

Open Session

December 17, 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 December 17, 2015."

Chairman Allmann requested a roll call.

The December 17, 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 Hiering.

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. Rate Hearing

Chairman Allmann called the 2016 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2015-158 Resolution Adopting 2016 Rate Schedule.

Mrs. Rickabaugh made a motion to approve Resolution 2015-158. Mrs. Blake seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of November 19, 2015.

Mrs. Rickabaugh made a motion to approve the minutes of the Open Session Public Meeting of November 19, 2015. Mrs. Glory seconded the motion and it was passed unanimously.

At this time, Mr. Harpell introduced Ms. Monica Valera from HomeServe USA, which was followed by the charitable contribution presentations. Present were representatives from the Jackson Women of Today Food Pantry, the Veterans Memorial Garden and the Charitque Foundation. Mr. Harpell stated that for 2015, the total donation is \$7,381.00, which is being split evenly between the three charities this evening. Mr. Harpell thanked the Board for allowing the Authority to utilize the service of HomeServe USA, noting that to date, there are over 2,000 contracts in Jackson and after six (6) years, we have not received a single complaint from any residents about repair work completed.

3. Questions/Comments from the Public

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 reviewed the following items from the Executive Director's report.

- Mr. Harpell discussed the HomeServe USA Charitable Contribution this evening. Mr. Harpell stated that it has been a great partnership and over \$37,000.00 has been given to charity since 2009.
- Mr. Harpell discussed the New Jersey Environmental Infrastructure Trust's (NJEIT's) Refunding Bond Series 2015A-R1. It was noted that that when the Authority borrowed funds in 2007 for the London Drive Water Treatment Plant and the Liberty Tank, we received a blended interest rate of approximately 2.25% and the NJEIT recently approached us about possibly refinancing this debt at no cost. We weren't expecting much of a savings but the NJEIT just notified us that our debt service will be reduced by \$593,373.00 through 2027. The amount of this savings is incredible and it is one of the benefits of using the NJEIT.
- Mr. Harpell discussed the FEMA Hazard Mitigation Grant Program (HMGP) noting that FEMA has previously approved the Authority's application for funding in connection with the purchasing of one (1) bypass pump for the sewer system, which was delivered today, two (2) portable generators with cables and connectors, one (1) Convault Diesel Tank for London Drive Water Treatment Plant and two (2) Quick Connects for the backup generators, which are all being funded at 90%. The Authority has purchased the bypass pump and will request approval this evening for the purchase of the two (2) generators and related cables/connectors. Mr. Harpell stated that originally \$51,610.00 was approved by FEMA but in the three years since the quotes were submitted, the prices have gone up a bit. The total cost for two (2) Wacker Neuson G50/Tier 4 Trailer Mounted Generators, with cables/connectors, is \$59,487.00, of which at least \$46,449.00 will be reimbursed by FEMA. The Authority bid the project since the State contract pricing was closer to \$70,000.00.
- Mr. Harpell next discussed the purchase of power for 2016, noting that the Authority has been waiting to participate in the Legler Landfill Solar Project when it becomes operational. Mr. Harpell stated that he recently spoke with HESP and were told the project was not imminent and most likely behind schedule. As such, we are considering purchasing power through a third party and we took part in a reverse auction this afternoon, which resulted in very good rates. Currently JCP&L is about 0.09600/kWh. We looked into an eighteen (18) month contract and are receiving rates of \$0.0817/kWh. Mr. Harpell noted this is a 15.64 % savings on power and based on our usage, we are expecting to save \$45,324.31 per year, through SFE Energy. This is a good way to stabilize power costs for the next eighteen (18) months and we would like to recommend approval this evening pending a final legal review from Mr. Hiering. Mr. Hiering stated that the Rider and Contract both appear to be in acceptable form.
- Mr. Harpell discussed the surplus of public property including an Arc Welding Generator, which hasn't been used since 2010, an old snow blower which hasn't been used in quite some

time, one hundred sixty seven (167) used Sensus Meters and a 2009 F-250 pickup truck which, unfortunately, needs a new engine. Mr. Harpell noted it was not worth the cost to repair the truck and should get a reasonable amount of money on www.GovDeals.com since the truck is in good condition aside from the engine. Lastly, the list includes forty-one (41) used cell phones which we would like to donate to the Jackson Police Department for domestic violence assistance.

- Mr. Harpell stated that with regard to the Whitesville Industrial Park, Bil-Jim has indicated that they have some time next week to work on the sewer extension in the industrial park, noting they have the permits but the Authority has not yet received their bonding as required. They are requesting permission to post a cash bond as long as it meets the Authority's criteria and formalize this going forward. They are looking to complete two sewer manhole runs into the industrial park. Mr. Harpell stated that if there are no objections from the Board, would like to comply with their requests. Chairman Allmann agreed to comply and keep going forward with posting the cash bonds with the Authority Engineer's recommendation and, if necessary, can memorialize at the next public meeting.

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.

- The Manhattan Street Complex Improvements. The Authority advertised and solicited bids in December. There were six (6) general contractors with interest with two (2) bidders responding. The low bid was in the amount of \$7,169,514.00 and the high bid was \$7,911,109.00 for the base bid only. Mr. Quijano stated that the bid amount exceeded our budget and the Authority and Special Projects Engineer, O'Brien & Gere Engineers, are recommending that we reject the bids. Part of the resolution on the agenda this evening for approval is a request to modify the scope of work to separate the construction of the 2-Million Gallon Water Storage Tank, Booster Station and New Warehouse from the Administration Building and Garage Improvements. If the Board approves, we will separate the contracts and hopefully receive more interest from the bidders. Chairman Allmann stated that some contractors have stated that some want to do the utilities but not the building, so we find it is best to separate and find a savings. Mr. Harpell stated that we will update the Board next month on the cost to separate the contracts.
- Sanitary Sewer Trenchless Rehabilitation Closeout and Release of Performance Bond for National Water Main Cleaning Company, Inc. Mr. Quijano stated that they have completed the project and fulfilled all their contractual obligations. The Authority is recommending that the contract be closed out, retainage paid and performance bond released.
- Next item discussed was the reimbursement to the Township of Jackson in the amount of \$16,804.20. The Township replaced a culvert on West Pleasant Grove. As part of the project the Authority asked the Township to extend and lower a dry water main so that it would be accessible in the future and this was the direct cost from the Township's contractor. Part of the

\$16,804.20 also included Township work on Brewers Bridge Road which was very close to the Flair Pump Station. We requested that the Township rebuild the driveway at the completion of their project.

DEVELOPER PROJECT

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

- Resolution Granting Final Sewer and Water Approval to Greentree at Jackson, LLC, Medical Office Professional Building. The applicant, Greentree at Jackson, LLC, is proposing to construct two (2) medical buildings, 11,000 square feet and approximately 24,000 square feet, at the intersection of North County Line Road and Kingston Drive. The applicant is proposing to connect to the existing water stub for water and an existing 6” stub for sanitary sewer. We recommended this approval in our December 7, 2015 letter to the Board.
 - Resolution Granting Preliminary, Tentative and Final Sewer and Water Approval to Six Flags Great Adventure 2016 Ride. The applicant is proposing to construct a new ride attraction in the amusement park and is applying for sewer and water service at this time. The applicant is proposing to connect to the existing water main at the site to service the proposed bathrooms and wash-down hydrants and are proposing to install a new sanitary sewer lateral to a pre-fabricated pump station. We recommended this approval in our December 7, 2015 letter to the Board.
 - Resolution Granting Preliminary Sewer and Water Approval to New Country Road Subdivision, Block 17801, Lots 2.01-2.13. The applicant, Mark Properties, LLC is proposing to construct a 13-lot subdivision on the south side of Stump Tavern Road, west of West Veterans Highway. They are proposing to service the lots with individual wells and septic systems. We recommended this approval in our December 7, 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, December 14, 2015. The total amount presented on the bill list is \$500,742.82 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$88,933.13 for Capital Projects;
2. Escrow Funds in the amount of \$24,715.57 for Developer Work;
3. Revenue General Fund in the amount of \$387,094.12 for Operating Expenses.

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

It was noted that a supplemental Bill List for November was required to pay various vendors including utility invoices due to the timing of the November Public Meeting. The total bills submitted for ratification are \$84,387.92 and were drawn from the following funds:

1. Revenue General Fund in the amount of \$56,664.06 for Operating Expenses;
2. Capital Reserve Fund in the amount of \$27,723.86 for Capital Projects

Mr. Diaz stated that a supplemental bill list for December will be presented next month for ratification required due to the timing of this month’s meeting.

- Mr. Diaz discussed the following annual renewals:
 1. Janitorial Services with Jan-Pro, Contract C5-00011, in an amount not to exceed \$10,500.00.
 2. Long Term Disability utilizing Guardian, Contract C6-00035, in an amount not to exceed \$11,000.00.
 3. Short Term Disability with The Hartford, Contract C6-00036, in an amount not to exceed \$13,000.00.
 4. Dental under Horizon, Contract C6-00037, in an amount not to exceed \$73,000.00.

The above listed 2016 annual contract renewals had no increases from 2015. Mr. Diaz stated that with regard to dental insurance, the Authority is looking into potentially moving over to Delta Dental but will still request approval this evening to renew the dental coverage with Horizon allowing for time to compare the dental proposals. Mr. Diaz stated we are in the process of working with consultants to see if it is cost effective and if the Authority does decide to make the change, Delta will need approximately three (3) months to get the process going in order to set up the accounts. He further informed the Board that if the decision is to change dental providers the Authority can cancel the Horizon Dental contract with a thirty (30) day notice. Mr. Diaz will update the Board next month.

- Next item discussed was the annual renewal of our Risk Management Consultant Agreement with Conner Strong and Buckelew. Mr. Diaz noted that is the premium at a rate of 6% for the renewal is paid out of the Authority's premiums to the Joint Insurance Fund (JIF).
- Mr. Diaz continued with the discussion of two new vehicle purchases. The first is from Beyer Ford, LLC for one (1) White 2016 Ford F-250, 4WD Pickup Truck with snow plow through State Contract A88727, under JTMUA Contract No. C5-00063, in an amount not to exceed \$26,224.00. This will be used to replace Truck #6 which is twelve (12) years old and also has a snow plow. The second vehicle is from DFFLM, LLC, for one (1) White 2016 Ford F-350 RWD Cargo Van, used for the Technical Maintenance department. The purchase of the Cargo Van would be through State Contract No. A8211, under JTMUA Contract No. C5-00064, in an amount not to exceed \$27,034.00. Mr. Diaz stated that vehicles purchased under State Contract are at a very good price. Mr. Harpell stated that it is a good time to purchase these vehicles for next year, noting the van is a high roof transit van which will be helpful for our technical maintenance staff with room to work inside.

Personnel

- Mr. Diaz discussed one action item on the agenda this evening, to authorize the permanent hire of Ms. Lauren Moskal to fill an open budgeted position in the Customer Service Department, under the Civil Service title of Clerk 1. Ms. Moskal has been working with the Authority for quite some time while an employee has been out on disability. The salary is at an hourly rate of \$13.00 with benefits. The Personnel Committee has reviewed and is recommending approval this evening.

4. Consent Resolutions:

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| 2015-159 | Resolution Approving Cash Management Report for October 2015. |
| 2015-160 | Resolution Approving Cash Management Report for November 2015 |

- 2015-161 Resolution Granting Preliminary Sewer and Water Approval to New Country Road Subdivision, Block 17801, Lots 2.01-2.13, on the Tax Map of the Township of Jackson.
- 2015-162 Resolution Granting Preliminary, Tentative and Final Sewer and Water Approval to Six Flags Great Adventure 2016 Ride, Block 3101, Lot 11, on the Tax Map of the Township of Jackson.
- 2015-163 Resolution Granting Final Sewer and Water Approval to Greentree at Jackson, LLC, Medical Office Professional Building, Block 4717, Lot 5 and Block 4716, Lot 1.02, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2015-159 through 2015-163. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained on Resolution 2015-163.

5. Resolutions Offered:

- 2015-164 Resolution Ratifying Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2015.

Mrs. Clayton made a motion to approve Resolution 2015-164. Mrs. Blake seconded the motion and it was passed unanimously. Chairman Allmann abstained on PO #15-01637 and Mrs. Glory abstained on any checks payable to T&M Associates.

- 2015-165 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for December 2015.

Mrs. Blake made a motion to approve Resolution 2015-165. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained on any checks payable to T&M Associates.

- 2015-166 Resolution Ratifying \$16,804.20 in Reimbursement to the Township of Jackson for Relocation of a Water Main.

Mrs. Glory made a motion to approve Resolution 2015-166. Mrs. Blake seconded the motion and it was passed unanimously.

- 2015-167 Resolution Rejecting Bids for the Manhattan Street Complex Improvements, Contract No. C5-00023 and Further Authorizing Modification of the Scope of Said Contract and its Re-Advertising for the Receipt of Bids.

Mrs. Rickabaugh made a motion to approve Resolution 2015-167. Mrs. Blake seconded the motion and it was passed unanimously.

- 2015-168 Resolution Authorizing Closeout and Release of the Performance Bond for Sanitary Sewer Trenchless Rehabilitation, Contract No. C2-16228, to National Water Main Cleaning Company, Inc.

Mrs. Rickabaugh made a motion to approve Resolution 2015-168. Mrs. Glory seconded the motion and it was passed unanimously.

2015-169 Resolution Authorizing the Purchase of Two (2) Wacker Neuson G50/Trailer Mounted Generators, with Accessories, Contract C5-00045, to SBP Industries, in an Amount Not to Exceed \$59,487.60, Partially Funded by the Hazard Mitigation Grant Program.

Mrs. Blake made a motion to approve Resolution 2015-169. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-170 Resolution Authorizing a One (1) Year Extension to Contract C5-00011 with Jan-Proof Central NJ, for Cleaning Services, Effective January 1, 2016, in an Amount Not to Exceed \$10,500.00.

Mrs. Blake made a motion to approve Resolution 2015-170. Mrs. Glory seconded the motion and it was passed unanimously.

2015-171 Resolution Authorizing the Purchase of One (1) 2016 Ford F-250, 4WD Pickup Truck, with Listed Options from Beyer Ford, LLC, Under State Contract No. A88727 (T2100) Pursuant to Authority Contract No. C5-00063, for the Sum of \$26,224.00.

Mrs. Rickabaugh made a motion to approve Resolution 2015-171. Mrs. Clayton seconded the motion and it was passed unanimously.

2015-172 Resolution Authorizing the Purchase of One (1) 2016 Ford F-350, RWD Cargo Van from DFFLM, LLC, Under State Contract No. A88211 (T2103) Pursuant to Authority Contract No. C5-00064, for the Sum of \$27,034.00.

Mrs. Blake made a motion to approve Resolution 2015-172. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2015-173 Resolution Authorizing Execution of a Risk Management Consultant's Agreement with Conner Strong & Buckelew.

Mrs. Clayton made a motion to approve Resolution 2015-173. Mrs. Glory seconded the motion and it was passed unanimously.

2015-174 Resolution Authorizing the Renewal of Guardian Long Term Disability Plan, Contract No. C6-00035, for January 1, 2016 to December 31, 2016, in an Amount Not to Exceed \$11,000.00.

Mrs. Glory made a motion to approve Resolution 2015-174. Mrs. Blake seconded the motion and it was passed unanimously.

2015-175 Resolution Authorizing the Renewal of The Hartford Short Term Disability Plan, Contract No. C6-00036, for January 1, 2016 to December 31, 2016, in an Amount Not to Exceed \$13,000.00

Mrs. Rickabaugh made a motion to approve Resolution 2015-175. Mrs. Blake seconded the motion and it was passed unanimously.

2015-176 Resolution Authorizing the Renewal of Horizon Group Dental Plan, Contract No. C6-00037, for January 1, 2016 to December 31, 2016, in an Amount Not to Exceed \$73,000.00.

Mrs. Blake made a motion to approve Resolution 2015-176. Mrs. Glory seconded the motion and it was passed unanimously.

2015-177 Resolution Authorizing an On-Line Public Auction for the Surplus of Personal Property No Longer Needed for Authority Use.

Mrs. Blake made a motion to approve Resolution 2015-177. Mrs. Glory seconded the motion and it was passed unanimously.

2015-178 Resolution Authorizing the Permanent Hire of Lauren Moskal under the Civil Service Title of Clerk 1.

Mrs. Clayton made a motion to approve Resolution 2015-178. Mrs. Glory seconded the motion and it was passed unanimously.

2015-179 Resolution Authorizing Contract for the Purchase of Electricity, Through an On-Line Auction Website, Contract C6-00072, to SFE Energy, Effective June 1, 2016.

Mrs. Rickabaugh made a motion to approve Resolution 2015-179. Mrs. Blake seconded the motion and it was passed unanimously.

At this time, Mr. Ken Bressi was present from the public, on behalf of the Veterans Memorial Garden. Mr. Bressi thanked the Board for this year's donation and continued with an update on the progress of the Garden. Mr. Bressi stated that all the donations received have funded everything at the site, including the monument, also noting that in the next week or so a well will be put in for irrigation. We have been working with the engineers, architect and professionals to put the final plans for the monument itself. The goal is to put footing into the monument by this spring and possibly the slabs across the bottom. Mr. Bressi noted the monument could possibly be completed in three years and will be changing all the lighting to LED lights next week. There is a lot of work going on and very pleased with the progress. Mr. Bressi thanked the Board again, stating that through these donations, this project keeps moving forward.

At approximately 6:15 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2015-180. 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 December 17, 2015 Public Meeting.

6. Other Matters

Chairman Allmann noted the next meeting is Thursday, January 28th. Also noting there will be a supplemental bill list for December prior to the January Public Meeting.

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 December 17, 2015 Public Meeting adjourned.

End of Minutes