

Open Session

July 23, 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 July 23, 2015."

Chairman Allmann requested a roll call.

The July 23, 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, Chairman Allmann, 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. Members Rickabaugh and Sturmfels 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 June 25, 2015 Maple Glen Mobile Home Park Rate Hearing.

Mrs. Blake made a motion to approve the minutes of the June 25, 2015 Maple Glen Mobile Home Park Rate Hearing. Mrs. Glory seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of June 25, 2015.

Mrs. Glory made a motion to approve the minutes of the Open Session Public Meeting of June 25, 2015. Mrs. Blake seconded the motion and it was passed unanimously.

3. Questions/Comments from the Public

With no one present 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 items from the Executive Director's report.

- Mr. Harpell discussed the recent article in the Association of Environmental Association's (AEA's) Authority View newsletter on the capital improvements undertaken by the Jackson MUA. Mr. Harpell stated that the AEA is impressed with the improvements made while keeping rates stable, noting it is nice to be recognized.
- Next discussed were Planning Board appearances. Mr. Harpell stated that Earl, the Engineering Staff and I appeared before the Planning Board on Monday, July 20th to present the Manhattan Street Improvements and the SFGA Water Treatment Plant and Subdivision, noting that both projects were approved and there were some very nice comments with regard to the projects. There were two requests, one from Mr. Burke from the Township requesting changes to the parking in front of the new warehouse and the other from Mr. Kern from the Planning Board requesting a sidewalk down Beam Avenue towards the school. Mr. Harpell stated these are both reasonable requests and the staff will make some changes and send the revisions back to the Township.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

Mr. Harpell noted the Public Relations Committee will meet later this evening to discuss plans for the upcoming Jackson Day 2015.

Engineering Committee Report

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

- The Hyson Road Monopole Co-Location Land Lease. Mr. Quijano stated that on May 5, 2015, the Authority advertised to accept sealed bids for the co-location land lease rights on the premises of the Hyson Road Monopole, which is located at the Hyson Road Water Treatment Plant property, noting the current lease expires October 2, 2015. The Authority received one (1) bid on July 2, 2015 from T-Mobile Northeast, LLC. It was noted the initial lease for year one is in the amount of \$30,500.00 and a 5% increase for each year thereafter up to 25 years. Inclusive of all extensions up to 25 years, the Authority will receive a total of \$1,455,676.51 in revenues.

DEVELOPER PROJECT

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

- Resolution Granting Preliminary Water and Sewer Application for 39 Steps, LLC. The applicant is proposing to construct a nine (9) lot major subdivision at the intersection of Gail Chambers Road and Sams Road in the southeast corner. They are applying for preliminary services at this time and are proposing to connect to the existing 8" water main on Gail Chambers Road and connect to the existing sanitary sewer in South Cooks Road. They were proposing four grinder pumps for some of the units since the gravity sewer would not service all the units. We have asked them to take a look to see if they could drop the sewer line down

to service an additional two units. Mr. Dittenhofer stated that the applicant and the applicant's engineer shall note that the Authority will not be responsible for the force mains servicing individual lots. This approval is recommended in our July 13, 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, July 20, 2015. The total amount presented on the bill list was \$533,247.08 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$63,193.32 for Capital Projects;
2. Escrow Funds in the amount of \$11,879.38 for Developer Work;
3. Maple Glen Fund in the amount of \$24,406.82 for Maple Glen Projects;
4. Revenue General Fund in the amount of \$433,767.56 for Operating Expenses.

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

- Mr. Diaz stated that the Authority advertised a Fair and Open Request for Quotation for one (1) submersible Flygt Pump with accessories for the Cedar Knoll Pump Station, noting the pump station has two pumps and needs to replace one pump in order to complete the system. The Authority received one (1) response from Xylem Water Solutions USA, Inc. in the amount of \$3,504.00. The Finance Committee has reviewed and is recommending approval this evening under JTMUA's contract number C5-00039.
- Next discussed was the replacement sidewalk in front of the London Drive Water Treatment Plant. Mr. Diaz noted that when London Drive was being built, we did some minor repairs to the area but approximately 400 linear feet of sidewalk in front is in need of replacement. The Authority advertised a Fair and Open Request for Quotation for the sidewalk replacement and received one (1) response from Jacobo Masonry Construction, LLC, in the amount of \$22,976.00. The Finance Committee has reviewed and is recommending approval this evening under JTMUA's contract number C5-00038.
- Mr. Diaz stated that the 2015 Tax Lien for year ending 2014 is progressing. The third letter will be mailed tomorrow directly from the Township.
- Mr. Diaz updated the Board on the FEMA Hazard Mitigation Grant Program (HMGP), noting that originally it was reported that the Authority was awarded the bypass pump and were aware that the (2) two generators were under consideration by FEMA. We have been notified that in addition to the generators, FEMA has approved two (2) quick connects and the 2,000 gallon Convault Diesel Tank. This is good news and the value of that was \$139,665.00 of which the federal share is \$132,783.00 leaving our liability of \$6,882.00. Also noted, we are preparing bids for the bypass pump and the three items just discussed. Mr. Harpell stated that FEMA said they will adjust the grant to the actual cost since it has been a few years since we received estimates, and the prices could have gone up. Mr. Harpell also noted that the only item submitted that was not approved by FEMA was one diesel tank.

Personnel

Mr. Diaz noted there were no action items on the agenda this month.

6. Consent Resolutions:

- 2015-85 Resolution Ratifying Cash Management Report for June 2015.
- 2015-86 Resolution Granting Preliminary Sewer and Water Approval to 39 Steps, LLC, Block 20201, Lot 15, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2015-85 and 2015-86. Mrs. Glory seconded the motion and it was passed unanimously.

7. Resolutions Offered:

- 2015-87 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for July 2015.

Mrs. Clayton made a motion to approve Resolution 2015-87. Mrs. Glory seconded the motion and it was passed unanimously.

- 2015-88 Resolution Awarding a Lease to T-Mobile Northeast, LLC for an Initial Term of Five (5) Years with Four (4) Five (5) Year Extensions for the Hyson Road Monopole Co-Location Land Lease for the Initial Annual Sum of \$30,500.00.

Mrs. Blake made a motion to approve Resolution 2015-88. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2015-89 Resolution Authorizing Award of a Fair and Open Contract for the Sidewalk Replacement at the London Drive Water Treatment Plant, Contract C5-00038, to Jacobo Masonry Construction, LLC, in the Amount of \$22,976.00.

Mrs. Glory made a motion to approve Resolution 2015-89. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2015-90 Resolution Authorizing Award of a Fair and Open Contract for the Purchase of One (1) Submersible Flygt Pump, with Accessories, at the Cedar Knolls Pump Station, Contract C5-00039, to Xylem Solutions USA, Inc., in the Amount of \$3,504.00.

Mrs. Blake made a motion to approve Resolution 2015-90. Mrs. Glory seconded the motion and it was passed unanimously.

There was no closed session.

8. Other Matters

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mrs. Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the July 23, 2015 Public Meeting adjourned.

End of Minutes