

Regular Meeting - Agenda

Wednesday, November 16, 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

Reorganization

~ Resolution #71 – 2016 [Commissioners]

~ Resolution #72 – 2016 [Bond Trustees]

General Public Discussion

Applications / Project Status

Resolution Memorialization

Ratification of Administrative Action

Engineer Report

~ Resolution #73 – 2016 ACUA Contract Extension

~ Resolution #74 – 2016 Canale Park Extension [Change Order #1 - \$2,012.80]

~ Resolution #75 – 2016 Canale Park Extension [Change Order #2 - \$999.00]

Treasurer's Report

~ Resolution #76 – 2016

Approve Bill List for Operating Account

~ Resolution #77 – 2016

Approve Bill List for Developer Account

Authority Clerk Report

~ Approval of October minutes

~ Resolution #78 – 2016

October 2016 Adjustments

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

November 16, 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:	Michael Duffy, Vice-Chairman	present
	H. Chris Schwemm, Treasurer	present
	Theresa Prendergast, Secretary	present
	Charles Pfrommer, Commissioner	present
	Theresa Moschetto, Commissioner	present

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

Theresa Moschetto was sworn in as a regular commissioner.

Reorganization

~ Resolution # 71 – 2016

Mr. Schwemm made a motion to appoint Michael Duffy as Chairman. This was seconded by Mrs. Prendergast and all voted yes.

~ Resolution # 72 – 2016

Mr. Schwemm made a motion to appoint Mr. Pfrommer as Vice Chairman. This was seconded by Mrs. Prendergast. All voted yes.

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.

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

~ Resolution #73 – 2016 Certification of Funds

Mr. Schwemm made a motion to extend the existing interlocal agreement with the ACUA until December 31, 2016. Mrs. Prendergast seconded. All vote yes.

~ Resolution #74 – 2016 [Change Order #1 – Canale Park Utilities Extension]

Mrs. Prendergast made a motion to approve this change order in the amount of \$2,012.80 for additional paving that was required. Mr. Schwemm seconded the motion and all voted yes.

~ Resolution #75 – 2016 [Change Order # – Canale Park Utilities Extension]
Mrs. Prendergast made a motion to approve this change order, a decrease, in the amount of \$999.00 for work not required. Mr. Schwemm seconded the motion and all voted yes.

FAA Pump Station –
Discussion regarding status of pump station project. The Authority is still waiting on an amount from the FAA contractor to perform the on-site work for the proposed pump station.

Treasurer's Report

~ Resolution #76 – 2016

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

~ Resolution #77 – 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

A leak in the cooling tower at 500 Scarborough Drive resulted in exceptionally high water usage. A motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to provide an adjustment for 789,000 gallons of excess water that did not enter the sewer system. All voted yes.

~ Resolution #78 – 2016

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to approve the October 2016 account adjustments. All voted yes.

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

Mr. Schwemm motioned to approve the special meeting minutes. This was seconded by Mrs. Moschetto and all voted yes.

A motion to adjourn the meeting was made by Mrs. Prendergast, seconded by Mrs. Moschetto at 5:55 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Approved December 21, 2016

Approved December 21, 2016

Engineer's Report
Egg Harbor Township MUA
November 15, 2016

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction assisted with providing a preventative repair to the force main discharge connection at the Miami station. They also installed a replacement manhole casting along Bay Drive.

No billing has been received at this time.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. The FAA station is the only facility operating with a single pump. We previously authorized the ACUA to purchase the necessary seals and gaskets and make the repair at a cost of \$2,766.25. The parts have been received and we are waiting for the ACUA to schedule the work.

The replacement impellers for the pumps at the Bayport station have also been received. We are waiting for the ACUA to schedule the work.

One of the variable speed drives failed at the Bevis Mill station last month, so we directed the ACUA to install a soft start as a temporary replacement. A new ABB drive was ordered at a cost of \$2,789.60. The drive has been received and we are waiting on an installation schedule from the ACUA.

The ACUA has reported that the pumps at the Delaware station are failing and have worn components. Due to the age of the pumps and the cost to replace the worn components we have ordered a replacement pump from KSB at cost of \$4,535.00. The estimated delivery time is two to three weeks.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They provided bypass services at the High School station while the ACUA repaired an electrical issue with the generator and control panel. Caprioni also provided high pressure jetting to clear blockages on Crystal Lakes Drive and at the Davenport School.

We have recommended a payment in the amount of \$10,357.07 from the Operating Account for the work completed in October.

4. **Spills**

There were no spill incidents within the last month.

5. **FEMA HMGP Generator Program**

The new gas service for the generator has been installed and the contractor has prepared to construct the new concrete pad. We anticipate the new generator will be installed within the next few weeks.

The new portable generator will be delivered within the next two weeks. A start-up and training will be scheduled on the delivery date.

No payments are due at this time.

6. **Greater Zion Park Video Inspection**

A preconstruction meeting was held at the end of last month with the contractor, American Pipe Services. They began the jetting and video work last week. The work is anticipated to take approximately 6-7 weeks.

No payments are due at this time.

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 later this month.

8. **Canale Park Utilities Extension**

The contractor has completed the installation of the small diameter force main and water service for the new field bathrooms. The new ejector station was also installed. All mains have passed testing.

Two change orders have been processed and submitted for approval. Change order No. 1 is in the amount of \$2,012.80 for additional asphalt work. Change order No. 2 reduces the overall contract by \$999.00 to reflect the actual as-built quantities constructed.

We have recommended a final payment in the amount of \$63,428.80 from the Operating Account for the work completed.

9. **Miami Pump Station Elimination**

Our office is finalizing the bid plans and specifications for the construction of the new low pressure force mains, and extension of the system servicing the businesses in Atlantic City.

We are also waiting on a response from FEMA on the submitted design plans for the revised project.

10. **North Mount Airy Extension**

We have submitted the plans and documents to the Pinelands Commission for the proposed extension. The Treatment Works Application will be sent to the ACUA for approval later this week.

11. **FAA Pump Station Upgrades**

Our office has initiated a discussion with the FAA representatives on the possible alternatives to constructing a new pump station due to difficulties with excavating at the site.

Developer Projects

Extension Applications

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

The contractor has completed the jetting and video inspection of the on-site gravity mains. They continue to complete the construction of the on-site pump station. The connection of the force main to the Authority manhole on Columbus Avenue must still be completed along with a hydrostatic test.

Connection Applications

1. **ACIA - NextGen Office Building**

The applicant is proposing to construct the first building at the Stockton Aviation Research and Technology Park. The initial building will have a total area of 66,000 square feet.

2. Renewable Jersey @ Egg Harbor

The project is the site of the former Clarion Hotel located along the Black Horse Pike. The applicant had previously obtained approval to change the use of the former hotel into an affordable housing apartment complex, creating eighty-two (82) apartments along with office and medical space.

The applicant is now proposing to provide eighty (80) additional apartment units with the construction of four (4) additional buildings. The work will require the extension of the on-site gravity system.

Change of Use Applications

1. Family Services Association of South Jersey

The applicant has proposed to convert a 631 square foot portion of the 36,000 square foot building from office space to a part time medical clinic.

Vince Polistina
Authority Engineer

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION # 71 - 2016**

Purpose: To appoint the positions of the Commissioners.

BE IT RESOLVED by the Egg Harbor Township Municipal Utilities Authority that **Michael Duffy** shall preside as Chairman, **Charles Pfrommer** shall preside as Vice Chairman, **Henry C Schwemm** shall preside as Treasurer, **Theresa Prendergast** shall preside as Secretary, **Charles Pfrommer** shall preside as Assistant Secretary, **Theresa Moschetto** shall preside as 2nd Assistant Secretary.

BE IT FURTHER RESOLVED that all warrants and checks to withdraw funds of the Authority shall hereinafter be signed by any three members of the Authority.

I, Theresa Prendergast, Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 16th day of November, 2016 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 72 - 2016

Purpose: To certify the trustees for Authority Bonds.

WHEREAS, it is necessary to have an Incumbency Certificate as required by the trustee of the Authority Bonds.

NOW, THEREFORE BE IT RESOLVED that the Egg Harbor Township Municipal Utilities Authority certifies its trustees that **Michael Duffy** is Chairman, **Charles Pfrommer** is Vice-Chairman, **Theresa Prendergast** is Secretary and **Henry C Schwemm** is Treasurer of the Egg Harbor Township Municipal Utilities Authority, as requested by TD Bank, as trustee for various bond issues of the Egg Harbor Township Municipal Utilities Authority.

I, Theresa Prendergast, Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 16th day of November, 2016 at the Municipal Building, located at 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 p.m.

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	November 16, 2016
Resolution #	73 – 2016
Vendor	ACUA
Amount	\$ 329,180.24 [2015 – 2016 Annual contract]
Reason	Pumping Station Maintenance
Time Period	December 1 – December 31, 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
CHANGE ORDER**

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

Date	November 16, 2016
Resolution #	74 - 2016
Vendor	Kline Construction
Contract	#91 Canale Park Utilities Extension
Amount	Change Order #1 [\$2,012.80]
Reason	Additional asphalt work
Time Period	2016 – 2017
Budget Line Item	Capital Improvement

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	November 16, 2016
Resolution #	75 - 2016
Vendor	Kline Construction
Contract	#91 Canale Park Utilities Extension
Amount	Change Order #2 [- \$999.00]
Reason	Adjust for actual as-built quantities
Time Period	2016 – 2017
Budget Line Item	Capital Improvement

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 76 – 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: November 16, 2016

Theresa Prendergast
Secretary

11:45 AM

Egg Harbor Township Municipal Utilities Authority

11/16/16

Checks Written - Operating Account

Accrual Basis

As of November 16, 2016

Num	Name	Memo	Amount
Operating Account			
		December Payroll	-31,365.98
TEPS	State of NJ Health Benefits	Health & Rx - November 2016	-12,424.56
9718	Egg Harbor Township - Dental	Dental - November 2016	-533.64
9719	American Water Capital Corp	Customer No. 305657	-589.72
9720	Daily Journal, The	Acct. # 108712	-6.02
9721	Egg Harbor Township - Office Rent	Office Rent: Nov, Dec, Jan 2017	-12,500.00
9722	Maple Direct Inc.	Invoice # 0066164-IN	-150.00
9723	Mossman's Business Machines	Invoice # 141919	-47.43
9724	Press of Atlantic City, The	Acct. # 8000571	-119.34
9725	Staples Business Advantage	Customer: PHL 1057418	-108.40
9726	ACE Hardware	Customer #552303	-41.74
9727	Applied Analytics, Inc.	Invoice No. A16-21360	-2,789.60
9728	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-499.46
9729	Chapman Ford Sales, Inc.	Invoice # FOCS477002/477699	-697.80
9730	CW Sales Corporation	Acct. # EGGHAR	-4,365.00
9731	Huber Locksmiths, Inc.	Invoice # 145593	-369.95
9732	Joe & Jack's Auto Repair	oil & filter change - 2005 truck	-46.00
9733	One Call Concepts, Inc.	Account # 12-EGC	-490.00
9734	Pennsylvania Insert Corporation	Invoice # 97334	-85.29
9735	AT & T	Acct. # 020 595 7994/5499	-60.00
9736	Atlantic City Electric	multiple accounts	-11,305.90
9737	New Jersey American Water Co.	multiple accounts	-490.40
9738	Verizon	Acct. #201 Z42 0142 999 78 Y	-93.02
9739	Verizon Wireless	Acct. # 200702280-00001	-196.87
9740	All-Green Turf Management	Account No. 3341	-406.00
9741	Atlantic County Utilities Authority	Account No. 143/144	-602,815.49
9742	Caproni Family Septic	Account # 1448	-10,357.07
9743	Kline Construction Co. Inc.	Account No. 1417	-63,428.80
9744	Polistina & Associates, LLC	October 2016	-62,496.50
9745	Ridgway Legal	October 2016	-13,984.00
	Total Operating Account		-832,863.98
TOTAL			-832,863.98

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 77 – 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: November 16, 2016

Theresa Prendergast
Secretary

9:40 AM

11/16/16

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of November 16, 2016

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3246	Polistina and Associates	October 2016	-6,236.50
	Total CB Developer Account		-6,236.50
TOTAL			-6,236.50

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 78 – 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: November 16, 2016

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

October 2016

Delinquent Charges	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
	10/03/2016	26397	6674-0	Deed Rcvd Late	-1.25
	10/04/2016	26407	1470-0	Paid Prior to Penalty	-5.00
	10/04/2016	26408	1227-0	Good History	-2.50
	10/04/2016	26408	540-0	Good History	-2.50
	10/04/2016	26411	10102-0	Good History	-2.50
	10/05/2016	26416	2183-0	Good History	-2.50
	10/06/2016	26422	6120-0	Good History	-2.50
	10/06/2016	26422	180-0	Good History	-1.25
	10/06/2016	26422	9373-0	Paid Prior to Penalty	-1.25
	10/06/2016	26422	5558-0	Paid Prior to Penalty	-1.25
	10/06/2016	26424	7326-	Military	-8.75
	10/07/2016	26435	3937-0	Good History	-1.27
	10/11/2016	26454	3992-0	Posting Error	-2.50
	10/12/2016	26463	8306-0	Good History	-1.25
	10/13/2016	26479	6653-0 Bayview Inn & Suites	Wrong Address	-535.22
	10/13/2016	26480	2932-0	Good History	-2.50
	10/14/2016	26483	7228-0	Good History	-2.50
	10/14/2016	26484	13317-0	Good History	-2.50
	10/17/2016	26490	2037-0	Good History	-2.50
	10/17/2016	26488	10966-0	Wrong Address	-2.50
	10/19/2016	26504	3714-0	Wrong Address	-4.98
	10/20/2016	26510	6848-0	Good History	-0.08
	10/25/2016	26529	11458-0	Good History	-2.50
	10/26/2016	26537	4810-0	Good History	-2.50
	10/31/2016	26550	1342-0	Good History	-2.50