

Open Session

August 27, 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 August 27, 2015."

Chairman Allmann requested a roll call.

The August 27, 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 July 23, 2015.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of July 23, 2015. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Rickabaugh 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 he 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 stated that the Authority has been awaiting the availability of the 2015 State Contract for pickup trucks, which recently became available and the Authority is proposing to purchase a new Ford F-250, 4WD SuperCab with a hitch, from Beyer Ford for \$25,117.00. Mr.

Harpell stated this vehicle is for the Assistant Superintendent and the 2005 Ford Ranger he is currently using will become a backup vehicle for Operations. This Finance Committee has reviewed this purchase and is recommending approval this evening.

- Next discussed was the Jackson Chamber of Commerce Annual Awards Banquet Gala which is on the September 17th. If anyone is interested in attending, please let Joan know.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

Mr. Harpell noted the Public Relations Committee met last month and picked out some Jackson Day items. Samples of these items were provided to the Board and we are looking forward to Jackson Day 2015.

Engineering Committee Report

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

- Claridge Drive Sanitary Sewer Replacement, Contract No. C3-00046, Authorizing Closeout and Release of Performance Bond with Flagship Contracting, Inc. Mr. Quijano noted that Flagship Contracting, Inc. has fulfilled their contractual obligations and has submitted the required contract closeout documents for this project. It was noted that documents have been reviewed and found to be in compliance with Contract Specifications, General Conditions – Article 8.7. The Authority Staff is recommending that the contract be closed, retainage paid and performance bond released.

DEVELOPER PROJECT

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

- Resolution Granting Tentative Water and Sewer for Clayton Property which is located at the border with Lakewood Township. We are recommending water and sewer tentative approval in our August 17th letter to the Board. It was noted the sewer will go to Lakewood and the water will come from Jackson. Discussion ensued with regard to the garage, Mr. Harpell noted that since there will be little usage, it is fine for sewer to go to Lakewood but when they come for the whole project, we will have to look to get the sewer back through Jackson.
4. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, August 24, 2015. The total amount presented on the bill list was \$1,190,033.57 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$76,563.08 for Capital Projects;
2. Escrow Funds in the amount of \$23,900.52 for Developer Work;
3. Revenue General Fund in the amount of \$1,089,569.97 for Operating Expenses.

The operating expense includes \$200,000.00 for funding the payroll account and \$679,350.00 for OCUA's 3rd quarter 2015 installment.

- Mr. Diaz discussed Bank of New York (BONY) who is the Trustee for the Authority's 1996 and 2004 bonds which funds are invested with Manasquan Bank has had some additional staff changes which require the Authority to update signature rights. There is a resolution on the agenda this evening to authorize the new signers from BONY so they can conduct transfers to Manasquan Savings on behalf of the Authority.
- Mr. Diaz stated that Mr. Quijano previously discussed Flagship Contracting, noting that their retainage will be reduced by an amount that they received slightly above what should have been paid last month. The project is still on this month's agenda to be closed out and the balance of the retainage will be released next month.
- Mr. Diaz stated that the 2015 Tax Lien for year ending 2014 continues. The fourth letters have been mailed and are at the point of advertising.

Personnel

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

- Mr. Diaz discussed the new hire on the agenda this evening for Mr. John Malinowski under the Civil Service title of Laborer 1, who will fill a vacant position as a Meter Reader. Mr. Malinowski is a good candidate for this position and the Personnel Committee is recommending approval this evening.
- Mr. Diaz discussed two (2) promotions on the agenda this evening starting with Mr. Nicholas Festino who was hired in November 2011 as a Laborer 1 (Meter Reader) and then moved to the Maintenance Department and has met all the Authority's requirements for the next level which is Sewer Repairer 2/Water Repairer 2. The Authority is proud of the work Mr. Festino has done and the Personnel Committee has reviewed and is recommending approval this evening. The second promotion on the agenda this evening is for Mr. Jayson Heuring who was hired in June 2014 as a Laborer 1 (Meter Reader) and transferred to an open position in the Maintenance Department. Mr. Heuring is learning very quickly and has celebrated his one (1) year anniversary which makes him eligible for a promotion to the next level of Sewer Repairer 1. The Personnel Committee has reviewed and is recommending approval this evening.
- Mr. Diaz next discussed the need of a temporary employee to fill the position of an employee who is out on disability. The Authority has utilized temporary help in the past in the Customer Service department and the individual is Ms. Lauren Moskal. She has done a very good job for us in the past and the resolution on the agenda this evening is to hire Ms. Moskal for a maximum of six (6) months, at \$13.00 per hour without benefits to help out the department. The Personnel Committee has reviewed and is recommending approval this evening.
- Mr. Diaz discussed the last item which is a probation period extension, noting this is a unique situation with an employee, Mr. Sean Benz, who began employment with the Authority on June 1, 2015. Mr. Benz had a medical issue and was out for the month of August. Mr. Benz was doing a good job while with us working in Buildings and Grounds, however did not meet the Civil Service ninety (90) day probationary period. Due to his performance, the Authority would like to keep Mr. Benz and by resolution request permission to do an extension through Civil Service, upon his return to service, for an additional thirty (30) days which would

complete his ninety (90) day probationary period. The Personnel Committee has reviewed and is recommending approval this evening.

5. Consent Resolutions:

2015-91 Resolution Ratifying Cash Management Report for July 2015.

2015-92 Resolution Granting Tentative Sewer & Water Approval to Clayton Property, Block 13801, Lots 4.01 & 6.01, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2015-91 and 2015-92. Mrs. Glory seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2015-93 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for August 2015.

Mrs. Rickabaugh made a motion to approve Resolution 2015-93. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-94 Resolution Authorizing Closeout and Release of the Performance Bond for Claridge Drive Sanitary Sewer Replacement, Contract C3-00046 with Flagship Contracting, Inc.

Mrs. Glory made a motion to approve Resolution 2015-94. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-95 Resolution Authorizing the Purchase of One (1) 2016 Ford F-250 4WD Pick-up Truck, with Extended Cab and Listed Options from Beyer Ford, LLC, Under State Contract No. A88727 (T2100) Pursuant to Authority Contract C5-00048, for the Sum of \$25,117.00.

Mrs. Clayton made a motion to approve Resolution 2015-95. Mrs. Blake seconded the motion and it was passed unanimously.

2015-96 Resolution Authorizing Execution of the Bank of New York/Mellon and Manasquan Savings Bank Facsimile Agreement.

Mrs. Blake made a motion to approve Resolution 2015-96. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2015-97 Resolution Authorizing the Promotion of Nicholas Festino to Sewer Repairer 2/Water Repairer 2.

Mrs. Rickabaugh made a motion to approve Resolution 2015-97. Mrs. Blake seconded the motion and it was passed unanimously.

2015-98 Resolution Authorizing the Promotion of Jayson Heuring to Sewer Repairer 1.

Mrs. Clayton made a motion to approve Resolution 2015-98. Mrs. Glory seconded the motion and it was passed unanimously.

2015-99 Resolution Ratifying the Temporary Hire of Lauren Moskal.

Mrs. Rickabaugh made a motion to approve Resolution 2015-99. Mrs. Blake seconded the motion and it was passed unanimously.

2015-100 Resolution Authorizing the Extension of Probationary Period for Sean Benz in Accordance with the New Jersey Civil Service Commission.

Mrs. Rickabaugh made a motion to approve Resolution 2015-100. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-101 Resolution Authorizing the Permanent Hire of John Malinowski under the Civil Service Title of Laborer 1 (Meter Reader).

Mrs. Glory made a motion to approve Resolution 2015-101. Mrs. Blake seconded the motion and it was passed unanimously.

At 5:40 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2015-102. Mrs. Glory seconded the motion and it was passed unanimously.

Based on a motion made in closed session, at approximately 5:55 p.m., the open session resumed of the August 27, 2015 Public Meeting.

At this time, based on matters discussed in closed session, the Board agreed to give Jackson Crossing a deadline of Monday, August 31, 2015, no later than 12:00 p.m., to commit to an agreement in order to be removed from tax lien process. Mrs. Blake made a motion, Mrs. Clayton seconded the motion and it was passed unanimously. Mr. Harpell stated he will reach out to Mr. Cardinale this evening.

Chairman Allmann reminded the Board of Jackson Day, Saturday, September 19th if anyone wants to help out at the MUA booth.

7. Other Matters

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 August 27, 2015 Public Meeting adjourned.

End of Minutes