

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular– September 3rd, 2009 – 7:31 PM

1. The regular meeting of the Hamilton Township Municipal Utilities Authority (HTMUA) held in the MUA office building located at 6024 Ken Scull Avenue, Mays Landing, Atlantic County, New Jersey, was called to order by the Chairman at 7:31 PM.

2. Mrs. Dix led everyone present in the flag salute.

3. The Chairman read the Open Public Meeting Law compliance statement.

4. **ROLL CALL OF THE MEMBERS**

Robert E. Mattle, Jr., Chairman	Present
James Sacchinelli, Vice Chairman	Present
William A. Mangels, Secretary	Present
Aline L. Dix, Treasurer	Present
Robert J. Campbell, Member	Present
Brenda Morrison, Alternate #1	Arrived Late
Arthur Bunting, Jr., Alternate #2	Present

PROFESSIONALS/STAFF IN ATTENDANCE

Anne Schreiber, HTMUA Solicitor
Ron Curccio, ARH Engineering
Joseph Pantalone, ARH Engineering
Stephen Blankenship, MUA Executive Director
Nancy Camey, MUA Business Manager
Paul Pandurangan, MUA Asset Manager

5. **ADDITION/DELETION OF LATE AGENDA ITEMS:**

A. **Atlantic Avenue Water Main Break (7.A)**

B. **Resolution Authorizing Annual Service/Material Contracts ((7.B)**

C. **Delete 10.A**

D. **Delete 11.C.4.a**

E. **Water Storage Facilities Inspection Quotes (11.C.5.a)**

F. **Delete 11.C.6.a**

G. **Coagulant Tanks (11.D.2.a)**

H. **Electrical Issues (11.D.2.b)**

6. **ANNOUNCEMENTS / SPECIAL PRESENTATIONS / PUBLIC PARTICIPATION:**

A. **Well No. 10 Landscaping Issue:** The Board reviewed correspondence dated August 7th from Mr. Robert McCabe, 3 Lewis Drive, concerning the landscaping at Well 10.

7. **FORMAL ACTION ITEMS:** (*Attachments X-X*)

A. **Atlantic Avenue Water Main Break – Emergency Declaration** The Board reviewed the Executive Director’s memorandum to the Chairman regarding the Atlantic Avenue water main break and road collapse on August 25th & 26th. The Executive Director indicated that he believed the situation affects the public safety and welfare and recommended that the road repairs be performed under an emergency situation. The Chairman concurred and indicated that he would provide the Business Manager with a written memo confirming same.

The Executive Director recommended updating the MUA’s Financial Policy to clarify procedures for “Emergency Expenditures” and provided the Board with the proposed revisions. The Solicitor reviewed the proposed modifications and recommends approval. Mr. Sacchinelli asked if the changes should have been reviewed by the Policy Committee. The ED noted that while the proposed changes included minor position/title changes, the modifications updated the MUA’s policy to address State requirement on emergency expenditures.

The HTMUA Engineer solicited quotes from three vendors and two quotes were received. The low bidder can mobilize one day after receiving authorization from the MUA.

Mrs. Dix inquired to the feasibility of posting the emergency repair expenditures in the 2008-09 fiscal year.

*** *It was moved by Mrs. Dix and seconded by Mr. Mangels to amend the Financial Policy as presented.*

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye; Mr. Mattle – Aye.

SAID MOTION ADOPTED 5-0-0

*** *It was moved by Mr. Campbell and seconded by Mr. Sacchinelli to declare the Atlantic Avenue Water Main Break of August 25th-26th, 2009 an emergency situation pursuant to N.J.S.A. 40A-11-6 and N.J.A.C. 5:34-6.1 and to accept A.E. Stones’ quote in the amount of \$31,715.00 to repair the road damage. Payment to be made from the General Fund.*

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye; Mr. Mattle – Aye.

SAID MOTION ADOPTED 5-0-0

B. **Resolution Adopting Annual Services/Materials Contracts**

*** *It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to adopt the Annual Services and Materials Contracts as presented.*

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye; Mr. Mattle – Aye.

SAID MOTION ADOPTED 5-0-0

8. **CONSENT AGENDA ITEMS:** Nothing at this time

9. **PERSONNEL:** The ED advised that Mr. Young has officially retired effective September 2, 2009. Mr. Young’s final checks have been prepared.

10. **MEETING MINUTES APPROVAL**

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A. **Executive Session– July 2nd, 2009** – To be addressed at a future meeting.

B. **Regular Meeting – August 6th, 2009**

*** *It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the August 6th, 2009 Regular Meeting Minutes. SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING “AYE”; NO “NAY”; NO “ABSTAIN”.*

C. **Executive Meeting – August 6th, 2009**

*** *It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the August 6th, 2009 Executive Meeting Minutes. SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING “AYE”; NO “NAY”; NO “ABSTAIN”.*

D. **Special Meetings – August 14th and August 26th, 2009**

*** *It was moved by Mr. Campbell and seconded by Mrs. Dix to approve the August 14th and August 26th, 2009 Special Meeting Minutes.*

SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING “AYE”; NO “NAY”; NO “ABSTAIN”.

11. REPORTS

A. **Administrative:** The ED advised that Staff, with assistance from ARH, is preparing specifications to upgrade the HTMUA’s servers. Mrs. Dix asked if the back-up tapes are kept off-site and the ED advised that they are not.

B. **Solicitor:** Nothing at this time.

C. **Engineering: (Reference Attachments X-X))**

1. **(FE) 2008 Sewer Repair & Replacement Project Update:** The project is complete.

2. **(FE) Well No. 9 Heater Replacement and Dehumidifier Project:** The old heater has been removed and the new one is being installed. The contractor is awaiting delivery of the dehumidifier. It is expected that both pieces of equipment will be operational by October.

3. **(FE) Wastewater Pump Station Replacement and Upgrade Project:** The Harding Run PS plans have been submitted to the Pinelands. Mrs. Dix inquired if the MUA was assigned a date from the Township Planning Board for a capital review. Discussion ensued and it is anticipated that the Capital Review may be possible by the second meeting in October. A letter was sent to the Historical Commission and an informal hearing is scheduled for September 10th.

4. **(FE) Operations Facility Upgrades:** Reference Fralinger Engineering’s report.

5. **(FE) Water Storage Facilities Asset Management Projects:** Inspection quotes were solicited from five vendors and three quotes were received on September 2nd. The low quote was received from Utility Services Company in the amount of \$3,900.00. The ED recommended acceptance of Utility Services’ quote and requested authorization to proceed to the Request for Qualifications phase.

*** *It was moved by Mrs. Dix and seconded by Mr. Campbell to accept Utility Services quote in the amount of \$3,900.00 to perform the inspection of the HTMUA’s three water storage facilities with payment made from the General Fund.*

ROLL CALL: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye; Mr. Mattie – Aye.

Motion Approved 5-0-0

*** *It was moved by Mrs. Dix and seconded by Mr. Campbell to authorize Fralinger Engineering to advertise a Request for Qualifications for the Water Storage Facilities Asset Management Program.*

ROLL CALL: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye; Mr. Mattie – Aye.

Motion Approved 5-0-0

6. **Miscellaneous Issues:** Mrs. Dix raised a question regarding the adjustment of fire hydrants at Glen Eyre I (FE Report – under Item 8) and recommended that a letter be sent to the Fire Marshall. It was also noted that staff is developing a process to assist Staff and Consultants in determining the status of project inspections and expenditures.

7. **(OBG) Electrical Upgrade Project:** Contracts were forwarded to Altec Building Systems for execution. A Notice-to-Proceed will be issued upon receipt of the executed contract and the submission of acceptable bond and insurance. Project duration is 6-months with the majority of time allocated to the submitting, ordering and receiving the electrical equipment.

8. **(ARH) New York Avenue Water Main Damage:** Garrison Enterprises provided the low quote, in the amount of \$6,969.00, to perform excavation services to facilitate the inspection of the HTMUA’s water main recently struck by an automobile. No damage was discovered. ARH is working with the County to coordinate the repair of the water main’s support clamps.

5. **(ARH) Wells 6 & 8 Lower Kirkwood Aquifer Study:** The ED and Brett Ingrahm, ARH, met with the NJDEP Bureau of Water Allocation and New Jersey Geologic Survey to discuss the feasibility of installing wells in the Lower Kirkwood in addition to the existing Kirkwood-Cohansey wells. DWA & NJGS were receptive and outlined how the MUA might structure the required aquifer testing (regional test versus individual tests). ARH emailed proposed regional aquifer test parameters to NJGS and is awaiting a response. Upon receipt, ARH will formulate the cost to implement the regional aquifer test.

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Mrs. Dix asked if it would be necessary to rehabilitate Well #6 if the aquifer test was successful. The ED advised that the MUA would not shut down existing Wells 6 & 8. Rather the MUA would maximize its assets by drilling up to two new wells (#11 & #12) at the corresponding well sites (i.e., 6 & 8).

6. (ARH) Well 10 High & Low Pressure Study: Information is being gathered and ARH is waiting on additional input from MUA staff on pending and approved projects.

7. (ARH) Security Upgrades Project: Specifications are complete and are being reviewed by MUA staff. A zoning variance will be required for the 6-foot fence topped with barbed wire at Well #6.

Mr. Campbell inquired about possible conflict of interest since he is a member of the Zoning Board. The Solicitor recommended that he abstain to avoid any issues.

8. (ARH) Sub-Regional Pump Station Study: Background information is being gathered.

9. (ARH) Well 6 Rehabilitation: Specifications are complete and ARH is waiting for authorization to advertise a Notice-to-Bidders. The NTB needs to be coordinated with the Electrical Facilities Upgrade Project.

10. (ARH) Old Egg Harbor Road Water Main: The plans for this project should be ready within the next 30 days. Mrs. Dix questioned the timing of the bids, and Mr. Curccio agreed that this bid could be scheduled in late winter.

11. (ARH) Taco Bell: Sewer lateral installation is complete and the proposed fire hydrant was installed.

12. (ARH) Route 40 Sewer Damage: Repairs to the MUA's sewer main were completed by Arthur Henry, Verizon's subcontractor. Invoices for costs incurred by the MUA will be forwarded to Verizon for reimbursement.

D. Committee Reports:

1. Construction Committee: Nothing at this time.

2. Operations Committee:

a. Wells 9 & 10 Coagulant Storage Tanks: The coagulant bulk storage tanks need to be ordered. The electrical work for the metering pumps is complete. The bulk tanks will allow better delivery options and avoid moving 600-pound drum containers. The bulk tank purchases will be charged to the Well 10 General Fund account.

b. Electrical Issues:

1. Well No. 9 Electrical Feed: There have been issues with this feed; the electrician provided an estimate of \$8,310.00. O'Brien & Gere is reviewing this estimate currently.

2. Masonic PS Emergency Power/Pump Station: When emergency power is needed, the RTU cabinet gets knocked out when the emergency generators try to start up. O'Brien & Gere presented a solution which was given to our electrician; he gave us a price of \$6,100.00, which is being reviewed by O'Brien & Gere for review of the pricing.

c. Well #9 Backwash Valve Replacement: A key backwash valve bearings are rusting and it needs to be replaced at a cost of \$3,200-\$3,500. ARH will review the current situation and provide the MUA with a proposal to replace various valves and equipment.

d. Quarterly Board Meeting with OPS Staff: The Chairman and Member Sacchinelli will schedule the quarterly meeting with the OPS Staff.

1. Finance Committee: (*Reference Attachments X-XX*)

a. Approval of Bills and Payroll:

1. FY 2009-2010	\$ 23,912.22
2. FY 2008-2009	\$ 157,374.82
3. General Fund	\$ 276,127.50
4. Developer Escrow	\$ 1,916.20

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the FY 2009/2109 Budget in the amount of \$23,912.22.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye, Mr. Mattle – Aye.
SAID MOTION ADOPTED 5-0-0

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the FY 2008/2009 Budget in the amount of \$157,374.82.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye, Mr. Mattle – Aye.
SAID MOTION ADOPTED 5-0-0

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the General Funds account in the amount of \$276,127.50.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Nay; Mr. Campbell – Aye, Mr. Mattle – Aye.
SAID MOTION ADOPTED 4-1-0

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*****It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the Developer Escrow account in the amount of \$1,916.20.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Campbell – Aye, Mr. Mattle – Aye.
SAID MOTION ADOPTED 5-0-0

Discussion ensued on the status of developer escrow accounts with outstanding balances.

a. Billing Adjustments:

***** Mrs. Dix moved and Mr. Sacchinelli seconded the motion to approve the \$40.00 Billing Adjustment as presented.**

ROLL CALL: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli - Aye; Mr. Campbell – Aye; Mr. Mattle - Aye.
SAID MOTION ADOPTED 5-0-0

b. Sale of 1985 Chevrolet Dump Truck: The 1985 Chevrolet Dump Truck was sold on August 27th via GovDeals.com for \$1,877.00, less GovDeals' commission of \$140.78. Staff requested authorization to auction the following items on GovDeals: 1989 Ford Pickup, 1993 Ford Pickup and the Ricoh MF1035 machine.

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to auction off a 1989 Ford Pickup, a 1993 Ford Pickup, and a Ricoh MF 1035 machine on GovDeals.com.**

ROLL CALL: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli - Aye; Mr. Campbell – Aye; Mr. Mattle - Aye.
SAID MOTION ADOPTED 5-0-0

5. Personnel/Administration Committee: Nothing at this time

6. Policy Committee: Nothing at this time.

7. Conservation Committee: Nothing at this time.

8. Safety Committee: The next meeting is scheduled for Tuesday, September 15th at 9:00 AM.

12. PUBLIC COMMENTS: Nothing at this time.

13. OLD BUSINESS: Nothing at this time.

14. NEW BUSINESS: Nothing at this time

15. REVIEW OF PRIOR RESOLUTIONS:

A. August 2009 Resolutions: No changes were noted.

16. EXECUTIVE SESSION: Not Required

17. ADJOURNMENT 8:45 PM

***** It was moved by Mr. Campbell and seconded by Mr. Mattle to adjourn the meeting.**

SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING "AYE"; NO "NAY"; NO "ABSTAIN"

Respectfully submitted,

Susan Boyce
HTMUA Recording Secretary