

Regular Meeting - Agenda

Wednesday, December 19, 2018

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

5:40pm – 2018 Budget Adoption Hearing

~ Resolution # 76 – 2018

Resolution Memorialization

Engineer Report

Treasurer's Report

~ Resolution # 77 – 2018

Approve Bill List for Operating Account

~ Resolution # 78 – 2018

Approve Bill List for Developer Account

Administrative Report

~ November 2018 minutes

~ Resolution # 79 – 2018

November Adjustments

Other Business (not listed on the Agenda)

Closed Session (If Necessary)

Adjournment

Formal action may or may not be taken.

December 19, 2018
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	present

Vincent Polistina, Engineer and John Ridgway, Solicitor were in attendance. Robin Veloso, Bookkeeper, 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 Mr. Pfrommer, all voted yes.

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

Mr. Polistina explained that the Trailer Park Pump Station is expected to be fully operational in mid-January.

As previously discussed during budget preparation, the Authority will hire a part time employee to assist with maintenance. Mr. Schwemm made a motion, seconded by Mr. Pfrommer, to hire John Ferrara as a part time employee with no benefits. All voted yes. Hours worked will not exceed regulatory maximums.

2019 Budget Adoption

~ Resolution #76 – 2018

Mr. Schwemm explained that the budget, as presented in October, had been approved by the State. He made a motion to adopt the 2019 Budget. This was seconded by Mr. Pfrommer and a roll call vote resulted in all members voting in favor of the adoption.

Treasurer

~ **Resolution #77 – 2018**

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

~ Resolution #78 – 2018

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

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

Administrative

Mr. Schwemm motioned to approve the November minutes. This was seconded by Mrs. Prendergast and all voted yes.

~ Resolution #79 – 2018

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to approve the November 2018 account adjustments. All voted yes.

The 2108 Tax Sale was held on December 18th with MUA delinquencies being down by approximately 15%.

The FAA Agreement has yet to be signed but it is expected to be finalized soon.

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

Theresa Prendergast, Secretary

Prepared by Robin Veloso, Bookkeeper

Date Approved: January 16, 2019

Engineer's Report
Egg Harbor Township MUA
December 19, 2018

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed two tasks over the past month. They completed additional road restoration for the lateral repair at 108 Woodpecker Road. They also installed a backflow preventer at the Delancy pump station for the new water service.

We have recommended a payment in the amount of \$3,776.70 from the Operating Account for the work completed within the last month.

Kline installed two laterals along Somers Point-Longport Boulevard for two proposed single family dwellings per the developer's connection application. We have recommended a payment in the amount of \$18,525.00 from the Developer's Account for the work completed.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. All stations are operating with two pumps, except the Beaver station due to the rehabilitation project and the Delancy station. The ACUA has reported one of the pumps at the Delancy station does not appear to be seating correctly, so they will perform a confined space entry to determine the cause.

A new soft start was installed at the Meadow Run station within the last month at a cost of \$792.00.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings over the past month. They also cleaned five of the wet wells in the Linwood system.

We have recommended a payment in the amount of \$11,776.44 from the Operating Account for the work completed in November.

4. Spills

There were no spill incidents within the last month.

5. Trailer Park Pump Station Replacement

Kline has completed the installation of the pumping equipment and the control system. An initial start up was completed this week to verify the operational status of the station. Prior to transferring flow to the new station permanent power must be provided by Atlantic City Electric. Once permanent power is connected the new station will be connected to the existing force main. Work is expected to be completed within the next two weeks.

No payments are due at this time.

6. Beaver Pump Station Upgrades

The contractor was anticipated to start this month but due to delays in receiving materials, the work is expected to begin in early January.

No payments are due at this time.

7. North Mount Airy Sanitary Extension

The owner of 4 North Mount Airy Avenue is experiencing difficulty in connecting to the lateral installed as part of this project due to an utility conflict. He may attend the December meeting to discuss and ask for assistance.

Developer Projects

Extension Applications

1. Clayton - Oak Forest Mobile Homes

We are working with the developer to finalize the punchlist items.

2. Harbor Landing

The contractor for the project has began work on the on-site sanitary system within the last week but work was stopped due to the amount of ground water. They are currently determining the best method to dewater the excavation and install the mains.

3. Nextgen

Earlier this month we were informed by the Atlantic County Improvement Authority that the initial building was nearing completion and will begin to accept tenants. We worked with the ACUA to bring the

station online, by installing the pumps and activating all of the controls, which had been dormant for approximately six years. The station is now active, but we do not expect to receive substantial flow for several months.

Connection Applications

None

Change of Use Applications

None

Vince Polistina
Authority Engineer

#76 – 2018
2019 ADOPTED BUDGET RESOLUTION

Egg Harbor Township Municipal Utilities Authority

AUTHORITY

FISCAL YEAR: FROM: January 1, 2019 **TO:** December 1, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning January 1, 2019 and ending, December 31, 2019 has been presented for adoption before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of December 19, 2018; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 6,541,380, Total Appropriations, including any Accumulated Deficit, if any, of \$ 5,983,383 and Total Unrestricted Net Position utilized of \$ 260,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 1,700,000 and Total Unrestricted Net Position planned to be utilized of \$ 700,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Egg Harbor Township Municipal Utilities Authority, at an open public meeting held on December 19, 2018 that the Annual Budget and Capital Budget/Program of the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and, ending, December 31, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Michael Duffy
Charles Pfrommer
H. Chris Schwemm
Theresa Prendergast
Theresa Moschetto
Anthony DiDonato (alternate)

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 77 – 2018

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 19, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of December 19, 2018

12/19/18

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		January Payroll	-36,563.88
TEPS	State of NJ Health Benefits	Health & Rx - December 2018	-11,631.27
10471	Egg Harbor Township - Dental	Dental Benefits - December 2018	-514.95
10472	American Water Capital Corp	Customer No. 305657	-298.77
10473	Barber Consulting Services LLC	Invoice # 1384	-39.99
10474	Daily Journal, The	Acct. # 248466	-102.30
10475	Mainland Journal	Acct. # 248466	-5.58
10476	MGL Forms-Systems, LLC	Acct. # E069	-1,605.00
10477	Mossman's Business Machines	Invoice # 6390 & 6556	-53.33
10478	NJUA Joint Insurance Fund	Invoice # NJUA230-2019	-10,882.00
10479	Office Basics, Inc.	Acct. # 09272303	-173.83
10480	Press of Atlantic City, The	Acct. # 8000571	-94.34
10481	Staples Business Advantage	Customer: PHL 1057418	-542.76
10482	W.B. Mason Co., Inc.	Customer No. C2165338	-213.96
10483	ACE Hardware	Customer #552303	-73.13
10484	Applied Analytics, Inc.	Invoice # A18-22618	-792.00
10485	Billows Electric Supply Co.	Cust.#285927-0199	-286.13
10486	CW Sales Corporation	Acct. # EGGHAR	-183.51
10487	GenServe, Inc.	Invoice # 0160178-IN	-1,767.00
10488	Grainger	Acct. # 877163162	-1,305.94
10489	One Call Concepts, Inc.	Account # 12-EGC	-556.25
10490	USABlueBook	Customer No. 605705	-3,121.41
10491	Xylem Dewatering Solutions, Inc.	Inv. # 400849897/63377/63876	-8,279.15
10492	AT & T	Acct. # 020 595 7994/5499	-60.62
10493	Atlantic City Electric	multiple accounts	-21,295.63
10494	New Jersey American Water Co.	multiple accounts	-805.27
10495	South Jersey Gas	Acct: 11341704119 & 11338452912	-51.16
10496	Verizon	Acct. #201 Z42 0142 999 78 Y	-286.20
10497	Verizon Wireless	Acct. # 200702280-00001	-142.75
10498	Kline Construction Co. Inc.	Account No. 1417	-3,776.70
10499	Caproni Family Septic	Account # 1448	-11,776.44
10500	Kline Construction Co. Inc.	Account No. 1417	-41,613.00
10501	Polistina & Associates, LLC	November 2018	-49,856.25
10502	Ridgway Legal	November 2018	-9,803.75
Total Operating Account			-218,554.25
TOTAL			-218,554.25

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 78 – 2018

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 19, 2018

Theresa Prendergast, Secretary

2:06 PM

12/19/18

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of December 19, 2018

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3351	Kline Construction Co., Inc.	Invoice # 1501755	-18,525.00
3352	Polistina and Associates	November 2018	-5,692.00
	Total Developer Account		-24,217.00
TOTAL			-24,217.00

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 79- 2018

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.

- November 2018 Adjustments

Dated: December 19, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Monthly Adjustment Report
November 2018

	<u>Date</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges				
User Charge				
	11/01/2018	16-0	Paid Prior to Penalty	-18.50
	11/08/2018	6199-0	Bill Not Received	-12.45
	11/13/2018	6889-0	Delayed Deed	-39.84
	11/15/2018	5264-0	Board Approved	-39.84
	11/19/2018	666-0	Board Approved	-39.84
	11/26/2018	10545-0	Delayed Deed	-39.84
	11/27/2018	5705-0	Billing Error	-39.84
	11/30/2018	12002-0	Military	-40.72
	11/30/2018	10454-0	Delayed Deed	-12.45