

Regular Meeting - Agenda

Wednesday, November 20, 2013

5:30 PM

Mayor's Conference Room

Egg Harbor Township MUA
3515 Bargaintown Road
Egg Harbor Township, NJ 08234
(609) 926-2671



1. **Call the meeting to order**
2. **Opening Statement Pursuant to the Open Public Meetings Act**
3. **Roll Call:**
 - Nathan Davis, Chairman
 - Michael Duffy, Vice Chairman
 - H. Chris Schwemm, Treasurer
 - Theresa Prendergast, Secretary
 - Charles Pfrommer, Commissioner
 - Theresa Moschetto, Alternate Commissioner
4. **General Public Discussion**
5. **Applications / Project Status**
6. **Ratification of Administrative Action**
7. **Resolution Memorialization**
8. **Engineer Report**
 - ~Resolution #89 - 2013
Certification of Funds – ACUA Interlocal Agreement

 - ~Resolution #90 – 2013 [Contract #74]
Certification of Funds – 2013 Video Inspection
9. **Old Business**
10. **New Business**
11. **Treasurer's Report**
 - ~Resolution #91 - 2013
Transfer to Operating Account
 - ~Resolution #92 - 2013
Approve Bill List for Operating Account
 - ~ Resolution #93 - 2013
Approve Bill List for Developer Account
 - ~ Resolution #94 - 2013
Approve transfer from Construction Fund to Operating Account

12. Authority Clerk

~ Resolution #95 – 2013 - October 2013 Adjustments

13. Other Business (not listed on the Agenda)

14. Subcommittee Reports

15. Closed Session (If Necessary)

~ Resolution #96 - 2013

16. Adjournment



**Egg Harbor Township Municipal Utilities Authority
3515 Bargaintown Road
Egg Harbor Township, NJ 08234**

**Wednesday, November 20, 2013
5:30 PM – Mayor’s Conference Room**

Minutes

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

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, Alternate Commissioner - Present

Also in attendance: Engineer Vince Polistina, Attorney John Ridgway, Authority Clerk Elaine Super.

Open Meeting to the Public

There was no public in attendance. Motion Mr. Duffy second Mr. Pfrommer to close the public portion of the meeting. All voted yes.

Applications/Project Status/Updates/Discussion

Block 5210, Lot 1 - Clayton/Brangan

The applicants for the project at the corner of Ocean Heights & English Creek Avenues will need to return to the Authority, possibly at the December meeting, to discuss the properties surrounding the project as well as the routing of the sewer lines for the project now that the Wastewater Management Plan has been adopted.

Ratification of Administrative Action

None

Resolution Memorialization

None

Engineer Report – The Engineer’s Report is attached and made a part of these minutes.

~Resolution #89 – 2013

Motion Mr. Schwemm second Mr. Duffy to authorize an increase for the annual maintenance contract with the ACUA. This increase is based on the August 2013 CPI change. [\$325,967.00] All voted yes.

~Resolution #90 - 2013

Contract #74 – 2013 Video Inspection

Bids were received on November 20th for the video inspection of multiple areas within Egg Harbor Township. Russell Reid submitted the lowest bid in the amount of \$36,175.23. Motion Mr. Schwemm second Mr. Duffy to award this contract. All voted yes.

~Resolution #90A - 2013

A change order, in the amount of \$1,080.79, is required to pay for additional work performed by Municipal Sales in respect to the root control project. Motion Mr. Schwemm second Mr. Duffy to approve the change order. All voted yes.

Now that the Wastewater Management Plan has been adopted, specific areas may need to be reviewed and addressed individually as they may have been included or excluded possibly creating a conflict.

Mr. Polistina is pursuing the GPS units for the two vehicles, portable generator and portable pump.

Old Business

None

Treasurer's Report

~ **Resolution #91-2013** – Motion Mr. Schwemm second Mr. Duffy to approve to transfer \$300,000 from the Bond Redemption Account to the Operating Account. All voted yes.

~ **Resolution #92-2013** – Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Operating Account (\$809,061.41). All voted yes.

~ **Resolution #93-2013** – Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Developer Account (\$11,239.50). All voted yes.

~ **Resolution #94-2013** – Motion Mr. Schwemm second Mr. Duffy to approve the Construction Fund voucher (\$1,424.00). All voted yes.

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

Clerk's Report

The tax sale is scheduled for December 18, 2013. There were 1,337 delinquent sewer accounts turned over to the Tax Collector.

~ **Resolution #95-2013** – Motion Mr. Schwemm second Mr. Pfrommer to approve the October 2013 adjustments. All voted yes.

Motion Mr. Duffy second Mr. Schwemm to approve the October 2013 open session minutes. All voted yes. Motion Mr. Duffy second Mr. Pfrommer to approve the October 2013 closed session minutes. All voted yes.

Mr. Ball had requested reimbursement for travel expenses to and from the Water and Wastewater class he is currently taking. The Township's policy regarding education does not allow for reimbursement of travel expenses related to this particular request. The Authority will not reimburse for travel expenses.

The annual audit has been completed and we are awaiting the financial report.

A contract compliance audit was completed by the NJ Division of the Treasury, Division of Purchase & Property on October 23, 2013. Results from the State have not yet been received.

Motion Mr. Schwemm second Mrs. Prendergast to adjourn the meeting at 6:00 PM. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

November 20, 2013 Minutes
Approved December 18, 2013

Engineer's Report
Egg Harbor Township MUA
November 20, 2013

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed several items during the last month. They reset a damaged manhole on Reega Avenue and replaced manhole castings at Poplar Road and Diamond Drive. They installed larger conduit at the Fernwood Pump Station and repaired the junction box at the Dorset Pump Station. Kline Construction also assisted in an overflow that occurred on Florida Avenue.

We have recommended a payment in the amount of \$24,699.04 from the Operating Account for the work completed.

Within the past month there were two (2) developer requested lateral modifications completed. Kline Construction completed the work at 2529 Tremont Avenue and 206 Cedar Avenue for EHT Vision, Inc.

We have recommended a payment in the amount of \$4,446.50 from the Developer's Accounts for the work completed.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal the past month. There are currently two pumps out for service, one from the Delancy station and one from the Dogwood station. We received a quote for approximately \$6,000 to complete the repair to the Dogwood pump. We are pricing alternatives for a replacement pump. We approved the repair to the Delancy pump at a cost of \$3,089.00. The cost of a replacement pump would have been approximately \$10,000.00.

The repaired pump for the Brenta pump station has been returned to service. We have also received the four transducers that were approved for repair last month.

The ACUA still needs to schedule the replacement of the seals for the pumps at the Searstown and Trailer Park stations.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed numerous items within the last month along with the normal monthly basket and wet well cleaning. They replaced the cable for the basket winches at the Country Aire, Delilah, Delancy, Fountain Lakes and IBM pump stations. Caprioni replaced a support bracket at the Hingston station and replaced a clamp at the Bevis Mill Station. They also completed preventative maintenance jetting at several areas identified by the Authority Operator.

Caprioni also assisted with the sanitary overflow that occurred on Florida Avenue by providing jetting services and two vacor trucks. They removed all of the residual wastewater and provided an application of granulated lime.

We have recommended a payment in the amount of \$12,496.61 from the Operating Account for the work completed in October.

4. Spills

The Authority experienced a single spill within the last month resulting from an overflowing manhole near 133 Florida Avenue. The overflow was caused by a manhole inflow dish from an upstream manhole and became lodged in the 18" sanitary main as it travels through a side yard easement between Florida Avenue and Cindy Drive. During our attempt to relieve the overflow we utilized the jetting services of Caprioni Family Septic and the ACUA. When we were unable to clear the blockage, we notified the Authority Contractor, Kline Construction, and they provided bypass pumping trucks until a portable pump could be delivered by Godwin.

The City of Somers Point Public Works Department dispatched their video inspection equipment at our request and assisted in determining the cause of the overflow. Once we determined the cause was the inflow dish, the system was isolated with the pumping equipment and removed by personnel from Kline. We estimate that approximately 1,500 gallons was lost during the overflow.

5. West Atlantic City - Phase III

We have scheduled the completion of concrete curb and driveway repairs for this week. We anticipate the final paving will be completed by the end of the month.

6. Miami Pump Station Elimination - Gravity Main Extension

Our office has received the Treatment Works Approval from the DEP and received correspondence from CAFRA stating that a CAFRA permit would not be required for the proposed gravity extension. FEMA is still processing the Authority's request for funding.

Our office is currently working on the bid plans and specifications and hope to the have the project out to bid within the next few months. We met with FEMA to review the project on November 19th and will provide a report at the meeting.

7. **FAA Pump Station Upgrades**

We have a meeting scheduled with the FAA environmental staff for later this week to review the list of questions they put forth regarding the dewatering and other environmental issues associated with the Authority's proposed work.

8. **Searstown Pump Station**

We have been having discussions with the representatives of the Shore Mall Complex regarding the best location for the proposed relocation of the Searstown Pump Station. Once a conceptual plan is completed we will be forwarding the information to the engineering subcontractor for the proposed widening of the Garden State Parkway.

9. **West Avenue Sewer Rehabilitation**

The contractor will be completing the final roadway restoration within the month.

10. **Root Control**

The contractor for the root control project completed the application of the chemical at all of the required locations.

We have recommended a final payment in the amount of \$17,047.57 from the Operating Account for the work completed. The final payment includes a change order for additional work in the amount of \$1,080.79.

11. **2013 Video Inspection**

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

Developer Projects

Extension Applications

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

Connection Applications

1. **Mr. Wes Bates - 117 Blackman Road**

The applicant has submitted an application to construct a single-family dwelling at the property and utilize the existing lateral connection.

Change of Use Applications

1. **Trocki Hotels LP - 6811 Black Horse Pike**

The applicant has submitted an application for the expansion of part of the Holiday Inn Express to provide for continental breakfasts. A grease trap has been included in the submission.

2. **Nedal Elfar - 2600 Tilton Road**

The applicant submitted an application for the conversion of a 1,800 square foot building from office space to into a packing and shipping store identified as Tilton Pak Mail.

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 20, 2013
Resolution #	89 – 2013
Vendor	ACUA
Amount	\$ 325,967.00
Reason	Pumping Station Maintenance
Time Period	November 1, 2013 – October 31, 2014
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	November 20, 2013
Resolution #	90 – 2013
Vendor	Russell Reid
Amount	\$ 36,175.23
Reason	Video Inspection – Multiple areas in EHT
Time Period	December 2013 – February 2014
Budget Line Item	Repair & 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 20, 2013
Resolution #	90A – 20123
Vendor	Municipal Sales
Amount	\$ 1,080.79
Reason	Root Control
Time Period	October – November 2013
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Resolution # 91-2013

WHEREAS, The Egg Harbor Township Municipal Utilities Authority is desirous of transferring funds from its Bond Redemption and Improvement General Fund to its Operating Account, to be utilized for Operating Expenses

NOW THEREFORE, BE IT RESOLVED by the Authority that the sum of three hundred thousand dollars (\$300,000.00) be transferred from the Bond Redemption and Improvement General Fund (# 81-1779-70-1) of TD Bank, to the Operating Account (#571000579) of Cape Bank by November 21, 2013.

Certification

We certify that the transfer requested above will be utilized for Operating Expenses in accordance with the 2007 Bond Resolution.

Engineer

Treasurer

Date

Date

I, Theresa Prendergast, Secretary, for the Egg Harbor Township Municipal Utilities Authority, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Egg Harbor Township Municipal Utilities Authority held on the 20th day of November 2013 at the Municipal Building, Egg Harbor Township, New Jersey, at 5:30 PM.

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 92 – 2013

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 20, 2013

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
 As of November 20, 2013

Num	Name	Memo	Amount
Operating Account			
		December Payroll	-27,586.34
TEPS	State of NJ Health Benefits		-11,075.38
8652	Egg Harbor Township - Dental	Dental Benefits - November 2013	-494.46
8653	American Water Capital Corp	Invoice #4000022666	-200.17
8654	Crystal Springs	Invoice #3228663 100113 & 110113	-73.19
8655	Edmunds Direct Mail, Inc.	Invoice # 112013027-9	-460.49
8656	Elaine Super	Petty Cash	-100.00
8657	Egg Harbor Township - Office Rent	Office Rent - Nov, Dec, Jan 2014	-12,500.00
8658	MGL Printing Solutions	Acct. # E069; Invoice # 116259	-810.00
8659	Mossman's Business Machine	Invoice #132292	-54.05
8660	W.B. Mason Co., Inc.	Customer No. C2165338	-464.09
8661	ACE Hardware	Customer #552303; Invoice # 523202/5	-78.09
8662	Billows Electric Supply Co.	Cust.#285927-0199; Inv.#2159828-00 & 01	-128.50
8663	CARQUEST of Egg Harbor Towns...	Invoice #14775-10617 & 10618	-141.37
8664	CW Sales Corporation	Acct. # EGGHAR; Inv. #106815 & 106918	-3,942.58
8665	Joe & Jack's Auto Repair	Oil & Filter Change	-68.24
8666	Johnson & Towers, Inc.	Invoice #0712089	-2,341.68
8667	One Call Concepts, Inc.	Invoice #3105260	-387.04
8668	Xylem Dewatering Solutions, Inc.	Invoice #400353515 & 400353185	-1,749.00
8669	AT & T	Acct. # 020 595 7994/5499	-127.27
8670	Atlantic City Electric	multiple accounts	-15,986.54
8671	New Jersey American Water Co.	multiple accounts	-379.97
8672	South Jersey Gas	Acct: 11341704119 & 11338452912	-72.53
8673	Verizon	Acct. #201 Z42 0142 999 78 Y	-624.32
8674	Verizon Wireless	Acct. # 200702280-00001	-129.81
8675	Atlantic County Utilities Authority	4th Qtr User Fee	-590,704.00
8676	Caproni Family Septic	Account # 1448	-12,496.61
8677	All-Green Turf Management, Corp.	Account No. 3341	-2,299.08
8678	Kline Construction Co. Inc.	Account No. 1415	-24,699.04
8679	Municipal Sales, Inc.	2013 Root Treatment Pay Estimate No. 1 - Final	-17,047.57
8680	Polistina & Associates, LLC	October 2013	-1,424.00
8681	Polistina & Associates, LLC	October 2013	-67,050.75
8682	Ridgway & Ridgway	October 2013	-13,365.25
Total Operating Account			-809,061.41
TOTAL			-809,061.41

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 93 – 2013

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 20, 2013

Theresa Prendergast
Secretary

3:35 PM
11/20/13
Accrual Basis

EHTMUA
Checks Written - Developer Account
As of November 20, 2013

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3124	Kline Construction Co., Inc.	Inv. 346829 & 346831	-4,446.50
3125	Polistina and Associates	October 2013	-6,793.00
	Total CB Developer Account		<u>-11,239.50</u>
TOTAL			<u><u>-11,239.50</u></u>

Egg Harbor Township Municipal Utilities Authority

Resolution # 95 - 2013

October Adjustments

WHEREAS, there are certain accounts requiring adjustments for sewer service charges and/or interest charges.

Acct #	Property Location	Amount	P or I	Explanation
6383-0	310 Arrowhead Drive	\$ 2.38	I	Military
2475-0	31 London Court	\$ 8.18	I	Posting Error
11760-0	21 Cottage Road	\$ 2.38	I	Perfect History
5446-0	107 E Lakeview Drive	\$ 1.19	I	Good History
451-0	111 Nightingale Road	\$ 2.38	I	Posted to wrong account
9221-0	72 Burnside Drive	\$ 2.38	I	Deed received late
13081-0	6311 Mill Road	\$ 2.38	I	Deed received late
3894-0	522 Delaware Avenue	\$ 2.38	I	Military
4126-0	646 Zion Road	\$ 529.00	P	sprinkler usage
1868-0	6814 Black Horse Pike	\$ 3,099.25	P	Leak

NOW THEREFORE, be it resolved by the Egg Harbor Township Municipal Utilities Authority that said accounts are hereby adjusted and/or refunded in the specified amounts.

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 MUA held on November 20, 2013 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, NJ at 5:30 PM.

Theresa Prendergast, Secretary