

Regular Meeting ~ Agenda

Tuesday, September 15, 2020 - 5:30 PM

Egg Harbor Township MUA
3515 Bargaintown Road
Egg Harbor Township, NJ 08234
(609) 926-2671

Meeting Location

EHT Community Center - 5045 English Creek Avenue

Opening Statement Pursuant to the Open Public Meetings Act

Roll Call & Flag Salute

General Public Discussion

Applications / Project Status

Engineer Report

~ Resolution # 46 – 2020 [Certification of Funds]
Contract #120 – Video Inspection & Main Cleaning

~ Resolution # 47 – 2020 [Certification of Funds]
Ridge Avenue Sewer Trench Repairs

~ Resolution # 48 – 2020 [Certification of Funds]
Helen Pump Station Valve Replacements

~ Resolution # 49 – 2020 [Certification of Funds]
Video Camera Unit & Locator

Treasurer's Report

~ Resolution # 50 – 2020
Bill List – Operating Account

~ Resolution # 51 – 2020
Bill List – Developer Account

Administrative Report

~ August 2020 minutes

~ Resolution # 52 – 2020
August 2020 Adjustments

~ Resolution # 53 – 2020
Renew JIF Membership

~ Resolution # 54 – 2020
2019 Audit Acceptance & Group Affidavit

Other Business (not listed on the Agenda)

Closed Session (If Necessary)

~ Resolution # 55 – 2020

Adjournment

Formal action may or may not be taken

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

September 15, 2020
Meeting Minutes

Meeting Location: EHT Community Center, 5045 English Creek Avenue

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 one from the 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 #46 – 2020 [Certification of Funds] Contract #120 – Video Inspection

Motion Mr. Schwemm, second Mr. Pfrommer to award this contract to American Pipe Cleaning in the amount of \$116,192.16. All voted yes.

~ Resolution #47 – 2020 [Certification of Funds] Ridge Avenue Sewer Trench Repairs

Motion Mr. Schwemm, second Mr. Pfrommer to award this contract to Seashore Associated Mechanical in the amount of \$7,860.00. All voted yes.

~ Resolution #48 – 2020 [Certification of Funds] Helen PS Valve Replacement

Motion Mr. Schwemm, second Mrs. Prendergast to award this contract to Seashore Associated Mechanical in the amount of \$5,500.00. All voted yes.

~ Resolution #49 – 2020 [Certification of Funds] Video Camera Unit & Locator

Motion Mr. Schwemm, second Mr. Pfrommer to purchase this video camera from FW Webb in the amount of \$10,395.00. All voted yes.

Treasurer

~ Resolution #50 – 2020 [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 #51 – 2020 [Developer Account Bill List]

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

Mr. Schwemm recapped the recent discussion of the budget committee. No rate increase is proposed. Revenue is expected to be slightly less than in 2020, partially due to all the closures related to Covid-19. Maintenance continues to be a priority in a continually aging sewer system. The final budget will be presented at the October meeting for approval. In conjunction with the budget discussions, there are multiple projects that are expected to be completed within the next couple of years, a few of those which will be funded by bonding through the I-Bank.

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

Administrative

Mr. Schwemm motioned to approve the August 2020 minutes. This was seconded by Mrs. Prendergast and all voted yes except Mrs. Moschetto who abstained.

~ Resolution #52 – 2020 [Adjustments]

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to approve the August 2020 account adjustments. All voted yes.

~ Resolution #53 – 2020 [Renew JIF Membership]

Motion made by Mr. Schwemm, seconded by Mrs. Moschetto to renew the Authority's membership in the JIF for an additional three (3) years, effective January 1, 2021. All voted yes. Mrs. Super will remain the appointed Fund Commissioner.

~ Resolution #54 – 2020 [2019 Audit Acceptance]

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast to Approve the 2019 Audit completed by Ford Scott. There were no negative findings found in the audit. A roll call vote resulted in all members voting yes.

Mr. Ridgway provided an update on the Wedgewood litigation. While efforts to resolve the matter remain on-going, additional litigation measures are being taken to engage both insurance carriers for the responsible contractors.

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: October 20, 2020

Engineer's Report
Egg Harbor Township MUA
September 15, 2020

Engineering Projects

1. Emergency Maintenance Contract

Arthur Henry completed an emergency repair to the Crystal Lakes force main along Ridge Avenue last month. The leak was evident due to water was seeping through the roadway cracks and began to push the roadway up.

The billing for the repair to the cleanout / lateral at 26 Academy Drive early August was submitted and reviewed.

We have recommended a payment in the amount of \$ 17,230.06 to Arthur Henry from the Operating Account for the work completed in August.

2. ACUA Contract Administration

The ACUA maintenance reports for the past month have been normal. They have identified a few stations with worn pumps or valving equipment in need of replacement. We obtained quotes to replace the check and isolation valves at the Helen station. We also ordered and received replacement impellers for both pumps at the Brenta station and one pump at the Lyons Court station. The ACUA is arranging for installation of the replacement impellers. There is only one station with a single operating pump.

Whitewater pump no. 2 was sent for service and we approved a repair quote in the amount of \$3,998.00. The pump is expected to be returned by the end of the month.

The replacement ABS pump for the Brookside station was received and put into service last month.

The replacement ABS pump for the Delancy station was received and put into service last month.

Last week the ACUA informed us that a rail mount on one pump base at the Anchorage Poynte station is broken, preventing the pump from seating properly. We will be preparing an informal quotation request to complete a temporary repair. There is also an issue with a pump base at the Old Zion station, which we will include in the same scope of work.

3. Wet Well Cleaning Contract Administration

Caprioni Family Septic completed the normally scheduled basket and wet well cleanings within the past month. Caprioni provided preventative maintenance line jetting at various locations throughout the Township selected by the Authority Operator. They also assisted with the emergency repair to the Crystal Lakes force main by providing vactor / bypass services.

Caprioni cleaned four Linwood wet wells last month. They also provided emergency bypass services at the Ocean Heights station due to a loss of power.

We have recommended a payment in the amount of \$11,144.40 from the Operating Account for the work completed in August.

The current contract will expire on October 31st, so our office will prepare the public bid documents to advertise later this month.

4. Spills

The Authority experienced a leak from the Crystal Lakes force main at the end of August. A small amount of water was leaking through the asphalt and created a bump in the roadway. The Authority Emergency Contractor, Arthur Henry, was dispatched to excavate and expose the force main. The leaking wastewater was found to be coming from a loose pipe joint. The defective joint was removed and replaced with a new segment of PVC main. Caprioni Family Septic assisted with the repair, by removing all wastewater from the excavation and temporarily providing bypass services.

We estimate less than 50 gallons were lost.

5. Miami Pump Station Elimination

The design plans and updated construction cost estimate have been completed depicting the in-kind replacement of the Miami pump station. The package will be sent to FEMA later this week.

6. 2020 Lateral and Cleanout Repair

The contractor, Perna Finnigan, completed the installation of the new castings and located numerous cleanouts that were previously buried.

We have recommended a payment in the amount of \$85,560.89 for the work completed to date.

7. Delancy / Hingston Generator Replacements

The contractor, Scalfo Electric, is in the process of submitting for the various construction permits from the EHT Building Department. The generator units are expected to be delivered later this month or early October. Once the permits have been obtained, Scalfo will begin preparing to install new units.

No payments are required at this time.

8. Helen Pump Station Valve Replacements

The Authority received pricing for the removal and replacement of the check and isolation valves. The valves are no longer operating properly and increasing the pump run times by re-circulating the water.

A report of bids will be provided at the meeting.

9. Ridge Avenue Sewer Trench Restoration

The Authority received pricing for the repair of a section of Ridge Avenue between Delaware and Bayberry Avenues. The area in question has settled creating a hazard.

A report of bids will be provided at the meeting.

10. 2020 Phase II - Video Inspection & Main Cleaning

The Authority will receive bids for this project on Tuesday, September 14th.

A report of bids will be provided at the meeting.

11. Video Camera Unit & Locator Equipment

The Authority receiving pricing for the provision of a portable lateral camera unit to help determine the cause of blockages or find defects. The unit will also help in locating buried cleanout structures.

A report of bids will be provided at the meeting.

Developer Projects

Extension Applications

None

Connection Applications

None

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	September 15, 2020
Resolution #	46 – 2020
Contract #	120 [Video Inspection & Main Cleaning]
Vendor	American Pipe Cleaning, LLC
Amount	\$ 116,192.16
Reason	Clean mains and locate cleanouts
Time Period	2020
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**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	September 15, 2020
Resolution #	47 – 2020
Contract #	Ridge Avenue Sewer Trench Repairs
Vendor	Seashore Associated Mechanical, Inc
Amount	\$ 7,860.00
Reason	Repair settling trench and manholes
Time Period	2020
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**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	September 15, 2020
Resolution #	48 – 2020
Contract #	Helen Pump Station Valve Replacements
Vendor	Seashore Associated Mechanical, Inc
Amount	\$ 5,500.00
Reason	Replace valves
Time Period	2020
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**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	September 15, 2020
Resolution #	49 – 2020
Contract #	Video Camera Unit & Locator
Vendor	F.W. Webb Company
Amount	\$ 10,395.00
Reason	Purchase video camera for use in sanitary sewer lines
Time Period	2020
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 50 – 2020

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 15, 2020

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority
Checks Written - Operating Account
As of September 15, 2020

Num	Name	Memo	Amount
Operating Account			
		October Payroll	-44,997.31
TEPS	State of NJ Health Benefits	Health & Rx - September 2020	-13,008.36
11118	Egg Harbor Township - Dental	Dental Benefits - September 2020	-601.12
11119	American Water Capital Corp	Customer No. 305657	-302.85
11120	Ford, Scott & Associates, LLC	Invoice # 27579	-18,500.00
11121	Mossman's Business Machines	Invoice # 9473	-26.03
11122	Office Basics, Inc.	Acct. # 09272303	-75.72
11123	Staples Business Advantage	Customer: PHL 1057418	-565.79
11124	State of New Jersey - Dept of Labor	0-221-864-631/000-00	-72.82
11125	W.B. Mason Co., Inc.	Customer No. C2165338	-208.18
11126	ACE Hardware	Customer #552303	-87.87
11127	Advance Auto Parts	Acct. # 1870851868	-201.29
11128	One Call Concepts, Inc.	Account # 12-EGC	-868.33
11129	Reiner Pump Systems, Inc.	Invoice CCP868NJ & CC365-2NJ	-24,551.00
11130	Xylem Dewatering Solutions, Inc.	Invoice # 401029488	-1,272.84
11131	AT & T	Acct. # 020 595 7994/5499	-51.10
11132	Atlantic City Electric	multiple accounts	-6,609.24
11133	New Jersey American Water Co.	multiple accounts	-534.90
11134	South Jersey Gas	multiple accounts	-124.33
11135	Verizon	Acct. #550-790-961-0001-97	-73.33
11136	Verizon Wireless	Acct. # 200702280-00001	-241.88
11137	A. Guzzo Landscaping, LLC	Invoice # 6900 & 6841	-3,650.00
11138	Arthur R. Henry, Inc.	26 Academy Dr	-17,230.06
11139	Caproni Family Septic	Account # 1448	-11,144.40
11140	Perna Finnigan, Inc.	Contract No. 116 2020 Cleanout Repair Pay Est. ...	-85,560.89
11141	Polistina & Associates, LLC	August 2020	-42,560.75
11142	Ridgway Legal	August 2020	-9,675.00
Total Operating Account			-282,795.39
TOTAL			-282,795.39

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 51 – 2020

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 15, 2020

Theresa Prendergast, Secretary

11:14 AM

09/15/20

Accrual Basis

EHTMUA

Checks Written - Developer Account

As of September 15, 2020

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3395	Polistina and Associates	August 2020	-1,129.50
	Total Developer Account		-1,129.50
TOTAL			-1,129.50

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 52 – 2020

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 2020 Adjustments

Dated: September 15, 2020

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

August 2020

Date	Memo	Class	Amount
Delinquent Charges			
08/05/2020	7271-0	Good History	-2.55
08/05/2020	13049-0	Bill Not Received	-2.55
08/06/2020	4951-0	Good History	-2.55
08/06/2020	8740-0	Paid Prior to Penalty	-2.55
08/07/2020	6755-0	Paid Prior to Penalty	-0.45
08/07/2020	11249-0	Good History	-2.55
08/07/2020	4934-0	Posting Error	-2.55
08/10/2020	4424-0	Good History	-2.55
08/10/2020	9725-0	Good History	-2.55
08/10/2020	9162-0	Good History	-2.55
08/10/2020	3660-0	Good History	-2.55
08/10/2020	9067-0	Good History	-2.55
08/10/2020	12924-0	Good History	-2.55
08/10/2020	577-0	Good History	-0.95
08/11/2020	5760-0	Deed/New Owner	-2.55
08/12/2020	2982-0	Posting Error	-2.55
08/13/2020	12279-0	Bill Not Received	-2.55
08/13/2020	1601-0	Good History	-2.55
08/13/2020	6813-0	Good History	-2.55
08/14/2020	11269-0	Bill Not Received	-2.55
08/14/2020	13325-0	Posting Error	-2.56
08/14/2020	9288-0	Covid-19	-2.55
08/14/2020	24-0	Delayed Deed	-1.28
08/17/2020	10277-0	Covid-19	-2.55
08/17/2020	11549-0	Paid Tax Collector	-5.10
08/18/2020	10877-0	Good History	-2.55
08/18/2020	9125-0	Delayed Deed	-12.75
08/18/2020	8056-0	New Account	-2.55
08/21/2020	8392-0	Post Office Error/ Lost in Mail	-2.40
08/26/2020	10216-0	Delayed Deed	-2.55
08/28/2020	4465-0	Covid-19	-2.55
08/31/2020	3554-0	Good History	-0.06
08/31/2020	2514-0	Deed/New Owner	-0.60

Egg Harbor Township Municipal Utilities Authority

Resolution #53 – 2020

RE: *Renew Membership in the NJUAIJIF*

WHEREAS, the Egg Harbor Township Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement the Authority and the fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Egg Harbor Township Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund for a three (3) year period, beginning January 1, 2021 and ending January 1, 2024.
2. The Board of Commissioners shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 15th day of September, 2020 by a vote of:

_____ Affirmative _____ Negative

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 15th day of September, 2020.

Theresa Prendergast, Secretary

Michael Duffy, Chairman

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

RESOLUTION # 54 – 2020

Reason: Acceptance of Audit – 2019

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 2019 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 # 54 – 2020

Adopted: September 15, 2020

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 September 15, 2020.

Michael Duffy, Chairman

Theresa Prendergast, Secretary

Elaine Super, Authority Clerk