

Regular Meeting

Wednesday, January 16, 2013

5:30 PM

Mayor's Conference Room

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

Agenda

Call meeting to order

Public Meeting Announcement

Roll Call:

Nathan Davis, Chairman

Michael Duffy, Vice Chairman

H. Chris Schwemm, Treasurer

Theresa Prendergast, Secretary

Charles Pfrommer, Commissioner

Theresa Moschetto, Alternate Commissioner

Open Meeting to the Public

Applications /Project Status

Ratification of Administrative Action

Resolution Memorialization

Authority Engineer

Treasurer's Report

Authority Clerk

New Business

Subcommittee Reports

Closed Session (If Necessary)

Adjournment

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

**Wednesday, January 16, 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, and Authority Clerk Elaine Super.

Open Meeting to the Public

There was no public in attendance. Mr. Schwemm motioned to close the public portion of the meeting, Mr. Duffy seconded the motion. All voted yes.

Applications/Project Status/Updates/Discussion

Mr. Polistina reported that revised plans were received for a portion of the Brangan/Clayton/Gauta project on the corner of Ocean Heights and English Creek Avenues. These plans show only the area being developed by Mr. Brangan, however, they cannot be reviewed without all portions of the project. Mr. Polistina will contact the applicant and advise him of the need for all proposals to be shown on one plan. Additionally, all applicants were advised at the MUA meeting at which they were all in attendance that they must sign the application prior to a formal review being approved.

Resolution Memorialization

None

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

Bids were received for the West Avenue and Tilton Road project, Contract #65, however, there was a discrepancy in calculations in the lowest bidder, and although the corrected amount was still lower than the second lowest bidder, both bids were much greater than the engineer’s estimate. Motion Mrs. Prendergast second Mr. Schwemm to reject both bids and re-bid the project. All vote yes.

Bids were received for the Bridge Force Main Repair project, Contract #63. Motion Mr. Duffy second Mr. Pfrommer to award the contract to the lowest bidder, Ocean Construction, in the amount of \$35,600.00. All vote yes. Resolution #1-2013

Treasurer's Report

Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Operating Account (\$332,313.05). All voted yes.

Motion Mr. Schwemm second Mr. Duffy to approve all vouchers presented for payment out of the Developer Account (\$9,034.25). All voted yes.

Motion Mr. Schwemm second Mrs. Prendergast to approve the Construction Fund requisition (\$4,631.00). All voted yes. Resolution #2-2013

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

Clerk's Report

Motion Mr. Schwemm second Mrs. Duffy to approve the December 2012 adjustments. All voted yes. Resolution #3-2013

The December 2012 minutes were distributed.

Motion Mrs. Prendergast second Mr. Duffy to approve the request for a waiver of a returned check fee. All voted yes. (Account #10938-0)

Closed Session – 5:55 PM - Motion Mr. Duffy second Mr. Pfrommer to enter into closed discussion to discuss personnel issues and potential litigation. All voted yes. Resolution #4-2013

6:45 PM – Return to Open Session

No formal action was taken during the closed session. Mr. Polistina and Mr. Ridgway re-entered the meeting as they were excused during the personnel discussion portion of the closed session.

A motion was made by Mr. Schwemm, which was seconded by Mr. Duffy to authorize a settlement with Mr. John Deull, in the amount of \$125,000.00, in consideration for a permanent easement through a portion of his property located at 39 Old Turnpike Road, Block 103, Lot 24. \$95,000.00 will be paid upon the signing of the easement agreement and a release, with the balance of \$25,000.00 being paid prior to October 31, 2013. All vote yes.

An independent review, of the employment status of Vincent Polistina and John Ridgway, was performed by Anthony Monzo, Esquire. Based on his legal opinion, a motion was made by Mr. Duffy, seconded by Mrs. Prendergast to continue with current employment relationship with Mr. Polistina. All voted yes. A motion was made by Mr. Duffy, seconded by Mrs. Prendergast and Mr. Schwemm to continue with the current employment relationship with Mr. Ridgway. All voted yes.

Motion Mr. Schwemm second Mr. Duffy to adjourn the meeting at 6:50 PM. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

*January 16, 2013 Minutes
Approved February 20, 2013*

Engineer's Report
Egg Harbor Township MUA
January 16, 2013

Engineering Projects

1. **Emergency Maintenance Contract**

Weco Construction completed an emergency repair to the Beaver Lakes fourteen-inch (14") force main. They mobilized and completed the repair last week. No billing has been submitted for this month.

2. **ACUA Contract Administration**

The maintenance logs from the ACUA were normal overall during the past month. There is currently only one (1) pump out of service, which is from the West Jersey station. This pump is approximately 3 years old, so a portion of the repair costs should be covered by warranty.

A replacement pump was obtained for the unit removed from the Ocean Heights station at a cost of \$1,685.00. The existing pump had been in service for approximately 10 years and the cost of the replacement was less than the repair costs.

3. **Wet Well Cleaning Contract Administration**

During the past month Caprioni Family Septic completed their normal wet well and basket cleanings. They also provided the normal preventative jetting services in several areas selected by the Authority Operator.

We have recommended a payment in the amount of \$10,863.00 from the Operating Account for the work completed in December.

4. Spills

The Authority experienced a minor spill incident last week where the 14" force main from the Beaver Lakes station enters the City of Somers Point. The leak occurred at the transition point where the force main changes from ductile iron pipe to polyethylene pipe. The Authority Emergency Contractor, Weco Construction, was dispatched to the site and made the necessary repair. Traffic officers from Egg Harbor Township and the City of Somers Point were utilized during the repair to control traffic. We estimate that only 100 gallons was lost.

5. Cardiff Center Sanitary Main Replacement

Easemunt Paving was utilized on an emergency basis to complete the final restoration last month. A payment in the amount of \$ 42,000.00 is due for the work completed.

We anticipate the final project billing will be completed next month.

6. Brookside - Joanne Video Inspection

The contractor has completed all of the work associated with video inspection of the gravity mains located within the basin areas for the Joanne, Brookside and Ocean Heights stations. The linear foot pricing was favorable to the Authority so we also had the contractor complete the video inspection of the mains in the Front and WillowBrook basins.

We are waiting for the final project billing.

7. Milan Avenue Video Inspection

The contractor has completed the video inspection of all of the mains that were found to be accessible, encompassing approximately 80% of the gravity mains located along the Milan Avenue Easement.

The remaining mains are located in areas that are heavily wooded or inaccessible due to the collection of debris from the adjoining property owners.

We have recommended a final payment in the amount of \$2,478.12 for the work completed.

8. FAA PS Relocation and Gravity Main Extension

The project scope has been modified due to the environmental concerns involving the dewatering for the gravity main extension. A revised project scope involves the construction of a new wet well and control building near the location of the existing facilities.

We have been going back and forth with the FAA trying to resolve the issues involved with the dewatering operation and how it affects the site contamination.

9. **Miami Pump Station Improvements**

We have been in discussions with FEMA regarding the replacement of the station along with examining the alternatives to continuing sanitary service to the commercial properties located on the north and south side of the Black Horse Pike. We are still in the process of determining which would be the most cost effective option.

10. **West Atlantic City Rehabilitation Phase III**

The contractor for the project has been the replacement of the sanitary sewer main along Milan Avenue. We anticipate that the work will continue for another 4 to 5 weeks.

No billing has yet been submitted.

11. **West Avenue and Tilton Road**

The Authority received bids for this project on January 15th. We will provide a report of the bids during the meeting.

12. **Bridge Force Main Maintenance**

The Authority received bids for this project on January 15th. We will provide a report of the bids during the meeting.

13. **Delilah Oaks Video Inspection**

We have begun to assemble the information required for the completion of a video inspection of the gravity conveyance system in this drainage basin.

Developer Projects

Extension Applications

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

Connection Applications

None

Change of Use Applications

1. Angel's Nails

The application was for the conversion of a unit at the shopping center off the old Cardiff Circle from a retail store to a nail salon.

Vince Polistina
Authority Engineer

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
 As of January 16, 2013

Num	Name	Memo	Amount
Operating Account			
		February Payroll	-26,643.54
TEPS	State of NJ Health Benefits		-11,075.38
8349	Egg Harbor Township - Dental	Dental Benefits - January 2013	-494.46
8350	CJ Adams Company Insurance, Inc.	Invoice # 98354	-100.00
8351	Crystal Springs	Invoice #3228663 010113	-28.21
8352	Edmunds Direct Mail, Inc.	Invoice # 012013022-9	-150.00
8353	Mossman's Business Machine	Invoice #129369	-23.99
8354	Press of Atlantic City, The	Acct. # 103389	-17.10
8355	Staples Advantage	Customer: PHL 1057418	-72.96
8356	ACE Hardware	Customer #552303	-119.87
8357	CW Sales Corporation	Acct. # EGGHAR; Inv. #106213	-1,806.83
8358	One Call Concepts, Inc.	Invoice #2125255	-264.54
8359	Video Pipe Services, Inc.	Invoice # 15418	-2,478.12
8360	Xylem Dewatering Solutions, Inc.	Customer No. 5217	-7,420.00
8361	Xylem Dewatering Solutions, Inc.	Customer No. 5217	-43,330.46
8362	Atlantic City Electric	multiple accounts	-15,259.94
8363	AT & T	Acct. # 020 595 7994/5499	-143.91
8364	New Jersey American Water Co.	multiple accounts	-519.86
8365	Verizon	Acct. #201 Z42 0142 999 78 Y	-614.81
8366	Verizon Wireless	Acct. # 200702280-00001	-126.32
8367	Easmunt Paving Inc.	Invoice #14405	-42,000.00
8368	Caprioni Family Septic	Account # 1448	-10,863.00
8369	Deull Fuel Co.	Easement Block 103, Lot 24 (P'ville)	-95,000.00
8370	Polistina & Associates, LLC	December 2012	-56,812.25
8371	Polistina & Associates, LLC	December 2012	-4,631.00
8372	Ridgway & Ridgway	December 2012	-12,316.50
Total Operating Account			-332,313.05
TOTAL			-332,313.05

12:13 PM
01/16/13
Accrual Basis

EHTMUA
Checks Written - Developer Account
As of January 16, 2013

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
CB Developer Account			
3102	Polistina and Associates	December 2012	-9,034.25
	Total CB Developer Account		-9,034.25
TOTAL			-9,034.25

**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	January 16, 2013
Resolution #	1 – 2013
Vendor	Ocean Construction
Amount	\$ 35,600.00
Reason	Bridge Force Main Repair
Time Period	February – May 2013
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

Construction Fund Requisition

Resolution # 2-2013

Egg Harbor Township Municipal Utilities Authority
 3515 Bargaintown Road
 Egg Harbor Township, NJ 08234-8321

Vendor	Description/ Project	Amount
Polistina & Associates, LLC	West Atlantic City Phase III	\$ 4,631.00
Requisition Total		\$ 4,631.00

Authority Certification	Consulting Engineer's Certification
<p>We certify that the cost(s) listed above have been incurred by the Authority and are proper charges against the Construction Fund. In addition, each cost requisitioned is unpaid and has not been the basis of any previous withdrawal.</p> <hr style="border: 0.5px solid black;"/> <p>Chairman/ Vice-Chairman</p> <hr style="border: 0.5px solid black;"/> <p>Treasurer/Secretary</p> <p>Date <u>01/16/13</u></p>	<p>I approve the requisition of funds and certify that the cost(s) listed above are for work performed or materials installed in or about the construction of the Project and were incurred in accordance with the plans and specifications for the Project, or duly approved change orders.</p> <hr style="border: 0.5px solid black;"/> <p>Engineer</p> <hr style="border: 0.5px solid black;"/> <p>Date <u>01/16/13</u></p>
Order Information	Transfer Record (EHTMUA Use Only)
<p>Requisition Number <u>13-001</u></p> <p>Date Requested <u>01/17/13</u></p> <p>Construction Fund Account <u>81-1778-50-5</u></p>	<p>Date Received _____</p> <p>Posted by _____</p> <p>To Operating Account <u>Cape Bank 571 000 579</u></p>

Egg Harbor Township Municipal Utilities Authority

Resolution #3 - 2013

December 2012 Adjustments

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

Acct #	Property Location	Amount	P or I	Explanation
11166-0	4001 Tremont Avenue	\$ 1.13	I	Good History
8105-0	22 Winterberry Road	\$ 1.13	I	Good History
9188-0	312 Wythe Road	\$ 1.13	I	Good History
7186-0	1 Copper Ridge Circle	\$ 1.43	I	Good History
570-0	6648 Black Horse Pike	\$ 1.13	I	Good History
5765-0	104 Boston Avenue	\$ 1.13	I	Good History
7566-0	122 Cherry Drive	\$ 1.13	I	Good History
7484-0	188 Steelmanville Road	\$ 1.13	I	Good History
597-0	107 West Avenue	\$ 1.13	I	Good History
535-0	4 North Avenue	\$ 1.13	I	Good History
5768-0	110 Boston Avenue	\$ 1.13	I	Postal Damaged
12438-0	105 Orchid Road	\$ 1.11	I	Good History
5967-0	10 Isaacs Lane	\$ 1.13	I	Posting Error
6847-0	5 La Costa Drive	\$ 1.13	I	Death in Family
6854-0	1 Nevis Drive	\$ 1.13	I	Good History
3412-0	34 La Costa Drive	\$ 1.13	I	Good History
11910-0	203 Mallard lane	\$ 1.13	I	Direct Debit Error
9234-0	41 Burnside Drive	\$ 1.13	I	Good History

WHEREAS, there are certain account requiring a refund for sewer service charges and/or interest charges.

Acct #	Property Location	Amount	P or I	Explanation
None				

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 January 16, 2013 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, NJ at 5:30 PM.

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY
Closed Session**

RESOLUTION # 4 – 2013

Resolution to convene into Closed Executive Session to discuss matters which may involve litigation and/or personnel

WHEREAS, the Open Public Meetings Act, PL 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Authority wishes to discuss matters involving Personnel and/or Litigation as follows:

Employment Status
Deull Fuel easement

WHEREAS, minutes will be kept and once the matter(s) involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public;

NOW, THEREFORE, BE IT RESOLVED by the Egg Harbor Township Municipal Utilities Authority that the public be excluded from this Closed Executive Session of the Authority meeting.

Dated: January 16, 2013

Theresa Prendergast
Secretary

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