

Regular Meeting - Agenda

Wednesday, September 19, 2018

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 & Flag Salute

General Public Discussion

Applications / Project Status

Resolution Memorialization

~ Resolution #40 – 2018 [Amended Preliminary & Final Approvals]
Oak Forest Mobile Home Park, LLC

Engineer Report

~ Resolution # 49 – 2018
Certification of Funds – Pump Station Maintenance

Treasurer's Report

~ Resolution # 50 – 2018
Transfer of Funds

~ Resolution # 51 – 2018
Approve Bill List for Operating Account

~ Resolution # 52 – 2018
Approve Bill List for Developer Account

Administrative Report

~ August 2018 Meeting Minutes

~ Resolution #53 – 2018
August 2018 Account Adjustments

~ Resolution #54 – 2018
2017 Transitional Year Audit Acceptance

~ Resolution #55 – 2018
2019 – 2020 Employment Practices Liability Program
Certification of Updated Personnel Manual

Other Business (not listed on the Agenda)

Closed Session

Adjournment

September 19, 2018
Meeting Minutes

Chairman Michael Duffy read the Opening Statement pursuant to the Open Public Meetings Act and called the meeting to order at 5:30 PM.

Roll Call:	Michael Duffy, Chairman	present
	Charles Pfrommer, Vice-Chairman	present
	H. Chris Schwemm, Treasurer	present
	Theresa Prendergast, Secretary	absent
	Theresa Moschetto, Commissioner	present
	Anthony DiDonato, Alternate Commissioner	present

Vincent Polistina, Engineer and John Ridgway, Solicitor were in attendance. Elaine Super, Authority Clerk was also present. Mrs. Prendergast was excused from this meeting.

General Public Discussion

There was no public in attendance. Mr. Schwemm made a motion to close the public portion of the meeting, second by Mr. Pfrommer, all voted yes.

Project Status – Resolution Memorialization

~ Resolution #40 – 2018 Revised Preliminary & Final
Block 5205, Lots 8, 42 & 44 [Ocean Heights & English Creek Avenues]
Oak Forest Mobile Home Park, LLC
Representatives Present: Paul Casaccio and Keith Davis

After a lengthy discussion regarding the resolution and the contents thereof, it was decided to table the memorialization of it for another month. The motion to do so was made by Mr. Schwemm, seconded by Mr. Pfrommer and all voted yes.

Mr. Davis and Mr. Casaccio requested a formal Recapture Agreement between the Authority and Oak Forest II. Mr. Polistina and Mrs. Super will review the project and obtain preliminary information regarding the costs associated with the project and report their findings at the October meeting.

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

Mr Polistina discussed the possibility of obtaining financial assistance through the Pinelands Infrastructure Trust fund. It was agreed that Mr. Polistina should advise the Township of our interest in the funds. The Tremont South area is an area that is top of the priority list. Mr. Polistina will begin the application process.

The new Trailer Park pump station on Old Egg Harbor Road is expected to be operational in approximately six weeks, near November 1st.

The permits necessary to move forward with the alternate project necessary to eliminate the Miami pump station are expected in November or December with a construction contract possibly being awarded at the December meeting.

Treasurer

Mr. Schwemm provided a brief overview of the 2019 Budget, which will be presented in October for approval. There is no rate increase proposed as the Authority is currently financially stable.

~ Resolution #51 – 2018

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

~ Resolution #52 – 2018

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

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

Administrative

Currently being reviewed are the two agreements with the FAA.

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

~ Resolution #53 – 2018

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the August 2018 account adjustments. All voted yes.

~ Resolution #55 – 2018

Periodically, the Joint Insurance Fund provides mandatory revisions to our local Personnel Manual. A motion was made by Mr. Schwemm, seconded by Mr. DiDonato to amend the manual to include those revisions. All voted yes.

~ Resolution #56 – 2018

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to authorize the Chairman to sign a revised agreement with the NJ Department of Transportation for the proposed drainage project on Route 40. All voted yes.

Oceanfirst Bank is able to provide Remote Capture which will allow the Authority to scan and submit checks electronically. There is no additional cost for the equipment or program. Mr. Schwemm made a motion, seconded by Mrs. Moschetto, to authorize the signing of the agreement with Oceanfirst. All voted yes.

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

Charles Pfrommer, Assistant Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: October 17, 2018

Engineer's Report
Egg Harbor Township MUA
September 19, 2018

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction assisted in the clearing and eventual replacement of the lateral service for 3 East Park Drive in Linwood due to a blockage. The blockage resulted from a large dense root ball where the lateral meets the main. They also completed the installation of a new water line from the new meter installed by NJAWC at the Delancey station.

We had Kline replace the existing hatch at the Georgetown pump station last month since it was in very poor condition.

We have recommended a payment in the amount of \$3,372.00 from the Operating Account for the replacement of the pump station hatch. The other invoices were not received in time to process for this month's meeting.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. Two stations are currently operating with a single pump. The repair quote from Willier for the pump from the Windsor station was approved last month. We expect the pump to be returned later this month.

The Beaver station is included since only one pump is functional until the station rehabilitation is completed.

3. Wet Well Cleaning Contract Administration

Caproni Family Septic completed the normally scheduled basket and wet well cleanings over the past month. They also cleaned one of the wet wells in the Linwood system.

Caproni replaced the carbon in the odor units at the Bevis Mill and Woodrow stations and performed preventative main jetting in various locates selected by the Authority Operator.

We have recommended a payment in the amount of \$14,742.00 from the Operating Account for the work completed in August.

4. **Spills**

There were no spill incidents within the last month.

5. **Trailer Park Pump Station Replacement**

The contractor has completed the installation of the new wet well structure and the first upstream manhole. The remaining manholes will be installed by the end of the month. The pumps and controls will be installed in October.

We have recommended a payment in the amount of \$23,221.29 for the work completed to date.

6. **Miami Pump Station Elimination**

The TWA application has been forwarded to the ACUA for approval. Once received later this month we will forward to the NJDEP.

We anticipate receiving CAFRA approval in early October.

7. **Beaver Pump Station Upgrades**

A preconstruction meeting was held with TKT Construction last week to kick off the project. A project schedule was provided and the contractor will be forwarding equipment and material submittals this week.

Due to the lead time of several of the new components work is scheduled to begin in late November.

8. **Greater Zion Park Casting Installation**

The contractor, Kline Construction, has installed approximately 833 of the 961 cleanout castings located throughout the project. They have also begun to locate the cleanouts that our office was unable to find.

We have recommended a payment in the amount of \$73,017.37 for the work completed to date.

Developer Projects

Extension Applications

1. **Clayton - Oak Forest Mobile Homes**

The operational start-up of the station was completed last week to verify the pump capacities. A load bank test must still be completed on the standby generator and the site work around the station must still be completed before acceptance.

Connection Applications

1. Buddhist Mind Temple

The submitted application is for the construction of a 12,500 square foot church with seating for 150 people. The church has proposed to connect into the public sewer system via a six-inch lateral extension into Regency Road.

Change of Use Applications

1. The application is for the change of use of a retail unit within the English Creek Shopping Center into a medical facility to be utilized by Lab Corp.

Vince Polistina
Authority Engineer

Egg Harbor Township Municipal Utilities Authority

Resolution #49 – 2018

VOIDED

September 19, 2018

Resolution not required. Oak Forest Pump Station not completed. Will not be added to the Pump Station Maintenance contract until it is completed.

Egg Harbor Township Municipal Utilities Authority

Resolution #50 – 2018

VOIDED

September 19, 2018

Resolution not required.

A transfer of funds was not necessary.

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 51 – 2018

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 19, 2018

Charles Pfrommer, Assistant Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of September 19, 2018

09/19/18

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		October Payroll	-37,846.90
TEPS	State of NJ Health Benefits	Health & Rx - September 2018	-11,631.27
10377	Egg Harbor Township - Dental	Dental - September 2018	-514.95
10378	Christopher & Mitzi Brady	Refund Overpayment - Account # 8226-0	-153.13
10379	American Water Capital Corp	Customer No. 305657	-581.22
10380	Mossman's Business Machines	Invoice # 6036	-18.67
10381	Office Basics, Inc.	Acct. # 09272303	-34.98
10382	Schwaab, Inc.	Invoice # B098298	-69.74
10383	Staples Business Advantage	Customer: PHL 1057418	-217.38
10384	W.B. Mason Co., Inc.	Customer No. C2165338	-186.13
10385	Water Pros, LLC	Invoice # 3791	-500.00
10386	ACE Hardware	Customer #552303	-49.02
10387	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-176.95
10388	Chapman Ford Sales, Inc.	Invoice # 517766 & #518331	-2,876.37
10389	City of Pleasantville	Line Rental - 2017 Calendar Year	-49,385.53
10390	City of Somers Point	Invoice 08/20/18	-284.79
10391	Egg Harbor Township Police Depar...	Invoice # 1209	-3,240.00
10392	Gayle Corporation	Invoice # 16435	-6,501.08
10393	Grainger	Acct. # 877163162	-254.12
10394	Hell Fighters	Trim trees - two locations	-725.00
10395	One Call Concepts, Inc.	Account # 12-EGC	-757.50
10396	Reiner Pump Systems, Inc.	Invoice # CC411NJ	-26,230.00
10397	Treasurer, State of NJ - Gen. Permit	Invoice # 181446610 & 181446600	-1,640.00
10398	USABlueBook	Customer No. 605705	-382.48
10399	Xylem Dewatering Solutions, Inc.	Invoice # 400832033	-1,382.00
10400	AT & T	Acct. # 020 595 7994/5499	-59.25
10401	Atlantic City Electric	multiple accounts	-18,154.79
10402	New Jersey American Water Co.	multiple accounts	-655.29
10403	South Jersey Gas	Acct: 11341704119 & 11338452912	-181.63
10404	Verizon	Acct. #201 Z42 0142 999 78 Y	-142.46
10405	Verizon Wireless	Acct. # 200702280-00001	-142.55
10406	Caproni Family Septic	Account # 1448	-14,742.00
10407	Kline Construction Co. Inc.	Account No. 1417	-3,372.00
10408	Michael Angerman Landscaping, Inc.	Invoice # 31180827	-2,317.50
10409	Kline Construction Co. Inc.	Account No. 1417	-23,221.29
10410	Kline Construction Co. Inc.	Account No. 1417	-73,017.37
10411	Polistina & Associates, LLC	August 2017	-62,537.75
10412	Ridgway Legal	August 2018	-11,310.75
Total Operating Account			-355,493.84
TOTAL			-355,493.84

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 52 – 2018

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 19, 2018

Charles Pfrommer, Assistant Secretary

10:57 AM

09/19/18

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of September 19, 2018

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3316	Polistina and Associates	August 2018	-4,551.50
	Total Developer Account		-4,551.50
TOTAL			-4,551.50

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 53- 2018

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.

- August 2018 Adjustments

Dated: September 19, 2018

Charles Pfrommer, Assistant Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

August 2018

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	08/02/2018	30684	12986-0	Paid Prior to Penalty	-2.49
	08/02/2018	30684	9847-0	Paid Prior to Penalty	-2.49
	08/02/2018	30684	4191-0	Paid Prior to Penalty	-2.49
	08/02/2018	30700	6693-0	Good History	-4.98
	08/02/2018	30700	6676-0	Good History	-4.98
	08/08/2018	30727	473-0	Death in Family	-4.98
	08/13/2018	30747	13223-0	Bill Not Received	-4.98
	08/16/2018	30770	7484-0	Good History	-4.98
	08/16/2018	30766	6938-0	Fire Damage	-4.98
	08/27/2018	30802	5312-0	Billing Error	-4.98
	08/29/2018	30825	444-0	Posting Error	-1.27
User Charges					
Residential					
	08/16/2018	3844	6938-0	Fire Damage	-166.00

Egg Harbor Township Municipal Utilities Authority

Resolution #54 – 2018

VOIDED

September 19, 2018

Resolution not required.

2017 Transitional Year Audit was not received in time for a proper review prior to this meeting.

Egg Harbor Township Municipal Utilities Authority

Resolution # 55 - 2018

Purpose: Adoption of Revised Personnel Manual & Employee Handbook

WHEREAS, it is the policy of the Egg Harbor Township Municipal Utilities Authority (EHTMUA) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the EHTMUA Board of Commissioners has determined that there is a need for a Personnel Manual & Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the EHTMUA Board of Commissioners that the Personnel Manual & Employee Handbook hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all EHTMUA officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by EHTMUA employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the EHTMUA Board of Commissioners.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the EHTMUA shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that John Ridgway, Authority Solicitor is hereby appointed as Employment Attorney/Advisor to advise the EHTMUA.

BE IT FURTHER RESOLVED that the Authority Clerk, Elaine Super is hereby appointed as the Personnel Administrator. The Authority Clerk and the Authority Solicitor shall assist in the implementation of the policies and procedures in this Personnel Manual & Employee Handbook.

I, Charles Pfrommer, Assistant Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly approved at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 19th day of September, 2018 at the Municipal Building, Egg Harbor Township, New Jersey at 5:30 pm.

Charles Pfrommer, Assistant Secretary