

**\*\*\* DRAFT PENDING APPROVAL \*\*\***  
**HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**Minutes of Regular Board Meeting – April 13, 2011 at 7:34 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 7:34 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	Present

**STAFF IN ATTENDANCE**

Stephen Blankenship, MUA Executive Director  
Nancy Camey, MUA Business Manager  
Paul Pandurangan, MUA Asset Project Manager  
Randolph Lafferty, MUA Solicitor  
Doug White, MUA Consulting Engineer

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

7.C - Add - Resolution Authorizing Joseph C Pantalone, ARH, as the HTMUA's Authorized Representative

9.C.3-5 Add - HTMUA Jobs Descriptions

11.A.2 Add - GovDeals Authorization Surplus Equipment

11.D.2.D Add - Operations Building Issues

6. **ANNOUNCEMENTS/ SPECIAL PRESENTATIONS/ PUBLIC PARTICIPATION** None

7. **FORMAL ACTION ITEMS**

A. Resolution Closing Well #10 Restricted Capital Account

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the closing of the restricted Well #10 Construction Account in the amount of \$225,424.56 to be transferred to the HTMUA General Fund.*

**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. Resolution Establishing A Well #11 Restricted Capital Account

*\*\*\*It was moved by Mrs. Dix and seconded by Mr. Sacchinelli creating a restricted Well #11 Construction Account and to move \$225,360.00 from the HTMUA General Fund into the restricted Well #11 Capital Account.*

**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 Joseph C. Pantalone, ARH, as the HTMUA's Authorized Representative – The Executive Director explained that although there had been a previous resolution authorizing signature authority with the NJ-EIT and NJ-DEP; Joseph C. Pantalone requested a resolution permitting him to serve as the HTMUA's Authorized Representative because of his involvement with the project.

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize Joseph C. Pantalone to act as an Authorized Representative of the HTMUA in all matters involving project documents relating to applications to the NJ Environmental Infrastructure Load and with the NJ Environmental Trust.*

**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**

9. **PERSONNEL**

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**A. Completion of Probationary Periods**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the successful completion of probationary periods for Jon Moratelli and Michelle McCall moving them from probationary employee status to regular employee status.**  
**SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING “AYE”; NO “NAY”**

**B. Operations Staffing – Moved to Executive Session.**

**C. HTMUA Job Descriptions** - discussion ensued regarding the need for a resolution formalizing the HTMUA job positions and job descriptions. Mr. Sacchinelli requested for clarification of the educational requirements for the Licensed Operator position.

- 1. NJDEP Licensed Operator**
- 2. Deputy Executive Director of Administration**
- 3. GIS - Asset Project Manager**
- 4. Accounting Technician**
- 5. Customer Service Representative**

**\*\*\* It was moved by Mr. Mangels and seconded by Mr. DeFeo to approve the creation of various positions within the HTMUA per N.J.SA 40:14B-18 and the HTMUA by-laws.**

**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. Executive Director Vacation Requests** – The Executive Director requested payment of eighty (80) hours of accrued vacation leave that he has been unable to take due to his workload over the last year and permission to take up to sixty-four (64) hours of vacation leave around the WEFTEC Conference in October.

**\*\*\* It was moved by Mr. DeFeo and seconded by Mr. Mangels to authorize the payment of eighty (80) hours of vacation leave to the Executive Director, which vacation leave shall be deducted from his accrued vacation leave.**

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

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to approve the Executive Director’s request for up to sixty-four (64) hours of vacation leave around the WEFTEC Conference from October 13 – 28<sup>th</sup>, 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**

**E. Employee Contracts**

- 1. Licensed Operator & Deputy Executive Director of Administration contracts were moved to Executive Session**
- 2. Teamsters Local 331 notified the MUA of its intent to open present contracts for the purpose of negotiating changes to the present contract via correspondence dated April 1, 2011. Mrs. Dix requested the scheduling of an executive session to discuss negotiating strategies.**

**10. APPROVALS: MEETING MINUTES**

**A. Executive Session – February 9, 2011**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. DeFeo to approve the Executive Meeting Minutes for February 9, 2011.**

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

**B. Special Meeting – February 25, 2011**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the Special Meeting Minutes for February 25, 2011.**

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

**C. Special Executive Meeting – March 4, 2011**

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**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the Special Meeting Minutes for March 4, 2011.**

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

**D. Regular Meeting – March 9, 2011**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. DeFeo to approve the Regular Meeting Minutes for March 9, 2011.**

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

**E. Executive Session – March 9, 2011**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. DeFeo to approve the Executive Meeting Minutes for March 9<sup>th</sup>, 2011 with the correction noted.**

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

**F. Special Meeting – March 25, 2011**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the Special Meeting Minutes for March 25, 2011.**

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

**11. REPORTS**

**A. Administrative**

- 1. Administrative Building Appraisal** – Quotes were solicited from three vendors and to date two have been received. Quotes are due by April 21, 2010. The Business Manager was previously authorized to award the appraisal to the successful quoter.
- 2. GovDeals Authorization** – The Executive Director provided the Board with a list of surplus items that could be sold through GovDeals. Items not receiving bids would be disposed of as scrap.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the sale of surplus equipment through GovDeals.**

**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** – Nothing at this time.

**C. Engineer**

- 1. (ARH) Well 9 Filter Valves & Actuators Replacement & Booster PS High Service to Medium Service Conversion Project** – Submittals were received and approved. Delivery of the valves is expected in late May or early June. Work will be performed after the Eastern Tower is back in service. It is anticipated that the well will be out of service for ~ three days.  
The changeover of the high service pump to a medium service pump at the 19<sup>th</sup> Street Station started. The existing high service pump was removed.
- 2. (ARH) Large Meter Replacement Project** – Meetings were held with B&H Construction. A meeting with the Atlantic County Jail was held to discuss the protocol for shutting down the facility. Issues at the Woodlands meter pit are being resolved.  
ARH is working with B & H to insure that the HTMUA receives new meters, as there are issues with the proposed meter submittals. Meter serial numbers were requested to facilitate verification.
- 3. (ARH) Well 11 Pilot Well** – Drilling of the pilot well commenced on April 11<sup>th</sup>. It should be completed within a couple of weeks.
- 4. (ARH) Harding Highway Sewer Main Replacement Project** – Design work is complete and the NJ-EIT loan documentation is being facilitated by Mr. Pantalone.

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5. **(ARH) High Pressure Zone Service from Well 10 Project** – Design work is complete and NJ-EIT loan documentation is being facilitated.
  - a. **(FE) OPS Facility Upgrade Project - Township “As-Built” Survey** – The Executive Director met with the Zoning Officer and Township engineer to clarify the survey requirements.
6. **(FE) Wastewater Pump Station Replacement & Upgrade Project** – The precast facility was delivered and framing was started at the “Scoops” station. The building colors will be green, white and black. The contractor was asked to change the gate openers to match the ones used at other MUA facilities.

The old station was removed at the Harding Run I station and by-pass pumping equipment was installed. The new wet well was set.
7. **(OBG) Electrical Facilities Upgrade Project**
  - a. **Warranty Issue with Medium Service Pump Motor** – The medium service pump was installed, aligned, and is working well.
  - b. **Warranty Issue with Emergency Generator/MCC Tie** – Siemens resolved the MCC issues.
8. **(USC) Eastern Water Tower Project Update** – The tower was drained and the contractor will install rigging shortly. Some weather delays were experienced, but work should be complete by the Memorial Day Weekend. Mrs. Dix noted school graduations will be held in June.

Discussion ensued regarding the addition of the HTMUA logo at cost of \$5,000 per storage facility. The logo will be added to the Eastern Tower and a decision regarding the other facilities will be made at a later date.

***\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mattle to authorize the addition of the HTMUA logo to the Eastern Tower at a cost of \$5,000.00.***

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

**D. Committee Reports**

1. **Construction Committee** – Nothing at this time.
2. **Operations Committee**
  - a. **Water System SCADA Control** – Changes to the SCADA system were implemented to provide pressure controls which are needed when the water towers are out of service. Chlorine residual instrumentation was replaced to allow for more accurate 24/7 monitoring. Staff will meet with the SCADA consultant to plan additional programming and instrumentation modifications. Recommendation modifications will be brought back to the Board for further review and discussion.
  - b. **Grease Issues** – When the Harding Run I bypass was installed, large amounts of grease were observed, which appears to be originating from a new restaurant within the Festival Plaza. Additional sampling needs to be performed on the system and at various locations in order to develop a baseline and grease discharge standards. The MUA may need to work with the Township to develop grease ordinances.
  - c. **Equipment**
    1. **Utility Truck** – A Ford F450, four wheel drive, chassis was ordered under State Contract. Specifications are being developed for the utility body.
    2. **2008 Ford Utility 4x4** –Admiral Auto body and is awaiting a decision from the insurer on the installation of a new frame.
  - d. **Operations Building Roof** – The Executive Director presented the Board with photographs showing the flooding that occurs at the Operations Building during heavy

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rains. The Executive Director will solicit repair estimates and estimates for a modular facility. Concerns were raised about possible mold conditions.

**3. Finance Committee**

**a. Payment Report – In Person – 771; Credit Cards – 204**

**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 Fiscal Year Operating Fund in the amount of \$260,106.85.**

**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 \$335,563.75.**

**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. Sacchinelli to authorize payments from the Developer's Escrow in the amount of \$4,531.25.**

**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. DeFeo to authorize the Billing Adjustments for the period of March 1 through March 31, 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 – Executive Session**

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

**6. Conservation Committee – Hometown Celebration is June 25<sup>th</sup>. The Committee Chairman inquired if the HTMUA would be attending this year.**

**7. Safety Committee - The next meeting is June 2, 2011 at 8:30 AM. Operations staff is increasing its attendance at JIF Training Classes. Tailgate meetings are held as time permits.**

**12. PUBLIC COMMENTS – None.**

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

**14. NEW BUSINESS – Nothing at this time**

**15. REVIEW OF PRIOR RESOLUTIONS**

**A. March 2011 Resolutions**

**16. CONFIRM EXECUTIVE SESSION**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize an Executive Session to discuss personnel matters.**

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

*A short recess was taken at 9:07 PM prior to entering into Executive Session  
The Board returned to the regular meeting at 10:34 PM. The rest of the meeting was not recorded.*

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**17. HTMUA PERSONNEL**

**\*\*\* It was moved by Mr. Mangels and seconded by Mr. Mattle to offer the Licensed Operator Position to Howard Bratcher under the terms discussed in Executive Session effective May 7, 2011.**

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

**SAID MOTION APPROVED 4-1-0**

**\*\*\* It was moved by Mr. Mattle and seconded Mr. Mangels by to promote Nancy Camey to the position of Deputy Executive Director of Administration at a salary of \$68,000 per year effective April 23, 2011.**

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

**SAID MOTION APPROVED 4-1-0**

**\*\*\* It was moved by Mr. Mangels and seconded Mr. DeFeo that Michelle McCall shall receive an hourly rate of \$16.00/hour effective May 7, 2011.**

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

**SAID MOTION APPROVED 4-1-0**

**18. ADJOURNMENT 10:33 PM**

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