



**HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**Regular Meeting - July 13, 2011**

**D. Western Tower Cell Lease:** The July 6<sup>th</sup> Business Term Memorandum prepared by Velocitel was reviewed. There are two items still under negotiation: Item 3C regarding the time frame for landlord approval of initial site plans and specifications and Item 4D regarding non-renewal of the lease extension. The revisions proposed by AT&T allow 10 days for landlord approval of site plans and unilateral right of the tenant for non-renewal of the lease. Staff requested direction from the Board on how it wished to proceed. The Board's position was that the HTMUA should have 10 business days for the approval of site plans and the right to terminate the lease agreement at the end of the last three extension terms.

**8. CONSENT AGENDA ITEMS:** None

**9. PERSONNEL**

**A. Operations Staff:** William Porter was hired at a rate of \$13.00 and will start July 18<sup>th</sup>.

**B. Union Negotiations** – Moved to Executive Session

**10. APPROVALS: MEETING MINUTES**

**A. Regular Meeting – June 8th, 2011**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the Regular Meeting Minutes for June 8th, 2011.**

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

**B. Executive Session – June 8th, 2011**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the Executive Session Minutes for June 8th, 2011.**

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

**11. REPORTS**

**A. Administrative**

**1. Proposed Rate Revisions:** The Deputy Executive Director requested approval to publish the proposed rate changes in anticipation of the Rate Hearing scheduled for August 10<sup>th</sup>. Mrs. Dix requested clarification of the formula used in the calculation of WTMUA charges/fees.

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. DeFeo to approve the placement of the Rate Hearing and Rate Change Notice in the official HTMUA publications.**

**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 Project Update & High Service Booster Pump Replacement:** Work on the Well 9 Filter Valves & Actuators is scheduled to start the week of July 18<sup>th</sup>. The High Service Booster Pump Replacement at the 19<sup>th</sup> Street Booster Pump Station is complete.

**2. (ARH) Large Meter Replacement Project Update:** The Woodlands and Pineland Gardens meter replacements are complete. The remaining four (4) meter replacements should be completed within the next few weeks.

**3. (ARH) Well 11 Pilot Well Update:** A response was submitted to the Pinelands Commission to address their environmental concerns. The NJDEP Construction Section is reviewing the proposed bid documents.

**4. (ARH) Harding Highway Sewer Main Replacement Project Update:** A Pineland's approval and a NJDEP Treatment Works Approval were received. Road opening permit applications are pending with the NJDOT and Atlantic County. The NJDEP-Construction Section is currently performing a final review of the bid documents.

**5. (ARH) High Pressure Zone Service from Well 10 Project Update:** A response was submitted to the Pinelands Commission to address their environmental concerns. The NJDEP Water Supply Permit Application was submitted and is being reviewed by NJDEP contingent upon

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Pinelands' approval. The NJDEP Construction Section is reviewing the bid documents. Outstanding approvals are expected within the next 60 days.

**6. (FE) Wastewater Pump Station Replacement & Upgrade Project Update:** This project is essentially complete. Outstanding items include fencing and removal of a telephone pole at the Main Street PS. The Harding Run I PS is complete. Change Order Number 2 is under review.

**7. (T&M) Arc Flash Study Update:** A draft report was submitted. Staff to review.

**D. Committee Reports**

**1. Construction Committee:** The Executive Director will reach out to the HTMUA Engineer to coordinate possible water and/or sewer infrastructure improvements within Park Road in conjunction with the Township's Road Paving Program.

**2. Operations Committee**

**a. Water Storage Facilities:** The painting and rehabilitation of the Ground Storage tank is complete. The painting of the interior bowl of the Eastern Tower is scheduled for this fall. The Western Tower will be blasted prior to painting and work will be coordinated with the cell lessee, AT&T, pending negotiations. Work on the Western Tower will start in the fall of 2011 and be completed by the spring of 2012.

**3. Finance Committee**

**a. Payment Report – In Person – 1006; Credit Cards – 171**

**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 \$204,748.31*

*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 \$180,322.54.*

*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 \$3,652.76.*

*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. Authorizing Billing Adjustments – none this month.**

**e. Update to the HTMUA Finance Policy:** The Treasurer and the Deputy Executive Director reviewed the proposed changes to the HTMUA Financial Policy, specifically the changes to purchasing procedures and approval thresholds.

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the updated HTMUA Finance Policy.*

*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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4. **Personnel/Administration Committee** – Nothing at this time.
  5. **Policy Committee** – Nothing at this time.
  6. **Conservation Committee:** A 2<sup>nd</sup> mailing of conservation cards was completed in late June.
  7. **Safety Committee:** The next meeting is scheduled for September 7, 2011 at 8:30 AM.
12. **PUBLIC COMMENTS:** None.
13. **OLD BUSINESS**
- A. **Commercial Usage: 1 Year Review:** Mrs. Dix expressed concern over the current commercial rate schedule which requires commercial customers to purchase additional DCUs when they exceed their allocation by 125% for six consecutive months. Discussion ensued. The Solicitor was directed to review the commercial rate schedule and provide an opinion to the Policy Committee with a copy to the Board. Based on their review of the Solicitor's Opinion, the Policy Committee and Executive Director will recommend any necessary changes in policy to the Board.
14. **NEW BUSINESS** - Nothing at this time.
15. **REVIEW OF PRIOR RESOLUTIONS**
- A. **June 2011 Resolutions**
16. **CONFIRM EXECUTIVE SESSION**
- \*\*\* It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to authorize an Executive Session to discuss delinquent customer accounts and personnel/union negotiations.*  
**SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING "AYE"; NO "NAY"**  
*A short recess was taken at 8:58 PM prior to entering into Executive Session*  
*The Board returned to the regular meeting at 10:07 PM. The rest of the meeting was not recorded.*
17. **ADJOURNMENT (10:08 PM)**
- \*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to adjourn the meeting at 9:11 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**

Respectfully submitted,

Susan Boyce  
HTMUA Recording Secretary

Nancy Camey  
Deputy Executive Director of Administration