

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

MINUTES OF REGULAR MEETING – APRIL 14, 2010 – 7:32 PM

1. The regular meeting of the Hamilton Township Municipal Utilities Authority 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 7:32 PM.
2. At the Chairman's request, Mr. Mangels led the Flag Salute.
3. The Open Public Meeting Law compliance statement was read.

4. **ROLL CALL OF THE MEMBERS**

Robert Mattle	Present
James Sacchinelli	Present
William Mangels	Present
Aline Dix	Present
Richard DeFeo	Present
Brenda Morrison (Alt. #1)	Present
Arthur Bunting (Alt. #2)	Absent

STAFF IN ATTENDANCE

Stephen Blankenship, MUA Executive Director
Nancy Camey, MUA Business Manager
Raghu Pandurangan, MUA Asset Project Manager
Brett Ingram, MUA Consulting Engineer
Ed Dimon, MUA Solicitor

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

A. Remove Item 10C and add an Executive Session for personnel matters.

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

A. Swearing in of Richard DeFeo as HTMUA Board Member by HTMUA Solicitor, Edward Dimon.

B. **WTMUA:** Ms. Patricia Doerr, WTMUA Chair, requested a meeting with the HTMUA to discuss the rates charged by the HTMUA to the WTMUA and other issues. Mr. Mattle will appoint a committee to meet with WTMUA at the beginning of May.

7. **FORMAL ACTION ITEMS:**

A. Commercial Water & Sewer Application: Harrison Beverage: Mr. Peter Dolcy, representing Harrison Beverage, reviewed the proposed project and indicated that the project received Pinelands Commission and Township Planning Board approvals. The project is located near the intersection of Unami & Nawakwa Blvds. in Phase II of the Hamilton Industrial Park. Harrison Beverage will purchase the property from Summit Associates, who will be responsible for the installation of the proposed road and water/sewer infrastructure.

The project will be constructed in phases. Phase I will have 21,000 SF of office space and 137,000 SF of warehouse space. In the future, Phase II will add 46,000 SF of warehouse space. Based on water usage from their Egg Harbor Township facility, the initial phase will generate a demand of 1,055 gpm or (4) Water & Sewer DCUs. Mr. Brett Ingram, HTMUA Engineer (ARH), reviewed ARH's April 12, 2010 Review Memorandum.

Discussion ensued regarding a planned irrigation well for a proposed truck washing facility. Mr. Dolcy noted that the project will utilize a recycling water system. Mr. Blankenship inquired about the discharge of wash water. Mr. Dolcy explained that grease and oil separators will be installed to treat the water before it is discharged into the sewer system. Mr. Dolcy confirmed that the truck wash water usage was included in the 1,055 gpm.

As a condition of approval, Mrs. Dix requested that Harrison Beverage shall be required to appear before the MUA for approval of Phase II prior to filing for a Township building permit for that phase to allow the MUA to confirm the project's water and sewer allocation.

Mr. Dolcy, on behalf of Harrison Beverage, agreed to all the conditions noted.

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the Commercial Water & Sewer Application for Harrison Beverage – Phase I subject to the recommendations contained in ARH's April 20, 2010 Review Memorandum dated April 12, 2010. Phase I shall be assigned a water and sewer allocation of four (4) DCUs. Additionally, Harrison Beverage shall be required to receive approval for**

**HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
MINUTES OF REGULAR MEETING – APRIL 14, 2010 – 7:32 PM**

Phase II prior to filing for a Township building permit for that Phase to confirm the project's water and sewer allocation.

ROLL CALL VOTE: *Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mr. DeFeo – Abstain, Mr. Mattle – Aye.*
SAID MOTION APPROVED 4-0-1

8. CONSENT AGENDA ITEMS:

A. Authorizing the Asset Project Manager to attend ERSI User Conference

***** It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to allow the Asset Project Manager to attend the 2010 ERSI User Conference at a cost not to exceed \$1,800.00.**

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

9. PERSONNEL

A. Administrative (Executive Session)

10. MEETING MINUTES APPROVAL

A. Executive Meeting – February 4, 2010

B. Regular Meeting – March 10, 2010

***** It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to approve the Executive Meeting Minutes for February 4th, 2010 and the Regular Meeting Minutes for March 10th, 2010.**

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

11. REPORTS

A. ADMINISTRATIVE

1. Admin Bldg. Fire & Burglar System Upgrade: The Executive Director is working on this project.

2. Server Hardware and Software: The server hardware and software were received and the server rack was assembled. Wiring between the server and work stations is complete. Software installation should be completed by the next Board Meeting.

B. SOLICITOR: Nothing at this time.

C. ENGINEER

1. (ARH) Cologne Avenue Emergency Sewer Repair:

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize ARH to perform a feasibility study to evaluate various solutions for the Harding Highway Interceptor in the Cologne Avenue and Route 322 area within 60 days at a cost not to exceed \$4,570.00.**

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

2. (ARH) Old Egg Harbor Road Water Main Replacement: Five (5) large meters originally included in this project were removed and will be handled under a separate project. The Pinelands Commission approved the project and the approval was forwarded to NJDEP as a condition of their approval.

Issues regarding the tie-in of existing mains and laterals connections should be resolved shortly. The Executive Director requested authorization to place a Notice to Bidders advertisement.

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to advertise a Notice to Bidders for the Old Egg Harbor Road Water Main Replacement as soon as possible.**

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

3. (ARH) Large Meter Replacement: ARH requested authorization to prepare specifications and a cost estimate for the replacement of five (5) large meters located at the Atlantic County Institute of Technology, Atlantic County Jail, Woodlands, Meadowbrook Condominiums and Pineland Gardens at a cost not to exceed \$2,200.00.

***** It was moved by Mr. Mangels and seconded by Mrs. Dix to authorize ARH to prepare bid specifications and cost estimates to replace the five (5) large meters at a cost not to exceed \$2,200.00.**

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
MINUTES OF REGULAR MEETING – APRIL 14, 2010 – 7:32 PM

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

3. **(ARH) Well 6 Inspection Repair Project:** The contractor removed the well and pumping equipment. ARH and MUA staff determined that 130 LF of piping needs to be replaced. Additional costs will exceed 20% of the base bid and will require a change order and special resolution. ARH will prepare the required documentation.
4. **(ARH) Security Upgrades Project:** This project is 85% complete. The Executive Director advised that new gates will need new remotes and will be ordering them shortly.
5. **(ARH) Sub-Regional Pump Station – Gravity Sewer Study:** This item was tabled for additional review by the MUA and the Consultant.
6. **(ARH) Well 10 High & Low Pressure Study:** The Engineer advised that additional as-built information is needed to determine the positioning of the pressure relief valves. MUA staff is working to provide this information.
7. **(ARH) Well 6 & 8 Lower Kirkwood Aquifer Study:** An aquifer test proposal, along with a waiver of the 72-hour pump test, is being prepared. A radius well search request was submitted to NJDEP. The information from the well search request is required in order to complete the proposal.
8. **(FE) Wastewater Pump Station Replacement & Upgrade Project:** Fralinger Engineering requested an additional fee of \$3,000.00 on a not to exceed time and material basis for the submission of a full site plan to the Township Planning Board. Mrs. Dix questioned why actual time and material information was not provided.

***** It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to approve Addendum No. 1 per Fralinger Engineering's April 8, 2010 correspondence in an amount not to exceed \$3,000.00 on a time and material basis for work related to the submission of a full site plan application to the Township Planning Board for the Wastewater Pump Station Replacement and Upgrade Project.**

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

An application was filed with the State Historical Commission (SHC) to either move or demolish the existing Scoops building. The MUA is awaiting a response. SHC approval is a condition of the Planning Board approval.

9. **(FE) Operations Facility Upgrade Project:** The Township Planning Board's approval granted a number of waivers but required the installation of sidewalk along the front of the OPS Facility. Fralinger Engineering requested an additional fee of \$6,000.00 on a not to exceed time and material basis for the submission of a full site plan to the Township Planning Board and for additional work related to the installation of sidewalk and curbing. Mrs. Dix reiterated her comments from Item 11.C.8.

***** It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to approve Addendum No. 2 per Fralinger Engineering's April 8, 2010 correspondence in an amount not to exceed \$6,000.00 on a time and material basis for work related to the submission of a full site plan application to the Township Planning Board and for additional work related to the installation of sidewalk and curbing.**

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

10. **(FE) Water Tank Improvements:** A draft RFP from Fralinger Engineering was reviewed by the Executive Director and his comments forwarded to the Solicitor for review. A final RFP should be ready for distribution shortly. Proposals would be received two weeks after receipt. Mrs. Dix asked if there would be a fixed deadline for receipt of the bids. The Executive Director said that the RFPs are not bids and there would not be a "formal bid opening" as such. Mrs. Dix stated that she felt that a specific deadline would be preferable.

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

MINUTES OF REGULAR MEETING – APRIL 14, 2010 – 7:32 PM

11. (OG) Electrical Upgrade Project: The generators at the Administration and Operations building were completed, tested and inspected by the Township Construction Code Office. Training and minor punch list items are pending. Well 9's well motor "soft start" was installed and is operational.

The existing electrical systems for Well 6 and Booster Station were removed and are being replaced. While doing this, it was discovered that at the medium service pump at the Booster Station had been rewound and is not compatible with the new electrical service. The motor information plate was not modified to reflect the earlier rewinding. A new motor was authorized at an estimated cost of \$4,000.00 plus removal and installation. The existing motor may be used as a backup at other locations. The control panel for the emergency generator that is being modified may need to be modified or replaced. Additional field time will be required to identify and rewire equipment relays. Similar work at Well 9 cost ~ \$1,000.00. The field changes will be bundled into Change Order #1 for the May meeting.

Work should be completed the end of April. An additional week for the refurbishment of Well 6 will be required. The project should be completed by the end of May.

D. COMMITTEE REPORTS:

1. Construction: Previously discussed.

2. Operations Committee:

a. Capital Equipment

1. Valve Maintenance Trailer: Bid specifications will be sent to the Solicitor within the next week.

2. Sanitary Sewer Camera System: Bid specifications will follow the completion of the Valve Maintenance Trailer bid specifications.

b. Well #10: The modulating valve for the backwash system experienced problems during the back wash cycle. Complete Control Services will investigate and resolve the problem. Cost to be determined.

c. Well #9: The well motor kicked out during a back wash cycle and shut down the well down. A bad solenoid valve caused a relay to short. Repairs are estimated at \$2,000.00 and will be performed by Janney Electric (HTMUA Electrical Contractor).

d. WTMUA Issues: The new Belcoville Pump Station cannot keep up with wet weather demands. The Executive Director is working with the WTMUA Engineer, who is analyzing the problem. Pump tests have been performed and additional tests with a larger pump are being scheduled.

The Chairman will appoint a sub-committee to meet with the WTMUA to discuss their issues. Ms. Doerr, WTMUA, advised that the WTMUA meets the third Tuesday of each month.

3. Finance Committee

a. Approval of Bills and Payroll

1. FY2009-2010

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the FY 2009-2010 Budget in the amount of \$310,885.31.**

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

2. General Fund

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the General Fund in the amount of \$249,379.53.**

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

3. Developer's Escrow

**HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
MINUTES OF REGULAR MEETING – APRIL 14, 2010 – 7:32 PM**

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the Developer Escrow Account in the amount of \$836.56.**

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

b. Request for a Payment Plan:

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the request a payment plan for HTMUA Customer 2967-0 requiring two payments in the amount of \$200.00 each. Should these payments be made on schedule and the current bills paid on a timely basis, there will be no interest charged to the customer.**

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

c. Authorizing Billing Adjustments:

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Billing Adjustments for the period of February 1 through February 28, 2010 as identified on the attached report.**

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

4. Personnel/Administration Committee:

a. Status of Part-Time Help: Moved to Executive Session.

5. Policy Committee

a. Under-Utilized Sewer Service Units: A proposed policy for under-utilized industrial, commercial and local government sewer service units were reviewed with the Policy Committee. Mrs. Dix recommended a study to determine the impact of any recommendations, as they could trigger a rate hike. Discussion ensued regarding the classes of service being considered.

b. Delinquency Policy: Industrial, Commercial, Public and Master Metered Residential Accounts: The current delinquency policy does not address Industrial, Commercial, Public or Master Metered accounts.

6. Conservation Committee: Mrs. Morrison recommended giving away sponges with imprinted conservation tips at the Hometown Celebration on June 26, 2010. 1,000 sponges will be ordered.

7. Safety Committee: A Safety Committee meeting is scheduled for June 9, 2010 at 8:30 AM.

12. PUBLIC COMMENTS: None

13. OLD BUSINESS: None

14. NEW BUSINESS: None

15. REVIEW OF PRIOR RESOLUTIONS: March 10th, 2010 Board Meeting, no changes or comments.

16. CONFIRM EXECUTIVE SESSION – 8:45 PM

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to go to Executive Session to discuss Personnel issues.**

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

The Recording Secretary and Asset/Project Manager were excused and a brief recess was taken.

The Executive Director completed the minutes from this point on.

6. Personnel (continued)

A. Authorization to Hire a Part-Time Accounting Technician

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the Executive Director and Business Manager to hire a part-time Accounting Technician under the terms discussed in Executive Session.**

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
MINUTES OF REGULAR MEETING – APRIL 14, 2010 – 7:32 PM

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

B. Authorization to Hire “Seasonal” Temporary Help

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the Executive Director to hire up to two (2) “seasonal temporary help as outlined in the Collective Bargaining Agreement and per the terms discussed in Executive Session.**

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

C. Authorization to Engage a Medical Provider to Review Non-Work Related Medical Issues

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Executive Director to engage a Medical Provider to review non-work related medical issues.**

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

17. ADJOURNMENT 9:20 PM

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to adjourn the meeting.
SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING “AYE”; NO “NAY”; NO “ABSTAIN”**