

**HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**MINUTES OF REGULAR MEETING – December 8, 2010 – 7:37PM**

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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 7:37 PM.
2. 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)	Absent

**STAFF IN ATTENDANCE**

Ed Dimon, MUA Solicitor  
Ronald Curcio, MUA Consulting Engineer  
Stephen Blankenship, MUA Executive Director  
Nancy Camey, MUA Business Manager  
Paul Pandurangan, MUA Asset Project Manager

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

Item 10.C (add) Special Meeting Minutes - November 22<sup>nd</sup>.  
Item 11.C.11 (add) Status Update on the Water Storage Facilities Project  
Item 11.D.3.d (add) Budget Transfer Resolution  
Item 11.D.3.e (add) Payment Request  
Item 11.D.3.f (add) Resolution Accepting the Arbitrage Report

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

**A. ACUA Budget Presentations:** Mr. Dovey presented the ACUA's proposed 2011 Budget and indicated that the Atlantic Interceptor bonds will be paid off in 2011. FEMA grants for storm damages have been applied for and it is anticipated that the HTMUA will receive ~ \$30,000 once the funds are received.

Mrs. Dix inquired about the proposed solar panel project and the location of the NexGen sewer tie-ins.

7. **FORMAL ACTION ITEMS:**

**A. Resolution Appointing a Risk Management Consultant:** RFQ's from four companies were received on December 7<sup>th</sup>. The Executive Director reviewed the proposed fees from the applicants and recommended the appointment of Siracusa-Kaufmann Insurance Agency out of Linwood, NJ.

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to award an annual contract for the HTMUA Risk Management Consultant to Siracusa-Kaufmann Insurance Agency.**

**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. New Jersey Utility Authorities Joint Insurance Fund Dividend:** Traditionally the dividend that is received from NJU-JIF is applied as a credit towards the NJU-JIF billing.

**\*\*\* It was moved by Ms. Dix and seconded by Mr. Sacchinelli to apply the \$6,945.33 JIF dividend as a credit on the next billing installment.**

**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. Resolution Authorizing the Advertisement of Professional Services RFQ:**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mrs. Dix authorize the placement of an advertisement for Professional Service RFQs.**

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

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

9. **PERSONNEL:**

**A. Non-Aligned Staff Review:** Moved to Executive Session.

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**10. MEETING MINUTES APPROVAL**

**A. Regular Meeting – November 10th, 2010:**

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

**SAID MOTION ADOPTED WITH FOUR MEMBERS VOTING "AYE"; NO "NAY"; ONE "ABSTAIN"**

**B. Executive Session – November 10, 2010**

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

**SAID MOTION ADOPTED WITH FOUR MEMBERS VOTING "AYE"; NO "NAY"; ONE "ABSTAIN"**

**C. Special Meeting – November 22, 2010**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the Special Meeting Minutes for November 22, 2010.**

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

**11. REPORTS**

**A. ADMINISTRATIVE**

- 1. Admin Bldg. Fire & Burglar System Upgrade:** Atlantic Coast Alarm submitted the only quote in the amount of \$9,560.00, which includes an Open/Close schedule and monitoring for one year.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the installation of an upgraded Fire and Burglar Alarm System by Atlantic Coast Alarms at a cost not to exceed \$11,000.00 and as required by the Township of Hamilton Fire Inspector.**

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

**C. ENGINEER:**

- 1. (ARH) Old Egg Harbor Road Water Main Upgrade Project:**

- A. Change Order No. 3 – Close Out Change Order:** The change order reflects additions and deletions resulting in a net change of \$8,011.69. All work is complete.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve Change Order No. 3, in the increased amount of \$8,011.69, to the HTMUA's contract with Mathis Construction resulting in a final contract amount of \$420,624.73.**

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

- 2. (ARH) Harding Highway Sewer Main Replacement Project:**

- A. Design Status Update:** Phase I bid specifications and plans are complete. Phase II specifications are ~50% complete and should be completed within the month. The NJDEP Environmental Infrastructure Trust (NJDEP EIT) requested additional information. If the HTMUA receives funding, it will be in the form of low or no interest loans, rather than grants.

- 3. (ARH) High Pressure Zone Service from Well 10**

- A. Status Update:** Design work is underway. Any funding through the NJDEP EIT, will be based on current rather than future demand/needs.

- B. NJEIT Funding Application Update:** Discussed previously in items 2 and 3.

- 4. (ARH) Well 9 Filter Valves/Actuator Project and 19<sup>th</sup> Street Booster Station High Service to Medium Service Conversion Project Status Update:** Design work is ~ 85% complete and should be ready for bidding in January. The Executive Director requested authorization to place the bid advertisements.

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**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to advertise for bids for the Well No. 9 Filter Valve Project and the Conversion of the High Service Pump to a Medium Service Pump at the 19<sup>th</sup> Street Booster Pump Station.**

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

5. **(ARH) Pilot Well for New Well #11:** Specifications are complete and are ready to be bid. The estimated cost is \$30,000-40,000, which would be taken from the ~ \$225,000 left in the Well #10 Trust Account (to be renamed Well No. 11).

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to advertise for bids to drill a pilot well for the proposed Well #11.**

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

6. **(ARH) Large Meter Replacement Project Status Update:** The project is ready to bid. Additional savings were found based on recommendations from the Foreman. Discussion ensued regarding bid advertisement and bid opening dates.
7. **(FE) OPS Facility Upgrade Project:** A job meeting is scheduled for today. The project should be completed by the middle of January. The pole barn was erected and concrete work is complete. Paving is still outstanding. The fabric building (being erected over the RBC tanks) erection was impacted by a fabrication issue – the support frames were 4' too high. The new support frames were installed and fabric installation is ongoing. Fabric installation should be completed within the next week. Work on the garage doors, electric and heating remains. Completion is scheduled for mid-January.
8. **(FE) Wastewater Pump Station Replacement & Upgrade Project:** Construction is ~ ten weeks out. The Scoops' site was leveled and the utilities capped. The Executive Director has asked that the construction fence be moved back from the street edge. Color samples were received and are being reviewed. Ms. Dix expressed concern about the 10-week construction delay. An updated schedule was requested.

The Harding's Run generator was built and was ready to be shipped when it was discovered that the unit needed to be increased from 45 KW to 60 KW. Negotiations are ongoing between the HTMUA, Fralinger Engineering and Cummins regarding re-stocking fees of \$6,000.00. Discussion ensued.

9. **(OBG) Electrical Facilities Upgrade Project – 19<sup>th</sup> Street Booster PS:**
  - A. **Medium Service Pump Motor - Warranty Issue:** The new medium service pump motor failed. The unit will be pulled and returned to the manufacturer.
  - B. **Emergency Generator/MCC Tie - Warranty Issue:** During a power outage on Thanksgiving, the emergency generator started but was unable to transfer power. When power was restored, the power in the building did not transfer back on. The HTMUA electrician discovered a fault on MCC Tie. Siemens, the MCC provided, is scheduled to review.
  - C. **Change Order No. 8 – Close Out Change Order:** The original bid called for two (2) allowance items. These items were not required and were not incorporated into the work. Since the allowance items were not included in the original contract amount, the close out order is for zero dollars (\$0.00).

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve Change Order #8, in the amount of zero dollars (\$0.00) to remove to bid allowances from the HTMUA's contract with Altech Building Systems.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye**  
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**10. (OBG) 19<sup>th</sup> Street Booster PS Emergency Generator Replacement - Status Update:**

The new generator is scheduled to ship December 10<sup>th</sup> with delivery on December 15<sup>th</sup>.

- 11. Water Storage Facility Asset Management & Maintenance Contract:** Utility Service Company started work on the Ground Storage Tank. The top vent was replaced and safety rails were installed. Work on the interior is underway (stripping existing coatings). The interior will receive a prime coat, an epoxy coat and a finish coat. Based on the current weather conditions, it is expected that the cure time will be three weeks which will put this tank back into service the second week of January. Utility Services will return in the spring to paint the exterior of the tank.

**D. COMMITTEE REPORTS:**

- 1. Construction Committee:** Nothing at this time.

- 2. Operations Committee:**

**a. Capital Equipment**

- 1. Sanitary Sewer Camera System:** Specifications are still being completed.

- 3. Finance Committee**

- a. Payment Report:** 701 in-person payments and 146 internet credit card payments for 18 working days vs. 22 working days in “normal” month.

**b. Transfer of Funds**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. DeFeo to authorize the transfer of funds in Budget Accounts FY 2010/2011.**

**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. Void Check #204471**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to void Working Capital Check #204471 and to replace it with Check #204489.**

**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. Approval of Bills and Payroll**

**1. FY 2010-2011**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. DeFeo to authorize payments from the FY 2010-2011 Budget in the amount of \$172,020.90.**

**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 \$260,710.83.**

**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**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the Developer Escrow Account in the amount of \$217.03.**

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

**e. Authorizing Billing Adjustments:**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Billing Adjustments for the period of November 1 through November 31, 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**

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- f. **Account #464-0:** Customer is requesting assistance in dealing with the costs associated with a serious leak and the customer's inability to make repairs in a timely fashion.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to waive Account #464-0's November administrative fee in the amount of \$25.00.**

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

Customer may request a payment plan once the leak is repaired.

**g. Arbitrage Resolution**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the September 30, 2010 Arbitrage Report prepared by Public Resources Inc. as presented at the October 2010 Board Meeting.**

**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:** Moved to Executive Session

5. **Policy Committee:** Nothing at this time.

6. **Conservation Committee:** Nothing at this time.

7. **Safety Committee:** Next Meeting scheduled for March 8, 2011 at 8:30 am.

**12. PUBLIC COMMENTS:** None

**13. OLD BUSINESS:** None

**14. NEW BUSINESS:** None

**15. REVIEW OF PRIOR RESOLUTIONS:**

A. **November 2010 Resolutions:** No changes were noted.

**16. EXECUTIVE SESSION (9:10 PM)**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to enter into an executive session to discuss non-aligned staff evaluations and personnel matters.**

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

*A short recess was taken prior to entering into the Executive Session.*

*The Board returned to the regular meeting at 11:10 PM. The rest of the meeting was not recorded.*

**17. NON-ALIGNED SALARY ADJUSTMENTS**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the following salary adjustments: a 2% annual increase to the Customer Service Representative and Administrative Assistant and a 2.5% annual increase to the GIS Asset Project Manager and the Business Manager effective the first full pay period in December 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**

**18. ADJOURNMENT 11:12 PM**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. DeFeo 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

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**Executive Director**