

## **Open Session**

**January 29, 2015**

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 January 29, 2015."

Chairman Allmann requested a roll call.

The January 29, 2015 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 Member 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, Alan Dittenhofer and Authority Counsel, Michael McKenna. Mrs. Cladek 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 2015 Rate Hearing.

Mrs. Blake made a motion to approve the minutes of the 2015 Rate Hearing. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of December 18, 2014.

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of December 18, 2014. Mrs. Blake seconded the motion and it was passed unanimously.

3. Approval of the Minutes of the Closed Session Public Meeting of December 18, 2014.

Mrs. Blake made a motion to approve the minutes of the Closed Session Public Meeting of December 18, 2014. Mrs. Glory seconded the motion and it was passed unanimously.

4. 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.

5. 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 contract on the agenda this evening authorizing the epoxy flooring system at the Hyson Road Water Treatment Plant, noting that the chemicals are harsh on the flooring in the chlorine and caustic rooms and the flooring in these rooms are in need repair. The Buildings & Grounds Department received three (3) quotes for the work ranging from \$8,579.00 to \$22,220.00. The Staff is recommending the award to EMR Epoxy Flooring, in the amount of \$8,579.00. This is for the caustic room and entire chlorine room including the containment area. Mr. Harpell stated that EMR has been used before and the Authority has been satisfied with their work. Mrs. Sturmfels asked how long the recoating will last, and Mr. Harpell responded it is guaranteed for approximately ten (10) years.
- Mr. Harpell discussed the Professional Summary previously sent to the Board for their review. The professional proposals were received on January 6, 2015 via a Fair and Open process.
- Next item discussed was the 2015/2016 Public Meeting Schedule. A draft schedule was sent to the Board for their review and will be adopted at the Reorganization Meeting on February, 5, 2015.

#### **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 Contract C4-00017, Change Order No. 1, Final Quantities for the Sewer/Water Emergency Repairs and Service and Closeout of Year Two (2) of the contract with D&D Trenchless Solutions, Inc. Mr. Quijano stated that in 2014 the Authority budgeted \$342,877.49 for anticipated emergency repairs and service work and only utilized \$231,300.64 for the year 2014. Mr. Quijano stated that contractor has fulfilled their contractual obligations and will submit the required contract documents for review. The staff is recommending that the approval of the final quantities change order and close out of year two (2).
- Mr. Quijano discussed the Door Replacement Project, Contract C4-00029, with MJJ Construction, LLC, Authorizing Closeout and Release of Performance Bond, noting that eight (8) doors were replaced in our facilities. Mr. Quijano stated that MJJ Construction, LLC, has fulfilled their contractual obligations and has submitted the required documents, noting the documents have been reviewed and are in compliance. The Staff is recommending the contract be closed, 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 stated there were no projects for approval this month.

### 6. Assistant Executive Director's Report Finance Committee Report Personnel Committee

Mr. Diaz stated that the Finance Committee met on Wednesday, January 28, 2015. The total amount presented on the bill list was \$881,644.56 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$123,261.94 for Capital Projects;
2. NJEIFP Account in the amount of \$3,430.00 for NJEIFP Projects;
3. Escrow Funds in the amount of \$7,122.71 for Developer Work;
4. Maple Glen Fund in the amount of \$3,626.00 for Maple Glen Projects;
5. Revenue General Fund in the amount of \$732,842.18 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account and \$252,053.00 for the 2015 employer PERS contribution.

Mr. Diaz discussed the December supplemental bill list to be ratified this evening. The total bills submitted for ratification are \$36,632.57 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 two closeout contracts on this month's agenda in an effort to finalize quantities and release encumbered funds. The first is Neptune meters purchased under RIO Supply Inc., Contract C4-00002. The contract was awarded in 2014 in the amount of \$90,539.00 and purchased \$86,023.00 in 2014 leaving a net credit of \$4,516.00 against the contract. The second is Sensus meters purchased under HD Supply Waterworks, LTD, Contract C4-00003 awarded in 2014 in the amount of \$11,140.00 and purchased \$11,075.00 leaving a net credit of \$65.00 against the contract.
- Mr. Diaz reminded the Board that EPL Training is scheduled for 5:00 P.M. prior to the March 26<sup>th</sup> Public Meeting. Mr. Diaz stated that Mr. Avalone will open the training up to other towns if they are interested in attending.

## **Personnel**

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

- Mr. Diaz stated that Union Members met and voted to approve the Collective Bargaining Agreement (Union Contract), noting that it is a three (3) year contract from January 15, 2015 through December 31, 2017. If there are no objections, a resolution for approval of the contract is being presented to the Board this evening.

7. Consent Resolutions:

2015-01 Resolution Ratifying Cash Management Report for December 2014.

Mrs. Rickabaugh made a motion to approve Resolution 2015-01. Mrs. Blake seconded the motion and it was passed unanimously.

8. Resolutions Offered:

2015-02 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll for December 2014.

Mrs. Clayton made a motion to approve Resolution 2015-02. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained from check #20877.

2015-03 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for January 2015.

Mrs. Blake made a motion to approve Resolution 2015-03. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-04 Resolution Authorizing Final Quantities Change Order No. 1, Under Contract C4-00017, in the Decreased Amount of (\$111,576.85) and the Closeout of Year Two (2) of the Water/Sewer Emergency Repairs & Service Work Contract with D&D Trenchless Solutions, Inc.

Mrs. Clayton made a motion to approve Resolution 2015-04. Mrs. Blake seconded the motion and it was passed unanimously.

2015-05 Resolution Authorizing Final Quantities Change Order No. 1 to Rio Supply, Inc., for the 2014 Neptune Water Meter Acquisition Contract C4-00002, in the Decreased Amount of (\$4,516.00).

Mrs. Blake made a motion to approve Resolution 2015-05. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-06 Resolution Authorizing Final Quantities Change Order No. 1 to HD Supply Waterworks, LTD, for the 2014 Sensus Water Meter Acquisition Contract C4-00003, in the Decreased Amount of (\$65.00).

Mrs. Blake made a motion to approve Resolution 2015-06. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-07 Resolution Authorizing Closeout and Release of Performance Bond for the Door Replacement Project, Contract C4-00029 with MJJ Construction, LLC.

Mrs. Rickabaugh made a motion to approve Resolution 2015-07. Mrs. Glory seconded the motion and it was passed unanimously.

2015-08 Resolution Authorizing Contract C5-00021 to EMR Epoxy Flooring, Corp., in the Amount of \$8,579.00 for the Floor Coating of the Chlorine and Caustic Rooms at the Hyson Road Water Treatment Plant.

Mrs. Clayton made a motion to approve Resolution 2015-08. Mrs. Blake seconded the motion and it was passed unanimously.

2015-09 Resolution Authorizing Execution of a New Collective Bargaining Agreement with the Transport Workers Union Local 225 Branch 4, for the Period of January 1, 2015 through December 31, 2017.

Mrs. Clayton made a motion to approve Resolution 2015-09. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

At this time, Chairman Allmann asked Mr. Cordts if he has any questions. Mr. Cordts had some questions with regard to an issue he had heard of at a Zoning Board Meeting on East Veterans Highway. He stated that initially they wanted to build a pump station and the MUA would not retain it? Mr. Harpell responded that we would prefer not to since it is not cost effective for a few homes. By ordinance this development is far away enough and don't have connect to the sewer, stating that it could be mandated by the Boards but we have not heard any further resolution. Mr. Cordts stated that they were not going to connect. Mr. Cordts also questioned some alternative septic systems, with Chairman Allmann stating that if it is less than 3.2 acres, they have to put in the alternative septic system which filters the water and lowers the nitrates. Mr. Cordts stated that he heard you cannot have this system as a homeowner and Chairman Allmann stated that is not correct and it depends on the filtering system being used. Mr. Cordts stated that they are going to go with conventional systems. Mr. Cordts questioned if they have to connect to the water main. Mr. Harpell stated yes and Chairman Allmann stated that it actually saves money since the system can be monitored for any leaks. Most of the radios are now radio read. Mr. Cordts questioned what the pits were for outside the homes on West Pleasant Grove and are they for meters? Mr. Harpell stated it could be protection boxes over the curb stops and cleanouts. Mr. Diaz stated that the Authority does not install pit meters at this time. Mr. Cordts questioned if the Authority uses GPS. Mr. Harpell responded yes and we have an employee in the IT Department who works together with the Mark-Out Person. Mr. Harpell stated that the DEP is now requiring certain systems to be mapped in GIS.

At 5:50 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2015-11. Mrs. Clayton 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.

2015-10 Resolution Authorizing the Issuance of a Letter from Hiering, Gannon and McKenna with Regard to Excessive Grease Discharges from the Jackson Crossings Complex.

Mrs. Clayton made a motion to approve Resolution 2015-10. Mrs. Blake seconded the motion and it was passed unanimously. Mr. Harpell stated that the Authority will hold off at this time on the interceptor until next week but we will get the process started.

Chairman Allmann stated that the Board was going to present an award to Mrs. Cladek for her dedication and services to the Authority but she was unable to attend this evening. The Board and Staff wish Mrs. Cladek well as she has been a great asset to the Authority.

9. Other Matters

Chairman Allmann noted that the Reorganization Meeting is next Thursday, February 5, 2015.

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 January 29, 2015 Public Meeting adjourned.

---

End of Minutes