

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 April 24, 2014."

Chairman Allmann requested a roll call.

The April 24, 2014 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Clayton, 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, William Hiering.

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 March 27, 2014.

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

2. Questions/Comments from the Public

Chairman Allmann opened the floor to the public. Present was Mrs. Karen Davis from WithumSmith+Brown, PC. At this time, Mrs. Davis discussed the results of the 2013 Audit noting that there were no comments or recommendations and the firm is satisfied with the maintenance of the records. Mrs. Davis directed attention to page one which is the independent auditor's report which states that the financial statements are the Authority's responsibility and the auditor's responsibility is to express an opinion. Mrs. Davis noted that, as in the past, we have a completely unmodified opinion meaning we believe your financial statements fairly represent the financial position of the Authority. Also noted, with this year's financial statements due to the NJEIT funding received, the Authority was required to have a single audit, which looks at the financial statements and compliance. Mrs. Davis stated that an additional opinion did not find any areas of noncompliance with the grants. Mr. Diaz added that there is an audit certification that needs to be signed this evening by all the Commissioners. Mrs. Davis stated she is available for any questions and the final audit will be issued within the required time period.

With no further 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 discussed the potential Six Flags Great Adventure (SFGA) agreement dealing with a new water plant and extending a water main. Mr. Harpell reviewed these projects with the Finance and Engineering Committees noting that SFGA did not respond in time for us to comply with the NJEIT's 2014 deadlines. Mr. Harpell copied the Board on the letter sent to Mr. Turtora but stated that SFGA still wants to move ahead with these projects and a meeting is scheduled with SFGA for tomorrow. Mr. Harpell indicated that the biggest problem with the draft agreement is that SFGA does not want to guarantee the debt and the Authority cannot consider an agreement if the debt is not guaranteed. Mr. Harpell stated that the Authority will reiterate our concerns tomorrow regarding the debt guarantee.

Chairman Allmann stated that if something should move ahead with the agreement, the Authority may have to call a special meeting.

At this time, Mr. Cordts from the public questioned what the SFGA agreement is for.

Mr. Harpell stated that we have an agreement with SFGA from the 1970s whereby we own most of the infrastructure but they are responsible for the capital improvements, noting that it has been 40 years for the water plant with very little maintenance. Mr. Harpell stated that the water plant is in very poor condition and have talked about trying to replace the facility through the NJ Environmental Infrastructure Trust since the Authority can borrow money much cheaper than SFGA can. Mr. Harpell stated that these improvements would also benefit the Township since according to their master plan they would like to develop the Route 537 corridor. In addition, water could be sent from a different aquifer to this side of town so there are some strategic benefits but the terms need to be worked out. Mr. Harpell again noted that not guaranteeing the debt would not be the right terms.

Chairman Allmann explained that SFGA presently has a stand-alone system. The agreement would extend the water main from West Commodore and Diamond along Perrineville, out to Route 537, allowing redundancy in the system. With regard to the schools, it would also tie into the schools on Patterson Road. Chairman Allmann stated that there is already a dry water main down Patterson Road. Mr. Cordts questioned hydrants on Patterson and Mr. Harpell noted that the hydrants are capped at ground level until they become active and the installation of a dry water main down Patterson became available through a Community Development Block Grant through the Township.

Mr. Cordts questioned if the water main extension would create better fire flow pressure along West Commodore Blvd, according to the hydrant colors. Mr. Harpell stated that it not so much a pressure issue, but a dead end in the system, noting that the Mitch Leigh project developer's agreement requires the construction of an elevated storage tank which will increase fire flows along West Commodore Blvd. Also noted that the Mitch Leigh agreement will include a new well along Bennetts Mills Road, right before Harvard Square, which serves our London Drive Water Treatment Plant and will increase capacity.

There was no further discussion.

- Next item discussed was the OCUA NPS-5 Flow Study which was started on Monday, noting there has been a long-term issue with the billing and the problem would appear to stem from the fact that this is a deduct meter and Jackson is a small portion of the flow. They set up a temporary metering system to better meter the flow and the two days of data would appear to support our position. It was noted if this works, OCUA may look to build a permanent meter chamber at the NPS-5 location for metering Jackson with a smaller portion of Howell. Mr. Harpell stated that there should be more data by next month and that OCUA has been dealing with noise complaints from this study.
- Mr. Harpell discussed the opening ceremony for the Hyson Solar Project noting it was scheduled for Wednesday, May 14th at 10:00 a.m., with a rain date of May 15th. Mr. Harpell stated that the field is moving along very well. A notice was put in the local papers stating the solar field will be open to the public on the 14th for tours between 12:00 p.m. and 4:00 p.m. Mr. Harpell stated the solar should save the Authority approximately \$47,000.00 annually.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

The Public Relations Committee will be meeting this evening to discuss the Solar Opening Ceremony.

Engineering Committee Report

Mr. Quijano discussed the following:

- Well No. 8 Well House, Contract C2-14827 Authorizing Release of 1% Retainage and Outstanding Balance on the Authority's Contract with Clyde N. Lattimer & Son Construction Company, Inc. The resolution being presented is to formalize the partial release of 1% retainage to the contractor Clyde N. Lattimer and Sons, Inc. in the amount of \$6,138.53 plus the remaining outstanding balance of \$250.00 for work previously completed by the contractor. The contractor's legal counsel has set up a special escrow account for deposit of funds. Those monies will be released to the contractor only upon the Authority's receipt of the "Contractor's Release" form. Also noted was that when the Certificate of Occupancy is obtained by the contractor, the remaining 1% retainage will be released and the project will be recommended for formal closeout.

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

DEVELOPER PROJECT

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer stated there are no development applications this month.

Mr. Harpell noted that there are some pending projects coming up in the next few months including a possible amendment to the Mitch Leigh project.

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

Mr. Diaz stated that the Finance Committee met on Monday, April 21, 2014. The total amount presented on the bill list was \$818,137.99 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$256,863.98 for Capital Projects;
2. NJEIFP Account in the amount of \$6,388.53, for NJEIFP Projects;
3. Escrow Funds in the amount of \$9,385.99 for Developer Work;
4. Revenue General Fund in the amount of \$545,499.49 for Operating Expenses.

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

- Mr. Diaz stated that the 2013 Audit Review was covered by Mrs. Davis and thanked the Authority staff for their assistance with the audit process.
- Mr. Diaz discussed the need for new computers noting that the Authority's current desktop XP operating system is obsolete and is no longer supported. Mr. Diaz stated that the cost to replace the computers through Hewlett Packard is \$16,508.79. There is a resolution on the agenda this month for approval to purchase new computers from Hewlett Packard. Mr. Diaz discussed the installation of the computers which will be completed through Miles Technologies and will be overseen by the Authority's IT Staff. Also noted the installation will cost \$4,970.00 which falls in accordance with agreed rates under the Miles Technology Agreement and does not require a resolution.
- Mr. Diaz updated the Board on the insurance claim from damage on Hampton Drive. Danella Companies who was working with JCP&L hit a water/sewer and line causing extensive damage in July 2013. Mr. Diaz stated that the Authority did receive the claim release form from Danella and the reimbursement is for the full amount \$30,846.79. Mr. Harpell noted that a part of the reimbursement will go to the Township from a joint claim, for some damages to storm drains.
- Mr. Diaz reviewed the 2014-2015 JIF risk control check list, noting that there were a number of items needed to be met in order to receive a \$20,000.00 deductible, instead of a \$50,000.00 deductible on our liability insurance with the JIF. Mr. Diaz stated that all requirements have been met including hiring a labor attorney, a new employee handbook, supervisors/managers have attended training and a anti-harassment session for staff has been conducted. Mr. Diaz stated that Mr. Gannon will sign off and we can then proceed in sending off to the JIF to receive the reduced liability benefit.

Personnel

Mr. Diaz discussed the following Personnel items:

- Mr. Diaz discussed the two promotions on the agenda this evening. Mr. Jeffrey O'Prandy has received his T2 License to meet the requirements to be promoted from Sewer Repairer 1/Water Repairer 1/Water Treatment Operator to Water Treatment Operator. This has been reviewed and recommended by his supervisor. The second promotion is for Albert Braun who has held the title of Sewer Repairer 1/Water Repairer 1 and has received his T1 License to meet the requirements to be promoted to Sewer Repairer 1/Water Repairer 1/Water Treatment Operator. Mr. Braun was reviewed and recommended for this promotion by his supervisor. Mr. Harpell

stated that Mr. Braun came in under the grant program for training operators, noting that approximately 10 out of our 12 operators have licenses. Mr. Harpell stated it is not a DEP requirement to have all staff licensed but does make for a higher quality staff. These promotions were discussed with the Personnel Committee

- Mr. Diaz stated the Authority needs more help in the Buildings and Grounds Department with quite a few facilities that need to be maintained year round. The decision was made to hire an employee rather than hire a lawn service, noting it is more cost effective to bring in an individual who would be with us year round. Mr. Donald Weber has been interviewed and is being recommended for this position. This has been discussed with the Personnel Committee.
- Last item discussed is the ratification of an agreement with Mr. Siemanowicz. This agreement has been reviewed with the Personnel Committee

5. Consent Resolutions:

2014-55 Resolution Ratifying Cash Management Report for March 2014.

Mrs. Blake made a motion to approve Resolutions 2014-55. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2014-56 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Clayton made a motion to approve Resolution 2014-56. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained from T&M check #20039 and Mrs. Blake abstained from check #19974.

2014-57 Resolution Authorizing Release of the Retainage Held and Outstanding Balance on the Authority's Contract with Clyde N. Lattimer & Son Construction Co., Inc. in Connection with Well No. 8 Well House Project.

Mrs. Clayton made a motion to approve Resolution 2014-57. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-58 Resolution Authorizing the Purchase of New Computer Equipment from Hewlett Packard Company Pursuant to State Contract No. 7062 and Under Authority Contract C4-00033, for a Total Sum of \$16,508.78.

Mrs. Glory made a motion to approve Resolution 2014-58. Mrs. Blake seconded the motion and it was passed unanimously.

2014-59 Resolution Certifying Audit has Been Reviewed by the Board.

Mrs. Clayton made a motion to approve Resolution 2014-59. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-60 Resolution Authorizing Promotion of Jeffrey O'Prandy to Water Treatment Plant Operator.

Mrs. Clayton made a motion to approve Resolution 2014-60. Mrs. Blake seconded the motion and it was passed unanimously.

2014-61 Resolution Authorizing Promotion of Albert Braun to Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator.

Mrs. Clayton made a motion to approve Resolution 2014-61. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-62 Resolution Authorizing the Permanent Hire of a Classified Employee, Laborer 1, Donald Weber.

Mrs. Clayton made a motion to approve Resolution 2014-62. Mrs. Glory seconded the motion and it was passed unanimously.

2014-63 Resolution Authorizing the Execution of a Disciplinary Settlement and Last Chance Agreement with an Employee.

Mrs. Blake made a motion to approve Resolution 2014-63. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

Chairman Allmann noted that the Solar Project Opening Ceremony is Wednesday May 14th and the next public meeting is Thursday, May 22nd. Mr. Harpell stated that Andrew Martin from the Tri Town News will be coming out tomorrow to take a look at the site and Mrs. Glory stated that the Jackson Chamber will be present at for a ribbon cutting ceremony. Chairman Allmann also noted that in the event Six Flags Great Adventure should move ahead with the agreement prior to the next public meeting, a special meeting can be scheduled.

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 April 24, 2014 Public Meeting adjourned.

End of Minutes