

**Regular Meeting - Agenda**

Wednesday, December 21, 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**

**General Public Discussion**

**Applications / Project Status**

~ Resolution #79 – 2016 [Final Application]

Block 1613, lot 87 [3081 English Creek Avenue – Proposed Dollar General]

**5:45 PM Rate Hearing [2017 Connection Fee]**

~ Resolution #80 – 2016

**Engineer Report**

~ Resolution #81 – 2016 Certification of Funds [English Creek Cleanout Repair]

~ Resolution #82 – 2016 Certification of Funds/ACUA Agreement

**Treasurer's Report**

~ Resolution #83 – 2016

Approve Bill List for Operating Account

~ Resolution #84 – 2016

Approve Bill List for Developer Account

**Administrative Report**

~ DOT Agreements (Black Horse Pike projects)

~ Approval of November minutes

~ Resolution #85 – 2016

November 2016 Adjustments

~ Resolution #86 – 2016

2017 Public Agency Compliance Officer

**Maintenance Report**

~ Personnel Discussion

**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 21, 2016  
Meeting Minutes

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

<b>Roll Call:</b>	Michael Duffy, Chairman	present
	Charles Pfrommer, Vice-Chairman	present
	H. Chris Schwemm, Treasurer	present
	Theresa Prendergast, Secretary	present
	Theresa Moschetto, Commissioner	absent

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

**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.

Bill Hiller was also present in order to provide an update of the current situation and relationship with the Atlantic County Utilities Authority. Mr. Hiller has been assisting with wastewater operations on an as needed basis.

**Applications / Project Status**

~ Resolution #79 – 2016 [Final Application]

Block 1613, Lot 87 [3081 English Creek Avenue – Proposed Dollar General]

Jeff Haberman and Sara Szymborski were once again in attendance representing the applicant. Mr. Polistina provided an overview of the project and the proposed private pump station and force main. A Maintenance and Repair Agreement will be required. Mr. Polistina also explained that a gravity line would work, however this is an approximately \$59,000.00 increase in expense. The applicant is not opposed to bearing some of the increase in additional expenses, they indicated an estimated amount of \$20,000.00 may be acceptable. A discussion regarding the inclusion of adjacent property owners connecting to the gravity line, and the possibility of the Authority assisting with a gravity line, was had. However, until it is determined if the adjacent owners are interested in transitioning from their own private pumps and force mains to gravity connections, the Authority opted not to make a decision on how to approve this project. Mr. Polistina will contact the properties currently connected. Mrs. Prendergast made a motion to table this project until January. Mr. Pfrommer seconded this motion and all voted yes.

### **5:45 PM Rate Hearing [2017 Connection Fee]**

~ Resolution #80 – 2016

Based on the increase in capital expenditures and a decrease in the excess usage, the Connection Fee will increase to \$1,796.00. Mr. Schwemm made a motion, seconded by Mrs. Prendergast, to adopt this as the 2017 Connection Fee. All voted yes.

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

~ Resolution #81 – 2016 Certification of Funds [English Creek Cleanout Repair]

Mr. Pfrommer made a motion to award the contract to Kline Construction in the amount of \$180,008.00. Mr. Schwemm seconded the motion and all voted yes.

~ Resolution #82 – 2016 [ACUA Agreement]

Mr. Pfrommer made a motion to authorize the Agreement with the Atlantic County Utilities Authority for an additional three years. Minor adjustments from the previous agreement were made, including the financial terms. The Annual Maintenance Fee for the 2017 calendar year will be \$293,000.00. Mrs. Prendergast seconded this motion and all voted yes.

FAA Pump Station –

Several options on how to proceed were discussed. Mrs. Prendergast made a motion to update the interior of the existing structure as opposed to building an entirely new station. Mr. Schwemm seconded that motion and all voted in favor of the upgrade. The project can be completed through a bond with the Environmental Infrastructure Trust, as originally planned. The obligations listed in the existing FAA Agreement need to be reviewed.

### **Treasurer’s Report**

~ Resolution #83 – 2016

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

~ Resolution #84 – 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.

## Administrative Report

~ Resolution #85 – 2016

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

~ Resolution #86 – 2016

A motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to appoint Elaine Super as the Public Agency Compliance Officer for 2017. All voted yes.

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

~ Resolution #87 – 2016

A motion was made by Mr. Schwemm, seconded by Mr. Pfrommer to authorize the Chairman to sign the NJ Department of Transportation Agreements for the work being completed on US-40. The DOT is completing work and if there is any sewer work that needs to be addressed, the DOT is allocating funds to offset any expenses incurred by the Authority.

A motion to adjourn the meeting was made by Mr. Schwemm, seconded by Mrs. Prendergast at 6:35 pm. All voted yes.

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Theresa Prendergast, Secretary

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Prepared by Elaine Super, Authority Clerk

*Approved January 18, 2017*

*Approved January 18, 2017*

**Engineer's Report**  
**Egg Harbor Township MUA**  
**December 21, 2016**

**Engineering Projects**

**1. Emergency Maintenance Contract**

Kline Construction excavated and repaired a cleanout at 307 Sterling Avenue. The cleanout was full of roots and created a backup at the property. They also provided and installed a replacement precast concrete top at the Cardiff Pump Station. The concrete around the existing hatch was deteriorated and no longer held the hatch in place.

We have recommended a payment in the amount of \$7,909.50 from the Operating Account for the work completed.

**2. ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. There are two pump stations currently opening with a single pump. We are waiting for the ACUA to complete the installation of the replacement seals and gaskets to one of the pumps at the FAA station. A pump from the Delancy station was removed earlier this week and sent to Park Electric to obtain a repair quote. The motor in the pump no longer functions properly.

The replacement impellers for the pumps at the Bayport station were installed earlier this month.

The ACUA installed the new ABB variable frequency drive at the Bevis Mill station last week. They initially found an issue with the electrical feed from Atlantic City Electric but were able to work with them to resolve the issue.

Last month we ordered replacement pumps for the Delaware station since they are failing. We expect the pumps to be delivered within the next few weeks.

The ACUA has noted that the rails at the Delilah Road station are in need of replacement. We will work with them to identify any other stations with rails/brackets in bad condition and prepare a project to address them via public bid or by obtaining quotes.

3. **Wet Well Cleaning Contract Administration**

Caprioni Family Septic completed the normally scheduled basket and wet well cleaning over the past month. They also completed preventative maintenance jetting in several areas selected by the Authority Operator.

We have recommended a payment in the amount of \$10,770.00 from the Operating Account for the work completed in November.

4. **Spills**

The Authority experienced a single spill incident over the last month located at the Heather Croft apartment complex. The overflow occurred near the intersection of Hingston Avenue and the entrance into the complex. Caprioni Family Septic was dispatched and relieved the backup. The backup was created from rags accumulating within the main. We estimated approximately 500 gallons were lost.

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 was delivered earlier this month. We are working with the supplier to address two issues that arose during the startup at delivery, involving the battery charger and the plug adapter.

No payments are due at this time.

6. **Greater Zion Park Video Inspection**

The contractor for the project, American Pipe Services, has begun the project and completed 80% of the work to date. The only work remaining involves the video inspection of the mains along Robert Best Road, Zion Road and Ocean Heights Avenue. Dependent on the weather the project may be completed within the next few weeks.

No payments are due at this time.

7. **English Creek Lateral and Cleanout Repair**

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

8. **North Mount Airy Extension**

We received the endorsed Treatment Works Application back from the ACUA earlier this month. The application to the Pinelands Commission was sent last month. We anticipate receiving a response in January.

9. FAA Pump Station Upgrades

Our office received the proposal from AECOM in late November for their cost to construct the new pump station. We are reviewing the proposal and other possible alternatives to construct a replacement facility.

Developer Projects

Extension Applications

1. Egg Harbor Family Associates, LLC

The contractor has completed the hydrostatic test of the new force main. We are waiting for the submission of as-builts and the completion of the on-site pump station. The station will be privately owned and maintain by the development.

Connection Applications

None

Change of Use Applications

1. Alpha & Omega Child Care

The applicant is proposing to convert four units located within the Harbor Towne Plaza from retail space into a child care facility. The gross floor area of the units is 3,300 square feet.

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Vince Polistina  
Authority Engineer

Egg Harbor Township Municipal Utilities Authority

**Resolution #79 – 2016**

December 21, 2016

***To be prepared***

Block 1613, Lot 87  
3081 English Creek Avenue

Final Extension Application  
Project tabled until January 18, 2017 MUA meeting.



**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 80 – 2016**

*Purpose: Annual Connection Fee*

**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 2017.

**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 \$1,796.00 per Equivalent Dwelling Unit (EDU) and shall be effective as of January 1, 2017.

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 21, 2016 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 P.M.

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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:

<b>Date</b>	December 21, 2016
<b>Resolution #</b>	81 – 2016
<b>Contract #</b>	95 (English Creek Cleanout Repair)
<b>Vendor</b>	Kline Construction
<b>Amount</b>	\$ 180,008.00
<b>Reason</b>	Locate and/or repair cleanouts in the IBM basin
<b>Time Period</b>	2016 – 2017
<b>Budget Line Item</b>	Repair & Maintenance

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Henry C. Schwemm, Treasurer

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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:

<b>Date</b>	December 21, 2016
<b>Resolution #</b>	82 – 2016
<b>Vendor</b>	ACUA
<b>Amount</b>	\$ 293,000.00
<b>Reason</b>	Pumping Station Maintenance
<b>Time Period</b>	January 1, 2017 – December 31, 2017
<b>Budget Line Item</b>	Pumping Station Operation & Maintenance

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 83 – 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: December 21, 2016

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Theresa Prendergast  
Secretary

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 84 – 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: December 21, 2016

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Theresa Prendergast  
Secretary

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION #85 – 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: December 21, 2016

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Theresa Prendergast  
Secretary

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 86 – 2016**

*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 2017.

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 21, 2016 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 P.M.

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Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 87 – 2016**

*Purpose:* *New Jersey Department of Transportation Agreements*

**WHEREAS**, the Egg Harbor Township Municipal Utilities Authority has reviewed the following agreements and, in conjunction with the NJ DOT, has determined that the Authority's Engineering costs to oversee any sewer related work are estimated at \$2,500.00 per contract.

NJ DOT Contract ID No. 17-81001 [UPC Code: 176030]

NJ DOT Contract ID No. 17-81011 [UPC Code: 176040]

**NOW THEREFORE** be it resolved by the Egg Harbor Township Municipal Utilities Authority has authorized the Authority Chairman, Michael Duffy to sign both contracts listed above.

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 21<sup>st</sup> day of December, 2016 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 P.M.

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Theresa Prendergast, Secretary