

Open Session

February 26, 2015

Vice-Chairwoman Rickabaugh 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 February 26, 2015.”

Vice-Chairwoman Rickabaugh requested a roll call.

The February 26, 2015 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 p.m. Present were Members Blake, Glory, Rickabaugh, Alternate Member 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, Felipe Contreras and Authority Counsel, William Hering. Chairman Allmann and Member Clayton 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 January 29, 2015.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of January 29, 2015. Mrs. Glory seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Closed Session Public Meeting of January 29, 2015.

Mrs. Glory made a motion to approve the minutes of the Closed Session Public Meeting of January 29, 2015. Mrs. Blake seconded the motion and it was passed unanimously.

3. Approval of the Minutes of the Open Session Reorganization Meeting of February 5, 2015.

Mrs. Glory made a motion to approve the minutes of the Open Session Reorganization Meeting of February 5, 2015. Mrs. Blake seconded the motion and it was passed unanimously.

4. Approval of the Minutes of the Closed Session Reorganization Meeting of February 5, 2015.

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.

5. Questions/Comments from the Public

Present from the public was Mr. Cordts. With no questions or comments from the public, Vice-Chairwoman Rickabaugh closed the public portion of the meeting noting she would reopen it if needed.

6. 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.

- The Authority submitted for a loan from the New Jersey Environmental Infrastructure Financing Program (NJEIFP) for improvements at the Manhattan Street complex and the money will be offered at 25% market rate interest for SFY 2016. Mr. Harpell stated that the project is broken into two pieces that the Tank and the Warehouse will be funded differently than the Garage and Administration Building, noting they did this for eligibility reasons. Mr. Harpell noted that the estimated project cost is inflated by the NJEIFP to include administrative and engineering expenses which will not be utilized. Mr. Harpell stated that the estimated cost at this time is \$6,878,196.00 but we expect the actual cost to be closer to \$6,000,000.00. Mr. Harpell also noted that the Authority will bid the project in August or September and will have the final costs for the project at that time.
- Mr. Harpell discussed the Request for Proposal (RFP) for Auditing Services 2015. The revised RFP for Auditing Services was advertised on February 19, 2015 and proposals will be opened on March 6, 2015. It was noted that all of the firms who previously requested copies of the RFP will be provided with the revised documents. Also noted, Auditing Services are expected to be awarded at the March 26, 2015 Public Meeting.
- Next item discussed was an update on the Jackson Crossings grease issue. Mr. Harpell stated that Bil-Jim ordered the grease trap and they are proposing to have it installed sometime in the middle of March, noting there had been a slight delay in the ordering process. Mr. Quijano is working on finalizing the pricing for the force main cleaning and will be meeting with the vendor tomorrow. It was also noted that if the Authority does the force main cleaning rather than Jackson Crossings, the cost would be higher due to prevailing wages, therefore, we will request pricing from the vendor with and without prevailing wages so to have both options. Mrs. Sturmfels questioned with regard to the letter from Jackson Crossing's attorney and their request for documentation, can the Authority request going forward that the complex be responsible for future testing of grease. Mr. Harpell agreed that the testing should become the responsibility of Jackson Crossings at their expense. With regard to back bills, Mrs. Glory questioned if Jackson Crossings has made an attempt to pay and a plan of action needs to be in place. Mr. Harpell agreed and responded that by statute they are paying 18% interest on unpaid bills. Mr. Harpell also stated that through correspondence with legal counsel, the Authority is confident the back bills will be addressed to our satisfaction.

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 did not have any action items for capital projects to discuss this evening.

DEVELOPER PROJECT

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

- Resolution Granting Water Performance Guarantee Release for LGG, Commercial Site, Block 11801, Lots 67-69. This approval was recommended in our February 18, 2015 letter to the Board. Mr. Harpell noted this is the development/strip mall by Town Hall.
7. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, February 23, 2015. The total amount presented on the bill list was \$1,210,914.79 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$62,767.30 for Capital Projects;
2. Escrow Funds in the amount of \$3,184.16 for Developer Work;
3. Revenue General Fund in the amount of \$1,144,963.33 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account and \$679,350.00 for OCUA's 1st quarter 2015 installment.

- Mr. Diaz discussed a resolution on the agenda this month to amend the contract previously approved to purchase diesel fuel from Fleetcard, Inc. Mr. Diaz stated that the amendment would authorize the Authority to include the purchase of regular fuel, which was not included in the original resolution, when it becomes necessary in an emergency or when it is not cost effective for staff to travel to the township for fuel. The resolution includes a not to exceed \$25,000.00 and would be a supplement to the shared service with the Township which is currently used as the primary source for fuel. The Finance Committee has reviewed and is recommending approval this evening.
- Mr. Diaz next discussed Guardian Long Term Disability (LTD), noting that the Authority previously renewed the contract with the Guardian's Life AD&D. The Authority has had held a contract for Life AD&D for quite some time but believe Long Term Disability would offer a much better benefit for the employees, at a cost difference of an additional \$3,141.00 for the year for the Guardian LTD. This was discussed with the Finance and Personnel Committees and the resolution being presented this evening is to approve the change from the Guardian's Life AD&D to the Guardian's LTD to be effective March 1, 2015 through December 31, 2015. Mr. Harpell noted that it is a great improvement for staff for a very reasonable cost.
- Mr. Diaz discussed the Final Quantities Change Order No. 1 to the 2014 Chemical Contract C4-00001 in the decreased amount of (\$109,598.00). Mr. Diaz stated that the 2014 Chemical Contract was originally awarded for a total of \$272,542.25 with purchases for 2014 of \$162,944.20, leaving a net credit change in the amount of (\$109,598.00).

- Next item discussed was the 2014 Budget Reclassification. Mr. Diaz stated this involves adjusting line items from the 2014 operating budget to cover shortfalls on individual expense line items. Mr. Diaz stated that this is an annual process and has no net effect on the overall budget. The Finance Committee reviewed the reclassifications proposed and with no objections will request approval this evening.
- Mr. Diaz reminded the Board that EPL Training is scheduled for 5:00 P.M. prior to the March 26th Public Meeting. Mr. Diaz also stated that if anyone is interested, the training is also offered on-line and instructions have been emailed if needed.

Personnel

Mr. Diaz discussed the following for personnel this month.

- The Authority's Salary Guide has been updated to incorporate the New Jersey Civil Service Commission title revisions. Mr. Diaz stated that in addition, the guide has been revised to include further breakdown of departments, new positions and changes to the salary ranges. The back end of the guide was increased by .1% in accordance with the December 2014 CPI. Also noted was that the guide is a good tool which staff can utilize when trying to determine where they are within their position and where they may be able to work towards or achieve. Mr. Diaz stated the Personnel and Finance Committees have reviewed and are recommending approval of this resolution this evening.
- Mr. Diaz discussed one promotion on the agenda this evening for Mr. Scott Najarian from his previously promoted Civil Service title of Sewer Repairer 1/Water Repairer 1 to Electronics Technician 1. Mr. Najarian has assumed the duties of the Authority's Technical Maintenance department and has been doing a tremendous job and a great asset to the Authority. Mr. Najarian has the qualifications and has been recommended by his supervisor for a promotion to Electronics Technician 1. The Personnel and Finance Committees have reviewed and are recommending this promotion this evening.

8. Consent Resolutions:

2015-28 Resolution Ratifying Cash Management Report for January 2015.

2015-29 Resolution Granting a Water Performance Guarantee Release for LGG, Inc., Commercial Site, Block 11801, Lots 67-69, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2015-28 and 2015-29. Mrs. Sturmfels seconded the motion and it was passed unanimously.

9. Resolutions Offered:

2015-30 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll for January 2015.

Mrs. Blake made a motion to approve Resolution 2015-30. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Glory abstained from any T&M checks. There were no checks paid to T&M in February 2015.

2015-31 Resolution Amending Contract C4-00052 with Fleetcard, Inc., to Include the Purchase of Regular Fuel Pursuant to State Contract No. 87676, in the Amount Not to Exceed \$25,000.00

Mrs. Glory made a motion to approve Resolution 2015-31. Mrs. Blake seconded the motion and it was passed unanimously.

2015-32 Resolution Terminating the Renewal of Guardian Life and AD&D Plan C5-00016 and Replacing with Guardian Long Term Disability, C5-00022, in the Additional Amount Not to Exceed \$3,200.00.

Mrs. Blake made a motion to approve Resolution 2015-32. Mrs. Glory seconded the motion and it was passed unanimously.

2015-33 Resolution Authorizing Amendments to the Authority's Salary Guide.

Mrs. Glory made a motion to approve Resolution 2015-33. Mrs. Blake seconded the motion and it was passed unanimously.

2015-34 Resolution Authorizing the Approval of Line Item Adjustments to the 2014 Sewer/Water Operating Budget.

Mrs. Blake made a motion to approve Resolution 2015-34. Mrs. Sturfels seconded the motion and it was passed unanimously.

2015-35 Resolution Authorizing Final Quantities Change Order No. 1 to Various Chemical Suppliers for the 2014 Chemical Contract, No. C4-00001, in the Decreased Amount of (\$109,598.05).

Mrs. Glory made a motion to approve Resolution 2015-35. Mrs. Blake seconded the motion and it was passed unanimously.

2015-36 Resolution Authorizing the Promotion of Scott Najarian to Electronic Systems Technician 1.

Mrs. Glory made a motion to approve Resolution 2015-36. Mrs. Blake seconded the motion and it was passed unanimously.

2015-37 Resolution Authorizing Applications for Loans from the New Jersey Environmental Infrastructure Financing Program in the Estimated Amount of \$6,878,196.00.

Mrs. Sturfels made a motion to approve Resolution 2015-37. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

10. Other Matters

Mrs. Sturfels requested an update on the Solar Field. Mr. Harpell will send an update and stated the Authority has saved approximately \$40,000.00 so far. He also reached out to the

Board Of Education regarding a joint project previously discussed for London Drive, Holman School and the Administration Building.

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mrs. Sturmfels seconded the motion and it was passed unanimously. Vice-Chairwoman Rickabaugh declared the February 26, 2015 Public Meeting adjourned.

End of Minutes