

Regular Meeting - Agenda

Wednesday, December 20, 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

5:45pm – 2018 Budget Adoption Hearing

~ Resolution # 75 – 2017

Resolution Memorialization

Engineer Report

~ Priority List

Treasurer's Report

~ Resolution # 76 – 2017

Approve Bill List for Operating Account

~ Resolution # 77 – 2017

Approve Bill List for Developer Account

Administrative Report

~ Resolution # 78 – 2017

Atlantic County Co-Op

~ November 2017 minutes

~ Resolution # 79 – 2017

November Adjustments

~ Resolution # 80 – 2017

2018 Salary Resolution

~ Resolution # 81 – 2017

2018 Public Agency Compliance Officer

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

December 20, 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	absent
	Theresa Prendergast, Secretary	present
	Theresa Moschetto, Commissioner	present
	Anthony DiDonato, Alternate Commissioner	present

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

General Public Discussion

There was no public in attendance. Mr. DiDonato made a motion to close the public portion of the meeting. Second by Mrs. Prendergast, all voted yes.

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

~ Resolution #82 – 2017 [Certification of Funds – Change Order (Perna Finnigan)]

Perna Finnigan recently completed some paving work on North Mount Airy Avenue which required police officers for traffic control. Perna Finnigan paid the EHT police department, therefore the Authority needs to reimburse Perna Finnigan in the amount of \$2,250.00. Mr. Pfrommer made the motion to authorize the change order. This was seconded by Mrs. Prendergast and all voted yes, except Mr. DiDonato who abstained.

The updated capital improvement list was distributed. This list reflects the inclusion of extending sewer along Gravesmith Drive. That roadway is included in the Township’s paving program and the sewer should be installed prior to the final paving.

5:45pm – 2018 Budget Adoption

~ Resolution #75 – 2017

Mrs. Super advised that the 2018 budget had been approved by the state and no changes have been made. Mr. Pfrommer made a motion to adopt the 2018 budget. This was seconded by Mrs. Moschetto and a roll call vote resulted in all voting to adopt the budget.

Treasurer

~ Resolution #76 – 2017

Motion Mr. Pfrommer, seconded by Mr. DiDonato to approve the bill list for the Operating Account. All voted yes.

~ Resolution #77 – 2017

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

The Treasurer's report, provided by Mrs. Super, was accepted by the Authority.

Administrative

Mr. Ridgway has been able to secure a six (6) month extension of the FAA agreement. Terms of a new agreement continue to be negotiated. Mr. Pfrommer made a motion, seconded by Mr. DiDonato to agree to the extension and authorize the chairman to sign the agreement. All voted yes.

The shared service agreement with Linwood has been approved by the City of Linwood. Mr. Ridgway has been reviewing the terms of the agreement and continues to work out the insurance details with JIF. Mr. Pfrommer motioned, seconded by Mr. DiDonato, to authorize the Chairman to sign the agreement. All voted yes.

Mr. Ridgway and Mrs. Super continue to obtain the appropriate paperwork for inclusion in the County Co-Op.

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

~ Resolution #79 – 2017

Motion made by Mrs. Prendergast, seconded by Mr. Pfrommer to approve the November 2017 account adjustments. All voted yes.

~ Resolution #80 – 2017

Motion made by Mr. Pfrommer, seconded by Mrs. Moschetto to approve the 2018 salary resolution. All voted yes.

~ Resolution #81 – 2017

Motion made by Mrs. Moschetto, seconded by Mrs. Prendergast to appoint Elaine Super as the Public Agency Compliance Officer for 2018. All voted yes.

A motion to adjourn the meeting was made by Mrs. Prendergast, seconded by Mrs. Moschetto at 5:57 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: January 17, 2018

Engineer's Report
Egg Harbor Township MUA
December 20, 2017

Engineering Projects

1. **Emergency Maintenance Contract**

Kline Construction completed two items within the last month. They repaired a separation in the discharge line between the wet well and valve vault at the Anchorage Poynte pump station that created a sewer leak. Kline also removed a portion of damaged / settled sidewalk that had come to rest on top of the Anchorage Poynte force main. The settlement occurred at a bulkhead where the force main enters the City of Somers Point.

We have not yet received any billing for the work completed.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. We received the warranty replacement pump from KSB for the Dorset station last week. It was put into service on Friday.

There are currently 3 stations operating with only a single pump. They are Storybook, Delaware and Island Inn. The warranty replacement pump from KSB for the Delaware station is expected to be delivered in early January. The pump from the Storybook station was sent to Willier, and we are waiting for a repair quote.

The replacement pump for the Island Inn station was ordered and will cost approximately \$2,000.00. Delivery is expected in 4-6 weeks.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings this past month.

We have recommended a payment in the amount of \$9,039.00 from the Operating Account for the work completed in November.

4. Spills

There were no spill incidents within the last month.

5. 2018 Priority List

The Authority Priority List was updated to reflect the change of the fiscal year to a calendar year with a few minor adjustments. A copy of the update was included with the Engineer's report.

6. North Mount Airy Extension

The final resurfacing of North Mount Airy Avenue was completed last month. After driving on the finished product, our office and the Township had some concerns on the condition of the work. The contractor has been notified of our concerns and we have agreed to wait till the spring 2018 to address them. Their billing was adjusted for a payment of 50% of the amount due.

We have recommended a payment in the amount of \$55,905.28 for the work completed to date.

7. Trailer Park Pump Station Replacement

We expect to have the final bid specifications and design plans available for bid in 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.

9. 2018 Video Inspection

We have begun to prepare the plans and specifications for the completion of the jetting / cleaning and video inspection of the sanitary mains located within the Beaver and Whitewater pump station basins.

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. Fusion Church (New Covenant Church of Somers Point)

The applicant has submitted an application to connect the existing building to the public sewer system in Tremont Avenue. The connection will service an existing building that will be converted from a retail store to a church along with a proposed parsonage at the rear of the property.

2. Egg Harbor Associates, LLC

This application is for the connection of the retail stores referenced as Out-Parcel No. 1, located within the Wal-Mart Development at Oak Tree Plaza. The stores will provide approximately 14,700 square feet of retail space.

Change of Use Applications

None

Vince Polistina
Authority Engineer

Resolution #75 – 2017
2018 ADOPTED BUDGET RESOLUTION

Egg Harbor Township Municipal Utilities Authority
AUTHORITY

FISCAL YEAR: FROM: January 1, 2018 **TO:** December 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning January 1, 2018 and ending, December 31, 2018 has been presented for adoption before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of December 20, 2017; 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 \$ 6,200,000, Total Appropriations, including any Accumulated Deficit, if any, of \$ 5,738,412 and Total Unrestricted Net Position utilized of \$ 250,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ 1,175,000 and Total Unrestricted Net Position planned to be utilized of \$ 625,000; 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 20, 2017 that the Annual Budget and Capital Budget/Program of the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, January 1, 2018 and, ending, December 31, 2018 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 # 76 – 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: December 20, 2017

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
 As of December 20, 2017

Operating Account	Num	Name	Memo	Amount
			December Payroll	-32,627.43
	TEPS	State of NJ Health Benefits	Health & Rx - December 2017	-11,631.27
	10110	Egg Harbor Township - Dental	Dental - December 2017	-514.95
		Petty Cash Account	Replenish Account: Checks 1563 - 1566	-430.50
	10111	Egg Harbor Township	Payment intended for taxes 5807/13	-169.84
	10112	American Water Capital Corp	Customer No. 305657	-294.86
	10113	Mainland Journal	Acct. # 108712DJ	-5.58
	10114	MGL Forms-Systems, LLC	Acct. # E069	-1,085.00
	10115	Mossman's Business Machines	Invoice # 3866	-45.29
	10116	New Jersey Utility Authorities JIF	Invoice # NJUA230-2018	-11,172.78
	10117	Office Basics, Inc.	Acct. # 09272303	-129.31
	10118	Schwaab, Inc.	Invoice # B053726	-170.97
	10119	Staples Business Advantage	Customer: PHL 1057418	-218.73
	10120	ACE Hardware	Customer #552303	-96.18
	10121	CARQUEST of Egg Harbor Township	Customer No. 0210381	-354.92
	10122	Double A Decals	Invoice # 187	-270.00
	10123	Egg Harbor Township - Fuel Usage	Fuel Usage 05/01/17 through 11/30/17	-4,243.45
	10124	GenServe, Inc.	Invoice # 0139545-IN	-3,177.00
	10125	One Call Concepts, Inc.	Account # 12-EGC	-501.25
	10126	USABlueBook	Customer No. 605705	-744.90
	10127	Waszen Brothers Sanitation, Inc.	Invoice # 25716	-1,100.00
	10128	Xylem Dewatering Solutions, Inc.	Customer No. 5217	-3,825.90
	10129	AT & T	Acct. # 020 595 7994/5499	-59.52
	10130	Atlantic City Electric	multiple accounts	-20,964.63
	10131	New Jersey American Water Co.	multiple accounts	-839.57
	10132	South Jersey Gas	Acct: 11341704119 & 11338452912	-412.90
	10133	Verizon	Acct. #201 Z42 0142 999 78 Y	-144.58
	10134	Verizon Wireless	Acct. # 200702280-00001	-197.03
	10135	Caprioni Family Septic	Account # 1448	-9,039.00
	10136	Michael Angerman Landscaping, Inc.	October 2017	-2,250.00
	10137	Perna Finnigan, Inc.	North Mt. Airy Pay Estimate No. 5	-55,905.28
	10138	Polistina & Associates, LLC	November 2017	-52,070.59
	10139	Ridgway Legal	November 2017	-13,915.00
				<u>-228,608.21</u>
				<u>-228,608.21</u>
				<u>-228,608.21</u>

Total Operating Account

TOTAL

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 77 – 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: December 20, 2017

Theresa Prendergast
Secretary

2:17 PM

12/20/17

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of December 20, 2017

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3276	Frontier Development LLC	Refund Escrow Balance - 14-04 & 14-05	-16.00
3277	Polistina and Associates	November 2017	-1,535.00
3278	Ridgway Legal	November 2017	-488.75
Total Developer Account			-2,039.75
TOTAL			-2,039.75

Egg Harbor Township Municipal Utilities Authority

Resolution #78 – 2017

VOIDED

December 20, 2017

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

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 79 – 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.

- November 2017 Adjustments

Dated: December 20, 2017

Theresa Prendergast
Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

November 2017

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	11/02/2017	29095	2275-0	Deed Rcvd Late	-3.32
	11/02/2017	29095	7839-0	Deed Rcvd Late	-3.32
	11/03/2017	29104	7005-0	Paid Prior to Penalty	-1.66
	11/03/2017	29108	8171-0	Bill Not Received	-4.98
	11/06/2017	29114	672-0	Good History	-4.98
	11/06/2017	29116	1499-0	Bill Not Received	-4.98
	11/08/2017	29125	3152-0	Bill Not Received	-1.26
	11/09/2017	29128	2483-0	Good History	-1.26
	11/09/2017	29127	6383-0	Military	-4.98
	11/09/2017	29127	5911-0	Paid Prior to Penalty	-2.95
	11/09/2017	29127	244-0	Paid Prior to Penalty	-2.91
	11/13/2017	29129	5972-0	Good History	-4.98
	11/13/2017	29129	6758-0	Good History	-4.98
	11/13/2017	29129	4611-0	Good History	-1.26
	11/13/2017	29131	2047-0	Good History	-1.26
	11/13/2017	29131	2102-0	Good History	-1.26
	11/13/2017	29140	774-0	Bill Not Received	-4.98
	11/14/2017	29145	3808-0	Deed/New Owner	-4.92
	11/16/2017	29158	3132-0	Good History	-4.98
	11/16/2017	29158	11618-0	Deed Rcvd Late	-4.98
	11/16/2017	29158	6984-0	Good History	-4.98
	11/17/2017	29161	6032-0	Good History	-1.20
	11/20/2017	29169	1535-0	Deed Rcvd Late	-4.98
	11/30/2017	29214	13206-0	Deed Rcvd Late	-5.30

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 80 - 2017

Purpose: Establishing the salary ranges of the Egg Harbor Township Municipal Utilities Authority commencing January 1, 2018

WHEREAS, the Egg Harbor Township Municipal Utilities Authority (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; and

WHEREAS, the Authority was created by an ordinance duly adopted by the Township Committee of the Township of Egg Harbor (Township) on September 9, 1964; and

NOW THEREFORE, be it resolved the Salary Administration Policy of the Authority authorizes an annual increase on January 1st of each year increasing the salaries and the salary ranges of the Authority employees by the same percentage that the township increases the non-contractual employees on January 1st. The township's non-contractual employees will receive an increase for 2018 in the amount of 2% and therefore the Authority employees will receive the same increase. The following rates and ranges shall be in effect until changed by a subsequent resolution of the Authority. Commencing January 1, 2018 the salaries and salary ranges for all Authority Employees, both full time and part time, shall be increased by 2%.

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 the 20th day of December, 2017 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 PM.

Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 81 – 2017

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 2018.

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 20, 2017 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
CHANGE ORDER**

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

Date	December 20, 2017
Resolution #	82 – 2017
Original Resolution #	29 – 2017
Contract #	101 [North Mount Airy Avenue Sewer Extension]
Vendor	Perna Finnigan, Inc
Amount	\$ 2,250.00
Reason	Traffic Control – paid to EHTPD by Perna, MUA responsibility
Time Period	2017
Budget Line Item	Capital Outlay – Sewer Line Extension

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

