

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 May 22, 2014."

Chairman Allmann requested a roll call.

The May 22, 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 Member 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, Felipe Contreras and Authority Counsel, William Hiering. Mrs. Cladek 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 April 24, 2014.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of April 24, 2014. Mrs. Blake 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 the solar system was turned on today. Earl did a great job on this project. There were some permitting issues and Earl really kept it going. He is a great asset to the Authority.
- Mr. Harpell discussed the potential Six Flags Great Adventure (SFGA) agreement, noting that the Authority is going to meet with SFGA tomorrow and hopefully start moving forward. Mr. Harpell stated that there is a limited approval on the agenda this evening that will be discussed in more detail in the Engineering Report regarding the proposed water main extension. Mr.

Harpell stated that we are looking to determine the best route to get the water main out to SFGA and that this routing study is a relatively small piece of the overall project. We will update the Board following the meeting tomorrow. Chairman Allmann stated that it has been a very long process and Mr. Harpell noting that we have been pushing the proposed improvements for many years but have actively been trying to get this agreement moving for almost year.

- Next item discussed was the OCUA NPS-5 Flow Study. Mr. Harpell stated that OCUA was proposing to bill us about 1,000,000 gallons a day from NPS-5 and with the temporary metering, this has been reduced to 588,000 gallons per day. The Authority is still not satisfied with these numbers and we think the flows should be less than 500,000 gallons per day. OCUA has deployed Flow Assessment, the company we used last year, to do the work to check where we tie into the interceptor as we are metering two different locations. Mr. Harpell noted that either way this study has been a success but we are still hopeful that Flow Assessment will replicate their data from 2013. Mr. Harpell stated that if we can resolve this issue, it should be the last time there is an issue with OCUA billing for the foreseeable future.
- Mr. Harpell discussed the 2014 Financial Disclosure Statements which are on line with a deadline of June 15th. Mr. Harpell stated that if you would like to copy Joan that is appreciated. Chairman Allmann stated that once you submit online, you cannot make any changes. Once filed, you receive a confirmation number which you can use to view your statement.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

There was no Public Relations Committee Meeting this month.

Engineering Committee Report

Mr. Quijano discussed the following:

- First item discussed was the Western Water Main Extension. Mr. Quijano stated that the Authority sent RFPs to four (4) of our special projects engineers and received prices ranging from \$157,000.00 to \$246,125.00. It is composed of three different tasks but are only recommending award of the routing evaluation at this time in the amount of \$12,000.00. The remaining portion of the \$157,000.00 will be awarded at a later date. Chairman Allmann noted that we think either way we can move forward to help SFGA, stating that the route evaluation is not a waste of money because eventually it will be done. Chairman Allmann stated that we can get the study out of the way while the weather is good and we are not under a rush to get it done. Mr. Harpell stated that they will be giving us a cost estimates for the routing evaluation so this is something that can be submitted to the Trust.
- Mr. Quijano discussed the Manhattan Street Facility Improvement which will be a big undertaking. Mr. Quijano discussed the improvements which consist of major renovations to the existing administration building, which was built in 1992. We are converting the basement into offices. Presently there is an existing warehouse and engineering and purchasing departments downstairs. CMX did a facility study and there are some areas there that we need to address. We are trying to make the windows bigger and replace some ceiling tiles downstairs as well as add a bathroom. It was noted there is a leak in the basement so they will

look to resolving this issue. Mr. Quijano stated that one major undertaking is taking down the existing elevated water tank and the ground storage tank and replace with a two million water storage tank. The present field office and decommissioned water treatment plant will be replaced with a 2,500 square foot warehouse. Other miscellaneous construction to be done is minor touch-ups to the first floor of the administration building including a coat of paint and replacement of some ceiling tiles. Additionally, renovating the men's bathroom and a couple of renovations in customer service, such as the drive through window tray which does not reach the customers. The Authority sent RFPs to three (3) of our special projects engineers and the prices ranged from \$440,510.00 to \$744,800.00. We discussed the proposal with the Engineering Committee and we are recommending award this evening for design services to O'Brien & Gere Engineers in the amount of \$440,510.00. Mr. Harpell stated that one of things discussed is that some of the funds will not be spent for a couple of years. If we go through the trust we will not need the funds until 2016. Mr. Harpell stated that the Authority will only plan to encumber the design funds at this point, which is a little over \$300,000.00 and the rest will be presented to the Board at a later date to encumber the funds.

- Mr. Quijano discussed the Door Replacement Project, C4-00029, to replace nine (9) existing doors located in the Administration Building as well as Hyson Road Water Treatment Plant, Well No. 11 and Maple Glen. Also, doors from various locations need maintenance by applying a coat or two of paint to the exterior and interior side of the door. It was noted that one of the doors at the Hyson Road Water Treatment Plant is made out of steel and corroded by chemicals. Mr. Quijano stated that the new door and frame for the chemical room at Hyson will be made out of fiberglass. We went out to bid for this project with only one response from MJJ Construction in the amount of \$35,800.00. This was discussed with the Engineering Committee and are recommending award to MJJ Construction in the amount of \$35,800.00.

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

DEVELOPER PROJECT

On behalf of Remington, Vernick & Vena Engineers, Mr. Felipe Contreras discussed the following:

Mr. Contreras discussed the Hyson Road Water Treatment Plant permit application to increase the contact time and subsequently the WTP capacity from 2,700 to 3,000 gallons per minute, noting we have been back and forth with the State on this issue. Mr. Contreras stated that he has finally gotten the information from the old construction plans and need to do some minor modifications to the new contact pipe about to be installed. Mr. Contreras noted a review will be sent to Earl and Dave and will file a revised plan with the State. Chairman Allmann commented that this is moving in a very positive direction.

Mr. Contreras discussed the following consent resolutions:

- Amended Final Water Approval, Jackson Woods, Central Multi-Family Area (Section A), Block 4101, Lots 2-13, 15 & 16 and Block 4201, Lots 27-32, 52-54 & 58-60.
- Final Water Approval, Jackson Woods, Central Multi-Family Area (Section B), Block 4101, Lots 2-13, 15 & 16 and Block 4201, Lots 27-32, 52-54 & 58-60.
- Amended Final Sewer Approval, Jackson Woods, Central Multi-Family Area (Sections A&B), Block 4101, Lots 2-13, 15 & 16 and Block 4201, Lots 27-32, 52-54 & 58-60.

With regard to Jackson Woods, Chairman Allmann commented that as discussed with the Engineering Committee, the Authority will own the main pipe and the developer will own the laterals to the homes. Mr. Harpell stated that this is a good decision and will have a developer's agreement prepared for next month to clarify ownership of the infrastructure.

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

Mr. Diaz stated that the Finance Committee met on Monday, May 19, 2014. The total amount presented on the bill list was \$1,471,324.20 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$293,393.87 for Capital Projects;
2. NJEIFP Account in the amount of \$23,228.97 for NJEIFP Projects;
3. Escrow Funds in the amount of \$11,723.80 for Developer Work;
4. Revenue General Fund in the amount of \$1,159,245.63 for Operating Expenses.

Mr. Diaz noted that the Revenue General Fund is about \$16,000.00 more than what is necessary for the operations and capital. These additional funds are for Maple Glen which will be discussed in further detail. The operating expense includes \$225,000.00 for funding the payroll account and we will also be transferring funds back from the NJEIT account to support the Authority's budgeted capital requirements. This transfer is in the amount of \$208,000.00.

- Mr. Diaz discussed the Maple Glen Annual Rate Calculation noting that there is no need to have a rate hearing. The rates will remain the same at \$18,153.92 per quarter. We are working with Maple Glen representatives to use the excess revenues over expenses in that account to help fund their capital improvements, more specifically working toward repairing the leach fields which are in need of some additional repairs. Mr. Diaz stated that the 2013 excess revenues over expenses is \$5,891.37 and depreciation in the amount of \$10,376.70, for a total combined amount of \$16,268.07 that will be transferred out of our Revenue General into the Maple Glen Account. This will bring the account to a little over \$23,000.00 to help support some capital initiatives. This was approved by resolution in 2012 to build the account up to \$50,000.00 to help long term and to repair the second half of the leach fields.
- Next item discussed was the purchase of flow meters. Mr. Diaz stated that the Authority is in need of two (2) flow meters. The first meter is for Six Flags Great Adventure Well No. 7 which is used for raw water leaving the well. This meter is required by the State. The second meter is for the Legler Booster Station for metering finished water leaving the station. The Authority issued an RFQ and received three responses ranging in price from \$7,715.00 to \$9,570.00. The Finance Committee is recommending award to Rapid Pump and Meter Services, contract C4-00036, in an amount not to exceed \$7,715.00.

Personnel

Mr. Diaz discussed the following Personnel items:

- Mr. Diaz discussed the hiring of a Laborer 1 for the open budgeted Meter Reader position, noting that there have been some changes within the Authority. Interviews were conducted and the Personnel Committee is recommending this month, Mr. Jayson Heuring to fill this slot.

- Mr. Diaz discussed the hiring of a temporary employee for a customer service individual going out on disability. Candidates were interviewed and Ms. Lauren Moskal fits the needs of this temporary position. This position is at \$12.00 per hour with no benefits and not to exceed three months.
- Next item discussed is a resolution to amend Mr. Evan Crooker's Civil Service title. The Authority promoted him in 2012 to the title of Computer Operator. Civil Service has denied the title and we have found a title that better fits and meets all of our needs as well as Civil Service requirements. The title change is from Computer Operator to Computer Service Technician. Mr. Diaz stated there is no monetary change. Mr. Harpell noted that Mr. Crooker is doing a very good job for the Authority.
- Mr. Diaz discussed the resignation of Michelle DeFrancis, Purchasing Agent, who has moved on to another job opportunity with another government entity. We wish her well. This leaves the Purchasing Office with some matters to attend with regard to the QPA certification. Mr. Diaz stated that after review of Local Finance Notices, we can appoint an employee as a Temporary Purchasing Agent so the Authority can still maintain the QPA levels for the bidding process. Mr. Diaz stated that Carolann Weisel has already completed the required class work and attained her certificates for RPPO and RPPS and has taken the required classes towards her QPA. Mr. Diaz noted that Mrs. Weisel will take the QPA refresher course in September and is planning on sitting for the QPA exam sometime in December of this year. It was noted, this has been reviewed with the Personnel Committee and are recommending that Carolann Weisel be appointed Temporary Purchasing Agent. Her salary will be the base level for Purchasing Agent. Mr. Harpell stated that Carolann has worked with Michelle for a few years and will do a very good job for the Authority

5. Consent Resolutions:

- 2014-64 Resolution Ratifying Cash Management Report for April 2014.
- 2014-65 Resolution Granting Amended Final Water Approval to The Jackson Woods – Central Multi-Family Area (Section A), Block 4101, Lots 2-13, 15 & 16, Block 4201, Lots 27-32, 52-54 & 58-60, on the Tax Map of the Township of Jackson.
- 2014-66 Resolution Granting Final Water Approval to The Jackson Woods – Central Multi-Family Area (Section B), Block 4101, Lots 2-13, 15 & 16, Block 4201, Lots 27-32, 52-54 & 58-60, on the Tax Map of the Township of Jackson.
- 2014-67 Resolution Granting Amended Final Sanitary Sewer Approval to the Jackson Woods – Central Multi-Family Area, Block 4101, Lots 2-13, 15 & 16, Block 4201, Lots 27-32, 52-54 & 58-60, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2014-64 through 2014-67. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

6. Resolutions Offered:

- 2014-68 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Clayton made a motion to approve Resolution 2014-68. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained from T&M check #20126.

2014-69 Resolution Authorizing Award of a Fair and Open Contract for the Route Evaluation Portion of the Western Water Main Extension, Contract C4-00038, to Maser Consulting PA, in an Amount Not to Exceed \$12,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2014-69. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Clayton abstained.

2014-70 Resolution Authorizing Award of a Fair and Open Contract for Design/Construction Management for the Manhattan Street Facility Improvements, Contract C4-00039, to O'Brien & Gere Engineers, in an Amount Not to Exceed \$440,510.00.

Mrs. Blake made a motion to approve Resolution 2014-70. Mrs. Glory seconded the motion and it was passed unanimously.

2014-71 Resolution Awarding Door Replacement Project, C4-00029, to MJJ Construction, LLC, in the Amount of \$35,800.00.

Mrs. Blake made a motion to approve Resolution 2014-71. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-72 Resolution Authorizing Award of a Fair and Open Contract C4-00036 to Rapid Pump & Meter Service Co., Inc., in the Amount of \$7,715.00 for Two (2) Flow Meters Associated with the Legler Booster Station and Six Flags Great Adventure Well #7.

Mrs. Blake made a motion to approve Resolution 2014-72. Mrs. Glory seconded the motion and it was passed unanimously.

2014-73 Resolution Authorizing the Permanent Hire of a Classified Employee - Jayson Heuring.

Mrs. Clayton made a motion to approve Resolution 2014-73. Mrs. Blake seconded the motion and it was passed unanimously.

2014-74 Resolution Authorizing the Temporary Hire of Lauren Moskal.

Mrs. Clayton made a motion to approve Resolution 2014-74. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-75 Resolution Amending Evan Crooker's Promotion from Computer Operator to Computer Service Technician.

Mrs. Clayton made a motion to approve Resolution 2014-75. Mrs. Blake seconded the motion and it was passed unanimously.

2014-76 Resolution Approving Out of Title Appointment of Purchasing Assistant to Temporary Purchasing Agent, Effective May 26, 2014.

Mrs. Rickabaugh made a motion to approve Resolution 2014-76. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

Mrs. Blake stated that the Authority should purchase JTMUA jackets for the employees. Mr. Harpell stated that the Authority will seek some pricing and present to the Board at next month's meeting. Mr. Harpell also said it is nice for the employees to be recognized in the field.

Mrs. Sturmfels stated that the solar opening was a lovely event and that the staff did a great job.

Chairman Allmann noted that unless something moves ahead with the SFGA agreement and a special meeting is necessary, the next public meeting is Thursday, June 26th.

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann declared the May 22, 2014 Public Meeting adjourned.

End of Minutes