

Open Session

November 19, 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 November 19, 2015.”

Chairman Allmann requested a roll call.

The November 19, 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 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, 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 October 15, 2015.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of October 15, 2015. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Blake 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 discussed the 2015 HomeServe, USA Contribution in the amount of \$7,381.00, noting that the total contribution increases each year with the amount of customers signing on. Three charities have applied and there is a resolution on the agenda this evening to designate the charities for the 2015 contribution. Mr. Harpell stated that following approval this evening, the presentation of the big check(s) will take place at the next Public Meeting of December 17, 2015.

- Next discussed was the Amended Water and Sewer Service Agreement with Jackson Twenty-One, LLC. Mr. Harpell stated that the Authority originally authorized a Water and Sewer Service Agreement in 2014 but it was never executed. The Developer is proposing to share sewer laterals which is permitted by the Plumbing Code but not by our Rules and Regulations and the concern is that a sewer lateral from one unit could back up another unit. As such, the primary purpose of this agreement is to indemnify the Authority. Also discussed was an issue with the language with the Authority encumbering the land. Following Attorney review, we are ready to present the agreement this month for approval.
- Mr. Harpell discussed the Sewer Service Agreement with Filyngo Properties, LLC and CJ Contractors NJ, Inc., for a project located on North County Line Road. Filyngo needs to utilize a manhole put in when CJ Contractors extended a sanitary sewer main to their property in 2007. Mr. Harpell stated that CJ Contractors will turn over the sewer extension and manhole to the Authority and Filyngo will be required to upgrade the infrastructure to Authority standards if deficiencies are identified. It was noted, all terms are outlined in a three-party Sewer Service Agreement on the agenda for approval this evening.
- Next discussed was a Sewer and Water Service Agreement with Kripas Property, LLC, which is the new building being constructed on North County Line Road and Bartley Road. Mr. Harpell stated that a restaurant is proposed for the building with a connection fee of \$30,361.40, due to their usage. They have no problem with the connection fee but have asked for a few years to pay the fees. Mr. Harpell stated that the Authority has offered payment terms over three years in the past and the conditions are memorialized in the Agreement being presented this evening for approval.
- Mr. Harpell discussed the purchase of fuel from the Township. The Authority had an agreement with the Township which expired, noting that the Township continues to be agreeable to us purchasing fuel from them. Mr. Harpell stated that the Authority has two sources for purchasing fuel, Fleetcard and the Township, with the Township being the primary source. The approval this month is to formalize the authorization to purchase from the Township and if they would like to enter into another Interlocal Agreement, the resolution states that if the terms have not changed, it gives authorization for approval.
- Mr. Harpell stated that the solar project at the Hyson Water Treatment Plant is exceeding our expectations, and through October 31, 2015, we have saved \$45,866.96 while producing more power than was expected for the full twelve months. Mr. Harpell stated that the Township's solar project at the Legler Landfill appears to be falling behind schedule and we now need to make a decision on how to obtain power in 2016 if the project does not move forward. It was noted that EMEX and the NJSEM have given us their strike prices and we could consider a reverse auction in December. Mr. Harpell also stated that the auction pricing would be better than JCP&L's rates but almost certainly not as good as with the Legler Landfill. If the Township solar project does become operational, the Authority can structure our terms so that when the third party is done, we jump right into the Township's Solar Project. Mr. Harpell stated that if there are no objections, the Authority will opt out of the NJSEM and will continue to discuss the options including a reverse auction as soon as December.
- The 2016 Holiday Schedule has been submitted to the Board for their review.

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 submission of various permits for the Six Flags Great Adventure Water Treatment Plant Project and Western Water Main Extension Project, in the total amount of \$27,195.36. The resolution on the agenda this evening is to authorize payment to the Treasurer of the State of New Jersey.
- Next item discussed is the authorization to release the escrow for the Meridian Health Village. The project has been successfully completed and they are currently on Maintenance Bond. The resolution on the agenda this evening is to release the escrow in the amount of \$17,788.88 to Meridian Health Realty Corporation.

DEVELOPER PROJECT

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

- Resolution Granting Amended Preliminary and Tentative Sewer and Water Approval to Breeders Walk. The applicant is proposing to construct a twenty-one (21) unit major subdivision on the west side of Hope Chapel Road at the Manchester border. They are applying for preliminary and tentative approval at this time and are proposing to service the dwellings with individual wells and septic systems. We recommended this approval in our November 9, 2015 letter to the Board.
 - Resolution Granting Tentative and Final Water Approval to Homestead Subdivision. The applicant, A.J. Skora, is proposing to construct a three (3) lot subdivision on Homestead Road. The applicant is applying for tentative and final water service at this time and is proposing to extend the water main along Homestead to service the dwellings. We recommended this approval in our November 9, 2015 letter to the Board.
 - Resolution Granting Preliminary Sewer and Water Approval to Christian Congregation in the US. The applicant is proposing to renovate an existing one story masonry building which is currently serviced by the Authority's water system at Brewer's Bridge Road and have an on-site septic system. We recommended this approval in our November 9, 2015 letter to the Board.
 - Resolution Granting Preliminary Sewer and Water Approval to Jackson Retreat Inn. The applicant, John Tran, is proposing to construct a twenty-eight (28) guest room hotel building and a ten (10) guest room hotel building with meeting room and cafeteria on the southern side of West Commodore Blvd, east of Broderick Drive. The applicant is applying for preliminary utility services at this time and is proposing to service the buildings with on-site well and septic systems. We recommended this approval in our November 9, 2015 letter to the Board.
4. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Finance Committee met on Monday, November 16, 2015. The total amount presented on the bill list is \$1,226,409.47 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$122,983.12 for Capital Projects;
2. Escrow Funds in the amount of \$5,837.25 for Developer Work;
3. Revenue General Fund in the amount of \$1,092,589.10 for Operating Expenses.

The operating expense includes \$225,000.00 for funding the payroll account and \$679,350.00 for OCUA's 4th quarter 2015 installment. Additionally, the Revenue General Fund transfer was reduced by \$5,000.00 to reduce the balance in the Operating Expense Fund from approximately \$15,000.00 to \$10,000.00.

It was noted that a supplemental Bill List for October was required to pay various vendors including utility invoices due to the timing of the October Public Meeting. The total bills submitted for ratification are \$42,295.00 and were drawn from the following funds:

1. Revenue General Fund in the amount of \$41,428.75 for Operating Expenses;
2. Escrow Funds in the amount of \$866.25 for Developer Work.

- Mr. Diaz discussed the cost attributed to the advertising of the 2015 tax sale, for the 2014 tax lien process, which is reimbursed by the affected rate payers. The Authority's cost was \$7,500.81 and is being presented and ratified by resolution since it is over \$7,000.00. It was noted, this amount was paid to the Township and the fees are passed on to those that the tax lien is attributed to.
- Next item discussed was the annual renewal for the 2016 Chemical Supply Contract. Mr. Diaz noted there were twenty-five (25) bids issued with eleven (11) respondents. The resolution presented this evening identifies the various chemical companies under Contract No's. C6-00002 through C6-00007 for a total aggregate contract amount of \$206,558.10 for 2016, which is approximately a \$60,000.00 decrease from the 2015 Chemical Supply Contracts. Mr. Diaz noted the decrease is due to the decrease in unit pricing from five (5) of the six (6) chemicals.
- Mr. Diaz discussed a 2015 Supplemental Contract for the furnishing of iron sequestering agent. The Authority is in need of more of this chemical and since the Authority went out to bid for the contract, in accordance with the Local Public contract Laws we have to go back out to bid since it was originally bid. The Authority was in need of eight (8) drums and received bids from two respondents with the most responsive being Shannon Chemical Corporation. The amount per drum is \$264.64, for a total amount for the remaining of 2015 of \$2,117.12, Contract No. C5-00059.
- Mr. Diaz discussed the renewal for computer services under Contract No. C6-00030. The Authority advertised on October 31, 2015 for the years 2016 and 2017, with two (2) one (1) contract time extensions or one (1) two (2) year time contract extension. There was one response from Miles Technologies, Inc. in the amount of \$2,027.00 per month plus hourly work at \$125.00 per hour when necessary and "out of hours" work when necessary at \$162.50 per hour. Miles has worked well with the Authority and the Finance Committee is recommending approval this evening. Mr. Harpell stated that we rarely need any work beyond the monthly service.
- Next discussed the annual meter bids for 2016. The Authority went out to bid for Neptune and Sensus Meter Contracts. There are two contracts on the agenda this evening for approval,

Contract C6-00015, to RIO Supply for Neptune Meters in the total amount not to exceed \$142,560.00 and Contract C6-00018, to H.D. Supply Water Works, LTD for Sensus Meters in the total amount not to exceed \$20,005.00.

- Next discussed was the annual contract renewal for the accounting/billing software support agreement with Edmunds, Contract C6-00021, for \$13,124.00 with no increase from 2015.
- Mr. Diaz discussed the adoption of the 2016 Operating/Capital Budget, reporting that the State moved very quickly which is a testament as to how the budget was handled by all the parties involved in getting it to the State on time. The State had time to review and there were no flaws. The budget is a conditional approval based on the outcome of the rate hearing which we have scheduled for December 17th.
- Mr. Diaz noted that representatives from Holman Frenia Allison, P.C. will begin the preliminary field work the first week of December.
- Next discussed was the New Jersey Utility Authority Joint Insurance Fund (NJ JIF) 2015 Dividend, noting that each year the Authority, as a participant of the NJ JIF, receives a portion of the annual dividend shared amongst all the NJ JIF members. Mr. Diaz reported that this year the Authority's portion amount is \$20,567.29 which is an increase of \$6,800.79 from 2014. If there are no objections from the Board, Mr. Diaz requested approval to apply the dividend amount as a credit to the 2016 premiums which is consistent with prior years.

Personnel

- Mr. Diaz discussed one action item on the agenda this evening to fill an open budgeted position for Regulatory/Safety under the Civil Service title of Clerk 1. The Authority received thirteen (13) resumes through an advertisement in the Asbury Park Press. Interviews were conducted and the candidate being considered for this position is Mr. Michael Janusz. The Personnel Committee has reviewed and is recommending approval this evening.

5. Consent Resolutions:

- 2015-134 Resolution Ratifying Cash Management Report for September 2015.
- 2015-135 Resolution Granting Amended Preliminary and Tentative Sewer and Water Approval to Breeders Walk, Block 23001, Lot 29, on the Tax Map of the Township of Jackson.
- 2015-136 Resolution Granting Tentative and Final Water Approval to Homestead Subdivision, Block 18702, Lots 30.01 & 30.02, and Block 19001, Lot 4.02, on the Tax Map of the Township of Jackson.
- 2015-137 Resolution Granting Preliminary Sewer and Water Approval to Christian Congregation in the US, Block 6506, Lots 42 & 78-82, on the Tax Map of the Township of Jackson.
- 2015-138 Resolution Granting Preliminary Sewer and Water Approval to Jackson Retreat Inn, Block 2901, Lots 14 & 15, on the Tax Map of the Township of Jackson.

- 2015-139 Resolution Authorizing the Execution of a Three Party Sanitary Sewer Service Agreement with Filyngo Properties, LLC, Block 8401, Lots 9 & 10 and CJ Contracting NJ, Inc., Block 8401, Lot 8, on the Tax Map of the Township of Jackson.
- 2015-140 Resolution Authorizing the Execution of an Amended Water and Sewer Service Agreement with The Gardens at Jackson Twenty-One, LLC, Block 4101, Lots 2-13, 15 & 16 and Block 4201, Lots 27-32, 52-54 & 58-60, on the Tax Map of the Township of Jackson.
- 2015-141 Resolution Authorizing the Execution of a Sewer and Water Service Agreement with Kripas Property, LLC, Block 8401, Lot 6, on the Tax Map of the Township of Jackson

Mrs. Blake made a motion to approve Resolutions 2015-134 through 2015-141. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained on Resolution 2015-140.

6. Resolutions Offered:

- 2015-142 Resolution Ratifying Payment of Vouchers, Deposit Refunds and Payroll for October 2015.

Mrs. Rickabaugh made a motion to approve Resolution 2015-142. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained on any checks payable to T&M Associates.

- 2015-143 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for November 2015.

Mrs. Clayton made a motion to approve Resolution 2015-143. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained on checks payable to T&M Associates.

- 2015-144 Resolution Authorizing the Payment to the Treasurer of the State of New Jersey in the Total Amount of \$27,195.36, for Various Permit Application Fees for the Six Flags Great Adventure Water Treatment Plant and the Western Water Main Extension NJEIT Projects.

Mrs. Rickabaugh made a motion to approve Resolution 2015-144. Mrs. Glory seconded the motion and it was passed unanimously.

- 2015-145 Resolution Authorizing the Release of Escrow in the Amount of \$17,788.88 to Meridian Health Realty Corporation, for the Project Known as Meridian Health Village at Jackson, Block 8101, Lots 5, 6, & 7, on the Tax Map of the Township of Jackson.

Mrs. Glory made a motion to approve Resolution 2015-145. Mrs. Blake seconded the motion and it was passed unanimously.

- 2015-146 Resolution Authorizing the Purchase of Petroleum Products from the Township of Jackson, Contract C5-00061.

Mrs. Rickabaugh made a motion to approve Resolution 2015-146. Mrs. Glory seconded the motion and it was passed unanimously.

2015-147 Resolution Ratifying \$7,500.81 in Reimbursement to the Township of Jackson, for Advertising Fees Relating to the 2015 Tax Lien Process.

Mrs. Clayton made a motion to approve Resolution 2015-147. Mrs. Blake seconded the motion and it was passed unanimously.

2015-148 Resolution Authorizing Award of the 2016 Chemical Supply Contract, Contract No's. C6-00002 thru C6-00007, in an Amount Not to Exceed \$206,558.10.

Mrs. Glory made a motion to approve Resolution 2015-148. Mrs. Blake seconded the motion and it was passed unanimously.

2015-149 Resolution Authorizing Award of the 2015 Supplemental Chemical Contract, Contract C5-00059 to Shannon Chemical Corporation, in an Amount Not to Exceed \$2,117.12.

Mrs. Rickabaugh made a motion to approve Resolution 2015-149. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-150 Resolution Authorizing Award of Computing Services, Contract C6-00030, to Miles Technologies, Inc., in an Amount Not to Exceed \$2,027.00 Per Month, For Two (2) Years Plus Additional Services Required in Accordance with the Stated Hourly Rate.

Mrs. Blake made a motion to approve Resolution 2015-150. Mrs. Glory seconded the motion and it was passed unanimously.

2015-151 Resolution Authorizing Award of the 2016 Neptune Water Meter Acquisition, Contract C6-00015, to RIO Supply, Inc., in an Amount Not to Exceed \$142,560.00.

Mrs. Glory made a motion to approve Resolution 2015-151. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-152 Resolution Authorizing Award of the 2016 Sensus Water Meter Acquisition, Contract C6-00018, to H.D. Supply Waterworks, in an Amount Not to Exceed \$20,005.00.

Mrs. Rickabaugh made a motion to approve Resolution 2015-152. Mrs. Blake seconded the motion and it was passed unanimously.

2015-153 Resolution Authorizing Software Support Agreement with Edmunds & Associates, Contract C6-00021, in an Amount Not to Exceed \$13,124.00.

Mrs. Blake made a motion to approve Resolution 2015-153. Mrs. Glory seconded the motion and it was passed unanimously.

2015-154 Resolution Designating The Charitque Foundation, the Jackson Women of Today Food Pantry and Veterans Memorial Garden to Receive a Charitable Contribution from HomeServe USA, in Accordance with Their Prior Commitment to the Authority.

Mrs. Rickabaugh made a motion to approve Resolution 2015-154. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Glory abstained from The Charitque Foundation and Chairman Allmann abstained from Veterans Memorial Garden.

2015-155 Resolution Adopting the 2016 JTMUA Sewer/Water Operating Capital Budget – STATE FORM

Mrs. Blake made a motion to approve Resolution 2015-155. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-156 Resolution Adopting the 2016 Holiday Schedule.

Mrs. Clayton made a motion to approve Resolution 2015-156. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-157 Resolution Authorizing the Permanent Hire of Michael Janusz under the Civil Service Title of Clerk 1 (Regulatory/Safety).

Mrs. Clayton made a motion to approve Resolution 2015-157. Mrs. Glory seconded the motion and it was passed unanimously.

There was no closed session.

7. Other Matters

At this time, Mr. Cordts had a question with regard to an approval on the agenda this evening for an applicant proposing to service the project with on-site septic systems on West Commodore when there is a sewer main available. Mr. Harpell responded that this project is further out towards the outlets where there is no sewer service available.

Mr. Cordts asked at what location does the Six Flags Great Adventure sewer line go from pump to gravity. Chairman Allmann responded it is all pressure to Jackson Mills Road. Mr. Cordts questioned how many pump stations there are between Jackson Mills Road and Six Flags Great Adventure. Mr. Harpell responded there is only one pump station at Six Flags Great Adventure although there are some smaller contributory pump stations.

Chairman Allmann noted the next meeting is Thursday, December 17th.

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 November 19, 2015 Public Meeting adjourned.

End of Minutes