-28,531.37
TEPS	State of NJ Health Benefits	September 2014	-12,025.43
8953	Egg Harbor Township - Dental	Dental - September 2014	-509.55
8954	American Water Capital Corp	Customer No. 305657	-290.95
8955	Crystal Springs	Invoice # 3228663 090114	-30.11
8956	Daily Journal, The	Acct. # 108712	-68.84
8957	Mossman's Business Machines	Invoice # 135124	-15.21
8958	Press of Atlantic City, The	Acct. # 103389	-16.32
8959	Staples Advantage	Customer: PHL 1057418	-315.99
8960	W.B. Mason Co., Inc.	Customer No. C2165338	-84.21
8961	ACE Hardware	Customer #552303	-53.70
8962	Billows Electric Supply Co.	Cust.#285927-0199	-154.38
8963	Crown Auto Parts, Inc.	Invoice # 14775-27695	-154.99
8964	Egg Harbor Township - Fuel Usage	Fuel Usage - May 1 - Aug 31, 2014	-4,770.77
8965	One Call Concepts, Inc.	Account # 12-EGC	-321.22
8966	AT & T	Acct. # 020 595 7994/5499	-101.72
8967	Atlantic City Electric	multiple accounts	-13,867.23
8968	New Jersey American Water Co.	multiple accounts	-354.05
8969	South Jersey Gas	Acct: 11341704119 & 11338452912	-55.42
8970	Verizon	Acct. #201 Z42 0142 999 78 Y	-372.38
8971	Verizon Wireless	Acct. # 200702280-00001	-130.27
8972	All-Green Turf Management, Corp.	Account No. 3341	-2,299.08
8973	Atlantic County Utilities Authority	Account No. 143/144	-100,593.15
8974	Caproni Family Septic	Account # 1448	-10,608.42
8975	Russell Reid, Inc.	Contract No. 77 - Pay Estimate No. 1 - Final	-14,265.33
8976	Polistina & Associates, LLC	August 2014	-46,902.00
8977	Ridgway & Ridgway	August 2014	-12,025.50
8978	US Postal Service- stamps & envel...	Account #E87177845	-11,162.15
Total Operating Account			-260,079.74
<b>TOTAL</b>			<b>-260,079.74</b>

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 62 – 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: September 17, 2014

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Theresa Prendergast, Secretary

11:56 AM

09/17/14

Accrual Basis

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Developer Account**  
**As of September 17, 2014**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>CB Developer Account</b>			
3153	Polistina and Associates	August 2014	-4,166.25
3154	Ridgway & Ridgway	August 2014	-948.75
Total CB Developer Account			-5,115.00
<b>TOTAL</b>			<b>-5,115.00</b>

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 63 – 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: September 17, 2014

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Theresa Prendergast  
Secretary

# Egg Harbor Township Municipal Utilities Authority

## Monthly Adjustment Report

August 2014

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
<b>Delinquent Charges</b>					
	08/08/2014	21404	2028-0	Good History	-3.57
	08/12/2014	21423	2337-10	Good History	-1.19
	08/13/2014	21427	3665-0	Activated in Error	-0.95
	08/15/2014	21446	2178-0	Good History	-3.57
	08/15/2014	21444	9847-0	Post Office Error	-15.51
	08/18/2014	21462	2591-0	Good History	-3.57
	08/20/2014	21486	1067-0	Good History	-1.19
	08/22/2014	21510	6648-0	Good History	-1.19
	08/25/2014	21519	5024-0	Good History	-1.23
	08/26/2014	21540	24-0	Good History	-1.19
	08/27/2014	21551	1860-0	Meter Reading error/adj.	-25.33
<b>User Charges</b>					
<b>Commercial Excess</b>					
	08/27/2014	2864	1860-0	Actual Meter Reading	-569.25
<b>Commercial Minimum</b>					
	08/19/2014	2862	3752-0	Demo	-79.00
<b>Residential</b>					
	08/13/2014	2860	3665-0	Activated in Error	-63.54

# Egg Harbor Township Municipal Utilities Authority

## Resolution #64 – 2014

**RE:** *Renew Membership in the NJUAJIF*

**WHEREAS**, the Egg Harbor Township Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

**WHEREAS**, said renewed membership terminates as of December 31, 2014 unless earlier renewed by agreement the Authority and the fund; and

**WHEREAS**, the Authority desires to renew said membership;

**NOW THEREFORE, be it resolved as follows:**

1. The Egg Harbor Township Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Join Insurance Fund and to be subject to the Bylaws, Rules and Resolutions, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Board of Commissioners shall be and herby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 17<sup>th</sup> day of September, 2014 by a vote of:

\_\_\_\_\_ Affirmative      \_\_\_\_\_ Negative

I, Theresa Prendergast, Secretary for the Egg Harbor Township Municipal Utilities Authority, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Egg Harbor Township Municipal Utilities Authority held on the 17<sup>th</sup> day of September, 2014 at the Municipal Building, Egg Harbor Township, New Jersey, at 5:30 PM..

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Theresa Prendergast, Secretary

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Nathan Davis, Jr., Chairman