

Regular Meeting - Agenda

Wednesday, December 16, 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

Ratification of Administrative Action

5:45 PM – Public Hearing [2016 Connection Fee]

~ Resolution #85 – 2015

Engineer Report

~ Resolution #86 – 2015 Award of Contract [Brookside Odor Control Unit]

Treasurer's Report

~ Resolution #87 – 2015

Operating Account Bill List

~ Resolution #88 – 2015

Developer Account Bill List

Authority Clerk Report

~ Resolution #89 – 2015

November 2015 Adjustments

~ October & November 2015 minutes

~ Resolution # 90 – 2015 [Public Agency Compliance Officer]

~ Resolution #91 – 2015 [2014 – 2015 Audit]

Other Business (not listed on the Agenda)

Closed Session (If Necessary)

~ Resolution #92 – 2015

Adjournment

Formal action may or may not be taken.

Egg Harbor Township Municipal Utilities Authority

3515 Bargaintown Road
Egg Harbor Township, NJ 08234

December 16, 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	absent
	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. Mr. Duffy called and advised that he may be late.

General Public Discussion

There was no one present from the public, therefore a motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to close the public portion of the meeting. All voted yes.

5:31 Mr. Duffy arrived.

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

~ Resolution #86 – 2015 [Contract #85]

Motion Mrs. Prendergast, seconded by Mr. Pfrommer to award the Brookside Odor Control Contract to TKT Construction in the amount of \$44,599.00. All voted yes.

Mr. Ridgway advised the commissioners of the FAA Agreement, which is still in need of a detailed review. There are too many issues within the agreement, including unknown environmental regulations.

5:45 PM – Connection Fee Rate Hearing ~ Resolution #85 – 2015

Based on 2015 flows and previous debt service and expenses, the 2016 Connection Fee will decrease to \$1,737.00 per Equivalent Dwelling Unit. Motion Mr. Schwemm, second Mr. Pfrommer to adopt this rate effective January 1, 2016. All voted yes.

Treasurer's Report

~ Resolution #87 – 2015

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

~ Resolution #88 – 2015

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

Chairman Davis and Mr. Polistina recapped the recent budget meeting with the Atlantic County Utilities Authority. There will be no change in their rate nor in our projected percentage of flow. The current Pump Station contract with the ACUA will expire in 2016.

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

Authority Clerk Report

~ Resolution #89 – 2015

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

Mr. Schwemm motioned to approve the October 21st open and closed session meeting minutes. Mr. Duffy seconded the motion and all voted yes.

Mr. Schwemm motioned to approve the November 18th open and closed session meeting minutes. Mr. Duffy seconded the motion and all voted yes.

~ Resolution #90 – 2015 Public Agency Compliance Officer

A motion was made by Mr. Duffy, seconded by Mrs. Prendergast to re-appoint Mrs. Super to this position for 2016. All voted yes.

The audit had been distributed and discussed briefly. The final audit will be presented at the January 2016 meeting for final acceptance.

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

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

December 16, 2015 Minutes

Approved January 20, 2016

December 16, 2015 Minutes

Approved January 20, 2016

Engineer's Report
Egg Harbor Township MUA
December 16, 2015

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction completed work at several locations over the past month. They repaired a cleanout at 25 White Oak Lane and adjusted a manhole casting located on Bay Drive due to the Township's retaining wall and gabion project. We also had Kline attempt to identify and locate the laterals for the businesses still in operation that are serviced by the former Miami Pump Station.

We have recommended a payment in the amount of \$4,917.75 from the Operating Account for the work completed.

Kline Construction completed the installation of a new lateral for 326 Seapine Avenue and capped the existing service that was located within the driveway.

We have recommended a payment in the amount of \$3,611.37 from the Developer Account for the work completed.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. The West Jersey station is currently operating with a single pump. One pump was removed at the end of last month and was sent for service. It is still covered by the original warranty, so it has been sent back to the manufacturer.

An emergency situation occurred at the West Jersey last Friday evening when the remaining pump failed and would not operate. The ACUA was able to modify one of the spare pumps and maintain operation of the station. The failed pump has also been sent out for repair.

The Ocean Heights station continues to operate with a single pump pending the completion of the station upgrades in January.

The controller at the Beaver station was replaced last month by the ACUA. During recent work at the station the old unit failed and was not repairable.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They replaced the hooks on the trash basket cables at the Hingston and Storybook stations.

Caprioni completed preventative maintenance jetting in several areas selected by the Authority Operator.

We have recommended a payment in the amount of \$9,191.72 from the Operating Account for the work completed in November.

4. **Spills**

There were no spill incidents within the last month.

5. **Washington Avenue Interceptor Rehabilitation**

The contractor began the application of the epoxy coating earlier this week. All work should be completed by the end of the week. This will finalize the project.

No payments are due at this time.

6. **Fire & Mill Road Construction**

Prior to the County completing the final paving to Fire Road, we completed a survey of the common force main from the New Jersey American Water building to the tie-in location, across from Weinstein Supply.

A updated as-built will be created and incorporated in the Authority GIS system.

7. **Brookside Odor Control**

The Authority received bids for this project on December 16th. We will provide a report of the bids during the meeting.

8. **Ocean Heights Pump Station Upgrades**

The contractor is in the process of ordering the new pumps and control panels. Installation is expected to begin in early February.

9. **FEMA HMGP Generator Program**

Our office is preparing the site plans and bid specifications for the generator project. We expect to have generator units selected by the end of the month.

10. **IBM Basin Video Inspection**

We have begun to develop the plans for the completion of the jetting and video inspection of all the sanitary mains that are located within the IBM sanitary basin.

11. **Trailer Park Pump Station Replacement**

We have started the design work for the replacement of the existing station facilities.

Developer Projects

Extension Applications

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

Connection Applications

1. **Doebly & Dad, LLC**

The applicant is proposing the construction of a new single family dwelling on Dogwood Avenue that will utilize an existing lateral.

2. **Rulayet Chowdury**

The application is for the connection of an existing single family dwelling into the sanitary system via an existing lateral.

Change of Use Applications

1. **Kids Choice Academy**

The application is for the conversion of office space into several classrooms and playroom for the proposed day care.

Vince Polistina
Authority Engineer

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 85 – 2015

Purpose: Connection Fee Review

WHEREAS, the Egg Harbor Township Municipal Utilities Authority is a corporate body duly created and existing under the County and Municipal Utilities Authority Law, Chapter 183 of the Laws of New Jersey of 1957 as amended for purposes of providing and developing sewerage facilities as more particularly set forth in the Act; and

WHEREAS, pursuant to NJSA 40:14B-22 and the statutory formula set forth therein the Authority has reviewed its Connection Fee for 2016.

NOW THEREFORE be it resolved by the Egg Harbor Township Municipal Utilities Authority has determined as follows:

1. The recitals set forth above are incorporated herein as though set forth full in this Resolution
2. The Authority has determined the Connection Fee shall be set at \$1,737.00 per Equivalent Dwelling Unit (EDU) and shall be effective as of January 1, 2016.

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 on December 16, 2015 at the Municipal Building, 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	December 16, 2015
Resolution #	86 – 2015
Contract #	85 (Brookside Odor Control)
Vendor	TKT Construction, Inc
Amount	\$44,599.00
Reason	Odor Control Unit
Time Period	2015 - 2016
Budget Line Item	Capital Outlay

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 87 – 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: December 16, 2015

Theresa Prendergast, Secretary

11:40 AM

12/16/15

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of December 16, 2015

Num	Name	Memo	Amount
Operating Account			
		January Payroll	-31,355.50
9386	Egg Harbor Township - Dental	Dental - December 2015	-509.55
TEPS	State of NJ Health Benefits	Health & Rx - December 2015	-12,270.66
9387	American Water Capital Corp	Customer No. 305657	-294.35
9388	Fleishman * Daniels Law Offices	Invoice # 42022	-688.00
9389	Ford, Scott & Associates, LLC	Invoice # 18021	-18,500.00
9390	Mainland Journal	Acct. # 108712DJ	-11.16
9391	Mossman's Business Machines	Invoice # 139090	-24.67
9392	New Jersey Utility Authorities JIF	Invoice # NJUA230-2016	-11,275.23
9393	Office Basics, Inc.	Acct. # 09272303	-188.69
9394	Schwaab, Inc.	Invoice # A017214	-110.99
9395	US Postal Service-postage machine	postage meter	-200.00
9396	Blue Green Municipal	Invoice # 7908	-1,725.00
9397	Chapman Ford Sales, Inc.	Invoice # FOCS457449	-521.81
9398	Grainger	Invoice # 9892365991	-591.39
9399	One Call Concepts, Inc.	Account # 12-EGC	-384.72
9400	AT & T	Acct. # 020 595 7994/5499	-73.15
9401	Atlantic City Electric	multiple accounts	-11,369.69
9402	New Jersey American Water Co.	multiple accounts	-462.14
9403	South Jersey Gas	Acct: 11341704119 & 11338452912	-58.54
9404	Verizon	Acct. #201 Z42 0142 999 78 Y	-185.41
9405	Verizon Wireless	Acct. # 200702280-00001	-132.94
9406	Atlantic County Utilities Authority	Account No. 143/144	-90,023.86
9407	Caproni Family Septic	Account # 1448	-9,191.72
9408	Kline Construction Co. Inc.	Account No. 1417	-4,917.72
9409	Polistina & Associates, LLC	November 2015	-37,525.00
9410	Ridgway & Ridgway	November 2015	-12,276.25
	Total Operating Account		-244,868.14
TOTAL			-244,868.14

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 88 – 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: December 16, 2015

Theresa Prendergast, Secretary

11:03 AM

12/16/15

Accrual Basis

Egg Harbor Township Municipal Utilities Authority
Checks Written - Developer Account
As of December 16, 2015

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3200	EHTMUA	Reimbursement from #15-13	-85.00
3201	George Stetser	Refund Escrow Balance- Project #15-13 Complete	-415.00
3202	Kline Construction Co., Inc.	Invoice # 412863	-3,611.37
3203	Polistina and Associates	November 2015	-5,663.50
3204	Ridgway & Ridgway	November 2015	-3,162.50
	Total CB Developer Account		<u>-12,937.37</u>
TOTAL			<u>-12,937.37</u>

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 89 – 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: December 16, 2015

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

November 2015

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	11/02/2015	24162	8404-0	Paid Prior to Penalty	-4.98
	11/02/2015	24162	6485-0	Paid Prior to Penalty	-4.98
	11/02/2015	24165	5993-0	Good History	-3.75
	11/04/2015	24173	6729-0	Good History	-3.75
	11/04/2015	24166	3621-0	Good History	-3.75
	11/05/2015	24177	10636-0	Deed Rcvd Late	-3.75
	11/05/2015	24179	6325-0	Bank Error	-2.50
	11/09/2015	24202	2114-0	Bill Not Rec'd/ Wrong Address	-3.75
	11/09/2015	24201	3777-1	Good History	-3.75
	11/12/2015	24222	2470-0	Deed Rcvd Late	-7.44
	11/12/2015	24227	1940-0	Good History	-59.03
	11/12/2015	24227	607-0	Good History	-23.67
	11/12/2015	24218	6502-0	Deed Rcvd Late	-0.02
	11/13/2015	24234	6190-0	Good History	-0.06
	11/13/2015	24238	4200-0	Good History	-0.06
	11/16/2015	24253	7768-0	Bill Not Rec'd/ Wrong Address	-3.75
	11/20/2015	24289	8420-0	Paid Tax Collector	-2.50
	11/24/2015	24323	2427-0	Bill Not Rec'd/ Wrong Address	-3.75

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 90 – 2015

Reason: Designate Public Agency Compliance Officer

WHEREAS, the New Jersey Department of the Treasury, Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (formerly known as the Office of Affirmative Action) is charged with enforcing NJSA 10:5-31 et seq which provides that no public contract can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with the approved Affirmative Action Plan; and

WHEREAS, NJAC 17:27-3.5, requires that each public agency annually designate an officer or employee to serve as its public agency compliance officer;

NOW THEREFORE be it resolved the Egg Harbor Township Municipal Utilities Authority, County of Atlantic, State of New Jersey that Elaine Super, Authority Clerk, is hereby designated as its Public Agency Compliance Officer for the Calendar Year 2016.

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 on December 16, 2015 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 P.M.

Theresa Prendergast, Secretary