

**Regular Meeting of the Mantua Township MUA  
December 18, 2018**

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Notice of the public meetings for fiscal year 2018-19, including the time and place of meetings, was advertised in the Courier Post and The South Jersey Times as required by New Jersey law regarding “Open Public Meetings”.

**CALL TO ORDER** : The meeting was called to order by Charles Burkett.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Members Present: Charles Burkett, Tim Sheehan, Mario Dilisciandro, Vince Voltaggio

Alternates Howard Bruner, John Parks

Members Absent: Tom Gregg

Also present: Resident Deb Baldasarre attended part of meeting

William Krebs, Executive Director

John A. Alice, Solicitor

Dave Palgutta, Engineer

Jeff Baker, Licensed Operator/Foreman

Susan Novick, Recording Secretary

Mr. Burkett noted that Howard Bruner, Alternate #1, would be voting in place of Tom Gregg.

There were no members of the public present at the start of the meeting

**APPROVAL OF MINUTES:**

*MOTION* was made by Mr. Bruner and seconded by Mr. Dilisciandro approving the minutes of the regular meeting held November 20, 2018.

Motion carried.

**CORRESPONDENCE:**

There was no discussion of correspondence.

**TREASURER’S REPORT – Mario Dilisciandro:**

Balances in each bank account were reported. Bills to be approved for payment from the Operations Checking Account totaled \$240,701.31; bills to be approved for payment from the Escrow Account totaled \$14,632.47.

*MOTION* was made by Mr. Bruner and seconded by Mr. Voltaggio to accept the Treasurer’s report and approve the payment of bills from the Operations Account totaling \$240,701.31 and to approve payment of bills from the Escrow Account totaling \$14,632.47.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilsciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

**LEGAL REPORT – John A. Alice, Esquire:**

Mr. Alice advised that a closed session was needed for discussion of the recent mediation with Lattimer & Sons Construction and a proposed resolution. He recently prepared a JIF/MEL Risk Control Practices update checklist for the year 2019-20, and he is working on language for an agreement between the Authority and Dippy’s regarding Dippy’s connection to the sanitary sewer system. Mr. Alice also reported that he met with the Executive Director and Engineer shortly after the last Board meeting to discuss language that could be used to make it crystal clear for people tying into the sewer system what their obligations are and what they aren’t.

**ENGINEERING REPORT – Dave Palgutta:**

Country Gardens: The water main for Section 4A has been installed, it passed inspection for bacteria. The developer will start installing services after the winter holidays.

T-Mobile: There were no developments to report; the ball remains in their court with regard to scheduling the planned work.

Verizon Wireless: There was nothing new to report.

Mantua Car Wash: The application is technically complete, but there is some outstanding information. The engineers are waiting for the applicant to provide an agreement with Pitman for sanitary sewer service.

Dippy’s Ice Cream: As Mr. Alice indicated, he is working on an agreement regarding Dippy’s connection to the sanitary sewer system. The application is technically complete, but there are some administrative items that need to be tied before approval can be recommended.

Center City Improvements: There is nothing new to report.

Barnsboro Sewer Extension: Since the last meeting, the Engineers have been working on plans for controlling and diverting traffic during construction, easement plans, and revising some of the sanitary sewer plans and profiles in preparation for the permit application process. Mr. Palgutta anticipates the engineers will be in position by the next meeting to request a resolution authorizing the submission of applications for permits to the DEP, as well as authorizing payment of the DEP application fee. Regarding funding, at the last meeting we discussed the possibility of bundling work on the Royal Oaks and Center City lift stations with the Barnsboro project. Since then cost estimates for



the two lift stations have been completed and submitted to the Executive Director for his review. The engineers are prepared to submit funding requests for the Barnsboro project, with or without the Royal Oaks and/or Center City lift projects.

Standpipe: Mr. Palgutta reserved his comments on this project for the closed session.

Well 2A: A recommendation as to the final payment to Level-1 Construction was prepared for the Board's consideration. The recommended payment of \$4000 would be contingent upon the contractor providing specific documentation that the Engineer must submit to the DEP. If the payment is approved, the Authority should hold the check until it is confirmed that the contingency has been met.

Mr. Voltaggio expressed concern over whether the DEP can process the Authority's application and provide funding quickly enough that construction on the Barnboro sewer extension can start by next Spring or Summer. A brief discussion ensued, primarily involving Mr. Voltaggio, Mr. Palgutta and Mr. Krebs. Mr. Palgutta advised that the information for the application is ready, but cannot be submitted until the DEP schedules and holds a pre-construction conference. Then there are a few steps the DEP must go through, including an administrative review and a technical review. Mr. Palgutta estimates the process, from the time of the telephone conference until a funding package is approved, will take roughly three to six months.

**FOREMAN'S REPORT – William Krebs:**

The crew has been working on some facilities issues in the garage and at the treatment plant. The gate at the plant will have to be repaired. At the Carriage Hill pump station, the site was re-graded and drainage piping was installed to capture and re-direct ground water. Matt & Ray attended an Operations and Maintenance class at Rutgers. It is always good to get the newer guys into training, and according to the Foreman, this is an excellent course. The Authority is continuing to work with the County on a fire line and yard hydrant for the yard near Wenonah Ave. The project is almost complete. Sewer jetting is ongoing. Foreman Jeff Baker revamped the system a bit to make it more methodical and directional. The flushing plan is being redone as well, using the newly acquired gps coordinates and labels. The new plan will be used for the next semi-annual flushing. The first draft of the lead and copper testing plan has been prepared; the Foreman and Executive Director signed off on the plan last week. Next quarter the crew will start exercising valves, as per the new State standards.

**EXECUTIVE DIRECTOR’S REPORT – William Krebs:**

The correspondence this month includes two letters from residents who claim they did not receive their last bills and want to have the interest charges waived. In each case the penalty is between 8 and 9 dollars. These particular customers had large enough bills that they should have received the 30 day and 60 day late notices. Neither could attend the meeting but they did ask to have their requests presented to the Board. Mr. Krebs advised that he and his staff recommend against granting the requests. Mr. Alice and Mr. Burkett concurred. Mr. Alice reminded the Board that during his long tenure as Solicitor, the policy has always been not to waive interest. Not to be punitive, but because there are so many circumstances beyond the control of the Authority that could affect the delivery and payment of a bill. Mr. Burkett noted that the Authority works with residents in different ways, but the Board agreed many years ago not to set a precedent by waiving interest charges. There was a brief group discussion before the Board decided to discuss the matter in closed session. Mr. Krebs presented three quotes for a new “flush” hydrant that would sit very close to the ground. It is for a location on Berkley Road across from Firth Drive, where trash trucks have to back into the road and they sometimes hit the fire hydrant in the process. Installing a flush-mount hydrant should put an end to the problem. Site Co. Materials quoted \$4,738; Contractor Service came in at \$4,879; and Water Works Supply Co. quoted \$3,735. Mr. Krebs recommended purchasing the hydrant for the lowest quoted price of \$3,735.66, from Water Works Supply Co. MOTION was made by Mr. Dilisciandro and seconded by Mr. Voltaggio approving the purchase of a flush hydrant from Water Works Supply Co. for the quoted price of \$3,735.66.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilisciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

Three quotes were obtained for a new line and metal locator. The one the crew currently uses now is well over 10 years old and its technology is very outdated. Copper Head quoted \$4,128. Tiger Supplies quoted \$5,092. Eastcom’s quote was \$4,082. Mr. Krebs recommended approval of the lowest quote, from Eastcom. MOTION was made by Mr. Voltaggio and seconded by Mr. Dilisciandro approving the purchase of a 5 watt line locator from Eastcom for the quoted price of \$4,082.00.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilisciandro	Yes



Sheehan	Yes
Burkett	Yes

Motion carried.

MOTION was made by Mr. Bruner and seconded by Mr. Dilsciandro to open the meeting to the public. Motion carried.

Deb Baldaserre of 522 Main St. inquired as to whether there was any new information about when work on the Barnsboro sewer expansion would start. Mr. Krebs advised that the Authority would be submitting a budgeting request to the DEP in the near future; that will start the ball rolling. The DEP will schedule a phone conference, determine what parts of the project need revisions, which parts need permits, etc. Mr. Krebs anticipates it will take approximately three to six months to obtain funding. Deb clarified that after the State approves the project, it still has to be put out for bid. She wanted to know how soon the residents need to start getting estimates from plumbers for making the connections to the new sewer main. Mr. Voltaggio indicated they could wait at least until the contractors are on site with shovels in the ground, working on the project. Ms. Baldaserre thanked the Board.

MOTION was made by Mr. Sheehan and seconded by Mr. Bruner to close the public portion of the meeting. Motion carried.

Mr. Krebs continued his report. He noted that Matt Dalton will be due for his annual longevity increase in January, and he passed the Collections licensing test, entitling him to a merit pay increase.

MOTION was made by Mr. Bruner and seconded by Mr. Voltaggio approving a safety award in the amount of \$100 for each employee.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilsciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

Finally, Mr. Krebs reminded the Board that a combination re-organization and regular meeting on Tuesday, February 5 at 5:00 p.m.

MOTION was made by Mr. Sheehan and seconded by Mr. Bruner, adopting Resolution 2018-66, rescinding Resolution 2018-62, and authorizing payment to the Township of Mantua from the surplus of the Authority’s budget for fiscal year 2017-18, in the amount of \$90,649.00 from the Water Budget and \$93,507.00 from the Sewer Budget.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilsciandro	Yes

Sheehan	Yes
Burkett	Yes

Motion carried.

MOTION was made by Mr. Bruner and seconded by Mr. Voltaggio, adopting Resolution 2018-68, authorizing merit and longevity pay increases for Matt Dalton.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilsciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

MOTION was made by Mr. Dilisciandro and seconded by Mr. Bruner adopting Resolution 2018-70, authorizing final payment to Level-1 Construction, Inc. in the amount of \$4,000.00 for completion of work of Well 2.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilsciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

MOTION was made by Mr. Bruner and seconded by Mr. Dilisciandro, adopting Resolution 2018-67, authorizing a closed session.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilsciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

*The Board held a brief Closed Session.*

MOTION was made by Mr. Voltaggio and seconded by Mr. Dilisciandro adopting Resolution 2018-67, authorizing final payment in the amount of \$43,174.00 to Clyde N. Lattimer & Son Construction Co., for work completed on “Contract B” of the standpipe project.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilsciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

With the Board's approval, Mr. Alice excused himself from the meeting.

MOTION was made by Mr. Bruner and seconded by Mr. Dilisciandro to return to Closed Session. Motion carried.

The Board held another brief Closed Session.

MOTION was made by Mr. Voltaggio and seconded by Mr. Sheehan authorizing the adjustments discussed in Closed Session be made to account #s 527500, 850780, 900189.

Roll Call Vote:	Bruner	Yes
	Voltaggio	Yes
	Dilisciandro	Yes
	Sheehan	Yes
	Burkett	Yes

Motion carried.

**NEW BUSINESS:**

There was no discussion of new business.

**OLD BUSINESS:**

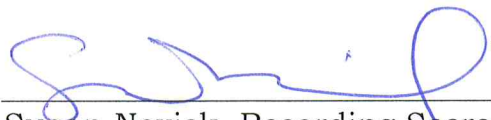
There was no discussion of old business.

**ADJOURNMENT:**

MOTION was made by Mr. Bruner and seconded by Mr. Sheehan to adjourn the meeting. Motion carried unanimously.

Respectfully submitted:

  
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Tim Sheehan, Secretary

ATTEST:   
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Susan Novick, Recording Secretary

Recorded and prepared by Susan Novick

Approved at the meeting held on January 15, 2019