

Chairman Allmann called the meeting to order.

Flag Salute

Sr. Management Assistant read the following statement: "My name is Carolyn Mauro, Sr. Management 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 August 28, 2014."

Chairman Allmann requested a roll call.

The August 28, 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, Chairman Allmann, Alternate Members Cladek and Sturmfels, along with the Assistant Executive Director, James Diaz, Sr. Management Assistant, Carolyn Mauro, Executive Director, David Harpell and Principal Engineer, Earl Quijano. Also in attendance were Authority Engineer, Felipe Contreras and Authority Counsel, William Hierung. Mrs. Rickabaugh was excused.

As Sr. Management 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 July 24, 2014.

Mrs. Glory made a motion to approve the minutes of the Open Session Public Meeting of July 24, 2014. Mrs. Clayton 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 discussed the recent meeting he and Jim Diaz attended with OCUA, noting it was a good meeting and we should be getting closer to resolving the issue. Mr. Harpell discussed the temporary flow meters which were setup to sample different locations contributory to NPS-5. In short, magnetic meters are a better technology but the temporary flow metering would lead us to believe there is fairly significant inflow and infiltration into the OCUA interceptors which the Authority should not be responsible for addressing. As such, OCUA will go back and study the system but since they have not been in this location in a few years, they will need heavy equipment to get to the location. Mr. Harpell stated that we will not know the actual dollar

amount of any credit until the inflow and infiltration situation is addressed. Chairman Allmann stated that previous inflow and infiltration studies have always proven to be worth the cost.

- Mr. Harpell discussed the 2014 Potable Water Rate Comparison, noting that an update is done each year and our rates are still 22.3% percent below the average for a typical customer using 24,000 gallons per quarter. Mr. Harpell stated that we added a few other towns to our comparison this year and also noted that Jacksons quarterly rate is \$92.00 and there are two other water systems at the same rate per quarter.
- Next item discussed was Clean Water Act Definition of the United States. Mr. Harpell stated as previously discussed, the EPA and the Army Corp are looking to clarify the definition and we have discussed with the Engineering Committee and would like to support it. Mrs. Sturmfels stated that it is not to rewrite the Clean Water Act or add to it. The purpose is to return to the original act as it was passed in 1972.
- Mr. Harpell discussed the Jackson Chamber of Commerce Annual Awards Banquet Gala on September 18th. Please let Joan know if you would like to attend.
- Mr. Harpell discussed Six Flags Great Adventure (SFGA). We spoke with SFGA and the project is moving in the right direction. One of the issues left is if SFGA can provide the property and easements needed to build the water plant. They have determined that they can get the property from the lenders but they do not want to make the official property transfer until we are under design. Chairman Allmann and the Board indicated that this should not be an issue. Mr. Harpell stated that the project would be submitted for funding in 2015 with a project start sometime in 2017.
- Mr. Harpell discussed Shady Lake, noting one change which was discussed with the committees. They are requesting to make up the deficient billing by paying \$2,000.00 per month. Mr. McKenna is recommending the Authority proceed with this plan which should take approximately three years to pay off the debt. Chairman Allmann stated that a default clause will also be added to the agreement and the Board agreed that the Executive Director could execute the agreement when these changes are made.

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 upcoming Jackson Day. Mr. Harpell noted that the notebooks are available which were popular a few years ago.

Engineering Committee Report

Mr. Quijano discussed the following:

- Mr. Quijano discussed the Award of the Co-Location Land Lease of the Manhattan Street Monopole. We advertised and received one bid, noting the initial lease for year one is \$17,000.00. The lease term is for five (5) years and will automatically be extended for four (4) additional five (5) year terms. The Authority calculated that if the lease goes to twenty five (25) years can expect revenues up to \$619,824.00. Mr. Quijano stated the lease was awarded

to Cellco Partnership aka Verizon Wireless. The staff is recommending this award to Verizon Wireless.

- Next discussed was the Claridge Drive Sanitary Sewer Replacement. The Authority advertised and received eight (8) bids ranging in price from a low of \$239,795.00 to a high of \$494,400.00. The bid documents have been reviewed by the staff and legal counsel and are recommending award this evening to, the low bidder, Flagship, Inc., in the amount of \$239,795.00. Mr. Harpell stated that because of a bid protest, which was resolved, this item was not on the draft agenda.

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

DEVELOPER PROJECT

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

- With regard to the increase in capacity at the Hyson Water Treatment Plant, we have scheduled sampling of temperatures for Wells 13, 15 and 16 for the upgrade from 2,750 to 3,000 gallons per minute. This is the last item they want to verify before permit approval to operate at that capacity.
- Twin Giants Realty Amended Preliminary and Tentative Water and Sewer approval. This was originally approved to be septic and wells. We amended to allow for this and are also recommending the water final approval with installation of a dry line to the property which requires a developer agreement. An agreement has been submitted. Chairman Allmann stated that it was cost prohibitive for the developer to install the water and sewer.

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

Mr. Diaz stated that the Finance Committee met on Monday, August 25, 2014. The total amount presented on the bill list was \$1,268,581.91 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$72,129.27 for Capital Projects
2. Escrow Funds in the amount of \$3,616.97 for Developer Work;
3. Revenue General Fund in the amount of \$1,192,835.67 for Operating Expenses.

The operating expense includes \$225,000.00 for funding the payroll account and \$679,350.00 for OCUA's 3rd quarter 2014 installment.

- Mr. Diaz discussed the tax lien. We are still moving ahead with the tax lien process which piggybacks off the Township. We will keep you up to date of the progress. The tax sale takes place October 1st.
- Mr. Diaz discussed the Township Sidewalk Project. We are working with the Township as some of the Authority's Pit Meters and Shut-Off Valves will be in and/or next to the sidewalks and may need to be raised or lowered to grade. Mr. Diaz stated that in order to address these issues, we have authorized the purchase of supplies including Protection boxes from Water

Works Supply Company in the amount of \$8,422.80 to handle the project and replenish inventory. Mr. Harpell added that the Township added the sidewalk between the Authority and the bank at no cost to the Authority, noting the Township received a DOT Grant. Chairman Allmann asked about a sidewalk in front of the decommissioned water treatment plant and Mr. Harpell stated that will be addressed when the larger improvements at Manhattan Street are made in the next few years.

- Mr. Diaz discussed a resolution this evening for a replacement copier for the Customer Service Department. The present copier is a Kyocera and the State cost per copy four (4) year contract will end in September. The Authority received three quotes and currently pays \$147.00 per month. The new contract will go to \$168.00 per month. The cost per copy works in that you don't have to purchase the copier because they just depreciate too quickly and you can't get parts. This will be another four (4) year contract to September 21, 2018. With Ricoh USA, Inc. The total cost for all four years will be \$8,104.80. The Finance Committee reviewed and is recommending approval this evening.

Personnel

Mr. Diaz discussed the following Personnel items:

Mr. Diaz stated that although not on tonight's agenda, there are a couple in employees out on disability. It was noted that we are just learning the disposition and it seems these employees will be out for a little while longer than anticipated. Mr. Diaz stated that we did bring in a couple of employees to help out in the Customer Service Department and with the Board's approval is asking to extend the temporary help a little longer. The two individuals are Lauren Moskal and Megan Heiss. Mr. Harpell stated that we can formalize by resolution next month.

5. Consent Resolutions:

- 2014-94 Resolution Ratifying Cash Management Report for July 2014.
- 2014-95 Resolution Granting Amended Preliminary and Tentative Sewer and Water Approval to Twin Giants Realty Site Plan, Block 8701, Lots 19-21, on the Tax Map of the Township of Jackson. .
- 2014-96 Resolution Granting Final Water Approval to Twin Giants Realty Site Plan, Block 8701, Lots 19-21, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2014-94 and 2014-96. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Cladek abstained from Resolutions 2014-95 and 2014-96.

6. Resolutions Offered:

- 2014-97 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Clayton made a motion to approve Resolution 2014-97. Mrs. Blake seconded the motion and it was passed unanimously.

- 2014-98 Resolution Authorizing Award of Contract to Cellco Partnership d/b/a Verizon Wireless for the Manhattan Street Monopole Co-Location Land Lease, Contract No. C4-00042.

Mrs. Blake made a motion to approve Resolution 2014-98. Mrs. Glory seconded the motion and it was passed unanimously.

2014-99 Resolution Supporting the United States Environmental Protection Agency's and the Army Corps of Engineer's Proposed Definition of "Waters of the United States" under the Clean Water Act.

Mrs. Clayton made a motion to approve Resolution 2014-99. Mrs. Blake seconded the motion and it was passed unanimously.

2014-100 Resolution Approving a State Contract Four-Year "Cost Per Copy" Service Agreement with Ricoh USA, Inc., for a Replacement Photocopier in the Customer Service Department, Contract C4-00045 in the Amount of \$8,104.80 Plus Overage Charge at a Rate of \$.0012 Per Copy as Needed.

Mrs. Clayton made a motion to approve Resolution 2014-100. Mrs. Glory seconded the motion and it was passed unanimously.

2014-101 Resolution Awarding Claridge Drive Sanitary Sewer Replacement, Contract No. C3-00046 to Flagship Contracting, Inc., in the amount of \$239,795.00.

Mrs. Blake made a motion to approve Resolution 2014-101. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

At this time, Mrs. Clayton requested the October 23rd Public Meeting be changed to October 16th. With this change, October, November and December meetings will all be held on the third Thursday of the month. Chairman Allmann asked how this would affect accounting. Mr. Diaz stated that as long as the Board grants permission to pay subsequent utility bills in case they are not received in time. Mr. Diaz said in that case he would reach out to the Board to what is being presented. The Board granted Mr. Diaz permission and agreed to move the October Meeting.

Mr. Harpell asked if the Board could vote on the approval to extend the temporary help as mentioned earlier this evening in Mr. Diaz's report. Chairman Allmann requested a roll call. The Board voted yes to extending the temporary help.

At this time, present from the public was Mr. Cordts who had a question about what had happened on Hope Chapel Road. Mr. Harpell stated there was a grease blockage at Jackson Crossings which has been an on-going issue. The Authority has been speaking with Jackson Crossings for a couple of years about a larger grease trap which is not an easy retrofit. The force main got clogged with grease. Mr. Cordts asked if we do water and sewer main repairs in-house. Mr. Harpell stated we do small repairs, such as curb stops. If it's a large repair, the Authority does not have the heavy equipment to handle so will hire a contractor. We use D&D Utilities which is our emergency contractor and, in this case, will charge back to Jackson Crossings. Mr. Cordts asked about products to avoid grease in the system. Mr. Harpell stated the Authority does use products for that purpose in the system and are looking into using a different product from a company called Dukes. It was noted that a representative from Dukes

is coming in to talk to us about this project. Mr. Harpell stated that the problem is the forcemain from this pump station is undersized so a small amount of grease will cause a blockage. Chairman Allmann stated that part of the issue is that as development comes into this area, there will be an upgrade to the line. The Authority is proposing to keep things together until that point, which will overall save money to the Authority. It was also noted that Mr. Diaz has been charging Jackson Crossings periodically for clean-up of grease in the system. Mr. Cordts stated that there should be a fee, even residential, for grease in the system. Chairman Allmann stated that there is never an issue with grease from the schools. Lastly, Mr. Harpell stated that he was proud how the employees pulled together to get this particular issue with Jackson Crossings resolved. They were on the site for over 30 hours with a Vac truck to avoid a sewage spill and we were able to keep Jackson Crossings open during the event.

Chairman Allmann noted that the next public meeting is Thursday, September 25th.

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mrs. Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the August 28, 2014 Public Meeting adjourned.

End of Minutes