

Open Session

June 25, 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 June 25, 2015."

Chairman Allmann requested a roll call.

The June 25, 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.

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. Maple Glen Rate Hearing

Chairman Allmann called the June 25, 2015 Maple Glen Mobile Home Park Rate Hearing to order at approximately 5:35 p.m.

Following the Maple Glen Mobile Home Park Rate Hearing, the June 25, 2015 Public Meeting of the Jackson Township Municipal Utilities Authority resumed at approximately 5:45 p.m.

2015-75 Resolution Adopting the 2015 Maple Glen Mobile Home Park Sewer Service Charges.

Mrs. Blake made a motion to approve Resolution 2015-75. Mrs. Clayton seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of May 28, 2015.

Mrs. Glory made a motion to approve the minutes of the Open Session Public Meeting of May 28, 2015. Mrs. Blake seconded the motion and it was passed unanimously.

3. 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.

4. Review of Executive Director's Report
 - Engineering Committee Report
 - Public Relations Committee Report
 - Administrative Committee Report

Mr. Harpell discussed the following item from the Executive Director's report.

- Mr. Harpell first discussed the need for a replacement pump at the McAuliffe Pump Station stating that a fair and open quote was advertised on the JTMUA Website and two (2) bids were received ranging from \$7,553.00 to \$10,936.00. The Authority is recommending award to the low bidder, Xylem Water Solutions, USA, in the amount of \$7,553.00 for the replacement pump.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

There was no Public Relations Committee Meeting this month. Mr. Harpell stated that the committee will meet in July to discuss plans for the upcoming Jackson Day 2015.

Engineering Committee Report

Mr. Quijano discussed the following from the Engineer's Report.

- The Authorization to award a Fair and Open Contract for our Manhattan Street Complex Pavement Improvements. Mr. Quijano stated that on April 21, 2015, the Authority authorized French and Parrello Associates (F&P) to conduct a subsurface exploration in the existing parking lot and were able to characterize the pavement, subsurface soil and groundwater conditions of the lot. Based on the results of their field exploration, laboratory testing and engineering evaluation, F&P is recommending a full depth reconstruction, due to poor subgrade soil and asphalt conditions. Mr. Quijano stated that basically the base of the parking lot is clay material and there is no room for the water to seep through. The recommendation is to remove the material and reconstruct the entire parking lot. The staff requested a proposal from F&P for design and they provided a proposal for a total cost of \$7,300.00 to perform the work. Mr. Quijano stated F&P will prepare the plans, technical specifications and apply for the permit to Ocean County Soil Conservation. The Authority will assemble the bid package in-house but the technical specifications will be coming from F&P. Mr. Quijano stated that this has been discussed with the Engineering Committee and are recommending award this evening to French and Parrello Associates.

Mr. Quijano continued to discuss this project noting that the parking lot was initially supposed to be tied into the NJEIT Project for the overall Manhattan Street Complex Improvements. Mr. Quijano noted that since over an acre of land is being disturbed, there is a need to submit for a storm water discharge permit, 5G3. The Authority applied for the NJEIT loan prior to the request for an exploration of the parking lot and already submitted plans to the NJDEP. It was

noted that due to a timing issues, the parking lot portion of the overall Manhattan Street Complex Improvements project will be a separate cost from the total NJEIT Project cost.

- Next discussed was the Claridge Drive Sanitary Sewer Rehabilitation Contract C3-00046 approving Change Order No. 2 – Final Quantities to Flagship Contracting, Inc. Mr. Quijano stated that the project is completed. The Authority’s Staff is recommending this change order in the decreased amount of (\$6,410.54) changing the adjusted contract amount of \$244,556.85 to a decreased contract amount of \$238,146.31.

DEVELOPER PROJECT

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

- Resolution Granting Preliminary Water and Sewer Application for Oliverie Funeral Home. The applicant is MIB Properties, LLC and are proposing to construct a 14,000 square foot funeral home on the east side of Cooks Bridge Road, south of Manhattan Street. They are applying for preliminary utility services at this time. They are proposing to connect to the existing manhole with an 8 inch PVC sanitary sewer main and connect to the 8 inch DIP water main on Cooks Bridge Road. We recommended this approval in our June 15, 2015 letter to the Board.
5. Assistant Executive Director’s Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, June 22, 2015. The total amount presented on the bill list was \$1,079,881.78 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$80,719.76 for Capital Projects;
2. NJEIFP Account in the amount of \$321.65 for NJEIFP Projects;
3. Escrow Funds in the amount of \$21,925.02 for Developer Work
3. Revenue General Fund in the amount of \$976,915.35 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account and \$584,045.75 for OCUA’s 2nd quarter 2015 installment. The OCUA payment includes the net credit amount of \$95,304.25 for the period of 2008 through 2014 as agreed upon by resolution last month.

- Mr. Diaz stated that the 2015 Tax Lien for year ending 2014 has begun. The Tax Sale date is scheduled for October 2, 2015.
- Mr. Diaz updated the Board on a recent meeting with representatives from FEMA’s Hazard Mitigation Grant Program noting that documents were signed approving the Bypass Pump which we have been waiting on for quite some time now. The pump was estimated at \$39,546.00 and FEMA’s anticipated payment amount is 90% of cost or \$35,591.00, leaving a net cost to the Authority of \$3,955.00. Mr. Diaz stated that there may be a bit of a fluctuation in the pricing with the estimate. Mr. Harpell stated that we did hear that the portable generators are “unofficially” approved and hope to be reporting next month on their final approval.

Personnel

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

- Mr. Diaz discussed two promotions on the agenda this evening which have been reviewed by the Personnel Committee. The first is Mr. Donald Weber who has been with the Authority for a year and is doing a great job. Mr. Weber has met all the requirements to be promoted from his current Civil Service title of Laborer 1 to Buildings Maintenance Worker with a salary adjustment. The second promotion is Mr. John Daut who currently holds the Civil Service title of Sewer Repairer 2/Water Repairer 2. Mr. Daut meets the experience level for the promotion to Sewer Repairer 2/Water Repairer 3. The resolution identifies that Mr. Daut will continue to get his sewer license as required, specifically an S1 or C1 license.
- Next discussed was a salary adjustment for Mr. Israel Matias. With the recent reorganization of the Maintenance Department, Mr. Matias took on quite an increase in responsibility and doubled the staff he was previously working with. This has been reviewed and determined that a salary adjustment of 4% is appropriate for the amount of work he has assumed. It was also noted the restructuring of the department did not require the hiring of an additional employee.

6. Consent Resolutions:

2015-76 Resolution Ratifying Cash Management Report for May 2015.

2015-77 Resolution Granting Preliminary Sewer and Water Approval to Oliverie Funeral Home, Block 14801, Lot 5.02, on the Tax Map of the Township of Jackson.

At this time, Mrs. Rickabaugh made a statement that with any project, even if there is potential litigation involved, if water and sewer are available, then it our responsibility to approve the project. Mr. Harpell stated that the Authority is not in the land use business and we are only authorizing the connection to water and sewer service. Chairman Allmann stated that it doesn't give anyone the right to build whatever they want, our only obligation is to provide water and sewer.

Mrs. Glory made a motion to approve Resolutions 2015-76 and 2015-77. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Blake abstained on Resolution 2015-77.

7. Resolutions Offered:

2015-78 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for June 2015.

Mrs. Glory made a motion to approve Resolution 2015-78. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-79 Resolution Authorizing Award of a Fair and Open Contract for the Manhattan Street Complex Pavement Improvements, Contract C5-00037, to French & Parrello Associates in the Amount Not to Exceed \$7,300.00.

Mrs. Rickabaugh made a motion to approve Resolution 2015-79. Mrs. Blake seconded the motion and it was passed unanimously.

2015-80 Resolution Approving Change Order No. 2 – Final Quantities to Flagship Contracting, Inc., for the Claridge Drive Sanitary Sewer Replacement, Contract No. C3-00046, in the Decreased Amount of (\$6,410.54).

Mrs. Blake made a motion to approve Resolution 2015-80. Mrs. Glory seconded the motion and it was passed unanimously.

2015-81 Resolution Authorizing Award of a Fair and Open Contract for the Purchase of One (1) Submersible Flygt Pump for the McAuliffe Pump Station, Contract C5-00036, to Xylem Water Solutions USA, Inc. in the Amount of \$7,553.00.

Mrs. Rickabaugh made a motion to approve Resolution 2015-81. Mrs. Blake seconded the motion and it was passed unanimously.

2015-82 Resolution Authorizing the Promotion of John Daut to Sewer Repairer 2/Water Repairer 3.

Mrs. Clayton made a motion to approve Resolution 2015-82. Mrs. Glory seconded the motion and it was passed unanimously.

2015-83 Resolution Authorizing the Promotion of Donald Weber to Building Maintenance Worker.

Mrs. Clayton made a motion to approve Resolution 2015-83. Mrs. Blake seconded the motion and it was passed unanimously.

2015-84 Resolution Authorizing a Salary Adjustment for Israel Matias.

Mrs. Glory made a motion to approve Resolution 2015-84. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

There was no closed session.

8. Other Matters

Chairman Allmann noted the next public meeting is scheduled for July 23rd.

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 June 25, 2015 Public Meeting adjourned.

End of Minutes