

**Regular Meeting - Agenda**

Wednesday, May 18, 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**

Block 1601, Lot 3.01 [60 Providence Road]

~ Request for Approval Extension

**Ratification of Administrative Action**

**Resolution Memorialization**

**Engineer Report**

~ Priority List

~ Resolution #31 – 2016 Certification of Funds

Trailer Mounted Generator

~ Resolution #32 – 2016 Certification of Funds

Pump Station Painting

~ Resolution #33 – 2016 Certification of Funds (Change Order)

Contract #67 Washington Avenue Interceptor

**Treasurer's Report**

~ Resolution #34 – 2016

Approve Bill List for Operating Account

~ Resolution # 35 – 2016

Approve Bill List for Developer Account

**Authority Clerk Report**

~ Resolution # 36 – 2016

March 2016 Adjustments

**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

May 18, 2016  
Meeting Minutes

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Vice 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>	Nathan Davis, Chairman	absent
	Michael Duffy, Vice-Chairman	present
	H. Chris Schwemm, Treasurer	present
	Theresa Prendergast, Secretary	present
	Charles Pfrommer, Commissioner	present
	Theresa Moschetto, Alt Commissioner	absent

Vincent Polistina, Engineer, John Ridgway, Solicitor and Elaine Super, Authority Clerk were also in attendance. Chairman Davis and Theresa Moschetto were excused from this meeting.

**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.

**Applications / Project Status**

Block 1601, Lot 3.01 [60 Providence Road]

The Authority approved a request from Ken Steinberg, project developer, to extend the approval for an additional year. A motion was made by Mr. Pfrommer, seconded by Mr. Schwemm, to approve the one year extension. All voted yes.

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

A preliminary priority list had been previously distributed. An updated list will be distributed to be approved at the June meeting in conjunction with the budget approval.

Bid receipt for the trailer mounted portable generator has been postponed till June 1<sup>st</sup>.

Resolution #31 – 2016 [Pump Station Painting]

Three painting contractors were solicited and Galloway Painting, LLC submitted the lowest proposal \$4,275.00 to complete the necessary painting. Motion Mrs. Prendergast, second Mr. Pfrommer to award the contract. All voted yes.

Resolution #32 – 2016 [Change Order Contract #87 – Video Pipe Service]

Due to additional video requested, Mr. Pfrommer made a motion to authorize the additional payment in the amount of \$1,685.16. Mr. Duffy seconded the motion and all voted yes except Mr. Schwemm who voted no.

Resolution #33 – 2016 [Change Order Contract #67 – Allstate Power Vac]

Additional work was needed to complete the repairs in conjunction with the Washington Avenue Interceptor contract. Mr. Schwemm made a motion, seconded by Mrs. Prendergast to authorize the \$60,000.00 change order. All voted yes.

The connection from Egg Harbor Family Associates is expected to be made this week.

**Treasurer's Report**

Mr. Schwemm distributed a draft of the proposed 2017 budget which shows no increase in sewer service rates. The connection fees received have been slightly higher than anticipated due to an increase in commercial activity. Because of the increased revenue, next year's budget does include two extension projects, North Mount Airy Avenue and Farmington East, which could be completed within the next couple of years. The possible inclusion of these two projects will be reviewed in conjunction with an amended Priority List which will also be presented at the June meeting for approval. In addition, the Searstown pump station is in need of rehabilitation, and since an easement was previously secured to relocate the station, Mr. Polistina could begin the engineering for this work to move the station to a more desired location.

Surveys to the residents of North Mount Airy Avenue and Farmington East should be mailed with responses due back prior to the June meeting.

~ Resolution #34 – 2016

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

~ Resolution #35 – 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.

**Authority Clerk Report**

~ Resolution #36 – 2016

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

Mr. Schwemm motioned to approve the April minutes. This was seconded by Mr. Pfrommer and all voted yes.

The JIF has distributed a list of mandated changes to the Personnel Manual. Those changes were distributed and a motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to approve those changes and make the necessary changes in the Personnel Manual. All voted yes.

A motion to adjourn the meeting was made by Mr. Schwemm seconded by Mrs. Prendergast at 6:05 pm. All voted yes.

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Theresa Prendergast, Secretary

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Prepared by Elaine Super, Authority Clerk

*Date Approved: June 15, 2016*

**Engineer's Report**  
**Egg Harbor Township MUA**  
**May 18, 2016**

**Engineering Projects**

**1. Emergency Maintenance Contract**

There was no work completed by Kline Construction within the last month. No billing is due at this time.

**2. ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. The Ocean Heights station is the only station operating with a single pump. The repaired pump from the Brenta station was returned to service on Tuesday. The repair cost was \$3,839.00.

The ACUA has reported that the impellers for the pumps from the Woodrow station are extremely worn and are in need of replacement. We attempted to have the impellers replaced but have found that the pumps are no longer supported by the manufacturer and are not available. We are currently looking into the cost of replacement pumps and possibly new base elbows. New base elbows would be necessary to accommodate the installation of a different pump model. The cost of the pump replacement and new base elbows would be between approximately \$47,000 - \$56,000.

**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 \$10,463.00 from the Operating Account for the work completed in April.

**4. Spills**

There were no spill incidents within the last month.

5. **Washington Avenue Interceptor Rehabilitation**

We have prepared the change order in the amount of \$60,000.00 for the additional cleaning and traffic control work required to complete the lining project. Upon approval by the Commissioners the change order will be forwarded to the NJDEP for formal approval.

Once the change order is approved by the NJDEP we anticipate recommending the issuance of final payment at next month's meeting.

6. **Brookside Odor Control**

The permanent unit has been shipped to the contractor and we anticipate the unit will be installed by the end of the month.

7. **Ocean Heights Pump Station Upgrades**

The installation of the new control panel and pumps has been delayed due to the recent weather, but is scheduled to begin within the next week. It is expected the work will take a total of 2 to 3 days.

8. **FEMA HMGP Generator Program**

We are currently in the process of obtaining bids for the new portable diesel generator. Bids are scheduled to be received on Wednesday, June 1st.

The bid documents for the permanent generator at the Whitewater station will be available later this month.

9. **IBM Basin Video Inspection**

All of the work within the project area has been completed. We have processed a change order in the amount of \$1,685.16 for the video inspection of additional sanitary main.

We have recommended a final payment in the amount of \$49,914.72 for the work completed.

10. **Trailer Park Pump Station Replacement**

Our office has received comments from the NJDEP that are required to be addressed prior to the issuance of the Treatment Works Approval. We will be responding to all of the comments by the end of the week.

11. **Windsor Basin Video Inspection**

The contractor has completed the majority of the video inspection of the sanitary mains within the project limits. They have submitted a bill for the completed work, but was not received in time for payment this month.

12. Pump Station Painting

Our office received quotes for the painting of several pump station cabinets and doors at various Authority stations. We will give a report of the quotes at the meeting.

Developer Projects

Extension Applications

1. Egg Harbor Family Associates, LLC

The developer is scheduled to continue with the construction of the proposed sanitary force main along Columbus Avenue and make the connection into the existing manhole within the next week.

Connection Applications

1. Federal Aviation Administration

The applicant is proposing the construction of a new building that will be approximately 3,000 square feet in size and will be utilized as a modular lab / workspace area.

Change of Use Applications

None

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Vince Polistina  
Authority Engineer

**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>	May 18, 2016
<b>Resolution #</b>	31 - 2016
<b>Contract #</b>	Pump Station Painting
<b>Vendor</b>	Galloway Painting, LLC
<b>Amount</b>	\$ 4,275.00
<b>Reason</b>	Painting of various pump stations
<b>Time Period</b>	June 2016
<b>Budget Line Item</b>	Operation & Maintenance: 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  
CHANGE ORDER**

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

<b>Date</b>	May 18, 2016
<b>Resolution #</b>	32 - 2016
<b>Vendor</b>	Video Pipe Service
<b>Contract</b>	#87 IBM Basin Video Project
<b>Amount</b>	Change Order #1 - \$ 1,685.16
<b>Reason</b>	Additional work
<b>Time Period</b>	2016
<b>Budget Line Item</b>	Operation & Maintenance: 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  
CHANGE ORDER**

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

<b>Date</b>	May 18, 2016
<b>Resolution #</b>	33 - 2016
<b>Vendor</b>	Allstate Power Vac
<b>Contract</b>	#67 Washington Avenue Interceptor
<b>Amount</b>	Change Order #1 - \$ 60,000.00
<b>Reason</b>	Additional work needed
<b>Time Period</b>	2016
<b>Budget Line Item</b>	NJEIT Loan – Washington Avenue

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 34 – 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: May 18, 2016

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Theresa Prendergast, Secretary

1:38 PM

05/18/16

Accrual Basis

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Operating Account**  
**As of May 18, 2016**

Num	Name	Memo	Amount
<b>Operating Account</b>			
		June Payroll	-30,487.28
TEPS	State of NJ Health Benefits	Health & Rx - May 2016	-12,424.56
9534	Egg Harbor Township - Dental	Dental Benefits - May 2016	-533.64
9535	Egg Harbor Township - Office Rent	Office Rent - May thru July 2016	-12,500.00
9536	Fred Pryor Seminars	Event #182689 (Lori Ward)	-199.00
9537	Maple Direct Inc.	Invoice # 0061012-IN	-150.00
9538	MGL Printing Solutions	Acct. # E069	-2,913.50
9539	Mossman's Business Machines	Invoice # 140491	-15.34
9540	Office Basics, Inc.	Acct. # 09272303	-77.08
9541	Schwaab, Inc.	Invoice # A045107	-69.74
9542	Staples Business Advantage	Customer: PHL 1057418	-347.58
9543	W.B. Mason Co., Inc.	Customer No. C2165338	-95.49
9544	ACE Hardware	Customer #552303	-13.33
9545	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-70.08
9546	Grainger	Invoice # 9080665095	-222.50
9547	Highway Sales	Invoice # 71371	-1,662.68
9548	Johnson & Towers, Inc.	Customer # 15971	-798.50
9549	Mission Communications, LLC	Invoice #1002130	-31,638.60
9550	One Call Concepts, Inc.	Account # 12-EGC	-550.00
9551	Weinstein Supply	Invoice # S017798936.001	-25.28
9552	Xylem Dewatering Solutions, Inc.	Invoice # 400592322	-11,204.20
9553	AT & T	Acct. # 020 595 7994/5499	-71.05
9554	Atlantic City Electric	multiple accounts	-11,634.70
9555	New Jersey American Water Co.	multiple accounts	-292.75
9556	South Jersey Gas	Acct: 11341704119 & 11338452912	-57.41
9557	Verizon	Acct. #201 Z42 0142 999 78 Y	-170.88
9558	Verizon Wireless	Acct. # 200702280-00001	-196.90
9559	All-Green Turf Management, Corp.	Account No. 3341	-2,333.56
9560	Atlantic County Utilities Authority	Account No. 143/144	-599,564.00
9561	Caprioni Family Septic	Account # 1448	-10,463.00
9562	City of Somers Point	Line Rental - 2015	-12,900.00
9563	Kline Construction Co. Inc.	Account No. 1417	-2,992.22
9564	Video Pipe Services, Inc.	Contract No. 87 - IBM video	-49,914.72
9565	Polistina & Associates, LLC	April 2016	-46,113.50
9566	Ridgway Legal	April 2016	-14,490.00
Total Operating Account			-857,193.07
<b>TOTAL</b>			<b>-857,193.07</b>

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 35 – 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: May 18, 2016

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Theresa Prendergast, Secretary

9:31 AM

05/18/16

Accrual Basis

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Developer Account**  
As of May 18, 2016

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>CB Developer Account</b>			
3214	Polistina and Associates	April 2016	-1,847.00
	Total CB Developer Account		-1,847.00
<b>TOTAL</b>			<b>-1,847.00</b>

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 36 – 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: May 18, 2016

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Theresa Prendergast  
Secretary

# Egg Harbor Township Municipal Utilities Authority

## Monthly Adjustment Report

April 2016

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
<b>Delinquent Charges</b>					
<b>User Charge</b>					
	04/05/2016	25249	4349-0	Good History	-2.50
	04/05/2016	25248	2105-0	Wrong Address	-3.90
	04/11/2016	25265	9719-0	Good History	-2.50
	04/11/2016	25262	4009-0	Good History	-2.50
	04/12/2016	25276	4167-0	Deed/New Owner	-2.50
	04/12/2016	25282	11714-0	Good History	-2.50
	04/15/2016	25299	12911-0	Good History	-2.50
	04/19/2016	25312	490-0	Good History	-2.50
	04/20/2016	25318	2167-0	Good History	-2.50
	04/21/2016	25325	10353-0	Deed Rcvd Late	-2.50
<b>User Charges</b>					
<b>Commercial Excess</b>					
	04/18/2016	3298	8643-0	Actual Meter Reading	-201.25
<b>Commercial Minimum</b>					
	04/01/2016	25222	7134-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	7429-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	9179-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	10390-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	10748-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	10817-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	10818-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	10819-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	10820-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	11425-0	Non Profit - Twp Owned	-83.00
	04/01/2016	25222	12793-0	Non Profit - Twp Owned	-83.00
<b>Residential</b>					
	04/18/2016	3297	5450-0	Demolished	-88.47