

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular– November 5th, 2009 – 7:34 PM

in1. 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 7:34 PM.

2. Mr. Campbell 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	Present
Arthur Bunting, Jr., Alternate #2	Absent

PROFESSIONALS/STAFF IN ATTENDANCE

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

5. ADDITION/DELETION OF LATE AGENDA ITEMS: None

6. ANNOUNCEMENTS / SPECIAL PRESENTATIONS / PUBLIC PARTICIPATION:

A. Commercial Water and Sewer Application: Wal-Mart Expansion – Mr. Mulford reviewed Wal-Mart’s application for a proposed 66,300 SF expansion to the existing 122,190 SF retail facility along with a proposed 4,200 SF expansion of the existing 9,790 SF garden center located within Block 1134, Lot 9. The existing water, fire hydrants and sewer connections would remain as is except for relocations required by the expansion. Existing grease traps are to be removed and a new grease trap is to be installed. Sewer would continue to flow to the existing “Wal-Mart Pump Station”. Township Fire Officials have reviewed the proposed expansion plans.

An analysis of the last two years of water use at the existing facility indicates that the proposed expansion would require an increase in the facility’s current water and sewer allocation from (24) water and sewer service units to (30) water and sewer service units. The applicant was requested to provide the MUA with a revised easement to facilitate access to properties to the west. The MUA Solicitor will provide the applicant with the MUA’s generic easement language. The applicant will prepare the easement and be responsible for its recording with the County. Mr. Mulford noted that the applicant satisfied the comments listed in his review memorandum and recommended approval of the application subject to the recommendations’ listed in the review memorandum.

*****It was moved by Mrs. Dix and seconded by Mr. Mangels to approve a commercial water and sewer application for a 66,300 SF expansion of Wal-Mart’s existing retail facility and a 4,200 SF expansion to Wal-Mart’s existing garden center located within Block 1134, Lot 9, subject to the recommendations listed in Fralinger Engineering Review Memorandum dated November 2, 2009 with an increase in the existing water and sewer allocation by six (6) DCUs.**

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

B. American Legion Post: Mr. Michael Callaghan requested a suspension of water and sewer billings until the American Legion completes major repairs to the building. In its current state the building is unusable and the water has been turned off. The American Legion is soliciting donations to repair the building. The Chairman asked Mr. Callaghan to submit a written request to the HTMUA.

7. FORMAL ACTION ITEMS: Nothing at this time.

8. CONSENT AGENDA ITEMS: Nothing at this time.

9. PERSONNEL: Customer Service Billing Representative (Executive Session)

10. MEETING MINUTES APPROVAL

Mr. Campbell stepped outside of the meeting room.

A. Regular Meeting Minutes – October 1, 2009

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the October 1, 2009 Regular Meeting Minutes SAID MOTION ADOPTED WITH FOUR MEMBERS VOTING “AYE”; NO “NAY”; NO “ABSTAIN”.**

B. Executive Session Meeting Minutes – October 1, 2009

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to approve the October 1, 2009 Executive Session Meeting Minutes.**

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

11. REPORTS

A. Administrative:

1. Risk Management Consultant RFQ

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the Executive Director to proceed with the placement of the public notice / advertisement for the 2010 Risk Management Consultant.**

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

Mr. Campbell returned to the meeting room.

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular– November 5th, 2009 – 7:34 PM

2. **Professional Services RFQ:** The Board reviewed a draft of the proposed Public Notice for Professional Services, which would be authorized for publication at the Board's December meeting followed by the receipt of RFQs in mid-January. This time frame allows the RFQs to be reviewed prior to reorganization in February. Board Members to provide the Executive Director with any proposed changes prior to December's meeting.
3. **Employee Medical Benefits:** Starting January 2010, health insurance costs under the State Health Benefit Plan are going up approximately 20%. Discussion ensued.

Issues regarding the eligibility for retiree health benefits of non-aligned employees in titled positions that may be discontinued or changed were discussed. Questions regarding the inclusion of Board Members in the non-aligned group of employees eligible for retiree health benefits arose.

***** It was moved by Mrs. Dix to prepare the appropriate documentation to eliminate Board Members from the list of employees eligible for retiree health benefits for presentation at the December 3rd meeting.**

At the suggestion of the Chairman there was additional discussion. Mr. Sacchinelli asked to be provided with additional information and a comparison of what other groups are offering.

***** It was moved by Mr. Campbell and seconded by Mr. Mangels to table the motion.**

4. **Western Tower Cell Lease:** AT&T's representative, BLACKDOT, inquired via an email on the MUA's time frame for entering into a new cell antenna lease on the Western Tower. The current lease expires sometime in 2010 depending on the completion date of the installation. The original lease was included a 3-year original term, plus four (4) 3-year extensions, with the lease commencing at the start of construction. The ED will review the files will put together information in time for January 2010 meeting.

Mrs. Dix inquired when the Atlantic City Expressway contract expires. The ED advised that this contract will renew in 2011.

B. Solicitor: Horizons at Woods Landing Performance Bond Litigation (moved to Executive Session).

C. Engineering: (Reference Attachments A-C)

1. **(FE) Operations Facility Upgrades:** An application was filed with the Pinelands Commission and Fralinger has responded to the Pinelands initial review. FE met with the ED to review the latest plans and to discuss various bid alternates to allow for the installation of a modular office space in the north RBC basin and various paving options. The ED and Solicitor will prepare and submit a Capital Review request to the Township Planning Board.
2. **(FE) Well No. 9 Heater Replacement and Dehumidifier Project:** The contractor completed the installation and start-up is scheduled for November 10th.
3. **(FE) Wastewater Pump Station Replacement and Upgrade Project:** A Pinelands Commission application for Harding Run I's was submitted and is scheduled to be reviewed at their November 17th meeting. No problems are anticipated.

A CAFRA permit is not required for the Birch's (Scoops) Pump Station. Based on the September meeting with the Hamilton Township Historic Preservation Commission, a cultural resource consultant was authorized to review the Scoops' building for historical significance. This information should be received the week of November 9th, 2009. The roof of the control building was extended to cover the wet well.

FE is working with O'Brien & Gere on the electrical requirements for both stations. Treatment Works Applications to standardize the pump capacity at 200 gpm were completed (Birch's = 150 gpm and HRI = 180 gpm). NJDEP application fees are \$5,491 for Birch's and \$4,082 for Harding Run I. Mrs. Dix asked why this is being brought up 10 months into the project. The ED explained that standardizing the pumps was not initially considered. Discussion ensued.

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the submission Treatment Works Applications to NJDEP to standardize and upgrade the pumps at the Birch's and Harding I pump stations to 200 gpm.**

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

*Mr. Sacchinelli stepped out of the Board Meeting room prior to the motion and vote, therefore,
Mrs. Morrison voted in his absence*

4. **(FE) Water Tank Improvements:** Utility Services met with FE and the MUA to review the results of the water storage inspections. An RFQ was prepared and submitted to the MUA for review. An RFP will be prepared once the inspection reports are finalized. Mrs. Dix asked if this would be ready for the December 3rd meeting and the ED indicated that it should be.
5. **(OBG) Electrical Upgrade Project:** Contract agreements were executed and a notice-to-proceed was issued on October 15th. Altech is preparing and submitting equipment submittals for review and approval. Altech will order equipment as the submittals are approved by OBG.

Mrs. Dix noted that the project was awarded three months ago at the August 2009 Board Meeting and she has not seen any "work" being done. The ED noted that the equipment for the project has long lead times and work

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular– November 5th, 2009 – 7:34 PM

would not physically commence until the equipment is ordered and delivered (see submittal process above). Preliminary work should start shortly (i.e., concrete generator pad at Admin Building). Altec is reviewing options on maintaining emergency generator service at the EQ building until the new unit is installed.

Mrs. Dix inquired why an additional check was being issued to Atlantic Electric. The ED advised that two existing services at Well 6 & the Booster PS were being converted to one. In order to perform the electrical service work, AE requested a deposit of ~\$8,000. OBG recommended proceeding with the service change. AE will not return the deposit once the work is completed. The MUA should recognize a cost savings in the facilities electric bill going forward.

6. **(ARH) Well 6 Inspection/Repair Report:** Specifications were reviewed with the MUA. ARH is awaiting authorization to advertise a Notice to Bidders once the coordination with the Electrical Upgrade Project is completed. The ED advised that a new well motor will need to be included in the project. ARH to coordinate with OBG.
7. **(ARH) Old Egg Harbor Road Water Main Replacement:** Project documents are complete and ARH filed an application with the Pinelands Commission. An NJDEP BSDW permit will need to be submitted upon receipt of Pinelands Commission approval.
8. **(ARH) Sub-Regional Pump Station/Gravity Sewer Study:** Data is being gathered.
9. **(ARH) Well 10 High & Low Pressure Study:** Data is being gathered.
10. **(ARH) Security Upgrades Project:** Project documents are complete pending a Zoning Board variance for Well 6, which is scheduled for November 23rd. The MUA's contracted electrician will install the power for the electric gate openers based on specs provided by ARH.
11. **(ARH) Wells 6 & 8 Lower Kirkwood Aquifer Study:** ARH is preparing a new proposal based on NJDEP and USGS comments.
12. **(ARH) Taco Bell:** Water and sewer lateral work is complete. Developer maintained escrow funds for inspection. Mrs. Dix indicated that the excess escrow should be returned as soon as possible.
13. **(ARH) Stablini:** Mrs. Dix asked if this project is complete and if any excess escrow funds could be returned to them. Mr. Curcio stated that they are complete and excess escrow could be returned.

D. Committee Reports:

1. **Construction Committee:** Nothing at this time.
2. **Operations Committee:** The ED advised that he is working with the Operations Staff to pick up all of the activities previously performed by the Superintendent. OPS staff will be a little "thin" from now until the end of the year due to vacations and scheduled medical absences. Fall flushing is complete and maintenance will be scheduled to address items noted during the flushing. A quote package for paving temporary road patches from prior utility repairs is under preparation. ARH may provide assistance in order to complete repairs prior to the asphalt plants shutting down for the winter.

The Chairman expressed his appreciation for the efforts being made to keep everything running smoothly, considering the staffing conditions.

3. **Finance Committee:** (*Attachments D-F*)

- a. **Transfer of Funds:** Budget transfer resulting from additional arbitrage calculations pertaining to the refunding of the Pinelands bonds.

*** *It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Transfer of Funds as noted the in the amount of \$260.00.*

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

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

1. **FY 2009-2010** \$523,989.47

*** *It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the FY 2009/2010 Budget in the amount of \$523,898.47.*

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. **General Fund** \$43,351.66

*** *It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the General Funds account in the amount of \$43,351.66.*

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. **Developer Escrow** \$1,761.37

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular– November 5th, 2009 – 7:34 PM

*****It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the Developer Escrow account in the amount of \$1,761.37.**

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:

*****It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve the billing adjustments as noted.**

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

- 5. Personnel/Administration Committee:** The ED advised that this committee needs to meet regarding reviews.
- 6. Policy Committee:** Nothing at this time.
- 7. Conservation Committee:** Nothing at this time.
- 8. Safety Committee:** The next meeting is scheduled for December 15th at 9 am. Most of the Operations Staff recently attended a Flagger Safety Training Class. Safety Training will resume after the first of the year due to limited staff and time constraints.

12. PUBLIC COMMENTS: Nothing at this time.

13. OLD BUSINESS: Nothing at this time.

14. NEW BUSINESS:

- A.** The NJUA JIF dividend of \$6,885.46 will be taken by the MUA as a credit against its 2010 premium.
- B.** The MEL JIF is holding an elected officials training seminar on controlling liability costs. For each Board Member that attends the seminar, MEL will reduce the MUA's liability claims premium by \$250.00 up to 25% of the premium. Dates and locations were provided to the BMs to facilitate registration.
- C.** Mr. Campbell advised that a number of Horizons residents complained about water pressure problems. The ED will provide the HOA with information on the problem.

15. REVIEW OF PRIOR RESOLUTIONS:

- A. October 2009 Resolutions:** No changes noted.

16. EXECUTIVE SESSION

***** It was moved by Mr. Campbell and seconded by Mrs. Dix to enter into an executive session to discuss Litigation involving Horizons at Woods Landing, personnel 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 at 9:00 PM
and a brief recess was taken.*

Mr. Campbell left the meeting at 9:45 PM and Mrs. Morrison was seated in his place

***** It was moved by Mr. Mangels and seconded by Mrs. Dix to return to regular session.**

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

9A. Continued:

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the Solicitor to handle the personnel issue with the Customer Billing Representative.**

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

17. ADJOURNMENT 9:48 PM

Respectfully submitted,

Susan Boyce
HTMUA Recording Secretary

Stephen Blankenship
Executive Director