

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular Board Meeting – May 11, 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.

<u>ROLL CALL OF THE MEMBERS</u>		<u>PROFESSIONALS/STAFF IN ATTENDANCE</u>
Robert Mattle	Present	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, MUA Solicitor
Richard DeFeo	Present	
Brenda Morrison	Absent	

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

Added: Items 6.A, 7.E, and 11.A.3

Revised: Item 11.D.3.c

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

A. Public Hearing – NJEIT Application for Modifications to Well #10 & Test Well (Well #11)

The HTMUA Consulting Engineer explained that the NJ- EIT application and approval process requires a Public Hearing for these projects.

****** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to open the Public Hearing. SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING "AYE"; NO "NAY"***

No members of the public members were present. There were no questions or comments.

****** It was moved by Mrs. Dix and seconded by Mr. Mangels to close the Public Hearing. SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING "AYE"; NO "NAY"***

For the record, the costs of the Well #10 improvements are estimated to be \$435,800.00 and the cost for the "test" well for Well #11 is estimated to be \$250,000.

7. **FORMAL ACTION ITEMS**

A. Resolution Releasing Maintenance Guarantees for the Chancellor Place Residential Project

The Executive Director recommended the release of project's maintenance bonds, contingent upon the completion of the MUA's final punch list.

**** * * It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the release of the Maintenance Bonds for Chancellor Place Residential Project subject to the completion of the final punch list items as follows:***

- ***Phase 1: Water in the amount of \$15,260.70 and Sewer in the amount of \$39,777.75***
- ***Phase 2: Water in the amount of \$9,108.75 and Sewer in the amount of \$6,350.40***
- ***Phases 3 and 4: Water in the amount of \$24,952.68 and Sewer in the amount of \$22,031.64***

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 Releasing Performance Guarantees for the Cedar Point Residential Project

The Executive Director recommended the release of the project's performance bonds with the submission of maintenance bonds equal to 15% of the applicable performance bonds. The release of the performance bonds shall be contingent upon the submission of acceptable maintenance bonds and the acceptance of the wastewater pump station, located in Phase 1, and associated deed shall be contingent upon the resolution of a storm water pipe easement.

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******It was moved by Mrs. Dix and seconded by Mr. DeFeo to release the Performance Bonds for the Cedar Point Residential Project Performance Bonds subject to the submission and acceptance of acceptable Maintenance Bonds as follows:***

- ***Phase 1: Water - \$395,244.00 and Sewer - \$598,686.90***
- ***Phase 2: Water \$196,552.80 and Sewer \$242,099.86***
- ***Phase 3: Water \$160,754.40 and Sewer \$117,097.06***
- ***Phase 4: Water - \$198,360.00 and Sewer \$98,383.38***
- ***Maintenance Bonds shall be 15% of the applicable Performance Bond amount***
- ***The filing of an acceptable storm water easement***
- ***The transfer of the wastewater pump station located in Phase 1 to 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**

C. Resolution Relinquishing One Sewer DCU from Account #2659-0: Discussion ensued regarding the requirement to purchase additional allocation should a future *change of use* or actual usage exceed the revised allocation.

****** It was moved by Mr. Sacchinelli and seconded by Mr. DeFeo to authorize a reduction in allocation of one sewer DCU to Account 2659-0, subject to the current owner acknowledging the need to purchase additional DCUs should there be a need for additional allocation in the future.***

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

D. Resolution Authorizing the Asset Project Manager to Attend ERSI's Annual User Convention

****** It was moved by Mr. DeFeo and seconded by Mr. Mangels to authorize the HTMUA Asset Project Manager to attend the ERSI Annual Users Conference from July 11-15, 2011 at a cost not to exceed \$2,200.00. The HTMUA Asset Project Manager shall submit associated expenses by the HTMUA's August 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**

E. Buffalo Pike Associates Proposed Retail Development: Commercial W/S Application:

The applicant's representatives, Stuart Wainberg – Benderson Associates and David Wisotsky - Bohler Engineering, reviewed the updated design plan for the proposed commercial retail project. The Board, which had previously approved a different version of the project, questioned the proposed changes made by the applicant in the updated version of the project. The applicant's representatives clarified the proposed changes for the Board.

Discussion ensued on the HTMUA's request for the applicant to extend the project's water main to the intersection of the access road and the Wrangleboro jughandle on Rt. 40/322. Mr. Wainberg stated that the applicant is expending a significant amount of capital to move the project forward and requested that the Board reconsider the request to extend the water main as the additional infrastructure was of no benefit to the new retail development, only an enhancement of the water infrastructure for future development. The Executive Director advised the Board to enter into executive session to discuss the applicant's request.

****** It was moved by Mrs. Dix and seconded by Mr. Mangels enter into Executive Session to discuss Potential Negotiations.***

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

Executive Session was not recorded

The Board returned to the regular meeting at 8:15PM.

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It was agreed that the Executive Director, the HTMUA Consulting Engineer and the developer will hold further discussions to resolve the additional water main in a manner that is beneficial to both parties.

8. CONSENT AGENDA ITEMS

A. Resolution Approving Executive Director's Vacation Leave Request

** * * It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to approve the Executive Director's vacation leave request for the period of July 25th through August 5th, 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

9. PERSONNEL

A. HTMUA Job Description – Administrative Assistant

** * * It was moved by Mrs. Dix and seconded by Mr. Mangels to approve job description as presented for the Administrative Assistant position with the HTMUA.*

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

B. Hiring of Operations Staff – Joshua Haes was hired at a rate of \$13.25 effective May 11th.

C. Licensed Operator Contract – Moved to Executive Session.

D. Deputy Executive Director of Administration Contract - Moved to Executive Session.

10. APPROVALS: MEETING MINUTES

A. Regular Meeting – April 13, 2011

**** It was moved by Mr. DeFeo and seconded by Mr. Mangels to approve the Regular Meeting Minutes for April 13, 2011.*

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

B. Executive Session – April 13, 2011

**** It was moved by Mr. Mangels and seconded by Mrs. Dix to approve the Executive Session Minutes for April 13, 2011.*

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

11. REPORTS

A. Administrative

1. Administrative Building Appraisal – Maria Shelton, NJSCGRE, appraised the Administrative Building at \$385,000.00 and will provide a detailed report prior to the next board meeting.

2. Operations Building – The Executive Director reviewed a possible plan for addressing the building conditions and was directed to obtain additional information.

3. Western Tower Bid Lease Results – Four bid packages were requested, but only one bid was received on April 29th. AT&T submitted a bid of \$24,000.00 (minimum bid allowed) contingent upon modifications to the proposed lease. The bid package is being reviewed by the Alternate Solicitor.

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: The filter valves and actuators are on order with a June delivery date. The replacement of the high service pump and appurtenances at the 19th Street Station is complete. Start up and painting are still outstanding and should be completed shortly.

2. (ARH) Large Meter Replacement Project: The submittal process is underway. Site visits were held at the Atlantic County Jail facility and the Atlantic County Institute of Technology (ACIT). The proposed meter work was discussed with personnel from the jail.

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During an on-site inspection at ACIT, an old pressure reducing valve assembly and pit were observed, which necessitated a modification to the ACIT meter replacement plans. The Engineer and Executive Director recommended approving a change order in the amount of \$9,288.00 to incorporate the necessary revisions.

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to approve Change Order #1, in the increased amount of \$9,288.00, to the HTMUA's contract with B & H Contracting, which shall be paid out of the 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

The Executive Director and Consulting Engineer noted that B&H proposed to utilize Neptune meters from a third party (in lieu of an authorized Neptune dealer) and summarized the measures taken to insure that only “new” and “unused” meters with appropriate warranties will be utilized by B & H.

3. **(ARH) Well 11 Pilot Well:** The pilot well was completed by AC Schultes and water samples and geophysical logs are being tested and analyzed.
4. **(ARH) Harding Highway Sewer Main Replacement Project:** Design work is complete. Pinelands Commission and NJDEP TWA approvals are pending. The Engineer is addressing the review comments and documentation requests made by NJDEP relating to the funding application with NJEIT.
5. **(ARH) High Pressure Zone Service from Well 10 Project:** Design work is complete. Pinelands Commission and NJDEP TWA approvals are pending. The Engineer is addressing the review comments and documentation requests made by NJDEP relating to the funding application with NJEIT.
6. **(FE) Wastewater Pump Station Replacement & Upgrade Project:** The Main Street Station is nearing completion and the testing of the generator and pumps should begin shortly. Testing at the Harding Run I Station is underway and the station should be completed before the next Board Meeting.
7. **(USC) Eastern Water Tower Project Update:** The tank exterior was pressure washed, spot repairs were made, and a coat of primer applied. Weather permitting; the exterior coats should be completed within the next three weeks. The Executive Director is studying prior demand to decide whether or not to allow the contractor to proceed with interior painting.

D. Committee Reports

1. **Construction Committee** – Nothing at this time.
2. **Operations Committee** – Nothing at this time.
3. **Finance Committee**
 - a. **Payment Report – In Person – 741; Credit Cards – 187**
 - b. **Transfer of Funds**

***** It was moved by Mrs. Dix and seconded by Mr. Mangels 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. **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 \$505,889.48.**

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 \$359,032.70.**

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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

3. Developer's Escrow

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the Developer's Escrow in the amount of \$6,383.90.**

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

d. Voiding of Checks

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to void Working Capital Check #204733 made payable to One Call Concepts.**

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 April 1 through April 30, 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

A review of the FY2011-2012 budget was tentatively set for June 8th before the Board Meeting.

4. Personnel/Administration Committee – Executive Session

5. Policy Committee – Nothing at this time.

6. Conservation Committee – Nothing at this time.

7. Safety Committee - Next meeting is June 2, 2011 at 8:30 AM.

12. PUBLIC COMMENTS – None.

13. OLD BUSINESS - Nothing at this time.

14. NEW BUSINESS - Nothing at this time.

15. REVIEW OF PRIOR RESOLUTIONS

A. April 2011 Resolutions

16. CONFIRM EXECUTIVE SESSION

***** It was moved by Mr. Mangels and seconded by Mr. DeFeo 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 9:13 PM prior to entering into Executive Session

The Board returned to the regular meeting at 10:40 PM. The rest of the meeting was not recorded.

17. PROPOSED CONTRACTS FOR THE LICENSED OPERATOR AND DEPUTY EXECUTIVE DIRECTOR OF ADMINISTRATION

***** It was moved by Mrs. Dix and seconded by Mr. DeFeo to authorize the Executive Director and Solicitor to finalize the proposed contracts as discussed in executive session.**

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

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to adjourn the meeting at 10:44 PM.**

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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Respectfully submitted,

Susan Boyce
HTMUA Recording Secretary

Nancy Camey
Deputy Executive Director of Administration

Stephen Blankenship
Executive Director