

Regular Meeting - Agenda
Wednesday, March 21, 2018
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

Engineer Report

~ Resolution # 19 – 2018 [Certification of Funds]
Contract #103 [Gravesmith Drive Extension]

~ Resolution # 20 – 2018 [Certification of Funds]
Contract #99 [Pump Station Landscape – Contract Extension]

Treasurer's Report

~ Resolution # 21 – 2018
Approve Bill List for Operating Account

~ Resolution # 22 – 2018
Approve Bill List for Developer Account

Administrative Report

~ February 2018 minutes

~ Resolution # 23 – 2018
February 2018 Adjustments

Other Business (not listed on the Agenda)

Closed Session

Adjournment

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

March 21, 2018
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	present
	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.

General Public Discussion

There was no public in attendance. Mr. Schwemm made a motion to close the public portion of the meeting, second by Mr. Pfrommer, all voted yes.

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

~ Resolution #19 – 2018 [Certification of Funds]

Motion made by Mrs. Prendergast, seconded by Mr. Pfrommer to award Contract #103 – Gravesmith Drive Extension to Crown Pipeline in the amount of \$162,162.00.

All voted yes.

~ Resolution #20 – 2018 [Certification of Funds]

Motion made by Mrs. Prendergast, seconded by Mr. Pfrommer to extend the Landscape Maintenance Contract #99 – Michael Angerman Landscaping. Based on the index rate, the increased contract amount will be \$24,718.97. All voted yes.

Treasurer

~ Resolution #21 – 2018

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

~ Resolution #22 – 2018

Motion Mr. Schwemm, seconded by Mr. Pfrommer 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

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

~ Resolution #23 – 2018

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to approve the February 2018 account adjustments. All voted yes.

A request for proposals for information technology services is being finalized and is expected to be advertised within the next week. Mr. Ridgway is waiting on a recommendation from the Risk Management Consultant for a suggested level of insurance to be carried by the vendor.

A motion to adjourn the meeting was made by Mr. Schwemm, seconded by Mr. Pfrommer at 5:37 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: April 18, 2018

Engineer's Report
Egg Harbor Township MUA
March 21, 2018

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed two items within the last month. They repaired the bypass adapter for the force main at the Miami Pump Station. Kline also installed three concrete bollards at the Whitewater pump station to protect the gas service and meter.

We have recommended payment in the amount of \$3,977.06 from the Operating Account for the work completed.

Kline Construction also completed the installation of a new sanitary lateral at 455 Zion Road for the newly constructed Dollar General.

We have recommended payment in the amount of \$7,423.73 from the Developing Account for the work completed.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. The Beaver station has been operating with a single pump due to the deteriorated condition of one of the pumps. The repaired pump for the Storybook station has been received and returned to service.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings this past month. They also completed preventative maintenance jetting in the normal areas selected by the Authority Operator throughout Egg Harbor Township and the City of Linwood.

Caprioni also assisted Kline with the repair of the bypass adapter at the Miami station and provided emergency jetting along Laquinta Drive.

We have recommended a payment in the amount of \$11,131.50 from the Operating Account for the work completed in February.

4. Spills

There were no spill incidents within the last month.

5. Trailer Park Pump Station Replacement

A pre-construction meeting was held earlier this month with the contractor, Kline Construction. The project is anticipated to begin the beginning of May and take approximately one month to complete.

Kline will be forwarding submittals for approval within the next week.

6. Gravesmith Drive Sanitary Sewer Extension

The Authority will receive bids for this project on March 21st. We will provide a report of bids during the meeting.

Our office was attempting to expedite the installation of a doghouse manhole in Washington to alleviate any conflicts with the County resurfacing of Washington Avenue, but due to the pricing provided we determined it was best to include that scope of work with the overall extension project.

7. 2018 Video Inspection & Main Cleaning

A pre-construction meeting was held earlier this month with the contractor, Mobile Dredging and Video Pipe.

Mobile Dredging and Video Pipe anticipates beginning work this week pending inclement weather.

8. Miami Pump Station Elimination

The updated CAFRA and TWA applications have been sent to the NJDEP.

9. Beaver Pump Station Upgrades

Our office is preparing the plans and specifications for the replacement of the pumps and other interior components of the wet well due to their deteriorated condition.

Developer Projects

Extension Applications

None

Connection Applications

1. Seaview Corporate Park, LTD

The applicant has submitted an application for the connection of an existing commercial garage to be operated by Mavis Tires within the English Creek Shopping Center.

Change of Use Applications

None

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:

Date	March 21, 2018
Resolution #	19 – 2018
Contract #	103 [Gravesmith Drive Sewer Extension]
Vendor	Crown Pipeline Construction, Co
Amount	\$ 162,162.00
Reason	Extension of sanitary sewer to service residents on Gravesmith Drive
Time Period	2018
Budget Line Item	Capital Outlay – Sewer Line Extension

Henry C. Schwemm, Treasurer

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:

Date	March 21, 2018
Resolution #	20 – 2018
Contract #	99 – one (1) year extension [1 st of 2]
Vendor	Michael Angerman Landscaping, Inc
Amount	\$ 24,718.97 [Original contract amount \$23,999.00]
Reason	Landscape Maintenance Contract – 1 st extension of contract awarded in 2017
Time Period	April 1, 2018 – March 31, 2019
Budget Line Item	Contract Services

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 21 – 2018

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: March 21, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of March 21, 2018

03/21/18

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		April Payroll and Annual PERS	-82,437.60
TEPS	State of NJ Health Benefits	Health & Rx - March 2018	-11,631.27
10203	Egg Harbor Township - Dental	Dental - March 2018	-514.95
10204	American Water Capital Corp	Customer No. 305657	-294.35
10205	Barber Consulting Services LLC	Invoice # 1243	-367.50
10206	Daily Journal, The	Acct. # 108712	-230.48
10207	Mossman's Business Machines	Invoice # 4422	-23.27
10208	Office Basics, Inc.	Acct. # 09272303	-75.06
10209	Press of Atlantic City, The	Acct. # 8000571	-214.20
10210	Schwaab, Inc.	Invoice # B072173	-69.74
10211	ACE Hardware	Customer #552303	-77.81
10212	Atlantic City Electric - Special Billing	Invoice # 3300000950	-3,555.87
10213	GenServe, Inc.	Invoice # 0141847-IN	-351.00
10214	Grainger	Acct. # 877163162	-1,266.33
10215	One Call Concepts, Inc.	Account # 12-EGC	-413.75
10216	Whel-Tech Inc.	Invoice # 17253C001	-891.00
10217	Xylem Dewatering Solutions, Inc.	Invoice # 400784934	-66.60
10218	AT & T	Acct. # 020 595 7994/5499	-60.21
10219	Atlantic City Electric	multiple accounts	-16,092.74
10220	New Jersey American Water Co.	multiple accounts	-695.66
10221	South Jersey Gas	Acct: 11341704119 & 11338452912	-101.90
10222	Verizon	Acct. #201 Z42 0142 999 78 Y	-143.35
10223	Verizon Wireless	Acct. # 200702280-00001	-143.81
10224	Caproni Family Septic	Account # 1448	-11,131.50
10225	Kline Construction Co. Inc.	Account No. 1417	-3,977.06
10226	Polistina & Associates, LLC	February 2018	-67,265.00
10227	Ridgway Legal	February 2018	-13,840.25
Total Operating Account			-215,932.26
TOTAL			-215,932.26

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 22 – 2018

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: March 21, 2018

Theresa Prendergast, Secretary

10:35 AM

03/21/18

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of March 21, 2018

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3285	Egg Harbor Township Police Dept.	Invoice # 1087	-1,137.50
3286	Kline Construction Co., Inc.	Invoice # 486258	-7,423.73
3287	17-02 Ole Hansen & Sons, Inc.	Refund Escrow Balance - Project 17-02 Complete	-212.00
3288	Polistina and Associates	February 2018	-3,176.50
3289	Kline Construction Co., Inc.	Invoice # 1673-23	-4,499.50
Total Developer Account			-16,449.23
TOTAL			-16,449.23

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 23 – 2018

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.

- February 2018 Adjustments

Dated: March 21, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

February 2018

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges				
02/01/2018	29676	7607-0	Military	-2.49
02/01/2018	29669	8288-0	Bill Change - Courtesy	-2.49
02/01/2018	29668	4620-0	Bill Change - Courtesy	-2.49
02/01/2018	29665	1503-0	Good History	-2.49
02/01/2018	29665	10708-0	Bill Not Received	-2.49
02/01/2018	29665	6537-0	DD Revised Auth Not Rec'd	-2.49
02/01/2018	29665	10475-0	Good History	-2.49
02/01/2018	29672	5875-0	Good History	-2.49
02/01/2018	29672	8545-0	Good History	-2.49
02/01/2018	29672	11257-0	Good History	-2.49
02/01/2018	29672	9899-0	Good History	-2.49
02/01/2018	29672	6056-0	Good History	-2.49
02/01/2018	29667	10235-0	DD Revised Auth Not Rec'd	-2.49
02/01/2018	29667	9587-0	Delayed Deed	-2.49
02/01/2018	29667	11243-0	Billing Error	-2.49
02/01/2018	29667	7506-0	Military	-2.49
02/01/2018	29667	3454-0	DD Revised Auth Not Rec'd	-2.49
02/01/2018	29677	9057-0	Bill Not Received	-2.49
02/01/2018	29677	7053-0	Bill Not Received	-2.49
02/01/2018	29677	10742-0	Good History	-2.49
02/01/2018	29677	12880-0	DD Revised Auth Not Rec'd	-2.49
02/01/2018	29677	9309-0	Bill Not Received	-2.49
02/01/2018	29677	11738-0	Good History	-2.49
02/01/2018	29677	10938-0	DD Revised Auth Not Rec'd	-2.49
02/01/2018	29677	1256-0	Bill Not Received	-2.49
02/01/2018	29677	9798-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29691	8354-0	Good History	-2.49
02/02/2018	29691	8336-0	Good History	-2.49
02/02/2018	29694	3368-0	Bill Not Received	-2.49
02/02/2018	29694	6841-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29694	11085-0	Good History	-1.25
02/02/2018	29694	7828-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29694	11398-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29694	10092-0	Good History	-2.49
02/02/2018	29694	8243-0	Wrong Address	-2.49
02/02/2018	29696	8834-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29696	5933-0	Good History	-1.25
02/02/2018	29696	1389-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29696	1097-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29696	7953-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29696	10698-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29696	7082-0	DD Revised Auth Not Rec'd	-2.49
02/02/2018	29696	6908-0	Good History	-2.49

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

February 2018

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
02/02/2018	29695	6599-0	Good History	-2.49
02/05/2018	29710	12325-0	Good History	-0.83
02/05/2018	29710	4600-0	Hospital Stay	-2.13
02/05/2018	29710	927-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29710	2317-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29710	6914-0	Delayed Deed	-2.49
02/05/2018	29710	5805-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29710	3981-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29710	1087-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29710	10612-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29710	3431-0	Good History	-2.49
02/05/2018	29709	10426-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29708	59-0	Bill Change - Courtesy	-2.49
02/05/2018	29702	11601-0	DD Revised Auth Not Rec'd	-2.49
02/05/2018	29700	6442-0	Bill Change - Courtesy	-2.49
02/06/2018	29720	2118-0	Bill Change - Courtesy	-2.49
02/06/2018	29717	815-1 EHT Board of Education	Waived Charges	-12.47
02/06/2018	29717	815-2 EHT Board of Education	Waived Charges	-15.88
02/06/2018	29717	2759-0 EHT Board of Education	Waived Charges	-39.34
02/06/2018	29717	3416-0 EHT Board of Education	Waived Charges	-17.63
02/06/2018	29717	3242-0 EHT Board of Education	Waived Charges	-65.44
02/06/2018	29717	4530-1 EHT Board of Education	Waived Charges	-11.15
02/06/2018	29717	4530-2 EHT Board of Education	Waived Charges	-1.27
02/06/2018	29717	6662-1 EHT Board of Education	Waived Charges	-18.42
02/06/2018	29717	6662-2 EHT Board of Education	Waived Charges	-14.66
02/06/2018	29717	8911-0 EHT Board of Education	Waived Charges	-21.66
02/06/2018	29717	4647-0	Good History	-2.49
02/06/2018	29717	10244-0	Good History	-2.49
02/06/2018	29717	8167-0	Good History	-2.49
02/06/2018	29717	5318-0	Good History	-2.49
02/06/2018	29717	24-0	Paid Prior to Penalty	-1.25
02/06/2018	29717	1178-0	Paid Prior to Penalty	-7.54
02/06/2018	29717	6848-0	Paid Prior to Penalty	-5.21
02/07/2018	29729	1245-0	Bill Change - Courtesy	-2.49
02/07/2018	29736	4739-0	Good History	-2.49
02/07/2018	29736	12048-0	Good History	-2.49
02/07/2018	29736	4005-1	Paid Prior to Penalty	-2.49
02/07/2018	29727	4843-0	Hardship Waiver	-2.51
02/08/2018	29743	1433-0	DD Revised Auth Not Rec'd	-2.49
02/08/2018	29743	10581-0	Good History	-2.49
02/08/2018	29741	2030-0	Bill Not Received	-2.49
02/08/2018	29741	8035-0	DD Revised Auth Not Rec'd	-2.49
02/08/2018	29741	3461-0	DD Revised Auth Not Rec'd	-2.49
02/08/2018	29741	5448-0	DD Revised Auth Not Rec'd	-2.49
02/08/2018	29741	12064-0	DD Revised Auth Not Rec'd	-2.49

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

February 2018

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
02/08/2018	29741	11288-0	Good History	-2.49
02/08/2018	29741	5973-0	Bill Not Received	-2.49
02/09/2018	29752	8136-0	Bill Not Received	-2.49
02/09/2018	29752	9270-0	DD Revised Auth Not Rec'd	-2.49
02/09/2018	29749	10632-0	DD Revised Auth Not Rec'd	-2.49
02/09/2018	29749	2504-0	DD Revised Auth Not Rec'd	-2.49
02/09/2018	29749	3191-0	DD Revised Auth Not Rec'd	-2.49
02/12/2018	29759	11267-0	Deed/New Owner	-2.49
02/12/2018	29764	11149-0	Good History	-2.49
02/12/2018	29764	6752-0	DD Revised Auth Not Rec'd	-2.49
02/12/2018	29760	8973-0	Bill Change - Courtesy	-2.49
02/13/2018	29772	11856-0	Bill Change - Courtesy	-2.54
02/13/2018	29779	8320-0	Good History	-2.49
02/13/2018	29778	7177-0	DD Revised Auth Not Rec'd	-2.49
02/13/2018	29777	8566-0	Good History	-2.49
02/14/2018	29794	7252-0	Bill Not Received	-4.98
02/14/2018	29792	5866-0	Delayed Payment	-2.54
02/14/2018	29792	682-0	Delayed Payment	-2.57
02/15/2018	29802	2850-0	Courtesy	-2.49
02/15/2018	29802	1669-0	Good History	-4.98
02/20/2018	29822	6423-0	Military	-4.98
02/20/2018	29822	8986-0	Good History	-4.98
02/20/2018	29822	11694-0	DD Revised Auth Not Rec'd	-4.98
02/20/2018	29814	3191-0	DD Revised Auth Not Rec'd	-2.49
02/20/2018	29814	7698-0	DD Revised Auth Not Rec'd	-2.49
02/20/2018	29820	7757-0	DD Revised Auth Not Rec'd	-4.98
02/21/2018	29825	7698-0	DD Revised Auth Not Rec'd	-2.49
02/21/2018	29830	5487-0	DD Revised Auth Not Rec'd	-4.98
02/21/2018	29830	7829-0	Post Office Error/ Lost in Mail	-4.98
02/21/2018	29830	10259-0	DD Revised Auth Not Rec'd	-4.98
02/22/2018	29836	8087-0	DD Revised Auth Not Rec'd	-4.98
02/22/2018	29831	983-0	Fire Damage	-5.02
02/22/2018	29837	11373-0	Delayed Deed	-1.66
02/23/2018	29842	8596-0	DD Revised Auth Not Rec'd	-4.98
02/23/2018	29842	12256-0	DD Revised Auth Not Rec'd	-4.98
02/26/2018	29854	1011-0	Delayed Deed	-4.98
02/26/2018	29854	1391-0	DD Revised Auth Not Rec'd	-4.98
02/26/2018	29853	11972-0	DD Revised Auth Not Rec'd	-2.49
02/27/2018	29859	640-0	Wrong Address	-5.10
02/27/2018	29866	5363-0	DD Revised Auth Not Rec'd	-4.98