

# Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251

Telephone (609) 886-7146 • Fax (609) 886-4487

www.LTMUA.org



December 5<sup>th</sup> 2018

## AGENDA

1. Call to Order
2. Determination of Quorum
3. Sunshine Law
4. Pledge of Allegiance and Moment of Silence
5. Comments or Questions from the Public on Agenda Items

## CONSENT AGENDA

6. Approval of Minutes: November 7<sup>th</sup>, 2018 regular minutes, closed session.
7. Approval of Bills
  - a. **Resolution No. 150-2018 \$49,999.96** Operating Account (Authorizes payment of operating expensed up to \$50,000)
  - b. **Resolution No. 151-2018 \$168,226.70** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
8. **Resolution No. 152-2018** Authorizing Transfer from Sturdy Savings Capital Improvement Fund Account to Sturdy Operating Account. For payment of **Sewer Capital** items in the amount of **\$351,845.60**.
9. **Resolution No. 153-2018** Authorizing Transfer from Sturdy Savings Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water Capital** items in the amount of **\$281,446.85**.
10. **Resolution No. 154-2018** Customer Change Approving reductions to accounts.

## REGULAR AGENDA

11. **Resolution No. 155-2018** Award of Alternative Method Contract for Financial Services with Romano, Hearing, Testa & Knorr
12. **Resolution No. 156-2018** Endorsement of the Cape May County Wastewater Management Plan to Include the 115 Breakwater Road Subdivision.
13. **Administrative Reports**
  - Solicitor
  - Engineer
  - Executive Director
14. Call to the Public
15. Comments from the Board

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION NO. 150-2018**

**RE: OPERATING ACCOUNT REQUISITION**

BE IT RESOLVED, by the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, that in accordance with SECTION 605 of the GENERAL BOND RESOLUTION, the sum of \$49,999.96 and hereby is for the purpose of reimbursing the REVOLVING FUND for OPERATING EXPENSES for the payment scheduled. These payments include those not represented by an asterisk on the attached check list.

BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance or repair of the system or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

The LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that this requisition is in accordance with Section 605 and Section 606 of the GENERAL BOND RESOLUTION; that obligations in the stated amounts have been incurred by the Authority and that each item thereof was properly incurred in operating, maintaining or repairing the system and has not been paid; that there has not been filed with or served upon the Authority notice any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable under such requisition to any of the persons, firms or corporations named in such requisition, or if any such lien, attachment or claim has been filed or served upon the Authority, that such lien, attachment or claim has been released or discharged and such payments are for Operating Expenses and that the total amount thereof will not be in excess of the unencumbered balance of the Annual Budget.

**RESOLUTION NO. 150-2018**

	<b>BITTING</b>	<b>HENDERSON</b>	<b>O'CONNOR</b>	<b>SHEFTZ</b>	<b>LAMBERT</b>
<b>MOTION</b>	<input checked="" type="checkbox"/>				
<b>SECOND</b>				<input checked="" type="checkbox"/>	
<b>AYES</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>NAY</b>					
<b>ABSENT</b>					
<b>ABSTAIN</b>					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 5, 2018.

  
Sharon Otto, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION NO. 151-2018**

**RE: REQUISITIONING REIMBURSEMENT OF OPERATING  
EXPENSES IN EXCESS OF \$50,000.00**

WHEREAS, Section 605 of the General Bond Resolution provided for Operating Expenses in the amount of \$50,000.00 and;

WHEREAS, the Authority has bills totaling in excess of \$50,000.00 to be paid, and the Authority wishes to authorize the payment of these bills at this time, contingent upon the receipt of the reimbursement of Operating Expenses requested by the Resolution previously adopted at this meeting.

NOW, THEREFORE, BE IT RESOLVED, by the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY that in accordance with Section 605 of the General Bond Resolution, the sum of \$168,226.70 is hereby requisitioned from TD Bank, the Trustee, for the payments scheduled and attached.

BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance, or repair of the System applicable or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

The LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that this requisition is in accordance with Section 605 and Section 606 of the General Bond Resolution.

**RESOLUTION NO. 151-2018**

	BITTING	HENDERSON	O'CONNOR	SHEFTZ	LAMBERT
<b>MOTION</b>	X				
<b>SECOND</b>				X	
<b>AYES</b>	X	X	X	X	X
<b>NAY</b>					
<b>ABSENT</b>					
<b>ABSTAIN</b>					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 5, 2018.

  
Sharon Otto, Secretary

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## BILL LIST CERTIFICATION

We, the Members of the Lower Township Municipal Utilities Authority hereby certify that we have each reviewed the Bill List presented for payment on December 5, 2018.

Brian O'Connor

Jacqueline Henderson

Harrison A. Bitting

Stephen W. Sheftz

Marc Lambert

<b>PREPAY AND EFT ITEMS For December 5th 2018 MEETING.</b>		
Delta Dental On Line EFT Pymt	\$2,242.79	EFT
Medical Active Employees	\$45,534.23	EFT
Medical Retired Employees	\$21,630.40	EFT
WEX Fleet Universal- Fuel Purchases	\$33.41	EFT
Eddies Auto 2016 Ford F350 Repair	\$3,573.43	ck043117
<b>Total of the Pre Pay Items</b>	<b>\$73,014.26</b>	
<b>CAPITAL SEWER ITEMS</b>		
Derstine Company / Clarifier Install	\$54,000.00	
Trimark Building Contractors Roof Replacement	\$171,813.25	
DeBlasio & Associates Pump Station Improvements	\$165.00	
R & V Eng. WWTP Clarifier Upgrades	\$3,136.25	
R & V Eng. WWTP Electrical Upgrades	\$18,825.75	
R & V Eng. WWTP Roof Replacement Project	\$8,808.00	
Fralinger Engineering PA Vacuum Expansion	\$95,097.35	
<b>Total</b>	<b>\$351,845.60</b>	
<b>CAPITAL WATER ITEMS</b>		
R & V Eng. E Villas Phase II	\$17,772.75	
Perna Finnigan Inc E Villas Phase II Cert #4	\$263,674.10	
<b>Total</b>	<b>\$281,446.85</b>	
<b>Total of the Bill List</b>	<b>\$778,504.85</b>	
<b>Developers Escrow Water</b>		
115 Breakwater RD Project	\$0.00	
<b>Developers Escrow Sewer</b>		
115 Breakwater RD Project	\$0.00	
<b>Total of Developers Escrow</b>	<b>\$0.00</b>	
Ac Electric	\$11,450.00	
Miracle Chemical	\$8,888.37	
MGL Printing	\$4,069.00	
McManimon, Scotland & Baumann	\$10,575.42	
Polydine Inc	\$8,178.80	
U.S. Saws, Inc	\$4,014.42	
Township of Lower	\$2,652.25	
Mark I Industries Inc	\$150.00	
ACE Plumbing and Heating	\$21.70	
<b>OPERATING ACCOUNT</b>	<b>\$49,999.96</b>	
<b>BILL LIST LESS CAPITAL ITEMS</b>	<b>\$145,212.40</b>	
<b>BILL LIST LESS DEVELOPERS ESCROW ITEMS</b>	<b>\$145,212.40</b>	
<b>BILL LIST LESS OPERATING</b>	<b>\$95,212.44</b>	
<b>BALANCE OF BILL LIST + PREPAY ITEMS</b>	<b>\$168,226.70</b>	
<b>EXCESS OPERATION ACCOUNT</b>	<b>\$168,226.70</b>	
<b>TOTAL OF ALL RESOLUTIONS</b>	<b>\$851,519.11</b>	
<b>BILL LIST AND PRE PAID ITEMS / CHECKED</b>	<b>\$851,519.11</b>	

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LOWER TOWNSHIP MUA  
Bill List By Vendor Id

Page No: 1

P.O. Type: All  
Range: First to Last  
Format: Condensed

Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ACC02 ATLANTIC COASTAL CLEANING								
	18-00918	11/16/18	General Cleaning	Open	1,470.00	0.00		
AIR01 AIRGAS SAFETY INC								
	18-00840	10/25/18	Cut Resistant Gloves	Open	130.12	0.00		
	18-00886	11/07/18	Gloves, Tyveks & Vests	Open	<u>1,175.46</u>	0.00		
					1,305.58			
AMP01 A & M PRODUCTS								
	18-00847	10/25/18	Scrubs	Open	165.02	0.00		
ANCO2 ANCO HOME CENTER CORP								
	18-00963	11/29/18	November 2018 Purchases	Open	372.44	0.00		
ASG01 PROTECTION 1								
	18-00890	11/07/18	Service	Open	235.50	0.00		
	18-00930	11/21/18	Garage Maintenance Agreement	Open	<u>96.00</u>	0.00		
					331.50			
ATL04 ATLANTIC COAST HOTSY INC.								
	18-00816	10/17/18	Hotsy Repair	Open	907.12	0.00		
BCS01 BARBER CONSULTING SERVICES								
	18-00909	11/15/18	AdBlocker Service	Open	195.00	0.00		
BIL03 BILLOWS ELECTRIC SUPPLY CO INC								
	18-00896	11/07/18	Bulbs for Sign & Wire Nuts	Open	149.34	0.00		
	18-00897	11/07/18	Ballast for Mark's Office	Open	<u>53.88</u>	0.00		
					203.22			
CAR01 NORTHEAST INDUSTRIAL								
	18-00895	11/07/18	48" Blade Markers Sets	Open	170.68	0.00		
CAR05 CARUS CORPORATION								
	18-00907	11/14/18	Carus K-5	Open	1,751.04	0.00		
CHA05 CHAPMAN FORD SALES, INC.								
	18-00900	11/07/18	Truck 13 Rear Brake Parts	Open	375.69	0.00		
CNA01 CNA SURETY								
	18-00924	11/19/18	Street Opening Bond	Open	100.00	0.00		
CNM01 CORE & MAIN LP								
	18-00803	10/03/18	Couplings & Tee	Open	641.00	0.00		
COL04 COLONIAL ELECTRICAL SUPPLY CO								
	18-00899	11/07/18	20AMP Breaker - Route 9	Open	34.13	0.00		

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LOWER TOWNSHIP MUA  
Bill List By Vendor Id

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Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
COL04 COLONIAL ELECTRICAL SUPPLY CO Continued								
18-00908	11/14/18	Conduit on Sludge Holding # 1	Open	<u>168.32</u> 202.45	0.00			
COM06 COMCAST INC								
18-00912	11/16/18	Internet & Cable 11/13-12/12	Open	158.95	0.00			
CON03 ATLANTIC CITY ELECTRIC								
18-00968	11/30/18	Electric - November 2018	Open	11,450.00	0.00			
CWK01 CAFIERO & KAUFMANN								
18-00949	11/27/18	Legal Services 10/26-11/26/18	Open	1,110.00	0.00			
DEB02 DEBLASIO & ASSOCIATES								
18-00914	11/16/18	Pump Station Improvements	Open	165.00	0.00			
DER02 DERSTINE COMPANY								
18-00961	11/29/18	Secondary Clarifier Install	Open	54,000.00	0.00			
DRB01 DRBA								
18-00925	11/21/18	Lease Agreement	Open	212.66	0.00			
EFF01 EFFIGIS GEO-SOLUTIONS INC.								
18-00884	11/06/18	OnPOZ EZSurv Renewal	Open	75.00	0.00			
ENG02 REMINGTON, VERNICK & WALBERG ENG.								
18-00836	10/24/18	WWTP Electrical Upgrades	Open	6,871.50	0.00			
18-00932	11/26/18	WWTP Roof Replacement Project	Open	8,808.00	0.00			
18-00933	11/26/18	WWTP Electrical Upgrades	Open	11,953.25	0.00			
18-00934	11/26/18	General Engineering	Open	362.50	0.00			
18-00935	11/26/18	Secondary Clarifier Upgrades	Open	3,136.25	0.00			
18-00936	11/26/18	East Villas - Phase 2	Open	<u>17,772.75</u> 48,904.25	0.00			
ESR02 ESRI, INC.								
18-00859	10/31/18	GIS Software & Maintenance	Open	950.00	0.00			
EXC02 EXCELSIOR BLOWER SYSTEMS, INC.								
18-00738	09/12/18	Inpro Seal for Blower #3	Open	1,924.66	0.00			
FAS01 FASTENAL COMPANY								
18-00851	10/25/18	Anchor Bolts for Dry Wells	Open	47.55	0.00			
18-00965	11/29/18	Collection Materials	Open	<u>162.58</u> 210.13	0.00			
FEC01 FILTER EQUIPMENT CO. INC.								
18-00846	10/25/18	Filters for Pump Seals	Open	555.00	0.00			
FRA03 FRALINGER ENGINEERING PA								
18-00423	05/25/18	Vacuum Sewer Expansion Project	Open	95,097.35	0.00			
GEF01 SUN LIFE FINANCIAL								
18-00948	11/27/18	LIFE INSURANCE FOR DECEMBER 18	Open	89.43	0.00			

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Bill List By Vendor Id

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Vendor # Name		PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
GOD01	XYLEM WATER SOLUTIONS USA, INC								
		18-00843	10/25/18	Gaskets for Godwin Pump	Open	50.19	0.00		
GSR01	GSRP PROJECT HOLDINGS I, LLC								
		18-00953	11/28/18	Solar Energy 10/1-10/31/18	Open	5,343.25	0.00		
HAC01	HACH COMPANY								
		18-00885	11/07/18	Rover Rust Remover 454g pk/12	Open	526.26	0.00		
HER01	HERALD-NEWSPAPER SEA WAVE CORP								
		18-00848	10/25/18	Hydrant Flushing Advertisement	Open	268.00	0.00		
		18-00891	11/07/18	Hydrant Flushing Advertisement	Open	268.00	0.00		
						536.00			
JBL01	J & B LOCKSMITHS								
		18-00889	11/07/18	Service Call, Labor & Parts	Open	429.00	0.00		
KEE01	KEEN COMPRESSED GAS COMPANY								
		18-00844	10/25/18	Cylinder Lease	Open	122.00	0.00		
		18-00845	10/25/18	Cylinder Rental	Open	19.80	0.00		
		18-00929	11/21/18	Cylinder Rental	Open	81.26	0.00		
						223.06			
KIN01	KINDLE FORD INCORPORATED								
		18-00898	11/07/18	Service to Ford F250 Pickup	Open	430.11	0.00		
LAU01	LAURY HEATING COOLING LLC								
		18-00894	11/07/18	Service Call	Open	105.00	0.00		
LAW01	LAWSON PRODUCTS INC								
		18-00744	09/12/18	Plant Stock Supplies	Open	295.12	0.00		
		18-00751	09/12/18	Drill Doctor 750x3/32 to 3/4"	Open	228.20	0.00		
		18-00808	10/03/18	Markout Paint	Open	515.52	0.00		
						1,038.84			
LOW01	LOWE'S								
		18-00913	11/16/18	In-Store Purchases	Open	417.63	0.00		
		18-00950	11/27/18	Materials for Shed Roof	Open	123.85	0.00		
						541.48			
LSS01	TELESYSTEM								
		18-00927	11/21/18	Phone Accounts	Open	2,595.54	0.00		
LTE01	LT ELEMENTARY SCHOOLS								
		18-00911	11/16/18	Yearbook Sponsorship	Open	2,000.00	0.00		
MAB01	SHERWIN WILLIAMS								
		18-00887	11/07/18	Paint for Plant	Open	50.78	0.00		
MAR04	MARK I INDUSTRIES INC.								
		18-00841	10/25/18	Cutting & Grooving	Open	150.00	0.00		



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Bill List By Vendor Id

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Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
MCH01 MIRACLE CHEMICAL								
	18-00921	11/16/18	Sodium Hypochlorite 11/05/18	Open	4,582.77	0.00		
	18-00947	11/27/18	Sodium Hypochlorite 11/21/18	Open	<u>4,305.60</u>	0.00		
					8,888.37			
MCM01 MCMANIMON, SCOTLAND & BAUMANN								
	18-00920	11/16/18	Professional Services Rendered	Open	10,575.42	0.00		
MGL01 MGL PRINTING SOLUTIONS LLC								
	18-00902	11/09/18	Sewer Bills, Envelopes, Etc.	Open	4,069.00	0.00		
MUA04 CAPE MAY MUA-GRIT								
	18-00956	11/28/18	Grit & Rags Disposal	Open	1,315.87	0.00		
OFF04 OFFICE DEPOT BUSINESS ACCOUNT								
	18-00942	11/26/18	Office Supplies	Open	679.48	0.00		
ONE03 ONE CALL CONCEPTS INC								
	18-00923	11/19/18	Markouts - October 2018	Open	495.00	0.00		
PAL02 PHOENIX ADVISORS, LLC								
	18-00931	11/21/18	Continuing Disclosure Agent	Open	950.00	0.00		
PAR01 PARAMOUNT CHEMICAL CO. INC								
	18-00888	11/07/18	T/P, P/T, Trash Bags, Cleaner	Open	362.30	0.00		
	18-00901	11/07/18	1/6 - Plastic White Bags	Open	<u>15.68</u>	0.00		
					377.98			
PEI01 PEIRCE EQUIPMENT CO. INC								
	18-00893	11/07/18	Packing Kit Viton for Truck 9	Open	121.17	0.00		
PET02 PETTY CASH-SHARON OTTO								
	18-00964	11/29/18	PETTY CASH 9/18-11/18	Open	138.38	0.00		
PFI01 PERNA FINNIGAN, INC								
	18-00926	11/21/18	Bayshore & Washington Repair	Open	49,135.95	0.00		
	18-00951	11/28/18	East Villas 2 - Pay Cert. 4	Open	<u>263,674.10</u>	0.00		
					312,810.05			
PIE01 PG & S PAYROLL SERVICES,LLC								
	18-00915	11/16/18	Payroll Services	Open	248.00	0.00		
POL03 POLYDYNE INC.								
	18-00910	11/15/18	Polymer Totes	Open	8,178.80	0.00		
RHT01 ROMANO, HEARING, TESTA & KNORR								
	18-00916	11/16/18	Accounting Assistance Services	Open	3,355.00	0.00		
	18-00967	11/30/18	Accounting Assistance Services	Open	<u>5,317.00</u>	0.00		
					8,672.00			
SBS01 STEWART BUSINESS SYSTEMS								
	18-00922	11/19/18	Contract Invoice IN371688	Open	442.04	0.00		

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Bill List By Vendor Id

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Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SEA01	SEA GEAR MARINE SUPPLY INC							
	18-00109	01/24/18	Boots for Operations Personnel	Open	127.60	0.00		
	18-00940	11/26/18	30w Compressor Oil	Open	14.72	0.00		
	18-00960	11/29/18	Batteries for Truck 6	Open	282.66	0.00		
	18-00962	11/29/18	Boots - Loper	Open	<u>155.00</u>	0.00		
					579.98			
STA02	STAPLES BUSINESS CREDIT							
	18-00880	11/02/18	Hanging Clamps	Open	319.89	0.00		
	18-00881	11/05/18	USB to Serial Adapter	Open	<u>87.98</u>	0.00		
					407.87			
SUP02	ACE PLBG, HTG & ELECTRICAL							
	18-00892	11/07/18	1" FXFXF TEE	Open	21.70	0.00		
TRI05	TRI-COUNTY TERMITE & PEST							
	18-00903	11/13/18	Pest Control Services	Open	90.00	0.00		
TRI07	TRIMARK BUILDING CONTRACTORS							
	18-00952	11/28/18	WWTP Roof Replacement Cert. 2	Open	171,813.25	0.00		
TWP01	TOWNSHIP OF LOWER							
	18-00955	11/28/18	Emergency Notification System	Open	2,652.25	0.00		
UPS01	UPS							
	18-00954	11/28/18	UPS Ground Delivery Charges	Open	292.66	0.00		
USA01	HD FACILITIES MAINTENANCE, LTD							
	18-00838	10/24/18	Smoke Testing Items	Open	760.16	0.00		
USS01	U.S. SAWS, INC.							
	18-00883	11/05/18	Chain Saw, Feed Tank, Etc.	Open	4,014.42	0.00		
VER03	VERIZON WIRELESS							
	18-00917	11/16/18	Cell Phones & Tablets	Open	1,128.28	0.00		
VIL03	NAPA AUTO PARTS CO.							
	18-00957	11/28/18	November 2018 Purchases	Open	500.06	0.00		
VWR01	VWR INTERNATIONAL							
	18-00750	09/12/18	Micro Cover Glasses	Open	47.19	0.00		
WWG01	GRAINGER, INC							
	18-00863	10/31/18	Belts, Wedge Anchors	Open	705.74	0.00		
	18-00904	11/13/18	Pipe Insulating Materials	Open	163.46	0.00		
	18-00905	11/13/18	10.2 oz. Clear Adhesive	Open	<u>13.78</u>	0.00		
					882.98			
XER01	XEROX							
	18-00919	11/16/18	Monthly Maintenance Agreement	Open	239.81	0.00		

Total Purchase Orders: 97 Total P.O. Line Items: 0 Total List Amount: 778,504.85 Total Void Amount: 0.00

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Bill List By Vendor Id

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Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type

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Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
SEWER & WATER FUN	8-05	391,385.23	0.00	391,385.23	0.00	0.00	391,385.23
	X-05	387,119.62	0.00	387,119.62	0.00	0.00	387,119.62
Total of All Funds:		778,504.85	0.00	778,504.85	0.00	0.00	778,504.85

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Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
SEWER & WATER FUN 05		778,504.85	0.00	778,504.85	0.00	0.00	778,504.85
Total of All Funds:		<u>778,504.85</u>	<u>0.00</u>	<u>778,504.85</u>	<u>0.00</u>	<u>0.00</u>	<u>778,504.85</u>

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Breakdown of Expenditure Account Current/Prior Received/Prior Open

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Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
SEWER & WATER FUND	8-05	391,385.23	0.00	0.00	0.00	391,385.23
	X-05	387,119.62	0.00	0.00	0.00	387,119.62
Total Of All Funds:		<u>778,504.85</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>778,504.85</u>

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION NO. 152-2018**

**RE: AUTHORIZING TRANSFER FROM STURDY SAVINGS CAPITAL  
IMPROVEMENT FUND ACCOUNT TO  
STURDY SAVINGS OPERATING ACCOUNT FOR PAYMENT**

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that authorization is hereby given to transfer funds from the Sturdy Capital Improvement Fund account to Sturdy Operating account to pay the following **Sewer** Capital Improvement items:

Derstine Company / Clarifier Install	\$54,000.00
Trimark Building Contractors Roof Replacement	\$171,813.25
DeBlasio & Associates Pump Station Improvements	\$165.00
R & V Eng. WWTP Clarifier Upgrades	\$3,136.25
R & V Eng. WWTP Electrical Upgrades	\$18,825.75
R & V Eng. WWTP Roof Replacement Project	\$8,808.00
Fralinger Engineering PA Vacuum Expansion	\$95,097.35
<b>Total</b>	<b>\$351,845.60</b>

**RESOLUTION NO. 152-2018**

	<b>BITTING</b>	<b>HENDERSON</b>	<b>O'CONNOR</b>	<b>SHEFTZ</b>	<b>LAMBERT</b>
<b>MOTION</b>	X				
<b>SECOND</b>				X	
<b>AYES</b>	X	X	X	X	X
<b>NAY</b>					
<b>ABSENT</b>					
<b>ABSTAIN</b>					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on December 5, 2018.



Sharon Otto, Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION NO. 153-2018**

**RE: AUTHORIZING TRANSFER FROM STURDY SAVINGS CAPITAL  
IMPROVEMENT FUND ACCOUNT TO  
STURDY SAVINGS OPERATING ACCOUNT FOR PAYMENT**

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that authorization is hereby given to transfer funds from the Sturdy Capital Improvement Fund account to Sturdy Operating account to pay the following **Water Capital** Improvement items:

R & V Eng. E Villas Phase II \$17,772.75

Perna Finnigan Inc E Villas Phase II Cert #2 \$263,674.10

**Total \$281,446.85**

**RESOLUTION NO. 153-2018**

	BITTING	HENDERSON	O'CONNOR	SHEFTZ	LAMBERT
MOTION	X				
SECOND				X	
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on December 5, 2018.



Sharon Otto, Secretary



**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
RESOLUTION NO. 154-2018**

**Customer Change**

**BE IT RESOLVED**, by the Lower Township Municipal Utilities Authority that the Board Secretary, Sharon Otto be and hereby is authorized to make the following changes and draw checks to refund overpayments if applicable.

**Adjustments**

**WATER ACCOUNTS**

	<u>Address</u>	<u>Period</u>	<u>Amount</u>	<u>Explanation</u>
3171-0	1899 Bayshore Road	2018Q3	\$273.54	Reading error
189-0	218 W Florida Avenue	2018Q3	\$2,640.05	Reading error
279-0	521 E Jacksonville Avenue	2018Q3	\$39,652.73	Meter installed backwards
6948-0	685 Townbank Road	2018Q3	\$38,830.94	Meter installed backwards
5984-0	48 Beachhurst Drive	2018Q3	\$3,466.18	Incorrect Interiun reading
8885-0	403 Scott Avenue	2018Q3	\$26,984.46	Handheld picked 4digits.
	INTEREST	WATER	SEWER	
	TOTAL	2.83	25.34	

**TOTAL REDUCTIONS: \$111,876.07**

**RESOLUTION NO. 154-2018**

	BITTING	HENDERSON	O'CONNOR	SHEFTZ	LAMBERT
MOTION	X				
SECOND				X	
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 5, 2018.



Sharon Otto, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION NO. 155-2018**

**RESOLUTION AUTHORIZING THE AWARD OF AN ALTERNATE METHOD CONTRACT FOR FINANCIAL SERVICES**

WHEREAS, the Lower Township Municipal Utilities Authority has a need to acquire financial services as an alternate method contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the anticipated term of this contract is one year; December 15, 2018 to December 15, 2019 and may be extended two times as approved by this governing body; and

WHEREAS, Romano, Hearing, Testa & Knorr, 150 S. Main Road, Vineland, New Jersey has submitted a proposal dated November 15, 2018 indicating they will provide financial services for the annual fee not to exceed \$110,000; and

WHEREAS, Romano, Hearing, Testa & Knorr has completed and submitted a Business Entity Disclosure Certification which certifies that Romano, Hearing, Testa & Knorr has not made any reportable contributions to a political or candidate committee in the Township of Lower in the previous one year, and that the contract will prohibit Romano, Hearing, Testa & Knorr from making any reportable contributions through the term of the contract, and

WHEREAS, Certification of Availability of Funds, prepared by the Treasurer of this Authority is attached hereto.

NOW THEREFORE, BE IT RESOLVED that the Board of the Lower Township Municipal Utilities Authority authorizes the Chairman to enter into a contract with Romano, Hearing, Testa & Knorr as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution and,

BE IT FURTHER RESOLVED that a Notice stating the nature, duration, service and the amount of the Contract and that this Resolution and Contract are on file and available for public inspection in the office of the Lower Township Municipal Utilities Authority shall be published in The Herald and The Press after adoption of this Resolution.

RESOLUTION NO. 155-2018

	BITTING	HENDERSON	O'CONNOR	SHEFTZ	LAMBERT
MOTION	X				
SECOND				X	
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a Resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 5, 2018.

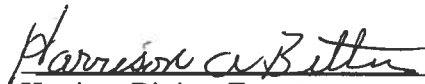
  
Sharon Otto, Secretary

**CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT**

**ADDITION TO RESOLUTION NO. 155-2018**

I, Harrison Bitting, Treasurer and Certifying Finance Officer of the Township of Lower Municipal Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board that there are available adequate funds for the proposed professional services contract between the Township of Lower Municipal Utilities Authority and Romano, Hearing, Testa & Knorr for the provision of financial services. Money necessary to fund said contract has been projected in the amount of \$110,000. Money necessary to fund said contract has been provided for and shall be charged to the following Line Item Appropriation or Account Nos. 05-60-500-206 – Professional Fees-Auditor/Financial Services-Water and 05-55-500-206 Professional Fees-Auditor/Financial Services-Sewer. These funds will not be certified as being for more than one (1) pending contract.

DATE: December 5, 2018

A handwritten signature in cursive script, appearing to read "Harrison Bitting", is written over a horizontal line.

Harrison Bitting, Treasurer  
Certifying Finance Officer

## **Lower Township Municipal Utilities Authority**

### **Alternate Method Contract Contribution Prohibition Language**

#### **Political Contribution Disclosure**

This contract has been awarded to Romano, Hearing, Testa & Knorr ; 150 S. Main Road, Vineland, New Jersey based on the merits and abilities of Romano, Hearing, Testa & Knorr to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Romano, Hearing, Testa & Knorr, it's subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that municipality when the contract is awarded.

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Romano, Hearing, Testa & Knorr

Signature of Affiant : Stephen P. Testa

Printed Name of Affiant : Stephen P. Testa

Title: Shareholder

Date: November 9, 2018

## FEE PROPOSAL

We propose to perform accounting services and provide staff assistance as required by the Lower Township Municipal Utilities Authority for the period December 15, 2018 through December 15, 2019. Fees will be billed at our standard hourly rates, in accordance with the fee schedule below. Travel time will be billed at one-half of the hourly rate. Based on discussions with management of the Authority with respect to the services to be performed, it is anticipated that the fees for the period December 15, 2018 through December 15, 2019 will not exceed \$110,000. If the Authority requires additional services not anticipated in those discussions with management, and significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### ROMANO, HEARING, TESTA & KNORR 2019 Fee Schedule

---

<u>Class of Personnel</u>	<u>Hourly Rate</u>
Principal	\$170.00
Supervisory Accountant	\$120.00
Staff Accountant	\$75.00 to \$98.00
Office Support	\$40.00

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the **Romano, Hearing, Testa & Knorr ; 150 S. Main Road, Vineland, New Jersey** has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding December 15<sup>th</sup>, 2018 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Lower Township Municipal Utilities Authority** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

<b>Lower Township Municipal Utilities Authority Board Members:</b> Brian O’Conner, Jacqueline Henderson, Harrison Bitting Stephen Sheftz, Marc Lambert	<b>Lower Township Mayor &amp; Council Members:</b> Mayor Erik Simonsen, Frank Sippel, Thomas Conrad, David Perry and Roland Roy
<b>Lower Township Republican Organizations</b>	<b>Lower Township Democratic Organizations</b>

**Part II – Ownership Disclosure Certification**

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership      ☒ Corporation      ☐ Sole Proprietorship      ☐ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Stephen P. Testa	1316 Mallard Lane, Millville, New Jersey
Warren A. Knorr	55 Woodland Avenue, Mullica Hill, New Jersey
Anthony C. Romano	3019 Crane Street, Vineland, New Jersey

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Romano, Hearing, Testa & Knorr

Signature of Affiant: Stephen P. Testa Title: Shareholder

Printed Name of Affiant : Stephen P. Testa Date: November 9, 2018

Subscribed and sworn before me this 9<sup>th</sup> day of  
November, 2018.

My Commission expires:

**SHEILA R. DARGIS**  
**NOTARY PUBLIC OF NEW JERSEY**  
My Commission Expires **May 22, 2023**  
I.D. #2300832

Sheila R. Dargis  
(Witnessed or attested by)

(Seal)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term “political party committee” means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term “candidate committee” means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term “joint candidates committee” means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

## **Lower Township Municipal Utilities Authority**

### **Alternate Method Contract Contribution Prohibition Language**

#### **Political Contribution Disclosure**

This contract has been awarded to Romano, Hearing, Testa & Knorr ; 150 S. Main Road, Vineland, New Jersey based on the merits and abilities of Romano, Hearing, Testa & Knorr to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Romano, Hearing, Testa & Knorr, it's subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that municipality when the contract is awarded.

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Romano, Hearing, Testa & Knorr

Signature of Affiant : Stephen P. Testa

Printed Name of Affiant : Stephen P. Testa

Title: Shareholder

Date: November 9, 2018



## FEE PROPOSAL

We propose to perform accounting services and provide staff assistance as required by the Lower Township Municipal Utilities Authority for the period December 15, 2018 through December 15, 2019. Fees will be billed at our standard hourly rates, in accordance with the fee schedule below. Travel time will be billed at one-half of the hourly rate. Based on discussions with management of the Authority with respect to the services to be performed, it is anticipated that the fees for the period December 15, 2018 through December 15, 2019 will not exceed \$110,000. If the Authority requires additional services not anticipated in those discussions with management, and significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### ROMANO, HEARING, TESTA & KNORR 2019 Fee Schedule

---

| <u>Class of Personnel</u> | <u>Hourly Rate</u> |
|---------------------------|--------------------|
| Principal                 | \$170.00           |
| Supervisory Accountant    | \$120.00           |
| Staff Accountant          | \$75.00 to \$98.00 |
| Office Support            | \$40.00            |

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the **Romano, Hearing, Testa & Knorr ; 150 S. Main Road, Vineland, New Jersey** has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding December 15<sup>th</sup>, 2018 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Lower Township Municipal Utilities Authority** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|                                                                                                                                                           |                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lower Township Municipal Utilities Authority Board Members:</b><br>Brian O'Conner, Jacqueline Henderson, Harrison Bitting Stephen Sheftz, Marc Lambert | <b>Lower Township Mayor &amp; Council Members:</b><br>Mayor Erik Simonsen, Frank Sippel, Thomas Conrad, David Perry and Roland Roy |
| <b>Lower Township Republican Organizations</b>                                                                                                            | <b>Lower Township Democratic Organizations</b>                                                                                     |

**Part II – Ownership Disclosure Certification**

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership      ☒ Corporation      ☐ Sole Proprietorship      ☐ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

| Name of Stock or Shareholder | Home Address                                 |
|------------------------------|----------------------------------------------|
| Stephen P. Testa             | 1316 Mallard Lane, Millville, New Jersey     |
| Warren A. Knorr              | 55 Woodland Avenue, Mullica Hill, New Jersey |
| Anthony C. Romano            | 3019 Crane Street, Vineland, New Jersey      |
|                              |                                              |
|                              |                                              |
|                              |                                              |
|                              |                                              |
|                              |                                              |
|                              |                                              |

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Romano, Hearing, Testa & Knorr

Signature of Affiant: Stephen P. Testa Title: Shareholder

Printed Name of Affiant: Stephen P. Testa Date: November 9, 2018

Subscribed and sworn before me this 9<sup>th</sup> day of  
November, 2018.

My Commission expires:

**SHEILA R. DARGIS**  
**NOTARY PUBLIC OF NEW JERSEY**  
My Commission Expires May 22, 2023  
I.D. #2300832

(Witnessed or attested by)

(Seal)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

"The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

RFP Title: Financial Services

Proposer: Romano, Hearing, Testa & Knorr

**PART 1: CERTIFICATION**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):**

☒ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

☒ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the Lower Township Municipal Utilities Authority under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: N/A Relationship to Proposer: \_\_\_\_\_

Description of Activities: N/A

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**PART 3: CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Lower Township Municipal Utilities Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Lower Township Municipal Utilities Authority and that the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Stephen P. Testa Signature: Stephen P. Testa

Title: Shareholder Date: 12/5/2018

**TOWNSHIP OF LOWER MUNICIPAL  
CAPE MAY COUNTY, NEW JERSEY**

**RESOLUTION NO. 156-2018**

**CONSENTING TO PROPOSED CAPE MAY COUNTY WATER QUALITY  
MANAGEMENT PLAN AMENDMENT**

**WHEREAS**, the Lower Township Municipal Utilities Authority (“LTMUA”) desires to provide for the orderly development, continuation and management of wastewater facilities within the Township of Lower; and

**WHEREAS**, the New Jersey Department of Environmental Protection (“NJDEP”) requires that proposed wastewater treatment and conveyance facilities and wastewater treatments service areas, as well as related subjects, conform with an approved Water Quality Management Plan (“WQMP”); and

**WHEREAS**, the NJDEP has established the WQMP amendment procedure through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQMP;” and

**WHEREAS**, a proposed Cape May County WQMP amendment was noticed in the New Jersey Register on November 5, 2018 for Program Interest 435464, Activity No. AMD180001 which would expand the LTMUA service area by 5.7 acres to serve a proposed residential subdivision of 20 three-bedroom homes which is known as “Breakwater Road Subdivision,” located on Block 495.01, Lot 13.01, which amendment was prepared by the NJDEP;

**NOW, THEREFORE, BE IT RESOLVED**, by the Members of the Lower Township Municipal Utilities Authority, in the County of Cape May and State of New Jersey, as follows:

- 1) All of the statements of the preamble are repeated and are incorporated herein and made a part hereof by this reference thereto.
- 2) The Lower Township Municipal Utilities Authority hereby consents to the proposed amendment to the Cape May County WQMP noticed on November 5, 2018 in the New Jersey Register that was prepared by the NJDEP, for the purpose of its incorporation into the Cape May County WQMP.
- 3) This consent shall be submitted to the NJDEP in accordance with the provisions of N.J.A.C. 7:15-3.5(g)6.

RESOLUTION NO. 156-2018

	BITTING	HENDERSON	O'CONNOR	SHEFTZ	LAMBERT
MOTION	X				
SECOND					X
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on December 5, 2018.

Sharon Otto

Sharon Otto, Secretary



## State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Division of Water Monitoring and Standards  
P.O. Box 420, 401 East State Street  
Mail Code 401-041  
Trenton, NJ 08625-0420  
Tel: (609) 292-1623  
Fax: (609) 633-1276

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

CATHERINE R. McCABE  
*Commissioner*

SEP 24 2018

Kevin Thomas  
Cape May County Department of Health  
4 Moore Road  
Cape May Court House, New Jersey 08210

Julie Picard  
Lower Township Clerk  
2600 Bayshore Road  
Villas, New Jersey 08251

X Mike Chapman  
Lower Township Municipal Utilities Authority  
2900 Bayshore Road  
Villas, New Jersey 08251

Subject: Proposed Amendment to the Cape May County Wastewater Management Plan (WMP) and Water Quality Management Plan (WQMP) for **Breakwater Road Subdivision**  
Block: 495.01, Lot: 13.01 (portion); Lower Township, Cape May County  
Program Interest No. 435464, Activity No. AMD180001

Dear Affected Entities:

The Department of Environmental Protection has initiated a proposed amendment to the Cape May County WMP/WQMP for the above-reference project in accordance with the WQMP rules at N.J.A.C. 7:15-3.5(g)1. The proposed amendment would expand the Lower Township Municipal Utilities Authority (LTMUA) sewer service area (SSA) by 5.7 acres to serve a proposed residential subdivision of 20 three-bedroom homes on Block: 495.01, Lot: 13.01 (portion), Lower Township, Cape May County. The proposed project, identified as "Breakwater Road Subdivision," would add a projected wastewater flow of 6,000 gallons per day (gpd) to be received by the LTMUA's wastewater treatment facility, NJPDES No. NJ0023809). Based on the information provided by representatives of the proposed project, the

Department has initiated the proposed amendment in compliance with the regulatory criteria at N.J.A.C. 7:15-3.3, 3.5, 4.4 and 4.5.

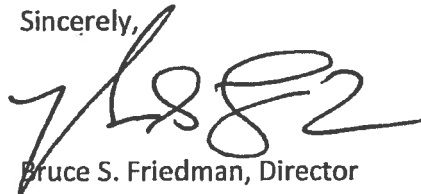
The Department will be publishing a public notice in the New Jersey Register proposing the amendment for public review and comment. A copy of the public notice is enclosed with this letter, in accordance with N.J.A.C. 7:15-3.5(g)5. Pursuant to N.J.A.C. 7:15-3.5(g)6, you must request written statements of consent for the proposed amendment from Cape May County, Lower Township, and LTMUA. A statement of consent from a governmental entity must be in the form of a resolution adopted by the entity's governing body. A "model" resolution is enclosed with this letter. Any entities objecting to the proposed amendment must submit their reasons for the objection in writing.

Requests for written statements of consent from the entities identified above must be transmitted by a letter sent via certified mail (return receipt requested) within 15 days of the date of correspondence. The request letter must include a copy of the enclosed public notice for the proposed amendment (along with any other supporting documentation you deem relevant) and must request that written statements of consent be provided to you within 60 days. A sample request letter is enclosed. Please promptly forward to this office copies of the request letters with their return receipts and all correspondence received in response to your requests.

Please note that sewer service is not guaranteed by adoption of the proposed amendment since the amendment represents only one part of the permit process and other issues may need to be addressed. Inclusion in the sewer service area resulting from adoption of this amendment does not eliminate the need to obtain all necessary permits, approvals or certifications required by any federal, state, county or municipal review agency with jurisdiction over this project/activity.

Please include the program interest and activity numbers provided above on all written correspondence to the Department regarding this amendment. If you have any questions about this amendment, please contact Sandra Cohen, WQMP Team Leader, at 609-633-1441 or Sandra.Cohen@dep.nj.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Friedman', is written over the typed name.

Bruce S. Friedman, Director

Division of Water Monitoring and Standards

Enclosures

c: Leslie Gimeno, Director, Cape May County Planning Department  
Gerald Thornton, Director, Cape May County Board of Chosen Freeholders  
John Kornick, K2 Consulting Engineers



Kimberly Cenno, Bureau Chief, NJDEP, Division of Water Monitoring and Standards  
(DWMS), Bureau of Environmental Analysis, Restoration and Standards (BEARS)  
Sandra Cohen, WQMP Team Leader, NJDEP, DWMS, BEARS  
Deborah Bechtel, Supervisor, NJPDEP, DWMS, BEARS  
Avi Argaman, NJPDEP, DWMS, BEARS  
Amanda LeBon, NJDEP, DWMS, BEARS  
James Pontoriero, NJDEP, DWQ, Bureau of Environmental Engineering and Permitting

## **ENVIRONMENTAL PROTECTION**

## **WATER RESOURCES MANAGEMENT**

## **DIVISION OF WATER MONITORING AND STANDARDS**

### **Proposed Amendment to the Cape May County Water Quality Management Plan**

#### **Public Notice**

Take notice that the Department of Environmental Protection is seeking public comment on a proposed site specific amendment, in accordance with the New Jersey Water Quality Planning Act, N.J.S.A. 58:11A-et seq., and the Water Quality Management Planning rules, N.J.A.C. 7:15. This DEP-initiated amendment (Program Interest No. 435464, Activity No. AMD180001) to the Cape May County Water Quality Management (WQM) Plan and the Cape May County Wastewater Management Plan (WMP) would expand the Lower Township Municipal Utilities Authority (LTMUA) sewer service area (SSA) by 5.7 acres to serve a proposed residential subdivision of 20 three-bedroom homes. This project, identified as "Breakwater Road Subdivision," is located on Block 495.01, Lot 13.01, in Lower Township, Cape May County and would add a projected wastewater flow of 6,000 gallons per day (gpd) to be received by the LTMUA's wastewater treatment facility (NJPDES #NJ0023809) based on flow calculated pursuant to N.J.A.C. 7:14A-23.3.

In accordance with N.J.A.C. 7:15-3.3(b), site specific amendments are limited to proposed alterations to eligible sewer service area as needed to address a specific project or activity. Under N.J.A.C. 7:15-3.5(j)2, large site specific amendments must modify the wastewater treatment capacity analysis prepared in accordance with N.J.A.C. 7:15-4.5(b) to include the proposed project or activity. This site-specific amendment is considered to be small because it impacts less

than 100 acres and would generate less than 20,000 gpd of wastewater; therefore, a modified wastewater treatment capacity analysis is not required.

Pursuant to N.J.A.C. 7:15-4.4(d), sewer service may only be provided to areas that are not identified as environmentally sensitive areas (ESAs) under N.J.A.C. 7:15-4.4(e) based on a composite geographic information systems (GIS) analysis as any contiguous area of 25 acres or larger, certain coastal planning areas, or areas subject to U.S. Environmental Protection Agency (USEPA) 201 Facilities Plan grant conditions, except as otherwise provided at N.J.A.C. 7:15-4.4(i) through (l). The DEP conducted an evaluation of the project site using a GIS shapefile provided by K2 Consulting Engineers compared to the DEP's GIS data layers available at <http://www.nj.gov/dep/gis/listall.html> and/or other information as noted below, to determine the presence of any such areas in accordance with N.J.A.C. 7:15-4.4(e) through (g) and made the following findings:

The DEP evaluated the Landscape Maps version 3.3 and the "Landscape Project Data" GIS layer and determined that portions of the site is mapped as Rank 4 habitat for cattle egret and migratory raptors concentration (which includes state-listed threatened and endangered species). N.J.A.C. 7:15-4.4(j)2 provides that an applicant may rebut the presumption that the DEP's environmental data is accurate by providing a Habitat Suitability Determination (HSD) prepared pursuant to N.J.A.C. 7:15-4.6, which demonstrates that the area does not include suitable habitat for endangered or threatened wildlife species. Since this is a DEP-initiated amendment, an HSD is not required. Instead, in accordance with N.J.A.C. 7:15-4.4(e)2, (i)2, and 4.7(e)3, the DEP considered the likely effects of the proposed development on the local population of cattle egret and migratory raptors based on the best information available and

determined that there are no areas critical to the survival of the local population of cattle egret and migratory raptors within the expanded sewer service area and the proposed project will not adversely impact any area critical to the survival of a local population of endangered or threatened wildlife species since the upland area of the project site had been legally cleared in 2017. There is a substantial amount permanently preserved cattle egret and migratory raptor habitat within the Cape Island Wildlife Management Area (419 acres) and the Cape May Coastal Wetlands Wildlife Management Area (17,762 acres). The loss of 5.7 acres of habitat legally cleared for this subdivision "is not critical to the survival of a local population" (emphasis added) of cattle egret or migratory raptors.

The DEP evaluated the "Natural Heritage Priority Sites" GIS layer and determined that there is a Natural Heritage Priority (NHP) Site called "Cold Springs Woods" located on the project site.

N.J.A.C. 7:15-4.4(l) provides that an area designated as environmentally sensitive because it has been identified as an NHP may be included in the sewer service area if the DEP determines that the proposed project or activity avoids or does not adversely impact natural resource element(s) occurring within the NHP Site based on its review of a Habitat Suitability

Determination (HSD) under N.J.A.C. 7:15-4.6 or a Habitat Impact Assessment under N.J.A.C. 7:15-4.7. As explained earlier, an HSD is not required for a DEP-Initiated amendment. The DEP reviewed the best available information and determined that, while Cold Spring Woods NHPS supports occurrences for six species tracked by the Natural Heritage Program, which includes one State Endangered plant species and five additional Plant Species of Concern, the location of the proposed 5.7 acres that will contain the 20 single-family homes does not support any

known precise occurrences of plant species tracked by the Natural Heritage Program as State Endangered or Plant Species of Concern.

The DEP evaluated the "Surface Water Quality Standards" GIS layer and determined that there are no Category One (C1) waters or 300-foot riparian zones along any C1 waters or upstream tributaries within the same HUC-14 watershed of any C1 waters located within the expanded sewer service area.

The DEP evaluated the "Wetlands 2012" GIS layer available and determined that there are wetlands located on the project site; however, a Letter of Interpretation (LOI/Line Verification File No. 0505-08-0019.1 FWW170001) was issued by the DEP confirming that there are no wetlands located within the expanded sewer service area.

The DEP evaluated the presence of coastal planning areas identified on the "CAFRA Layers" GIS layer and determined that, while the project is located within a Coastal Fringe Planning Areas, this project meets the definition of infill development in that it is "contiguous to and substantially surrounded by developed land that is served by a wastewater treatment facility as of the November 7, 2016, and that will generate less than or equal to 8,000 gallons of wastewater per day". There is existing development on contiguous lots on Breakwater Road north west of this subdivision and contiguous lots directly across Breakwater Road. There is development substantially surrounding this proposed subdivision on Bayshore Rd, Fishing Creek Road, and Breakwater Road which includes other subdivisions, single family homes, and mixed commercial uses including retail, medical buildings, NJDMV office, and religious places of worship.

The DEP reviewed the USEPA list of New Jersey Counties with ESA Grant Conditions at <https://www.epa.gov/npdes-permits/environmentally-sensitive-area-esa-grant-condition-waiver-program-region-2> and determined that there are no 201 Facilities Plan grant conditions applicable to the expanded sewer service area.

In accordance with N.J.A.C. 7:15-4.4(h)1 and (h)2, the DEP considered the land uses allowed in zoning ordinances and future land uses shown in municipal or county master plans in the delineation of areas eligible for sewer service. Lower Township Zoning Board of Adjustment issued Resolution 12-35-ZBA granting subdivision approval for this project. A letter was received from Lower Township dated July 13, 2018 confirming that the proposed amendment is consistent with the township master plan. Cape May County generally does not offer a position regarding consistency of proposed amendments with the county master plan.

All information related to the proposed amendment is located at:

New Jersey Department of Environmental Protection  
Division of Water Monitoring and Standards  
Bureau of Environmental Analysis, Restoration and Standards  
Water Quality Management Planning (WQMP) Program  
P.O. Box 420, Mail Code 401-04I  
401 East State Street,  
Trenton, New Jersey 08625-0420

The DEP's file is available for inspection through the Open Public Records Act. Requests can be made on-line at <http://www.nj.gov/dep/opra/>.

Interested persons may submit comments on the proposed amendment to the WQMP Program at the address provided above. All comments should reference Program Interest No. 435464, Activity No. AMD180001 and must be submitted within 30 days of the date of this public notice or within 15 days of the last public hearing, as described below. A copy should be sent to:

John Kornick  
K2 Consulting Engineers  
36 Tanner Street, Suite 100  
Haddonfield, NJ 08033

AND

Kevin Thomas  
Cape May County Department of Health  
4 Moore Road  
Cape May Court House, NJ 08210

Interested persons may request in writing that the DEP hold a non-adversarial public hearing on the amendment or extend the public comment period in this notice. Such request should reference Program Interest No. 435464, Activity No. AMD180001 and must demonstrate sufficient public interest for the public hearing or extension of the comment period, as defined under N.J.A.C. 7:1D-5.2(d). The request must be submitted within 30 days of the date of this public notice, to the WQMP Program at the address cited above. Should the DEP decide to hold a public hearing, the public comment period provided by this notice shall close 15 days after the last

public hearing. All comments submitted prior to the close of the comment period shall be considered by the DEP in reviewing the amendment request.

9/24/18

Date

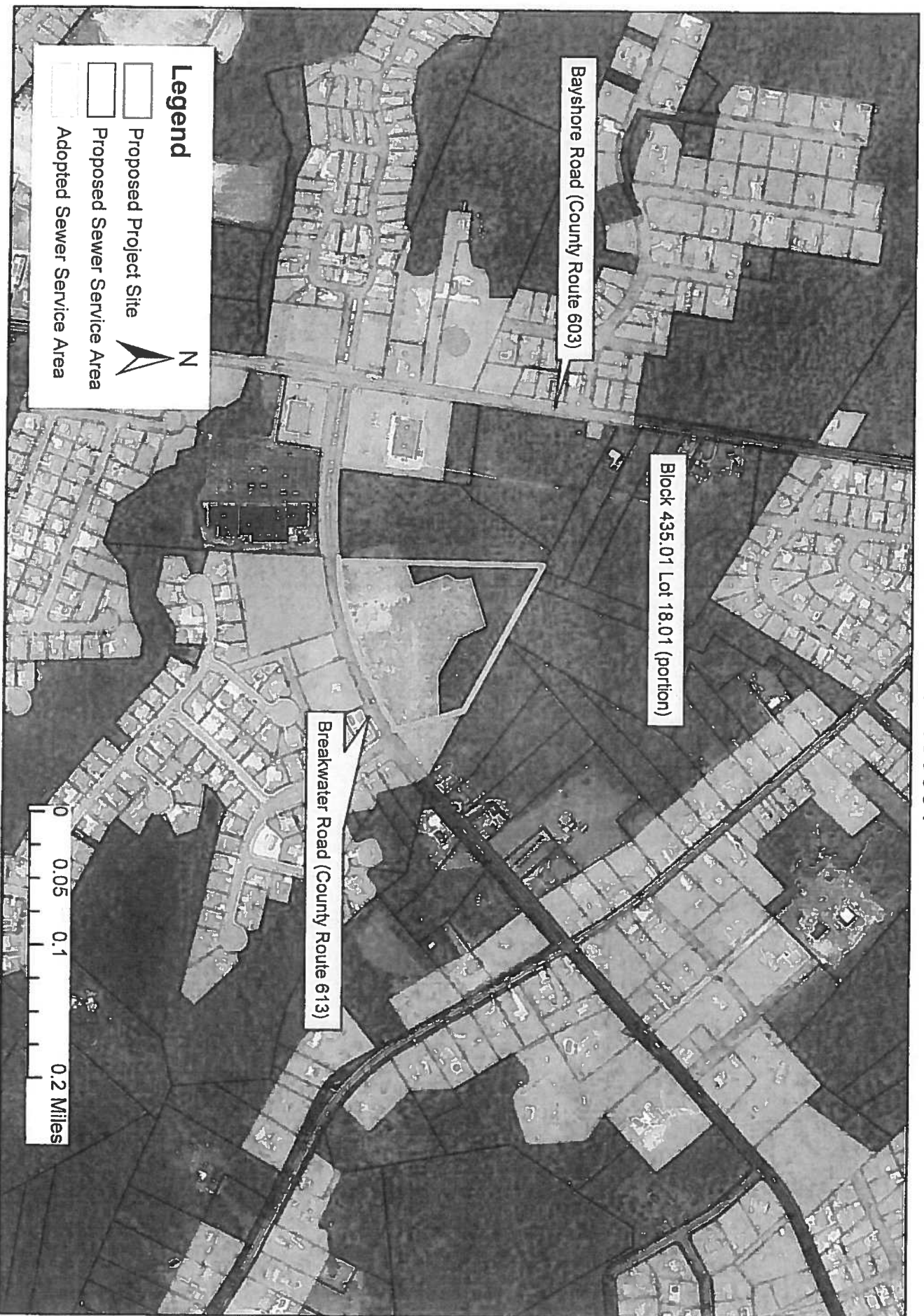
7/28/18

Bruce S. Friedman, Director

Division of Water Monitoring and Standards



Breakwater Road Subdivision WQMP Amendment  
Lower Twp, Cape May  
PI 435464 AMD180001



ATTACHMENT  
STATEMENT OF CONSENT

A RESOLUTION CONSENTING TO THE PROPOSED CAPE MAY COUNTY  
WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT

WHEREAS, the \_\_\_\_\_ desires to provide for the orderly development of wastewater facilities (substitute other wording if appropriate) within \_\_\_\_\_; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, conform with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment noticed in the New Jersey Register on \_\_\_\_\_ for (insert name of amendment) has been prepared by \_\_\_\_\_;

NOW, THEREFORE, BE IT RESOLVED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the governing body of the \_\_\_\_\_ that:

1. The \_\_\_\_\_ hereby consents to the [Title] amendment and publicly noticed on \_\_\_\_\_, prepared by \_\_\_\_\_, for the purpose of its incorporation into the applicable WQM plan(s).
2. This consent shall be submitted to the NJDEP in accordance with N.J.A.C. 7:15-3.5(g)6.

I do hereby certify that the foregoing is a true copy of a Resolution passed by \_\_\_\_\_ at a meeting duly held on \_\_\_\_\_.



**REMINGTON  
& VERNICK  
ENGINEERS**

RVE HQ:  
232 Kings Highway East  
Haddonfield, NJ 08033  
O: (856) 795-9595  
F: (856) 795-1882

## **ENGINEERING REPORT - DECEMBER 1, 2018**

**Prepared for the**

**Lower Township Municipal Utilities Authority**

**Lower Township, Cape May County, New Jersey**

### **AUTHORITY APPROVALS**

NONE

### **ENGINEERING IN PROGRESS**

#### **Water System Master Permit Renewal**

NJDEP has issued a Master Permit which allows LTMUA to administrate water main extension projects. The permit is valid for one year.

#### **WWTP Mechanical and Electrical Improvements – 0505M036**

Remington & Vernick Engineers has commenced with engineering services to replace various components at the WWTP as part of 2018 capital improvements. Project documents have been submitted to LTMUA and a project review meeting is being scheduled.

#### **Asset Management Plan for Water System**

Facilities inspections are scheduled for December 5<sup>th</sup>. The AMP is scheduled to be submitted to LTMUA for staff review by February 2019.

### **CONSTRUCTION IN PROGRESS**

#### **East Villas Water Main Phase 2 - 0505M031**

A contract was awarded to Perna Finnegan for the amount of \$2,579,905.00. Construction commenced in July and has been progressing as scheduled. Approximately 80% of the water main is completed. Water service laterals have been installed for 689 homes. Work is expected to be completed in January.

t:\water\facilities06on\cape may\0505 lower township\meeting reports\2018\december 1, 2018.docx

**Secondary Clarifier – 0505M033**

A contract was awarded to Riordan Materials Corp. for the amount of \$406,350.00 for equipment purchase. All equipment has been delivered. Start-up support service remains following construction.

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**Secondary Clarifier Upgrades – 0505M033**

A contract has been awarded to Derstine Company for the amount of \$515,000.00 to replace components for the secondary clarifiers. Work on Clarifier No. 2 is in progress.

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**WWTP Various Roof Replacements – 0505M035**

A contract has been awarded to TriMark Building Contractors for the amount of \$757,177.35. Work is in progress with coating of the roof and walls on the sludge building complete. The IPS Building roof is in progress along with preparation work for the building envelope improvements.

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**MISCELLANEOUS**

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**Breakwater Road Development – 0505M034, Phase 06**

The Contractor posted a cash maintenance bond. However, provision of GIS as-built drawings are needed prior to acceptance of the 2-year maintenance bond, and release of performance bond requirements. The Contractor is on notice for items required.