

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

MINUTES OF REGULAR MEETING – MAY 12, 2010 – 7:33 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 7:33 PM.
2. At the Chairman's request, Mr. Sacchinelli 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
Ron Curcio, MUA Consulting Engineer
Ed Dimon, MUA Solicitor

5. **ADDITION / DELETION OF LATE AGENDA ITEMS:** None
6. **ANNOUNCEMENTS / SPECIAL PRESENTATIONS / PUBLIC PARTICIPATION:** Nothing at this time
7. **FORMAL ACTION ITEMS:**

A. Change of Use Application: The Festival at Hamilton: Mr. Ron Curcio, HTMUA Engineer (ARH), reviewed their May 12, 2010 Review Memorandum. A ±10,000 SF retail space is being converted to a restaurant. The applicant is proposing to wet tap the HTMUA's 12-inch main that services the Festival Shopping Center to install an 8-inch service line that would provide a 4-inch fire service and a potable water connection to the restaurant space. ARH recommended the following: applicant post an inspection escrow; submit a calculation for the change in potable water use; submit new floor plans; submit grease trap plans; pay a 4-inch fire line connection fee; submit signed and sealed plans by a NJ Professional Engineer; and pay additional water and sewer connections fees if applicable. The applicant's representative agreed to all of the conditions noted.

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the Commercial Water & Sewer Application Change of Use Application converting ±10,000 SF of retail space to a restaurant at The Festival at Hamilton subject to the recommendations contained in ARH's Review Memorandum dated May 12, 2010.**

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

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

9. **PERSONNEL**

A. Seasonal Temporary Help: The Executive Director requested guidance on the advertising of the 90-day temporary seasonal help positions. Discussion ensued. Advertisements will be placed in the two local weekly papers.

B. Regular Operations Staff (Executive Session)

10. **MEETING MINUTES APPROVAL**

A. Executive Meeting – March 10, 2010

B. Regular Meeting – April 14, 2010

C. Executive Meeting – April 14, 2010

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the Executive Meeting Minutes for March 10th, 2010.**

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

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***** It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to approve the Regular Meeting Minutes for April 14th, 2010.**

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

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to approve the Executive Meeting Minutes for April 14th, 2010. (Note date change).**

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 currently working on this project.
2. **Server Hardware and Software:** All of the new server and related hardware has been installed at the Operations Building. We are in the process of installing and moving all of the software to the new server.

B. **SOLICITOR:** Moved to Executive Session.

C. ENGINEER

1. **(ARH) Well 6 Inspection Repair Project:** The pump was pulled and examined. AC Schultes has scheduled to be on site May 13th, 2010 to reassemble and run a pump test. It is expected that within the next two weeks this well will be back on-line. It was determined that a new column shaft, including the top column piece, and new pump need to be installed. The additional cost to perform this work is \$16,605.00 and is over 20% of the base bid. ARH and MUA Staff recommend approving Change Order No. 1, which incorporates the recommended work.

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to approve Change Order No. 1, in the amount of \$16,605.00, to A.C. Schultes, Inc. contract to inspect and rehabilitate HTMUA Well No. 6.**

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) Large Meter Replacement:** Mrs. Dix suggested that the scope of the meter replacement be enlarged to include the master meters at Timber Glen I & II and Lenape Park (same age - 70's and lower flow at Lenape Park).

***** It was moved by Mr. Mangels and seconded by Mrs. Dix to authorize ARH to provide a revised proposal to incorporate the master meters at Timber Glen I & II and Lenape Park into the large water meter replacement project.**

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) Cologne Avenue Emergency Sewer Repair:** The report is ~60% complete.
4. **(ARH) Old Egg Harbor Road Water Main Replacement:** All approvals were received. A Notice-To-Bidders was advertised and 14 bid packages were requested. Bid Opening is scheduled for May 28th. If an award is made at the June 9th meeting, work could start in July.
5. **(ARH) Security Upgrades Project:** Project is complete except for gate operators at Well 6 & Booster PS. Additional fob/remotes need to be purchased.
6. **(ARH) Sub-Regional Pump Station - Gravity Sewer Study:** The study was revised and sent to the Executive Director for review and comment.
7. **(ARH) Well 10 High & Low Pressure Study:** The study is 90% complete.
8. **(ARH) Well 6 & 8 Lower Kirkwood Aquifer Study:** A meeting to discuss the proposed "Aquifer Test Proposal" at Well 8 needs to be scheduled. The "Aquifer Test Proposal" will then be submitted to NJDEP for review and approval.

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9. **(FE) Wastewater Pump Station Replacement & Upgrade Project:** A response from the NJDEP Historic Commission regarding the demolition or relocation of the Scoops building is outstanding. The project cannot move forward until a response from the State is received. On May 12th, Habitat for Humanity toured Scoops to determine if it could be utilized by them.

10. **(FE) Operations Facility Upgrade Project:** Revised plans detailing the sidewalk and curb were provided to the Township and approved. The installation of the curb will require shutting down part of Old Egg Harbor Road and the use of police to direct traffic. Discussion ensued regarding the police presence and the best way to insure prompt payment for Township police work.

A Notice-to-Bidders was advertised and a pre-bid meeting is scheduled for June 2nd with bids to be received June 23rd.

11. **(FE) Water Tank Improvements:** RFPs were sent out on May 10th to the three firms that submitted RFQs. A response is required by 4:00 PM, May 26th. The Executive Director noted that RFPs are not bids and there would not be a “formal bid opening”.

12. **(OBG) Electrical Upgrade Project:**

a. **Change Orders No. 1 through 5:**

O'Brien & Gere (OBG) recommended approval of five (5) change orders (Nos. 1 to 5) totaling \$12,727.48. Staff recommended approval.

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to approve Change Orders No. 1 through 5, in the amount of \$12,727.48, to Altec Building Systems Corporations' contract with the HTMUA..**

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. **Standby Emergency Generator Issue:** OBG reported that the emergency generator servicing Well No. 6 & the Booster Station cannot be converted to a 3-phase, 480-volt unit as anticipated.

(a) Additional Electrical Conduit

In order to utilize a standby (rental) generator unit, additional conduit will be required. The Executive Director, with OBG's input, authorized Altec to proceed with the conduit installation as outlined in Altec's PCO #6, dated May 11th, at a cost of \$3,223.73. This item will be incorporated into a future change order.

(b) Standby Emergency Generator Rental

OBG and Staff recommend that the MUA rent a standby generator until the existing unit is replaced. The Executive Director would request quotes from various suppliers with input from OBG.

2. **New Emergency Generator:** As noted above, the generator manufacturer recommends replacing units that are over 30 years old (manufacturer supports for 20 years, parts usually available for another 10 years). The cost to replace the existing generator, plus the other changes, would exceed the base contract by 20%. The Executive Director and the Solicitor recommend going out to bid for the removal and replacement of the existing generator. Discussion ensued. It was determined that a separate bid and contract will be utilized for the removal and replacement of the existing emergency generator. The anticipated time frame is four to six months. OBG agreed to write the technical specifications at no charge. The Executive Director requested a complete bid package from OBG. Additional cost, if any, to be negotiated.

***** It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to authorize the Executive Director to direct O'Brien & Gere to prepare the bid specifications for the replacement of the emergency generator at the Well #6 and Booster Station, to advertise bids for same and to authorize the rental of an emergency generator until the existing unit is replaced.**

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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: Additional Field Change: Record information for the aerator motor at Well 6 indicated that it was a 5 HP motor. The installed motor is 10 HP. The Siemens electrical panel will need to be modified to reflect this change. The Executive Director, with OBG's input, authorized Altec to proceed with the modification as outlined in Altec's PCO #7, dated May 11th, at a cost of \$1,953.11. This item will be incorporated into a future change order.

13. (HS) Hydraulic Model: Staff met with Hazen & Sawyer to review and resolve outstanding issues. H&S requested additional compensation for work related to Well No. 5 and the MUA had requested the modeling of the HTMUA-WTMUA interconnections. Parties negotiated the cost of the additional modeling work related to Well No. 5 (H&S Amendment for Additional Analysis dated April 27, 2010) and accepted H&S' proposal for the interconnection work (H&S proposal dated August 4, 2009). The two items were incorporated into Change Order No. 1 at an additional cost of \$4,224.00. Staff recommends approval of Change Order No. 1 as presented.

Staff recommends that the existing water model loading be updated. The loading would utilize data from 2007 to create the demand, which would then be applied to the 2009 customer base. The cost to perform this work would be billed separately. This will assist in preparing operating scenarios to account when a storage tower is offline.

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize Change Order #1, in the amount of \$4,224.00, to Hazen and Sawyer hydraulic modeling contract.**

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

D. COMMITTEE REPORTS:

1. Construction: Nothing additional at this time.

2. Operations Committee:

a. Capital Equipment

1. Valve Maintenance Trailer: The bid package is complete and will be sent to the Solicitor for review.

2. Sanitary Sewer Camera System: Not complete at this time.

3. Utility Truck: Mrs. Dix reviewed possible limitations in purchasing the vehicle under State Contract. Discussion ensued. Purchase on hold at this time.

b. NJDEP NOV: Executive Session

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 \$527,295.81.**

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. Sacchinelli to authorize payments from the General Fund in the amount of \$79,799.70.**

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

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3. Developer's Escrow

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the Developer Escrow Account in the amount of \$1,996.54.**

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. Authorizing Billing Adjustments:

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the Billing Adjustments for the period of April 1 through April 30th, 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

c. FY 2009 Audit: Correction Action: Payment Procedure

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the adoption of the Payment Procedure.**

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

d. Payment Report: April 2010: 972 In-person Payments, 96 Credit Card Payments

e. FY 2010-2011 Budget – work session scheduled for Thursday, May 20th at 3:30 PM and a Special Meeting Scheduled Monday, May 24th at 10 AM.

4. Personnel/Administration Committee:

a. Status of Part-Time Help: Michelle McCall was hired as a part-time employee at 25 hours/week at a rate of \$15.00/hour.

***** It was moved by Mrs. Dix by adopt a resolution noting the hiring of a new part-time employee for 25 Hours per week at a rate of \$15.00 per hour.**

MOTION DIED FOR A LACK OF A SECOND

Mrs. Dix noted the need for transparency when hiring and requested that a formal resolution confirm any hiring.

5. Policy Committee

a. Under-Utilized Sewer Service Units: Additional work and a committee meeting is needed.

b. Delinquency Policy: Industrial, Commercial, Public and Master Metered Residential:

Additional work and a committee meeting is needed to draft policy.

6. Conservation Committee: Grease lids were received and sponges were ordered. The items will be distributed during Hometown Celebration. Conservation cards will be sent to all residential customers.

7. Safety Committee: A meeting is scheduled for June 9, 2010 at 8:30 AM. The Executive Director attended a Right-to-Know Workshop in Trenton (free) and indicated that other personnel should attend as time permits.

12. PUBLIC COMMENTS: None

13. OLD BUSINESS:

A. WTMUA Meeting Request: Tentatively scheduled for May 24th or May 25th.

B. Engagement of a Medical Provider for Non-Work Related Medical Issues. Executive Session

14. NEW BUSINESS: None

15. REVIEW OF PRIOR RESOLUTIONS: No changes or comments.

16. CONFIRM EXECUTIVE SESSION – 8:50 PM

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to go to Executive Session to discuss Operations, Bond, Medical Policy, Potential Litigation and 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.*

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17. Resolution Authorizing the Discharge of Performance Bonds and Acceptance of a Maintenance Bond for the Horizons at Woods Landing Subdivision:

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the discharge and release of performance bonds previously posted by Horizons at Woods Landing, LLC in accordance with the Developers Agreement reached with Fernmoor Homes at Woods Landing, LLC and to dismiss the pending lawsuit and to accept the maintenance bond to cover the work performed by Fernmoor Homes at .Woods Landing, LLC.**

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

18. Rescinding Prior Authorization to Engage a Medical Provider to Review Non-Work Related Medical Issues

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to rescind the Board's prior authorization 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

19. Hiring of a Water & Sewer Repair Person

***** It was moved by Mrs. Dix and seconded by Mr. DeFeo to authorize the Executive Director to take the appropriate steps to hire a water & sewer repair person for the Operations Department.**

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

11.D.2.b NJDEP Notice of Violation – Licensed Operator Issue: (continued)

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to respond to the NJDEP Notice of Violation regarding licensed operation of the HTMUA water treatment and distribution systems as 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

20. Well No. 9 Inspection and Rehabilitation:

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize Adams Rehmann & Heggan to prepare a proposal for the inspection and rehabilitation of Well No. 9.**

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

21. ADJOURNMENT 10:37 PM

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to adjourn the meeting.**

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

Respectfully submitted,

Susan Boyce
HTMUA Recording Secretary

Stephen Blankenship
Executive Director