

Open Session

January 28, 2016

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 January 28, 2016."

Chairman Allmann requested a roll call.

The January 28, 2016 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, Michael McKenna.

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 December 17, 2015.

Mrs. Blake made a motion to approve the minutes of the Open Session Public Meeting of December 17, 2015. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2. Approval of the Minutes of the Closed Session Public Meeting of December 17, 2015.

Mrs. Blake made a motion to approve the minutes of the Closed Session Public Meeting of December 17, 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 reviewed the following items from the Executive Director's report.

- Mr. Harpell discussed the Leigh Realty project noting that they have the right to assign waivers to subsequent buyers to the property. This evening the Authority is looking to approve the assignment of 200 water and sewer connection fee waivers from Leigh Realty Company to The

Gardens at Jackson Twenty-One, LLC (Atlantic Realty) who is developing the first phase. Mr. Harpell stated that the only reason that this assignment needs to be approved by resolution is that the Developers have asked the Authority to “acknowledge and accept” their agreement. Mr. Harpell noted that Mr. Hiering advised this approach.

- Mr. Harpell briefly discussed the 2016 Professional Services proposals which were received and a summary was submitted to the Board for their review prior to next week’s reorganization meeting. Mr. Harpell stated that the Authority is also requesting approval to delay the award of special projects engineers until the February 25, 2016 Public Meeting. Mr. Hiering recommended the Authority postpone these awards by resolution, which is on the agenda this evening.
- Mr. Harpell next discussed the 2016/2017 Public Meeting Schedule submitted to the Board for review. Mr. Harpell noted that if there are no changes, the Authority will request approval of the schedule at the reorganization meeting.
- Mr. Harpell discussed the recent surplus auction conducted on GovDeals.com, noting that it’s a great system, basically eBay for surplus property. Mr. Harpell stated that the Authority received \$7,088.50 for the items auctioned in December, including \$5,365.00 for the Ford F-250 with the blown engine.

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.

- First discussed was the formal closeout for the Flair Pumping Station Upgrades, Contract C1-95749. Coppola Services, Inc. has fulfilled their contractual obligations and submitted the required closeout documents. Mr. Quijano stated that the documents have been reviewed and the Staff is recommending that the contract be closed, retainage paid and the performance bond released.
- Next item discussed was the re-bid of the Manhattan Street Facility Improvements. Mr. Quijano stated that last month the bids were rejected because they were over the budgeted amount. The Authority has requested that O’Brien & Gere Engineers, Inc. (OBG) separate the contract into two (2) contracts. Mr. Quijano stated that the Administration Building Improvements and Garage Building Modifications will become a separate project and will be bid at a later date when funds become available. The construction of the 2 million gallon (MG) Storage Tank, Booster Station and Warehouse will go out for public bid within four (4) weeks of Board Approval.

The Authority requested pricing from OBG for the projects and they submitted a proposal in the amount of \$47,580.00 which will cover the two (2) full sets of contract documents. When the funds are available for the Administration Building and Garage, it will be a bid ready document. Additionally, they will provide a second round of bid services on a time and

materials basis and OBG will supply the support for the bidding services, including the printing of twenty (20) sets of bid documents. This has been discussed with the Engineering Committee and is recommending authorization of the Task Order Change No. 1 to O'Brien & Gere Engineers, Inc.

- Mr. Quijano next discussed the design of the Six Flags Great Adventure (SFGA) Water Treatment Plant Replacement. The engineering design contract was previously awarded to Paulus, Sokolowski and Sartor, LLC (PS&S) and Mr. Quijano noted that a month later, SFGA decided to proceed with drilling a well replacement for Well No. 10, which has lost its original yield of 500 gallons per minute (GPM). The replacement well which is now called Well No. 17, has a better yield and can potentially provide up to 800 GPM in the future. Mr. Quijano stated that as part of the agreement, SFGA is going to turn Well No. 17 over to the Authority and the staff recommends bringing the well up to our current well standards. The Authority has asked PS&S to design a well house with complete standardized mechanical & electrical equipment, HVAC and well controls. These additions would be incorporated into the overall bid documents for the SFGA Water Treatment Plant Replacement project.

Mr. Quijano further stated that, in addition, to avoid having to operate two pressure zones when the SFGA (Elevation 290 feet) and the Authority (Elevation 270 feet) Systems are interconnected in the future, the staff and the Design Engineer have recommended that a dedicated booster station to serve SFGA be constructed in order to maintain the elevation of 290 feet at SFGA. The staff has requested a proposal from PS&S to design the booster station. PS&S has provided a proposal for the additional services in the total not to exceed amount of \$29,500.00.

- Mr. Quijano discussed the last item, the Water/Sewer Emergency Repairs & Service Work, Contract No. C5-00019, Authorizing Final Quantities Change Order No. 1 in the Decreased Amount of (\$223,540.65) and Closeout of Year Three (3) with D&D Trenchless Solutions, Inc. This is the last extension they were given, and the Authority's Staff is recommending this change order, calling for a credit to the contract quantities resulting in a decrease in the contract by (\$223,540.65), which changes the original contract amount from \$354,878.81 to the decreased amount of \$131,338.16. It was noted the reason for the decrease is that D&D Trenchless Solutions went out of business in 2015 and discontinued work for the Authority in November 2015. Additionally, D&D Trenchless Solutions, Inc. has fulfilled their contractual obligations for Year Three (3) of the contract, and will submit the required contract closeout documents, which will be reviewed for compliance. We are recommending that the contract be closed and retainage paid.

DEVELOPER PROJECT

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

- Resolution Authorizing Final Sewer and Water Approval to Clayton Properties. The applicant, 528 LLC is proposing to construct a 46,100 SF commercial garage building on the north side of East Veterans Highway, east of North Hope Chapel Road, at the border of Lakewood Township. They are proposing to connect to the New Jersey American sewer system and proposing to extend a water main to connect to the JTMUA system in the vicinity of Liberty High School. There are sewer agreements required in our review letter that will have to be adhered to with New Jersey American and with Ocean County Utilities Authority. We recommended this approval in our January 18, 2016 letter to the Board.

- Resolution Authorizing Preliminary and Tentative Sewer Approval to Abnet Realty Dental Office. The applicant, Abnet Realty, is proposing to connect an existing building to the Authority's sewer system at the intersection of County Line Road and Melody Lane. They will extend approximately 300 feet of 8" PVC sanitary sewer to service the building. We recommended this approval in our January 18, 2016 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, January 25, 2016. The total amount presented on the bill list is \$934,096.51 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$184,631.10 for Capital Projects;
2. Escrow Funds in the amount of \$5,136.30 for Developer Work;
3. Revenue General Fund in the amount of \$744,329.11 for Operating Expenses.

The operating expense includes \$225,000.00 for funding the payroll account and \$244,861.00 for the 2016 employer PERS contribution.

It was noted that a supplemental Bill List for December was required to pay various vendors including utility invoices due to the timing of the December Public Meeting. The total bills submitted for ratification are \$125,390.43 and were drawn from the following funds:

1. Revenue General Fund in the amount of \$77,074.63 for Operating Expenses;
2. Capital Reserve Fund in the amount of \$48,315.80 for Capital Projects

- Mr. Diaz discussed the 2015 Operating and Capital contract closeouts noting that there are fifteen (15) contracts being presented under one resolution this month, in an effort finalize quantities and release encumbered funds. The contracts vary from Capital, including the Sensus and Neptune Meters, to other various annual contracts. The combined original contract total was \$575,769.11, with a net decrease of \$157,876.34, for an adjusted Contract total of \$417,793.77. If approved, the Authority will officially closeout the contracts.
- Next item discussed was a one-time payment plan and reduced rate for sewer and water charges for an Authority customer who had a continual toilet leak. The leak resulted in a quarterly bill in the amount of \$5,047.50. In the past, the Authority has offered one-time reduced charges for extenuating circumstances based on recalculating utilizing the lowest tier of both sewer and water on the rate schedule. Mr. Diaz noted that the Authority can authorize a payment reduction but Board approval is required for a payment plan. Also noted, the customer has made a good faith payment of \$220.00 to start. The charge of \$5,057.50 will be reduced to \$2,615.30 based on the proposed one-time reduction and if there are no objections, the Authority believes it is fair and equitable approach.
- Mr. Diaz reminded the Board of the Elected Official Training scheduled for 5:00 pm, prior to the March 24, 2016 Public Meeting. This affords the Authority a \$250.00 credit per attendee against the annual premium.

Personnel

- Mr. Diaz discussed two action items on the agenda this evening, to authorize two (2) new hires. The first position stemming from a resignation, Mr. Mike Crooker who resigned for another opportunity. Mike was a very good employee in the Engineering Department for seven (7) years and we wish him the best. The second new hire is a budgeted position for 2016. The Authority advertised and interviewed two candidates and this evening present Ms. Susan Weir and Ms. Stacey Jacob, both under the Civil Service title of Engineering Aide. The Personnel Committee has reviewed and is recommending approval this evening.

4. Consent Resolutions:

- 2016-01 Resolution Approving Cash Management Report for December 2015.
- 2016-02 Resolution Authorizing Preliminary & Tentative Sewer Approval to Abnet Realty Dentist Office, Block 7309, Lots 15 & 16, on the Tax Map of the Township of Jackson.
- 2016-03 Resolution Authorizing Final Sewer and Water Approval to 528 LLC, Block 13801, Lots 4.01 & 6.01, on the Tax Map of the Township of Jackson, Contingent Upon the Execution of Developer Agreements.

Mrs. Rickabaugh made a motion to approve Resolutions 2016-01 through 2016-03. Mrs. Blake seconded the motion and it was passed unanimously.

5. Resolutions Offered:

- 2016-04 Resolution Ratifying Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2015.

Mrs. Clayton made a motion to approve Resolution 2016-04. Mrs. Glory seconded the motion and it was passed unanimously.

- 2016-05 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for January 2016.

Mrs. Clayton made a motion to approve Resolution 2016-05. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained on any checks payable to T&M Associates and the Jackson Chamber of Commerce.

- 2016-06 Resolution Authorizing Closeout and Release of Performance Bond for Flair Pump Station Upgrades, Contract C1-95749, with Coppola Services, Inc.

Mrs. Blake made a motion to approve Resolution 2016-06. Mrs. Glory seconded the motion and it was passed unanimously.

- 2016-07 Resolution Authorizing Award of Task Order Change No. 1, Through the Fair and Open Process, to O'Brien & Gere Engineers, Inc., for the Manhattan Street Facility Improvements, Contract C4-00039, in an Amount Not to Exceed \$47,580.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-07. Mrs. Blake seconded the motion and it was passed unanimously.

2016-08 Resolution Authorizing Award of Task Order Change No. 1, Through the Fair and Open Process, to Paulus, Sokolowski and Sartor, LLC, for Design Services for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract C4-00050, in an Amount Not to Exceed \$29,500.00.

Mrs. Glory made a motion to approve Resolution 2016-08. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-09 Resolution Authorizing Final Quantities Change Order No. 1, Contract C5-00019, in the Decreased Amount of (\$223,540.65) and the Closeout of Year Three (3) of the Water/Sewer Emergency Repairs & Service Work Contract with D&D Trenchless Solutions, Inc.

Mrs. Glory made a motion to approve Resolution 2016-09. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-10 Resolution Consenting to the Assignment of 200 Water and 200 Sewer Connection Fee Waivers from Leigh Realty Company (on behalf of The Estate of Mitch Leigh) to the Gardens at Jackson Twenty-One, LLC.

Mrs. Blake made a motion to approve Resolution 2016-10. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained.

2016-11 Resolution Authorizing Final Quantities Change Orders for Various Contracts For the Year 2015, in the Total Decreased Amount of (\$157,876.34).

Mrs. Clayton made a motion to approve Resolution 2016-11. Mrs. Glory seconded the motion and it was passed unanimously.

2016-12 Resolution Authorizing a Payment Plan at Reduced Rates for Sewer & Water for the Property at 173 Lilac Court, Block 8001, Lot 5.859, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolution 2016-12. Mrs. Blake seconded the motion and it was passed unanimously.

2016-13 Resolution Authorizing a Supplemental Request for Proposal for Special Projects Engineers 2016, Via a Fair and Open Process.

Mrs. Blake made a motion to approve Resolution 2016-13. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-14 Resolution Authorizing the Permanent Hire of Susan Weir under the Civil Service Title of Engineering Aide.

Mrs. Clayton made a motion to approve Resolution 2016-14. Mrs. Blake seconded the motion and it was passed unanimously.

2016-15 Resolution Authorizing the Permanent Hire of Stacey Jacob under the Civil Service Title of Engineering Aide.

Mrs. Clayton made a motion to approve Resolution 2016-15. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

At this time, the Board presented an award to Commissioner Peggi Sturfels for her years of service and dedication to the Authority. Mrs. Sturfels thanked the Board and stated that it was a pleasure and privilege to serve on the Board and wishes everyone well in all future endeavors.

Chairman Allmann noted that the 2016 Reorganization Meeting will take place next Thursday, February 4, 2016 and extended an invitation to Mr. Cordts if he wishes to attend.

At approximately 5:50 p.m., Chairman Allmann requested a motion to go to closed session. Mrs. Rickabaugh made a motion to close under Resolution 2016-16. Mrs. Blake 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 December 17, 2015 Public Meeting. Chairman Allmann entertained a motion to accept the Consent Order discussed in closed session and allow the Attorneys to move forward with it and close out the issues with Bartley Healthcare. Mrs. Rickabaugh made a motion to accept. Mrs. Clayton seconded the motion and it was passed unanimously. Mrs. Glory abstained.

6. Other Matters

Chairman Allmann noted the AEA Spring Conference is March 8th and 9th. Please let Joan know if you plan on attending.

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 January 28, 2016 Public Meeting adjourned.

End of Minutes