

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

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 Executive Director at 7:30 PM
2. Mr. Mangels led the flag salute.
3. The Open Public Meeting Law compliance statement was read.
4. Oaths of Office – None at this time

5. **ROLL CALL OF THE MEMBERS**

Robert Mattle	Present
James Sacchinelli	Present
William Mangels	Present
Aline Dix	Present
Brenda Morrison, Alternate #1	Present
Arthur Bunting, Jr., Alternate #2	Absent

**STAFF IN ATTENDANCE**

Stephen Blankenship, MUA Executive Director  
Nancy Camey, MUA Business Manager  
Raghu Pandurangan, Project/Asset Manager

*Mrs. Morrison as Alternate #1 was seated as the fifth Board Member.*

6. **REORGANIZATION - ELECTION OF OFFICERS/ADOPTION OF RESOLUTIONS**

(A) **Nomination/Election of Chair for the HTMUA**

*\*\*\* It was moved by Mrs. Morrison and seconded by Mrs. Dix to nominate/elect Mrs. Dix as Chair of the HTMUA.*

**ROLL CALL VOTE:** Mrs. Dix – Aye; Mr. Mangels – Nay; Mr. Sacchinelli – Nay; Mr. Mattle – Nay; Mrs. Morrison – Aye. **SAID MOTION DEFEATED 2-3-0**

*\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to nominate/elect Mr. Mattle as Chair of the HTMUA.*

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

*The Executive Director turned the meeting over to the newly elected Chair, Mr. Mattle.*

(B) **Nomination/Election of Vice-Chair for the HTMUA**

*\*\*\* It was moved by Mr. Mangels and seconded by Mrs. Morrison to nominate/elect Mr. Sacchinelli as Vice-Chair of the HTMUA.*

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

(C) **Nomination/Election of Treasurer for the HTMUA**

*\*\*\* It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to nominate/elect Mrs. Dix as Treasurer of the HTMUA.*

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

(D) **Nomination/Election of Secretary for the HTMUA**

*\*\*\* It was moved by Mr. Sacchinelli and seconded by Mrs. Dix to nominate/elect Mr. Mangels as Secretary of the HTMUA.*

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

(E) **Nomination/Election of Assistant Secretary for the HTMUA**

*\*\*\* It was moved by Mrs. Dix and seconded by Mrs. Morrison to nominate/elect Mrs. Boyce as Assistant Secretary of the HTMUA.*

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

(F) **Nomination/Election of Recording Secretary for the HTMUA**

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to nominate/elect Mrs. Boyce as Recording Secretary of the HTMUA.*

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

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

## (G) Resolution Designating Salaries to Regular/Alternate Members for the HTMUA

*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to adopt a resolution designating salaries to Regular Members and Alternate Members of the HTMUA.*

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

## (H) Resolution Appointing a Solicitor for the HTMUA

*\*\* It was moved by Mr. Mangels and seconded by Mrs. Morrison to adopt a resolution appointing Mr. Edward Dimon of Carluccio, Leone, Dimon, Doyle & Sacks, LLC as for the Hamilton Township MUA Solicitor.*

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

## (I) Resolution Appointing a Labor Solicitor for the HTMUA

## (J) Resolution Appointing an Alternate Solicitor for the HTMUA

*\*\* It was moved by Mrs. Morrison and seconded by Mrs. Dix to table resolutions appointing a Labor Solicitor and Alternate Solicitor.*

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

## (K) Resolution Consulting Engineer for the HTMUA

*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to adopt a resolution appointing Adams, Rehmann & Heggan as the Hamilton Township MUA Engineer.*

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

## (L) Resolution Alternate Engineer for the HTMUA

*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to adopt a resolution appointing O'Brien and Gere Engineers Inc. as the Hamilton Township MUA Alternate Engineer.*

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

## (M) Resolution Electrical Engineer for the HTMUA

*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to adopt a resolution appointing O'Brien & Gere Engineers Inc. as the Hamilton Township MUA Electrical Engineer.*

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

## (N) Resolution Hydraulic Modeling Consultant for the HTMUA

*\*\* It was moved by Mrs. Dix and seconded by Mr. Mattle to table a resolution appointing a Hydraulic Modeling Consultant.*

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

## (O) Resolution SCADA/Instrumentation Consultant for the HTMUA

*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to adopt a resolution appointing Complete Control Services, Inc. as the Hamilton Township MUA SCADA/Instrumentation Consultant.*

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

## (P) Resolution Appointing an Auditor for the HTMUA

*\*\* It was moved by Mr. Mangels and seconded by Mrs. Dix to adopt a resolution appointing Alliance of Governmental Auditors, LLC as the Hamilton Township MUA Auditor.*

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

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

## (Q) Resolution Appointing a Bond Counsel for the HTMUA

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to table a resolution appointing a Bond Counsel.*

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

## (R) Resolution Appointing an Inter-Governmental Laboratory Service Contract with ACUA

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to adopt a resolution approving an inter-governmental Laboratory Service Contract with the Atlantic County Utilities Authority.*

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

## (S) Resolution Designating the Public Meeting Dates for the HTMUA

*\*\*\* It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to adopt a resolution designating the public meeting dates for HTMUA from March 2010 through February 2011.*

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

## (T) Resolution Designating the Official Holidays of the HTMUA for 2010/2011

*\*\*\* It was moved by Mrs. Dix and seconded by Mrs. Morrison to adopt a resolution designating the official holidays of the HTMUA from February 2010 through January 2011.*

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

## (U) Resolution Designating the Official Publications of the HTMUA

*\*\*\* It was moved by Mrs. Dix and seconded by Mrs. Morrison to adopt a resolution designating official publications for the Hamilton Township MUA as follows: Atlantic County Record and its affiliates; The Press of Atlantic City; The Courier Post; and/or The Current.*

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

## (V) Resolution Designating Depository of Funds

*\*\*\* It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to adopt a resolution designating the following banks as depositories for the funds of the HTMUA subject to the receipt of a current Governmental Unit Deposit Protection Act certification: Wachovia Bank, Wells Fargo, Bank of America, Sun Bank, PNC Bank, Colonial Bank, TD Bank, Ocean City Home Bank, Parke Bank and US Bank.*

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

## (W) Resolution Designating Official Signatures on the Depository Accounts

*\*\*\* It was moved by Mrs. Dix and seconded by Mrs. Morrison to adopt a resolution designating official signatures for the HTMUA's Working Capital, Payroll, Escrow and Pinelands Water Study bank accounts.*

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

## (X) Resolution Authorizing the Treasurer, Executive Director and/or Business Manager to Execute Payroll Funding Transfer Requests

*\*\*\*It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to adopt a resolution authorizing the Treasurer, the Executive Director and/or the Business Manager to execute payroll funding transfer requests.*

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

## (Y) Resolution Authorizing an Incumbency Certificate with Original Signatures in Accordance with the HTMUA Bond Covenants

*\*\*\*It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to adopt a resolution authorizing original signatures for the annual incumbency certificate to be filed with the HTMUA Bond Trustee.*

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

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

## **(Z) Resolution Renewing Cash Management Policy**

*\* \* \*It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to adopt a resolution renewing the Cash Management Policy for the Hamilton Township MUA.*

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

**(AA) Chairman’s Committee Appointments** The Chairman will hold the Committee Appointments until the new Board Member has been sworn in and seated.

**(BB) Comments from Members:** Mr. Mangels, Mrs. Morrison and Mr. Sacchinelli expressed their pleasure of working with the HTMUA.

Mrs. Dix Read the Following Statement:

This is the tenth year of this century, it is appropriate that “ten” become our guiding force. As the longest serving board member in the history of this authority I have seen much progress in our mission of providing safe drinking water and proper removal of sewerage from our customers’ properties. Therefore, I am personally setting ten goals for the coming year with appropriate deadlines to accomplish the goals and take advantage of the current construction economy.

**Goal #1** - Identify and describe the duties needed to be done in the Operations Department since the departure of the Superintendent on September 2, 2009. Board action in five weeks, that would be the next meeting. This would relieve the Executive Director to return to his Executive Director activities.

**Goal #2** – Finalize staffing plans for the Administrative Office to ensure an efficient and effective business operation. Board action in five weeks, authorize and advertise. This has to do with the fact that they are working short-handed and have illnesses and we are working with a temp who is absolutely an ace but, we need to get down to business.

**Goal #3** – Advertise to receive bids for the Valve Maintenance Equipment. Bids to be received asap. Award not later than ten weeks, this would be the April Meeting.

**Goal #4** – Advertise to receive bids for Sewer Video Equipment pursuant to information received on or about November 30, 2009. Bids may be simultaneously along with #3 above.

**Goal #5** – Advertise Old Egg Harbor Road Water Main - Fire Protection Project by March 1<sup>st</sup> with a bid receipt date of late March.

**Goal #6** – Expedite the reviews at the Township of Hamilton to permit bidding the replacement of the 1967 Sewerage Pump Station located on Main Street. Target to receive bids for ten weeks. The Design contract was issued 13 months ago.

**Goal #7** – Expedite the review at the Township of Hamilton for the Harding Run I Pump Station which has had serious electrical failures with significant repair cost to keep same operational pending reconstruction. That contract is also 13 months old.

**Goal #8** – Review the RFP’s to determine if the specifications were met and award the Water Tower Repairs based on the RFP’s received. Award in five weeks to use the spring weather as was sited at the Engineering Contract award 13 months ago.

**Goal #9** – Review the site work under the review of the Township for the Old Egg Harbor Road Facility. Engineering contract awarded November 2008. Set the deadline to advertise for bids.

**Goal #10** – Plan, design and advertise for bids on the water main interconnection low pressure side to high pressure side as soon as possible.

I look forward to my fellow Board Members joining me in accomplishing these goals.

**(CC) Statement from the Chairman:** Mr. Mattle complimented the management and staff of the MUA and stated he is looking forward to the New Year.

## **7. ADDITION/DELETION OF LATE AGENDA ITEMS**

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

## 8. ANNOUNCEMENTS/ SPECIAL PRESENTATIONS/ PUBLIC PARTICIPATION

### 9. FORMAL ACTION ITEMS

#### 10. CONSENT AGENDA ITEMS:

A. Resolution Approving Executive Director's Vacation Request

B. Resolution Approving Executive Director's Attendance at the AWWA Annual Conference & Expo

\*\*\* *It was moved by Mr. Sacchinelli and seconded by Mrs. Morrison to approve the Consent Agenda Items.*

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

**SAID MOTION ADOPTED 5-0-0**

11. PERSONNEL Nothing at this time.

#### 12. MEETING MINUTES APPROVAL

A. Regular Session – January 7th, 2010

\*\*\* *It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to approve the January 7th, 2010 Regular Meeting Minutes.*

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

**SAID MOTION ADOPTED 5-0-0**

B. Executive Session – January 7<sup>th</sup>, 2010

\*\*\* *It was moved by Mr. Mangels and seconded by Mrs. Morrison to approve the January 7th, 2010 Executive Meeting Minutes.*

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

**SAID MOTION ADOPTED 5-0-0**

#### 13. REPORTS

##### A. Administrative:

1. **Township Ethics Training:** The Township requires that all Board Members receive annual ethics training by March 31, 2010. The Township provided an ethics training DVD and certification forms.

2. **Administrative Building Fire and Burglar Alarm System Upgrade:** The Admin Building's fire/burglar alarm system needs to be upgraded. Staff is soliciting quotes and expects the cost to range from \$2,500 to \$4,000. The ED presented an overview of the required upgrade.

3. **Authorizing Purchases under State Contract:**

a. **Server Hardware & Software:** ARH, in conjunction with MUA staff, recommended purchasing new server hardware and software from Dell under NJ State Contract (*Attachment B*). The server rack and incidental items will be purchased directly.

\*\*\* *It was moved by Mr. Sacchinelli and seconded by Mr. Mangels to authorize the purchase of server hardware and software under NJ State Contract per ARH's recommendation.*

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Mattle –Aye; Mrs. Morrison - Aye.**

**SAID MOTION APPROVED 5-0-0**

b. **Utility Truck:** The ED requested authorization to purchase a new Utility Truck at a cost less than \$60,000 budgeted under NJ State Contract T2102. The ED estimated delivery within 12 weeks from the time the order is placed. Discussion ensued about Board approval prior to final pricing.

\*\*\* *It was moved by Mr. Mangels and seconded by Mr. Sacchinelli to authorize the purchase of a new utility truck under NJ State Contract #T2102 at a cost not to exceed \$60,000.00.*

**ROLL CALL VOTE: Mrs. Dix – Nay; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Mattle –Aye; Mrs. Morrison - Aye.**

**SAID MOTION APPROVED 4-1-0**

c. **Tires:** The ED authorization to purchase tires under NJ State Contract.

\*\*\* *It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the purchase of tires from Regional Tire under NJ State Contract.*

**ROLL CALL VOTE: Mrs. Dix – Aye; Mr. Mangels – Aye; Mr. Sacchinelli – Aye; Mr. Mattle –Aye; Mrs. Morrison - Aye.**

**SAID MOTION APPROVED 5-0-0**

B. **Solicitor:** Executive Session.

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

### C. Engineer: (reference Attachment C-H)

**1. (FE) Wastewater Pump Station Replacement and Upgrade Project:** The Township responded to the MUA's request for a Capital Review of the Project. Item to be discussed in Executive Session.

**2. (FE) Operations Facility Upgrades:** See 13C1.

**3. (FE) Water Tank Improvement Project:** RFQs were received from three (3) firms: Utility Service Holding Co. Inc., Gannett-Fleming/Extech LLC and Corrosion Control Corporation. The ED and FE are reviewing the RFQs and are planning to interview the three firms and schedule site visits to check existing storage facilities (Delaware/eastern PA). Depending upon the interviews and site visits, Requests for Proposals (RFPs) could be requested from all three firms.

Discussion ensued on the scheduling of the work and the number of contracts that may be required (i.e., individualized contracts for each facility or one all encompassing contract). The ED noted that the RFP was being developed. A special meeting to approve/authorize the RFPs may be held on February 25<sup>th</sup>.

**4. (OG) Electrical Upgrade:** Mr. Shea noted that local permit issues delayed the start of some work. The two emergency generators were set and are awaiting natural gas installation. Transfer panels are installed and wired. The upgrade at Well 6 will commence when the motor control center and electrical panels are delivered, which is currently scheduled for the end of February. Substantial completion is anticipated by the end of April.

**5. (ARH) Well 6 Inspection/Repair Project:** Four bids were received on January 27<sup>th</sup>. AC Schultes submitted the lowest responsible bid at \$35,815.00.

Mrs. Dix stated that at the bid opening, Layne Christensen's bid was \$39,691.75 and questioned the bid amount shown on ARH's bid tabulation. Mr. Pantalone noted that Layne Christensen's bid contained math errors. ARH recommends awarding the contract to AC Schultes in the amount of \$35,815.00 and noted that additional expenses/change orders may be incurred dependent upon the inspection results.

**\*\*It was moved by Mrs. Dix and seconded by Mrs. Morrison to approve an inspection and repair contract for Well No. 6 with AC Schultes in the amount of \$35,815.00.**

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

ARH presented a proposal to provide bid and construction management services at an estimated cost of up to \$21,500.00. The ED recommended authorizing ARH to perform the bid and construction management services on a time and material basis not to exceed \$21, 500.00.

**\*\*It was moved by Mrs. Dix and seconded by Mrs. Morrison to authorize ARH to provide the bid and construction management services for the Well 6 Inspection and Repair Project on a time and materials basis not to exceed \$21,500.00.**

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

**6. (ARH) Old Egg Harbor Road Water Main Replacement:** The Pinelands Commission is requiring the submission of a cultural resources study. ARH will subcontract the study at a cost of \$5,464.00.

**\*\*It was moved by Mrs. Dix and seconded by Mrs. Morrison to amend the HTMUA's contract with ARH to include a Cultural Resource Study at a cost not to exceed \$5,500.00.**

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

**7. (ARH) Security Upgrades Project:** A pre-construction meeting was held on January 29<sup>th</sup> with Abel Fence, ARH and the MUA. The addition of "man gates" and "exit probes" were requested by the MUA at a cost of \$11,625.00. Discussion ensued on the proposed changes and the reasons for same.

**\*\*It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve Change Order #1 to Abel Fence LLC contract. Cost of the change not to exceed \$11,625.00 and shall be payable from the General Fund.**

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

**8. (ARH) Sub-regional Pump Station/Gravity Sewer Study:** A draft copy of the report was submitted to the MUA for review.

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

**9. (ARH) Well 10 High & Low Pressure Study:** ARH has completed the study and will forward a draft report to the MUA by the end of the month. Discussion ensued on how Well 10 might operate between the two pressure zones.

**10. (ARH) Wells 6 & 8 Lower Kirkwood Aquifer Study:** Based on discussion with NJDEP and NJGS, ARH modified the cost of Item 1b – Aquifer Test Proposal from \$6,530.00 to \$23,495.00. The ED recommended that the Board approve the change and authorize ARH to move forward with Item 1b. Mr. Pantalone anticipates a schedule of ~ 10 weeks to perform the work. He noted that costs to install a test well and monitoring wells and to perform water sampling and laboratory testing are not included in ARH's contract and will require the allocation of additional funds when performed.

*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to approve Change Order No. 1, in the amount of \$16,965.00, to increase Item 1b of ARH's Wells 6 & 8 Aquifer Study contract from \$6,530.00 to \$23,495.00 and shall be payable from the General Fund.*

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

## D. Committee Reports:

1. **Construction Committee:** No Report

2. **Operations Committee:**

a. **Capital Equipment:**

1. **Authorization to Bid for a Valve Maintenance Trailer:**

*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Executive Director to prepare bid specifications for a Valve Maintenance Trailer and to advertise same by the end of February.*

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

2. **Authorization to Bid for a Sanitary Sewer Camera System:**

*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize the Executive Director to prepare bid specifications for a trailer enclosed Sewer Camera System and to advertise same.*

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

3. **Well 8 Operational Issue:** ARH and staff are working on interlock and pH issues.

4. **WTMUA Pump Station:** The ED will meet with WTMUA, Engineer and Contractor to discuss the pump performance at this pump station.

3. **Finance Committee:** (reference Attachment I-K)

a. **Approval of Bills and Payroll**

1. FY 2009-2010	\$172,185.21
2. General Fund	\$30,097.31
3. Developer Escrow	\$932.78

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the FY 2009/2010 Budget in the amount of \$172,185.21.*

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

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Mangels to authorize payments from the General Fund account in the amount of \$30,097.31.*

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

*\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize payments from the Developer Escrow account in the amount of \$932.78.*

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

# HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular/Reorganization Meeting – February 4, 2010 – 7:30 PM

## b. Authorizing Billing Adjustments

\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to authorize the Billing Adjustments for the period January 1<sup>st</sup>, 2010 through January 31<sup>st</sup>, 2010 as identified in the attached report.

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

## c. Transfer of Funds:

\*\*\* It was moved by Mrs. Dix and seconded by Mr. Sacchinelli to approve a resolution for budget transfers in the amount of \$49,000.00.

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

4. **Personnel/Administration Committee:** A meeting needs to be scheduled.

5. **Policy Committee:** A meeting to discuss a proposed “in-active” sewer service unit charge needs to be scheduled.

6. **Conservation Committee:** No Report

7. **Safety Committee:** A meeting is scheduled for March 9<sup>th</sup> at 9:00 AM.

12. **PUBLIC COMMENTS:** Mr. Pantalone, ARH, and Mr. Shea, O’Brien & Gere, thanked the Board for their respective appointments. Mr. Shea briefly spoke about AEA and recommended attending its Management Conference on March 9<sup>th</sup> and 10<sup>th</sup> at the Trump Marina.

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

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

## 15. REVIEW OF PRIOR RESOLUTIONS

A. **January 2009 Resolutions:** No issues.

## 16. EXECUTIVE SESSION 9:24 PM

\*\*\* It was moved by Mrs. Morrison and seconded by Mr. Sacchinelli to enter into Executive Session to discuss possible litigation.

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

*The Recording Secretary and Asset/Project Manager were excused and a brief recess was taken. The Board returned to the regular meeting at 9:52 PM. The Executive Director completed the minutes from this point on.*

## 6.(E) Nomination/Election of Assistant Secretary for the HTMUA

\*\*\* It was moved by Mrs. Morrison and seconded by Mr. Sacchinelli to rescind Susan Boyce’s appointment as the Assistant Secretary and to appoint Stephen Blankenship as the Assistant Secretary.

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 9:53 PM

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