

## Open Session

**March 24, 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 March 24, 2016.”

Chairman Allmann requested a roll call.

The March 24, 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 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.

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 February 25, 2016.

Mrs. Glory made a motion to approve the Minutes of the Open Session Public Meeting of February 25, 2016. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Clayton 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 reviewed the following items from the Executive Director’s report.

- Mr. Harpell discussed the Surplus of Public Property. The Authority puts together a list a couple of times a year to surplus various equipment which is no longer being utilized. Mr. Harpell listed surplus items on the agenda this evening which includes two vehicles, a 2003 Ford F-250 with a Snow Plow which is in poor condition and the plow is not operational. The second vehicle is a 2004 Ford F-450 Diesel Utility Body with Snow Plow, which is also in poor condition. Also included is an old Dell Latitude Laptop, a Sony Cybershot Camera, a Philips

Dictation System and Two (2) Dell Floppy Drive Modules. Mr. Harpell stated that if there are no objections, the Authority will advertise and list these items on GovDeals.com.

- Mr. Harpell stated that we received a schedule for the Financial Disclosures. We should receive information from the Township by April 4<sup>th</sup> which Joan will forward. The deadline for filing is April 30, 2016.
- Mr. Harpell stated that one of our operators, Dave Landry, will be retiring at the end of this month. We will have a cake next Thursday at 2:00 to wish Dave the best of luck.
- The last item discussed was the recent press coverage regarding lead, with Mr. Harpell noting that lead is not an issue in Jackson. We have only had a few inquiries on this issue but in order to be proactive, the Authority posted lead information and the new Consumer Confidence Reports on the website today. In short, the Authority has excellent water quality and we are always pleased to discuss this issue with our customers. Mr. Harpell also stated that the Authority has offered to assist the Board of Education if they need help in setting up sampling for the schools.

### **Administrative Committee Report**

There was no Administrative Committee Meeting this month. Mr. Harpell stated that we will be scheduling a meeting next month 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.

- Mr. Quijano discussed the Evaluation of a New Middle PRM Well as a back-up for the London Drive Water Treatment Plant. The Authority owns a 2.88 acre parcel of land off Bennetts Mills Road which has been identified as a location for the new well. The staff would like to have the site evaluated for its viability to drill a new well. Mr. Quijano stated that the project will include the construction of a 1,500 gallon per minute well and approximately 11,500 linear feet of raw water main. The project will also include a masonry well house and remote control & monitoring of the well via the Authority's Supervisory Control and Data Acquisition (SCADA) System.

Mr. Quijano noted that according to the Developer's Agreement with Leigh Realty Company (Developer), the Authority is responsible to design and permit the project and the Developer will be responsible for construction of all infrastructure. Mr. Quijano stated that two (2) Requests for Proposal (RFP) for the Evaluation and Design of the new well were solicited from firms included on the Authority's special project list, but only one (1) firm, H2M Associates responded. The proposal was discussed at the Engineering Committee and a recommendation for the award in an amount not to exceed \$214,300.00 is presented this evening.

## **DEVELOPER PROJECT**

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

Prior to his report, Mr. Dittenhofer introduced Joe Santorelli, who has previously worked in Jackson and has been with Remington Vernick & Vena Engineers for ten (10) years in the Wildwood location. Joe will be assisting in Jackson and is attending the meeting this evening for an overview and to meet the Board Members.

- Resolution Authorizing the Amendment of Preliminary and Tentative Water Approval and Granting Final Water Approval, to Robinwood Plaza (Off-Site Improvements). The applicant, SBE Corp, is proposing to construct utility improvements to service the existing 9,700 square foot commercial space and is sizing the improvements to serve a future expansion at the intersection of Cooks Bridge and Bennetts Mills Road. The project received preliminary and tentative approval in 2012 and constructed the off-site improvements under tentative approval. These improvements were completed in 2012. We recommended this approval in our March 14, 2016 letter to the Board.
  - Resolution Granting Tentative Sewer and Water Approval to the Oaks at Jackson Woods, Block 4101, Lot 20.01, a Subdivision of the Southeast Multi-Family Area of Jackson Woods. The applicant, Leigh Realty Company, is proposing to construct eighty-eight (88) residential apartments within eleven (11) buildings, clubhouse and maintenance building on the north side of Jackson Mills Road/West Freehold Road, west of Cedar Swamp Road. The project is located in the southwest multi-family section of Jackson Woods and contains 18.1 acres and are applying for water and sewer service. The applicant is proposing to connect to the existing water main and sewer on Jackson Mills/West Freehold Road. We recommended this approval in our March 14, 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, March 21, 2016. Mr. Diaz noted that there is a change to the bill list due to the addition of one additional bill for the Guardian Long Term Disability, in the amount of \$559.99. The total amount presented in the Finance Report was \$1,389,882.05, which is now changed to \$1,390,442.04, and to be drawn from the following funds, with the exception of the Guardian since there was no need to add additional funds for this as we had in our operating expense fund.

1. Capital Reserve Fund in the amount of \$133,386.79 for Capital Projects;
2. Escrow Funds in the amount of \$7,792.60 for Developer Work;
3. Revenue General Fund in the amount of \$1,248,702.66 for Operating Expenses.

The operating expense includes \$235,000.00 for funding the payroll account. Additionally, it includes \$703,612.50 for OCUA's 1<sup>st</sup> quarter 2016 installment along with \$107,919.60 for the 2015 deficiency charge totaling \$811,532.10. Payments are reviewed on an annual basis based on flows and if there is a difference there is a credit, however, in this case the Authority owed money. Mr. Harpell stated, as mentioned to the Finance Committee, the Authority would

prefer to underpay OCUA intentionally on the estimated bills, rather overpay and have to wait for a credit.

- Mr. Diaz discussed the annual bank transfer and restrictions of capital funds. Each year through the Authority's Trust Account, which is the Bank of New York/Mellon, we are afforded the opportunity to withdraw from our General Fund for capital purposes and transfer into the Authority's Capital Fund. The resolution being presented this evening is to transfer \$1,500,000.00 from the Bank of New York/Mellon to Parke Bank Capital Reserve Fund, to support the Authority's Capital initiatives.
- Mr. Diaz stated that in December 2015, the Authority approved Horizon Dental for the year 2016 and at that time discussed looking into other options with the help of the Authority's insurance consultant. The Authority was able to review a number of different plans including the plan being presented this evening from Delta Dental under the Central Jersey Health Insurance Fund (CJHIF). With that, Mr. Diaz stated there are three resolutions being presented this evening, the first is to join the CJHIF, at no cost to the Authority, and accepting Delta Dental as the new dental coverage in an annual amount for the first year of \$67,000.00. Mr. Diaz stated there is a cost savings for changing to Delta Dental of approximately \$8,000.00 on an annual basis. The second resolution presented this evening is to appoint a Fund Commissioner, similar to the New Jersey Joint Insurance Fund. Mr. Diaz stated that he will be appointed as the Fund Commissioner. Next discussed was the third resolution related to the dental coverage change, to terminate the Authority's contract with Horizon with the required thirty-one (31) day written notice. The Authority is looking to begin on or about June 1, 2016, to allow for the termination, but also to allow for the transition from Horizon over to Delta Dental. Chairman Allmann questioned if the Union is pleased with this change and Mr. Diaz responded that information has been sent out to every employee and there seems to be no issues. The Authority believes Delta Dental will be better coverage for everyone.
- Mr. Diaz discussed the Green Hills Pump Station, noting the station is currently running on one pump, rather than two needed for redundancy. The pump running the station now is in need of replacement as it is no longer useful as the primary pump. A bid was advertised with an opening date of March 17<sup>th</sup> for the purchase and installation of two (2) Flygt Pumps and the removal with an evaluation for a cost estimate for the repair of the existing Flygt Pump at the station. One (1) bid was received from Xylem Water Solutions USA, Inc. in the amount of \$18,252.00 under JTMUA Contract No. CT-16075. If there are no objections, the Finance Committee is recommending approval this evening.
- Mr. Diaz stated that the Auditors have completed the 2015 field work. They will begin compiling the information and go through the review process. As part of this year's audit the State has required additional financial reporting under Government Accounting Standard Board (GASB) 68 regarding pensions that are provided through the State-administered retirement system (PERS). The current information required is provided by the State which has not been made available to date. The only information available is data outside the GASB 68 guidelines for reporting. Mr. Diaz stated that the Authority is still looking to meet the April 30<sup>th</sup> filing requirement. Mr. Diaz further stated that if there are any issues that may prevent us from not completing the audit on time, due to the lack of not receiving the information from the State, he will certainly inform the Board. Chairman Allmann stated that it would be a matter of filing an extension and approving the next month. Mr. Harpell stated that the audit is going well. Mr. Diaz stated that it is a team effort and the entire staff participates.

## Personnel

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

- Mr. Diaz discussed two (2) new hires on the agenda this evening, Mr. Jeffrey Goff and Mr. Daniel Ericksen, both 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.

### 5. Consent Resolutions:

2016-51 Resolution Approving Cash Management Report for February 2016.

2016-52 Resolution Authorizing the Amendment of Preliminary and Tentative Water Approval and Granting Final Water Approval, to Robinwood Plaza (Off-Site Improvements), Block 8702, Lots 1, 2, & 9, on the Tax Map of the Township of Jackson.

2016-53 Resolution Granting Tentative Sewer and Water Approval to the Oaks at Jackson Woods, Block 4101, Lot 20.01, a Subdivision of the Southeast Multi-Family Area of Jackson Woods, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2016-51 through 2016-53. Mrs. Blake seconded the motion and it was passed unanimously.

### 6. Resolutions Offered:

2016-54 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for February 2016.

Mrs. Blake made a motion to approve Resolution 2016-54. Mrs. Glory seconded the motion and it was passed unanimously. Mrs. Glory abstained on any checks payable to T&M Associates.

2016-55 Resolution Authorizing Award of a Fair and Open Contract for the Evaluation and Design of a New Middle PRM Well for the London Drive Water Treatment Plant, Contract CT-16079, to H2M Associates, Inc., in An Amount Not to Exceed \$214,300.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-55. Mrs. Glory seconded the motion and it was passed unanimously.

2016-56 Resolution Authorizing Contract To Furnish and Install Two (2) Flygt Pumps and Evaluate the Existing Pump for the Green Hills Pump Station, Contract CT-16075, to Xylem Water Solutions, USA, Inc., in An Amount Not to Exceed \$18,252.00.

Mrs. Clayton made a motion to approve Resolution 2016-56. Mrs. Blake seconded the motion and it was passed unanimously.

2016-57 Resolution Authorizing the Transfer and Restriction of Authority Funds.

Mrs. Glory made a motion to approve Resolution 2016-57. Mrs. Blake seconded the motion and it was passed unanimously.

2016-58 Resolution Authorizing the Membership in the Central Jersey Health Insurance Fund (CJHIF) with Delta Dental, Contract No. CT-16038, on or about June 1, 2016 to December 31, 2018, in the Initial Annual Amount of \$67,000.00.

Mrs. Rickabaugh made a motion to approve Resolution 2016-58. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-59 Resolution Authorizing the Termination of Horizon Group Dental Plan, Contract CT-16037 (formerly Contract C6-00037).

Mrs. Clayton made a motion to approve Resolution 2016-59. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-60 Resolution Authorizing Appointment of Central Jersey Health Insurance Fund Commissioner.

Mrs. Blake made a motion to approve Resolution 2016-60. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-61 Resolution Authorizing On-Line Public Auction for the Surplus of Personal Property No Longer Needed for Authority Use.

Mrs. Rickabaugh made a motion to approve Resolution 2016-61. Mrs. Blake seconded the motion and it was passed unanimously.

2016-62 Resolution Authorizing the Permanent Hire of Jeffrey Goff under the Civil Service Title of Laborer 1.

Mrs. Clayton made a motion to approve Resolution 2016-62. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-63 Resolution Authorizing the Permanent Hire of Daniel Ericksen under the Civil Service Title of Laborer 1.

Mrs. Clayton made a motion to approve Resolution 2016-63. Mrs. Blake seconded the motion and it was passed unanimously.

There was no closed session.

Chairman Allmann noted that the next public meeting will take place Thursday, April 28, 2016.

At this time, Mr. Cordts questioned if the NJDEP requires us to maintain two functioning pumps and if a pump fails, does the Authority put a temporary one in. Mr. Harpell indicated that we always try to have two pumps per station but sometimes this is not possible due to unexpected failures. Also, depending upon the station, we may have a spare pump that will work temporarily or we can monitor the station with the Vac truck while repairs are being made.

Chairman Allmann noted that we do take the old pumps to refurbish, if it is cost effective, so we do have spare pumps on hand. Mr. Harpell also stated that the field staff is proactive and we have very few overflows due to their efforts. Grease has been a problem in the past but the Authority has been addressing these problems with the installation of large, external grease interceptors. Mr. Cordts asked who was responsible for the cleaning the interceptors and Mr. Harpell stated that it depends upon the site. The Authority is primarily responsible for one of the interceptors.

7. Other Matters

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 March 24, 2016 Public Meeting adjourned.

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End of Minutes