

Regular Meeting - Agenda

Wednesday, June 20, 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 # 32 – 2018

Greater Zion Park Cleanout and Lateral Repair

Treasurer's Report

~ Resolution # 33 – 2018

Approve Bill List for Operating Account

~ Resolution # 34 – 2018

Approve Bill List for Developer Account

Administrative Report

~ May 2018 minutes

~ Resolution #35 – 2018

May 2018 Adjustments

~ Resolution # 36 – 2018

FY 2016 – 2017 Audit Acceptance

Other Business (not listed on the Agenda)

Closed Session

Adjournment

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

June 20, 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	absent
	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. Mrs. Prendergast was excused from the meeting.

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.

Project Status

Mr. Polistina provided an update on the Clayton/Brangan project on English Creek and Ocean Heights Avenues. Mr. Clayton is proposing to extend a portion of the sewer line in Pennsylvania Avenue prior to paving the roadway. This minor extension is expected to eventually service properties fronting Ocean Heights Avenue as well as Oak Forest Mobile Home Park. The existing Treatment Works Approval needs to be amended. Mr. Clayton will submit both the Preliminary and Final Applications for a simultaneous review to amend the existing approvals.

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

~ Resolution #32 – 2018 [Certification of Funds]

Contract #105 – Greater Zion Park Cleanout Repair

Bids were received today for this project. A motion was made by Mr. Schwemm, seconded by Mr. Pfrommer to award the contract to Kline Construction in the amount of \$223,300.00. All voted yes.

Mr. Polistina’s office is working with the County in regards to the JFK Bridge. The air relief valve needs repaired and due to its location, it is difficult to access.

Bids are expected to be taken for the Miami Pump Station Elimination project as well as the Beaver Pump Station Upgrades.

In light of recent events and staffing shortage, the idea of hiring another inspector was discussed. A personnel subcommittee will be formed if it is finally determined that additional staff is needed.

Mr. Ridgway and Mr. Polistina advised the Authority of the need to extend the FAA Agreement until December 31st. Mr. Schwemm made a motion to authorize the Chairman to sign the agreement, with the condition that the Chairman send a letter to the FAA advising them that this is the last extension and unless the construction of the new pump station is not authorized prior to the new expiration date, the Authority will move forward with the rehabilitation of the existing station. This was seconded by Mr. Pfrommer and all voted yes.

Mr. Ridgway left the meeting at 6:30pm.

Treasurer

~ Resolution #33 – 2018

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

~ Resolution #34 – 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 May minutes. This was seconded by Mr. Pfrommer and all voted yes.

~ Resolution #35 – 2018

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the May 2018 account adjustments. All voted yes.

~ Resolution #36 – 2018

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to accept the 2016 – 2017 Audit. A roll call vote resulted in all members present voted yes.

A little more than half the homes on North Mount Airy Avenue have connected to the sewer.

The Right to Know Surveys have been completed and submitted.

A motion to adjourn the meeting was made by Mr. Schwemm, seconded by Mr. Pfrommer at 6:45 pm. All voted yes.

Charles Pfrommer, Assistant Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: July 18, 2018

Engineer's Report
Egg Harbor Township MUA
June 20, 2018

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed the repair of two manhole castings on Spruce and West Jersey Avenues over the past month.

We have recommended payment in the amount of \$1,846.68 from the Operating Account for the work completed.

Kline Construction completed several miscellaneous items on the sanitary infrastructure in Linwood in the last month. The work included replacing electrical conduit at the Fischer Greene station, and repairing cleanouts at 507 Pierce Avenue and 408 West Monroe Avenue. They also addressed a sinkhole at 17 Frances Avenue and replaced the security doors at the City equipment shed.

We have recommended a payment in the amount of \$9,559.73 from the Operating Account for the work completed. The City of Linwood will be responsible to reimburse the Authority for the expenditures.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal the past month. The ACUA has noted the impellers for the Pumpex pumps at the Crystal Lakes station are severely worn and are in need of replacement. Unfortunately, Pumpex was bought by ABS pumps who no longer support the model of pump located in the station. We are working on getting pricing for a replacement option.

There are currently three stations operating with only a single pump. Both pumps at the Helen station failed last Saturday resulting from the motors overloading. The ACUA also reported pump no. 1 has a damaged volute. Since the incident occurred over the weekend and no replacement pumps were available, the ACUA borrowed a similarly sized pump from the Lakeside station and the associated variable frequency drive and installed them at the Helen station. The ACUA utilized their vector truck to maintain station operation during the installation. We have obtained pricing to replace both pumps at Helen, and expect the pumps to cost approximately \$4,000 each with an additional \$1,000 to include variable frequency drives which will allow the use of three-phase motors.

With the temporary use of one of the Lakeside pumps at Helen, the Lakeside station is currently operating with a single pump.

The Beaver station is also operating with a single pump due to the failure of one of the variable speed drives in the control panel. A bypass pumping unit was set up to maintain the station flow until the station upgrades can be completed.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings this past month. They also provided maintenance sewer line cleaning in various locations as specified by the Authority Operator.

Caprioni provided emergency jetting services at 204 Lyons Court due to a sewer blockage last month.

Caprioni completed emergency bypass services at the Miami pump station due to issues with the Godwin pump. It has been sent for repair.

We have recommended a payment in the amount of \$14,138.00 from the Operating Account for the work completed in May.

4. Spills

There was a minor spill incident over the JFK Bridge between Seaview Harbor and going into Longport over Memorial Day weekend. The spill resulted from a small crack in the body of the air release valve located at the top of the bridge. We were able to close the isolation valve that was installed after the last incident which stopped the leakage. It was estimated approximately 50 gallons were lost.

5. Trailer Park Pump Station Replacement

We have approved all of the project submittals and the contractor has obtain their road opening permit. Kline Construction has cleared the area within the easement and completed several test pits to verify the ground water level.

We expect the installation of the new wet well will begin after the Fourth of July holiday.

6. Gravesmith Drive Sanitary Sewer Extension

The contractor recently completed the installation of the gravity main along Gravesmith Drive along with all of the residential service laterals. The contractor has also completed the temporary road restoration of all the main and lateral trenches.

We received their payment request earlier this week but did not receive it in time for the meeting. It will be processed for the July meeting.

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

The contractor has completed all of the work for the project.

8. **Miami Pump Station Elimination**

We have been in contact with CAFRA and are completing the publication required for the public comment period. We expect to have a CAFRA permit within a couple of months and are working on the remaining permits for the project.

9. **Beaver Pump Station Upgrades**

The plans and specifications for the Beaver pump station are just about complete. The new impeller that was ordered for the station had imperfections and was returned for a new impeller.

Due to the high flow at the station and need to replace the impeller of the pump, the MUA has a temporary bypass pump in place to bypass the station while the work is going on.

10. **Windsor Cleanouts**

We completed the surveying of all cleanout castings and measurements for the inverts of all manholes within the project.

11. **Greater Zion Park Casting Installation**

We are receiving bids for the project on June 20th and will provide a report on the bids at the meeting.

12. **Delilah Road Rail Repair**

We have notified Waszen Brothers Sanitation that the replacement of the Delilah rails is ready to be completed and are awaiting a schedule for the work.

13. **Pleasant Heights Project**

All surveying has been completed and we finalizing the base mapping for the project.

14. **North Mount Airy Sewer**

All sewer is complete and operational. The contractor will be working on final paving.

Developer Projects

Extension Applications

None

Connection Applications

1. Randy Portnoy

This application is for the connection of a single family dwelling located along Pumpkin Lane. The dwelling will be provided service via an existing six-inch lateral connection.

2. Randy Portnoy

The submitted application is for the connection of a single family dwelling located at 6527 Mill Road. The dwelling will be provided service via an existing six-inch lateral connection.

3. AtlanticCare Health Services

This application is for the connection of a 48,000 square foot medical office building within the AtlanticCare campus off English Creek Avenue. The applicant had previously received approval for the construction of three buildings, which will now be combined and receive service from a short main extension within the campus.

4. Gene F. Sykes

The submitted application is for the construction of two proposed single family dwellings, which will be constructed in conjunction with the subdivision at 6859 Old Egg Harbor Road. Each proposed home will be serviced via the construction of a six-inch lateral connection.

5. Randy Portnoy

The submitted application is for the connection of a single family dwelling at 107 Trudy Lane. The dwelling will be provided service via an existing six-inch lateral connection.

Change of Use Applications

1. OEH & Delancy, LLC

The application submitted is for the change of use of an existing building located at 6840 Old Egg Harbor Road from pharmaceutical facility to be used for governmental office space.

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	June 20, 2018
Resolution #	32 – 2018
Contract #	105 (Greater Zion Park Cleanout Repair)
Vendor	Kline Construction
Amount	\$223,300.00
Reason	Repair cleanouts within the Greater Zion Park area
Time Period	2018
Budget Line Item	Capital Rehabilitation

Henry C. Schwemm, Treasurer

Charles Pfrommer, Assistant Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 33 – 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: June 20, 2018

Charles Pfrommer, Assistant Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of June 20, 2018

06/20/18

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		July Payroll	-33,623.09
10281	Egg Harbor Township - Dental	Dental - June 2018	-514.95
10282	American Water Capital Corp	Customer No. 305657	-296.39
10283	MGL Forms-Systems, LLC	Acct. # E069	-1,289.50
10284	Mossman's Business Machines	Invoice # 4817 & # 5007	-47.66
10285	Office Basics, Inc.	Acct. # 09272303	-42.59
10286	Staples Business Advantage	Customer: PHL 1057418	-461.06
10287	W.B. Mason Co., Inc.	Customer No. C2165338	-46.16
10288	ACE Hardware	Customer #552303	-207.64
10289	Applied Analytics, Inc.	Invoice # A18-22356	-1,635.00
10290	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-583.25
10291	Chapman Ford Sales, Inc.	Invoice # 605758	-14.27
10292	Egg Harbor Township Police Depar...	Invoice # 1145	-8,640.00
10293	Grainger	Acct. # 877163162	-390.08
10294	One Call Concepts, Inc.	Account # 12-EGC	-638.75
10295	AT & T	Acct. # 020 595 7994/5499	-58.84
10296	Atlantic City Electric	multiple accounts	-20,164.23
10297	New Jersey American Water Co.	multiple accounts	-776.72
10298	South Jersey Gas	Acct: 11341704119 & 11338452912	-145.47
10299	Verizon	Acct. #201 Z42 0142 999 78 Y	-143.24
10300	Verizon Wireless	Acct. # 200702280-00001	-142.71
10301	Caprioni Family Septic	Account # 1448	-14,138.00
10302	City of Somers Point	Line Rental - 2017 Calendar Year	-12,900.00
10303	Kline Construction Co. Inc.	Account No. 1417	-1,846.68
10304	Michael Angerman Landscaping, Inc.	Invoice # 31180531	-2,317.50
10305	Kline Construction Co. Inc.	Account No. 1417	-9,559.73
10306	Kline Construction Co. Inc.	Account No. 1417	-33,840.97
10307	Polistina & Associates, LLC	May 2018	-74,768.25
10308	Ridgway Legal	May 2018	-11,569.00
Total Operating Account			-230,801.73
TOTAL			-230,801.73

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 34 – 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: June 20, 2018

Charles Pfrommer, Assistant Secretary

10:21 AM

06/20/18

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of June 20, 2018

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3301	Polistina and Associates	May 2018	-3,206.50
3302	Atlantic City and Cnty Board of R...	Refund Escrow - Project # 14-02 Complete	-500.00
3303	Hidden Sands Brewing Co., LLC	Refund Escrow - Project # 15-21 Complete	-656.00
3304	Randy Homes LLC	Refund Escrow - Project # 15-27	-10,457.33
3305	Ridgewood Point, LLC	Refund Escrow - Project # 05-104 & 08-32	-11,324.92
Total Developer Account			-26,144.75
TOTAL			-26,144.75

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 35 – 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.

- May 2018 Adjustments

Dated: June 20, 2018

Charles Pfrommer, Assistant Secretary

Egg Harbor Township Municipal Utilities Authority
Monthly Adjustment Report
May 2018

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges				
05/03/2018	30172	6243-0	Paid Prior to Penalty	-2.55
05/03/2018	30172	8080-0	Paid Prior to Penalty	-2.49
05/08/2018	30191	1042-0	Paid Tax Collector	-2.55
05/08/2018	30191	6938-0	Paid Prior to Penalty	-2.49
05/08/2018	30191	6621-0	Paid Prior to Penalty	-4.98

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

RESOLUTION # 36 – 2018

Reason: Acceptance of Audit – Fiscal Year 2016 - 2017

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 2016-2017 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.

Resolution # 36 – 2018

Adopted: June 20, 2018

Motion made by _____ seconded by _____.

Roll Call Vote:	Yes	No	Abstain	Absent
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 June 20, 2018.

Michael Duffy Chairman

Charles Pfrommer, Assistant Secretary

Elaine Super, Authority Clerk