

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

MINUTES OF REGULAR MEETING – JANUARY 12, 2011

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	Absent
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:

6. ANNOUNCEMENTS / SPECIAL PRESENTATIONS / PUBLIC PARTICIPATION:

A. FY 2009-2010 Audit Presentation

**** It was moved by Mrs. Dix and seconded by Mr. Mangels to adopt a resolution certifying that each HTMUA Board Member personally reviewed the FY 2009-2010 Annual Audit pursuant to N.J.S.A. 40A-15 and -17.*

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

SAID MOTION APPROVED 4-0-0

7. FORMAL ACTION ITEMS:

8. CONSENT AGENDA ITEMS: Nothing at this time.

9. PERSONNEL:

A. Executive Director Review: Moved to Executive Session.

B. Operational Staff: Moved to Executive Session.

C. Administrative Staff: Moved to Executive Session.

10. MEETING MINUTES APPROVAL

A. Regular Meeting – December 8th, 2010:

**** It was moved by Mr. Mangels and seconded by Mrs. Dix to approve the Regular Meeting Minutes for December 8th, 2010.*

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

B. Executive Session – December 8, 2010

**** It was moved by Mrs. Dix and seconded by Mr. DeFeo to approve the Executive Meeting Minutes for December 8, 2010.*

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

11. REPORTS

A. ADMINISTRATIVE

B. SOLICITOR: Moved to Executive Session.

C. ENGINEER:

1. **(ARH) Deep Aquifer Pilot Well for New Well #11:** Three bids, with base bids ranging from \$36,150.00 to \$49,820.00, were received on January 5, 2011. The Engineer recommended awarding the pilot well contract to A.C. Schultes with a base bid of \$36,150.00, plus Extra Work Item 6 -“Testing of primary microbiological and radiological water quality constituents only” at an additional cost of \$4,300.00, for a total cost of \$40,450.00. The Solicitor reviewed A.C. Schultes bid package and concurred with the Engineer’s recommendation.

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

MINUTES OF REGULAR MEETING – JANUARY 12, 2011

Staff recommended utilizing the ~\$225,000 remaining in the Well #10 Construction Account maintained by the Bond Trustee.

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to award a construction contract to A.C. Schultes in the amount of \$40,450.00 for the drilling of a pilot well for a proposed Well #11.**

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

SAID MOTION APPROVED 4-0-0

2. **(ARH) Harding Highway Sewer Main Replacement Project:** Design and bid documents for Phase 1 are complete. Phase 2 is complete except for utility coordination. Design and bid specifications for the entire project will be completed in time to meet the NJEIT submission deadlines.

NJEIT funding looks promising. It appears that the NJEIT loan would consist of a 75% 0% 20-year loan and a 25% loan at market rate. ARH is providing additional information to NJEIT.

3. **(ARH) High Pressure Zone Service from Well 10:** Design documents are being prepared. ARH and NJEIT are discussing “current” versus “future” needs and its impact on the proposed project’s NJEIT score. NJEIT funding is consistent with the Harding Highway Sewer Project (see above).
4. **(ARH) Well 9 Filter Valves/Actuator Project and 19th Street Booster Station High Service to Medium Service Conversion Project Status Update:** Bids are to be received on February 2, 2011.
5. **(ARH) Large Meter Replacement Project Status Update:** Bids are to be received on February 2, 2011.
6. **(FE) OPS Facility Upgrade Project:** The Project is 95% complete. Contractor is working on completing the garage doors at the RBC tank fabric building. Engineer is preparing a punch list.
7. **(FE) Wastewater Pump Station Replacement & Upgrade Project:** The new 45 KW generator for the Harding Run PS was shipped to the local supplier but was returned “to stock” when it was discovered that generator needed to be increased to 60 KW to handle the new pumps. Negotiations are ongoing between the Contractor, Engineer, and Cummins regarding the \$6,000 restocking fee. The Executive director noted that the cost to procure a new generator is cheaper than replacing the pumps (\$8,500 vs. \$12,000). Discussion ensued.

***** It was moved by Mrs. Dix and seconded by Mr. DeFeo to authorize Archetto Construction to replace the 45 KW generator with a 60 KW generator at a cost not to exceed \$8,500.00 in order not to delay the Project.**

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

SAID MOTION APPROVED 4-0-0

8. **(OBG) Electrical Facilities Upgrade Project:**
 - a. **Medium Service Pump Motor Warranty Issue:** The new service motor experienced an internal wiring problem and the motor was pulled and returned to the supplier. Since the Ground Tank is down for painting, the lack of the motor is not impacting operations. The motor will be repaired or replaced under warranty.
 - b. **Emergency Generator/MCC Tie Warranty Issue:** The Contractor is attempting to schedule Siemens in to analyze and correct the problem(s) with the Emergency Generator and MCC Tie. This issue started on Thanksgiving when the station experienced a power outage.
9. **(OBG) 1^{9th} Street Booster PS Emergency Generator Replacement Status Update:** The new generator was delivered and installed.

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

MINUTES OF REGULAR MEETING – JANUARY 12, 2011

10. Water Storage Facility Asset Management & Maintenance: Utility Services completed the repairs to the Ground Storage Tank and painted the interior of the tank. Curing should be completed this week. Utility Service, in coordination with the MUA, will return in early spring to paint the exterior of the Ground Storage Tank and to start on the Eastern Tower.

The MUA is working with Complete Control Services to install pressure gauges at the wells and upgrade the SCADA programming to run the wells while the towers are down for maintenance.

D. COMMITTEE REPORTS:

1. Construction Committee: Nothing at this time.

2. Operations Committee:

a. Capital Equipment

1. Snow Plow: Discussed problem with existing unit and discussed the possibility of equipping a 2nd vehicle with a plow.

2. Sanitary Sewer Camera System: Specifications are still under development.

3. Finance Committee

a. Payment Report: 763 in-person payments and 186 internet credit card payments

b. 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 \$200,043.55.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

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 \$172,350.70.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

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 \$696.25.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

c. Authorizing Billing Adjustments:

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Billing Adjustments for the period of December 1 through December 31, 2010 as identified on the attached report.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

d. Voided Checks:

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to void checks #204501 through #204539 due to a printing problem.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

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: The next meeting is scheduled for March 2, 2011 at 8:30 am.

12. PUBLIC COMMENTS: None

13. OLD BUSINESS: None

**HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
MINUTES OF REGULAR MEETING – JANUARY 12, 2011**

14. NEW BUSINESS: None

15. REVIEW OF PRIOR RESOLUTIONS:

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

16. EXECUTIVE SESSION (8:45 PM)

***** It was moved by Mr. Mangels and seconded by Mrs. Dix to enter into an executive session to discuss personnel matters.**

SAID MOTION ADOPTED WITH FOUR 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 10:07 PM. The rest of the meeting was not recorded.

17. HOLIDAY PAY FOR PART-TIME ADMINISTRATIVE STAFF:

***** It was moved by Mrs. Dix and seconded by Mr. Mangels that effective December 1, 2010 part-time Non-Aligned employees working 40-hours per week are eligible to receive holiday pay.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

18. EXECUTIVE DIRECTOR VACATION LEAVE:

***** It was moved by Mrs. Dix and seconded by Mr. DeFeo to allow the Executive director to carry 55-hours of vacation leave over from 2010 into 2011 due to his additional workload during 2010.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

19. EXECUTIVE DIRECTOR STIPEND:

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to reduce the stipend paid to Executive Director from \$500.00 per pay period to \$350.00 per pay period effective with the pay period beginning January 1, 2011.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

20. PART-TIME OPERATIONS STAFF:

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Executive Director to hire a part-time Operations employee to fill in for the Duty person or when other Operations employees are on extended leave.**

ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. DeFeo – Aye; Mr. Mattle – Aye

SAID MOTION APPROVED 4-0-0

21. BOARD MEMBER SWEARING-IN: Mr. Mangels was sworn into his new 5-year term as a regular Board Member of the Hamilton Township MUA by the HTMUA Solicitor. Mr. Mangels new term commences with reorganization of the Board in February 2011.

22. ADJOURNMENT 10:12 PM

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

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

Respectfully submitted,

Susan Boyce
HTMUA Recording Secretary

Stephen Blankenship
Executive Director