

Regular Meeting - Agenda

Wednesday, April 18, 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

Treasurer's Report

~ Resolution # 24 – 2018

Approve Bill List for Operating Account

~ Resolution # 25 – 2018

Approve Bill List for Developer Account

Administrative Report

~ March 2018 minutes

~ Resolution # 26 – 2018

March 2018 Adjustments

~ Resolution # 27 – 2018 [Certification of Funds]

IT Services

Other Business (not listed on the Agenda)

Closed Session

Adjournment

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

April 18, 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. Mr. Polistina provided an update on the GIS system and explained that all video projects with the exception of Windsor have been completed.

CAFRA has requested that all property owners affected by the proposed force main replacing the Miami pump station sign off on the application.

Treasurer

~ Resolution #24 – 2018

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

~ Resolution #25 – 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 March minutes. This was seconded by Mrs. Prendergast and all voted yes.

~ Resolution #26 – 2018

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

The Authority Clerk reported that responses to Request for Proposals (RFP) for Information Technology & Support Services were received and reviewed on April 17, 2018 and that in accordance with the RFP documents each response was reviewed by the Selection Committee according to a list of criteria found in the RFP. After discussing the responses and the Authority's IT needs, costs and available insurance related matters, the Commissioners voted to reject all responses and no proposals were accepted. The motion was made by Mr. Schwemm, seconded by Mr. Pfrommer and all voted in favor of rejecting the proposals.

The Commissioners authorized the Authority Clerk to continue to evaluate the Authority's IT needs and to seek a more limited scope of IT Services.

A motion to adjourn the meeting was made by Mr. Schwemm, seconded by Mrs. Prendergast at 6:00 pm. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: May 16, 2018

**Engineer's Report
Egg Harbor Township MUA
April 18, 2018**

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed the installation of new cleanouts at 204 and 206 Lyons Court between the curb and sidewalk. The existing cleanouts were located in the property owners front yard.

No billing has been received at this time.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. The ACUA completed the replacement of the check valves at the Hingston station within the last month. The valves were not operating properly, so we approved them to be replaced at a cost of \$5,119.76.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings this past month. They also power washed and vacuumed the area around 206 Lyons Court after a storm caused a backup in the Pleasantville main.

We have recommended a payment in the amount of \$11,650.00 from the Operating Account for the work completed in February.

4. Spills

There was a minor spill along the frontage of 206 Lyons Court from a backup in the Pleasantville sanitary main. The Authority Emergency Contractor, Caprioni Family Septic, was dispatched to clean the affected area.

5. **Trailer Park Pump Station Replacement**

Kline Construction begun the process of providing project submittals within the last month. They will be submitting the road opening permit application within the next week. Construction is anticipated to begin in early May. The bulk of the work is expected to take approximately 4-6 weeks.

6. **Gravesmith Drive Sanitary Sewer Extension**

The project was awarded to Crown Pipeline Construction Co. at the last Authority meeting.

A pre-construction meeting was held earlier this month with the contractor, and with representatives from the County and the Township Police Department. The project is anticipated to begin later this month and take approximately four weeks to complete.

7. **2018 Video Inspection & Main Cleaning**

The contractor has been progressing steadily with approximately 60% of the work completed. They have not submitted a payment request.

8. **Miami Pump Station Elimination**

We are in the process of addressing a comment for the CAFRA permit, and expect to have it addressed within the next week. The TWA application is under review by the NJDEP.

9. **Beaver Pump Station Upgrades**

We are continuing to work on the plans and specifications for the upgrades at the Beaver station. During our analysis of the various station components we have found that the carbon odor unit has several components in need of replacement. We are looking into the possibility of replacing it with the same odor control unit as the Brookside station.

Developer Projects

Extension Applications

None

Connection Applications

1. **Clayton Development Associates**

This application is for the connection of a single family dwelling located at 3521 Bargaintown Road. The dwelling will be provided service via the construction of a new six-inch (6") lateral.

2. Seaview Corporate Park, LTD

The submitted application is for the connection of a commercial garage facility which will be operated by Mavis Tires, and have eight (8) bays for automotive servicing.

Change of Use Applications

1. Planet Fitness at Oak Tree Plaza

The application submitted is for the conversion of a unit within the building adjacent to the Wal-Mart store. The unit is identified as Retail A-1 in the Oak Tree Plaza Development and will convert from retail into a fitness center to be operated by Planet Fitness.

2. Petco at Oak Tree Plaza

The application submitted is for the conversion of a unit within the building adjacent to the Wal-Mart store. The unit is identified as Retail B in the Oak Tree Plaza Development and will convert from retail into a pet supply store with veterinary and grooming services to be operated by Petco.

Vince Polistina
Authority Engineer

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 24 – 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: April 18, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of April 18, 2018

04/17/18

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		May Payroll	-34,823.87
TEPS	State of NJ Health Benefits	Health & Rx - April 2018	-11,631.27
10228	Egg Harbor Township - Dental	Dental - April 2018	-514.95
10229	American Water Capital Corp	Customer No. 305657	-293.50
10230	Mossman's Business Machines	Invoice # 4603	-19.30
10231	New Jersey Utility Authorities JIF	Invoice # NJUA230-2018SA	-11,172.78
10232	Press of Atlantic City, The	Acct. # 8000571	-96.60
10233	Signal Graphics	Invoice # 37202	-169.00
10234	Staples Business Advantage	Customer: PHL 1057418	-450.18
10235	US Postal Service- stamps & envel...	Account # E87177845	-8,501.55
10236	W.B. Mason Co., Inc.	Customer No. C2165338	-90.05
10237	CAM Co.	Invoice # 42045	-204.32
10238	Double A Decals	Invoice # 200	-275.00
10239	GenServe, Inc.	Customer No. 30-EGGHAR5	-1,275.00
10240	One Call Concepts, Inc.	Account # 12-EGC	-423.75
10241	SkyBitz Inc.	Invoice # SRINV0000059508	-1,495.80
10242	USABlueBook	Customer No. 605705	-1,392.44
10243	Weinstein Supply	Invoice # S021198303.001	-18.21
10244	AT & T	Acct. # 020 595 7994/5499	-59.98
10245	Atlantic City Electric	multiple accounts	-17,981.21
10246	New Jersey American Water Co.	multiple accounts	-513.17
10247	South Jersey Gas	Acct: 11341704119 & 11338452912	-112.00
10248	Verizon	Acct. #201 Z42 0142 999 78 Y	-142.65
10249	Verizon Wireless	Acct. # 200702280-00001	-147.71
10250	Caprioni Family Septic	Account # 1448	-11,650.00
10251	Michael Angerman Landscaping, Inc.	Invoice # 31180402	-2,317.50
10252	Polistina & Associates, LLC	March 2018	-51,838.98
10253	Ridgway Legal	March 2018	-12,287.75
	Total Operating Account		-169,898.52
TOTAL			-169,898.52

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 25 – 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: April 18, 2018

Theresa Prendergast, Secretary

11:33 AM

04/17/18

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of April 18, 2018

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3291	Polistina and Associates	March 2018	-402.50
	Total Developer Account		-402.50
TOTAL			-402.50

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 26 – 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.

- March 2018 Adjustments

Dated: April 18, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

March 2018

	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges					
	03/01/2018	29896	11122-0	DD Revised Auth Not Rec'd	-2.49
	03/07/2018	29929	1391-0	DD Revised Auth Not Rec'd	-2.49
	03/08/2018	29933	1011-0	Wrong Address	-2.49
	03/09/2018	29941	6442-0	Bill Change - Courtesy	-4.98
	03/09/2018	29941	8242-0	DD Revised Auth Not Rec'd	-7.47
	03/09/2018	29942	10259-0	DD Revised Auth Not Rec'd	-2.49
	03/12/2018	29949	11386-0	Bill Not Received	-7.47
	03/14/2018	29960	10401-0	Good History	-7.47
	03/15/2018	29965	8145-0	DD Revised Auth Not Rec'd	-7.47
	03/15/2018	29965	7980-0	Good History	-2.49
	03/15/2018	29965	508-0	Delayed Deed	-7.47
	03/15/2018	29965	6006-0	Delayed Deed	-7.47
	03/15/2018	29965	10767-0	Delayed Deed	-7.41
	03/19/2018	29980	2902-0	DD Revised Auth Not Rec'd	-7.47
	03/19/2018	29978	4964-0	DD Revised Auth Not Rec'd	-7.47
	03/27/2018	30010	1722-0	Delayed Deed	-7.47
Residential					
	03/01/2018	3764	983-0	Fire Damage	-167.66