

Regular Meeting - Agenda

Wednesday, November 15, 2017

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

~ Ole Hansen & Sons, Inc [1501 & 1601 Albany Avenue, Atlantic City]
Conveyance and Maintenance Agreement

Engineer Report

~ Resolution #70 – 2017
Certification of Funds – ACUA Agreement

Treasurer's Report

~ Resolution #71 – 2017
Approve Bill List for Operating Account

~ Resolution #72 – 2017
Approve Bill List for Developer Account

Administrative Report

~ Approval of October 2017 minutes

~ Resolution #73 – 2017
October Adjustments

~ Resolution #74 – 2017
Atlantic County Co-Op

Other Business (not listed on the Agenda)

Closed Session (If Necessary)

Adjournment

Formal action may or may not be taken.

November 15, 2017
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	present
	Theresa Moschetto, Commissioner	present
	Anthony DiDonato, Alternate Commissioner	absent

Vincent Polistina, Engineer and John Ridgway, Solicitor were in attendance. Elaine Super, Authority Clerk was also present.

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.

Project Status

~ Ole Hansen & Sons, Inc [1501 & 1601 Albany Avenue, Atlantic City]

The applicant has submitted a Modification Application for a proposed rehabilitation facility. As the original agreement for the sanitary sewer force main connection into Egg Harbor Township was from 1969, the Authority Commissions have requested an updated agreement in conjunction with the application approvals. That agreement has been finalized. Mr. Pfrommer made a motion, seconded by Mr. Schwemm, to authorize the Chairman to sign the updated agreement. All voted yes.

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

~ Resolution #70 – 2017 [Certification of Funds – Atlantic County Utilities Authority]
Effective January 1, 2018, the annual cost to perform the necessary services outlined in the inter-local agreement with the ACUA will increase to \$297,219.20. A motion was made by Mr. Schwemm, seconded by Mr. Pfrommer, to authorize the increase. All voted yes. All voted yes.

Mr. Polistina and Mr. Ridgway met with Mr. Schoeffler and Mr. Plackter regarding the Offshore Developer project. Ultimately, it was decided that their request for the Authority’s consent to an extension should continue to remain tabled.

Treasurer

~ Resolution #71 – 2017

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

~ Resolution #72 – 2017

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

Mr. Schwemm advised that the 2018 budget has been approved by the State.

Due to the change in the Authority's billing process, limits on funds transferred to and from the Collectors Account need to be increased. A motion was made by Mrs. Moschetto, seconded by Mrs. Prendergast, to authorize the Treasurer to sign two agreements. All voted yes.

1. Wire Transfer Daily Limit increase to \$600,000 for the direct debit transfers.
2. ACH Origination Daily Limit increase to \$200,000 for transfers from the Collector Account to the Trustee Account.

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

Administrative

Mr. Ridgway provided an update on the status of the agreement with the FAA as the current agreement expires on December 31st. On several occasions, he has contacted FAA representatives, however, he has not received a response. Mr. Ridgway will continue pursuing an extension of the existing agreement.

~ Resolution #73 – 2017

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the October 2017 account adjustments. All voted yes.

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

Old Business

Mr. Duffy and Mr. Polistina provided an update on the possible inter-local agreement with Linwood for the sewer maintenance of their system. Details are still in the process of being worked out. Mr. Schwemm made a motion which was seconded by Mrs. Prendergast to authorize Mr. Ridgway and Mr. Polistina to work with Linwood on an inter-local agreement prior to the December 20th meeting. All voted yes.

Alternative Electric Discussion

Mr. Ridgway provided an update on the processes required to become members of the Atlantic County Co-op as well as the South Jersey Power Co-op. The agreements and forms are being obtained and reviewed. Once all documentation is in place, the Authority will be able to move forward with joining the necessary co-ops.

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

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: December 20, 2017

Engineer's Report
Egg Harbor Township MUA
November 15, 2017

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed various miscellaneous items this past month. They repaired the yard hydrant at the Storybook pump station and replaced a section of damaged asphalt driveway at the Bayport station. Kline also excavated and repaired an existing cleanout at the Spruce Ave School located at 3050 Spruce Avenue.

We have recommended a payment in the amount of \$5,125.92 from the Operating Account for the work completed.

During the course of the summer Kline completed the installation of several developer funded lateral installations. Within the last month they completed the final asphalt restorations as required by the individual road opening permits for the Tractor Supply on Ridge Avenue and the new AMI building on Spruce Avenue. They also completed the final restorations for Randy Homes, LLC on Leap Street and English Creek Medical behind the shopping center.

We have recommended a payment in the amount of \$4,782.50 from the Developer's Account for the work completed last month.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. The repaired pumps for the West Jersey and Country Aire stations were received and put back into service last month. We are looking into replacing the controller at the IBM station. The ACUA has reported that the existing unit requires a reset every few days.

There are currently 4 stations operating with only a single pump. They are Storybook, Dorset, Delaware and Island Inn. Pump No. 1 was recently removed from the Storybook station and sent to Willier to obtain a repair quote.

We have confirmed with the KSB representative that a replacement pump for the Delaware station will be provided. The expected delivery date is 6-8 weeks.

It also appears that the pump from the Dorset station will be fully covered by warranty. We are waiting for the final confirmation from the factory and the expected delivery timeframe.

We have looked at various replacement options for the pump from the Island Inn station and will be ordering a replacement later this week. The cost of the new pump will be less than the repair or replacement with the same model.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings this past month. They were unable to perform the normal maintenance jetting due to an equipment failure but we expect them to resolve the issue later this month.

We have recommended a payment in the amount of \$11,679.51 from the Operating Account for the work completed in October.

4. Spills

There were no spill incidents within the last month.

5. North Mount Airy Extension

The contractor, Perna-Finnigan Inc., has completed the installation of all sewer mains and laterals. The final roadway restoration is scheduled to be completed either later this week or after the Thanksgiving holiday.

We have recommended a payment in the amount of \$10,097.11 for the work completed to date.

6. Miami Pump Station Elimination

Our office is in the process of finalizing the bid plans and specifications to bid the project in the next few months. We are working with the NJDEP and NJOEM to include additional language and oversight required by the grant.

7. Trailer Park Pump Station Replacement

We are finalizing the bid specifications and design plans and anticipate having this project ready for bid in late December or early January.

8. Greater Zion Park Lateral and Cleanout Repair

Our office has attempted to locate all of the sanitary cleanouts located throughout the project area. We are in the process of preparing the design plans and list of work items to repair, locate and install castings where required.

Developer Projects

Extension Applications

1. Lidl Grocery Store

The applicant has submitted an application for the construction of a 35,962 square foot supermarket. The proposed building will be provided sanitary sewer service via an extension through a proposed easement from the Langford pump station.

Connection Applications

1. Theresa Holland

The applicant has submitted an application to provide sanitary service to an existing single family dwelling at 95 South Mount Airy Avenue.

2. Jerry Kanefsky

The applicant has submitted an application to provide sanitary service to a proposed single family dwelling at 120 Leo Avenue.

3. Jerry Kanefsky

The applicant has submitted an application to provide sanitary service to a proposed single family dwelling at 118 Leo Avenue.

Change of Use Applications

1. Starbucks at Oak Tree Plaza

The application submitted is for the conversion of a unit within building OP-4 in the Oak Tree Plaza Development from retail into a coffee shop to be operated by Starbucks.

2. Coco Nails at Oak Tree Plaza

The application submitted is for the conversion of a unit within building OP-4 in the Oak Tree Plaza Development from retail into a nail salon / spa referenced as Coco Nails.

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	November 15, 2017
Resolution #	70 – 2017
Vendor	ACUA
Amount	\$297,219.20
Reason	Pumping Station Maintenance
Time Period	January 1, 2018 – December 31, 2018
Budget Line Item	Pumping Station Operation & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 71 – 2017

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: November 15, 2017

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of November 15, 2017

11/15/17

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		December Payroll	-32,559.32
TEPS	State of NJ Health Benefits	Health & Rx - November 2017	-11,631.27
10074	Egg Harbor Township - Dental	Dental - November 2017	-514.95
10075	American Water Capital Corp	Customer No. 305657	-310.67
10076	Edmunds & Associates, Inc.	Acct. # EHTMUA	-2,740.00
10077	Egg Harbor Township - Office Rent	Office Rent - Nov, Dec, Jan 2018	-12,500.00
10078	Insurance Agencies, Inc.	Invoice # 4363	-100.00
10079	Maple Direct Inc.	Invoice # 0078505-IN	-200.00
10080	Mossman's Business Machines	Invoice # 3672	-44.87
10081	Press of Atlantic City, The	Acct. # 8000571	-103.74
10082	Signal Graphics	Invoice # 36252	-199.00
10083	Staples Business Advantage	Customer: PHL 1057418	-108.50
10084	US Postal Service- stamps & envel...	Account # E87177845	-2,788.25
10085	W.B. Mason Co., Inc.	Customer No. C2165338	-181.84
10086	Egg Harbor Township	Municipal Appropriation TY 2017	-100,000.00
10087	ACE Hardware	Customer #552303	-25.93
10088	Billows Electric Supply Co.	Cust.#285927-0199	-522.70
10089	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-688.00
10090	CW Sales Corporation	Acct. # EGGHAR	-7,464.41
10091	GenServe, Inc.	Customer No. 30-EGGHAR5	-2,169.00
10092	Grainger	Acct. # 877163162	-478.71
10093	Huber Locksmiths, Inc.	Invoice # 151377 & 152053	-717.00
10094	One Call Concepts, Inc.	Account # 12-EGC	-541.25
10095	One Stop Car Audio	Invoice # 126924	-311.00
10096	Phencemen Fence & Railing	Invoice # 595	-440.00
10097	Waszen Brothers Sanitation, Inc.	Invoice # 25610	-1,350.00
10098	Atlantic County Utilities Authority	Account No. 143/144	-596,644.00
10099	AT & T	Acct. # 020 595 7994/5499	-58.83
10100	Atlantic City Electric	multiple accounts	-8,953.95
10101	New Jersey American Water Co.	multiple accounts	-385.65
10102	Verizon	Acct. #201 Z42 0142 999 78 Y	-142.80
10103	Verizon Wireless	Acct. # 200702280-00001	-197.03
10104	Atlantic County Utilities Authority	Account No. 143/144	-84,781.05
10105	Caproni Family Septic	Account # 1448	-11,679.51
10106	Kline Construction Co. Inc.	Account No. 1417	-5,125.92
10107	Perna Finnigan, Inc.	Contract No. 101 - Pay Estimate No. 4	-10,097.11
10108	Polistina & Associates, LLC	October 2017	-40,337.25
10109	Ridgway Legal	October 2017	-14,352.00
	Total Operating Account		-951,445.51
TOTAL			-951,445.51

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 72 – 2017

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: November 15, 2017

Theresa Prendergast
Secretary

1:55 PM

11/15/17

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of November 15, 2017

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3273	Kline Construction Co., Inc.	October 2017	-4,782.50
3274	Polistina and Associates	October 2017	-3,056.00
3275	Ridgway Legal	October 2017	-1,466.25
Total Developer Account			-9,304.75
TOTAL			-9,304.75

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 73 – 2017

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.

- October 2017 Adjustments

Dated: November 15, 2017

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

October 2017

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges				
10/03/2017	28911	13030-0	Bill Not Received	-3.32
10/03/2017	28911	7269-0	Good History	-3.32
10/03/2017	28911	5048-0	Good History	-3.32
10/04/2017	28919	4754-0	Paid Prior to Penalty	-1.66
10/04/2017	28913	6065-0	Good History	-3.32
10/05/2017	28927	10902-0	Good History	-3.32
10/10/2017	28935	3426-0	Hospital Stay	-9.57
10/10/2017	28941	2145-0	Good History	-3.32
10/10/2017	28941	2137-0	Good History	-3.32
10/10/2017	28943	1274-0	Good History	-2.70
10/10/2017	28944	1311-0	Bill Not Received	-3.32
10/10/2017	28944	1434-0	Bill Not Received	-0.84
10/10/2017	28944	1426-0	Bill Not Received	-3.32
10/10/2017	28944	1268-0	Bill Not Received	-3.32
10/10/2017	28944	1346-0	Bill Not Received	-3.32
10/10/2017	28944	1330-0	Good History	-3.32
10/10/2017	28944	9315-0	Good History	-3.32
10/10/2017	28945	1300-0	Bill Not Received	-3.32
10/10/2017	28945	1415-0	Bill Not Received	-3.32
10/10/2017	28945	9563-0	Good History	-3.32
10/11/2017	28959	2754-0	Bill Not Received	-0.84
10/11/2017	28959	6127-0	Bill Not Received	-3.32
10/11/2017	28959	1319-0	Bill Not Received	-3.32
10/11/2017	28959	1303-0	Bill Not Received	-3.32
10/11/2017	28959	1348-0	Bill Not Received	-3.32
10/11/2017	28959	1256-0	Bill Not Received	-3.32
10/11/2017	28959	1324-0	Bill Not Received	-3.32
10/11/2017	28959	5255-0	Bill Not Received	-3.32
10/11/2017	28959	1322-0	Bill Not Received	-3.32
10/11/2017	28959	4518-0	Bill Not Received	-3.32
10/11/2017	28959	11088-0	Good History	-0.84
10/11/2017	28959	3987-0	Good History	-3.32
10/11/2017	28959	1254-0	Bill Not Received	-3.28
10/11/2017	28959	1356-0	Bill Not Received	-3.32
10/11/2017	28959	1375-0	Bill Not Received	-3.32
10/11/2017	28959	1383-0	Bill Not Received	-3.32
10/11/2017	28959	9237-0	Good History	-3.32
10/11/2017	28959	6005-0	Good History	-3.32
10/11/2017	28959	1531-0	Good History	-3.32
10/11/2017	28959	9020-0	Good History	-0.84
10/11/2017	28959	2460-0	Bill Not Received	-3.32
10/11/2017	28958	1407-0	Good History	-3.32
10/11/2017	28958	229-0	Good History	-0.84

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

October 2017

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
10/11/2017	28958	1443-0	Good History	-3.32
10/11/2017	28958	12429-0	Good History	-3.32
10/12/2017	28967	7705-0	Good History	-3.32
10/12/2017	28967	1369-0	Bill Not Received	-3.32
10/12/2017	28967	1953-0	Bill Not Received	-3.32
10/12/2017	28967	1496-0	Bill Not Received	-3.32
10/12/2017	28967	9004-0	Bill Not Received	-3.32
10/12/2017	28975	11631-0	Bill Not Received	-3.32
10/12/2017	28975	1408-0	Bill Not Received	-3.32
10/12/2017	28975	1266-0	Bill Not Received	-3.32
10/12/2017	28975	3847-0	Good History	-3.32
10/12/2017	28975	1357-0	Bill Not Received	-3.32
10/12/2017	28976	2392-0	Good History	-0.84
10/12/2017	28976	1469-0	Bill Not Received	-3.32
10/12/2017	28976	9241-0	Bill Not Received	-3.32
10/12/2017	28976	7450-0	Good History	-3.32
10/13/2017	28988	1277-0	Bill Not Received	-3.32
10/13/2017	28989	1430-0	Bill Not Received	-3.32
10/13/2017	28989	1267-0	Bill Not Received	-3.32
10/13/2017	28989	3875-0	Bill Not Received	-3.32
10/13/2017	28989	1466-0	Bill Not Received	-3.32
10/13/2017	28989	9217-0	Bill Not Received	-3.32
10/13/2017	28989	5323-0	Bill Not Received	-3.32
10/16/2017	28990	1908-0	Post Office Error/ Lost in Mail	-3.52
10/16/2017	28998	1445-0	Bill Not Received	-3.32
10/16/2017	28998	1412-0	Bill Not Received	-3.32
10/16/2017	28998	1334-0	Bill Not Received	-3.32
10/16/2017	28999	1429-0	Bill Not Received	-0.84
10/17/2017	29008	11260-0	Death in Family	-3.32
10/17/2017	29009	2148-0	Bill Not Received	-3.32
10/17/2017	29010	1437-0	Bill Not Received	-3.32
10/17/2017	29010	2041-0	Bill Not Received	-3.32
10/17/2017	29010	237-0	Deed Rcvd Late	-3.32
10/17/2017	29010	8243-0	Bill Not Received	-3.32
10/17/2017	29010	2858-0	Bill Not Received	-3.32
10/17/2017	29010	960-0	Deed Rcvd Late	-19.57
10/17/2017	29010	7418-0	Good History	-0.78
10/17/2017	29010	2487-0	Good History	-3.32
10/17/2017	29010	2592-0	Good History	-3.32
10/17/2017	29010	7057-0	Good History	-3.32
10/17/2017	29010	1916-0	Good History	-3.32
10/17/2017	29010	1962-0	Good History	-3.32
10/17/2017	29010	2067-0	Good History	-3.32
10/18/2017	29017	11252-0	Good History	-1.66

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

October 2017

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
10/18/2017	29017	12319-0	Bill Not Received	-1.66
10/18/2017	29017	1299-0	Bill Not Received	-3.32
10/18/2017	29017	1273-0	Bill Not Received	-3.32
10/18/2017	29017	1419-0	Bill Not Received	-3.32
10/19/2017	29023	1270-0	Bill Not Received	-3.32
10/24/2017	29039	9244-0	Billing Error	-3.32
10/25/2017	29046	9062-0	Good History	-3.32
10/26/2017	29052	6956-0	Bill Not Received	-3.32
10/26/2017	29053	7191-0	Good History	-3.32
10/27/2017	29061	1354-0	Bill Not Received	-3.32
10/27/2017	29061	5422-0	Bill Not Received	-0.84
10/30/2017	29069	1335-0	Bill Not Received	-0.84
10/30/2017	29062	12365-0	Good History	-3.32
10/31/2017	29077	11915-0	Good History	-0.84

Egg Harbor Township Municipal Utilities Authority

Resolution #74 – 2017

VOIDED

November 15, 2017

Resolution not required.
Atlantic County Co-op agreement not ready to be signed.