

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular– January 7, 2010 – 7:35 PM

3. (FE) Operations Facility Upgrades: A letter requesting a capital review of the project, along with two sets of drawings, were sent to the Township Planning Board. A response has not been received as of this date.

Once the electrical issues are resolved, the project will be ready to bid.

4. (FE) Water Tank Improvements: An advertisement soliciting RFQ's was published and RFQs are due January 14, 2010 at 10:00 AM. To date, six (6) companies have requested packages. Depending on the number of RFQs received, it is anticipated that the MUA will solicit "Request For Proposals (RFPs)" from the top three rated RFQs.

To support this project, the MUA will need to develop alternate operational strategies to run the water system on one water tower. This will involve input from the MUA's Engineer, Instrumentation and Hydraulic Modeling consultants.

5. (OBG) Electrical Upgrade Project: Generators were received and a project meeting is scheduled for January 11th. Submittals were received, reviewed and approved. Equipment is starting to arrive and work is proceeding.

6. (ARH) Well 6 Inspection/Repair Report: A Notice-to-Bidders was published on January 4th and the receipt of bids is scheduled for 10:00 AM January 20th. A February award is anticipated.

7. (ARH) Old Egg Harbor Road Water Main Replacement: The Pinelands Commission requested a cultural resource study. ARH submitted documentation for the Commission's consideration. ARH is preparing a NJDEP-BSDW water main application. A spring project start is anticipated.

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

9. (ARH) Well 10 High & Low Pressure Study: Additional data is being collected and analyzed.

10. (ARH) Security Upgrades Project: Six (6) bids were received on December 22, 2009. Abel Fencing submitted the lowest qualified bid with a base bid of \$114,795.00. Abel Fencing also submitted the lowest qualified bid when including an alternate installation of ornamental fencing (in lieu of chain link) along the front of the Well 6/Booster Station property in the amount of \$14,940.00 for a total bid of \$129,735.00.

The ED noted that the Zoning Board approved either installation and it is an aesthetic decision left to the MUA Board. Mrs. Dix expressed her concern about individuals being able to climb chain link fencing. Mr. Campbell inquired about the additional electrical services. The ED explained that the electrical work will be done by the MUA's existing electrical contractor at an estimated cost of \$27,700.00 based on time and materials. Additional costs may be incurred based on field conditions. Starting date is weather dependent.

***** It was moved by Mr. Campbell and seconded by Mrs. Dix to award the Security Fence Upgrades contract to Abel Fencing for both the Base and Alternate Bids in the amount of \$129,735.00 to be paid for from the General Fund.**

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

11. (ARH) Wells 6 & 8 Lower Kirkwood Aquifer Study: ARH's proposal is under review by the ED.

D. Committee Reports:

1. Construction Committee: Nothing at this time.

2. Operations Committee:

a. Capital Equipment:

1. Bid specifications for a valve maintenance trailer and sewer camera system are being prepared. An advertisement to bidders is anticipated during the month of February. Estimated costs were discussed. Mrs. Dix inquired about why we are looking into a trailer vs. a van. The ED advised that maintenance on a trailer is significantly less than a van and provides better flexibility.

2. Staff met with various vendors on specifications for a new utility truck, which would replace a 1985 model. The utility truck may be purchased under State Contract at an anticipated cost of ~ \$66,000.

b. Well #8 pH Issue: pH issues resulting from the backwash of the well's lime feed is under review. Staff, which is used to adjust the PH. Staff will meet with ARH to develop a solution.

c. WTMUA:

1. Pump Station: The new station is not handling the wet flows. The WTMUA Engineer and Chairman were notified and a letter will be sent to document the problem. Mrs. Dix inquired about the cost impact to the HTMUA. The ED explained how the MUA recoups its costs.

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2. Water Meters: The ED will recommend that the WTMUA upgrade their water meters. The current meters are old and hard to read. WTMUA may be eligible for funds assist in this effort. Mrs. Dix requested that Board Members be copied on any correspondence.
- d. **Tablet Chlorinators vs. Gas Chlorine Disinfection:** Tablet chlorinators were installed at Well 10 and have worked reasonably well. In the interest of safety and recent difficulties with the chlorine gas cylinders, staff recommends converting to tablet chlorination at the MUA's remaining wells where warranted.

***** It was moved by Mrs. Dix and seconded by Mr. Sacchinelli and Mr. Campbell to solicit a proposal from ARH to convert Wells #5, #6, #8 and #9 to tablet chlorination where warranted.**
SAID MOTION ADOPTED WITH FIVE MEMBERS VOTING "AYE"; NO "NAY"; NO "ABSTAIN".

3. Finance Committee: (Attachments F-H)

a. Approval of Bills and Payroll:

1. FY 2009-2010 **\$211,869.96**

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the FY 2009/2010 Budget in the amount of \$211,869.96.**

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 **\$14,565.38**

***** It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the General Funds account in the amount of \$14,565.38.**

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 **\$1,044.06**

*****It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the Developer Escrow account in the amount of \$1,044.06.**

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. 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**

c. Voiding of Check:

*****It was moved by Mrs. Dix and seconded by Mr. Mangels to void Developer's Escrow Check Number 2571 issued to Quality Modular in the amount of \$2.78.**

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

- d. Third Party Payment Options (Point and Pay)** The Business Manager and Treasurer recommended implementing a 3rd party payment option through Point and Pay. Payments will still need to be entered into the customer's account once the transaction reports are received by the MUA as Point and Pay will not be tied into the MUA's billing system. Payments may be made via the internet, a card reader or by telephone (voice activated system). Due to VISA's policy, the card reader cannot be used to make payments via VISA. Third party payments will be wire transferred to the MUA's depository account each Wednesday. The charge is 2.95% of a customer's bill or \$2.00, whichever is greater.

At this time, staff recommends proceeding with the internet and card reader options. There is a one time charge for the card reader of \$95.00 and Ocean City Home Bank has agreed to pay for it. Installation is ~ two and a half weeks. The telephone option may be added in the future.

*****It was moved by Mr. Campbell and seconded by Mrs. Dix to approve the implementation of a third party payment system via Point and Pay Payment.**

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

4. Personnel/Administration Committee:

5. Policy Committee: A meeting needs to be scheduled.

6. Conservation Committee: Nothing at this time

7. Safety Committee: The next meeting is scheduled for March 9, 2010 at 9 am.

12. PUBLIC COMMENTS: Nothing at this time.

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13. **OLD BUSINESS:** Nothing at this time

15. **REVIEW OF PRIOR RESOLUTIONS:**

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

16. **NEW BUSINESS:**

A. Mr. Campbell took a moment to make a statement regarding his service on the HTMUA.

B. The Board held a short discussion on changing the MUA's meeting schedule for 2010.

17. **EXECUTIVE SESSION:** Personnel and Evaluations.

*** *It was moved by Mr. Campbell and seconded by Mr. Mangels 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"

A short recess was taken.

17. **Resolution Setting the Executive Director's Salary for 2010:**

****It was moved by Mrs. Dix and seconded by Mr. Campbell to set the Executive Director's annual salary for 2010 at \$110,610.86.*

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

18. **Resolution Authorizing Salaries and Wages for HTMUA Non-Aligned Personnel for FY2009-2010:**

****It was moved by Mrs. Dix and seconded by Mr. Campbell to set and grant salary and wage increases to non-aligned personnel effective with the pay period starting August 29, 2009 as follows: Asset Project Manager \$68,307.20 – Salary; Business Manager \$51,750.40 – Salary; Administrative Assistant \$17.45 – Hourly; and Customer Billing Cashier \$13.75 – Hourly.*

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

19. **Resolution Authorizing the Payment of 40 Hours of Vacation Leave to the Executive Director:**

****It was moved by Mr. Campbell and seconded by Mr. Mattle to authorize the payment of 40 hours of vacation leave to the Executive Director. Forty hours of vacation leave shall be deducted from the Executive Director's accrued vacation leave.*

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

20. **ADJOURNMENT 9:45 PM**

*** *It was moved by Mr. Campbell 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