

**Regular Meeting - Agenda**  
Wednesday, January 16, 2019  
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 #01 – 2019 [Certification of Funds]  
Contract #109 – 2019 Video Inspection

~ Resolution #02 – 2019 [Certification of Funds]  
Contract #105 – Change Order #2

**Treasurer's Report**

~ Resolution #03 – 2019  
Approve Bill List for Operating Account

~ Resolution # 04 – 2019  
Approve Bill List for Developer Account

**Administrative Report**

~ December 2018 minutes

~ Resolution # 05 – 2019  
December 2018 Adjustments

**Other Business** (not listed on the Agenda)

**Closed Session** (If Necessary)

**Adjournment**

*Formal action may or may not be taken.*

January 16, 2019  
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 in attendance. Elaine Super, Authority Clerk was also present. Liz Casey, attended with John Ridgway.

### **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.

#### **~ Resolution #01 – 2019 [Certification of Funds]**

##### **Contract #109 – 2019 Video Inspection**

Bids were received for the video inspection of sewer mains in several locations throughout Egg Harbor Township. American Pipe Cleaning, LLC submitted the lowest responsive bid. Motion was made by Mr. Schwemm, seconded by Mr. Pfrommer, to authorize the award of this contract in the amount of \$59,208.88. All voted yes.

#### **~ Resolution #02 – 2019 [Certification of Funds]**

##### **Contract #105 – Change Order #2**

Anticipated rehab work was not required to many cleanouts and risers in this project. Motion Mr. Schwemm, seconded by Mr. Pfrommer to authorize Change Order #2 to decrease this contract in the amount of \$34,213.97. All voted yes.

Mr. Polistina has met with Mr. James Garoh of 4 North Mount Airy Avenue. During the course of installing the on-site sewer pipe, Mr. Garoh discovered a storm drain had been installed on his property at the time the home was built. This pipe is behind the recently installed sewer cleanout. This was discovered by Mr. Garoh after he had installed his on-site sewer pipes from his home out to the street. Mr. Garoh contacted the Township Engineer’s office at which time he was advised on what could be done with the storm drain to allow for the connection. After a discussion on what options the Authority could make available, it was agreed that there are two. One option would require the home being

connected utilizing a private, on-site pump and a force main to the cleanout. The second option would be an exemption from connecting to the system. Mr. Garoh will be advised of these options.

**~ Resolution #06 – 2019 [Certification of Funds]**

**Linwood Contract – Patcong Pump Station – Discharge Piping Emergency Repair**

Estimates were received for repair of the discharge pipe at the Patcong Pump Station.

Motion Mr. Schwemm, seconded by Mr. Pfrommer to authorize the award of this contract in the amount of \$7,150.00. Funds expended will be reimbursed to the Authority by the City of Linwood. All voted yes.

**Treasurer**

**~ Resolution #03 – 2019**

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

**~ Resolution #04 – 2019**

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

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

**Solicitor Report**

Mr. Ridgway has not had any recent contact with the FAA representatives, possibly due to the shutdown. Discussed at length was the original License Agreement and the most recent amendments the FAA has requested. Mr. Schwemm expressed his concern over the increased flow amounts that the South Jersey Transportation Authority may be permitted. Mr. Polistina indicated the flow amounts the FAA has included in the License Agreement is acceptable and will not affect the operation of the existing sewer system. In the meantime, an extension of the original agreement is necessary. Mr. Schwemm made a motion to authorize the Chairman to sign the six (6) month extension to the agreement. This was seconded by Mr. Pfrommer and all voted yes. After additional discussion, Mr. Pfrommer made a motion to move forward and sign the agreements. During a brief discussion on the motion, it was agreed that the documents would be held in escrow until there is a resolution on the open issues, including the resolution of dates between the agreements and the receipt of the attachments referenced in the agreements. Mrs. Prendergast seconded the motion and all voted yes except Mr. Schwemm who voted no. Mr. Ridgway will obtain the Chairman's signature and hold the signed agreement until such time as the outstanding issues have been addressed and resolved.

**Administrative**

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

**~ Resolution #05 – 2019**

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

**~ Remote Capture**

During the recent payment period, checks that were scanned as part of the remote capture process exceeded the deposit limit of \$50,000.00 per day. Mr. Schwemm made a motion, seconded by Mr. Pfrommer, to request the bank to increase the deposit limit to \$100,000.00. All voted yes.

**Account #144-0 [2580 Tilton Road]**

The property owner advised the Authority of several leaks/breaks in the water line throughout the past 18 months. After an in depth review of these pipe leaks/breaks, it was determined that an adjustment to the account was warranted. It is estimated that 2,650M gallons of water did not enter the sewer system. The usage on the account will be reduced which will subsequently produce a monetary credit greater than \$15,000.00. The credit will remain on the account and future billings will be applied to the credit, a refund will not be issued. Mr. Schwemm made a motion, seconded by Mrs. Prendergast, to formally approve this credit. All voted yes.

A motion to adjourn the meeting was made by Mr. Schwemm, seconded by Mr. Pfrommer at 6:40 pm. All voted yes.

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Theresa Prendergast, Secretary

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Prepared by Elaine Super, Authority Clerk

Date Approved: February 20, 2019

**Engineer's Report**  
**Egg Harbor Township MUA**  
**January 16, 2019**

**Engineering Projects**

**1. Emergency Maintenance Contract**

Kline Construction completed various tasks over the past month. They replaced four manhole frames and castings location along Washington Avenue that had deteriorated. The work was completed prior to the County resurfacing the roadway.

They also replaced a manhole frame in front of 203 Castle Pine Drive which was damaged. Kline repaired the cleanout servicing 113 Tree Top Lane which was found to be full of roots.

We have recommended a payment in the amount of \$9,482.34 from the Operating Account for the work completed within the last month.

**2. ACUA Contract Administration**

The maintenance logs from the ACUA have been normal over the past month. The Lyons Court station is the only location operating with a single pump. Pump No. 1 was sent to Willier to obtain a repair quote.

The ACUA did note they experienced an issue with the controller at the IBM station. We have arranged to meet with the vendor to determine the cause and resolution to fix the problem later this week.

**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. In addition, Caprioni assisted with the lateral repair at 113 Treetop Lane.

We have recommended a payment in the amount of \$10,914.80 from the Operating Account for the work completed in December.

4. **Spills**

There were no spill incidents within the last month.

5. **Trailer Park Pump Station Replacement**

The permanent power has been provided to the new station. Kline is scheduled to make the connection to the existing force main and transfer operation to the new station later this week. Once completed they will begin the abandonment of the existing structures and finish the remaining site improvements.

We have recommended a payment in the amount of \$19,433.40 for the work completed to date.

6. **Beaver Pump Station Upgrades**

The contractor, TKT, began work earlier this month. They have removed the existing well top slab and all interior components. TKT also has removed the existing odor control unit and has the station operating on their bypass equipment. The cleaning, repair and installation of the new well liner will be completed this week.

We have recommended a payment in the amount of \$93,492.00 for the work completed to date.

7. **2019 Video Inspection & Main Cleaning**

The Authority received bids for the cleaning and video inspection of the sanitary mains in the Delancy, Hingston, Anchorage Poynt and Seaview Harbor basins this week.

A report of bids will be provided at the meeting.

8. **Miami Pump Station Elimination**

Our office received comments from the NJDEP last week regarding the application package. We are preparing the response and expect a permit will be issued in the next 30 days.

9. **Linwood - Patcong Pump Station**

The ACUA reported to our office earlier this month they found the discharge piping within the wet well to be in poor condition, with leaks appearing at various locations.

We solicited for quotes to replace the existing discharge piping. A report of bids will be provided at the meeting.

## Developer Projects

### Extension Applications

#### 1. Clayton - Oak Forest Mobile Homes

The developer began construction on another phase of the project earlier this month along Vermont Avenue.

#### 2. Harbor Landing

The contractor has developed a plan to handle the ground water during the sanitary main installation. We expect work to restart within the next week or two.

### Connection Applications

None

### Change of Use Applications

#### 1. Paul Giordano Greenwich Construction - Dickey's BBQ

The applicant has applied to convert 1,492 square feet of retail space in building OP-1 (Out-Parcel 1) into a restaurant which will be operated by Dickey's BBQ. Building OP-1 is approximately 14,700 square feet in area and located within the Oak Tree Plaza shopping center.

#### 2. Proposed Hand and Stone Day Spa

The applicant has applied to convert 3,000 square feet of retail space in building OP-1 (Out-Parcel 1) into a day spa which will be known as Hand and Stone. Building OP-1 is approximately 14,700 square feet in area and located within the Oak Tree Plaza shopping center.

#### 3. CADD Development Corp. - Proposed Nail Salon

The application is for the change of use of a 3,000 square foot space within a commercial shopping strip located at the intersection of English Creek and West Jersey Avenues. The unit will be converted from retail space into a nail salon.

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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>	January 16, 2019
<b>Resolution #</b>	1 – 2019
<b>Contract #</b>	109 [2019 Video Inspection and Main Cleaning]
<b>Vendor</b>	American Pipe Cleaning LLC
<b>Amount</b>	\$ 59,208.88
<b>Reason</b>	Clean mains, and inspect mains for damage
<b>Time Period</b>	2019
<b>Budget Line Item</b>	Capital Outlay – Rehabilitation

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Henry C. Schwemm, Treasurer

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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:

<b>Date</b>	January 16, 2019
<b>Resolution #</b>	2 – 2019
<b>Vendor</b>	Kline Construction
<b>Contract</b>	105 (Greater Zion Park Cleanout Repair)
<b>Amount</b>	Change Order #2 - \$34,213.97
<b>Reason</b>	Rehabilitation to 120 risers not required
<b>Time Period</b>	2018
<b>Budget Line Item</b>	Capital Rehabilitation

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 3 – 2019**

**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: January 16, 2019

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Theresa Prendergast, Secretary

**Egg Harbor Township Municipal Utilities Authority**  
**Checks Written - Operating Account**  
**As of January 16, 2019**

01/16/19

Accrual Basis

Num	Name	Memo	Amount
<b>Operating Account</b>			
		Funds Transfer - Payroll	-34,676.59
TEPS	State of NJ Health Benefits	Health & Rx - January 2019	-10,979.95
10503	Egg Harbor Township - Dental	Dental - January 2019	-514.95
		Funds Transfer to Replenish Petty Cash: Check...	-2,152.99
10504	Mainland Journal	Acct. # 248466	-102.30
10505	Press of Atlantic City, The	Acct. # 8000571	-5.88
10506	Staples Business Advantage	Customer: PHL 1057418	-180.78
10507	US Postal Service- stamps & envel...	Account # E87177845	-8,501.55
10508	W.B. Mason Co., Inc.	Customer No. C2165338	-35.68
10509	ACE Hardware	Customer #552303	-92.93
10510	Advance Auto Parts	Acct. # 1870851868	-77.00
10511	GenServe, Inc.	#0161129/0161610/0161887-IN	-6,722.00
10512	Grainger	Acct. # 877163162	-31.59
10513	Mission Communications, LLC	Invoice # 1055366	-1,018.40
10514	NAPA Auto Parts	Customer # 4162	-168.09
10515	One Call Concepts, Inc.	Account # 12-EGC	-552.50
10516	Xylem Dewatering Solutions, Inc.	Invoice # 400876218	-1,058.50
10517	AT & T	Acct. # 020 595 7994/5499	-60.68
10518	Atlantic City Electric	multiple accounts	-8,625.32
10519	New Jersey American Water Co.	multiple accounts	-447.16
10520	South Jersey Gas	Acct: 11341704119 & 11338452912	-37.54
10521	Verizon	Acct. #550-790-961-0001-97	-159.56
10522	Verizon Wireless	Acct. # 200702280-00001	-147.82
10523	Kline Construction Co. Inc.	Account No. 1417	-19,433.40
10524	Caproni Family Septic	Account # 1448	-10,914.80
10525	Kline Construction Co. Inc.	Account No. 1417	-9,482.34
10526	TKT Construction Company, Inc.	Contract No. 107 - Pay Estimate No. 1	-93,492.00
10527	Kline Construction Co. Inc.	Account No. 1417	-5,489.56
10528	Polistina & Associates, LLC	December 2018	-68,495.75
10529	Ridgway Legal	December 2018	-7,486.50
	Total Operating Account		-291,144.11
<b>TOTAL</b>			<b>-291,144.11</b>

EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 4 – 2019

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: January 16, 2019

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Theresa Prendergast, Secretary

11:54 AM

EHTMUA

## Checks Written - Developer Account

01/16/19

As of January 16, 2019

Accrual Basis

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<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Developer Account</b>			
3353	Polistina and Associates	December 2018	-4,316.50
	Total Developer Account		-4,316.50
<b>TOTAL</b>			<b>-4,316.50</b>

**EGG HARBOR TOWNSHIP  
MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION # 5- 2019**

**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.

- December 2018 Adjustments

Dated: January 16, 2019

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Theresa Prendergast, Secretary

# Egg Harbor Township Municipal Utilities Authority

## Monthly Adjustment Report

December 2018

	<u>Date</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
<b>Delinquent Charges</b>				
	12/03/2018	129-0	Paid Tax Collector	-5.06
	12/03/2018	11543-0	Paid Tax Collector	-5.06
	12/03/2018	1769-0	Paid Tax Collector	-30.23
	12/03/2018	1926-0	Paid Tax Collector	-2.49
	12/03/2018	2016-0	Paid Tax Collector	-5.00
	12/03/2018	2128-0	Paid Tax Collector	-2.49
	12/03/2018	6666-0	Paid Tax Collector	-5.02
	12/03/2018	8286-0	Paid Tax Collector	-5.03
	12/03/2018	2878-0	Paid Tax Collector	-2.49
	12/03/2018	6802-0	Paid Tax Collector	-4.98
	12/03/2018	3064-0	Paid Tax Collector	-2.49
	12/03/2018	3076-0	Paid Tax Collector	-2.49
	12/03/2018	10269-0	Paid Tax Collector	-5.02
	12/03/2018	4772-0	Paid Tax Collector	-0.63
	12/03/2018	8587-0	Paid Tax Collector	-2.49
	12/03/2018	5134-0	Paid Tax Collector	-2.49
	12/03/2018	5613-0	Paid Tax Collector	-2.49
	12/03/2018	6004-0	Paid Tax Collector	-2.49
	12/03/2018	6280-0	Paid Tax Collector	-2.49
	12/03/2018	6299-0	Paid Tax Collector	-2.49
	12/03/2018	54-0	Paid Tax Collector	-5.04
	12/03/2018	13332-0	Paid Tax Collector	-1.25

**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>	January 16, 2019
<b>Resolution #</b>	6 – 2019
<b>Contract #</b>	Linwood – PA #7500.74
<b>Vendor</b>	B & H Contracting, Inc
<b>Amount</b>	\$ 7,150.00
<b>Reason</b>	Patcong Pump Station Discharge Piping Repair – Emergency work necessary to repair pipe
<b>Time Period</b>	2019
<b>Budget Line Item</b>	Linwood Expense – to be reimbursed by City of Linwood

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Henry C. Schwemm, Treasurer

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Theresa Prendergast, Secretary