

Regular Meeting ~ Agenda

Tuesday, December 15, 2020
5:30 PM

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

Meeting Location

Virtual Meeting

Zoom.us

Meeting ID # 935 3808 4144

Call 609-926-2671 if there are any issues with
joining the meeting.

Opening Statement Pursuant to the Open Public Meetings Act

Roll Call & Flag Salute

General Public Discussion

5:40 PM – 2021 Budget Adoption

~ Resolution #66 – 2020

Applications / Project Status

Engineer Report

~ Resolution # 67 – 2020 [Certification of Funds]

Pump Station Maintenance Agreement – Atlantic County Utilities Authority

Treasurer's Report

~ Resolution # 68 – 2020

Approve Bill List [Operating Account]

~ Resolution # 69 – 2020

Approve Bill List [Developer Account]

Administrative Report

~ November 2020 minutes

~ October 2020 Closed Session Minutes

~ Resolution # 70 – 2020

November 2020 Adjustments

~ Resolution # 71 – 2020

Public Agency Compliance Officer

~ Resolution # 72 – 2020

2021 Salary

Other Business (not listed on the Agenda)

Closed Session

~ Resolution # 73 – 2020

Adjournment

Formal action may or may not be taken.

December 15, 2020
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.

This meeting was held electronically in accordance with Open Public Meetings Act NJSA 10:4-6 et seq, and in consideration of Executive Order #103, declaring a State of Emergency and Public Health Emergency.

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.

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 Mr. Pfrommer, all voted yes.

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

~ Resolution #67 – 2020 [Certification of Funds]

Atlantic County Utilities Authority Interlocal Agreement

Motion Mr. Schwemm, seconded by Mr. Pfrommer to certify an increase of .4%. All voted yes.

Mr. Polistina provided an update on the Bevis Mill Road sewer main and cleanout repairs. After several days of dewatering, Perna Finnigan has completed the work. The main and cleanout were very deep and in extremely wet conditions. Perna’s invoice is not expected until next month. Mr. Polistina has recommended payment of \$50,000 to Arthur Henry on invoicing received to date with additional invoicing to be reviewed.

5:40 PM – 2021 Budget Adoption

~ Resolution #66 – 2020

Mr. Schwemm advised that there were no changes from the budget approved in October. He made a motion to adopt the budget as presented. Mrs. Moschetto seconded the motion and a roll call vote resulted in all members present voting in favor of adopting the 2021 Authority budget.

Treasurer

~ Resolution #68 – 2020 [Operating Account Bill List]

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

~ Resolution #69 – 2020 [Developer Account Bill List]

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

Mr. Schwemm provided a report on the annual ACUA meeting attended earlier in the day. Reports show they are holding their rates steady and our year-end adjustment will not be as high as expected.

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

Administrative

Mr. Schwemm motioned to approve the October 2020 closed session meeting minutes. This was seconded by Mr. Pfrommer. Mrs. Prendergast abstained and all others present voted yes.

Mr. Schwemm motioned to approve the November 2020 closed session meeting minutes. This was seconded by Mr. Pfrommer. Mrs. Moschetto abstained and all others present voted yes.

Mr. Schwemm made a motion, seconded by Mr. Pfrommer, to approve the November 2020 meeting minutes. All voted yes except Mr. Moschetto who abstained.

~ Resolution #70 – 2020 [Adjustments]

Motion made by Mr. Schwemm, seconded by Mr. Pfrommer to approve the November 2020 account adjustments. All voted yes.

~ Resolution #71 – 2020 [Public Agency Compliance Officer]

Motion made by Mr. Schwemm, seconded by Mrs. Prendergast, to appoint Elaine Super as the Public Agency Compliance Officer for the year 2021. All voted yes.

~ Resolution #72 – 2020 [2021 Salary]

In conjunction with the budget approval, Mr. Schwemm made a motion, seconded by Mrs. Prendergast to authorize a 2% salary increase for 2021. All voted yes.

~ Resolution #73 – 2020 [Certification of Funds] Root Cutter

Mrs. Prendergast made a motion, seconded by Mr. Pfrommer, to authorize the purchase of a Root Cutter, to be used with the recently purchased video equipment, at a cost of \$2,934.78. All voted yes.

Mr. Ridgway provided a brief update on the Lakeside force main issue. The value of the easement was calculated and that amount was offered to the property owner in exchange for an easement.

A motion to adjourn the meeting was made by Mr. Pfrommer, seconded by Mrs. Prendergast at 6:05 PM. All voted yes.

Theresa Prendergast, Secretary

Prepared by Elaine Super, Authority Clerk

Date Approved: January 19, 2021

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

Engineering Projects

1. Emergency Maintenance Contract

Arthur Henry completed numerous tasks over the previous month. They repaired a cleanout tee damaged by roots at 105 Fisher Avenue. We also utilized Arthur Henry to locate a force main isolation valve for the Joanne pump station.

Arthur Henry responded to a lateral blockage for 153 Bevis Mill Road last month. The lateral was blocked due to a damaged cleanout tee and after completing that repair we found that the lateral was damaged near the connection to the main. They excavated the area to replace the damaged lateral but due to the depth and the ground water they were unable to successfully complete the work. At last month's meeting the Authority authorized Perna Finnigan, LLC to complete the required repair. Perna Finnigan has since mobilized and successfully completed the replacement of the damaged main / lateral last week. The temporary pavement restoration will be completed within the next week. No payment is due at this time.

We have recommended a payment in the amount of \$5,287.38 to Arthur Henry from the Operating Account for the miscellaneous repair items.

We have also recommended an additional payment in the amount of \$50,000.00 to Arthur Henry from the Operating Account to partially account for the work completed on 153 Bevis Mill Road.

2. ACUA Contract Administration

The ACUA maintenance reports have been normal over the past month. The Old Zion and Fountain Lakes are the only two stations that are operating with a single pump. The drive operating pump no. 2 failed initially and was followed by the corresponding pump, leaving only pump no. 1 in service. We ordered a replacement drive which should be received by the end of the month. We also ordered a replacement ABS pump in the amount of \$4,900.00 in case the remaining pump fails. The replacement pump was received last Friday. The original no. 2 pump has been sent to obtain a repair quote.

The contractor for the emergency repair at the Anchorage station, B & H Contracting, completed all work replacing the base elbows, discharge piping and new pump installation last week. The new equipment is in operation. We have recommended a payment in the amount of \$17,450.00 for the emergency work.

We sent out a solicitation for the cleaning and visual inspection of the pumping equipment at the Old Zion pump station to determine why pump no. 2 is not pumping properly. The ACUA believes the pump is not sitting correctly at the base elbow connection either due to a damaged component or accumulated debris. Informal bid prices are due January 13th at 11:00 am. A report will be provided at the next Authority meeting.

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 emergency jetting during the repair at 153 Bevis Mill Road.

Caprioni cleaned two Linwood wet wells last month.

We have recommended a payment in the amount of \$10,547.00 from the Operating Account for the work completed in November.

4. **Spills**

There were no spill incidents within the last month.

5. **Delancy / Hingston Generator Replacements**

The contractor, Scalfo Electric, installed the generators and transfer switches at the Delancy, Hingston and Country Aire pump stations. The gas plumbing has been completed. Full start up testing is scheduled for later this month.

We have recommended a payment in the amount of \$146,804.00 from the Operating Account for the work completed to date.

6. **Helen Pump Station Valve Replacements**

The contractor, Seashore Associated Mechanical, have completed the work to replace the isolation and check valves late last week.

Final payment will be processed at the January Authority meeting.

7. **Portable Root Cutter Unit**

The Authority received pricing for the provision of a portable root cutter drum machine to help resolve root balls and obstructions found due to blockages or from use of the portable camera unit. The root cutter unit will permit Authority personnel to quickly address and resolve root / obstruction issues.

A report of bids will be provided at the meeting.

Developer Projects

Extension Applications

None

Connection Applications

1. Vitali Mytnik

The submitted application is for the connection of an existing single-family dwelling on Spruce Avenue. The homeowner previously received an exemption but now wishes to connect to the cleanout structure constructed during the Orchard Mill Sanitary Sewer Extension.

Change of Use Applications

None

Vince Polistina
Authority Engineer

2021 ADOPTED BUDGET RESOLUTION

66 - 2020

Egg Harbor Township Municipal Utilities Authority

FISCAL YEAR: **FROM:** January 1, 2021 **TO:** December 31, 2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning January 1, 2021 and ending, December 31, 2021 has been presented for adoption before the governing body of the Egg Harbor Township Municipal Utilities Authority at its open public meeting of December 15, 2020; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 6,295,000, Total Appropriations, including any Accumulated Deficit, if any, of \$6,011,650 and Total Unrestricted Net Position utilized of \$260,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,035,000 and Total Unrestricted Net Position planned to be utilized of \$1,035,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Egg Harbor Township Municipal Utilities Authority, at an open public meeting held on December 15, 2020 that the Annual Budget and Capital Budget/Program of the Egg Harbor Township Municipal Utilities Authority for the fiscal year beginning, January 1, 2021 and, ending, December 31, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

December 15, 2020

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Michael Duffy
Charles Pfrommer
H. Chris Schwemm
Theresa Prendergast
Theresa Moschetto
Anthony DiDonato (alternate)

**Egg Harbor Township
Municipal Utilities Authority**

**CERTIFICATION OF AVAILABILITY
OF FUNDS**

Interlocal Agreement

In accordance with regulations of the Local Finance Board, I hereby certify that funds are available for the following:

Date	December 15, 2020
Resolution #	67 – 2020
Vendor	Atlantic County Utilities Authority
Amount	\$ 323,004.87 [Egg Harbor Township] \$ 63,335.23 [Linwood]
Reason	Pumping Station Maintenance
Time Period	January 1, 2021 – December 31, 2021
Budget Line Item	Pumping Station Operation & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 68 – 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: December 15, 2020

Theresa Prendergast, Secretary

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

Operating Account	Num	Name	Memo	Amount
		Payroll	Funds Transfer	-46,798.28
TEPS		State of NJ Health Benefits	Health & Rx - December 2020	-13,008.36
11202		Egg Harbor Township - Dental	Dental Benefits - December 2020	-601.12
		Petty Cash Account	Checks 1594-1600; one E check	-1,257.85
11203		American Water Capital Corp	Customer No. 305657	-302.17
11204		Barber Consulting Services LLC	2021 MIS Service Contract	-2,625.00
11205		Bottom Line Marketing	Invoice # 697	-1,265.00
11206		Insurance Agencies, Inc.	Invoice # 13814	-100.00
11207		MGL Forms-Systems, LLC	Acct. # E069	-2,790.00
11208		Mossman's Business Machines	Invoice # 9850	-31.25
11209		NJUA Joint Insurance Fund	Invoice # NJUA230-2021	-12,378.00
11210		Office Basics, Inc.	Acct. # 09272303	-96.58
11211		Staples Business Advantage	Customer: PHL 1057418	-11.58
11212		W.B. Mason Co., Inc.	Customer No. C2165338	-613.37
11213		Advance Auto Parts	Acct. # 1870851868	-259.26
11214		CW Sales Corporation	Acct. # EGGHAR	-2,606.97
11215		David Upper Fence LLC	Invoice # 0100507	-1,590.50
11216		Egg Harbor Township	Inspection Fee - Street Opening App. No. 118-2020	-500.00
11217		GenServe, Inc.	Customer No. 30-EGGHAR5	-6,203.38
11218		Grainger	Acct. # 877163162	-261.36
11219		Johnson & Towers, Inc.	Customer # 15971	-361.98
11220		NAPA Auto Parts	Customer # 4162	-48.75
11221		One Call Concepts, Inc.	Account # 12-EGC	-2,278.64
11222		Reiner Pump Systems, Inc.	Invoice # CCP905NJ	-13,892.00
11223		Xylem Dewatering Solutions, Inc.	Invoice # 401051356	-205.73
11224		Reiner Pump Systems, Inc.	Invoice # CCP910NJ	-4,900.00
11225		AT & T	Acct. # 020 595 7994/5499	-50.33
11226		Atlantic City Electric	multiple accounts	-14,470.15
11227		New Jersey American Water Co.	multiple accounts	-516.63
11228		South Jersey Gas	multiple accounts	-115.55
11229		Verizon	Acct. #550-790-961-0001-97	-73.85
11230		Verizon Wireless	Acct. # 200702280-00001	-246.96
11231		Arthur R. Henry, Inc.	Customer 0504	-55,287.38
11232		B & H Contracting, Inc.	Anchorage Poynte pump replacement	-17,450.00
11233		Caproni Family Septic	Account # 1448	-10,547.00
11234		Perna Finnigan, Inc.	Contract No. 116 Pay Estimate 2- Final	-7,425.89
11235		Scalfo Electric, Inc.	Contract No. 119 Pay Estimate No. 1	-146,804.00
11236		Polistina & Associates, LLC	November 2020	-43,856.00
11237		Ridgway Legal	November 2020	-12,884.25
		Total Operating Account		-424,715.12
TOTAL				-424,715.12

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 69 – 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: December 15, 2020

Theresa Prendergast, Secretary

11:33 AM

12/13/20

Accrual Basis

EHTMUA

Checks Written - Developer Account

As of December 15, 2020

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Developer Account			
3399	Polistina and Associates	November 2020	-1,087.50
	Total Developer Account		-1,087.50
TOTAL			-1,087.50

**EGG HARBOR TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

RESOLUTION # 70 – 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.

- November 2020 Adjustments

Dated: December 15, 2020

Theresa Prendergast, Secretary

Egg Harbor Township Municipal Utilities Authority

Monthly Adjustment Report

November 2020

	<u>Date</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Delinquent Charges				
	11/02/2020	2734-0	Paid Prior to Penalty	-1.53
	11/02/2020	2363-0	Paid Prior to Penalty	-0.06
	11/04/2020	1780-13	Paid Prior to Penalty	-1.28
	11/09/2020	11652-0	Deed/New Owner	-10.20
User Charges				
Commercial Minimum				
	11/06/2020	3590-0	Board Approved	-1,975.67

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION # 71 – 2020

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 2021.

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 December 15, 2020 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 # 71 – 2020

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 2021.

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 December 15, 2020 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 # 72 - 2020

Purpose: Establishing the salary ranges of the Egg Harbor Township Municipal Utilities Authority commencing January 1, 2021

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 Authority authorizes an annual increase on January 1st of 2021 increasing the salaries and the salary ranges of the Authority employees by 2%. The rates and ranges shall be in effect until changed by a subsequent resolution of the Authority. Commencing January 1, 2021 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 15th day of December, 2020 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**

**CERTIFICATION OF AVAILABILITY
OF FUNDS
FOR
Purchase of Root Cutter**

In accordance with regulations of the Local Finance Board, I hereby certify that funds are available for the following:

Date	December 15, 2020
Resolution #	73 – 2020
Contract #	Root Cutter
Vendor	F.W. Webb Company
Amount	\$ 2,934.78
Reason	Cut roots in cleanouts
Time Period	2020
Budget Line Item	Repair & Maintenance

Henry C. Schwemm, Treasurer

Theresa Prendergast, Secretary