

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

MINUTES May 6th 2015 Page 1 Regular Meeting

The Lower Township Municipal Utilities Authority held a Regular Meeting on Wednesday, May 6th 2015 at 5:00 P.M. at the Lower Township Municipal Utilities Authority located at 2900 Bayshore Road, Villas, New Jersey.

PRESENT:

Brian O'Connor	Chairman
Harrison Bitting	Treasurer
Thomas Frisoli	Vice Chairman
Stephen Sheftz	Assistant Treasure
Jacqueline Henderson	Member

ALSO PRESENT:

Sharon Otto	Secretary
William Kaufmann	Solicitor
Michael Chapman	Executive Director
Steve Testa	Financial Consultant
Chris Eaton	Remington and Vernick

Mr. O'Connor made the Call to Order.

Mrs. Otto took Roll Call of all Board Members and determined that a quorum was in order.

Mrs. Otto stated that this meeting has been advertised in compliance with the New Jersey State Sunshine Laws.

Mr. O'Connor led in the Pledge of Allegiance and a Moment of Silence. Mr. O'Connor then asked if the public had any questions about the items on the Agenda.

CONSENT AGENDA

1. Approval of Minutes April 1st, 2015 regular minutes, and closed
2. Approval of Bills
 - a. **Resolution No 63-2015** \$49,996.32 Operating Account (Authorizes payment of operating expensed up to \$50,000)
 - b. **Resolution No 64-2015** \$551,310.91 Excess operating account (Authorizes payment of operating expenses in excess of \$50,000) \$56,473.35 includes both regular and retired medical benefits. \$68,843.38 is the Joint Insurance Fund Payment; \$163,955.50 CMC MUA effluent 1st quarterly charge; \$53,548.75 Shawcrest user charge.
3. Customer Change **Resolution No. 65-2015**
4. **Resolution No 73-2015** Authorization to Transfer Funds From TD Bank to Sturdy Capital Fund

On consent agenda:

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION		x				
SECOND						x
AYES		x	x		x	x
NAY						
ABSENT						
ABSTAIN				x		

REGULAR AGENDA

Resolution No. 66-2015 Retirement of George DiCola

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION		x				
SECOND			x			
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Executive Director Michael Chapman went over the leak forgiveness policy which is as follows:

Leak Policy

1. A written request for Leak Forgiveness is received within 30 days of the billing date.
2. The leak is stopped within 15 days of notification.
3. This is a onetime leakage allowance per home owner per home.
4. Allowance will be based on excess charges over the normal usage of an account.
5. Allowances are only backdated over one billing period.

Resolution No. 67-2015 Adoption of a Leak Policy

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION			x			
SECOND		x				
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Resolution No. 68-2015 Adoption of a Donation Policy

Executive Director Michael Chapman outlined the Donation procedure; which is as follows:

- Funds must be available in the operating budget.
- All funding requests must be approved by the Board by resolution.
- Cash contributions may only be made to local government entities such as Township, County and School Boards.
- Advertising and Sponsorships shall promote our core business in the advertising message.
- Checks issued to organizations for sponsorship, advertisement or cash contribution must be issued to the organization in question. No checks will be issued to individuals.
- Requests for contributions, advertisements and sponsorships must be received in a timely manner to provide for the distribution of the information to Board Members with their meeting packet so they have time to review the request.
- The Executive Director shall review all requests for contributions to make sure it meets all the guidelines of the policy in place at the time of request prior to forwarding it for Board approval.

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION		x				
SECOND						x
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Resolution No. 69-2015 Authorization to Advertise Water Meter Bid

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION		x				
SECOND				x		
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Resolution No. 70-2015 Authorization to Advertise Water Parts and Materials Bid

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION						x
SECOND			x			
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Resolution No. 71-2015 Authorization to Advertise Utility Truck Bid

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION		x				
SECOND					x	
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Executive Director Michael Chapman explained the areas which an intern would work utilizing the GIS programs. He went over the Rowen Engineering program which employs 3rd year students to develop solutions to proposed engineering problems. The MUA would like the engineering program to evaluate the criteria of the pumping stations. They would grade them as to needs, so that we can budget repairs and upgrades as necessary. He plans to meet with the Rowen group on 5/7/15.

Resolution No. 72-2015 Authorization to Recruit a Summer Engineering Intern

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION			x			
SECOND		x				
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Resolution No. 74-2015 Closed Session Matters relating to Attorney-Client Privilege.

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION			x			
SECOND		x				
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Meeting closed at 5:15pm

Reopened at 5:35pm

Results of closed session.

Resolution No. 75-2015 Authorization Executive Director, In consultation with Solicitor, to Resolve Pending or Threatened Litigation as Reviewed in Executive Session

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION			x			
SECOND						x
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Resolution No. 76-2015 Hourly Increase Re: Erin McFeeters

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION			x			
SECOND						x
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Administrative Reports

Solicitor- Mr. Kaufmann

Procedure for a Tort Claims notice was discussed with Mr. Chapman. A copy should go to the JIF just in case there is litigation. The other matter was what was discussed in closed session. It has been a quite month which is good.

Engineer- Chris Eaton

Survey is complete for the Schellingers Landing project so that we are ready when the Bid goes out. The Wissahickon Ave Sewer Project went out for bid on May 5th, but no bids were received. It is scheduled for a rebid on June 2nd. Mr. Chapman and our firm went over the aspects of the bid. Several contractors are to be contacted about the rebid and hopefully they will pick up a bid package.

On April 17th the general permit was sent to the DEP. The ADA analysis was completed and will be delivered to the MUA tomorrow.

Executive Director- Michael Chapman

Mr. Chapman requested to pass a Resolution to rebid the Wissahickon project.

Resolution No. 77-2015 Authorization to Re-Bid the Wissahickon Avenue Sanitary Sewer Rehabilitation Project.

		BITTING	FRISOLI	HENDERSON	O'CONNOR	SHEFTZ
MOTION		x		x		
SECOND						
AYES		x	x	x	x	x
NAY						
ABSENT						
ABSTAIN						

Mr. Chapman asked Mr. Loper for a report. He stated that the Hyannis water repair was finished. Mr. Lpoer went over the monthly repairs of pumps and hydrants. Mr. O'Connor asked about the Fire House repair. Mr. Loper obligated the MUA do the repair for the Fire Company. This is what Mr. O'Connor meant about shared services within the Township. The repair was the responsibility of the Fire Company, but since we had both the equipment and the manpower we fixed the problem faster than the company would have been equipped to do. Mr. Frisoli thanked Mr. Loper for helping a rate payer after working hours on his behalf.

Call to the Public

Mr. Conrad, Villas, thanked the MUA for taking steps to fix the infrastructure. He also welcomed Mrs. Henderson to the MUA Board.

Comments from the Board

Mr Bitting had no comments.

Mr. Frisoli welcomed Mrs. Henderson stating that he knows she will do a good job because she regularly attends our meetings. Mr. Frisoli also complemented Mr. O'Connor for the good job he did at the Township Meeting explaining the drainage problem to the Council and how to correct the situation. Mr. Frisoli also stated that he extended an invitation to the Mayor to attend the MUA meeting tonight.

Mr. Sheftz had no comments.

Mrs. Henderson thanked Council for appointing her to the Board. She stopped by and spoke to Mr. Chapman for about an hour yesterday talking shop. She has been reading all the information she can find on the website and various reports. Mrs. Henderson hopes to contribute something positive to this organization.

Mr. O'Connor welcomed Mrs. Henderson and indicated that it is refreshing to have a positive voice in that chair.

Motion to adjourn by Mr. Bitting, seconded by Mrs. Henderson all in favor.

Meeting closed at 5:55pm.