

Regular Meeting - Agenda

Wednesday, September 18, 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

Resolution Memorialization

~ 55 – 2019

Preliminary Extension Application

Block 6901, Lot 32 [Baybreeze Village – 1790 Mays Landing Road]

Applications / Project Status

Engineer Report

Treasurer's Report

~ Budget Introduction

~ Resolution # 56 – 2019

Approve Bill List for Operating Account

~ Resolution # 57 – 2019

Approve Bill List for Developer Account

Administrative Report

~ August 2019 minutes

~ Resolution # 58 – 2019

August 2019 Adjustments

~ Resolution # 59 – 2019

2018 Audit Acceptance & Group Affidavit

~ Resolution # 60 – 2019

Personnel Manual

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

September 18, 2019
Meeting Minutes

Vice-Chairman Charles Pfrommer 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	absent
	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. Mr. Duffy 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 Mrs. Prendergast, all voted yes.

Engineer – The written engineer’s report is attached and is a part of these minutes. Arthur Henry is the Authority’s emergency contractor as of September 1st.

Mr. Polistina briefly discussed the proposed location and timeframe for the relocation of the Searstown Pumping Station. There is a possibility that funding may be available through the Infrastructure Bank for this project.

Discussions with FEMA regarding the alternate project for the Miami pump station continue. FEMA has requested additional information regarding the original station and the old files are being reviewed.

The upgrades to the Country Aire Pump Station will be required once occupancy begins at Harbor Landing. Bids are expected to be received in October for those upgrades.

Treasurer

~ Resolution #56 – 2019 [Operating Account Bill List]

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

~ Resolution #57 – 2019 [Developer Account Bill List]

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

2020 Budget Introduction - Mr. Schwemm provided a brief introduction to the 2020 budget which will be presented in October for formal approval. A 2.5% increase in sewer service rates is expected. Our base sewer service rates are the third lowest in Atlantic County. There are several projects that need to be completed over the next couple of years, including the relocation of the FAA and Searstown pump stations, the Miami pump station replacement as well as the purchase of replacement and new generators. Baybreeze Village and Somerset Cove are expected to be added to the Priority List, which will be presented prior to the October meeting.

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

Administrative

Mr. Schwemm motioned to approve the August 2019 minutes. This was seconded by Mrs. Prendergast and all voted yes.

~ Resolution #58 – 2019 [Adjustments]

Motion made by Mr. Schwemm, seconded by Mrs. Moschetto to approve the August 2019 account adjustments. All voted yes.

~ Resolution #59 – 2019 [2018 Audit]

Motion made by Mrs. Prendergast, seconded by Mrs. Moschetto to approve the 2018 Audit. A roll call vote resulted in all present voting in favor of accepting the 2018 Audit.

~ Resolution #60 – 2019 [Personnel Manual]

The Personnel Manual has been reviewed by and amended by the sub-committee consisting of Mr. Schwemm, Mrs. Moschetto and Mrs. Super. On behalf of the sub-committee, Mr. Schwemm made a motion recommending adoption of the manual with the changes agreed upon by the sub-committee. Mrs. Moschetto seconded the motion and all voted yes.

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

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: October 16, 2019

Vincent J. Polistina, PE, PP, CME
Craig R. Hurlless, PE, PP, CME
Ronald N. Curcio, PE, PP



Civil / Municipal Engineering
Site Plan and Subdivision Design
Surveying
Land Use Planning
Water and Wastewater Design
Environmental Consulting
Inspection / Construction Management

Engineer's Report
Egg Harbor Township MUA
September 18, 2019

Engineering Projects

1. Emergency Maintenance Contract

As of September 1st, the new Emergency Maintenance Contract began with Arthur Henry. We held a kick-off meeting earlier this month, reviewing contact information, scheduling procedures, and needed materials. No work has been completed as of yet.

There are no payments due.

2. ACUA Contract Administration

The ACUA maintenance reports for the past month have been normal. There is currently one station operating with a single pump. The pump from the English Mill station is still out for service. We have received a repair quote of approximately \$3,800.00. This pump has been repaired several times so we are investigating the cost of a replacement pump.

The ACUA completed the installation of the replacement VFD for the Country Aire station last 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 provided jetting and cleaning services at the Country Aire pump station. Caprioni also cleaned two wet wells in the Linwood system.

We have recommended a payment in the amount of \$13,412.05 from the Operating Account for the work completed in August.

4. Spills

The Authority experienced a single spill incident over the last month at the intersection of Ivins and Reega Avenues. The spill resulted from a blockage of rags and debris at the influent line into the Harley pump station. The blockage was released once the accumulated materials were removed. Caprioni Family Septic was dispatched to clean any residual water at the intersection and apply lime. Approximately 500 gallons was released.

5. Miami Pump Station Elimination

We are continuing to prepare the revised pump station design documents necessary to produce the revised construction cost estimate to determine the in-kind rebuild cost for the Miami pump station. Once completed we will forward the updated estimates to the NJOEM for review.

6. Pleasant Heights Sanitary Sewer Extension

The construction of the main has been completed. The lines have passed all testing and we have verified the as-built. The video inspection is anticipated to be completed within the next few weeks. Once the video inspection is completed the residents will be permitted to connect.

No payments are due at this time.

7. Beaver & Whitewater Cleanout and Lateral Repair

The contractor has completed the vast majority of the project. They have found an additional 7 of the remaining 14 cleanouts that could not be initially found. There are some minor cleanup items that need to be completed. Work should be completed by the end of the month.

No payments are due at this time.

8. Searstown Pump Station Relocation

Our office has completed the base survey to develop the preliminary station design.

9. Trailer Park Pump Station

Kline Construction responded to our request to complete the remaining work last month and finalized the remaining site work. We received notice they have declared bankruptcy within the last month. There are some minor electrical items to be completed which we reviewed with the electrical contractor for the project, Koble Electric. They provided a quote below the quote threshold and will be completing the work.

10. 2020 Video Inspection & Main Cleaning

Our office began preparing the plans and specifications for the next video inspection and cleaning project. The project will include the basin areas for the Country Aire, Dogwood and Elementary School pump stations.

Since the pricing for the cleaning and video inspection of New Road were above the bid threshold we will be including this work with the project. We anticipate this work will be bid within the next month.

11. **Country Aire Pump Station Upgrades**

We are in the process of finalizing the bid documents and plans for the required upgrades to the Country Aire station as necessitated by the Harbor Landing development. The bid package should be ready for public bid in October.

12. **Hingston & Delancy Generator Replacements**

Our office is currently preparing the plans and specifications for the replacement of the generators and automatic transfer switches at the Hingston and Delancy pump stations. The bid documents should be available for public bid within the month.

13. **FAA Pump Station**

We are finalizing the design specification for submission to the Tech Center Staff for their review later this month.

Developer Projects

Extension Applications

1. **Harbor Landing (Olde Masters)**

The contractor has completed the connection of the off-site force main to the previously completed gravity main extension. The on-site pump station wet well has been constructed but the internal mechanical and electrical components have not yet been installed.

2. **Old Turnpike Soil Remediation**

The contractor has completed the installation of the new 36-inch RCP sanitary main and finalized all testing and video inspection. The flow has been routed through the new infrastructure.

Connection Applications

1. **Genia Fried**

The submitted application is for the connection of an existing single-family dwelling located at 406 Sycamore Avenue. The existing dwelling will utilize a grinder pump and small diameter force main to connect to the existing lateral connection.

Change of Use Applications

1. Joe Maddon - Connor Construction

The application is for the change of use of Unit E8 within the English Creek Shopping Center from retail to office use. The unit is approximately 6,430 square feet in area.

Vince Polistina
Authority Engineer

Egg Harbor Township Municipal Utilities Authority

Resolution #55 – 2019

VOIDED

September 18, 2019

Resolution not completed.

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 56 – 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: September 18, 2019

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of September 18, 2019

09/18/19

Accrual Basis

Num	Name	Memo	Amount
Operating Account			
		October Payroll	-43,853.70
TEPS	State of NJ Health Benefits	Health & Rx - September 2019	-13,627.90
10750	Egg Harbor Township - Dental	Dental - September 2019	-601.12
10751	American Water Capital Corp	Customer No. 305657	-296.90
10752	Ford, Scott & Associates, LLC	Audit for Fiscal Year Ending 12/31/18	-18,500.00
10753	Mossman's Business Machines	Invoice # 7993	-18.52
10754	Signal Graphics	Invoice # 41051 & 41070	-607.00
10755	Staples Business Advantage	Customer: PHL 1057418	-228.17
10756	Water Pros, LLC	Invoice # 641	-540.00
10757	GenServe, Inc.	Invoice # 0178722-IN	-665.00
10758	Grainger	Acct. # 877163162	-1,076.49
10759	One Call Concepts, Inc.	Account # 12-EGC	-773.48
10760	Quality Controls, Inc.	Invoice # 51341	-2,471.28
10761	Xylem Dewatering Solutions, Inc.	Invoice # 400937893	-1,941.60
10762	AT & T	Acct. # 020 595 7994/5499	-51.03
10763	Atlantic City Electric	multiple accounts	-10,631.50
10764	New Jersey American Water Co.	multiple accounts	-393.24
10765	South Jersey Gas	multiple accounts	-86.47
10766	Verizon	Acct. #550-790-961-0001-97	-76.67
10767	Verizon Wireless	Acct. # 200702280-00001	-247.79
10768	Caproni Family Septic	Account # 1448	-13,412.05
10769	Michael Angerman Landscaping, Inc.	Invoice # 31190729	-2,398.61
10770	Polistina & Associates, LLC	August 2019	-43,489.00
10771	Ridgway Legal	August 2019	-6,873.60
Total Operating Account			-162,861.12
TOTAL			-162,861.12

EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 57 – 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: September 18, 2019

Theresa Prendergast, Secretary

9:16 AM

09/18/19

Accrual Basis

EHTMUA
Checks Written - Developer Account
As of September 18, 2019

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3369	Polistina and Associates	August 2019	-24,547.00
3370	Ridgway Legal	August 2019	-661.25
Total Developer Account			-25,208.25
TOTAL			-25,208.25

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 58 – 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.

- August 2019 Adjustments

Dated: September 18, 2019

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

August 2019

	<u>Date</u>	<u>Account</u>	<u>Reason</u>	<u>Amount</u>
Delinquent Charges				
	08/01/2019	10942-0	Delayed Deed	-2.49
	08/01/2019	3085-0	Bill Not Received	-2.43
	08/01/2019	1286-0	Good History	-2.49
	08/05/2019	13389-0	New Account	-2.19
	08/05/2019	12215-0	Delayed Deed	-4.98
	08/06/2019	2275-0	Paid Prior to Penalty	-2.49
	08/06/2019	1915-0	Death in Family	-4.98
	08/06/2019	2255-0	Death in Family	-4.98
	08/07/2019	2176-0	New Account	-0.04
	08/07/2019	584-0	Delayed Deed	-4.98
	08/08/2019	2104-0	Delayed Deed	-4.98
	08/08/2019	3226-0	Delayed Deed	-4.98
	08/08/2019	3723-0	Deed/New Owner	-0.04
	08/09/2019	5704-0	Deed/New Owner	-2.42
	08/09/2019	10565-0	Good History	-4.98
	08/12/2019	4107-0	Good History	-4.98
	08/12/2019	4587-0	Good History	-4.98
	08/13/2019	6051-0	Delayed Deed	-4.98
	08/13/2019	9957-0	Deed/New Owner	-2.49
	08/14/2019	7204-0	Good History	-4.98
	08/14/2019	378-0	Bill Not Received	-4.98
	08/14/2019	12544-0	Bill Not Received	-4.98
	08/14/2019	11530-0	Bill Not Received	-4.98
	08/15/2019	10356-0	Bill Not Received	-24.90
	08/15/2019	12422-0	Bill Not Received	-4.98
	08/16/2019	8381-0	Bill Not Received	-4.98
	08/20/2019	9320-0	Delayed Deed	-24.90
	08/20/2019	472-0	Delayed Deed	-24.90
	08/21/2019	4353-0	Good History	-1.50
	08/23/2019	1908-0	Good History	-4.98
	08/26/2019	11307-0	Delayed Deed	-4.98
	08/26/2019	1302-0	Delayed Deed	-4.98
	08/27/2019	12280-0	Good History	-4.98
	08/30/2019	3281-0	Military	-4.98
User Charges				
Commercial Minimum				
	08/05/2019	3581-0	Demolished	-70.37

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

RESOLUTION # 59 – 2019

Reason: Acceptance of Audit – 2018

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 2018 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 # 59 – 2019

Adopted: September 18, 2019

Motion made by Prendergast seconded by Moschetto.

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 September 18, 2019.

Charles Pfrommer, Vice Chairman

Theresa Prendergast, Secretary

Elaine Super, Authority Clerk

Egg Harbor Township Municipal Utilities Authority

Resolution # 60 - 2019

Purpose: Adoption of Revised Personnel Manual & Employee Handbook

WHEREAS, it is the policy of the Egg Harbor Township Municipal Utilities Authority (EHTMUA) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the EHTMUA Board of Commissioners has determined that there is a need for a Personnel Manual & Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the EHTMUA Board of Commissioners that the Personnel Manual & Employee Handbook hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all EHTMUA officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by EHTMUA employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the EHTMUA Board of Commissioners.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the EHTMUA shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that John Ridgway, Authority Solicitor is hereby appointed as Employment Attorney/Advisor to advise the EHTMUA.

BE IT FURTHER RESOLVED that the Authority Clerk, Elaine Super is hereby appointed as the Personnel Administrator. The Authority Clerk and the Authority Solicitor shall assist in the implementation of the policies and procedures in this Personnel Manual & Employee Handbook.

I, Theresa Prendergast, Secretary for the Egg Harbor Township Municipal Utilities Authority do hereby certify that the foregoing Resolution was duly approved at the regular meeting of the Egg Harbor Township Municipal Utilities Authority held the 18th day of September, 2019 at the Municipal Building, Egg Harbor Township, New Jersey at 5:30 pm.

Theresa Prendergast, Secretary