

Open Session

March 26, 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 March 26, 2015."

Chairman Allmann requested a roll call.

The March 26, 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, 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. Approval of the Minutes of the Open Session Public Meeting of February 26, 2015.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of February 26, 2015. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann and Mrs. Clayton 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 she 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 energy savings initiatives the staff is currently evaluating. The Authority currently purchases electric through the NJ SEM, which is a group purchasing cooperative. The two (2) year contract is about to expire and the NJ SEM is looking to go back out to bid for a new contract with a third party provider with a strike price of \$0.09305/kwh.

Mr. Harpell stated that the Authority is very happy with the NJ SEM but many utilities are getting better pricing via a reverse auction with EMEX. We had a tentative no commitment reverse auction scheduled and cancelled twice by EMEX. Mr. Harpell stated that if there are no objections from the Board, we would like to continue with NJ SEM for energy and possible revisit EMEX in two years. The third energy savings initiative discussed was demand response. Mr. Harpell stated that we will continue to move ahead evaluating demand response. Mr. Harpell noted that we are still waiting for the final numbers but it is estimated that we could save approximately \$40,000.00 annually and would like to consider this project for April. The Authority would have to go out for a public bid.

- Mr. Harpell stated that we should receive information regarding the Financial Disclosure Statements shortly, which are due between March 30th and April 30th. Joan will let everyone know when they are available on-line.
- Next item discussed was the Comminutor for the Cooks Bridge Pump Station, basically a grinder for the pump station, which has failed. The Authority issued a Fair and Open Request for Quotation (RFQ). We received one response from Pumping Services, Inc. in the amount of \$28,669.00 and would like to recommend Pumping Services, Inc. for this project.
- Mr. Harpell updated the Board on Jackson Crossings, noting that the grease trap is in and scheduled to be turned on Monday. It was noted, we are still working on some of the other issues and Earl is waiting for pricing to clean the force main, which we should have tomorrow.

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 from the Engineer's Report.

- Authorizing Closeout and release of Performance Bond with U.S. Tank Painting Inc., for the Bartley Tank Rehabilitation Project. They have completed and submitted all the required contract closeout documents and the staff is recommending closeout of this project.
- Change Order #1 to Flagship Contracting, Inc. in the amount of \$4,761.85, for the Claridge Drive Sanitary Sewer Replacement. Due to unforeseen conditions in the field, the actual pipe elevation was not as written in the plans. The contractor had to redirect the pipe to accommodate the elevation discrepancy. Secondly, when they tied into the existing manhole, they exposed our water main and discovered that the valve was old. We directed the contractor to replace with a new 8 inch valve. The total change order is in the amount of \$4,761.85 and the staff is recommending approval for this change order this evening.
- Mr. Quijano discussed the Design and Construction Services for the Six Flags Great Adventure (SFGA) Water Treatment Plant Replacement. On February 25th, the Authority sent out a Request for Proposal to six (6) of our Special Projects Engineers. They all specialize in water treatment design. The project entails:

- The construction of a 1,500 GPM water treatment plant, expandable to 3,000 GPM in the future;
- Demolition of the existing water treatment plant;
- Upgrading Conditions of service for Well no. 7, 10, 12 and 14;
- Construction of raw and finish water mains;
- Potential rehabilitation of the 5000,000 gallon elevated storage tank;
- Anticipated construction of well house for Well No. 7;
- Construction of a meter chamber;
- Combining the SFGA water system to the Authority's system; and
- Modifying the SFGA permit to be a Public Community Water System in order to merge the SFGA system with the Authority's system.

Mr. Quijano stated that five (5) engineering firms responded with all being very good proposals. The Authority reviewed the proposals ranging in price from a low of \$639,400.00 to a high of \$1,215,915.00. The Authority discussed with the Engineering Committee and are recommending award to Paulus Sokolowski and Sartor, LLC (PS&S) in the total amount not to exceed \$671,342.00. Mr. Harpell stated that the big disparity, as discussed with the Engineering Committee, is that we are supplying the engineering firms with the plans for the London Drive Water Treatment Plant which is nice facility. This can be our model so they are saving a lot in design cost. Some of the engineer's proposals took advantage of that cost savings.

DEVELOPER PROJECT

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer discussed the following:

- Resolution Granting Rite Aid a Performance Bond Release for water and sewer. We recommended this release in our March 16, 2015 letter to the Board.
- Resolution Granting Meridian Health Realty Corporation a Performance Bond Release for sewer. We recommended this release in our March 16, 2015 letter to the Board.
- Resolution Granting Tentative Sewer and Water Approval to Chandler Plaza. The Applicant is proposing to construct a three building commercial site with a total of 24,620 square feet of space at the intersection of Chandler Road and Hyson Road. The applicant is applying for tentative approval at this time and is proposing to connect to an existing manhole on Chandler Road for sanitary sewer and connect to an existing water main on Chandler Road to service the buildings. We recommended this approval in our March 16, 2015 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, March 23, 2015. The total amount presented on the bill list was \$512,979.49 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$64,441.50 for Capital Projects;
2. Escrow Funds in the amount of \$1,602.55 for Developer Work;
3. Customer Deposit in the amount of \$29,032.70 for Deposit Refund;
4. Revenue General Fund in the amount of \$417,902.74 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account. The Customer Deposit refunds of \$29,032.70 are for customers who have posted cash bonds with the Authority.

- Mr. Diaz discussed vehicle purchase on the agenda this evening. The Authority is in need of a vehicle to share with Administration and Engineering Departments. Under State contract, the Authority wishes to purchase a white 2015 Jeep Patriot 4 x 4 at a cost of \$17,093.00. The Finance Committee has reviewed and is recommending approval this evening.
- Mr. Diaz next discussed the purchase of facility doors. The Authority is in need of five (5) new replacement doors at three (3) facility locations. One (1) at the Manhattan Street Garage, two (2) needed for the Barley Booster Station and two (2) at Well No. 11. We received proposals ranging from \$9,485.00 to \$11,630.00. The Finance Committee has reviewed and is recommending approval to award to Eastern Door Service in the amount of \$9,485.00. Chairman Allmann stated that this is a very good number for doors especially if they are fiberglass.
- Mr. Diaz discussed 2015 Audit Appointment, stating that the Authority re-advertised on February 7, 2015 with a bid opening date of March 6, 2015. We received four responses to the proposal with two of the firms coming in with identical numbers, WithumSmith + Brown, PC, our current auditor, and Holman Frenia Allison, PC. Mr. Diaz stated that both are very capable auditing firms. The auditing services cover three areas, regular auditing, deferred comp auditing and, when required, a single audit, through the NJEIT Loans. At this time, Mrs. Glory made a motion to appoint the firm of Holman Frenia Allison, PC. Mrs. Rickabaugh seconded the motion. There is a resolution on the agenda this evening authorizing this appointment.
- Next item discussed was the annual transfer from the Bank of New York General Fund account to the Parke Bank Capital Reserve account to help support the Authority's capital initiatives. The Authority is requesting permission to transfer \$1,000,000.00 to Parke Bank.
- Mr. Diaz stated that the State signed off on the 2015 Operating/Capital Budget. This was sent out to all the entities required to receive a copy.
- Mr. Diaz stated that the 2014 Audit continues. The field work was completed in early March and are currently going through the Auditor's process. The Authority's Management discussion has been completed and should have a draft of the audit within a week. Once received, Mr. Diaz will forward to the Board for review, with a presentation scheduled at the April Public Meeting. Also noted, there will be a resolution and signature page following review of the audit.
- Mr. Diaz reminded the Board that EPL Training has been rescheduled for 5:00 P.M. prior to the April 30th^h 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.

- Mr. Diaz discussed the temporary hire for an employee in the customer service/billing department who will be going out on temporary disability. With permission from the Board,

the Authority would like to bring back Lauren Moskal, who has served as a temporary employee before and has worked out very well. As in the past, this would be a straight hourly employee at \$12.00 per hour, with no benefits and weekly hours not to exceed an average of thirty (30).

5. Consent Resolutions:

- 2015-38 Resolution Ratifying Cash Management Report for February 2015.
- 2015-39 Resolution Granting a Sewer and Water Performance Bond Release for Rite Aid Pharmacy, Block 8201, Lots 34, 35 & 36 (f/k/a Block 114, Lot 1 & Block 115, Lots 1.01 and 1.02), on the Tax Map of the Township of Jackson.
- 2015-40 Resolution Granting a Sewer Performance Bond Release for Meridian Health Realty Corporation, Block 8101, Lots 5, 6 & 7, on the Tax Map of the Township of Jackson
- 2015-41 Resolution Granting Tentative Sewer & Water Approval to Chandler Plaza, Block 1302, Lot 9, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2015-38 through 2015-41. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

- 2015-42 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for March 2015.

Mrs. Clayton made a motion to approve Resolution 2015-42. Mrs. Blake 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 March 2015.

- 2015-43 Resolution Authorizing Closeout and Release of Performance Bond for Bartley Tank Rehabilitation, Contract No. C3-00028 with U.S. Tank Painting, Inc.

Mrs. Glory made a motion to approve Resolution 2015-43. Mrs. Blake seconded the motion and it was passed unanimously.

- 2015-44 Resolution Approving Change Order No. 1 to Flagship Contracting, Inc., for Claridge Drive Sanitary Sewer Replacement, Contract No. C3-00046, in the Amount of \$4,761.85.

Mrs. Rickabaugh made a motion to approve Resolution 2015-44. Mrs. Blake seconded the motion and it was passed unanimously.

- 2015-45 Resolution Authorizing Award of a Fair and Open Contract for Design/Construction Management Services for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. C4-00050 to Paulus, Sokolowski and Sartor, LLC, in the Amount Not to Exceed \$671,342.00.

Mrs. Clayton made a motion to approve Resolution 2015-45. Mrs. Glory seconded the motion and it was passed unanimously.

2015-46 Resolution Authorizing the Purchase of One (1) 4x4, 2015 Jeep Patriot, Color White, with Listed Options, from Hertrich Fleet Services, Inc. under State Contract No. A8301 (T-2007) Pursuant to Authority Contract C5-00026, for the Sum of \$17,093.00.

Mrs. Blake made a motion to approve Resolution 2015-46. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-47 Resolution Authorizing Award of a Fair and Open Contract C5-00025 to Pumping Services, Inc., in the Amount of \$28,669.00 for One (1) Monoflo Twin Shaft Grinder at the Cooks Bridge Pump Station.

Mrs. Rickabaugh made a motion to approve Resolution 2015-47. Mrs. Glory seconded the motion and it was passed unanimously.

2015-48 Resolution Authorizing Contract C5-00027 to Eastern Door Service, in the Total Amount Not to Exceed \$9,485.00 for Five (5) Replacement Entry Doors at Three (3) Authority Properties.

Mrs. Blake made a motion to approve Resolution 2015-48. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-49 Resolution Authorizing the Transfer and Restriction of Authority Funds

Mrs. Glory made a motion to approve Resolution 2015-49. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-50 Resolution Authorizing the Temporary Hire of Lauren Moskal.

Mrs. Glory made a motion to approve Resolution 2015-50. Mrs. Blake seconded the motion and it was passed unanimously.

2015-51 Resolution Appointing Auditor – Holman Frenia Allison, PC.

Mrs. Glory made a motion to approve Resolution 2015-51. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

Mr. Cordts, present from the Public, questioned if the resolution approved this evening for the SFGA Water Treatment Plant Replacement includes the water main extension. Mr. Harpell replied that the water main extension is a separate project and is a much less expensive project, since it is easier to design. We have an estimate from one engineer for approximately \$200,000.00. Mr. Harpell stated the Authority has two separate projects with the trust. The first project is the water treatment plant replacement with onsite water main and the second project is the water main extension. Also noted, a recommendation should be available next month for the water main extension. Mr. Harpell also noted the cost savings to the Authority by using the London Drive Water Treatment Plant design plans for SFGA. There were no other questions.

Chairman Allmann noted the next public meeting is scheduled for April 30th and EPL Training will take place at 5:00 pm prior to the meeting.

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 March 26, 2015 Public Meeting adjourned.

End of Minutes