

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## MINUTES OF REGULAR MEETING – MARCH 9TH, 2011

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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 Vice-Chairman at 7:39 PM.
2. Flag Salute.
3. The Open Public Meeting Law compliance statement was read.

#### 4. ROLL CALL OF THE MEMBERS

#### STAFF IN ATTENDANCE

Robert Mattle	Arrived Late	Stephen Blankenship, MUA Executive Director
James Sacchinelli	Present	Nancy Camey, MUA Business Manager
William Mangels	Present	Paul Pandurangan, MUA Asset Project Manager
Aline Dix	Present	Randolph Lafferty, Solicitor
Richard DeFeo	Present	Ron Curcio, Consulting Engineer
Brenda Morrison (Alt. #1)	Present	

*Mrs. Morrison was seated in place of Mr. Mattle until his arrival at 7:53 PM*

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

- A. Add 11.A.4 USEPA 2011 Drinking Water Infrastructure Needs Survey
- B. Add 11.A.5 Township of Hamilton Annual Ethics Training
- C. Add 11.D.2.b ARC Flash Study
- D. Add 11.A.6 QPA Resolution
- E. Delete 10.B and C

#### 6. ANNOUNCEMENTS / SPECIAL PRESENTATIONS / PUBLIC PARTICIPATION: Nothing at this time

#### 7. FORMAL ACTION ITEMS:

- A. **Parish of St. Vincent de Paul: Revised Water & Sewer Allocation** – *Mr. Sacchinelli recused himself from the meeting due to a conflict of interest with this applicant.* The Executive Director reviewed the applicant's request for reduced water and sewer allocations from 10 DCUs to 3 DCUs per correspondence dated February 18, 2011. The HTMUA Executive Director and Consulting Engineer recommended approving the reduction, but advised the applicant that additional allocation would need to be purchased if actual usage exceeded the approved allocation.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. DeFeo to approve the revised the water and sewer allocation for the Parish of St. Vincent de Paul from 10 Water and Sewer DCUs to 3 DCU's with the understanding that usage will be reviewed and usage in excess of the allocation will require the Applicant to purchase additional DCU's.**

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

**SAID MOTION APPROVED 4-0-0**

*Mr. Sacchinelli returned to the meeting after the vote for Parish of St. Vincent De Paul.*

- B. **Administration Building Appraisal** – The Board recommended an appraisal of the administration building be completed by a commercial property appraiser to determine its market value.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels authorizing the Executive Director to solicit RFQ's for a Commercial Property Appraiser.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. DeFeo – Aye; Mrs. Morrison – Aye**

**SAID MOTION APPROVED 5-0-0**

*Mr. Mattle arrived at 7:53 PM and took his place on the dais.*

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

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9. **PERSONNEL:** Moved to Executive Session.

### 10. **MEETING MINUTES APPROVAL**

A. **Regular Meeting – February 9th, 2010:** Corrections Noted.

**\*\*\* It was moved by Mr. Mattle and seconded by Mr. Mangels to approve the Regular Meeting Minutes for February 9<sup>th</sup>, 2011.**

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

### 11. **REPORTS**

#### A. **ADMINISTRATIVE:**

1. **Admin Building Fire & Burglar System Upgrade** – The Fire & Burglar System Upgrade was completed. The Contractor needs to address punch list items noted by the Construction Code Official. Mrs. Dix asked for and received clarification on the costs of the project and ongoing maintenance and service contracts.

2. **ACUA Solar Project** – The Board provided input and direction for ongoing discussions regarding the ACUA Solar Project proposed for the Old Egg Harbor Road solar array.

3. **Authorization for the Executive Director to Register for WEFTEC**

**\*\*\* It was moved by Mr. Mangels and seconded by Mrs. Dix authorizing the Executive Director to attend WEFTEC in Los Angeles, California, from October 15-19<sup>th</sup>, 2011.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels - Aye; Mr. Sacchinelli – Aye; Mr. DeFeo – Aye; Mrs. Morrison – Aye**

**SAID MOTION APPROVED 5-0-0**

4. **USEPA 2011 Drinking Water Infrastructure Needs Survey** – The MUA was selected from 61 water systems in New Jersey to participate in the USEPA 2011 Drinking Water Infrastructure Needs Survey. These surveys are part of the process that determines funding from the Drinking Water – State Revolving Fund. The Executive Director advised that there may be a need for some assistance from our Engineer.

5. **Township of Hamilton Annual Ethics Training for Elected & Appointed Officials - A** Township ordinance requires that all elected and appointed officials attend annual ethics training. This year’s training is scheduled for April 7<sup>th</sup> at Town Hall. Board Members were requested to attend. A video presentation will be available for those unable to attend.

#### B. **SOLICITOR:**

1. **HTMUA – Hamilton Township Inter-Local Agreements.** Moved to Executive Session.

#### C. **ENGINEER:**

1. **(ARH) Well 9 Filter Valves/Actuator Project and 19<sup>th</sup> Street Booster Station High Service to Medium Service Conversion Project Status Bid Results:** A pre-construction meeting is scheduled for Thursday, March 10<sup>th</sup>.

2. **(ARH) Large Meter Replacement Project Bid Results:** A pre-construction meeting is scheduled for Thursday, March 10<sup>th</sup>.

3. **(ARH) Well #11 (@ Well 8) Pilot Well:** A pre-construction meeting was held and a notice to proceed was issued to the contractor. Procurement of a well drilling permit is under way.

4. **(ARH) Harding Highway Sewer Replacement Project:** Documents were submitted NJ EIT prior to the March 7<sup>th</sup> deadline.

5. **(ARH) High Pressure Zone Service from Well 10:** See Item 11.C.4

6. **(FE) OPS Facility Upgrade Project:**

b. **Township “As-Built” Survey** – The Executive Director advised that he is working with the Township Code Office on ‘as-built’ drawings and surveys for the changes made to the facilities on Old Egg Harbor Road, exploring options that would eliminate the need for another survey on this property. If these options are not acceptable, there may be a need for an “as-built” survey to be performed. Mrs. Dix asked about the need for multiple surveys.

**\*\*\* It was moved by Mr. Mattle and seconded by Mr. Mangels authorizing an “As-Built” survey if required by the Township.**

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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**

7. **(FE) Wastewater Pump Station Replacement & Upgrade Project:** Work has commenced at the Birch's Pump Station. The wet well was set and the building foundation and "porch" surrounding the wet well is being laid. At Harding Run I, site clearing commenced and bypass pumping is are being prepared. The existing "old" stations will be completely removed.
8. **(OBG) Electrical Facilities Upgrade Project:**
  - a. **Warranty Issue with MEDIUM Service Pump Motor:** The new motor was installed however the pump and motor need to be aligned. A request to complete this was made.
  - b. **Warranty Issue with Emergency Generator/MCC Tie:** Siemens is scheduled for Friday, March 11, 2011.
  - c. **(USC) Water Storage Facility Project Update:** Utility Services provided a schedule for upcoming work. Operations will be testing the new pressure control system to operate the wells while the Eastern Tower is out of service.

**D. COMMITTEE REPORTS:**

1. **Construction Committee:** Nothing at this time.
2. **Operations Committee:**
  - a. **Capital Equipment**

**1. Purchase of Utility Body Truck under State Contract**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mattle authorizing to purchase a utility truck under state contract with specifications to be determined.**

**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. **ARC Flash Study** – A proposal to perform an ARC Flash Study was submitted by T&M, Electrical Engineering Consultant, in the amount of \$20,100.00 and the Executive Director recommended proceeding with it.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the ARC Flash Study proposal from T&M in the amount of \$20,100.00 with funding under the annual operating budget.**

**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. Finance Committee**

- a. **Payment Report:** February: 800 in-person payments and 173 internet credit card payments
- b. **Approval of Bills and Payroll**
  1. **FY 2010-2011**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the FY 2010-2011 Budget in the amount of \$273,746.38.**

**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. DeFeo to authorize payments from the General Fund in the amount of \$314,044.17.**

**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:** There were no expenses reported during this period.

4. **Pineland's Water Study** – These payments will close the account.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the Pineland's Water Study Account in the amount of \$13,480.06.**

**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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### 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, 2011 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:** Nothing at this time.
5. **Policy Committee:** Nothing at this time.
6. **Conservation Committee:** Nothing at this time.
7. **Safety Committee:** Mr. Mangels attended the JIF Award Breakfast on February 23, 2011 and was pleased to accept a plaque recognizing the HTMUA for having an accident free workplace for 5 years (2005-2010). Congratulations were given to the staff at the recent Safety Committee Meeting.

The next Safety Committee meeting is scheduled for June 2, 2011 at 8:30 am.

12. **PUBLIC COMMENTS:** None at this time.

13. **OLD BUSINESS:** Nothing at this time

14. **NEW BUSINESS:** Mrs. Dix advised that a new home will be built on Park Road.

### 15. **REVIEW OF PRIOR RESOLUTIONS:**

A. **February Resolutions:** No changes were noted.

### 16. **CONFIRM EXECUTIVE SESSION (8:43 PM)**

\*\*\* *It was moved by Mr. Sacchinelli and seconded by Mr. Mattle to enter into an executive session to discuss the Inter-Local Agreement(s)/Shared Services discussions with Hamilton Township.*

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

*A short recess was taken at 8:43 PM prior to entering into the Executive Session.*

*The Board returned to the regular meeting at 10:38PM. The rest of the meeting was not recorded.*

### 17. **SHARED SERVICES AGREEMENTS:**

\*\*\* *It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to authorize the solicitor to execute the Shared Services Agreements as prepared with the changes noted during the executive session.*

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

### 18. **ADJOURNMENT 10:40 PM**

\*\*\* *It was moved by Mr. Mangels 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