

Chairman Allmann called the meeting to order.

Flag Salute

Administrative Assistant read the following statement: "My name is Joan Haltigan, Administrative Assistant of the Jackson Township Municipal Utilities Authority. It is 5:30 p.m. and we will commence with the public portion of the regularly scheduled Public Meeting of March 27, 2014."

Chairman Allmann requested a roll call.

The March 27, 2014 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Glory, Rickabaugh, Chairman Allmann, Alternate Members Cladek and Sturmfels, along with the Assistant Executive Director, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Earl Quijano. Also in attendance were Authority Engineer, Alan Dittenhofer and Authority Counsel, Michael McKenna. Mrs. Clayton was excused.

As Administrative Assistant, I publicly announce that in compliance with the provisions of the "Open Public Meetings Act," adequate notice of the Public Meeting has been advertised in the manner prescribed by law, and that this statement would be entered in the minutes of this meeting.

1. Approval of the Minutes of the Open Session Public Meeting of February 27, 2014.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of February 27, 2014. Mrs. Glory seconded the motion and it was passed unanimously.

2. Questions/Comments from the Public

With no questions or comments from the public, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

3. Review of Executive Director's Report  
Engineering Committee Report  
Public Relations Committee Report  
Administrative Committee Report

Mr. Harpell discussed the following items from the Executive Director's report.

- Mr. Harpell stated that Authority and Len Turtora from Six Flags Great Adventure (SFGA) met with the NJDEP last Friday noting that the NJDEP does not have any problems with the potential financing of a new Water Treatment Plant at SFGA. Mr. Harpell stated that pending SFGA concurrence, it looks like the water plant is a viable project. Mr. Turtora asked for the schedule to forward to his corporate office in order to get the agreement done and financing in place. Mr. Harpell did indicate, however, that we do need to move quickly if we are going to meet the current year financing schedule and that the Agreement should be finalized in April.

- Mr. Harpell discussed FEMA grant money, noting that the Hazard Mitigation Grant Program – Energy Allocation initiative in the amount of \$122,845.00 has been filed with the State and is still waiting approval. The other \$84,456.00 Hazard Mitigation Grant for the generator quick connects and bypass pump is not yet available on-line and the submission deadline has been extended until April 4, 2014. It was noted that we are hoping to have it resolved in the next couple of months.
- Next discussed was the letter from the Jackson Women of Today Food Pantry. The Authority is receiving a “Reflector Award” at the June 6<sup>th</sup> Luau, noting the award is for all the HomeServe donations over the years. The Authority will look to have some representation at this event.
- Mr. Harpell discussed the Solar Project which is coming to completion and will discuss a grand opening and an invitation list with the Public Relations Committee this evening. Mrs. Blake suggested having a formal grand opening ceremony and then to leave the site open for the day with staff for any public to come visit.
- Mr. Harpell discussed the AEA Energy Savers Award and Lynn DeMicco’s Individual Achievement Award. Mr. Harpell noted that electric bills are down \$250,000.00 per year in the last four years.

### **Administrative Committee Report**

Mr. Harpell stated the Administrative Committee met and discussed the JTMUA Newsletter and the updated Personal Policies and Procedures Handbook.

Mr. Diaz discussed the resolution presented for approval this evening for adopting the Personnel Policies and Procedures Manual and Employee Handbook. Mr. Diaz stated that the book is updated every two (2) years. The template comes from the JIF and they offer an update of regulatory standards. We added a section six, also recommended by the JIF, with forms that managers, supervisors and employees will be able to use. These forms are samples and will also be placed on the computer network drive for access and printing. Mr. Diaz stated the organizational chart is also incorporated into the manual. Upon approval tonight, Mr. Diaz noted that in addition to completing the handbook process as one of the requirements from the JIF which reduces our liability, the Authority has completed supervisor training requirement, employee in-house training has been completed, an Authority attorney has been appointed and the Drug and Alcohol Policy will be distributed to staff in April along with the handbook. Each employee is required to read the policy and sign off. Mr. Diaz stated that all of these steps will complete the requirements of the JIF.

### **Public Relations Committee Report**

The Public Relations Committee will be meeting this evening to discuss the possibility of an on-line active JTMUA Newsletter and the Solar Opening Ceremony.

### **Engineering Committee Report**

Mr. Quijano discussed the following:

- Bid Rejection of the Supervisory Control and Data Acquisition (SCADA) System Software Support and Services. The Authority advertised on January 8, 2014, seeking support services for our existing SCADA. The Authority received six (6) requests for the bid specifications but only one (1) responded to the bid proposal from Emerson Process Management, which is also our current SCADA software. Our attorney reviewed the proposal and found it to be non-responsive to the requirements set forth in the Authority's specifications basically they are trying to limit their liability in regard to their contractual obligations. The Authority was advised to reject the bid since it is non-responsive. We are also looking to replace our existing SCADA system and will open up to a non-proprietary system. Mr. Quijano stated that going with non-proprietary software, we will be able to make the bids more competitive as well as allowing the Authority to hire multiple system integrators to service and maintain our SCADA system.
- Performance Guarantee Release for Christina Court. Mr. Quijano stated that Christina Court is a development off Prospect Road and was completed in early 2000 with a performance bond being held since 1999. Up to this point, the developer has given us the as-builts for the development and we are recommending the performance guarantee release for this development. Mr. Quijano noted that since the development was completed over ten (10) years ago, a maintenance bond will not be requested for this project.
- Performance Bond Release for South Knolls, Sections 2E-2G. The punch list has been completed and we have confirmation from the developer that everything is complete. The staff is recommending the release of the water and sewer performance bond for South Knolls, Section 2E-2G.

With no questions, Mr. Quijano concluded the Engineering Report.

### **DEVELOPER PROJECT**

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer discussed the following from the Engineers Report dated March 27, 2014, noting there are no development applications this month.

- Hyson Road Water Treatment Plant – Application for increasing the permitted capacity for the Hyson Road Water Treatment Plant was submitted to the Bureau of Construction and Well Permitting and has been received and was deemed administratively complete. The permit should be completed shortly.

4. Assistant Executive Director's Report
  - Finance Committee Report
  - Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, March 24, 2014. The total amount presented on the bill list was \$512,168.22 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$70,691.26 for Capital Projects;
2. Escrow Funds in the amount of \$5,428.14 for Developer Work;

3. Revenue General Fund in the amount of \$436,048.82 for Operating Expenses.

The operating expense of \$436,048.82 includes \$250,000.00 for funding the payroll account.

- Mr. Diaz discussed the Financial Disclosure Statements noting that there is no update or instructions at this time. The State has not yet made the forms available.

**Personnel**

Mr. Diaz stated there were no action items for Personnel this month.

5. Consent Resolutions:

2014-49 Resolution Ratifying Cash Management Report for February 2014.

2014-50 Resolution Granting a Performance Bond Release for Sewer and Water to South Knolls, Sections 2E-2G, on the Tax Map of the Township of Jackson.

2014-51 Resolution Granting a Performance Bond Release for Sewer and Water to South Knolls, Sections 2E-2G, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2014-49 through 2014-51. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2014-52 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Blake made a motion to approve Resolution 2014-52. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained from Check #19956.

2014-53 Resolution Rejecting a Competitive Contracting Proposal for the Supervisory Control and Data Acquisition (SCADA) System Software Support and Services Contract.

Mrs. Glory made a motion to approve Resolution 2014-53. Mrs. Blake seconded the motion and it was passed unanimously.

2014-54 Resolution Adopting Personnel Policies and Procedures Manual and Employee Handbook.

Mrs. Rickabaugh made a motion to approve Resolution 2014-54. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

At this time, Chairman Allmann reopened the public portion of the meeting. Present from the public was Mr. Cordts.

Mr. Cordts questioned what the SCADA System operates. Chairman Allmann explained that it is the remote control for the water tanks, pumps, etc., at this time more for water than sewer. Chairman Allmann stated that it is the plan of the Authority to have all water and sewer facilities on the system. Mr. Cordts questioned what it does on the sewer side. Mr. Harpell responded it will sound an alarm if water levels are high or if power is lost, the operator will know a generator is on, noting the same system as with phone lines but much more efficient. Operators can turn on pumps remotely to avoid a possible sewer overflow and allowing time to get to the site. Mr. Cordts questioned where it reports to. Mr. Harpell responded there is a control room at the London Drive Plant and a station downstairs in this building, noting that when operators are working through the night, they can see what's going on in the system. Also noted, on the water side, you can see tank levels, pressures and you can see if there is a water main break you could see immediately. Mr. Harpell also stated that if the fire department has a big demand due to a fire, we can get the pressure up remotely. Chairman Allmann stated that the present system is proprietary and the Authority would like to go for more competitive pricing. Chairman Allmann stated that it costs \$50,000 per year to maintain so it makes sense to look at other avenues, which could cost a bit more upfront but less in the long run. Mr. Harpell stated that we have limited capability in-house to maintain and that the process is very sophisticated. Mr. Harpell noted that we try to do as much as we can in-house to save money. Chairman Allmann invited Mr. Cordts to stop in anytime between meetings. Mr. Harpell invited Mr. Cordts to see the SCADA system at London Drive if he would like.

Chairman Allmann noted the next meeting is Thursday, April, the 24<sup>th</sup>.

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mrs. Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the March 27, 2014 Public Meeting adjourned.

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End of Minutes