

Open Session

October 15, 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 October 15, 2015.”

Chairman Allmann requested a roll call.

The October 15, 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 Sturmfels, 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 September 24, 2015.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of September 24, 2015. Mrs. Clayton seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Closed Session Public Meeting of September 24, 2015.

Mrs. Clayton made a motion to approve the minutes of the Closed Session Public Meeting of September 24, 2015. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

3. Questions/Comments from the Public

Present from the public was Mr. Bernard Rothberg. 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 discussed the New Jersey Environmental Infrastructure Financing Program (NJEIFP), noting that the Six Flags Great Adventure (SFGA) Water Treatment Plant and Western Main Extension projects have both been submitted. Also noted was that the

Manhattan Street Facilities Improvements project will be going to bid shortly. Mr. Harpell also discussed good news with the Delaware River Basin Commission (DRBC). More specifically, they are including language in an upcoming docket renewal to help facilitate the interconnection with SFGA, which is scheduled for approval in November. Mr. Harpell noted that this will be one less approval/permit that needs to be obtained for the project by PS&S.

- With regard to the FEMA Hazard Mitigation Grant Program, Mr. Harpell reported that we have been approved for 90% grants for a bypass pump, two (2) portable generators, an above ground diesel tank and quick connects to connect generators to the water plants. The Authority is requesting approval this evening to purchase the bypass pump and cover. Mr. Harpell stated that it was more expensive to purchase these as one unit, so FEMA is allowing the Authority to purchase these separately. The first resolution is for the purchase of one CD150M trash pump for \$29,125.00 under State Contract from Xylem Dewatering Solutions. The second resolution on the agenda this evening is for the purchase of a Quiet Pack cover for the CD150M trash pump in the amount of \$6,000.00, from Xylem Dewatering Solutions. Mr. Harpell noted that since these items came in under budget, FEMA is allowing the Authority to purchase hoses, which are not part of the original application, at a cost of approximately \$2,500.00.
- Mr. Harpell recognized Ed Mogila as one of our most valued employees who has been with the Authority for over 36 years. The Authority received a letter from the State in August stating that we had to start additional sampling for total coliform effective July 1st because our service population had increased. Mr. Mogila was proactive and had started sampling several months before the effective date, avoiding any issues with this new sampling requirement.
- 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.

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.

- Mr. Quijano discussed the award of the Water/Sewer Emergency Repairs & Service Work Contract, noting that with our current contractor going out of business, the Authority went out to bid for this contract. The Authority received five (5) bids with prices ranging from a low of \$344,640.00 to a high of \$538,743.00. The Authority Staff and Legal Counsel have reviewed the bids and are recommending award to J.F. Kiely Construction Company, in the amount of \$344,640.00, which will include the alternate bid item for the installation of fifty (50) cleanouts, if the budget allows.
- Mr. Quijano discussed two consent resolutions on the agenda this evening. The Authority granted two (2) easements for the South Knolls, Section 3 Development from K. Hovnanian at Jackson, LLC. Due to a change in plans for the development, the Developer requested that the two (2) easements be revised to the following:

1. The Vacation and Release of a Utility Easement covering a portion of South Knolls located in Block 4717, Lots 25 & 26. This is no longer required and they are requesting that we vacate this easement. The Authority Staff and Legal Counsel have reviewed and found acceptable.
2. The Vacation and Release of an existing Sanitary Sewer Easement with the Acceptance of a Revised Easement. The Developer has requested the 20-foot wide easement be reduced to an 18-foot wide easement, which is located between Lots 22 & 23, Block 4701. The Authority Staff and Legal Counsel have reviewed and found it to be acceptable. The Authority will vacate and release the existing sewer easement and accept the new deed of sewer easement covering that portion of land. The Developer also modified the adjacent building foundation in the event that work needs to be done in this location.

DEVELOPER PROJECT

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

- Resolution Granting a Preliminary Water & Sewer Application for Aspen Tree Expert Company. The applicant is proposing to construct a 7,200 square foot office and workshop on Wright-DeBow Road between Cosmo Lane and Cheryl Drive. They are proposing to service the site with an on-site well and septic system. We recommended this approval in our October 15, 2015 letter to the Board. Chairman Allmann noted this is an area in town without services. There are a few dry water lines in that area installed years ago but not in the Authority's current master plan.
5. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Wednesday, October 14, 2015. The total amount presented on the bill list was \$591,425.39 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$108,062.07 for Capital Projects;
2. NJEIFP Account in the amount of \$51,196.82, for NJEIFP Projects;
3. Escrow Funds in the amount of \$3,565.00 for Developer Work;
4. Revenue General Fund in the amount of \$428,601.50 for Operating Expenses.

The operating expense includes \$225,000.00 for funding the payroll account.

It was noted that a supplemental Bill List may be required to pay various vendors including utility invoices not yet received due to the timing of this month's meeting. The list will be provided to the Board via email and ratified at the November Public Meeting.

- Mr. Diaz updated the Board on the 2015 tax lien for year-ending 2014, which was completed on October 2nd. There were 96 accounts sold totaling \$58,560.95 and we have received payment from the Township. We are presently preparing the voucher to pay the advertising costs for the sale.
- Mr. Diaz next discussed two (2) capital purchases on the agenda this evening. The first is for the purchase of two (2) Flygt Pumps, one for Susan Drive Pump Station and one for the

Emerald Woods Pump Station. The Authority solicited bids for these pumps which included repairs, purchase and rental. After reviewing the bids, it was determined the repair and rental portion of the bid was not cost effective. Therefore, being presented this evening is for the purchase only of the two (2) pumps totaling \$20,720.00, from Xylem Water Solutions, USA. Mr. Harpell then noted that the expensive pump will be for Susan Drive Pump Station and our maintenance staff has indicated that it may be under warranty. This will be determined when the pump is sent for repair.

- Next item discussed was a purchase of a Volute Housing Wear Ring which is used to complete a repair kit for recycle pumps. Last month the Authority refurbished the two (2) recycle pumps at Hyson Road and due to the amount spent with this vendor, it was a good purchasing practice to award this current purchase through a Fair and Open process. There were two responses, with Pilot Electric Company, Inc., being the most responsive in the amount of \$1,036.20.
- Mr. Diaz discussed the Uniform Cleaning (Rental) Services with American Wear. In 2011, the Authority approved a three (3) year contract with American Wear, with two (2) one (1) year extensions. The first extension was granted in 2014, and the second one (1) year extension is being presented this evening. The only change is the request to increase the award amount from \$6,000.00 to \$7,500.00 for the year. The increase is due to some staffing changes and additional uniforms needed.
- Mr. Diaz discussed the increase in the bid threshold, noting that every few years the State revisits the bid threshold, which was \$36,000.00 prior to this change. The State exercised its authority to adjust the bid threshold from \$36,000.00 to \$40,000.00 as long as entities have a Qualified Purchasing Agent. With that, it is advisable to accept this increase formally to allow the Authority to utilize the higher limits. Also stated, there is potential legislation to increase the pay-to-play amounts from \$17,500.00 to \$40,000.00 to match the bid threshold, as well as the prevailing wage.
- Lastly discussed was the 2016 Operating Sewer/Water Budget, noting the draft details have been presented to the Board and have also prepared the rate analysis to support the budget. The Authority continues with its initiative to support the renewal and replacement of infrastructure with an aggressive plan in place to fund both depreciation and principal on debt service. It is something that the State agrees with and allows the Authority to put back into the infrastructure without bonding. The positive effect of this budget is that we can increase the amount we can contribute to the renewal and replacement program. Mr. Diaz noted that this is a good reflection on the Authority through all the good things we have done, including the solar projects and other areas where we can save on utility bills, which in turn can save on operating expenses. It was noted the 2016 Sewer/Water Budget is only increasing by 1.9%. Presented this evening is the State format resolution for our State Budget. Mr. Diaz stated, following approval this evening, the complete package will be prepared and sent off to the State.

Personnel

There were no action items for Personnel on the agenda this month.

6. Consent Resolutions:

2015-122 Resolution Granting Preliminary Sewer and Water Approval to Aspen Tree Expert Company, Inc., Block 301, Lots 3 & 6, on the Tax Map of the Township of Jackson.

2015-123 Resolution Authorizing the Vacation and Release of a Utility Easement Covering a Portion of South Knolls, Block 4717, Lots 25 & 26, No Longer Required by the Developer.

2015-124 Resolution Authorizing the Vacation and Release of a Sewer Easement Covering a Portion of South Knolls, Block 4717, Lots 22 & 23, and Accepting a New Deed of Sewer Easement Covering a Portion of Said Property.

Mrs. Rickabaugh made a motion to approve Resolutions 2015-122 through 2015-124. Mrs. Glory seconded the motion and it was passed unanimously.

7. Resolutions Offered:

2015-125 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for October 2015.

Mrs. Sturfels made a motion to approve Resolution 2015-125. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained from check #21676.

2015-126 Resolution Authorizing Award of Water/Sewer Emergency Repairs & Service Work, Contract No. C5-00041, to J.F. Kiely Construction Company, in an Amount Not to Exceed \$344,640.00.

Mrs. Clayton made a motion to approve Resolution 2015-126. Mrs. Glory seconded the motion and it was passed unanimously.

2015-127 Resolution Authorizing the Purchase of One (1) Godwin Dri-Prime CD150M Trailer Mounted 6" Trash Pump from Xylem Dewatering Solutions, Inc., Under State Contract No. 85374, Pursuant to Authority Contract No. C5-00041, in the Amount of \$29,125.00, Partially Funded through the Hazard Mitigation Grant Program.

Mrs. Rickabaugh made a motion to approve Resolution 2015-127. Mrs. Sturfels seconded the motion and it was passed unanimously.

2015-128 Resolution Authorizing Award of a Fair & Open Contract for the Purchase of One (1) CD150M/4045T290 Quiet Pack Cover for a Godwin Dri-Prime CD150M Trailer Mounted 6" Trash Pump, Contract No. C5-00055, to Xylem Dewatering Solutions, Inc., in an Amount Not to Exceed \$6,000.00, Partially Funded through the Hazard Mitigation Grant Program.

Mrs. Clayton made a motion to approve Resolution 2015-128. Mrs. Glory seconded the motion and it was passed unanimously.

2015-129 Resolution Authorizing Award of Contract for the Flygt Pump Repair and Purchase for the Susan Drive Pump Station and Emerald Woods Pump Station, C5-00057, to Xylem Water Solutions USA, Inc., in an Amount Not to Exceed \$20,720.00.

Mrs. Glory made a motion to approve Resolution 2015-129. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-130 Resolution Authorizing Award of Fair & Open Contract for the Purchase of One (1) Volute Housing with Wear Ring for the Hyson Water Treatment Plant Goulds Recycle Pump, Contract No. C5-00058, to Pilot Electric Company, Inc., in an Amount Not to Exceed \$1,036.20.

Mrs. Rickabaugh made a motion to approve Resolution 2015-130. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-131 Resolution Authorizing the Second One (1) Year Extension Contract No. C2-00004 with American Wear for Uniform Cleaning (Rental) Services, Effective January 1, 2016, in an Amount Not to Exceed \$7,500.00.

Mrs. Clayton made a motion to approve Resolution 2015-131. Mrs. Glory seconded the motion and it was passed unanimously.

2015-132 Resolution Updating the Authority's Policy for Quotation and Bid Thresholds, in Accordance with the New Jersey Local Public Contracts Law.

Mrs. Sturfels made a motion to approve Resolution 2015-132. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-133 Resolution Authorizing Approval of the 2016 JTMUA Sewer/Water Operating Capital Budget – State Version.

Mrs. Sturfels made a motion to approve Resolution 2015-133. Mrs. Clayton seconded the motion and it was passed unanimously.

There was no closed session.

8. Other Matters

Chairman Allmann noted the next meeting is Thursday, November 19th.

Mr. Diaz requested approval from the Board to advertise for the 2016 Rate Schedule. The Board approved and the Authority will plan on conducting a rate hearing on December 17th prior to the Public Meeting.

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 October 15, 2015 Public Meeting adjourned.

End of Minutes