

Open Session

February 25, 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 February 25, 2016."

Chairman Allmann requested a roll call.

The February 25, 2016 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 p.m. Present were Members Blake, Glory, Rickabaugh, Chairman Allmann, Alternate Member Porter, 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 Clayton 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 2016 Rate Hearing of December 17, 2015.

Mrs. Rickabaugh made a motion to approve the Minutes of the 2016 Rate Hearing of December 17, 2015. Mrs. Glory seconded the motion and it was passed unanimously. Mr. Porter abstained.

2. Approval of the Minutes of the Open Session Public Meeting of January 28, 2016.

Mrs. Glory made a motion to approve the Minutes of the Open Session Public Meeting of January 28, 2016. Mrs. Blake seconded the motion and it was passed unanimously. Mr. Porter abstained.

3. Approval of the Minutes of the Closed Session Public Meeting of January 28, 2016.

Mrs. Blake made a motion to approve the Minutes of the Closed Session Public Meeting of January 28, 2016. Mrs. Glory seconded the motion and it was passed unanimously. Mr. Porter abstained.

4. Approval of the Minutes of the Reorganization Meeting of February 4, 2016.

Mrs. Glory made a motion to approve the Minutes of the Reorganization Meeting of February 4, 2016. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Blake abstained.

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 Mutual Release Agreement with The Gardens at Jackson Twenty-One, LLC and Remington, Vernick and Vena Engineers (RVV) on the Agenda this evening, stating that the contractor for The Gardens at Jackson Twenty-One, LLC did very good work but the work proceeded slowly and the inspection fees exceeded the 5% cap. It was noted that RVV will accept the remaining \$21,684.25 escrow payment for the inspection work. Mr. Dittenhofer stated that RVV will accept the payment in order to close this matter. Mr. Harpell stated that going forward, the Authority will consider making an adjustment to the Rules and Regulations, that contractors must submit a schedule for the work. Chairman Allmann agreed this should be adjusted in the Rules and Regulations.
- Mr. Harpell stated that the Bartley Healthcare Consent Order was formally approved by the Judge and the last issue is to select potential arbitrators in the event of any future billing disputes.
- Mr. Harpell discussed the Special Projects Engineers proposals noting that twenty-one (21) firms submitted. Mr. Harpell stated that typically we appoint all of the firms who meet our qualifications and the Engineering Committee is recommending all 21 firms be appointed in 2016. Also noted, there is no cost to the Authority to appoint firms on the list and the Authority will subsequently present these special projects to the Board for approval.
- Mr. Harpell stated that the Association of Environmental Authorities (AEA) was pleased to hear that some of the issues with grease and disposable wipes have been resolved and how the Authority went about resolving these issues. The AEA asked the Authority to present case studies at the Spring AEA Conference.

Administrative Committee Report

There was no Administrative Committee Meeting this month. Mr. Harpell stated that we will be scheduling a future meeting to review changes required by the JIF to update the Personnel Policies and Procedures Manual.

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 Authorization to apply for a Loan from the New Jersey Environmental Infrastructure Financing Program (NJEIT) for the new Six Flags Water Treatment Plant (SFGA WTP) and the Western Water Main Extension Project (Western WME). The Authority's Consulting Engineers for both projects have submitted the final cost estimates being \$12,980,000.00 for SFGA WTP and \$9,728,000.00 for the Western WME. Mr. Quijano stated that these cost estimates include administrative expenses, engineering expenses and other project contingencies. The resolution on the agenda this evening is authorizing the loan application and designating the authorized representative from the Authority to submit the loan. Mr. Harpell stated that these cost are inflated, noting that through the NJEIT you have to submit costs with contingencies and the loan will be closed with the actual bid numbers.
- Mr. Quijano discussed the Authorization to Specify Proprietary Goods and Services for the new Six Flags Great Adventure Water Treatment Plant (SFGA WTP), noting that currently the Hungerford & Terry (H&T) Filtration System is currently being used at the Hyson Road and London Drive Water Treatment Plants. The Authority is very well versed with this filter system and would like to specify for the new SFGA WTP. Mr. Quijano stated that in order to specify proprietary or a specific brand name in our bid documents, the Authority has to authorize a resolution stating that the equipment is of a "specialized nature" as required by Local Public Contracts Law. Mr. Quijano stated that the Authority's Design Engineer prepared a memo certifying the need for proprietary equipment, which has been reviewed and approved by the Authority's General Counsel. The resolution on the agenda this evening will specify the H&T Filtration System in our bid documents. Chairman Allmann also stated the Authority checked the price for the filter system.
- Mr. Quijano discussed the Shared Services Agreement with the County of Ocean. The Authority met with the Ocean County Engineering Department and they indicated that they are anticipating construction of the North Cooks Bridge to begin July 2016, which will necessitate the relocation of our existing dual 16-inch sewer force main that is currently attached to the bridge and is the force main coming from Six Flags Great Adventure. Mr. Quijano noted that the sewer force main will be relocated by Horizontal Directional Drill method, which will allow our pipe to be located underneath the stream bed. Mr. Quijano also noted that since the County is moving ahead with the bridge reconstruction and is closing the road, it is an opportunity for the Authority to include in the County's contract, the installation of our 12" water main via horizontal directional drill, which was originally part of the North Cooks Bridge Water Main Extension Project. The Authority has the design, from Maser Consulting, for the water main and sewer relocation which will be included in the County's bid documents. The water main will close the loop between Hyson Road and the London Drive Water Treatment Plant. The estimated amount of the project for the shared services agreement is \$442,900.00. Chairman Allmann stated that it probably will not start until the fall, during Six Flags Great Adventure's off-season.

DEVELOPER PROJECT

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

- Resolution Authorizing Final Sewer Approval to Robinwood Plaza. The applicant, SBE Corp, is proposing to construct a sanitary sewer extension to service an existing 9,775 square foot commercial space at the intersection of Cooks Bridge Road and Bennetts Mills Road, in the southwest corner. They also will install a 4" force main to connect to an existing manhole. We recommended this approval in our February 15, 2016 letter to the Board.

- Resolution Authorizing Final Sewer & Water Approval to QuickChek located on South New Prospect Road. The applicant, QuickChek Corporation, is proposing to construct a 4,989 square foot food store with gasoline dispensers at the intersection of Bethel Church Road and South New Prospect Road. The applicant proposes to connect to the existing water and sewer systems. We recommended this approval in our February 15, 2016 letter to the Board.
- Resolution Authorizing a Preliminary, Tentative and Final Sewer & Water Approval for Six Flags Great Adventure (SFGA) 2016 Aqua Play Ride. The applicant, SFGA, is proposing to construct a new water ride in the Hurricane Harbor section of the park. They are proposing to connect to the existing water system with a 2” water service and extend a 6” PVC lateral to the pump house that will serve as a sanitary backwash. We recommended this approval in our February 15, 2016 letter to the Board.
- Resolution Authorizing a Preliminary Sewer & Water Approval for CDR Whitesville, LLC to construct a contractor’s yard. The applicant, CDR Whitesville, LLC, is proposing to construct a contractor’s yard for storage of bulk materials and equipment. No building is being constructed and as such qualifies for a letter of no interest according to the Authority’s Rules and Regulations. The prior approvals on this property remain in-place. We recommended this approval in our February 15, 2016 letter to the Board.
- Resolution Authorizing a Preliminary and Tentative Sewer & Water Approval to Panikkar Office Building. The applicant, JK Panikkar, LLC, is proposing to construct a 12,000 square foot medical office building on the north side of North County Line Road, west of Bartley Road. They are proposing to connect to the existing 12” water main in County Line Road and the existing sanitary sewer line on Hampshire Blvd. We recommended this approval in our February 15, 2016 letter to the Board. Chairman Allmann stated that the applicant may be changing the direction of the sanitary sewer line if they cannot get the easement from Hampshire Hills.

4. Assistant Executive Director’s Report
 Finance Committee Report
 Personnel Committee

Mr. Diaz stated that the Finance Committee met on Friday, February 19, 2016. The total amount presented on the bill list is \$509,778.99 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$41,136.79 for Capital Projects;
2. Escrow Funds in the amount of \$12,419.81 for Developer Work;
3. Revenue General Fund in the amount of \$456,222.39 for Operating Expenses.

The operating expense includes \$235,000.00 for funding the payroll account.

- Mr. Diaz discussed the 2015 Budget Reclass report which adjusts line items from the 2015 operating budget to cover shortfalls on individual expense line items. The line item adjustments have a net zero effect on the 2015 operating budget. The resolution on the agenda this evening is to authorize the approval of the line item adjustments to the 2015 Sewer/Water Operating Budget.
- Mr. Diaz discussed the Computer Services Change Order No. 1 to Miles Technologies. In November 2015, the Authority awarded computer services to Miles Technologies, under Contract No. CT-16030 in an amount not to exceed \$2,027.00 per month, with either two (2) one-year contract extensions or one (1) two-year extension. Mr. Diaz stated that the award did

not consider adjustments to the contract for the addition and deletion of Authority employees. The resolution on the agenda this evening is to approve the change order to allow the flexibility to add or delete an employee and would increase or decrease the original monthly contracted amount by approximately \$45.00 per person. Mr. Diaz noted that the increase or decrease will not exceed 15% of the original contract.

- Mr. Diaz stated that the State offers vehicles at such a reasonable price and the Authority budgets every year for vehicles in order to keep the fleet up to date, which actually saves the Authority money in repairs. The Resolution on the agenda this evening is for the purchase of a 2016 Ford Explorer, white, in the amount of \$24,078.00 from Beyer Ford, LLC, under State Contract No. A83013, under JTMUA Contract No. CT-16076. Mr. Diaz noted that this was budgeted item for 2016. Chairman Allmann stated that this purchase was accelerated from the end of year due to the change in the timing of contracts offered through the State. Chairman Allmann also noted that with changes in staffing, more vehicles are needed for inspections, etc. throughout town.

Personnel

Mr. Diaz discussed three action items on the agenda this evening.

- First discussed are two (2) new hires on the agenda this evening, Mr. Ryan Haviland and Mr. Daniel Calabrese in the Civil Service Title of Laborer 1, which is an entry level position. Mr. Diaz stated that these are both open budgeted positions to be filled in Operations. The Personnel Committee has reviewed these new hires and is recommending approval this evening.
- Mr. Diaz discussed one (1) promotion this evening for Ms. Megan Heiss who has been with the Authority since 2013. Ms. Heiss has attained all the qualifications and experience for a promotion from her entry level position of Clerk 1 to Clerk 2. Ms. Heiss has done a very good job for the Authority starting in the Customer Service Department and moving into the Billing Department. The Personnel Committee has reviewed this promotion and is recommending approval this evening.

4. Consent Resolutions:

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| 2016-33 | Resolution Approving Cash Management Report for January 2016. |
| 2016-34 | Resolution Granting Final Sewer and Water Approval and Authorizing the Execution of a Sewer Service Agreement to QuickChek, Block 6803, Lots 5-7, on the Tax Map of the Township of Jackson. |
| 2016-35 | Resolution Granting Preliminary, Tentative and Final Sewer and Water Approval to Six Flags Great Adventure 2016 Aqua Play Ride, Block 3101, Lot 11, on the Tax Map of the Township of Jackson. |
| 2016-36 | Resolution Authorizing the Amendment of Preliminary and Tentative Sewer Approval, Granting Final Sewer Approval and Authorizing the Execution of a Sewer Service Agreement to Robinwood Plaza (On-Site Improvements), Block 8702, Lots 1, 2, & 9, on the Tax Map of the Township of Jackson. |

- 2016-37 Resolution Granting a Letter of No Interest to Whitesville Contractor's Yard, a Portion of the Whitesville Business Park, Various Block and Lots, on the Tax Map of the Township of Jackson.
- 2016-38 Resolution Granting Preliminary & Tentative Sewer and Water Approval to Panikkar Office Building, Block 5301, Lot 12, on the Tax Map of the Township of Jackson.

Mrs. Blake made a motion to approve Resolutions 2016-33 through 2016-38. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann abstained on Resolution 2016-37.

5. Resolutions Offered:

- 2016-39 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for February 2016.

Mrs. Rickabaugh made a motion to approve Resolution 2016-39. Mr. Porter seconded the motion and it was passed unanimously. Mrs. Glory abstained on any checks payable to T&M Associates.

- 2016-40 Resolution Authorizing Proprietary Goods and Services for the New Six Flags Great Adventure Water Treatment Plant.

Mrs. Glory made a motion to approve Resolution 2016-40. Mrs. Blake seconded the motion and it was passed unanimously.

- 2016-41 Resolution Authorizing an Application for a Loan from the New Jersey Environmental Infrastructure Financing Program in the Estimated Amount of \$22,708,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-41. Mrs. Blake seconded the motion and it was passed unanimously.

- 2016-42 Resolution Authorizing a Shared Services Agreement with the County of Ocean for the Relocation of Sewer Mains and the Installation of Water Mains and Appurtenances during the Replacement of the North Cooks Bridge, Contract No. CT-16077, in the Estimated Amount of \$442,900.00.

Mrs. Glory made a motion to approve Resolution 2016-42. Mrs. Blake seconded the motion and it was passed unanimously.

- 2016-43 Resolution Approving Change Order No. 1 to Miles Technologies, Inc., for Computing Services, Contract No. CT-16030.

Mrs. Rickabaugh made a motion to approve Resolution 2016-43. Mrs. Blake seconded the motion and it was passed unanimously.

- 2016-44 Resolution Authorizing a Mutual Release Agreement with Remington, Vernick & Vena Engineers and The Gardens at Jackson Twenty-One, LLC.

Mrs. Blake made a motion to approve Resolution 2016-44. Mr. Porter seconded the motion and it was passed unanimously. Mrs. Glory abstained.

2016-45 Resolution Appointing the Authority's Special Projects Engineers Via a Fair and Open Process.

Mrs. Rickabaugh made a motion to approve Resolution 2016-45. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Glory abstained from voting on T&M Associates.

2016-46 Resolution Authorizing the Approval of Line Item Adjustments to the 2015 Sewer/Water Operating Budget.

Mrs. Glory made a motion to approve Resolution 2016-46. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-47 Resolution Authorizing Purchase of One (1) 2016 Ford Explorer, 4WD, with Listed Options from Beyer Ford, LLC, Under State Contract No. A83013 (T2007) Pursuant to Authority Contract No. CT-16076, for the Sum of \$24,708.00.

Mrs. Blake made a motion to approve Resolution 2016-47. Mrs. Glory seconded the motion and it was passed unanimously.

2016-48 Resolution Authorizing Promotion of Megan Heiss to Clerk 2.

Mrs. Blake made a motion to approve Resolution 2016-48. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-49 Resolution Authorizing the Permanent Hire of Ryan Haviland under the Civil Service Title of Laborer 1.

Mrs. Glory made a motion to approve Resolution 2016-49. Mrs. Blake seconded the motion and it was passed unanimously.

2016-50 Resolution Authorizing the Permanent Hire of Daniel Calabrese under the Civil Service Title of Laborer 1.

Mrs. Glory made a motion to approve Resolution 2016-50. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

At this time, Mr. Cordts questioned when the SFGA water main project would start. Mr. Harpell stated that the Authority has to follow the Trust schedule and is expecting to bid the project by September or October with the project starting about this time next year. Mr. Harpell continued to explain that it takes time to get through the Trust cycle and the Authority is submitting for permits now, and will have to wait for internal review.

Chairman Allmann noted that the next public meeting will take place Thursday, March 24, 2016.

6. Other Matters

With no further matters to discuss, Mrs. Blake made a motion to adjourn. Mr. Porter seconded the motion and it was passed unanimously. Chairman Allmann declared the February 25, 2016 Public Meeting adjourned.

End of Minutes