

**HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**Minutes of Regular– October 1<sup>st</sup>, 2009 – 7:30 PM**

1. The regular meeting of the Hamilton Township Municipal Utilities Authority (HTMUA) 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 7:30 PM.
2. Mr. Dimon led everyone present in the flag salute.
3. The Chairman read the Open Public Meeting Law compliance statement.

4. **ROLL CALL OF THE MEMBERS**

Robert E. Mattle, Jr., Chairman	Present
James Sacchinelli, Vice Chairman	Present
William A. Mangels, Secretary	Present
Aline L. Dix, Treasurer	Present
Robert J. Campbell, Member	Present
Brenda Morrison, Alternate #1	Arrived 7:57 pm
Arthur Bunting, Jr., Alternate #2	Present

**PROFESSIONALS/STAFF IN ATTENDANCE**

Edward Dimon, HTMUA Solicitor
Ron Curcio, ARH Engineering
Stephen Blankenship, MUA Executive Director
Nancy Camey, MUA Business Manager
Paul Pandurangan, MUA Asset Manager

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

- 6.B Robert Aerenson – Connection and Eastern Infrastructure Fees
- 6.C Christine Gordon – Shutoff Dollar Threshold & Credit Card Payments
- 8.A Hold Harmless Agreement: JMS-A. Carey
- 11.A.3 AEA Meeting
- 11.D.2.b Large Meter Replacement
- 15.B Revision to Hamilton Auto Spa Resolution

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

A. Mrs. Garth – Billing Leak Issue - Resident did not appear for comment

B. **Eaglesmere (aka Glen Eyre III) Connection and Eastern Infrastructure Fees:** Mr. Aerenson appeared before the Board to discuss the impact the MUA’s water & sewer connection and Eastern Infrastructure fees (EIF) were having on his project during the slow housing market. Mr. Aerenson informed the Board that he was selling lots to Ryan Homes (Project’s builder) at a loss in an effort to complete the development and move on. He noted that it was difficult to compete with the Egg Harbor Township due to the above mentioned rates/fees. When reminded about the requirement to pay the Eastern Infrastructure fees, which should have been paid up front, Mr. Aerenson stated that there are ~ 96 units remaining and presented a number of suggestions to eliminate, defer or spread the payment of the \$18,260.50. Discussion ensued.

Mrs. Dix provided a brief history of the Eastern Infrastructure to explain the MUA fees vs. EHT’s “tap” fees. Mr. Campbell proposed possible options to delay payment of the \$18,260.50. The Executive Director informed the Board that the MUA has allowed other developers to pay the EIF on a per unit basis versus a lump sum. Mrs. Dix advised that the MUA’s bond covenants do not permit the waiving of any fees. She suggested that the \$18,260.50 be divided by the number of units not yet sold. Mr. Sacchinelli stated that the Board should have received documentation regarding the specifics of the EIF and the number of outstanding units to be constructed.

**\*\*\* It was moved by Mr. Campbell and seconded by Mrs. Dix to allow Eaglesmere (aka Glen Eyre III) to pay the Project’s Eastern Infrastructure fee of \$18,260.50 on a pro rata basis based on the number of residential units to be constructed and requiring the payment of water and/or sewer connection fees. The pro rata Eastern Infrastructure fee shall be paid concurrent to the payment of each residential unit’s water and/or sewer connection fees.**

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

C. **Christine Gordon – Shutoff Threshold & Credit Card Payments:** Resident did not appear for comment and did not submit any correspondence.

7. **FORMAL ACTION ITEMS:** Nothing at this time.

8. **CONSENT AGENDA ITEMS:**

A. **Hold Harmless Agreement: JMS – A. Carey:** JMS at Timber Glen and Mr. Albert Carey requested the MUA to approve and execute a Hold Harmless Agreement which would permit Mr. Cary to be the Licensed Operator of JMS at Timber Glen, LLC’s privately owned on-site sewer system. Mr. Sacchinelli asked for clarification of the Hold Harmless Agreement. Mrs. Dix responded.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve and execute a Hold Harmless Agreement between JMS at Timber Glen, Albert Carey and the HTMUA dated January 1, 2009.**

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

9. **PERSONNEL:** Nothing at this time

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**10. MEETING MINUTES APPROVAL**

**A. Regular Meeting – September 3, 2009**

**\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Campbell to approve the September 3, 2009 Regular Meeting Minutes.**

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

**11. REPORTS**

**A. Administrative:**

- 1. Admin Roof Repair:** Quotes were solicited to repair a leak in the foyer roof from several contractors. East Coast Roofing and Siding submitted the low quote in the amount of \$1,926.00. Repairs to commence shortly.
- 2. Temporary Part-time Personnel:** Three temporary help agencies were contacted and a temporary part-time person from Snelling & Snelling will start next week to assist the Business Manager. A 20-hour week is anticipated.
- 3. AEA Annual Meeting:** The Association of Environmental Authorities will be hold its annual meeting on November 18<sup>th</sup>. Mr. Campbell asked if Board Members are permitted to attend. The ED advised that the cost is \$300 and that funds for the Board Members attendance were not budgeted. He recommended that the Business Manager attend. Mrs. Dix advised that this meeting conflicts with the NJ League of Municipalities.

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

**C. Engineering: (Reference Attachments A-C)**

*The Board took a moment to honor J. Michael Fralinger, a previous MUA Engineer and consultant, on his recent passing.*

- 1. (FE) Well No. 9 Heater Replacement and Dehumidifier Project:** The units are installed and are awaiting the completion of the electrical hook ups. Work should be complete within the next week.
- 2. (FE) Wastewater Pump Station Replacement and Upgrade Project:** Mr. Robert Mulford, the ED and BM Dix attended an informal review of the Linwood Avenue PS project by the Historical Preservation Commission (HPC) on September 10<sup>th</sup>. The HPC expressed strong concerns about the demolition and/or removal of the Scoop's Building. The HPC will recommend that the Scoops Building remains at the current site. The HPC also questioned the historical significance of the building.

Legal notices requesting bids on the sale and removal of the Scoops Building were placed in the MUA's newspapers of record on two separate occasions; however, the MUA did not receive any bids. Fralinger Engineering's research indicates that the Scoops Building is not listed on any Historic Register. For a fee of \$200, a firm specializing in this area will prepare a formal report. The ED recommended having the firm prepare the report. Mrs. Dix, based on information from the County Clerk's Office, noted that the building is on the 1908 Daniel Frazier map.

Mrs. Dix asked if the MUA will be before the Planning Board on October 17<sup>th</sup>. The ED advised that a letter requesting a Capital Review has been drafted but not sent. The request will be made after the ED meets with Fralinger Engineering to see if the pump station design is complete.

**3. (FE) Operations Facility Upgrades:** The additional topographic survey was completed. An application was submitted to the Pinelands Commission. Once plans are complete, a request for a Capital Review will be sent to the Township Planning Board.

**4. (FE) Water Storage Facilities Asset Management Projects:** The inspection of the water storage facilities was awarded to Utility Services. The exterior inspections are complete and the interior inspections are scheduled for October 8<sup>th</sup>. Utility Services will submit a report which will act has a “base line” for future work.

A draft of the Request for Qualifications (RFQ) was reviewed by the Solicitor. Fralinger Engineering will prepare a legal notice for the RFQ. Upon receipt, the notice will be advertised. The RFQs will be reviewed to determine which companies will receive Request for Proposals (RFP).

**5. (OBG) Electrical Upgrade Project:** A pre-construction meeting was held on September 23<sup>rd</sup>. The construction contract was executed by Altec and needs to be executed by the MUA. The performance bond and insurance certificates need to be reviewed by the Solicitor and RMC respectively. A Notice to Proceed will be issued upon the MUA's execution of the contract and a positive review of the performance bond and insurance certificates. The ED anticipated the issuance of a Notice to Proceed during the week of October 5<sup>th</sup>. Project duration is six (6) months.

**6. (ARH) Wells 6 & 8 Lower Kirkwood Aquifer Study:** Mr. Curcio advised that ARH is working on developing a testing protocol that incorporates the NJGS' comments into the regional aquifer study.

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7. **(ARH) Well 10 High & Low Pressure Study:** The study is ongoing. ARH is reviewing development data provided by the MUA.
8. **(ARH) Security Upgrades Project:** The plans and specs are complete. A zoning variance is required at Well 6. The variance request will be heard at the Zoning Board's November meeting.
9. **(ARH) Woodlands Pump Station – Sub-Regional Sewer Study:** The study is just getting underway.
10. **Old Egg Harbor Water Main Project:** Drawings and specifications are almost complete. ARH will submit the plans to the Pinelands Commission for review and approval once the Township signs off as the Owner of the right-of-way. A new 12-inch water main will replace an existing 6-inch main and run from Well 10 to Route 50.
11. **(ARH) New York Avenue Water Main Damage:** ARH is working with the County Engineer to complete the necessary repairs to replace the pipe supports that were damaged. The County will try to bill the driver's insurance company directly. The MUA forwarded its expenses to the JIF consultant, Scibal Associates, handling the MUA's claim.

**D. Committee Reports:**

1. **Construction Committee:** Nothing at this time.
2. **Operations Committee:**
  - a. **Fall Hydrant Flushing:** Fall Hydrant Flushing will take place from October 13-26<sup>th</sup>.
  - b. **Large Meter Replacement:** The ED recommended the replacement of the top three or four (in terms of flow) manually read meters, which would probably include the Woodlands, Atlantic County Jail, Meadowbrook and one other older meter. Replacing the high flow meters will allow for a quicker return on the asset. The ED will work with ARH to develop a proposal for the specifications to have a contractor purchase and install the meters, which range in size from 3-inch to 6-inch.
  - c. The Chair and Vice Chair meet with the OPS staff as part of the ongoing quarterly meetings. Feedback was very good. The ED plans to schedule similar informal meetings on a bi-weekly or monthly basis. The ED noted that the Foreman and OPS staff have been very cooperative since the Superintendent's retirement.
3. **Finance Committee:** (*Reference Attachments D-F*)
  - a. **Arbitrage Report:** PRI submitted an arbitrage report, which indicates that the HTMUA does not have an arbitrage rebate liability for the 2008 Bonds as of August 31, 2009.

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Campbell to accept the PRI's arbitrage report indicating that the HTMUA does not have an arbitrage rebate liability for the 2008 Bonds as of August 31, 2009.**

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

**b. Approval of Bills and Payroll:**

**1. FY 2009-2010** **\$137,844.10**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the FY 2009/2010 Budget in the amount of \$137,844.10.**

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

**2. FY 2008-2009** **\$21,130.16**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the FY 2008/2009 Budget in the amount of \$21,130.16.**

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

**3. General Fund** **\$72,423.10**

**\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the General Funds account in the amount of \$72,423.10.**

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Nay; Mr. Campbell – Aye, Mr. Mattle – Aye.**  
**SAID MOTION ADOPTED 5-0-0**

**4. Developer Escrow** **\$7,071.91**

Mrs. Dix inquired about the \$169 Verizon air card bill relating to the Glen Eyre III (Eaglesmere) developer escrow. Staff confirmed that the bill will remain the developer's responsibility until the MUA accepts the pump station. The ED noted that the air plan was changed and future bills should be ~\$60/month.

**\*\*\*It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the Developer Escrow account in the amount of \$7,071.91.**

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

**c. Billing Adjustments:** None

5. **Personnel/Administration Committee:** Nothing at this time

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6. **Policy Committee:** Nothing at this time.
7. **Conservation Committee:** Nothing at this time.
8. **Safety Committee:** A Safety Meeting was held September 22<sup>nd</sup> and there were no accidents since the prior meeting. The next meeting is scheduled for December 15<sup>th</sup> at 9 am.

Mr. Campbell inquired if a Board Member is permitted to participate in a confined space trailing if space were available. The ED noted that it might be possible though the JIF at no cost.

The Chairman advised that he, the ED and the Township are working on an Emergency Management Drill involving a “table-top” exercise. It will involve one of the MUA’s facilities and a possible chemical leak. The Chair will keep the Board informed. Staff is working to update the MUA’s Emergency Management Plan, which would include an annual drill of some type.

12. **PUBLIC COMMENTS:** Nothing at this time.
13. **OLD BUSINESS:** Mr. Campbell asked for an update on the sound suppressant barrier at Well #10. The ED advised that the temporary baffle will be permanent. Aluminum siding will be installed on it after ARH provides the details.
14. **NEW BUSINESS:** Staff is updating the Capital Projects tally.
15. **REVIEW OF PRIOR RESOLUTIONS:**

A. **September 2009 Resolutions:** Correct the spelling of “Avenue” in the title of resolution 2009-09-02.

B. **Revised Hamilton Auto Spa Resolution:** A minor revision regarding the need and location of the water main servicing the project was made Resolution No. 2009-07-01 to satisfy the Pinelands Commission.

16. **EXECUTIVE SESSION:** Planning Board Strategy and Personnel

\*\*\* *It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to enter into an executive session to discuss personnel issues and the Scoops Building.*

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

*The Recording Secretary, Asset Project Manager and HTMUA Engineer(s) were excused and a brief recess was taken. The Board returned from Executive Session at 9:18 PM.*

17. **ADJOURNMENT 9:18 PM**

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