

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 September 25, 2014."

Chairman Allmann requested a roll call.

The September 25, 2014 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Clayton, Rickabaugh, Chairman Allmann, Alternate Members Cladek and Sturfels, 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, Michael McKenna. Mrs. Glory 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 August 28, 2014.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of August 28, 2014. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2. Questions/Comments from the Public

Present from the public was Mr. Cordts. 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 OCUA inflow and infiltration investigation noting that OCUA has been looking at their infrastructure to see if there were any leaks. Mr. Harpell stated that so far everything looks good. The staff has been at the site and viewing video logs. OCUA will send us a video of the sewer system investigation so we will have a better idea of the status of the investigative work. Mr. Harpell noted that there are some areas on the video we have not yet

viewed, such as the swampy areas, which are more likely to have infiltration. Mr. Harpell will continue to update the Board.

- Mr. Harpell discussed the Six Flags Great Adventure (SFGA) Water Service Agreement noting that our bond counsel, Dilworth Paxson, had one additional change. They wanted to identify when the letter of credit will be provided to the Authority. It was determined that when the Authority is about to enter into an agreement with a contractor, also known as the time when we receive authorization to award from NJDEP, is when SFGA will provide the letter of credit. SFGA has agreed to this change in the draft agreement. Mr. Harpell stated that if the Board concurs, we are ready to move forward with the agreement. The current facilities area big liability for the Township, MUA and SFGA and Mr. Harpell also noted that the Township is looking to serve the 537 region which makes sense from a master plan perspective. Mr. Harpell further stated that we are still working with SFGA looking at the sewer meter and they should be getting us the results of the 2012 flow study. If we do not get the results, the Authority will have to consider a flow study next month by resolution.
- Next item discussed was Shady Lake Mobile Home Park noting that the meter was replaced today. They have also agreed to pay \$2,000 per month towards the arrears and we added a default provision in the agreement. Mr. Harpell stated that the first payment is due October 15th.
- Mr. Harpell discussed the Fall Flushing which will begin on Monday, September 29th, Monday through Friday, 2:00 am to 6:00 am. so not to disrupt residents. Mr. Harpell stated that it should take approximately a month to complete the entire town. Chairman Allmann stated make sure there are enough cones and warning signs on the major roads for safety.
- Mr. Harpell stated that the Authority has a new student this year from the Alpha School. The student is Alex and she appears to be a very good fit.
- Mr. Harpell stated that the Veteran's Memorial Garden is requesting consideration for the HomeServe USA donation this year. There is also a dinner dance and gift auction on October 18th. Correspondence was distributed to the Board.
- Next item discussed was the 2014 AEA Annual Meeting scheduled for November 18th and 19th. Notification of the conference has been delayed due to the potential closing of the Trump Taj Mahal. The AEA is communicating with the Golden Nugget at this time and we will inform the Board when accommodations are finalized.
- Mr. Harpell stated that the Authority is celebrating its 50th year anniversary this year and if there is no objection, would like to hold a luncheon for the staff on Thursday, October 23rd. Thursdays work well since there is an overlap with the field staff so more employees can attend.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

There was no Public Relations Committee Meeting this month. We met last month regarding Jackson Day. Mr. Harpell stated the event went well with a lot of interaction with the Public.

Engineering Committee Report

Mr. Quijano discussed the following:

- Mr. Quijano discussed the Authorization to award for the 2014 Infrared Paving. The Authority advertised a Request for Quotation and received one (1) quote from Atlantic Infrared, Inc. in the amount of \$17,062.58. There was a minor mathematical error when adding up all the bid items, which increased the amount by \$64.03. The Authority is recommending award this evening to Atlantic Infrared, Inc. in the corrected amount of \$17,126.61.
- Next discussed was the Rejection of the bid for Barley Road Booster Station Roof Replacement. The staff advertised Request for Quotation and received one (1) quotation in the amount of \$32,720.00. Mr. Quijano stated that the amount we received exceeded our estimate for the goods and services. Mr. Quijano stated that the Authority had investigated pricing prior to putting out the RFQ and we were estimating it to be between \$17,000.00 and \$20,000.00. The Staff is recommending this bid be rejected at this time, modify the scope of the project and re-advertise in the months to come.

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 secured the permit to operate the plant at 3,000 gallons per minute on September 5th. When the Authority is ready we can go forward with this process. Mr. Harpell stated that since SFGA is moving ahead with the new plant, the Authority would like to hold off on the Hyson project to ensure funds are available for the design of the new plant. Mr. Harpell stated that we will see how the summer revenue comes in through November.
 - Amended Final Water and Sewer Approval for Jackson Commons. Very minor reviews on vertical alignment of the water and sewer pipes. We recommended this in our September 15th letter to the Board.
4. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, September 22, 2014. The total amount presented on the bill list was \$543,013.49 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$28,501.51 for Capital Projects
2. Escrow Funds in the amount of \$8,779.07 for Developer Work;
3. Revenue General Fund in the amount of \$505,732.91 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account.

- Mr. Diaz discussed the 2014 Tax Lien for year ending 2013. The tax sale takes place October 1st. The Authority is receiving an influx of payments at this time from banks. The numbers reported will continue to be reduced as this process proceeds.
- Mr. Diaz discussed the NJ JIF renewal which is a three (3) year renewal. The JIF has worked very well for the Authority meeting all of our insurance needs, including offering education and training. We are requesting approval under JTMUA Contract No. C5-00004. The Finance Committee is recommending the three year renewal beginning January 1, 2015 ending December 31, 2017.
- Next item discussed was the lab service extension. The Authority presently has a contract with J.R. Henderson Labs, Contract C1-00045 which was awarded in 2011. The contract allowed for a three (3) year contract with two (2) one (1) year extensions as long as both parties agree to the increase from year to year. The increase is calculated based on CPI. This year the increase is 2.3% which both parties have agreed to for an amount not to exceed \$45,368.00. This is the total lab service contract for lab testing. The Finance Committee is recommending approval this evening.

Personnel

Mr. Diaz discussed the following Personnel item:

Mr. Diaz the resolution on the agenda this evening authorizing the settlement agreement with Mr. Richard Quigley. The Personnel Committee has reviewed the information and is recommending approval this evening.

The next two items were discussed last month regarding the continuation of temporary help. As discussed, there are two employees presently out on disability in our Customer Service/Billing Department. The resolution this evening is to memorialize the continuation of temporary help and the two individuals are Megan Heiss and Lauren Moskal.

5. Consent Resolutions:

2014-102 Resolution Ratifying Cash Management Report for August 2014.

2014-103 Resolution Granting Amended Final Sanitary Sewer and Water Approval to Jackson Commons, Raimondo Road Water and Sewer Extensions Phase I.

Mrs. Blake made a motion to approve Resolutions 2014-102 and 2014-103. Mrs. Sturmfels seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2014-104 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Rickabaugh made a motion to approve Resolution 2014-104. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Clayton abstained from check #20439

2014-105 Resolution Authorizing the Execution of a Water Service Agreement with Six Flags Great Adventure.

Mrs. Clayton made a motion to approve Resolution 2014-105. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Sturfels abstained. With the abstention, Chairman Allmann requested a move from the next alternate.

2014-106 Resolution Rejecting Bids for the Bartley Road Booster Station Roof Replacement, Contract C4-00046 & Further Authorizing Modification of the Scope of Said Contract and its Re-Advertising for the Receipt of Bids.

Mrs. Rickabaugh made a motion to approve Resolution 2014-106. Mrs. Blake seconded the motion and it was passed unanimously.

2014-107 Resolution Awarding a Fair and Open Contract to Atlantic Infrared, Inc., Under Contract C4-00044, in an Amount Not to Exceed \$17,126.61 for the 2014 Infrared Paving Contract.

Mrs. Clayton made a motion to approve Resolution 2014-107. Mrs. Blake seconded the motion and it was passed unanimously.

2014-108 Resolution Authorizing Renewal of Membership in the New Jersey Utility Authorities Join Insurance Fund, Contract C5-00004.

Mrs. Blake made a motion to approve Resolution 2014-108. Mrs. Clayton seconded the motion and it was passed unanimously.

2014-109 Resolution Authorizing a One (1) Year Extension to Contract C1-00045 with J. R. Henderson Labs, Inc. for Laboratory Testing Services for Potable Water and Wastewater Effective October 1, 2014 in an Amount Not to Exceed \$45,368.00.

Mrs. Clayton made a motion to approve Resolution 2014-109. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2014-110 Resolution Amending Resolution 2014-74 to Continue the Appointment of Temporary Employee – Lauren Moskal.

Mrs. Clayton made a motion to approve Resolution 2014-110. Mrs. Blake seconded the motion and it was passed unanimously.

2014-111 Resolution Amending Resolution 2014-85 to Continue the Appointment of Temporary Employee – Megan Heiss

Mrs. Clayton made a motion to approve Resolution 2014-111. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-112 Resolution Authorizing an Agreement with Richard Quigley.

Mrs. Rickabaugh made a motion to approve Resolution 2014-112. Mrs. Blake 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 the third Thursday, October 16th. The next two meetings following are also on the third Thursday due to Thanksgiving and Christmas.

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 September 25, 2014 Public Meeting adjourned.

End of Minutes