

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 November 20, 2014."

Chairman Allmann requested a roll call.

The November 20, 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 Member Cladek, 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 Hierung. Mrs. Glory and Mrs. Sturmfels were 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 October 16, 2014.

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of October 16, 2014. Mrs. Blake seconded the motion and it was passed unanimously.

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 acquisition of the Solar Power Energy Services Agreement. Mr. Harpell stated that TerraForm Hudson Energy Solar, LLC, an indirectly owned subsidiary of SunEdison, Inc., did acquire the Hyson Road Water Treatment Plant Solar Project on November 4, 2014, noting that this does not affect the Authority directly and it is just for informational purposes.
- Next discussed was the annual charitable contribution from HomeServe, USA. The total donation for 2014 is \$7,000.00 and the Board has selected the Charitque Foundation, Jackson

Memorial Band Parents, Inc., Jackson Women of Today Food Pantry and Veteran's Memorial Garden, each to receive \$1,750.00. Mr. Harpell stated that after this donation, the total will be up to almost \$30,000.00 since it started in 2009. Mr. Harpell stated that the Authority will reach out to each of these organizations and will look to have HomeServe, USA present the "big checks" at the December 18th Public Meeting. Mrs. Clayton made a motion and Mrs. Rickabaugh seconded the motion which was passed unanimously and which will be memorialized by resolution next month.

- Mr. Harpell stated that the Authority will surplus items no longer needed at the Authority through GovDeals.com in December 2014. Mr. Harpell provided a draft list of the items to be auctioned which listed old water meters, meter reading equipment and computer equipment noting that the most significant item is an 1973 trailer mounted generator which is no longer in running condition.
- Mr. Harpell discussed the incentives being offered by the NJ Board of Public Utilities. The NJ Board of Public Utilities has a couple of programs they are looking to offer. One is the Energy Resiliency Bank which will offer a 40% grant for a combined heat and power (CHP) project or a battery backup for the solar system. Another program is being offered is a grant in an amount up to \$750,000.00 if we put a battery backup on the solar field. At this time, it would appear that CHP is very expensive and the batteries would only provide about 2 hours of backup which would not make them worthwhile. Mr. Harpell stated that these are great programs but probably do not make sense for the Authority at this time. Chairman Allmann stated that possibly with technology changes in the future these may make more sense and become more cost effective.
- Mr. Harpell stated the 2015 Holiday was provided to the Board for their approval. If there are no objections, it will be formally approved this evening.
- Mr. Harpell stated that the Shady Lake Park has dismissed their case against the Authority, the Township, the County and Lucas Brothers, Inc. It was noted, however, that Shady Lake has reserved the right to file a claim in the future but this is still a very positive development.
- Mr. Harpell noted that we are still working with Six Flags Great Adventure on the Sewer Agreement and will keep the Board informed if anything changes.

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:

- Hyson Road Monopole Co-Location Lease, C4-00043, Authorizing Award of Contract to Cellco Partnership d/b/a Verizon Wireless. Mr. Quijano stated that the Authority advertised to accept sealed bids for the co-location lease rights on the premises of the Hyson road Monopole (owned by AT&T) noting that one (1) bid was received and opened on November 7, 2014 from Cellco Partnership d/b/a Verizon Wireless. The bid has been reviewed and the Staff is

recommending award this evening. It was noted that lease term is for a period of five (5) years and will automatically be extended for four (4) additional five (5) year terms. Rent during subsequent years will be adjusted to increase 3% annually. Mr. Quijano stated that the initial lease for one year is \$34,000.00 and inclusive of all extensions up to 25 years, the Authority will receive total revenues of \$1,239,606.00. Chairman Allmann thanked Mr. Quijano for his work on this project.

- Bartley Road Booster Station Roof Replacement, C4-00051, Awarding Contract to G.C. Dynatech Construction, LLC, in the amount of \$24,160.00. In August of 2014, the Authority published a Request for Quote (RFQ) on our website to replace the 1,050 square foot roofing system at the Bartley Road Booster Station. The Authority received one (1) quote which was rejected because the quote exceeded the cost estimate for the goods and services. The Authority modified the RFQ and re-advertised on October 27, 2014. Mr. Quijano noted that three (3) quotes were received ranging from a low of \$24,160.00 to a high of \$32,700.00. The Authority's Staff and Legal Counsel have reviewed the bids and are recommending award to G.C. Dynatech Construction, LLC in the amount of \$24,160.00, the lowest bidder. Chairman Allmann noted that all the contractors who bid are certified through the membrane manufacturer and a representative will be on site.

At this time, Mr. Cordts asked if it will be inspected after completion and Chairman Allmann stated the factory representative will be present during the installation and certify the project at completion. Asked about a warranty, Mr. Quijano responded that the warranty is for 20 years. Discussion continued with regard to different materials that are generally used when replacing roofs.

- Next item discussed was the Flair Pumping Station Upgrades, C1-95749, Approving Change Order No. 1, Final Quantities to Coppola Services, Inc., in the decreased amount of (\$10,180.42). Mr. Quijano stated that this change order is necessary in advance of the contract closeout. The Authority's Staff is recommending this change order in the decreased amount of (\$10,180.42) which will change the contract amount of \$628,970.00 to \$618,789.58. It was also noted that the decrease in the contract amount is for unused bid allowances in the contract. Chairman Allmann commented, another great job under budget.
- Next item discussed was the 2014 Infrared Paving Contract, C4-00044, approving Final Quantities Change Order No. 1, in the decreased amount of (\$2,917.50) and Closeout with Atlantic Infrared, Inc. The Authority's Staff is recommending this change order for a credit to the contract quantities resulting in a decrease in the contract by (\$2,917.50), which changes the original contract amount from \$17,126.61 to \$14,209.11. Mr. Quijano noted that in addition, Atlantic Infrared, Inc. has fulfilled their contractual obligations and has submitted the required contract closeout documents which have been reviewed and found to be in compliance. The Authority Staff is recommending the contract be closed and retainage paid.

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

DEVELOPER PROJECT

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

- Preliminary Water and Sewer Approval for Chandler Plaza, Block 1302, Lot 9. The applicant is doing preliminary work on the 4.3 acre property and has been informed they need to comply

with the Authority's Rules and Regulations. We recommended this approval in our November 20, 2014 letter to the Board.

- Preliminary, Tentative and Final Sewer Approval for Romeo Plaza, Block 6401, Lot 1. The applicant is making some changes to the sanitary sewer system removing a pump station and reverting to gravity. We recommended this approval in our November 20, 2014 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, November 17, 2014. The total amount presented on the bill list was \$1,161,038.57 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$44,264.21 for Capital Projects
2. Escrow Funds in the amount of \$4,061.56 for Developer Work;
3. Customer Deposit in the amount of \$200.00 for Deposit Refund;
4. Revenue General Fund in the amount of \$1,112,512.80 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account and \$679,350.00 for OCUA's 4th quarter 2014 installment. Mr. Diaz noted that a subsequent bill list may be required to pay for utility invoices for November not yet received due to the timing of this month's meeting. The Board gave approval.

Mr. Diaz discussed the October supplemental bill list to be ratified this evening. The total bills submitted for ratification are \$57,675.28 which was drawn from the Revenue General Fund for Operating Expenses. Mr. Diaz stated that this bill list represents various vendors including utility bills that were not received by the cutoff for the meeting packets.

- Mr. Diaz discussed the purchase of a Ford F-250 utility body truck with a 1500 lb. lift gate noting that the Authority is in need of replacing the current 2004 Ford Truck with increasing maintenance issues. It was noted the lift gate is necessary for Operations for transporting chemicals to well sites. Mr. Diaz stated the resolution being presented this evening is to purchase the truck from Winner Ford under State Contract A83576/T2100 in the amount of \$27,430.00.
- Mr. Diaz stated that the current diesel fuel State contract with Wright Express (Sunoco) ended September 30th and the State has awarded a new contract to Fleetcard, Inc. for fuel purchases from various fuel providers. It was noted this would be a supplement to the shared service with the Township which is currently used as the primary source. If there are no objections, will look for approval this evening.
- Mr. Diaz discussed the current uniform cleaning/rental service noting that the Authority awarded American Wear a three (3) year contract in 2011 for the period of January 1, 2012 through December 31, 2014 with the option to extend the contract for two (2) additional one (1) year periods. It was noted that American Wear has agreed to be considered for the extension with no price increase. The resolution on the agenda this evening would authorize the contract extension for one (1) year in an amount not to exceed \$6,000.00 beginning January 1, 2015.

- With regard to the 2015 Budget, Mr. Diaz stated that the State received the budget on time and it is still under review. The State asked if the adoption of the budget could be rescheduled for December. The Authority will look to adopt at the December 18th Public Meeting.
- Mr. Diaz stated that each year the Joint Insurance Fund (JIF) does an evaluation of the dividends they have, noting that the Authority's portion of the 2014 dividend is \$13,766.50. Mr. Diaz stated that with the Board's permission, will apply these funds to next year's premium.
- Mr. Diaz stated that the rate schedule for 2015 has been reviewed by the Board and is requesting permission to advertise for a rate hearing to be held on December 18th at 5:30. The Board granted permission for advertising.

Personnel

Mr. Diaz stated there were no action items for personnel this month.

5. Consent Resolutions:

- 2014-123 Resolution Ratifying Cash Management Report for October 2014.
- 2014-124 Resolution Granting Preliminary Sewer & Water Approval to Chandler Plaza, Block 1302, Lot 9, on the Tax Map of the Township of Jackson.
- 2014-125 Resolution Granting Preliminary, Tentative and Final Sewer Approval to Romeo Plaza, Block 6401, Lot 1, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2014-123 through 2014-125. Mrs. Cladek seconded the motion and it was passed unanimously.

6. Resolutions Offered:

- 2014-126 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll for October 2014.

Mrs. Rickabaugh made a motion to approve Resolution 2014-126. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2014-127 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for November 2014.

Mrs. Clayton made a motion to approve Resolution 2014-127. Mrs. Blake seconded the motion and it was passed unanimously.

- 2014-128 Resolution Approving Change Order No. 1, Final Quantities in the Decreased Amount of (\$2,917.50) and Close Out of the Contract with Atlantic Infrared, Inc. for the 2014 Infrared Paving Contract C4-00044.

Mrs. Rickabaugh made a motion to approve Resolution 2014-128. Mrs. Clayton seconded the motion and it was passed unanimously.

2014-129 Resolution Approving Change Order No. 1, Final Quantities to Coppola Services, Inc., for Flair Pumping Station Upgrades, Contract C1-95749, in the Decreased Amount of (\$10,180.42).

Mrs. Blake made a motion to approve Resolution 2014-129. Mrs. Clayton seconded the motion and it was passed unanimously.

2014-130 Resolution Authorizing Award of Contract to Cellco Partnership d/b/a Verizon Wireless for the Hyson Road Monopole Co-Location Lease, Contract C4-00043.

Mrs. Blake made a motion to approve Resolution 2014-130. Mrs. Cladek seconded the motion and it was passed unanimously.

2014-131 Resolution Awarding a Fair and Open Contract to G. C. Dynatech Construction, LLC, Under Contract C4-00051, in An Amount Not to Exceed \$24,160.00 for the Bartley Road Booster Station Roof Replacement.

Mrs. Rickabaugh made a motion to approve Resolution 2014-131. Mrs. Blake seconded the motion and it was passed unanimously.

2014-132 Resolution Authorizing the Purchase of One (1) 2015 Ford F-250 4WD Utility Body Truck, with a 1500 lb Capacity Lift Gate from Winner Ford, Contract C4-00049 Pursuant to State Contract No. A83576/T2100 for the Sum of \$27,430.00.

Mrs. Clayton made a motion to approve Resolution 2014-132. Mrs. Blake seconded the motion and it was passed unanimously.

2014-133 Resolution Authorizing a One (1) Year Extension to American Wear Contract C2-00004 for Uniform Rental, in an Amount Not to Exceed \$6,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2014-133. Mrs. Blake seconded the motion and it was passed unanimously.

2014-134 Resolution Authorizing Contract No. C4-00052 to Fleetcard, Inc. for the Purchase of Diesel Fuel Pursuant to State Contract No. 87676.

Mrs. Cladek made a motion to approve Resolution 2014-134. Mrs. Blake seconded the motion and it was passed unanimously.

2014-135 Resolution Authorizing the Surplus of Personal Property No Longer Needed at the Authority.

Mrs. Rickabaugh made a motion to approve Resolution 2014-135. Mrs. Blake seconded the motion and it was passed unanimously.

2014-136 Resolution Adopting 2015 Holiday Schedule.

Mrs. Blake made a motion to approve Resolution 2014-136. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

Chairman Allmann noted the next public meeting will be held on the third Thursday, December 18th. Mr. Harpell stated, a date will be chosen for the holiday luncheon and gift exchange and will be forwarded to the staff and Board shortly.

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mrs. Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the November 20, 2014 Public Meeting adjourned.

End of Minutes