

Open Session

April 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 April 28, 2016.”

Chairman Allmann requested a roll call.

The April 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, along with the Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Earl Quijano. Also in attendance were Authority Engineer Alan Dittenhofer and Authority Counsel, Thomas Gannon. Member Porter 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 Open Session Public Meeting of March 24, 2016.

Mrs. Clayton made a motion to approve the Minutes of the Open Session Public Meeting of March 24, 2016. Mrs. Blake seconded the motion and it was passed unanimously.

2. Questions/Comments from the Public

Present from the public was Mr. Cordts. With no questions or comments from Mr. Cordts at this time, 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 Water Service Agreement with BCG Marble on the agenda this evening. Mr. Harpell stated that BCG Marble is located at 150 Faraday Avenue and they are proposing some improvements to the property. They want to connect to water but have requested a two (2) year extension to connect due to financial hardship. BCG Marble has executed this Agreement and if approved, would permit this extension provided that they formerly apply for service. In response to Mrs. Rickabaugh’s question, the commercial property is located on Faraday Avenue, by the Toms River border, off Whitesville Road.

- Mr. Harpell stated the filing deadline for the Financial Disclosure Statements is April 30th and to please let Joan know if you need any assistance with this statement. If you could also forward your confirmation of filing to Joan, it would be appreciated.

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 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 Task Order Change No. 1 to Maser Consulting for the Design and Construction Management Services for the Western Water Main Extension, Contract C5-00032. This contract was awarded to Maser Consulting on April 30, 2015, however the number of easements and subsurface investigations required for the project were unknown at that time. As part of the proposal, the consultant was asked to provide a unit pricing for one (1) of each of the tasks and one (1) unit for each of the tasks were included in the award. Based on the final water main routing, preparation of three (3) additional easements associated with Six Flags Great Adventure parcels and one (1) additional subsurface exploration were necessary for the project. Maser Consulting, P.A. honored the unit pricing in their original proposal for this work in an amount not to exceed \$9,700.00. This was discussed with the Engineering Committee and is recommending approval this evening.
- Next discussed was the authorization to award the Cultural Resource Assessment for the Western Water Main Extension (NJEIFP Project No. 1511001-012) and Six Flags Great Adventure Water Treatment Plant Replacement (NJEIFP Project No. 1511001-013), Contract CT-16083 to Richard Grubb & Associates, Inc., in an amount not to exceed \$16,596.00. Mr. Quijano stated that the NJDEP will require a Stage 1 A/B Cultural Resource Survey for both projects in order to identify if there are significant historic properties within the proposed area of disturbance. The Authority received two (2) proposals. The Engineering Committee reviewed the proposals and is recommending award to Richard Grubb & Associates, in the amount of \$16,596.00. Mr. Harpell stated that the Authority will benefit from the low interest rates through the Trust but they do impose additional requirements such as this study and sometimes, threatened and endangered studies as well.
- The last item discussed was the Award to Montana Construction in the amount of \$116,001.59, for the Hyson Road Water Treatment Plant Capacity Increase. The Authority advertised and six (6) bids were received and publicly opened at 2:00 p.m. on Thursday, April 21, 2016, ranging from a low of \$116,001.59 to a high of \$178,858.50. The Authority Staff and General Counsel have reviewed the bid proposals and the Engineering Committee is recommending award to Montana Construction in the amount of \$116,001.59, for installation of the forty-two (42) inch DIP Pipe and an additional fifty-six (56) feet of 16 inch DIP Pipe.

DEVELOPER PROJECT

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

- Resolution Granting Final Sewer Approval to Abnet Realty Dental Office, Block 7309, Lots 15 & 16. The applicant is proposing to connect to an existing dental office building to the Authority's sewer system at the intersection of County Line Road and Melody Lane, in the eastern corner. The applicant is applying for final sewer approval at this time. The applicant proposes to connect to an existing manhole at the intersection of Melody Lane and Oak Drive and extend 302 LF of 8" PVC sewer main to the site with a lateral to service the building. We recommended this approval in our April 18, 2016 letter to the Board.
- 4. Assistant Executive Director's Report
Finance Committee Report
Personnel Committee

Mr. Harpell stated that the Finance Committee met on Monday, April 25, 2016. The total amount presented on the bill list is \$728,032.30 and will be drawn from the following funds:

1. Capital Reserve Fund in the amount of \$138,181.25 for Capital Projects;
2. Escrow Funds in the amount of \$40,952.80 for Developer Work;
3. Revenue General Fund in the amount of \$560,898.25 for Operating Expenses.

The operating expense includes \$235,000.00 for funding the payroll account. The Revenue General Fund transfer includes an additional \$12,000.00 to be transferred to the Donated Capital account held at Ocean First Bank for funds received from Romeos Plaza for the Emerald Woods Pump Station upgrades.

- Mr. Harpell stated that Mr. Holman will present the 2015 Audit findings shortly and noted that it is almost complete and we believe the audit for the Authority went well.

Personnel

Mr. Harpell discussed the following items on the agenda this evening.

- Mr. Harpell discussed two (2) title changes to reorganize the Purchasing Department. The first is regarding Carolann Weisel who was appointed Temporary Purchasing Agent in May of 2014. Carolann currently serves as the Authority's Qualified Purchasing Agent (QPA) and will be reestablished under her CSC title of Purchasing Assistant. The second title change is regarding Michelle McGuigan who has been employed with the Authority since 2014 under the CSC title of Clerk 1 and will be reassigned to Meter Reader under the CSC title of Laborer 1. The Personnel Committee has reviewed and is recommending approval this evening.
- Next discussed was one (1) new hire on the agenda this evening. Mr. Michael Rizzo in the title of Clerk 1, in the Purchasing Department. Mr. Rizzo has the experience and education required to fill the position under the CSC title of Clerk 1. The Personnel Committee has reviewed and is recommending approval this evening.

Mr. Harpell next discussed two (2) promotions on the agenda this evening. The first is Carolyn Mauro who has been with the Authority since 2004 in the Engineering Department and is currently in the CSC title of Senior Management Assistant. Mrs. Mauro is a great asset and handles many different aspects of the Authority's operations. She has the work experience and qualifications required for a promotion to the CSC classified position of Executive Assistant. The second is Victor Siemanowicz who has been with the Authority since 2009 in the Maintenance Department, under the CSC title of Public Works Inspector. Mr. Siemanowicz has the experience and qualifications required for a promotion to the CSC title of Senior Public Works Inspector. The Personnel Committee has reviewed and is recommending approval this evening.

Chairman Allmann opened the floor to Mr. Frank Holman from Holman Frenia Allison, PC. Mr. Holman first thanked the Board for the appointment of Authority Auditor. Mr. Holman discussed the results of the 2015 Audit noting that there were no comments or recommendations, the Authority is financially in great shape and there are no compliance issues. Mr. Holman directed attention to the balance sheet, listing assets, liabilities and net position, noting the current assets to fund liabilities are very strong. The Authority is able to pay bills, is in a real strong net position and real strong net worth. Mr. Holman commented on the Income Statement, noting revenues are up 9% from prior year and total expenses are up only 2%. Mr. Holman also commented that bonds are being paid down and the Authority was able to add over one million in infrastructure improvements last year. Mr. Holman commented that budget expenses were well under budget, very favorable.

Mr. Holman next stated that for the first time, the State is requiring the balance sheet to list and report pension liability which shows an increase in the Authority's liabilities by 5.7 million and is based on last year's numbers. Mr. Holman stated that the State has just provided this year's pension data so there will be a revised audit report for 2015. The revised number will be 6.4 million and has nothing to do with rate setting. The State has extended the April 30th deadline and the firm will enter the new number into the report. Chairman Allmann questioned if the Board could still approve the audit this month since the change was discussed. Mr. Holman recommended the approval be postponed until the next Public Meeting on May 26, 2016.

Lastly, Mr. Harpell noted that the Board has been very proactive in keeping expenses down including sewage treatment costs and electric. Chairman Allmann stated that a lot of problem areas have been corrected and the Township is moving ahead with the Legler Solar project which will result in additional cost savings for the Authority.

This concluded the 2015 Audit review

5. Consent Resolutions:

- 2016-64 Resolution Approving Cash Management Report for March 2016.
- 2016-65 Resolution Granting Final Sewer Approval to Abnet Realty Dental Office, Block 7309, Lots 15 & 16, on the Tax Map of the Township of Jackson.
- 2016-66 Resolution Authorizing the Execution of a Water Service Agreement with BCG Marble, Block 22119, Lots 1, 2 & 3, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2016-64 through 2016-66. Mrs. Blake seconded the motion and it was passed unanimously.

6. Resolutions Offered:

2016-67 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for April 2016.

Mrs. Clayton made a motion to approve Resolution 2016-67. Mrs. Rickabaugh seconded the motion and it was passed unanimously. Mrs. Glory abstained on any checks payable to T&M Associates and The Gardens at Jackson 21, LLC.

2016-68 Resolution Authorizing Award of Task Order Change No. 1, Through the Fair and Open Process, to Maser Consulting, P.A., for the Design & Construction Management Services for the Western Water Main Extension, Contract C5-00032, in an Amount Not to Exceed \$9,700.00.

Mrs. Clayton made a motion to approve Resolution 2016-68. Mrs. Blake seconded the motion and it was passed unanimously.

2016-69 Resolution Authorizing Award of the Hyson Road Water Treatment Plant Capacity Increase, Contract No. C5-00050, to Montana Construction, in the Amount of \$116,001.59.

Mrs. Blake made a motion to approve Resolution 2016-69. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-70 Resolution Authorizing Award of the Cultural Resource Assessment for the Western Water Main Extension and Six Flags Great Adventure Water Treatment Plant Replacement, Contract CT-16083 to Richard Grubb & Associates, Inc., in an Amount Not to Exceed \$16,596.00.

Mrs. Glory made a motion to approve Resolution 2016-70. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-71 Resolution Certifying Audit has Been Reviewed by the Board

There was no vote on Resolution 2016-71. This resolution was held and will be presented for Board approval at the May 26, 2016 Public Meeting.

2016-72 Resolution Authorizing the Civil Service Title Reestablishment of Purchasing Assistant for Carolann Weisel.

Mrs. Clayton made a motion to approve Resolution 2016-72. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-73 Resolution Authorizing Reassignment of Michelle McGuigan from the Civil Service Title Clerk 1 to Laborer 1.

Mrs. Clayton made a motion to approve Resolution 2016-73. Mrs. Glory seconded the motion and it was passed unanimously.

2016-74 Resolution Authorizing the Permanent Hire of Michael Rizzo under the Civil Service Title of Clerk 1.

Mrs. Clayton made a motion to approve Resolution 2016-74. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2016-75 Resolution Authorizing Promotion of Carolyn Mauro to Executive Assistant.

Mrs. Blake made a motion to approve Resolution 2016-75. Mrs. Clayton seconded the motion and it was passed unanimously.

2016-76 Resolution Authorizing Promotion of Victor Siemanowicz to Senior Public Works Inspector.

Mrs. Clayton made a motion to approve Resolution 2016-76. 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, May 26, 2016.

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 April 28, 2016 Public Meeting adjourned.

End of Minutes