

Open Session

December 18, 2014

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 December 18, 2014."

Chairman Allmann requested a roll call.

The December 18, 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. Rate Hearing

Chairman Allmann called the 2015 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2014-137 Resolution Adopting 2015 Rate Schedule

Mrs. Rickabaugh made a motion to approve Resolution 2014-137. Mrs. Blake seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of November 20, 2014.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of November 20, 2014. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained.

At this time, the charitable contribution presentations from HomeServe USA took place. Mr. Harpell stated that it has been a wonderful partnership. With this year's donations, the total contribution is \$29,800.00 since 2009. Mr. Harpell thanked all the charities for the great work they do for the community.

3. 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.

4. 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.

- One item from the report, as previously discussed, was the annual charitable contribution from HomeServe USA, Mr. Harpell stating that all the recipients were very appreciative of the Board considering them for the donations.

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:

- Mr. Quijano discussed the second and last extension to the Water and Sewer Emergency and Service Contract, noting this contract was awarded in 2013 with the provision of two (2) one (1) year extensions. The staff is recommending the extension to D&D Trenchless Solutions, Inc., for our 2015 Water and Sewer Emergency and Service Contract.

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

DEVELOPER PROJECT

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer stated there were no projects to discuss this month.

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

Mr. Diaz indicated that he did hear from the State and they signed off on the 2015 budget which is ready for adoption this evening.

Mr. Diaz stated that the Finance Committee met on Monday, December 15, 2014. The total amount presented on the bill list was \$539,913.22 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$110,847.83 for Capital Projects
2. NJEIFP Account in the amount of \$34,846.35 for NJEIFP Projects;
3. Escrow Funds in the amount of \$7,122.71 for Developer Work;
4. Customer Deposit in the amount of \$200.00 for Deposit Refund;
5. Revenue General Fund in the amount of \$382,896.33 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account. Mr. Diaz noted that a subsequent bill list will be required to pay various invoices for December not yet received due to the timing of this month's meeting and will provide a list tomorrow. Mrs. Blake made a motion to approve and Mrs. Clayton seconded the motion and it was passed unanimously. Mr. Diaz stated the bill list will be ratified at the January 29, 2015 Public Meeting.

- Mr. Diaz discussed the 2015 computer services contract noting that the Authority advertised and solicited quotes through the Fair and Open process. The Authority received one response from Miles Technologies, Inc., our current computer service provider. They are doing a very good job and their proposal was in the amount of \$1,960.95 per month for one (1) year plus hourly rates for additional service required at a cost of \$125.00/hour during business hours and \$162.50/hr outside business hours. The Finance Committee reviewed and is recommending approval this evening under contract C5-00018.
- Mr. Diaz discussed the annual meter renewals and is presenting to the Board this evening two contracts starting with contracts C5-00002 to Rio Supply, Inc. for Neptune Meters in the amount of \$129,410.00 and contract C5-00003 to HD Supply Water Works, LTD for Sensus Meters in the amount of \$18,875.00.
- Mr. Diaz discussed the annual chemical bids which were advertised and received on November 7, 2014. Contract C5-00005 through C5-00010 for a total aggregate contract amount of \$263,541.99 which is a slight decrease of \$9,000.26 from 2014. This is for various vendors that supply the chemicals for our water and sewer treatments.
- Next discussed was the annual renewal for cleaning services. The Authority has attempted to obtain quotes and/or proposals from at least three (3) qualified janitorial service providers for janitorial services in the Administration Building, London Drive Water Treatment Plant and the Hyson Road Water Treatment Plant. One proposal was submitted from Jan-Pro of Central New Jersey, who is our current cleaning service. The contract being presented this evening under contract C5-00011, to Jan-Pro of Central New Jersey for the 2015 janitorial contract in the amount not to exceed \$10,500.00.
- Mr. Diaz then discussed the following renewals:
 1. Dental, under Horizon, contract C5-00014 at \$73,000.00.
 2. Edmunds Accounting/Billing Software Support Agreement, contract C5-00015 at \$13,124.00.
 3. Life/AD&D, utilizing The Guardian, contract C5-00016 at \$7,125.00.
 4. Short Term Disability, under the Hartford, contract C5-00017 at \$13,000.00.

Mr. Diaz reported that there are no increases from 2014 on these four contract renewals.

- Mr. Diaz discussed the renewal of the Risk Management Consultant Agreement with Connor Strong & Buckelew, noting they have been serving the Authority for many years. The fees are paid out of the Authority's annual premiums to the NJ JIF. The Finance Committee reviewed and is recommending approval this evening.
- The last item discussed was the Bank of New York/Mellon and Manasquan Savings Facsimile Agreement. There have been some staff changes with the Bank of New York and this agreement is updating the signature files for both banks to reflect the current information to

authorize transfers. The Finance Committee reviewed and is recommending approval this evening.

Personnel

Mr. Diaz discussed one action item for personnel this month.

- Mr. Diaz discussed the renewal of the Non-Union Contract which is a five-year agreement and will run from January 1, 2015 to December 31, 2019, noting the increases are linked to the Union Contract, with the exception of this year, at 2.5%. The Personnel Committee has reviewed and is recommending approval this evening.

6. Consent Resolutions:

2014-138 Resolution Approving Cash Management Report for November 2014.

Mrs. Blake made a motion to approve Resolution 2014-138. Mrs. Glory seconded the motion and it was passed unanimously.

7. Resolutions Offered:

2014-139 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll.

Mrs. Clayton made a motion to approve Resolution 2014-139. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained from check #20734.

2014-140 Resolution Awarding a Fair and Open Contract for 2015 Computing Services, Contract C5-00018, to Miles Technologies, Inc., in an Amount Not to Exceed \$1,960.95 Per Month for One (1) Year, Plus Additional Services Required in Accordance with the Stated Hourly Rate.

Mrs. Rickabaugh made a motion to approve Resolution 2014-140. Mrs. Blake seconded the motion and it was passed unanimously.

2014-141 Resolution Authorizing the Second Extension of the Sewer/Water Emergency Repairs and Service Contract No. C3-00020, in Accordance with the Authority's Bid Specifications to D&D Trenchless Solutions, Inc., in the Amount of \$354,878.81.

Mrs. Blake made a motion to approve Resolution 2014-141. Mrs. Clayton seconded the motion and it was passed unanimously.

2014-142 Resolution Awarding 2015 Neptune Water Meter Acquisition C5-00002 to Rio Supply, Inc., in the amount of \$129,410.00.

Mrs. Glory made a motion to approve Resolution 2014-142. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-143 Resolution Awarding 2015 Sensus Water Meter Acquisition C5-00003 to HD Supply Waterworks in the amount of \$18,875.00.

Mrs. Blake made a motion to approve Resolution 2014-143. Mrs. Glory seconded the motion and it was passed unanimously.

2014-144 Resolution Awarding 2015 Chemical Contracts C5-00005 through C5-00010 in the Total Award Amount of \$263,541.99.

Mrs. Rickabaugh made a motion to approve Resolution 2014-144. Mrs. Blake seconded the motion and it was passed unanimously.

2014-145 Resolution Authorizing Contract with Jan-Pro of Central NJ for Cleaning Services, Contract C5-00011 in an Amount Not to Exceed \$10,500.00.

Mrs. Clayton made a motion to approve Resolution 2014-145. Mrs. Glory seconded the motion and it was passed unanimously.

2014-146 Resolution Authorizing Renewal of Horizon Group Dental Plan, Contract C5-00014 for January 1, 2015 to December 31, 2015 in an Amount Not to Exceed \$73,000.00.

Mrs. Blake made a motion to approve Resolution 2014-146. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-147 Resolution Authorizing Software Support Agreement with Edmunds & Associates, Contract C5-00015 in the Amount of \$13,124.00.

Mrs. Clayton made a motion to approve Resolution 2014-147. Mrs. Blake seconded the motion and it was passed unanimously.

2014-148 Resolution Authorizing Renewal of Annual Guardian Life and AD&D Contract C5-00016 in an Amount Not to Exceed \$7,125.00.

Mrs. Rickabaugh made a motion to approve Resolution 2014-148. Mrs. Blake seconded the motion and it was passed unanimously.

2014-149 Resolution Authorizing Renewal of The Hartford Short Term Disability Plan, Contract C5-00017 in an Amount Not to Exceed \$13,000.00.

Mrs. Blake made a motion to approve Resolution 2014-149. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2014-150 Resolution Authorizing Execution of a Risk Management Consultant's Agreement to Conner Strong & Buckelew.

Mrs. Glory made a motion to approve Resolution 2014-150. Mrs. Clayton seconded the motion and it was passed unanimously.

2014-151 Resolution Authorizing Execution of the Bank of New York/Mellon and Manasquan Savings Bank Facsimile Agreement.

Mrs. Clayton made a motion to approve Resolution 2014-151. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2014-152 Resolution Authorizing Approval of Non-Union Employee Contract and Salary Adjustment to Non-Union Employees.

Mrs. Glory made a motion to approve Resolution 2014-152. Mrs. Blake seconded the motion and it was passed unanimously.

2014-153 Resolution Designating the Charitque Foundation, Jackson Memorial Band Parent's Inc., Jackson Women of Today Food Pantry and the Veteran's Memorial Garden to Receive a Charitable Contribution from HomeServe USA in Accordance with Their Prior Commitment to the Authority

Mrs. Rickabaugh made a motion to approve Resolution 2014-153. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Glory abstained from voting on the Charitque Foundation contribution.

2014-154 Resolution Adopting the 2015 JTMUA Water/Sewer Operating Capital Budget – STATE FORM.

Mrs. Blake made a motion to approve Resolution 2014-154. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

At 6:00 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2014-155. Mrs. Blake seconded the motion and it was passed unanimously.

Based on a motion made in closed session, at approximately 6:10 p.m., the open session resumed of the December 18, 2014 Public Meeting.

8. Other Matters

Chairman Allmann noted the next Public Meeting will be held on the Thursday, January 29, 2015, and the Reorganization Meeting will be held on Thursday, February 5, 2015. Chairman Allmann stated that the Board will be provided a spreadsheet prior to the Reorganization Meeting listing the professional who submitted with costs.

With no further matters to discuss, Mrs. Glory made a motion to adjourn. Mrs. Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the December 18, 2014 Public Meeting adjourned.

End of Minutes