

Open Session

September 24, 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 September 24, 2015."

Chairman Allmann requested a roll call.

The September 24, 2015 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 p.m. Present were Members 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. Member Blake was 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 Open Session Public Meeting of August 27, 2015.

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of August 27, 2015. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Closed Session Public Meeting of August 27, 2015.

Mrs. Glory made a motion to approve the minutes of the Closed Session Public Meeting of August 27, 2015. Mrs. Clayton 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 items from the Executive Director's report.

Mr. Harpell first discussed the New Jersey Environmental Infrastructure Trust Financing Program (NJEIFP). Mr. Harpell stated that he and Mr. Quijano attended a seminar and that there are some changes to the financing program. Mr. Harpell continued to state that there will be some significant savings on the Six Flags Great Adventure (SFGA) Water Treatment Plant and Western Water Main Extension Projects, noting that the 75% interest free rate will remain for 2017, which could be approximately \$1,500,000.00 savings over a twenty-year loan. Mr. Harpell stated that they are, however, adding a few complications which will require a construction loan prior to permanent financing and this will result in extra time for the staff and Bond Counsel. Mr. Harpell stated that we originally expected the construction costs to be approximately \$11,000,000.00 for the Six Flags Water Treatment Plant and Western Water Main Extension but Maser's recent estimate was higher than expected. The final estimates will be presented to the Board next month on the estimates for the two SFGA Projects. Also noting that SFGA will cover the debt service for most of the Water Treatment Plant.

- Mr. Harpell stated the proposed Settlement Agreement with Jackson Crossing will be discussed later this evening in closed session, stating that hopefully we are getting closer to a resolution on the grease issue.
- Next discussed was the purchase of electricity from the Legler Landfill Solar Project. The Township is proposing to build a 5 MW Solar System on the Legler Landfill. Mr. Harpell stated that there is excess power the Township cannot use and asked if we were interested in purchasing electricity. This could be a big savings in excess of \$100,000.00 per year and in addition, the Township would receive a lower rate on power with the Authority's participation. The Authority would purchase power for the first year at \$0.054 per kWh. HESP (the former Hudson, who built Hyson Solar Field) is the developer. Mr. Harpell stated that the only risk for the Authority is if the system is not built, but there is language in the contract that we can terminate the contract if the system is not constructed in a timely fashion.
- Mr. Harpell stated that we are approaching the time of year when we designate HomeServe USA's charitable contribution. Plan enrollments are up approximately 8% this year and we are anticipating a donation between \$7,500.00 and \$8,000.00 for 2015. There have been two (2) requests for donations so far: from the Veteran's Memorial Garden and The Charitque Foundation, Inc., which are two very worthy charities. Ideally, we should pick the charities by November for a December presentation. Mr. Harpell stated that at buildout, the HomeServe USA's charitable contribution could be as high as \$17,000.00 a year.
- The Association of Environmental Authorities Annual Conference will be held on November 17th and 18th. Please let Joan know if you are interested in attending.
- Last item discussed was Fall Flushing. The Authority flushes hydrants once a year to check the hydrants and clean the pipes, and we are planning to start on Monday, September 28th. Mr. Harpell stated that one issue now is that the State has issued a Drought Watch for this region. We will continue to schedule flushing unless the drought becomes more severe, in which case we would suspend the flushing.

Administrative Committee Report

There was no Administrative Committee Meeting this month.

Public Relations Committee Report

There was no Public Relations Committee Meeting this month. Chairman Allmann thanked everyone who participated in Jackson Day.

Engineering Committee Report

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

- Mr. Quijano discussed the Final Quantities Change Order for the Sanitary Sewer Trenchless Rehabilitation Project for National Water Main Cleaning Company. The Authority's Staff has reviewed the final quantities with a credit of (\$630.85). This changes the original contract amount from \$452,222.00 to a decreased contract amount of \$451,590.15. The Engineering Committee reviewed the final quantities and is recommending approval.
- Authorizing Award of a Fair and Open Contract for the Flair Pump Station Trenchless Lining. Mr. Quijano stated that an estimated 178 linear feet of 10-inch asbestos-cement and unlined ductile iron pipe between the upstream manhole and the Flair Pump Station is in need of repair. The pipe is deteriorating and the coupling is leaking. Mr. Quijano stated that the Authority published a Request for Quotation (RFQ) on the Authority's Web Page and in response received three (3) quotes ranging from \$35,350.00 to a high of \$41,514.00. The Engineering Committee reviewed and are recommending award to Aqua Infrastructure Rehabilitation Company (d/b/a Tri-State Grouting Company). Mr. Quijano stated that we have used this company before to line our 30" line on Bennetts Mills Road and are very impressed with this company. Chairman Allmann stated that the reason for lining is because there are so many utilities on the road in this location, it makes more sense than digging up the road.

DEVELOPER PROJECT

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

- Resolution Granting Tentative Sewer & Water Approval to 39 Steps, LLC, Block 20201, Lot 15, which is a major subdivision, 9 lots, at the intersection of Gail Chambers Road and Sams Road. The applicant is applying for tentative approval at this time and is proposing to extend the existing water main to Sams Road and Gail Chambers Road and connect to the existing sewer at the intersection of Gail Chambers Road and South Cooks Bridge Road. We recommended this approval in our September 14, 2015 letter to the Board. Chairman Allmann stated that at the recent Planning Board Meeting, they approved the application but they did include some conditions.
- Resolution Granting Preliminary and Tentative Sewer & Water Approval to Greentree at Jackson, LLC, Block 4717, Lot 5 & Block 4716, Lot 1.02. This is a medical office professional building. They are proposing to construct two (2) medical office buildings at the intersection of North County Line Road and Kingston Drive and will connect to the existing water and sewer mains. We recommended this approval in our September 14, 2015 letter to the Board.
- Resolution Granting Preliminary and Tentative Sewer & Water Approval to QuickChek Corporation located on South New Prospect Road. The applicant proposes to construct a 4,989 square foot food store and gasoline station at the intersection of Bethel Church Road and South New Prospect Road. They are proposing to connect to existing water main on Bethel Church

Road and install a 2” force main to a manhole on Bethel Church Road. It was noted the pump station will be owned by the applicant. We recommended this approval in our September 14, 2015 letter to the Board.

- Resolution Granting Preliminary, Tentative and Final Sewer & Water Approval to Larsen Major Subdivision, Block 19701, Lots 13 & 14, located on the east side of East Veteran’s Highway between Jefferson Court and Butterfly Road. The applicant is proposing to service each lot in the subdivision with individual water services on existing main on East Veteran’s Highway and will service each lot with an individual septic system.
5. Assistant Executive Director’s Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, September 21, 2015. The total amount presented on the bill list was \$578,139.63 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$86,420.90 for Capital Projects;
2. Escrow Funds in the amount of \$3,215.99 for Developer Work;
3. Revenue General Fund in the amount of \$488,502.74 for Operating Expenses.

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

- Mr. Diaz discussed a capital purchase listed on this evening’s agenda for a JetScan HD Video Nozzle System, which is a system that allows the Authority to do video inspections of sewer lines for sewer line maintenance. This enables the staff to determine the results of what they are doing when cleaning the lines. We received one quote from EnviroSight, LLC in the amount of \$14,372.50, Contract No. C5-00052. The Finance Committee has reviewed and is recommending approval this evening.
- Mr. Diaz discussed the laboratory testing services contract extension. The Authority previously authorized Contract C1-00045 with J.R. Henderson Labs. This is a three (3) year contract with two (2) one (1) year extensions. This evening we are presenting the second one (1) year extension to the contract at a 2.5% increase which is based on cpi. The total amount of the contract would be not to exceed \$46,502.20. The Finance Committee has reviewed and is recommending approval this evening.
- Next item discussed was the Fleet Fuel Agreement Extension. The Authority is purchasing diesel and regular fuel under Contract No. C4-00052 and State Contract 87676 from Fleetcard, Inc. This contract allows the employees to purchase fuel using a Fleetcard from at a variety of different providers. The state contract was extended in May 2015 through May 2016. The Authority is requesting approval from the Board to allow for the extension and any further State extensions for said contract without the adoption of a formal resolution. The Finance Committee has reviewed and is recommending approval this evening.
- Mr. Diaz discussed the current payroll service agreement the Authority holds with a company formerly known as DV Payroll, who migrated over to a company called Primepoint and has been handling our payroll services for a number of years. There are new requirements that have been set under the Affordable Care Act (ACA) and there are reporting requirements in 2016 for year ending 2015. Mr. Diaz stated that it is called a 1094B and 1095B and for entities that have full time equivalents of fifty (50) or more that need to report under these guidelines. Mr. Diaz stated that our payroll service company can handle this and felt it is a good time to

update our agreement with them to include this aspect. The amount of the contract would run from October 1, 2015 through December 31, 2016, in an amount not to exceed \$12,500.00. This is a very complex part of the payroll that is better suited for our payroll service to handle rather than in-house. The Finance Committee has reviewed and is recommending approval this evening.

- Mr. Diaz updated the Board on the 2015 tax lien for year-ending 2014, noting that in the past two days we have received, through banks and mortgage companies, 188 payments out of the 364 account which were listed on the tax lien list in my report. Often mortgage companies make the payments to avoid property owners from going to tax sale. The sale is moving forward and is scheduled for October 2, 2015.
- Mr. Diaz discussed another purchase on the agenda this evening that occurred after the monthly report, for the refurbishment of two (2) recycle pumps for the Hyson Water Treatment Plant. The Authority received a quote from Pilot Electric for \$9,867.00. The recycle pumps went down and are necessary for the water treatment plant. There is a resolution on the agenda this evening for approval to refurbish the recycle pumps, which will extend the life of the pumps.
- Next discussed was the 2016 Water/Sewer Operating/Capital budgets, with Mr. Diaz noting that he sent out a copy to the Board for review. If there are no questions, Mr. Diaz is requesting permission from the Board to start transferring the numbers onto the State format. Mr. Diaz stated the schedule is to present to the Board at the October 15, 2015 Public Meeting and if approved, the deadline to submit to the State is October 31, 2015. The Board gave approval to move forward to State format.
- Mr. Diaz requested permission from the Board to produce a supplemental bill list for the next three (3) public meetings, since they are earlier in the month, in order to pay the utility bills. If there are no objections, Mr. Diaz will send the supplemental bill list out the Commissioners prior to the meeting for their review and will ratify at the public meeting.

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. Christopher Gotz, who will fill the vacant GIS/AutoCAD Technician/IT position. The Personnel Committee reviewed and is recommending approval this evening.
- Mr. Diaz discussed the promotion on the agenda this evening for Mr. Ed Panal who has celebrated his first year anniversary working in the Engineering Department. Mr. Panal is doing an outstanding job for the Authority and his supervisor recommending his promotion to Construction Inspector which will allow the department to utilize him in a better capacity. The Personnel Committee has reviewed and is recommending approval this evening.
- Mr. Diaz stated as previously discussed, the Safety/Regulatory Officer left the Authority last month. The Authority is presently collecting resumes for interviews but due to the importance of this position, the Authority would like to allow Carolyn Mauro to be the interim Safety Officer until the interviewing process is completed. Ms. Mauro will take on this responsibility in addition to her current work. Mr. Diaz stated that there is a \$2,600.00 per year value to this title and the Personnel Committee has reviewed and is recommending approval this evening. This additional compensation will be paid at \$216.67 per month and Chairman Allmann stated that this is temporary until the Authority retains a permanent Safety/Regulatory Officer.

6. Consent Resolutions:

- 2015-103 Resolution Ratifying Cash Management Report for August 2015.
- 2015-104 Resolution Granting Tentative Sewer & Water Approval to 39 Steps, LLC, Block 20201, Lot 15, on the Tax Map of the Township of Jackson.
- 2015-105 Resolution Granting Preliminary and Tentative Sewer & Water Approval to Greentree at Jackson, LLC, Block 4717, Lot 5 & Block 4716, Lot 1.02, on the Tax Map of the Township of Jackson.
- 2015-106 Resolution Granting Preliminary and Tentative Sewer & Water Approval to QuickChek Corporation, Block 6803, Lots 5-7, on the Tax Map of the Township of Jackson.
- 2015-107 Resolution Granting Preliminary, Tentative and Final Sewer & Water Approval to Larsen Major Subdivision, Block 19701, Lots 13 & 14, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2015-103 through 2015-107. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Glory abstained on Resolution 2015-105.

7. Resolutions Offered:

- 2015-108 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for September 2015.

Mrs. Clayton made a motion to approve Resolution 2015-108. Mrs. Glory seconded the motion and it was passed unanimously.

- 2015-109 Resolution Authorizing Award of Fair and Open Contract for Flair Pump Station Trenchless Lining, Contract C5-00053 to Aqua Infrastructure Rehabilitation Company, LLC, d/b/a Tri State Grouting, in an Amount Not to Exceed \$35,350.00.

Mrs. Rickabaugh made a motion to approve Resolution 2015-109. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2015-110 Resolution Approving Change Order No. 1 – Final Quantities to National Water Main Cleaning Company, Inc., for Sanitary Sewer Trenchless Rehabilitation, Contract No. C2-16228, in the Decreased Amount of (\$630.85).

Mrs. Glory made a motion to approve Resolution 2015-110. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

- 2015-111 Resolution Authorizing the Assignment of the Water & Sewer Service Agreement and Execution of the Settlement Agreement with Cardinale & Jackson Crossing Associates, LLC., (a.k.a. Jackson Crossing) Block 21301, Lot 10.1, on the Tax Map of the Township of Jackson.

The Board held the voting on this resolution until after the closed session. As reported below, Mrs. Rickabaugh made a motion to approve Resolution 2015-111. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-112 Resolution Authorizing Contract for the Purchase of Electricity Generated from Class 1 Renewable Energy System, Contract C5-00047, to HESP Solar, LLC.

Mrs. Clayton made a motion to approve Resolution 2015-112. Mrs. Glory seconded the motion and it was passed unanimously.

2015-113 Resolution Ratifying the Authorization for Pilot Electric Company, Inc., to Refurbish Two (2) Recycle Pumps at the Hyson Road Water Treatment Plant, in an Amount Not to Exceed \$9,867.00, Contract C5-00056.

Mrs. Sturfels made a motion to approve Resolution 2015-113. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-114 Resolution Authorizing Award of a Fair and Open Contract for the Purchase of One (1) JetScan HD Video Nozzle Sewer Line Inspection Camera, Contract No. C5-00052, to Envirosight, LLC, in the Amount of \$14,372.50.

Mrs. Rickabaugh made a motion to approve Resolution 2015-114. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-115 Resolution Authorizing the Second One (1) Year Extension to Contract No. C1-00045 with J.R. Henderson Labs, Inc. for Laboratory Testing Services for Potable Water and Wastewater Effective October 1, 2015, in an Amount Not to Exceed \$46,502.20.

Mrs. Clayton made a motion to approve Resolution 2015-115. Mrs. Sturfels seconded the motion and it was passed unanimously. Mrs. Rickabaugh abstained.

2015-116 Resolution Ratifying the Extension to Contract No. C4-00052 with Fleetcard, Inc., Pursuant to State Contract 87676.

Mrs. Glory made a motion to approve Resolution 2015-116. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-117 Resolution Authorizing Payroll/Affordable Care Act (ACA) Services and Attributed Fees to Primepoint, LLC, Contract Term in an Amount Not to Exceed \$12,500.00, Contract No. C5-00054.

Mrs. Glory made a motion to approve Resolution 2015-117. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-118 Resolution Authorizing the Promotion of Edgardo Panal to Construction Inspector.

Mrs. Clayton made a motion to approve Resolution 2015-118. Mrs. Sturfels seconded the motion and it was passed unanimously.

2015-119 Resolution Authorizing the Permanent Hire of Christopher Gotz, Under the Civil Service Title of Geographic Information Systems (GIS) Specialist Trainee.

Mrs. Glory made a motion to approve Resolution 2015-119. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-120 Resolution Appointing Carolyn Mauro as Interim Safety Officer.

Mrs. Clayton made a motion to approve Resolution 2015-120. Mrs. Glory seconded the motion and it was passed unanimously.

At 6:00 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2015-121. Mrs. Glory seconded the motion and it was passed unanimously.

Based on a motion made in closed session, at approximately 6:20 p.m., the open session resumed of the September 24, 2015 Public Meeting.

At this time, based on matters discussed in closed session, the Board agreed to vote on Resolution 2015-111 Authorizing the Assignment of the Water & Sewer Service Agreement and Execution of the Settlement Agreement with Cardinale & Jackson Crossing Associates, LLC, (a.k.a. Jackson Crossing) Block 213, Lot 10.01, on the Tax Map of the Township of Jackson. Mrs. Rickabaugh made a motion to approve Resolution 2015-111. Mrs. Clayton seconded the motion and it was passed unanimously.

8. Other Matters

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 September 24, 2015 Public Meeting adjourned.

End of Minutes