

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 June 26, 2014."

Chairman Allmann requested a roll call.

The June 26, 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 May 22, 2014.

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of May 22, 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 the meeting with Six Flags Great Adventure (SFGA) that he, Mayor Reina and Chairman Allmann attended on May 23, 2014 seemed to be productive, however, we have not received any further feedback from SFGA on the draft agreement. Mr. Harpell stated that the Authority is going to move ahead with the routing evaluation awarded to Maser consulting last month which will determine the best route and cost to get a water line out to SFGA but the project cannot proceed further without the Water Service Agreement.

- Mr. Harpell stated that the flow study for OCUA has been completed by Flow Assessment. Mr. Harpell noted that the reported flows would have been 913,000 gallons per day (GPD) based upon the current metering configuration at NPS-5. OCUA put a temporary meter in that reported flows of 573,000 GPD and then the Authority requested that they meter at different locations utilizing Flow Assessment and the flows came back at 513,000 GPD. The Flow Assessment figures are higher than the 478,000 GPD that the Authority recorded in 2013 but this has been an incredibly wet spring. Mr. Harpell stated that we should be meeting with OCUA shortly to finalize. It was noted that most of the locations monitored in this last study were consistent with the 2013 flow study, with the exception of the Brookwood Parkway area, where there was an increase of approximately 17%. Mr. Harpell stated that we may go back and look at this section for a possible inflow and infiltration study.
- Next item discussed was Bartley Healthcare with Mr. Harpell noting that the resolution on the agenda this evening is designating July 15th as the deadline for resolving the issues with rag disposal or the interest charges that have been temporarily held, will be reinstated. It was also noted this problem has been going on since 2008. Mr. McKenna notified their attorney as to what we are proposing to do and has not heard anything back from them.
- Mr. Harpell discussed the resolution on the agenda this evening of appreciation for Dylan Brown, a student from the Alpha School. Mr. Harpell stated that Dylan was a wonderful addition to the staff the last two years and he will be missed. It was noted that the Alpha School was very pleased with Dylan's work experience and hope to host another student in the future. Mr. Harpell stated that Dylan's recognition may help in any of his future endeavors.
- Mr. Harpell discussed the consideration of a resolution to support the clarification of the Clean Water Act Definition of "Waters of the United States", noting that Commissioner Sturmfels handed out some literature this evening on this subject. Mr. Harpell stated that this was discussed in the Engineering Committee and the Board is requesting some more information before adopting a resolution on this initiative and should have a decision for next month's meeting.
- Mr. Harpell stated that a settlement conference with Shady Lake, Inc. has been scheduled for Monday, June 30, 2014.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

The Public Relations Committee will meet later this evening to discuss the website link to the Solar Project and upcoming Jackson Day.

Engineering Committee Report

Mr. Quijano discussed the following:

- Mr. Quijano stated that Clyde N. Lattimer & Son Construction Co., Inc. has fulfilled their contractual obligations and has submitted the required contract closeout documents for the Well No. 8 Well House, Contract C2-14827. It was noted that the documents have been reviewed and found to be in compliance. The Engineering Committee is recommending the contract be closed, the remaining retainage paid and the performance bond released.

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

DEVELOPER PROJECT

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer discussed the following:

- Resolution Granting Preliminary Sewer and Water Approval to Homestead Road Subdivision. The applicant, A.J. Skora, Inc., is proposing to construct a three (3) lot subdivision along Homestead Road, North of Lakehurst Avenue. The applicant is applying for preliminary utility services at this time. The project is not located within an active sewer service area; so on-site septic systems are the planned method for wastewater management. The project is located within an active water service area within the Legler area. We have asked the applicant's engineer to provide documentation that if the project is within 100 feet of water main, that connection to the system is required. This approval was recommended in the June 16, 2014 letter to the Board.

Mrs. Sturmfels had some concerns with regard to the location of the subdivision and stating that in the past, there were six (6) homes in this area where their wells collapsed. This is something we should be aware of. Chairman Allmann and Mr. Harpell stated that the applicant is planning on connecting to our water system, even though the plans did not reflect that, since in order to have wells, they would have go very deep in this particular area.

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

Mr. Diaz stated that the Finance Committee met on Monday, June 23, 2014. The total amount presented on the bill list was \$605,764.82 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$136,987.62 for Capital Projects;
2. NJEIFP Account in the amount of \$6,138.52 for NJEIFP Projects;
3. Escrow Funds in the amount of \$16,281.14 for Developer Work;
4. Revenue General Fund in the amount of \$446,357.54 for Operating Expenses.

The operating expense includes \$225,000.00 for funding the payroll account.

- Mr. Diaz stated that he will transferring additional funds from the Bank of New York (BONY) General Fund account to the Authority's capital account with Parke Bank to continue to support the Authority's budgeted capital requirements.
- Mr. Diaz discussed the purchase of one (1) mix flush valve and two (2) mix flush valve repair kits to be used at the Cooks Bridge Pump Station. The Authority issued a Request for Quotation (RFQ) via a Fair and Open Process. The RFQ was advertised twice with no response. Mr. Diaz stated that the Purchasing Department researched the Fair and Open process and determined that by law, the Authority has the ability to negotiate the purchase, chose a vendor and award under the Fair and Open process. Mr. Diaz noted that quotes were received by Pumping Services and Xylem, ranging from \$3,540.00 to \$3,919.00 and a resolution will be presented for approval this month to award to Pumping Services, C4-00040

in the amount of \$3,540.00. Mr. Harpell stated that Pumping Services will give submit pricing but will not respond to a formal bid or quote and Xylem did not want to be bothered with bidding on such a small project which is why the Authority was able to seek multiple pricing for this project.

- Mr. Diaz attended the Jackson Women of Today Luau, celebrating 50 years. The Authority received a “Reflector Award” for their contributions, through HomeServe USA, of \$15,200.00 over the years to the food pantry. Mr. Diaz had the award for the Board to view.

Personnel

Mr. Diaz discussed the following Personnel items:

- Mr. Diaz discussed two new hires on this month’s agenda. The first candidate being presented this month is Ms. Michelle McGuigan to fill the open Purchasing slot in the civil service title of Clerk 1 at a starting salary of \$24,500.
- The second new hire discussed is Mr. Edgardo Panal to fill the vacant position in the Engineering Department in the civil service title of Architectural Assistant at a starting salary of \$45,000.
- Mr. Diaz discussed the hiring of a temporary employee for a customer service individual going out on maternity leave within the next month. Candidates were interviewed and Ms. Megan Heiss fits the needs of this temporary position. This position is at \$12.00 per hour with no benefits and not to exceed three months. Ms. Heiss had previously filled in for an employee out on disability earlier this year. Mr. Harpell stated that Carol Megill who is out on disability is doing well and will be released to go home from physical therapy today.

5. Consent Resolutions:

- 2014-77 Resolution Ratifying Cash Management Report for May 2014.
- 2014-78 Resolution Granting Preliminary Sewer and Water Approval to Homestead Road Subdivision, Block 18702, Lots 30.01 & 30.02 and Block 19001, Lot 4.02, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2014-77 and 2014-78. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

- 2014-79 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Clayton made a motion to approve Resolution 2014-79. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained from T&M check #20227.

- 2014-80 Resolution Authorizing Closeout and Release of Performance Bond for Well No. 8 Well House, Contract No. C2-14827 with Clyde N. Lattimer & Son Construction Company, Inc.

Mrs. Blake made a motion to approve Resolution 2014-80. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-81 Resolution Authorizing a Deadline for the Cessation of the Illicit Discharges Occurring at Bartley Healthcare.

Mrs. Clayton made a motion to approve Resolution 2014-81. Mrs. Blake seconded the motion and it was passed unanimously.

2014-82 Resolution Authorizing Award of a Fair and Open Contract C4-00040 to Pumping Services, Inc. in the Amount of \$3,540.00 for the Purchase of One (1) Mix Flush Valve and Two (2) Repair Kits.

Mrs. Blake made a motion to approve Resolution 2014-82. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-83 Resolution Authorizing the Permanent Hire of a Classified Employee – Edgardo Panal.

Mrs. Clayton made a motion to approve Resolution 2014-83. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-84 Resolution Authorizing the Permanent Hire of a Classified Employee – Michelle McGuigan.

Mrs. Clayton made a motion to approve Resolution 2014-84. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-85 Resolution Authorizing the Temporary Hire of Megan Heiss.

Mrs. Blake made a motion to approve Resolution 2014-85. Mrs. Clayton seconded the motion and it was passed unanimously.

2014-86 Resolution Authorizing a Resolution of Appreciation for Dylan Brown.

Mrs. Blake made a motion to approve Resolution 2014-86. Mrs. Glory seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

Chairman Allmann noted that the next public meeting is Thursday, July 24th.

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 June 26, 2014 Public Meeting adjourned.

End of Minutes