

Regular Meeting - Agenda

Wednesday, November 14, 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 #66 – 2018 [Certification of Funds – Pump Station Maintenance]

~ Resolution #67 – 2018 [Certification of Funds] Change Order – Contract #101

~ Resolution #68– 2018 [Certification of Funds] Change Order – Contract #105

~ 2019 Priority List

Treasurer's Report

~ Resolution #69 – 2018 [Approve Bill List for Operating Account]

~ Resolution #70 – 2018 [Approve Bill List for Developer Account]

Administrative Report

~ Approval of October 2018 minutes

~ Resolution #71 – 2018 [October Account Adjustments]

~ Resolution #72 – 2018 [2017 Transitional Year Audit Acceptance]

~ Resolution #73 – 2018 [2019 Salary Resolution]

~ Resolution #74 – 2018 [2019 Public Agency Compliance Officer]

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

November 14, 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	absent

Vincent Polistina, Engineer and John Ridgway, Solicitor were in attendance. Elaine Super, Authority Clerk, was also present. Mr. DiDonato was excused from this 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.

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

~ Resolution #66 – 2018 [Certification of Funds – Pump Station Maintenance]

Motion Mr. Schwemm, seconded by Mr. Pfrommer to approve the increase for the Atlantic County Utilities Agreement. The increase is based on the change in the Philadelphia-Camden-Wilmington Consumer Price Index and the new annual rate will be \$363,852.73. All voted yes.

~ Resolution #67 – 2018 [Change Order #2 – North Mount Airy Extension]

Motion Mr. Schwemm, second Mr. Pfrommer, to approve the change order in the amount of \$3,051.80 for additional paving. All voted yes.

Mr. Polistina and Mrs. Prendergast attended the Township Committee meeting on November 1st. Mr. Polistina provided a recap of the Authority’s financial status as well as explained the projected projects for the near future.

Treasurer

~ Resolution #69 – 2018

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

~ **Resolution #70 – 2018**

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

~ **Resolution #75 – 2018**

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to authorize the transfer of \$200,000 from the Bond Redemption Improvement Fund to the Operating Account. All voted yes.

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

Administrative

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

~ **Resolution #71 – 2018**

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

~ **Resolution #72 – 2018**

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the 2017 Transitional Year Audit. A roll call vote resulted in all members present voting in favor of accepting the audit.

~ **Resolution #73 – 2018**

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the 2019 salary resolution. All voted yes.

~ **Resolution #74 – 2018**

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to appoint Elaine Super at the Public Agency Compliance Officer for 2019. All voted yes.

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

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Approved: December 19, 2018

**Engineer's Report
Egg Harbor Township MUA
November 14, 2018**

Engineering Projects

1. Emergency Maintenance Contract

Kline Construction completed various tasks over the past month. They completed the road restoration for the lateral repair at 108 Woodpecker Road. We have recommended a payment in the amount of \$4,754.32 from the Operating Account for the work completed within the last month.

They installed a lateral on Gravesmith Drive for a vacant parcel of land at the property owner's request. We have recommended a payment in the amount of \$2,462.20 from the Developer's Account for the work completed.

Kline also completed the replacement of a damaged lateral at 18 Frances Avenue in Linwood. The billing for the work was processed this month. We have recommended a payment in the amount of \$10,969.50 from the Operating Account for the work completed in the City of Linwood.

2. ACUA Contract Administration

The maintenance logs from the ACUA have been normal over the past month. The only station operating with a single pump at this time is Beaver. The rehabilitation work is expected to begin later this month.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings over the past month. They also cleaned two of the wet wells in the Linwood system.

We have recommended a payment in the amount of \$12,440.00 from the Operating Account for the work completed in October.

The Wet Well Contract was set to expire on October 31, 2018. We had discussions with Caprioni Family Septic and they agreed to utilize the first one-year extension of the contract beginning on November 1, 2018 and ending on October 31, 2019.

4. Spills

There was only one spill incident over the last month, which occurred in Linwood. The overflow incident came from a manhole in New Road located along the frontage of Central Square. The blockage was a result of grease build up in the main. Approximately 200 gallons spilled onto the roadway. The Authority Operator was able to clear the blockage by jetting the main.

5. Trailer Park Pump Station Replacement

Work has been delayed this month due to material deliveries. Kline is expected to resume work within the next week. The station is anticipated to be operational by mid to late December.

No payments are due at this time.

6. Miami Pump Station Elimination

The CAFRA permit was received within the past month. We expect to receive the Treatment Works Approval by mid- January.

7. Beaver Pump Station Upgrades

All submittals have been approved and the TKT Contracting has received the required plumbing and electrical permits. Construction is still on schedule to begin later this month.

We have recommended a payment in the amount of \$20,384.00 for the materials and work completed to date.

Developer Projects

Extension Applications

1. Clayton - Oak Forest Mobile Homes

All of the site work has been completed and we will be preparing a final punchlist for acceptance of the new station.

2. Harbor Landing

We completed the review of the submittals for the off-site sanitary sewer infrastructure. Work is anticipated to begin within the next few weeks.

Connection Applications

1. Randy Portnoy

The applicant submitted an application for the construction of a new single family dwelling at 2 Charles Drive. The proposed dwelling will connect to an existing lateral.

2. EI Homes, LLC - City of Linwood

The submitted application is for the demolition of the existing structure which will permit the construction of a new single-family dwelling at 917 Wabash Avenue. The existing lateral connection in Wabash Avenue will be reused.

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	November 14, 2018
Resolution #	66 – 2018
Vendor	Atlantic County Utilities Authority
Amount	\$302,182.76 [Egg Harbor Township] \$ 61,669.97 [Linwood]
Reason	Pumping Station Maintenance
Time Period	January 1, 2019 – December 31, 2019
Budget Line Item	Pumping Station Operation & Maintenance

Henry C. Schwemm, Treasurer

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:

Date	November 14, 2018
Resolution #	67 – 2018
Vendor	Perna Construction
Contract	101 (North Mount Airy Extension)
Amount	Change Order #2 \$3,051.80
Reason	Additional paving
Time Period	2018
Budget Line Item	Capital Rehabilitation

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Resolution #68 – 2018

VOIDED

November 14, 2018

Resolution not required.

Change Order not processed.

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 69 – 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: November 14, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of November 14, 2018

Num	Name	Memo	Amount
Operating Account			
		December Payroll	-35,759.26
TEPS	State of NJ Health Benefits	Health & Rx - November 2018	-11,631.27
10443	Egg Harbor Township - Dental	Dental - November 2018	-514.95
10444	Egg Harbor Family Associates LLC	Refund Account # 13322-0; removed 1 unit	-634.49
10445	American Water Capital Corp	Customer No. 305657	-599.75
10446	Barber Consulting Services LLC	Invoice # 322	-2,500.00
10447	Edmunds & Associates, Inc.	Acct. # EHTMUA	-2,740.00
10448	Egg Harbor Township - Office Rent	Nov, Dec, Jan 2019	-12,500.00
10449	Insurance Agencies, Inc.	Invoice # 7398	-100.00
10450	Press of Atlantic City, The	Acct. # 8000571	-8.82
10451	W.B. Mason Co., Inc.	Customer No. C2165338	-37.10
10452	ACE Hardware	Customer #552303	-56.37
10453	Atlantic County Utilities Authority	Account No. 143/144	-596,644.00
10454	CARQUEST of Egg Harbor Towns...	Customer No. 0210381	-159.99
10455	GenServe, Inc.	Invoice # 0158734-IN	-526.50
10456	Grainger	Acct. # 877163162	-229.99
10457	One Call Concepts, Inc.	Account # 12-EGC	-618.75
10458	Xylem Dewatering Solutions, Inc.	Invoice # 400854186	-6,147.00
10459	Atlantic County Utilities Authority	Account No. 143/144	-50,816.97
10460	Kline Construction Co. Inc.	Account No. 1417	-10,969.50
10461	AT & T	Acct. # 020 595 7994/5499	-60.35
10462	Atlantic City Electric	multiple accounts	-6,828.92
10463	New Jersey American Water Co.	multiple accounts	-622.31
10464	Verizon Wireless	Acct. # 200702280-00001	-142.75
10465	Atlantic County Utilities Authority	Account No. 143/144	-82,871.27
10466	Caprioni Family Septic	Account # 1448	-12,440.00
10467	Kline Construction Co. Inc.	Account No. 1417	-4,754.32
10468	Perna Finnigan, Inc.	Contract No. 101 Pay Estimate No. 6 - Final	-66,202.32
10469	Polistina & Associates, LLC	October 2018	-54,494.79
10470	Ridgway Legal	October 2018	-11,890.00
	Total Operating Account		-973,501.74
TOTAL			-973,501.74

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 70 – 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: November 14, 2018

Theresa Prendergast, Secretary

12:34 PM

11/14/18

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of November 14, 2018

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3348	Kline Construction Co., Inc.	Invoice # 1501000	-2,462.20
3349	Polistina and Associates	October 2018	-2,649.00
3350	Ridgway Legal	October 2018	-402.50
	Total Developer Account		-5,513.70
TOTAL			-5,513.70

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 71- 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.

- October 2018 Adjustments

Dated: November 14, 2018

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

October 2018

	<u>Date</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges				
	10/01/2018	10426-0	Bill Not Received	-7.47
	10/01/2018	2991-0	Paid Prior to Penalty	-2.49
	10/05/2018	6064-0	Posting Error	-2.49
	10/10/2018	7711-0	Paid Prior to Penalty	-2.49
	10/10/2018	3157-0	Deed/New Owner	-0.18
	10/11/2018	3266-0	Deed/New Owner	-0.12
	10/16/2018	12090-0	Delayed Deed	-9.96
	10/22/2018	10298-0	Delayed Deed	-34.86
	10/23/2018	7423-0	Delayed Deed	-9.96
User Charges				
Residential				
	10/24/2018	13322-0	Removed One Unit	-634.49

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

RESOLUTION # 72 – 2018

Reason: Acceptance of Audit – Transitional Year 2017 (September – December)

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 transitional year 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 # 72 – 2018

Adopted: November 14, 2018

Motion made by ___Schwemm_____ seconded by ___Pfrommer_____.

Roll Call Vote:	Yes	No	Abstain	Absent
Michael Duffy	X			
Charles Pfrommer	X			
Chris Schwemm	X			
Theresa Prendergast	X			
Theresa Moschetto	X			
Anthony DiDonato				X

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 November 14, 2018.

Michael Duffy Chairman

Theresa Prendergast, Secretary

Elaine Super, Authority Clerk

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 73 - 2018

Purpose: Establishing the salary ranges of the Egg Harbor Township Municipal Utilities Authority commencing January 1, 2019

WHEREAS, the Egg Harbor Township Municipal Utilities Authority (Authority) is a corporate body duly created and existing under the County and Municipal Utilities Authority Law, Chapter 183 of the Laws of New Jersey of 1957 as amended; and

WHEREAS, the Authority was created by an ordinance duly adopted by the Township Committee of the Township of Egg Harbor (Township) on September 9, 1964; and

NOW THEREFORE, be it resolved the Salary Administration Policy of the Authority authorizes an annual increase on January 1st of each year increasing the salaries and the salary ranges of the Authority employees by the same percentage that the township increases the non-contractual employees on January 1st. The township's non-contractual employees will receive an increase for 2019 in the amount of 2% and therefore the Authority employees will receive the same increase. The following rates and ranges shall be in effect until changed by a subsequent resolution of the Authority. Commencing January 1, 2019 the salaries and salary ranges for all Authority Employees, both full time and part time, shall be increased by 2%.

I, Theresa Prendergast, Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held on the 14th day of November, 2018 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 PM.

Theresa Prendergast, Secretary

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 74 – 2018

Reason: Designate Public Agency Compliance Officer

WHEREAS, the New Jersey Department of the Treasury, Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (formerly known as the Office of Affirmative Action) is charged with enforcing NJSA 10:5-31 et seq which provides that no public contract can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with the approved Affirmative Action Plan; and

WHEREAS, NJAC 17:27-3.5, requires that each public agency annually designate an officer or employee to serve as its public agency compliance officer;

NOW THEREFORE be it resolved the Egg Harbor Township Municipal Utilities Authority, County of Atlantic, State of New Jersey that Elaine Super, Authority Clerk, is hereby designated as its Public Agency Compliance Officer for the Calendar Year 2019.

I, Theresa Prendergast, Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly adopted at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held on November 14, 2018 at the Municipal Building, 3515 Bargaintown Road, Egg Harbor Township, New Jersey at 5:30 P.M.

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Resolution # 75-2018

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 two hundred thousand dollars (\$200,000.00) be transferred from the Bond Redemption and Improvement General Fund (#81-1779-70-1) of TD Bank, to the Operating Account (#571000579) of OceanFirst Bank (ABA 231270353) by November 15, 2018.

Certification

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

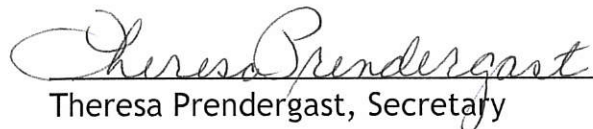


Vincent Polistina, Engineer



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 14th day of November 2018 at the Municipal Building, Egg Harbor Township, New Jersey, at 5:30 PM.



Theresa Prendergast, Secretary