

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular– December 3, 2009 – 7:34 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 7:34 PM.
2. Mr. Mangels 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	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 Project/Asset Manager

5. **ADDITION/DELETION OF LATE AGENDA ITEMS:** None

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

A. ACUA 2010 Budget Presentation: (*Attachment A*) Mr. Tom Lauletta, ACUA, presented the ACUA's proposed 2010 Budget to the Board, which does not include a rate increase. The ACUA realized savings from alternate energy programs, debt restructuring, and moving out-sourced contract activities in-house. The MUA should receive a credit of ~ \$56,000, which will be applied to the MUA's first quarter 2010 billing.

FY 2008-2009 Audit Presentation: (*Attachment B*) Mr. Kenneth Moore, Swartz & Company, provided the Board with the FY2008-2009 Audit, including the Management Letter and reviewed same. Mr. Moore stated that a draft of the audit was reviewed with the Secretary, Treasurer, Executive Director and the Business Manager on December 1st. There was one finding involving written financial procedures. Mr. Moore noted that the MUA should document proprietary purchases and how expenses are allocated if they are not directly related to water or sewer. He also noted that the 2008 assets, revenue and expenses were restated to reflect assets that were treated as expenses.

Mr. Campbell received clarification on the Debt Service and the Refunding of Bonds that took place during the audit period. Mrs. Dix noted that a Corrective Action Plan should be prepared for the January meeting.

*** *It was moved by Mr. Campbell and seconded by Mr. Sacchinelli to accept the 2008-2009 Audit as presented by Swartz & Company.*

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

7. **FORMAL ACTION ITEMS:**

A. Resolution Appointing a Risk Management Consultant: (*Attachment C*) The Risk Management Consultant Request for Qualifications was advertised and the MUA only received one package, which was from our existing RMC, Siracusa Kaufmann Insurance Agency. They are keeping their percentage at 5% which is 1% lower what they are allowed, and their hourly rate is zero, as their fee is all inclusive. Their term traditionally runs from January 1 through December 31, and based on their past performance the ED recommends that the board appoint Siracusa-Kaufmann as the Risk Management Consultant for 2010 calendar year.

*** *It was moved by Mr. Campbell and seconded by Mr. Sacchinelli to appoint Siracusa-Kaufmann Insurance Agency as the HTMUA Risk Management Consultant for the calendar year 2010.*

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. Resolution Authorizing the Advertisement of Professional Services RFQ: Mr. Mattle recommended the addition of a Labor Counselor.

*** *It was moved by Mr. Mangels and seconded by Mr. Campbell approve the advertisement for Professional Services RFQ's for the 2010 Reorganization.*

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

8. **CONSENT AGENDA ITEMS:**

A. Residential Sewer Application: (*Attachment D*) The ED recommended approval of a residential sewer application for a single residential unit to be constructed on Block 1177, Lot 1 subject to the conditions/recommendations listed in his Review Memorandum dated October 28, 2009. The sewer connection will involve a deep drop lateral.

*** *It was moved by Mrs. Dix and seconded by Mr. Mangels to approve the residential sewer application for a single residential unit on Block 1177, Lot 1, subject to the conditions and recommendations listed in the Review Memorandum date October 28, 2009.*

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

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

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10. MEETING MINUTES APPROVAL

A. Regular Meeting Minutes – November 5, 2009 Mrs. Dix requested several minor corrections to the minutes. The ED advised that Fralinger Engineering's Review Memorandum for the Walmart Expansion application will be revised to reflect the need for Walmart to purchase an additional six (6) Water DCUs and to allocate an additional six (6) Sewer DCUs from Walmart's Coastal Alternative allocation.

***** It was moved by Mr. Campbell and seconded by Mr. Sacchinelli to approve the November 5, 2009 Regular Meeting Minutes**

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

B. Executive Session Meeting Minutes – November 5, 2009

***** It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to approve the November 5, 2009 Executive Session Meeting Minutes.**

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

11. REPORTS

A. Administrative: The ED, Mr. Mangels, Mr. Campbell and Mr. Gaskill (Township Mayor) met with representatives from Design Collaborative to discuss various energy conservation/solar power grants and surveys that may be available at no cost to the MUA. Design Collaborative will forward an information form to the MUA.

There were two accidents involving MUA vehicles the past month. On November 20th, the rear quarter of an MUA truck was hit while turning onto Old Egg Harbor Road from Route 40 by a car turning onto Rt. 40 from Old Egg Harbor Road. The police were contacted. The second accident involved an MUA vehicle backing into a parked vehicle while backing out of the Admin parking lot. The accidents were reported to the MUA's insurance carrier.

B. Solicitor: Nothing at this time

C. Engineering: (Reference Attachments E-G)

1. (FE) Well No. 9 Heater Replacement and Dehumidifier Project: During the heater start-up, it was determined that the existing ductwork could not be properly balanced. Falasca Mechanical submitted a change order request in the amount of \$9,106.00 to modify the ductwork. Fralinger Engineering and the ED recommended approval.

***** It was moved by Mr. Campbell and seconded by Mrs. Dix to approve Change Order #1 in the amount of \$9,106.00 to modify Well 9's existing duct work as noted in Falasca Mechanical's November 16th proposal.**

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

2. (FE) Wastewater Pump Station Replacement and Upgrade Project: Drawings are being finalized and are scheduled to be picked up the week of December 7th. A letter requesting a capital review will be sent to the Planning Board upon receipt.

The MUA did not receive any bids for the sale and relocation of the "Scoops" Building. A private party did express an interest in the building. If the Township does not want the building, it may be offered to the private party. A historical survey/report from Cultural Resource Consulting Group is due December 4th.

3. (FE) Operations Facility Upgrades: Documents should be ready shortly. A letter requesting a capital review will be sent to the Planning Board upon receipt. A Pinelands approval was received.

4. (FE) Water Tank Improvements: All inspections have been received and reviewed. RFQ's have been prepared and are ready to be published. Based on the results of the reports, RFQ's will be ready for the January 2010 Board Meeting.

5. Mrs. Dix advised that J&J has filed for bankruptcy and wanted to advise the Board should there be any collection issues pending.

6. (OBG) Electrical Upgrade Project: OBG is reviewing Altech's equipment submittals. Two of four permits were issued by the Township Construction Department. The remaining two require minor changes and should be issued shortly. Pad work and equipment deliveries should commence by the end of the month.

6. (ARH) Well 6 Inspection/Repair Report: Specifications for this project (including a new well motor) are complete. ARH is awaiting authorization to advertise a Notice to Bidders pending the coordination with the Electrical Upgrade Project.

7. (ARH) Old Egg Harbor Road Water Main Replacement: Project documents are complete and ARH filed an application with the Pinelands Commission. The Commission is requesting additional cultural resource information. ARH will submit information from other cultural studies to if that will satisfy the Commission. An NJDEP BSDW permit will need to be submitted upon receipt of Pinelands Commission approval with Notice to Bidders following.

8. (ARH) Sub-Regional Pump Station/Gravity Sewer Study: Final data is being gathered.

9. (ARH) Well 10 High & Low Pressure Study: Final data is being gathered.

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10. (ARH) Security Upgrades Project: Bids will be opened on December 22nd with a possible award at the January 2010 Board Meeting.

11. (ARH) Wells 6 & 8 Lower Kirkwood Aquifer Study: ARH's proposal, based on NJDEP and USGS criteria, is under review.

D. Committee Reports:

1. Construction Committee: Nothing at this time.

2. Operations Committee: The Electrical Contractor is taking care of various electrical issues that have surfaced. Electrical drawings for the plant have been requested from the engineer. A pump from the Walmart PS failed and was sent out to be repaired.

NJDEP issued a NOV on chlorine by-product testing. Staff is reviewing the NOV to determine why it was issued.

3. Finance Committee: (Attachments H-I))

a. Approval of Bills and Payroll: Mrs. Dix commented on billing of Professional for attendance at meetings.

1. FY 2009-2010 **\$149,248.58**

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the FY 2009/2010 Budget in the amount of \$149,248.58.**

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 **\$84,540.84**

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the General Funds account in the amount of \$84,540.84.**

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 **\$987.52**

*****It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the Developer Escrow account in the amount of \$987.52.**

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: A meeting to discuss personnel reviews was scheduled.

6. Policy Committee: A meeting to discuss potential policy changes was scheduled.

7. Conservation Committee: Mrs. Dix presented a "Fat Can" lid she obtained at the League of Municipalities from the WEF booth. She would like to order some for the Hometown Celebration in June.

8. Safety Committee: The next meeting is scheduled for December 15th at 9 am.

12. PUBLIC COMMENTS: Nothing at this time.

13. OLD BUSINESS:

A. Retiree Health Benefits: The ED presented the results of the retiree benefits survey, which ranged from no benefits to full benefits. He noted that new Board Members would not be eligible to participate in the State pension system based on the new earning thresholds. The MUA's current rules apply to non-aligned full time employees who retire with a full PERS pension. Discussion ensued on how the existing policy/resolution should be amended.

*****It was moved by Mrs. Dix and seconded by Mr. Mangels to amend the HTMUA's existing retiree medical policy, subject to the Solicitor's review, effective February 1, 2010.**

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. Mr. Campbell inquired if a letter had been received from the American Legion requesting the suspension of water and sewer charges. The Chairman advised that as of this time, no letter had been received; however, this request is on the list of items for discussion at the Policy Committee Meeting to be held next week.

C. Mrs. Dix asked to close out 2006 Water Main Project from the Capital Expense Budget. The ED recommended that a "close out" change order be issued to finalize the contract amounts under this project.

*****It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to close out the two contracts with Mount Construction under the 2006 Water Main Project.**

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

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D. Mr. Campbell asked how contractors can be excluded from being awarded bid programs. Discussion ensued

14. **NEW BUSINESS:** Nothing at this time.

15. **REVIEW OF PRIOR RESOLUTIONS:**

A. **November 2009 Resolutions:** No changes noted.

16. **EXECUTIVE SESSION:** Not required.

17. **ADJOURNMENT 8:59 PM**

Respectfully submitted,

Susan Boyce
HTMUA Recording Secretary

Stephen Blankenship
Executive Director