

Regular Meeting - Agenda

Wednesday, October 19, 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

Resolution Memorialization

#60 – 2016 [Preliminary Approval]

Block 1613, Lot 87 Dollar General – 3081 English Creek Avenue

Ratification of Administrative Action

Engineer Report

~ Resolution #65 – 2016 [Certification of Funds]

Greater Zion Park Video Inspection

Treasurer's Report

~ Resolution #66 – 2016

Approve Bill List for Operating Account

~ Resolution #67 – 2016

Approve Bill List for Developer Account

Authority Clerk Report

~ Approval of September minutes

~ Resolution #68 – 2016

September 2016 Adjustments

Other Business (not listed on the Agenda)

Closed Session (If Necessary)

Adjournment

Formal action may or may not be taken.

October 19, 2016
Meeting Minutes

Vice-Chairman Duffy 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	absent
	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 Robin Veloso, Bookkeeper 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. Second by Mrs. Prendergast, all voted yes.

Applications / Project Status

None

Resolution Memorialization

~ Resolution #60 – 2016 [Preliminary Approval]

Block 1613, Lot 87 Dollar General – 3081 English Creek Avenue

Motion Mr. Schwemm, second Mr. Pfrommer to approve Resolution #60-2016. All voted yes.

Ratification of Administrative Action

No action taken.

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

~ Resolution #65 – 2016 Certification of Funds

[Greater Zion Park Video Inspection]

Proposals were solicited and received for the video inspection of Greater Zion Park. American Pipe Cleaning submitted the lowest price of \$136,538.95. Motion Mr. Schwemm, second Mr. Pfrommer to award the contract to American Pipe Cleaning. All voted yes.

~ Resolution #69 – 2016

ACUA Contract - The ACUA contract expires on October 31, 2016. The Authority and the ACUA have been working on a new three year contract with the possibility of

two one-year extensions. Since the contract has not been finalized yet, Mr. Schwemm made a motion to extend the existing interlocal agreement with the ACUA for one month. Mrs. Prendergast seconded. All vote yes.

~ Resolution #70 – 2016

The Wet Well Cleaning Contract with Caprioni Family Septic will expire on October 31, 2016. A motion was made by Mr. Schwemm to extend the contract for one year with a .5% index rate increase. Second by Mrs. Prendergast. All vote yes.

Bridge Inspection Report for 2016 has been completed. Erosion near our force main on Ocean Heights Avenue has been reported to the county. They will fix the problem when they do their bridge project in 2017.

FAA Pump Station –

Discussion regarding status of pump station project. The Authority is waiting for a number from the contractor regarding increased cost due to contamination of soil. A suggestion was made to research excess liability insurance in the event that there is a problem. Also discussed use of EIT funds for the project.

Treasurer's Report

~ Resolution #66 – 2016

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

~ Resolution #67 – 2016

Motion Mr. Schwemm, seconded by Mrs. Prendergast 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 #68 – 2016

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the September 2016 account adjustments. All voted yes.

Mr. Schwemm motioned to approve the September minutes. This was seconded by Mrs. Prendergast and all voted yes.

A motion to adjourn the meeting was made by Mrs. Prendergast seconded by Mr. Pfrommer at 6:05 pm. All voted yes.

Theresa Prendergast, Secretary

Approved November 16, 2016

Approved November 16, 2016

Prepared by Robin Veloso, Bookkeeper

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Minutes – October 19, 2016

Engineer's Report
Egg Harbor Township MUA
October 19, 2016

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction located and repaired several cleanouts located throughout the Delilah Oaks development. They also assisted with locating a few cleanouts in the Shires development.

We have recommended a payment in the amount of \$13,714.00 from the Operating Account for the work completed.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. There are currently three stations operating with only a single pump. They are the Old Zion, FAA and Bevis Mill stations.

We ordered a replacement pump for the Old Zion station last month. The pump is expected to be delivered next week. The cost of the replacement pump was only \$500 more than the repair cost.

Pump no. 1 at the FAA began leaking last month and was taken out of operation. We authorized the ACUA to purchase the necessary seals and gaskets and make the repair at a cost of \$2,766.25. The parts were just received and the work is expected to be completed shortly.

The variable speed drive that operated pump no. 2 at the Bevis Mill station failed recently, so the pump cannot operate. The cost to repair the existing AC Tech drive was \$2,520.00. We have had several issues with these drives in the past and it was over-sized for the pumps currently in operation. A replacement drive was ordered from ABB at a cost of \$2,789.60.

The new pumps for the Harley station were received last month and put into operation.

The ACUA ordered the replacement impellers for the pumps at the Bayport station. They are expected to be delivered in the next 30-45 days.

The ACUA installed the second variable speed drive at the Woodrow station earlier this month. With the replacement pumps and drives we are now able to match the incoming flow and minimize the wear on the pumps.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They also provided bypass services at the Woodrow station during a malfunction of the Godwin pump.

We have recommended a payment in the amount of \$11,064.00 from the Operating Account for the work completed in September.

The current contract with Caprioni Family Septic will end on October 31, 2016. The contract has one more one-year extension available pending a discussion of the Authority Commissioners.

4. **Spills**

There were no spill incidents within the last month.

5. **FEMA HMGP Generator Program**

The contractor has received the automatic transfer switch and the natural gas generator. They have installed the transfer switch and plan to begin the generator installation within the next week. The gas service is scheduled to be installed later this month.

We have recommended a payment in the amount of \$25,239.06 for the work completed.

6. **Greater Zion Park Video Inspection**

The Authority received bids for this project on October 18th. We will provide a report of the bids during the meeting.

7. **English Creek Lateral and Cleanout Repair**

We are finalizing the plans and specifications for the lateral and main repairs found during the video inspection. We have also located the majority of the cleanout structures, and the plans will require the installation of a cast-iron cleanout box on all cleanouts.

The project should be finalized and ready for public bidding in the month of November.

8. **Canale Park Utilities Extension**

The contractor begin work earlier this month installing the small diameter force main and water service. The pump station was also installed. All connections to the bathroom facilities will be completed by the Township contractor. Testing is scheduled for later this week.

9. **Brenta Station Base Elbow Replacement**

The contractor, B&H Contracting, began and completed the project last week. The replacement base elbow was installed within one day. The existing Barnes pump is back in operation.

We have recommended a final payment in the amount of \$13,600.00 for the work completed.

10. **Miami Pump Station Elimination**

Our office submitted the revised design plans to FEMA earlier this month showing the change from the extension of the gravity system to the Bayport station to multiple low pressure force mains. Once they have approved the proposed changes we will be able to bid the project.

Developer Projects

Extension Applications

1. **Egg Harbor Family Associates, LLC**

The contractor for the project began the installation of the pumps and mechanical equipment for the wet well and valve vault. The final testing of the sanitary gravity mains is expected later this week. They also need to finalize the connection of the force main to the Authority manhole on Columbus Avenue.

2. **Clayton Development**

The developer has completed the installation of the first phase of the project site, tested all of the mains, and submitted the required as-builts. Work on the pump station will begin later this year.

Connection Applications

None

Change of Use Applications

1. **Sonny Nail Salon and Spa**

The applicant has proposed to change the use of an existing retail unit within the Harbor Crossing Shopping Center to a nail salon and spa.

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:

Date	October 19, 2016
Resolution #	65 – 2016
Contract #	96 (Greater Zion Park Video Inspection)
Vendor	American Pipe Cleaning
Amount	\$136,538.95
Reason	video necessary to determine condition of sewer lines
Time Period	2016-2017
Budget Line Item	Operations & Maintenance: Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 66 – 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: October 19, 2016

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of October 19, 2016

Num	Name	Memo	Amount
Operating Account			
		November Payroll	-31,431.84
TEPS	State of NJ Health Benefits	Health & Rx - October 2016	-12,424.56
9694	Egg Harbor Township - Dental	Dental - October 2016	-533.64
9695	Egg Harbor Township	Municipal Appropriation 2017 Budget	-250,000.00
9696	Maple Direct Inc.	Invoice # 0065520-IN & 0065519-IN	-300.00
9697	Mossman's Business Machines	Invoice # 141683	-21.66
9698	Office Basics, Inc.	Acct. # 09272303	-36.05
9699	Staples Business Advantage	Customer: PHL 1057418	-85.43
9700	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-405.00
9701	Egg Harbor Township - Fuel Usage	Fuel Usage: July & August 2016	-1,252.14
9702	Environmental Systems Research ...	Invoice # 93190708	-2,442.00
9703	One Call Concepts, Inc.	Account # 12-EGC	-436.25
9704	Xylem Dewatering Solutions, Inc.	Invoice # 400641212 & 400641707	-5,407.20
9705	AT & T	Acct. # 020 595 7994/5499	-63.50
9706	Atlantic City Electric	multiple accounts	-14,502.76
9707	New Jersey American Water Co.	multiple accounts	-371.44
9708	South Jersey Gas	Acct: 11341704119 & 11338452912	-59.44
9709	Verizon	Acct. #201 Z42 0142 999 78 Y	-139.66
9710	Verizon Wireless	Acct. # 200702280-00001	-196.87
9711	All-Green Turf Management	Account No. 3341	-2,333.56
9712	B & H Contracting, Inc.	Invoice #1 - Final ; Brenta PS	-13,600.00
9713	Caprioni Family Septic	Account # 1448	-11,064.00
9714	Kline Construction Co. Inc.	Account No. 1417	-13,714.00
9715	Maguire Electrical Construction, LLC	Contract # 92 Whitewater PS Generator	-25,239.06
9716	Polistina & Associates, LLC	September 2016	-74,864.50
9717	Ridgway Legal	September 2016	-13,886.25
Total Operating Account			-474,810.81
TOTAL			-474,810.81

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 67 – 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: October 19, 2016

Theresa Prendergast
Secretary

3:24 PM

10/19/16

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of October 19, 2016

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3243	Raffaele Pansini	Refund Escrow - Project #12-16 complete	-1,375.50
3244	Polistina and Associates	September 2016	-3,739.50
3245	Ridgway Legal	September 2016	-718.75
Total CB Developer Account			<u>-5,833.75</u>
TOTAL			<u><u>-5,833.75</u></u>

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 68 – 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: October 19, 2016

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

September 2016

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	09/13/2016	26224	4965-0	Good History	-3.75
	09/15/2016	26272	2444-0	Good History	-1.25
	09/15/2016	26270	11691-0	Good History	-1.25
	09/15/2016	26271	12002-0	Military	-6.25
	09/16/2016	26283	9422-0	Good History	-1.25
	09/16/2016	26278	1655-0	Good History	-1.25
	09/16/2016	26277	3065-0	Good History	-1.25
	09/19/2016	26293	7544-0	Good History	-1.25
	09/19/2016	26293	2041-0	Good History	-1.25
	09/19/2016	26289	11240-0	Good History	-1.25
	09/19/2016	24291	2066-0	Good History	-1.25
	09/19/2016	24291	1997-0	Good History	-1.25
	09/19/2016	26287	11310-0	Good History	-1.25
	09/20/2016	26303	12314-0	Good History	-2.50
	09/21/2016	26307	6330-0	Good History	-1.25
	09/22/2016	26313	10529-0	Good History	-1.24
	09/22/2016	26317	6674-0	Deed Rcvd Late	-1.25
	09/22/2016	26316	3847-0	Good History	-1.25
	09/23/2016	26319	699-0	Deed Rcvd Late	-1.25
	09/23/2016	26324	12971-0	Good History	-1.25
	09/23/2016	26326	8274-0	Good History	-1.25
	09/23/2016	26326	7782-0	Good History	-1.25
	09/23/2016	26330	2522-0	Good History	-1.25
	09/23/2016	26330	11959-0	Good History	-1.25
	09/23/2016	26330	3894-0	Good History	-1.25
	09/23/2016	26334	7352-0	Good History	-1.25
	09/23/2016	26333	8623-0	Good History	-1.25
	09/23/2016	26339	7201-0	Good History	-1.25
	09/23/2016	26341	472-0	Good History	-1.25
	09/23/2016	26331	11098-0	Posted to Wrong Account	-1.17
	09/23/2016	26331	6464-0	Posted to Wrong Account	-0.32
	09/26/2016	26349	9369-0	Good History	-1.25
	09/26/2016	26352	7219-0	Posting Error	-1.25
	09/26/2016	26352	6581-0	Good History	-1.25
	09/27/2016	26362	12008-0	Good History	-1.25
	09/28/2016	26365	3473-0	Deed Rcvd Late	-1.25
	09/28/2016	26369	12434-0	Post Office Error/ Lost in Mail	-1.25
	09/29/2016	26375	9736-0	Good History	-1.25
	09/30/2016	26384	9374-0	Good History	-1.25
	09/30/2016	26385	12563-0	Wrong Address	-1.25

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

September 2016

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
User Charges					
Commercial Excess					
	09/08/2016	3390	10820-0	Non Profit - Twp Owned	-759.00
	09/08/2016	3390	12793-0	Non Profit - Twp Owned	-69.00
	09/14/2016	3700	1643-0	Duplicate Billing	-109.25
	09/28/2016	3416	1945-0	NJAW corrected bill	-14,731.50
Commercial Minimum					
	09/08/2016	3390	7134-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	7429-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	9179-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	10390-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	10748-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	10817-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	10818-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	10819-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	10820-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	11425-0	Non Profit - Twp Owned	-83.00
	09/08/2016	3390	12793-0	Non Profit - Twp Owned	-83.00
	09/12/2016	3421	9207-0	Non Profit - Twp Owned	-186.75
	09/14/2016	3700	1643-0	Duplicate Billing	-83.00
Residential					
	09/01/2016	3381	1644-0	Demolished	-83.00
	09/19/2016	3408	13223-0	Activated in Error	-83.00
	09/19/2016	3407	13223-0	Activated in Error	-56.84

**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	October 19, 2016
Resolution #	69 – 2016
Vendor	ACUA
Amount	\$ 329,180.24 [2015 – 2016 Annual contract]
Reason	Pumping Station Maintenance
Time Period	November 1 – November 30, 2016 (1 month extension)
Budget Line Item	Pumping Station Operation & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**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	October 19, 2016
Resolution #	70 – 2016
Contract #	79 [2014-2015 Pump Station Maintenance & Wet Well Cleaning]
Vendor	Caprioni Family Septic
Amount	\$ 189,602.00
Reason	Annual contract – second one year extension
Time Period	November 1, 2016 – October 31, 2017
Budget Line Item	Operations & Maintenance: Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary