

**Regular Meeting - Agenda**

Wednesday, May 17, 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**

**Resolution Memorialization**

**Engineer Report**

~ Resolution #29 – 2017 Certification of Funds  
North Mt. Airy Avenue Extension

**Treasurer's Report**

~ Resolution #30 – 2017  
Approve Bill List for Operating Account

~ Resolution #31 – 2017  
Approve Bill List for Developer Account

~ Resolution #34 – 2017  
Bond Redemption and Improvement Fund – Transfer of Funds

**Administrative Report**

~ Resolution #32 – 2017  
2015-2016 Audit Acceptance

~ Approval of April 2017 minutes

~ Resolution #33 – 2017  
April 2017 Adjustments

Fiscal Year Billing 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

May 17, 2017  
Meeting Minutes

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Chairman Michael 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	present
	Anthony DiDonato, Alternate Commissioner	present

Vincent Polistina, Engineer and John Ridgway, Solicitor were also in attendance. Robin Veloso, Authority 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 Mrs. Prendergast, all voted yes.

**Engineer** – The written engineer’s report is attached and is a part of these minutes. Mr. Polistina advised the Authority that the County has passed a Resolution prohibiting private force mains in county roads.

Resolution #29 – 2017 Certification of Funds [North Mount Airy Sewer Extension]  
Mr. Polistina provided a recap of the bids received for the North Mount Airy Project. A motion was made by Mr. Schwemm, seconded by Mrs. Prendergast, to award the contract to the lowest bidder, Perna Finnigan, Inc in the amount of \$424,387.12. All voted yes.

**Treasurer**

~ Resolution #34 – 2017 Bond Redemption & Improvement Fund – Transfer of Funds  
A motion was made by Mr. Schwemm, seconded by Mrs. Prendergast to authorize the transfer of \$100,000 to the Operating Account. All voted yes.

~ Resolution #30 – 2017

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

~ Resolution #31 – 2017

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

Mr. Schwemm provided a summary of the four (4) month transitional year budget. There is nothing of major significance to report with the limited budget.

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

### **Administrative**

Mrs. Veloso provided the basics of the current and proposed billing with the change in the fiscal year. With both residential and commercial customers, the last period of 2017 will be a four month billing to close out the 2017 year. Proposed is semi-annual billing for the residential customers with bills being due on January 15<sup>th</sup> and July 15<sup>th</sup>. There will be no change to the billing for the commercial customers.

After a healthy discussion regarding the pros and cons of any billing change, the Authority has agreed to move forward with the new billing process. A motion was made by Mrs. Prendergast, seconded by Mrs. Moschetto, to end the calendar year with a four month billing of all customers and effective January 2018, change to semi-annual billing for the residential customers. All voted yes except for Mr. Schwemm who voted no.

~ Resolution #32 – 2017

2015 – 2016 Audit Acceptance

The Audit was previously distributed. A motion was made by Mr. Schwemm seconded Mr. Pfrommer by to accept the Audit. A roll call vote resulted in all members voting yes. The affidavit was signed by all members.

~ Resolution #33 – 2017

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the April 2017 account adjustments. All voted yes.

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

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

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Theresa Prendergast, Secretary

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Prepared by Robin Veloso, Bookkeeper

Date Approved: June 21, 2017

**Engineer's Report**  
**Egg Harbor Township MUA**  
**May 17, 2017**

**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 overall the past month. All stations are operating with two pumps each. The ACUA has noted that the impellers at the Little Mill and Crystal Lakes stations are worn and in need of replacement. We have approved the purchase of replacement impellers and wear rings for the pumps at Little Mill at a cost of \$5,678. We are still waiting on the availability of replacement impellers for the pumps at Crystal Lakes.

The ACUA has also advised that the check valves at the Fountain Lakes station are worn and do not close properly. They have provided a quote in the amount of \$1,939 to replace the interior components, including labor, which was approved.

The pump for the Dogwood station was repaired and returned to service last month. The repair cost was \$3,014.00.

The ACUA completed the repair to pump no. 2 at the FAA station last month.

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 \$11,541.87 from the Operating Account for the work completed in April.

4. Spills

There were no spill incidents within the last month.

5. English Creek Lateral and Cleanout Repair

We are in the process of finalizing the project to verify if there are any additional cleanouts that need to be adjusted or relocated. The final payment request will be processed next month.

6. North Mount Airy Extension

The Authority will receive bids for this project on May 16th. We will provide a report of the bids during the meeting.

7. Windsor Lateral and Cleanout Repair

A preconstruction meeting was held on April 27th, with the contractor, Perna-Finnigan, Inc. They are scheduled to begin work this week to repair and install cleanout castings throughout the Windsor wastewater basin.

8. FEMA HMGP Generator Program

The installation of the permanent generator at the Whitewater station has been completed. The unit has been tested and put into operation. The contractor, Maguire Electrical Construction, LLC, just submitted their final billing this week. We will process the final payment for next month's meeting to close the project.

The new portable generator has been delivered and is being stored at the Farmington station. The portable has been tested at several stations and is operational.

We have recommend a final payment in the amount of \$2,000.00 for the acquisition of the portable generator.

9. Trailer Park Pump Station

The plans and specifications are being finalized for the replacement of the existing Trailer Park pump station. We anticipate having the plans ready for bid within the next 1-2 months.

10. Greater Zion Park Lateral and Cleanout Repair

Our office has begun to locate the sanitary cleanouts for the properties located within this project area where the main connections were recently found via the video project. We have located approximately 50% of the cleanouts for the nearly 1,200 properties.

## Developer Projects

### Extension Applications

#### 1. Wal-Mart

All of the sanitary connections and the on-site sanitary mains have been constructed and tested. The jetting and video inspection of the mains is pending.

The developer must also submit as-builts of the new infrastructure.

### Connection Applications

#### 1. Chick-fil-A

The application is for the connection of the proposed 4,773 square foot restaurant on one of the out parcels located within the Oak Tree Plaza development.

### Change of Use Applications

#### 1. Cardiff Center Charter School - Michael Bsales

The applicant has proposed to change the use of the former Ross Dress for Less retail space into a charter school for 354 students. The proposed charter school will occupy 27,000 square feet of space.

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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 17, 2018
<b>Resolution #</b>	29 – 2017
<b>Contract #</b>	101 [North Mount Airy Avenue Sewer Extension]
<b>Vendor</b>	Perna Finnigan, Inc
<b>Amount</b>	\$ 424,387.12
<b>Reason</b>	Extension of sanitary sewer to service residents on North Mount Airy Avenue
<b>Time Period</b>	2016
<b>Budget Line Item</b>	Capital Outlay – Sewer Line Extension

\_\_\_\_\_  
Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 30 – 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: May 17, 2017

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Theresa Prendergast  
Secretary



**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Operating Account**  
**As of May 17, 2017**

05/17/17

Accrual Basis

Num	Name	Memo	Amount
<b>Operating Account</b>			
		June Payroll	-31,665.86
TEPS	State of NJ Health Benefits	Health & Rx - May 2017	-11,631.27
9897	Egg Harbor Township - Dental	Dental - May 2017	-514.95
9898	American Water Capital Corp	Customer No. 305657	-301.15
9899	BCR, Inc.	Invoice # 23528	-389.00
9900	Egg Harbor Township - Office Rent	Office Rent - May thru July 2017	-12,500.00
9901	Ford, Scott & Associates, LLC	Invoice # 20760	-18,500.00
9902	Maple Direct Inc.	Invoice # 1172658-IN	-150.00
9903	MGL Forms-Systems, LLC	Acct. # E069	-1,280.00
9904	Mossman's Business Machines	Invoice # 1693	-32.10
9905	Press of Atlantic City, The	Acct. # 8000571	-185.22
9906	Staples Business Advantage	Customer: PHL 1057418	-241.21
9907	W.B. Mason Co., Inc.	Customer No. C2165338	-37.16
9908	Atlantic County Utilities Authority	Account No. 143/144	-596,644.00
9909	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-361.58
9910	Halliday Products, Inc.	Invoice # 00048836	-43.94
9911	Mission Communications, LLC	Invoice # 1007585	-3,542.40
9912	One Call Concepts, Inc.	Account # 12-EGC	-868.75
9913	Warshauer Generator, LLC	Invoice # 39923	-2,000.00
9914	AT & T	Acct. # 020 595 7994/5499	-59.22
9915	Atlantic City Electric	multiple accounts	-14,819.93
9916	New Jersey American Water Co.	multiple accounts	-432.09
9917	South Jersey Gas	Acct: 11341704119 & 11338452912	-64.60
9918	Verizon	Acct. #201 Z42 0142 999 78 Y	-137.75
9919	Verizon Wireless	Acct. # 200702280-00001	-196.87
9920	Atlantic County Utilities Authority	Account No. 143/144	-81,619.38
9921	Caproni Family Septic	Account # 1448	-11,541.87
9922	City of Somers Point	Line Rental 2016 Calendar Year	-12,900.00
9923	Michael Angerman Landscaping, Inc.	April 2017	-2,250.00
9924	Polistina & Associates, LLC	April 2017	-57,623.25
9925	Ridgway Legal	April 2017	-13,926.50
	Total Operating Account		-876,460.05
<b>TOTAL</b>			<b>-876,460.05</b>

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 31 – 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: May 17, 2017

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Theresa Prendergast  
Secretary

11:57 AM

05/17/17

Accrual Basis

**EHTMUA**  
**Checks Written - Developer Account**  
**As of May 17, 2017**

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<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Developer Account</b>			
3259	Polistina and Associates	April 2017	-5,206.00
	Total Developer Account		-5,206.00
<b>TOTAL</b>			<b>-5,206.00</b>

**Egg Harbor Township Municipal Utilities Authority  
Atlantic County, New Jersey**

**RESOLUTION # 32 – 2017**

*Reason: Acceptance of Audit – Fiscal Year 2015 - 2016*

**WHEREAS**, NJSA 40A:5A-15 required the governing body of every authority to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the year 2015-2016 has been filed by a Registered Municipal Accountant with the Authority Clerk as per the requirements of NJSA 40A:5A-15, and a copy has been received by each member of the Authority's Board of Commissioners, and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per RS 52:27BB-34; and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the Authority's Board of Commissioners have reviewed, as a minimum, the sections of the Annual Report of Audit entitled "General Comments and Recommendations"; and

**WHEREAS**, the members of the Authority's Board of Commissioners have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "General Comments and Recommendations", as evidenced by the group affidavit form of the Authority's Board of Commissioners, and,

**WHEREAS**, such resolution of certification shall be adopted by the Authority's Board of Commissioners no later than forty-five (45) days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

**WHEREAS**, all members of the Authority's Board of Commissioners have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as state aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of RS 52:27BB-52 to wit:

**RS 52:27BB-52** – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey and order of the Director of Local Government Services, under the provisions of this Article, shall be guilty of a misdemeanor and, upon convictions, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Egg Harbor Township Municipal Utilities Authority, hereby states that it has complied with the regulations of the Local Finance Board of the State of New Jersey and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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Resolution # 32 – 2017

Adopted: May 17, 2017

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_.

<b>Roll Call Vote:</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Michael Duffy				
Charles Pfrommer				
Chris Schwemm				
Theresa Prendergast				
Theresa Moschetto				
Anthony DiDonato				

I hereby certify that this is a true copy of the Resolution passed by the Authority's Board of Commissioners at a meeting held on May 17, 2017.

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Michael Duffy Chairman

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Theresa Prendergast, Secretary

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Elaine Super, Authority Clerk

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 33 – 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.

Dated: May 17, 2017

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Theresa Prendergast  
Secretary

# Egg Harbor Township Municipal Utilities Authority

## Monthly Adjustment Report

April 2017

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
<b>Delinquent Charges</b>					
	04/05/2017	27664	12300-555	Paid Prior to Penalty	-5.33
	04/03/2017	27643	4138-0	Good History	-1.25
	04/03/2017	27639	4732-0	Good History	-1.25
	04/05/2017	27668	7737-0	Good History	-2.50
	04/05/2017	27668	10182-0	Good History	-2.50
	04/06/2017	27672	2013-0	Good History	-2.50
	04/10/2017	27685	7089-0	Good History	-2.50
	04/11/2017	27702	12229-0	Good History	-2.50
	04/11/2017	27689	12266-0	Good History	-2.50
	04/11/2017	27705	12268-0	Bill Not Received	-2.50
	04/11/2017	27704	12867-0	Good History	-1.25
	04/11/2017	27706	11977-0	Bill Not Received	-2.42
	04/11/2017	27707	12212-0	Good History	-2.50
	04/12/2017	27710	10306-0	Bill Not Received	-2.50
	04/12/2017	27714	1562-0	Deed Rcvd Late	-1.25
	04/12/2017	27715	4422-0	Post Office Error/ Lost in Mail	-2.50
	04/13/2017	27723	5034-0	Good History	-2.50
	04/13/2017	27720	12270-0	Good History	-2.50
	04/18/2017	27734	1965-0	Wrong Address	-2.50
	04/18/2017	27734	1778-0	Wrong Address	-2.50
	04/19/2017	27740	12273-0	Good History	-2.50
	04/19/2017	27740	12275-0	Good History	-2.50
	04/19/2017	27740	12223-0	Bill Not Received	-2.50
	04/19/2017	27740	12247-0	Bill Not Received	-2.50
	04/19/2017	27740	1549-1	Good History	-1.25
	04/19/2017	27740	1549-2	Good History	-1.25
	04/19/2017	27737	12206-0	Good History	-2.50
	04/20/2017	27749	3438-0	Good History	-2.50
	04/20/2017	27748	12253-0	New Account	-2.50
	04/21/2017	27756	2806-0	New Account	-2.60
	04/25/2017	27758	1753-0	Good History	-2.50
	04/26/2017	27787	422-0	Bank Error	-5.57
	04/27/2017	27794	11078-0	Good History	-2.50
	04/27/2017	27794	7677-0	Good History	-2.50
<b>Miscellaneous</b>					
<b>Return Check Fee</b>					
	04/26/2017	3568	422-0	Bank Error	-20.00

# Egg Harbor Township Municipal Utilities Authority

Resolution # 34-2017

WHEREAS, The Egg Harbor Township Municipal Utilities Authority is desirous of transferring funds from its Bond Redemption and Improvement General Fund to its Operating Account, to be utilized for Operating Expenses

NOW THEREFORE, BE IT RESOLVED by the Authority that the sum of one hundred thousand dollars (\$100,000.00) be transferred from the Bond Redemption and Improvement General Fund (# [REDACTED]) of TD Bank, to the Operating Account ([REDACTED]) of OceanFirst Bank by May 18, 2017.

## ***Certification***

*We certify that the transfer requested above will be utilized for Operating Expenses in accordance with the 2007 & 2016 Bond Resolutions.*

\_\_\_\_\_  
Vincent Polistina, Engineer

\_\_\_\_\_  
Henry C. Schwemm, Treasurer

I, Theresa Prendergast, Secretary, for the Egg Harbor Township Municipal Utilities Authority, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Egg Harbor Township Municipal Utilities Authority held on the 17th day of May 2017 at the Municipal Building, Egg Harbor Township, New Jersey, at 5:30 PM.

\_\_\_\_\_  
Theresa Prendergast, Secretary