

Regular Meeting - Agenda

Wednesday, October 21, 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

~ Harbor Acres & Ballenger Woods

Ratification of Administrative Action

Resolution Memorialization

Engineer Report

~ Resolution #68 – 2015 [Wet Well Cleaning]
Caprioni Family Septic – Extension of Contract

~ Resolution #69 – 2015 [Pump Station Maintenance]
Atlantic County Utilities Authority

~ Resolution #70 – 2015 [Ocean Heights Pump Station]
Award of Contract

~ Resolution #71 – 2015 [Reega/Reserve Cleanout Repair Contract]
Change Order #1

Treasurer's Report

~ Resolution #72 – 2015
Transfer of Funds

~ Resolution #73 – 2015
Operating Account Bill List

~ Resolution #74 – 2015
Developer Account Bill List

Authority Clerk Report

~ Resolution #75 – 2015
September 2015 Adjustments

~ August & September 2015 minutes

Other Business (not listed on the Agenda)

Closed Session (If Necessary)

~ Resolution #76 – 2015

Adjournment

Formal action may or may not be taken.

Egg Harbor Township Municipal Utilities Authority

3515 Bargaintown Road
Egg Harbor Township, NJ 08234

October 21, 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	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. Pfrommer, seconded by Mrs. Prendergast to close the public portion of the meeting. All voted yes.

Applications/Project Status

~ Harbor Acres & Ballenger Woods

Bill Crane was in attendance to discuss the possibility of amending the Wastewater Management Plan. Mr. Polistina provided a brief recap of what has been discussed and accomplished so far, including the potential cost of \$10,000,000 to extend the sewer to both areas. Steve Nehmad, representing the Harbor Acres area attended the October 7th Township Committee meeting. At that meeting, the committee discussed the Benefit Assessment Ordinance and suggested that it would be an option provided 61% of the property owners in both Harbor Acres and Ballenger Woods agreed with the idea of sewer being extended to their areas. Mr. Polistina advised that it would take approximately six months to amend the WMP and if all went smooth and we began right away, it could take two and a half years before homes could be connected. A motion was made by Mr. Schwemm, seconded by Mr. Pfrommer to authorize the authority's engineer to move forward with pursuing the amendment. All voted yes. The Authority will also survey the residents to determine the exact needs of the area.

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

~ Resolution #68 – 2015

Motion Mr. Schwemm, seconded by Mrs. Prendergast to extend Caprioni Family Septic's contract for the Wet Well Cleaning for an additional year [\$186,800.00]. All voted yes.

~ Resolution #69 – 2015

Motion Mr. Schwemm, seconded by Mrs. Prendergast to authorize the Atlantic County Utilities Authority to continue with Pump Station Maintenance at an annual cost of \$320,237.00. All voted yes.

~ Resolution #70 – 2015

Motion Mr. Schwemm, seconded by Mrs. Prendergast to award the contract for the Ocean Heights Pump Station upgrades to B&H Construction in the amount of \$44,700.00. All voted yes.

~ Resolution #71 – 2015

Motion Mr. Schwemm, seconded by Mrs. Prendergast to approve Video Pipe's Change Order #2 in the amount of \$4,400.00 [Reega/Reserve Video Inspection]. All voted yes.

Treasurer's Report

~ Resolution #73 – 2015

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

~ Resolution #74 – 2015

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

Mr. Schwemm gave a brief recap of the prior fiscal year finances. Revenue was higher than expected as a result of the connection of ACUA's Pineland Park. Treatment charges were a little less than anticipated as was the costs of repair and maintenance projects. In comparison to other years, there was not a tremendous swing as the years seem to balance out.

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

Authority Clerk Report

~ Resolution #75 – 2015

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

Block 404, Lot 2 [6595 Delilah Road] An adjustment was requested due to a substantial leak outside of the building. The leaking water did not enter the sewer system. Mr. Schwemm made a motion which was seconded by Mr. Duffy to authorize a \$3,716.00 adjustment. All voted yes.

Mrs. Super reported that the August and September minutes have yet to be finalized. Due to the nature of the discussion involving personnel, a motion was made by Mr. Schwemm, seconded by Mr. Duffy to go into Closed Session. All voted yes. (6:15pm)
~ Resolution #76 – 2015

No formal action was taken in closed session. Mr. Duffy made a motion to address this matter at the November meeting. This was seconded by Mr. Pfrommer and all present voted yes.

A motion to adjourn the meeting was made by Mr. Schwemm seconded by Mr. Duffy at 6:40 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Approved: December 16, 2015

Engineer's Report
Egg Harbor Township MUA
October 21, 2015

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction completed work at several locations over the past month. They replaced the manhole frame and castings at two locations, one at the intersection of Blackman Road and Brookside Drive and the other off of Old Egg Harbor Road. Kline lowered three manhole castings located along Bay Drive that were exposed by the Township's retaining wall and gabion project. Kline also excavated and located the existing two-inch force main at several locations along Fire Road between Atlantic Gastro Associates and the water company.

We have recommended a payment in the amount of \$9,938.26 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. The Ocean Heights station is the only one currently operating with a single pump. Bids for upgrading the station will be received prior to the meeting.

During a recent inspection of the pumps at the Woodrow station both impellers were found to have excessive wear and need to be replaced. We are in the process of obtaining pricing for replacement impellers and the associated parts.

Two of the pump guiderails at the Beaver station have become deattached. The ACUA and Caprioni Family Septic are unable to complete the necessary repairs so we have reached out to KRS Services to complete an emergency repair. They are currently preparing a plan to bypass the station and reattach the guiderails.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. Caprioni assisted with a blockage in the gravity main for 69 Kingsley Drive and replaced the clamp and hook for the trash basket at the Seapines station. They also provided bypass pumping during a recent repair to the Fire Road force main.

We have recommended a payment in the amount of \$10,895.25 from the Operating Account for the work completed in September.

4. **Spills**

There were no spill incidents within the last month.

5. **FAA Pump Station Upgrades**

Within the past week we received some additional comments from the NJDEP regarding items to be addressed prior to issuing the Authorization to Advertise. We also met with representatives from the FAA within the past month. They have requested that we make a few modifications to the plans involving the existing utility connections and the abandonment of the equipment in the existing building.

We are currently working on addressing all of the comments / requests and plan to forward all documents for a final review by the end of the month.

We anticipate having the project ready for bid within the next month.

6. **Washington Avenue Interceptor Rehabilitation**

The Contractor is currently completing the first portion of the rehabilitation work to the manholes located within the project limits. The final portion of the rehabilitation work will be completed within 30 days weather pending.

Allstate Power Vac recently forwarded a payment request but it was not received in time to process for this meeting.

7. **Manhole Rehabilitation**

The Contractor has completed all of the work required within the scope the project. All of the manholes have been review by the Authority Licensed Operator and found to be satisfactory.

Swerp recently forwarded a payment request but it was not received in time to process for this meeting.

8. **Fire & Mill Road Construction**

At the request of the County Engineer we had Kline Construction conduct several test pits of the existing two-inch force main that extends along the western side of Fire Road between Atlantic Gastro Associates and the New Jersey American Water Company buildings. The work was completed to determine if a conflict with the ongoing roadway improvements could be avoided by a design adjustment.

9. **Brookside Odor Control**

The ozone odor control unit installed at the end of July has been continuing to operate and has reduced the odors given off by the station's operation. We are currently working with the vendor to prepare bid specifications for the installation of a permanently mounted system.

We anticipate having the bid documents ready for public bid later this month and award at the November Authority meeting.

10. **Reega / Reserves Lateral Repairs**

Kline Construction has completed the installation of cleanout castings at a few remaining locations over the past month. We will be recommending final payment at the next Authority meeting.

11. **Ocean Heights Pump Station Upgrades**

The Authority received bids for this project on October 20th. We will provide a report of the bids during the meeting.

12. **Miami Pump Station Elimination**

We are continuing to develop a plan that will provide sewer service to the remaining commercial properties located on the north and south sides of the Black Horse Pike along with those customers located in Atlantic City.

Developer Projects

Extension Applications

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

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 21, 2015
Resolution #	68 – 2015
Contract #	79 2014–2015 Pump Station Maintenance & Wet Well Cleaning
Vendor	Caprioni Family Septic
Amount	\$ 186,800.00
Reason	Annual contract – first one year extension
Time Period	November 1, 2015 – October 31, 2016
Budget Line Item	Operations & Maintenance: Repair & 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 21, 2015
Resolution #	69 – 2015
Vendor	ACUA
Amount	\$ 329,180.24
Reason	Pumping Station Maintenance
Time Period	November 1, 2015 – October 31, 2016
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 21, 2015
Resolution #	70 – 2015
Contract #	84 (Ocean Heights Pump Station Upgrades)
Vendor	B & H Construction
Amount	\$ 44,700.00
Reason	Upgrade pump station
Time Period	2015 - 2016
Budget Line Item	Capital Outlay

Henry C. Schwemm, Treasurer

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:

Date	October 21, 2015
Resolution #	71 – 2015
Vendor	Video Pipe Services
Contract	#80 Reega / Reserve Video Inspection
Amount	\$ 4,400.00 = Change Order #2
Reason	Additional video work needed
Time Period	2015
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Resolution #72 – 2015

VOIDED

October 21, 2015

Resolution not required.

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 73 – 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: October 21, 2015

Theresa Prendergast, Secretary

12:27 PM

11/05/15

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of October 21, 2015

Num	Name	Memo	Amount
Operating Account			
		November Payroll	-29,379.84
TEPS	State of NJ Health Benefits	October 2015	-12,270.66
9318	Egg Harbor Township - Dental	Dental - October 2015	-509.55
9319	American Water Capital Corp	Customer No. 305657	-584.96
9320	Dell Inc.	Quote #716947184	-257.70
9321	Egg Harbor Township	Municipal Appropriation - FY 2016	-250,000.00
9322	Fleishman * Daniels Law Offices	Invoice # 41967	-4,719.01
9323	Mossman's Business Machines	Invoice # 138420	-29.27
9324	Office Basics, Inc.	Acct. # 09272303	-182.93
9325	Treasurer, State of NJ/1985 PFL	1985 Pinelands Loan #PFL-93-3	-7,302.00
9326	US Postal Service- stamps & envel...	Account # E87177845	-11,162.40
9327	W.B. Mason Co., Inc.	Customer No. C2165338	-163.93
9328	Water Pros, LLC	Invoice # 2202	-650.00
9329	Elaine Super.	Bank for 3rd cash drawer	-200.00
9330	Chris Mattera	Refund due to Fire 9603/3 C0017	-293.24
9331	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-436.07
9332	CW Sales Corporation	Acct. # EGGHAR	-2,035.43
9333	Egg Harbor Township - Fuel Usage	Fuel 07/01/15 - 09/30/15	-1,953.48
9334	Evoqua Water Technologies LLC	Customer No. 1129250	-3,332.00
9335	Grainger	Invoice # 9853944206	-483.17
9336	Johnson & Towers, Inc.	Customer # 15971	-368.78
9337	One Call Concepts, Inc.	Account # 12-EGC	-676.12
9338	Xylem Dewatering Solutions, Inc.	Invoice #400531179/40994	-1,870.00
9339	AT & T	Acct. # 020 595 7994/5499	-74.70
9340	Atlantic City Electric	multiple accounts	-16,473.17
9341	New Jersey American Water Co.	multiple accounts	-703.23
9342	South Jersey Gas	Acct: 11341704119 & 11338452912	-127.49
9343	Verizon	Acct. #201 Z42 0142 999 78 Y	-104.78
9344	Verizon Wireless	Acct. # 200702280-00001	-130.24
9345	All-Green Turf Management, Corp.	Account No. 3341	-2,633.56
9346	Caproni Family Septic	Account # 1448	-10,895.25
9347	Kline Construction Co. Inc.	Account No. 1417	-9,938.26
9348	Video Pipe Services, Inc.	Contract No. 80 Pay Estimate No. 3 - Final	-9,752.87
9349	Polistina & Associates, LLC	September 2015	-43,798.55
9350	Ridgway & Ridgway	September 2015	-14,980.00
Total Operating Account			-438,472.64
TOTAL			-438,472.64

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 74 – 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: October 21, 2015

Theresa Prendergast, Secretary

10:04 AM
10/21/15
Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of October 21, 2015

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3196	Polistina and Associates	September 2015	-1,921.50
	Total CB Developer Account		-1,921.50
TOTAL			-1,921.50

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 75 – 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: October 21, 2015

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

September 2015

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	09/02/2015	23784	26-0	Deed/New Owner	-3.73
	09/02/2015	23784	11379-8	Paid Prior to Penalty	-1.23
	09/08/2015	23838	21-0	Paid Prior to Penalty	-1.96
	09/17/2015	23925	2728-2	Posting Error	-8.61
	09/17/2015	23926	2728-2	Posting Error	-3.69
	09/17/2015	23935	4933-0	Posting Error	-1.25
	09/18/2015	23946	471-0	Good History	-1.25
	09/22/2015	23958	26-0	Deed/New Owner	-3.73
	09/22/2015	23961	2385-0	Good History	-1.25
	09/24/2015	23970	11438-0	Post Office Error/ Lost in Mail	-1.25
	09/24/2015	23970	11420-0	Post Office Error/ Lost in Mail	-1.25
	09/24/2015	23970	118-2	Post Office Error/ Lost in Mail	-1.25
	09/28/2015	23977	7726-0	Post Office Error/ Lost in Mail	-1.25
	09/29/2015	23989	2863-0	Good History	-1.25
User Charges					
Commercial Excess					
	09/30/2015	23995	9179-0	Non Profit - Twp Owned	-51.75
	09/30/2015	23995	10817-0	Non Profit - Twp Owned	-5.75
	09/30/2015	23995	10820-0	Non Profit - Twp Owned	-776.25
	09/30/2015	23995	12793-0	Non Profit - Twp Owned	-74.75
Commercial Minimum					
	09/30/2015	23995	7134-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	7429-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	9179-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	10390-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	10748-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	10817-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	10818-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	10819-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	10820-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	11425-0	Non Profit - Twp Owned	-83.00
	09/30/2015	23995	12793-0	Non Profit - Twp Owned	-83.00
Residential					
	09/01/2015	3123	3568-0	Demolished	-83.00
	09/01/2015	3125	8369-0	Fire Damage	-83.00
	09/01/2015	3129	3567-0	House lifted	-83.00
	09/01/2015	3129	3597-0	Demolished	-83.00
	09/01/2015	3129	3608-0	Demolished	-83.00
	09/01/2015	3129	3663-0	House lifted	-83.00
	09/01/2015	3129	5446-0	Demolished	-83.00
	09/01/2015	3129	6545-0	Demolished	-83.00
	09/01/2015	3114	3697-0	House lifted	-83.00
	09/17/2015	3141	1853-0	Removed One Unit	-83.00
	09/24/2015	3149	6545-0	Demolished	-57.04
	09/30/2015	3157	6627-0	Fire Damage	-293.24

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
Closed Session**

RESOLUTION # 76 – 2015

Resolution to convene into Closed Executive Session to discuss matters which may involve litigation and/or personnel

WHEREAS, the Open Public Meetings Act, PL 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Authority wishes to discuss matters involving Personnel and/or Litigation as follows:

Personnel / Employment

WHEREAS, minutes will be kept and once the matter(s) involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public;

NOW, THEREFORE, BE IT RESOLVED by the Egg Harbor Township Municipal Utilities Authority that the public be excluded from this Closed Executive Session of the Authority meeting.

Dated: October 21, 2015

Theresa Prendergast
Secretary