

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## Regular Meeting – August 10, 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 7:31 PM.

2. Flag Salute.

3. The Open Public Meeting Law compliance statement was read.

4. **ROLL CALL OF THE MEMBERS**

**PROFESSIONALS/STAFF IN ATTENDANCE**

Robert Mattle, Chair	Present	Stephen Blankenship, MUA Executive Director
James Sacchinelli, Vice Chair	Present	Nancy Camey, MUA Deputy Executive Director
William Mangels, Secretary	Present	Raghu Pandurangan, Asset / Project Manager
Aline Dix, Treasurer	Present	Randolph Lafferty, MUA Solicitor
Richard DeFeo, Member	Present	Ron Curcio, ARH – Consulting Engineer
Brenda Morrison, Alternate	Present	

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

A. Add 11.C.9: Well 8 Inspection / Rehab

B. Add 11.D.3.F: Review of Account 1346-0

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

A. **Hamilton Pointe HOA Landscape/Sprinkler Billing Issue (Account #1617-0):** Mr. Keith Silverman, President of the Hamilton Pointe Home Owners Association, addressed the Board about the HTMUA's July 8<sup>th</sup> letter regarding a billing issue involving landscape sprinklers operated by the HOA. He questioned the delay in billing and the accuracy of the meter reads utilized to calculate the balance due.

The HTMUA billing and adjustment policies and water meter accuracy were reviewed. The Board will discuss the matter in Executive Session. Staff will update Mr. Silverman after the Board's discussion.

B. **Public Rate Hearing – Proposed Changes to HTMUA Fee Schedule:** See attached Public Rate Hearing transcript.

7. **FORMAL ACTION ITEMS**

A. **County Cooperative Purchasing Bid – Natural Gas:** As a member of the Atlantic County Purchasing Cooperative, the HTMUA is able to participate in a three-year contract with Woodruff Energy at a cost of \$0.70 per therm (current rate is 1.08 per therm).

\*\*\* *It was moved by Mrs. Dix and seconded by Mr. Mangels to adhere to a three-year master contract between Woodruff Energy and The South Jersey Power Cooperative to supply Natural Gas to the HTMUA at \$.70 per therm.*

**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. **Public Rate Hearing – Proposed Changes to HTMUA Fee Schedule –** See 6.B.

C. **Resolution Adopting FY 2011-2012 DCA Water Budget:**

\*\*\* *It was moved by Mrs. Dix and seconded by Mr. Mangels to adopt the FY 2011-2012 Water 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**

D. **Resolution Adopting FY 2011-2012 DCA Sewer Budget:**

\*\*\* *It was moved by Mrs. Dix and seconded by Mr. DeFeo to adopt the FY 2011-2012 Sewer 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**

E. **Western Tower Cell Lease:** Moved to Executive Session.

8. **CONSENT AGENDA ITEMS**

A. **Account 1897-0 Request for Reduction in Sewer Service Units –** Correspondence was received from the property owner requesting a reduction of one sewer service unit.

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**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to reduce the sewer allocation for account 1897-0 by one service unit.**

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

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

**10. APPROVALS: MEETING MINUTES**

**A. Regular Meeting – July 13, 2011**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. DeFeo to approve the Regular Meeting Minutes for July 13th, 2011 Board Meeting.**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. DeFeo to withdraw the motion.**

The Board directed Staff to review the meeting recording on the commercial excess policy, July Minutes Item 13a, and revise the meeting minutes as required.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to table the Regular Meeting Minutes for July 13<sup>th</sup>, 2011 Board Meeting pending review and revision to the minutes.**

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

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

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

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

**11. REPORTS**

**A. Administrative** – Nothing at this time.

**B. Solicitor** – Nothing at this time.

**C. Engineer**

**1. (ARH) Well 9 Filter Valves & Actuators Replacement Project Update & High Service Booster Pump Replacement:** The project was substantially complete as of August 21<sup>st</sup>.

**2. (ARH) Large Meter Replacement Project Update:** This project is complete. All of the meters were replaced and are operational. The cooperation provided by the staff of the Atlantic County Jail facility was noted and appreciated.

**3. (ARH) Well 11 Test Well Update:** The Engineer reviewed the tasks associated with securing NJEIT funding for the project, which includes the award of construction management services as a pre-requisite. The project’s bid specifications were modified to comply with NJEIT review comments.

**a. Resolution Amending ARH’s Engineering Contract to Incorporate NJEIT Design Changes**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to amend ARH’s engineering contract with the HTMUA for Well #11 Test Well Project, in the amount of \$6,500.00, to incorporate NJEIT related administrative activity and design changes.**

**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 Amending ARH’s Engineering Contract to Incorporate Construction Management Services**

**\*\*\* It was moved by Mr. Mangels and seconded by Mr. DeFeo to amend ARH’s engineering contract with the HTMUA for Well #11 Test Well Project, in an amount not to exceed \$21,500.00, to provide construction management services as required by the NJEIT.**

**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. (ARH) Harding Highway Sewer Interceptor Main Replacement Project Update:** The Engineer reviewed the tasks associated with securing NJEIT funding for the project, which includes the award of construction management services as a pre-requisite. The project’s bid specifications were modified to comply with NJEIT review comments.

**a. Resolution Amending ARH’s Engineering Contract to Incorporate NJEIT Design Changes**

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**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to amend ARH's engineering contract with the HTMUA for the Harding Highway Sewer Interceptor Main Replacement Project, in the amount of \$21,500.00, to incorporate NJEIT related administrative activity and design changes.**

**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 Amending ARH's Engineering Contract to Incorporate Construction Management Services**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to amend ARH's engineering contract with the HTMUA for the Harding Highway Sewer Interceptor Main Replacement Project, in an amount not to exceed \$78,600.00, to provide construction management services as required by the NJEIT.**

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

**5. (ARH) Well #10 High/Low Pressure Service Project:** The Engineer reviewed the tasks associated with securing NJEIT funding for the project, which includes the award of construction management services as a pre-requisite. The project's bid specifications were modified to comply with NJEIT review comments.

**a. Resolution Amending ARH's Engineering Contract to Incorporate NJEIT Design Changes**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to amend ARH's engineering contract with the HTMUA for the Well #10 High/Low Service Project, in the amount of \$16,000.00, to incorporate NJEIT related administrative activity and design changes.**

**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 Amending ARH's Engineering Contract to Incorporate Construction Management Services**

**\*\*\* It was moved by Mr. Mangels and seconded by Mr. DeFeo to amend ARH's engineering contract with the HTMUA for the Well #10 High/Low Service Project, in an amount not to exceed \$65,400.00, to provide construction management services as required by the NJEIT.**

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

Mrs. Dix suggested including a project time line (permitting to completion) to detail the amount of time involved from start to finish for these projects.

**6. (ARH) NJDOT Route 40/Cologne Avenue/Babcock Intersection Reconstruction Project – Relocation of HTMUA Force Mains** – Work should commence shortly and is being performed by NJDOT contractors at no cost to the HTMUA. ARH will perform inspections on this project.

**7. (FE) Wastewater Pump Station Replacement & Upgrade Project Update:** The project is complete pending minor punch list items. A final change order, in the amount of \$6,843.49, was presented and includes a deduction for the "Township of Hamilton" sign which was included in the project.

The Township is working with the County on an alternate sign. The HTMUA will be asked to donate toward the alternate sign.

Mrs. Dix inquired whether the pump stations were turned over to the HTMUA and whether the stations were added to the MUA's insurance schedule – not yet and will be.

**\*\*\* It was moved by Mr. Mangels and seconded by Mr. DeFeo to approve Change Order #2, in the amount of \$6,843.49, to Archetto Construction, Inc.'s contract with the HTMUA for the Pump Station Upgrade Project.**

**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. (T&M) Arc Flash Study Update:** The draft study is under review by the Executive Engineer.

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9. **Well #8 Inspection/Rehabilitation:** Well #8 is the next well to be inspected and rehabilitated. The Executive Director recommended that the Board request a proposal from ARH to prepare the bid specifications for the inspection and rehabilitation work.

### D. Committee Reports

1. **Construction Committee** – Nothing at this time

2. **Operations Committee**

- a. **Utility Body Quote** – Quotes were solicited and clarifications regarding the proposed air compressor are under review. It was noted that the truck cab & chassis were purchased under State Contract and the utility body will be purchased via quotes.
- b. **Sink Holes** – Videos of sewer mains on Old Harding Highway and McKee Avenue are scheduled to determine if sink holes adjacent to the mains are a result of main problems.

3. **Finance Committee**

- a. **Payment Report – In Person – 831; Credit Cards – 209**

- b. **Transfer of Funds:**

\*\*\* *It was moved by Mrs. Dix and seconded by Mr. DeFeo 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 \$529,694.38.*

**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. Mangels to authorize payments from the General Fund in the amount of \$551,081.07.*

**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 \$1,102.13.*

**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**

\*\*\* *It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Billing Adjustments for the Month of July 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. **Voiding of Checks**

\*\*\* *It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the voiding of two checks*

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

- f. **Review of Account 1346-0** –The account status was reviewed for the Board. The water service is on and there is a minimal outstanding balance. The Board agreed that a three (3) month payment plan may be offered if requested.

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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** - Next meeting is scheduled for Wednesday, September 7, 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. July 2011 Resolutions**

16. **CONFIRM EXECUTIVE SESSION**

*\*\*\* It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to authorize an Executive Session to discuss Harding Run sprinkler billing issues (possible litigation), Western Tower Cell Lease negotiations, and Union negotiations.*

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

*A short recess was taken at 8:43 PM prior to entering into Executive Session  
The Board returned to the regular meeting at 9:25 PM. The rest of the meeting was not recorded.*

17. **ADJOURNMENT (9:28 PM)**

*\*\*\* It was moved by Mr. Mangels and seconded by Mrs. Dix to adjourn the meeting at 9:28 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**