

Open Session

April 30, 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 April 30, 2015."

Chairman Allmann requested a roll call.

The April 30, 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, Felipe Contreras and Authority Counsel, William Hierung.

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 March 26, 2015.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of March 26, 2015. Mrs. Clayton 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 Mr. Cordts at this time, Chairman Allmann opened the floor to Mr. Don Foster from WithumSmith+Brown PC. Mr. Foster discussed the results of the 2014 Audit noting that there were no comments or recommendations and the firm is satisfied with the maintenance of the records. Mr. Foster stated their findings with controls are very strong and more importantly how well the staff follows all controls. Mr. Foster directed attention to pages 20-30, discussing budget to actual comparison. Next discussed on page 5, was the balance sheet, listing assets, liabilities and net position. Mr. Foster noted that assets were relatively stable last year and that the assets continue to depreciate but as they depreciate, new assets are placed into service. There were no major projects last year but over the next few years there will be some large projects coming up. Mr. Foster noted that liabilities are down since a lot of the old debt is paid off. Chairman Allmann commended the Authority Staff on a job well done and Mr. Foster stated it was a pleasure working with the Authority. This concluded the 2014 Audit review.

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 demand response bid opening that had been scheduled for April 24th, noting that JCP&L could not get the required meters installed in time, so there were no responses. Mr. Harpell stated that we can re-bid in July so we have a full year to go through the demand response cycle and have enough time to have the meters installed. Also noted was that the bid was done in-house so there is no major expense to the bidding process.
- Mr. Harpell discussed the replacement drive unit for the Maple Glen Mobile Home Park Wastewater Treatment Plant. Mr. Harpell stated that this is a forty (40) year old wastewater treatment plant and sometimes it is difficult to find replacement parts due to the age of the plant. It was known that the drive unit was struggling but have been having difficulty finding the replacement part. Mr. Harpell stated that the Authority had originally planned on bidding now and awarding in May but the part failed sooner than expected. The Authority did a ten (10) day RFP with one response from G.M.H. Associates of America for a price of \$24,550.00. Also noted that initially it would be a month before G.M.H. could replace the part but we expedited the paperwork and it should now be replaced in approximately three (3) weeks.
- Mr. Harpell reminded the Board that the Financial Disclosure Statements are due today.
- Mr. Harpell discussed the Destruction of Records on the agenda for approval this evening. The Authority has been cleaning the archives and trying to go through a lot old files, including old bank statements. Mr. Harpell noted that since management double checks all the documents, which sometimes take a while, we have accumulated 93 boxes for destruction. Commissioner Glory had recommended we touch base with the Township since they are involved with a shredding program being conducted through Ocean County at no cost. We reached out to the Township and we can share in this program with them and they are contacting the County to insure we can obtain a certification of the documents that are scheduled to be shredded.
- Mr. Harpell stated that we are recommending one item for surplus - a 2005 Dodge Dakota which was used as a mark-out vehicle. The engine just went on the vehicle and it is not worth repairing. The Authority will surplus this vehicle in May on GovDeals.com.
- With regard to Leigh Realty Company, we are looking to do an Amendment to the Developer's Agreement next month. Mr. Harpell is going through some details right now which have been discussed with the Engineering Committee.
- Mr. Harpell updated the Board on Jackson Crossings, noting the interceptor has been installed, the line has been cleaned and it is working better. There are some open issues that need to be finalized and Mr. Hiering's office is discussing these issues with their attorney to get this issue resolved.
- Mr. Harpell stated that we expect to present our settlement with Ocean County Utilities Association (OCUA) next month, noting we are getting some cash back from OCUA. Mr. Harpell stated the NPS-5 station, on the Lakewood border has been a problem for many years and that Jackson has questioned their metering for 17 of the last 20 years. OCUA wants to get this issue resolved permanently and part of the settlement will be for OCUA to fix the metering problem long-term. The exact fix, whether a new metering station or other retrofit, has not yet been determined.

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.

- Bartley Road Booster Station Roof Replacement, Contract C4-00051, Authorizing Closeout with Dynatech Construction, LLC. Mr. Quijano stated that Dynatech has provided all the necessary closeout documents and the Staff is recommending the closeout of this contract.
- Design and Construction Management Services of the Western Water Main Extension, C5-00032. Authorizing Award of a Fair and Open Contract to Maser Consulting PA, in an amount not to exceed \$180,600.00. Mr. Quijano stated that in May 2014, the Authority awarded Maser Consulting, PA a feasibility study for the Western Water Main Extension. Part of the resolution documented that the Authority could award, at a later date, the design and construction management aspect of the project that was contingent upon SFGA signing an Agreement with the Authority to replace the water treatment plant. Since we have the Water Service Agreement for the replacement water treatment plant, the Staff would like to proceed with the design of the Western Water Main Extension project. In addition to the original scope of work, the staff has requested from Maser to design a 5,770 LF water main looping, located in Leesville Road, between West Veterans Highway and West Pleasant Grove Drive. This will improve our system reliability. The total award of contract is in the amount of \$180,600.00 which the staff believes is a very reasonable price. Mr. Quijano stated that Maser's total award is still 15% less than the second lowest bid received of \$221,467.00. The Staff is recommending award to Maser Consulting, PA.

DEVELOPER PROJECT

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

- Resolution Granting Preliminary Sewer Approval to 528, LLC. We have an application for the construction of a 42,500 square foot commercial garage building on the north side of East Veteran's Highway. They are going to connect to Lakewood Township Sewer System. We are recommending their approval for the Jackson side only, for the garage. When they decide to go with the rest of the development they will have to submit again for approval at that time. We recommended this approval in our letter to the Board of April 30, 2015.
4. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the bill list sent to the Board with last week's report has been slightly changed due to the revision of an invoice being paid to Toms River MUA for a quarterly fee for sharing a sewer line, in the additional amount of \$320.84.

Mr. Diaz stated that the Finance Committee met on Monday, April 27, 2015. The total revised amount presented on the bill list was \$673,981.57 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$158,375.43 for Capital Projects;
2. Escrow Funds in the amount of \$14,069.50 for Developer Work;
3. Customer Deposit in the amount of \$2,723.85 for Deposit Refund;
4. Revenue General Fund in the revised amount of \$498,812.79 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account.

- Mr. Diaz discussed the resolution on the agenda updating our signature rights between Bank of New York and Manasquan Savings, noting that Bank of New York handles our trust accounts and Manasquan Savings handles our trust accounts investments. There were some staffing changes in the Bank of New York and Manasquan Savings asked us to update and approve by resolution the new people who have the ability to sign for wire transfers, etc.
- Mr. Diaz next discussed an amended 2015 Salary Guide with some slight changes adding one title, Maintenance Supervisor, and adjusted some of the titles to better reflect their positions. Very minimal changes. This was reviewed with and is being recommended by both the Finance and Personnel Committee.
- Mr. Diaz discussed the Six Flags Great Adventure (SFGA) Closure Account. Mr. Diaz reported that there is \$300,000.00 in the SFGA Closure Account which is required by their agreement. It has been invested with Shore Community Bank (SCB) under a five (5) year CD at 3.25%. This year, the CD ends on May 27, 2015 and Mr. Diaz is working with the banks to determine what kind of 5-year CD rates are available. SCB's current renewal rate on a five (5) year CD with no penalties for early withdrawal is 2.1% but subject to change as it gets closer to the deadline. Other banks offer five (5) year CD's but charge penalties for early withdrawal. Mr. Diaz is requesting the Board's permission to proceed with an investment if the CDs proved favorable, since this could happen prior to the next public meeting. Mr. Diaz stated that he would notify the Board as to what was found. Mr. Harpell stated that these are SFGA funds and the Authority receives any interest earned.
- Mr. Diaz thanked the Board for attending the EPL Training noting that the Authority receives \$250.00 credit for each who attends the meeting against our premium.

Personnel

Mr. Diaz discussed the following promotions on the agenda this month.

All have been discussed with both the Finance and Personnel Committees.

- Jeremiah Burst, listed as Civil Service title, Laborer 1. Jeremiah has been with the Authority for over a year and is doing a great job. We are looking to promote Jeremiah to the Civil Service title of Meter Worker 1.

- Sana Siddiqui, who has been moved to the accounting department from customer service/billing has been with the Authority for over a year and doing a great job in this new position. We are looking to promote Sana from the Civil Service title of Account Clerk to Account Clerk/Clerk 2.
- Yvette Mitchell, who has been moved to the customer service department from the accounting department has been with the Authority for five years and doing very well in her new role. She has customer service experience and has taken on a great deal more responsibility in this new department. We are looking to promote Yvette from the Civil Service title of Clerk 1 to Customer Service Representative.
- Drew Ricciardi is doing a great job in Buildings and Grounds and we are looking to promote him to a higher level and help to oversee part of the maintenance department. We believe this is a good fit for the Authority and the staff and a support system that is needed. We are looking to promote Drew from the Civil Service title of Building Maintenance Worker to Senior Building Maintenance Worker.

5. Consent Resolutions:

2015-52 Resolution Ratifying Cash Management Report for March 2015.

2015-53 Resolution Granting Preliminary Sewer Approval to 528, Block 13801, Lots 4.01 & 6.01 on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2015-52 and 2015-53. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2015-54 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for April 2015.

Mrs. Glory made a motion to approve Resolution 2015-54. Mrs. Rickabaugh seconded the motion and it was passed unanimously. .

2015-55 Resolution Authorizing Award of a Fair and Open Contract for the Design and Construction Management Services of the Western Water Main Extension, Contract C5-00032 to Maser Consulting, PA in an Amount Not to Exceed \$180,600.00.

Mrs. Blake made a motion to approve Resolution 2015-55. Mrs. Glory seconded the motion and it was passed unanimously.

2015-56 Resolution Authorizing Closeout for the Bartley Road Booster Station Roof Replacement, Contract C4-00051, with G.C. Dynatech Construction, LLC.

Mrs. Rickabaugh made a motion to approve Resolution 2015-56. Mrs. Blake seconded the motion and it was passed unanimously.

2015-57 Resolution Authorizing Award of a Fair and Open Contract for One (1) Re-Manufactured DBS SX-AE Drive Unit Replacement at the Maple Glen Mobile

Mrs. Clayton made a motion to approve Resolution 2015-57. Mrs. Blake seconded the motion and it was passed unanimously.

2015-58 Resolution Authorizing the Destruction of Records Beyond the State's Retention Period Requirement

Mrs. Glory made a motion to approve Resolution 2015-58. Mrs. Blake seconded the motion and it was passed unanimously.

2015-59 Resolution Certifying Audit has Been Reviewed by the Board

Mrs. Blake made a motion to approve Resolution 2015-59. Mrs. Glory seconded the motion and it was passed unanimously.

2015-60 Resolution Authorizing Execution of the Bank of New York/Mellon and Manasquan Savings Bank Facsimile Agreement.

Mrs. Blake made a motion to approve Resolution 2015-60. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2015-61 Resolution Authorizing an On-line Public Auction and for the Surplus of Personal Property No Longer Needed for Authority Use.

Mrs. Glory made a motion to approve Resolution 2015-61. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-62 Resolution Authorizing Amendments to the Authority's Salary Guide.

Mrs. Blake made a motion to approve Resolution 2015-62. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-63 Resolution Authorizing the Promotion of Jeremiah Burst to Meter Worker 1.

Mrs. Clayton made a motion to approve Resolution 2015-63. Mrs. Rickabaugh seconded the motion and it was passed unanimously

2015-64 Resolution Authorizing the Promotion of Yvette Mitchell to Customer Service Representative.

Mrs. Clayton made a motion to approve Resolution 2015-64. Mrs. Glory seconded the motion and it was passed unanimously

2015-65 Resolution Authorizing the Promotion of Drew Ricciardi to Senior Building Maintenance Worker.

Mrs. Clayton made a motion to approve Resolution 2015-65. Mrs. Blake seconded the motion and it was passed unanimously

2015-66 Resolution Authorizing the Promotion of Sana Siddiqui to Account Clerk/Clerk
2.

Mrs. Clayton made a motion to approve Resolution 2015-66. Mrs. Glory seconded the motion and it was passed unanimously

There was no closed session.

7. Other Matters

Chairman Allmann noted the next public meeting is scheduled for May 28th.

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mrs. Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the April 30, 2015 Public Meeting adjourned.

End of Minutes